



## **MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON 23 OCTOBER 2012**

I hereby certify that the Minutes of the Ordinary 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  
AGENDA  
OF THE ORDINARY COUNCIL MEETING  
HELD ON TUESDAY, 23 OCTOBER 2012 AT 5:00 PM**

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Shire President declared the meeting open at 5.00pm.

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

**ATTENDANCE**

Cr J Moulden	Shire President
Cr R Addis	Deputy Shire President
Cr J Parker	Councillor
Cr J McCoy	Councillor
Cr D Ausburn	Councillor
Cr R Dessert	Councillor
Cr C Gore-Birch Gault	Councillor
G Gaffney	Chief Executive Officer
K Hannagan	Director Infrastructure
N Kearns	Director Development Services
E Davidson	Planning Officer
W Richards	Manager Community and Youth
J Hutson	Executive Assistant (Minute Taker)
M LeRiche	Governance Support

**GALLERY**

Catherine Atkins	Member of the Public
Joe Atkins	Member of the Public

**APOLOGIES**

Nil

**LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Nil

**3. DECLARATION OF INTEREST**

- **Financial Interest**

Nil

- **Impartiality Interest**

Nil

- **Proximity Interest**

Nil

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

Nil

**6. PETITIONS**

Nil

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**8. CONFIRMATION OF MINUTES**

**8.1 CONFIRMATION OF MINUTES OF ORDINARY COUNCIL MEETING OF 18 SEPTEMBER 2012**

**RECOMMENDATION**

That Council confirms the Minutes of the Ordinary Council Meeting held on 18 September 2012

**COUNCIL DECISION**

**Minute No. 9901**

**Moved: Cr J Parker**

**Seconded: Cr D Ausburn**

**That Council confirms the Minutes of the Ordinary Council Meeting held on 18 September 2012**

**Carried Unanimously 7/0**

**9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

Nil

**10. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

The Wyndham Community Jetty and multi-user berthing facility won the WA Engineering Excellence Awards 2012 in the Engineering for Regional Communities category. Chief Executive Officer, Gary Gaffney presented the award to the Shire President, John Moulden.

**11. MINUTES OF COUNCIL COMMITTEE MEETINGS**

Nil

**12. REPORTS**

**12.1 MATTERS ARISING FROM COMMITTEES OF COUNCIL**

Nil

## 12.2 CORPORATE SERVICES

### 12.2.1 MONTHLY FINANCIAL REPORT

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	Shire of Wyndham East Kimberley
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>AUTHOR:</b>	Gill Old, Manager Financial Services
<b>REPORTING OFFICER:</b>	Jo-Anne Ellis, Director Corporate Services
<b>FILE NO:</b>	FM.09.5

#### **PURPOSE**

For Council to note and accept the Monthly Financial Report for September 2012.

#### **BACKGROUND**

Council is required to prepare Monthly Financial Reports as required by the Local Government (Financial Management Regulations) 1996.

#### **STATUTORY IMPLICATIONS**

Section 6.4 Local Government Act 1995  
Regulation 34, Local Government (Financial Management Regulations) 1996.

#### **POLICY IMPLICATIONS**

No policy implications apply in the preparation of the report.

#### **FINANCIAL IMPLICATIONS**

Monthly financial reporting is a primary financial management and control process, it provides Council with the ability to oversee the Shire's financial performance against budgeted target.

#### **STRATEGIC IMPLICATIONS**

*Governance, Key Result Area 5,*  
Council's financial position and forward planning is sound

#### **COMMUNITY CONSULTATION**

Community consultation is not required in relation to this item.

#### **COMMENT**

Councils 2012/2013 Budget was adopted on 7 August 2012.

Comments in relation to budget to actual variances are included as a note in the Financial Report.

## **ATTACHMENTS**

The associated attachment will be provided under separate cover.

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council accepts the Monthly Financial Report for the month of September 2012.

### **COUNCIL DECISION**

**Minute No. 9902**

**Moved: Cr J Parker**

**Seconded: Cr D Ausburn**

**That Council accepts the Monthly Financial Report for the month of September 2012.**

**Carried Unanimously 7/0**



# Shire of Wyndham East Kimberley

## Monthly Financial Report 2012/2013

**As at 30 September 2012**

**Presented to Council 23 October 2012**

Contents:

- Statement of Financial Activity
- Note to Statement of Financial Activity (Net Current Asset Position)
- Note to Statement of Financial Activity (Explanation of Material Variances)
- Note to Statement of Financial Activity (Budget Remaining to Collect/Spend)
- Monthly Report on Investment Portfolio (Cash)

Financial Activity Legend:  
Above Budget Expectations: ▲  
Below Budget Expectations: ▼

# Shire of Wyndham East Kimberley

## Statement of Financial Activity

Year to Date Actual v Year to Date Budget  
as at 30 September 2012

	YTD Actual 2012/13 \$	YTD Budget 2012/13 \$	YTD Variance 2012/13 \$	%	
<b>Revenue</b>					
General Purpose Funding	862,674	855,319	7,355	1%	▲
Governance	30,265	158,874	(128,609)	-81%	▼
Law, Order, Public Safety	7,225	11,023	(3,798)	-34%	▼
Health	5,472	5,850	(378)	-6%	▼
Education and Welfare	43,037	41,075	1,962	5%	▲
Housing	42,947	46,719	(3,772)	-8%	▼
Community Amenities	1,681,010	1,389,243	291,767	21%	▲
Recreation and Culture	167,779	158,085	9,694	6%	▲
Transport	1,236,177	1,584,496	(348,319)	-22%	▼
Economic Services	31,831	33,498	(1,667)	-5%	▼
Other Property and Services	32,292	59,310	(27,018)	-46%	▼
	<u>4,140,710</u>	<u>4,343,492</u>	<u>(202,782)</u>	<u>-5%</u>	<u>▼</u>
<b>Expenses</b>					
General Purpose Funding	(140,947)	(143,526)	2,579	-2%	▼
Governance	(440,179)	(567,687)	127,507	-22%	▼
Law, Order, Public Safety	(124,976)	(142,424)	17,448	-12%	▼
Health	(106,545)	(98,638)	(7,907)	8%	▲
Education and Welfare	(103,512)	(121,463)	17,951	-15%	▼
Housing	(178,229)	(236,089)	57,860	-25%	▼
Community Amenities	(1,002,860)	(1,187,939)	185,079	-16%	▼
Recreation & Culture	(1,096,253)	(1,195,406)	99,153	-8%	▼
Transport	(2,203,195)	(2,416,341)	213,146	-9%	▼
Economic Services	(190,140)	(213,479)	23,339	-11%	▼
Other Property and Services	126,992	(157,549)	284,541	-181%	▼
	<u>(5,459,844)</u>	<u>(6,480,540)</u>	<u>1,020,697</u>	<u>-16%</u>	<u>▼</u>
<b>Adjustments for Cash Budget Requirements:</b>					
<b>Non-Cash Expenditure and Revenue</b>					
(Profit)/Loss on Asset Disposals	0	14,940	(14,940)	-100%	▲
Movement in Accruals and Provisions	(152,358)	52,204	(204,562)	-392%	▲
Depreciation on Assets	1,008,279	790,143	218,136	28%	▲
<b>Capital Expenditure and Revenue</b>					
Purchase Land Held for Resale	0	(6,000)	6,000	-100%	▼
Purchase Land and Buildings	(236,824)	(303,269)	66,445	-22%	▼
Purchase Infrastructure Assets - Roads	(2,926,503)	(3,495,381)	568,878	-16%	▼
Purchase Infrastructure Assets - Footpaths	(10,000)	(33,126)	23,126	-70%	▼
Purchase Infrastructure Assets - Drainage	(106,339)	(183,300)	76,961	-42%	▼
Purchase Infrastructure Assets - Other	(291,028)	(371,021)	79,993	-22%	▼
Purchase Plant and Equipment	(197,681)	(145,500)	(52,181)	100%	▲
Purchase Furniture and Equipment	(32,751)	(191,048)	158,297	-83%	▼
Grants / Contributions for Development of Assets	612,664	1,400,907	(788,243)	-56%	▼
Proceeds from Disposal of Assets	47,800	59,248	(11,448)	-19%	▼
Proceeds from Sale of Land Held for Resale	0	0	0	0%	▼
Repayment of Debentures	(49,656)	(73,952)	24,296	0%	▼
Proceeds from New Debentures	0	0	0	0%	▼
Transfers to Reserves (Restricted Assets)	(105,900)	(100,000)	(5,900)	6%	▲
Transfers from Reserves (Restricted Assets)	0	6,091	(6,091)	0%	▼
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	8,590,706	9,029,406	(438,700)	-5%	▼
LESS Estimated Surplus/(Deficit) 30 C/Fwd	8,590,706	11,380,294	474,891	34%	▲
<b>Amount Required to be Raised from Rates</b>	<u>7,023,908</u>	<u>7,067,000</u>	<u>(43,092)</u>	<u>-1%</u>	<u>▲</u>

ADD

LESS

Estimated Surplus/(Deficit) 30 C/Fwd

23 October 2012

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## Shire of Wyndham East Kimberley

### Note to Statement of Financial Activity

#### Net Current Assets

as at 30 September 2012

### NET CURRENT ASSETS

#### Composition of Estimated Net Current Asset Position

	YTD Actual 2012/13	Brought Forward 1 July 2012
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	8,519,173	7,245,397
Cash - Restricted	6,574,356	6,468,456
Cash - Restricted Unspent Grants	0	0
Receivables	4,292,998	3,206,224
Inventories	26,848	11,865
	<u>19,413,375</u>	<u>16,931,942</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	(983,834)	(1,872,780)
Less: Cash - Restricted	<u>(6,574,356)</u>	<u>(6,468,456)</u>
<b>NET CURRENT ASSET POSITION</b>	<u>11,855,185</u>	<u>8,590,706</u>

# Shire of Wyndham East Kimberley

## Notes to Statement of Financial Activity For the Period Ended 30 September 2012

### Explanation of Material Variances

Variances +/- \$50,000 at Financial Statement Level

Variances +/- \$5,000 and 10% at Account Level

#### Operating

##### Recurrent Income - Excluding Rates ▼

##### General Purpose Funding ▲

Rates - Interest and Non Payment Penalty Interest	\$	8,500	▼	Timing related to year to date budget estimates. Expected to correct.
Emergency Services Levy - Rates	\$	8,200	▲	Higher levy collected than budget estimates. Funds collected on behalf of external party.
Grants Commission - Local Road Funding Grant	\$	9,900	▼	Approved grant less than budget estimate. Budget amendment required.
Interest Income - Reserve Fund	\$	5,900	▲	Timing related to year to date budget estimates. Expected to correct.

##### Governance ▼

Kimberley Zone and Regional Collaborative Group contributions and grant income	\$	130,000	▼	Timing related to year to date budget estimates. Pending transfer to new Secretariat
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##### Law, Order and Public Safety ▼

No material variances to report

##### Health ▼

No material variances to report

##### Education and Welfare ▲

No material variances to report

##### Housing ▼

No material variances to report

##### Community Amenities ▲

Waste Management Receptacle Charge	\$	6,500	▲	Charges higher than anticipated when issuing Rates notices. Some corrections expected throughout year.
Landfill Recycling Income	\$	10,600	▼	Lower level than anticipated, Landfill also closed due to recent fire.
Kununurra Youth Services - Colocation Fees and Reimbursements	\$	20,000	▼	Pending finalisation of MOU's. Expect to correct by November.
Youth Services Grants Wyndham and Kununurra	\$	328,900	▲	Timing related to year to date budget estimates.

##### Recreation and Culture ▲

Foreshore Leases	\$	37,400	▲	Timing related to year to date budget estimates. Expected to correct by end of financial year.
Memberships - Kununurra Leisure Centre	\$	5,200	▲	Timing related to year to date budget estimates.
Group Fitness - Kununurra Leisure Centre	\$	9,000	▲	Income from annual agreement memberships received earlier than expected.
Writers Festival Income - Libraries	\$	5,900	▲	Timing related to year to date budget estimates.
Grant Income - Club Development	\$	50,000	▼	Project may not proceed. Offset by expenditure.

##### Transport ▼

MRWA Direct Grants	\$	13,100	▲	Received more than budget estimate.
WANDRRA Funding - Monsoonal Trough and Associated Flooding	\$	84,800	▼	Claim currently pending with WANDRRA for payment.
Bridge Funding - WALGGC/MRWA	\$	25,000	▲	Timing related to year to date budget estimates. Expected to correct.
Aircraft Landing Fee - East Kimberley Regional Airport	\$	70,400	▼	Timing related to year to date budget estimates. Expected to correct.
Passenger Taxes and Screening Fees - East Kimberley Regional Airport	\$	190,100	▼	Timing related to year to date budget estimates. Expected to correct.
Leases - East Kimberley Regional Airport Other	\$	23,000	▼	Timing related to year to date budget estimates. Will correct in October.

# Shire of Wyndham East Kimberley

## Notes to Statement of Financial Activity

For the Period Ended 30 September 2012

(continued)

### Operating (continued)

#### Recurrent Income - Excluding Rates (continued)

##### Economic Services ▼

No material variances to report

##### Other Property and Services ▼

Subdivision Supervision Income (Planning & Development Act 2005) \$

18,100

▲ Timing. Income received earlier than budget estimates.

Landcorp/SWEK Deed Agreement - Reimbursements \$

45,100

▼ Claim yet to be raised for reimbursement. Expected to occur in October.

#### Recurrent Expenditure ▼

##### General Purpose Funding ▼

Emergency Services Levy Payment - Rates \$

5,900

▲ Payment of higher collections. Offset by increased revenue.

##### Governance ▼

Travelling Expenses - Members \$

5,000

▲ Timing related to year to date budget estimates. Expected to correct.

SWEK Contribution and Travelling expenses to Kimberley Zone Secretariat \$

31,100

▼ Timing related to year to date budget estimates. Pending transfer to new Secretariat

Occupational Safety and Health \$

6,600

▼ Project may need rescoping as costs are expected to exceed estimates.

Integrated Planning Framework (IPF) - Asset Management, Strategic Community Plan and Long Term Financial Plan \$

51,700

▼ Timing related to year to date budget estimates. Expected to correct.

Management Training - Governance \$

33,000

▼ Timing related to year to date budget estimates. Expected to correct.

Insurance and Administration Overheads - Other Governance \$

49,000

▼ Timing, overall administrative overheads less than year to date budget estimates. Expected to correct.

Kimberley Zone and Regional Collaborative Group \$

49,900

▲ Secretariat salary expenses.

##### Law, Order and Public Safety ▼

Firebreaks and Fire Control Expenses \$

10,500

▲ Timing related to year to date budget estimates. Expected to correct.

Direct Salaries - Ranger Services \$

14,500

▼ Timing, offset by higher activity in animal and fire control. Expected to correct.

##### Health ▲

No material variances to report

##### Education and Welfare ▼

Wyndham Childcare - Building Maintenance \$

8,300

▼ Pending receipt of invoices for payment.

Direct Salaries - Wyndham Childcare Centre \$

10,200

▲ Extra casual coverage during staff absences. Expected to correct.

Insurance - Kununurra Childcare Centre \$

7,600

▼ Timing, premiums paid half yearly. Expected to correct.

##### Housing ▼

Insurance - Staff Housing \$

28,000

▼ Timing, premiums paid half yearly. Expected to correct.

Depreciation - Staff Housing \$

22,000

▲ Budget estimates will require review due to completed housing. Non cash item.

##### Community Amenities ▼

Tip Maintenance \$

70,000

▲ Timing, extra costs related to fires, wet season preparation and DEC compliance requirements.

Refuse Collection \$

46,700

▼ Last two months not paid due to discrepancy in invoicing details being pursued with contractor

Litter Control \$

15,700

▼ Last two months not paid due to discrepancy in invoicing details being pursued with contractor

Weaber Plain Flood Mitigation \$

51,900

▼ Timing, awaiting M1 closure.

Cumbungi Management - Protection of Environment \$

25,200

▼ Aquatic Weed Harvester requires repairs

# Shire of Wyndham East Kimberley

## Notes to Statement of Financial Activity

For the Period Ended 30 September 2012

(continued)

### Operating (continued)

#### Recurrent Expenditure (continued)

##### Community Amenities (continued)

Waste Management Strategy - Protection of Environment	\$	7,800	▲	Timing related to year to date budget estimates. Expected to correct.
Wyndham Foreshore Protection and Enhancement Plan - Expenses	\$	6,700	▼	Timing related to year to date budget estimates. Expected to correct.
Consultants - Town Planning and Regional Development	\$	18,400	▼	Delayed project initiation for East Lily Creek Structure Plan update.
Direct Salaries and Vehicle expenses - Town Planning and Regional Development	\$	13,700	▼	Vacant planning officer position.
Admin Salaries and Overheads Allocated - Town Planning & Regional Development	\$	18,800	▼	Timing, overall administrative overheads less than year to date budget estimates. Expected to correct.
Community Grants	\$	41,100	▲	March funding round payments.
Public Conveniences - Automated Toilet	\$	5,700	▼	Report will be presented to Council in November re this facility.
Public Conveniences - Lower Bastion and Bonaparte Street	\$	19,100	▲	Demolition costs not provided for in budget. Budget amendment required.
Public Conveniences - Celebrity Tree Park	\$	7,900	▼	Timing related to year to date budget estimates. Expected to correct.
Insurance - Public Conveniences	\$	8,800	▼	Timing, premiums paid half yearly. Expected to correct.
Building Maintenance - Kununurra Youth Centre	\$	17,100	▼	Timing related to year to date budget estimates. Expected to correct.
Direct Salaries - Wyndham Youth Services	\$	12,600	▼	Recruitment for Coordinator delayed, will commence in early October
Insurance - Youth Services	\$	8,400	▼	Timing, premiums paid half yearly. Expected to correct.

##### Recreation and Culture ▼

Building Maintenance - Peter Reid Memorial Hall	\$	13,600	▼	Timing related to year to date budget estimates. Electrical works occurring. Expected to correct.
Insurance - Public Halls	\$	8,400	▼	Timing, premiums paid half yearly. Expected to correct.
Pool Operating - Kununurra Swimming Complex	\$	11,100	▼	Pool chemicals and other costs not being incurred due to closure.
Direct Salaries - Kununurra Swimming Complex and Leisure Centre	\$	3,800	▼	Timing related to year to date budget estimates. Expected to correct.
Insurance - Recreation and Culture	\$	48,100	▼	Timing, premiums paid half yearly. Expected to correct.
Depreciation - Recreation and Culture	\$	48,300	▲	Budget estimates will require review due to completed infrastructure now depreciating. Non cash item.
Foreshores and Boat Ramps - Kununurra	\$	5,600	▼	Timing related to year to date budget estimates. Expected to correct.
Building Maintenance - Kununurra Leisure Centre	\$	43,700	▼	Timing. Airconditioning replacement arranged for November.
Gym Equipment Maintenance - Kununurra Leisure Centre	\$	5,400	▼	Timing. Equipment parts on order.
Hardcourts Maintenance - Kununurra Grounds	\$	16,800	▲	Expense posted incorrectly, journal to occur.
Wyndham Sports Oval Maintenance	\$	6,300	▼	Timing related to year to date budget estimates. Expected to correct.
Parks and Gardens Maintenance - Wyndham and Kununurra	\$	24,400	▲	Reticulation repairs and timing related to year to date budget estimates. Expected to correct.
Direct Salaries - Club Development	\$	12,600	▼	Grant funded project may not proceed. Offset revenue not received.
Writers Festival - Libraries	\$	18,400	▲	Timing related to year to date budget estimates. Expected to correct.

##### Transport ▼

Rural Road Maintenance	\$	96,800	▼	Timing.
Urban Road Maintenance - Kununurra and Wyndham	\$	59,500	▼	Timing.
Valentine Falls Estate - Maintenance	\$	9,800	▲	Timing. Works in progress.

# Shire of Wyndham East Kimberley

## Notes to Statement of Financial Activity

For the Period Ended 30 September 2012

(continued)

### Operating (continued)

#### Recurrent Expenditure (continued)

##### Transport (continued)

WANDRRA Monsoonal Trough and Associated Flooding - Expenditure	\$	219,200	▼	Invoices being processed, may come in under budget.
Depreciation - Streets, Roads & Bridges - Maintenance	\$	45,300	▲	Budget estimates will require review due to completed infrastructure now depreciating. Non cash item.
Passenger Screening Expenses - East Kimberley Regional Airport	\$	92,300	▲	Contractor costs higher than anticipated, due to timing of training and takeover of airport services in-house.
EKRA Master Planning - East Kimberley Regional Airport	\$	5,700	▲	Timing related to year to date budget estimates. Expected to correct.
Salary expenses - Direct and Airport Screening/Reporting - East Kimberley Regional Airport	\$	12,200	▲	Payout of leave entitlements, plus incorrect salary postings that require correction.
Insurance - East Kimberley Regional Airport	\$	31,300	▼	Timing, premiums paid half yearly. Expected to correct.
Airport Operating - Wyndham Airport	\$	18,500	▼	Timing related to year to date budget estimates. Expected to correct.
Depreciation - East Kimberley Regional Airport	\$	75,500	▲	Budget estimates will require review due to completed infrastructure now depreciating. Non cash item.
Admin Overheads Allocated - East Kimberley Regional Airport	\$	12,300	▼	Timing, overall administrative overheads less than year to date budget estimates. Expected to correct.

##### Economic Services

Admin Overheads Allocated - Building Control	\$	7,400	▼	Timing, overall administrative overheads less than year to date budget estimates. Expected to correct.
Economic Development Grants - Other Economic Services	\$	5,500	▼	Timing related to year to date budget estimates. Expected to correct.
Sponsorship - Other Economic Services	\$	20,000	▲	Timing related to year to date budget estimates. Expected to correct.

##### Other Property and Services

Kununurra Depot Building and Grounds	\$	6,500	▲	Timing related to year to date budget estimates. Expected to correct.
Wyndham Depot Building and Grounds	\$	13,900	▲	Timing related to year to date budget estimates. Expected to correct.
Engineering Consultancy	\$	12,500	▼	Timing, works in progress. Expected to correct.
Minor Equipment Purchases (under \$5,000) - Kununurra Works	\$	7,500	▼	Timing related to year to date budget estimates. Expected to correct.
Direct Salaries and Overheads - Public Works	\$	42,600	▼	Timing related to staffing levels and year to date budget estimates. Expected to correct.
Insurance - Public Works Overheads, Plant, Unclassified	\$	8,600	▼	Timing, premiums paid half yearly. Expected to correct.
Administration Salaries and Overheads Allocated - Public Works Overheads	\$	18,700	▼	Timing, overall administrative overheads less than year to date budget estimates. Expected to correct.
Kununurra Administration Office expenses	\$	49,900	▼	Timing related to year to date budget estimates. Expected to correct.
Wyndham Administration Office expenses	\$	25,500	▼	Timing related to year to date budget estimates. Expected to correct.
Administration Salaries and overheads	\$	51,000	▼	Staffing vacancies in Information Technology, Customer Service and Finance
Software Licencing - Information Services	\$	31,200	▼	Timing related to year to date budget estimates. Expected to correct.
POC Fuel and Oils, Parts / Repairs and Tyres	\$	18,000	▼	Timing related to year to date budget estimates. Expected to correct.
Depreciation - Plant Operation	\$	16,800	▲	Budget estimates will require review due to vehicle purchases now depreciating. Non cash item.
Landcorp /SWEK Deed Agreement - Expenses	\$	41,300	▼	Timing, vacant position. Partially externally funded.

# Shire of Wyndham East Kimberley

## Notes to Statement of Financial Activity

For the Period Ended 30 September 2012

(continued)

### Non Cash Expenditure and Revenue

#### Adjustments and Accruals

Loss on Sale of Assets - Plant Operation	\$	14,900	▼	Internal postings yet to occur. Non cash item.
Movement in Accruals and Provisions	\$	204,600	▲	Provisioning for employee costs and movement of land from inventory to non current assets
Depreciation	\$	218,100	▲	Budget estimates will require review due to completed infrastructure now depreciating. Non cash item.

### Capital

#### Purchase Land Held for Resale

Land Subdivision - Stage One - East Kimberley Regional Airport	\$	6,000	▼	Timing related to year to date budget estimates.
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#### Purchase Land and Buildings

Staff Housing - 4x2 Kununurra	\$	6,000	▲	Part of project brought forward.
Kununurra Leisure Centre Hall Upgrade	\$	24,500	▲	Timing. Lighting completed earlier in this quarter than expected
Airport Terminal Expansion - East Kimberley Regional Airport	\$	65,600	▼	Pending receipt of invoices. Project progressing with some activities requiring tendering.
Wyndham Depot Upgrade	\$	31,000	▼	Timing. Quotes being obtained, expected to correct.

#### Purchase Infrastructure Assets - Roads

Kalumburu Road - Re-sheet	\$	17,600	▼	Works in progress pending completion and invoicing.
Road Reseals - Townsites	\$	158,200	▼	Timing related to year to date budget estimates. Jetpatching not yet commenced.
Weaber Plain Road - RRG - Reconstruct	\$	28,300	▲	Project almost finalised, cost more than budget estimates. Offset by savings in other areas.
Research Station Road - RRG - Road Repairs	\$	39,900	▼	Project almost finalised, cost less than budget estimates. Savings will offset costs in other areas.
Kalumburu Road - RRG Projects	\$	13,300	▲	Timing related to year to date budget estimates. Works in progress.
Gardenia Drive Reseal - RRG	\$	32,800	▼	Project almost finalised, cost less than budget estimates. Savings will offset costs in other areas.
Mount Elizabeth Road Crossing Upgrade	\$	75,900	▼	Timing related to year to date budget estimates. Contractor has been engaged.
Weero Road - Construct and Seal	\$	83,900	▼	Timing. Pending receipt of invoices.
Research Station Road - Construct and Seal	\$	109,300	▼	Timing. Pending receipt of invoices.
Packsaddle Road - Road Shoulder Repairs	\$	52,500	▼	Timing related to year to date budget estimates. Contractor has been engaged.
Cato Court - Reconstruction	\$	29,900	▼	Review of work scope to occur after wet season.
Egret Close - Construct and Seal	\$	94,400	▲	Additional cement stabilising required, cost more than budget estimates. Offset by savings in other areas.
Meatworks Road Wyndham - Reconstruct and Seal	\$	105,000	▼	Timing related to year to date budget estimates. Contractor has been engaged.

#### Purchase Infrastructure Assets - Footpaths

Coolibah Estate - Footpath Construction	\$	20,000	▼	Timing related to year to date budget estimates. Project not yet commenced.
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#### Purchase Infrastructure Assets - Drainage

D2 Drain Rehabilitation	\$	10,200	▼	Project to be reviewed after wet season.
Drainage Feature Survey	\$	66,800	▼	Timing related to year to date budget estimates. Works in progress.

#### Purchase Infrastructure Assets - Other

Kununurra Landfill Site - Temporary Liquid Waste Lagoon	\$	13,700	▲	Timing related to year to date budget estimates. Design and licence application completed.
Pool Capital Repairs - Kununurra Swimming Complex	\$	111,800	▲	Timing related to year to date budget estimates. Works in progress.

# Shire of Wyndham East Kimberley

## Notes to Statement of Financial Activity

For the Period Ended 30 September 2012

(continued)

### Capital (continued)

#### Purchase Infrastructure Assets -

##### Other (continued)

Wyndham Boat Ramp Pontoon Jetty	\$	5,200	▼	Timing related to year to date budget estimates. Expected to correct.
Lake Kununurra Foreshore Recreational Nature Trail	\$	25,300	▼	Project completed, potential savings.
Celebrity Tree Boat Ramp Upgrade Stage 1	\$	12,500	▼	Timing. In discussion with consultant regarding final draft.
Multi Purpose Courts Redevelopment Kununurra	\$	39,100	▼	Timing related to year to date budget estimates. Expected to correct.
Street Light Upgrades	\$	21,100	▼	Timing related to year to date budget estimates. Parts received.
Leichart Street -Angle Parking	\$	52,300	▼	Awaiting final costs, potential savings
Carpark Upgrade - East Kimberley Regional Airport	\$	37,500	▼	Timing. Project scoping has now commenced.
Security Fence Upgrade - East Kimberley Regional Airport	\$	10,000	▼	Timing. Project expected to occur over wet season.

#### Purchase Plant and Equipment

Metering of Pump Stations	\$	6,000	▲	Project complete. Overexpended, cost to Council.
Airport Plant - Purchase Price	\$	27,500	▲	Timing related to year to date budget estimates. One item purchased.
Light Plant - Purchase Price	\$	18,900	▲	Timing related to year to date budget estimates. Expected to correct.

#### Purchase Furniture and Equipment

Wyndham Youth Service - Setup	\$	29,600	▼	Timing. Contractor engaged.
Furniture and Equipment - East Kimberley Regional Airport	\$	20,000	▼	Timing related to year to date budget estimates. Expected to correct.
Laptop and Desktop Upgrades - Information Technology	\$	11,600	▼	Timing related to year to date budget estimates. Expected to correct.
Printer Replacements - Information Technology	\$	12,000	▼	Timing related to year to date budget estimates. Expected to correct.
Implementation Synergy Modules - Information Technology	\$	10,000	▼	Timing related to year to date budget estimates. Expected to correct.
CAMMS Interplan - Information Technology	\$	54,400	▼	Provision of Synergy integration not supplied as expected, requiring implementation of module upgrade. This project is on hold pending upgrade.
Payroll System - Information Technology	\$	18,800	▼	Project specifications being assessed.

#### Grants / Contributions for Development of Assets

Country Local Government Fund - Kimberley Regional Collaborative Group	\$	237,000	▼	Timing related to year to date budget estimates. Pending transfer to new Secretariat
Royalties for Regions Infrastructure Grant	\$	473,900	▼	Timing related to year to date budget estimates. Timing of payment tied to completion of projects.
Wyndham Dual Use Footpath - Planning Grant	\$	10,000	▼	Works completed. Grant payment yet to be claimed.
Developers Contribution - Footpaths - Landcorp (Lakeside)	\$	36,400	▲	Timing. Received earlier than budget estimates.
Aboriginal Roads Funding - Federal Grants	\$	77,000	▼	Timing. Expected to correct.
Aboriginal Roads Funding - State Grants	\$	64,300	▼	Timing. Expected to correct.
Regional Road Group Grants	\$	37,500	▲	Timing. Expected to correct.

#### Proceeds from Disposal of Assets

Heavy Plant - Trade Value	\$	27,300	▼	Timing. Loader will now be traded in 2013.
Light Plant - Trade Value	\$	15,800	▲	Timing related to year to date budget estimates. Expected to correct.

#### Debentures

Loan 120 - Kununurra Childcare Centre - Principal Repayments	\$	24,300	▼	Budget timing incorrect, payment due and made in October.
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#### Reserves

Reserve Interest - Transfer to Reserve	\$	5,900	▲	Higher interest received than year to date budget estimates.
Staff Entitlement Reserve - Transfer from Reserve	\$	6,100	▼	Transfer yet to occur.

# Shire of Wyndham East Kimberley

## Note to Statement of Financial Activity

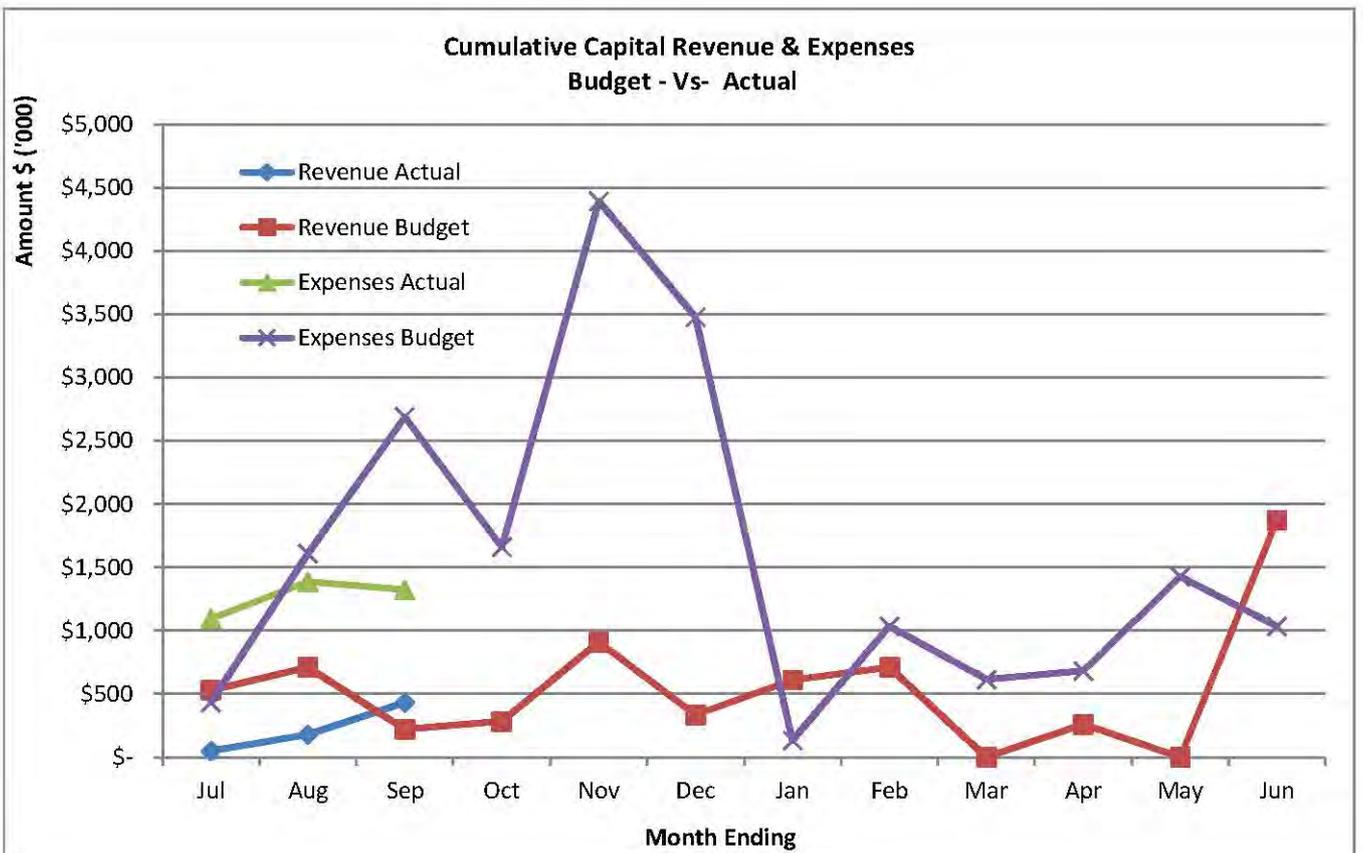
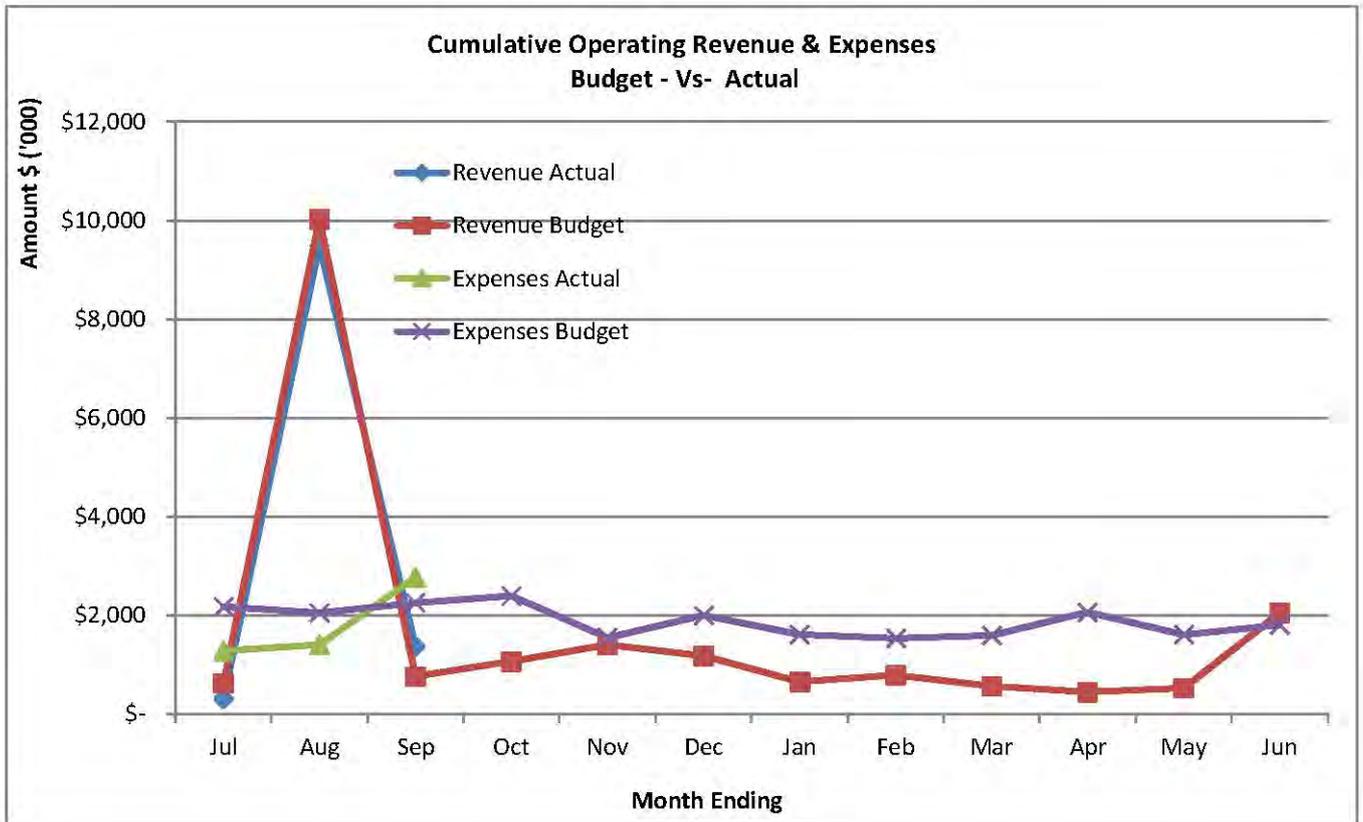
### Budget Remaining to Collect/Spend

as at 30 September 2012

	YTD Actual 2012/13 \$	Annual Budget 2012/13	Budget Remaining 2012/13 \$	%	
<b>Revenue</b>					
General Purpose Funding	862,674	2,421,912	1,559,238	64%	▼
Governance	30,265	677,320	647,055	96%	▼
Law, Order, Public Safety	7,225	226,138	218,913	97%	▼
Health	5,472	61,900	56,428	91%	▼
Education and Welfare	43,037	164,305	121,268	74%	▼
Housing	42,947	919,339	876,392	95%	▼
Community Amenities	1,681,010	2,198,633	517,623	24%	▼
Recreation and Culture	167,779	583,820	416,041	71%	▼
Transport	1,236,177	5,314,142	4,077,965	77%	▼
Economic Services	31,831	144,000	112,169	78%	▼
Other Property and Services	32,292	275,806	243,514	88%	▼
	<u>4,140,710</u>	<u>12,987,315</u>	<u>8,846,605</u>	<u>68%</u>	<u>▼</u>
<b>Expenses</b>					
General Purpose Funding	(140,947)	(550,904)	(409,957)	74%	▼
Governance	(440,179)	(2,785,482)	(2,345,303)	84%	▼
Law, Order, Public Safety	(124,976)	(555,566)	(430,590)	78%	▼
Health	(106,545)	(421,676)	(315,131)	75%	▼
Education and Welfare	(103,512)	(424,198)	(320,686)	76%	▼
Housing	(178,229)	(587,194)	(408,965)	70%	▼
Community Amenities	(1,002,860)	(4,492,415)	(3,489,555)	78%	▼
Recreation & Culture	(1,096,253)	(4,298,745)	(3,202,492)	74%	▼
Transport	(2,203,195)	(7,273,309)	(5,070,114)	70%	▼
Economic Services	(190,140)	(884,859)	(694,719)	79%	▼
Other Property and Services	126,992	(372,478)	(499,470)	134%	▼
	<u>(5,459,844)</u>	<u>(22,646,826)</u>	<u>(17,186,982)</u>	<u>76%</u>	<u>▼</u>
<b>Adjustments for Cash Budget Requirements:</b>					
<b>Non-Cash Expenditure and Revenue</b>					
(Profit)/Loss on Asset Disposals	0	(876,321)	(876,321)	100%	▼
Movement in Accruals and Provisions	(152,358)	52,204	204,562	392%	▼
Depreciation on Assets	1,008,279	3,160,790	2,152,511	68%	▼
<b>Capital Expenditure and Revenue</b>					
Purchase Land Held for Resale	0	(94,000)	(94,000)	100%	▼
Purchase Land and Buildings	(236,824)	(9,380,170)	(9,143,346)	97%	▼
Purchase Infrastructure Assets - Roads	(2,926,503)	(4,462,412)	(1,535,909)	34%	▼
Purchase Infrastructure Assets - Footpaths	(10,000)	(42,500)	(32,500)	76%	▼
Purchase Infrastructure Assets - Drainage	(106,339)	(969,995)	(863,656)	89%	▼
Purchase Infrastructure Assets - Other	(291,028)	(2,501,391)	(2,210,363)	88%	▼
Purchase Plant and Equipment	(197,681)	(1,059,000)	(861,319)	81%	▼
Purchase Furniture and Equipment	(32,751)	(666,550)	(633,799)	95%	▼
Grants / Contributions for Development of Assets	612,664	5,141,800	4,529,136	88%	▼
Proceeds from Disposal of Assets	47,800	1,048,991	1,001,191	95%	▼
Proceeds from Sale of Land Held for Resale	0	250,000	250,000	100%	▼
Repayment of Debentures	(49,656)	(352,066)	(302,410)	86%	▼
Proceeds from New Debentures	0	4,400,000	4,400,000	100%	▼
Transfers to Reserves (Restricted Assets)	(105,900)	(939,744)	(833,844)	89%	▼
Transfers from Reserves (Restricted Assets)	0	822,619	822,619	100%	▼
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	8,590,706	9,029,406	438,700	5%	▼
LESS Estimated Surplus/(Deficit) Meeting Minutes/Fwd	21,065,181	26,300	(11,828,885)	-44%	▲
<b>Amount Required to be Raised from Rates</b>	<u>7,023,908</u>	<u>7,124,150</u>	<u>100,242</u>	<u>1%</u>	<u>▼</u>

# Shire of Wyndham East Kimberley

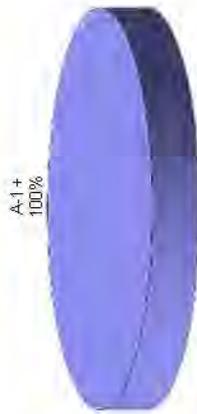
Note to Statement of Financial Activity  
as at 30 September 2012



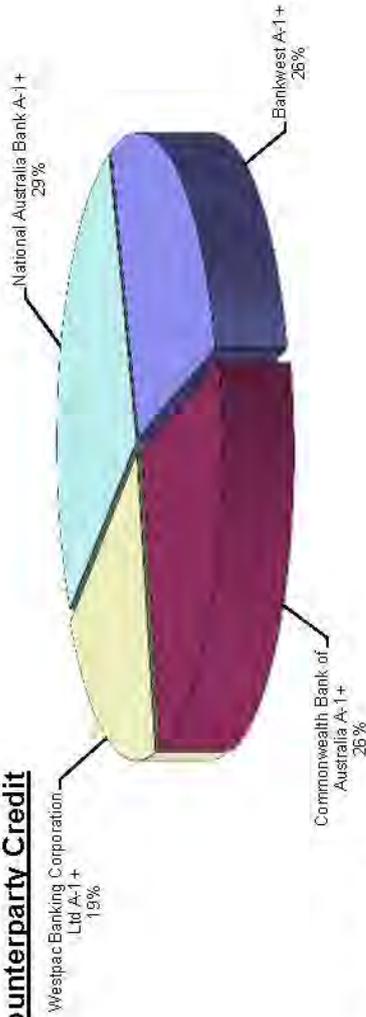
# MONTHLY REPORT ON INVESTMENT PORTFOLIO (CASH)

RESULTS AS AT 30 SEPTEMBER 2012

## Overall Portfolio



## Counterparty Credit



## Term to Maturity



### INVESTMENT POLICY F17

#### Overall Portfolio Limits

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	100%	100%
AA	A-1	100%	100%
A	A-2	60%	80%

Note: "S & P" relates to Standard & Pooers credit rating agency

#### Counterparty Credit Framework

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	45%	50%
AA	A-1	35%	45%
A	A-2	20%	40%

#### Term to Maturity Framework

Overall Portfolio Term to Maturity Limits	Limit
Portfolio % < 1 year	100% max 40% min
Portfolio % > 1 year	6.0%
Portfolio % > 3 year	3.5%
Portfolio % > 5 year	2.5%
Individual Investment Maturity Limits	
ADI	5 years
Non ADI	3 years

Note: "ADI" relates to an Authorised Deposit Institution (authorised under the Banking Act 1959)

## 12.2.2 LIST OF ACCOUNTS PAID FROM MUNICIPAL AND TRUST FUND

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	Shire of Wyndham East Kimberley
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>AUTHOR:</b>	Paulette Strongman, Finance Officer Asanka Jayakody, Accountant
<b>REPORTING OFFICER:</b>	Jo-Anne Ellis, Director Corporate Services
<b>FILE NO:</b>	FM.09.5

### **PURPOSE**

To present the listing of accounts paid from the Municipal Fund and Trust Fund in accordance with the requirements of the Local Government (Financial Management) Regulations 1996.

### **BACKGROUND**

Council delegated to CEO the exercise of its power under Financial Management Regulation 12 to make payments from Municipal Fund and Trust Fund at the Ordinary Council Meeting of 16<sup>th</sup> August 2011.

### **STATUTORY IMPLICATIONS**

Local Government Act 1995 – Section 5.42  
Local Government (Financial Management) Regulations 1996 – Regulations 12 and 13

### **POLICY IMPLICATIONS**

CD\GOV6113 – Payments from Municipal Fund and Trust Fund.

### **FINANCIAL IMPLICATIONS**

Ongoing management of Council funds by providing Council with sufficient information to monitor and review payments made.

### **STRATEGIC IMPLICATIONS**

*Governance, Key Result Area 5,*  
Council's financial position and forward planning is sound

### **COMMUNITY CONSULTATION**

Community consultation is not required in relation to this item.

### **COMMENT**

In accordance with statutory requirements, each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled each month showing: the payee's name, amount of payment, date of payment and sufficient information to identify the transaction. The list is to be presented to Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

**ATTACHMENTS**

Attachment 1 – List of Accounts Paid from Municipal Fund and Trust Fund

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

That Council receives and accepts the listing of accounts paid from the Municipal and Trust fund, being:

Municipal EFT116296 – EFT116515 (06 Sep – 27 Sep 12)	\$ 3,930,222.44
Municipal cheques 41512 - 41579 (06 Sep – 05 Oct 12)	\$ 88,269.69
Trust cheques 416 - 435 (03 Sep – 24 Sep 12)	\$ 360,103.35
Trust EFT 500342 - 500358 (03 Sep – 28 Sep 12)	\$ 18,178.25
Payroll (04 Sep – 21 Sep 12)	\$ 473,455.51
Direct bank debits (03 Sep – 30 Sep 12)	<u>\$ 26,737.82</u>
TOTAL	\$ 4,896,967.06

**COUNCIL DECISION**

**Minute No. 9903**

**Moved: Cr D Ausburn  
Seconded: Cr J McCoy**

**That Council receives and accepts the listing of accounts paid from the Municipal and Trust fund, being:**

<b>Municipal EFT116296 – EFT116515 (06 Sep – 27 Sep 12)</b>	<b>\$ 3,930,222.44</b>
<b>Municipal cheques 41512 - 41579 (06 Sep – 05 Oct 12)</b>	<b>\$ 88,269.69</b>
<b>Trust cheques 416 - 435 (03 Sep – 24 Sep 12)</b>	<b>\$ 360,103.35</b>
<b>Trust EFT 500342 - 500358 (03 Sep – 28 Sep 12)</b>	<b>\$ 18,178.25</b>
<b>Payroll (04 Sep – 21 Sep 12)</b>	<b>\$ 473,455.51</b>
<b>Direct bank debits (03 Sep – 30 Sep 12)</b>	<b><u>\$ 26,737.82</u></b>
<b>TOTAL</b>	<b>\$ 4,896,967.06</b>

**Carried Unanimously 7/0**

## Attachment 1 – List of Accounts paid from Municipal and Trust Fund

### LIST OF ACCOUNTS SUBMITTED TO COUNCIL 23 OCTOBER 2012

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT116296	06/09/2012	ALLCLEAN COMMERCIAL CLEANERS	CLEANING - KUNUNURRA YOUTH CENTRE - AUG 12	1,203.00
EFT116297	06/09/2012	ALLGEAR MOTORCYCLES & SMALL ENGINES	CHAINSAW BAR, WHIP SNIP CHORD - P356	499.85
EFT116298	06/09/2012	ARGYLE MOTORS	REPAIRS - P362, P478. SERVICE - P362	5,624.20
EFT116299	06/09/2012	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	183.20
EFT116300	06/09/2012	AUSTRALIAN TAXATION OFFICE	BAS - JUL 12	40,213.00
EFT116301	06/09/2012	BODAN CONSTRUCTIONS PTY LTD	FABRICATE FRAME FOR FEDERAL GOVT SIGN - WYNDHAM JETTY	1,408.00
EFT116302	06/09/2012	BUDGET RENT A CAR	CAR RENTAL - ORG DEVELOPMENT - OH AND S TRAINING PERTH 29/7/12 - 4/8/12	465.05
EFT116303	06/09/2012	BLACKWELL AND ASSOCIATES PTY LTD	PROGRESS CLAIM NO 2 - DUAL USE PATHWAY - WYNDHAM	6,600.00
EFT116304	06/09/2012	BLACKWOODS ATKINS PTY LTD	REPLACE FLURO TUBES AND STARTERS - BLEACHERS KLC	93.93
EFT116305	06/09/2012	CDM HYDRAULICS PTY LTD	RE-ALIGN/RE-CALIBRATE - CONVEYOR BELT - KUNUNURRA AIRPORT	132.00
EFT116306	06/09/2012	CENTURION TRANSPORT	FREIGHT - SIGNAGE -RESEARCH STATION RD & KALUMBURU RD	258.85
EFT116307	06/09/2012	CONCRETING AND LABOUR SERVICES	CONCRETE HARDSTAND AREA -MAIN KUNUNURRA AIRPORT	19,851.65
EFT116308	06/09/2012	DANIEL COX	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	157.85
EFT116309	06/09/2012	EAST KIMBERLEY HARDWARE	SHELVING - WYN CHILDCARE. VARIOUS HARDWARE ITEMS - KNX & WYN MAINT.	1,118.85
EFT116310	06/09/2012	ELODIE CLEAUD	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	53.00
EFT116311	06/09/2012	FRANMOR CONSTRUCTIONS PTY LTD	LAY GYMNASIUM FLOORING - KNX LEISURE CENTRE UPGRADE	20,870.00
EFT116312	06/09/2012	FULTON HOGAN INDUSTRIES PTY LTD	CIVIC WORKS/MOBILISATIONS - VARIOUS ROADS - KUNUNURRA	415,636.25
EFT116313	06/09/2012	GARY GAFFNEY	REIMBURSEMENT IN ACCORDANCE WITH EXECUTIVE CONTRACT	410.55
EFT116314	06/09/2012	GUERINONI & SONS	HIRE GRADER - VARIOUS WYN & KNX ROADS, WATER CART - FIRE CONTROL KNX	30,367.70
EFT116315	06/09/2012	IBAC PLUMBING PTY LTD	PLUMBING WORKS - CELEBRITY TREE PARK TOILETS - KUNUNURRA	853.16
EFT116316	06/09/2012	JSW HOLDINGS PTY LTD	CONCRETING - CHESTNUT DRIVE CARPARK - KUNUNURRA	990.00
EFT116317	06/09/2012	JAB INDUSTRIES	HIRE EXCAVATOR - KNX LANDFILL, RELOCATE GRADER - MILLS RD - KUNUNURRA	3,253.25
EFT116318	06/09/2012	JACK CONRICK	REIMBURSEMENT - RACKET GRIPS - WYN REC OFFICER	20.00
EFT116319		CANCELLED PAYMENT		-
EFT116320	06/09/2012	JOHN DOUGLAS GAULT	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	590.55
EFT116321	06/09/2012	JOSEPH STABLER	REIMBURSEMENT - LAW ENFORCEMENT TRAINING - 6/8/12 - 11/8/12 - PERTH	105.20
EFT116322	06/09/2012	KIMBERLEY ASIAN CUISINE	CATERING - SPECIAL COUNCIL MEETING - 7 /8/12 - KUNUNURRA	390.00

EFT116323	06/09/2012	KIMBERLEY HYDRAULICS	HYDRAULIC HOSE REPAIRS - P435	370.32
EFT116324	06/09/2012	KUNUNURRA SECURITY SERVICE	SECURITY SERVICES - AIRPORT SCREENING & CALL OUT DOCKETS 15 -21/8/12	20,714.00
EFT116325	06/09/2012	L.G.R.C.E.U	PAYROLL DEDUCTIONS	19.40
EFT116326	06/09/2012	LAWRENCE & HANSON GROUP	FAULTY LIGHTS-STAFF HOUSING KNX, REPAIR METER BOX - MESSMATE WAY KNX	270.35
EFT116327	06/09/2012	MODERN TEACHING AIDS	PROGRAM RESOURCES - WYNDHAM CHILDCARE	160.75
EFT116328	06/09/2012	MARTELL ROAD MAINTENANCE	REPAIR SEAL - WEABER PLAINS ROAD TRUCK CRASH SITE - KUNUNURRA	2,249.06
EFT116329	06/09/2012	MAXXIA	PAYROLL DEDUCTIONS	5,684.65
EFT116330	06/09/2012	ORD FUEL SUPPLIES	OIL - P477, P479, P469, P350	997.04
EFT116331	06/09/2012	PAINT INDUSTRIES PTY LTD	RUNWAY MARKING PAINT - KUNUNURRA AIRPORT	2,352.41
EFT116332	06/09/2012	PORTNER PRESS PTY LTD	EMPLOYMENT LAW BOOK - ORGANISATIONAL DEVELOPMENT RESOURCES	97.00
EFT116333	06/09/2012	QBD BOOKSHOP	NEW BOOKS - KUNUNURRA LIBRARY	221.21
EFT116334	06/09/2012	RYDGES DARWIN AIRPORT RESORT	PRE-EMPLOYMENT ACCOMMODATION - EHO OFFICER - DARWIN	189.00
EFT116335	06/09/2012	SLINGAIR PTY LTD	CHARTER FLIGHT - REMOTE HEALTH INSPEC.- FARAWAY BAY, MITCHELL PLATEAU	2,425.00
EFT116336	06/09/2012	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	70.00
EFT116337	06/09/2012	SUNNY SIGN COMPANY PTY LTD	SAFETY SIGNAGE - RESEARCH STATION RD & WEABER PLAINS RD	799.83
EFT116338	06/09/2012	TOLL EXPRESS	FREIGHT - KUNUNURRA LIBRARY	56.25
EFT116339		CANCELLED PAYMENT		-
EFT116340	06/09/2012	URBAN DESIGN & LANDSCAPE ARCHITEC.	LANDSCAPE PLANS - MESSMATE WAY ROUNDABOUT, KUNUNURRA	1,720.40
EFT116341	06/09/2012	WA LOCAL GOVERNMENT SUPER	SUPERANNUATION CONTRIBUTIONS	26,793.31
EFT116342	06/09/2012	WA LOCAL GOVERNMENT ASSOCIATION	REGIST. - CEO, 4 X COUNCILLORS - LG CONVENTION - 01-03/08/12 - PERTH	9,168.00
EFT116343	06/09/2012	WRIDGWAYS THE REMOVALISTS	STAFF RELOCATION EXP. - IN ACCORDANCE WITH EMPLOYMENT CONTRACT	2,744.50
EFT116344	06/09/2012	WYNDHAM SUPERMARKET	FOOD ITEMS & CLEANING ITEMS- JUL 12 -CHILDCARE & YOUTH PROGRAMS WYN	894.81
EFT116345	13/09/2012	AEC SYSTEMS	3 YEAR SUBSCRIPTION - 12/15 - AUTOCAD CIVIL 3D - SOFTWARE IT RESOURCES	3,487.00
EFT116346	13/09/2012	ALL SEASONS KUNUNURRA	ACCOMM. - GUEST PRESENTER - CHILDREN'S BOOK WEEK - KUNUNURRA	874.00
EFT116347	13/09/2012	ARGYLE MOTORS	SERVICE - P116	165.45
EFT116348	13/09/2012	KUNUNURRA COUNTRY CLUB RESORT	PRE-EMPLOYMENT ACCOMMODATION - EHO OFFICER - KUNUNURRA	825.85
EFT116349	13/09/2012	BUNNINGS (DWN)	COLOURING AGENT FOR CEMENT - CHESNUTT DRV - KUNUNURRA	79.97
EFT116350	13/09/2012	CABCHARGE	ZONE, LOCAL GOVERNMENT WEEK, MINISTERIAL VISIT AND STAFF TRAINING	516.78
EFT116351	13/09/2012	COMMONWEALTH BANK OF AUSTRALIA	AUDIT CERTIFICATE FEE	60.00
EFT116352	13/09/2012	DARWIN AIRPORT GATEWAY MOTEL	PRE-EMPLOYMENT ACCOMMODATION - EHO OFFICER - DARWIN	365.70

EFT116353	13/09/2012	EAST KIMBERLEY PLUMBING	STABILISE SWIMMING POOL WALL & HYDRAULIC SERVICES -KNX POOL REPAIRS	34,842.50
EFT116354	13/09/2012	FIVE RIVERS CAFE	CATERING - FORESHORE COMMUNITY MEETING - 21/8/12 - WYNDHAM	279.00
EFT116355	13/09/2012	FRANMOR CONSTRUCTIONS PTY LTD	REPLACE DOOR HANDLE - COMMUNITY SERVICES OFFICE - KUNUNURRA	204.00
EFT116356	13/09/2012	FRED MILLS	REIMB. OF FUEL COSTS - CROSSING FALLS BRIGADE - DURING FIRES - 09/09/12	218.81
EFT116357	13/09/2012	GUERINONI & SONS	HIRE - MULTI TYRE ROLLER - WEABER PLAIN RD, HIRE - WATERCART - WEERO RD	3,415.50
EFT116358	13/09/2012	IRRIBIZ	ASSORTED RETIC. FITTINGS, NOZZLES, COUPLING - AUGT 12 - WYN & KNX	476.11
EFT116359	13/09/2012	JAB INDUSTRIES	WATER TANKER - EMERGENCY CALL OUT - KNX TIP FIRE 18/08/12	742.50
EFT116360	13/09/2012	JANET TAKARANGI	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	301.23
EFT116361	13/09/2012	KIMBERLEY COMMUNICATIONS	RESET JJJ AND CLASSIC FM - KUNUNURRA	110.00
EFT116362	13/09/2012	KIMBERLEY WASTE SERVICES	REFUSE COLLEC, SKIP EMPTIES, TOWN LITTER COLLEC. - JUL 12 - KNX & WYN	58,451.30
EFT116363	13/09/2012	KUNUNURRA COURIERS	WATER SUPPLIES - KUNUNURRA ADMIN	39.00
EFT116364	13/09/2012	KUNUNURRA HOME & GARDEN	MINOR HARDWARE - P362 AND VARIOUS HARDWARE ITEMS - AUG 12 - KNX	220.66
EFT116365	13/09/2012	KUNUNURRA PANEL BEATING WORKS WA P/L	SUPPLY AND FIT WINDSCREEN - P387	561.00
EFT116366	13/09/2012	KUNUNURRA TYREPOWER	PUNCTURE REPAIR - P387	45.00
EFT116367	13/09/2012	LOCAL GOVERNMENT MANAGERS AUSTRALIA	REGIST. - LGMA CONFERENCE PERTH - 20-21/9/12 - MANAGER COMM. & YOUTH	755.00
EFT116368	13/09/2012	OPTEON (NORTH WEST WA) PTY LTD	VALUATION REPORT - LOT 501 COOLIBAH DRIVE, KUNUNURRA	330.00
EFT116369	13/09/2012	ORD RIVER ELECTRICS	ELECTRIC. WORKS - WHITEGUM PK, AC REPAIRS - DEPOT, AIRPORT KNX	1,393.81
EFT116370	13/09/2012	OLLIE'S IRRIGATIONS & PLUMBING SUPPLIES	RETIC FITTINGS -OVAL, COOLIBAH, KONKER, DEPOT - KNX, CHILDCARE - WYN	1,467.02
EFT116371	13/09/2012	ORD FUEL SUPPLIES	DIESEL FUEL - KUNUNURRA AIRPORT DEPOT	4,796.35
EFT116372		CANCELLED PAYMENT		
EFT116373	13/09/2012	PAINT INDUSTRIES PTY LTD	RUNWAY MARKING PAINT - KUNUNURRA AIRPORT	4,744.15
EFT116374	13/09/2012	PETER KERP	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	81.09
EFT116375	13/09/2012	RED ELEVEN - RED 11 PTY LTD	IT EQUIPMENT - KUNUNURRA	12,530.69
EFT116376	13/09/2012	SUZANNE COVICH	PROFESSIONAL SERVICES - KIMBERLEY WRITERS FESTIVAL (KWF) 2012	2,310.00
EFT116377	13/09/2012	TNT AUSTRALIA PTY LIMITED	FREIGHT - 4 X WATER SAMPLES - HEALTH DEPARTMENT KNX	304.68
EFT116378	13/09/2012	TYREPLUS KUNUNURRA	TYRE REPAIR - P467	35.00
EFT116379	13/09/2012	WESTPARK SERVICES PTY LTD	BOLLARDS - COOLIBAH DRIVE VERGES - KNX	5,445.00
EFT116380	13/09/2012	WRITINGWA	MEMBERSHIP RENEWAL - WRITING WA 12/13 - KNX LIBRARY	135.00
EFT116381	13/09/2012	WYNDHAM MOTORS	HIRE FORKLIFT - TRANSPORTING BRICKS - SHIRE YARD TO SWIMM. POOL WYN	88.00
EFT116382	13/09/2012	WYNDHAM EARLY LEARNING ACTIVITY CNTR	APPROVED QUICK GRANT -12/13	550.00

EFT116383	17/09/2012	ORD RIVER CONTRACTING	PAYMENT 1 - T 23 - 11/12 - GRAVEL RE SHEETING GIBB RIVER KALUMBURU ROAD	557,452.60
EFT116384	19/09/2012	ORD RIVER CONTRACTING	FINAL PAY. - T24 - 11/12 - GRAVEL RE SHEETING GIBB RIVER KALUMBURU ROAD	662,157.60
EFT116385	19/09/2012	KUNUNURRA NETBALL ASSOCIATION	BOND REFUND - BUS HIRE	500.00
EFT116386	19/09/2012	KUNUNURRA NETBALL ASSOCIATION	REFUND BUS HIRE FEE & QUICK GRANT 12/13	770.00
EFT116387	20/09/2012	ASK WASTE MANAGEMENT	NPI REPORTING - WASTE MANAGEMENT STRATEGY - LANDFILL SITE KNX	1,168.75
EFT116388	20/09/2012	AUSFUEL	FUEL COSTS - AUG 12 - KUNUNURRA	1,708.90
EFT116389	20/09/2012	AUSTRAL MERCANTILE COLLECTIONS	LEGAL FEES - DEBT COLLECTIONS	3.96
EFT116390	20/09/2012	ACE CORPORATE APPAREL	STAFF UNIFORMS - KNX ADMIN & OPERATION STAFF	465.24
EFT116391	20/09/2012	ALLGEAR MOTORCYCLES & SMALL ENGINES	WHIPPY CORD, HOLDER BLADE, CHAINSAW ACCESSORIES - P356	881.40
EFT116392	20/09/2012	ARGYLE MOTORS	2 X NEW TOYOTA 4X4 UTILITY - AIRPORT & PLANNING OFFICERS - KUNUNURRA	67,707.96
EFT116393	20/09/2012	KUNUNURRA COUNTRY CLUB RESORT	ACCOMM. - 2 X COUNCILLORS - COUNCILLOR STRATEGIC PLANNING - 01/09/12	412.00
EFT116394	20/09/2012	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	183.20
EFT116395	20/09/2012	BOC GASES AUSTRALIAN LIMITED	WELDING GASES & BOTTLE RENTAL - AUG 12	304.04
EFT116396	20/09/2012	BODAN CONSTRUCTIONS PTY LTD	REMOVAL AND REPLACEMENT - SOLAR LIGHTS - WYNDHAM COMMUNITY JETTY	6,184.99
EFT116397	20/09/2012	BROADCAST AUSTRALIA PTY LTD	FACILITIES LEASING - SELF HELP POWER RECOVERY - JUL - AUG 12	44.55
EFT116398	20/09/2012	BEYOND COMPARE FURNITURE	FURNITURE - WYNDHAM YOUTH SERVICES	1,848.00
EFT116399	20/09/2012	BLACKWOODS ATKINS PTY LTD	PAPER TOWEL DISPENSERS - KUNUNURRA YOUTH CENTRE	172.66
EFT116400	20/09/2012	BUSH CAMP SURPLUS STORES	STAFF WORK WEAR - IN ACCORDANCE WITH EMPLOYMENT CONTRACT	532.50
EFT116401	20/09/2012	C & S JOLLY ELECTRICS PTY LTD	REPAIR EXTERIOR LIGHTS & FLOOD LIGHTS - WYNDHAM REC CENTRE	8,294.00
EFT116402	20/09/2012	CIVIC LEGAL	LEGAL ADVICE - VALENTINE FALLS ESTATE PTY LTD - RECEIVERSHIP - 29/8/12	298.71
EFT116403	20/09/2012	DAVEY TYRE & BATTERY SERVICE	TYRE PUNCTURE REPAIR - P351, P384, P115, P362, P302	335.15
EFT116404	20/09/2012	EAST KIMBERLEY HARDWARE	YELLOW SPOT MARKING PAINT - KUNUNURRA AIRPORT	92.80
EFT116405	20/09/2012	EAST KIMBERLEY PLUMBING	RELOCATE & INSTALL FREE STANDING FIRE HOSE REEL - KUNUNURRA AIRPORT	1,468.50
EFT116406	20/09/2012	EAST KIMBERLEY REAL ESTATE	ARREARS RENT - KONKERBERRY DVE. STAFF HOUSE - AUG -SEP 12	86.68
EFT116407	20/09/2012	EWIN EARLY LEARNING CENTRE INC	SUCCESSFUL QUICK GRANT	399.00
EFT116408	20/09/2012	FESA - EMERGENCY SERVICES LEVY	2012/13 - ESL 1ST QUARTER CONTRIBUTION	85,883.32
EFT116409	20/09/2012	FRANMOR CONSTRUCTIONS PTY LTD	50% PROGRESS CLAIM - KNX AIR SERVICES BUILDING FRONTAGE - KNX AIRPORT	52,401.49
EFT116410	20/09/2012	FULTON HOGAN INDUSTRIES PTY LTD	WHITE GUM PARK, GARDENIA DRV - STAND DOWN COSTS - KUNUNURRA	39,996.42
EFT116411	20/09/2012	GHD PTY LTD	FLOOD RISK ASSESSMENT - WITHIN KUNUNURRA TOWNSHIP	25,025.00
EFT116412	20/09/2012	GEOFF NINNES FONG & PARTNERS PTY LTD	ENGINEERING REPORT - KUNUNURRA POOL REPAIRS	11,440.00

EFT116413	20/09/2012	IBAC PLUMBING PTY LTD	PLUMBING & EXCAVATION WORKS - KUNUNURRA TOWN OVAL	6,204.00
EFT116414	20/09/2012	IRRIBIZ	VARIOUS RETIC FITTINGS & SPRINKLER HEADS - KNX & WYN	253.54
EFT116415	20/09/2012	JSW HOLDINGS PTY LTD	CONCRETE -NICOLSON PK, CHESNUT DRV KNX, WATER TANK-POUND KNX	2,989.25
EFT116416	20/09/2012	JORRITSMA H & CO	MILNE RUBBER SEAL - KUNUNURRA SPORT OVAL	11.00
EFT116417	20/09/2012	KIMBERLEY COMMUNICATIONS	DECOMMISSION SBS, GWN, ANALOG & SATELLITE SPLITTER, RESET CLASSIC FM	392.00
EFT116418	20/09/2012	KIMBERLEY HYDRAULICS	4 X HYDRAULIC FITTINGS - P351	75.02
EFT116419	20/09/2012	KIMBERLEY TREE SERVICES PTY LTD	TREE PRUNING - TENNIS COURTS - KUNUNURRA	2,365.00
EFT116420	20/09/2012	KIMBERLEY WASTE SERVICES	EXTRA CLEAN UP OF OVAL 13 & 18 /8/12 - KUNUNURRA	280.00
EFT116421	20/09/2012	KINGMAN VISUAL	SIGNAGE - WYNDHAM AIRPORT	825.91
EFT116422	20/09/2012	KUNUNURRA DIESEL SERVICE	SERVICE - P360	567.65
EFT116423	20/09/2012	KUNUNURRA ENGINEERING	REPAIR MUDGUARD - P388	110.73
EFT116424	20/09/2012	KUNUNURRA HOME & GARDEN	RAPIDEST & GENERAL PURPOSE CEMENT - VARIOUS KNX ROADS	3,337.20
EFT116425	20/09/2012	KUNUNURRA LOCK & KEY	SUPPLY KEYS - TRAY BACK TOOL BOX - P388	192.50
EFT116426	20/09/2012	KUNUNURRA REFRIGERATION & AIR CON	INVESTIGATE AND REPAIR - NAS AIR CONDITIONER - KUNUNURRA AIRPORT	275.00
EFT116427	20/09/2012	KUNUNURRA SECURITY SERVICE	SECURITY SERVICES - KNX AIRPORT SCREENING - 22/8/12 - 4/9/12	39,700.00
EFT116428	20/09/2012	L.G.R.C.E.U	PAYROLL DEDUCTIONS	19.40
EFT116429	20/09/2012	MARTELL ROAD MAINTENANCE	PACKSADDLE ROAD & WEABER PLAIN RD EDGE REPAIRS - KUNUNURRA	34,024.10
EFT116430	20/09/2012	MAXXIA	PAYROLL DEDUCTIONS	6,260.73
EFT116431	20/09/2012	MCLEAN ENTERPRISES PTY LTD	FREIGHT - OXIDE POWDER - CHESTNUT DR -KUNUNURRA	66.00
EFT116432	20/09/2012	MEETING MASTERS	ECONOMIC GRANT SPONSORSHIP - AUST. RANGELANDS CONFERENCE	5,500.00
EFT116433	20/09/2012	METALAND KUNUNURRA	JOCKEY WHEEL - P377, REPAIR - P356, NUTS & BOLTS - STAFF HOUSING- KNX	216.96
EFT116434	20/09/2012	ORD RIVER ELECTRICS	REPLACE & RECONNECT FLURO LIGHTS - WYN ADMIN	528.33
EFT116435	20/09/2012	ORICA AUSTRALIA PTY LTD	STORAGE - CHLORINE GAS CYLINDERS - WYNDHAM & KUNUNURRA	391.81
EFT116436	20/09/2012	OFFICE NATIONAL KUNUNURRA	STATIONERY - KNX ADMIN & COUNCILLORS STRATEGIC PLANNING DAY	593.45
EFT116437	20/09/2012	ORD FUEL SUPPLIES	DIESEL COSTS - DEPOT KUNUNURRA	10,409.59
EFT116438	20/09/2012	ORIA ORCHARDS	BEREAVEMENT FLOWERS, 2 XWEEKLY FLOWER-KNX ADMIN & AIRPORT	70.00
EFT116439	20/09/2012	RED ELEVEN - RED 11 PTY LTD	RAM FOR SAVER - IT EQUIPMENT - KUNUNURRA	533.72
EFT116440	20/09/2012	RED RUST CONTRACTING PTY LTD	INSTALL BENCH SEATS - KUNUNURRA NETBALL COURTS	1,606.00
EFT116441	20/09/2012	SHELF SUPPLY	STAFF WORK WEAR - IN ACCORDANCE WITH EMPLOYMENT CONTRACT	910.00
EFT116442	20/09/2012	SJR CIVIL CONSULTING PTY LTD	ROAD DESIGN-RECONST. ERYTHRINA ST, CARPARK DESIGN-BANDICOOT DV-KNX	4,015.00

EFT116443	20/09/2012	SAMANTHA HUGHES	PROFESSIONAL SERVICES - CHILDREN'S BOOK WEEK AUTHOR TALKS 2012	2,500.00
EFT116444	20/09/2012	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	70.00
EFT116445	20/09/2012	SHOAL AIR PTY LTD	CHARTER FLIGHT - KUNUNURRA TO KALUMBURU - CHILDREN'S BOOK WEEK 12	1,845.00
EFT116446	20/09/2012	SMALL BUSINESS CENTRE EAST KIMBERLEY	SMALL BUSINESS AWARDS SPONSORSHIP 2012	5,000.00
EFT116447	20/09/2012	SUNNY SIGN COMPANY PTY LTD	SIGNAGE, SPRINKLER CHECK ON QUADRUPED STANDS - KNX RETIC MAINTEN.	234.50
EFT116448	20/09/2012	SURVEY NORTH	SURVEY SERVICES, LINE MARKING - RESEARCH STATION ROAD KUNUNURRA	338.25
EFT116449	20/09/2012	TNT AUSTRALIA PTY LIMITED	FREIGHT - WATER SAMPLES - HEALTH	86.43
EFT116450	20/09/2012	TUCKERBOX / RETRAVISION KUNUNURRA	VARIOUS ITEMS - JUL 12 - KUNUNURRA ADMIN	1,258.20
EFT116451	20/09/2012	WA LOCAL GOVERNMENT SUPER	SUPERANNUATION CONTRIBUTIONS	29,490.40
EFT116452	20/09/2012	WESTERN AUST. TREASURY CORPORATION	LOAN NO. 118 INSTALMENT PAYMENT - CONSTRUCT YOUTH CENTRE	8,872.90
EFT116453	20/09/2012	WILD MANGO	CATERING - COUNCILLOR'S STRATEGIC PLANNING DAY - KUNUNURRA	237.00
EFT116454	24/09/2012	LGIS INSURANCE BROKING	INSURANCE COSTS - CONTRACT WORKS - 12/13	651.18
EFT116455	24/09/2012	LGIS LIABILITY	INSURANCE- LIABILITY, PROPERTY, CASUAL HIRE, FIDELITY GUARANTEE - 12/13	180,128.37
EFT116456	24/09/2012	LGIS WORKCARE	INSURANCE COSTS - WORKCARE - 12/13	109,928.45
EFT116457	27/09/2012	ALLIED PICKFORDS PTY LTD	RELOCATION - SUCCESSFUL STO - IN ACCOR. WITH EMPLOYMENT CONTRACT	7,167.30
EFT116458	27/09/2012	4D LANDSCAPING SOLUTIONS	LANDSCAPING & MAINTENANCE - DRYANDRA ST. STAFF HOUSE - KNX	686.50
EFT116459	27/09/2012	ASK WASTE MANAGEMENT	ENGINEERING PLANS - TEMPORARY DRYING BEDS - KUNUNURRA LANDFILL	7,460.75
EFT116460	27/09/2012	ALLGEAR MOTORCYCLES & SMALL ENGINES	REPAIR - POLE SAW, REPLACEMENT BRUSH CUTTER HANDLE - P356	757.45
EFT116461	27/09/2012	ARGYLE ENGINEERING	CONVEYOR BELT RUBBER - WYNDHAM BOAT RAMP FLOATING PONTOON	611.07
EFT116462	27/09/2012	INST. OF ABORIGINAL & TORRES STRAIT ISLA.	BOOK SALES - SEAN GORMAN - KIMBERLEY WRITERS FESTIVAL	449.40
EFT116463	27/09/2012	BADGELINK	NAME BADGES - KUNUNURRA ADMIN STAFF	404.49
EFT116464	27/09/2012	BLACKWOODS ATKINS PTY LTD	SUPPLY HEAVY DUTY RIVETS - WYNDHAM PONTOON	217.85
EFT116465	27/09/2012	CENTURION TRANSPORT	FREIGHT - SIGNAGE - KUNUNURRA DEPOT	87.14
EFT116466	27/09/2012	CHEFMASTER AUSTRALIA	BIN LINERS - LITTER CONTROL - AIRPORT, LEISURE CENTRE, DEPOT KUNUNURRA	2,910.30
EFT116467	27/09/2012	CORPORATE EXPRESS	TOILETRIES - PUBLIC CONVENIENCES, CHILDCARE, LEISURE CENTRE -WYN & KNX	2,557.90
EFT116468	27/09/2012	CR KENNETH TORRES	MEMBERS PAYMENT - JUL - SEP 12	1,648.34
EFT116469	27/09/2012	CLEVERPATCH	CRAFT RESOURCES - STORY TIME - KUNUNURRA LIBRARY	284.89
EFT116470	27/09/2012	CR CISSY GORE - BIRCH GAULT	MEMBERS PAYMENT - JUL - SEP 12	2,472.50
EFT116471	27/09/2012	CR JANE PARKER	MEMBERS PAYMENT - JUL - SEP 12	2,472.50
EFT116472	27/09/2012	DI AUSBURN	MEMBERS PAYMENT - JUL - SEP 12	2,472.50

EFT116473	27/09/2012	EAST KIMBERLEY HARDWARE	VARIOUS HARDWARE ITEMS - AUG 12 - KNX & WYN	1,204.75
EFT116474	27/09/2012	FUJI XEROX AUSTRALIA P/L	PRINTING - AUG 12 - ADMIN, AIRPORT, DEPOT, KLC & YOUTH CENTRE - KNX	5,385.58
EFT116475	27/09/2012	FRONTIER POST & NEWS	ADVERTISING - SWEK NEWS - AUG 12	14.15
EFT116476	27/09/2012	FULTON HOGAN INDUSTRIES PTY LTD	T07 11/12 - TWO COAT SEAL - WEERO ROAD, RESEARCH STATION ROAD - KNX	345,561.21
EFT116477	27/09/2012	GRAHAM H COLE TRAINING & ASSESSMENTS	MAPPING MATRIX TRAINING - 9 STAFF + 1 TRAINER & RESOURCE MATERIALS	1,524.60
EFT116478	27/09/2012	GULLIVERS TAVERN	CATERING - ORDINARY COUNCIL MEETING - KUNUNURRA - 21/08/12.	540.00
EFT116479	27/09/2012	HOT CHILLI SOURCE PTY LTD	50 X SAFETY GLASSES - OUTDOOR WORKFORCE - KNX & WYN	638.00
EFT116480	27/09/2012	IBAC PLUMBING PTY LTD	PLUMBING WORK - PETER REID MEMORIAL HALL WYN	376.42
EFT116481	27/09/2012	IT VISION ITV	IT VISION TRAINING - ASSETS & DEBTORS - FINANCE STAFF	506.00
EFT116482	27/09/2012	IRRIBIZ	SUMP PUMP - KLC, VALVE BOX - KUNUNURRA RETIC	720.48
EFT116483	27/09/2012	J & C ATKINS CONTRACTING PTY LTD	HIRE WATER TRUCK - EXTINGUISHING FIRE - WYNDHAM LANDFILL SITE	847.00
EFT116484	27/09/2012	JABIRU PAINTING PTY LTD	PAINT EXTERNAL REAR WALL & ARCHIVE ROOM - AIRPORT KNX	1,980.00
EFT116485	27/09/2012	JSW HOLDINGS PTY LTD	EXCAVATOR HIRE - LANDFILL MAINTENANCE - KUNUNURRA	9,986.35
EFT116486	27/09/2012	JAB INDUSTRIES	DELIVER - CONCRETE SHINGLE MIX BLUE METAL - WYNDHAM DEPOT	576.40
EFT116487	27/09/2012	JACKIE MCCOY	MEMBERS PAYMENT - JUL - SEP 12	2,472.50
EFT116488	27/09/2012	JANET TAKARANGI	REIMBURSEMENT - IN ACCORDANCE WITH EMPLOYMENT CONTRACT	107.60
EFT116489	27/09/2012	KDHS P&C CANTEEN	CATERING - VISITING AUTHORS - KIMBERLEY WRITERS FESTIVAL - KUNUNURRA	46.20
EFT116490	27/09/2012	KIMBERLEY ASIAN CUISINE	CATERING - COUNCIL BRIEFING SESSION - 4/09/12 - KUNUNURRA	450.00
EFT116491	27/09/2012	KIMBERLEY COMMUNICATIONS	RESET CLASSIC FM-KNX, REPAIR TVARIEL-DRYANDRA KNX, REPAIR-REDFM-WYN	942.00
EFT116492	27/09/2012	KIMBERLEY PUMPING SERVICE	REPAIR - MAIN RETIC LINE - MESSMATE WAY - KUNUNURRA	1,164.90
EFT116493	27/09/2012	KIMBERLEY WASTE SERVICES	SKIP EMPTIES - AUG 12 - KLC	415.00
EFT116494	27/09/2012	KUNUNURRA DISTRICT HIGH SCHOOL	2013 STUDENT DIARY ADVERTISING - FULL PAGE	220.00
EFT116495	27/09/2012	KUNUNURRA FURNISHINGS	4 X CARPETS & 9 X CURTAINS -WYN CHILDCARE CENTRE	1,241.02
EFT116496	27/09/2012	KUNUNURRA HOME & GARDEN	ALKALINE BATTERY 9 VOLT - TWIN PACK - KLC	14.75
EFT116497	27/09/2012	KUNUNURRA PANEL BEATING WORKS WA	REPLACE WINDSCREEN - P468	418.00
EFT116498	27/09/2012	KUNUNURRA REFRIGERATION & A/C PTY LTD	REPAIR AIR-CONDITION IN NAS OFFICE - KUNUNURRA AIRPORT	110.00
EFT116499	27/09/2012	MCLEODS BARRISTERS AND SOLICITORS	LEGAL ADVICE	4,393.40
EFT116500	27/09/2012	NE SHEDS	OUTSIDE SHED - STAFF HOUSE - HIBISCUS DR. - KUNUNURRA	6,000.00
EFT116501	27/09/2012	NJ GAFF & C YATES	TREE REPLACEMENT - CELEBRITY TREE PARK - KUNUNURRA	20.00
EFT116502	27/09/2012	NAVNEET RAHEJA	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	49.62

EFT116503	27/09/2012	ORD RIVER ELECTRICS	REPAIR - SEWAGE PUMP & NEW SAFETY CIRCULATE BREAKER - KNX AIRPORT	2,513.70
EFT116504	27/09/2012	OFFICE NATIONAL KUNUNURRA	STATIONERY - KUNUNURRA ADMIN	60.64
EFT116505	27/09/2012	OLLIE'S IRRIGATIONS & PLUMBING SUPPLIES	RAINBIRD NOZZLES ,SPRINKLERS & SOLENOID - KNX RETIC	3,349.56
EFT116506	27/09/2012	PAYROLL PAPER SOLUTIONS	STATIONERY - HR - KUNUNURRA ADMIN	300.00
EFT116507	27/09/2012	QUALITY EXTERIOR	PAVING BRICKS - WATER FEATURE - WYNDHAM SWIMMING COMPLEX	1,065.00
EFT116508	27/09/2012	QUICK CORPORATE AUSTRALIA	STATIONERY - SEP 12 - KUNUNURRA ADMIN	1,218.98
EFT116509	27/09/2012	TST ELECTRICAL	EMERGENCY REPAIRS - RETIC POWER BOX - KUNUNURRA	975.00
EFT116510	27/09/2012	TWYFORDS	CONSULTANCY- REVIEW FEEDBACK ON COMMUNITY STRATEGIC PLAN - KNX	10,560.00
EFT116511	27/09/2012	THE TRAINING SOLUTION (TTS-100)	CERT 111 FITNESS TRAINING 4 X KLC STAFF - KUNUNURRA	10,800.00
EFT116512	27/09/2012	TUCKERBOX / RETRAVISION KUNUNURRA	VARIOUS ITEMS - AUG 12 - AIRPORT KNX, KUNUNURRA ADMIN	1,240.11
EFT116513	27/09/2012	VANDERFIELD MACHINERY PTY LTD	OIL FILTER - P491	63.16
EFT116514	27/09/2012	WA LOCAL GOVERNMENT ASSOCIATION	TRAINING - PAYROLL COMPLIANCE - 2 X HR STAFF - KUNUNURRA ADMIN	814.00
EFT116515	27/09/2012	DOWNER EDI WORKS PTY LTD	CIVIC WORKS - STABILISATION - WEABER PLAINS ROAD KUNUNURRA	714,497.96
<b>TOTAL MUNI EFT PAYMENTS</b>				<b>3,930,222.44</b>

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
41512	06/09/2012	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	209.60
41513	06/09/2012	AUST ETHICAL INVESTMENT & SUPER	SUPERANNUATION CONTRIBUTIONS	138.47
41514	06/09/2012	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	773.97
41515	06/09/2012	BT FINANCIAL GROUP	SUPERANNUATION CONTRIBUTIONS	204.70
41516	06/09/2012	BT LIFETIME PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	217.00
41517	06/09/2012	CASH - PETTY CASH WYNDHAM OFFICE	PETTY CASH - WYN OFFICE	177.15
41518	06/09/2012	FIRST CHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	171.67
41519	06/09/2012	FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS	143.84
41520	06/09/2012	HORIZON POWER	ELECTRICITY - VARIOUS PLACES - KUNUNURRA - JUN - AUG 12	5,457.58
41521	06/09/2012	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	351.25
41522	06/09/2012	LG SUPER	SUPERANNUATION CONTRIBUTIONS	521.33
41523	06/09/2012	LOCAL GOVERNMENT SUPER	SUPERANNUATION CONTRIBUTIONS	454.99
41524	06/09/2012	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	215.37

41525	06/09/2012	REST SUPER	SUPERANNUATION CONTRIBUTIONS	863.39
41526	06/09/2012	SEAFARERS RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	197.98
41527	06/09/2012	ST JOHN AMBULANCE ASSOCIATION IN WA	5 X STAFF - FIRST AID TRAINING - WYNDHAM	995.00
41528	06/09/2012	STATEWIDE SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	644.64
41529	06/09/2012	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	196.92
41530	06/09/2012	TELSTRA	MOBILE CHARGES - JUL 12	4,934.74
41531	06/09/2012	TASPLAN	SUPERANNUATION CONTRIBUTIONS	195.65
41532	06/09/2012	INSTITUTE OF CHARTERED ACCOUNTANTS	CHARTERED ACCOUNTANTS MEMBERSHIP - 12/13	840.00
41533	06/09/2012	THE TRUSTEE FOR HEADING SUPER FUND	SUPERANNUATION CONTRIBUTIONS	400.74
41534	06/09/2012	TOWER MASTER FUND	SUPERANNUATION CONTRIBUTIONS	202.05
41535	06/09/2012	UNISUPER	SUPERANNUATION CONTRIBUTIONS	174.14
41536	06/09/2012	VICSUPER	SUPERANNUATION CONTRIBUTIONS	187.90
41537	06/09/2012	VISION SUPER	SUPERANNUATION CONTRIBUTIONS	3,198.60
41538	06/09/2012	WATER CORPORATION	WATER RATES - VARIOUS PLACES - KUNUNURRA - MAR- JUL 12	2,405.20
41539	06/09/2012	STITCHED UP EMBROIDERY SERVICES	59 X NITRO SHIRTS WITH DUAL LOGO'S AND NAMES APPLIED - KNX AIRPORT	2,555.00
41540	13/09/2012	ANGLICARE	EMPLOYEE ASSISTANCE PROGRAM ANNUAL FEE FOR EAP SERVICE -12/13	396.00
41541	13/09/2012	HORIZON POWER	ELECTRICITY - 14 BANYAN ST - JUN - AUG 12	60.90
41542	13/09/2012	WATER CORPORATION	WATER - WYNDHAM SWIMMING COMPLEX - MAR - AUG 12	5,932.90
41543	20/09/2012	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	209.60
41544	20/09/2012	AUST ETHICAL INVESTMENT & SUPER	SUPERANNUATION CONTRIBUTIONS	138.47
41545	20/09/2012	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1,270.33
41546	20/09/2012	BRIAN REGINALD BOLAND	REFUND - BUILDING APPLICATION FEE	139.00
41547	20/09/2012	BT FINANCIAL GROUP	SUPERANNUATION CONTRIBUTIONS	203.34
41548	20/09/2012	BT LIFETIME PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	227.62
41549	20/09/2012	CASH - PETTY CASH KNX DEPOT	CASH - PETTY CASH -SEP 12 - KNX DEPOT	102.70
41550	20/09/2012	DEPARTMENT OF TRANSPORT	ANNUAL LICENCE FEE -12/13 FORESHORES AND BOAT RAMPS - KUNUNURRA	34.95
41551	20/09/2012	FIRST CHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	89.07
41552	20/09/2012	FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS	219.47
41553	20/09/2012	FOSSEYS AUSTRALIA P/L (TARGET COUNTRY)	COT SHEETS & KITCHEN UTENSILS - WYNDHAM CHILDCARE	517.22
41554	20/09/2012	GLAMORGAN DOZING PTY LTD	DOZER HIRE - TIP MAINTENANCE - KUNUNURRA	2,804.00

41555	20/09/2012	HORIZON POWER	ELECTRICITY - VARIOUS STREET LIGHTING - KUNUNURRA -AUG -12	17,440.81
41556	20/09/2012	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	712.58
41557	20/09/2012	KOSMIC ELECTRONIC INDUSTRIES PTY LTD	NEW SOUND SYSTEM - KUNUNURRA ADMINISTRATION	1,499.00
41558	20/09/2012	LG SUPER	SUPERANNUATION CONTRIBUTIONS	249.98
41559	20/09/2012	LOCAL GOVERNMENT SUPER	SUPERANNUATION CONTRIBUTIONS	454.99
41560	20/09/2012	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	219.63
41561	20/09/2012	REST SUPER	SUPERANNUATION CONTRIBUTIONS	861.29
41562	20/09/2012	RUSSELL PARKS PIANO SERVICE	PIANO TUNE - KLC	250.00
41563	20/09/2012	SEAFARERS RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	197.28
41564	20/09/2012	STATEWIDE SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	644.64
41565	20/09/2012	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	196.92
41566	20/09/2012	TASPLAN	SUPERANNUATION CONTRIBUTIONS	195.65
41567	20/09/2012	THE TRUSTEE FOR HEADING SUPER FUND	SUPERANNUATION CONTRIBUTIONS	400.74
41568	20/09/2012	TOWER MASTER FUND	SUPERANNUATION CONTRIBUTIONS	202.05
41569	20/09/2012	UNISUPER	SUPERANNUATION CONTRIBUTIONS	180.11
41570	20/09/2012	VICSUPER	SUPERANNUATION CONTRIBUTIONS	187.90
41571	20/09/2012	VISION SUPER	SUPERANNUATION CONTRIBUTIONS	3,321.00
41572	27/09/2012	AUST. INSTITUTE OF BUILDING SURVEYORS	TABS - MAGAZINE SUBSCRIPTION - 12/13	60.00
41573	27/09/2012	CR JOHN HAMILTON MOULDEN	MEMBERS PAYMENT - JUL - SEP 12	8,965.00
41574	27/09/2012	CR RALPH ADDIS	MEMBERS PAYMENT - JUL - SEP 12	3,690.00
41575	27/09/2012	CR RAYMOND DESSERT	MEMBERS PAYMENT - JUL - SEP 12	2,472.50
41576	27/09/2012	DEB'S HIRE A HELPER	CLEANING - 264C RIVER FIG KUNUNURRA	429.00
41577	27/09/2012	HORIZON POWER	ELECTRICITY - VARIOUS PLACES - WYNDHAM - JUN - AUG 12	2,521.59
41578	27/09/2012	TELSTRA	MOBILE CHARGES - AUG 12	3,472.59
41579	05/10/2012	NATIONAL AUSTRALIA BANK	AUDIT CERTIFICATE FEE 12/13	70.00
<b>TOTAL MUNI CHEQUE PAYMENTS</b>				<b>88,269.69</b>

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
416	03/09/2012	DEPART OF BROADBAND COMMUNICATIONS	BOND REFUND - LEISURE CENTRE HIRE	250.00

417	03/09/2012	FALVEY NOMINEES	BOND REFUND - FOOTPATH - AP. NO.100326, RCT NO.379616	600.00
418	03/09/2012	LISA SPACKMAN	BOND REFUND - CHAIR HIRE	200.00
419	03/09/2012	MARY BAIRD	BOND REFUND - HIRE OF EQUIPMENTS	300.00
420	14/09/2012	KUNUNURRA FREEDOM CHURCH INC	BOND REFUND - KYC - VARIATION DUE TO CHANGE IN POLICY	250.00
421	14/09/2012	KUN. CONGRE. OF JEHOVAHS WITNESSES	BOND REFUND - KYC - VARIATION DUE TO NEW POLICY	250.00
422	14/09/2012	ST JOSEPH'S SCHOOL	BOND REFUND -BUS HIRE- LESS EXCESS USAGE	463.47
423	14/09/2012	WAYNE BADDOCK	BOND REFUND -KNX YOUTH CENTRE - VARIATION DUE TO NEW POLICY	250.00
424	14/09/2012	DARREN BRUCE FULCHER	BOND REFUND FOOTPATH - RCT NO. 376944, BL NO. 081/2011	1,000.00
425	14/09/2012	DEPARTMENT OF HEALTH	HEALTH APPLICATION FEE - ROBERT COLEMAN	35.00
426	14/09/2012	JONATHAN HOWELL	BOND REFUND FOOTPATH - BL NO. 007/2012, RCT NO. 378357	500.00
427	14/09/2012	KIMBERLEY LAND COUNCIL	BOND REFUND - TABLE & CHAIRS HIRE	500.00
428	14/09/2012	KUNUNURRA SECURITY SERVICE	BOND REFUND -ASIC CARD - ANDREW FYFE	150.00
429	14/09/2012	MAGLION ENTERPRISES	BOND REFUND FOOTPATH - RCT NO. 378425, BL NO. 011/2012	500.00
430	14/09/2012	MICHEAL BAXTER HOMES	BOND REFUND FOOTPATH - BL NO. 149/2010, RCT NO. 372069	300.00
431	14/09/2012	WYNDHAM FAMILY SUPPORT	BOND REFUND - PETER REID HALL - WYN	1,000.00
432	24/09/2012	CKC NOMINEES	ECOFFICIENT HOMES INV. 282 FOR MG CORP	149,354.88
433	24/09/2012	MG CORPORATION	MG CORP INV. 398	203,500.00
434	24/09/2012	GARY HOLBEN	BOND REFUND FOOTPATH - BL 043/2012, RCT NO. 379488	500.00
435	24/09/2012	NKANDU BELTZ	BOND REFUND -KLC CHAIR/TABLE HIRE	200.00
<b>TOTAL TRUST CHEQUE PAYMENTS</b>				<b>360,103.35</b>

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
500342	03/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 03/09/12	2,203.90
500343	04/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 04/09/12	570.10
500344	05/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 05/09/12	382.70
500345	06/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 06/09/12	273.15
500346	07/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 07/09/12	2,741.75
500347	10/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 10/09/12	1,019.95
500348	12/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 12/09/12	1,706.40

500349	17/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 17/09/12	1,771.55
500350	08/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 18/09/12	647.85
500351	19/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 19/09/12	1,524.30
500352	20/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 20/09/12	108.90
500353	21/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 21/09/12	1,661.55
500354	24/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 24/09/12	140.00
500355	25/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 25/09/12	306.45
500356	26/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 26/09/12	2,047.35
500357	27/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 27/09/12	671.10
500358	28/09/2012	TRUST DPI CLEARING	TRANSPORT CLEARING - 28/09/12	401.25
			<b>TOTAL TRUST EFT PAYMENTS</b>	<b>18,178.25</b>

DATE	NAME	DESCRIPTION	AMOUNT	
04/09/2012	PAYROLL	PAYROLL	215.97	
05/09/2012	PAYROLL	PAYROLL	207,666.83	
06/09/2012	PAYROLL	PAYROLL	6,762.87	
06/09/2012	PAYROLL	PAYROLL	3,168.17	
10/09/2012	PAYROLL	PAYROLL	993.55	
19/09/2012	PAYROLL	PAYROLL	213,485.67	
21/09/2012	PAYROLL	PAYROLL	41,162.45	
			<b>TOTAL PAYROLL PAYMENTS</b>	<b>473,455.51</b>

DATE	NAME	DESCRIPTION	AMOUNT
3/09/2012	DIRECT DEBIT	LEASE COSTS - 9B PLUM COURT KUNUNURRA	1,380.50
4/09/2012	DIRECT DEBIT	LEASE COSTS - 11 KWINANA STREET WYNDHAM	1,381.20
4/09/2012	DIRECT DEBIT	FEE - BPAY	248.68
3/09/2012	DIRECT DEBIT	VISACARD	324.47
18/09/2012	DIRECT DEBIT	LEASE COSTS - 9B PLUM COURT KUNUNURRA	1,380.50
17/09/2012	DIRECT DEBIT	VEHICLE LEASE - SG FLEET AUSTRAL	1,213.11

17/09/2012	DIRECT DEBIT	FEE - BPOINT	29.01
21/09/2012	DIRECT DEBIT	LEASE COSTS - 2/1 PLUM COURT KUNUNURRA	2,383.33
27/09/2012	DIRECT DEBIT	LEASE COSTS - 17/33 KONKERBERRY DRIVE KUNUNURRA	2,210.00
24/09/2012	DIRECT DEBIT	LEASE COSTS - 12/33 KONKERBERRY DRIVE KUNUNURRA	2,166.67
20/09/2012	DIRECT DEBIT	CORPORATE CREDIT CARDS PAYMENTS	13,605.87
SEP 2012	DIRECT DEBIT	BANK FEE	414.48
		<b>TOTAL DIRECT DEBIT PAYMENTS</b>	<b>26,737.82</b>

### 12.2.3 OBJECTION TO RATE RECORD A7454

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	Shire of Wyndham East Kimberley
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>AUTHOR:</b>	Gill Old, Manager Financial Services
<b>REPORTING OFFICER:</b>	Jo-Anne Ellis, Director Corporate Services
<b>FILE NO:</b>	A7454D
<b>ASSESSMENT NO:</b>	A7454

#### **PURPOSE**

A Council decision is requested regarding objection to the rate record for A7454.

#### **BACKGROUND**

The Shire received valuation information from the Valuer Generals Office for a new mining tenement with the valuation to apply from 25 January 2011.

In March 2011 an interim rates notice was issued for the pro-rata financial year 2010/2011 with a due date for payment of April 2011.

No payment was received and a final notice was issued for the outstanding amount in September 2011. No response was received.

The debt was referred to Councils debt collection agent in November 2011.

A notice of intention to summons was sent to the registered address of the ratepayer in November 2011. No response was received.

A General Procedure Claim was served in December 2011 to the registered office of the ratepayer. No response was received to the claim.

Judgement was entered in March 2012 and transferred to the State where the registered address of the ratepayer is located to enable issuing of Seizure Orders.

A caveat was lodged by the Shire with the Department of Mines and Petroleum on the mining tenement in May 2012.

Correspondence from the Ratepayer received in June 2012 was received objecting to the rates on the following basis:

- The tenement falls within a Reserve dedicated to the "Use and Benefit of Aborigines".
- The Reserve is external to the Shires jurisdiction on the imposition of rates via Section 6.26.2(a)(i) of the Local Government Act 1995 (LGA), stating "(2) The following land is not rateable land – (a) land which is the property of the Crown and – (i) is being used or held for a public purpose.
- The "use and benefit of aborigines" is a public purpose and the purpose is defined.
- Of the 154 graticular blocks comprising the mining tenement, 62.7242 blocks overly waters of the Timor Seas, covered by the State Waters – Submerged Lands Act, and are also external to the Shires jurisdiction.

The ratepayer requested that all charges be reversed and that the debt recovery action that has been instigated be remediated.

A response was sent to the Ratepayer in July 2012 acknowledging the correspondence and advising:

- The request is being reviewed and legal opinion sought, with the ratepayer to be advised in due course.
- In relation to the request to remediate the instigation of debt recovery the ratepayer was referred to Section 6.76(2)(a) and 6.81 of the Local Government Act (LGA) stating “The making of an objection.....does not affect the liability to pay any rate or service charge imposed under this Act pending determination of the objection.” Payment in full was requested.

Advice from Sheriff’s office received in August 2012 advised difficulty in locating ratepayer to serve Seizure Order.

Rates for the financial year 2012/2013 were raised on the property in August 2012 with a payment due date of 25 September 2012.

Confirmation was received from the Valuer Generals office in May 2012 that the valuation for rating purposes has only been supplied on the area that is on land for the mining tenement in question.

On 21 September 2012, the ratepayer made contact requesting the status of the request for reversal of the rate charges. At this time legal advice had been sought and was still pending. The ratepayer was encouraged to address the debt pending the outcome of the objection (under the requirements of the Act) which would also prevent further penalties applying to the outstanding amount.

Legal advice was received on 27 September 2012 with further clarification on 5 October 2012, and is summarised in the comments below for Council’s consideration.

No payment on the outstanding debt has been received to date. Penalty interest continues to accrue.

### **STATUTORY IMPLICATIONS**

The *Local Government Act 1995* (LGA) provides for levying of local Government rates.

#### 6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.
- (2) The following land is not rateable land —
  - (a) land which is the property of the Crown and —
    - (i) is being used or held for a public purpose; or
    - (ii) is unoccupied, except —
      - (I) where any person is, under paragraph (e) of the definition of **owner** in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the *Mining Act 1978* in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or

- (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of **owner** in section 1.4 occupies or makes use of the land;

and

- (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and
  - (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
  - (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and
  - (e) land used exclusively by a religious body as a school for the religious instruction of children; and
  - (f) land used exclusively as a non-government school within the meaning of the *School Education Act 1999*; and
  - (g) land used exclusively for charitable purposes; and
  - (h) land vested in trustees for agricultural or horticultural show purposes; and
  - (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the *Financial Management Act 2006*) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and
  - (j) land which is exempt from rates under any other written law; and
  - (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the *Gazette*.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

*[Section 6.26 amended by No. 36 of 1999 s. 247; No. 77 of 2006 Sch. 1 cl. 102; No. 24 of 2009 s. 506.]*

## 6.27. Multiple rating

Where —

- (a) under the *Mining Act 1978* or a Government agreement a person holds in respect of land a mining tenement within the meaning given to that term by that Act or agreement; or
- (b) in accordance with the *Mining Act 1978* a person holds, occupies, uses or enjoys in respect of land a mining tenement within the meaning given to that term by the *Mining Act 1904*<sup>3</sup>; or
- (c) under the *Petroleum and Geothermal Energy Resources Act 1967* a person holds in respect of land a permit, drilling reservation, lease or licence,

the land the subject of that tenement, permit, drilling reservation, lease or licence is rateable land under this Act notwithstanding that the land may be rateable under this Act in the hands of the holder of another estate in that land.

[Section 6.27 amended by No. 35 of 2007 s. 99(3).]

## 1.4. Terms used

In this Act, unless the contrary intention appears —

**owner**, where used in relation to land —

- (a) means a person who is in possession as —
  - (i) the holder of an estate of freehold in possession in the land, including an estate or interest under a contract or an arrangement with the Crown or a person, by virtue of which contract or arrangement the land is held or occupied with a right to acquire by purchase or otherwise the fee simple; or
  - (ii) a Crown lessee or a lessee or tenant under a lease or tenancy agreement of the land which in the hands of the lessor is not rateable land under this Act, but which in the hands of the lessee or tenant is by reason of the lease or tenancy rateable land under this or another Act for the purposes of this Act; or
  - (iii) a mortgagee of the land; or
  - (iv) a trustee, executor, administrator, attorney, or agent of a holder, lessee, tenant, or mortgagee, mentioned in this paragraph;

or

- (b) where there is not a person in possession, means the person who is entitled to possession of the land in any of the capacities mentioned in paragraph (a), except that of mortgagee; or
- (c) where, under a licence or concession there is a right to take profit of Crown land specified in the licence or concession, means the person having that right; or
- (d) where a person is lawfully entitled to occupy land which is vested in the Crown, and which has no other owner according to paragraph (a), (b), or (c), means the person so entitled; or
- (e) means a person who —

- (i) under the *Mining Act 1978*, holds in respect of the land a mining tenement within the meaning given to that expression by that Act; or
- (ii) in accordance with the *Mining Act 1978* holds, occupies, uses, or enjoys in respect of the land a mining tenement within the meaning given to that expression by the *Mining Act 1904*<sup>3</sup>; or
- (iii) under the *Petroleum and Geothermal Energy Resources Act 1967* holds in respect of the land a permit, drilling reservation, lease or licence within the meaning given to each of those expressions by that Act;

or

- (f) where a person is in the unauthorised occupation of Crown land, means the person so in occupation;

**Crown lands** means lands of the Crown —

- (a) not granted or contracted to be granted in fee simple; or
- (b) not held or occupied —
  - (i) under conditional terms of purchase; or
  - (ii) with a right to acquire the fee simple;

*[Section 1.4 amended by No. 1 of 1998 s. 4 and 6(2); No. 64 of 1998 s. 4(2); No. 49 of 2004 s. 11 and 16(1); No. 38 of 2005 s. 15; No. 28 of 2006 s. 361; No. 35 of 2007 s. 99(2).]*

#### 6.76. Grounds of objection

- (1) A person may, in accordance with this section, object to the rate record of a local government on the ground —
  - (a) that there is an error in the rate record —
    - (i) with respect to the identity of the owner or occupier of any land; or
    - (ii) on the basis that the land or part of the land is not rateable land;
  - or
  - (b) if the local government imposes a differential general rate, that the characteristics of the land recorded in the rate record as the basis for imposing that rate should be deleted and other characteristics substituted.
- (2) An objection under subsection (1) is to —
  - (a) be made to the local government in writing within 42 days of the service of a rate notice under section 6.41; and
  - (b) identify the relevant land; and
  - (c) set out fully and in detail the grounds of objection.
- (3) An objection under subsection (1) may be made by the person named in the rate record as the owner of land or by the agent or attorney of that person.
- (4) The local government may, on application by a person proposing to make an objection, extend the time for making the objection for such period as it thinks fit.
- (5) The local government is to promptly consider any objection and may either disallow it or allow it, wholly or in part.

- (6) After making a decision on the objection the local government is to promptly serve upon the person by whom the objection was made written notice of its decision on the objection and a statement of its reason for that decision.

6.81. Objection not to affect liability to pay rates or service charges

The making of an objection under this Subdivision does not affect the liability to pay any rate or service charge imposed under this Act pending determination of the objection.

*[Section 6.81 amended by No. 55 of 2004 s. 698.]*

## **POLICY IMPLICATIONS**

CP FIN-3200 Strategic Rating Policy.

## **FINANCIAL IMPLICATIONS**

Current debt stands at \$14,242 with penalties accruing at 11% per annum calculated daily. Costs relating to debt collection activity can be passed onto ratepayer.

Costs for legal advice have been incurred which are unable to be passed onto ratepayer.

## **STRATEGIC IMPLICATIONS**

The strategic implications of this report are compliance with the Local Government Act 1995 (LGA) in relation to levying of rates and charges.

At annual billing for financial year 2012/2013 the Shire levied rates on 176 mining tenements for a value of \$731,656.

This report aligns with Council's focus on Governance, Key Result Area 5, in the *Shire of Wyndham East Kimberley Strategic Plan 2008*.

- Compliance with legislative requirements

## **COMMUNITY CONSULTATION**

Community consultation is not required in relation to this item.

## **COMMENT**

Legal advice has been received and is quoted below (with personal Ratepayer and property details removed):

- *"A person who is an owner of rateable land within the meaning of the LGA will be liable for payment of local government rates on that land."*
- *"Section 1.4 of the Act defines 'owner' to include a person who holds mining tenement within the meaning of the Mining Act 1978.....". "(The ratepayer) is an 'owner' within the meaning of the LGA".*
- *"Crown lands is widely defined in section 1.4 of the LGA.....". "We note that (the Reserve in question) is Crown land."*
- *"Crown land is commonly held under a Management Order or under a lease (for example a pastoral lease). Under the Mining Act 1978 and the LGA this land may*

*potentially be subject to local government rates if it falls under the definition of 'owner' and 'rateable land'."*

- *"Rates and Service charges are dealt with under Division 6 of the LGA. Section 6.26 (1) of the LGA sets out what land in a district is rateable land...."*
- *"We note that Section 6.26(2)(a)(ii)(I) LGA...refers to a prospecting licence. We understand (the mining tenement in question) is an exploration licence."*
- *"...it is the purpose and the use of the land by the 'owner' that is relevant when considering a rate exemption application under section 6.26(2)(a)(i) of the LGA (as a public purpose)." "The purpose and use of the relevant land as a mining tenement by (the Ratepayer) is a commercial use and not a public purpose." "We consider that it is not relevant that (the mining tenement in question) is located on the Reserve which is held for the purpose of 'use and benefit of Aboriginals'." "(The mining tenement in question) is rateable land."*
- *"Section 6.27 of the LGA provides that land which is the subject to a mining tenement is rateable land notwithstanding that other parties may be charged separate rates on that land".*
- *"We note under section 6.81 LGA the making of an objection to a rates record does not affect the liability to pay any rates or services charges levied pending determination of that objection. Notwithstanding that it was objecting to the rates record, (the Ratepayer) was required to pay the outstanding rates when they fell due for payment. The SWEK is entitled to charge interest on the rates outstanding."*

Summary of advice:

- *"We consider (the Ratepayer) may not rely upon section 6.26(2)(a) of the LGA for an exemption from local government rates over (the mining tenement in question)."*
- *"The rates levied on the mining tenement were only in respect of that area that is on land, and not the submerged portion."*
- *"It is the use to which the 'owner'.....puts the subject land that is important when considering rates exemption under section 6.26(2)(a)(i) of the LGA not the general status of the Crown land as a reserve.....". "A mining tenement is not a public purpose."*
- *"In any event consider that section 6.27 of the LGA provides that the land the subject of a mining tenement (which includes an exploration licence) is rateable land under the Act."*

Should the ratepayer's objection be upheld by Council an Absolute majority decision will be required.

## **ATTACHMENTS**

There are no attachments associated with this report.

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council resolve to disallow the objection of the ratepayer in relation to A7454 on the following grounds:

1. The Shire is authorised to levy local government rates on land within its district under Part 6, Division 6 of the Local Government Act 1995.
2. The local government rates levied by the Shire on the mining tenement in question are levied on the graticular blocks that are on land within the Shire district, and not on graticular blocks that overlie waters of the Timor Sea.
3. The ratepayer is an 'owner' within the meaning of subparagraph (e) (i) of that definition in section 1.4 of the Local Government Act 1995.
4. The mining tenement does not fall under any exemptions from local government rates under section 6.26(2) of the Local Government Act 1995;
  - a) Section 6.26(2)(a)(i) of the Local Government Act 1995 is directed to the use or holding of the respective land by the 'owner' for the purposes of Local Government Act 1995. The ratepayer is the relevant owner of the mining tenement in question and they do not hold the mining tenement for a public purpose; and
  - b) Section 6.27 of the Local Government Act 1995 provides that land which is the subject of a mining tenement is rateable land notwithstanding that the land may be rateable in the hands of the holder of another estate in that land. Accordingly the mining tenement in question is rateable land notwithstanding that there is a holder of another estate in the Reserve.

## **COUNCIL DECISION**

**Minute No. 9904**

**Moved: Cr D Ausburn**

**Seconded: Cr R Addis**

**That Council resolve to disallow the objection of the ratepayer in relation to A7454 on the following grounds:**

- 1) The Shire is authorised to levy local government rates on land within its district under Part 6, Division 6 of the *Local Government Act 1995*.**
- 2) The local government rates levied by the Shire on the mining tenement in question are levied on the graticular blocks that are on land within the Shire district, and not on graticular blocks that overlie waters of the Timor Sea.**
- 3) The ratepayer is an 'owner' within the meaning of subparagraph (e) (i) of that definition in section 1.4 of the *Local Government Act 1995*.**
- 4) The mining tenement does not fall under any exemptions from local government rates under section 6.26(2) of the *Local Government Act 1995*;**
  - a) Section 6.26(2)(a)(i) of the Local Government Act 1995 is directed to the use or holding of the respective land by the 'owner' for the purposes of *Local Government Act 1995*. The ratepayer is the relevant owner of the mining tenement in question and they do not hold the mining tenement for a public purpose; and**
  - b) Section 6.27 of the *Local Government Act 1995* provides that land which is the subject of a mining tenement is rateable land notwithstanding that the land may be rateable in the hands of the holder of another estate in that land. Accordingly the mining tenement in question is rateable land notwithstanding that there is a holder of another estate in the Reserve.**

**Carried Unanimously 7/0**

## 12.3 INFRASTRUCTURE SERVICES

### 12.3.1 Integrated Planning and Reporting – Asset Management Plan

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	Shire of Wyndham East Kimberley
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>AUTHOR:</b>	Kevin Hannagan, Director Infrastructure
<b>REPORTING OFFICER:</b>	Kevin Hannagan, Director Infrastructure
<b>FILE NO:</b>	RD.18.1

#### **PURPOSE**

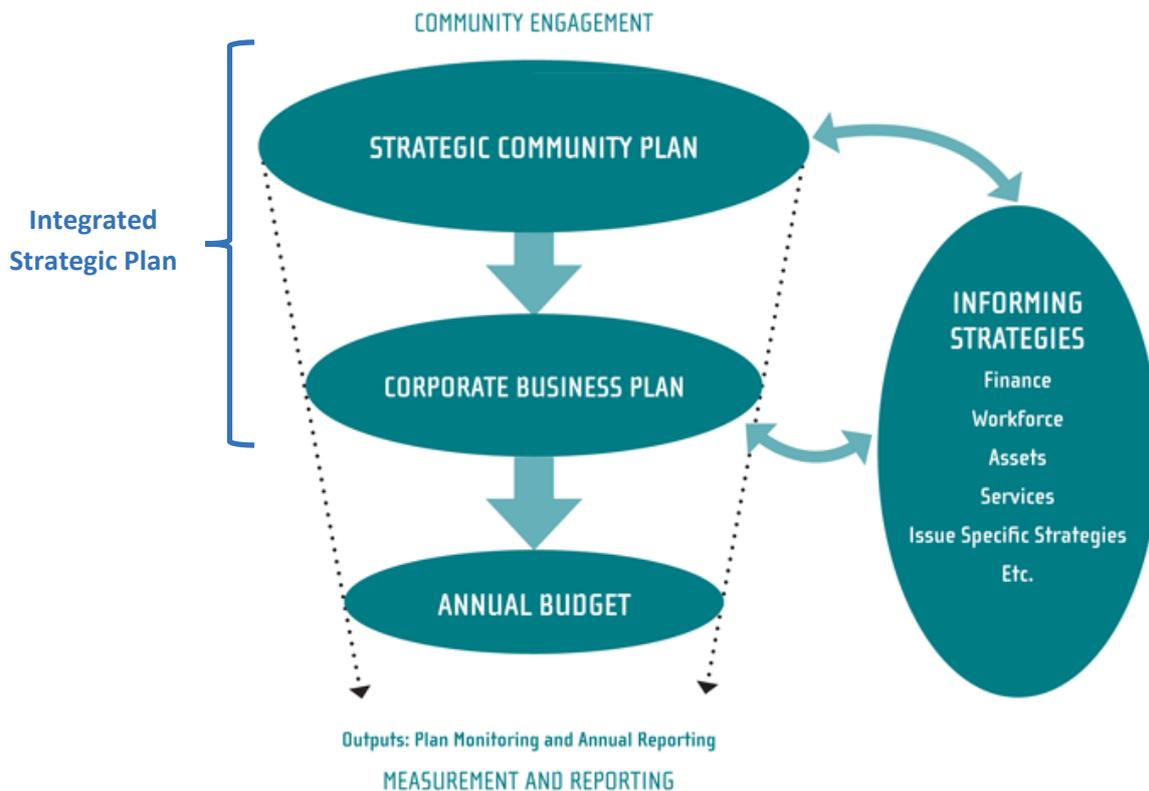
To seek Council endorsement for Shire of Wyndham East Kimberley's first 'Core' (1<sup>st</sup> Cut) Asset Management Plan covering the Shire's infrastructure asset portfolio.

#### **BACKGROUND**

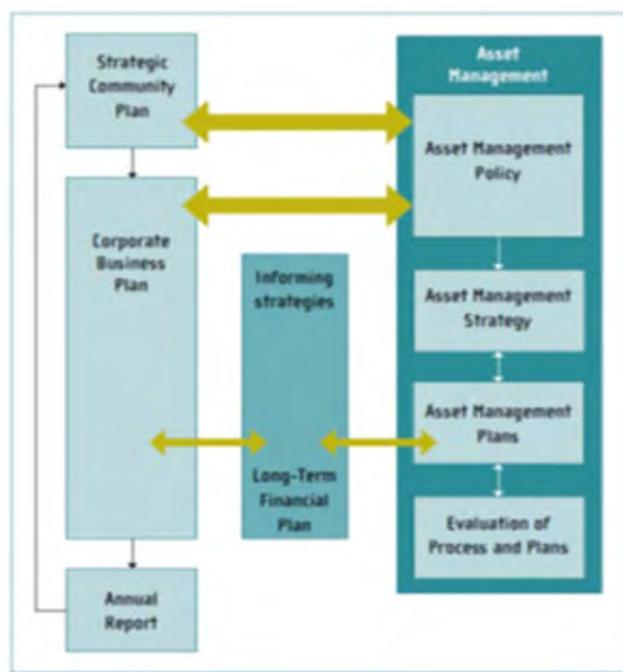
In October 2010, the WA Department of Local Government (DLG) released the Integrated Planning and Reporting Framework (IP&R Framework). Details of the IP&R Framework can be found on the Integrated Planning web site at:

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

The Local Government Act 1995 requires each local government to prepare a Plan for the Future. Amendments to the Local Government (Administration) Regulations 1996 came into effect in August 2011 and now define what comprises the Plan for Future, which is the preparation of an Integrated Strategic Plan (ISP) comprising a Strategic Community Plan (SCP) and Corporate Business Plan (CBP).



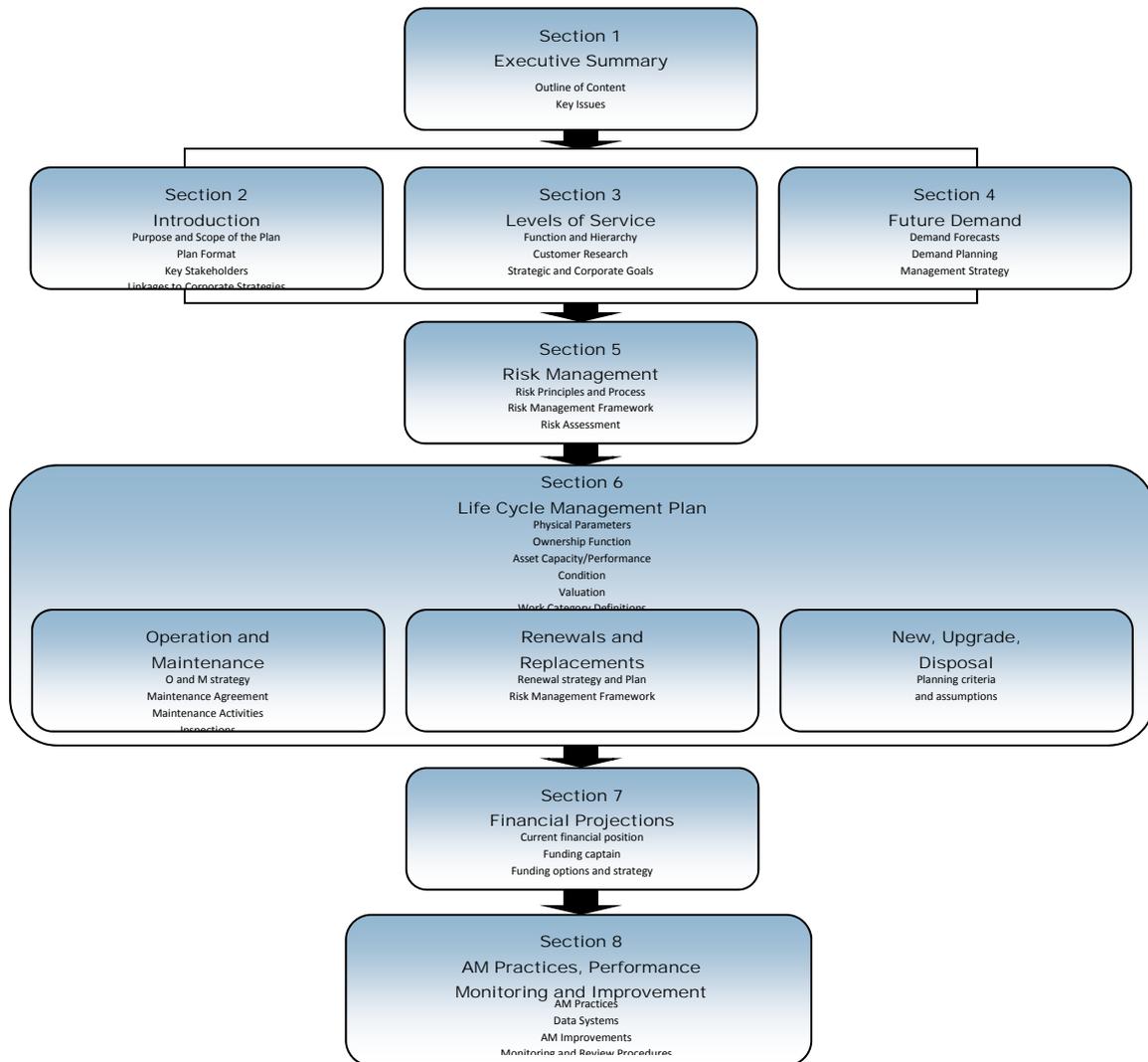
From the diagram above it can be seen that asset management is an informing strategy to the ISP. The DLG has also prepared an Asset Management Framework that defines what local governments should strive to develop in order to have sufficient information to inform the ISP. The Asset Management Framework is set out as follows;



The aim of the asset management plan is to communicate to key stakeholders and the community, how Council manages its infrastructure asset portfolio which is valued at in

excess of \$629m. Importantly, the ultimate plan will set out the level of service that assets will be provided to.

The format of the asset management plan aligns with the format set out in the Institute of Public Works Engineering Australia (IPWEA)'s International Infrastructure Management Manual (IIMM).



A key component of the asset management plan is estimating the long term renewal demand of the asset, the current renewal expenditure on asset replacement and the renewal funding gap. Where a gap has been identified, the plan then sets out strategies to close the gap over a number of years.

To ensure these strategies are able to be implemented, it is important that outcomes are embedded within a Long Term Financial Plan (LTFP), hence the linkage to the LTFP shown under the AM Framework.

## **STATUTORY IMPLICATIONS**

Regulation 19DA (3) (c) of the Local Government (Administration) Regulations 1996 requires that, a local government's Corporate Business Plan develops and integrates matters relating to resources, including asset management, workforce planning and long-term financial planning.

## **POLICY IMPLICATIONS**

Council adopted a revised Asset Management Policy in 2011. A key requirement of the policy is to develop asset management plans and integrate these with a Long Term Financial Plan.

## **FINANCIAL IMPLICATIONS**

The main financial implication flowing from the asset management plan is the identified 1<sup>st</sup> Cut Renewal Model Result. It should be noted that this is a first cut model and is not necessarily accurate. It is based on the best available information currently available, however there are gaps in the available data and or it is out of date. The Council's adopted Asset Management Improvement Strategy will attempt to fill these gaps over time as resources / funds become available and refine the modelling results.

Nonetheless, the modelling results from the asset management plan indicate the following;

The Shire has care, control and responsibility for \$629m of Infrastructure Assets. Of this, \$269m comprise depreciable assets (i.e. the serviceability of the asset deteriorates over time). To fund the renewal of these assets, Council should ideally be allocating \$10.129m on an annual average basis. The Council is only presently allocating \$1.899m on an annual basis. This leaves an annual average funding gap of \$8.23m.

## **STRATEGIC IMPLICATIONS**

This report aligns with Council's focus on Environment, Key Result Area 4, in the *Shire of Wyndham East Kimberley Strategic Plan 2008*.

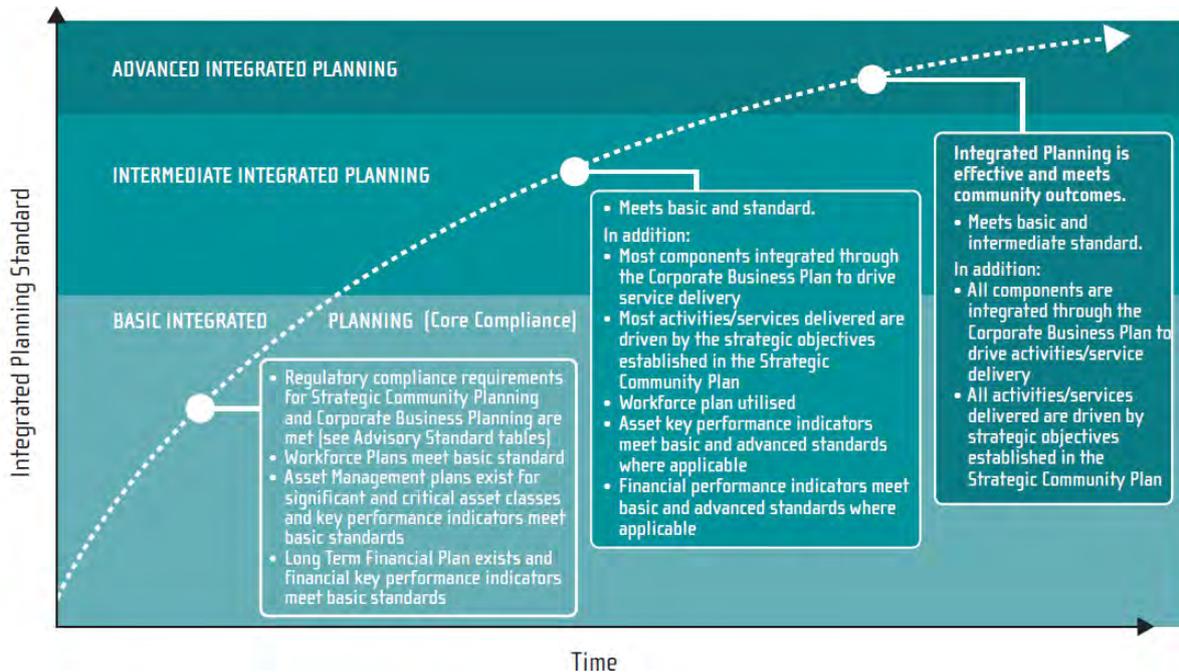
- Sustainable asset management for infrastructure under the Shire's control

## **COMMUNITY CONSULTATION**

No community consultation is required at this stage, however as data is refined and a more robust model is developed. The asset funding demands identified in the model should be used as the basis for discussion with the community in relation to Level of Service need when undertaking the Community Engagement processes associated with development of the Strategic Community Plan.

## **COMMENT**

As noted above, the Asset Management Plan is a 1<sup>st</sup> Cut asset management plan which meets the Core requirements of asset management. Under the Integrated Planning & Reporting framework, there is an expectation that Council develops the Plan further towards an Advanced Asset Management Plan.



## **ATTACHMENTS**

Attachment 1 – Asset Management Plan

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

1. Adopt the Asset Management Plan as tabled.
2. Post a copy of the plan on Council's website and make hard copies freely available on request.
3. Request the CEO to develop the Asset Management Plan further to refine the modelling parameters and work towards developing an advanced asset management plan.
4. Incorporate the results within Council's Long Term Financial Plan.

**COUNCIL DECISION**

**Minute No. 9905**

**Moved: Cr J Parker**

**Seconded: Cr D Ausburn**

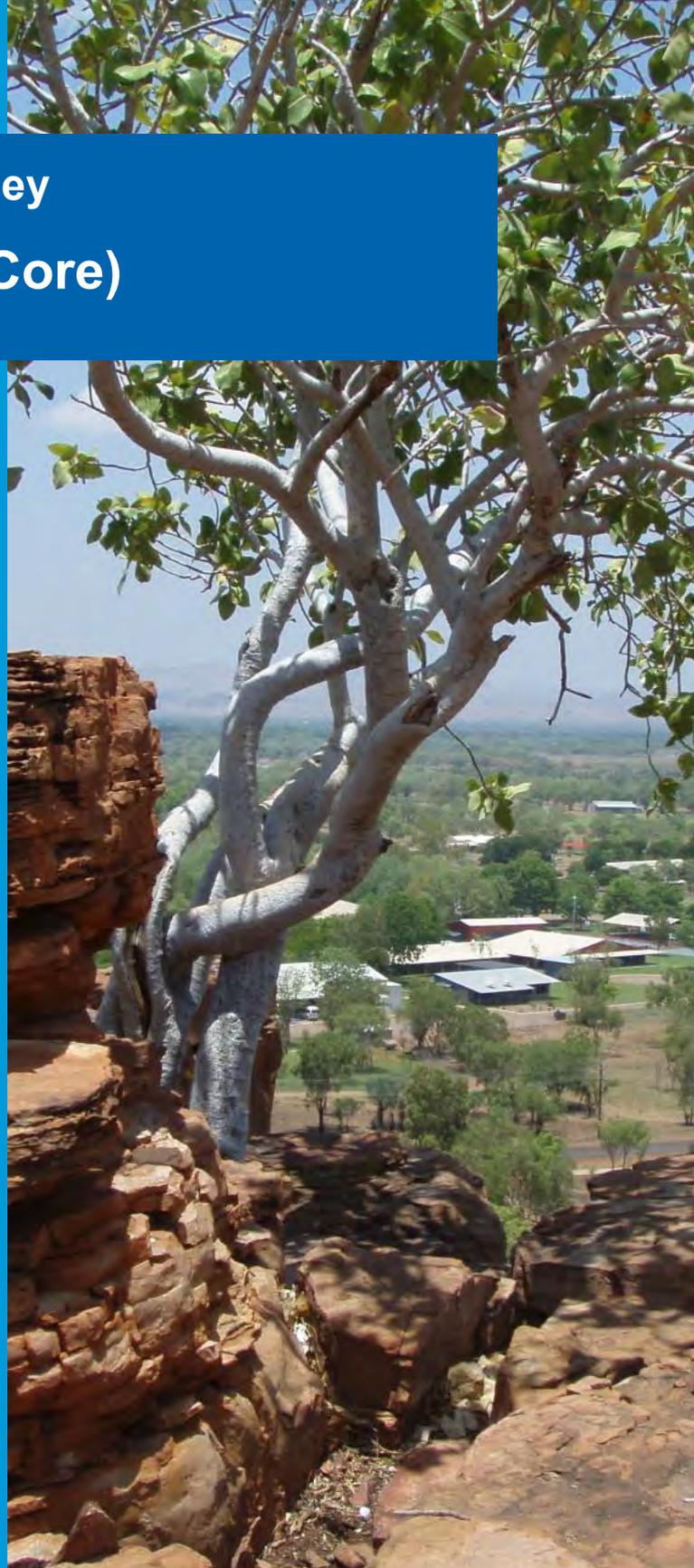
**That Council:**

- 1. Adopt the Asset Management Plan as tabled.**
- 2. Post a copy of the plan on Council's website and make hard copies freely available on request.**
- 3. Request the CEO to develop the Asset Management Plan further to refine the modelling parameters and work towards developing an advanced asset management plan.**
- 4. Incorporate the results within Council's Long Term Financial Plan.**

**Carried Unanimously 7/0**



# Shire of Wyndham-East Kimberley Asset Management Plan (Core)



**DOCUMENT CONTROL**

DOCUMENT CONTROL	
<p><b>Core Business Australia Pty Ltd</b>                      PO Box 797                      BUSSELTON WA 6280</p> <p>Office: +61 8 9754 1117                      Mobile: +61 418 931 067                      Email: <a href="mailto:bruce@corebusiness.net.au">bruce@corebusiness.net.au</a>                      Web: <a href="http://corebusiness.net.au">corebusiness.net.au</a></p>	<p><b>Document:</b> Shire of Wyndham – East Kimberley Asset Management Plan</p> <p><b>Client:</b> Shire of Wyndham – East Kimberley</p> <hr/> <p><b>Project Manager:</b> Bruce Lorimer</p> <p><b>Author:</b> Bruce Lorimer</p> <p><b>Date:</b> September 25 2012</p> <hr/> <p><b>Synopsis:</b> This document is a 1<sup>st</sup> Cut, Core Asset Management Plan for the Shire of Wyndham – East Kimberley. The plan is aligned with the WA Department of Local Government Asset Management Framework and the IPWEA International Infrastructure Management Manual. The AM Plan sets out how the local government will manage service delivery, provision, maintenance and disposal of infrastructure assets over their lifecycle.</p>

**CONSULTANTS DISTRIBUTION SCHEDULE**

Version No.	Date	Distribution	Reference
Version 1	August 31 2012	Draft issued to the client for review	4 SWEK Asset Management Plan (Ver 1).docx
Version 2	September 25 2012	Minor amendment to typographical errors.	4 SWEK Asset Management Plan (Ver 2).docx

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Cover: Kununurra from Kelly’s Knob

## 1.0 Executive Summary

The Shire of Wyndham – East Kimberley (Shire) is responsible for the provision of many community services and, in doing so, must ensure that the infrastructure assets that facilitate these services are maintained in accordance with well-developed asset management programs.

### 1.1 Shire of Wyndham – East Kimberley

The Shire of Wyndham – East Kimberley covers over 121 .000 square kilometres within the north-eastern portion of the State. Geographically, the Shire is the northernmost local government area within the State, bound by the Northern Territory border to the east, the Timor Sea to the north and Indian Ocean to the north west, the Shire of Halls Creek to the south and the Shire of Derby-West Kimberley to the south west.

The Shire has a diverse and frequently spectacular landscape featuring rugged ranges, gorges, wetlands and a unique and remarkable coastline. The Shire has a diverse and dynamic economy, primarily driven by mining, agriculture and tourism. Significant and largely untapped mineral resources, the massive agricultural potential presented with the development of Stage 2 of the Ord River Irrigation Area (ORIA), and the increasing visitors to this physically unique corner of the world requires a sustainable and strategic approach that maximises its economic base, protects its environmental values and enhances the social conditions and quality of life for its indigenous and non-indigenous populations..

### 1.2 Asset Network

The Shire holds a portfolio of over **\$629.6m** of infrastructure assets.

Infrastructure Summary	Renewal Estimate (\$)	%
Roads	\$488,550,938	77.59%
Pathways	\$2,955,395	0.47%
Buildings	\$66,136,318	10.50%
Storm Water	\$30,042,000	4.77%
Parks & Reserves	\$11,150,533	1.77%
Miscellaneous	\$30,807,410	4.89%
<b>Total Infrastructure</b>	<b>\$629,149,614</b>	<b>100.00%</b>

<b>Total Infrastructure (ex Formation)</b>	<b>\$269,149,634</b>	
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Table 1: Asset Summary

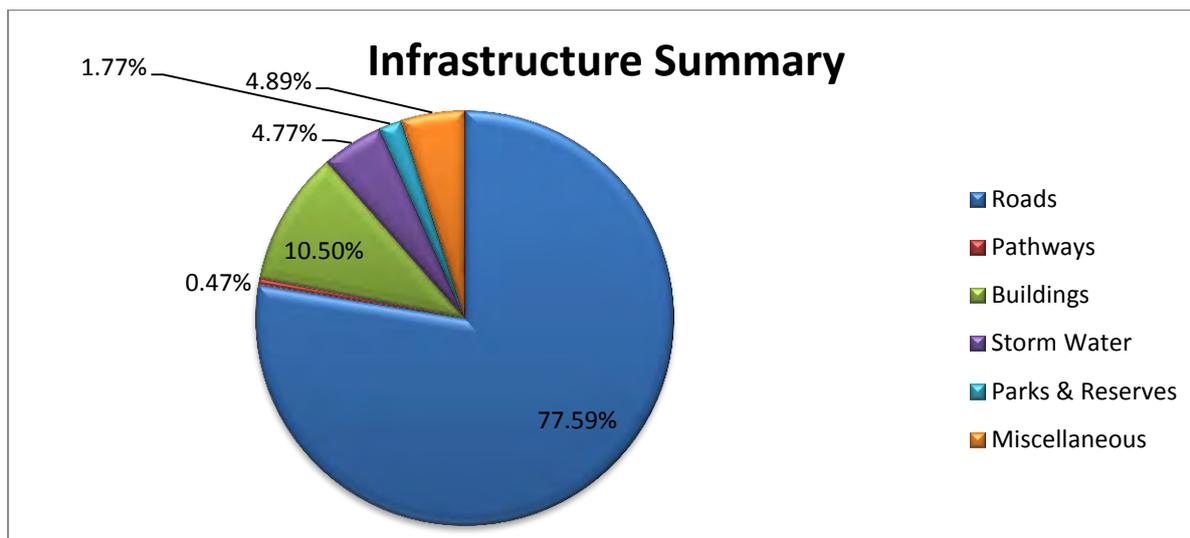


Figure 1: Asset Summary

### 1.3 Level of Service

The AMP recommends a hierarchy for road assets, where the hierarchy is based on the State Rural Road Hierarchy adopted by Main Roads Western Australia.

Further work is required to develop customer (the demands required by asset users) and technical (demands required by legislation, technical standards, etc) levels of service (LOS) that relate to each level of the functional hierarchy.

The development of LOS will be included in future revisions of the plan.

### 1.4 Future Demand

The population of the Shire is estimated to have increased by 14% over the period 2006 to 2011.

### 1.5 Risk Management

Risk management is used as a decision making tool to help assign levels of service to different levels of the functional hierarchy. The Shire is in the very early stages of developing a Risk Management Framework and is yet to apply it to specific assets.

### 1.6 Life Cycle Management

The Shire has a good understanding of the composition, location and extent of the asset portfolio and has an up-to-date road asset database however condition information is required for all asset groups.

#### 1.6.1 Operation and Maintenance Strategy

The Shire does not have a current documented Operation and Maintenance Strategy. This Strategy will be developed as part of future revisions of the Plan.

## 1.6.2 Renewal and Replacement Strategy

One of the reasons that AMP's are needed is to enable the Shire to undertake long term financial planning and to understand whether or not it is sustainably managing its infrastructure assets. A key component of understanding sustainability is modelling the Shire's long term renewal demand, that is, the cost to refurbish or replace an asset at some point in its life, bringing its condition back to new.

The Shire has commenced developing a long term financial plan linked to asset renewal.

## 1.6.3 New, Upgrade and Disposal Strategy (Capital Investment)

The Shire does not have a current documented Capital Investment Strategy. This Strategy will be developed as part of future revisions of the Plan.

## 1.7 Financial Projections

The Shire is currently spending \$1.899m/annum on asset renewal and \$1.623m/annum to fund asset maintenance, a combined total of \$3.522m/annum to look after a **\$629.6m** asset portfolio.

Infrastructure Summary	Renewal Estimate (\$)	Renewal Expenditure	Maintenance Expenditure
Roads	\$488,550,938	\$1,678,625	\$1,198,000
Pathways	\$2,955,395	\$0	\$0
Buildings	\$66,136,318	\$170,000	\$344,250
Storm Water	\$30,042,000	\$0	\$0
Parks & Reserves	\$11,150,553	\$0	\$51,000
Miscellaneous	\$30,807,410	\$49,950	\$30,000
<b>Total Infrastructure (inc Formation)</b>	<b>\$629,642,614</b>	<b>\$1,898,575</b>	<b>\$1,623,250</b>
<b>Total Infrastructure (ex Formation)</b>	<b>\$269,149,634</b>		

**Table 2: Current Infrastructure Renewal Estimate and Annual Expenditure**

A rule of thumb in asset management is that between 2% - 4% of the infrastructure value is needed for asset renewal and maintenance combined. The more prescriptive renewal that can be funded, the lower the maintenance cost. Based on an asset portfolio of \$269m (excluding the road and airport formation which is not modelled or depreciated), the Shire would need to be spending between \$5.3m (2%) and \$10.8m (4%), depending on the age and condition of the asset base.

The Shire does not presently have a good understanding of overall asset condition as asset condition survey have not been undertaken or are out of date or are not in the format (Condition scale or 0-10) that is ideal for modelling purposes. Therefore for the purposes of modelling, informed assumption on overall asset condition has been made. Up-to-date condition surveys will improve the precision of the modelling.

From the modelling it is predicted that Councils has a 20 year annual average renewal demand of \$10.129m/annum and if were fully funded, the annual consequential maintenance demand would be in the order of \$1.335m/annum (Combined maintenance and renewal of \$11.464m/annum). As noted

above, the Shire is currently only spending \$1.899m/annum on asset renewal providing a funding gap of the order of \$8.230m/annum.

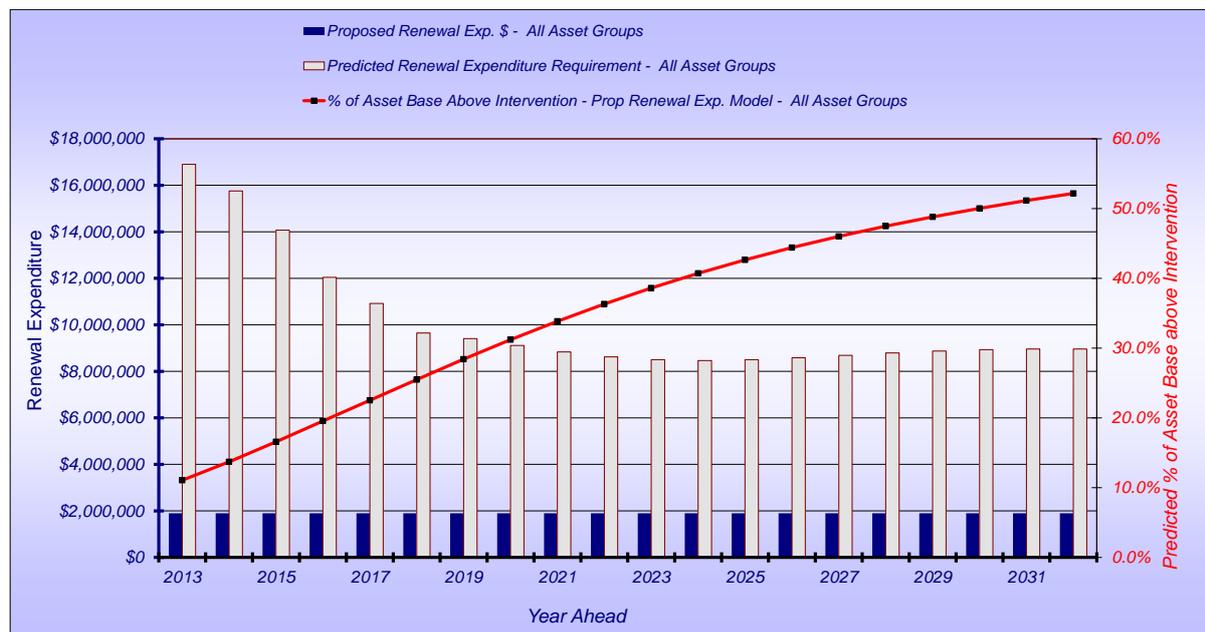


Figure 2: Predicted Asset Renewal Demand vs Current Asset Renewal Expenditure and % of Asset Base outside of Intervention

To close the funding gap, the Shire should ideally embark on an exercise of;

- Rationalising assets where possible.
- Setting hierarchies across all asset groups and defining levels of service across each level of the hierarchy.
- Targeting funding opportunities and developing a long term funding strategy to fund the remaining renewal gap.

## 1.8 Conclusions

This document is a “1st Cut” asset management plan that meets Core requirements and that is based on a compilation of existing information from across the organisation. There are a number of information and process gaps that need to be filled over time to produce a more comprehensive plan. The following recommendations cover the identified gaps and the outcome of the financial modelling.

## 1.9 Recommendations

Recommendation No.	Recommendation	Page No.
Recommendation 1	Develop a Stakeholder Engagement methodology and detail in a future version of the AMP.	22
Recommendation 2	Update to clearly link the asset management plan to the Strategic Community Plan	26
Recommendation 3	Once the Corporate Business Plan has been developed,	26

Recommendation No.	Recommendation	Page No.
	update this section to show clear linkage to the CBP.	
Recommendation 4	That the Shire of Wyndham-East Kimberley determine and document current Technical and Customer Levels of Service.	30
Recommendation 5	That the Shire of Wyndham – East Kimberley develops targeted criteria to consult the community on in relation to each asset group.	35
Recommendation 6	Develop demand forecasts and detail their implication for each major asset group	41
Recommendation 7	That the Shire of Wyndham - East Kimberley establish a Risk Management Committee with the task of developing a Risk Management Framework and a Risk Management Plan.	52
Recommendation 8	The Shire of Wyndham – East Kimberley develops and maintains a comprehensive record of asset responsibilities.	60
Recommendation 9	That the Shire of Wyndham – East Kimberley develops an Operations and Maintenance Strategy	71
Recommendation 10	That the Shire of Wyndham – East Kimberley develop an asset inspection process and procedure.	73
Recommendation 11	That the Shire of Wyndham – East Kimberley develops an Asset Renewal and Replacement Strategy.	74
Recommendation 12	That the Shire of Wyndham – East Kimberley develops a Capital Evaluation Process.	75
Recommendation 13	That the Shire of Wyndham – East Kimberley updates the 2009 Draft Roles and Responsibilities Matrix and documents this in the AMP and cross reference individual Position Descriptions.	95
Recommendation 14	That the Shire of Wyndham – East Kimberley undertakes a data and systems audit of all software and data used across the organisation and document thin in the AMP.	96
Recommendation 15	That the Shire of Wyndham – East Kimberley develops monitoring criteria against which performance monitoring of the effectiveness of the AMP can be measured and reported.	97

**Table 3: Summary of Recommendations**

## 2.0 Introduction

The Shire of Wyndham – East Kimberley (Shire) is responsible for the provision of a number of services to the community. So that services can be delivered on an ongoing basis, the Shire will ensure that infrastructure assets used to deliver the services are maintained and replaced at optimum time intervals.

The State Government of Western Australia requires all local governments to plan for the future. Part of this planning involves considering how our Shire will continue to deliver services to the community on a long term basis.

In the majority of cases service delivery is underpinned by assets, for example to deliver library services, a building is needed to function as a library. If the building fails, e.g. the roof leaks, it threatens the delivery of the service.

Asset Management is about our Shire having the necessary plans in place to ensure that funds and resources are on hand at the optimum time to replace the building roof before it starts to leak and threaten the ongoing delivery of the service.

What complicates this issue is that we have care, control and responsibility for vast network of differing assets. Extensive asset networks and competing demands for new services in addition to demand to renew/refurbish/replace existing assets with our finite resources is a complex issue.

To address this issue, we are developing informing strategies that will help in planning for the future. This document is one such strategy and sets out how we will implement and improve asset management practices and processes with the key outcome being the development of credible asset management plans which link to a long term financial plan setting out what resources we intend to allocate in the coming years.

### 2.1 Purpose & Scope

The Asset Management Plan (AMP) has been prepared to show how we will manage our infrastructure assets and ensure service delivery continues in line with the aspirations of the community, set out in Council's Strategic Community Plan (SCP) and Corporate Business Plan (CBP).

The AMP contains the basic tools to enable the Council to make informed decisions on the allocation of resources in order to maintain all major infrastructure assets under our care, control and responsibility to a standard reflective of the community's desires and affordability.

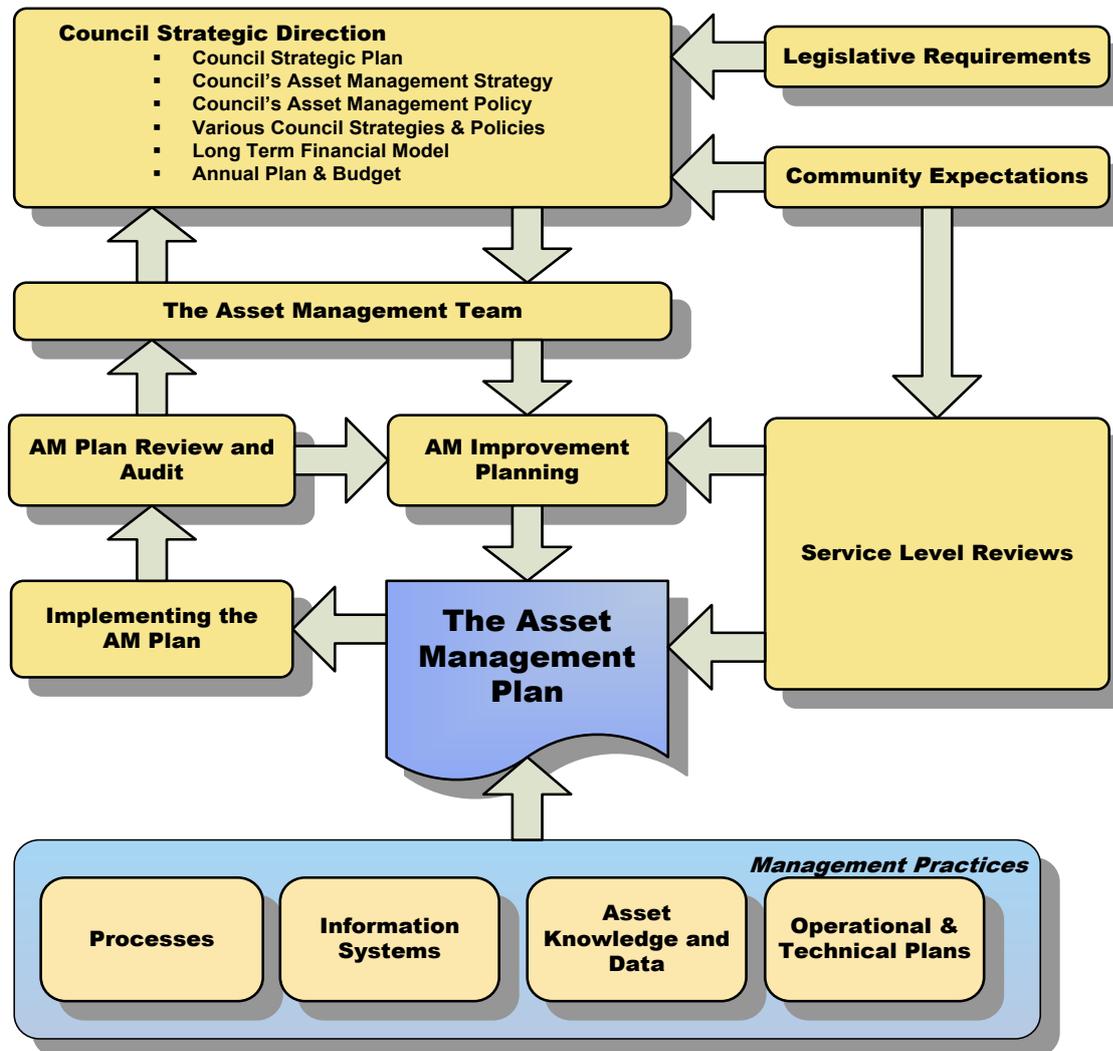
The AMP will ultimately provide guidance on the long-term (20 years) allocation of financial and physical resources required to ensure operational performance of our infrastructure assets continues. This version of the AMP is a 1<sup>st</sup> Cut (Core) compilation of the Shire's current identifiable knowledge about how we currently manage our infrastructure assets.

There are some significant gaps in knowledge, systems and processes and some of the information is out of date, incomplete or needs to be developed further. This is normal for a 1<sup>st</sup> Cut plan.

The AMP aligns with the Western Australian Local Government Association (WALGA), Western Australian Asset Management Improvement (WAAMI) Program. The WAAMI Program is aimed at raising awareness of the need for asset management and assists Councils to achieve a Nationally consistent standard for asset management.

A key aim of the WAAMI Program is to assist local governments to identify the funding gap between what is currently being spent on renewing and maintaining assets and what realistically needs to be spent in order to retain assets at a level of service needed by the community.

Asset Management Plans form the centrepiece of Council’s business planning framework, (see Figure 3). The aim of an asset management plan is to set out how the local government delivers service to the community on a long term sustainable basis and the infrastructure required to underpin service delivery.



**Figure 3: Asset Management Plan Relationship to the Business Planning Framework**

The AMP is the best place to capture and document corporate knowledge about assets and importantly, service delivery. Figure 4 shows the inputs required that relate to a particular asset group and how it influences the future Operational and Maintenance Strategy, Renewal and Replacement Strategy and Capital Investment (New, Upgrade and Disposal) Strategy which in turn, then influences and comprises the Service Delivery model.

Asset management is seen as a practical and financially responsible means of managing our assets by ensuring that the assets continue to provide a specified level of service delivery to defined standards over the entire life of the asset and that there is sufficient resource allocation made to replace the asset at the end of its life if the community still wishes to continue the service being delivered by that asset.

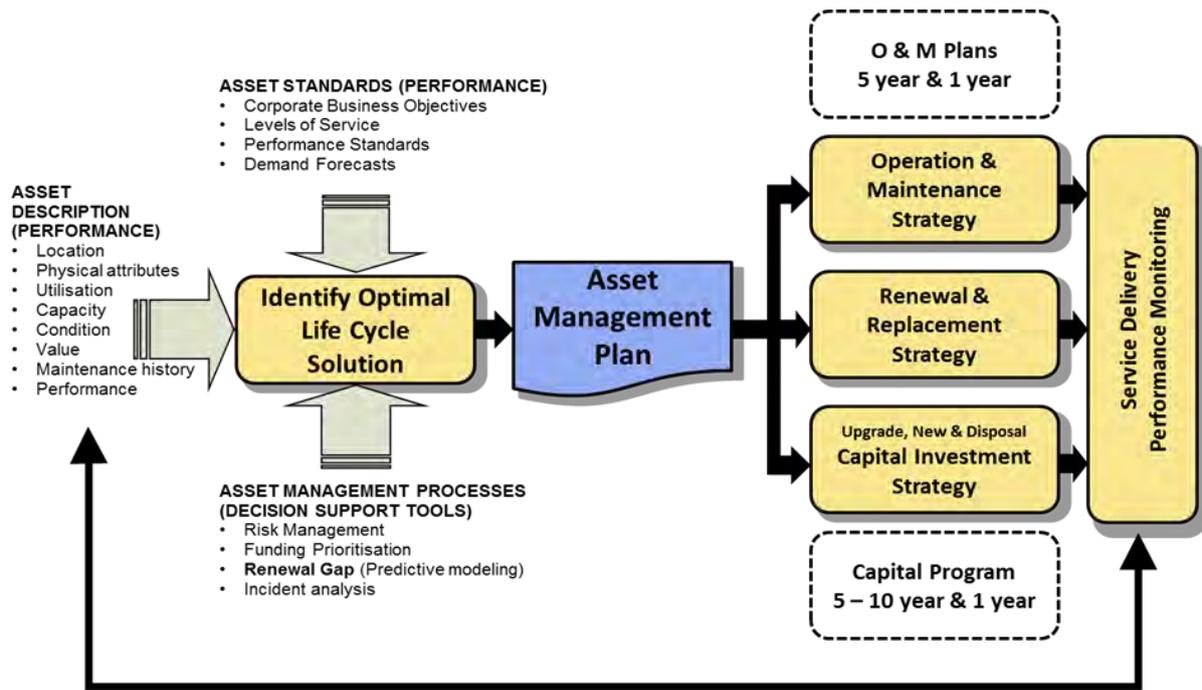


Figure 4: Asset Management Plan Framework

## 2.2 Need for Asset Management

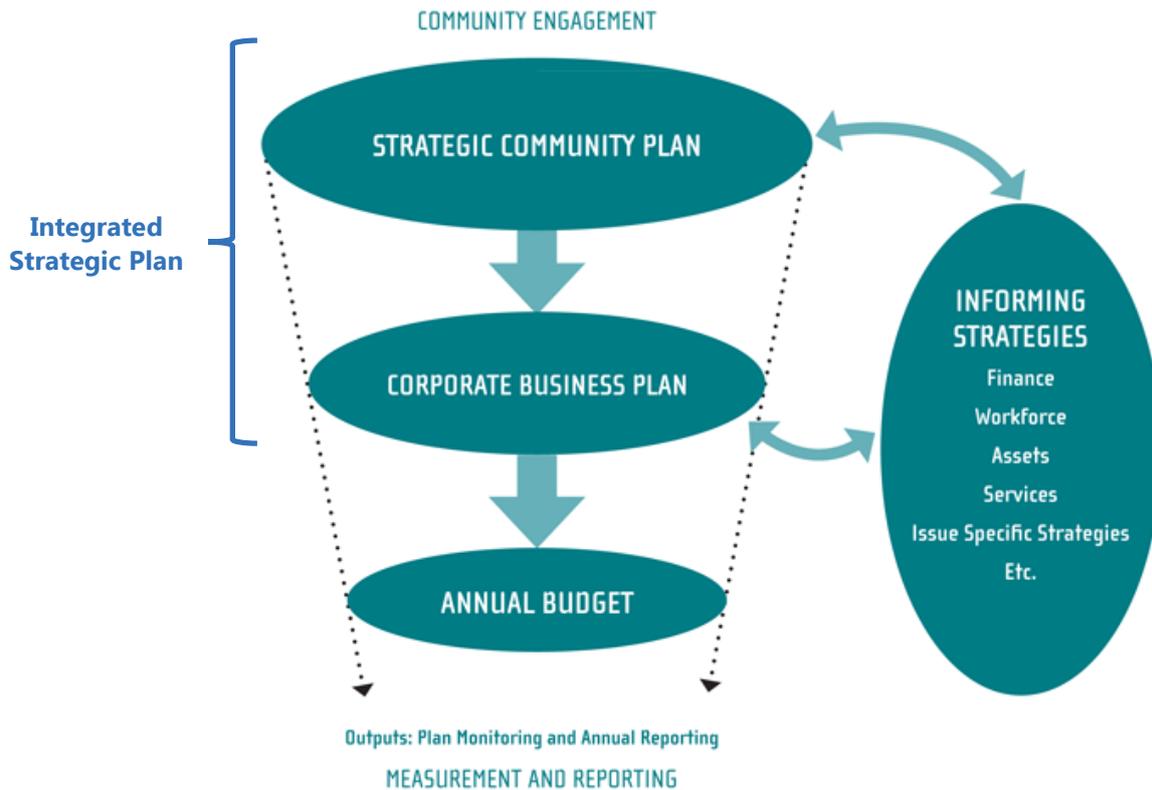
In October 2010, the WA Department of Local Government (DLG) released the Integrated Planning and Reporting Framework (IP&R Framework). Details of the IP&R Framework can be found on the Integrated Planning web site at [integratedplanning.dlg.wa.gov.au](http://integratedplanning.dlg.wa.gov.au).

The Local Government Act 1995 requires each local government to prepare a Plan for the Future. Amendments to the Local Government (Administration) Regulations 1996 came into effect in August 2011 and now define what comprises the Plan for Future, which is the preparation of an Integrated Strategic Plan (ISP) comprising a Strategic Community Plan (SCP) and Corporate Business Plan (CBP).

The SCP has a planning horizon of 10 years, needs to be reviewed every two years (desk top review following local government elections) and updated (full review) every 4 years. It needs to be developed through engagement of the community and sets out the high level aspirations of the Community.

The CBP has a planning horizon of 4 years with a desktop review, following local government elections, every two years. Preparation of the CBP needs to align with development of the SCP. The CBP is not necessarily one document and can be the combination of several documents. The main thing is that the CBP ties together all of the informing strategies and links them to the SCP.

The diagram at Figure 5 sets out how the various documents required by the IP&R Framework fit together. It also shows the combination of the SCP & CBP comprising the ISP. The ISP Framework needs to be in place by June 30 2013.

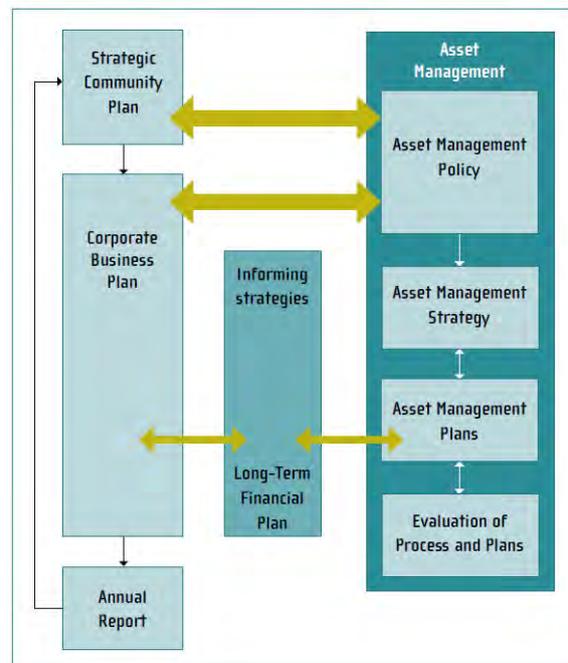


**Figure 5: Integrated Planning and Reporting Framework**

From Figure 5 it can be seen that asset management is an informing strategy to the ISP. The DLG has also prepared an Asset Management Framework that defines what local governments should strive to develop in order to have sufficient information to inform the ISP. The Asset Management Framework is set out in Figure 6.

The Asset Management Improvement Strategy is a key component of the informing strategies that comprise the Asset Management Framework and sets out the following;

- Where are we now with asset management?
- Where do we want to be in 5 years time?
- What are the tasks that we need to undertake to fill the gap?
- What are the timeframes over which each task will be carried out?
- Who will be responsible for each task?
- What resources do we need (\$ and/or Officer time) to achieve each task in the selected timeframe.



**Figure 6: IP&R Asset Management Framework**

This Asset Management Improvement Strategy attempts to answer all of the above questions. The first version (1<sup>st</sup> Cut) of the strategy may not be fully complete as it may rely on a task/s identified in the Improvement Task List to be completed before the information in the strategy can be considered.

robust. Nonetheless it is a first step on the Shire’s asset management journey and will be regularly updated by the Asset Management Working Group (AMWG).

## 2.3 Plan Format

This Plan aligns with the Asset Management Plan format set out in the Institute of Public Works Engineering Australia’s (IPWEA) International Infrastructure Management Manual (IIMM).

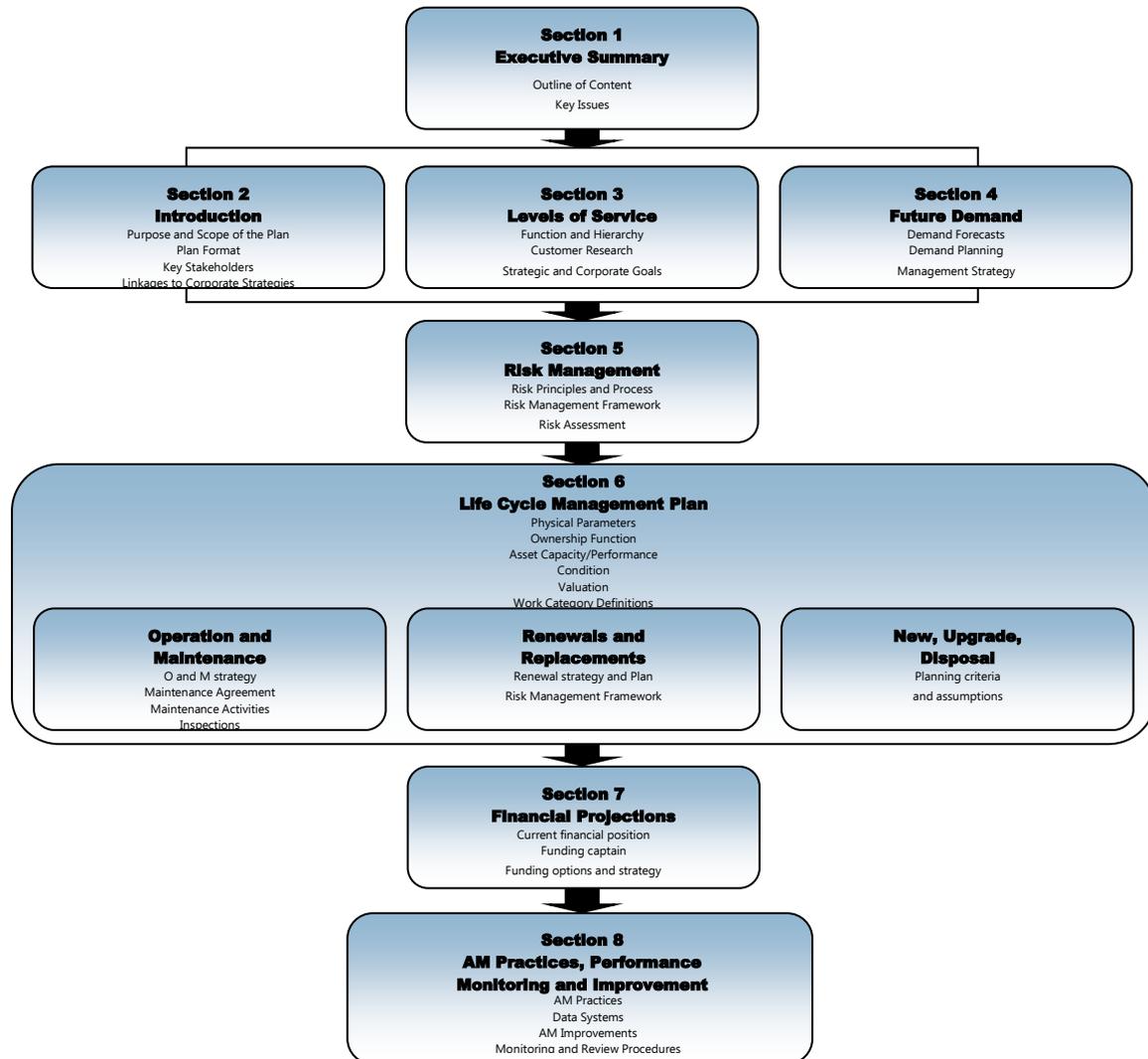


Figure 7: Format of the AMP

## 2.4 The Shire of Wyndham – East Kimberley

The Shire of Wyndham-East Kimberley covers over 121,000 square kilometres within the north-eastern portion of the State. Geographically, the Shire is the northernmost local government area within the State, bound by the Northern Territory border to the east, the Timor Sea to the north and Indian Ocean to the North West, the Shire of Halls Creek to the south and the Shire of Derby-West Kimberley to the south west.

The Shire has a diverse and frequently spectacular landscape featuring rugged ranges, gorges, wetlands and a unique and remarkable coastline. The Shire has a diverse and dynamic economy, primarily driven by mining, agriculture and tourism. Significant and largely untapped mineral resources, the massive agricultural potential presented with the development of Stage 2 of the Ord River Irrigation Area (ORIA), and the increasing visitors to this physically unique corner of the world requires a sustainable and strategic approach that maximises its economic base, protects its environmental values and enhances the social conditions and quality of life for its indigenous and non-indigenous populations.

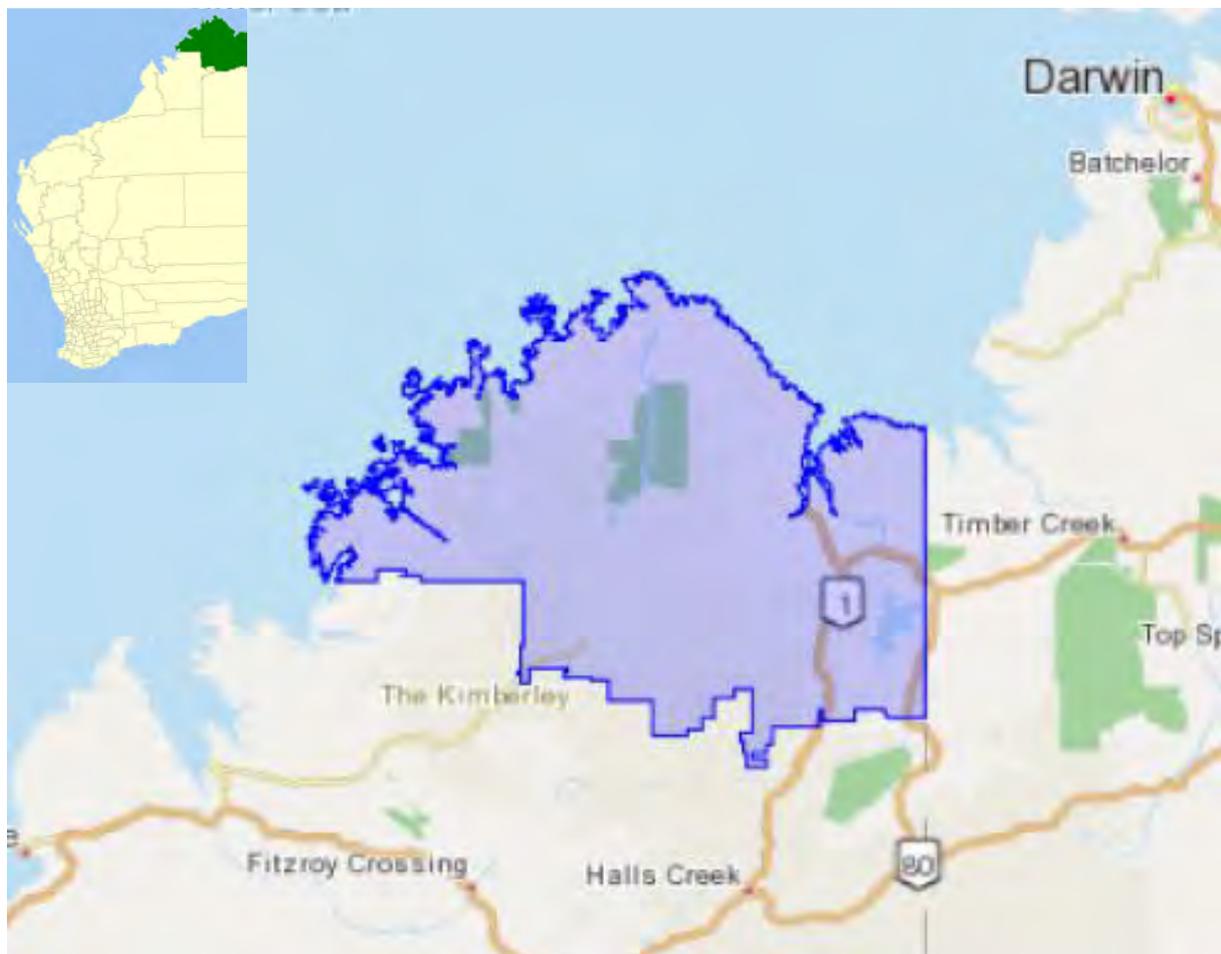


Figure 8: Location of the Shire of Wyndham – East Kimberley

## 2.5 Key Stakeholders

A key aspect of the Integrated Planning Framework is community engagement to develop the SCP. The aim of the AMP is to set out the level of service that the Shire proposes to deliver assets to in order to achieve the communities services delivery aspirations.

To develop the SCP, the Shire proposes to use the LOS set out in this AMP as the basis of the community engagement process. That is, the ultimate aim of the AMP is document the current LOS and the cost to deliver the LOS. The Shire will then develop the plan further to identify the unit cost to increase the LOS or the unit cost saving to decrease the LOS.

This will then form the basis of discussion with the key stakeholders identified in this plan when the SCP is next revised.

This plan covers all assets groups and there will be different stakeholders for each asset group. There will also be common stakeholders across all asset groups.

Stakeholders have been divided into four stakeholder categories - Internal / External and Primary / Secondary Stakeholders as follows;

	Internal	External
Primary	Stakeholders that are internal to the local government and have a direct interest in the Service. e.g. A Recreation Manager that looks after community clubs	Stakeholders that are external to the local government and have a direct interest in the service. e.g. a football club that leases a building
Secondary	Stakeholders that are internal to the local government and have an indirect interest in the service e.g. Community Services Manager that may look after community wellbeing	Stakeholders that are external to the local government and may have an indirect interest in the service. e.g. a football league

**Figure 9: Example of the Classification of Stakeholders**

Each stakeholder category will be engaged in a different way. The Shire is yet to identify how each stakeholder category will be engaged; this will be a task for a future revision of the AMP.

**Recommendation 1.** *Develop a Stakeholder Engagement methodology and detail in a future version of the AMP.*

### 2.5.1 Key Stakeholders in relation to Roads

The following stakeholders apply to the Road Asset Group.

Road Asset Group	Internal	External
<b>Primary</b>	<ul style="list-style-type: none"> <li>Elected Members.</li> <li>Technical Services Department.</li> <li>Works Department.</li> </ul>	<ul style="list-style-type: none"> <li>School Bus Operators.</li> <li>Heavy Vehicle Operators.</li> <li>Motor vehicle drivers.</li> </ul>
<b>Secondary</b>	<ul style="list-style-type: none"> <li>Planning Department.</li> <li>Other Shire departments.</li> <li>Bush Fire Committee.</li> <li>School Bus Committee.</li> <li>Roadwise Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Wider Community.</li> <li>Main Roads Western Australia.</li> <li>Regional Road Group.</li> <li>Shire of Derby – West Kimberley.</li> <li>Shire of Hall Creek.</li> <li>Department of Planning.</li> <li>Department of Transport.</li> <li>WA Police.</li> <li>St John Ambulance.</li> <li>Fire and Emergency Services.</li> <li>TransWA Buses.</li> <li>Department of Regional Development &amp; Lands.</li> <li>Department of Conservation and Environment.</li> </ul>

Table 4: Key Stakeholders related to Roads Asset Group

### 2.5.2 Key Stakeholders in relation to Pathways

The following stakeholders apply to the Pathway Asset Group.

Pathway Asset Group	Internal	External
<b>Primary</b>	<ul style="list-style-type: none"> <li>Elected Members.</li> <li>Technical Services Department.</li> <li>Works Department</li> </ul>	<ul style="list-style-type: none"> <li>Schools.</li> <li>Pedestrian groups</li> </ul>
<b>Secondary</b>	<ul style="list-style-type: none"> <li>Planning Department.</li> <li>Other Shire departments.</li> <li>Roadwise Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Wider community</li> <li>Main Roads Western Australia.</li> <li>Department of Planning</li> <li>Department of Transport</li> <li>Department of Regional Development &amp; Lands</li> <li>Department of Conservation and Environment (Trails).</li> </ul>

Table 5: Key Stakeholders related to Pathway Asset Group

### 2.5.3 Key Stakeholders in relation to Pathways

The following stakeholders apply to the Pathway Asset Group.

Pathway Asset Group	Internal	External
Primary	<ul style="list-style-type: none"> <li>Elected Members.</li> <li>Technical Services Department.</li> <li>Works Department</li> </ul>	<ul style="list-style-type: none"> <li>Schools.</li> <li>Pedestrian groups</li> </ul>
Secondary	<ul style="list-style-type: none"> <li>Planning Department.</li> <li>Other Shire departments.</li> <li>Roadwise Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Wider community.</li> <li>Main Roads Western Australia.</li> <li>Department of Planning</li> <li>Department of Transport</li> <li>Department of Regional Development &amp; Lands</li> <li>Department of Conservation and Environment (Trails).</li> </ul>

Table 6: Key Stakeholders related to Pathway Asset Group

### 2.5.4 Key Stakeholders in relation to Buildings

The following stakeholders apply to the Building Asset Group.

Building Asset Group	Internal	External
Primary	<ul style="list-style-type: none"> <li>Elected Members.</li> <li>Building Department.</li> <li>Health Department.</li> <li>Planning Department.</li> <li>Recreation Department.</li> <li>Community Services Department.</li> <li>Works Department</li> </ul>	<ul style="list-style-type: none"> <li>Community Groups.</li> <li>Sporting Clubs.</li> </ul>
Secondary	<ul style="list-style-type: none"> <li>Other Shire departments</li> </ul>	<ul style="list-style-type: none"> <li>Wider community.</li> <li>State sporting Associations.</li> <li>State Associations of community groups.</li> <li>Department of Planning</li> <li>Department of Sport &amp; Recreation.</li> <li>Department of Regional Development &amp; Lands.</li> </ul>

Table 7: Key Stakeholders related to Building Asset Group

### 2.5.5 Key Stakeholders in relation to Storm Water

The following stakeholders apply to the Storm Water Asset Group.

Storm Water Asset Group	Internal	External
Primary	<ul style="list-style-type: none"> <li>Elected Members.</li> <li>Health Department.</li> <li>Works Department</li> </ul>	<ul style="list-style-type: none"> <li>Property owners</li> <li>Main Roads Western Australia</li> <li>Department of Water</li> <li>Catchment Groups</li> <li>Local Environment Groups</li> </ul>
Secondary	<ul style="list-style-type: none"> <li>Other Shire departments</li> </ul>	<ul style="list-style-type: none"> <li>Wider community.</li> <li>Department of Conservation &amp; Environment.</li> <li>State Environment Groups and Catchment Council</li> <li>Department of Regional Development &amp; Lands.</li> </ul>

Table 8: Key Stakeholders related to Storm Water Asset Group

### 2.5.6 Key Stakeholders in relation to Parks & Recreation

The following stakeholders apply to the Parks & Recreation Asset Group.

Parks & Recreation Asset Group	Internal	External
Primary	<ul style="list-style-type: none"> <li>Elected Members.</li> <li>Building Department.</li> <li>Planning Department.</li> <li>Recreation Department.</li> <li>Community Services Department.</li> <li>Works Department</li> </ul>	<ul style="list-style-type: none"> <li>Community Groups.</li> <li>Sporting Clubs.</li> </ul>
Secondary	<ul style="list-style-type: none"> <li>Other Shire departments</li> </ul>	<ul style="list-style-type: none"> <li>Wider community.</li> <li>State sporting Associations.</li> <li>State Associations of community groups.</li> <li>Department of Planning</li> <li>Department of Regional Development &amp; Lands.</li> </ul>

Table 9: Key Stakeholders related to Parks & Recreation Asset Group

## 2.6 Linkages to Corporate Strategy

### 2.6.1 Strategic Community Plan

The Shire is in the process of developing its Strategic Community Plan SCP. Work carried out to date includes the identification of 5 Key Themes being:

- Look and Feel of Towns
- Our economic future
- Our educational future
- Environment and Lifestyle
- Shire facilities and services

This asset management plan will be a key document that underpins the goals and actions flowing from the SCP.

**Recommendation 2. Update to clearly link the asset management plan to the Strategic Community Plan**

### 2.6.2 Corporate Business Plan

The Shire is yet to develop a Corporate Business Plan

**Recommendation 3. Once the Corporate Business Plan has been developed, update this section to show clear linkage to the CBP.**

### 2.6.3 Asset Management Policy

The Shire’s policy F21 covers asset management, was adopted, August 18 2009 and can be viewed at the following location [http://www.swek.wa.gov.au/publications/shire\\_policies/Finance/](http://www.swek.wa.gov.au/publications/shire_policies/Finance/)

The Shire has drafted a revised asset management policy which is currently contained within the Asset Management Improvement Strategy.

### 2.6.4 Asset Management Improvement Strategy

The Shire has developed an Asset Management Improvement Strategy that sets out where the Shire currently sits with Asset Management, where it would like to be in 5 years time, the steps needed to move forward, who will be responsible for project managing each of those steps and importantly the Officer time and external resource requirement (out of pocket expense) to undertake each task.

The Asset Management Improvement Strategy has identified the following need in terms of financial resource to assist with the improvement tasks.

Year	2012/13	2013/14	2014/15	2015/16	2016/17	Total
Amount	\$103,500	\$337,500	\$335,000	\$290,000	\$175,000	\$1,241,000

**Table 10: Annual Resource Requirement Identified for Asset Management Improvement**

## 3.0 Level of Service

### 3.1 Introduction

Level of Service (LOS) provides the basis for the life cycle management strategies and works programmes identified within the AMP. LOS supports the organisation's strategic goals and is based on customer expectations, statutory requirements, standards and financial capacity of the Shire to deliver those levels of service.

The levels of service will be refined over a period of time to match the expectation of customers.

This requires a clear understanding of customer needs, expectations, preferences and their willingness to pay for any increase in the levels of service.

Levels of Service are used:

- to inform customers of the proposed type and quality/quantity of service to be offered;
- to identify the costs and benefits of the services offered;
- to enable customers to assess suitability, affordability and equity of the services offered;

The levels of service are based on:

- Community Expectations
- Strategic and Corporate Goals
- Legislative Requirements
- Legislation, Regulations, Environmental Standards and Industry and Australian Standards that impact on the way assets are managed.
- Design Standards and Codes of Practice

The Shire operates with a level of service regime in place, albeit not fully documented for all asset classes.

The current service levels for renewal, expansion, maintenance and operational works involving infrastructure assets are the outcome of some feedback from the community, tradition and the balancing act undertaken by the organisation in matching activities to budgets.

The development of levels- of -service is a major task. The IIMM provides a systematic process to achieve this (see IIMM section 3). This involves a sequence of:

- Understanding your customers
- Developing levels of services
- Developing performance measures
- Consulting with customers
- Communicating the outcomes.

A relevant comment in the Manual for the Shire is that:

*"Levels -of -Service need to be manageable by **current staff** and appropriate to the quality of existing, available financial and service level data."*

### 3.2 Customer and Technical Service Standards

There are two (2) types of levels of service:

**Customer** - how the customer relates to the service provided.

Customer levels of service may include things such as style, appearance, level of cleanliness, maintenance responsiveness, quality and type of consumables, safety and accessibility.

**Technical** - how the organisation provides the service.

Customer and Technical Level of service can often mean the same thing but can also be interpreted differently. For example, a stormwater pipe network can be designed to meet identified technical requirements and have sufficient hydraulic capacity to take water from Point A to Point B and in so doing protect property. However if the design results in an ugly addition to the streetscape it would not be meeting the Customer (i.e. community) criteria in terms of appearance.

Service Standards	Description
<b>Function</b>	The purpose of the asset/service.
<b>Design</b>	The requirements/provisions of the assets/services.
<b>Performance/ Amenity</b>	The effectiveness of the provision of the service. The efficiency of service delivery. The presentation of the asset/program/activity.

**Table 11: Service Standards Categorisation**

The Service Standards may contain both strategic and operational objectives based on:

- Historical information gathered from customers on expected quality and cost of services;
- Strategic and corporate goals;
- Legislative requirements;
- Legislation, Regulations, Environmental Standards and Industry and Australian Standards that impact on the way assets are managed; and
- Design Standards and Codes of Practice.

The Service Standards provide guidance for the scope of current and future services and the manner of service delivery to be applied across the network to achieve consistency. The Customer Service Standards need to have regarded to:

- Community views and values;
- Best appropriate practice industry standards;
- The need to provide a building network that is safe for all users; and
- Ability of Council to fund maintenance and operational activities.

It is recommended that a hierarchy is to be used as the basis for determining the various standards across the asset portfolio in line with relevant risk factors, while having regard to the significance of the asset to the community.

The Technical Service Standards are aligned with:

• Quality	• Aesthetics
• Quantity	• Reliability
• Safety	• Responsiveness
• Capacity	• Environmental acceptability
• Fitness for purpose	• Costs

**Table 12: Technical Standards**

The Technical Service Standards describe asset usage, renewal, maintenance and operational criteria under the categories of function, design and presentation/amenity.

Asset design criteria is addressed on an individual basis dependent upon the intended use of the asset and surrounding planning requirements, utilising relevant engineering design guidelines. It is recommended that the Shire develop minimum design criteria. An example for buildings is as follows;

- All buildings to have inbuilt energy efficiency.
- All buildings to incorporate solar design principles.
- All buildings to have disabled access.

The intention is that building assets not currently meeting the target specification will be reconstructed to the target level where practicable.

Where there are specific needs or funding opportunities, the Council may deem it important to exceed the standard specifications to improve such things as functionality, safety, accessibility, providing that funding can be sourced for that change.

It is important to understand that there may be differences between the specified Service Standards and the Service Standards delivered. There are many reasons for the difference and, until that factor is quantified, it will be impossible to determine the affordability factor. This Plan begins the quest to determine those matters cognisant of the fact that it will take some time to gather the financial information to support the calculations.

It is also important for the Shire to achieve an understanding of the current liabilities for asset and service management, within the specified Levels of Service framework. From that point, it will be possible to project the financial and operational requirements for the growth phases, firstly due to internal strategies, and secondly, the potentially extraordinary growth due to external strategies.

The Shire will need this information to substantiate its position as competent administrator/ manager of its asset network and to be able to make the case for funding to support the growth. The Levels of Service information will also provide an important demonstration of the degree of Council control and influence over the factors which will help determine outcomes.

It is fair to conclude that the evolution of the asset network and current Levels of Service are closely aligned and consistent with community needs (albeit they are not recorded and have not been recently tested with the community). It is also fair to conclude that in the absence of major community requests for new and upgraded asset, that the current and desired Levels of Service are also relatively closely aligned.

Before setting levels of service, the Shire will need to determine and document the current levels provided and document these in the AMP. As further information on customer expectations becomes available, AMP should be updated to reflect those findings.

**Recommendation 4. That the Shire of Wyndham-East Kimberley determine and document current Technical and Customer Levels of Service.**

As noted above, Levels of Service have yet to be formally defined for the Shire’s asset portfolio. The service provided to date have largely been determined by the funds available (based on historical cost) and not necessarily by need.

This has meant that maintenance and renewal activities in any given financial year have traditionally been limited to the amount spent in previous years. This is not the most desirable situation. Rather expenditure should be set on an “as-needs” basis to guarantee a minimum level of service and optimum performance of each asset, and ensure a maintenance backlog and renewal gap is not created in the long term.

### 3.3 Strategic Levels of Service

This section covers the provision of services in terms of key customer outcomes, including:

- Appropriateness of service;
- Accessibility of service – within reasonable hours;
- Affordability – acknowledging that assets and services may need to perform to different levels across the community to accord with demographic profiles;
- Relevance of the services provided – in terms of demand characteristics, future demographics and renewal profiles; and
- Ensuring that quality processes and risk management principles are appropriate and applied as required.

Typical standards are recorded in the table below.

Service Criteria	Council Action	Performance Measure
Legislative Compliance	To ensure that all buildings comply with all relevant legislative provisions.	Annual audit based on periodical inspections / records.  100% compliance with all Legislative Acts, Regulations and Codes.
Cost effectiveness	To provide the Levels of Service in the most cost-effective manner.	Current cost apportionment project will provide valuable data to understand costs of services, costs of adjustments to services, effectiveness of services, (compared with best appropriate practice), and the best way(s) to allocate available funding.  This information will be used to support the development of ‘productivity ratios’

Service Criteria	Council Action	Performance Measure
		for various activities.
Customer satisfaction	To ensure that levels of service align with customer needs.	Customer surveys indicate that current alignment of services is well received by community – there is a need to better tailor the questions for the survey to confirm their relevance.  Performance measures should align with current industry standards.
Asset conditions	Monitoring asset condition profiles to ensure that assets do not degrade unmanageably during the reporting period.	Set standards for average asset condition profiles based on Levels of Service (not budget).
Maintenance and Operational/Risk Responsiveness	Maintain Risk Register for all maintenance and operational activities and monitor effectiveness of risk treatments.	Risk will be managed by maintenance and operational activities – success indicators are aligned with effectiveness and efficiency of the treatments.

Table 13: Strategic Levels of Service

### 3.4 Function & Hierarchy

Asset function decides its strategic importance within the network.

Local Governments do not have the resources to maintain every asset to the same level of service. Placing the asset within a hierarchy and assigning different levels of service to each level of the hierarchy (based upon importance in terms of such things as risk, social benefit, function, etc) enables the Local Government to optimise the allocation of resources.

This means that the higher order assets attract greater resource because they carry greater risk and are of greater importance to the community. They may have shorter lead times to intervention to repair, maintain or renew the asset. Whereas assets that sit further down the asset hierarchy, do not carry the same level of importance. Lead time to intervention may be greater.

The recommended Functional Building Hierarchy for an asset group such as buildings (FBH) is as follows;

**Category 1** – National/State Significance: Public facilities utilised to deliver services of significance to the State or Nation. An example would be the State Library, State Hockey Stadium, Subiaco Oval, HMAS Sydney War memorial, a nationally important environmental centre or facility of State or National historical significance. Generally only one facility of this nature would exist in the state. A facility of this nature would have a high frequency of usage and could be expected to be multi-purpose or be specific to the purpose. These types of facilities are generally under the control of the

State or Federal Government or private enterprise however can often be located on land under the control of local government.

**Category 2** – Regional Significance: These types of facilities provide for functions that are of regional significance, i.e. a large proportion of users come from outside of the district. An example would be a regional recreation centre. Generally only one facility of this nature would exist within the region. A facility of this nature would have a high usage rate and could be expected to be multi-purpose or single purpose.

**Category 3** – District Significance: These types of facilities provide for functions that are of significance to the district. They are used mainly by people living within the local authority and from across the local authority. Examples would be the local authority administration building, district library or skate park. Facilities of this nature would have high frequency of use and could be multipurpose or single purpose.

**Category 4** – Local Area Significance: These types of facilities provide for functions that are of local significance. They are used mainly by people living within a suburb, town, ward or local area. Examples would be a toilet block at a local park or a local fishing jetty.

**Category 5** – Neighbourhood Significance: These types of facilities provide for functions that are of immediate neighbourhood significance. They are mainly used by people within a block or two of where they live or equivalent to the 400m Pedestrian catchment identified in Liveable Neighbourhoods.

### 3.4.1 Rural Road Hierarchy

The Shire's Roads have been classified on the basis of the State Rural Road Hierarchy adopted by Main Roads Western Australia. Main Roads details the following in relation to the State Road Hierarchy;

Main Roads Western Australia (Main Roads), in co-operation with local government, manage Western Australia's road network.

Roads vary considerably in their role across the State. The roles include providing for:

- efficient mobility on high volume, fast moving urban and rural roads such as highways;
- low traffic volume, pedestrian and cyclist friendly access throughout residential areas;
- linkages between towns in rural areas; and
- access to properties in agricultural and remote pastoral areas.

The ability of roads to perform their role can be improved significantly by using suitable traffic management treatments. Obviously traffic calming devices are not appropriate on a freeway and interchanges are not appropriate for residential streets or minor rural roads. It is therefore important that the right category be allocated to all roads to ensure relevant traffic management treatments are provided.

To promote effective and efficient traffic management, Main Roads, in consultation with local governments in the early 1990s, developed a Road Hierarchy to designate the role of all roads and to encourage uniform traffic management of roads of the same type. The hierarchy was based on the "separate functions" principle set out in the (then) State Planning Commission's policy statement on road classification for urban planning purposes. The Hierarchy system was subsequently extended to cover all roads in Western Australia, with an additional category created to accommodate important distributor type roads in rural areas.

The Western Australian Road Hierarchy covers approximately 149 000 kilometres of State and local government roads. A total of 139 local governments manage some 131 000 kilometres of that network.

Main Roads directly manages approximately 18 000 kilometres of roads. These are 'freeways', 'highways' and 'main roads', collectively known as State Roads, and are designated as "Primary Distributor" roads in the hierarchy. All have a similar role, to provide for the efficient mobility of people and goods. They carry relatively high traffic volumes of fast moving traffic to meet the primary road transport needs of the State.

### **Hierarchy Categories**

The Road Hierarchy consists of six types of roads:

- Primary Distributor; (built up and rural areas)
- Regional Distributor; (rural areas)
- District Distributor A; (built up areas)
- District Distributor B; (built up areas)
- Local Distributor; (built up and rural areas)
- Access Road. (built up and rural areas)

Note: The classification of "Primary Distributor" is reserved for State Roads.

### **Road Types**

Road Hierarchy types are briefly described below. Specific criteria for each category are provided in the Road Hierarchy Table link.

#### **Primary Distributor:**

Provide for major regional and inter-regional traffic movement and carry large volumes of generally fast moving traffic. Some are strategic freight routes and all are State Roads. They are managed by Main Roads Western Australia.

#### **Regional Distributor:**

Roads that are not Primary Distributors, but which link significant destinations and are designed for efficient movement of people and goods within and beyond regional areas. They are managed by local government.

#### **District Distributors:**

District Distributor A and B roads run between built up area land-use cells and generally not through them, forming a grid which would ideally space them about 1.5 kilometres apart. They are managed by local government.

#### **District Distributor A:**

Carry traffic between industrial, commercial and residential areas and generally connect to Primary Distributors. These are likely to be truck routes and provide only limited access to adjoining property.

**District Distributor B:**

Perform a similar function to type A District Distributors, but with reduced capacity due to flow restrictions caused by frequent property accesses and roadside parking in many instances. These are often older roads with a traffic demand in excess of that originally intended.

**Local Distributor:**

Local Distributor roads are managed by local government. Their role is similar in both built up areas and rural areas, but traffic volumes and thus traffic management requirements differ significantly:

**Built Up Area**

Roads that carry traffic within a cell and link District Distributors or Primary Distributors at the boundary, to access roads. The route of Local Distributors should discourage through traffic so that the cell formed by the grid of higher order distributor roads, only carries traffic belonging to, or serving the area. Local Distributors should accommodate buses, but discourage trucks.

**Rural**

Connect to other Rural Distributors and to Rural Access Roads. They are not Regional Distributors, but are designed for the efficient movement of people and goods within regional areas.

**Access Road:**

Provide access to abutting properties with safety aspects having priority over the vehicle movement function. In urban areas, these roads are bicycle and pedestrian friendly, with aesthetics and amenity also important. Access Roads are managed by local government.

## 3.5 Customer Research

Specific community consultation is required to understand what the community values in terms of service delivery from assets.

Historically, interpretation of community need with respect to assets has been based on community comment and the knowledge of key staff members who manage the asset on a day to day basis. Community consultation has also occurred on a project specific basis.

In the past, customer feedback has predominantly determined the ongoing level of service delivered on a particular asset, but not through any quantified and formalised process

As targets for levels of service provide the basis for lifecycle management strategies and capital programs, community consultation specific to the Shire's assets need to be undertaken to determine community expectation and to set levels of service required for each asset classification.

The level of service of each of those classifications needs to be reviewed and revised as appropriate.

The current level of service strives to provide, but is not limited to the following:

- Assets that provide adequate services;
- All assets are to be maintained in a clean, safe, workable condition; and

- Aesthetically pleasing and easily maintainable assets.

More targeted customer research will be required in order to determine “Customer” Level of Service. For example Zinalume Roof Cladding is cheaper than Colourbond Roof Cladding which is cheaper than clay tiles. However the community may demand that building roofs are clad in clay tiles rather than Colourbond or Zinalume to ensure they are in keeping with buildings of the surrounding district. From a “Technical” Level of Service point of view, all three perform the same task, i.e. keep the building weather proof.

**Recommendation 5.** *That the Shire of Wyndham – East Kimberley develops targeted criteria to consult the community on in relation to each asset group.*

### 3.6 Strategic & Corporate Goals

The Shire has recently adopted a new Strategic Plan that includes an objective committing to maintain public infrastructure. Like many local government authorities, the Shire has historically managed its assets on a day to day basis utilising the in-house technical knowledge retained by key staff members.

Whilst this approach has served the organisation and the community to date, the Shire recognises the need to take a more businesslike and organisation wide approach to asset management and one which involves the community on a wider basis.

Essentially the corporate goal is to have a “whole of life cost” approach to the provision and maintenance of assets and to consider the ongoing costs of existing assets when making decisions on the renewal/replacement of existing assets or acquisition of new assets. To achieve this goal, the Shire has committed to participating in the processes undertaken under the Western Australian Asset Management Improvement (WAAMI) Program.

The WAAMI Program focuses on assisting local governments to implement a standardised strategic framework for asset management. The framework is set out in the Institute of Public Works Engineering Australia’s International Infrastructure Management Manual as indicated below:

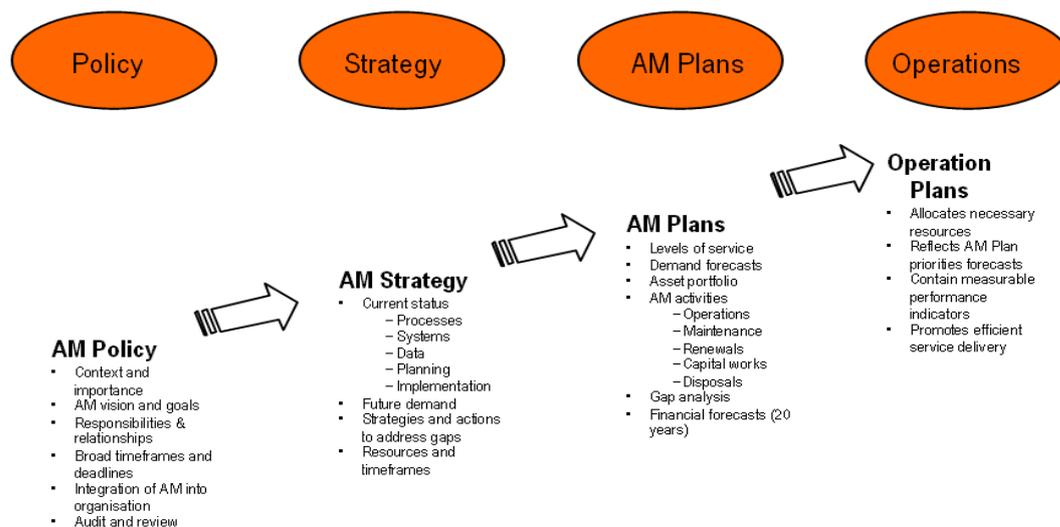


Figure 10: Linking Policy to Operations

The WAAMI Program is now aligned with the National Asset Management and Financial Planning Assessment Framework (NAMAF). This is in response to the introduction of the Federal Government's National Local Government Sustainability Framework (Sustainability Framework).

The new assessment framework allows local governments to assess their maturity against the Sustainability Framework and provides comparison between themselves, their immediate neighbours, other local governments across the state and across the nation.

The Assessment Framework helps local government understand the linkages and integration of asset management across their whole business planning and service delivery framework from:

**Strategic Planning > Asset and Service management Plan > Long-Term Financial Plan > Resource Plan > Forward Capital Works Plan > Budget.**

### 3.7 Legislative Requirements

Key legislation relating to the management of assets includes:

- Road Traffic Act 1974
- Main Roads Act 1930
- Environment Protection Act 1986
- Occupational Safety and Health Act 1984
- Local Government Act 1995
- Native Title Act 1999
- Planning and Development Act 2005
- Heritage of Western Australia Act 1990
- Conservation and Land Management Act 1984
- Land Administration Act 1997 and
- Aboriginal Heritage Act 1972
- Building Code of Australia

## 4.0 Future Demand

The population of the Shire is estimated to have increased by 14% over the period 2006 to 2011.

Year	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Pop	7,211	7,280	7,344	7,290	7,257	7,159	7,310	7,682	7,861	7,971	8,164

Table 14: Population increase within the Shire since 1986 (Source ABS)

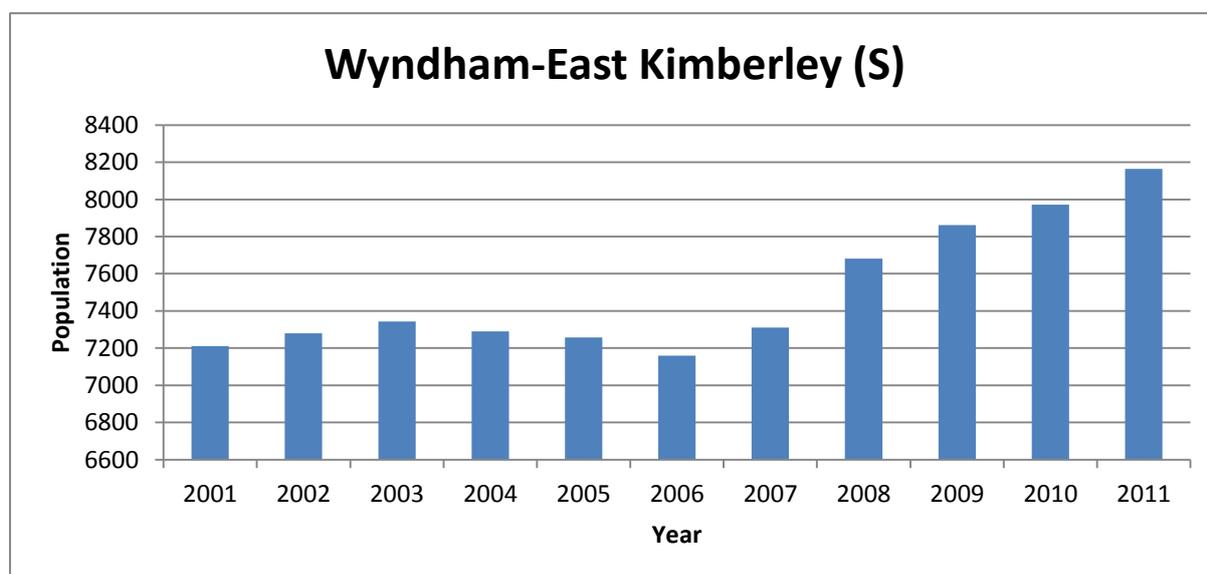


Table 15: Estimated resident population within the Shire 2001 - 2011 (source ABS)

### 4.1.1 Local Planning Strategy<sup>1</sup>

The Shire is characterised by a diverse and dynamic economy that is primarily driven by mining, agriculture and tourism. A key feature of the Shire is the Ord River Irrigation Area (ORIA), created in the 1960's from a vision of the then government to have a large, vibrant and economically viable irrigation district in the north of the state. At 14,000ha and producing some \$57 million dollars in value annually, this vision is now a reality.

Although the population of Shire is relatively small, the rate of growth is among the strongest within the State and is placing demands on the main population centres in terms of land supply, infrastructure and the requirements of the commercial sector.

The current estimated resident population (ERP) of the Shire is about 8,100. This represents about one-fifth of the total Kimberley region and less than 0.5% of the entire State population. It is estimated that between 35-45% of the population is Aboriginal.

<sup>1</sup> This extract has been taken from the Shire of Wyndham-East Kimberley Local Planning Strategy (LPS), which was endorsed by the WA Planning Commission (WAPC) on September 4 2006. It is now somewhat out of date however a number of key elements are still relevant. The full LPS can be viewed at [www.planning.wa.gov.au](http://www.planning.wa.gov.au)

Despite its isolation, the population has grown at nearly twice the rate of the rest of regional WA over the last 5 years. This can in part be attributed to the relatively high birth rates among Aboriginal women. Since 1981, the population has grown more than 48%, with an annual average growth rate of about 2.4%.

Of the entire Shire population, most people live within the two towns of Kununurra (about 4,850) and Wyndham (about 750). It is estimated that more than 2,100 people live in Aboriginal communities located throughout the Shire.

The population trends over the last decade show that Kununurra is experiencing a much faster rate of growth than Wyndham and is absorbing most of the population moving into the Shire.

Since 1996, Kununurra has grown at a rate of 2.5% per annum compared with Wyndham, which has been declining at about 1.8% over the same period.

The towns of Kununurra and Wyndham also have relatively large numbers of persons per dwelling. While in Perth the average household size is 2.6 persons per dwelling, in Kununurra this figure is 3.8 and Wyndham 4.8.

Of the more than 80 Aboriginal communities recognised within the Shire, about half are permanently inhabited. While population sizes vary throughout the year, the largest of these communities outside of the two main towns are Kalumburu, located at the end of the Gibb River - Kalumburu Road (pop: about 500) and Oombulgurri (pop: about 300), located on the Forrest River north-west of Wyndham. Smaller significant centres are Bow River (about 100), Woolah (about 80) and Glen Hill (about 60). Some of these communities are not appropriately serviced with infrastructure and social programs and most of them do not have any form of planning control in the form of a CLP.

The higher than normal annual population growth of the indigenous population (3.3%) suggests that some movement of indigenous population into the area has occurred over the last two decades. There is also a marked variation in rates of growth between different localities within the region.

There is a significant variation in median ages between the indigenous population (20 years) and the non-indigenous population (33 years). Further, the life expectancy of the indigenous population is about 25% less than for the nonindigenous population of the Shire. The fertility rate for the indigenous population is relatively high.

Within the non-indigenous population the age distribution reflects a community that is subject to selective inter-regional migration. The overall impact is net additions among working individuals and their associated children, and net losses in teen and retiree age brackets. A high rate of population turnover underpins this pattern of population distribution. In addition, stability in the age pyramid over time reflects the on-going function of the Shire as an area of selective migration tied to short-term employment opportunities.

### **Transport and Access**

The Shire is the most remote region of WA. The Accessibility Remoteness Index of Australia" which considers measures of 9.08 to be 'Very Remote', gives Kununurra a score of 12.0. This means that the population is considered to be relatively disadvantaged, with very little accessibility to goods, services and opportunities for social interaction. It is an accurate indictment on the difficulties of accessing the Shire and the implications this has for commerce and lifestyle.

This situation is even more severe for the numerous Aboriginal communities located throughout the Shire.

## Roads

The National Highway network passes through the Shire from the south, linking Kununurra to Halls Creek, and Katherine and the Northern Territory to the east. As part of the strategic road link between Western Australia and the Northern Territory, the Shire, and Kununurra in particular, receives traffic associated with freight and tourism that is critical to the economy of the Shire.

The Shire has responsibility for a local road network (excluding roads under Main Roads Western Australia control) that consists of 1,100km of unsealed roads, and 230km of sealed roads.

The Victoria and Great Northern Highways, and the Gibb River Road, are controlled by Main Roads Western Australia (MRWA).

The Shire relies on a quality road system to transport national and international freight. With the advent of ORIA Stage 2 more than 30,000 hectares within Weaber, Keep River and Knox Creek Plains may be irrigated, with a further 14,000 hectares (approximately) planned for Green Swamp, Ord West and East banks, Mantinea Flats and Canton Plains areas.

The product of these developments will either be exported to South-East Asian markets through the Wyndham Port or road freighted to the rest of the country. It is therefore critical to maintain this physical access.

As major agricultural and mining projects eventuate, coupled with the accessibility spin-offs arising from the Darwin to Adelaide rail link, road freight movements within the Shire will increase in the medium to longer term.

A number of roads have been established as priority projects based on servicing potential mining and agricultural projects within the Shire. Foremost of these are the following:

- A Heavy Haulage Route around Kununurra to relieve the impact of heavy vehicle movement through the town and over the diversion dam bridge. The need for this concept was first identified in 1969 and a preferred alignment to the north of the town has been identified.
- Construction of Parry Creek and Weaber Plain roads to service future agricultural development at Mantinea Flats, Cartton Plains and the M2 channel area.
- Heavy haulage route options around Wyndham to better accommodate heavy traffic associated with movement to and from the port. There are five current heavy haulage route options, comprising the two Port Town site routes, Port Industrial Area route, and two Wyndham 3 Mile routes. A sixth alternative Port Access route (north of the Bastion Range) has recently been proposed consisting of a route around the Bastion Range to the north of the range. This proposal would provide a bypass of the entire town, and would result in fewer traffic conflicts, however, as a longer proposal than the five smaller town site bypasses

Kununurra is central to road movement and accessibility in the Shire and traffic is expected to grow in this locality by 3 – 4% per annum. This equates to a rise in movement since 1994 from 2,000 vehicle trips per day (vpd) to about 5,000 vpd by the year 2021. Within Kununurra the following roads are considered to be most important to the functioning of the town:

- Ivanhoe Road, which provides access to farming properties and Ivanhoe Crossing. This is the designated road for all freight vehicles accessing the ORIA.

- Weaber Plain Road, which provides access to farming properties in Weaber Plains and future farming areas in Keep River and Knox Creek Plains. This road will require a major upgrade in the development of ORIA Stage 2.
- Mills Road link provides a connection between Ivanhoe and Weaber Plain roads and is intended to form part of the future Heavy Haulage Route.
- Packsaddle Road, which provides access to the farming properties along the Packsaddle Plain.

The Shire also has numerous unsealed roads that are used by the growing self-drive and 4WD tourist markets, including the Gibb River, Duncan and Kalumburu roads. While there is an attraction to keep these roads unsealed to satisfy this commercial market, there are pressing needs to ensure access is also viable to the numerous populations they service, such as the Aboriginal communities of Kalumburu, Jimbilum and Yirrallem.

Some of the access roads, particularly those associated with Aboriginal communities, are not controlled by the Shire and are either privately held or held by agencies such as the Aboriginal Lands Trust. Most of these settlements are accessed via gravel roads or unmade tracks and are therefore subject to severe scouring during times of inclement weather. The problems are exacerbated with daily use and costly maintenance is required. Roads are frequently closed therefore denying access for school children, supplies and medical assistance.

### **Air Transport**

The principal airport for the SWEK is located in Kununurra, owned and operated by the Shire. Air traffic is increasing and an extension of the only runway may be required to accommodate larger aircraft which are likely to be flying more frequently to Kununurra from Perth, Broome, Darwin and possibly Alice Springs.

This has required the expansion of airport land to the west to accommodate the additional runway length. The type of activities occurring within the airport and the number of operators is likely to increase in the short to medium term. Smaller independent carriers have their own hangars and maintenance areas. Areas and sheds are also set aside for other uses, fuel storage, Department of Defence communications and a manager's residence. A part of the site is used for the cultivation of sugar cane.

The Shire also owns and operates the Wyndham airport. This smaller facility has two runways: one gravel and one sealed. These can only accommodate smaller aircraft - a small Lear jet at most - but is extremely important in servicing the numerous remote Aboriginal communities in the western portion of the Shire.

There are also numerous private airstrips scattered throughout the Shire. As well as servicing pastoral leases and Aboriginal communities, light aircraft are used in the fly-in/fly-out operations for mining, helicopters are used for mustering and there is a growing demand for scenic and tourism nights to such areas as the Bungle Bungles, Faraway Bay and El Questro Resort.

### **Port Transport**

Wyndham Port is the only port in the Shire. The facility is privately run by the Ord River District Co-operative Ltd which, like several other ports in WA, has been formed under an agreement with the Department of Transport. The port forms part of a regular coastal shipping service between Fremantle, Broome and Darwin exporting live cattle and outputs from mining and agricultural operations as well as general cargo, fuel, and naval and recreational docking. The port can accommodate vessels up to 26,000 tonnes, and also has barge and small craft landing facilities.

The port is located in a calm and well protected natural inlet. Activity within the port is seasonal, largely for six to eight months a year where it receives about 90 ship movements. Workforce associated with the port consists of a handful of full time staff and a dozen or so regularly engaged casual employees.

Generally, however, the facility is underutilised and upgrading the port to accommodate expanding mining and agricultural development will be required in the foreseeable future. There is potential within the locality for this expansion.

The Wyndham Port is a vital piece of infrastructure to maintain and enhance choice in the movement of freight to and from the Kimberley.

## 4.2 Demand Forecast

As the AMP is a Core AMP, no demand forecasting has been done at this point in time. This will be carried out as part of future reviews of the AMP.

**Recommendation 6.      *Develop demand forecasts and detail their implication for each major asset group***

## 4.3 Demand Planning

The objective of demand management is to actively seek to modify customer demands for services in order to:

- Optimise the utilisation / performance of existing assets;
- Reduce or defer the need for new assets;
- Meet the organisation's strategic objectives;
- Deliver a more sustainable service; and
- Respond to customer needs.

It is vital to the success of the Asset Management Plan that demand factors be analysed comprehensively, and their impact quantified in terms of the following:

- The effect of the growth of the asset network;
- Any possible future need to increase or decrease infrastructure; and
- The implementation of non-asset solutions, such as managing demand.

In addition to the factors mentioned above, risk affects demand for services and consequently the following must be taken into account:

The methodology and accuracy of forecasts;

- The currency of forecasts;
- The uncertainty of forecasts; and
- Any unforeseen natural factors.

As this is a "1st Cut" Core Asset Management Plan, Demand Planning cannot be addressed at this stage without the gathering of the above information.

## 4.4 Management Strategy

Demand management strategies provide alternative to the creation of new assets through modifying customer demands. A key long term strategy is to manage demand so that future services can be provided at a reasonable cost without a negative impact on delivery. It is expected that proper demand management strategies will allow for the deferral of the construction of key infrastructure.

Effective strategies maximise the utilisation of existing assets through consolidating services or disposing of assets that are surplus to requirements, and are based on the following principles:

- Assets should be retained where it supports the delivery of Council’s core services. If Council has a particular asset that is more aligned to the responsibility of another tier of government, the private sector or a particular community group, then opportunities to transfer the responsibility to the relevant entity should be considered.
- The use of existing assets should be optimised to provide ratepayers with a value for money service.
- Demolition or disposal should be considered for assets that have no demonstrated ongoing need and that are in a poor condition and/or are unsafe.

The following outlines the process of developing a demand management strategy for the building and facility assets:

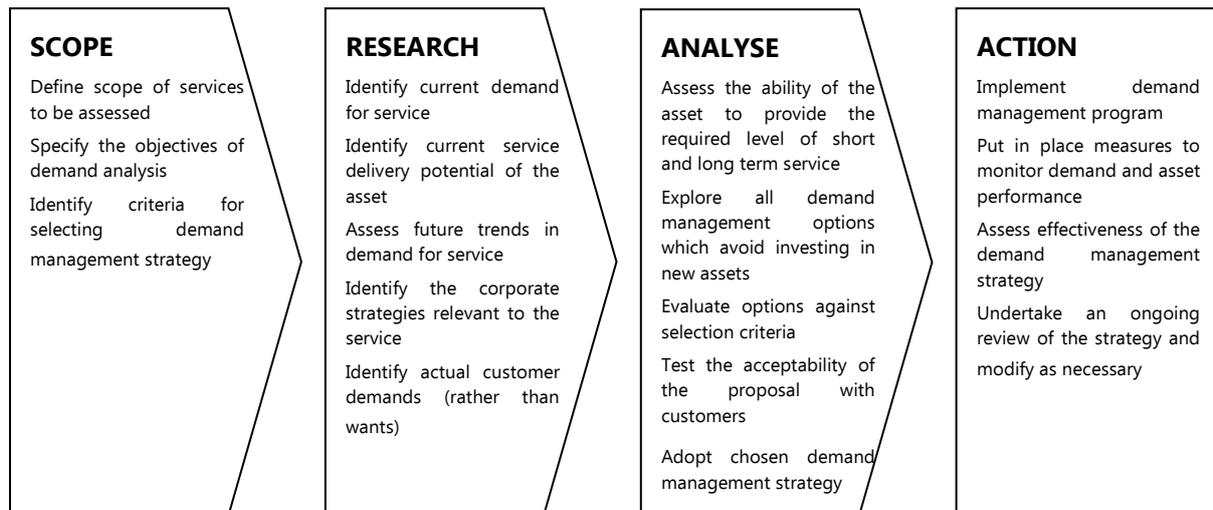


Figure 11: Demand Management Options Flowchart

The challenge for the Shire will be to now tie this information to demand for existing and future services which in turn will drive the demand for specific assets. For example, if the data related to future demand is indicating an aging population, then future service need may be centred on services for the aged.

This could result in greater resources directed toward ensuring that Council controlled buildings cater better for an older population. Facilities such as Senior Citizens Centres, Bowling Clubs and the like and importantly that these facilities provide for easy access by sight and mobility impaired users.

## 5.0 Risk Management

Asset Management involves making decisions regarding the future of assets in all aspects - operations, maintenance, renewal, replacement and new capital works. These decisions are rarely risk free.

The Shire has acknowledged that Risk Management is an integral part of its future organisational activities, practices and processes. The Shire is currently moving to develop its Risk Management Framework but does not currently have the required Framework in place.

A component of this framework will be a Risk Management Plan (Risk Plan). This Risk Plan is a statement of commitment to ensure that the interests of the community, its employees and contractors are protected by minimising loss arising from Council's activities and services.

Like most local authorities, the Shire doesn't have unlimited resources to manage its assets. Therefore the Shire must develop systems that ensure its resources are directed to the areas of most need and with the greatest benefit in order to ensure that resources are allocated wisely. Adverse consequences of poor management practices in relation to the Building network can range from insignificant to catastrophic.

In the absence of a formalised Risk Management Framework, the information in this section is strongly recommended for consideration and inclusion into the (required) future Risk Management Plan.

### 5.1 Current Risk Management Practices

The Shire is yet to address management of risk, particularly in the following areas:

- A comprehensive Governance Framework;
- Limits on the approval of operational and capital expenditures;
- Reliable internal controls built into financial systems and processes;
- A robust and thorough policy framework;
- Comprehensive insurance cover supported by appropriate insurance practices;
- Responsible guidelines and practices relating to occupational health and safety, equal opportunity employment and sexual harassment;
- Independent audit and access to external legal advice; and
- Fundamental technology and data management controls.

It is suggested that risk management initiatives be developed and introduced. Whilst it must be recognised that it is not possible to eliminate all risk from the Shire's operations, the Shire must identify and prioritise the major risks. It can then determine an acceptable level of risk and then manage that risk accordingly. Such an approach is consistent with the thrust of the Risk Management Standard AS/NZS ISO 31000:2009.

Traditionally, local governments have viewed risk management from a very narrow perspective with the emphasis on 'incident management' (fires, building evacuations, etc), personnel issues (occupational health and safety, injury management, etc) or insurances to mitigate the impact of law suits. Other matters such as 'business risks', 'regulatory risk' and 'environmental risk' have been accorded a lesser priority despite there being a far greater likelihood of the occurrence of such events than say a fire or bomb threat in a facility.

Timely identification and proactive management of business risk is essential to the success of an organisation and is no less relevant in local government than in any other sector. The key to effective

risk management lies in having in place mechanisms to allow for the identification and responsible management of those risks. The risk management process applied should be similar to the Risk Management Standard - a more detailed discussion of the steps in the process is contained in the standard.

## 5.2 Risk Principles and Process

Risk assessment must be one of the key drivers important to managing the Building network. Ideally, the greater the risk of a detrimental occurrence, the greater proportion of resources that will be directed to addressing that issue. Implementation of risk management will also help reduce the incidence of knock-on effects and therefore spread the Shire’s limited resources further.

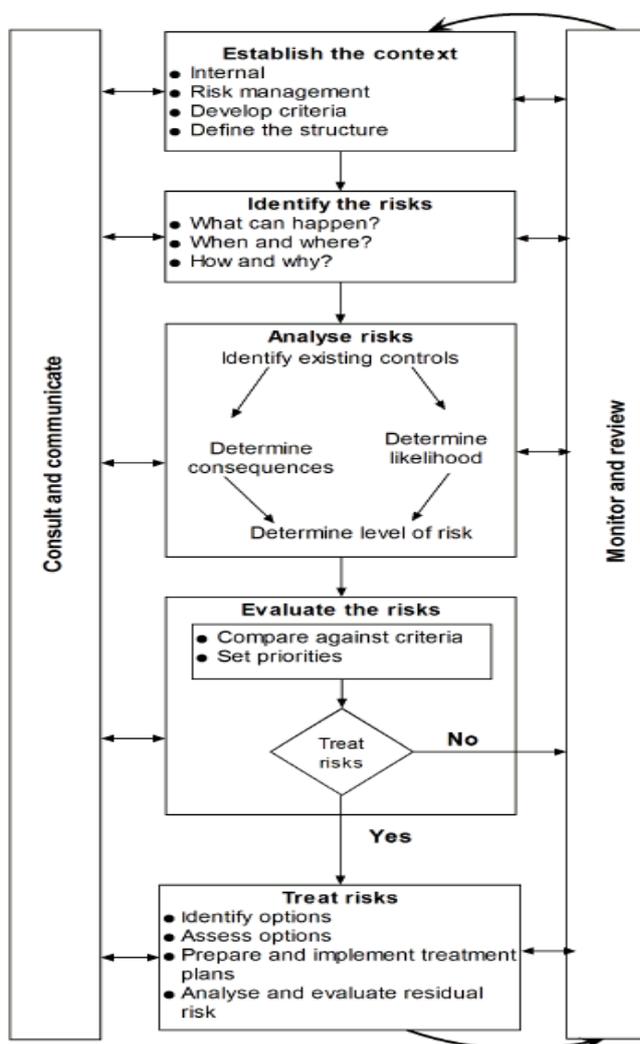


Figure 12: Risk Management Framework

An example could be ensuring that a building roof is repaired at the appropriate time, as to do so too soon will divert resources from other (drainage, parks, road) assets that need attention. Repairing the damaged roof too late may mean other components of the asset network start to deteriorate (internal plaster, carpet, wiring in buildings) and need more costly work done to rectify the situation.

Importantly, the community consultation that forms part of the asset management planning process will help set the framework to determine what issues are important to the community and what are less important. Physical factors associated with risk such as the potential for asset failure leading to cost, inconvenience, property damage and even risk to life in the case of catastrophic failure will also be considered.

The Shire does not currently have a formalised strategy or commitment for the development of this Plan. Post development, it is recommended that this outcome is included in the Strategic Plan (“Plan for the Future”) to ensure the development of a structured organisational approach to identifying risks or potential risks, with a view to implementing suitable

treatments to responsibly control risks or exposure to risks.

It is recommended that the process outlined within the Australian Standard AS/NZS ISO 31000:2009 is to be utilised in order for Council to achieve the risk management objective, as detailed above.

The major elements of the risk process are:

- Risk context – establishes the criteria to assess risk;

- Risk identification – identifies the risk Council may identify and helps explain the impacts of the risks on the business;
- Risk analysis/evaluation – establishes a risk rating for all assets or asset groups, and identifies the assets that constitute the greatest business risk;
- Risk treatment – identifies which actions are available to reduce risk to an acceptable level, and identifies the most cost effective treatment option; and
- Monitor and review – the ongoing process to ensure risk levels remain at an acceptable level.

It is suggested that the Shire develop a “top-down” process with the development of a policy and strategy that identifies corporate commitment to risk management.

### 5.3 Risk Management Framework

Within the Risk Management Plan, the Shire needs to develop an organisational wide approach to risk management. The Plan usually consists of a Risk Management Framework, a Risk Management Committee responsible for monitoring the ongoing progression and implementation of the agreed program, Schedule of Identified Priority Risk Exposures, a Risk Register and is to be supported by an Action Plan.

This framework is designed to ensure that:

- All significant operational and organisational risks are understood and identified;
- The highest risks are identified and addressed;
- Risk reduction treatments are implemented which best meet business needs; and
- Responsibilities for implementing, evaluating and managing risks are allocated to specific staff and reporting regimes adopted

### 5.4 Risk Assessment

The Risk Management Plan needs to consider a diverse range of potential risks faced by the Shire, all of which may have some impact on the Shire’s asset portfolio in some way, including:

- Financial Risk (lack of funding or fraudulent application of funds);
- Policy Risk (inadequate policy formulation);
- Legislative Risk (failure to comply with relevant legislative requirements);
- Regulatory Change (dynamic nature of the legislative environment);
- Physical Risk (damage to or loss of Shire assets including building infrastructure);
- Insurance Risk (failure to hold adequate and appropriate insurances);
- Environmental Risk (risk of damage to the Shire’s natural environment);
- Planning Risk (inappropriate or indefensible Planning decisions);
- Personnel Risk (injury risk to employees, contractors or visitors);
- Business Interruption (inability to continue to deliver expected services);
- Technology Risk (loss of corporate knowledge and systems failure);
- Events Risk (risks associated with holding events);
- Public Liability (risk of litigation for public liability matters);
- Professional Risk (litigation risk arising from the action/statements of professional officers / members); and
- Infrastructure Risk (risk of major infrastructure failing due to insufficient maintenance).

There are five generic steps to be undertaken in Risk Management and they are as follows:

- Step 1 - Risk Context - Risk Criteria and Consequence of Risk;
- Step 2 - Risk Identification;
- Step 3 - Risk Analysis;
- Step 4 - Risk Evaluation; and
- Step 5 - Risk Treatment.

Acknowledging that the Shire has yet to formalise this requirement, typical steps are quoted below for future consideration by the Shire.

### Step 1: Context – Risk Criteria and Consequences of Risk

Across most Local Government Councils within Western Australia, several “key” risk criteria have been identified as being relevant to the management of asset networks.

Criteria	Criteria Name	Criteria Definition
C1.	Personal Injury	Refers to injurious effect upon a person as a consequence of a risk event occurring - ranging from minor (requiring no first aid treatment) through to loss of life at its most extreme.
C2.	Financial Loss	Relates to an adverse monetary impact on the Shire as a consequence of a risk event occurring.  A grading is assigned to different levels of potential loss relative to the significance of the impact on the Shire’s ongoing operations and its ability to deliver expected services.
C3.	Environmental Damage	Includes any detrimental impact upon the natural environment within the Shire.  This includes pollutant spillages and leakages, failure to maintain or enhance the natural environment within the Shire or its connections with its natural or municipal neighbours.
C4.	Legislative Breach	Refers to failure to comply with statutory obligations in the manner in which the Shire, its officers and Elected Members conduct its business and make its decisions and determinations.  This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
C5.	Business Interruption	Incorporates the impact of events which impinge upon the Shire’s capacity to deliver expected services to the community.  These interruptions can range from minor inconvenience requiring an alternative method of service delivery being employed through to forced loss of ability to provide multiple services to all or some of the community.  Knowledge loss, technological failure and property damage will also contribute to this outcome.

Criteria	Criteria Name	Criteria Definition
C6.	Damage to Reputation	<p>Deals with adverse impact upon the professional reputation and integrity of the Shire and its representatives whether those persons be appointed or elected to represent the Shire.</p> <p>The outcome can range from a letter of complaint through to a sustained and co-ordinated representation against the Shire and or sustained adverse comment in the media.</p>

**Table 16: Risk Criteria Table**

The establishment of risk management criteria is one of the most important steps in the risk management process as it sets the framework for consistent risk decision-making. The above criteria are able to be used to determine the “consequence” of the risk in the “Risk Consequence Ratings Table”.

**Step 2: Risk Identification**

To establish organisational buy-in prior to the first Committee meeting, a list of unique identified risks should be developed to advise of potential consequences of each risk, in conjunction with the nominated Risk Coordinator. This identification will assist the Shire in determining existing controls and provide comment as to their effectiveness (i.e. Effective or Ineffective).

It was not expected that all risks to the Shire would be identified as part of this process, but is considered that it would provide the Committee with a catalogue of risks from which to structure a viable and ‘user friendly’ framework for Risk Management, now and in the future.

The initial framework for identifying risks should highlight the need to address risks other than those relating to incidents of emergency or disaster. This is specifically emphasised to ensure that the focus of the Committee is to be based more on strategic issues with an organisational impact such as knowledge risk, business risk, planning risks, environmental risks, technological risks, etc.

The Shire currently has in place a detailed Emergency and Disaster Plan, which is conveyed to all staff at the point of induction. Ongoing training and ‘mock’ drills are required to be conducted on a periodic basis to ensure awareness of the Shire’s Emergency procedures. The Emergency and Disaster Plans exist as discrete processes outside the Shire’s Risk Management processes and are subject to ongoing review.

Risk Reviews are currently required to be undertaken by all Departmental work groups. Once compiled by the responsible Managers, the Departmental Risk Reviews are to be consolidated into a single document. The Committee is to review each of the suggested risk exposures and determine which risks were relevant to the task. Duplications are to be identified and consolidated into more generic groupings. Accordingly, this dimension is to be quarantined from other risks in the process.

Consistently recurring themes of ‘Risk Event Outcomes’ are to be established and it is considered that these could be utilised as an easy means of grouping, as part of the Analysis and Evaluation process. The ‘Risk Event Outcomes’ generically identified within Local Government are:

- Business Interruption
- Personal Injury
- Fatality
- Financial Loss

- Reputation
- Social Loss
- Property Damage
- Knowledge Loss
- Legislative Risk

**Step 3: Risk Analysis**

After a draft list of Identified Risks has been established, the Committee is required to develop a structure by which each identified risk could be assessed, based on the consequences (impact) to the organisation ‘should’ an incident occur and the ‘likelihood’ of that incident occurring.

The criteria chosen needs to be relevant to the organisation, cover a variety of key issues, be easily measurable and easily comparable to each other. The wording of the criteria also has to be sufficient to allow all levels of the organisation to relate to each of these aspects.

The Committee is required to draft a set of criteria based on the model identified in the Risk Management Standard. The established criteria indicated below focuses on six (indicative) event outcomes which may potentially be experienced across the Organisation, these being Personal Injury, Financial Loss, Environmental Impact, Legislative Breach, Business Interruption and Reputation.

Further consideration must be given to the likelihood of these events occurring within the Shire’s working environment.

The final stage of this process is to develop a matrix with which to determine the level of each risk occurring. The level of risk is calculated by cross-referencing the most relevant consequence and likelihood of a risk and assessing whether a risk exposure is Extreme, High, Medium or Low. The Committee is to consider if the Risk Matrix shown in the Standard requires customisation to reflect the needs of the Shire in assessing risks, as demonstrated below:

Risk No.	Risk Name	Risk Definition
R1.	Asset Identification	This is the risk associated with failing to identify all building assets under the care control and management of the Shire.
R2.	Financial Management	This is the risk associated with failing to accurately identify the financial resources required to manage the building network.
R3.	Achievement	This is the risk associated with failure to achieve the objectives of the long term financial Plan and annual Plan aimed at managing the building network.
R4.	Loss of Service	This is the risk associated with loss of service to the community through the failure of any link in the building network.
R5.	Legislative Compliance	This is the risk associated with failure to meet minimum standards of legislative compliance in relation to provision of building infrastructure.
R6.	Grant Qualification	This is the risk associated with failure to be in position to make best use of available State and Federal Government grants associated with

Risk No.	Risk Name	Risk Definition
		the provision and maintenance of building infrastructure.
R7.	Design and Construct Criteria	This is the risk associated with a failure to design and/or construct any Building (or component) to meet the required level of service objectives for that building infrastructure.

Table 17: Risk Identification Table

**Step 4: Risk Evaluation**

The risk analysis considers both the likelihood and consequence of events and asset risks. The probability that a risk could occur can be considered using the “Risk Likelihood Ratings Table” below:

Code	Likelihood of Occurrence	Current Probability of Condition Based Occurrence	Equivalent Statistical Probability
<b>A</b>	Almost Certain	Within 1 year	0.9
<b>B</b>	Likely	Within 2 years	0.7
<b>C</b>	Moderate	Within 3 - 10 years	0.2
<b>D</b>	Unlikely	Within 10 - 20 years	0.05
<b>E</b>	Rare	> 20 years	0.02

Table 18: Risk Code Table 1

	C1 Direct Repair Costs	C2 Environmental Impact	C3 Safety and Health	C4 Public Standing	C5 Property Damage	C6 Third Party Service Provision	C7 Loss of Service
<b>1. Insignificant</b>	<\$5,000	Small reversible environmental harm, permitted by development approval.	No safety or health impact. Injury managed by first aid.	No media attention of damage to reputation.	<\$5,000	<20 Customer hours. Very localised. Little disruptive effect.	<20 Customer hours. Very localised. Little disruptive effect.
<b>2. Minor</b>	\$5,000 To \$20,000	Localised, non-persistent flooding which dissipates or disperses. Localised damage.	Minor safety or health impact on small number of people. Injury dealt with by Doctor, no hospitalisation.	Minimal media attention but minor damage to image in the eyes of a small group of people. May be some local coverage but not front page.	\$5,000 To \$20,000	20 – 500 customer hours. Inconvenience to a small group of residents.	20 – 500 customer hours. Inconvenience to a small group of residents.
<b>3. Moderate</b>	\$20,000 To \$50,000	Serious damage or flooding. Loss of assets.	Serious safety or health impact on small number of people. Injuries require	Negative local media coverage. Community concerned about Council	\$20,000 To \$50,000	500 to 20,000 customer hours. Small disruption to a wider group.	500 to 20,000 customer hours. Small disruption to a wider group.

	C1 Direct Repair Costs	C2 Environmental Impact	C3 Safety and Health	C4 Public Standing	C5 Property Damage	C6 Third Party Service Provision	C7 Loss of Service
			hospitalisation Minor impact on large number of people.	performance.			
4. Major	\$50,000 To \$100,000	Damage to or loss of a regionally or nationally important asset. Large scale local loss of assets.	Extensive injuries or significant health or safety impacts, single fatality.	Negative national media coverage. Major decrease in community support. Loss of key staff.	\$50,000 To \$100,000	20,000 to 50,000 customer hours. Significant effect on large group. Political involvement.	20,000 to 50,000 customer hours. Significant effect on large group. Political involvement.
5. Catastrophic	> \$100,000	Loss of a nationally significant asset.	Widespread safety or health impacts, multiple fatalities.	Negative international media coverage, loss of community support. External enquiry. Appointment of Commissioner.	>\$100,000	More than 50,000 customer hours. Significant effect to community at large. Community alienation.	More than 50,000 customer hours. Significant effect to community at large. Community alienation.

Table 19: Risk Code Table 2

The results of considering the probability and consequence of the risk provide a risk rating of 'low' (green), 'moderate' (yellow), 'high' (light blue), or 'extreme' (red), as a result occurring, are shown in the table below:

LIKELIHOOD	CONSEQUENCES				
	1	2	3	4	5
	Insignificant	Minor	Moderate	Major	Catastrophic
A. Almost Certain	H	H	E	E	E
B. Likely	M	H	H	E	E
C. Moderate	L	M	H	E	E
D. Unlikely	L	L	M	H	E
E. Rare	L	L	M	H	H

Table 20: Risk Probability Table

In completing an initial evaluation of the identified risks, it should be recognised that each risk could have more than one outcome and that each outcome could generate a different level of risk. This highlights the need to evaluate each event outcome separately.

The Committee is required to draft a set of event outcomes that are to be aligned with the established criteria as part of the analytical process. The indicative established criteria below focuses on six

(indicative) event outcomes which may potentially be experienced across the Organisation, these being:

- Personal Injury (Personal Injury/Fatality);
- Financial Loss (Financial Loss/Property Damage);
- Environmental Impact (Environmental);
- Legislative Breach (Failure to comply with relevant legislation);
- Business Interruption (Business Interruption/Knowledge Loss); and
- Reputation (Damage to the Shire’s reputation).

The only outcome which does not comfortably slot into this consolidated listing is Social Loss. Although a valid risk event outcome, it applies only to a very small number of risks and it has proven very difficult to objectively quantify. Accordingly, the Committee may consider that it still had to be further analysed to determine its merits within the framework.

This phase of the project requires the Committee to re-evaluate the identified risks in this context and complete a review of the level of risk assigned to each event, to determine whether appropriate.

Following this review, the data is to be compiled onto a Draft Risk Register aligned to the Strategic Plan. The highest ranked risk exposures then identified using a classification hierarchy as detailed below are:

- Controls identified as ineffective;
- Extreme or High Level of Risk;
- Major Level of Consequence; and
- At least ‘Possible Level of Event Likelihood’.

Using this hierarchy, the highest ranked items are determined to be the risks to be recommended for resourcing in the short term. Recognising the limitations of finite resources and the effectiveness of the existing practices and controls, it is considered that other levels of risks are acceptable to the organisation in the present term. Regular re-assessment of the risks will be conducted to ensure the suitability of the existing controls.

**Step 5: Risk Treatment**

Once the risks have been assessed and rated, the most significant risks (e.g. those of extreme or high risk) are to be isolated for treatment or control.

Risk Rating	Risk Rating Score	Control
Extreme Risk	>15	Respond within one hour. Immediate action required.
High Risk	10 - 15	Respond within one hour. Priority action required.
Moderate Risk	5 - 10	Respond within one hour. Make safe and programme remedial action as soon as possible.
Low Risk	1 - 3	Respond within one hour Make safe and remediate as part of routine maintenance.

**Table 21: Risk Rating Table 2**

The Shire's staff have commenced but are yet to formalise a Schedule of Potential Treatments for each prioritised risk based upon the framework for Risk Treatment included in the Risk Management Standard.

When formed, the Committee's role is not to make any final determinations as to the required treatments but to make recommendations to EMT as to possible treatments to be applied. This decision is to be based on recognition that the treatment options are dependent on funding, viability and resources available across the organisation. Accordingly, they must be considered in conjunction with other competing priorities.

It is proposed that, through EMT, suitable treatments are to be endorsed and resourced for implementation. Responsibility for the implementation of the treatment will be determined by EMT, based on the (future) Risk Management Committee recommendations. Suitable timeframes for implementation are to be allocated and resourcing incorporated in the Annual Organisational Plan and included in the individual business units' Departmental Plans.

### **Conclusion**

Despite a challenging timeframe necessary to integrate with other Corporate Planning processes, the Risk Management Committee must be established to conduct a thorough and objective assessment of the Shire's risk exposures resulting in a clearly documented process and Risk Management Plan as a matter of urgency.

The process set in place is clear, precise and will assist all staff with determining how best to handle risks throughout the organisation, whilst minimising losses to the Shire.

Post completion of an initial assessment, the Committee is to be responsible for monitoring the ongoing progression and implementation of the agreed program. Departmental Managers need to be assigned agreed risk priorities relevant to their area and asked to incorporate these initiatives into their Departmental Business Plans.

The Risk Management Committee should provide guidance and mentoring to the business units in implementing the necessary controls/risk treatments. Following implementation of the treatments, a review of the controls should be undertaken and the risk exposure reassessed in light of these controls.

It is strongly recommended that the Council consider the following requirements within the context of the (outstanding) Risk Management Plan:

- a) The Risk Register be developed and endorsed;
- b) The Schedule of Identified Priority Risk Exposures be developed and endorsed;
- c) The Identified Risks be assigned to the responsible Officers; and
- d) That appropriate resourcing to permit the successful implementation of the suggested Risk Treatments be developed and included in departmental budgets.

***Recommendation 7. That the Shire of Wyndham - East Kimberley establish a Risk Management Committee with the task of developing a Risk Management Framework and a Risk Management Plan.***

## 6.0 Lifecycle Management

One of the goals of Asset Management is to predict the whole- of -life costs of assets over a long term period (20 years), so that renewal demand can be incorporated into Councils long term financial planning.

Costs are incurred from the inception to disposal of an asset. These costs include construction, operations, maintenance, renewal, capital upgrades and finally disposal.

Long term asset renewal and maintenance costs are determined by modelling the lifecycle of the asset, using a predictive model such as the Moloney Renewal model, which has been utilised for this plan.

Assets are modelled at network level, that is, the analysis is performed on groups of like assets, not on an individual asset basis.

Assets are modelled on the assumption that they have finite lifespans. For modelling purposes, the asset is broken down into two or more components according to the lifespan of the component. The overall asset lifespan is taken to be the lifespan of the most durable component. Each component has a different life span.

The modelling inputs are a range of variables that influence the predicted renewal & maintenance costs. These include: the quantities, asset component lifespan, the component condition, the component deterioration curve, component replacement cost, current maintenance costs and intervention condition rating.

The output from the model is a predicted cash flow of costs to renew and maintain the asset class to a desired level of service.

A range of strategies can be applied to the management of the operations, maintenance and capital expenditure. Where available these are included in this plan.

Note: the figures used in this document are in 2011 \$. There are no allowances for inflation.

Details of each of the five main asset classes – Roads, Footpaths, Drains, Parks and Buildings are examined in this section.

### 6.1 Physical Parameters

The Shire has care control and responsibility for over **\$659.8m** of Infrastructure Assets (\$302.6m in depreciable assets). This information is compiled from existing databases and asset registers. Some of this information is incomplete and/or out of date or not known.

### 6.1.1 Roads

Road - Formation	Length (m)	Area (m <sup>2</sup> )	Renewal Estimate (\$)	Data Rating
Sealed Road Formation Regional Dist.	0	0	0	C
Sealed Road Formation Local Dist.	211,374	2,536,488	76,094,640	C
Sealed Road Formation Access	18,210	218,520	6,555,600	C
Unsealed Road Formation Regional Dist.	58,620	879,300	17,586,000	C
Unsealed Road Formation Local Dist.	318,820	3,825,840	76,516,800	C
Unsealed Road Formation Access	713,400	8,560,800	171,216,000	C
<b>Total Road - Formation</b>	<b>1,320,424</b>	<b>16,020,948</b>	<b>347,969,040</b>	

Road - Pavement	Length (m)	Area (m <sup>2</sup> )	Renewal Estimate (\$)	Data Rating
Sealed Road Pavement Regional Dist.	0	0	0	C
Sealed Road Pavement Local Dist.	211,374	2,113,740	42,274,800	C
Sealed Road Pavement Access	18,210	182,100	3,642,000	C
Unsealed Road Pavement District Dist.	58,620	586,200	2,931,000	C
Unsealed Road Pavement Local Dist.	318,820	3,188,200	15,941,000	C
Unsealed Road Pavement Access	713,400	7,134,000	35,670,000	C
<b>Total Road - Pavement</b>	<b>1,320,424</b>	<b>13,204,240</b>	<b>100,458,800</b>	

Road - Seal	Length (m)	Area (m <sup>2</sup> )	Renewal Estimate (\$)	Data Rating
Spray Seal District Distributor	0	0	0	C
Spray Seal Local Distributor	211,374	1,479,618	8,877,708	C
Spray Seal Access	713,400	4,993,800	29,962,800	C
Asphalt Seal District Distributor	0	0	0	C
Asphalt Seal Local Distributor	0	0	0	C
Asphalt Seal Access	0	0	0	C
<b>Total Road - Seal</b>	<b>924,774</b>	<b>6,473,418</b>	<b>38,840,508</b>	

Road - Kerb	Length (m)	Area (m <sup>2</sup> )	Renewal Estimate (\$)	Data Rating
Kerb Seal Access	42,753		1,282,590	C
<b>Total Road - Kerb</b>	<b>42,753</b>		<b>1,282,590</b>	
<b>Total Roads</b>	<b>3,608,375</b>	<b>35,698,606</b>	<b>488,550,938</b>	

Table 22: Road Infrastructure Summary

Structural Component	Renewal Estimate (\$)	%
Road - Formation	347,969,040	71.22%
Road - Pavement	100,458,800	20.56%
Road - Seal	38,840,508	7.95%
Road - Kerb	1,282,590	0.26%
<b>Total</b>	<b>488,550,938</b>	<b>100.00%</b>

Table 23: Road Values by Structural Component

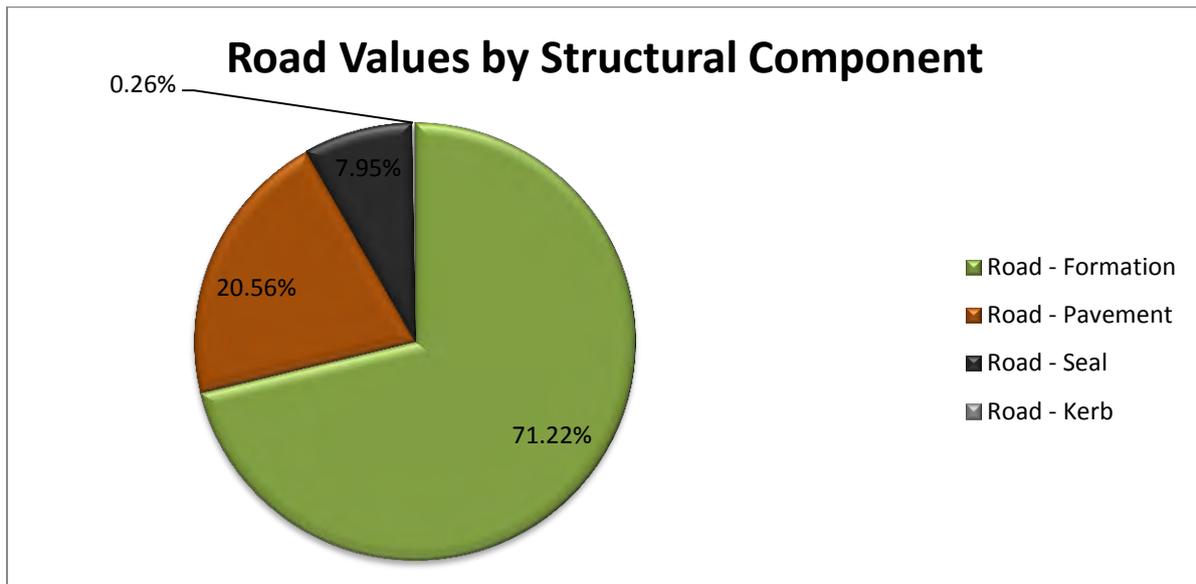


Figure 13: Road Renewal Estimate by Structural Component

Seal Type	Area (m <sup>2</sup> )	Renewal Estimate (\$)	%
Spray Seal	6,473,418	45,916,800	100.00%
Asphalt Seal	0	0	0.00%
<b>Total</b>	<b>6,473,418</b>	<b>45,916,800</b>	<b>100.00%</b>

Table 24: Seal Type

Road Values by Hierarchy	Renewal Estimate (\$)	%
Regional Distributor	20,517,000	4.20%
Local Distributor	219,704,948	44.97%
Access	248,328,990	50.83%
<b>Total</b>	<b>488,550,938</b>	<b>100.00%</b>

Table 25: Road Values by Road Hierarchy

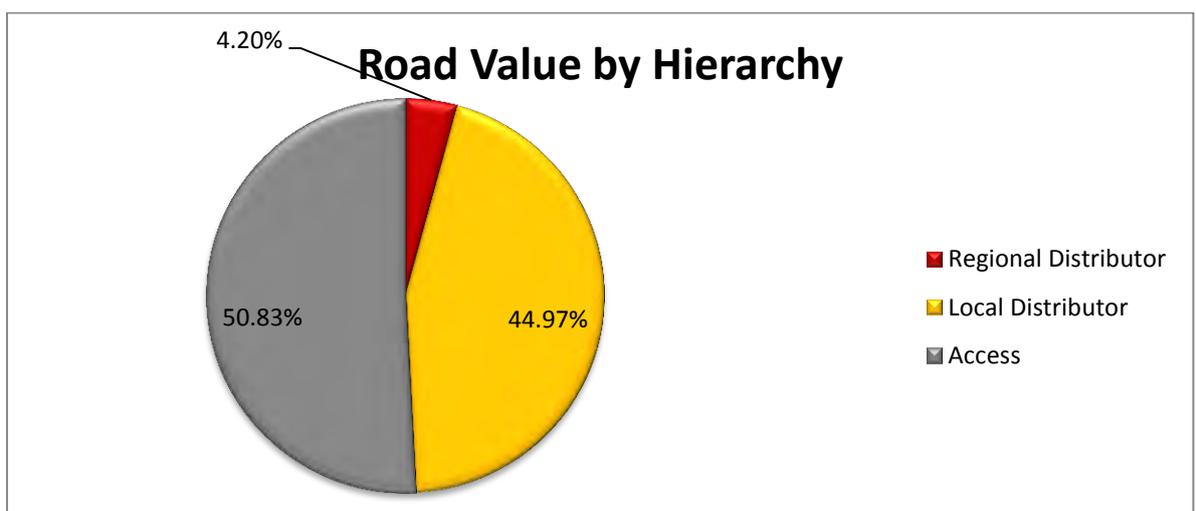


Figure 14: Road Renewal Estimate by Hierarchy

### 6.1.2 Pathways

Pathways	Length (m)	Area (m <sup>2</sup> )	Renewal Estimate (\$)	Data Rating
Unclassified surface type	5,850	11,700	585,000	C
Spray Seal	494	665	9,975	C
Concrete Slab	480	804	40,200	C
Insitu Concrete	16,430	28,453	2,276,240	C
Brick Paving	260	733	43,980	C
<b>Total Pathways</b>	<b>23,514</b>	<b>42,355</b>	<b>2,955,395</b>	

Table 26: Pathway Infrastructure Summary

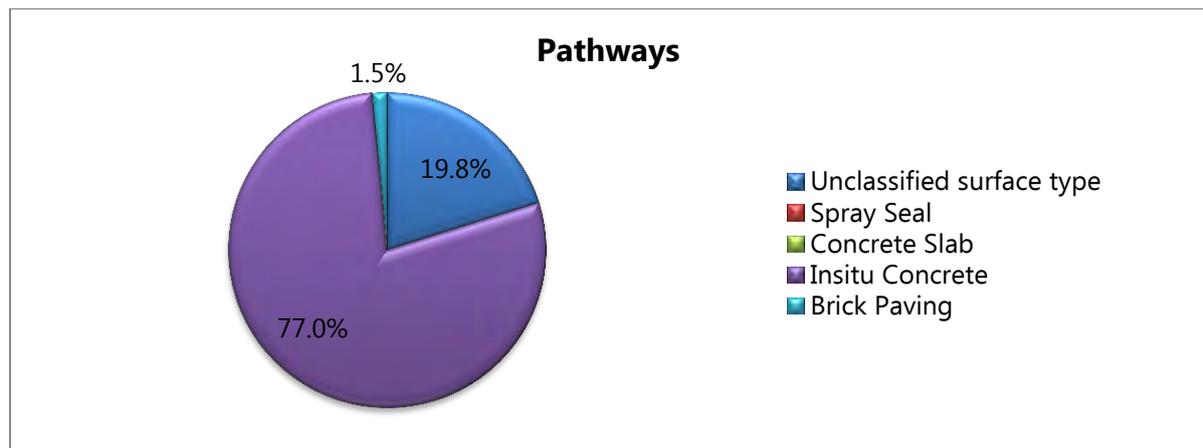


Figure 15: Pathways by Construction Type

### 6.1.3 Storm Water

Storm Water	Number	Length	Area	Renewal Estimate (\$)	Data Rating
Bridges	11	301	1,896	18,960,000	C
Culverts	446			3,122,000	C
Pits	700			1,960,000	D
Pipes		15,000		6,000,000	D
<b>Total Storm Water</b>				<b>30,042,000</b>	

Table 27: Storm Water Infrastructure Summary

### 6.1.4 Buildings

Buildings	Number	Renewal Estimate (\$)	Data Rating
Residential Dwellings	21	10,241,896	C
Amenities Blocks	8	929,513	C
Community Facilities	6	15,655,676	C
Halls	2	3,579,519	C
Heritage Buildings	0	0	C
Municipal Buildings	11	32,484,205	C
Sporting Facilities	2	3,245,509	C
<b>Total Buildings</b>	<b>50</b>	<b>66,136,318</b>	C

Table 28: Building Infrastructure Summary Classified by Type

Buildings	Long Life Structure	Short Life Structure	Roof	Mechanical Services	Fit out
Residential Dwellings	0	6,657,232	512,095	512,095	2,560,474
Amenities Blocks	0	604,183	46,476	46,476	232,378
Community Facilities	0	10,176,189	782,784	779,059	3,895,294
Halls	0	2,326,687	178,976	178,976	894,880
Heritage Buildings	0	0	0	0	0
Municipal Buildings	0	18,621,731	1,197,922	1,432,441	7,162,204
Sporting Facilities	0	2,109,581	152,345	152,345	761,727
<b>Total Buildings</b>	<b>0</b>	<b>40,495,605</b>	<b>2,870,598</b>	<b>3,101,392</b>	<b>15,506,958</b>

Table 29: Building Infrastructure Summary Classified by Major Component

### 6.1.5 Parks & Reserves

Parks & Reserves	Number	Length	Area	Renewal Estimate (\$)	Data Rating
Play Equipment	5			311,537	C
Active Playing Fields			53,438	2,671,916	B
Passive Recreation Areas			213,130	4,262,600	B
Fencing		5,000		1,250,000	D
Reticulation Pipes		25,000		2,000,000	D
Reticulation Solenoids	50			22,500	D
Reticulation Pumps	4			32,000	A
Lighting	40			600,000	D
<b>Total Parks &amp; Reserves</b>				<b>11,150,553</b>	

Table 30: Parks Infrastructure Summary

### 6.1.6 Miscellaneous

Miscellaneous	Number	Length	Area	Renewal Estimate (\$)	Data Rating
Runway Formation			91,928	9,192,800	B
Runway Pavement			91,928	2,757,840	B
Runway Seal			91,928	1,378,920	B
Taxiway Formation			47,155	4,715,500	B
Taxiway Pavement			47,155	1,414,650	B
Taxiway Seal			47,155	707,325	B
Apron Formation			63,883	6,388,300	B
Apron Pavement			63,883	1,916,490	B
Apron Seal			63,883	958,245	B
Runway Lighting	2			1,500,000	D
Boatramps	5			1,250,000	B
Jetties			1,600	6,400,000	B
<b>Total Miscellaneous</b>				<b>30,807,410</b>	

Table 31: Miscellaneous Infrastructure Summary

### 6.1.7 Infrastructure Summary

Infrastructure Summary	Renewal Estimate (\$)	%
Roads	488,550,938	77.59%
Pathways	2,955,395	0.47%
Buildings	66,136,318	10.50%
Storm Water	30,402,000	4.77%
Parks & Reserves	11,150,553	1.77%
Miscellaneous	30,807,410	4.89%
<b>Total Infrastructure</b>	<b>629,642,614</b>	<b>100.00%</b>

<b>Total Infrastructure (ex Formation)</b>	<b>269,149,634</b>
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Table 32: Infrastructure Summary

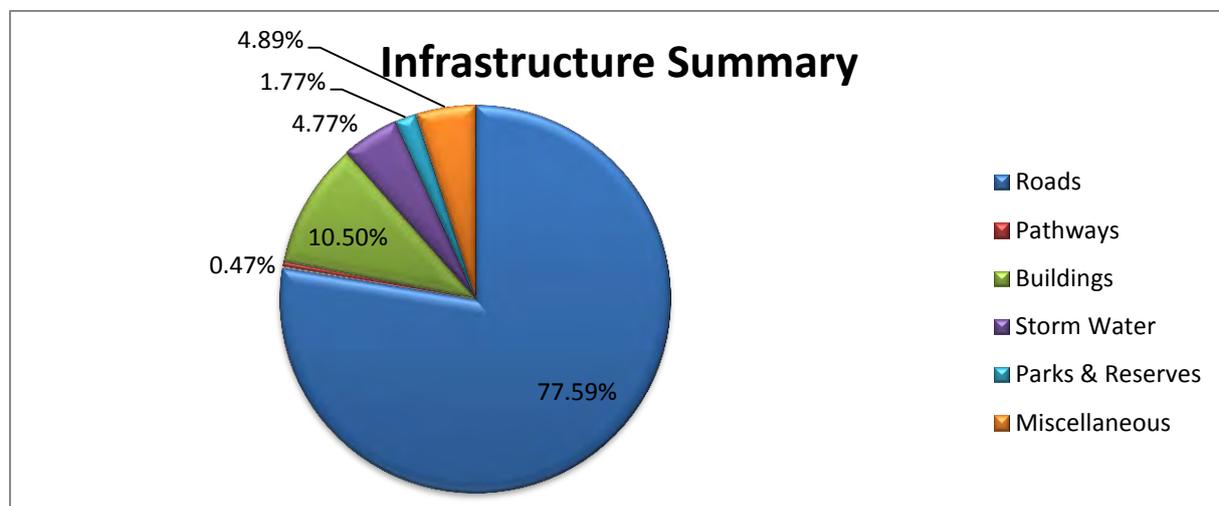


Figure 16: Infrastructure Summary

## 6.2 Ownership Function

The Shire, having care control and responsibility for an extensive network of assets, is responsible for a number of functions. The ownership functions include:

- Maintenance;
- Operations;
- Renewal/Refurbishment;
- Upgrade/Improvements;
- Provision of New Assets; and
- Rationalisation and Disposal of Assets.

Like most local governments, the Shire approaches the funding of assets in several different ways. For example, buildings are usually located on either freehold land owned by the Shire or reserve land vested in the Shire (land controlled by the local authority).

It is common practice for local government to have a core group of buildings that are included on the financial asset register and which the operating, maintenance and renewal of the building is funded 100% by the Council. Examples of these types of buildings are the Administration Building, Depot, Library, etc.

Then there are other buildings which are located on land controlled by the local authority, however funding of operation, maintenance and renewal is often the responsibility (to varying degrees) of third party organisations such community or sporting groups and lessees.

Nonetheless, if a building is located on land controlled by the local government, ultimate ownership rests with the local government unless there is a lease in place that sets out that any leaseholder improvement to the land remains the property of the lease holder and is to be removed at the leaseholder's expense at the end of the lease.

It is recommended that the Shire collects data and classifies assets into areas of responsibility, then details those responsibilities in the Operation and Maintenance Strategy and the Renewal and Replacement Strategy. An example format for buildings is shown below. This format can be adapted for all asset classes.

### **Council – Full Responsibility**

The following buildings and structures are located on land controlled by the Shire and are the responsibility of the Shire to fund Operation, Maintenance, Renewal and Upgrade.

Build ID	Building Name	Location	Responsibility
	To be populated		

**Table 33: Buildings 100% Funded by the Shire**

### **Council – Partial Responsibility**

The following buildings and structures are located on land controlled by the Shire and the Shire has partial responsibility to fund Operation, Maintenance, Renewal and Upgrade with the remainder the responsibility of third parties. The following table lists the percentage of activities that are the responsibility of the third party organisation, the remainder (if any) is the responsibility of Council to fund. Please refer to the Life Cycle strategies.

Build ID	Building Name	Location	O	M	R	U	Responsibility
B1234	E.g. Wombat Football Club	Wombat Oval	100%	50%	25%	100%	Wombat Football Club
	To be populated						

**Table 34: Buildings Partially Funded by the Shire**

### **Council – No Responsibility**

The following buildings and structures are located on land controlled by the Shire and the Shire has no responsibility to fund Operation, Maintenance, Renewal and Upgrade, the responsibility for which lies with third parties.

Build ID	Building Name	Location	Responsibility
	To be populated		

**Table 35: Buildings that are not the Responsibility of the Shire to Fund**

**Recommendation 8.** *The Shire of Wyndham – East Kimberley develops and maintains a comprehensive record of asset responsibilities.*

### 6.3 Asset Capacity / Performance

Measuring the capacity/performance of an asset means to objectively evaluate policy and strategic objectives and outcomes against the required level of service. Performance management that is based on reliable and timely performance information provides a foundation for informed decision-making, planning, implementation and review.

Performance assessment will assist in ensuring that assets effectively support service delivery requirements and are used in a cost effective and sustainable manner.

Performance criteria and measurement tools influence the following asset management processes and decisions:

- Asset strategic planning to meet whole-of-Government requirements and Shire priorities;
- Planning decisions prior to procurement and investment, including the development of business cases for funding bids;
- Disposal and rationalisation decisions;
- Replacement and maintenance decisions;
- Renewal/refurbishment decisions; and
- Benchmarking and continuous improvement.

The Shire does not currently measure the performance of its assets. Performance criteria need to be developed to enable objective assessment of each asset, against criteria that meets the Shire strategic objectives and outcomes, and the required technical and community level of service set for each (i.e. against level of service).

The following key principles underpin the effective asset performance information of each building asset:

**Purpose** - Identify end users of the information and how the information will be used prior to commencing any data collection. This will ensure that performance information is relevant and targeted at the appropriate areas so that the benefits of performance measurement are optimised.

**Context of performance information** - Asset performance information should be complemented with other appropriate qualitative and statistical contextual information relevant to service delivery objectives and operating environments to ensure that valid and reliable conclusions are drawn from the analysis of the performance information. Asset performance information used in isolation from other contextual information may lead to incorrect or misleading conclusions.

**Quality of performance data** - The quality of data from which performance information is derived will determine the quality of outcomes obtained through performance measurement and analysis. Therefore performance data should be:

- Valid (actual measures or is an acceptable assessment of the designated performance indicator);
- Reliable (does not vary significantly under set conditions);
- Accurate (provides a true representation of the unit of measure);
- Timely (available when required); and
- Current (up-to-date for the purpose).

Cost and value of performance information - The cost to collect, analyse and report on performance information can be significant. The value and benefits of collecting and pursuing optimum levels of reliable and accurate performance information should be carefully weighed against the cost of doing so. In instances where the costs outweigh the benefits, applying alternative performance information within appropriate cost-benefit parameters may need to be considered.

Continuity and consistency of performance measurement - Continuity is an important aspect of performance measurement as the performance of a physical asset changes over its life cycle. While 'snapshots' of performance for specific purposes are useful, the monitoring of trends over time is equally important, especially for assessing the performance of assets overall as opposed to individual components (which may have shorter life spans). Maintaining the continuity of performance information through trend monitoring enables assessment of the outcomes of asset decisions. The consistency of data is critical to the effective evaluation of performance information. Inconsistencies may lead to misleading interpretations and loss of credibility in the results of any analysis.

## 6.4 Asset Life

A key component of asset performance is asset life, the greater the performance of an asset component, the longer the life. A key aspect of asset management is determining optimum life for lowest lifecycle cost. The lives of each asset element/component utilised in the financial modelling undertaken in developing the AMP are as follows;

### 6.4.1 Road Pavement Life

Road - Pavement	Life
Sealed Road Pavement Regional Distributor	80
Sealed Road Pavement Local Distributor	80
Sealed Road Pavement Access	80
Unsealed Road Pavement District Distributor	20
Unsealed Road Pavement Local Distributor	20
Unsealed Road Pavement Access	20

Table 36: Life of Road Pavements

### 6.4.2 Road Seal Life

Road - Seal	Life
Spray Seal District Distributor	30
Spray Seal Local Distributor	30
Spray Seal Access	30
Asphalt Seal District Distributor	35
Asphalt Seal Local Distributor	35
Asphalt Seal Access	35

Table 37: Life of Road Seals

### 6.4.3 Road Kerbing Life

Road - Kerb	Life
Kerb	40

Table 38: Life of Road Kerbing

### 6.4.4 Pathway Life

Pathways	Life
Unclassified surface type	60
Spray Seal	30
Concrete Slab	50
Insitu Concrete	80
Brick Paving	40

Table 39: Life of Pathways

### 6.4.5 Storm Water Life

Storm Water	Life
Bridges	80
Culverts	80
Pits	60
Pipes	60

Table 40: Life of Storm Water

### 6.4.6 Building Life

Building Element	Life
Structure Long Life	80
Structure Shire Life	60
Roof	30
Mechanical Services	25
Fit out	30

Table 41: Life of Building Elements

### 6.4.7 Parks & Reserves Life

Parks & Reserves	Life
Play Equipment	25
Active Playing Fields	50
Passive Recreation Areas	80
Fencing	60
Reticulation Pipes	40
Reticulation Solenoids	30
Reticulation Pumps	30
Lighting	30

Table 42: Life of Parks & Reserves

### 6.4.8 Miscellaneous

Miscellaneous	Life
Runway Formation	
Runway Pavement	80
Runway Seal	20
Taxiway Formation	
Taxiway Pavement	80
Taxiway Seal	20
Apron Formation	
Apron Pavement	80
Apron Seal	20
Runway Lighting	15
Boatramps	50
Jetties	80

Table 43: Life of Miscellaneous Assets

## 6.5 Condition

Assets have a range of factors that influence their usability. From an asset management perspective, the various factors fall into one of the following groups:

- Fitness for Use; and/or
- Fitness for Purpose.

**Fitness for Use** is a measure of the asset's physical condition relative to its condition when first constructed or refurbished. This measurement takes account of the current condition of the physical integrity of the building asset. Future condition assessments should be based on Fitness for Use.

Common to all asset classes is the condition rating system used. The system used in this plan is a standard scale of 0-10, where 0 = new and 10 = total deterioration.

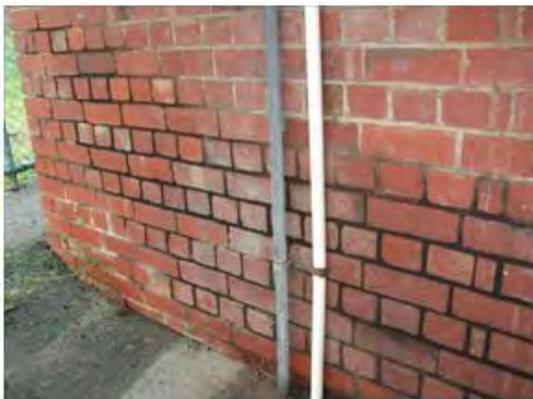
Condition Rating	Definition
0	New asset or component recently rehabilitated to new condition.
1	As New Condition, no visible signs of wear and tear or defects.
2	In excellent condition with only very slight condition decline (obvious no longer new).
3	In very good condition with some early signs of wear and tear commensurate with age and use.
4	In good condition with some obvious signs of wear and tear but no evidence of deterioration.
5	In fair condition, minor evidence of deterioration of the element which could potentially shorten life.
6	In fair to poor condition with significant evidence of deterioration of the element which could lead to failure.
7	In poor condition with evidence of minor isolated failure which will reduce future life,

Condition Rating	Definition
	maintenance costs high.
8	In very poor condition with evidence of multiple failures and the inability to continue to satisfactorily provide the original intended purpose.
9	In extremely poor condition with significant evidence of failure of the element and failure to provide design purpose.
10	Total failure, extreme risk in leaving asset in service.

**Table 44-Condition Rating Definitions**

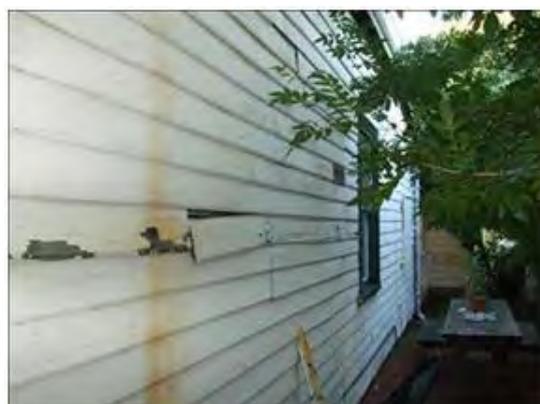
**Condition 6**

The following photographs show deterioration that is now becoming quite obvious. They are at a stage where their serviceability is starting to become limited with increasing maintenance costs.



**Condition 7**

The following photographs show significant problems that are at the point where intervention is required otherwise injury could be caused due to hazards. This deterioration would be starting to limit the serviceability of the asset with maintenance costs becoming high.



**Condition 8**

The examples below are affected by age or poor conditions. They are in very poor overall condition with their serviceability being heavily impacted and structural integrity being compromised. Maintenance costs would be very high. The asset would be at a point where its complete renewal would be considered.



**Condition 9**

Age and neglect of maintenance has heavily impacted on the buildings below. They are in extremely poor condition with severe serviceability problems. They are in need of renewal immediately.



**Fitness for Purpose** is a measure of an assets match to its current or intended use. It considers the minimum feature set required and additional features desirable to enhance the usability of an asset. Fitness for Purpose is tied to the **use** of the asset, rather than the asset itself and takes account of changing requirements for different features over time.

In terms of Fitness for Purpose, an asset initially fit for its intended purpose may cease to be so as standards and expectations change. Determination of an asset’s fitness for purpose has not currently been considered, but will be developed in future revisions of this plan.

**6.5.1 Current Condition**

The Shire has limited asset condition information. For the purposes of this 1<sup>st</sup> Cut plan, informed assumption has been made by staff based on their working knowledge of the asset portfolio and the default condition distribution profiles contained within the Moloney Model. Future versions of the AMP will include the results of actual condition surveys. Where condition data exists a Custom profile is noted (see Footnote 2 on page **Error! Bookmark not defined.**).

The default condition distribution profiles provided in the Moloney Model range from Very Good to Poor and distributed as follows;

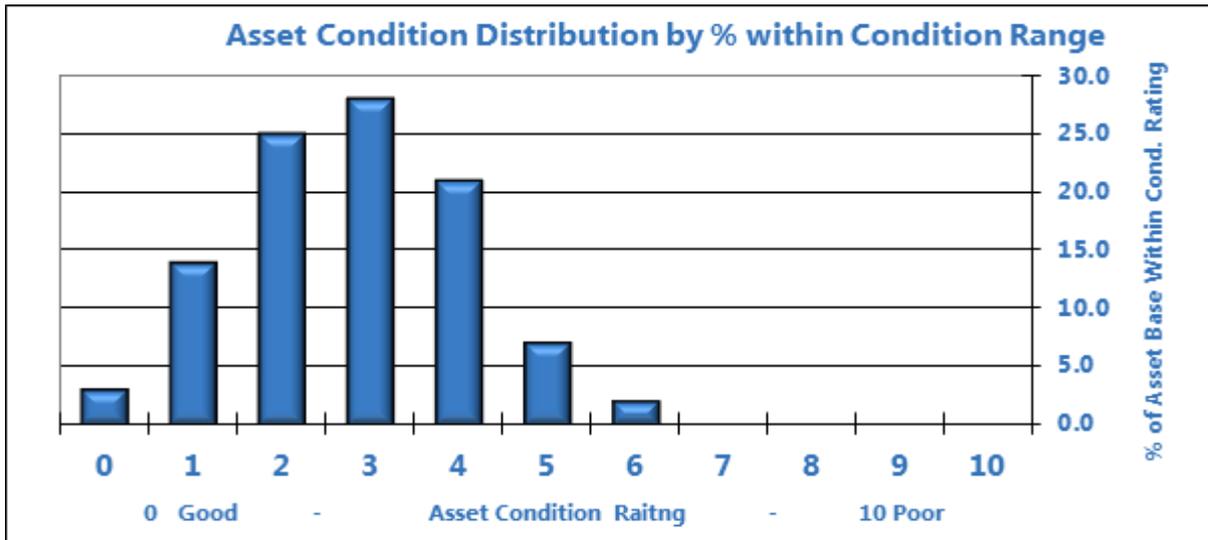


Figure 17: Very Good Default Condition Distribution

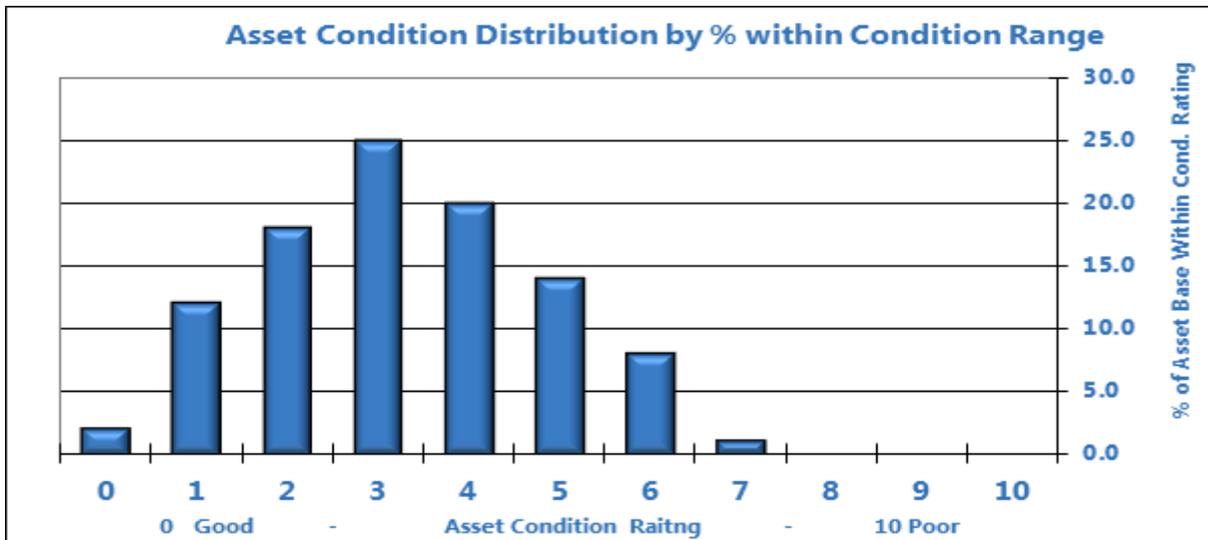


Figure 18: Good Default Condition Distribution

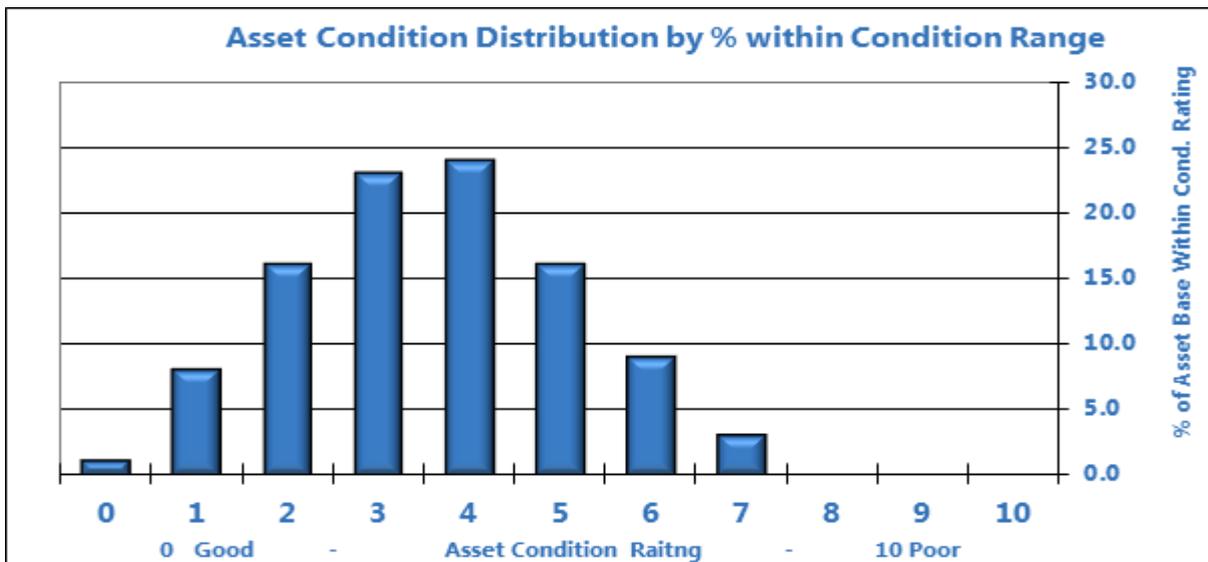


Figure 19: Above Average Default Condition Distribution

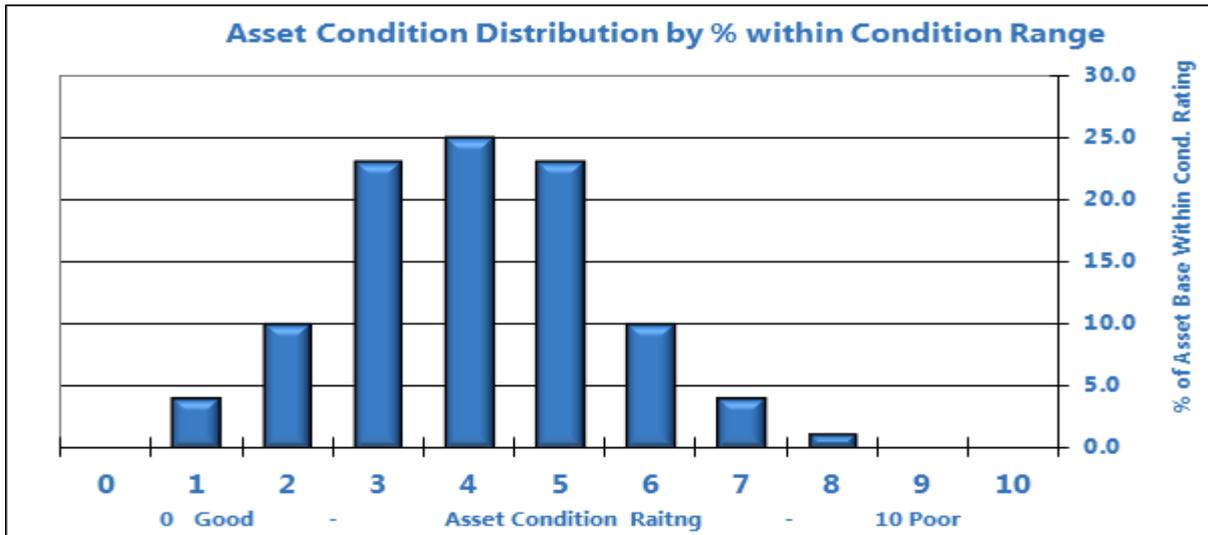


Figure 20: Average Default Condition Distribution

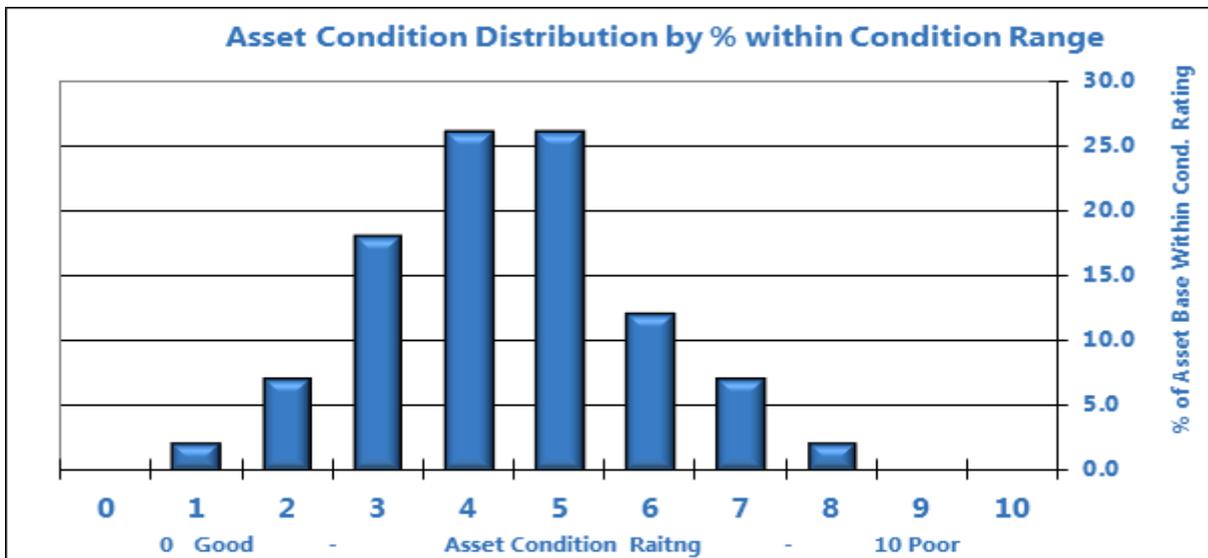


Figure 21: Below Average Default Condition Distribution

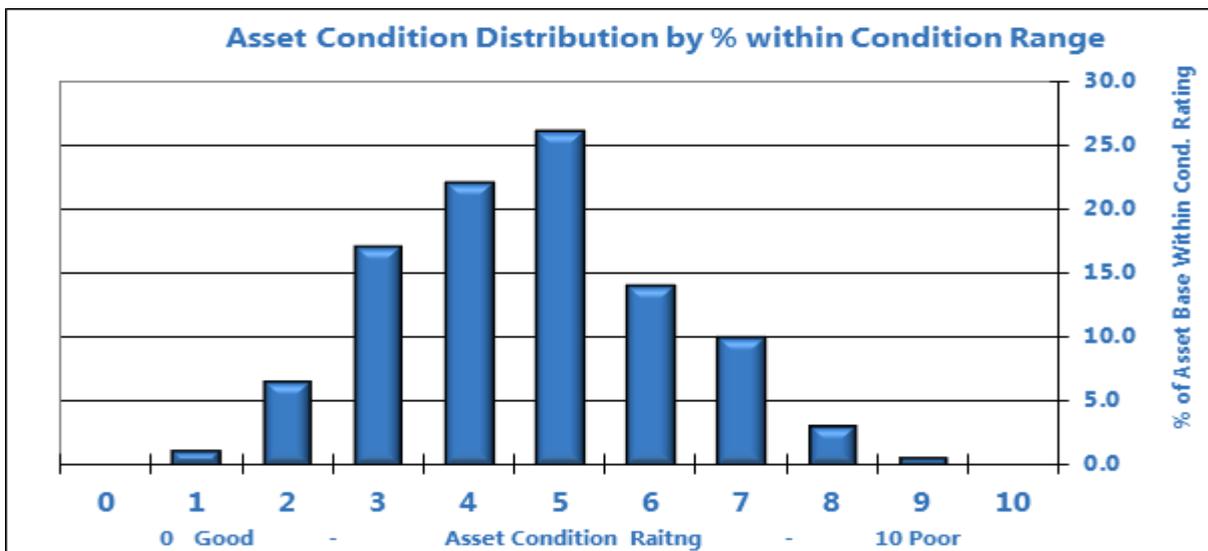


Figure 22: Poor Default Condition Distribution

**6.5.2 Selected Condition Profile of Road Pavements**

Road - Pavement	Default Condition
Sealed Road Pavement Regional Distributor	Not Modelled
Sealed Road Pavement Local Distributor	Average
Sealed Road Pavement Access	Average
Unsealed Road Pavement District Distributor	Average
Unsealed Road Pavement Local Distributor	Average
Unsealed Road Pavement Access	Average

Table 45: Default Condition Profiles Selected for Road Pavements

**6.5.3 Selected Condition Profile of Road Seals**

Road - Seal	Default Condition
Spray Seal District Distributor	Not Modelled
Spray Seal Local Distributor	Average
Spray Seal Access	Average
Asphalt Seal District Distributor	Not Modelled
Asphalt Seal Local Distributor	Not Modelled
Asphalt Seal Access	Not Modelled

Table 46: Default Condition Profiles Selected for Road Seals

**6.5.4 Selected Condition Profile for Road Kerbs**

Road - Kerb	Default Condition
Kerb	Average

Table 47: Default Condition Profiles Selected for Road Kerbs

**6.5.5 Selected Condition Profile for Pathways**

Pathways	Default Condition
Unclassified surface type	Below Average
Spray Seal	Average
Concrete Slab	Average
In situ Concrete	Average
Brick Paving	Above Average

Table 48: Default Condition Profiles Selected for Pathways

**6.5.6 Selected Condition Profile for Storm Water**

Storm Water	Condition
Bridges	Above Average
Culverts	Average
Pits	Average
Pipes	Good

Table 49: Default Condition Profiles Selected for Storm Water

### 6.5.7 Selected Condition Profile for Buildings

Building Element	Default Condition
Structure Long Life	Custom*
Structure Shire Life	Custom*
Roof	Custom*
Mechanical Services	Custom*
Fit out	Custom*

Table 50: Default Condition Profiles Selected for Building Elements<sup>2</sup>

### 6.5.8 Selected Condition Profile for Parks & Reserves

Parks & Reserves	Condition
Play Equipment	Above Average
Active Playing Fields	Good
Passive Recreation Areas	Very Good
Fencing	Above Average
Reticulation Pipes	Above Average
Reticulation Solenoids	Above Average
Reticulation Pumps	Good
Lighting	Above Average

Table 51: Default Condition Profiles Selected for Parks & Reserves

### 6.5.9 Miscellaneous

Miscellaneous	Default Condition
Runway Formation	
Runway Pavement	Good
Runway Seal	Good
Taxiway Formation	
Taxiway Pavement	Good
Taxiway Seal	Good
Apron Formation	
Apron Pavement	Very Good
Apron Seal	Very Good
Runway Lighting	Above Average
Boatramps	Good
Jetties	Very Good

Table 52: Default Condition Profiles for Miscellaneous Assets

<sup>2</sup> \*where noted Custom, refer to Appendix A for Custom Distribution Profile

## 6.6 Work Category Definitions

**Maintenance** - Maintenance activities are those routine works which keep assets operating to the required service levels and ensure that the asset reaches its intended life. If timely maintenance is not done, the asset will not reach its intended life. They fall into two categories:

- Planned Maintenance (proactive) - inspection and maintenance works planned to prevent asset failure; and
- Unplanned Maintenance (reactive) - reactive action to correct asset malfunctions and failures on an as required basis (i.e. emergency repairs).

**Operations** - Operational activities are the day to day activities that largely centre on safety and amenity but have no effect on condition. Typical operational activities include (but are not limited to):

- Cleaning.
- Utilities.
- Insurance
- Pest control.
- Security services.

**Renewals** - Renewal work is the replacement of an asset or a significant component on a like for like basis these are activities such as:

- Roof Replacements.
- Refit of kitchens.
- Road Reseals
- Gravel Sheeting

**Upgrade** – Is work associated with augmenting the asset. For example, building an addition such as a kitchen or extra room that was not there originally.

**New Works** - Projects (including land purchases) for the extension or upgrading of assets required to cater for growth or additional levels of service. New works create an asset that did not exist or extend an asset beyond its original size or capacity.

**Asset Disposal** - Costs associated with the removal, sale or demolition of decommissioned or surplus or redundant assets.

## 6.7 Operation and Maintenance Strategy

### 6.7.1 Operation and Maintenance Strategy Overview

The Shire does not have a long term strategy for the ongoing operation and maintenance of its assets.

In order to address the funding shortfall in maintenance, it is recommended that a long term operation and maintenance strategy be developed. An operation and maintenance strategy will:

- Define which activities are operational activities and which are maintenance activities;
- Describe the systems and procedures to be used to plan and manage operation and maintenance activities on the network;
- Specify the types of operation and maintenance to be carried out;
- Establish the order of priority for operation and maintenance activities; and

- Nominate the means of resourcing and implementing operation and maintenance.

**Recommendation 9. That the Shire of Wyndham – East Kimberley develops an Operations and Maintenance Strategy**

**6.7.2 Maintenance Agreements**

Future versions of the AMP will include references to Maintenance Level Agreements once a Level of Service Framework has been developed.

**6.7.3 Maintenance Activities**

A formal review of the frequency and standards required for maintenance (whether external or internal providers) is yet to be undertaken by the Shire.

An example of typical maintenance activities undertaken in relation to building assets are listed in the table below:

Activity	Frequency
Servicing of heating and air conditioning systems	
Roofs – Cleaning of gutters	
Termite control	
Plumbing – unblocking drains, fixing leaks, replacing washers etc	
Electrical – repairs to electrical systems	
Roofs – repairing broken tiles, fixing leaks etc	
Internal and external walls – patching, painting and repairing etc	
Windows and doors – patching and painting, repairing and replacing locks etc	
Floors – general repairs, sanding revarnishing, repainting and repolishing	
Inspecting and maintaining essential services (fire safety equipment)	
Repairing vandalism (graffiti, broken windows etc)	
Repairing fixtures and fittings	

**Table 53: Maintenance Activity Frequency**

The maintenance activities for assets, along with factors that govern or influence them, are:

- Reactive (unplanned) maintenance activities - this is governed by the urgency of what is required.
- Planned (scheduled) maintenance activities - these are generally more extensive repairs that are undertaken as part of a program of works to either prevent damage to building assets or bring building infrastructure up to an acceptable condition and the extent of this program largely depends on funding allocations.
- Backlog maintenance activities - this refers to an accumulation of uncorrected or deferred deficiencies in an asset and is generally governed by available funding and any future plans for a particular asset.

For many local governments, reactive work accounts for around 70% of the annual maintenance budget. By its nature, reactive work must be carried out as the need arises and cannot be scheduled in advance, however a significant proportion can be reduced by regular inspection and forward planning for replacement ahead of failure.

Work is prioritised as it arises on the basis of defined intervention levels and response times. The intervention level defines the condition, state or risk level associated with an asset component (i.e. the point in time at which the asset is considered to be below an acceptable level of service).

Response time defines a reasonable time frame within which it can be expected for Council to remedy the defect. For example, the maintenance strategy may define the maintenance framework and response times as follows:

As part of its level of service definitions, all identified hazards/defects will be addressed as follows:

- Extreme risk: immediate;
- High risk: within 24 hours;
- Medium risk: within 5 working days; or
- Low risk: within routine procedures.

Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work.

Reporting what was done in order to develop a maintenance history and improve maintenance and service delivery performance, is currently not being resourced. The current maintenance management system is based on informal inspections and individual officer reports.

#### 6.7.4 Inspections

As previously indicated, a regular full condition survey and inspection is required for proactive management of assets. A four-tier inspection regime is recommended that will cover all aspects of safety, incidents, defects and condition.

- **Ad Hoc Reactive/Safety Inspections** – these inspections identify defects outside the tolerable level and likely to create danger or serious inconvenience to users of the network or the wider community. They are ad hoc by nature and are undertaken following notification to the Shire by members of the community through the Customer Service Officers or by Council employees while undertaking their normal work duties. These notifications are of defects and safety deficiencies. The subsequent inspection is conducted by an appropriate Council representative.
- **Programmed Inspections** – determine if the asset complies with the levels of service in terms of being within tolerable level of defects as specified in the Asset Management Plan and future Service Management Plan (Maintenance Agreement).
- **Incident Inspections** – enables an incident condition report to be prepared for use in legal proceedings and the gathering of information for the analysis of the causes of accidents and the planning and implementation of building asset management and safety measures.
- **Condition Inspections** – identifies deficiencies in the structural integrity of the building asset which if untreated, are likely to adversely affect asset values. The deficiencies may well impact short-term serviceability as well as the ability of the component to continue to perform for the duration of its intended life span.

Programmed Maintenance Identification and Condition Inspections should be undertaken by way of a formal timetable. This has not yet been fully established by the Shire. Generally speaking, condition

inspections are usually taken at a lesser frequency than programmed inspections that are designed to find defects due for rectification works.

Safety issues may be detected either as the result of the programmed defect inspection or by observation followed by notification to Council by members of the community or Council employees while undertaking their normal work duties. A subsequent safety inspection will then be conducted by an appropriate Council officer.

In determining the frequency of programmed inspections, the Shire should take into account the functional hierarchy classification of the asset. As a further degree of protection, ad hoc safety inspections should be arranged when they are reported for defects that may occur outside the programmed schedule timeframe.

The purpose of inspections is to identify, record and report defects that are causing, or have the potential to cause:

- Disruption to service provision;
- Degradation of asset performance and/or condition including cleanliness;
- A public health or safety risk;
- Inconvenience to staff and/or the public;
- A security risk;
- Breach of regulations or legislation;
- A financial risk; and
- Property damage.

An annual maintenance inspection survey of the asset portfolio is recommended to be further facilitated by response reviews by maintenance crews or contractors as required/when undertaking other tasks on site. Feedback from the Customer Contact System should also facilitate the recording of current and future needs for individual building assets. The latter would normally generate historical records that indicate increased depreciation in condition of these assets, but this option does not currently exist within the current system.

***Recommendation 10. That the Shire of Wyndham – East Kimberley develop an asset inspection process and procedure.***

## 6.8 Renewal and Replacement Strategy

### 6.8.1 Renewal Strategy Overview

Every asset, despite how well it is maintained, will at some point in its life need to be replaced, either in part or in whole. Renewal is the cost of replacing/rehabilitating all or part of the asset.

Future versions of the AMP will include an Asset Renewal and Replacement Strategy.

**Recommendation 11.** *That the Shire of Wyndham – East Kimberley develops an Asset Renewal and Replacement Strategy.*

## 6.9 Capital Investment Strategy (New, Upgrade, Disposal)

The following definitions apply to these processes:

- **New** – creation of an asset to meet new or additional level of service requirements.
- **Upgrade** – enhancement of an existing asset to meet increased level of service demand.
- **Disposal** – disposal of an asset or part of an asset which has become technologically obsolete or has simply reached the end of its useful life and there is no demand for renewal or replacement.

Future versions of the AMP will include a Capital Investment Strategy.

All future new, upgrade and disposal requests should be subject to a Capital Valuation process (to be developed) that uses multi criteria analysis to assess the proposed benefits and ongoing costs prior to acquisition or disposal (i.e. development of a Business Case including full future financial modelling).

### 6.9.1 New

Local Governments never have sufficient funds to fund everything that the community would like. There is often competing interest to ensure that as communities grow and change, new assets are created to deliver new, different or expanded services. If a Council succumbs to the temptation to uncontrollably fulfil the increasing demand for new assets, it runs the risk of seriously eroding its ability to maintain, operate and renew existing assets. This is where a local government can become unsustainable.

To strategically control the provision of new and upgraded assets, it is important that a Local Government develops systems and processes to ensure that funding allocations are made in line with its strategic plan and within its long term funding capacity to fund the maintenance, operation and renewal of both existing assets and new and upgraded assets. A way to do this is to develop a Capital Evaluation process.

- A Capital Evaluation assessment should be aimed to address issues such as:
  - Relevance to corporate goals;
  - Alignment to core business;
  - Community need;
  - Anticipated benefits;
  - Environmental impacts;
  - Risk identification and treatment;
  - Total life cycle costs;
  - Impact on existing services/infrastructure;

- Analysis as to whether service can be delivered without asset acquisition;
- Forecasting usage rates;
- Construction, materials and design standards; and
- Value for money.

In order for the Shire to have confidence that it is delivering services on a sustainable basis, any decision to create or upgrade new assets should undergo a critical 'whole-of-life' analysis that will consider the impact of longer term maintenance, as well as operating costs of the asset on Council's financial viability in the medium to long term.

This assessment will provide Council with the necessary information to decide whether to proceed with the acquisition of a particular asset. Where decisions are made to proceed with additional building asset, provision will be built into future budgets to accommodate the expenditure.

**Recommendation 12.** *That the Shire of Wyndham – East Kimberley develops a Capital Evaluation Process.*

### 6.9.2 Upgrade

Upgrade refers to works which improve an existing asset beyond its current capacity. Upgrade may result from growth, social or environmental needs. Upgrade/expansion of infrastructure will contribute to the overall infrastructure inventory and will require ongoing additional maintenance and renewal. Recognition of the impact that this activity has on the future sustainability of infrastructure should be considered for all projects. As such, any potential upgrades should undergo a 'whole of life' analysis through the capital evaluation process to ensure the overall viability of the project.

### 6.9.3 Disposal

Disposal of an asset refers to its decommissioning, whether by sale, demolition or relocation. Assets are typically disposed of due to being either obsolete or surplus to requirements. Some disposals will attract no costs as they will either be transferred to a user group or the costs of demolition are covered by the value of construction materials.

There is currently no strategy in place to dispose of assets; however the AMP can provide the platform for a strategy to be considered and approved.

A disposal strategy could include the following principles:

- If Council has a particular asset that is not aligned to its core services, then that asset should be considered for disposal.
- Council will look for opportunities to appropriately dispose of assets that are surplus to current and anticipated future requirements. The use of assets in each local area should be optimised to provide the community with a value for money service. Any underutilised asset identified as being surplus will be disposed of by consulting the relevant parties and investigating options to consolidate and co-locate services and/or user groups.

Assets that are underperforming or are unsafe will be demolished and not replaced if there is no demonstrated ongoing need.

## 7.0 Financial Projections

Financial forecast models assist in predicting the future financial requirements. The forecasts are based upon the presumption that assets continue to be utilised indefinitely and so the asset will be replaced when its condition reaches the intervention condition.

Preceding the use of such a model for accurate future forecasting, discussion needs to be held about what conditions will be acceptable, and for what classes or uses of assets will the condition ratings, and intervention levels differ. Also, decisions will need to be made about affordable levels of service in order to use the predictive model of financial requirements with a better degree of accuracy.

This section presents a forecast financial summary for the next 20 years based on identified assumptions and trends and actual capital and maintenance expenditure figures averaged over the financial years 2009/10 to 20010/11. It is anticipated that the financial summary will be reviewed annually and continue to be refined as planning studies, strategies and increased financial analysis are completed.

The Moloney Renewal Model used within the WAAMI Program contains a financial modelling tool that provides Council with the opportunity and ability to predict (at network level) future expenditure requirements and asset conditions based on adopted asset deterioration or consumption curves.

The AMP considers current expenditures, both maintenance and capital, and existing levels of service, and using generic asset deterioration curves, models the consumption or deterioration of the asset. Two modelling outcomes are available to Council from the asset management modelling software. The outcomes are:

- Given a fixed, or pre-determined, expenditure level the model predicts the overall average asset condition rating at a future date, and plots a bar graph of asset condition versus asset amount,
- A desired minimum asset condition level is established, and the model determines the required annual expenditure to achieve the pre-determined asset condition level.

This Plan makes a comparison between the budget-based expenditure approach (i.e. here is \$200,000 – do what you can with it!) and the asset-based approach (i.e. the resources that are needed to replace the consumed or ageing asset).

In order to determine how much money needs to be spent on an asset to keep it in functional order, a decision is required in regard to when to intervene to undertake works to renew the asset. Ideally this indicator will be derived from the community consultation carried out in section 3 when determining levels of service. However in the absence of that information, this plan has utilised the Officer's knowledge and current practice to determine 1st Cut intervention levels.

### 7.1 Retreatment Intervention Condition Rating (RICL)

In the Moloney Renewal Model, the intervention point is known as the Retreatment Intervention Condition Level (RICL). The RICL is the point at which the asset component has deteriorated to such a condition that it is economically prudent to initiate restoration works to bring the condition of that component back to new (condition zero (0)).

The RICL range in the Moloney model is 0 to 10. The following initial RICLs have been used for each asset group for the purposes of financial modelling within this Plan;

### 7.1.1 Intervention (RICL) for Road Pavements

Road - Pavement	RICL
Sealed Road Pavement Regional Distributor	7
Sealed Road Pavement Local Distributor	7
Sealed Road Pavement Access	7
Unsealed Road Pavement District Distributor	7
Unsealed Road Pavement Local Distributor	7
Unsealed Road Pavement Access	7

Table 54: Road Pavement Intervention Levels

### 7.1.2 Intervention (RICL) for Road Seals

Road - Seal	RICL
Spray Seal District Distributor	7
Spray Seal Local Distributor	7
Spray Seal Access	7
Asphalt Seal District Distributor	7
Asphalt Seal Local Distributor	7
Asphalt Seal Access	7

Table 55: Road Seal Intervention Levels

### 7.1.3 Intervention (RICL) for Road Kerbs

Road - Kerb	RICL
Kerb	7

Table 56: Road Kerb Intervention Levels

### 7.1.4 Intervention (RICL) for Pathways

Pathways	RICL
Unclassified surface type	7
Spray Seal	7
Concrete Slab	
Insitu Concrete	7
Brick Paving	7

Table 57: Pathway Intervention Levels

### 7.1.5 Intervention (RICL) for Storm Water

Storm Water	RICL
Bridges	7
Culverts	7
Pits	7
Pipes	7

Table 58: Storm Water Intervention Levels

**7.1.6 Intervention (RICL) for Buildings**

Building Element	RICL
Structure Long Life	7
Structure Shire Life	7
Roof	7
Mechanical Services	7
Fit out	7

**Table 59: Building Elements Intervention Level**

**7.1.7 Intervention for Parks & Reserves**

Parks & Reserves	RICL
Play Equipment	7
Active Playing Fields	7
Passive Recreation Areas	7
Fencing	7
Reticulation Pipes	7
Reticulation Solenoids	7
Reticulation Pumps	7
Lighting	7

**Table 60: Parks & Reserves Intervention Level**

**7.1.8 Intervention for Miscellaneous Assets**

Miscellaneous	RICL
Runway Formation	
Runway Pavement	7
Runway Seal	7
Taxiway Formation	
Taxiway Pavement	7
Taxiway Seal	7
Apron Formation	
Apron Pavement	7
Apron Seal	7
Runway Lighting	7
Boatramps	7
Jetties	7

**Table 61: Miscellaneous Asset Intervention Level**

## 7.2 Current Financial Position

The Shire's renewal and maintenance expenditure for assets over recent years has been as follows:

### 7.2.1 Renewal & Maintenance Expenditure on Road Pavements

Road - Pavement	Renewal Expenditure	E/A	Maintenance Expenditure	E/A
Sealed Road Pavement Regional Distributor	0		0	
Sealed Road Pavement Local Distributor	858,675	A	128,000	E
Sealed Road Pavement Access	139,950	A	600,000	E
Unsealed Road Pavement District Distributor	0		0	
Unsealed Road Pavement Local Distributor	0		170,000	E
Unsealed Road Pavement Access	0		300,000	E
<b>Total Road - Pavement</b>	<b>998,625</b>		<b>1,198,000</b>	

Table 62: Renewal & Maintenance Expenditure on Road Pavements

### 7.2.2 Renewal & Maintenance Expenditure on Road Seals

Road - Seal	Renewal Expenditure	E/A	Maintenance Expenditure	E/A
Spray Seal District Distributor	0		0	
Spray Seal Local Distributor	300,000	A	0	
Spray Seal Access	380,000	A	0	
Asphalt Seal District Distributor	0		0	
Asphalt Seal Local Distributor	0		0	
Asphalt Seal Access	0		0	
<b>Total Road - Seal</b>	<b>680,000</b>		<b>0</b>	

Table 63: Renewal & Maintenance Expenditure on Road Seals

### 7.2.3 Renewal & Maintenance Expenditure on Kerb

Road - Kerb	Renewal Expenditure	E/A	Maintenance Expenditure	E/A
Kerb	0	E	0	E
<b>Total Road - Kerb</b>	<b>0</b>		<b>0</b>	
<b>Total Roads</b>	<b>1,678,625</b>		<b>1,198,000</b>	

Table 64: Renewal & Maintenance Expenditure on Road Kerbs

### 7.2.4 Renewal & Maintenance Expenditure on Pathways

Pathways	Renewal Expenditure	E/A	Maintenance Expenditure	E/A
Unclassified surface type	0		0	
Spray Seal	0		0	
Concrete Slab	0		0	
Insitu Concrete	0		0	
Brick Paving	0		0	
<b>Total Pathways</b>	<b>0</b>		<b>0</b>	

Table 65: Renewal & Maintenance Expenditure on Pathways

### 7.2.5 Renewal & Maintenance Expenditure on Storm Water

Storm Water	Renewal Expenditure	E/A	Maintenance Expenditure	E/A
Bridges	0		0	
Culverts	0		0	
Pits	0		0	
Pipes	0		0	
<b>Total Storm Water</b>	<b>0</b>		<b>0</b>	

Table 66: Renewal & Maintenance Expenditure on Storm Water

### 7.2.6 Renewal & Maintenance Expenditure on Buildings

Buildings	Renewal Expenditure	E/A	Maintenance Expenditure	E/A
Long Life Structure	0		0	
Short Life Structure	170,000	A	0	
Roof Cladding	0		0	
Mechanical Services	0		0	
Fit out	0		344,250	E
<b>Total Buildings</b>	<b>170,000</b>		<b>344,250</b>	

Table 67: Renewal & Maintenance Expenditure on Buildings

### 7.2.7 Renewal & Maintenance Expenditure on Parks & Reserves

Parks & Reserves	Renewal Expenditure	E/A	Maintenance Expenditure	E/A
Play Equipment	0		0	
Active Playing Fields	0		15,000	E
Passive Recreation Areas	0		0	
Fencing	0		0	
Reticulation Pipes	0		36,000	E
Reticulation Solenoids	0		0	
Reticulation Pumps	0		0	
Lighting	0		0	
<b>Total Parks &amp; Reserves</b>	<b>0</b>		<b>51,000</b>	

Table 68: Renewal & Maintenance Expenditure on Parks & Reserves

### 7.2.8 Renewal & Maintenance Expenditure on Miscellaneous Assets

Miscellaneous	Renewal Expenditure	E/A	Maintenance Expenditure	E/A
Runway Formation	0		0	
Runway Pavement	19,950	A	0	
Runway Seal	0		0	
Taxiway Formation	0		0	
Taxiway Pavement	0		0	
Taxiway Seal	0		0	
Apron Formation	0		0	
Apron Pavement	0		0	
Apron Seal	0		0	
Runway Lighting	0		0	
Boatramps	30,000	A	30,000	E
Jetties	0		0	
<b>Total Miscellaneous</b>	<b>49,950</b>		<b>30,000</b>	

Table 69: Renewal & Maintenance Expenditure on Miscellaneous Assets

### 7.2.9 Total Renewal & Maintenance Expenditure

Infrastructure Summary	Renewal Expenditure	Maintenance Expenditure
Roads	1,678,625	1,198,000
Pathways	0	0
Buildings	170,000	344,250
Storm Water	0	0
Parks & Reserves	0	51,000
Miscellaneous	49,950	30,000
<b>Total Infrastructure</b>	<b>1,898,575</b>	<b>1,693,250</b>

Table 70: Total Renewal & Maintenance Expenditure

### 7.3 Renewal Demand

The Moloney Renewal Modelling tool provides two different models. The first model is the predicted renewal demand based on the asset life, condition and nominated intervention.

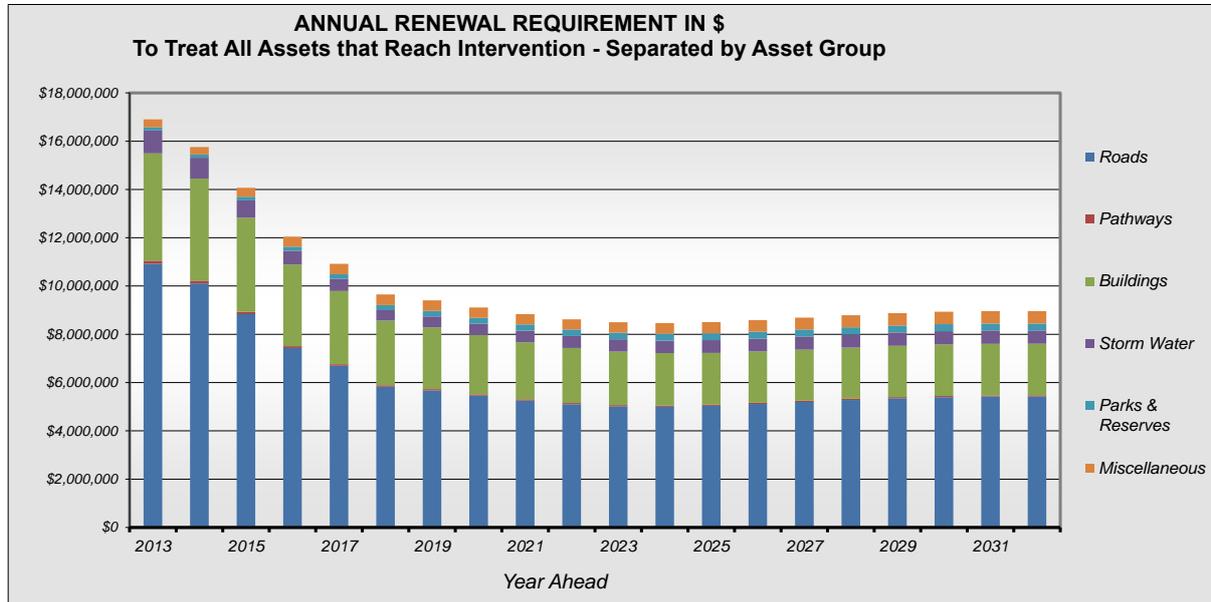


Figure 23: Predicted Renewal Demand, Split by Asset Group

The above graph demonstrates the renewal funding requirements for the retention of assets at current level of service for the next 20 years and demonstrates the high demand for funds to renew existing assets if they are all to be retained in the long term with the nominated modelling parameters detailed in this report. The average annual Renewal demand over 20 years is \$10.129m/annum.

### 7.4 Current Renewal Expenditure

The second model provided by the renewal modelling tool sets out what the Shire currently spends on renewal which is currently \$1.899m/annum.

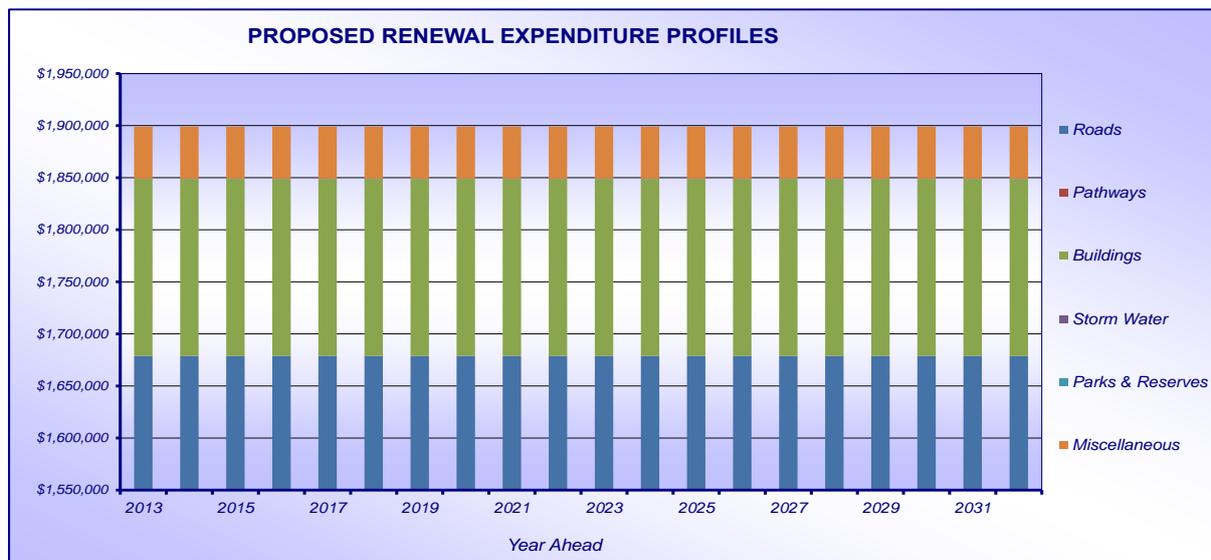


Figure 24: Current Renewal Expenditure, Split by Asset Group

## 7.5 Renewal Funding Gap

The modelling tool then subtracts the second model from the first to identify the overall average annual funding gap (shortfall in renewal expenditure) of \$8.230m/annum.

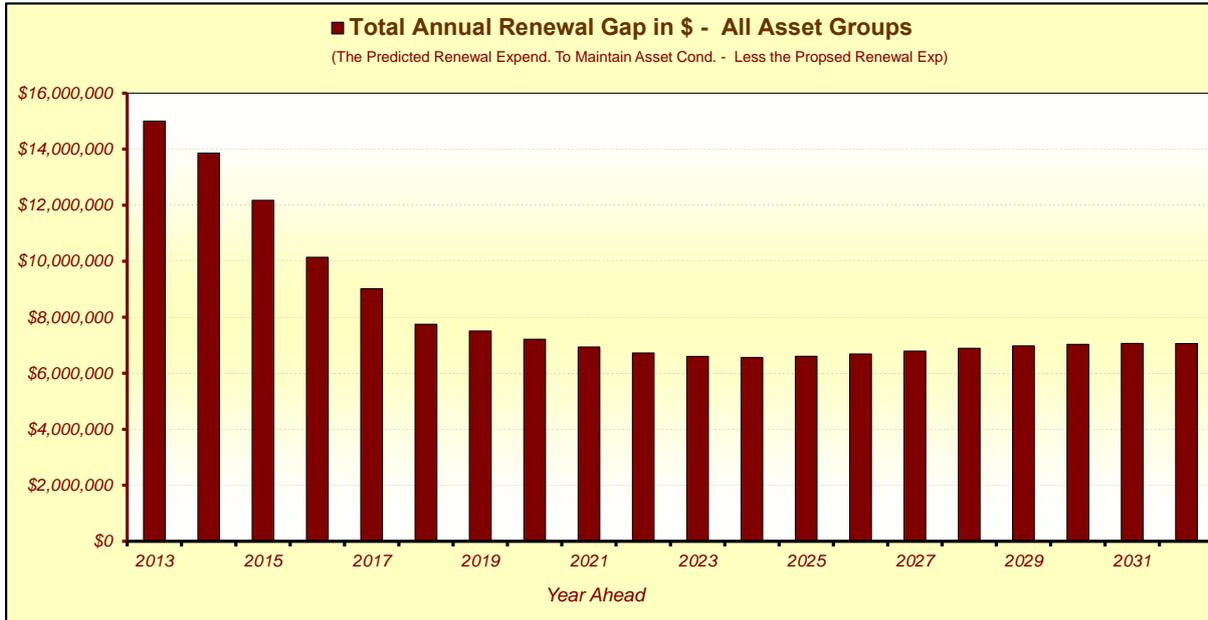


Figure 25: Annual Renewal Funding Gap across All Assets

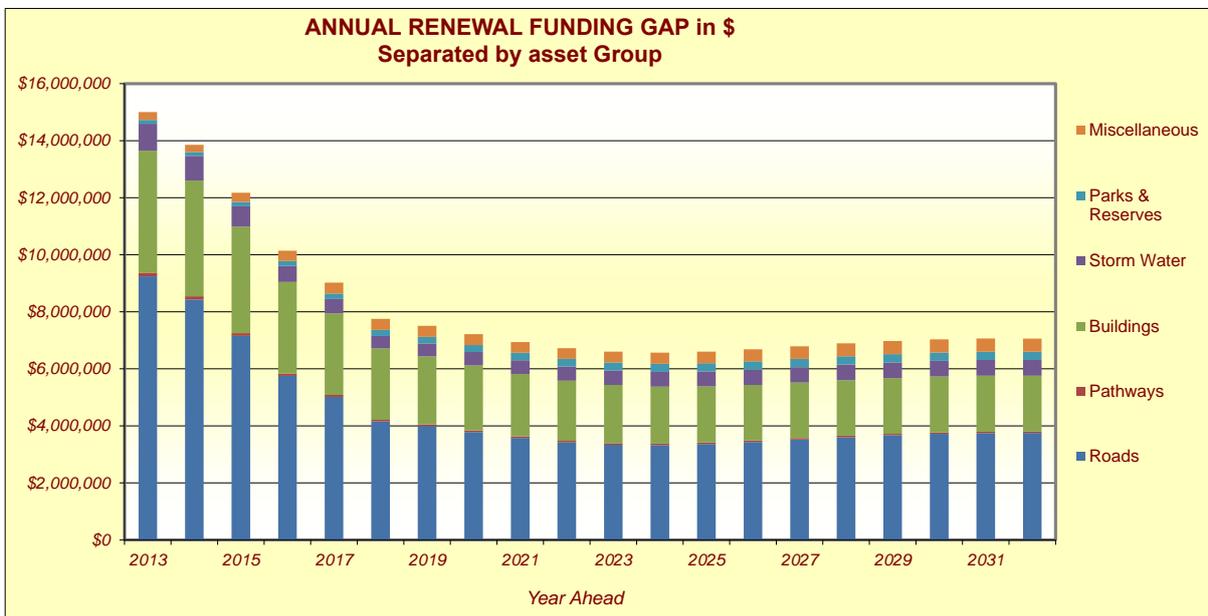


Figure 26: Annual Renewal Funding Gap, Split by Asset Groups

## 7.6 Cumulative Renewal Gap

The following graph demonstrates the long term cumulative funding impact if council continues to fund asset renewal at current levels. It indicates that there will be a cumulative effect of underfunding of the order of \$164.595 million over the 20 year modelling period, an average of \$8.230m/annum.

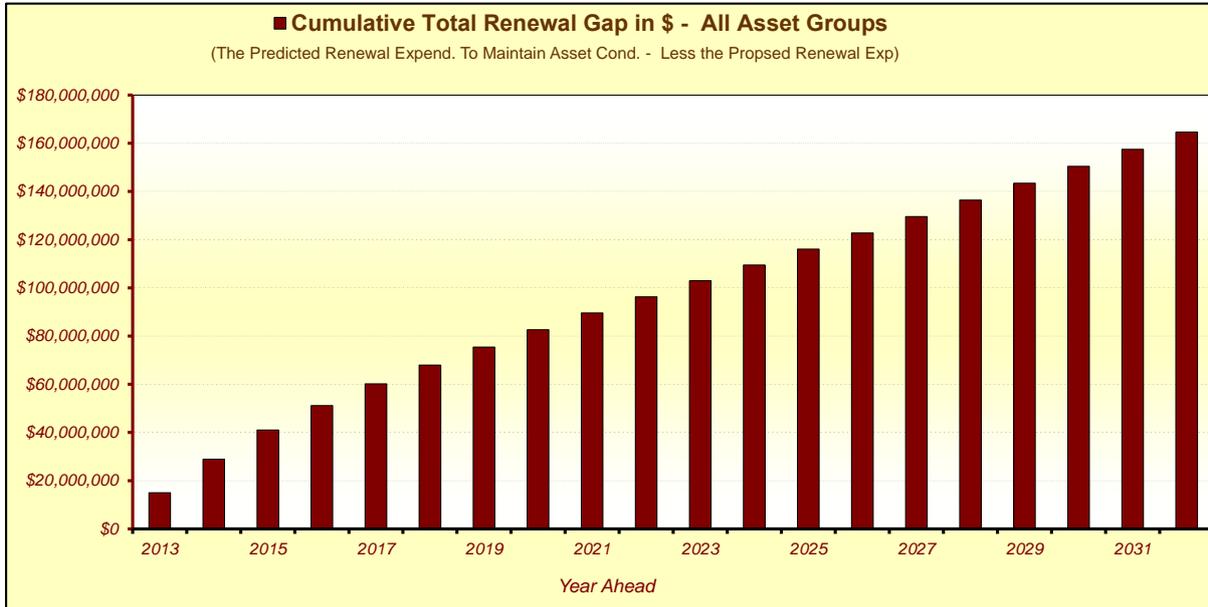


Figure 27: Cumulative Renewal Gap

## 7.7 Asset Base Outside of Intervention

There are currently 11.05% of assets outside of intervention, however if renewal funding continues in the long term at the current level, after 20 years, 52.17% of assets will be exceeding intervention. This would no doubt be an unacceptable situation to the Community.

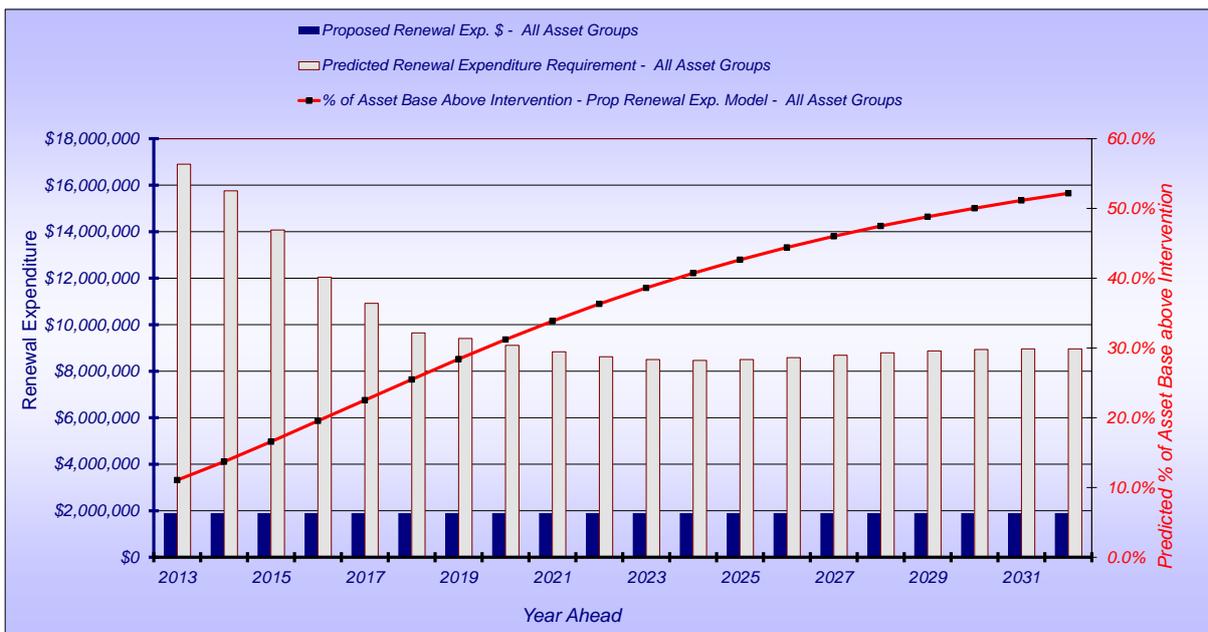


Figure 28: Predicted Renewal Demand vs Current Renewal Expenditure and Showing % of Asset Base beyond Intervention

## 7.8 Predicted Consequential Maintenance Based on Renewal Demand

If Council funded the predicted renewal demand of \$10.129m/annum, the predicted consequential maintenance would be of the order of, \$1.335m/annum. The Shire is currently spending \$1.623m/annum on maintenance.

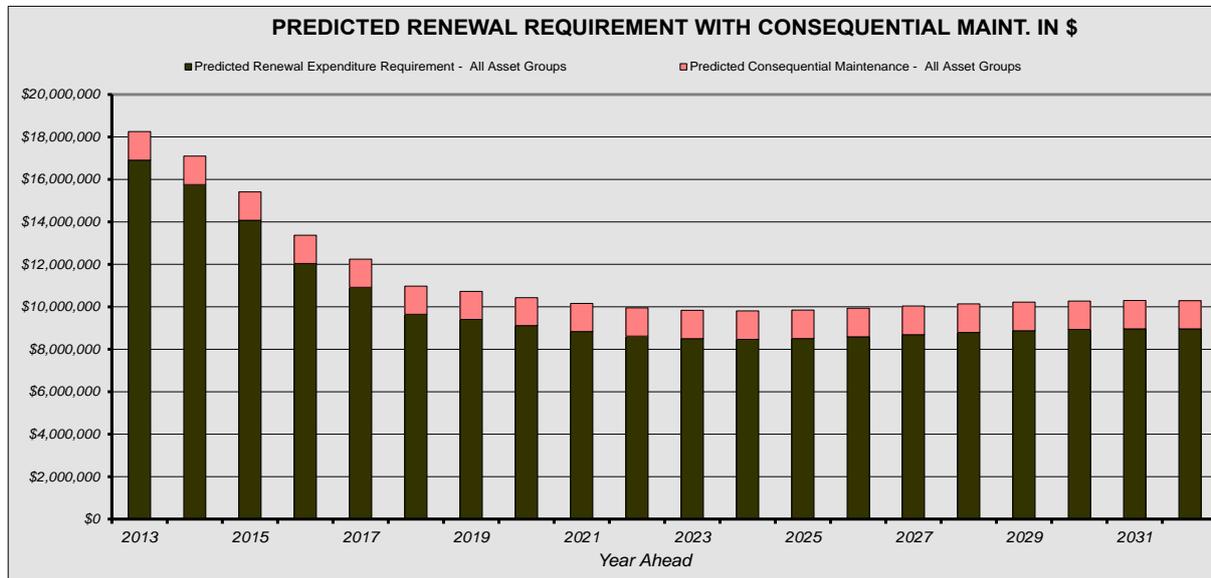


Figure 29: Predicted Renewal Demand and Predicted Consequential Maintenance

## 7.9 Predicted Consequential Maintenance Based on Current Renewal Expenditure

If Council continues to spend only \$1.899m/annum on asset renewal, consequential maintenance is predicted to increase rapidly from \$1.623m presently to \$2.430m after 20 years, an average of \$2.188m/year (\$565k/annum more than the Shire is currently spending on asset maintenance).

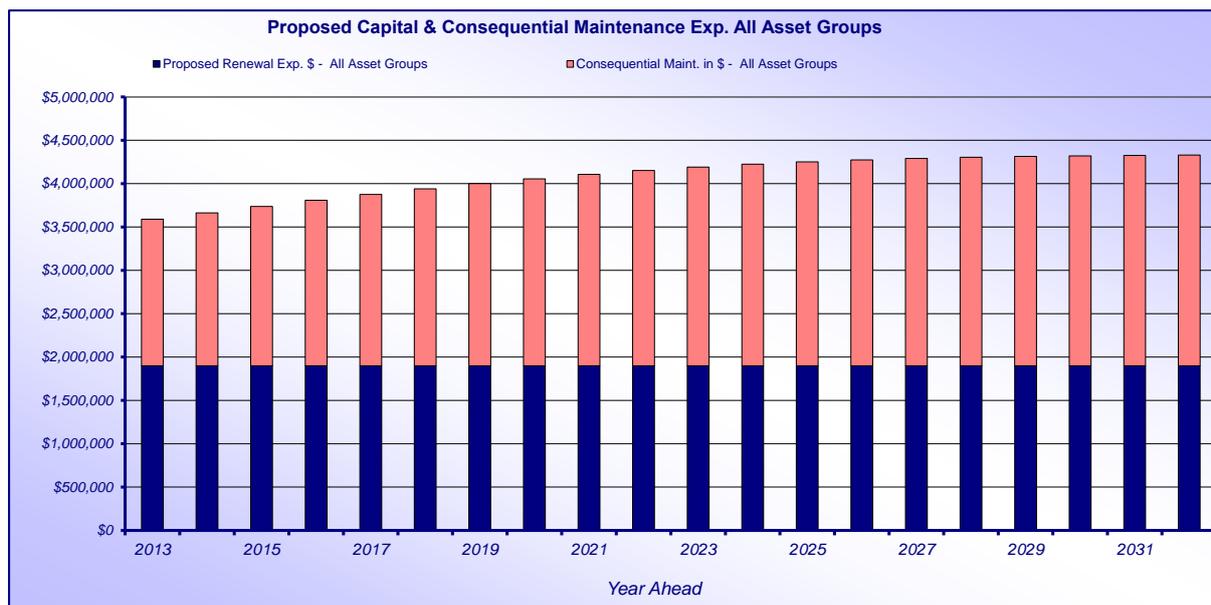
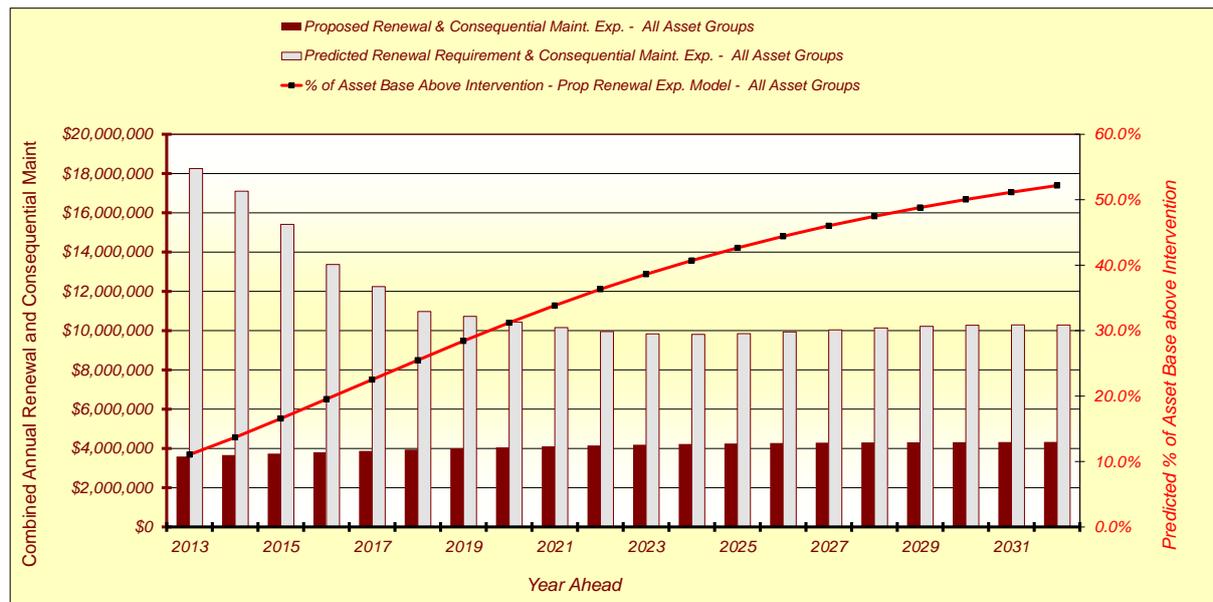


Figure 30: Current Renewal Expenditure and Predicted Consequential Maintenance

## 7.10 Implications of the Renewal Model

The following graph shows the implications of continuing current practice, if Council continues to underfund renewal, the combined current renewal expenditure and predicted consequential maintenance will begin to escalate and will eventually outstrip the combined predicted renewal and consequential maintenance expenditure. This is not predicted to occur within the 20 year horizon of the model due to the very low funding base for current asset renewal expenditure. Nonetheless, because of the under investment is asset renewal assets that are beyond intervention will continue to increase from the present 11.05% to 52.17% by 2032.



**Figure 31: Existing Expenditure and Consequential Maintenance vs Predicted Expenditure and Consequential Maintenance**

Failure to review the current Renewal and Maintenance expenditure levels of funding or rationalise the asset ownership, will result in a progressive significant deterioration of asset condition and consequently level of service.

Subsequently, Council’s capacity to provide and ensure an acceptable functional level of service of all of its assets will be restricted by a shortfall of funds.

## 7.11 Funding Capacity

Funding for creating, renewing or maintaining assets may be obtained by the Council from a number of sources. The annual budget is set and prioritised based on a process of consultation that enables Council to assess needs and develop business cases for all projects and programs.

### 7.11.1 Funding Solution (Based on Current Renewal Expenditure)

The modelling in Section 7.0 indicates that Council currently has a \$8.230m/annum funding gap based on the current asset portfolio and the selected modelling parameters.

The Moloney Renewal Model provides a simplified funding solution modelling tool that allows for the input of an additional annual funding allocation.

The Shire’s 2012/13 adopted budget indicates that the current rate income is budgeted to be \$7.124m. Based on this figure a projected rate increase of 6.9% cumulative for 19 years would be sufficient to close the funding gap simply from rates as indicated in the following graph and tables.

Year No.	Calendar Year	Rate Increase	Annual Renewal Funding above the Current level	Cumulative Renewal Funding above the Current level
1	2014	6.90%	\$491,566	\$491,566
2	2015	6.90%	\$1,017,051	\$1,508,617
3	2016	6.90%	\$1,578,794	\$3,087,411
4	2017	6.90%	\$2,179,297	\$5,266,708
5	2018	6.90%	\$2,821,235	\$8,087,942
6	2019	6.90%	\$3,507,466	\$11,595,408
7	2020	6.90%	\$4,241,048	\$15,836,456
8	2021	6.90%	\$5,025,246	\$20,861,702
9	2022	6.90%	\$5,863,555	\$26,725,257
10	2023	6.90%	\$6,759,706	\$33,484,963
11	2024	6.90%	\$7,717,692	\$41,202,655
12	2025	6.90%	\$8,741,779	\$49,944,435
13	2026	6.90%	\$9,836,529	\$59,780,963
14	2027	6.90%	\$11,006,815	\$70,787,778
15	2028	6.90%	\$12,257,852	\$83,045,630
16	2029	6.90%	\$13,595,210	\$96,640,840
17	2030	6.90%	\$15,024,846	\$111,665,686
18	2031	6.90%	\$16,553,127	\$128,218,813
19	2032	6.90%	\$18,186,859	\$146,405,672
20	2033	0.00%	\$18,186,859	\$164,592,531

Table 71: Indicative Funding Solution utilising rates alone

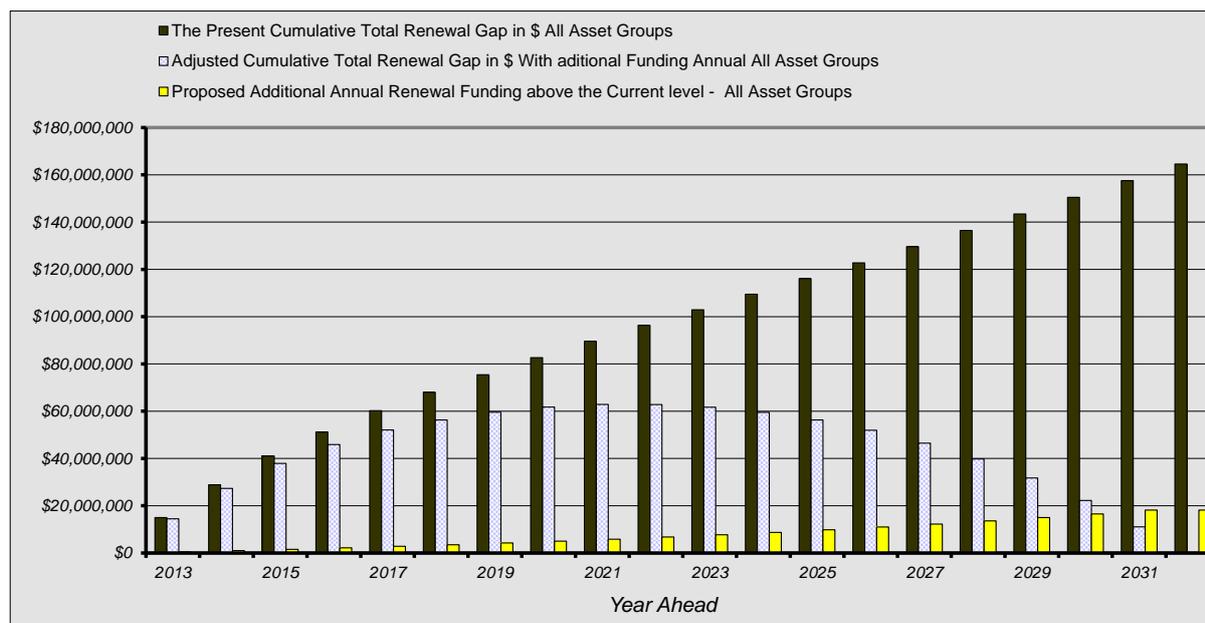


Figure 32: Indicative Funding Solution utilising Rates alone

## 7.12 Funding Strategy

### 7.12.1 New Paradigm in Budgeting

The WAAMI Renewal Gap process includes a financial modelling unit that provides local governments with the opportunity and ability to predict future expenditure requirements and asset conditions based on adopted asset degradation curves.

The modelling relies on realistic expenditure profiles for renewal and maintenance of the assets and asset condition profiles for the network.

The traditional Local Government method for determining annual recurrent budget allocations is to take last years' actual expenditure and add a small percentage, which would hopefully cover inflation and scope expansion and be sufficient to maintain the same level of service. There was no recognition that recurrent expenditure includes both non-discretionary activities (maintenance) and discretionary activities (operations).

Capital expenditure was generally treated as a 'discretionary' expenditure, with little or no distinction between renewal, replacement and new projects, or the whole of life consequences of the types of projects or programs. The following illustrates the traditional budgetary framework:

Operating Budget (Recurrent Expenditure)	Capital Budget (one-off Expenditure)
Maintenance and Operations (Often combined)	Refurbishment, Renewal, Upgrade and New
Pit maintenance Pipe replacement Sump maintenance	Drainage development New drainage systems Atlantis cell replacement
<b>'Non-Discretionary' Funding</b>	<b>'Discretionary' Funding</b>

**Table 72: Traditional Local Government Budget Structure**

This traditional methodology did nothing to recognise the level of expenditure actually required to renew, maintain and operate assets and services over the whole of life of the assets and services – these costs were included in broader activity statements and not discernible for the asset owner and service provider without considerable additional work.

If asset and services management practices are to ensure the ability to sustain Council's infrastructure assets and services into the future, which is the basis of strategic financial planning, then a new perspective and strategy must be applied.

The first phase of a revised budget structure strategy which should apply to all future budgets utilises four rather than the traditional two key funding areas.

The revised structure recommends that capital expenditure is separated into two components. The first non-discretionary component is to fund the ongoing asset refurbishment and renewal requirements to ensure sustainability of Council's assets. The second component provides the discretionary funding for the Council to undertake new projects and programs (again based on whole of life costing).

The budget structure also recognises the consequential whole of life costs as recurrent, non-discretionary, (maintenance and operational), which are increased or decreased with the addition of or improved management of assets. The second phase of budget structure refinement is shown below.

Recurrent Expenditure		Non Recurrent Expenditure	
Operations	Maintenance	Renewal	New/Upgrade
Gully cleaning Pipe cleaning Litter collection	Pit maintenance Pipe replacement Sump maintenance	Pipe replacement Pit Replacement Sump rehabilitation	New swale development New side entry pits Increased drain capacity Drainage extensions New pipes
'Discretionary'	'Non- Discretionary'	'Non-Discretionary'	'Discretionary' Capital Funding

Table 73: New Paradigm in Budget Structure

This structure better represents the distribution of recurrent costs as maintenance and operational costs, recognising the importance of separately identifying expenditure on maintenance of assets for whole of life costing, and the cost of provision of operations or services.

This revised structure suggests that maintenance expenditure remains non-discretionary as provided for in the Asset and Services Management Plan. Operational expenditure can be related to the quality of services, but remains non-discretionary (unless the quality of service is changed).

Recurrent Expenditure		Non Recurrent Expenditure		Net Impact
Operations	Maintenance	Renewal	New/Upgrade	Net Impact
Gully cleaning Pipe cleaning Litter collection	Pit maintenance Pipe replacement Sump maintenance	Pipe replacement Pit Replacement Sump rehabilitation	New swale development New side entry pits Increased drain capacity Drainage extensions New pipes	Additional Operation and Maintenance Activities resulting from the decision to build new and / or upgraded assets
'Discretionary'	'Non-Discretionary'	'Non-Discretionary'	'Discretionary' Capital Funding	'Non-Discretionary'

Table 74: Net Impact of Decisions to commit expenditure to New and / or Upgraded Assets

Note: 'Operational' funding includes a discretionary component only if Service Standards are reviewed and changed based on customer service trends or improved efficiencies.

The introduction of this budget structure uniformly to all asset classes provides a greater appreciation of the whole of life costs and 'operating' costs for service provision as well as total asset management. The exercise will need to be planned so that financial data complements the implementation of asset and services management improvements.

This Asset and associated Services Management Plan considers current expenditures, both maintenance and capital, and existing levels of service and using generic asset degradation curves models the consumption or degradation of the asset.

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In order to determine how much money needs to be spent on an asset to maintain it, a decision is required in regard to when to intervene to undertake works to rehabilitate the asset.

Useful lives for assets should be tested according to local criteria and industry standards. Regional uniformity would be desirable but will be dependent upon specifications and other local factors. The current depreciation standards are valid according to industry standards and should remain in place until a more detailed review can be completed as a subsequent part of this study.

The modelling parameters used in this AMP are very much preliminary. Ideally, the Asset Management Working Group will now critically review the inputs and where necessary refine and validate the model. Once this has been done, the Shire will then be in a strong position to review level of service and refine in order to implement options and strategies to close the funding gap and put the Shire on a long term sustainable footing.

## 8.0 Asset Management Practices, Performance Monitoring and Improvement

Asset management processes are defined as the processes, analysis and evaluation techniques needed to support lifecycle asset management. This includes the following asset management functions:



**Figure 33: Asset Management Lifecycle**

The manner in which the internal implementation of asset management is organised holds considerable potential to effect major improvements, often at no additional cost to the organisation.

The Shire has made considerable progress in asset management over the past few years, having adopted a policy, formed an Asset Management Working Group, developed an implementation strategy, undertaken awareness training, collected data and commenced Asset Management Plans.

The challenge in adjusting the organisation status quo to implement asset management cannot be overstated.

Asset management is a long term organisational improvement process that requires committed staff to energise the process, which can easily stall in the event of staff turnover.

All the common techniques and aims of management apply in progressing asset management implementation, for example, a stable work force, a working environment that engenders staff motivation, internal support services, e.g. IT and records, that are internal customer focussed, support from the Council, a clear reporting structure, clear individual roles and responsibilities and individual and Departmental accountabilities.

## 8.1 Roles and Responsibilities in Asset Management

Effective AM implementation requires interdepartmental coordination on a scale not generally experienced in a typical Local Government organisation.

The favoured AM organisational model is shown diagrammatically in Figure 34.

The model suggests that the asset management task can be divided into four highly interactive roles:

- The Service (or facility) Manager.
- The Asset Manager.
- The Maintenance provider.
- The Operations provider.

Depending on the asset type/size and quantity, the positions can be filled by staff members or external parties such as consultants and contractors. Subject to workload considerations, more than one of the roles can be undertaken by the same staff officer.

The positions will most likely be spread amongst the three Directorates. (Technical, Corporate and Community). These staff members will need to meet and coordinate on a regular basis to ensure that the optimum management outcome for each asset is being achieved.

These roles interact as indicated in Figure 34.

Ultimately, the relationship between each of the roles is documented via "Service Level Agreements (SLAs)". The SLAs, operations and maintenance budgets etc are all developed by negotiation between the parties.

The responsibilities of each role are defined, as follows:

### 8.1.1 Service / facility Manager

#### **Role description:**

- Liaises with customers and facility users.
- Manages user demands.
- Manages operational issues.
- Plans for future expansions.
- Liaises with the Asset Manager regarding the SLA.

#### **Generic duties:**

The aim of this role is to ensure that a realistic match exists between the service provided by the asset and the demands of the users.

- Compliance with the Council's Infrastructure Asset Management Policy.
- Keeping in touch with users, monitor demand.
- Respond to user demands by adjusting operations expenditure.
- Promoting the facility.
- Facilitating community engagement.
- Income – set user charges in accordance with Council policies.
- Look at the long term, use whole-of-life costings.
- Establish user agreements.

- Initiate and sponsor capital upgrading proposals.
- Prepare capital works budgets, seek sources of funding.
- Initiate rationalisation of the asset.
- Liaise with project Managers on upgrade/new works.
- Prepares and manages the Operations budget and Service Level Agreement (SLA) with the Operations Provider.
- Liaise with the Asset Manager; develop a SLA regarding maintenance and renewal.

### 8.1.2 Asset Manager

#### Role description:

- Liaises with Service Managers and Maintenance Providers.
- Focuses on Asset Preservation.

#### Generic duties:

- The aim of this role is to keep the asset functioning in a cost effective manner.
- Compliance with the Council's Infrastructure Asset Management Policy.
- Establishes an inspection regime.
- Maintains the Asset Register.
- Develops renewal plans and budgets.
- Implements renewal plans.
- Determines the maintenance Service Level Agreement (SLA) with the maintenance Providers.
- Manages the maintenance SLA.
- Liaises with the Service Manager over the SLA and associated budgets.

### 8.1.3 Maintenance Provider

#### Role description:

- Manages the delivery of proactive and reactive maintenance requirements in accordance with a Service Level Agreement.
- Develops and implements maintenance schedules in liaison with the Asset Manager.
- Focuses on the efficient delivery of Maintenance activities.

#### Generic duties:

- Undertakes the non-discretionary type activities required to keep the asset functional to the agreed level of service.
- Provides a reliable, defined, maintenance service in a cost effective manner.
- Liaises with the Asset Manager to determine the agreed level-of-service as documented in the Service Level Agreement.
- Liaises with the Operations Providers to coordinate activities.

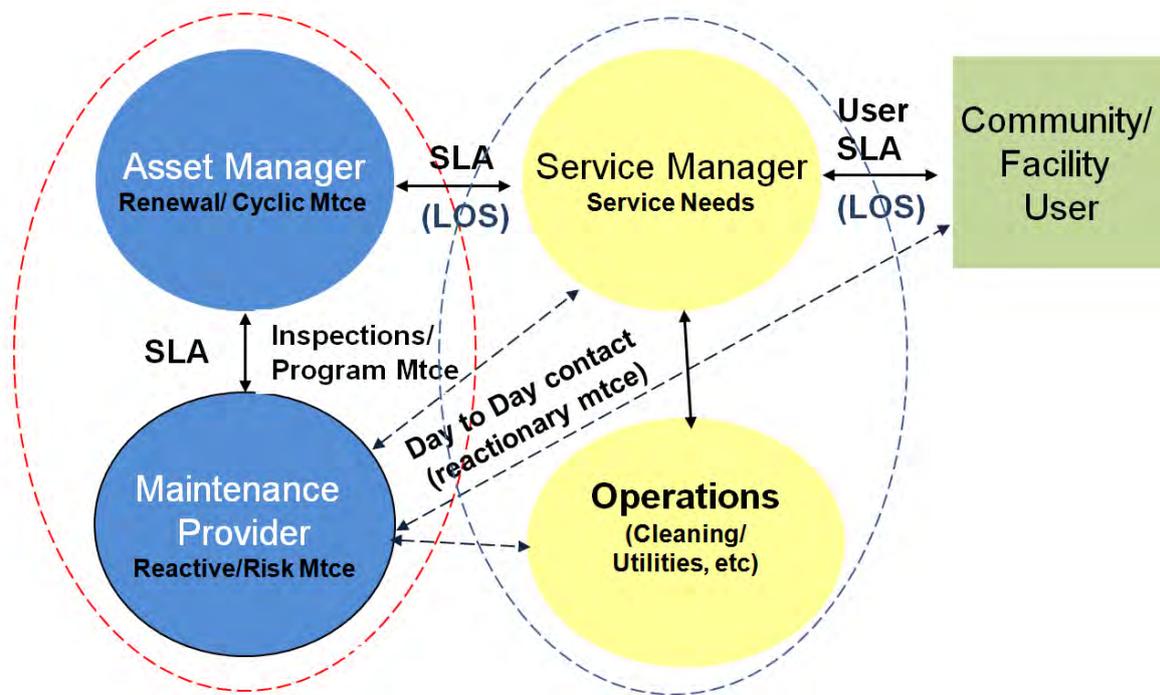
### 8.1.4 Operations Providers

#### Role description:

- Undertakes the operational tasks associated with the asset. That is, regular discretionary activities to provide public health, safety and amenity.
- Focuses on the efficient delivery of services and efficient use of utilities (water, power, gas, telecommunications).

**Generic duties:**

- Provides efficient delivery of operational activities such as operational staff, cleaning and utilities (e.g. water, power, gas, telecommunications) in accordance with a service level agreement.
- Liaises with the service manager regarding the level of service and associated costs.
- Develops and implements operational schedules in liaison with the Service Manager.



**Figure 34: Asset Management Organisational Model**

The first step in implementing this organisational approach to AM is to develop a “Roles and Responsibilities” Matrix, in which the individual officer or contractor responsible for each of the four roles for each of the asset groups identified. Once the match between the personnel and role is approved, the roles need to be locked in place by inclusion in position descriptions.

In 2009 the Shire developed a draft Roles and Responsibilities Matrix. This matrix now needs updating in line with the requirements of this plan and the IP&R Framework.

Key Activity	Responsible Officer						
	FPO	XMCPs	XMERS	MRL	BSURV	BMO	PM
Formation of Working Group	Complete						
Development of AM Policy	Complete						
Define Role of the Audit Committee		Complete					
AM Improvement Strategy:							
Introduction	✓		☐				
Background	✓		☐				
Objectives	✓		☐				
Current Status*	✓	✓	✓	✓	✓	✓	✓
Confidence grade	✓			☐			
Purpose & Process	✓	☐					
Implementation	✓	☐					
Data*	✓	✓	✓	✓	✓	✓	✓
Risk Management*	✓	✓	✓	✓	✓	✓	✓
Project Management*	✓	✓	✓	✓	✓	✓	✓
Information Systems*	✓	☐					
Asset Maintenance*	✓	✓	✓	✓	✓	✓	✓
Gap Analysis	✓	☐					
Action Plan	✓	☐					
Asset Management							
Working Group	✓	☐					
Review Procedures	✓	☐					
Amend Agenda Template to include AM	✓	✓					
Briefings at team meetings across Shire on AM	✓						
AM Plans #							
Roads	✓		✓				✓
Paths	✓		✓				✓
Drainage	✓		✓				✓
Buildings	✓				✓	✓	
Recreation Areas	✓			✓			
Airports	✓	✓					
Street Trees	✓		✓				✓
Populate Renewal Gap Model	✓						
Populate Buildings Database	✓				✓	✓	
Review Asset Master Lists	✓						
Develop & Refine ongoing monitoring for Asset Maintenance & Renewal	✓						
Develop & Refine AM Processes, tools & Templates	✓						

**Table 75: 2009 Draft Roles & Responsibilities Matrix**

**Recommendation 13.** *That the Shire of Wyndham – East Kimberley updates the 2009 Draft Roles and Responsibilities Matrix and documents this in the AMP and cross reference individual Position Descriptions.*

## 8.2 Data Systems

Asset management data is defined as appropriate, accessible and reliable data that can be used with information systems to enable enhanced asset management. This includes the following data on the following asset characteristics and topics:

- Condition monitoring
- Classification and identification
- Condition
- Benchmark data
- Lifecycle costings
- Risk information
- Future demand analysis
- Capital works programming
- Physical attributes
- Cost and maintenance histories
- Valuation
- Data quality
- As constructed plans
- Advanced applications such as deterioration modelling

The Shire uses the following software in relation to asset management:

- Microsoft Access;
- Microsoft Office software (Excel, etc);
- Financial system (Synergysoft);

The AMP incorporates a consolidated list of assets, their value and condition as estimated in 2012.

It is recommended that a data and systems audit be undertaken in order to identify all software systems being used across the organisation and all relevant data sets. The audit would include documenting (as a minimum) the following;

Software Systems	Data
Name of software	Name of data set
Version number	Custodian of the data set
Software supplier	Primary software (including versions) the data is designed to be used with
Location of Master version	Users authorised with read/write access to the data
Software Administrator	Location of the Master data set
Number of licences	Version number of the Master data set
Who licences have been allocated to	Frequency of data update
Licence restrictions	Assessment of data quality
Backup procedures for software	Backup procedure for data
Restoration procedure for software	Restoration procedure for data

**Table 76: Recommended Minimum Audit Parameters for a Data and Systems Audit**

**Recommendation 14.** *That the Shire of Wyndham – East Kimberley undertakes a data and systems audit of all software and data used across the organisation and document thin in the AMP.*

## 8.3 Monitoring and Review Procedures

### 8.3.1 Monitoring

In order for the AMP to remain relevant, it is important that what is set out in the plan is monitored and reported on so that Council and the Community have confidence the plan is being delivered. This is particularly important when the AMP sets out the community’s needs in terms of level of service (Section 3) and the financial projections (Section 7) details how it will be funded. Hence the importance of having the more complete versions of the AMP adopted by Council.

Some of the aspects that could be monitored includes;

- The degree to which the required 20 year cash flows identified in the AMP are incorporated into Council’s Long Term Financial Plan and Resource Plan;
- Quantity of assets classified as being below nominated intervention (RICL);
- The level of user satisfaction based on comparative surveys from year to year;
- The trend in overall condition of assets from one survey period to the next, i.e. are assets getting worse or better based on the funding being injected to renewal.

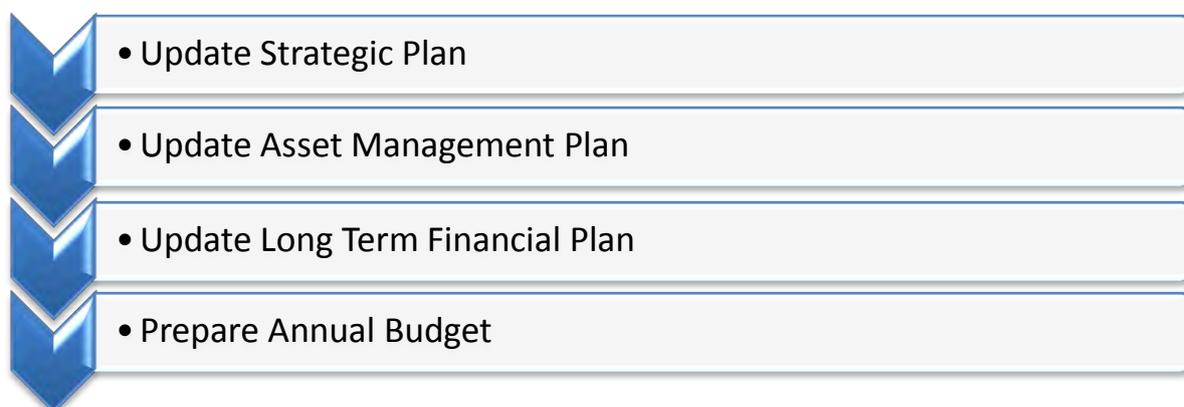
**Recommendation 15.** *That the Shire of Wyndham – East Kimberley develops monitoring criteria against which performance monitoring of the effectiveness of the AMP can be measured and reported.*

### 8.3.2 Review

It is important that this Plan is considered “the bible” in terms of how the Shire manages its assets. The AMP is meant to be a living document that doesn’t just sit on the shelf gathering dust but is regularly updated and used by staff at all levels of the organisation to manage the Shire assets. Ultimately it will assist Councillors to make informed decisions in relation to assets and by the community to understand the issues and constraints relating to assets.

For the document to be a living document, it is important that it is continually reviewed and updated (at least annually) to include all of the changes to assets that have occurred in the past 12 months, update the condition ratings, redo the financial modelling and update any assumptions and strategies.

Ideally the AMP should be reviewed in the first half of the financial year, each year. It is important to tie this AMP into the annual business planning cycle so that sufficient funds end up being allocated in the budget in order to implement the identified improvement tasks as follows:



**Figure 35: Local Government Planning Cycle**

## 9.0 Glossary

### 9.1 Definitions

The following terms are used in this strategy.

(Definitions from the International Infrastructure Management Manual, International Edition 2006)

#### **Asset**

A physical component of a facility, which has value, provides service or enables services to be provided and has an economic life of greater than 12 months.

#### **Asset Management**

The combination of management, financial, economic, and engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.

#### **Asset Management Plan**

A plan developed for the management of one or more infrastructure assets that combines multi-disciplinary management techniques over the lifecycle of the asset in the most cost-effective manner to provide a specified level of service.

#### **Asset Management Strategy**

A strategy for asset management covering the development and implementation of plans and programmes for asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance monitoring to ensure that the desired levels of service and other operational objectives AM achieved at optimum cost.

#### **Current Replacement Cost**

The cost of replacing the service potential of an existing asset, by reference to some measure of capacity, with an appropriate modern equivalent asset.

#### **Depreciation**

The wearing out, consumption or other loss of value of an asset whether arising from use, passing of time or obsolescence through technological and market changes. It is accounted for by the allocation of the cost (or revalued amount) of the asset less its residual value over its useful life.

#### **Gap Analysis**

A method of assessing the gap between a business's current asset management practices and the future desirable asset management practices. Also called needs analysis.

#### **Geographic Information System (GIS)**

Software, which provides a means of spatially viewing, searching, manipulating, and analysing an electronic database.

#### **Infrastructure Assets**

Stationary systems forming a network and serving whole communities, where the system as a whole is intended to be maintained indefinitely at a particular level of service potential by the continuing replacement and refurbishment of its components. The network may include normally recognised ordinary assets as components.

**Key Performance Indicator (KPI)**

A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

**Level of Service**

The defined service quality for a particular activity (i.e. roads) or service area (i.e. Street lighting) against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental acceptability and cost.

**Life**

A measure of the anticipated life of an asset or component; such as time, number of cycles, distance intervals, etc.

**Lifecycle Cost**

The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.

**Maintenance**

All actions necessary for retaining an asset as near as practicable to its original condition, but excluding rehabilitation or renewal.

**Renewal**

Works to upgrade refurbish or replace existing facilities with facilities of equivalent capacity or performance capacity.

**Replacement**

The complete replacement of an asset that has reached the end of its life, to provide a similar or agreed alternative, level of service.

**Replacement Cost**

The cost of replacing an existing asset with an identical new asset.

**Strategic Plan**

A plan containing the long-term goals and strategies of an organisation. Strategic plans have a strong external focus, cover major portions of the organisation and identify major targets, actions and resource allocations relating to the long-term survival, value and growth of the organisation

## 9.2 Abbreviations

AC – Asset Coordinator

AM – Asset Management

AMWG – Asset Management working group

IIMM – International Infrastructure Management Manual

LGPMC - Local Government and Planning Ministers' Council

LOS - Level of Service

LTFP – Long Term Financial Plan

NAMAF - the National Asset Management and Financial Planning Assessment Framework

NFSF – National Financial Sustainability Framework

O & M - Operations and Maintenance

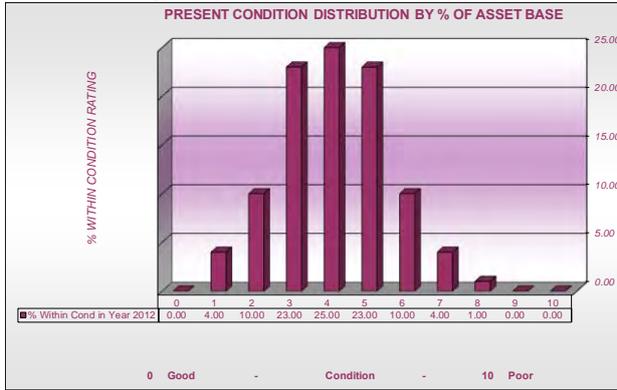
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WAAMI – West Australian Asset Management Improvement (Program)

WALGA – West Australian Local Government Association

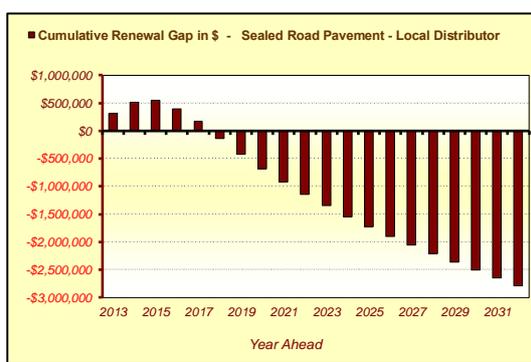
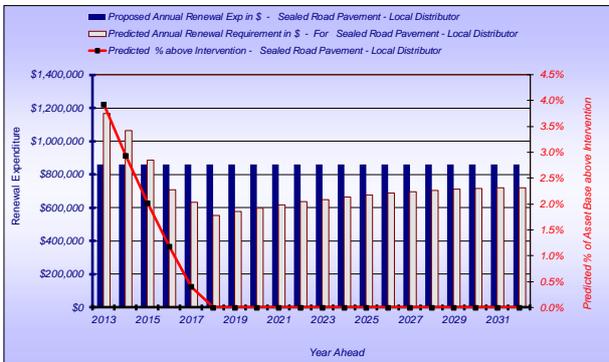
# Appendix A. Individual Asset Set Summaries

**Asset Set Presently Displayed** *Sealed Road Pavement - Local Distributor*

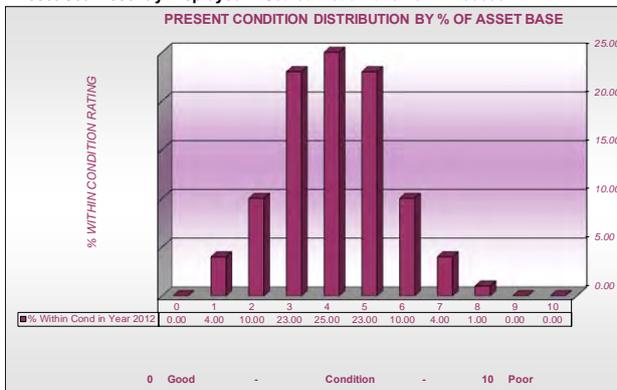


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$858,675	Present Annual Renewal Demand From Modelling	\$1,168,369
Total Asset Group Quantity	2,113,740	Av Annual Renewal Demand (Long Term)	\$528,435
Units	sqm	Av Unit Renewal Cost in \$/Unit	20.00
Total Cost to Renew the Whole Asset Group in \$	\$42,274,800	% at and above Intervention Level (In Poor Cond)	\$0
Annual Maintenance Exp.	\$128,000	Present Value of assets above Intervention	\$2,113,740
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (%In Excellent Cond)	0.14
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	80.0	St Dev of Condition Distribution	10.03
Life in years to Intervention Level	69.6	Condition Distribution Accuracy Indicator	2.51
% of Present Demand being Met	73.49%	% Long Term Average Demand being Met	162.49%

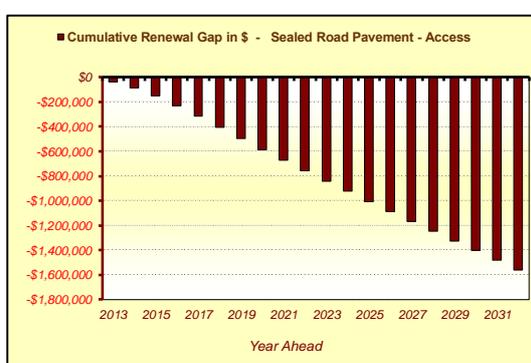
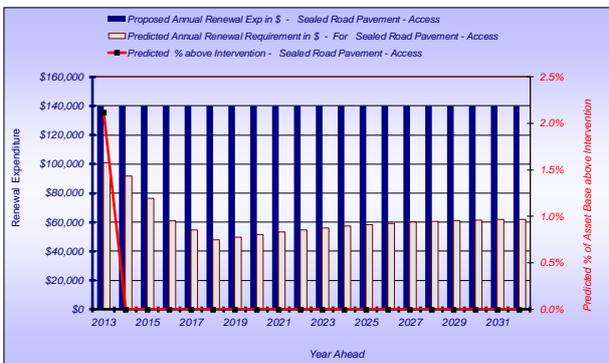


**Asset Set Presently Displayed** *Sealed Road Pavement - Access*

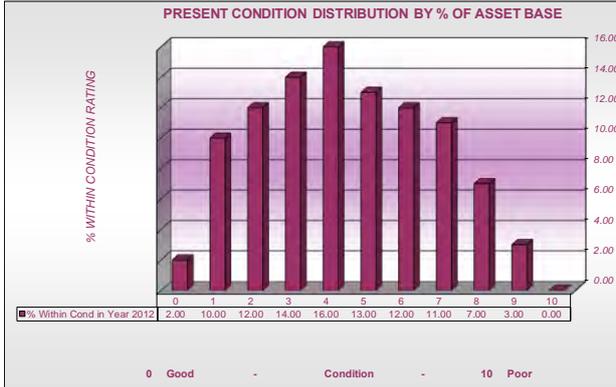


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$139,950	Present Annual Renewal Demand From Modelling	\$100,656
Total Asset Group Quantity	182,100	Av Annual Renewal Demand (Long Term)	\$45,525
Units	sqm	Av Unit Renewal Cost in \$/Unit	20.00
Total Cost to Renew the Whole Asset Group in \$	\$3,642,000	% at and above Intervention Level (In Poor Cond)	\$0
Annual Maintenance Exp.	\$600,000	Present Value of assets above Intervention	\$182,100
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (%In Excellent Cond)	0.14
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	80.0	St Dev of Condition Distribution	10.03
Life in years to Intervention Level	69.6	Condition Distribution Accuracy Indicator	2.51
% of Present Demand being Met	139.04%	% Long Term Average Demand being Met	307.41%

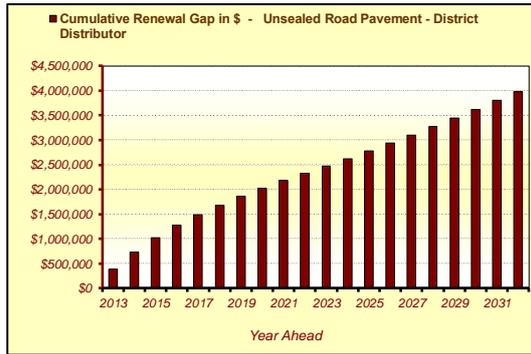
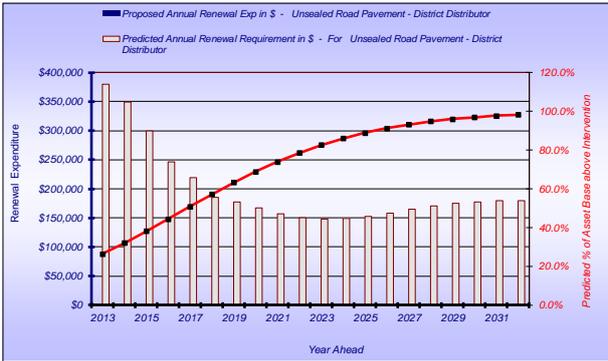


**Asset Set Presently Displayed** *Unsealed Road Pavement - District Distributor*

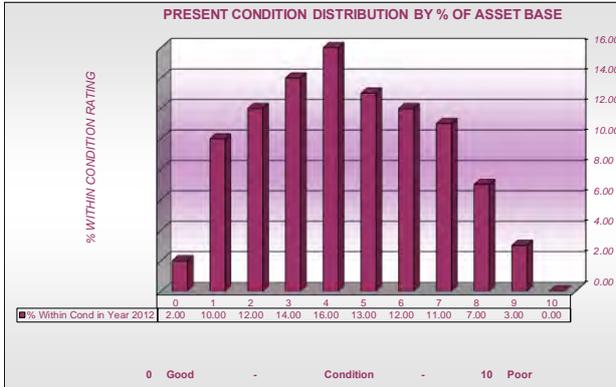


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$379,237
Total Asset Group Quantity	586,200	Av Annual Renewal Demand (Long Term)	\$146,550
Units	sqm	Av Unit Renewal Cost in \$/Unit	5.00
Total Cost to Renew the Whole Asset Group in \$	\$2,931,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$615,510
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.24
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.16
Life to Condition 10 in Years	20.0	St Dev of Condition Distribution	5.32
Life in years to intervention Level	17.2	Condition Distribution Accuracy Indicator	0.85
% of Present Demand being Met	0.01%	% Long Term Average Demand being Met	0.01%

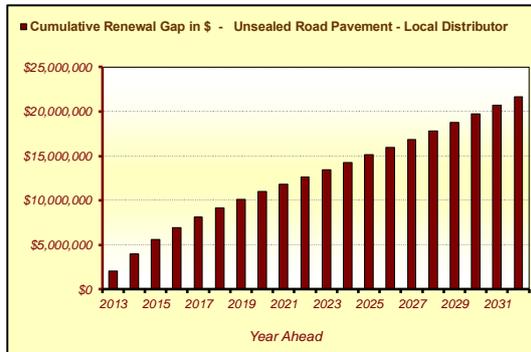
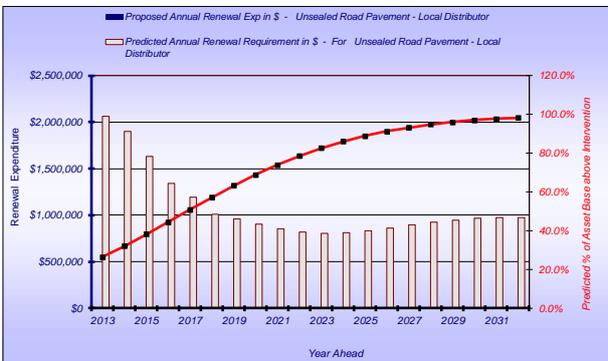


**Asset Set Presently Displayed** *Unsealed Road Pavement - Local Distributor*

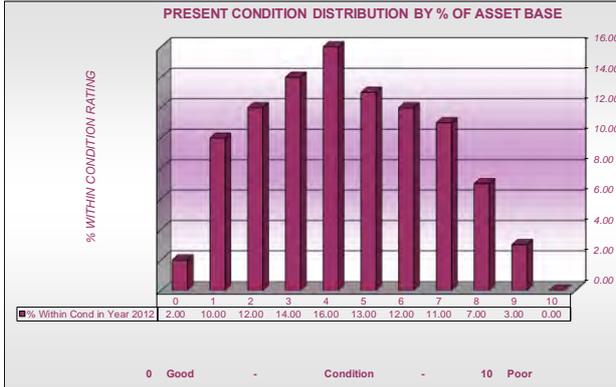


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$2,062,581
Total Asset Group Quantity	3,188,200	Av Annual Renewal Demand (Long Term)	\$797,050
Units	sqm	Av Unit Renewal Cost in \$/Unit	5.00
Total Cost to Renew the Whole Asset Group in \$	\$15,941,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$170,000	Present Value of assets above intervention	\$3,347,610
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.24
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.16
Life to Condition 10 in Years	20.0	St Dev of Condition Distribution	5.32
Life in years to intervention Level	17.2	Condition Distribution Accuracy Indicator	0.85
% of Present Demand being Met	0.00%	% Long Term Average Demand being Met	0.00%

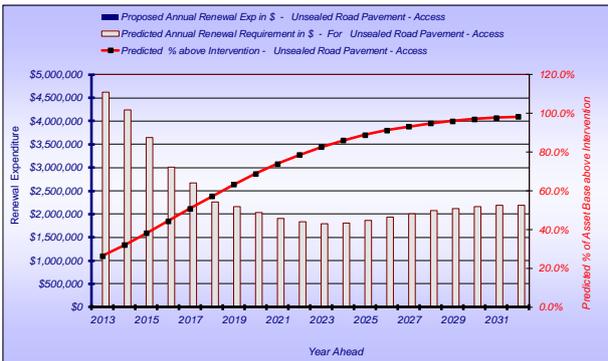


**Asset Set Presently Displayed** *Unsealed Road Pavement - Access*

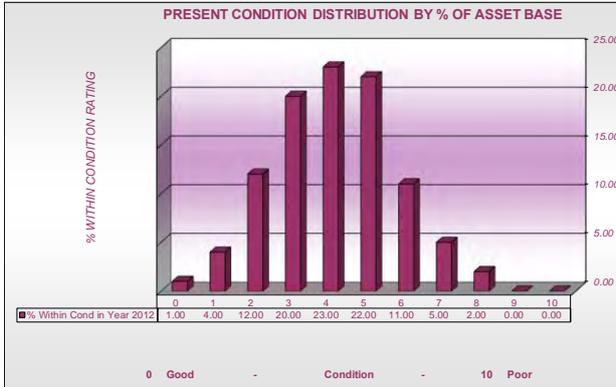


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$4,615,285
Total Asset Group Quantity	7,134,000	Av Annual Renewal Demand (Long Term)	\$1,783,500
Units	sqm	Av Unit Renewal Cost in \$/Unit	5.00
Total Cost to Renew the Whole Asset Group in \$	\$35,670,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$300,000	Present Value of assets above intervention	\$7,490,700
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.24
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.16
Life to Condition 10 in Years	20.0	St Dev of Condition Distribution	5.32
Life in years to intervention Level	17.2	Condition Distribution Accuracy Indicator	0.85
% of Present Demand being Met	0.00%	% Long Term Average Demand being Met	0.00%

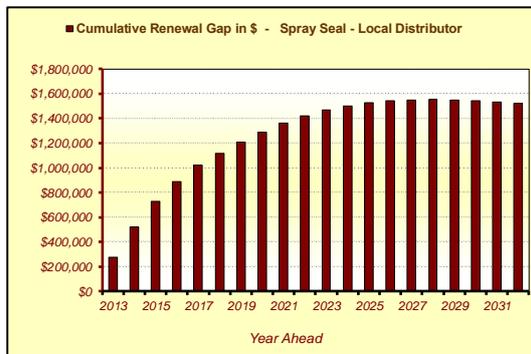
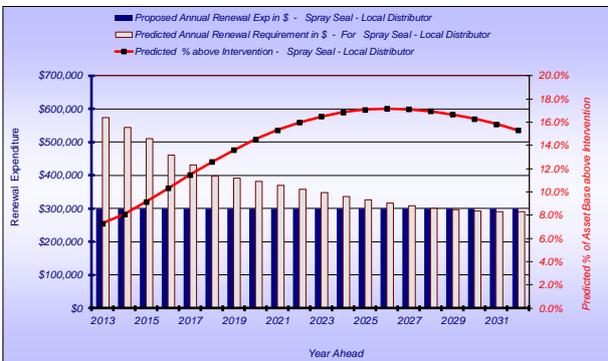


**Asset Set Presently Displayed** *Spray Seal - Local Distributor*

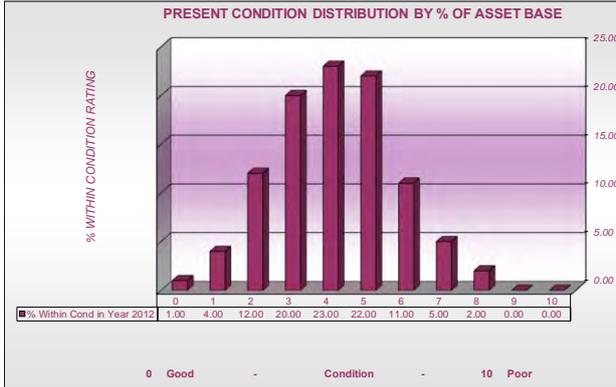


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$300,000	Present Annual Renewal Demand From Modelling	\$573,322
Total Asset Group Quantity	1,479,618	Av Annual Renewal Demand (Long Term)	\$295,924
Units	sqm	Av Unit Renewal Cost in \$/Unit	6.00
Total Cost to Renew the Whole Asset Group in \$	\$8,877,708	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$621,655
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.17
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.23
Life to Condition 10 in Years	30.0	St Dev of Condition Distribution	9.03
Life in years to intervention Level	28.2	Condition Distribution Accuracy Indicator	2.08
% of Present Demand being Met	52.33%	% Long Term Average Demand being Met	101.38%

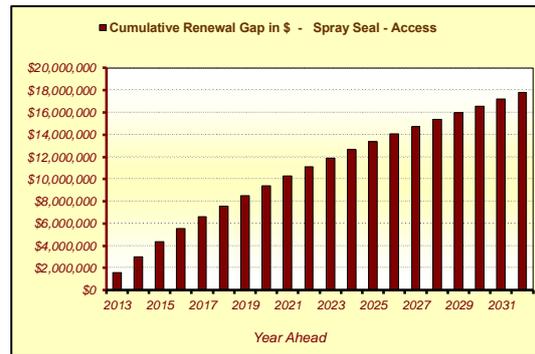
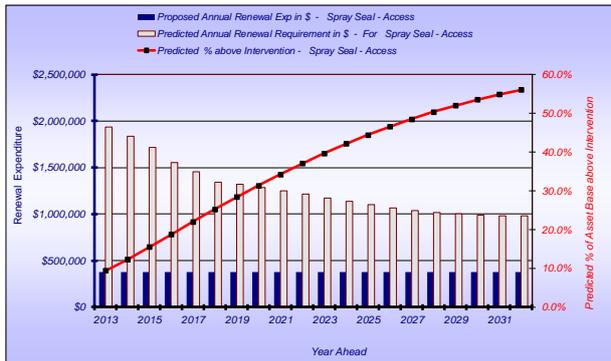


**Asset Set Presently Displayed *Spray Seal - Access***

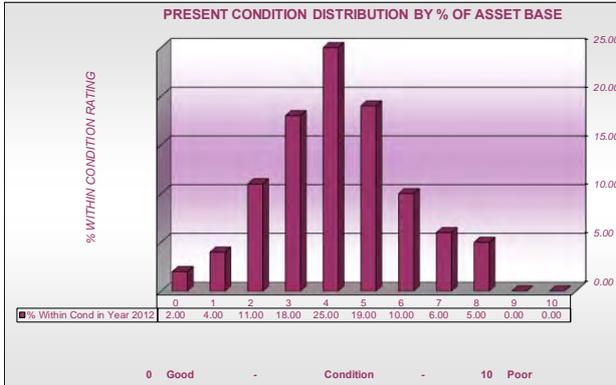


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$380,000	Present Annual Renewal Demand From Modelling	\$1,934,995
Total Asset Group Quantity	4,993,800	Av Annual Renewal Demand (Long Term)	\$998,760
Units	sqm	Av Unit Renewal Cost in \$/Unit	6.00
Total Cost to Renew the Whole Asset Group in \$	\$29,962,800	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$2,098,123
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.17
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.23
Life to Condition 10 in Years	30.0	St Dev of Condition Distribution	9.03
Life in years to Intervention Level	28.2	Condition Distribution Accuracy Indicator	2.08
% of Present Demand being Met	19.64%	% Long Term Average Demand being Met	38.05%

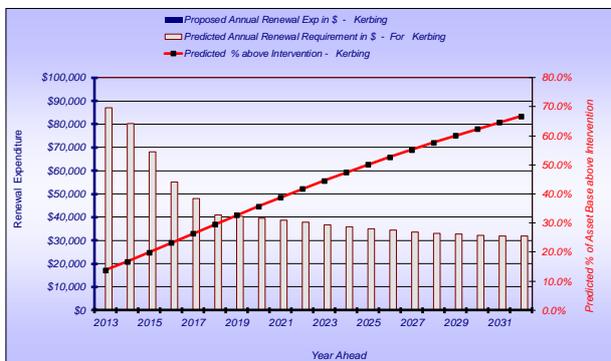


**Asset Set Presently Displayed *Kerbing***

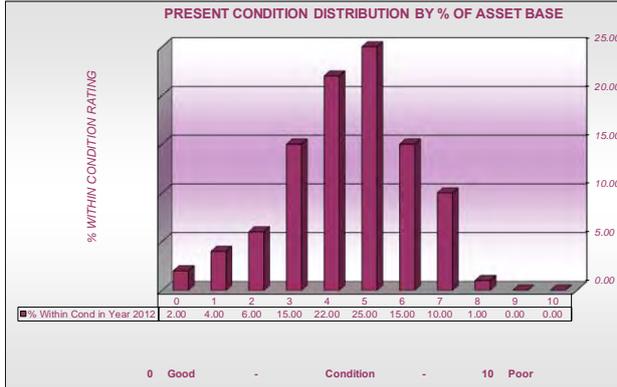


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$87,036
Total Asset Group Quantity	42,753	Av Annual Renewal Demand (Long Term)	\$32,065
Units	Metres	Av Unit Renewal Cost in \$/Unit	30.00
Total Cost to Renew the Whole Asset Group in \$	\$1,282,590	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$141,085
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.17
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	40.0	St Dev of Condition Distribution	8.38
Life in years to Intervention Level	37.6	Condition Distribution Accuracy Indicator	2.10
% of Present Demand being Met	0.02%	% Long Term Average Demand being Met	0.06%

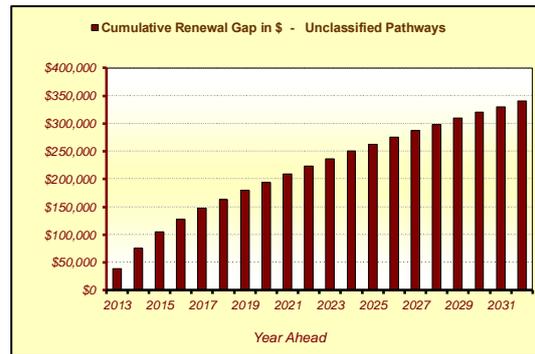
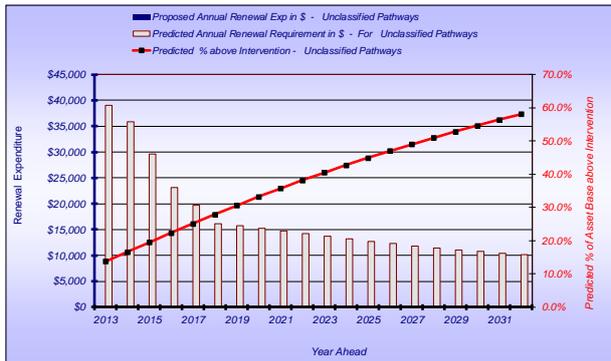


**Asset Set Presently Displayed Unclassified Pathways**

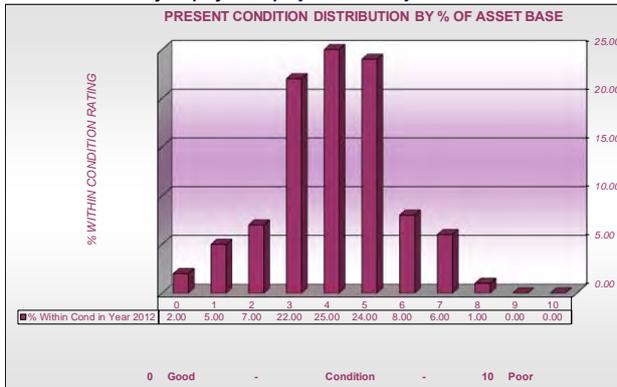


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$39,073
Total Asset Group Quantity	11,700	Av Annual Renewal Demand (Long Term)	\$9,750
Units	sqm	Av Unit Renewal Cost in \$/Unit	50.00
Total Cost to Renew the Whole Asset Group in \$	\$585,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$64,350
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.12
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	60.0	St Dev of Condition Distribution	8.98
Life in years to Intervention Level	56.4	Condition Distribution Accuracy Indicator	2.25
% of Present Demand being Met	0.05%	% Long Term Average Demand being Met	0.21%

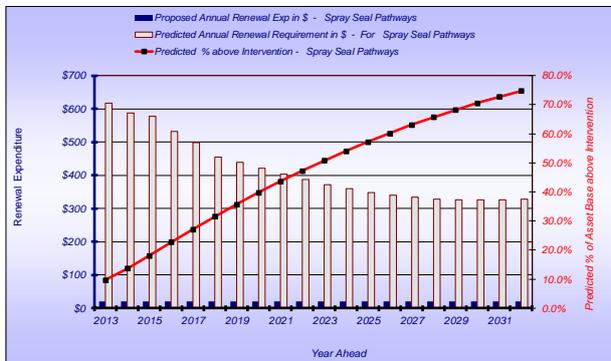


**Asset Set Presently Displayed Spray Seal Pathways**

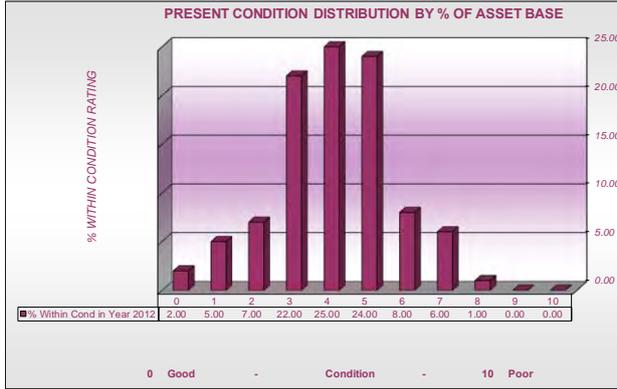


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$617
Total Asset Group Quantity	665	Av Annual Renewal Demand (Long Term)	\$333
Units	sqm	Av Unit Renewal Cost in \$/Unit	15.00
Total Cost to Renew the Whole Asset Group in \$	\$9,975	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$698
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.14
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	30.0	St Dev of Condition Distribution	9.77
Life in years to Intervention Level	28.2	Condition Distribution Accuracy Indicator	2.44
% of Present Demand being Met	3.24%	% Long Term Average Demand being Met	6.02%

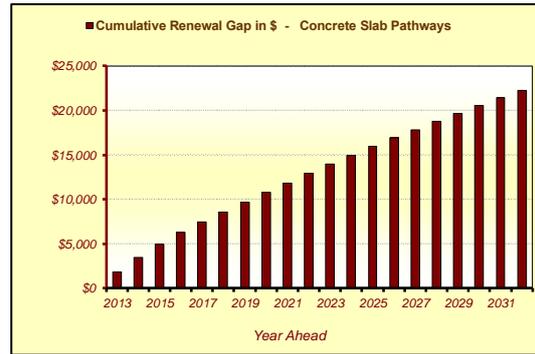
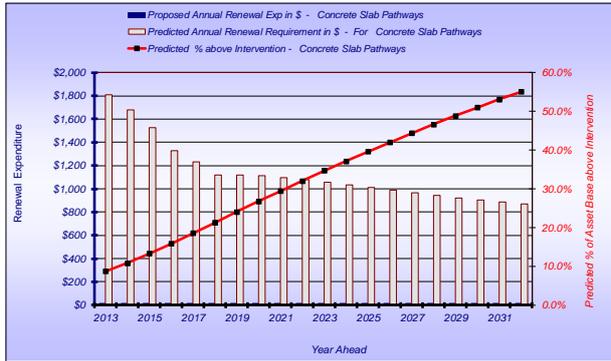


**Asset Set Presently Displayed Concrete Slab Pathways**

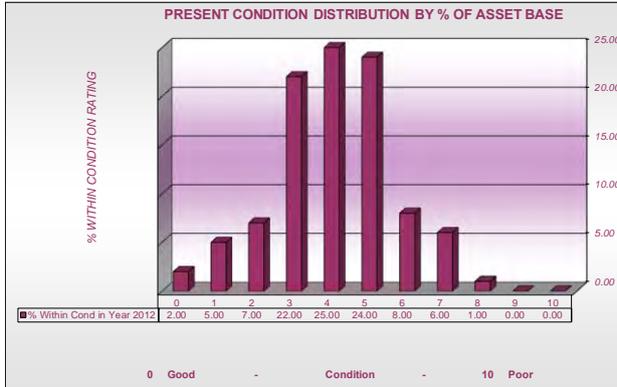


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$1,811
Total Asset Group Quantity	804	Av Annual Renewal Demand (Long Term)	\$804
Units	sqm	Av Unit Renewal Cost in \$/Unit	50.00
Total Cost to Renew the Whole Asset Group in \$	\$40,200	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$2,814
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.14
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	50.0	St Dev of Condition Distribution	9.77
Life in years to intervention Level	47.0	Condition Distribution Accuracy Indicator	2.44
% of Present Demand being Met	1.10%	% Long Term Average Demand being Met	2.49%

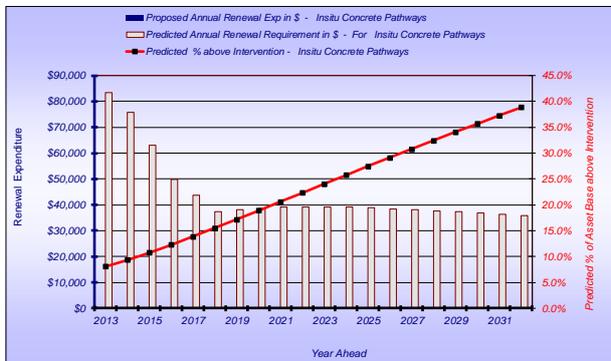


**Asset Set Presently Displayed Insitu Concrete Pathways**

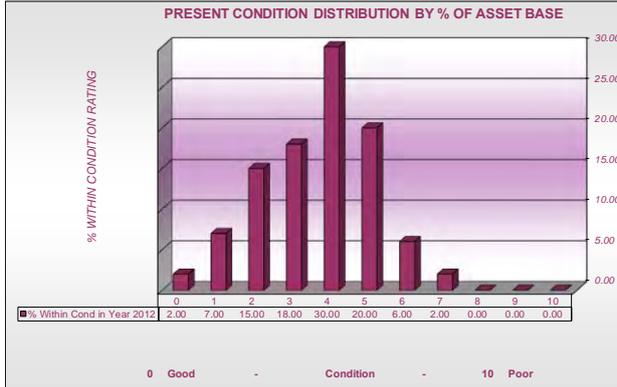


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$83,518
Total Asset Group Quantity	28,453	Av Annual Renewal Demand (Long Term)	\$28,453
Units	sqm	Av Unit Renewal Cost in \$/Unit	80.00
Total Cost to Renew the Whole Asset Group in \$	\$2,276,240	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$159,337
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.14
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	80.0	St Dev of Condition Distribution	9.77
Life in years to intervention Level	75.2	Condition Distribution Accuracy Indicator	2.44
% of Present Demand being Met	0.02%	% Long Term Average Demand being Met	0.07%

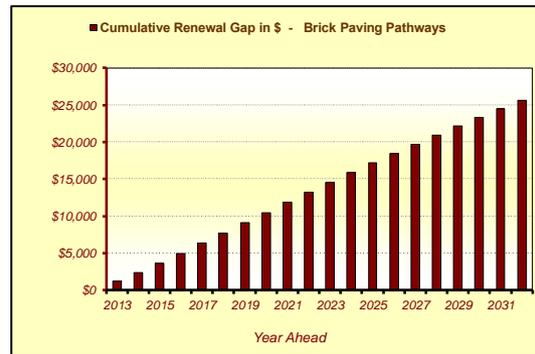
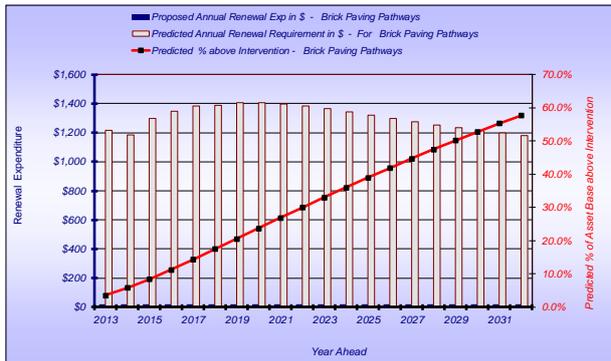


**Asset Set Presently Displayed Brick Paving Pathways**

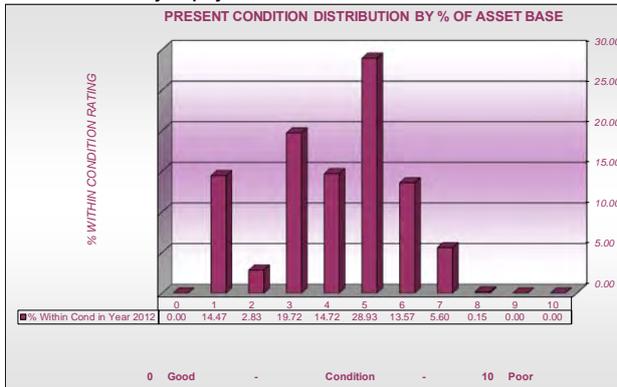


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$1,214
Total Asset Group Quantity	733	Av Annual Renewal Demand (Long Term)	\$1,100
Units	sqm	Av Unit Renewal Cost in \$/Unit	60.00
Total Cost to Renew the Whole Asset Group in \$	\$43,980	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$880
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.24
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.30
Life to Condition 10 in Years	40.0	St Dev of Condition Distribution	10.16
Life in years to intervention level	37.6	Condition Distribution Accuracy Indicator	3.05
% of Present Demand being Met	1.65%	% Long Term Average Demand being Met	1.82%

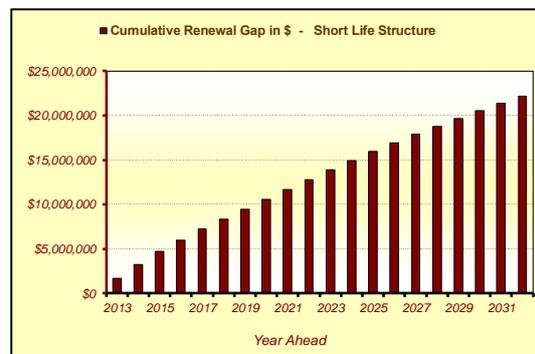
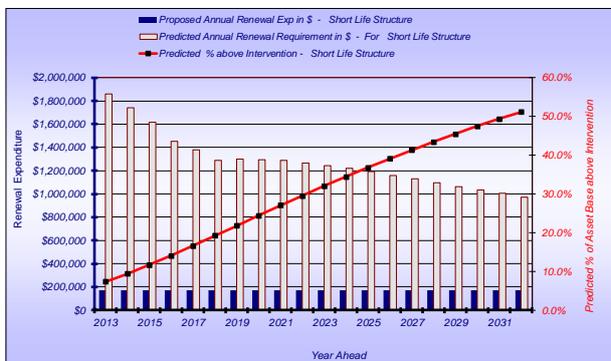


**Asset Set Presently Displayed Short Life Structure**

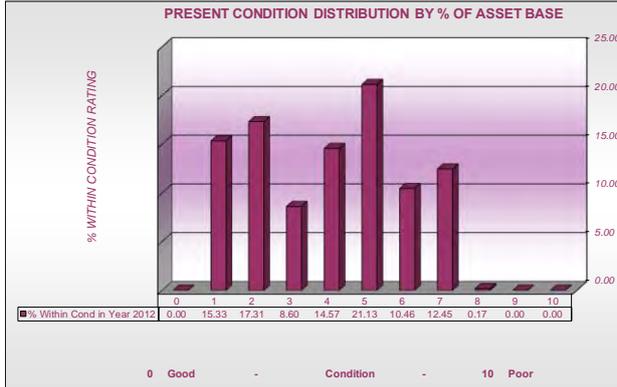


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$170,000	Present Annual Renewal Demand From Modelling	\$1,858,635
Total Asset Group Quantity	50	Av Annual Renewal Demand (Long Term)	\$720,656
Units	No	Av Unit Renewal Cost in \$/Unit	864,786.61
Total Cost to Renew the Whole Asset Group in \$	\$43,239,331	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$2,486,426
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.17
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.29
Life to Condition 10 in Years	60.0	St Dev of Condition Distribution	9.83
Life in years to intervention level	49.2	Condition Distribution Accuracy Indicator	2.84
% of Present Demand being Met	9.15%	% Long Term Average Demand being Met	23.59%

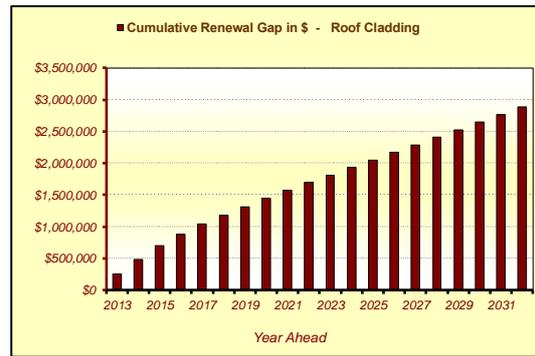
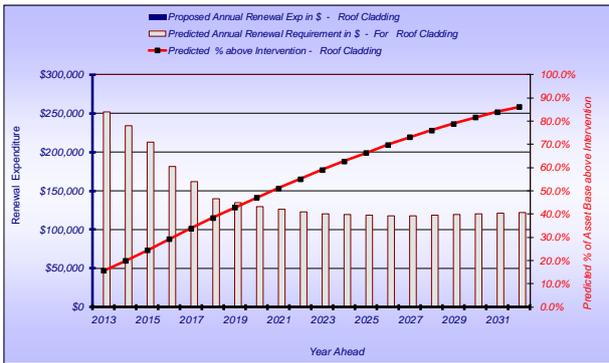


**Asset Set Presently Displayed** *Roof Cladding*

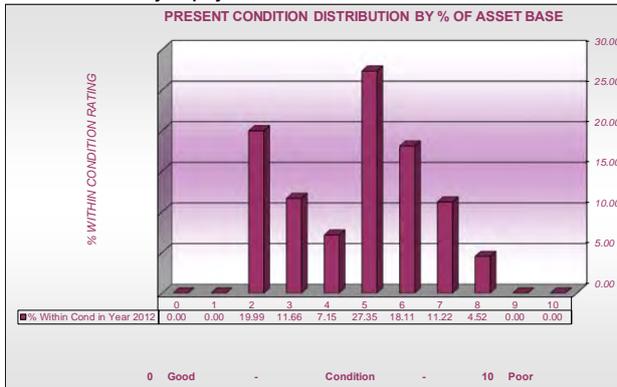


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$251,891
Total Asset Group Quantity	48	Av Annual Renewal Demand (Long Term)	\$102,132
Units	No	Av Unit Renewal Cost in \$/Unit	63,832.57
Total Cost to Renew the Whole Asset Group in \$	\$3,063,964	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$386,515
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.33
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.21
Life to Condition 10 in Years	30.0	St Dev of Condition Distribution	7.89
Life in years to Intervention Level	24.6	Condition Distribution Accuracy Indicator	1.67
% of Present Demand being Met	0.01%	% Long Term Average Demand being Met	0.02%

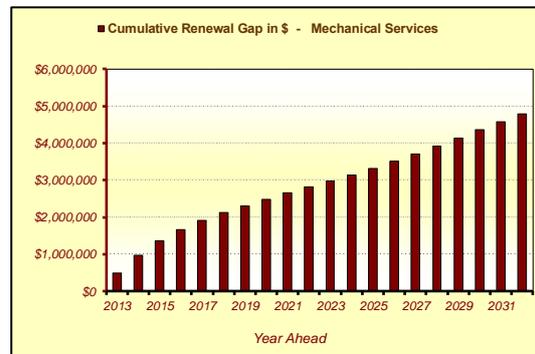
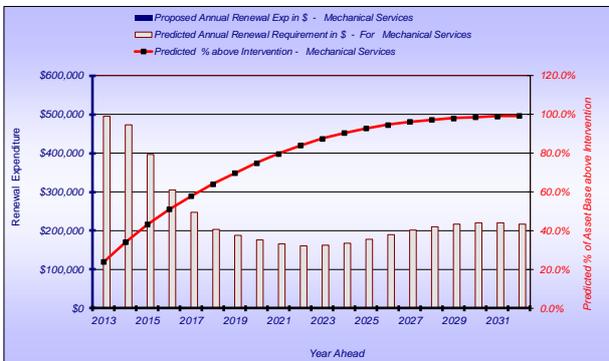


**Asset Set Presently Displayed** *Mechanical Services*

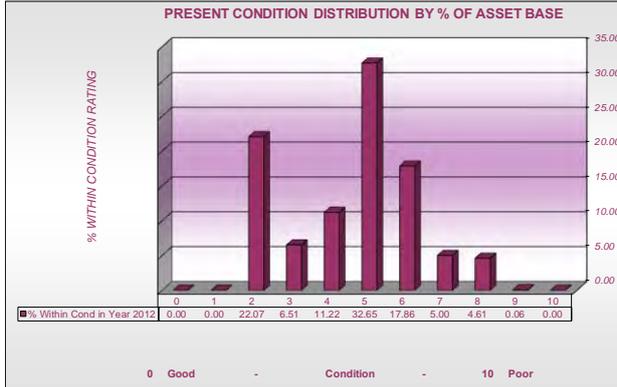


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$495,203
Total Asset Group Quantity	48	Av Annual Renewal Demand (Long Term)	\$165,275
Units	No	Av Unit Renewal Cost in \$/Unit	68,864.67
Total Cost to Renew the Whole Asset Group in \$	\$3,305,504	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$344,250	Present Value of assets above intervention	\$520,247
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.20
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.27
Life to Condition 10 in Years	20.0	St Dev of Condition Distribution	9.49
Life in years to Intervention Level	16.4	Condition Distribution Accuracy Indicator	2.60
% of Present Demand being Met	0.00%	% Long Term Average Demand being Met	0.01%

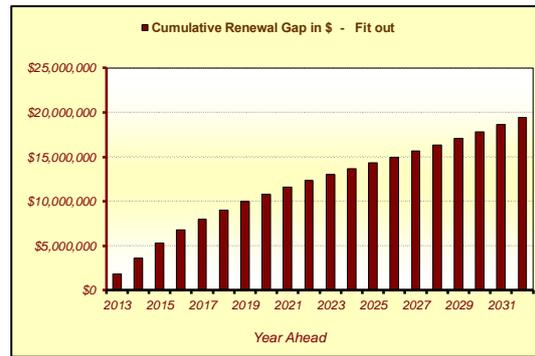
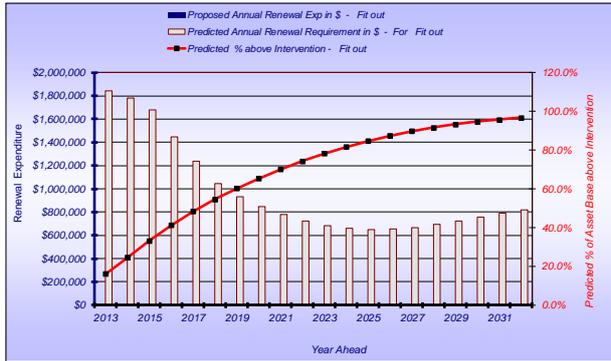


**Asset Set Presently Displayed Fit out**

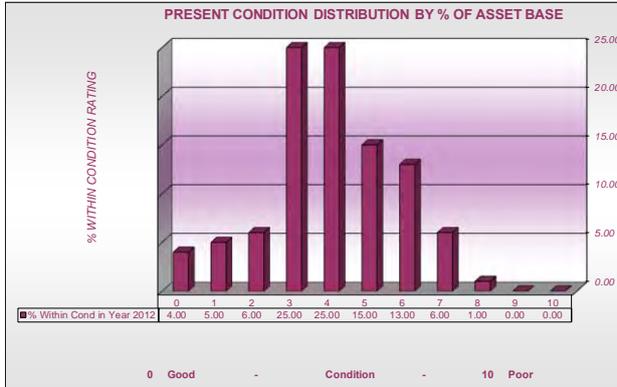


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$1,843,479
Total Asset Group Quantity	48	Av Annual Renewal Demand (Long Term)	\$661,101
Units	No	Av Unit Renewal Cost in \$/Unit	344,323.33
Total Cost to Renew the Whole Asset Group in \$	\$16,527,520	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$1,599,601
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.22
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.33
Life to Condition 10 in Years	25.0	St Dev of Condition Distribution	10.85
Life in years to intervention Level	20.5	Condition Distribution Accuracy Indicator	3.54
% of Present Demand being Met	0.00%	% Long Term Average Demand being Met	0.00%

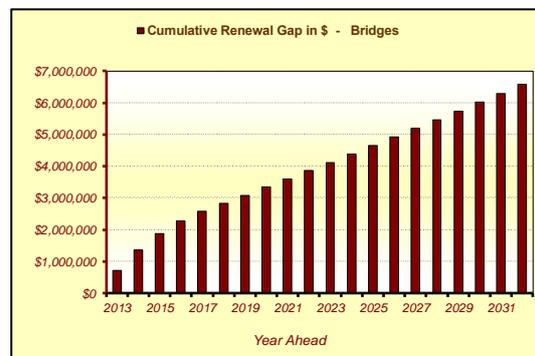
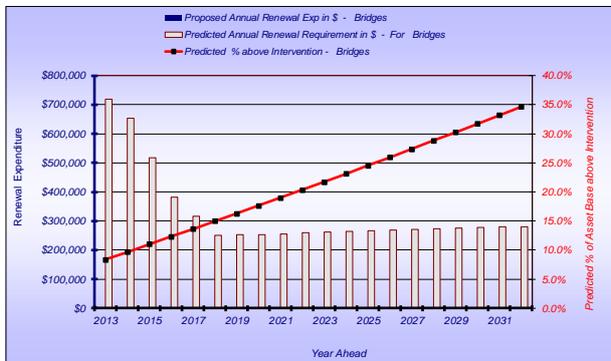


**Asset Set Presently Displayed Bridges**

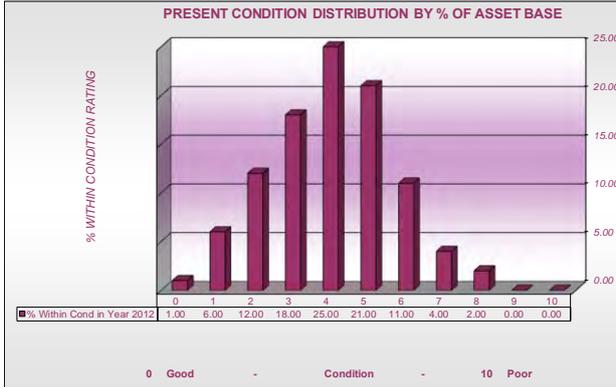


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$718,930
Total Asset Group Quantity	1,896	Av Annual Renewal Demand (Long Term)	\$237,000
Units	sqm	Av Unit Renewal Cost in \$/Unit	10,000.00
Total Cost to Renew the Whole Asset Group in \$	\$18,960,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$1,327,200
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.15
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	80.0	St Dev of Condition Distribution	9.21
Life in years to intervention Level	71.2	Condition Distribution Accuracy Indicator	2.30
% of Present Demand being Met	0.00%	% Long Term Average Demand being Met	0.01%

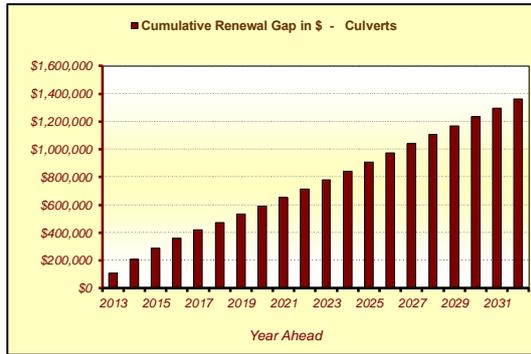
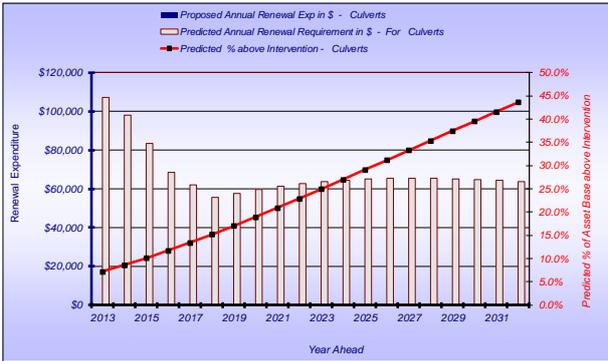


**Asset Set Presently Displayed Culverts**

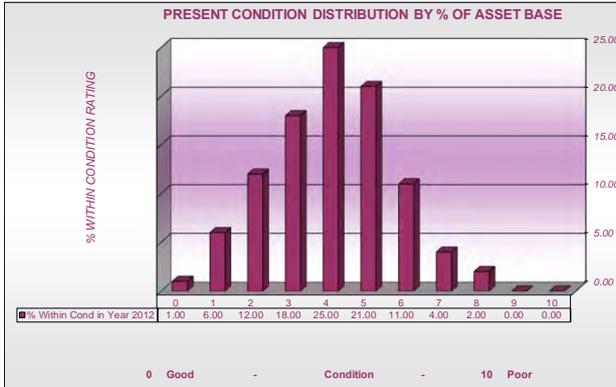


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$107,207
Total Asset Group Quantity	446	Av Annual Renewal Demand (Long Term)	\$39,025
Units	No	Av Unit Renewal Cost in \$/Unit	7,000.00
Total Cost to Renew the Whole Asset Group in \$	\$3,122,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$187,320
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.19
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	80.0	St Dev of Condition Distribution	8.96
Life in years to Intervention Level	65.6	Condition Distribution Accuracy Indicator	2.24
% of Present Demand being Met	0.02%	% Long Term Average Demand being Met	0.05%

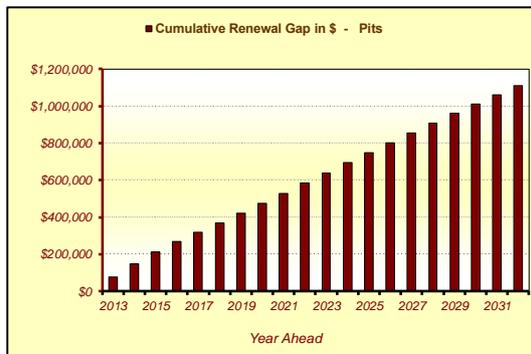
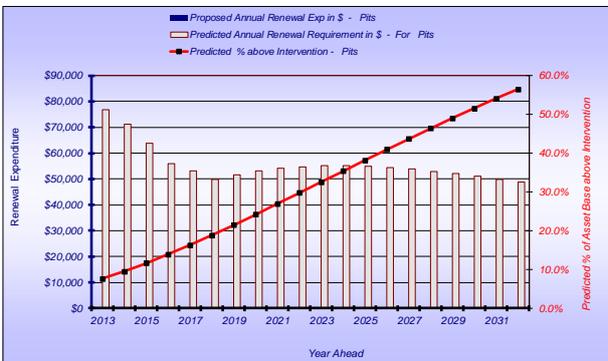


**Asset Set Presently Displayed Pits**

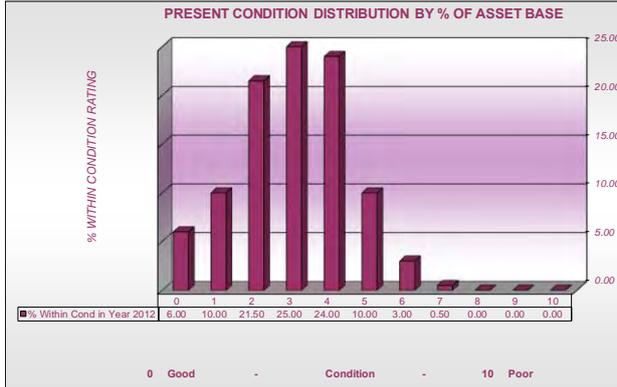


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$76,751
Total Asset Group Quantity	700	Av Annual Renewal Demand (Long Term)	\$32,667
Units	No	Av Unit Renewal Cost in \$/Unit	2,800.00
Total Cost to Renew the Whole Asset Group in \$	\$1,960,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$117,600
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.19
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	60.0	St Dev of Condition Distribution	8.96
Life in years to Intervention Level	49.2	Condition Distribution Accuracy Indicator	2.24
% of Present Demand being Met	0.03%	% Long Term Average Demand being Met	0.06%

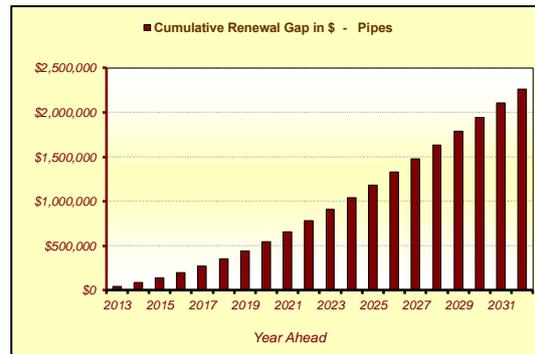
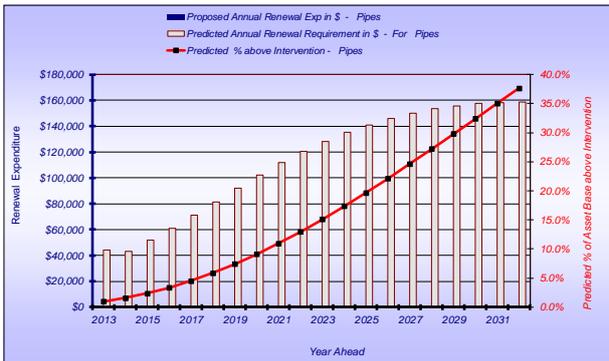


**Asset Set Presently Displayed Pipes**

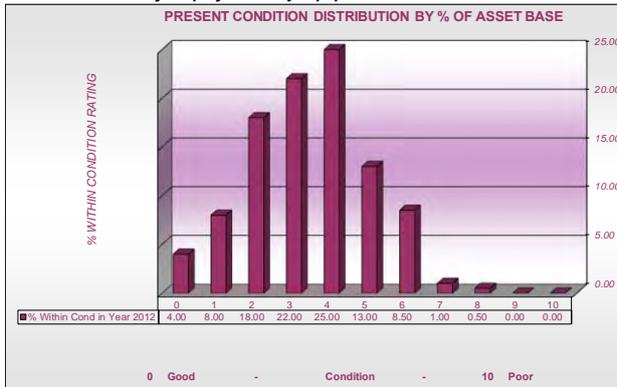


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$44,040
Total Asset Group Quantity	15,000	Av Annual Renewal Demand (Long Term)	\$100,000
Units	Metres	Av Unit Renewal Cost in \$/Unit	400.00
Total Cost to Renew the Whole Asset Group in \$	\$6,000,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$30,000
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.38
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	60.0	St Dev of Condition Distribution	10.00
Life in years to Intervention Level	49.2	Condition Distribution Accuracy Indicator	2.50
% of Present Demand being Met	0.05%	% Long Term Average Demand being Met	0.02%

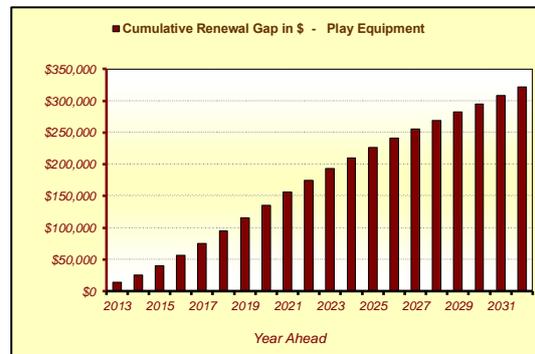
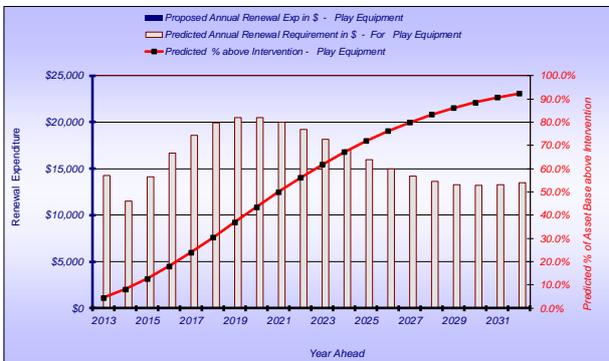


**Asset Set Presently Displayed Play Equipment**

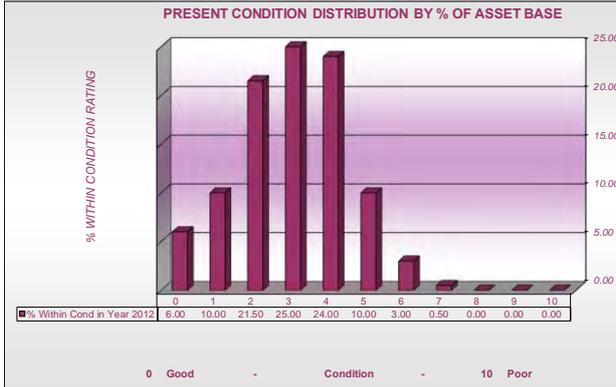


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$14,302
Total Asset Group Quantity	5	Av Annual Renewal Demand (Long Term)	\$12,461
Units	No	Av Unit Renewal Cost in \$/Unit	62,307.40
Total Cost to Renew the Whole Asset Group in \$	\$311,537	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$4,673
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.30
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	25.0	St Dev of Condition Distribution	9.20
Life in years to Intervention Level	20.5	Condition Distribution Accuracy Indicator	2.30
% of Present Demand being Met	0.14%	% Long Term Average Demand being Met	0.16%

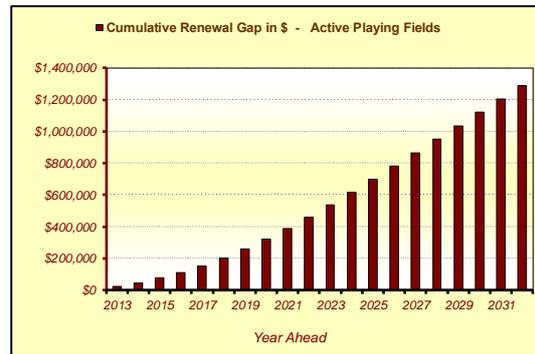
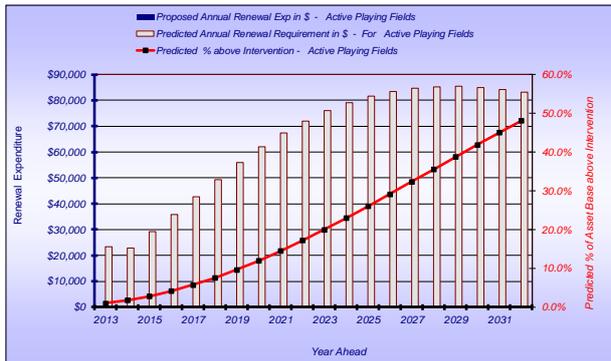


**Asset Set Presently Displayed Active Playing Fields**

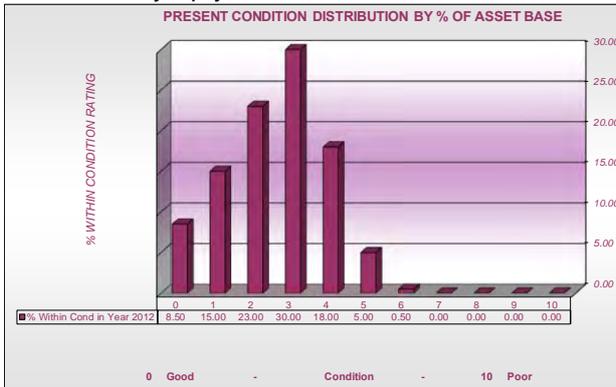


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$23,269
Total Asset Group Quantity	53,438	Av Annual Renewal Demand (Long Term)	\$53,438
Units	sqm	Av Unit Renewal Cost in \$/Unit	50.00
Total Cost to Renew the Whole Asset Group in \$	\$2,671,916	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$15,000	Present Value of assets above intervention	\$13,360
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.38
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	50.0	St Dev of Condition Distribution	10.00
Life in years to intervention Level	41.0	Condition Distribution Accuracy Indicator	2.50
% of Present Demand being Met	0.09%	% Long Term Average Demand being Met	0.04%

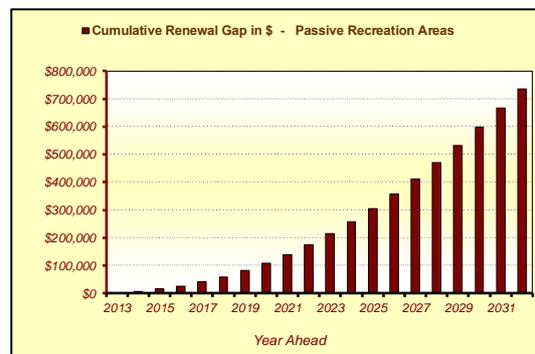
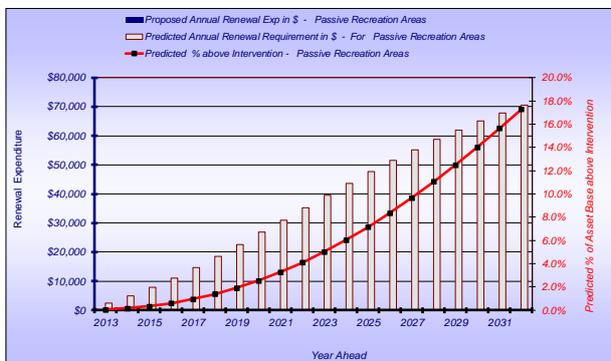


**Asset Set Presently Displayed Passive Recreation Areas**

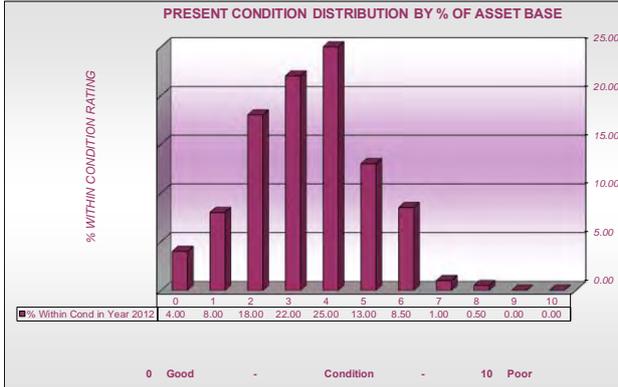


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$2,422
Total Asset Group Quantity	213,130	Av Annual Renewal Demand (Long Term)	\$53,283
Units	sqm	Av Unit Renewal Cost in \$/Unit	20.00
Total Cost to Renew the Whole Asset Group in \$	\$4,262,600	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$0
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.47
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.30
Life to Condition 10 in Years	80.0	St Dev of Condition Distribution	10.80
Life in years to intervention Level	65.6	Condition Distribution Accuracy Indicator	3.24
% of Present Demand being Met	0.83%	% Long Term Average Demand being Met	0.04%

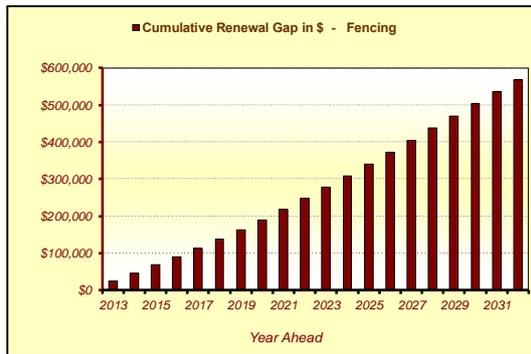
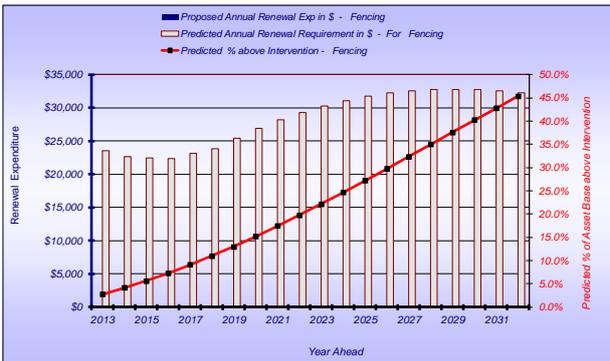


**Asset Set Presently Displayed Fencing**

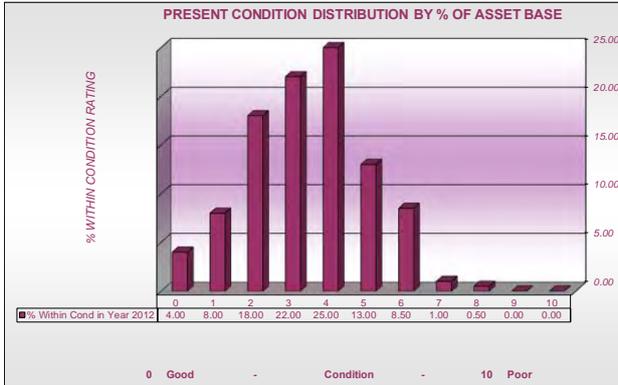


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$23,500
Total Asset Group Quantity	5,000	Av Annual Renewal Demand (Long Term)	\$20,833
Units	Metres	Av Unit Renewal Cost in \$/Unit	250.00
Total Cost to Renew the Whole Asset Group in \$	\$1,250,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$18,750
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.30
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	60.0	St Dev of Condition Distribution	9.20
Life in years to intervention Level	49.2	Condition Distribution Accuracy Indicator	2.30
% of Present Demand being Met	0.09%	% Long Term Average Demand being Met	0.10%

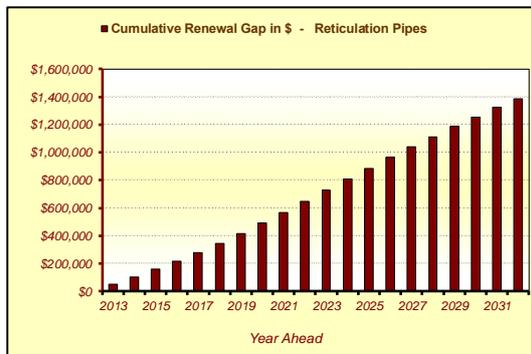
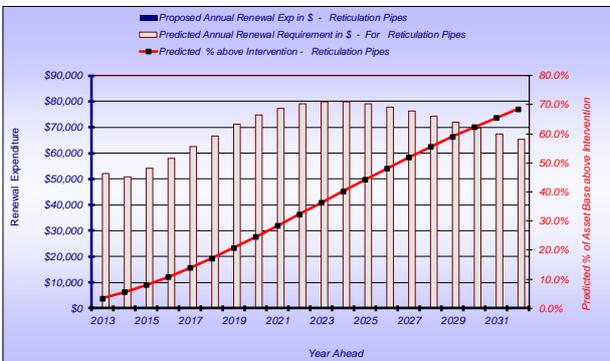


**Asset Set Presently Displayed Reticulation Pipes**

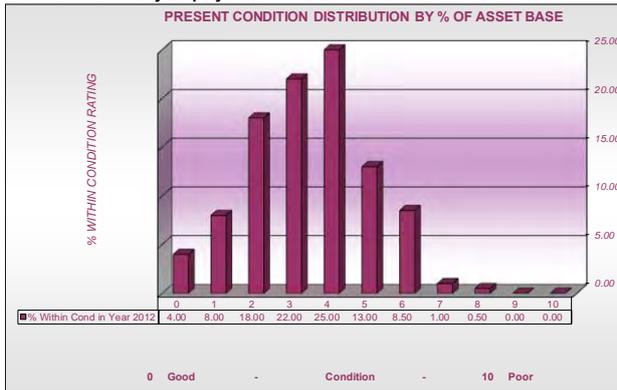


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$52,158
Total Asset Group Quantity	25,000	Av Annual Renewal Demand (Long Term)	\$50,000
Units	Metres	Av Unit Renewal Cost in \$/Unit	80.00
Total Cost to Renew the Whole Asset Group in \$	\$2,000,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$36,000	Present Value of assets above intervention	\$30,000
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.30
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	40.0	St Dev of Condition Distribution	9.20
Life in years to intervention Level	32.8	Condition Distribution Accuracy Indicator	2.30
% of Present Demand being Met	0.04%	% Long Term Average Demand being Met	0.04%

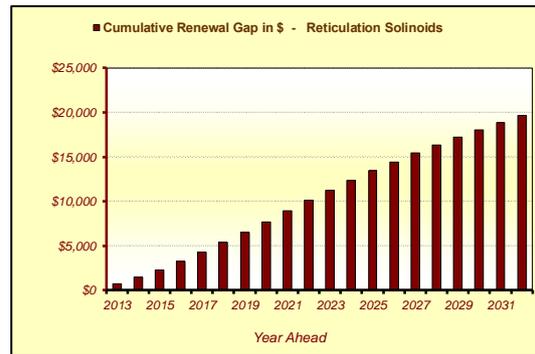
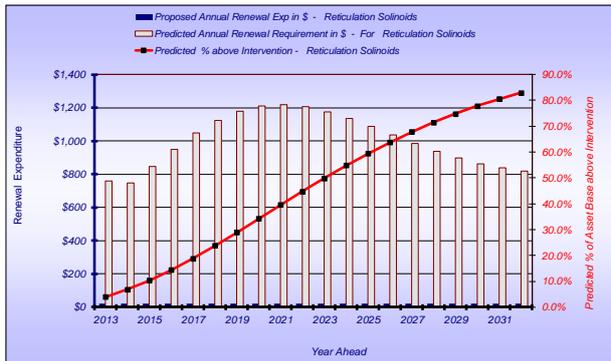


**Asset Set Presently Displayed Reticulation Solinoids**

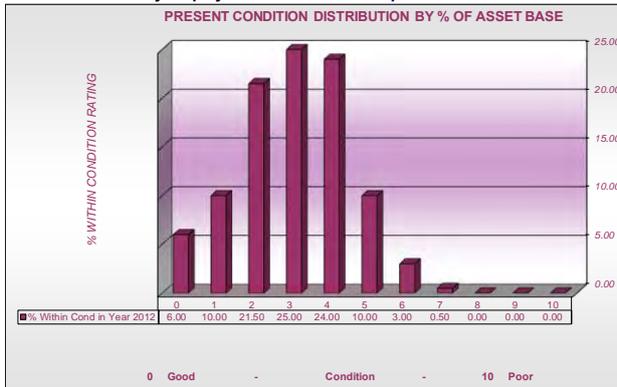


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$758
Total Asset Group Quantity	50	Av Annual Renewal Demand (Long Term)	\$750
Units	No	Av Unit Renewal Cost in \$/Unit	450.00
Total Cost to Renew the Whole Asset Group in \$	\$22,500	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$338
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.30
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	30.0	St Dev of Condition Distribution	9.20
Life in years to Intervention Level	24.6	Condition Distribution Accuracy Indicator	2.30
% of Present Demand being Met	2.64%	% Long Term Average Demand being Met	2.67%

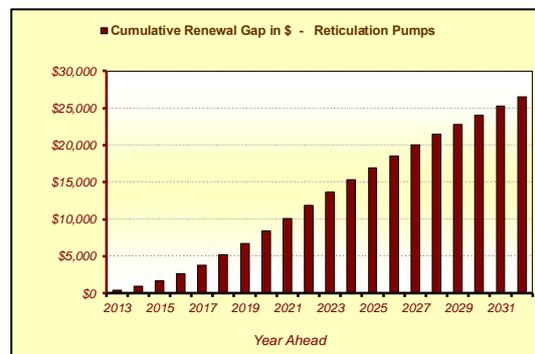
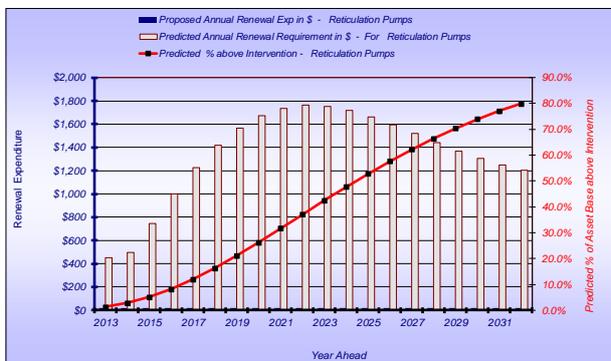


**Asset Set Presently Displayed Reticulation Pumps**

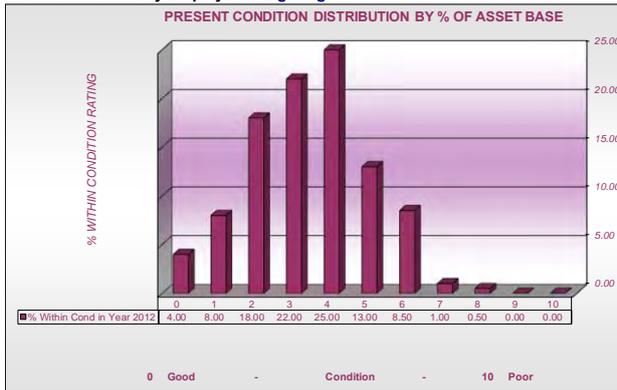


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$451
Total Asset Group Quantity	4	Av Annual Renewal Demand (Long Term)	\$1,067
Units	No	Av Unit Renewal Cost in \$/Unit	8,000.00
Total Cost to Renew the Whole Asset Group in \$	\$32,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$160
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.38
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	30.0	St Dev of Condition Distribution	10.00
Life in years to Intervention Level	24.6	Condition Distribution Accuracy Indicator	2.50
% of Present Demand being Met	4.44%	% Long Term Average Demand being Met	1.88%

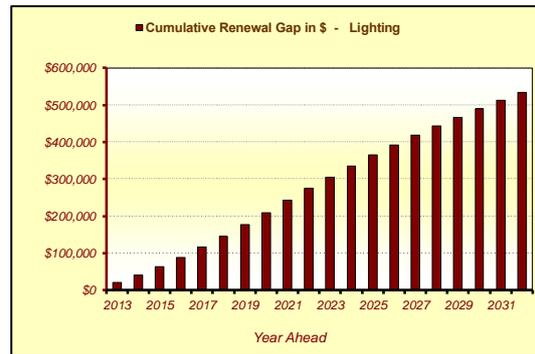
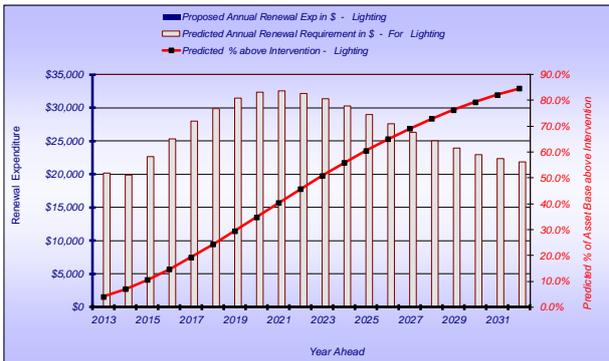


**Asset Set Presently Displayed Lighting**

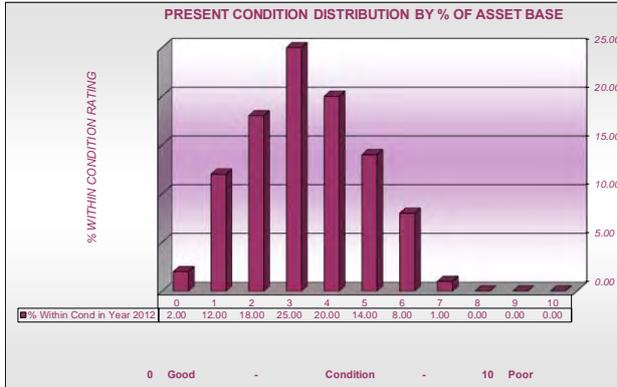


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$20,216
Total Asset Group Quantity	40	Av Annual Renewal Demand (Long Term)	\$20,000
Units	No	Av Unit Renewal Cost in \$/Unit	15,000.00
Total Cost to Renew the Whole Asset Group in \$	\$600,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$9,000
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.30
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	30.0	St Dev of Condition Distribution	9.20
Life in years to intervention Level	24.6	Condition Distribution Accuracy Indicator	2.30
% of Present Demand being Met	0.10%	% Long Term Average Demand being Met	0.10%

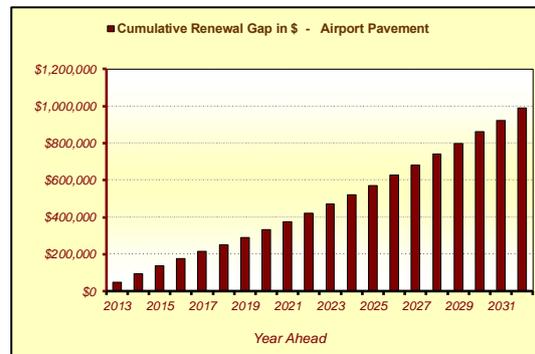
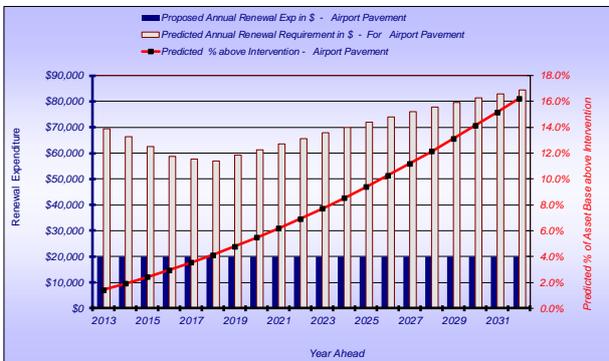


**Asset Set Presently Displayed Airport Pavement**

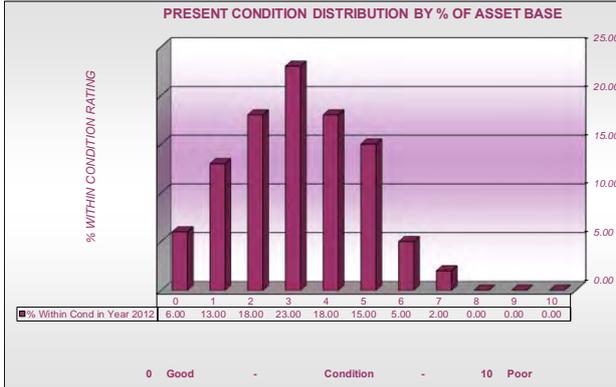


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$19,950	Present Annual Renewal Demand From Modelling	\$69,385
Total Asset Group Quantity	202,966	Av Annual Renewal Demand (Long Term)	\$76,112
Units	sqm	Av Unit Renewal Cost in \$/Unit	30.00
Total Cost to Renew the Whole Asset Group in \$	\$6,088,980	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$60,890
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.32
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	80.0	St Dev of Condition Distribution	9.21
Life in years to intervention Level	69.6	Condition Distribution Accuracy Indicator	2.30
% of Present Demand being Met	28.75%	% Long Term Average Demand being Met	26.21%

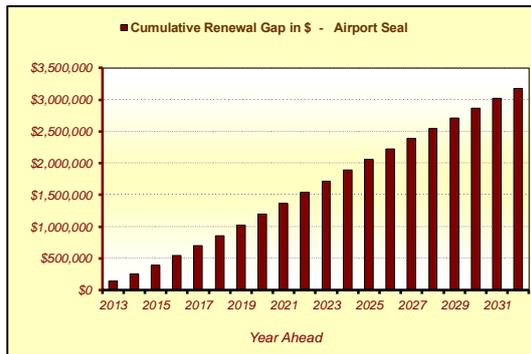


**Asset Set Presently Displayed Airport Seal**

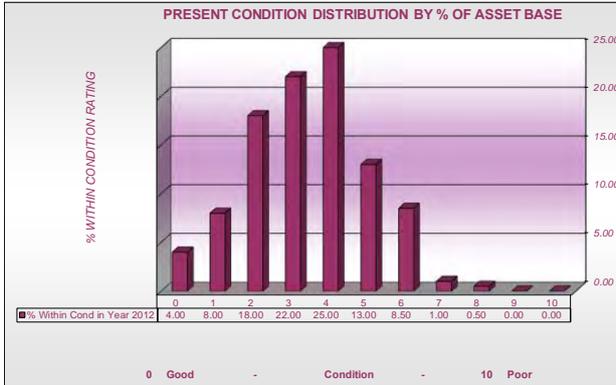


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$137,002
Total Asset Group Quantity	202,966	Av Annual Renewal Demand (Long Term)	\$152,225
Units	sqm	Av Unit Renewal Cost in \$/Unit	15.00
Total Cost to Renew the Whole Asset Group in \$	\$3,044,490	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$60,890
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.37
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.23
Life to Condition 10 in Years	20.0	St Dev of Condition Distribution	8.53
Life in years to intervention Level	18.8	Condition Distribution Accuracy Indicator	1.36
% of Present Demand being Met	0.01%	% Long Term Average Demand being Met	0.01%

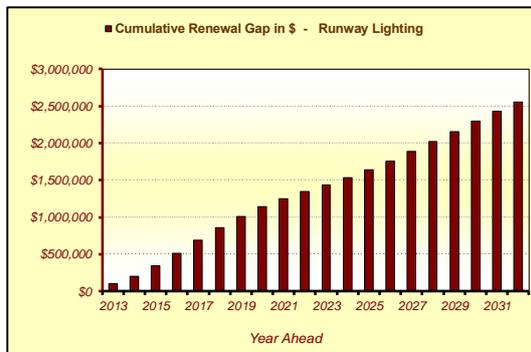
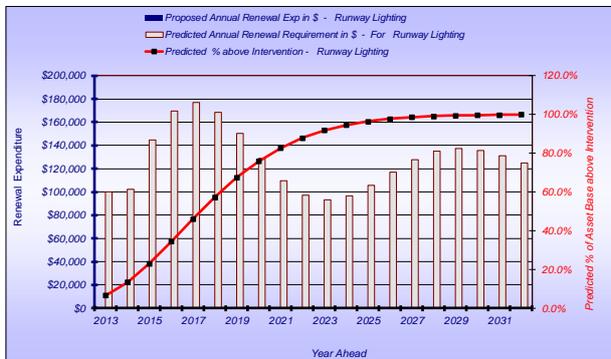


**Asset Set Presently Displayed Runway Lighting**

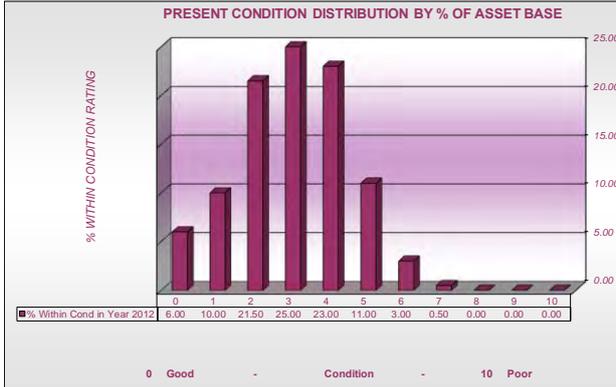


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$99,773
Total Asset Group Quantity	2	Av Annual Renewal Demand (Long Term)	\$100,000
Units	No	Av Unit Renewal Cost in \$/Unit	750,000.00
Total Cost to Renew the Whole Asset Group in \$	\$1,500,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$22,500
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.30
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	15.0	St Dev of Condition Distribution	9.20
Life in years to intervention Level	12.3	Condition Distribution Accuracy Indicator	2.30
% of Present Demand being Met	0.02%	% Long Term Average Demand being Met	0.02%

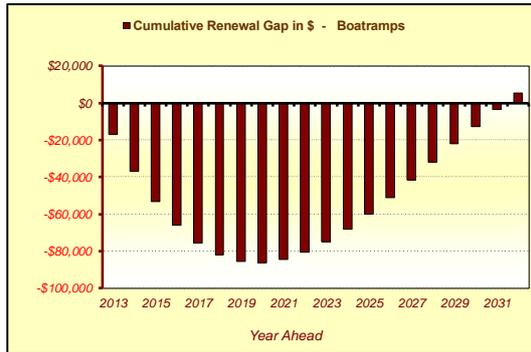
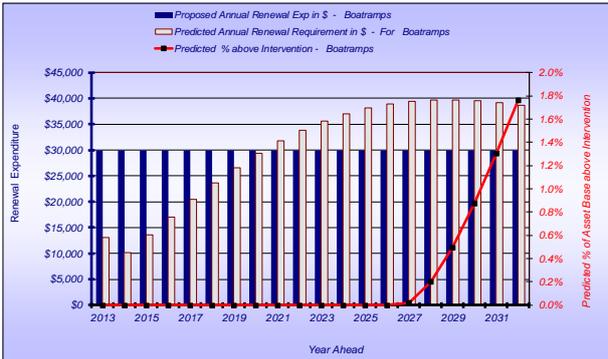


**Asset Set Presently Displayed Boatramps**

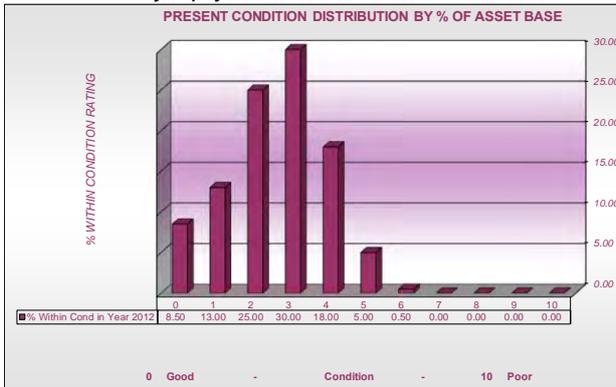


**Table of Key Indicators**

Present Annual Renewal Expenditure	\$30,000	Present Annual Renewal Demand From Modelling	\$13,068
Total Asset Group Quantity	5	Av Annual Renewal Demand (Long Term)	\$25,000
Units	No	Av Unit Renewal Cost in \$/Unit	250,000.00
Total Cost to Renew the Whole Asset Group in \$	\$1,250,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$30,000	Present Value of assets above intervention	\$6,250
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.38
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.25
Life to Condition 10 in Years	50.0	St Dev of Condition Distribution	9.87
Life in years to intervention Level	41.0	Condition Distribution Accuracy Indicator	2.47
% of Present Demand being Met	229.57%	% Long Term Average Demand being Met	120.00%

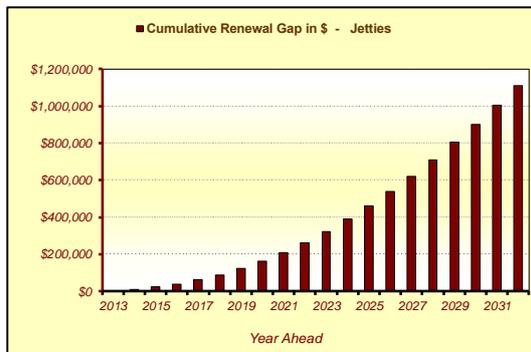
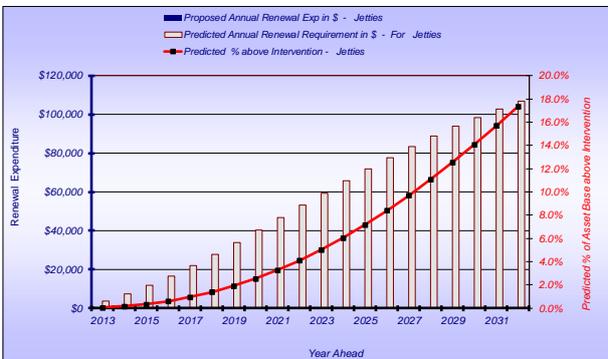


**Asset Set Presently Displayed Jetties**



**Table of Key Indicators**

Present Annual Renewal Expenditure	\$20	Present Annual Renewal Demand From Modelling	\$3,636
Total Asset Group Quantity	1,600	Av Annual Renewal Demand (Long Term)	\$80,000
Units	sqm	Av Unit Renewal Cost in \$/Unit	4,000.00
Total Cost to Renew the Whole Asset Group in \$	\$6,400,000	% at and above Intervention Level (in Poor Cond)	\$0
Annual Maintenance Exp.	\$20	Present Value of assets above intervention	\$0
Retreatment Intervention Condition Level	7	% at & Under Cond 2 (% in Excellent Cond)	0.47
Return Cond Level following Renewal	0	Largest Individual % in Starting Condition Dist.	0.30
Life to Condition 10 in Years	80.0	St Dev of Condition Distribution	10.98
Life in years to intervention Level	65.6	Condition Distribution Accuracy Indicator	3.30
% of Present Demand being Met	0.55%	% Long Term Average Demand being Met	0.03%



### 12.3.2 Waste Management Strategy

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	Shire of Wyndham East Kimberley
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>AUTHOR:</b>	Kevin Hannagan, Director Infrastructure
<b>REPORTING OFFICER:</b>	Kevin Hannagan, Director Infrastructure
<b>FILE NO:</b>	WM.12.1

#### **PURPOSE**

To Gain Council's endorsement to implement the Waste Management Strategy (Cardno 2012) to achieve regulatory compliance, minimise environmental impact and work towards best practice operations for the provision of waste management services for the Shire.

#### **BACKGROUND**

A Waste Management Strategy has been developed for the Shire to improve the waste collection, disposal and recycling services. Councillors and Executive have received a briefing by the consultant on 25 September 2012 and have been provided with a copy of the Waste Management Strategy. The Strategy was developed by Cardno and has been peer reviewed by ASK Waste Management (due to their existing knowledge of the Shire's services, the wider Regional issues and industry knowledge).

A number of tasks have been added to the Strategy by ASK and the 'combined strategy' has been scheduled (see attachment 1 – Schedule Gantt Chart) and a budget developed (see attachment 2 – Waste Strategy Budget)

#### **STATUTORY IMPLICATIONS**

There are statutory implications associated with this report, as a range of the tasks must be completed for the Shire's landfills to meet the regulatory minimum standards of operation.

#### **POLICY IMPLICATIONS**

No policy implications apply in the preparation of this report.

#### **FINANCIAL IMPLICATIONS**

There are significant financial implications associated with this item. The budget provided shows the estimated expenditure over the next 4-5 years.

#### **STRATEGIC IMPLICATIONS**

This report aligns with Council's focus on Environment, Key Result Area 4, in the *Shire of Wyndham East Kimberley Strategic Plan 2008*.

- Waste management services meet legislative and sustainable objectives

#### **COMMUNITY CONSULTATION**

Community consultation / education will be implemented as part of the Waste Strategy.

## **COMMENT**

The Shire's waste management facilities have historically not been rigorously inspected by DEC. The State Government has provided additional resources to DEC to undertake compliance inspections with current licence approvals, improve environmental waste handling to best practice standards and moving to it's new Zero Waste approach. DEC has now implemented regular assessments of waste facilities throughout regional WA, therefore the management and operations of these facilities must now meet their Licence conditions required. This requires a cultural change by many regional LGA's in relation to their approach to waste management.

The Shire has to make considerable effort to bring disposal operations up to the minimum standard required, prior to developing further recycling activities. This is compounded by the poor siting of the KNX landfill, which needs to be closed as soon as an alternative site can be located and a new landfill established.

## **ATTACHMENTS**

Attachment 1 – Implementation Schedule; Gantt Chart

Attachment 2 – Budget estimate and task list

Attachment 3 – Cardno Waste Management Strategy

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

1. Adopts the Waste Management Strategy but notes that tasks and budget estimates may vary as the strategy is progressed.
2. Supports the implementation schedule of tasks, budget estimate and task list.
3. Directs the Chief Executive Officer to commence implementation of the task list within the existing 2012/13 budget and seek future budget estimates as required.

Officer's recommendation is moved with addition of point 4

1. Adopts the Waste Management Strategy but notes that tasks and budget estimates may vary as the strategy is progressed.
2. Supports the implementation schedule of tasks, budget estimate and task list.
3. Directs the Chief Executive Officer to commence implementation of the task list within the existing 2012/13 budget and seek future budget estimates as required.
4. Chief Executive Officer to provide quarterly reports to Council on progress and implementation of the plan

**COUNCIL DECISION**

**Minute No. 9906**

**Moved: Cr D Ausburn**

**Seconded: Cr J Parker**

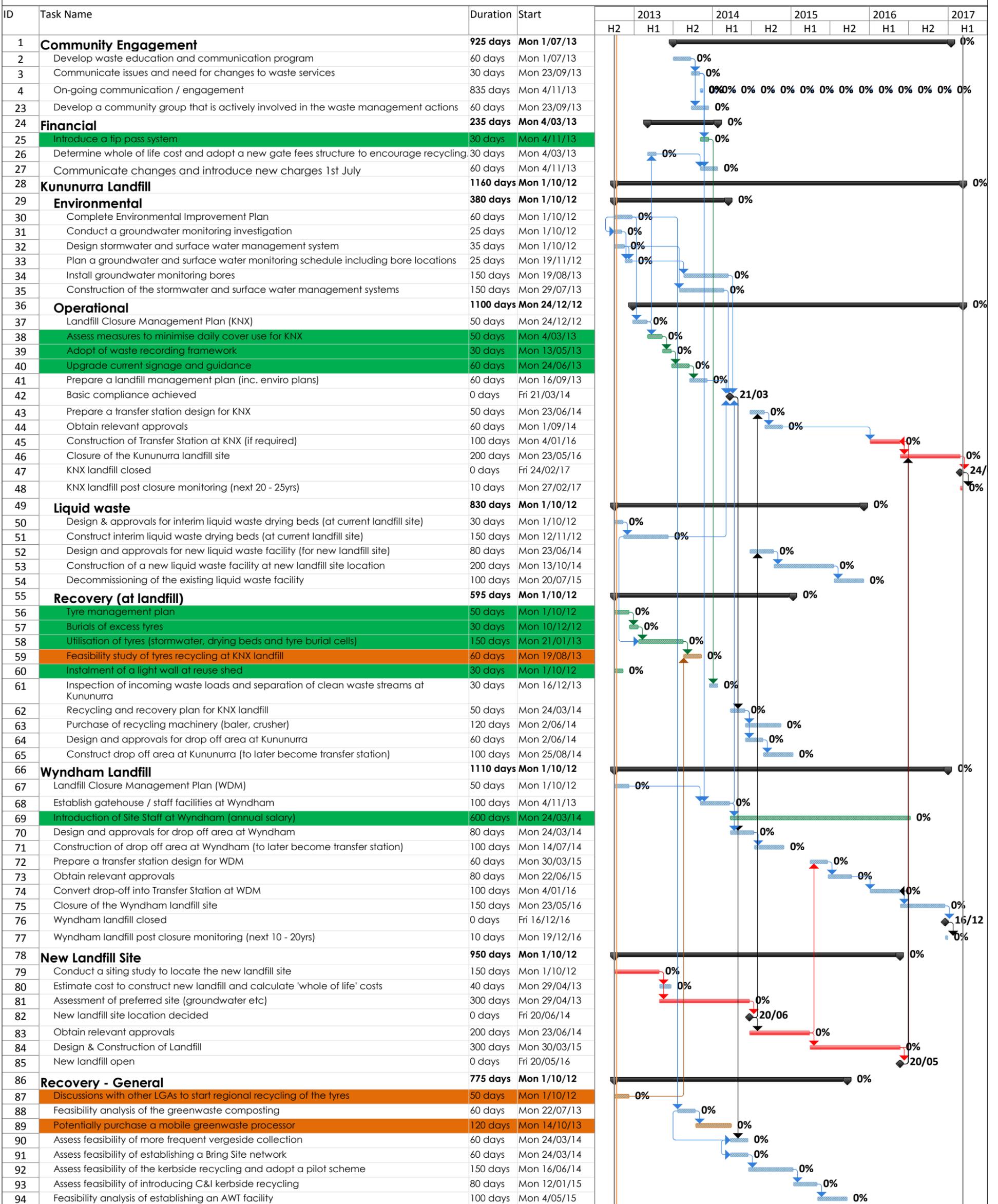
**That Council:**

- 1. Adopts the Waste Management Strategy but notes that tasks and budget estimates may vary as the strategy is progressed.**
- 2. Supports the implementation schedule of tasks, budget estimate and task list.**
- 3. Directs the Chief Executive Officer to commence implementation of the task list within the existing 2012/13 budget and seek future budget estimates as required.**
- 4. Chief Executive Officer to provide quarterly reports to Council on progress and implementation of the plan**

**Carried Unanimously 7/0**



Attachment 1 - Implementation Schedule Gantt Chart - Project duration



## Attachment 2 - Budget estimate and task list (first 15 months)

Key to colour coding

Project already completed or PO raised
Operational task, not strategic
ASK agree with Cardno cost estimate
ASK does not agree with Cardno cost estimate
Additional tasks inserted by ASK (that are not included in strategy)

Task Name	Task total (whole project duration)	4th Quarter 2012	1st Quarter 2013	2nd Quarter 2013	3rd Quarter 2013	4th Quarter 2013	ASK comments / rationale for extra tasks / costs
Strategy tasks cost total (Cardno)	\$19,704,000	\$42,500	\$34,500	\$35,500	\$80,000	\$12,500	
Additional (ASK) task costs	\$303,000	\$52,000	\$4,000	\$75,000	\$25,000	\$40,000	
<b>Total budget estimate</b>	<b>\$20,037,000</b>	<b>\$94,500</b>	<b>\$38,500</b>	<b>\$110,500</b>	<b>\$105,000</b>	<b>\$52,500</b>	
<b>Community Engagement</b>	\$0						
Develop waste education and communication program	\$15,000						
Communicate issues and need for changes to waste services	\$0						ASK would suggest \$4k cost with this task
<i>On-going communication / engagement</i>	<i>\$35,000</i>						<i>On-going education is required (annual cost)</i>
Develop a community group that is actively involved in the waste management actions	\$5,000						
<b>Financial</b>	\$0						
Introduce a tip pass system	\$4,500		\$4,500				
Determine whole of life cost and adopt a new gate fees structure to encourage recycling	\$4,000		\$4,000				Need to calculate what should be charged for breakeven
<b>Kununurra Landfill</b>	\$0						
<b>Environmental</b>	\$0						
Complete Environmental Improvement Plan	\$9,000	\$9,000					
Conduct a groundwater monitoring investigation	\$5,000	\$5,000					Part of EIP requirement (simple desktop, DEC may require more field assessments)
Design stormwater and surface water management system	\$10,000	\$10,000					
Plan a groundwater and surface water monitoring schedule including bore locations	\$5,000	\$5,000					
Install groundwater monitoring bores	\$15,000				\$15,000		ASK feel this estimate is low & number required not yet known
Construction of the stormwater and surface water management systems	\$30,000				\$30,000		ASK feel this estimate is low & design not yet known
<b>Operational</b>	\$0						
Landfill Closure Management Plan (KNX)	\$20,000		\$20,000				
Invest in tarp cover for daily cover use at KNX	\$30,000			\$30,000			Operational efficiencies can be achieved, no correct review has been completed to basis this recommendation on
Adopt of waste recording framework	\$2,000			\$2,000			
Upgrade current signage and guidance	\$15,000				\$15,000		
Prepare a landfill management plan (inc. enviro plans)	\$10,000					\$10,000	ASK believe this estimate to be low considering industry rates for this type of report
Prepare a transfer station design for KNX	\$15,000						
Obtain relevant approvals	\$8,000						ASK feel this estimate is low
Construction of Transfer Station at KNX (if required)	\$500,000						
Closure of the Kununurra landfill site	\$6,000,000						This could be from \$2M - \$6M, unlikely to be more
<b>Liquid waste</b>	\$0						
Design & approvals for interim liquid waste drying beds (at current landfill site)	\$15,000	\$15,000					This task not included in strategy
Construct interim liquid waste storage & drying beds (at current landfill site)	\$70,000	\$20,000		\$50,000			This task not included in strategy
Design and approvals for new liquid waste facility (for new landfill site)	\$10,000						ASK feel this estimate is low
Construction of a new liquid waste facility at new landfill site location	\$400,000						
Decommissioning of the existing liquid waste facility	\$10,000						
<b>Recovery (at landfill)</b>	\$0						
Tyre management plan	\$3,000	\$3,000					
Burials of excess tyres	\$2,000	\$2,000					
Utilisation of tyres (stormwater, drying beds and tyre burial cells)	\$5,000	\$1,500		\$3,500			
Feasibility study of tyres recycling at KNX landfill	\$10,000				\$10,000		
Instalment of a light wall at reuse shed	\$2,000	\$2,000					
Recycling and recovery plan for KNX landfill	\$5,000						
Purchase of recycling machinery (baler, crusher)	\$80,000						
Design and approvals for drop off area at Kununurra	\$15,000						Approvals part of task not included in strategy
Construct drop off area at Kununurra (to later become transfer station)	\$30,000						Strategy estimate (\$15k) to design and construct drop-off area is considered low by ASK
<b>Wyndham Landfill</b>	\$0						
Landfill Closure Management Plan (WDM)	\$12,000	\$12,000					Not included in strategy but required by DEC
Establish gatehouse / staff facilities at Wyndham	\$25,000				\$5,000	\$20,000	No gatehouse infrastructure cost in strategy
Introduction of Site Staff at Wyndham (0.3FTE annual salary)	\$37,500					\$2,500	ASK think this staff cost estimate is too low
Design and approvals for drop off area at Wyndham	\$8,000						ASK think this staff cost estimate is too low
Construction of drop off area at Wyndham (to later become transfer station)	\$30,000						No task or cost included in strategy
Prepare a transfer station design for WDM	\$12,000						No task or cost included in strategy
Obtain relevant approvals	\$10,000						No task or cost included in strategy
Convert drop-off into Transfer Station at WDM	\$300,000						
Closure of the Wyndham landfill site	\$4,000,000						This could be from \$1M - \$4M, unlikely to be more
<b>New Landfill Site</b>	\$0						
Conduct a siting study to locate the new landfill site	\$20,000	\$10,000	\$10,000				
Estimate cost to construct new landfill and calculate 'whole of life' costs	\$5,000			\$5,000			No task or cost included in strategy
Assessment of preferred site (groundwater etc)	\$80,000			\$20,000	\$20,000	\$20,000	No task or cost included in strategy, but DEC requirement
Obtain relevant approvals	\$8,000						Very low estimate, could be 10x this
Design & Construction of Landfill	\$8,000,000						
<b>Recovery - General</b>	\$0						
Feasibility analysis of the greenwaste composting	\$10,000				\$10,000		
Potentially purchase a mobile greenwaste processor	\$0				\$0		\$110k estimate for purchase of equipment by Regional group
Assess feasibility of more frequent vergeside collection	\$15,000						
Assess feasibility of establishing a Bring Site network	\$15,000						
Assess feasibility of the kerbside recycling and adopt a pilot scheme	\$15,000						
Assess feasibility of introducing C&I kerbside recycling	\$15,000						
Feasibility analysis of establishing an AWT facility	\$25,000						

## Attachment 2 - Budget estimate and task list (whole project)

Key to colour coding

Project already completed or PO raised
Operational task, not strategic
ASK agree with Cardno cost estimate
ASK does not agree with Cardno cost estimate
Additional tasks inserted by ASK (that are not included in strategy)

Task Name	Task total (whole project duration)	2012-13	2013-14	2014-15	2015-16	2016-17	ASK comments / rationale for extra tasks / costs
Strategy tasks cost total (Cardno)	\$19,704,000	\$112,500	\$185,500	\$556,000	\$8,840,000	\$10,010,000	
Additional (ASK) task costs	\$303,000	\$131,000	\$90,000	\$52,000	\$20,000	\$10,000	
Total budget estimate	\$20,037,000	\$243,500	\$305,500	\$608,000	\$8,860,000	\$10,020,000	
<b>Community Engagement</b>	\$0	\$0	\$0				
Develop waste education and communication program	\$15,000	\$0	\$15,000				
Communicate issues and need for changes to waste services	\$0	\$0	\$0				ASK would suggest \$4k cost with this task
On-going communication / engagement	\$35,000	\$0	\$5,000	\$10,000	\$10,000	\$10,000	On-going education is required (annual cost)
Develop a community group that is actively involved in the waste management actions	\$5,000	\$0	\$5,000				
<b>Financial</b>	\$0	\$0	\$0				
Introduce a tip pass system	\$4,500	\$4,500	\$0				
Determine whole of life cost and adopt a new gate fees structure to encourage recycling	\$4,000	\$4,000	\$0				Need to calculate what should be charged for breakeven
<b>Kununurra Landfill</b>	\$0	\$0	\$0				
<b>Environmental</b>	\$0	\$0	\$0				
Complete Environmental Improvement Plan	\$9,000	\$9,000	\$0				
Conduct a groundwater monitoring investigation	\$5,000	\$5,000	\$0				Part of EIP requirement (simple desktop, DEC may require more field assessments)
Design stormwater and surface water management system	\$10,000	\$10,000	\$0				
Plan a groundwater and surface water monitoring schedule including bore locations	\$5,000	\$5,000	\$0				
Install groundwater monitoring bores	\$15,000	\$0	\$15,000				ASK feel this estimate is low & number required not yet known
Construction of the stormwater and surface water management systems	\$30,000	\$0	\$30,000				ASK feel this estimate is low & design not yet known
<b>Operational</b>	\$0	\$0	\$0				
Landfill Closure Management Plan (KNX)	\$20,000	\$20,000	\$0				
Invest in tarp cover for daily cover use at KNX	\$30,000	\$30,000	\$0				Operational efficiencies can be achieved, no correct review has been completed to basis this recommendation on
Adopt of waste recording framework	\$2,000	\$2,000	\$0				
Upgrade current signage and guidance	\$15,000	\$0	\$15,000				
Prepare a landfill management plan (inc. enviro plans)	\$10,000	\$0	\$10,000				ASK believe this estimate to be low considering industry rates for this type of report
Prepare a transfer station design for KNX	\$15,000	\$0	\$0	\$15,000			
Obtain relevant approvals	\$8,000	\$0	\$0	\$8,000			ASK feel this estimate is low
Construction of Transfer Station at KNX (if required)	\$500,000	\$0	\$0		\$500,000		
Closure of the Kununurra landfill site	\$6,000,000	\$0	\$0			\$6,000,000	This could be from \$2M - \$6M, unlikely to be more
<b>Liquid waste</b>	\$0	\$0	\$0				
Design & approvals for interim liquid waste drying beds (at current landfill site)	\$15,000	\$15,000	\$0				This task not included in strategy
Construct interim liquid waste storage & drying beds (at current landfill site)	\$70,000	\$70,000	\$0				This task not included in strategy
Design and approvals for new liquid waste facility (for new landfill site)	\$10,000	\$0	\$0	\$10,000			ASK feel this estimate is low
Construction of a new liquid waste facility at new landfill site location	\$400,000	\$0	\$0	\$400,000			
Decommissioning of the existing liquid waste facility	\$10,000	\$0	\$0		\$10,000		
<b>Recovery (at landfill)</b>	\$0	\$0	\$0				
Tyre management plan	\$3,000	\$3,000	\$0				
Burials of excess tyres	\$2,000	\$2,000	\$0				
Utilisation of tyres (stormwater, drying beds and tyre burial cells)	\$5,000	\$5,000	\$0				
Feasibility study of tyres recycling at KNX landfill	\$10,000	\$0	\$10,000				
Installation of a light wall at reuse shed	\$2,000	\$2,000	\$0				
Recycling and recovery plan for KNX landfill	\$5,000	\$0	\$5,000				
Purchase of recycling machinery (baler, crusher)	\$80,000	\$0	\$0	\$80,000			
Design and approvals for drop off area at Kununurra	\$15,000	\$0	\$15,000				Approvals part of task not included in strategy
Construct drop off area at Kununurra (to later become transfer station)	\$30,000	\$0	\$30,000				Strategy estimate (\$15k) to design and construct drop-off area is considered low by ASK
<b>Wyndham Landfill</b>	\$0	\$0	\$0				
Landfill Closure Management Plan (WDM)	\$12,000	\$12,000	\$0				Not included in strategy but required by DEC
Establish gatehouse / staff facilities at Wyndham	\$25,000	\$0	\$25,000				No gatehouse infrastructure cost in strategy
Introduction of Site Staff at Wyndham (0.3FTE annual salary)	\$37,500	\$0	\$7,500	\$10,000	\$10,000	\$10,000	ASK think this staff cost estimate is too low
Design and approvals for drop off area at Wyndham	\$8,000	\$0	\$8,000				ASK think this staff cost estimate is too low
Construction of drop off area at Wyndham (to later become transfer station)	\$30,000	\$0	\$0	\$30,000			No task or cost included in strategy
Prepare a transfer station design for WDM	\$12,000	\$0	\$0	\$12,000			No task or cost included in strategy
Obtain relevant approvals	\$10,000	\$0	\$0		\$10,000		No task or cost included in strategy
Convert drop-off into Transfer Station at WDM	\$300,000	\$0	\$0		\$300,000		
Closure of the Wyndham landfill site	\$4,000,000	\$0	\$0			\$4,000,000	This could be from \$1M - \$4M, unlikely to be more
<b>New Landfill Site</b>	\$0	\$0	\$0				
Conduct a siting study to locate the new landfill site	\$20,000	\$20,000	\$0				
Estimate cost to construct new landfill and calculate 'whole of life' costs	\$5,000	\$5,000	\$0				No task or cost included in strategy
Assessment of preferred site (groundwater etc)	\$80,000	\$20,000	\$60,000				No task or cost included in strategy, but DEC requirement
Obtain relevant approvals	\$8,000	\$0	\$0	\$8,000			Very low estimate, could be 10x this
Design & Construction of Landfill	\$8,000,000	\$0	\$0		\$8,000,000		
<b>Recovery - General</b>	\$0	\$0	\$0				
Feasibility analysis of the greenwaste composting	\$10,000	\$0	\$10,000				
Potentially purchase a mobile greenwaste processor	\$0	\$0	\$0				\$110k estimate for purchase of equipment by Regional group
Assess feasibility of more frequent vergeside collection	\$15,000	\$0	\$15,000				
Assess feasibility of establishing a Bring Site network	\$15,000	\$0	\$15,000				
Assess feasibility of the kerbside recycling and adopt a pilot scheme	\$15,000	\$0	\$10,000	\$5,000			
Assess feasibility of introducing C&I kerbside recycling	\$15,000	\$0	\$0	\$15,000			
Feasibility analysis of establishing an AWT facility	\$25,000	\$0	\$0	\$5,000	\$20,000		

# Waste Management Strategy

Prepared for  
Shire of Wyndham | East Kimberley  
September 2012



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Prepared for:  
 Shire of Wyndham | East Kimberley  
 Kununurra WA 6743

Prepared by:  
 Cardno (WA) Pty

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# 1 Executive Summary

This report presents a comprehensive Waste Management Strategy (WMS) for the Shire of Wyndham East Kimberley (the Shire), located in the East Kimberley region of Western Australia. As a part of the development of this Strategy, clear targets and direction have been established. With a Strategy clearly defined, a greater understanding and a more systematic approach to deliver the Shire's strategic objectives can be achieved.

The Shire recognises that current waste management practices within the region are not sustainable and are endeavouring to improve waste management strategies by improving waste service delivery and implementing sustainable waste management options in the future. This Strategy is the first step towards more sustainable waste management and the Shire's vision:

***To continually improve waste management systems to benefit the Shire, its community and the environment.***

Projected waste volumes, based on the population data, suggest that the quantity of waste in the Shire will experience a slight growth. Large scale construction projects along with future residential developments and an increase in tourism are likely to further increase the amount of MSW and C&D waste produced within the region.

The Kununurra Waste Disposal Site is reaching the end of its operational life due to the lack of available void space. Furthermore, licence breaches have occurred in relation to the site's close proximity to a floodplain connecting to a RAMSAR listed wetland area and the volume of tyres stored at the site and the liquid waste pond. The Department for Environment and Conservation (DEC) and are unlikely to extend the current licence agreement beyond 2016. The Wyndham Landfill Site is unlicensed and uncontrolled disposal is common. The DEC has stated its preference for this site to cease its current operations.

Cardno's review of existing waste management infrastructure and operations identified a number of areas where improvements should be considered, included:

- The current limited success of any waste avoidance, reduction or reuse schemes;
- A low proportion of MSW, C&I & C&D waste being recycled and diverted from landfill;
- A minimal proportion of waste being recovered and / or treated;
- A high percentage of waste material being disposed of to both Kununurra and Wyndham landfills; and
- A lack of reliable waste data to understand and assist in the management of waste operations.

Cardno has developed a Strategic Action Plan identifying a number of recommendations for the Shire to ensure that their waste management systems are continually improved. Key recommendations target the following priorities:

- Priority 1 – Legislative compliance;
- Priority 2 – Improvements to current landfill operations;
- Priority 3 – Closure of existing landfills and development of a new landfill;
- Priority 4 – Increasing diversion of waste from landfills;
- Priority 5 – Further recommendations for future consideration; and
- Potential sources for partnerships and funding

Implementing these priorities will allow the Shire to strategically plan current and future waste management operations. In doing so, this will ensure that a greater proportion of waste is diverted from landfill to maximise resource recovery and the lifespan of current sites, whilst operating these facilities in a compliant manner. Simultaneously, the Shire can plan for the best practice closure of existing facilities and the design and construction of a new landfill and supporting waste management infrastructure ensuring waste management operations are planned and improved for future generations.

## 2 Background

Current level of consumption by the human population is unsustainable. With world population and living standards continuing to grow, the European Union and the United Nations have predicted that there will be 6 times the consumption of resources by 2050 than there is today.

Landfills emit methane and other greenhouse gases that can contribute to the world's current and pressing climate change issues. Moreover, landfilling can result in contamination of groundwater and soil. Landfills are also rich with inaccessible resources. Better waste management practices will ensure the volume of usable resources disposed of to landfill is reduced.

It is going to take dramatic action to reduce the amount of waste generated by daily human consumption. The implementation of sustainable waste management initiatives will contribute significantly to this. Currently, there are a number of sustainable waste management initiatives available that avoid and reduce the generation of waste. In addition, there are numerous other initiatives that reduce the disposal of waste to landfill by the reuse and recycling of waste. Common understanding is that traditional waste management practices are wasteful.

### 2.1 Vision

The Shire of Wyndham East Kimberley (the Shire) recognises that current waste management practices within the region are not sustainable and will endeavour to improve waste management strategies in the region by improving waste service delivery and implementing sustainable waste management options in the future. This report is the first step towards more sustainable waste management and Shire's vision:

***To continually improve waste management systems to benefit the Shire, its community and the environment.***

This Waste Management Strategy (WMS) has been developed to ensure the Shire has clearly identified its current position, states its vision and strategic objectives to achieve this vision. Ultimately, the WMS will seek to minimise the direct and indirect environmental impacts of waste management activities, improve existing service efficiencies, raise community awareness of waste management issues and to improve local government waste management practices.

### 2.2 Scope of the Report

This report will present a comprehensive WMS for the Shire in the East Kimberley region of Western Australia. The WMS is based on the Department of Environment and Conservation's (DEC) guidelines 2012 for the development of Strategic Waste Management Plans and are in line with the objectives of the Western Australian (WA) Waste Strategy. As a part of the development of this Strategy, clear targets and direction are established. With a Strategy clearly defined, a greater understanding and a more systematic approach to deliver the Shire's strategic objectives can be achieved.

A total Strategic Review of sustainable waste management options will be undertaken to clearly identify the Shire's current position and to state its vision, strategic objectives and implementation plan to achieve this vision. These options will be assessed against the following criteria:

- WA Waste Strategy;
- Waste Management Hierarchy;
- Waste Service Delivery; and
- Best Practice Approach.

The aim of this WMS, is to provide a greater understanding and a more systematic approach in order to deliver the Shire's strategic objectives.

This report:

- Provides an outline of sustainable waste options as illustrated by the waste management hierarchy;
- Examines the regional circumstances, current waste management policies, procedures and operations implemented by the Shire;
- Determines the potential impacts of legislation and policies on waste management operations in the Shire;
- Identifies and assesses potential waste management options within the Shire and provides a structure for prioritising these options in relation to their environmental impacts;
- Presents the cost estimates of potential options included in the assessment; and
- Provides a Strategic Action Plan to set out the approximate cost and timeline.

Ultimately, the WMS will seek to minimise the direct and indirect environmental impacts, improve existing service efficiencies, raise community awareness of waste management issues and to improve local government waste management practices.

Information regarding current waste management practices was obtained directly from the Shire and via a site visit. To ensure that all regulatory aspects of waste management were addressed, Cardno reviewed relevant legislation and policy documentation currently available from Federal, State and Local Government Authorities.

### **2.2.1 Data Limitations**

Cardno has relied on data from external sources regarding the waste management practices currently employed by the Shire and the volumes and tonnages of waste materials. Therefore the accuracy of the data presented in this report is limited to the sources from which it was obtained.

### **2.2.2 Other Limitations**

Report only investigates the two main towns of Kununurra and Wyndham within the Shire. Consideration has been given to other suburbs and communities when discussing future potential waste management strategies and options.

## 3 Waste Management Hierarchy

The objective of this study was to provide a Waste Management Strategy that will clearly identify the Shire's current position and state its vision, strategic objectives and implementation plan to achieve its vision.

To assist in the decision making and development of a WMS, the waste management hierarchy enable the strategic options identified to be grouped. The waste management hierarchy (**Diagram 1**) is a nationally and internationally recognised guide for prioritising waste management practices in relation to their environmental impacts. The principles of the waste management hierarchy underpin modern, sustainable waste management options and strategies. The hierarchy is based on grouping waste management strategies based on the order of preference for implementation. The most preferred strategy (Avoid) is located at the top of the hierarchy and the least preferred waste management method (Dispose) is located at the bottom of the hierarchy.



**Diagram 1: The Waste Management Hierarchy**

When assessing options, it should be noted that those solutions that are located higher in the hierarchy would in most cases be more preferred in relation to sustainability. As discussed later in this strategy other criteria such as waste service delivery, Best Practice and local viability impacts on the final decision making process.

### 3.1 Hierarchy Groupings

The various tiers of the hierarchy have been grouped together to simplify the categorisation of sustainable waste options for the purpose of this report, given the complementary nature of each of the tiers. A summary of the waste management hierarchy groupings is provided below.

#### 3.1.1 Avoid, Reduce, Reuse

Total avoidance of waste is at the top of the waste management hierarchy. It is largely related to improvements in product design and consumption so that no waste is generated. However, this is not always possible, and in such situations, product design and consumption can be improved to reduce the amount of waste generated, when it cannot be avoided. The avoidance and reduction of waste are the most challenging and often the most expensive aspect of waste management. The amount of waste generated is

inextricably linked to economic growth and consumerism. Reduction and avoidance of waste generated during product development or consumption is most commonly achieved by changing consumer behaviours.

Historically, the implementation of programs for waste reuse is easier to achieve than complete avoidance or reduction. A primary reason for this is that once the waste is in ownership of the organisation who will manage it e.g. through kerbside collection or public drop off. It is easily controlled through measures such as sorting, refurbishment and offered or sold for reuse. Therefore reuse facilities form an integral part of modern integrated waste management facilities.



### 3.1.2 Recycle

Recycling is the act of reprocessing waste, including paper, plastics, metals and glass, into the same or similar materials that can be reused. Recycling reduces the pressure on virgin raw materials in the manufacturing process and can provide an economic source of materials for product development. Recycling practices range from unsophisticated approaches, such as the mulching of greenwaste, through to more complex systems such as paper and metal recycling. Materials that are most commonly recycled are usually those for which there is a stable market. For example, recycling of aluminium is an economic practice and the demand for aluminium continues to rise.

In LCA context comingled materials are collected in bins and processed in MRFs. Alternatives to collection of comingled recycling bins, is the collection of materials specific bins and kerbside sorting, whereby the materials are sorted by the household and collected separately which allows recyclable materials to be delivered directly for reprocessing without the need for further separation.

### 3.1.3 Recover and Treat

Recovery of waste is a process in which the waste materials are used in the creation of products that have economic or ecological benefits. Unlike recycling, these products may not be the same or similar to the materials from which they were originally derived. An example of recovery of waste materials is the composting of organics to produce soil conditioners. Treatment of waste refers to a range of processes that alter the form of the waste. This can involve a number of physical processes including reduction, combustion, thermal processing or a range of chemical treatment processes which are designed to reduce the hazardous properties of the waste.





### 3.1.4 Dispose

Waste disposal is the least efficient and least favourable option in the waste management hierarchy. Disposal of waste is typically associated with landfilling, which historically has been the predominant form of waste disposal in Western Australia. Landfilling is ranked lowest on the waste management hierarchy as a result of the generation of harmful greenhouse gases, potential risk to land and groundwater resources and burying of materials with unrealised value. The decomposition of putrescible waste contained in landfill generates methane, which has more than 20 times the global warming potential of carbon dioxide.

Initiatives that target the recovery of methane from landfill gas to use as energy make landfilling a better option than it has been historically. Despite this, the amount of land available for landfilling in Western Australia is rapidly diminishing and it is imperative that other more sustainable waste initiatives which fall into the higher tiers of the waste management hierarchy are implemented to conserve our landfill space.

## 4 Legislative Framework

The legislative framework related to waste management in WA has the potential to significantly impact and/or provide guidance to the Shire. Some legislation and associated policy are already in existence, and more is expected to come into operation in the near future. This section outlines the key Federal and State legislation and policies in relation to this study.

### 4.1 Federal

#### 4.1.1 National Waste Policy

A National Waste Policy: *Less Waste, More Resources* was introduced by Australian Government Ministers in November 2009 and sets Australia's waste management and resource recovery direction up to 2020.

With particular relevance to the Shire, the National Waste Policy states that new, small-scale technologies for the sustainable management of waste, particularly for the treatment of organic waste, are suitable for implementation in regional areas of Australia.

The National Waste Policy Implementation Plan was endorsed by the Environmental Protection and Heritage Council in July 2005. A priority initiative in the Implementation Plan is "Tailoring Solutions" to increase the capacity for regional and remote communities to sustainably manage waste and recover and reuse resources. Strategy 14 in the Implementation Plan sets out to:

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***Identify regional and remote waste and resource recovery actions to build capacity and ensure an appropriate suite of services is available to communities.***

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The major milestone discussed in the Implementation Plan for Strategy 14 is to enhance capacity and enhance development opportunities by 2015. In line with Strategy 14 and the associated milestone, this report offers an overview of the types of sustainable waste management options that the Shire may like to consider offering in the East Kimberley region to increase resource recovery and provide an appropriate level of services.

#### 4.1.2 Carbon Tax

The Australian Government's Carbon Pricing Mechanism (CPM) is also referred to as the "Carbon Tax". The CPM is an emissions trading scheme which imposes a cap on emissions in certain sectors of the economy, and requires those sectors to surrender carbon units to match their emissions. *Clean Energy Act 2011* sets out the way carbon tax will be introduced to reduce carbon pollution and climate change. Carbon tax will commence 1 July 2012 with a fixed carbon price for 3 years. From 1 July 2015 a floating carbon price will apply, which means the Carbon Price will increase over time.

Waste and recycling collection companies who charge waste generators for the final disposal of waste will add the CPM costs to the price of a disposal. Since waste decomposes after it is landfilled, the effective price for landfill emissions at the start of the scheme is estimated to be \$30/t CO<sub>2</sub>-e. This takes into account that the carbon price is likely to be higher when the emissions from today's waste occur.

Given that landfill is a net producer of greenhouse gas any future legislation that introduces some form of carbon price, could have a financial impact on the Shire. The Governments 2008 White Paper on CPRS suggested that it would cover landfill facilities that emit 25 kt CO<sub>2</sub>-e per annum or more. Due to the relatively small tonnages, it is unlikely that current landfill operations within the Shire will be subject to CPM.

#### 4.1.3 Container Deposit Legislation

Container deposit legislation has not yet been passed by the Western Australian State Government. It is based on the refunding of a deposit on food and beverage containers paid at the time of purchase by the

consumer. The refund is given when the containers are returned to designated facilities and encourages recycling and reuse of materials that are not collected for recycling and are diverted to landfill.

South Australia is the only state in Australia that currently has a Container Deposit scheme in place. The Care for Hedland Environment Association implemented a 'Cash for Trash' scheme in 2009, which offered a rebate for the return of glass bottles and aluminium cans. The program is supported by the Town of Port Hedland, BHP Billiton Iron Ore, South Hedland New Living Program, North West Telegraph, Spirit Radio, CMA Recycling, Transpacific Cleanaway, Pilbara Logistics and McDonalds. Other LGAs have also expressed interest in such a scheme including plastic bag levies.

## 4.2 State

### 4.2.1 Waste Avoidance and Resource Recovery Act 2007

The key features of the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act) include:

- The establishment and functions of the Waste Authority;
- The preparation and implementation of a State Waste Strategy;
- The requirement for Strategic Waste Management Plans to be prepared for Local Government Authorities; and
- The WARR Levy Act.

As a part of WARR Act, the Shire is collaborating to develop a Regional Waste Management Plan (RWMP). The key priorities of the plan are discussed further in **Section 4.3.1**.

### 4.2.2 Waste Avoidance and Resource Recovery Levy Act 2007

Under the WARR Act, a landfill levy is payable for waste received at licensed metropolitan landfills. The Levy was introduced at a rate of \$3 per tonne for putrescible waste and \$1 per tonne for inert waste. The Levy was subsequently increased in 2009 to \$28 per tonne for putrescible waste and \$12 per tonne for inert waste. The Levy is expected to rise again in the future in an effort to discourage disposal of waste that can be recycled, recovered and reused in landfills and to preserve diminishing landfill space.

Currently, there is no Landfill Levy for regional areas, but the introduction of the Levy at licensed landfills outside of the Perth metropolitan area is being discussed.

### 4.2.3 Western Australian Waste Strategy

The Western Australian Waste Authority released the Western Australian Waste Strategy on March 2012. It was developed under the *Waste Avoidance and Resource Recovery Act 2007* to engage the Western Australian community in moving to a low-waste society by providing the required knowledge, infrastructure and incentives to change behaviour.

The strategy employs best practice, continuous improvement and target setting as primary approaches to drive this change. It focuses on using the waste management hierarchy and its success will be measured against the effectiveness on: reducing the amount of waste generated, increasing the amount of material recovered from the waste stream and reducing the portion of waste destined to landfills. It sets up measurable targets for three sectors, including Municipal Solid Waste (MSW), Construction and Demolition Waste (C&D) and Commercial and Industrial (C&I) waste, to achieve the objectives of the Strategy. Targets are as follows:

- For the MSW sector, 30 % diversion from landfill of material presented for collection in major regional centres by 30 June 2015 and 50 % diversion by 30 June 2020. Those areas that are considered major regional centres are still subject to agreement, though it is understood that regions within the the Shire are not considered as major regional centre.
- For C&D waste sector, 60 % diversion from landfill of material presented for collection across the State by 30 June 2015, and 75 % by 30 June 2020.

- For C&I waste sector, 55 % diversion from landfill of material presented for collection across the State by 30 June 2015, and 70 % by 30 June 2020.

Even though the targets for MSW are not currently applicable in the East Kimberley region, this may change in the future based on how the Strategy will be implemented. Regardless, targets for C&D and C&I sectors still apply for the Shire's operations. These targets provide the Shire with tools to drive the implementation of the waste strategy options within this report.

## **4.3 Local**

### **4.3.1 Regional Waste Management Plan**

The Waste Authority (formerly the Waste Management Board) announced a Zero Waste Plan Development Scheme (ZWPDS) in 2006. The ZWPDS is intended to assist Local Government in Western Australia with the preparation of Strategic Waste Management Plans (SWMP) in order to facilitate enhanced planning for MSW management and recycling. These plans were intended to assist Local Governments align their activities with the State's vision of "Towards Zero Waste".

In 2009 Together the Shires of Derby West Kimberley, Halls Creek and Shire of Broome developed a Regional Waste Management Plan (RWMP). In 2009 the Shire of Wyndham East Kimberley decided not to be part of the RWMP. In the early 2012 the Kimberley Development Commission (KDC) commissioned a scope of the work to prepare a business case evaluation to fully understand the waste streams generated by the Kimberley and the practical freight logistics and cost recovery options for their common handling, transport and recycling either in the region or farther afield. One key objective of this business case was to include Shire of Wyndham in the forthcoming 2012 revised RWMP and will subsequently gain access to the funding provided under the Regional Funding Program.

## 5 Regional Profile

The Shire, is located in the Kimberley Region of northern Western Australia approximately 3,200 kilometres northeast from Perth. It covers an area of 121,189 square kilometres at Western Australia's northeastern corner bordering the Northern Territory to the east. It consists of four suburbs and localities including Wyndham, Kununurra (including Hidden Valley, Lakeside Park, Weaber Plain Road, Packsaddle Road, River Farm Road, and Crossing Falls), Lake Argyle, and Kalumburu. A map of the Shire is outlined in the **Figure 1**.



**Figure 1: A map of the Shire and major town sites Kununurra and Wyndham**

Major industries in the region include agriculture, mining and tourism. Lake Argyle, the Argyle Diamond Mine, El Questro Wilderness Park, Drysdale River National Park, and about half of Gibb River Road are located within the Shire's boundaries.

Crop production is dominated by the Region's largest irrigated agricultural project, the Ord River Irrigation Area (ORIA), located near Kununurra. It was estimated by the Department of Agriculture and Food WA that total value of production of the ORIA was more than \$101 million in 2008-09. Moreover, the expansion of Lake Argyle irrigation area represents significant growth potential for the agriculture in the area. The Argyle Diamond Mine, the largest diamond mine in the world, is located approximately 120 kilometres by road from Kununurra. Other products mined in the Shire include gold, lead and zinc, with the prospect of platinum, nickel and copper in the near future. Large deposits of bauxite also exist in the area. Offshore reserves of oil and gas also have substantial potential, and plans are currently underway to commence mining these off the Kimberley coast. The majority of the service sector, including construction, manufacturing, wholesale, property and recreational services exists to serve the needs of tourism, agricultural and mining sectors.

Major roads in the area include Great Northern Highway linking Wyndham to Broome via Halls Creek and Victoria Highway linking Kununurra to Darwin via Katherine. Gibb River Road, which is mostly unsealed, runs from Derby to Kununurra. Total length of sealed roads in the Shire is 476 km, whereas unsealed roads cover around 1474 km. The Shire manages two Airports; Kununurra Airport that services regular passenger air services as well as charter and private flight operations and Wyndham Airport, servicing only charter and

private flight operations. Wyndham Port, operated by the Department of Transport was recently expanded to meet the increased demand of industries within the Shire.

## 5.1 Population

The Shire has a population of approximately 7,775 people (Australian Bureau of Statistics 2010), but this is considered an underestimate due to the undercount of Indigenous people. This represents about one-fifth of the total Kimberley region and less than 0.5% of the entire State population. It is estimated that 35-45% of the population is Aboriginal. The majority of the Shire's population lives in the two town centres; Kununurra (around 5700 people) and Wyndham (around 800 people). The rest of the population is residing in remote aboriginal communities located throughout the Shire and isolated pastoral sites along the ORIA. Between 2001 and 2011 there has been a 1.2 % growth in population, and a larger increase of 2.7 % was experienced between 2006 and 2011 (**Table 1**).

**Table 1: Population growth within the Shire**

Population in a Calendar Year						Growth (%)	
2000	2002	2004	2006	2008	2011*	2006-2011	2001-2011
7,043	7,280	7,290	7,159	7,682	8,164	2.7%	1.2%

\* Estimation

Source: Census 2006 Profiles. Dated 5<sup>th</sup> of October 2011.

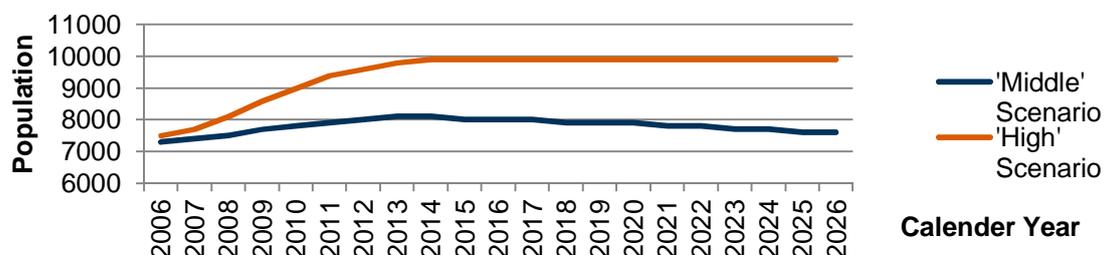
Tourism is a major industry in the region, with large numbers of people from overseas and within Australia visiting periodically. During the peak season the population in the Shire can increase significantly.

The total number of households in the area is around 2,700 and average number of persons that occupy each household is 3.

Of the more than 80 Aboriginal communities within the Shire, about half are permanently inhabited. Population within these communities vary throughout the year, but the largest are Kalumburu (population about 500) located at the end of the Gibb River, and Oombulgarri (population about 300), located on the Forrest River north-west of Wyndham. Smaller significant centres include Bow River, Woolah and Glen Hill. Some of these communities are not appropriately serviced and are inaccessible during the wet season due to road closures.

## 5.2 Population projections

The Western Australian Planning Commission (WAPC) has generated population projections by Local Government Area in Western Australia Tomorrow. A specific East Kimberley section has also been developed for 2006-2026. These projections are based on population growth for the years 2006 and 2010 and do not include regional projects (mining and other industry etc.) that may significantly affect the local population. Moreover, undercount of indigenous people may also affect the numbers. A summary of data is provided in the **Figure 2** representing the 'middle' and 'high' scenario. The middle scenario provides a moderate estimate for population growth whereas the high scenario maximises the population projections for the future. Past forecasts have shown that there will be individual shires where the top of the range is easily met.



**Figure 2: Estimated population growth in the East Kimberley 2006-2026**

The impacts of this estimated increase in population on the rate of waste generation within the shire are further discussed in **Section 7.2**.

## 6 Current Waste Management Operations in the Shire

This section clearly outlines the current waste management operations implemented by the Shire. Identifying these operations highlights potential areas for further consideration as a future priority.

### 6.1 Waste Collection Summary

Toxfree, operating as Kimberley Waste Services (KWS), are currently the only waste collection provider in the Shire that targets all key waste streams including: municipal solid waste (MSW); commercial and industrial waste (C&I); and construction and demolition waste (C&D). Current waste collection services for Kununurra and Wyndham include:

- > A weekly domestic kerbside collection of MSW (240 L Mobile Garbage Bins (MGB));
- > A collection of domestic waste (MSW) from the public areas and special customers six times a week (240 L Mobile Garbage Bins (MGB)); and
- > Twice weekly collections of Commercial and Industrial waste (C&I) and Construction and Demolition Waste (C&D).

Toxfree is also responsible for the daily litter collection from parks and reserves and the Shire's street sweeping service. The Shire organises a vergeside collection operated by KWS and a clean-up of large items prior to the cyclone season.

The Shire operates the Kununurra Waste Disposal Site at Victoria Highway and the Wyndham Landfill Site at Great Northern Highway.

### 6.2 Waste Management

For the purposes of this report the tiers of the waste hierarchy have been grouped as per the structure in **Figure 3**. Each identified strategic waste management option has been classified using this structure.

**Figure 3: Hierarchy Groupings**



These various tiers of the hierarchy have been grouped together to simplify the categorisation of options given the complementary and overlapping way they fit together. An explanation of these groupings is given in the **Section 3**.

### 6.2.1 Avoid, Reduce and Reuse

There are currently no initiatives being delivered by the Shire that focus on avoiding waste. Similarly, there are no current actions for targeting reducing waste.

The Shire provides a reuse program at the Kununurra Waste Disposal Site, where households can leave reusable items such as furniture. However, currently this reuse program does not have a real purpose as one side of the shed is open and the items are exposed to the weather. The Shire has also introduced a subsidised compost bin program. The program aims to encourage and promote the composting of food and garden waste at home. Bins and information on how to compost have been made available at the local hardware stores.



There are no reuse activities in Wyndham.

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**CONSIDERATION: Improvements to the current Reuse shed**

**CONSIDERATION: Further develop home composting initiative**

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### 6.2.2 Recycle

No kerbside recycling services are currently provided but the Shire is investigating the feasibility of introducing it in Kununurra and Wyndham town sites.

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**CONSIDERATION: Investigate feasibility of developing a municipal kerbside recycling**

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A small proportion of materials collected by the Shires vergeside/pre-cyclone collection are taken to the Kununurra WDS and separated for recycling where appropriate.




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**CONSIDERATION: Investigate feasibility of expanding vergeside recycling**

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The Kununurra Waste Disposal Site has a drop-off facility (see **Figure 5** for location) for:

- > scrap metal;
- > cars;
- > aluminium cans;
- > green waste;
- > timber;
- > construction and demolition waste (C&D);
- > used oil; and
- > vehicle batteries

Scrap metal and old cars, are stockpiled at Kununurra and are periodically crushed prior to being taken away from the landfill and recycled elsewhere by a private contractor. Typically, scrap metal dealers operate by sending a mobile crusher and baler to a landfill and providing trucks to transport the material to either Port Hedland or Katherine.

Aluminium cans are collected on site, baled with a small scale baler (RamCan Baler) and stored until the scrap metal is collected from the site. However, pre-baled cans that have accumulated on site have become degraded due to exposure to weather.

Green waste that is received on site is being stockpiled and mulched a couple times a year by a private contractor. Some of the processed mulch is available for purchase, and some is used on Shire garden beds around town and

Timber is stockpiled on site. Waste timber was shredded earlier but the current stockpile also contains metals and shredding is currently not operating.

C&D waste (mainly concrete) is stockpiled on site and crushed periodically and taken away from the landfill by a private contractor.

There is a used oil collection tank for waste oils. Collection tank is emptied periodically by the waste oil tanker operator and transported to the Port Hedland or Darwin for recycling and further processing. There is evidence of oil spillage on the ground around the oil storage tank.

A drum muster program collects and recycles empty chemical drums such as those used for herbicides in agriculture. Empty containers and drums are baled and transported to Perth for recycling. It was noted that arranging a 'drum muster' collection was difficult and this led to an excessive stockpile of empty chemical drums on site.

Used truck and machinery batteries are stockpiled on pallets on open ground. Batteries are collected and transported to Darwin for recycling where lead from the batteries is removed and reused.

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**CONSIDERATION: Investigate initiatives to increase the proportion of waste being recycled at Kununurra WDS**

**CONSIDERATION: Review the Kununurra WDS site layout to optimise material recovery**

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The Wyndham landfill has a drop-off facility for scrap metal and greenwaste.

Scrap metal is stockpiled at Wyndham and is periodically crushed and taken away from the landfill and recycled elsewhere by a private contractor. As a cost saving measure, the scrap metal shredding is scheduled at the same time as in Kununurra.

Greenwaste is stockpiled at the Wyndham landfill and burned a couple times a year.

There are no bring recycling sites in the Kununurra or Wyndham region.

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**CONSIDERATION: Investigate initiatives to increase the proportion of waste being recycled at Wyndham WDS**

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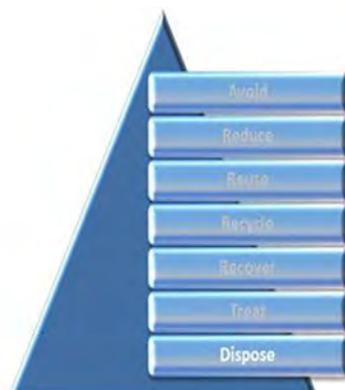
### 6.2.3 Recover and Treat

There are currently no initiatives being delivered by the Shire that focus on recovering or treatment of the waste.

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**CONSIDERATION: Investigate initiatives to increase the proportion of waste being recovered**

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### 6.2.4 Disposal

The Shire operates two main landfills the Kununurra Waste Disposal Site at Victoria Highway and the Wyndham Landfill Site at the Great Northern Highway. In addition to this there are trench and fill disposal activities at the remote Aboriginal town site tips which are controlled under a by Commonwealth legislation. These facilities fall outside the scope of this report.

#### 6.2.4.1 The Kununurra Waste Disposal Site

The Kununurra Waste Disposal Site is DEC licensed (L7315/1998/8)



Category 64, Class II, putrescible landfill that can also accept other forms of waste classified as special waste. Special wastes include asbestos, biomedical and clinical waste, tyres and contaminated solid waste such as contaminated sediments and soils that have designated area for burials.

#### 6.2.4.1.1 Site Characteristics

Kununurra Waste Disposal Site is located around 7 km south-east from the Kununurra town centre. As shown in **Figure 4**, the site consists of a fenced area, where the active landfill is located, surrounded by a buffer zone. The active landfill site covers an area of approximately 10.4ha and the whole site has a total area of 63.2 ha. Access to the site is provided from the eastern boundary via an unsealed road off the Victoria Highway.



**Figure 4: Aerial picture of the Kununurra Waste Disposal Facility**

The site is surrounded by remnant vegetation. A floodplain is located within close proximity (50m) of the northern boundary of the active landfill site, this floodplain connects to a RAMSAR classified wetland area, within the greater Ord River floodplain. Agricultural land is located south-east of the site, approximately 100m from the site boundary. No residential properties are in the near vicinity.

Previous landfill activity has taken place to the east of the current active landfill. Exact details of previous site are unknown.

The active landfill tipping area is located above natural ground level and the current highest point of the active tip face is currently approximately 3m. Waste disposal has not been tipped into independent cells, instead waste has been disposed of in layers and covered with fine-grained clay. The slopes on the edge of the fill area are steep, exceeding the maximum side slope gradient of 1:5 stated in the best practice

guidelines. These slopes show signs of erosion to the cover material due to stormwater flow. As a result, waste has been exposed especially in the northern part of the tipping area.

***CONSIDERATION: Review landfill design to ensure slopes are secure and avoid erosion***

***CONSIDERATION: Implement the proposed surface water management system***

#### 6.2.4.1.2 Operations at the landfill

There are two active tipping faces in the middle of the tipping area, one for commercial and one for public waste. The exposed tip face area is large and the tipping of waste is partly uncontrolled resulting in large volumes of daily cover material being required which consumes valuable void space. As a consequence large numbers of birds are scavenging around the uncovered waste, and there is a reasonable amount of litter scattered around the site.

***CONSIDERATION: Review placement, size and management of active tip face to; improve disposal practices and reduce the volume of daily cover required***

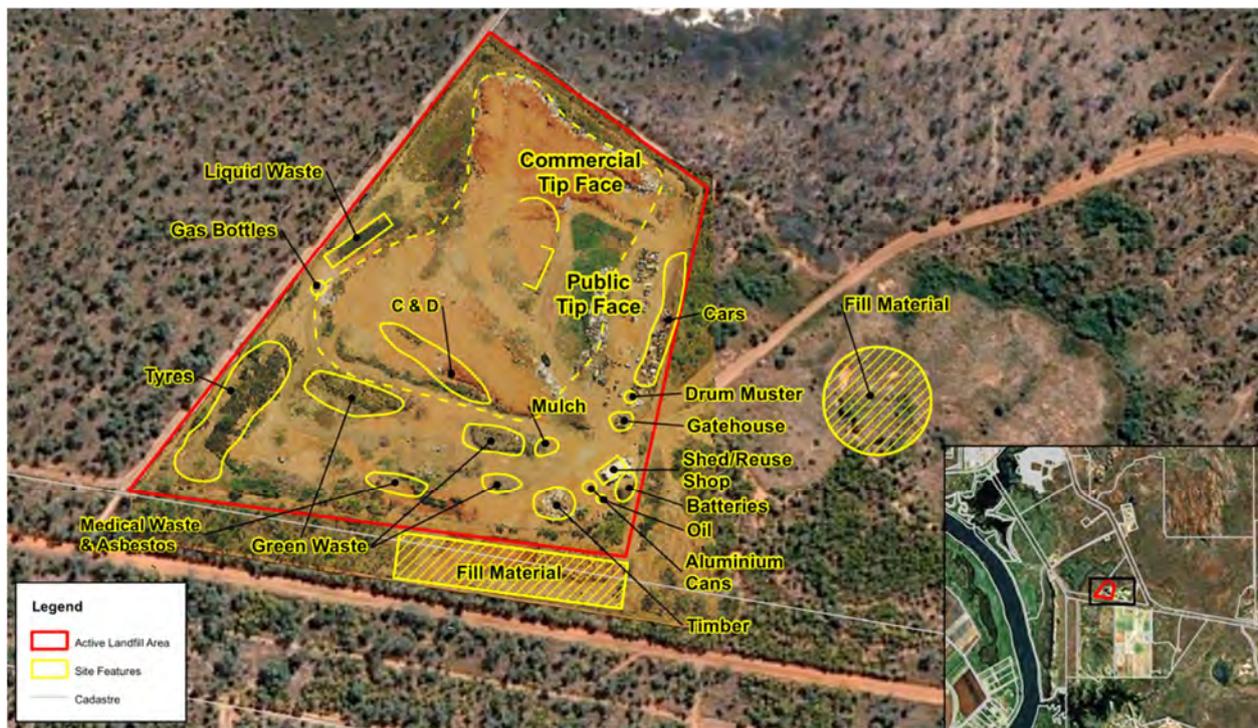
The Shire operates the gatehouse regulating and recording waste accepted on site. In addition, the gatehouse attendant collects the fees imposed for the disposal of commercial waste (**Table 2**). The Shire undertakes all waste handling operations on site. Currently no fees are charged to the disposal of waste to landfill.

**Table 2: Fees imposed to different waste fractions for 2011-12 Financial Year**

Waste	Disposal Fee
Domestic Waste	No Charge
Commercial waste (m <sup>3</sup> )	\$15.00
Liquid Waste (1000L)	\$71.50
Compact Waste (m <sup>3</sup> )	\$14.60
Contaminated Soil, Hydrocarbons (m <sup>3</sup> )	\$132.00
Contaminated Soil, other (m <sup>3</sup> )	Min charge \$132.00
Medical Waste (m <sup>3</sup> )	\$75.00
Asbestos (m <sup>3</sup> )	\$78.00
Car Tyres	\$6.05
Truck Tyres	\$22.00
4WD Tyres	\$7.15
Earthmoving Tyres	\$60.50
Waste Oil (L)	\$0.55
Empty Waste Oil Drums (200L)	\$1.00
Car Bodies	No Charge
Pallets	\$5.00

***CONSIDERATION: Review current gate fees to promote landfill diversion of recyclable materials***

The Kununurra Waste Disposal Site has designated disposal areas for different waste fractions (**Figure 5**).



**Figure 5: Conceptual layout of current disposal areas for different waste fractions**

The site has marked areas to stockpile C&D waste (mainly concrete), scrap metal, used cars, green waste, timber, and tyres. These are discussed in more detailed in **Section 10.4.1**.

Currently, domestic waste collected by the KWS is disposed of the tip face on the north end of the waste tip. Households have free access to dispose of any domestic waste to a secondary tip face in the middle of the tip for which no fee is collected. The active tip faces are covered daily with a 10cm layer of fine-grained clay excavated outside the southern boundary of the landfill. Compaction is minimal as currently a front loader is used to cover the waste.

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**CONSIDERATION: Implement proposed use of “trackcavator” to improve waste compaction**

**CONSIDERATION: Limit public access to certain areas of the site**

**CONSIDERATION: Promote the segregation of waste to divert from landfill**

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Tyres, including used vehicle, 4WD and truck tyres are stockpiled close to the eastern boundary of the site. Kununurra is located along a busy highway from Broome to Darwin and at the end of the Gibb River Road. This results in a large amount of tyres being disposed of at the landfill. Currently, the annual amount of tyres stockpiled at the landfill is exceeding the capacity of the licensed storage area. In the past tyres have been baled periodically by a private company but recently several hundred tyres have accumulated on site. The Shire is in the process of examining the potential uses for the baled tyres and proposing the burial of loose tyres which will ultimately be exhumed in the future once it is economically viable to reprocess or recycle tyres.

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**CONSIDERATION: Investigate possible improvements and alternative options to current waste tyre management**

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Hazardous waste including biomedical and clinical waste and asbestos are disposed of within the designated burial trench in the southern part of the landfill site. After disposal the waste is immediately covered with a 30 cm layer of cover material and GPS coordinates of the disposal trench are recorded in a log book.

On the eastern edge of the site has a designated area for liquid waste. Currently septic, grease trap, sand blasting residue and other liquid waste is accepted on site and is disposed of to a pond with a surface area of 5 m x 20 m and depth of approximately 6 meters. The pond is currently full to above the designated 0.5 m freeboard.

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***CONSIDERATION: Implement construction of proposed liquid waste evaporation ponds and closure of current liquid waste system***

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#### **6.2.4.1.3 Remaining lifespan of landfill**

The Kununurra Waste Disposal Site is reaching the end of its operational life due to the lack of available void space. With the expected growth in local population (**Section 5.2**), and the current low volumes of waste diverted from the landfill, the life of the current site is approximately 3-4 years.

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***CONSIDERATION: Investigate options to extend the life of the existing landfill***

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#### **6.2.4.1.4 Site Licence Conditions**

Licence conditions stipulate the types and volumes of waste accepted at the site and the required management measures to operate the site. Licence breaches have occurred in relation to the sites close proximity to a floodplain connecting to the RAMSAR listed wetland area; the volume of tyres stored and the liquid waste pond. DEC estimates that the site is 90% non-compliant during the wet season.

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***CONSIDERATION: Implement systems to ensure Site Licence compliance and the reduction in likelihood of impacting on surrounding environment***

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### 6.2.4.2 Wyndham Landfill

The Wyndham landfill site is unlicensed and does not meet the current *Environmental Protection Act* conditions and requirements. It accepts both commercial and domestic waste.

#### 6.2.4.2.1 Site Characteristics

Wyndham Landfill is located around 5 km south-east from the Wyndham town centre, close to Wyndham Airport. As shown in **Figure 6**, the site consists of a fenced area, and the active landfill is located in the western part of the site. The site is surrounded by bushland vegetation. The closest resident is located approximately 500m from the site.

The active landfill site covers an area of approximately 3.6ha and the whole site has a total area of 10.5ha. Access to the site is provided from the southern boundary via an unsealed road off the Great Northern Highway.



**Figure 6: Aerial picture of the Wyndham Landfill**

The active landfill tipping area is located on a slope above natural ground level and the highest point of the active tip face is currently approximately 3m from the ground level. Similar to Kununurra, waste disposal has not been tipped into independent cells, instead waste has been disposed of in layers. The active tipping face is vast and uncontrolled, it is not regularly compacted or covered and waste is exposed to the weather. The gradient of the slopes are steep, exceeding the maximum side slope gradient of 1:5 stated in the best practice guidelines and erosion of the cover material is common. Large amount of birds are scavenging around the uncovered waste, and there is a reasonable amount of litter scattered around the site.

**CONSIDERATION: Review landfill design to ensure slopes are secure and avoid erosion**

**CONSIDERATION: Investigate options to improve waste compaction, and ensure regular cover of active tip face**

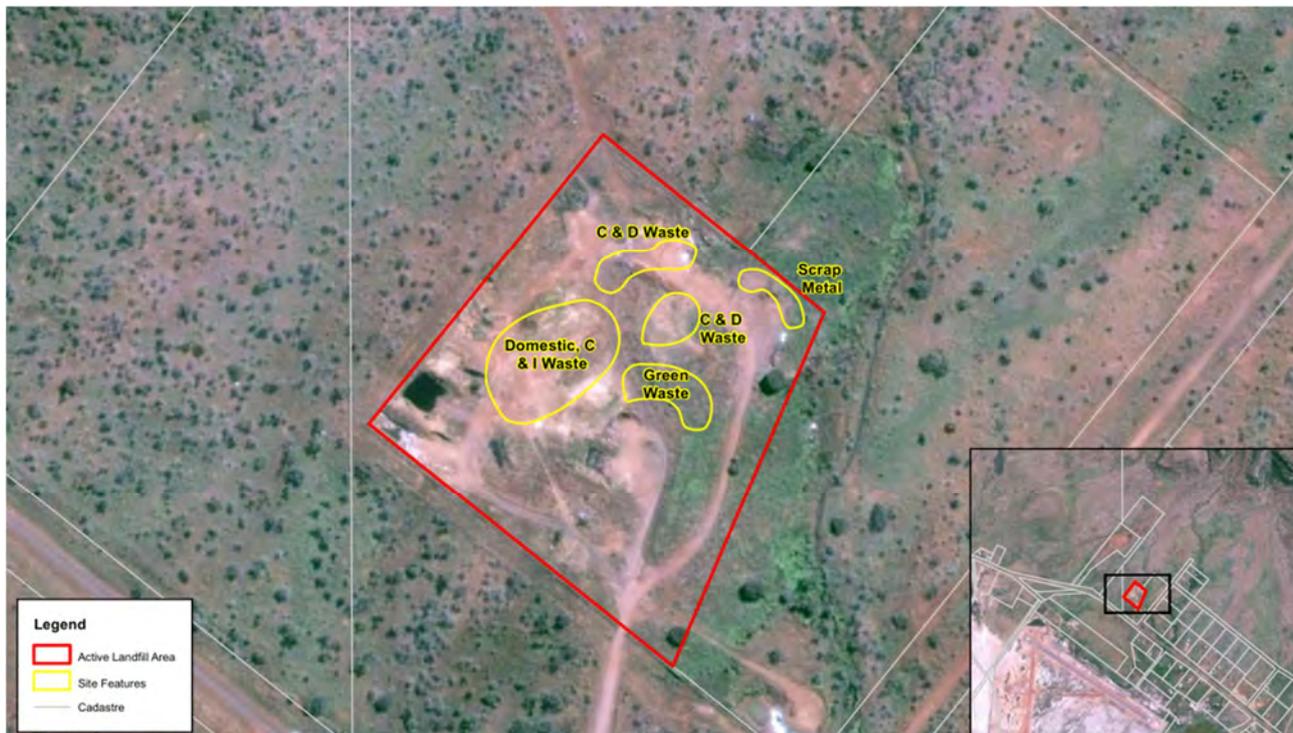
### 6.2.4.2.2 Operations at the landfill

The site is fenced and operates seven days a week. The site is unmanned and despite the site having some signage designating areas for scrap metals, green waste and domestic waste (**Figure 7**), disposal of waste is unregulated. Domestic, C&D and general commercial waste are being disposed of in an uncontrolled manner to the same tip face resulting in valuable void space and material for recycling is being lost in the process. No regular cover is put in place.

**CONSIDERATION:** Investigate option of limiting site operating hours and site being manned

**CONSIDERATION:** Limit public access to certain areas of the site

**CONSIDERATION:** Promote the segregation of waste to divert from landfill



**Figure 7: Conceptual layout of the current disposal areas for different waste fractions**

Vehicle batteries, used oils, asbestos and tyres are not permitted to be disposed of at the Wyndham landfill. Signage directing visitor to dispose of these at the Shire of Wyndham depot on Comberley Street is placed at the landfill gates.

Comberley Street Depot has an oil collection tank for waste oils. There is evidence of oil spillage on the ground around the oil storage tank. Used truck and machinery batteries are stockpiled on pallets on open ground. Batteries are collected and transported to Darwin for recycling where lead from the batteries is removed and reused.

### 6.2.4.2.3 Remaining lifespan of landfill

Similar to Kununurra WDS, Wyndham landfill is reaching the end of its life.

**CONSIDERATION:** Investigate options to extend the life of the existing landfill

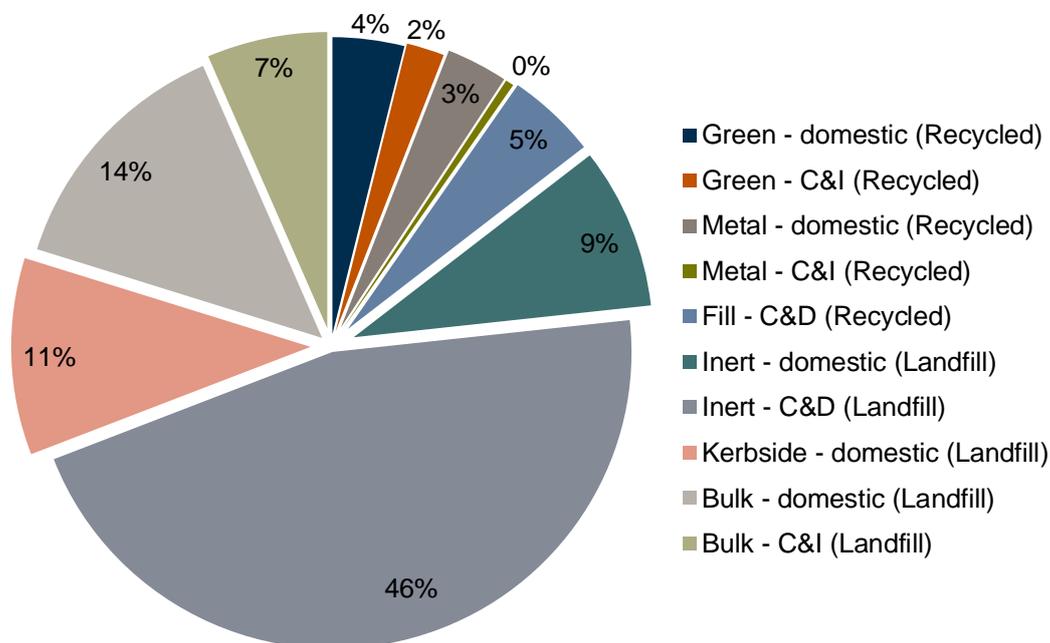
## 7 Waste Data

### 7.1 Waste Generation

The Shire is monitoring and regulating the type and amount of waste disposed of to the Kununurra Waste Disposal Site. Waste Data for Wyndham landfill site is unavailable as the site is unmanned and the types and volumes of incoming waste are not recorded.

Volumetric gate house records from the last 12 months were used to estimate the annual volumes of waste received at the Kununurra Waste Disposal Site. Annual tonnages were calculated by using the standard bulk densities of each waste type (

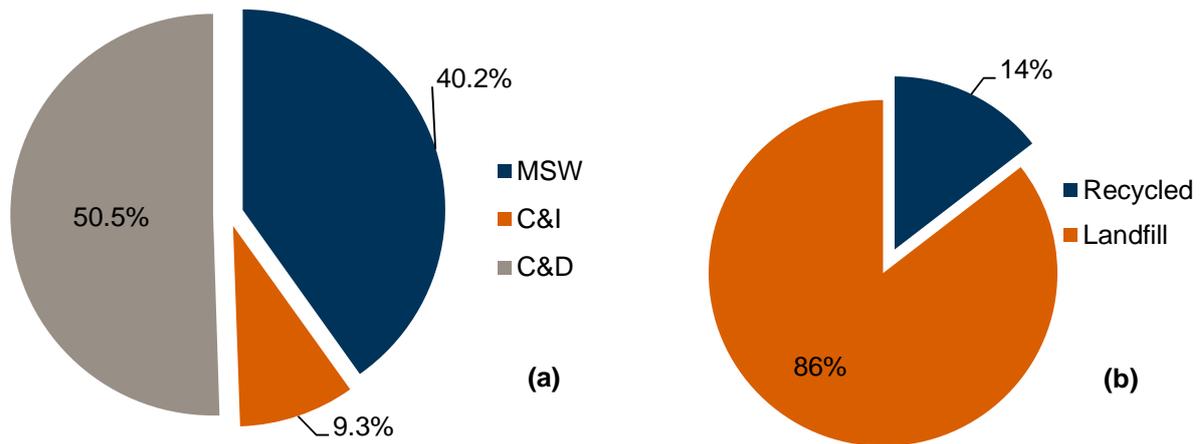
**Table 3).** Portions of different waste fractions are illustrated in the **Figure 8**.



**Figure 8: Annual estimates of the portions of different waste fractions**

Total waste received (disposed and recycled) at the Kununurra landfill in 2011-2012 was approximately 20,580 tonnes. This does not include: pallets; tyres; waste oil; oil containers; contaminated soils; and chemical drums which are segregated for stockpiling and eventually recycling. Nor does it include liquid waste which is disposed of to a liquid waste pond; or hazardous waste such as asbestos and clinical waste which is disposed of in separate burial trenches. Of the total waste recorded approximately 2,980 (14%) tonnes was recycled (mainly green waste and metal scrap). The remainder (17,600 t) was disposed of to landfill (**Figure 9**). The amount of waste received and recycled on a per capita basis is approximately 2.6 and 0.4 tonnes, respectively.

The distribution of waste (MSW, C&I and C&D) received at the Kununurra Waste Disposal Site and the portion of recycled materials are illustrated in the **Figure 9**.



**Figure 9: Breakdown of waste received at the Kununurra Waste Disposal Site (a) and the proportions of recycled waste compared to the landfilled waste**

As can be seen from the **Figure 9** the majority of waste collected in the Shire, is C&D waste, accounting for approximately half (50.5%) of total waste collected annually. Another large waste stream is MSW that accounts for approximately 40 % of the total waste collected per year. The proportion of the C&I waste is only 9.3%. Typically these proportions are roughly 25 % MSW, 50 % C&D and 25 % C&I. The differences between the 'typical ' and Shire's data could be attributed to the validity of the data, and/or an increase in construction activities in the area and the tendency for C&I customers to categorise their waste as MSW to avoid the disposal fees when entering the Kununurra WDS.

**CONSIDERATION: Review waste acceptance at gate house to ensure that public disposers of waste are declaring the correct waste materials**

**CONSIDERATION: Investigate the validity of data to ensure the correct classification of waste is being recorded**

The following chapters review these waste streams in more detail.

**Table 3: Annual estimates of waste tonnages received at the Kununurra Waste Disposal Site**

Description	Domestic					C&I				C&D		
	MSW	Recyclables		Inert	Bulk	Recyclables		Bulk		Fill material	Inert Material	
	Kerbside MSW	Scrap Metal	Green Waste	Inert Waste	Bulk	Scrap Metal	Green Waste	Kerbside Bulk/Skips	Drop off	Fill material	Kerbside Bulk/Skip	Drop off
Monthly Average (m <sup>3</sup> )	425	71	437	194	784	9	232	134	288	51	792	867
Annual Average (m <sup>3</sup> )	5099	853	5239	2324	9405	106	2785	1609	3452	612	9506	10405
Bulk Density (t/m <sup>3</sup> )	0.424	0.8	0.15	0.77	0.3	0.8	0.15	0	0	1.6	0.15	0.77
Estimated Annual Tonnage (t)	2162	682	786	1789	2821	85	418	241	1139	979	1426	8012
Rounded Annual Tonnage (t)	2200	680	790	1800	2800	90	420	240	1100	1000	1400	8000
Annual Recycled (t)	-	680	790	-	-	90	420	-	-	1000	-	-
Annual Disposed (t)	2200	-	-	1800	2800	-	-	240	1100	-	1400	8000

Following assumptions have been made to calculate the annual tonnages of different waste fractions:

- > All the KWS collected inert waste (skip and bulk bins) is C&D waste and waste that is classified as 'other' and collected in skip bins is classified as C&I waste
- > Conversion of waste volumes to tonnages is calculated by using the standard bulk densities of each waste type

### 7.1.1 Municipal Solid Waste (MSW)

MSW is usually considered as rubbish, refuse, junk or garbage that originates from households. It generally consist of food waste, dry recyclables such as paper and cardboard, aluminium cans and other non-ferrous and ferrous metals, garden waste and wood/timber offcuts.

The total quantity of MSW managed by the Shire at the Kununurra Waste Disposal Site in 2011-2012 was approximately 8,270 tonnes (40%). Of this total, approximately 510 tonnes or 27 % was recycled. As earlier mentioned kerbside recycling service is not in operation and all recyclables are collected either via bulk vergeside collection of public drop off. The amount of waste received on a per capita basis is outlined in **Table 4**.

**Table 4: Annual MSW generation in the Shire on a per household and waste per capita basis (t)**

Area	MSW per household (t)	MSW per capita (t)
SWEK	3.1	1.0

The amount of MSW generated per household is higher than the average in Western Australia. It is noted that tourism may contribute to the inflation of average household/capita figures. Additionally, the misclassification of C&I waste as MSW could further increases these average household/capita figures.

### 7.1.2 Commercial and Industrial Waste (C&I)

C& I waste typically contains waste from the supermarkets, office building, hotels and other commercial premises. The proportion of C&I waste received at the Kununurra WDS is low (only 9.3%) in comparison with the State average.

Of the total amount of waste collected at the Kununurra Waste Disposal Site only 12.6% is received through the regular waste collection services operated by KWS. It is possible that C&I customers are avoiding disposal fees by classifying their waste as MSW when visiting the WDS gatehouse, if correct this would skew the records and reduce the proportion of C&I waste recorded.

***CONSIDERATION: Review waste acceptance at gate house to ensure that commercial disposers of waste are declaring the correct waste materials***

### 7.1.3 Construction and Demolition Waste (C&D)

C&D waste is defined as a material that arises from construction, refurbishment or demolition activities. For the purpose of this report, fill material has been included in the C&D waste. The proportion of C&D waste is around 50.6% of the total waste received at the Kununurra Waste Disposal Site. The majority of this waste (9,400 tonnes) is inert waste taken to the landfill drop-off site. Only 9.6% was recorded as being recycled.

The tonnages and proportions of different waste fractions that are recycled or landfilled are outlined in **Table 5**.

**Table 5: Portions of recycled and landfilled MSW, C&I and C&D**

	MSW		C&I		C&D		Total	
	Landfill	Recycled	Landfill	Recycled	Landfill	Recycled	Landfill	Recycled
Tonnes	6,800	1,470	1,340	510	940	1,000	17,540	2,980
%	82%	18%	72%	28%	90%	10%	85%	15%

### 7.1.4 Hazardous Waste

The Kununurra Waste Management Site accepts and stores hazardous waste, including waste oils, oil drums, empty chemical containers for Drum Muster and tyres. The site also has an area for the special burial of hospital wastes, asbestos, tyres and contaminated soils and sediments. The amounts of these wastes are presented in **Table 6**.

**Table 6: Amount of special waste accepted at the Kununurra Waste Management Site**

Waste type	Number of tyres	Volume of waste Oil (L)	Number of empty oil drums (200L)	Number of contaminated soils drums	Volume of medical waste (m <sup>3</sup> )	Volume of asbestos (m <sup>3</sup> )	Number of chemical containers*
Total Annual	8524	7085	48	7	132	194	4354
Monthly Average	710	590	4	1	11	16	363

\* Based on an average 25L containers

## 7.2 Waste Projections

The rate of waste generation, especially MSW, is related to population size. As outlined previously, the population in the region is expected to grow between 1.2% and 2.7% in the near future. Projected waste volumes, based on the population data, suggest that the volume of waste in the Shire will experience a slight growth. If it is assumed that the population will reach 10,000 in the upcoming years, the Shire is likely to generate an additional 2000 tonnes of MSW (annually) from 2011/12 tonnages by 2016.

Large construction projects, such as The Sorby Hills mine and the 2<sup>nd</sup> Phase ORIA development are likely to impact on waste generation volumes. It is predicted that the need for new residential area and the increase in tourism is likely to further increase the amount of MSW and C&D waste produced within the region. The Sorby Hills silver and lead mine project, which is one of many proposed mine projects, that is located 50 kilometres outside of Kununurra is expected to have a mine life of 15 years and employ up to 200 people, most of which would be residing in the townsite of Kununurra. These along with other developments will create further pressures on current waste management operations and will consume the remaining landfill void space at a quicker rate.

**CONSIDERATION: Investigate options to extend the life of the existing landfill**

## 7.3 Waste Composition and Landfill Diversion

Based on a basic visual assessment during site visits, the waste disposed of at Kununurra and Wyndham consist of waste fraction listed in **Table 7**.

**Table 7: Waste Composition and landfill diversion in Kununurra WDS and Wyndham landfill**

Waste	Kununurra WDS	Wyndham landfill
C&D	Landfill	Landfill
Bulk Metals	Recycling	Recycling
Greenwaste	Recycling	Burned
Cardboard	Landfill	Landfill
Timber	Landfill	Landfill
Plastics	Landfill	Landfill
Tyres	Landfill	Landfill
Waste oil	Recycling	Recycling
Pallets	Recycling	Landfill
Aluminium cans	Recycling	Landfill
Asbestos	Landfill	Landfill
Medical Waste	Landfill	Landfill

## 7.4 Quality of Waste Data

The quality of the waste data is generally poor with large gaps and some materials are not accurately recorded, or not recorded at all. It is Cardno's opinion that good data enables better management of

operations and planning for future. Moreover, DEC is soon releasing new guidelines for the data recording. These guidelines will set requirements to report waste and recycling data annually to the DEC. Recommendations to improve the data recording framework within the Shire are discussed further in **Section 9**.

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***CONSIDERATION: Review the accuracy of waste data available for Kununurra Waste Disposal Site***

***CONSIDERATION: Investigate options to record waste data for Wyndham Landfill Site***

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## 8 Summary of Items for Further Consideration

Hierarchy grouping	Consideration	
<b>Avoid, Reduce, Reuse</b> Limited success of existing schemes	Improvements to the current Reuse shed	
	Further develop home composting initiative	
<b>Recycle</b> A low proportion of MSW, C&I & C&D waste being diverted from landfill	Investigate feasibility of developing a municipal kerbside recycling	
	Investigate feasibility of expanding current vergeside recycling	
	Investigate initiatives to increase the proportion of waste being recycled at Kununurra WDS	
	Review the site layout of Kununurra WDS to optimise waste recovery	
<b>Recover &amp; Treat</b> Minimal proportion of waste being recovered and / or treated.	Investigate initiatives to increase the proportion of waste being recycled at Kununurra WDS	
	Investigate options of material recovery	
<b>Disposal</b> A high percentage of waste material is disposed to landfill at Kununurra WDS	Review landfill design to ensure slopes are secure and avoid erosion	
	Implement the proposed surface water management system	
	Review placement, size and management of active tip face to; improve disposal practices and reduce the volume of daily cover required	
	Review current gate fees to promote landfill diversion of recyclable materials	
	Implement proposed use of "trackcavator" to improve waste compaction	
	Limit public access to certain areas of the site	
	Promote the segregation of waste to divert from landfill	
	Investigate possible improvements and alternative options to current waste tyre management	
	Implement construction of proposed liquid waste evaporation ponds and closure of current liquid waste system	
	Investigate options to extend the life of the existing landfill	
	Implement systems to ensure Site Licence compliance and the reduction in likelihood of impacting on surrounding environment	
	<b>Disposal</b> A high percentage of waste material is disposed to landfill at Wyndham WDS	Review landfill design to ensure slopes are secure and avoid erosion
		Investigate options to improve waste compaction, and ensure regular cover of active tip face
Investigate option of limiting site operating hours and site being manned		
Limit public access to certain areas of the site		
Promote the segregation of waste to divert from landfill		
<b>Waste data</b>	Investigate options to extend the life of the existing landfill	
	Review waste acceptance at gate house to ensure the public and commercial disposers of waste are declaring the correct waste materials	
	Investigate the validity of data to ensure the correct "type" of waste is being recorded	
	Review the accuracy of waste data available for Kununurra Waste Disposal Site	
	Investigate options to record waste data for Wyndham Landfill Site	

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## 9 Strategic Partnerships

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As part of future waste management operations, it may be beneficial for the Shire to engage in strategic partnerships. Strategic partnerships may be formed with employment programs, local businesses and community groups which assist the Shire to implement improvements to their waste management system, and also provide benefits for the partners involved.

### 9.1 Aboriginal Unemployment Programs

East Kimberley Community Development Employment Program (EKCDPEP) is a leading Indigenous services organisation that provides training and work experience that allows participants to develop the skills they need to transit into permanent employment in Kununurra. A similar organisation, Community Employment Australia (CEA), is operating in Wyndham. The participants in the programs are Indigenous people over 16 years of age without permanent work. The organisations provide activities that are designed to give participants valuable work experience and training to improve their employability, while also providing meaningful services for the communities involved. Co-operation with the EKCDPEP and CEA would provide the Shire with a subsidised workforce which could make the implementation of a number of the strategic actions feasible by reducing the cost of improvements which may otherwise be too expensive for the Shire.

### 9.2 HCJB Global

HCJB Global, a major transmitter of radio broadcasting located in Kununurra has expressed their interest in generating their own electricity using waste, and supplying energy back into the grid. The radio station is currently a major consumer of electricity and they are looking to establish an energy producing plant with an annual production of approximately 1MW. The most suitable technology option in this case would be AD, and could involve HCJB operating the plant with assistance from the Shire.

### 9.3 Volunteers

Within the East Kimberley region, there are a number of voluntary individuals who are passionate about improving waste management, and implementing new initiatives. These individuals could be seen as community "champions" who can assist in this community engagement and education. With support from the Shire, voluntary organisations such as charities and environmental groups may also be involved in the implementation of waste management initiatives.

### 9.4 Local Businesses

Commercial premises such as taverns, supermarkets, caravan parks and hotels should be encouraged to collect single stream recyclables which are produced in bulk. For example, these waste streams could include glass at taverns and hotels, and cardboard at supermarkets. Collected waste streams could be further processed at the Kununurra WDS.

### 9.5 Kimberley Waste Services

As KWS operates all the waste collection in the area, Cardno recommends that they should be engaged in to the implementation of strategic waste management options outlined in this report. This would greatly enhance the success of these initiatives. KWS could also offer employment to the participants of the unemployment programs, which in turn would assist in improving the kerbside and vergeside recycling activities.

## 10 Strategic Action Plan

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The following section presents a range of strategic options that have been identified by Cardno for the Shire to consider in relation to their quest to achieve better waste management. Based upon the issues identified relating to the Shire's current waste management system, this Strategic Action Plan has been devised identifying the relevant actions required to be undertaken to achieve the preferred outcome. The ultimate goals of these actions are to:

- > Ensuring legislative compliance of all waste management operations;
- > Increase the life of the existing landfill; increase recycling; and
- > Reduce the amount of waste disposed of to the landfill.

According to which of these actions have the highest positive impact on the Shire's waste management operations, the Strategic Actions have been prioritised in order of importance. The following order of priority has been identified:

### **Priority 1 Legislative Compliance**

### **Priority 2 Landfill Operations**

### **Priority 3 Landfill Closure and New Landfill Site**

### **Priority 4 Landfill Diversion**

### **Priority 5 Future Operations**

Under these priorities a number of Strategic Actions have been presented. The majority of these Strategic Actions are applicable to operations at the Kununurra Waste Disposal Site, unless specifically stated to be applicable to Wyndham Landfill Site. All Licence compliance measures recommended relate to the Kununurra WDS Licence, however, these Strategic Actions described may be adapted to suit the Wyndham Site (though it must be recognised that Wyndham landfill site is not currently licenced).

## **10.1 Priority 1 Legislative Compliance**

Landfills are licensed to ensure they are operated to minimise the impacts on the surrounding environment. Maintaining adherence to the conditions of a licence is the main priority for any landfill operations. The following section details the Strategic Actions that should be implemented to achieve compliance with the Kununurra WDS Licence and landfill operations aligned with best practice guidelines.

### **10.1.1 Environmental Improvement Plan**

Conditions 24, 25 of the current Kununurra Waste Disposal Site licence states that the Shire must prepare an Environmental Improvement Plan (EIP) to provide an understanding of the operational management conditions and guide the Shire in their transition to the preferred future site use. Inclusion of best practice rehabilitation and aftercare early in the operation phase of the landfill will minimise any potential detrimental impacts in the future and reduce the costs associated with the closure. The Shire is required to document a variety of the operational management requirements including:

- > Description of current site conditions and operations;
- > Plans for the reduction of waste to landfill, such as recycling measures;
- > Plans for future management of the Category 61 liquid waste pond;
- > Plans for the future management of the Category 57 tyre storage area, including an Emergency Response Plan in the event of a fire in the tyre storage area;
- > Plans for improvements to on-site surface water and stormwater drainage and storage to meet Best Practice measures for landfills; and
- > A hydrological investigation detailing seasonal surface water and groundwater movement on the premises.

Actions to divert waste from the landfill are discussed in **Section 10.4**. Other requirements are detailed in the following sections and in **Section 10.3.1**.

### **10.1.2 Liquid Waste Disposal**

The Category 61 liquid waste pond is currently full and has an area and depth that are unsuitable for an evaporation pond. Therefore, a new dedicated liquid waste disposal facility needs to be established. The Shire is in the process of designing a new facility and is suggesting a shallow pond structure design to support evaporation. This facility would consist of a lined pond with a large surface area to efficiently evaporate water by sunlight and exposure to the ambient temperatures. The pond would be filled during the dry season and remaining sludge together with the lining would be disposed of to the landfill before the wet season. During the wet season, liquid waste would be disposed of to a large scale tank to prevent mixing of rainwater and liquid waste.

The closure of the current liquid waste pond should be conducted according to the best practice measures. At a minimum, this will include the removal of the liquid, sludge and any contaminated soil from the pond, disposal of to the landfill and filling the pond with clean material.

As a strategic waste management option, Cardno suggest that liquid waste originating from the WWTP and cattle and livestock houses could be treated together with other organic waste fractions to produce energy and a fertiliser. This option is discussed further in **Section 10.5.7.1**.

### **10.1.3 Management of Tyre Storage Area**

Used tyres are currently an issue at the Kununurra WDS as they are large consumers of the landfill void space and pose a high fire risk when stored above the ground. Currently, around 700 tyres are disposed of to the landfill each month and it is anticipated that the new landfill licence will limit above ground storage of tyres to 100 after which they have to be buried. To ensure compliance with Licence conditions relating to tyre storage, the Shire should utilise used tyres in the stormwater management and landfill structures and ensure that excess tyres are buried rather than being stored above ground.

The implementation of these Strategic Actions will reduce the amount of tyres stockpiled at the landfill, however it is anticipated that large amount of tyres will still need to be disposed of, reducing the capacity and operational life of the landfill. To address this, Cardno has proposed some recycling and reuse options that are discussed in **Section 10.4.2.4**.

### **10.1.4 Stormwater Management**

To satisfy Licence condition 25 (v), the Shire is required to provide a plan detailing seasonal surface water and groundwater movement on the premises and a plan for improvements to on-site surface water and stormwater drainage and storage to meet best practice measures for landfills. The Shire is currently preparing a Stormwater Management Plan, however it is understood that this plan will provide only a short term solution and further detailed investigation is needed.

Cardno recommends that a more detailed Stormwater Management Plan should be developed to prepare the landfill site for future closure. This plan should include the following investigations:

- > Modelling of the pre-landfilling landform to generate storm flows for the 100 year Average Reoccurrence Intervals (ARI) critical duration storm event;
- > Definition of the maximum runoff rate and design of a stormwater management plan for the landfill cap landform;
- > Identification of the potential areas that may be subject to erosion by surface water and development of appropriate management controls; and
- > Design of drainage channels and ponds to manage surface water runoff.

### 10.1.5 Groundwater Monitoring

A groundwater monitoring investigation is required to satisfy Licence Condition 20 of the Kununurra Waste Disposal Site. Cardno anticipates that the following actions should be considered:

- > Installation of up to 4 additional groundwater monitoring wells to a maximum depth of 4 m below ground surface (bgs) (assuming that groundwater is approximately 1 m bgs). One of these wells should be located up-gradient of the landfill site to obtain true background groundwater quality. The others will be used to obtain data surrounding the landfill to allow accurate groundwater contouring to be prepared and also to obtain groundwater quality data.
- > Field monitoring (including obtaining standing groundwater levels) and laboratory analysis on the groundwater samples taken between March and October. The parameters to be measured are determined in the Landfill Licence and include:
  - Ionic balance including pH, TDS,  $Mg^{2+}$ ,  $Cl^{2-}$  and  $SO_4^{2-}$ ;
  - Metals including Cd, Cr, Cu, Pb, Hg, Ni and Zn;
  - Nutrients including Total N and Total P; and
  - Total Petroleum Hydrocarbons.

If there is leachate seeping from the down-gradient terrace a sample of this leachate (using the same analysis as for groundwater) should be collected and site observations regarding the extent of runoff should be obtained. If there is insufficient leachate to collect, a soil sample can be collected as an alternative.

Moreover, to determine any actual impacts that the landfill is having on the watercourse, surface water samples from the watercourse (using the same analysis as for groundwater) at a minimum of two locations (one upstream of the landfill and one downstream of the landfill) should be collected.

To satisfy the requirements of the landfill licence, an Annual Groundwater Monitoring report should be prepared detailing the findings of the monitoring works, presenting a generic risk assessment, and recommending management or remediation measures if required.

### 10.1.6 Post-Closure Rehabilitation Plan

For the Kununurra WDS, the aspects of the rehabilitation and aftercare are detailed in the item 25 (vii) of Licence Condition which requires the Shire is to prepare a Post-Closure Rehabilitation Plan (PCRP) for the site. The Plan should include but not be limited to:

- > A description of current site condition and operations;
- > A description of potential after uses for the site and associated operational requirements;
- > Conceptual design of the infrastructure needed for the preferred option for the use of the site after it has ceased to be a landfill site;
- > Pre and post-settlement final fill profiles;
- > Typical details and specification for the capping system;
- > Development of appropriate environmental management measures; and
- > Monitoring and Maintenance Plan.

Although the Wyndham landfill is not licensed, similar measures should be adopted to achieve the required outcome for the closure of the site.

A summary of the Priority 1 Strategic Actions is shown in **Table 8**. For each Strategic Action, this includes:

- The result of implementing the Strategic Action;
- The next steps in order to achieve the preferred outcome;
- The Licence condition addressed;
- The proposed timeframe for implementing the Strategic Action;
- An indicative cost estimate; and
- Whether there is the potential to form strategic partnerships to implement the Strategic Action.

**Table 8: Strategic Action Plan for Priority 1 Strategic Actions**

Strategic Action	Next Steps	Licence Condition	Timeframe	Indicative Costs	Result	Potential for Strategic Partnerships
Environmental Improvement Plan	Design new liquid disposal pond	25 (iii)	By October 2012	\$10,000	■ Licence Compliance	-
	Plan for tyre management	25 (iv)	By 1 January 2013	\$3,000		-
	Design stormwater and surface water management system	25 (v)	By 1 January 2013	\$10,000		-
	Plan groundwater and surface water monitoring schedule including bore locations	25 (vi)	By 1 January 2013	\$5,000		-
	Prepare a plan to divert waste from landfill	25 (ii)	By 1 January 2013	\$5,000		-
	Prepare a post-closure rehabilitation plan	25 (vii)	By 1 January 2013	\$20,000		-
Liquid Waste Disposal	Construction of a new pond	18	By October 2012	\$400,000	■ Licence Compliance	-
	Decommissioning of the existing liquid waste facility	18	By October 2012	\$10,000		-
Management of Tyre Storage Area	Utilisation in the landfill structures	19	By 1 January 2013	\$5,000	■ Licence Compliance	-
	Burials of excess tyres	19	By 1 January 2013	\$2,000		-
Stormwater Management	Construction of the stormwater and surface water management systems	16	By 1 January 2013	\$30,000	■ Licence Compliance	-
Groundwater Monitoring	Install groundwater monitoring bores	20	By the end of October 2013	\$15,000	■ Licence Compliance	-
	Conduct a groundwater monitoring investigation	25 (vi)	By 1 October 2013	\$4,000 (annually)	■	-
Post-Closure Rehabilitation Plan	As per Environmental Improvement Plan				■ Licence Compliance	-

## 10.2 Priority 2 Landfill Operations

In the past serious licence breaches have occurred at the Kununurra WDS, mainly due to its proximity to the wetland area. The DEC is currently in the process of issuing a new licence and tighter conditions for the disposal and burial of tyres and groundwater monitoring are proposed. In practice, these changes will mean that the quantity of tyres accepted and permitted storage time above the ground will be limited and the burial of tyres will be contained within the cells.

The Wyndham landfill is not currently licenced and as the disposal of waste is currently unregulated, valuable void space is being consumed. Cardno recommends that, where viable, the landfill needs to be managed in line with best practice standards.

It is anticipated that both landfills will be closed in the future. Whether the sites will be used as transfer stations or drop-off sites after the landfill closure will depend on the location of the new landfill site (see **Section 10.3.2** for further information).

### 10.2.1 Landfill Environmental Management Plan

To provide guidance on how to operate the landfill in order to appropriately manage environmental risks, the Shire should develop a Landfill Environmental Management Plan for the Kununurra WDS. The Landfill Environmental Management Plan should outline practices that should be implemented to operate Kununurra WDS in compliance with the Licence Conditions 1 to 23. This will include:

- > Waste Acceptance;
- > Hazardous Waste Management;
  - Liquid waste;
- > Landfill Operations;
  - Waste pre-treatment;
  - Waste placement;
  - Waste Covering;
  - Surface Water management;
  - Leachate management;
  - Litter Control;
  - Fire Control;
  - Vermin & weed control;
  - Environmental Monitoring & reporting;
  - Landfill Closure and After Care;
- > Data Collection & reporting; and
- > Legislative Compliance.

### 10.2.2 Filling Plan

To improve the current management of the day-to-day operations at the active tipping face and to prepare both landfills for the closure, Cardno suggest implementation of a Filling Plan for both landfill sites. The Filling Plan would help the Shire to exercise tighter control over the waste placement, stability of batters, daily cover and compaction of waste.

Adoption of phased capping would help keeping the active tipping phase to a minimum and prevent wind-blown littering and reduce the attraction to birds and other pests. Daily cover is usually applied to the working surface or tip face of an active landfill. For earthen materials, best practice guidance states that the thickness

of the cover should be at least 300mm. In Kununurra, the Shire is currently excavating cover material from the site, outside the fenced area. Material is fine-grained clay material which erodes easily. To improve the quality of the daily cover, the Shire should investigate utilising alternative cover materials. The alternative material should be dense and incombustible, and recycled materials such as inert waste and crushed glass bottles could be used. Regardless of the material used, sufficient material should be available at the tipping face to provide cover for at least two weeks of operations. As a guide, this is estimated to be one cubic metre of soil for every six tonnes of waste received.

There are signs of erosion in the battering of the general waste tips in both landfill sites and large amount of waste is exposed. This is due to both the poor quality of cover material and steep gradients of the batters. To improve the mechanical stability of the waste and cover material, Cardno suggest that the unconfined tipping face could be terraced and compaction of waste should be improved. The Shire is currently in the process of investing to a new compactor.

### **10.2.3 Operational Improvements**

During the site visits, Cardno made a variety of operational observations and development of a number of suggestions for Shire's consideration. These mainly focus on areas of operations where improvements could be made to make changes that align with industry or best practice standards beyond the licence compliance. Cardno's operational suggestions cover:

- > Waste Data Gathering and Reporting Framework;
- > Signage and Guidance;
- > Introduction of Site Staff and Reduction in Operating Hours (Wyndham);
- > Introduction of Tip Pass System; and
- > Introduction / Enforcement of Gate Fees.

#### **10.2.3.1 Waste Data Gathering and Reporting Framework**

Cardno recommends that the Shire reviews the data gathering and reporting framework currently utilised at the Kununurra WDS and devises a new system that aligns with current industry standards. This will assist the Shire to address various aspects required to be reported in accordance with Licence Condition 21. The potential to incorporate similar system to the Wyndham landfill site should be also considered. As part of this process the Shire should examine how they classify and report on the:

- > Sector and source of waste generation (MSW, C&I and C&D);
- > Type of materials;
- > Type of receptacles utilised;
- > Treatment options;
- > Performance measures:
  - Recovery rates; and
  - Participation rates.

Cardno recommends that a Waste Data Gathering and Reporting Framework be documented and circulated to each of the relevant data collection and reporting officers.

To further improve the accuracy of the waste data gathering and reporting, a weighbridge could be installed at the future regional facility to assist in gatehouse recording and charging.

#### **10.2.3.2 Signage and Guidance**

There is a potential to improve landfill diversion and resource recovery by upgrading the current signage and guidance at both landfill sites. By clearly marking drop off areas for different waste streams and providing an

up-to-date map for the area and instructions where to dispose of different waste streams, the Shire could reduce the accidental contamination of waste streams and improve overall efficiency of source separation.

### **10.2.3.3 Introduction of Site Staff and Reduction in Operating Hours (Wyndham)**

The Wyndham landfill is currently open seven days a week. The first step in improving of operations on site is to limit operating hours. Cardno recommends that the site should be open only on weekdays, for a limited number of hours per day. During operating hours, there should always be a staff member on the landfill site. Their role will be to manage all site operations potentially including:

- > Waste acceptance;
- > Fee collection;
- > Waste placement;
- > Environmental management; and
- > Data gathering and reporting.

Landfill staff should be knowledgeable and alert to make sure that only appropriate waste are deposited at the site.

Restricting opening hours and having staff presence on site at all time will deter public and commercial disposers of waste from disposing of inappropriate waste materials. Such initiatives are known to not only assist in reducing waste, they also encourage residents to segregate waste, reducing the amount of mixed putrescible waste subsequently landfilled.

If such a system is to be implemented, is it important to communicate and educate the community to the changes made and the newly imposed operating conditions. This will maximise community support and reduce the likelihood for illegal dumping to occur.

### **10.2.3.4 Introduction of Tip Pass System**

Currently there is no restriction on the quantity of materials that householders can deposit at the Kununurra WDS, as long as the materials fall within the acceptable categories. In regards to Wyndham landfill, due to the site being unmanned, it is possible that any materials can be disposed. Many LGAs operate a gate fee and tip pass system whereby a predetermined number of passes are issued to each household, with each tip pass allowing the householder access on one occasion to the tip site facility. Subsequent loads of waste can be delivered, but without a tip pass an additional charge must be paid. Typically this charge would only be levied for putrescible materials or materials destined for landfill, with most recoverable materials still being accepted free of charge.

Consideration should be given to whether a charge should be levied on clean greenwaste and other recyclables delivered that are suitable for processing. If a charge is to be made, it should be significantly less than the charge for general waste to landfill, to provide an incentive for delivering separated, uncontaminated greenwaste and other recyclables.

Such initiatives are known to not only assist in reducing waste, but also encouraging residents to segregate waste, reducing the amount of mixed putrescible waste subsequently landfilled. A tip pass system could also provide an additional income stream for the Shire that could be used to offset the costs of an additional vergeside collection that may be required to ensure any potential community opposition is managed.

### **10.2.3.5 Introduction and Enforcement of Gate Fees**

The current fee structure at the Kununurra WDS does not encourage source separation of waste materials (See **Table 2** for current fees). Moreover, there are currently no charges for the disposal of waste at the Wyndham landfill site. It is evident that the Shire is losing revenue from the C&I and C&D sectors. It is common practice at the Kununurra WDS that commercial operators are avoiding fees by disposing of their wastes to the public tip face. In Wyndham, no fees are collected and landfill void space is being rapidly consumed with large loads of mainly C&D waste from current developments in the area. A result of avoiding

the appropriate landfill charges is the increase in reusable, recoverable & recyclable waste being disposed of to landfill.

Cardno suggest that the Shire should increase the fees for general waste disposed of to the landfill. Recycling could be encouraged by keeping the fees lower than for the general waste. The Derby Waste Management Facility has implemented a fee structure that has improved resource recovery and landfill diversion. A similar fee structure could be adopted in both landfills within the Shire.

Concerns regarding the potential for increased illegal dumping due to these actions have been raised by the Shire. These could be minimised by imposing penalties enforced by rangers and by 'naming and shaming' illegal dumpers. Similar to other Strategic Options, community education greatly assists in the understanding and acceptance of the requirement for introducing and enforcing gate fees.

#### **10.2.4 Alternative Daily Cover**

An essential part of landfilling operations is the placement of cover over waste. The purpose of cover is to:

- > Prevent or minimise landfill odours;
- > Control wind-blown litter;
- > Minimise the risk of fire on or within the site;
- > Control disease vectors such as birds, flies, mosquitoes and rodents;
- > Ensure that the landfill is trafficable;
- > Ensure that the visual appearance of the site is not seriously detrimental to the surrounding area; and
- > Maximise the available void space and prolong the life of the landfill.

Daily cover is usually applied to the working surface or a tip face of an active landfill.

Following the site visit, Cardno is of the opinion that there is not sufficient cover material available to meet best practice landfilling requirements. Furthermore, the existing void space for future waste disposal is limited and efficient use of the current site is required to extend the lifespan of it as long as possible. To ensure that an adequate supply of daily, intermediate and final cover is available in both landfills, the Shire should investigate utilising alternative daily covers.

Cardno anticipates that one of the simplest ways to meet the requirements of a daily cover at both landfills is to use tarp as a cover. A tarp deployment system would allow Shire to cover and uncover the tipping face with plastic tarps that control odour and litter and improve compaction rates. The appropriate application of tarps would ensure the waste body is sufficiently covered while reducing the consumption of valuable void space.

Cardno recommends that Shire further investigate the use of alternative daily cover materials to demonstrate best practice operations.

A summary of the Priority 1 Strategic Actions is shown in **Table 9**.

**Table 9: Strategic Action Plan for Priority 2 Strategic Actions**

Strategic Action	Next Steps	Timeframe	Indicative Costs	Result	Potential for Strategic Partnerships
Landfill Environmental Management Plan	Prepare a landfill environmental management plan	Mid-2013	\$10,000	<ul style="list-style-type: none"> <li>▪ Best practice landfilling</li> <li>▪ Legislative compliance</li> </ul>	-
Filling Plan	Prepare a filling plan and modify landfilling practices accordingly	Mid-2013	\$5,000	<ul style="list-style-type: none"> <li>▪ Best practice landfilling</li> <li>▪ Potential to extend the life of a landfill</li> </ul>	-
Waste Data Gathering and Reporting Framework	Adopt of waste recording framework	Mid-2013	\$2,000	<ul style="list-style-type: none"> <li>▪ Best practice landfilling</li> <li>▪ Successful data reporting leading to licence compliance and DEC data reporting requirement</li> </ul>	-
Signage and Guidance	Upgrade current signage and guidance	Mid-2013	\$15,000	<ul style="list-style-type: none"> <li>▪ Best practice landfilling</li> <li>▪ Diversion of significant quantities of waste from landfill</li> <li>▪ Provide clarity to the public</li> </ul>	-
Introduction of Site Staff and Reduction in Operating Hours (Wyndham)	Reduce operating hours	Beginning of 2013	\$0	<ul style="list-style-type: none"> <li>▪ Control of waste acceptance</li> <li>▪ Support source separation and recycling</li> <li>▪ Support waste minimisation</li> <li>▪ Move towards user payers</li> <li>▪ Prolonged lifespan of landfill cells</li> </ul>	-
	Staff on the site	Beginning of 2013	\$10,000		✓
Introduction of Tip Pass System	Introduce a tip pass system	Beginning of 2013	\$4,500	<ul style="list-style-type: none"> <li>▪ Control of waste acceptance at landfill sites</li> <li>▪ Support source separation and recycling</li> <li>▪ Support waste minimisation</li> <li>▪ Move towards user payers</li> <li>▪ Prolonged lifespan of landfill cells</li> <li>▪ Revenue to fund other waste initiatives</li> </ul>	-
	Inform landfill users about the changes	Beginning of 2013	Included in above		✓
Introduction and Enforcement of Gate Fees	Adopt a new gate fees structure to support recycling over landfilling.	Beginning of 2013	\$0	<ul style="list-style-type: none"> <li>▪ Control of waste acceptance at landfill sites</li> <li>▪ Support source separation and recycling</li> <li>▪ Support waste minimisation</li> <li>▪ Move towards user payers</li> <li>▪ Prolonged lifespan of landfill cells</li> <li>▪ Revenue to fund other waste initiatives</li> </ul>	-
	Inform landfill users about the changes	Beginning of 2013	\$0		✓
Alternative Daily Cover	Invest to a tarp deployment system in Kununurra	Mid-2013	\$30,000	<ul style="list-style-type: none"> <li>▪ Best practice landfill operations</li> <li>▪ Potential to increase the life of a landfill</li> <li>▪ Saves valuable void space</li> <li>▪ Litter, odour and pest control</li> <li>▪ Improves licence compliance</li> </ul>	-

### 10.3 Priority 3 Landfill Closure and New Landfill Site

As stated previously, both Kununurra and Wyndham are reaching the end of their operational life span. The location of the Kununurra WDS is not suitable for a landfill and free void space is limited. Cardno estimates that, at the current filling rate, the landfill will reach capacity in 2-3 years. A number of strategic waste management actions to improve landfill practices and divert recyclable items from the landfill have been developed which, if introduced, could extend the life of the landfill by 3-5 years. Despite this, the DEC's view is that both landfills should be closed as soon as possible and it is anticipated that the current licence will not be renewed after the 2016. Therefore, the Shire should commence investigations and site feasibility studies to locate a new landfill site.

#### 10.3.1 Closure of the Current Landfill Sites

Best practice guidelines for landfill operations state that DEC will require an implementation of best practice rehabilitation and aftercare for *all existing landfills*. These guidelines address several aspects of closure including site afteruse, final surface profile, capping and aftercare management.

For both landfill sites, a design for the final fill profile should be prepared to achieve the most appropriate geometric landform. The design will be dependent on a number of factors including:

- > Proposed end use;
- > Anticipated waste volumes received before final closure;
- > Permitted side slope gradients (from 1:20 to 1:5);
- > Existing topography and lateral constraints;
- > Underlying geology;
- > Waste characteristics; and
- > Site Licence conditions.

To ensure that any potential environmental impacts are managed following the closure of the landfill, a site specific environmental engineering and management measures should be developed. These will cover the management of:

- > Surface water;
- > Leachate; and
- > Landfill gas.

Closing the site will effectively create an impermeable cap over the cell, resulting in the vast majority of the incident rainfall forming surface runoff. As such, surface water will have to be proactively managed and channelled off the restored profile towards a discharge point, collection lagoon or soak way. The low permeability capping layer will minimise the quantity of rainwater entering the waste mass, and thereby also manage leachate.

The degradation of the organic proportion of the waste stream gives rise to the generation of landfill gas, a combination of methane, carbon dioxide and traces of other compounds. As the waste will eventually be covered by a capping layer, the gas will be partially trapped, except towards the edges of the landfill where the gas could escape laterally. To address this, the PCRPs should estimate the likely levels of gas produced and the most appropriate gas management system to be adopted.

To ensure that the environmental management measures implemented are effective, an environmental monitoring plan should be prepared including consideration of:

- > Groundwater;
- > Landfill gas;
- > Surface water; and
- > Topography.

Landfill closure is known to be cost intensive and the Shire should start including financial aspects of these closure measures into their current budget. Cardno proposes that as a first action the fees collected at the gatehouses should be increased (see **Section 10.2.3.5**).

### **10.3.2 New Landfill Site**

Through discussions with the Shire and the DEC, it has been identified that the long-term waste disposal option in the Shire is to establish a modern waste management facility at a new site. This would require the identification, procurement and development of a new site, including the construction of supporting infrastructure and provision of services. The site identification process would provide the opportunity to incorporate best practice siting considerations, as well as those for the design and operation of the new cell, in accordance with best practice guidelines. Through this process, Cardno anticipates that the Shire will be able to obtain land that is in line with best practice standards for landfilling activities. Therefore, it is anticipated that environmental risks would be significantly reduced in comparison to the current sites.

Depending on the location of the new site, it may be cost effective for the Shire to establish a Waste Transfer Station at the Wyndham landfill and potentially also at the Kununurra WDS. After the new site for the waste management facility is identified, Cardno recommends the Shire conduct a feasibility study into the establishment of a Waste Transfer Station at both Wyndham and Kununurra to understand if there are potential cost savings for the Shire (see **Section 10.3.3**).

The process for the site identification should be started immediately. It is estimated that the establishment of the new landfill site might take up to 2-3 years due to the planning and operating approvals and the Native Land Titles and RAMSAR wetlands within the area. These will limit the potential sites considering that in the best case scenario new waste management facility would service both Kununurra and Wyndham town sites.

A site selection study should be conducted to:

- > Find areas available; and
- > Assess chosen areas by scoring.

To assist in the selection of the preferred site, Cardno recommends utilising a Multi Criteria Analysis (MCA) to optimise the location of the site. MCA is an analysis tool that assists in decision making processes. MCAs are not designed to generate answers themselves, rather provide better understanding of the strengths and weaknesses and points of differences between each of the site options. In addition, MCAs facilitate the ranking of the various sites based on the weighting and scoring systems applied. It should be noted that MCA is a subjective tool that is heavily influenced by their architect's decisions, however if logical, can be a valuable input in the decision making process.

### **10.3.3 Future use of the Landfill Sites**

An important part of the operational management of the landfill is to investigate the potential future use of the site and plan operational actions to support this decision. Cardno anticipates that Wyndham landfill site could be used as a Waste Transfer Station after the closure. The Transfer Station would service Wyndham area and serve as a temporary storage for the recyclable items (excluding C&D waste) brought to the station. Regular kerbside collections of MSW would be based out of Kununurra and kerbside collection in Wyndham would occur as a round trip once a week. As a part of the design of the Transfer Station, the following aspects should be assessed:

- > Current site conditions and operations;
- > Rehabilitation measures of the site;
- > Waste streams and quantities;
- > Surrounding waste management infrastructure; and
- > Infrastructure requirements and cost implications.

Whether the Kununurra Waste Disposal Site will be used as a transfer station after the landfill closure will depend on the location of the new landfill site (see previous **Section 10.3.2** for further information).

A summary of the Priority 3 Strategic Actions is shown in **Table 10**.

**Table 10: Strategic Action Plan for Priority 3 Strategic Actions**

Strategic Action	Next Steps	Timeframe	Indicative Costs	Result	Potential for Strategic Partnerships
Closure of the Current Landfill Sites	Closure of the Kununurra landfill site	By the end of 2016	\$6,000,000	<ul style="list-style-type: none"> <li>▪ Licence Compliance</li> <li>▪ Best Practice landfilling operations</li> </ul>	-
	Closure of the Wyndham landfill site	By the end of 2016	\$4,000,000		-
New Landfill Site	Conduct a siting study to locate the new landfill site	By mid 2013	\$20,000	<ul style="list-style-type: none"> <li>▪ Licence Compliance</li> <li>▪ Best Practice landfilling operations</li> <li>▪ Future demands of waste management will be met</li> <li>▪ Best practice landfill design &amp; construction</li> <li>▪ Fit-for purpose landfill</li> <li>▪ Future Licence Compliance</li> </ul>	-
	Obtain relevant approvals	2014	\$8,000		-
	Design & Construction of Landfill	2014- 2016	\$8,000,000		-
Future use of the Landfill Sites	Prepare a transfer station design	2014 after the location of new landfill site is decided	\$15,000	<ul style="list-style-type: none"> <li>▪ Best Practice operations</li> <li>▪ Best practice design &amp; construction</li> <li>▪ Fit-for purpose design</li> <li>▪ Integrated waste service</li> </ul>	-
	Obtain relevant approvals	2014	\$8,000		-
	Construction of Transfer Stations	2014- 2016	\$800,000		-

## 10.4 Priority 4 Landfill Diversion

One of the major issues with waste management in the region is the lack of available landfill void space. Strategies targeting diversion of waste from the landfill such as recycling are tackling this problem and will increase the expected life of the landfills.

Conditions 24 and 25 of the Kununurra Waste Disposal Site Licence include the requirement to plan for reduction of waste to landfill such as recycling measures. The introduction of Strategic Options that address the recycling of waste materials, would demonstrate the Shire's commitment to address waste management issues within the Shire. Further details on complying with Licence conditions 24 and 25 are documented in **Section 10.1.1**.

### 10.4.1 Upgrade of the Drop off Area

Public waste drop off sites typically accept all household materials including hazardous and putrescible waste. Drop off facilities are predominately made available to members of the community, however in some cases commercial sector companies are given access, as is the case with Kununurra. Typically these are only small local companies with waste streams similar to households, such as green waste, paper and scrap metal. Usually commercial companies would be charged a fee for depositing waste as such facilities.

Materials which may be accepted at drop off sites include recyclables and putrescible waste such as:

- > Cardboard and paper;
- > Glass bottles;
- > Plastics and metals;
- > Household hazardous waste;
- > Ferrous and non-ferrous metals;
- > Inert waste;
- > Greenwaste; and
- > General putrescible waste (including mattresses, furniture and electrical appliances).

These materials will generally be stored on site for short periods of time, and then transported to a recycling facility or disposal site. Although it is not typical for any waste processing or disposal to take place at a drop off site, at the Kununurra WDS the drop off area is integrated with the landfill.

Recovery of materials will ideally be maximised by encouraging site users to separate materials before depositing them. This is usually achieved by incorporating designated recycling receptacles for recyclable materials and making access to them convenient. The highest performing facilities in terms of recovery rates typically position the putrescible receptacles last, to encourage the use of the recyclable containers. Alternatively, materials can be separated on site by the site operatives, although this approach is not favoured as it is labour intensive.

The most ambitious drop off sites feature education facilities and Reuse Shops. These on site shops collect and sort reusable items which are then made available to the public to purchase. An Education Centre may be run on site to provide information to the public on waste management and the benefits of recycling, with the aim of encouraging a culture of sustainable waste management practices.

Well designed, efficiently run and user friendly facilities can recycle over 70% of waste inputs. Best practice examples of drop off facilities have high levels of user satisfaction and as such are seen by the communities they serve as valuable resources. Satisfied site users are also more likely to want to change their behaviour in relation to separating out waste before they deposit it. This can be extremely important, as with the right market conditions, the more waste that is recycled the lower the costs related to the disposal of putrescible waste.

There is the potential to generate revenue from the sale of recyclable materials collected at both bring sites and drop off sites. This revenue can be used to reduce the operating costs of the facilities.

Drop off sites are also the ideal location for collecting household hazardous waste because, unlike bring sites, drop off sites are usually manned and secure. De-polluting the municipal waste stream by extracting chemicals, paint, oil and other environmentally harmful substances before they are landfilled, ensures that these materials do not make their way into the environment.

#### **10.4.1.1 Drop off Site at Kununurra WDS**

The Kununurra WDS includes a Drop Off Area which consists of separate stockpiles for greenwaste, tyres, metals, wood and C&D waste. From observations made during the site visit, Cardno recommends that the Drop Off Area should be clearly separated from the active tipping face due to the potential health and safety issues arising from its location. Best practice suggests that the positioning of the Drop off area close to the gate well before the disposal area would encourage people to make use of this area and source separate their waste.

The Drop off Area should include clearly marked areas for stockpiling of selected waste fractions and a drop off site where public can dispose of MSW and clear instructions for which materials can be recycled and what should be disposed to landfill. The Drop Off Area should be the only place where the public has an access to, limiting the access to the current active tip face. Members of the public could be given 2-3 tip passes per year to bring larger amount of the MSW outside the regular kerbside collections to the drop off area. Cardno anticipates that this would eliminate the free-of-charge disposal of C&I and C&D waste.

As a part of the upgrade, the road system at the site should be upgraded to separate the active tip from the Drop Off Area and avoid conflicts between heavy and light vehicles currently operating in the same area. A proposed conceptual layout is shown in **Figure 10**.



**Figure 10: Conceptual upgrade of Drop Off Area and traffic arrangements on the site**

As a part of the waste education program, staff at the site can provide educational information and assistance on recycling. This would improve site management and safety.

In addition to the standard drop off and bring site network (which collects materials such as paper, ferrous and non-ferrous food and beverage cans, plastic bottles, textiles and glass), there is the opportunity to collect small items of household hazardous wastes such as: batteries mobile phones, fluorescent tubes, globe lights, chemicals, paints and oils. Although small in volume, the hazardous nature of these materials can create significant environmental harm to landfill and the resultant surrounding environment. These materials can be stockpiled safely under the correct conditions until there is sufficient quantity to be collected.

For the majority of these materials, collection facilities can be established in areas popular to the public, such as Shire offices, libraries and supermarkets.

#### **10.4.1.2 Drop off Site at Wyndham WDS**

As mentioned earlier, there is no staff based at the Wyndham Landfill and the current Drop off Area consists of separate stockpiles for greenwaste, metals and C&D waste. If it decided to reduce site operating hours and provide staff on-site, then a similar approach suggested for the Kununurra WDS can be proposed for Wyndham. Furthermore, if it is ultimately decided to close the Wyndham site, the development of the drop off

(or Transfer station) would greatly assist in the stockpiling of materials before the ultimate recovery and disposal at another site. The potential closure of the Wyndham site is discussed further in **Section 10.3.1**.

#### **10.4.2 Management of Stockpiles at the Kununurra WDS**

Licence Condition 10 and 19, set out storage requirements for greenwaste and tyres. The storage and management of stockpiles ensures regulatory compliances are met, but also that the waste materials that are to be processed into recyclables are properly handled, processed and ultimately contain the greatest monetary value possible. Badly stored and process materials can result in a drop in market value to the point of not being suitable for an end market. Evidence of this existed with aluminium cans which had degraded by long term exposure to sunlight

Upgrading the Drop Off Area will generate stockpiles of recycled material that need to be managed. As Kununurra WDS has a limited void space, separation and processing of recyclables would reduce void space consumption in the landfill. Cardno recommends that the Shire investigate the potential to purchase a mobile shredder and/or baler for the processing of the greenwaste, metals, timber, cardboard and inert (C&D) waste. An alternative option is to rely on the services provided by the private contractors. Cardno is aware that the remote location of the Shire limits the access to recycling and recovery services. However, adoption of a regional approach would help the Shires of the north-west to co-ordinate these services and reduce the associated costs.

##### **10.4.2.1 C&D Waste**

Clean C&D waste streams could be processed to generate recyclable building products such as clean fill or aggregates. These materials could have numerous applications which Cardno anticipates are in high demand within the East Kimberley region due to the scarcity of such material and also the level of construction activities. Main Roads recently endorsed the use of recycled C&D waste in its road bases. The new agreement between Main Roads and the Waste Authority could see the recycled C&D waste diverted from landfill and used to build the roads in the East Kimberley Region. This material could also have applications in landfill construction and operations such as cover and capping material. Currently C&D waste comprises around 50% of all waste landfilled, and processing and utilisation of the C&D waste could significantly reduce the amount of waste disposed at the Kununurra landfill and reduce associated costs.

##### **10.4.2.2 Metals**

Metals including aluminium cans could be baled and transported to larger centres for further processing by the scrap metal dealers.

##### **10.4.2.3 Greenwaste**

Greenwaste is currently mulched and offered back to the public free-of-charge for re-use on gardens and in agriculture. However, the greenwaste mulching service is irregular and only part of the mulch is currently utilised. Instead, greenwaste combined with timber, cardboard, liquid waste from the WWTP, animal and livestock manure and potentially organic fraction of the MSW could be treated to produce energy and a compost material. This option is discussed further in **Section 10.5.7.1**.

As mentioned previously, within the East Kimberley region, there are a number of “formal” and “voluntary” community groups (and individuals) who are passionate about improving waste management, and implementing new initiatives. Along with unemployment programmes, such as the East Kimberley CDEP in Kununurra and CEA in Wyndham, there is the opportunity to develop community “champions” who can assist in this community engagement / education.

##### **10.4.2.4 Tyres**

Feasible solutions for the reprocessing of tyres do not currently exist within the region. The Shire is planning to utilise a number of the tyres in the stormwater management and landfill structures however this still leaves

a large amount of tyres still need to be disposed of to the landfill. To conserve landfill void space, tyres could be shredded or baled prior to landfilling. To allow for this material to be extracted for processing at a later date, GPS coordinates of the disposal locations should be recorded.

Alternatively, the potential to utilise tyres in different applications could be investigated. In Australia, tyres are typically used in the construction industry for retaining walls, wall building blocks, rapid formwork or void filler, pavements and access roads and erosion control. For the mining industry, tyres provide a material source (e.g. for underground roads) and in the agricultural sector tyres could be used in dam and pond structures, creek crossings and access roads. Moreover, recovered rubber could be used in road pavements as rubber modified binders and in manufactured products such as athletic and playground surfaces. Considering the construction activities within the area and the close proximity to the Ord River agricultural area, it is possible that feasible end-use options could exist.

Cardno recommends that Shire should further investigate to recognise potential end-use options for tyres.

#### **10.4.3 Separated Clean Waste Streams**

There are a number of waste streams, such as greenwaste and inert waste that are currently delivered to the Shire's Waste Disposal Facilities in very contaminated states. The contaminants in these streams are not easily separated and often there is no other choice but to landfill this waste. Clean waste streams would reduce the amount of waste being generated and being subsequently landfilled. Furthermore, clean waste streams can be dealt with more efficiently and recycled into higher quality end products if they are accepted in a clean and non-contaminated state.

The Shire should consider inspecting incoming loads of waste to ensure clean waste streams, such as greenwaste and inert waste are separated from contaminated materials. The entrance "gate house" could be used to police the delivery of greenwaste by householders, as opposed to this being done further within the site. Furthermore, the Shire could also begin educating C&D, C&I and greenwaste generators of the specific requirements of clean waste streams.

#### **10.4.4 Community Engagement**

Gaining community acceptance and support for adoption of improved waste management services is one of the biggest challenges to moving waste management in a more sustainable direction. Engaging with the community early in the implementation of any new waste management option will increase the chances of success as it is typical for there to be a lack of awareness from certain sections of local communities in relation to the benefits of sustainable waste management. Providing educational materials to the community will be a key factor in achieving community acceptance and 'buy in' for the initiative and the required level of behavioural change.

##### **10.4.4.1 Waste Education Program**

Cardno recognises the need for the Shire to develop a Waste Education Program focusing on informing the community:

- > Of the benefits of adopting sustainable waste management practices in accordance with the waste hierarchy; and
- > With the details of the new waste management options that are being implemented and how they should be used.

Avoidance and reduction of waste can be significantly influenced and achieved by consumers themselves through their purchasing and consumption habits and waste separation actions. The Waste Education Program can also be used to support other options lower down the hierarchy, such as how the community can make best use of new recycling and recovery services. The Program can be used to explain how new services should be used whilst reinforcing what the benefits are for the community and the environment.

The Waste Education Program should be compatible with the other strategic waste management options adopted in the Shire and the wider Kimberley Region. The Education Program may involve:

- > Both electronic and traditional resources;
- > Pamphlets and newsletters;
- > Shire webpage;
- > Transportable displays (e.g. trailer mounted); and
- > Static displays (Shire's office and other buildings, landfill sites).

### **Waste Education Officer**

The Waste Education Program could also include the employment of a Waste Education Officer whose purpose is to educate and support the community to adopt more environmentally sustainable behaviours by reducing waste and conserving resources. This person would be working with schools, community organisations and commercial businesses across the region of the East Kimberley. Their role could include:

- > Delivering presentations on reducing household waste;
- > Holding information stalls and displays at local events;
- > Using existing Council infrastructure, such as the library, swimming pool and other areas with a high level of public attendance to provide information to the community;
- > Operating a Mobile Education Trailer;
- > Establishing community reference groups for waste management;
- > Running an extended Producer Responsibility Programs such as:
  - Assisting retailers with the reduction of plastic bags and other initiatives;
  - Assisting schools with developing curriculum based activities and on-ground establishment of resource recovery practices;
  - Working with businesses to encourage recycling in the work place; and
  - Preparing and implementing media marketing strategies.

In addition to educating private households and schools, the Education Officer can take an active role in working with and also educating the commercial and construction sectors about the benefits of sustainable waste management.

### **Mobile Education Trailer**

A Mobile Education Trailer could be used to educate the community about sustainable waste management and to promote community acceptance and compliance to the principles of avoid, reuse, and recycle. A mobile education unit would allow the Shire to take education on the road close to the waste generators and also to those areas outside the larger centres. This is especially beneficial in the remote areas of the East Kimberley. The Waste Education Trailer could also be used at community events where a high number of people would be present. Using a mobile education trailer is an innovative way to deliver multiple sustainable waste messages to a wide range of audiences.

### **Influencing Commercial Practices**

It may be possible that, in partnership with the commercial sector, the Shire develops voluntary codes of practice and local laws that aim to move waste up the hierarchy. The main focus of influencing commercial practices would be on the upper tiers of the waste hierarchy. There would also be an opportunity to use it as a platform for developing commercial recycling and recovery projects. One example is the introduction of a plastic bag tax at supermarkets that encourage consumers to avoid using plastic bags and begin using reusable bags. Another example is the introduction of localised container deposit schemes developed in partnership with the commercial sector.

With a number of large subdivision projects in the pipeline in the East Kimberley, there would be a real benefit in ensuring that sustainable waste management systems are built into these developments. The Shire could play an influential role in ensuring methods to sustainably manage the additional C&I waste and

MSW waste generated through the increased population associated with these developments is considered during their planning stages.

#### **10.4.5 Greenwaste Mulching**

Greenwaste is organic material usually derived from botanic sources. Greenwaste can be from domestic gardens and commercial gardening and landscaping activities. The common method of managing greenwaste are shredding to produce mulch, or composting to produce compost or soil improvers of various standards. Very woody greenwaste is also suitable for shredding into woodchip, for use as a fuel or to produce a landscaping material. In some instances, greenwaste is landfilled, however in contemporary waste management thinking the practice of landfilling greenwaste is seen as bad practice as it is recognised as a potentially valuable resource, is bulky and takes up a lot of landfill space and generates leachate and landfill gas.

Licence Condition 10, sets out storage requirements for greenwaste. The storage and stockpiling of greenwaste is further detailed within **Section 10.4.2.3**.

Site visits showed the existence of extensive stockpiles of greenwaste. It is understood that only a small proportion of this is converted into mulch or successfully composted. This is largely due to levels of contamination and the unavailability of suitable shredders and other machinery to process the material. Contamination is mostly treated timber that is not suitable for processing into mulch. Inadequate policing of waste inputs at both sites is resulting in high levels of contamination within the greenwaste being delivered by the community.

To divert greenwaste from landfill and generate useable products, the Shire could purchase a mobile processor to service both the Kununurra and Wyndham sites.

A summary of the Priority 4 Strategic Actions is shown in **Table 11**.

**Table 11: Strategic Action Plan for Priority 4 Strategic Options**

Strategic Action	Next Steps	Timeframe	Indicative Costs	Result	Potential for Strategic Partnerships
Upgrade of the Drop-off Area	Design and construct drop off area at Kununurra	Mid-2013	\$15,000	<ul style="list-style-type: none"> <li>■ Improved opportunities for separation of waste into clean streams</li> <li>■ Improved recovery of materials</li> <li>■ Addresses all key waste streams</li> <li>■ Greater control on waste acceptance compared to existing facility</li> </ul>	✓
	Design and construct drop off area at Wyndham	Mid-2013	\$8,000		
Management of Stockpiles at the Kunnanurra WDS	Purchase of the machinery (baler, crusher)	Mid-2013	\$80,000	<ul style="list-style-type: none"> <li>■ Improved opportunities for separation of waste into clean streams</li> <li>■ Improved recovery of materials</li> <li>■ Addresses all key waste streams</li> <li>■ Greater control on waste acceptance compared to existing facility</li> <li>■ Local employment generation</li> </ul>	✓
	Discussions with other LGAs to start regional recycling of the tyres	Mid-2013	\$0		✓
	Feasibility study of tyres recycling at Kununurra LF	Mid-2013	\$10,000		✓
Separated Clean Waste Streams	Inspection of incoming waste loads and separation of clean waste streams at Kununurra	Mid-2013	\$0	<ul style="list-style-type: none"> <li>■ Maximise operational efficiency of processes</li> <li>■ Maximise product quality</li> <li>■ Increased awareness of waste as a resource</li> <li>■ Engagement of non-domestic waste generators</li> <li>■ Feedstock for other processing options</li> </ul>	✓
Community Engagement	Develop Waste Education Program	Mid-2013	\$15,000	<ul style="list-style-type: none"> <li>■ Develop culture of recycling - improved understanding of benefits</li> <li>■ Gain community support to waste management actions</li> <li>■ Influencing consumer behaviour</li> <li>■ Business support for sustainable waste management practices</li> </ul>	✓
Greenwaste Mulching	Purchase of a mobile greenwaste processor	Mid-2013	\$110,000	<ul style="list-style-type: none"> <li>■ Produces a product that has broader environmental benefits</li> <li>■ Mulch could be provided back to the community</li> <li>■ Potential regional co-operation</li> </ul>	✓

## 10.5 Priority 5 Recommendations for Future Operations

The long-term vision for waste disposal in the Shire is to establish a modern waste management facility at a new site. Along with the best practice operations of the facility, the Shire should investigate different options to improve the waste collection and separation and recycling of different waste streams. The following actions are provided for Shire's consideration as potential future actions that could be implemented to further increase landfill diversion and extend the life of a landfill both at the current and future facilities.

### 10.5.1 Kerbside Recycling

Kerbside recycling services have been adopted by numerous metropolitan and regional LGAs in Western Australia. Kerbside collections can take a variety of forms and also target many different recyclable materials. In Australia the co-mingled option is popular, whereby a receptacle is provided to the householder to deposit dry recyclables such as paper, cardboard and plastics. These materials are then collected and processed at a Material Recovery Facility (MRF). However there are alternative kerbside recycling options, including options that collect and recycle organic materials such as greenwaste and foodwaste or individual dry recyclables. Material specific kerbside collections can target single materials such as cans, paper and glass. Yet another alternative is kerbside sorting, where a limited number (2 or 3) of mixed recyclable materials, usually in their own containers (e.g. crate / sack), are sorted by the collection operatives at the kerbside. Kerbside sorting allows materials to be directly delivered to the merchant or reprocesses at the end of each collection round, as opposed to being delivered to MRF for further separation, as is the case with co-mingled collections.

In Kununurra and Wyndham, there is currently no collection of recyclables from households, and as a result, all domestic waste is landfilled. Implementing a recycling collection would considerably increase the volume of recyclables diverted from landfill, particularly when coupled with a community education program.

#### 10.5.1.1 *Material Specific Collections*

General MSW compositional analysis shows that over 30% of the household MSW stream is recyclable. Therefore, Cardno suggest that some form of regular kerbside collections of materials such as paper, metals and potentially plastics and glass should be considered by the Shire.

Which materials are targeted will determine the costs of providing the service, as well the contribution such as service would make to the Shire's landfill diversion rate. The market value for materials and the cost of providing the collection are other factors that will influence the Shire's decision on how they might structure such a service and which materials they should target.

Given that a comingled collection processed via a MRF is currently not an option, the Shire has two possible options for the kerbside collection of recyclables, either kerbside sorting or single material collections. Kerbside sorting is where a limited number of materials are presented separated (bundled or in their own container). The collection operatives place the separated materials into separate compartments of the collection truck at the kerbside. Typically, single material is merely the collection of one material such as glass or paper, and the collections are driven by economic factors, such as the income that can be derived from the materials. Usually materials with the highest market value will be targeted in material specific kerbside collections. This income would go some way to offsetting the costs for collection, processing and transportation of the material to the reprocessing market.

Cardno is of the opinion that the Kununurra facility has potential to be utilised for the bulking of a range of recyclables from kerbside collections. A series of storage bays could be cost effectively constructed using precast concrete push walls. These bays could be used to store recyclable materials pending transportation to the market. Separated aluminium cans could be baled and stored at the Kununurra WDS and transported elsewhere for processing by the scrap metal dealers. This would improve the usage rates of the current can baler at the site.

To process the materials collected, a new baler would need to be purchased for paper, cardboard and even plastics in order to compress them, make handling them easier and to ensure they are transported in the most cost effective manner. Glass could be crushed to a high enough grade to be used as roadbase.

The most effective approach for the Shire is likely to be single material collection. The benefits and costs of collecting and processing various recyclable waste streams are shown in **Table 12**.

**Table 12: Kerbside recyclables summary**

Material	Benefits	Costs
<ul style="list-style-type: none"> <li>▪ Metal</li> </ul>	<ul style="list-style-type: none"> <li>▪ High market value</li> <li>▪ Have an existing baler</li> </ul>	<ul style="list-style-type: none"> <li>▪ -</li> </ul>
<ul style="list-style-type: none"> <li>▪ Paper &amp; card</li> </ul>	<ul style="list-style-type: none"> <li>▪ Moderate market value</li> </ul>	<ul style="list-style-type: none"> <li>▪ Capital machinery cost</li> </ul>
<ul style="list-style-type: none"> <li>▪ Plastics</li> </ul>	<ul style="list-style-type: none"> <li>▪ Moderate market value</li> </ul>	<ul style="list-style-type: none"> <li>▪ Capital machinery cost</li> </ul>
<ul style="list-style-type: none"> <li>▪ Glass</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local market value</li> <li>▪ H&amp;S handling issues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Capital machinery cost</li> </ul>

Cardno recommends that, before an area wide roll out of new recycling services occurs, a pilot scheme be delivered to gauge the potential effectiveness of such services, and to determine what the associated operational issues are likely to be.

#### **10.5.1.2 C&I Waste Separation and Collections**

If the Shire were to consider kerbside collection of paper or other recyclables from domestic properties there would be the potential to extend these to commercial properties as well. The same receptacles, collection vehicles, storage area and baler could be used for both the commercial collections as the domestic collections. The income that could be derived from adding these potential commercial services could go a long way to offsetting the operational costs associated with such a service.

Commercial premises such as taverns, supermarkets, caravan parks, hotels should be encouraged to collect single stream recyclables which are produced in bulk (e.g. glass at taverns, cardboard at supermarkets).

A C&I collection service need not be limited the collection of just dry recyclable materials such as paper and beverage cans. Foodwaste from commercial premises might prove popular and also provide the feedstock for an Alternative Waste Treatment (AWT) process that could potentially produce a valuable compost product that could be used in agricultural and horticultural applications or to generate electricity.

#### **10.5.2 Vergeside Collections**

Vergeside collections of waste are common throughout the metropolitan and regional areas of WA. With vergeside collections, the community places on the verge bulk waste materials, which are normally too large to be placed in the regular household waste receptacle. The material is usually collected by the LGA over a period of two to three weeks. The frequency of vergeside collections varies between LGAs, as does the recovery rate of the collected materials. Often with best practice examples of vergeside collection, community or charity groups will be involved at some level, often preparing the collected furniture for reuse, refurbishing the white goods and even being involved with the collection service itself.

Materials placed on the verge should be separated into clean streams such as greenwaste, white goods and other bulky items.

##### **10.5.2.1 Upgrade of Vergeside Collection**

The Shire provides an existing service for bulk waste prior to the cyclone season. The majority of the materials collected are sent to landfill, with little being recovered for recycling.

If a tip pass system were introduced at Kununurra WDS it could meet some opposition from the community and increase the risk of illegal waste dumping. Increasing the frequency of vergeside collections within the

Shire would assist with justifying the implementation of a tip pass system and reduce the risk of illegal tipping activities.

### **10.5.3 Bring Sites**

Recycling bring sites are facilities used successfully worldwide which allow residents to recycle a range of smaller household materials. Typically such facilities provide separate receptacles for the collection materials such as paper, ferrous and non-ferrous food and beverage cans, plastic bottles, textiles and glass. Like kerbside recycling, the range of materials offered is often dictated by the downstream market for the materials.

In some cases in Europe for example, even when LGAs have high coverage kerbside collection of recyclable materials, bring sites are retained and used to compliment the kerbside scheme or provide coverage for localities that do not have a kerbside recycling service. In the United Kingdom and the Republic of Ireland for example, bring sites were the norm a long time before the establishment of kerbside recycling schemes. They offer a cost effective way to introduce communities to the notion of recycling before the formal adoption of kerbside recycling schemes.

The type of receptacles offered varies greatly and their size is often dictated by the downstream market as well as volumes of materials collected and the Shire's preferred collection method. Some receptacles are designed to be lifted by vehicle mounted "hiab" cranes and deposited into a container fitted to the collection vehicle, whilst some are designed around the "hooklift" operating system. The ultimate choice is usually a compromise between the LGA's current operating system and cost.

Bring sites must not be confused with traditional "transfer stations" or "drop off sites". Bring sites are smaller scale and never target putrescible waste. Small areas in community centres or shopping centres are perfect locations, as the type and number of receptacles can be tailored to fit the particular situation. Such facilities are ideally located at public facilities, as it means that users do not have to make special visits and can deposit their recycling whilst undertaking day to day tasks such as shopping and school runs.

Separate 240 litre MGB garbage bins can be situated at the sites to ensure the bags and cardboard boxes used by residents to transport the materials are dealt with, ensuring no accumulation of litter. Bring sites should be carefully designed and located, and in addition, should be well maintained and have good signage. By doing this the LGA can encourage use and increase recycling. There is also the potential to generate revenue from the sale of recyclable materials collected at these sites to offset the overall service costs.

#### **10.5.3.1 *Bring Site Network***

The Shire could identify potential locations and partners for situating bring banks, such as schools, community centres, caravan parks, libraries or car parks. New commercial developments such as supermarkets present an ideal opportunity for new bring site facilities. The Shire could consider ensuring that all new retail developments include bring site recycling services.

The system for collection and the choice of receptacles needs investigation. However, it is likely that such a bring site systems would utilise Kununurra WDS for temporary storage and bulking of collected materials prior to onward movement to the markets.

The utilisation of the existing baler, and a new baler / shredder situated at the Kununurra WDS has already been discussed for baling kerbside collected recyclable materials in order to make transportation to merchants more cost effective. This may also be used to process materials collected through a bring site network.

Future land development projects will require consideration to be given regarding the effect that population growth associated with these developments will have on waste. Incorporating bring sites into new

developments should be considered at the very early conceptual stages of these land development projects so that the opportunity is not missed to allocate sufficient space for waste recycling initiatives.

#### **10.5.4 Earthcarers**

Earth Carers is a Western Metropolitan Regional Council initiative set up to educate and support the community to adopt more environmentally sustainable behaviours by reducing waste and conserving resources. Earthcarers are community volunteers that work with schools, community organizations and commercial businesses to encourage and support environmentally sustainable behaviours. Their activities include:

- > Delivering presentations on reducing household waste;
- > Holding information stalls and displays at local events;
- > Assisting retailers with the reduction of plastic bags and other initiatives;
- > Assisting schools with developing curriculum based activities and on-ground establishment of waste management practices; and
- > Working with businesses to encourage recycling in the work place.

The Earthcarers model represents a free resource, and where implemented is extremely popular with the community. The Shire could develop a group similar to the 'Earthcarers' model. An initiative such as this also links in well with the education programme and a range of other waste focused community engagement initiatives.

#### **10.5.5 Upgrade of the Current Reuse Shed**

Waste disposal facilities are now being complimented, and in some cases replaced, with resource reuse and recovery parks. Such parks include re-use shops, education facilities and a range of recycling and recovery options.

The re-use aspect is about the collection, refurbishment and redistribution of goods back to the community such as furniture, white goods, toys and a whole range of other useful household items. A well-maintained, clean and professional Reuse Shop is acceptable to the community, presenting waste management in a positive way and promoting a culture of reuse and recycling.

The Reuse Shop at the Kununurra landfill is a step to the right direction promoting the message of the sustainable waste management. However, during Cardno's site visit it was recognised that the Reuse Shop requires upgrading as the items brought for the redistribution are exposed to the weather and covered with dust. As a simple measure, a light wall could be installed to keep the dust out of the area. Moreover, the shed could be equipped with educational displays to provide information about recycling and operations at the landfill.

Best practice in the design of such facilities suggests that situating the reuse and recovery facility areas in a convenient location, well before the disposal area and gate fee payment point. This encourages people to make use of these facilities and source separate their waste.

The improved Reuse Shop could form the base for other community engagement initiatives, such as those mentioned earlier. Within the East Kimberley region, there are a number of "formal" and "voluntary" community groups (and individuals) who are passionate about improving waste management, and implementing new initiatives. Along with unemployment programmes, such as the EKCDEP in Kununurra and CEA in Wyndham, there is the opportunity to develop community employment and vocational training programmes who can work with the Shire to deliver reuse and recycling programmes. Strategic Partnerships are discussed in more detail in **Section 9**.

An additional option would be to use existing facilities of Community Groups, such as the EKCDEP in Kununurra

### **10.5.6 Greenwaste Composting**

Greenwaste can be shredded and used as mulch or composted and used as a soil conditioner. The choice between these options is usually based on available markets and economics. It may be desirable to compost some of the greenwaste to obtain a better economic outcome or because of limitations on the local market for mulch.

Composting is a process in which natural organisms break down biodegradable waste, such as greenwaste, which takes place in an oxygen rich environment. In its simplest form, aerobic composting takes place in outdoor static piles (windrows) which are turned regularly to increase airflow. Depending on the feedstock and the process, the outputs can be compost products suitable for agricultural and horticultural applications. Clean compost normally attracts a higher price than mulch which could cover the higher producing costs of compost.

The Shire could investigate introducing a composting facility to the new waste management facility to treat majority of the greenwaste produced within the area.

### **10.5.7 Alternative Waste Treatment**

AWT refers to a range of waste processing technologies and can treat source separated or mixed waste streams. Currently, there are not sufficient waste materials or financial incentives to facilitate the establishment of a large scale AWT facility. However, possible small scale opportunities to treat or reprocess organic waste could be investigated. There are several methods in use but the most common include anaerobic digestion (AD) and thermal technologies such as conventional combustion, gasification and pyrolysis. Cardno recommends that the Shire conduct a feasibility study to assess the AWT technologies that may be implemented in the Shire. A brief description of small scale examples of AWT technologies is provided below.

#### **10.5.7.1 *Organic Waste Treatment – Anaerobic Digestion***

Organic waste treatment commonly refers to composting of putrescible waste that contains an organic fraction. Energy from Waste (EfW) is a term used to describe a range of processes that can be used to convert the energy content of waste into heat, electricity or in some cases fuels. All these processes are typically large in scale and require various financial instruments to cover the high capital costs. However, small scale options also exist.

The main fuel source of the facility would be green waste that is stockpiled at the landfill, but the possibility to utilise organic fraction of the MSW, animal and livestock manure and liquid waste from the wastewater treatment plant (WWTP) should also be investigated. Liquid waste from the WWTP is a major problem at the Kununurra WDS as an adequate disposal solution is currently unavailable. Joint treatment of these wastes would also increase the scale of the treatment and reduce the capital costs associated with the installation of the plant.

There are a number of small scale AD plants in the market place. For example, the Bioplex Poragester model PG3 for example can treat 15 to 25 tonnes of organic waste per week and be used for energy production if required.

#### **10.5.7.2 *Biodiesel from Waste Cooking Oil***

Manufacturing biodiesel from waste vegetable oil is an established process. The process is relatively simple and the end product is a comparatively cheap, non-toxic zero carbon fuel that can be blended with fossil fuel diesels and used in a variety of applications. The Ashburton Aboriginal Corporation Pty Ltd has a successful biodiesel initiative in the Pilbara that takes waste cooking oil from local business and the kitchens at mine sites and processes it into biodiesel. The Ashburton project also acts as a training platform where the community learns about the biodiesel manufacturing process in its entirety. A service such as the one being

delivered by Ashburton may be feasible to implement in the Shire subject to the quantity of oil waste generated.

Cardno understands that the Tropical Forestry Services Ltd is in the process of introducing a 'biomaster' to the East Kimberley Region that would convert used cooking oils from fast food shop outlets into biodiesel.

#### **10.5.7.3 Dirty MRF**

Dirty MRFs have the ability to sort, process and recover a variety of waste streams, including organics from mixed waste and divert these materials from landfill. This is unlike 'clean' MRFs, which can only process source separated co-mingled dry recyclables such as paper, cans and plastics. Various different types of process plant equipment are arranged together in a Dirty MRF, depending on the waste being treated and the down-stream recovery objectives. Typically there will be various mechanical separation techniques and equipment in the Dirty MRF including size separation, magnetic separation and sometimes sophisticated approaches such as optical sorting.

The Shire could explore pre-treating all of its MSW and C&I using a simple Dirty MRF. Ideally, the process would be enclosed, but in its simplest form could consist of a feed hopper to meter the input of waste and a series of conveyors to transport the waste to the various processing areas. Ideally the process layout would incorporate an over band magnet to remove ferrous metals and a trommel or screen to separate paper, plastics and glass. The residue could then either be landfilled or used as the input material for another form of AWT such as an AD plant.

#### **10.5.7.4 Organic Waste Treatment (separating from residuals)**

Compositional analysis shows that 35% of the MSW stream is food waste which is a potentially valuable resource if managed appropriately. The loads of MSW currently being delivered to Kununurra could be passed through a trommel screen to extract the fine fraction, which will predominantly be food waste. Trommel screens are widely used in waste management to separate mixed waste into different size fractions. The separated fine organic fraction could also easily be blended with greenwaste and passed through an AWT such as an AD plant to produce compost or energy. Some metal recovery can also be undertaken at this stage relatively cost effectively using magnets to separate ferrous metals and in turn further improve the recovery rate.

A summary of the Priority 5 Strategic Actions is shown in **Table 13**.

**Table 13: Strategic Action Plan for Priority 5 Strategic Options**

Strategic Action	Result	Next Steps	Timeframe	Indicative Costs	Potential for Strategic Partnerships
Kerbside Recycling	<ul style="list-style-type: none"> <li>▪ Produces readily available resources</li> <li>▪ Diversion of significant quantities of waste from landfill</li> <li>▪ Potential to extend the life of a landfill</li> </ul>	Assess feasibility of the kerbside recycling and adopt a pilot scheme	2013-2014	\$15,000	✓
	<ul style="list-style-type: none"> <li>▪ Produces readily available resources</li> <li>▪ Diversion of significant quantities of waste from landfill</li> <li>▪ Potential to extend the life of a landfill</li> <li>▪ Increased awareness of waste management practices</li> </ul>	Assess feasibility of introducing C&I kerbside recycling	2014-2016	\$15,000	✓
Vergeside Collections	<ul style="list-style-type: none"> <li>▪ Large recovery of materials that would otherwise be landfilled</li> <li>▪ Feedstock for other processing options</li> <li>▪ Decrease illegal dumping</li> <li>▪ Assists in implementation of a tip pass system</li> </ul>	Assess feasibility of more frequent vergeside collection	End of 2013	\$15,000	✓
Bring Site Network	<ul style="list-style-type: none"> <li>▪ Increased recycling at key public locations</li> <li>▪ Diversion of significant quantities of waste from landfill</li> <li>▪ Potential to extend the life of a landfill</li> <li>▪ Increased awareness of waste management practices and potential for community education</li> </ul>	Assess feasibility of establishing a Bring Site network	2014-2016	\$15,000	✓
Earthcarers	<ul style="list-style-type: none"> <li>▪ Community involvement</li> </ul>	Develop a community group that is actively involved in the waste management actions	2014	\$5,000	✓
Upgrade of Current Reuse Shed	<ul style="list-style-type: none"> <li>▪ Diversion of waste from landfill</li> <li>▪ Community involvement</li> <li>▪ Improvement to existing services</li> </ul>	Instalment of a light wall	End of 2013	\$2,000	✓
Greenwaste Composting	<ul style="list-style-type: none"> <li>▪ Diversion of significant quantities of waste from landfill</li> <li>▪ Potential to extend the life of a landfill</li> <li>▪ Produces a more versatile product that mulch that could be used in the agricultural sector in the ORIA</li> </ul>	Feasibility analysis of the greenwaste composting	2015	\$10,000	✓
Alternative Waste Treatment	<ul style="list-style-type: none"> <li>▪ Diversion of significant quantities of waste from landfill</li> <li>▪ Potential to extend the life of a landfill</li> <li>▪ Potential energy production</li> <li>▪ Engagement with the ORIA</li> </ul>	Feasibility analysis of establishing an AWT facility	2015	\$25,000	✓

## 10.6 Potential Funding

As mentioned previously, joining the RCG with the Shires of Broome, Derby West Kimberley and Halls Creek would provide the opportunity for the Shire to access funding through the Regional Funding Program. The Regional Funding Program is a Waste Authority program which provides funding for regional local governments to assist with the implementation of initiatives identified in their Regional Waste Management Plans.

There are also several other potential funding opportunities available to the Shire for the implementation of the Strategic Actions which are distributed through:

- > Royalties for Regions;
- > Packaging Stewardship Forum; and
- > Australian Packaging Covenant.

A summary of the Priority 1 to 5 Strategic Actions is provided in **Table 14**.

**Table 14: Summary of Strategic Action Plan Priorities for the Shire**

Priority	Strategic Action	Next Steps	Timeframe	Indicative Costs	Potential for Strategic Partnerships
Priority 1 Licence Compliance	Environmental Improvement Plan	Design new liquid disposal pond	By October 2012	\$10,000	-
		Plan for tyre management	By 1 January 2013	\$3,000	-
		Design stormwater and surface water management system	By 1 January 2013	\$10,000	-
		Plan a groundwater and surface water monitoring schedule including bore locations	By 1 January 2013	\$5,000	-
		Prepare a plan to divert waste from landfill	By 1 January 2013	\$5,000	-
		Prepare a post-closure rehabilitation plan	By 1 January 2013	\$20,000	-
	Liquid Waste Disposal	Construction of a new pond	By October 2012	\$400,000	-
		Decommissioning of the existing liquid waste facility	By October 2012	\$10,000	-
	Management of Tyre Storage Area	Utilisation in the landfill structures	By 1 January 2013	\$5,000	-
		Burials of excess tyres	By 1 January 2013	\$2,000	-
	Stormwater Management	Construction of the stormwater and surface water management systems	By 1 January 2013	\$30,000	-
	Groundwater Monitoring	Install groundwater monitoring bores	By the end of October 2013	\$15,000	-
		Conduct a groundwater monitoring investigation	By the 1 October 2013	\$4,000 (annually)	-
	Post-Closure Rehabilitation Plan	As per Environmental Improvement Plan			-
	Priority 2 Landfill Operations	Landfill Environmental Management Plan	Prepare a landfill environmental management plan	Mid-2013	\$10,000
Filling Plan		Prepare a filling plan and modify landfilling practices accordingly	Mid-2013	\$5,000	-
Waste Data Gathering and Reporting Framework		Adopt of waste recording framework	Mid-2013	\$2,000	-
Signage and Guidance		Upgrade current signage and guidance	Mid-2013	\$15,000	-

Priority	Strategic Action	Next Steps	Timeframe	Indicative Costs	Potential for Strategic Partnerships
	Introduction of Site Staff and Reduction in Operating Hours (Wyndham)	Reduce operating hours	Beginning of 2013	\$0	-
		Staff on the site	Beginning of 2013	\$10,000	✓
	Introduction of Tip Pass System	Introduce a tip pass system	Beginning of 2013	\$4,500	-
		Inform landfill users about the changes	Beginning of 2013	Included in above	✓
	Introduction and Enforcement of Gate Fees	Adopt a new gate fees structure to support recycling over landfilling.	Beginning of 2013	\$0	-
		Inform landfill users about the changes	Beginning of 2013	\$0	✓
	Alternative Daily Cover	Invest to a tarp deployment system in Kununurra	Mid-2013	\$30,000	-
Priority 3 Landfill Closure and New Landfill Site	Closure of the Current Landfill Sites	Closure of the Kununurra landfill site	By the end of 2016	\$6,000,000	-
		Closure of the Wyndham landfill site	By the end of 2016	\$4,000,000	-
	New Landfill Site	Conduct a siting study to locate the new landfill site	By mid-2013	\$20,000	-
		Obtain relevant approvals	2014	\$8,000	-
		Design & Construction of Landfill	2014- 2016	\$8,000,000	-
	Future use of the Landfill Sites	Prepare a transfer station design	2014 after the location of new landfill site is decided	\$15,000	-
		Obtain relevant approvals	2014	\$8,000	-
Construction of Transfer Stations		2014- 2016	\$800,000	-	
Priority 4 Landfill Diversion	Upgrade of the Drop-off Area	Design and construct drop off area at Kununurra	Mid-2013	\$15,000	✓
		Design and construct drop off area at Wyndham	Mid-2013	\$8,000	
	Management of Stockpiles at the Kununurra WDS	Purchase of the machinery (baler, crusher)	Mid-2013	\$80,000	✓
		Discussions with other LGAs to start regional recycling of the tyres	Mid-2013	\$0	✓
		Feasibility study of tyres recycling at Kununurra LF	Mid-2013	\$10,000	✓

Priority	Strategic Action	Next Steps	Timeframe	Indicative Costs	Potential for Strategic Partnerships
	Separated Clean Waste Streams	Inspection of incoming waste loads and separation of clean waste streams at Kununurra	Mid-2013	\$0	✓
	Community Engagement	Develop Waste Education Program	Mid-2013	\$15,000	✓
	Greenwaste Mulching	Purchase of a mobile greenwaste processor	Mid-2013	\$110,000	✓
Priority 5 Recommendations for Future Operations	Kerbside Recycling	Assess feasibility of the kerbside recycling and adopt a pilot scheme	2013-2014	\$15,000	✓
		Assess feasibility of introducing C&I kerbside recycling	2014-2016	\$15,000	✓
	Vergeside Collections	Assess feasibility of more frequent vergeside collection	End of 2013	\$15,000	✓
	Bring Site Network	Assess feasibility of establishing a Bring Site network	2014-2016	\$15,000	✓
	Earthcarers	Develop a community group that is actively involved in the waste management actions	2014	\$5,000	✓
	Upgrade of Current Reuse Shed	Instalment of a light wall	End of 2013	\$2,000	✓
	Greenwaste Composting	Feasibility analysis of the greenwaste composting	2015	\$10,000	✓
	Alternative Waste Treatment	Feasibility analysis of establishing an AWT facility	2015	\$25,000	✓

## 11 Recommendations

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In addition to implementing the Strategic Action Plan, Cardno has identified a number of recommendations for the Shire to ensure that their waste management systems are continually improved. These recommendations include:

1. Action the Strategic Actions identified within the Strategic Action Plan;
2. Periodically review this Waste Management Strategy, and in particular the Strategic Action Plan, to ensure that the information is up-to-date and identify and incorporate any additional Strategic Actions;
3. Investigate potential funding sources available for the implementation of Strategic Actions; and
4. Investigate the potential to engage in strategic partnerships to assist the implementation of Strategic Actions.

### 12.3.3 Kununurra Liquid Waste Lagoon

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	Shire of Wyndham East Kimberley
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>AUTHOR:</b>	Kevin Hannagan, Director Infrastructure
<b>REPORTING OFFICER:</b>	Kevin Hannagan, Director Infrastructure
<b>FILE NO:</b>	WM.09.3

#### **PURPOSE**

To provide information to Council on the Kununurra Liquid Waste Lagoon.

#### **BACKGROUND**

The current liquid waste lagoon (Photograph 1) is non-compliant with DEC Licence conditions and has been highlighted during a DEC inspection (31 Jan 2012) as failing to maintain the 500mm freeboard and showing signs of overtopping the liner in numerous places. The liquid waste received at the facility is from Septic tanks (domestic and commercial properties) and grease trap waste. The lagoon has dimensions of 9m x 60m. The treatment capacity (by evaporation) of a lagoon with these dimensions is approximately 350,000 litres per annum. However, based on the gatehouse records the facility receives approximately four times more liquid waste than the design capacity of the facility (approximately 1,375,000 litres per annum).

#### **STATUTORY IMPLICATIONS**

Health Act sections 95 & 112 appears to show that the Shire will have to accept liquid waste. Section 112(1)(d) seems to cover the matter because it includes the words "and when the Executive Director, Public Health so requires" i.e. if the Shire decides not to accept the waste the EDPH will step in & require the Shire to do so. If the Shire was to consider not accepting liquid waste it should first seek legal opinion on this matter.

#### **POLICY IMPLICATIONS**

No policy implications apply in the preparation of this report.

#### **FINANCIAL IMPLICATIONS**

There are major financial implications associated with this item. Council in its Budget 2012/13 increased the Liquid Waste Charge to \$132 / 1,000L and budgeted in total \$450,000 for Liquid Waste Lagoon improvements.

#### **STRATEGIC IMPLICATIONS**

This report aligns with Council's focus on Environment, Key Result Area 4, in the *Shire of Wyndham East Kimberley Strategic Plan 2008*.

- Waste management services meet legislative and sustainable objectives

## **COMMUNITY CONSULTATION**

Community consultation is not required in relation to this item.

## **COMMENT**

Alternative options

The options for the treatment of this biological liquid waste include:

<b>Options</b>	<b>Background</b>
Water Corporation WWTW	<p>The Watercorp have refused to take the liquid waste at the WWTW. While they have agreed to receive the waste as a temporary measure at Derby and Broome, they are still refusing to receive the waste in Kununurra.</p> <p>The Shire of Derby has consulted with the Minister for Environment &amp; Water, to be told the Water Corp is not obliged to receive this waste and he suggests the Shire seek Royalties for Regions funding for a new liquid waste facility at Derby and Fitzroy Crossing. This is something that Shire Officers will also explore when design and costings are complete.</p>
Liquid Waste collection contractor (Tox-Free)	<p>The only contractor in the Shire that collects this waste is Tox-Free, they have stated that they have no intention to establish their own liquid waste treatment facility in the Shire.</p>
Refuse to accept volumes beyond design capacity and Shire facility	<p>The Shire could refuse to accept any volume of liquid waste beyond the design capacity as local government is not obliged to take the material. However, this would result in a public health issue, as there is no alternative treatment facility within the Shire, Broome is the nearest facility. This would result in even higher costs to users of the service.</p>
Continue to accept liquid waste at Shire facility with no changes to the facility	<p>If the Shire continues to receive the liquid waste without modifying the Facility, it would result in environmental impacts on the surrounding soils, groundwater and surface water at the site. It is likely that this would result in prosecution and fines by the DEC potentially mounting to \$5,000 / day.</p>
Increase the capacity of the Shire's Facility to meet demand	<p>The establishment of a facility by the Shire to meet the current and future demand would provide a solution. Indeed the fee charged for this waste (which has just been increased in line with the other facilities throughout the Kimberley) would pay for the capital and operational costs incurred.</p> <p>However, such a facility would have an operational life in excess of 20 years and the current landfill is likely to be closed within the next five years. Therefore, it is prudent to provide a low cost solution at the current landfill site until a new landfill site has been identified. Then a permanent facility can be established at the new landfill site.</p>

### **Interim Facility (Short term solution)**

A short term, lower cost solution has been developed by the Shire to be implemented at the existing landfill until a new site has been identified.

Shallow drying beds will be constructed; however these will only be lined and operational during the dry season. Once the drying beds are lined, the liquid waste from the existing storage lagoon will be pumped into them to be evaporated during the dry season. Any liquid waste delivered to the facility will be discharged directly to the drying beds during the dry season.

Towards the end of the dry season the liquid waste delivered to the Facility will be re-directed to the existing deep lagoon for wet season storage, allowing the drying beds to evaporate the remaining moisture contained in the waste. Once dry, the liner (and dried waste) will be removed and landfilled, leaving the drying beds 'mothballed' and free draining during the wet season, before they are re-lined at the beginning of the following dry season and the process repeated.

This provides an interim solution with lower capital cost investment in the facility.

### **Time constraint**

The process of design, approval and construction for this facility is significant, it is unlikely that the 'drying beds' will be operational for a sufficient period to process the existing 'stored' liquid waste prior to the start of the 2012- 2013 wet season. Therefore a contingency is required to establish a second temporary storage lagoon at the site thus providing additional storage for the liquid waste that will be received during the 2012-13 wet season, prior to its treatment in the drying beds during the 2013 dry season. The liquid fraction of the waste in the existing lagoon will be decanted to the temporary 'storage lagoon'. This will allow the Shire to de-sludge the settled sediment from the bottom of the existing lagoon, resulting in sufficient storage capacity to ensure the liquid waste facility does not "over-top" during the wet season and produce an environmental impact and possible regulatory implications.

Figure 1 shows a cross section of a dry bed design.

### **Permanent Facility (Long term solution)**

Once a new landfill site has been identified and approvals granted a permanent liquid waste facility can be established. The size of any liquid waste facility varies depending upon the volumes of material to be treated, local rainfall and evaporation rates.

Typical biological liquid waste treatment systems in Western Australia are based on evaporation to remove excess water, with periodic removal of solids for landfilling.

Therefore, multiple lagoons are required so that one can be de-watered (via evaporation) until a 'spadable' sludge remains, ready for removal.

The size of evaporation treatment lagoons for the current volumes of liquid waste received has been calculated based rainfall and evaporation data since 2006. Two lagoons, each 30m x 30m and with a depth of 1.6m would provide sufficient treatment capacity while maintaining a 500mm freeboard for the 120% of the current volumes received. Additional lagoons can be added in the future if volumes of liquid waste increase.

Figure 2 shows an example of a basic treatment system

The cost estimates for this type of basic facility is approximately \$350,000 (plus overheads and contingencies), based on:

Minimal site works (i.e. level site with no bed rock)

- 5) Local rainfall and evaporation rates
- 6) Lagoons lined with 1.5mm HDPE

However, the cost can only be estimated accurately once a site has been identified and the design produced for the facility.

## **Summary**

The only option currently available to the Shire is to continue receiving all liquid waste generated in the Shire, while striving to minimise any environmental impacts and achieve regulatory compliance. The staged plan to achieve this includes:

- 7) Construct sufficient capacity at the current facility to safely store the liquid waste that will be received during the 2012-13 wet season.
- 8) Design, gain approval and construct the seasonal drying beds at the current facility to provide a short / medium term treatment solution from April 2013.
- 9) Construct a permanent facility at the new landfill site, once the site location has been identify and approved.

## **ATTACHMENTS**

- Attachment 1 – Existing Kununurra Liquid Waste Lagoon, dry Bed Design, Basic Treatment System  
Attachment 2 – Extracts from Health Act

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council meet with the Minister for Environment and Water advocating that the state should consider:

- a. Instructing Water Corporation to take liquid waste at its Kununurra Waste Treatment Facility,
- b. Suggesting Water Corporation design into their new facility the ability to take this waste, and
- c. Seek a contribution from the State towards the cost of Council constructing the new liquid waste lagoon at \$400k.

Officer's recommendation is moved with amendment to point c.

- c. Approve Chief Executive Officer to negotiate with the Water Corporation and the State to construct an appropriate facility with some contribution from Council and responsibility shifting to Water Corporation.

**COUNCIL DECISION**

**Minute No. 9907**

**Moved: Cr R Addis**

**Seconded: Cr R Dessert**

**That Council meet with the Minister for Environment and Water advocating that the state should consider:**

- a. Instructing Water Corporation to take liquid waste at its Kununurra Waste Treatment Facility,**
- b. Suggesting Water Corporation design into their new facility the ability to take this waste, and**
- c. Approve Chief Executive Officer to negotiate with the Water Corporation and the State to construct an appropriate facility with some contribution from Council and responsibility shifting to the Water Corporation**

**Carried Unanimously 7/0**

# Attachment 1 - Existing Kununurra Liquid Waste Lagoon, Dry Bed Design, Basic Treatment System



Figure 1: Cross section of dry bed design

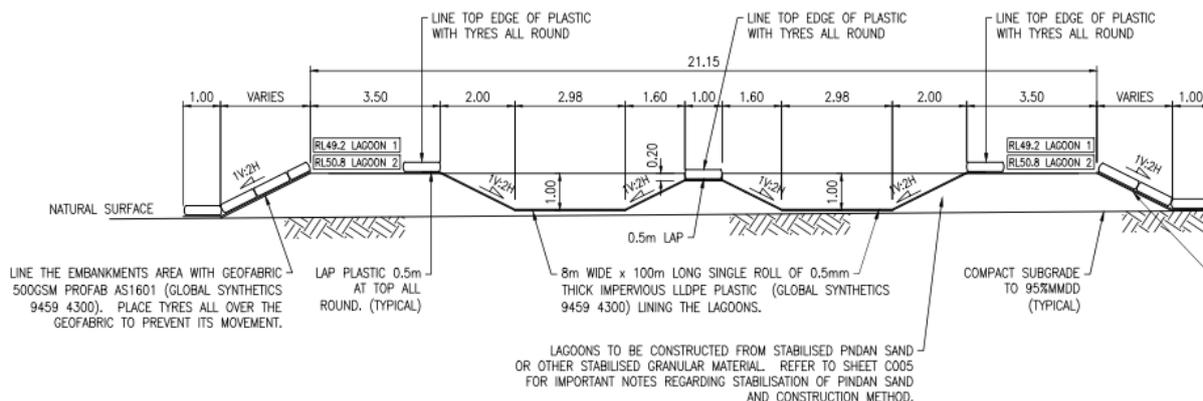
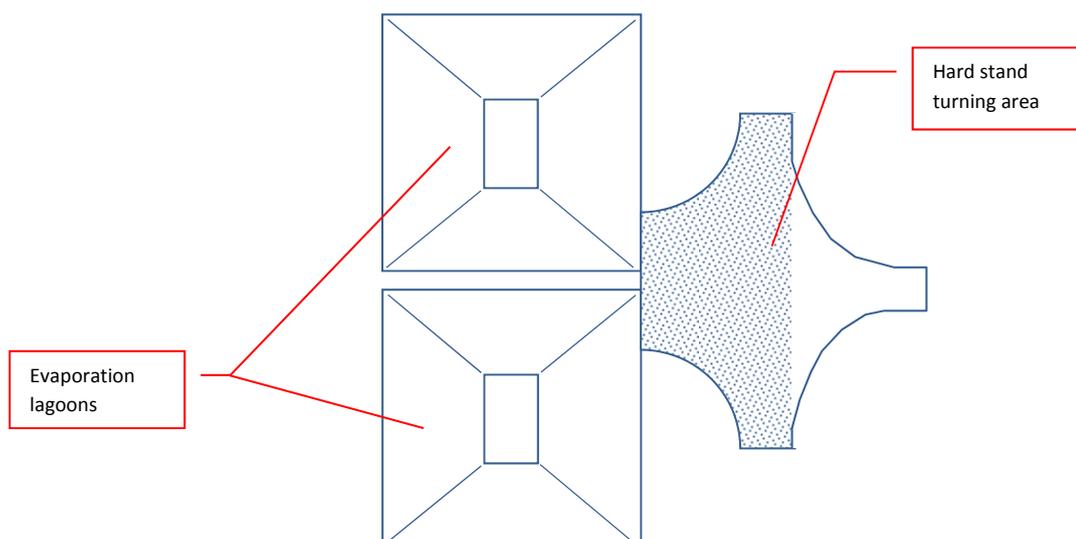


Figure 2: Example of a basic treatment system



## Attachment 2 – Extracts from Health Act

### HEALTH ACT

#### 95. Disposing of sewage

For the purpose of receiving, storing, disinfecting, deodorising, purifying, distributing, or otherwise disposing of sewage, a local government may —

- (1) construct any works in the district or (subject to the provisions of this Act) beyond the district;
- (2) contract for the use of, purchase, or take on lease any land, buildings, engines, materials, or apparatus either within or beyond the district;
- (3) make contracts for the supply of sewage to any person for any period not exceeding 25 years, and as to the execution and cost of works, either in or beyond the district, for the purpose of such supply:

Provided that no nuisance shall be created in the exercise of any of the powers conferred by this section.

*[Section 95 amended by No. 14 of 1996 s. 4.]*

#### 112. Local government to provide for removal of refuse and cleansing works

- (1) A local government may, and when the Executive Director, Public Health so requires, shall undertake or contract for the efficient execution of the following works within its district, or any specified part of its district:

*[(a) deleted]*

- (b) The supply of disinfectants for the prevention or control of disease, and pesticides for the destruction of pests.
- (c) The cleansing of sanitary conveniences and drains.
- (d) The collection and disposal of sewage.
- (e) The cleaning and watering of streets.

Provided that it shall not be lawful to deposit nightsoil in any place where it will be a nuisance or injurious or dangerous to health.

- (2) Any local government which has undertaken or contracted for the efficient execution of any such work as aforesaid within its district or any part thereof may by local law prohibit any person executing or undertaking the execution of any of the work undertaken or contracted for within the district or within such part thereof as aforesaid, as the case may be, so long as the local government or its contractor executes or continues the execution of the work or is prepared and willing to execute or continue the execution of the work.
- (3) After the end of the year 1934 no nightsoil collected in one district shall be deposited in any other district, except with the consent of the local government of such other district, or of the Executive Director, Public Health.

*[Section 112 amended by No. 17 of 1918 s. 11; No. 30 of 1932 s. 17; No. 45 of 1954 s. 3; No. 38 of 1960 s. 3; No. 102 of 1972 s. 9; No. 28 of 1984 s. 45; No. 14 of 1996 s. 4; No. 28 of 1996 s. 8; No. 36 of 2007 Sch. 4 cl. 4(5).]*

*[112A. Deleted by No. 36 of 2007 Sch. 4 cl. 4(6).]*

## 12.4 COMMUNITY DEVELOPMENT

### 12.4.1 Annual Grants Round Two

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	N/a
<b>LOCATION:</b>	N/a
<b>AUTHOR:</b>	Wayne Richards, Manager Community and Youth
<b>REPORTING OFFICER:</b>	Nick Kearns, Director Community Development
<b>FILE NO:</b>	GS.05.3

#### **PURPOSE**

For Council to consider the recommendations of the Annual Grants Assessment Panel in relation to Round Two Annual Community Grants 2012/13.

#### **BACKGROUND**

The second round of Annual Community Grants 2012/13 closed on October 1 2012. Six applications were received, of which three were deemed eligible in their submitted format though one required follow up to ensure that all required information was provided.

The annual grants panel consisted of Cr Di Ausburn, Cr Cissy Gore Birch Gault (in the absence of Cr Jane Parker) and Wayne Richards, Manager Community and Youth and at the time of assessment, Acting Director Community Development. The panel met on Thursday 4 October 2012 to assess the applications and formulate recommendations.

A copy of the Assessment Panel Information Pack which includes copies of the applications received as well as the Grants Assessment Panel feedback (upon which recommendations are based) is available for inspection by Councillors on request.

#### **STATUTORY IMPLICATIONS**

There are no statutory implications associated with this report.

#### **POLICY IMPLICATIONS**

Council Policy CP/COM – 3582 'Annual Community Grants Scheme' provides for the administration of Annual Community Grants.

Annual Community Grants are decided by Council decision based on recommendations from the Grants Assessment Panel and all recommendations of the Grants Panel are presented to Council for consideration at the next available Ordinary Council Meeting.

#### **FINANCIAL IMPLICATIONS**

The budget allocation for the 2012/13 Annual Budget is \$83,478 for the Annual Community Grants Scheme.

The total amount requested in round two 2012/13 funding was \$35,000 with an additional incomplete application received that did not state the amount they were requesting. The Assessment Panel has recommended \$24,500 to fund the three eligible applications.

## **STRATEGIC IMPLICATIONS**

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
- Partnerships addressing social issues in our community
- Provide community and cultural development

## **COMMUNITY CONSULTATION**

No community consultation is required in regard to this matter. However, public advertising of the Annual Community Grants Round two, including the closing date for applications occurred at the end of August in the local paper and via the Shire's website and media releases for other print and radio media.

## **COMMENT**

The Grants Assessment Panel has recommended that Council approve grant allocations to the following applicants:

- Kununurra Bushmen's rodeo Association. \$12,000 for a new PA/Sound system for their events.
- Gulganyem. \$10,000 toward expenses for the Barramundi concert.
- Ord Land and Water. \$2,500 towards a community awareness campaign for Awareness of Weeds. Partial grant of the \$5,000 requested based on the project being satisfactory however the panel believed funding should be sourced from other partners.

Another three applications received were not recommended for approval:

- Ewin Centre application was deemed not eligible as no dollar amount was requested.
- Kununurra District High School request for \$7,000 for an ANZAC Tour in 2013 was not eligible as it was not signed and lacked detail about the project.
- Waringarri Media Aboriginal Corporation requested \$1,000 for repairs to their administration building was ineligible as it was deemed to be a maintenance cost rather than Community Project.

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council

1. Adopts the recommendations of the Annual Community Grants Assessment Panel and funds the projects as follows:
  - Kununurra Bushmen's Rodeo Association. \$12,000 for a new PA/sound system for their events.
  - Gelganyem. \$10,000 toward expenses for the Barramundi concert.
  - Ord Land and Water. \$2,500 towards a community awareness campaign for Weeds.
2. Advises Ewin Early Learning Centre, Kununurra District High School and Waringarri Media Aboriginal Corporation that their applications were unsuccessful and provides feedback to the organisations.

## **COUNCIL DECISION**

**Minute No. 9908**

**Moved: Cr J Parker**

**Seconded: Cr C Gore-Birch Gault**

**That Council**

1. **Adopts the recommendations of the Annual Community Grants Assessment Panel and funds the projects as follows:**
  - **Kununurra Bushmen's Rodeo Association. \$12,000 for a new PA/sound system for their events.**
  - **Gelganyem. \$10,000 toward expenses for the Barramundi concert.**
  - **Ord Land and Water. \$2,500 towards a community awareness campaign for Weeds.**
2. **Advises Ewin Early Learning Centre, Kununurra District High School and Waringarri Media Aboriginal Corporation that their applications were unsuccessful and provides feedback to the organisations.**

**Carried Unanimously 7/0**

## 12.4.2 Proposed Caretakers Dwelling, Lot 3 O'Donnell Street, Wyndham

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	Catherine Atkins
<b>LOCATION:</b>	Lot 3 O'Donnell Street, Wyndham
<b>AUTHOR:</b>	Elle Davidson, Planning Officer
<b>REPORTING OFFICER:</b>	Nick Kearns, Director Community Development
<b>FILE NO:</b>	A245P

### **PURPOSE**

For Council to consider a development application for a Caretakers Residence at Lot 3 O'Donnell Street, Wyndham.

### **BACKGROUND**

An application for planning consent was lodged on 23 July 2012 by Catherine Atkins for the development of a caretaker's residence at Lot 3 O'Donnell Street Wyndham (Please refer to Attachment 1).

Lot 3 O'Donnell Street is located approximately 1 kilometre south of Wyndham Port and has an area of 916 square metres. The land is zoned *Town Centre* under *Town Planning Scheme No. 6 – Wyndham* (TPS 6).

The site consists of a small metal clad building that has been approved for refurbishment as a Cafe. The approved septic system for the café has also been constructed and a permit to use has been issued.



Location Plan

### **Proposal**

The applicant proposes to develop a caretaker's residence at the rear of the property. A three bedroom, one bathroom transportable home is proposed with a total floor area of 95m<sup>2</sup>, which is to be raised 875mm from the natural ground level.

Vehicular access for the existing café and proposed caretakers residence will be restricted to Foreshore Road with two spaces required for each use. The previous approval conditioned that no access from O'Donnell Street is permitted.

#### Building and character

The O'Donnell Street Wyndham Port Design Guidelines acknowledge that the character of the area should be maintained by using the same cladding and roofing materials that already exist in the precinct. Advice was sought from the Wyndham Historical Society, and full support of the application has been given along with an acknowledgment of the owner's commitment to maintain the historical character of the Port Precinct (Please refer to Attachment 2).

Cladding will be used to the exterior of the building to ensure that the proposed building will maintain and enhance the existing character of the precinct, which meets the recommendations of the Design Guidelines. The desired minimum pitch of 22.5 degrees could not be achieved due to restrictions of transporting the dwelling to Wyndham. A pitch of 17.5 degrees is proposed and due to the dwelling fronting Foreshore Road, the outcome is deemed to satisfy the retention of character along O'Donnell Street.

#### Car parking

It is recommended that no vehicle access be provided via O'Donnell Street, and therefore vehicular access to the site is via Foreshore Road. Two spaces are provided for staff parking, as specified in the previous planning approval and two spaces for the proposed caretakers dwelling.

#### Wastewater

The major constraint to any future development at the Wyndham Port and O'Donnell Street precinct is the inadequate provision of onsite effluent disposal. Historically, most properties discharge wastewater to the old public works line which in turn discharges effluent directly into the Gulf.

This matter has previously been investigated and following a search of Shire records and on-site inspections, a database was created identifying what type of effluent disposal each property at the Wyndham Port has in place. Correspondence has previously been drafted to each property owner advising that should they wish to develop and/or redevelop their block it will need to comply with the Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974 and WA Draft Country Sewerage Policy.

Ultimately, development will continue to be restricted at the Port until reticulated sewerage is available. The Shire has previously lobbied the Water Corporation to extend its sewerage line to the subject area but to date has been unsuccessful. This development proposal demonstrates the need for Council to continue to lobby the Water Corporation to address this issue.

In light of this information the Shire's Senior Environmental Health Officer, has completed some calculations to verify that the existing septic would have adequate capacity for the café and the additional dwelling on the property. These calculations conclude that the existing system could manage the combined waste of both the café and caretakers dwelling. (Please refer to Attachment 3 & 4).

#### Café Amendments

Some minor internal modifications were made to the proposed café during construction (Please refer to Attachment 5 & 6 for further details). A modification to the layout of the ablution block included an extra 3m<sup>2</sup> of floor space and the addition of a shower and laundry facilities that comply with the Australian Health Standards. The configuration of the

storeroom was also modified with the inclusion of an additional wall and a change to the door location that enclosed one end of the proposed breezeway. As these changes do not affect the external appearance of the building, it does not require a reassessment of the application and can be considered as a minor amendment.

#### Residing in the Café

On 20 August 2012 a site inspection was undertaken, which highlighted that the owners were living in the approved café premises and using a septic system that at that stage had not been issued with a permit to use. This issue raised concern as the applicant was not complying with the planning approval for the café, the building was not classified as a residential dwelling and there was no confirmation that the septic had been constructed to standards. The applicant was informed that residing in the café was an unlawful use of the property and was given until 14 September 2012 to vacate the property. A temporary accommodation unit has been placed at the rear of the property and the café has been vacated.

#### Temporary Accommodation

Due to the ongoing nature of this application the applicants have requested that Council grant a temporary license for a caravan onsite to be used as accommodation. Shire Officers decided it reasonable to allow the owners to vacate the café and reside in a caravan onsite until a decision can be made by Council.

The Department of Health have now granted an exemption from the draft Country Sewerage Policy requirement for a sewerage connection and have endorsed the application. The owners can now apply for a building licence and use the temporary accommodation unit whilst their building permit is valid.

### **STATUTORY IMPLICATIONS**

#### Town Planning Scheme No. 6 – Wyndham

The land is zoned *Town Centre* under the *Town Planning Scheme No. 6 – Wyndham* (TPS 6). The development of a Caretaker's Dwelling is an 'IP' use, meaning that it is not permitted unless such use is incidental to the predominate use of the land as determined by the Council.

The objectives of the Town Centre zone are:

- (a) To zone adequate land for the continued development of a main commercial and community facility centre for the town;*
- (b) To prepare an overall Town Centre Strategy Policy to guide and promote development;*
- (c) To apply appropriate development and land use controls to ensure the development is to a satisfactory standard.*

The land is located in a designated heritage area under *Town Planning Scheme No. 6 - Wyndham*. The Scheme stipulates that the "erection of any new building or structure" requires the planning consent of Council.

There is no reticulated sewerage at the Wyndham Port so wastewater disposal will need to comply with the *Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974* and *WA Draft Country Sewerage Policy*. The Department of Health have granted an exemption.

Documentation received on 16 October 2012 from the applicant confirms that Department of Health have granted approval for the proposed development as an exemption from the sewer connection requirement of the draft Country Sewerage Policy (Please refer to Attachment 7).

## **POLICY IMPLICATIONS**

### **Design Guidelines for O'Donnell Street Wyndham Port**

The main objective of the O'Donnell Street Wyndham Port Design Guidelines is to "maintain the character of O'Donnell Street by use of robust materials and details that reflect on the maritime history and extreme climate".

The Guidelines characterise the Wyndham Port area as having *"been developed more with an eye to function than to appearance, resulting in a no-frills ruggedness, which to the casual observer is unattractive."* Furthermore *"in spite of a temptation to change this image, it is important to maintain it, and to present the town as it is."*

The Guidelines make recommendations with regard to building materials, fenestration, roofing, verandahs, fencing and gates, signage and street furniture. The guidelines stipulate that all new work shall require planning consent from the Shire and should retain the existing character of the port.

It is acknowledged that these guidelines have not formally been adopted and are simply used as a recommendation.

## **FINANCIAL IMPLICATIONS**

The applicant has paid all fees.

## **COMMUNITY CONSULTATION**

The application has not been publicly advertised, however, it was referred to the Wyndham Historical Society for advice, and they have supported the application.

## **COMMENT**

The proposed development of a caretaker's dwelling on Lot 3 O'Donnell Street, Wyndham has existing approval for the development of a café and as such the proposed development of the caretakers dwelling is considered incidental use and therefore permitted.

The proposal is in line with the ultimate purpose of the Design Guidelines for O'Donnell Street, Wyndham Port of maintaining the character of the area. This site is located in a designated heritage area and although this proposed development has support from the Wyndham Historical Society, planning consent from Council is required.

The applicant is awaiting the arrival of rectangular louvres for the O'Donnell Street frontage and rear of the café to comply with character conditions of the café approval. It has been noted on the amended café plans that louvres must be rectangular in shape.

## **ATTACHMENTS**

Attachment 1 – Proposed Plans

Attachment 2 – Wyndham Historical Society Advice

Attachment 3 – Health Approval Conditions  
Attachment 4 – Wyndham Port Sewerage Reports  
Attachment 5 – Amended Café Plans  
Attachment 6 – Photos of café upgrades  
Attachment 7 – Approval Letter from Department of Health

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council grants planning consent for the development of a caretaker's residence at Lot 3 O'Donnell Street, Wyndham, subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
2. The caretaker's dwelling shall only be occupied by people working in the café.
3. Prior to occupation of the caretakers dwelling, areas set aside for parking and access must be constructed and drained to the satisfaction of the local government.
4. All plumbing and drainage works shall be carried out by or under the direction of a Licensed Sanitary Plumber approved in accordance with the Plumber's Licensing Board.
5. All plumbing and drainage works must comply with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations and AS/NZS 3500.
6. Plumbers are to submit a notice of intention to the plumbers licensing board & the Shire before commencing the installation
7. This residence must not be occupied without a permit issued by the Shire of Wyndham East Kimberley permitting the use of the apparatus for the bacteriolytic treatment of sewage. Issue of permit is subject to the Environmental Health Officer being satisfied that system complies with the approval and any relevant conditions.
8. No site earthworks or development shall occur that will cause additional runoff of stormwater to adjacent properties. Stormwater runoff from any sealed areas shall be mechanically directed into Council's stormwater system or disposed of onsite. Stormwater shall not be permitted to pond on the site, other than within designated detention basins, or against any buildings or structures. Details on the proposed method of control and disposal of stormwater from the site, including access roads, parking areas and roofs are to be confirmed with the Shire's Infrastructure Department and submitted with the building application.

## **COUNCIL DECISION**

**Minute No. 9909**

**Moved: Cr D Ausburn**

**Seconded: Cr J Parker**

**That Council grants planning consent for the development of a caretaker's residence at Lot 3 O'Donnell Street, Wyndham, subject to the following conditions:**

- 1. Development shall be in accordance with the attached approved plan(s) and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.**
- 2. The caretaker's dwelling shall only be occupied by people working in the café.**
- 3. Prior to occupation of the caretakers dwelling, areas set aside for parking and access must be constructed and drained to the satisfaction of the local government.**
- 4. All plumbing and drainage works shall be carried out by or under the direction of a Licensed Sanitary Plumber approved in accordance with the Plumber's Licensing Board.**
- 5. All plumbing and drainage works must comply with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations and AS/NZS 3500.**
- 6. Plumbers are to submit a notice of intention to the plumbers licensing board & the Shire before commencing the installation**
- 7. This residence must not be occupied without a permit issued by the Shire of Wyndham East Kimberley permitting the use of the apparatus for the bacteriolytic treatment of sewage. Issue of permit is subject to the Environmental Health Officer being satisfied that system complies with the approval and any relevant conditions.**
- 8. No site earthworks or development shall occur that will cause additional runoff of stormwater to adjacent properties. Stormwater runoff from any sealed areas shall be mechanically directed into Council's stormwater system or disposed of onsite. Stormwater shall not be permitted to pond on the site, other than within designated detention basins, or against any buildings or structures. Details on the proposed method of control and disposal of stormwater from the site, including access roads, parking areas and roofs are to be confirmed with the Shire's Infrastructure Department and submitted with the building application.**

**Carried Unanimously 7/0**



GLENDALÉ HOMES PTY LTD ABN 26010 805 633  
 Dickson Road, Caboolture, Queensland, 4510  
 Phone : 07 54951266 Fax : 07 54956702  
 Email : general@glendalehomes.com.au

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GENERAL NOTES:  
 1 DIMENSIONS TO BE CHECKED BY BUILDER  
 2 NGL TO FFL = \_\_\_ MAX.  
 3 TIMBER FRAME  
 4 TOILET DOOR TO HAVE LIFT-OFF HINGES  
 5 ROOF LINE - - - - -  
 6 GUTTER LINE - - - - -  
 7 TRANSPORT WIDTH = \_\_\_  
 8 TRANSPORT HEIGHT = \_\_\_  
 9 BUILDING CLASSIFICATION = CLASS 1A

WATER SUPPLY SYSTEM:  
 SELECTED WATER SUPPLY SYSTEM AND PLUMBING TO COMPLY WITH THE REQUIREMENTS OF THE QUEENSLAND DEVELOPMENT CODE (QDC) Part 25 - WATER SAVING TARGETS, AND ASSOCIATED BUILDING REGULATIONS

WET AREAS: ALL WET AREAS TO BE IN ACCORDANCE WITH BCA PART 3.8.1

GAS HWS: GAS HOT WATER SYSTEMS, WHERE INSTALLED, TO BE FITTED IN ACCORDANCE WITH REQUIREMENTS OF AS 5601

GLAZING: ALL GLAZING IN BUILDING TO COMPLY WITH THE REQUIREMENTS OF AS1288 "GLASS IN BUILDINGS - SELECTION & INSTALLATION"

SUSTAINABLE BUILDING CODE:  
 MINIMUM 3-STAR WELS RATED SHOWER ROSE.  
 MINIMUM 3-STAR WELS RATED TAPWARE TO KITCHEN SINKS, BASINS AND LAUNDRY TUBS.  
 MINIMUM 4-STAR WELS RATED DUAL FLUSH TOILET.  
 MIN. 80% (\_\_\_% ACHIEVED) OF FLOOR AREA SERVED BY ENERGY EFFICIENT FLUORESCENT LIGHTS OR EXTERNALLY BALLASTED COMPACT FLUORESCENT LIGHTS

TERMITE RESISTANCE: ALL PRIMARY BUILDING ELEMENTS TO COMPRISE ONLY TERMITE RESISTANT MATERIALS, AS PER BCA PART 3.1.3 AND AS 3660. TERMITE BARRIER SYSTEM IS ACHIEVED BY SUB-FLOOR COLUMN DESIGN. REFER TO DRAWING EF-004 AND ENGINEER'S CERTIFICATE. BUILDING TO BE SITUATED TO ALLOW FOR ADEQUATE VISUAL INSPECTION. WHERE PERIMETER SKIRTING IS INSTALLED, A MANHOLE MUST BE PROVIDED FOR ACCESS.

CLIENT:  
 CATHERINE & JOE ATKINS

ADDRESS:  
 LOT 3 on H27  
 O'DONNELL STREET  
 WYNDHAM WA 6740

APPROVED FOR CONSTRUCTION BY DATE:  
 CUSTOMER OR AUTHORISED AGENT:

DESIGN:  
 CUSTOMER'S PROPOSED RESIDENCE  
 TIMBER FRAME

BUILDING DESIGN RATING: C2(W50C)	ASSUMED SITE RATING: C2(W50C) CUSTOMER TO CONFIRM
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LIVING AREA: 68.50 m2	TOTAL AREA: 94.77 m2
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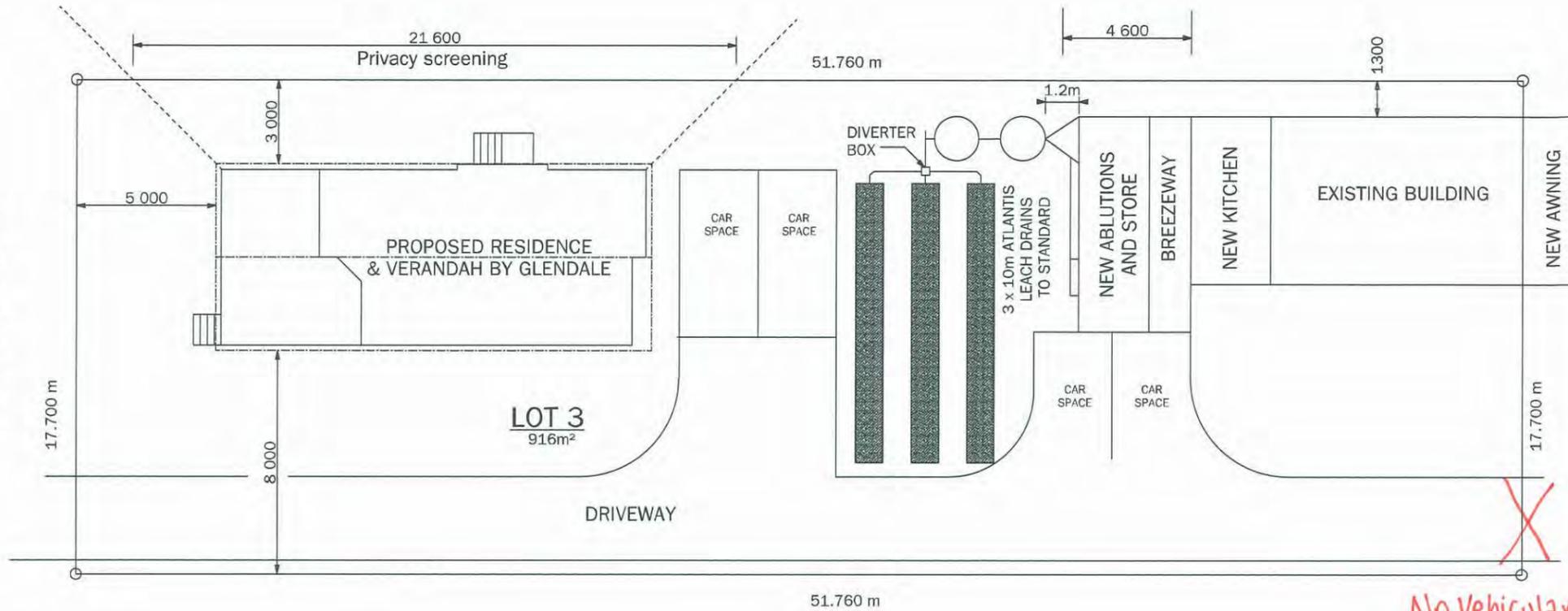
**SITE PLAN**

CONSULTANT: BEN	DRAWN: BS/JF	DATE: 21-08-12
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SCALE: 1:200	DO NOT SCALE DRAWINGS. DIMENSIONS TAKE PRECEDENCE	SHEET: A3
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DRAWING No: 1206-19	PAGE: 00
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ISSUE: C	CHASSIS NUMBER:
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*No Vehicular access from O'Donnell St*

DRAWING NOT TO SCALE



**PROPERTY DESCRIPTION**  
 LOT3 on H27  
 PARISH OF:  
 COUNTY OF:  
 TOWN OF: WYNDHAM WA  
 (\_\_\_\_\_ COUNCIL)  
 AREA: 916 m<sup>2</sup>

**IMPORTANT NOTE**  
 THIS PLAN HAS BEEN PRODUCED STRICTLY FOR IDENTIFICATION PURPOSES ONLY. THE DETAILS SHOWN WERE CORRECT AT THE TIME OF PUBLICATION, BASED ON INFORMATION SUPPLIED TO GLENDALÉ HOMES P/L FROM THE CLIENT. PLEASE REFER TO FULL SITE PLAN BY OTHERS FOR LOCATION OF SERVICES AND TOPOGRAPHY.



GLENDALE HOMES PTY LTD ABN 26010 805 633  
 Dickson Road, Caboolture, Queensland, 4510  
 Phone : 07 54951266 Fax : 07 54956702  
 Email : general@glendalehomes.com.au

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**GENERAL NOTES:**  
 1 DIMENSIONS TO BE CHECKED BY BUILDER  
 2 NGL TO FFL = \_\_\_ MAX.  
 3 TIMBER FRAME  
 4 TOILET DOOR TO HAVE LIFT-OFF HINGES  
 5 ROOF LINE \_\_\_\_\_  
 6 GUTTER LINE \_\_\_\_\_  
 7 TRANSPORT WIDTH = 3485  
 8 TRANSPORT HEIGHT = 3799  
 9 BUILDING CLASSIFICATION = CLASS 1A

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**CLIENT:**  
 CATHERINE & JOE ATKINS

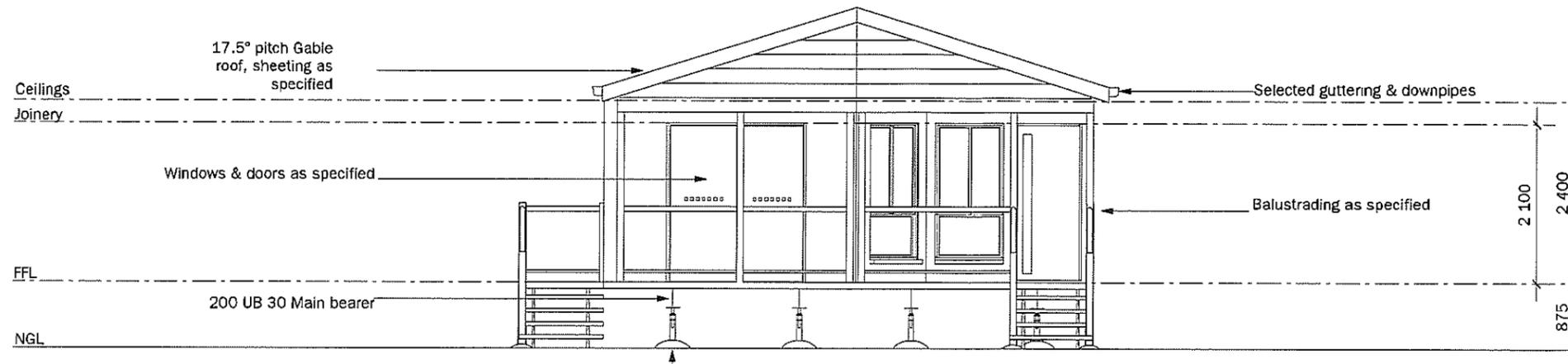
**ADDRESS:**  
 LOT 3 on H27  
 O'DONNELL STREET  
 WYNDHAM WA 6740

APPROVED FOR CONSTRUCTION BY \_\_\_\_\_ DATE: \_\_\_\_\_  
 CUSTOMER OR AUTHORISED AGENT:

**DESIGN:**  
 CUSTOMER'S PROPOSED RESIDENCE  
 THE LANGLEY - TIMBER FRAME

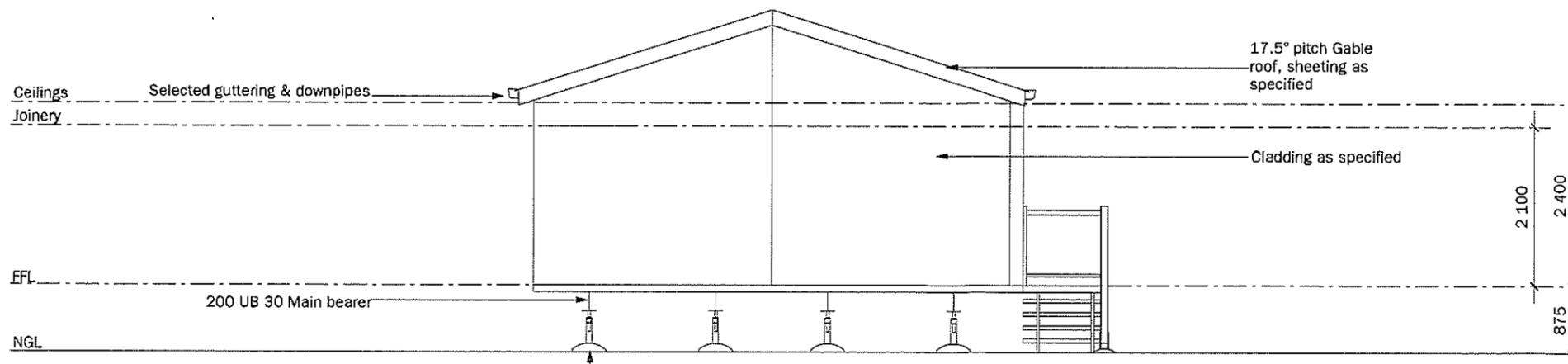
BUILDING DESIGN RATING: C2 (W50C)	ASSUMED SITE RATING: C2 (W50C) CUSTOMER TO CONFIRM
LIVING AREA: 68.5 m2	TOTAL AREA: 94.77 m2

END ELEVATIONS		
CONSULTANT: BEN	DRAWN: BS	DATE: 29.08.12
SCALE: 1:75	DO NOT SCALE DRAWINGS. DIMENSIONS TAKE PRECEDENCE	SHEET: A3
DRAWING No: 1206-19	PAGE: 03	
ISSUE: B	CHASSIS NUMBER:	



**END ELEVATION**

**NOTE**  
 If perimeter is to be enclosed, a manhole must be provided between skids for termite inspection



**END ELEVATION**

**NOTE**  
 If perimeter is to be enclosed, a manhole must be provided between skids for termite inspection



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LIVING AREA: 68.5 m2	TOTAL AREA: 94.77 m2
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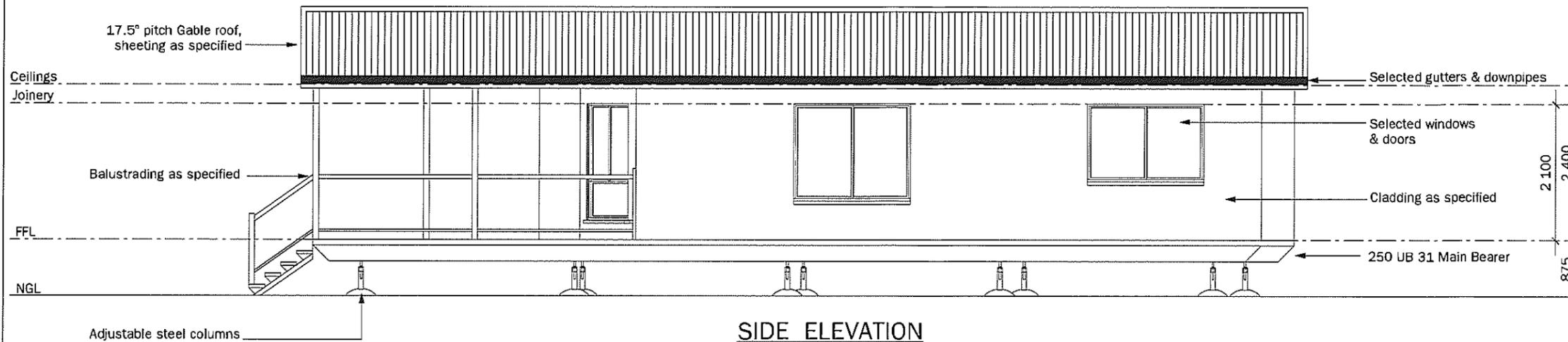
**SIDE ELEVATIONS**

CONSULTANT: BEN	DRAWN: BS	DATE: 29.08.12
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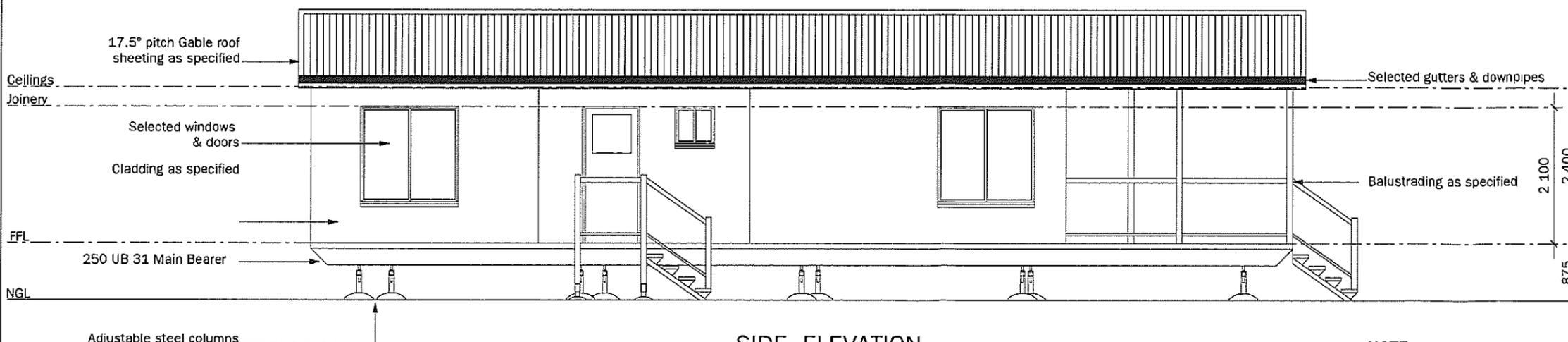
SCALE: 1:75	DO NOT SCALE DRAWINGS. DIMENSIONS TAKE PRECEDENCE	SHEET: A3
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DRAWING No: 1206-19	PAGE: 02
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ISSUE: B	CHASSIS NUMBER: 258 of 319
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**SIDE ELEVATION**



**SIDE ELEVATION**

**NOTE**

If perimeter is to be enclosed, a manhole must be provided between skids for termite inspection

- LEGEND**
- BL Bunker Light
  - BW Bay Window
  - CBDW Centre window Between Door and Wall
  - CBRW Centre window Between Robe and Wall
  - CBW Centre window Between Walls
  - CT Cooktop
  - DP Downpipe
  - DR Drawers
  - ED Entrance door
  - EF Exhaust fan
  - FDL Flouro down light
  - FR Space for Fridge
  - FW Floor waste
  - MS Microwave shelf
  - NP Newel post
  - OC Overhead cupboards
  - RH Rangehood
  - RF Round flouro
  - SHL Shelves
  - SHR Shower 1200x900 moulded base
  - SF Slider / Fixed sash
  - SL Skylight
  - STR Single towel rail
  - TGD Third glass door
  - TP Tall post
  - TRH Toilet roll holder
  - TTR Tea towel rail
  - UB Under bench oven
  - WM provision for Washing machine

17.5° Pitch Gable Roof - 200 eaves - 2400 ceilings - Raked where shown - R2.5 batts to ceilings - R1.5 batts to external walls

\*\* TRANSPORT WITHOUT GUTTERS \*\*



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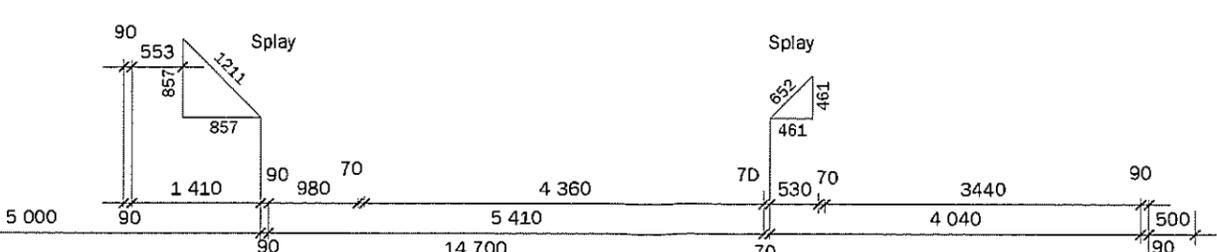
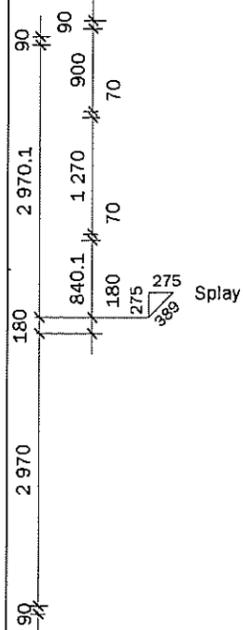
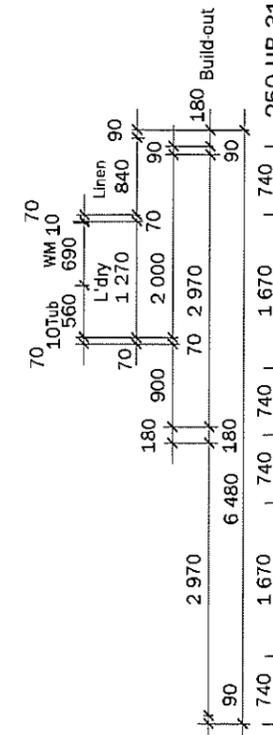
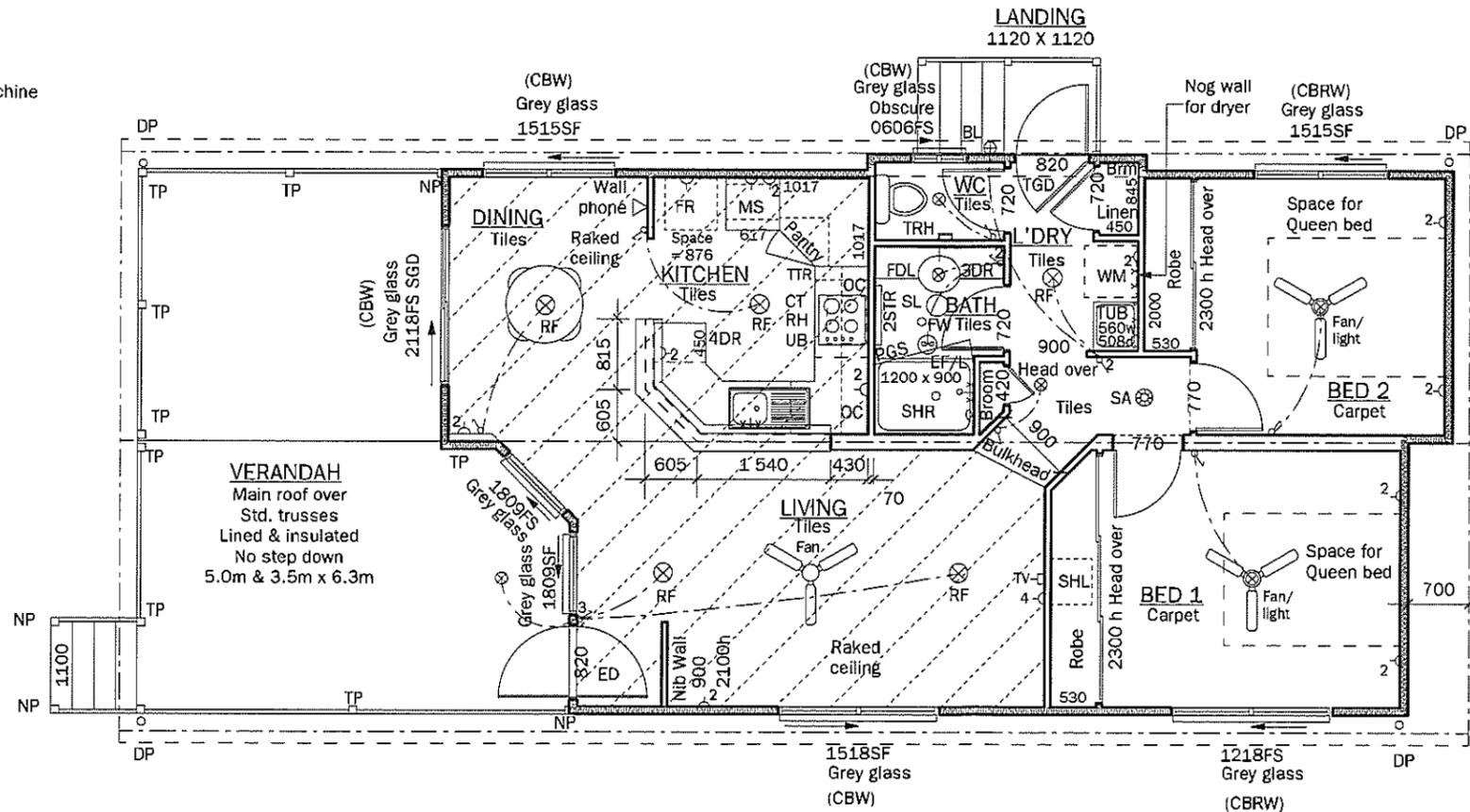
**BUILDING DESIGN RATING:** C2 (W50C) **ASSUMED SITE RATING:** C2 (W50C) CUSTOMER TO CONFIRM

**LIVING AREA:** 68.5 m2 **TOTAL AREA:** 94.77 m2

**FLOOR PLAN**

<b>CONSULTANT:</b> BEN	<b>DRAWN:</b> BS	<b>DATE:</b> 29.08.12
<b>SCALE:</b> 1:75	<b>DO NOT SCALE DRAWINGS.</b> DIMENSIONS TAKE PRECEDENCE	<b>SHEET:</b> A3
<b>DRAWING No.:</b> 1206-19	<b>PAGE:</b> 01	

**ISSUE:** C **CHASSIS NUMBER:** 259 of 319



- NOTES:**
- \* Vertical Custom Oro cladding Frame to suit
  - \* External architraves to openings
  - \* Treated ply floors



*Wyndham Historical Society Inc. – Est. 1990*

PO Box 379 – Wyndham- WA – 6740



Ms E Davidson  
Planning Officer  
Shire of Wyndham – East Kimberley  
PO Box 614  
KUNUNURRA WA 6743

Friday 4th September 2012

**Re: Notification of Development Proposal – Lot 3 (27) O’Donnell Street, WYNDHAM**

Dear Elle,

The Wyndham Historical Society (WHS) wishes to advise our complete support for the proposed caretaker’s residence on Lot 3 O’Donnell Street Wyndham, as per your notification 100606: A245P : TP2440.

The WHS acknowledges the commitment of the owners to the historical character of the Wyndham Port precinct and we commend them for their sensitive redevelopment to date of the above mentioned property.

If I can be of any further assistance, please contact me on email at [Christine.mclachlan@kti.wa.edu.au](mailto:Christine.mclachlan@kti.wa.edu.au) or at the address above.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Chris McLachlan'.

Chris McLachlan  
Secretary  
Wyndham Historical Society Inc.

## CONDITIONS OF APPROVAL

**Lot 3 Number 27 O'Donnell St  
Wyndham**

### **APPROVAL # 492 (amended)**

#### Comment

This application is for approval to connect a two bedroom dwelling into the existing septic system that was approved for a café on the same site. The area of the site is 51.76metres X 17.7metres giving an area of 916m<sup>2</sup>.

An "Approval to Construct" was issued by EDPH on 20 December 2010 and a copy is attached.

The application was based on a maximum of 20 patrons and 2 staff with a water usage of 30litres/person equalling 660 litres; documentation was provided from the Water Corporation, Dr Kim Hames MLA, Carol Martin MLA and DEC in support of the application to exceed the residential equivalent under the draft "Country Sewerage Policy".

The Shire supported the application provided that:

- the number of patrons was to not to exceed 20,
- there was to be only minimal preparation i.e. fresh sandwiches & wraps, toasties, warming pies or sausage rolls (no baking), cool drinks, potato chips, lollies etc.,
- cooking and frying would not be approved, and all food was to be served in food grade takeaway containers or bags; no plates were to be used as the dishwashing would increase water consumption.

As stated previously, a figure of 30litres/person was used for calculation purposes. However, recent discussions with EDPH staff indicate that this could be 25litres/person as it is only lunches or even 10litres/person based on the restricted food preparation; obviously this reduces significantly the number of litres produced by the café.

Regulation 29 of the Health (Treatment of Sewage & Disposal of Effluent & Liquid Waste) Regulations 1974 does not have a classification for commercial kitchen so this is an arbitrary figure with no legal backing.

Whilst on the issue of legal backing, there is no legal backing to call up the draft "Country Sewerage Policy" therefore the following two scenarios have put forward as a calculation of the water usage for this application.

#### Scenario 1

Restaurant = 20patrons + 2 staff = 22 X 25litres = 550litres  
Two bedroom dwelling = 2 X 270litres = 540litres  
This equates to 1090litres.

#### Scenario 2

Restaurant = 20patrons + 2 staff = 22 X 10litres = 220litres  
Two bedroom dwelling = 2 X 270litres = 540litres  
This equates to: 760litres.

### Septic Tank Size

The current installation is for a combined system comprising 1 X 1520mm & 1 X 1220mm precast septic tanks with 3 X 10 metre leach drains. Therefore, the capacity of the septic tanks is 3180litres.

The capacity of the tanks would not need to be increased for either of the above scenarios; the worst of which is:

- 1090 litres + 1820 litres = 2910 litres.

### Conclusion

Based on the following the Shire is prepared to support the application:

- there is no legal backing for the above calculations or to call up the draft "Country Sewerage Policy",
- the conditions imposed on the café,
- the location attracts very few visitors because it is located in old Wyndham 4kms from the main town,
- the café probably will not operate for a full year because of the climatic conditions and the location,
- the people operating the café will in all probability be the occupants of the dwelling, and
- the land is zoned to allow commercial and residential together and has been since 1880; according to the historical society the site had a shop with residence attached previously but the dwelling has been demolished.

## **CONDITIONS OF APPROVAL**

1. This approval is valid for a period 2 years from 6 September 2012.
2. All plumbing and drainage works shall be carried out by or under the direction of a Licensed Sanitary Plumber approved in accordance with the Plumber's Licensing Board.
3. All plumbing and drainage works must comply with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations and AS/NZS 3500.
4. The application requires approval from the WA Executive Director of Public Health.
5. Plumbers are to submit a notice of intention to the plumbers licensing board & the shire before commencing the installation
6. This building must not be occupied without a permit issued by the Shire of Wyndham East Kimberley permitting the use of the apparatus for the bacteriolytic treatment of sewage. Issue of permit is subject to the Environmental Health Officer being satisfied that system complies with the approval and any relevant conditions.

If you have any queries regarding these conditions, please contact the undersigned on 9168 4100.

Ken Lowth  
Environmental Health Officer

Our Ref: KF261: 01.0263.03  
Cross ref: 66108  
Enquiries: Kelly Fewster

11 June 2009

Daryl Moncrieff  
Kimberley Regional Manager

Department of Environment and Conservation  
PO Box 942  
KUNUNURRA WA 6743

Dear Daryl,

### **Sewage Disposal at Wyndham Port**

I write to advise that the Shire has recently been investigating an ongoing complaint relating to sewage disposal at the Wyndham Port. The complaint, and subsequent investigation, has found that methods of wastewater disposal from properties at the Wyndham Port are non-compliant with current health legislation.

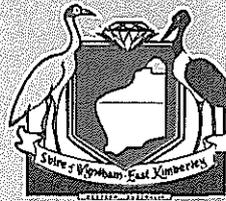
An environmental health report into the matter is enclosed for your information. The Shire is seeking comment from the Department of Environment and Conservation on proposed actions detailed in the report.

Please feel free to contact me on 9168 4100 if you would like to discuss this matter further.

Yours Sincerely



Kelly Fewster  
Environmental Health Officer



Shire of  
Wyndham  
East  
Kimberley

All communications  
to be addressed to the  
Chief Executive Officer  
PO Box 614  
Kununurra WA 6743  
Ph (08) 9168 4100  
Fax (08) 9168 1798

Email:  
[mail@thelastfrontier.com.au](mailto:mail@thelastfrontier.com.au)

**Kununurra Office:**  
115 Coolibah Drive  
Kununurra

**Wyndham Office:**  
Koolama Street  
Wyndham

The  
Last  
Frontier

## **Wyndham Port Sewage Disposal Environmental Health Report**

### **HISTORY**

Over the past 3-4 years the Shire has dealt with a number of complaints at the Wyndham Port related to sewerage and its disposal. Complaints largely occur in the wet season when there is localised flooding and high tides.

Records are difficult to locate for this area, however past and present investigations lead to conclusions that most properties are connected to some form of communal wastewater disposal which discharge to the gulf. Wastewater observed from discharge points appears free of solids. It is likely that properties have a holding tank before discharge to communal wastewater discharge. Aerial photography (map attached) clearly shows a number of discharge points in the Port area; it is unclear which properties are connected to each outlet.

Shire records do not determine whom or what organisation was responsible for wastewater infrastructure at the Wyndham Port. The few property plans that the Shire does have, indicate that from a holding tank wastewater was directed to the P.W.D line (Public Works Department). This state government agency has since been reformed and therefore historical records are difficult to come by.

The most recent complaint received by the Shire relates to sewerage overflows at 2 O'Donnell Street. Subsequent investigations found that a wastewater outlet pipe under O'Donnell Street was significantly blocked. The wastewater overflow was settling at 2 O'Donnell Street, the lowest point in the system. Given the high health risk posed by sewage, the Shire undertook to have the outflow pipe under O'Donnell Street unblocked. This was carried out on Wednesday the 27<sup>th</sup> of May 2009, and alleviated the immediate risk.

Unlike other outflow pipes at the Port, the pipe opposite 2 O'Donnell Street does not discharge directly to the gulf (see attached map of outlets). It is fitted with a non-return valve which prevents tidal and wet season water flowing back the outlets and onto properties. There are some concerns that in the wet season and during high tide events wastewater may not be able to flow freely out of discharge pipes. Stagnant water in the pipe may have contributed to the recently found blockage. This could be a problem in the future.

Another issue for consideration is the health hazard posed by sewage discharging so close to a residential area and nearby playground. There are serious health consequences from direct contact with sewage and a number of indirect effects from mosquito breeding and odour issues.

## OPTIONS FOR SEWERAGE DISPOSAL AT THE WYNDHAM PORT

### DEEP SEWERAGE

Wyndham Port is not serviced by the Water Corporation's deep sewerage network. Water Corporation has confirmed that the area is not being considered for any future extension of the sewerage network.

### ON-SITE EFFLUENT DISPOSAL

In most cases lot sizes and soil types at the Port are not conducive to typical on-site septic and leach drain installations. Most systems installed at the Port would need to be ATU's or have inverted leach drains.

## ACTIONS TO IMPROVE SEWAGE DISPOSAL AT WYNDHAM PORT

### SHORT TERM

1. Alleviate the immediate risk by clearing out any blockages affecting wastewater discharge, and thus reducing the health risk to residents.

2. Extend the O'Donnell St wastewater outlet so it discharges further from residential areas and closer to the gulf. This removes the health risk to residents, and the high tidal flows should disperse the relatively small amount of wastewater quickly and efficiently.

#### LONG TERM

3. Check Shire records of all properties at the Wyndham Port to determine if any are connected to an approved on-site effluent disposal system. Write letters to all property owners at the Wyndham Port that are non compliant advising them that current methods of sewage disposal are inadequate. There is no need for immediate action but any future development of a property will require an upgrade of wastewater disposal to ensure compliance with current legislation.
4. A memorial is placed on all properties in the Wyndham port alerting property buyers that they are purchasing a property without an approved on-site effluent disposal system and they may be required to upgrade.

Kelly Fewster  
Environmental Health Officer

11 June 2009

ATTACHEMENT 1: MAP OF WYNDHAM PORT SHOWING AFFECTED AREA AND SUSPECTED SEWERAGE DISCHARGES

[\[eho2\SWEK\Barra\SynergyPlus - \[Property Map Enquiry\]](#)  
 File Systems Codes Related Information Searches Tools Spooler Menu Bar eho2 Window Help

Search

Asst BR Dr Print Cr SL Stk Trst PO Pay SC Csh  
 1:2850 Full Extent Zoom In Zoom Out Pan Identify Locate Measure Select Point

Ccm Rel Deg Hlth Inf OM Map WEA Prop  
 Map Legend 50

**Search**

Lot no \_\_\_\_\_

House no \_\_\_\_\_

Suburb \_\_\_\_\_

Surname \_\_\_\_\_

Initials \_\_\_\_\_

V. G. No \_\_\_\_\_

Pensioner \_\_\_\_\_

Strata \_\_\_\_\_

Reserve \_\_\_\_\_

Vesting \_\_\_\_\_

Zoning \_\_\_\_\_

Land use \_\_\_\_\_

Cvt. of title \_\_\_\_\_

Location \_\_\_\_\_

Plan/Diagram \_\_\_\_\_

Free Form 1 \_\_\_\_\_ 2 \_\_\_\_\_

Click here to begin!

[Inbox - Microsoft ...](#) [Wyndham Port.db...](#) [\[eho2\SWEK\Barra\]](#) 8:47 AM

ATTACHEMENT 2: PHOTOS FOR PURPOSE OF THE INVESTIGATION



Looking from 2 O'Donnell Street across to effluent discharge outflow



Inspection opening at 4-10 O'Donnell St  
Tee where wastewater from properties diverts to pipe under O'Donnell St

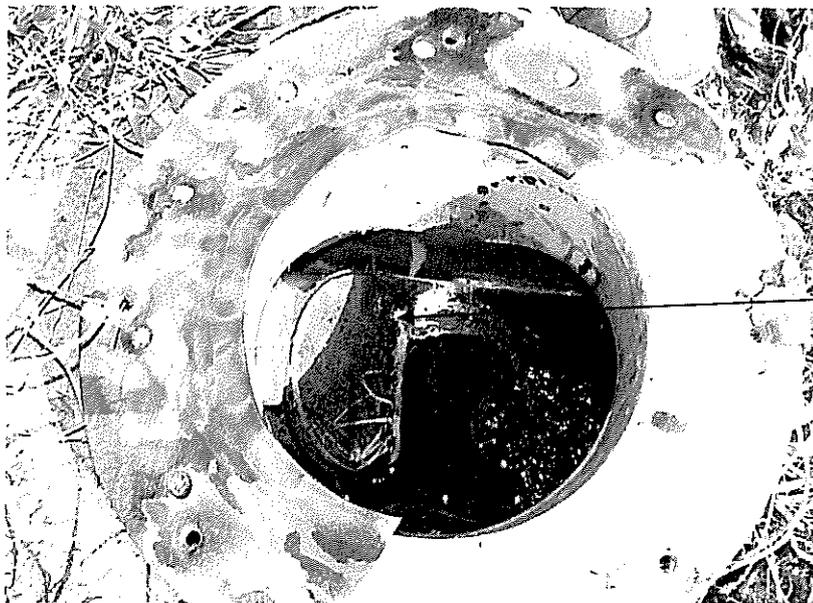


Inspection opening at 2 O'Donnell St  
Low point where effluent overflows

Sewage discharge opposite O'Donnell Street, Wyndham Port



Removing lid from sewage discharge outlet



Non return valve on outlet pipe



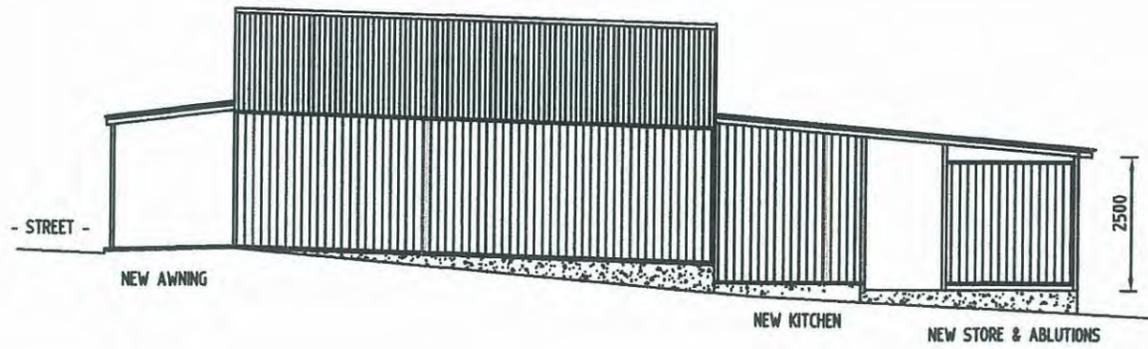
Broken pipe leading from O'Donnell St outflow to the Wyndham Gulf



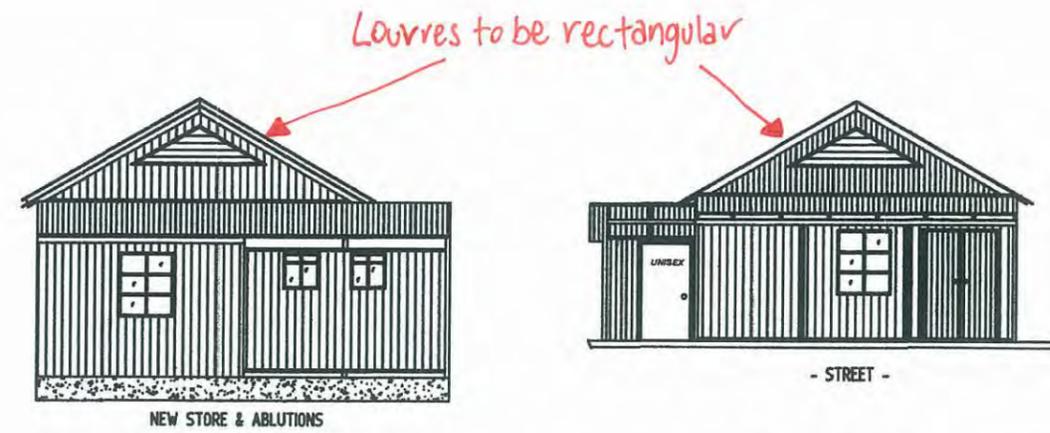
Broken pipe leading from O'Donnell St outflow to the Wyndham Gulf



Suspect that the outflow near O'Donnell St was once discharged closer to the Gulf, via this pipe

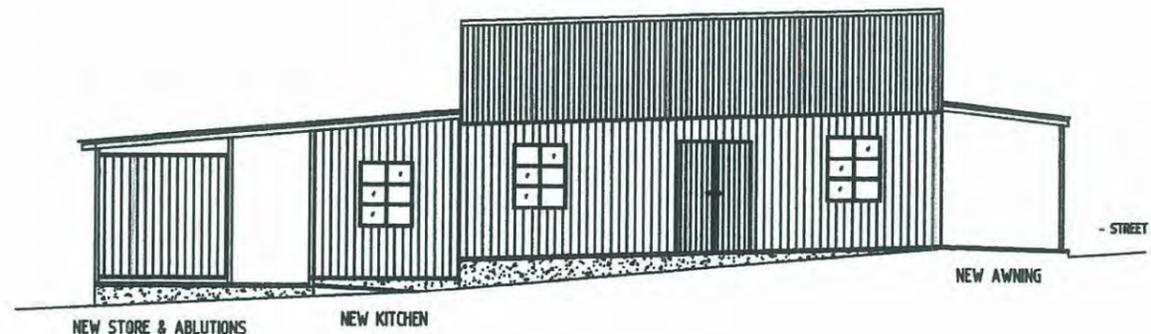


**ELEVATION LOOKING SOUTH**  
FIRE WALL BOUNDARY



**ELEVATION LOOKING EAST, WEST**  
BACK

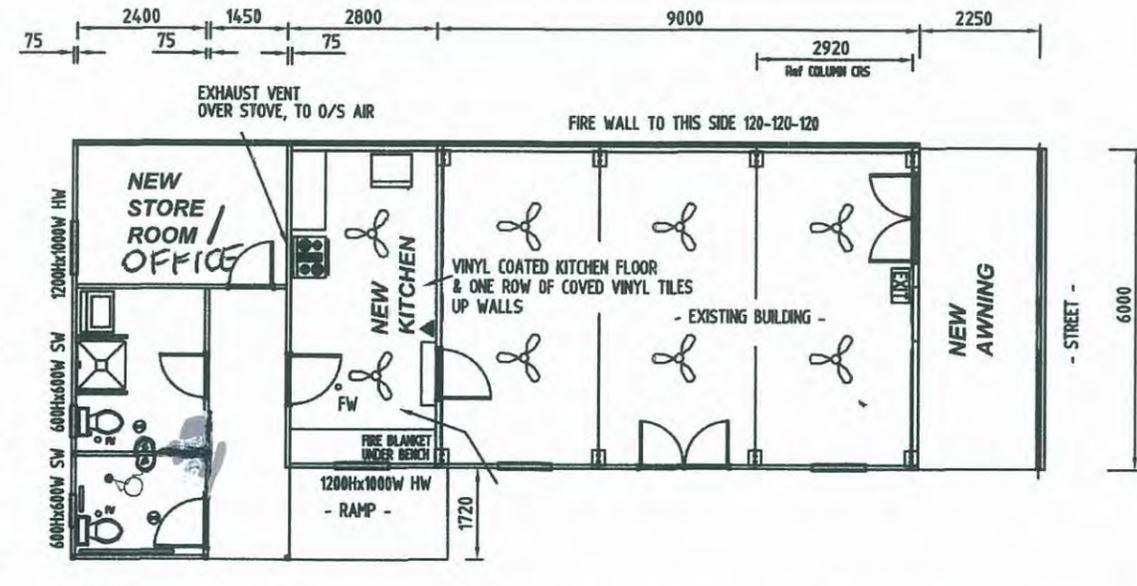
**ELEVATION LOOKING WEST**  
FRONT



**ELEVATION LOOKING NORTH**  
CLADDING  
OLD EXISTING CUSTOM ORB  
WALL SHEETING FIXED TO Manf. Spec's

- FW FLOOR WAIST
- ▲ PORTABLE FIRE EXTINGUISHER
- EXIT ILLUMINATED EXIT SIGN

Note:-  
BUILDER TO CHECK ALL RL's AND DIMENSIONS BEFORE WORK IS COMMENCED



WET AREAS:-  
WALL AND FLOORS TO WET AREAS TO HAVE A SMOOTH FINISH IMPERVIOUS TO MOISTURE 150mm SPLASH BACKS TO SINKS AND BASINS. TO COMPLY WITH AS3740 AND VOL 1 PART F1. VOL 2 PART 3.8.1 OF BCA.  
SEE DWG CJA-S-007 FOR DISABLED TOILET DETAILS

FLOOR PLAN



**JWS CONSULTANTS**  
- Structural Engineers -  
John Scott - Managing Director  
Unit 16 Vic Mall  
Darwin ph 89811166

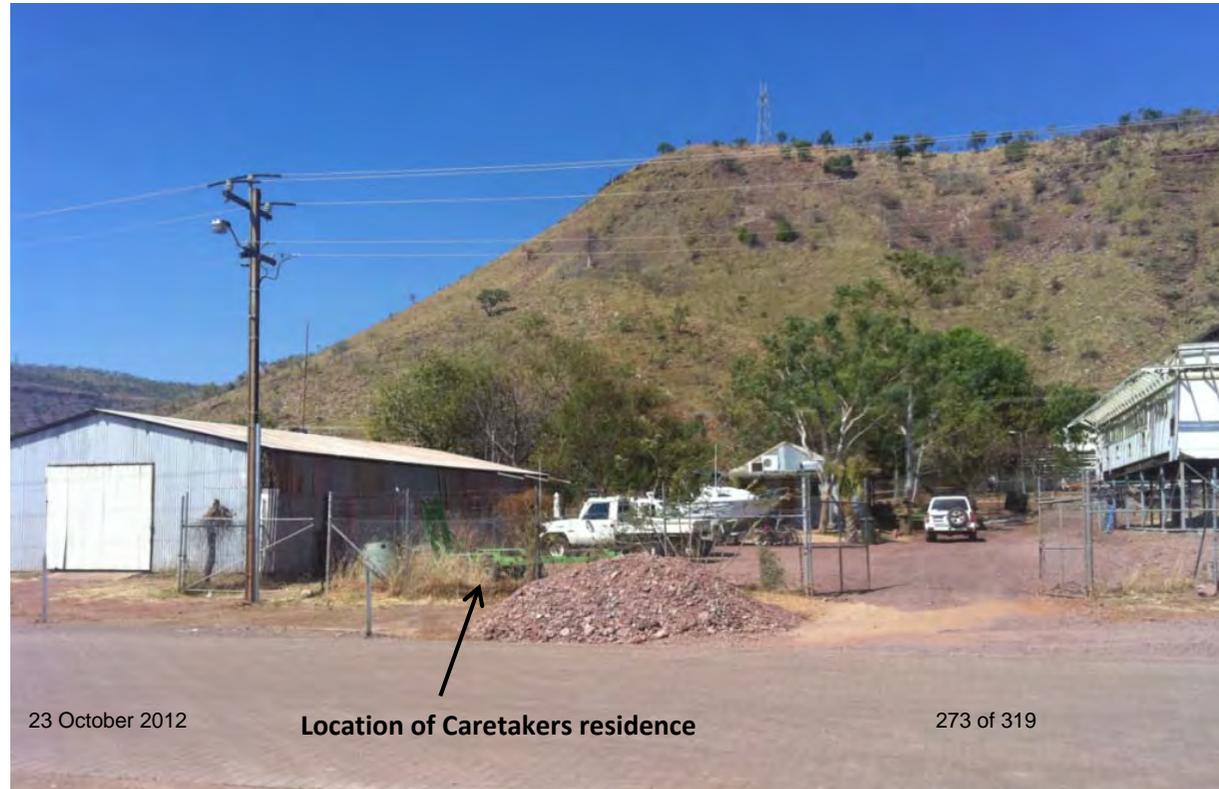
DO NOT SCALE - IF IN DOUBT ASK

				<b>D.R. READ</b> <small>Structural</small>		SCALE 1:125		<b>NORTHERN DESIGN CONSULTANTS</b>				
				P.O. BOX 948 KUNUNURRA, WA 6740 TELEPHONE 08-91601000 FAX 08-91601000 MOBILE 0400-000700 EMAIL d.read@nbc.net.au		DR	DATE 28-08-10	CONTRACT NO.	TITLE			PROJECT
						DR	DATE 20-09-10	EQUIPMENT NO.	PROPOSED SHOP FOR CATHERINE & JOE ATKINS LOT 3/H27 O'DONNELL ST WYNDHAM			SECTION
						JWS	DATE 20-09-10	ELEVATIONS & FLOOR PLAN			DRG. NO.	
						APPROVED PROJECT ENGINEER		SHT 1 OF 1			REV. B	
						APPROVED CLIENT REPRESENTATIVE					CJA-S-002 319	
Ordinary Council Meeting Minutes	DRG. NO.	REV	DATE	AS CONSTRUCTED	ISSUED FOR APPROVAL	MADE	CKD	APR 23	October 2012			

# Current Caretaker's Residence and Temporary Accommodation Application



Above and Below: Before renovations - proposed location for caretaker's residence



# Approved Café Renovation Photos



Before and After in the Approved Café





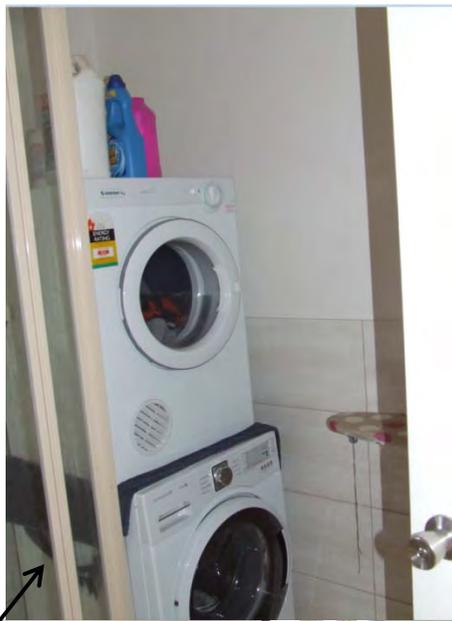
**Above: Before and after outdoor space adjacent to café**

**Below: Before and after O'Donnell Street frontage of café**





Before and after breezeway at rear of café



New disabled toilet

New toilet, shower and laundry



New storeroom/office



23 October 2012



276 of 319





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**Deputy Premier of Western Australia  
Minister for Health; Tourism**

Our Ref: 25-30158

Ms Catherine Atkins  
PO Box 276  
WYNDHAM WA 6740

Dear Ms Atkins

Thank you for your letter of 2 October 2012 regarding your proposed dwelling.

The Department of Health is satisfied that the wastewater system proposed in your application is adequate to serve both the house and the café. As wastewater can be disposed of safely on the lot, I am prepared to grant your proposed development an exemption from the sewer connection requirement of the draft Country Sewerage Policy.

I trust you will now be able to proceed to build your house.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Kim Hames'.

Dr Kim Hames MLA  
**DEPUTY PREMIER  
MINISTER FOR HEALTH**

**12 OCT 2012**

### 12.4.3 Proposed Amendment to Lakeside Structure Plan

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	Urbis Pty Ltd
<b>LOCATION:</b>	Lakeside Park Estate (Stages 5 – 7)
<b>AUTHOR:</b>	Nick Kearns, Director Community Development
<b>REPORTING OFFICER:</b>	Nick Kearns, Director Community Development
<b>FILE NO:</b>	LP.02.22
<b>ASSESSMENT NO:</b>	NA

#### **PURPOSE**

To refer the proposed modified Structure Plan for Lakeside Park (Stages 5 - 7) to Council in accordance with Clause 6.7 of Town Planning Scheme No.7 for the purposes of advertising.

#### **BACKGROUND**

The Council resolved to adopt the subject Structure Plan (Stages 5 - 7) at its Ordinary Meeting of Council on 21 September 2012. The Lakeside Structure Plan establishes the broad structure, layout, appropriate land uses and key infrastructure networks required for future development of the subject site into a residential community.

The applicants now wish to modify the structure plan in the following manner:

- Modify the coding of Lots 289 and 290 Zamia Link (corner Livistona Street) from R25 to R30;
- Update the cadastral base to reflect the final survey (as requested by Shire Officers).

The proposed modification to increase the density coding of Lots 289 and 290 Zamia Link from R25 to R30 will increase the development potential of the land from 4 dwellings to 5 dwellings. The proposed increase in density is supported for the following reasons:

- a) The subject site is located on a corner site which enables greater design flexibility and presentation of dwellings to the abutting streets;
- b) The site is in immediate proximity to a number of open space areas which will provide appropriate visual amenity to the space and recreation convenience to residents;
- c) The subject sites are located at the intersection of two streets which provide east-west and north-south connections through the Estate, enabling free flow of traffic, therefore any minimal traffic increase can be readily accommodated by the street network; and
- d) The increase in coding will enable a more feasible development to be achieved.

The proposed modification to update the cadastral base to reflect the final survey has been requested by Shire Officers on the basis that the cadastral lot layout has altered slightly since the Structure Plan was endorsed, and therefore inclusion of the cadastral base will ensure the correct coding of each property can easily be determined.

The proposed modifications are considered to be minor in nature and will continue to cater for the growth in demand for residential development within the Lakeside Precinct.

### **STATUTORY IMPLICATIONS**

The Structure Plan subject to this report is largely reflective of the structure plans previously adopted by Council excluding the minor modifications detailed above.

In addition, the proposed Structure Plan intends to update the cadastral boundaries to be consistent with the final survey.

These modifications are considered minor in nature and do not materially alter the intent of the previous structure plans considered by Council for Lakeside.

### **POLICY IMPLICATIONS**

No policy implications apply in the preparation of this report.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item.

### **STRATEGIC IMPLICATIONS**

#### **Local Planning Strategy (LPS)**

The proposed increased dwelling densities are consistent with the intent of the Local Planning Strategy being that the LPS identifies opportunities for suitable grouped dwelling and high density developments through the implementation of Structure Plans.

#### **Kununurra Strategic Directions**

The strategic direction of the above document identifies the Lakeside Park precinct as a priority for new residential development to address current housing demands within the locality. The proposed modification to the Structure Plan will encourage greater dwelling numbers which will address the growing population and need for housing within the Shire, and it is therefore considered that the modifications are consistent with the objectives of the Kununurra Strategic Directions.

### **COMMUNITY CONSULTATION**

Given the nature of the modifications proposed to the Structure Plan, it is recommended that Council adopt the draft modified Structure Plan for the purposes of advertising.

It is noted that Clause 6.7 of the Scheme requires a new Structure Plan to be advertised for a period of 60 days, however, it is considered reasonable that the Structure Plan be advertised for reduced period of 14 days in this instance given the minor nature of the modifications.

### **COMMENT**

The modifications to the Lakeside Park (Stages 5 -7) Structure Plan are considered to appropriately respond to site specific context and current demand for residential land in Kununurra.

The modifications to the Structure Plan are considered appropriate due to their proximity to public open space and their access arrangements. The increase in density is not considered to have any undue impact on the amenity of the existing or future residents of the locality.

The proposed modifications are considered to be consistent with the strategic direction of the Shire being that they will encourage diversity in housing choice and design. The Furthermore, the increase in residential densities will provide an additional housing supply and contribute in the easing of rental pressures of Kununurra.

It is therefore recommended that Council resolve that the modified Structure Plan is satisfactory for initiation and advertising in accordance with the Shire's Town Planning Scheme No.7, and that a reduced advertising period of 14 days be endorsed.

### **ATTACHMENTS**

Attachment 1 – Currently approved Lakeside (Stages 5 – 7) Structure Plan

Attachment 2 – Proposed Modified Lakeside (Stages 5 - 7) Structure Plan

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council:

1. Determines that the Lakeside Park (Stages 5 -7) Structure Plan is satisfactory for the purposes of advertising.
2. Direct Shire staff to advertise the modified Lakeside Park (Stage 6) Structure Plan for public comment for a period of 14 days.

### **COUNCIL DECISION**

**Minute No. 9910**

**Moved: Cr R Addis**

**Seconded: Cr D Ausburn**

**That Council:**

1. **Determines that the Lakeside Park (Stages 5 -7) Structure Plan is satisfactory for the purposes of advertising.**
2. **Direct Shire staff to advertise the modified Lakeside Park (Stage 6) Structure Plan for public comment for a period of 14 days.**

**Carried Unanimously 7/0**

# Attachment 1 – Currently approved Lakeside (Stages 5 – 7) Structure Plan



**DRAFT LAKESIDE PARK STRUCTURE PLAN  
KUNUR**


**Date** 30/08/10    **DWG NO** 003    **REV** D    **SCALE** 1:2000@A1  
Level 1 55 St. Georges Terrace  
West Perth WA 6009 Australia    Tel +61 8 9346 0500    info@urbis.com.au    URBIS Pty Ltd ABN 20 106 258 258  
Perth + 61 8 9321 7700    www.urbis.com.au    Australia, Asia, Middle East



Attachment 2 – Proposed Modified Lakeside (Stages 5 - 7) Structure Plan



**DRAFT STRUCTURE PLAN  
LAKESIDE KUNUNURRA**

Date 11/01/12 DWG NO PA0676 STP-03 REV B SCALE 1:2000@A1  
 Level 1 55 St. Georges Terrace Tel +618 9342 0000 info@urbis.com.au Urban Pty Ltd ABN 95 116 296 228  
 West Perth WA 6008 Australia Fax +618 9342 7200 www.urbis.com.au Adelaide, Aps, Middle East



#### 12.4.4 Proposed Authorisation for Nirrumbuk Aboriginal Corporation as a Waste Carrier

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	Shire of Wyndham East Kimberley
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>AUTHOR:</b>	Ken Lowth Environmental Health Officer
<b>REPORTING OFFICER:</b>	Nick Kearns, Director Community Development
<b>FILE NO:</b>	WM.03.1
<b>ASSESSMENT NO:</b>	N/A

#### **PURPOSE**

To approve an application from Nirrumbuk Aboriginal Corporation to collect, remove or dispose of the contents of a septic tank, holding tanks or an apparatus for the treatment of sewage.

#### **BACKGROUND**

Currently Kimberley Waste Services (Tox Waste) are the only company approved by the Shire of Wyndham East Kimberley to collect, remove or dispose of the contents of septic tanks, holding tanks or an apparatus for the treatment of sewage.

Nirrumbuk Aboriginal Corporation has purchased a new purpose built truck for this undertaking and has submitted an application to operate within the Shire, predominately on Aboriginal Communities, however also in both Wyndham and Kununurra town sites.

#### **STATUTORY IMPLICATIONS**

##### **Health Act 1911**

##### *342. Local laws*

- (1) *Every local government —*
- (a) *may, if the Executive Director, Public Health consents; and*
  - (b) *shall, if the CEO or the Executive Director, Public Health so directs,*

*make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 for the purposes specified in this Act or generally for carrying into effect the provisions of this Act.*

##### **Shire of Wyndham East Kimberley Health Local Laws 2003**

##### *Approval for Septic Tank Pump outs and Removal of Liquid Waste*

##### *4.1.4 A person shall not—*

- (a) *unless he or she is an approved carrier;*
- (b) *without the written approval of the local government; and*

- (c) *except in accordance with any terms and conditions imposed by the local government or the Executive Director, Public Health in connection with the approval under paragraph (b), collect, remove or dispose of the contents of a septic tank, the pump outs from holding tanks or an apparatus for the treatment of sewage and other liquid wastes.*

#### *Application for Approval*

4.1.5 (1) *A carrier may apply in writing to the local government for approval to collect, remove or dispose of the contents of a septic tank, the pump outs from holding tanks or an apparatus for the treatment of sewage.*

(2) *The local government may grant or refuse an application under this section subject to conditions relating to—*

- (a) the time and method of collection, removal or disposal of the contents; or*
- (b) the route to be followed by a vehicle used in collection, removal or disposal of the contents; or*
- (c) the type of liquid waste that can be collected.*

(3) *Any conditions imposed by the local government under this section shall be—*

- (a) specified in the written approval of the local government; and*
- (b) in addition to any conditions imposed by the Executive Director of Public Health or conditions applying under any other law.*

(2) *The local government may from time to time vary conditions imposed by it under this section by giving written notice of the variation to the person to whom approval was given.*

#### *Provision of Quarterly Reports*

4.1.6 *The approved carrier may be required to provide Quarterly Reports to the local government containing*

*accurate details of—*

- (a) the date of servicing the liquid waste system;*
- (b) the address or location of the involved property; and*
- (c) the type of system serviced.*

### **POLICY IMPLICATIONS**

No policy implications apply in the preparation of this report.

### **FINANCIAL IMPLICATIONS**

Nirrumbuk Aboriginal Corporation will only be permitted to dispose of the liquid waste at an approved site. The only approved site in the Shire of Wyndham East Kimberley is at the Shire's waste site in Kununurra and there is an applicable fee set by Council for the disposal of liquid waste at that site.

### **STRATEGIC IMPLICATIONS**

The strategic implications of this report are overarching compliance to the *Shire Wyndham East Kimberley Strategic Plan 2008*.

This report aligns with Council's focus on Environment, Key Result Area 4, in the *Shire of Wyndham East Kimberley Strategic Plan 2008*.

- Effective partnerships with the public and private sectors
- Waste management services meet legislative and sustainable objectives
- Compliance with legislative requirements

### **COMMUNITY CONSULTATION**

Community consultation is not required in relation to this item.

### **COMMENT**

There is no evident reason to refuse this application and the following comments are submitted in support of this position:

1. As the liquid waste is deemed to be a “Controlled Waste” under the Environmental Protection Act the Nirrumbuk Aboriginal Corporation will also require the approval of the Department of Environment and Conservation (DEC).
2. The vehicle is new and purpose built and especially designed for this type of operation.
3. The Shire’s Infrastructure Department have indicated that they would accept the waste at the Kununurra site; it will not result in any more liquid waste being deposited at the site because the waste will be transported there regardless of the carrier.
4. Another operator in the field may result in a reduced charge to pump out septic tanks, leach drains and grease traps etc, for the community.

It is recommended that the following conditions are included in the approval:

1. The Nirrumbuk Aboriginal Corporation obtains from the Department for the Environment and Conservation a license to transport “Controlled Wastes”.
2. When transporting liquid waste the vehicle is to take the most direct route to the disposal site and where possible keep away from the built up residential areas.
3. The vehicle is to be maintained regularly to ensure that there is no spillage of waste during transport.
4. The vehicle is to be cleaned as often as necessary to ensure that no unnecessary smell is produced by it.
5. The carrier is required to provide Quarterly Reports to the local government containing accurate details of—
  - (a) the date of servicing the liquid waste system;
  - (b) the address or location of the involved property; and
  - (c) the type of system serviced.

### **ATTACHMENTS**

Attachment 1 – Letter from Nirrumbuk Aboriginal Corporation

Attachment 2 – Photos of new truck for pumping and carting liquid waste

### **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council resolves to approve Nirrumbuk Aboriginal Corporation as an approved carrier to collect, remove or dispose of the contents of septic tanks, pump outs from holding tanks and apparatus for the treatment of sewage and other liquid wastes subject to compliance with the following conditions:

1. The Nirrumbuk Aboriginal Corporation obtains from the Department for the Environment and Conservation a license to transport "Controlled Wastes".
2. When transporting liquid waste the vehicle is to take the most direct route to the disposal site and where possible keep away from the built up residential areas.
3. The vehicle is to be maintained regularly to ensure that there is no spillage of waste during transport.
4. The vehicle is to be cleaned as often as necessary to ensure that no unnecessary smell is produced by it.
5. The carrier is required to provide Quarterly Reports to the local government containing accurate details of —
  - (a) the date of servicing the liquid waste system;
  - (b) the address or location of the involved property; and
  - (c) the type of system serviced.
6. When depositing waste at the Shire's liquid waste lagoon, that commercial grease trap waste is not to be mixed with septage waste.

## **COUNCIL DECISION**

**Minute No. 9911**

**Moved: Cr R Addis**

**Seconded: Cr D Ausburn**

**That Council resolves to approve Nirrumbuk Aboriginal Corporation as an approved carrier to collect, remove or dispose of the contents of septic tanks, pump outs from holding tanks and apparatus for the treatment of sewage and other liquid wastes subject to compliance with the following conditions:**

- 1. The Nirrumbuk Aboriginal Corporation obtains from the Department for the Environment and Conservation a license to transport “Controlled Wastes”.**
- 2. When transporting liquid waste the vehicle is to take the most direct route to the disposal site and where possible keep away from the built up residential areas.**
- 3. The vehicle is to be maintained regularly to ensure that there is no spillage of waste during transport.**
- 4. The vehicle is to be cleaned as often as necessary to ensure that no unnecessary smell is produced by it.**
- 5. The carrier is required to provide Quarterly Reports to the local government containing accurate details of —**
  - (a) the date of servicing the liquid waste system;**
  - (b) the address or location of the involved property; and**
  - (c) the type of system serviced.**
- 6. When depositing waste at the Shire’s liquid waste lagoon, that commercial grease trap waste is not to be mixed with septage waste.**

**Carried Unanimously 7/0**



Ken Lowth  
Shire of Wyndham East Kimberley  
PO Box 614  
Kununurra WA

18 September 2012

Dear Ken,

**RE: Application to Pump-out Septic Systems**

Nirrumbuk Aboriginal Corporation is seeking written approval from the Shire of Wyndham East Kimberley to operate as an approved carrier of liquid waste, under Health Local Laws, Division 1 – Liquid Refuse.

The approval sought is to collect, remove, transport and dispose of liquid waste, specifically contents of septic tanks, pump-outs from holding tanks or an apparatus for the treatment of sewage and other liquid wastes (i.e. leach drain or grease trap effluent). Approval will also be gained from the Department of Environment & Conservation prior to commencement of the service.

Nirrumbuk Aboriginal Corporation has a purpose-built 700 series hino fitted with a 10,000 litre vacuum tank please find attached photographs of the truck to support the application for approval.

This service is to operate within the local government area of the Shire of Wyndham East Kimberley, as and when required in Aboriginal communities or as per contract within town-based community. The transport route utilised will be along Aboriginal community road and gazetted roads as relevant, and housing estates areas within the Kununurra townsite will be avoided.

Disposal of the liquid waste will be at the:

- Shire's liquid waste disposal pond at the waste site ,
- sewage ponds at the Aboriginal community, or
- purpose built ponds at the communities designed to accept the waste.

Should you have any queries or require further information, please do not hesitate to contact Lester Phillips on phone (08) 9193 7100 or email [lester@nirrumbuk.org.au](mailto:lester@nirrumbuk.org.au) or [rchristophers@nirrumbuk.org.au](mailto:rchristophers@nirrumbuk.org.au)

Yours Sincerely,

Ray Christophers  
Director  
Nirrumbuk Aboriginal Corporation

**Attachment 2 – Photos of new truck for pumping and carting liquid waste**



## 12.4.5 Community Development September 2012 Quarterly Report

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	Shire of Wyndham East Kimberley
<b>LOCATION:</b>	N/A
<b>AUTHOR:</b>	Julia Hall, Manager Property and Regulatory Services
<b>REPORTING OFFICER:</b>	Nick Kearns, Director Community Development
<b>FILE NO:</b>	GR.06.1, CS.10.2

### **PURPOSE**

For Council to note the Community Development directorate's Quarterly Report for the period of 1 July 2012 to 30 September 2012.

### **BACKGROUND**

Each quarter the Community Development directorate provides a report to Council of its activities, including comparisons with previous performance (where relevant) and any other comparative information. These activities encompass a broad range of functions, including approvals and property related functions, support for youth and community development programs (in partnership with the State Government), local laws, and for the running of the Shire's leisure and recreation facilities.

### **STATUTORY IMPLICATIONS**

The statutory implications of this report are overarching compliance to the:

- *Building Code of Australia*
- *Building Regulations 1989*
- *Caravan and Camping Grounds Regulations 1997*
- *Child Care Services Act 2007*
- *Children and Community Services Act 2004*
- *Control of Vehicles (Off-road areas) 1978*
- *Dangerous Goods Safety Act 1984*
- *Disability Services Act 1993*
- *Dog Act 1976*
- *Environmental Protection Act 1994*
- *Environmental Protection and Biodiversity Act 1999*
- *Environmental Protection (Noise) Regulations 1997*
- *Food Act 2008*
- *Food Regulations 2009*
- *Health Act Western Australia 1911*
- *Health (Aquatic Facility) Regulations 2007, including the Code of Practice for the Design, construction, Operation, Management and Maintenance of Aquatic Facilities (May 2010), Fitness Industry Code of Practice 2005*
- *Library Board of Western Australia Act 1951*
- *Litter Act 1979*
- *Liquor Control Act 1988*
- *Local Government Act 1995*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Local Laws*

- *Local Planning Schemes*
- *Occupational Safety and Health Act 1984*
- *Planning and Development Act 2005*
- *Planning and Development Regulations*
- *Residential Design Codes Western Australia*
- *The Working with Children (Criminal Record Checking) Act 2004*
- *Town Planning Regulations 1967*
- *Young Offenders Act 1994*

### **POLICY IMPLICATIONS**

The policy implications of this report are overarching compliance to the:

- *Local Planning Policies*
- *Council Policies*
- *Development Control Policies*
- *Local Laws 2003*

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item.

### **STRATEGIC IMPLICATIONS**

The strategic implications of this report are overarching compliance to the:

- *Shire of Wyndham East Kimberley Strategic Plan 2008*
- *Local Planning Strategy*
- *Strategic Planning Policies*

### **COMMUNITY CONSULTATION**

Community consultation is not required in relation to this item.

### **COMMENT**

Major projects within the September quarter included the Integrated Planning and Reporting Framework – particularly for the formulation of a Community Engagement Strategy for the preparation of the Shire's 10 year Strategic Community Plan. A number of deliberative sessions were held with Councillors and staff in the last week of June, with a final draft expected to be presented to Council at the November 2012 Ordinary Council Meeting.

Another project for the September quarter was the ongoing repairs to the main swimming complex and replacement of the pool liner at the Kununurra Leisure Centre.

Councillors will note that the construction value of the 31 Building Licences issued for the September 2012 Quarter was \$7,711,040.00. In comparison with the figures for the previous quarter the number of building licenses issued and construction value has increased slightly.

A number of routine assessments of premises were carried out on food shops, itinerant food vendors, caravan parks and camping grounds, lodging houses, public buildings, hairdressers and beauty therapy businesses. During the September 2012 quarter there was also a decrease in the number of complaints received which were predominately noise related and none of which related to construction noise.

The September 2012 quarter reflects previous trends in Ranger Services. Councillors will note an increase in the number of dogs impounded (and destroyed) within this period particularly in the month of July in Wyndham. The statistics for Kununurra and Wyndham indicate an extremely busy period, particularly in July and August with the highest amount of activity for dog and cat management, campers moved on and fire management.

The Key activities for the Community Development Directorate included:

- Co-facilitation of the Working in Partnership (WIP) Interagency Forum for Human Services Agencies and key non-government organisations;
- Continued maintenance and repair of the Kununurra Swimming Complex;
- Continued development of a Quality Improvement Plan, required Nationally by all Child Care Centres as part of the implementation of the new National Child Care Regulations;
- The Kununurra Youth Service Hub continues to provide direct program delivery and partnership program.
- The Kimberley Writers Festival which was held in July and was an extremely successful event with more than 1600 attendees.
- The celebration of Children's Book Week included a visit from a children's author with sessions attended by nearly 900 children from around the Shire.

## **ATTACHMENTS**

Attachment 1 – Community Development September 2012 Quarterly Report – Summary Data

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council notes the Community Development Quarterly Report for the period of 1 July 2012 to 30 September 2012.

### **COUNCIL DECISION**

**Minute No. 9912**

**Moved: Cr J Parker**

**Seconded: Cr D Ausburn**

**That Council notes the Community Development Quarterly Report for the period of 1 July 2012 to 30 September 2012.**

**Carried Unanimously 7/0**

### **Major projects and planning**

Major projects and planning initiated and/or completed for the September 2012 quarter include:

- Integrated Planning and Reporting Framework:
  - Strategic Community plan – Consultants visited in March and April. Draft Community Engagement Strategy was presented to Council 12 June 2012.
  - Deliberative sessions held in last week of June
  - Final Draft expected to be presented to Council 20 November 2012.
- Project Support relevant to:
  - Asset Management Plan – AM Strategy endorsed by Council in March 2012. Working on 1<sup>st</sup> draft of Asset Management Plans.
  - Long Term Financial Plan – CAMMS engaged to develop plan. Expected in November 2012.
  - Workforce Plan – current workforce demographic presented to Council.
- Ord Expansion Area Rezoning
- Local Planning Scheme Review – meeting with Department of Planning on 19 October 2012 to review scheme documentation.
- Local Planning Strategy - partial review for rural residential development. Proposed modifications endorsed at February Ordinary Council Meeting. Strategy forwarded to Department of Planning for approval.

### **Minor Projects and planning**

Minor projects and planning initiated and/or completed for the September 2012 quarter include:

- Request for comments and submissions for the Celebrity Tree Park Boat Ramp – Concept plans currently being drafted.
- East Kimberley Volunteer Marine Rescue facility – survey completed lot created and management order issued to SWEK from RDL.
- Water Lily Place concept plan review and determination of infrastructure costs.
- Pool Liner replacement commenced at Kununurra Leisure Centre.
- Building modifications to Wyndham Youth and Recreational Centre.
- East Kimberley Regional Airport Air Services Building internal fit out.
- Peter Reid Hall power upgrade and implementation of fitness centre/ gym.
- New Administration Building modifications and transitional logistics.

### **Planning Approvals**

The Shire issued 33 planning approvals for the September 2012 quarter. Figures illustrate that the number of approvals issued has decreased from the same time last year and previous years. The majority of planning approvals issued occurred in the month of July, which is indicative of the seasonal nature of this region.

**Planning Approvals Issued September Quarter 2010 – 2012**



**Local Planning Scheme Review**

Shire Officers have engaged with consultants to assist and prepare the Shire’s new (consolidated) Planning Scheme which is to be reported to the July Ordinary Council Meeting. Shire Officers are meeting with Department of Planning on 19 October 2012 to review scheme documentation.

**Amendments**

Shire Officers processed the following Amendments in the September 2012 Quarter:

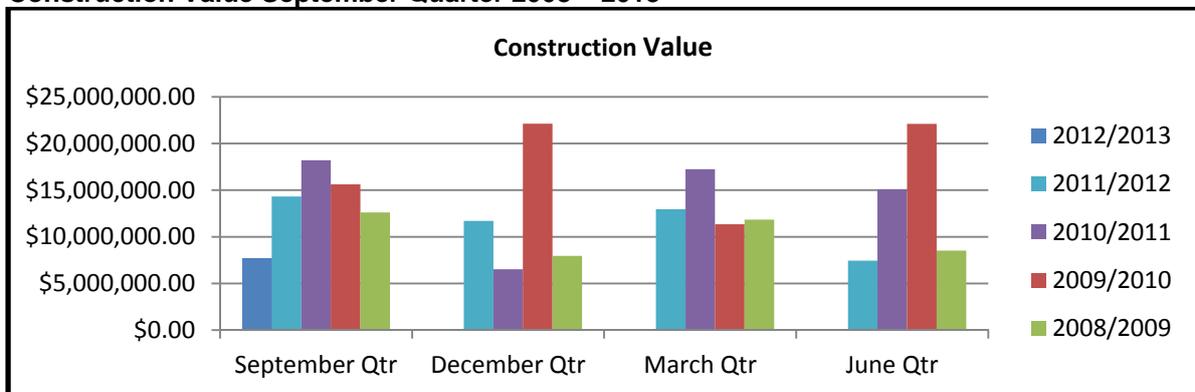
- Amendment 40 to TPS No 7 – Rezone minor portions of Lot 372 and Lot 394, consisting of various zones and reserves including, Rural Agriculture 1 Zone, No Zone, Conservation/Environmental Protection Reserve and Waterway Reserve, as shown on Scheme Amendment Map.

**Building**

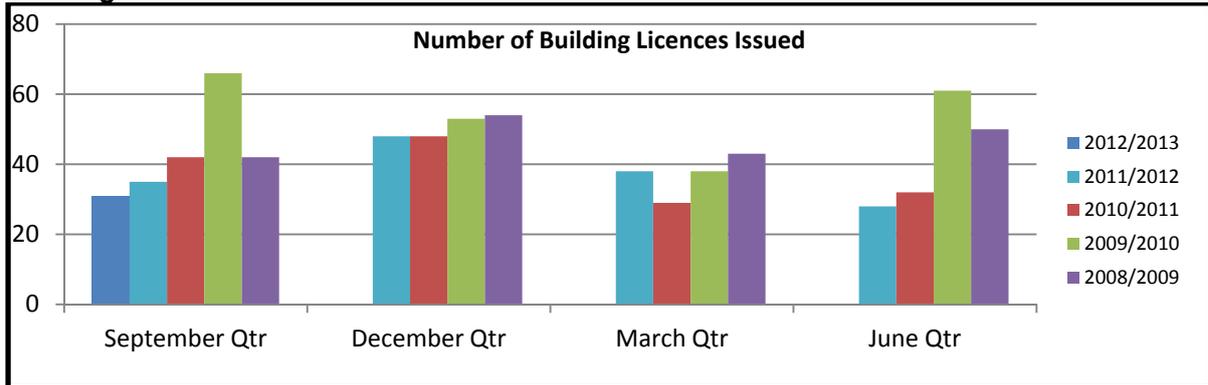
The construction value of the 31 Building Permits issued for the September 2012 Quarter was \$7,711,040.00. In comparison with the figures for the previous quarter the number of building permits issued and the construction value of those permits has increased slightly.

Figures illustrate that the construction value has decreased substantially from the same time last year and previous years. Also the number of building licences has decreased from the same time last year and previous years. This is shown on the figures and tables below and over leaf. This could be a direct result of the introduction in April 2012 of the *Building Act 2011* and the transition into the new building permit system.

**Construction Value September Quarter 2008 – 2013**



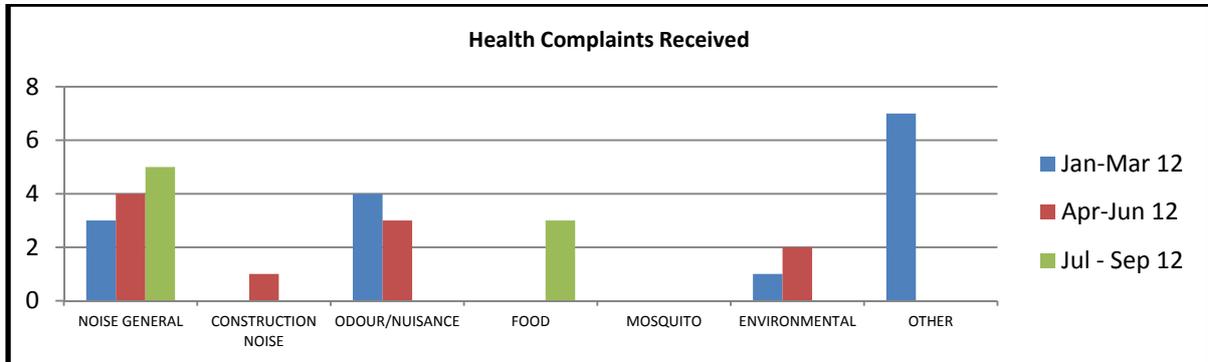
**Building Permits Issued**



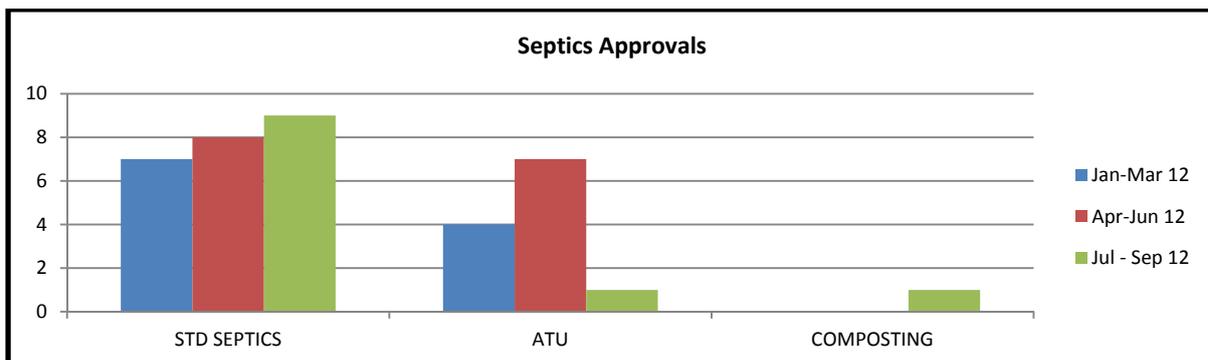
**Environmental Health**

Routine assessment of premises bound by the *Health Act 1911* and other health related legislation ensures high environmental health standards are maintained in the Shire. Those routinely assessed are food shops, itinerant food vendors, caravan park and camping grounds, lodging houses, public buildings, hairdressers and beauty therapy businesses. Frequency of assessment is determined by the potential health risk of business activities and previous inspection history.

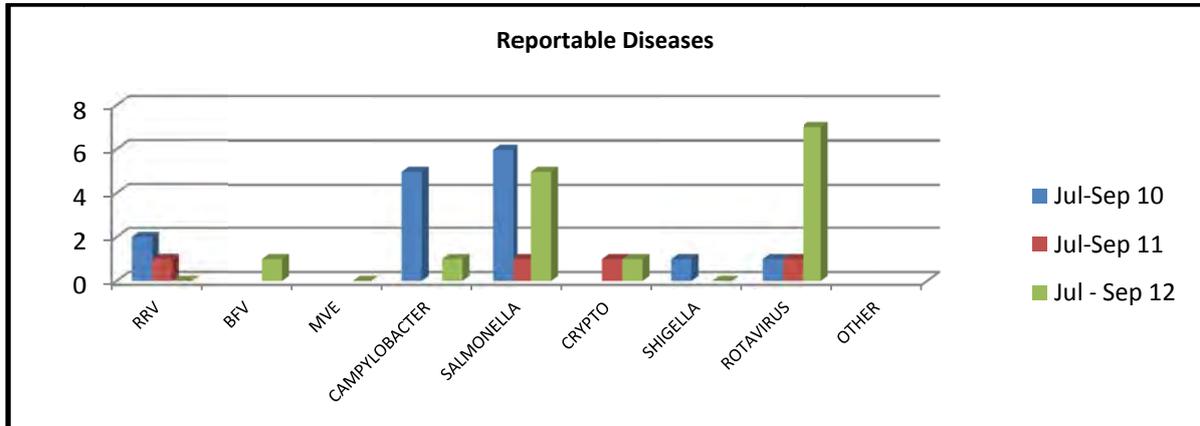
Overall there was a decrease in the total number complaints since last quarter. Less than half the complaints were related to noise and this was predominately in relation to general noise, with no complaints in regards to construction noise. All complaints have been actioned or are pending further investigation.



In comparison to previous quarters the number of septic applications processed this quarter has decreased, with a total number of 11 septic approvals issued. The majority of the septic approvals issued were for standard septic systems.



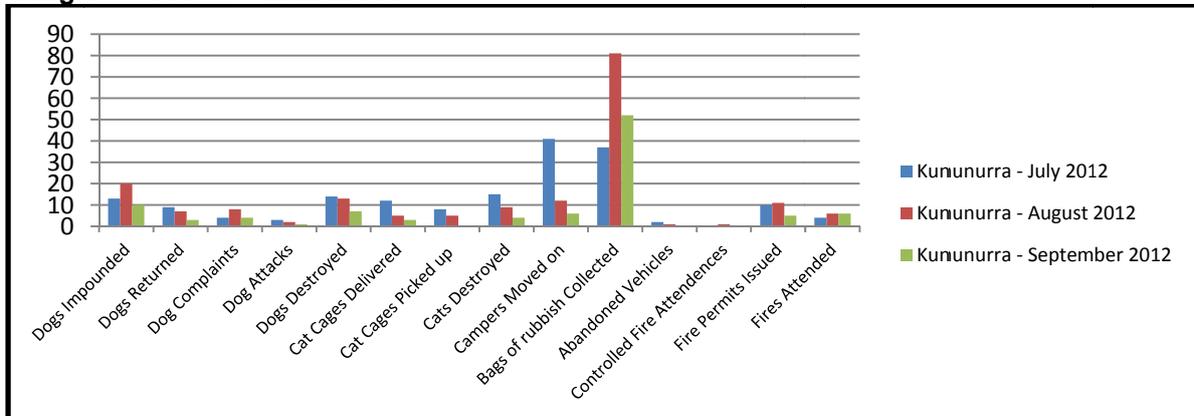
The September quarter reveals a marked increase in the number of rotavirus cases reported however there was a substantial decrease in salmonella and ross river virus.



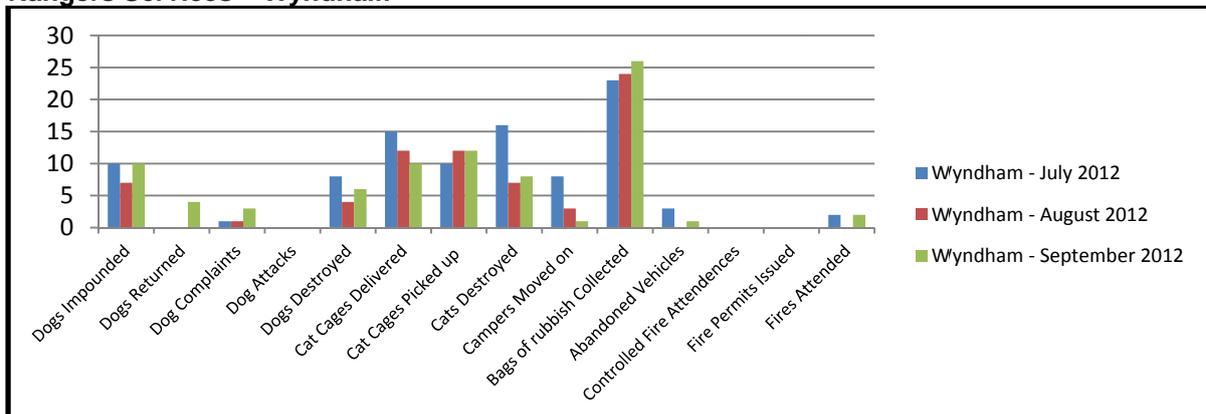
### Local Laws

The September 2012 quarter reflects previous trends in Ranger Services. Councillors will note an increase in the number of dogs impounded (and destroyed) within this period particularly in the month of July in Wyndham and in August in Kununurra. The statistics for Kununurra also show a sharp increase in the number of campers moved on in July and rubbish bags collected in August. In Wyndham the months of July and August were extremely busy with the highest amount of activity for dog and cat management, campers moved on and fire management.

### Rangers Services – Kununurra



### Rangers Services – Wyndham



## **Community and Youth**

### **Community Quick Grants July – September 2012**

Date Approved	Organisation	Project	Total Project Cost	Amount
11/7/12	Ord Pistol Club	Assist restoring the berm and re-opening the range.	\$10,000	\$500 in kind
26/7/12	Kununurra Tennis Club	2 Fun nights to promote the club	\$1,000	\$500
27/7/12	Kununurra Gymnastic Club	Additional coaching and hall hire for championships	\$1,600	\$500 in kind
6/8/12	Clontarf	Oval and lights hire for carnival	\$1,000	\$500 in kind
13/8/12	Kununurra Taekwondo	Assist with additional hall fire to prepare for competition	\$5,120	\$500 in kind
20/8/12	WELA Inc	Christmas Party	\$5,500	\$500

### **Wyndham Youth Services:**

The Wyndham Youth and Recreation Centre are currently undergoing renovations to create more office space as well as a user friendly, multipurpose room.

Wyndham regular programs include Afternoon Splash, Basketball, Casual Sports, Camps, School visit mentoring, Bushrangers, Chill Out Friday, Youth Discos and Tucker Time.

Total Attendance Break Down (Repeat visits included)

	Male	Female
Total	130	147

Males Under 12	94
Females Under 12	103
Males 13 - 15	27
Females 13 – 15	33
Males 16 +	9
Females 16+	11
Total	277

Monthly Discos for July and August consisted of 93 and 102 attendees respectively. There was no disco held in September due to change in police staff, however new Officers have been appointed and a pool party disco is planned to be held during the October 2012 school holidays.

### **St Joseph's School Leadership Camp**

St Josephs in partnership with SWEK took a group of students to Broome School camp for a week's worth (20<sup>th</sup> to 24<sup>th</sup> August) of leadership, mentoring, peer support and social development. The age range was from 10 to 12 years with a core group of disengaged youth.

### Bushrangers

The partnership between WDHS and SWEK allows service delivery and observation in different settings and environments providing a holistic approach where more accurate assessments of individuals can be made. It also permits networking and the pooling of resources allowing both teachers and youth officers the scope to work together in targeting the core group of disengaged youth

This partnership program provides the foundations for a stronger and better outlook for the community's future. The target group is disengaged High school students aged between 13 and 16. The Camp provided life skills, team building, mental focus, discipline and leadership.

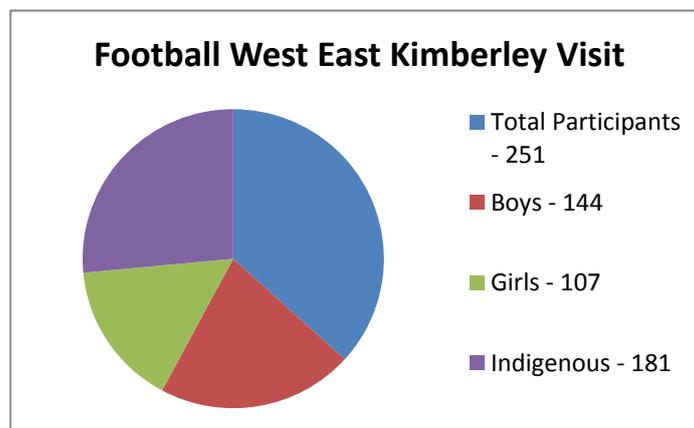
### Wyndham Child Care Centre

The number of children and families attending the centre has increased slightly this quarter in comparison with 1<sup>st</sup> quarter 2011. There has been a dramatic increase in the Average hours of billed care which has had a massive increase in 2011 and an even greater increase in 2012.



### Club Development

There have been a number of State Sporting Association visits such as Football West and Touch West. The Football West visit included school trips to Doon Doon, Frog Hollow, Halls Creek, Red Hill, St Joseph's Kununurra and St Joseph's Wyndham.



Touch West visit was focused on the Kununurra Touch Football Association membership up-skilling and retention. A referee course was held with 7 members from Kununurra and one member from Wyndham participating. Touch West visited schools in Kununurra and Wyndham promoting the game in the region.

## Kununurra Youth Services

Kununurra Youth Service activities indicate this period has focussed on the development of programs using the partnerships created during the previous two quarters whilst maintaining Officer engagement with the young people of the Kununurra community:

	<b>PROGRAM NAME</b>	<b>OTHER AGENCIES INVOLVED</b>	<b>LOCATION</b>	<b>Number of Young People attending (averaged)</b>	<b>Ages</b>	<b>Female</b>	<b>Male</b>
<b>PARTICIPATION</b>	Werlemen	Wunan, KDHS, SkillHire/Youth Connections	KYS Hub	7	12 - 15	7	
	Deadly Dinkum Fridays	Save the Children, Garnduwa, KAMS	KYS Hub	40	7 - 15	20	20
	Bushrangers	KDHS, DEC	Outdoor program	6	12 - 16	2	4
<b>DEVELOP &amp; PARTICIPATE</b>	School Holiday Program	DEC, OVAHS, Garnduwa, Save the Children	KYS Hub; Chilling Space; Leisure Centre; Library	14	6 - 15	Av. 3	Av. 11
	NAIDOC	DEC, OVAHS, Garnduwa, Save the Children, MG Corp, DCP Family Violence Hub; K. Progress Assoc; Wunan	Picture Gardens; Whitegum Park	126	10 - 25	N/A	N/A
	Addicted to Dance School Holiday Program	Amanda DEC, KAMS, Garnduwa, Save the Children	KYC	7	16	7	
<b>DEVELOPMENT</b>	Kimberley Kidz in the Kitchen - hospitality/catering education	Don Hancey (Panorama Catering)					
	School Holiday Program	DEC, KAMS, Garnduwa, Save the Children					
	Barramundi Concert 2013	Gelganyem, OVAHS/KAMS, Save the Children, Rio Tinto					
	Drumbeat	Corrective Services; Kinways; MG Corp.					
	Nutrition program	Latrobe University; Nutritionist - Rhiannon Savage; KAMSC					
	KYDP - modelling group Kimberley Girl	Nkandu Beltz					

## Use of the Hub

Programs involving young people hosted by the Youth Services Hub and assisted by the SWEK Youth Officer by the provision of information and co-ordination of access to facilities.

HOSTED	Bible Study	Jehovah's Witness	KYC	6	6 - 17	2	4
	Training - white card. Hospitality, Construction & Safety	Training Connections Australia	KYS Hub & Kitchen	9	18 - 35	4	7
	Mainly Music	Auspice by Freedom Church	KYC & Kitchen	2	14 - 18	2	
	Dance instructor training	Addicted to Dance	KYC	2	16	2	

The following table records the occurrences of incidental consumer use of Hub services including enquiries by, and on behalf of, young people, organisation of facility hire requirements and assisting with co-location services experienced by the Youth Officer throughout the quarter:

	Young People	Hub Enquiries	Hub Services
July	48	32	29
August	78	37	48
September	22	15	10

*Note: No data is recorded while the Youth Officer is not on site therefore the number of recorded occurrences relates to the presence of the SWEK Youth Officer within the premises. Data does not include hire, meeting or program attendance.*

## **Kununurra Leisure Centre**

### Major Projects Update:

- Pool Liner replacement commenced:
  - Structural issues encountered with the shell of the pool due to underground water
  - Works continue including bore works, plumbing and electrical and land fill in preparation of liner replacement
- Hall lighting upgrade completed – lights now at 500lux
- Hall air-conditioning upgrade commenced
- Squash Court wall maintenance completed - \$11,000

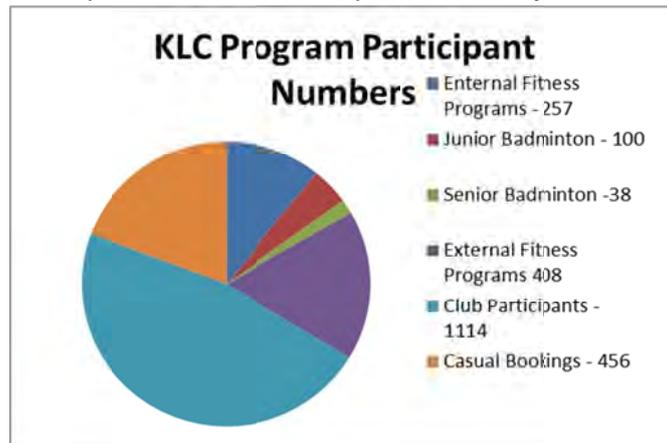
### Events:

- Hosting Rangelands Society conference
- Badminton State Sporting Association visit
- Hosting a number of activities for the School Holiday programs

**Programs:**

**Badminton**

- Launched with a visit from Badminton WA CEO and Development Officer Nick Kidd. (former Olympian and World Circuit player).
- Over 200 participants over two days from KDHS and St Joseph’s Kununurra.
- KLC Junior Badminton Program run every Friday 2.30pm – 4.30pm (August – Ongoing).
- Senior Badminton competition runs every Sunday afternoon on a ‘Pay as you Play’ system with a regular 10 participants each week.
- Focus of both competitions is to develop a club run by the community.



**KLC Membership Details:**

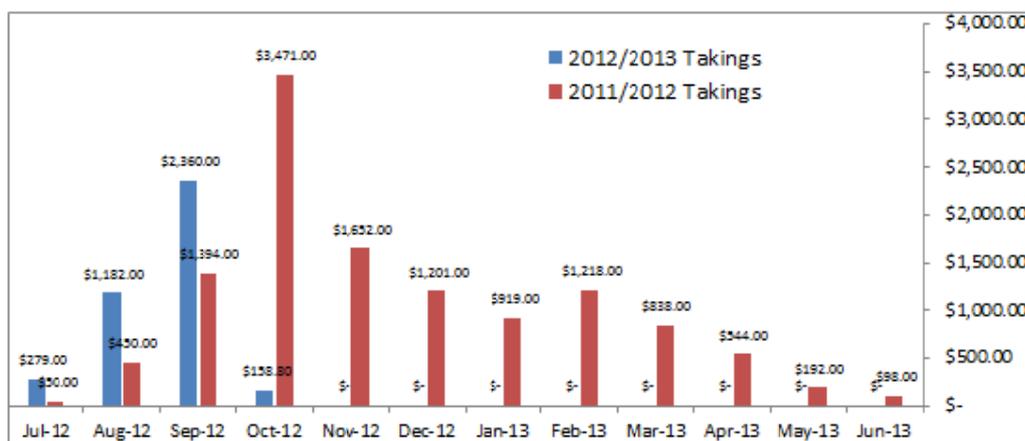
- 161 new members joined to either Gym or Gold Membership in the past 4 months.
- 58 Gold Members renewed memberships while only 22 Gold Members let their membership expire.

**Wyndham Pool & Wyndham Recreation:**

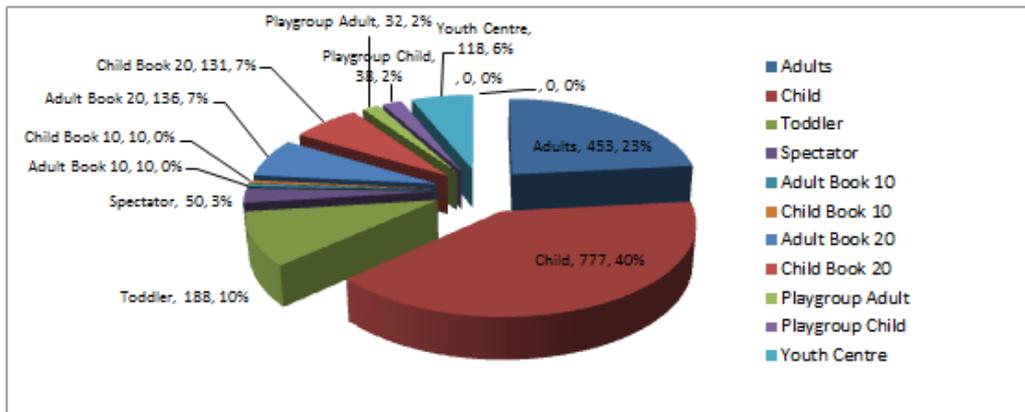
**Maintenance:**

- The paving around the water feature area has been completed.
- Building modifications to Wyndham Youth and Rec Centre.

**Admissions Takings:**



## Wyndham Pool User Groups:



## Wyndham Recreation

### Social Tennis

Each Monday a social tennis evening was held on the Recreation Centre's outside court. Averaging 6 participants, the round robin style format allowed beginners and immediate level players to develop their tennis skills, in a healthy social environment. Running throughout the school terms, participants typically fell in the middle-age category between 35 and 50.

The program will continue to run for the majority of the September-December quarter, taking a break over the 2012/13 summer holidays.

### Ballroom Dancing

Ballroom dancing classes were held on a Tuesday evening at Peter Reid Hall. The program proved quite popular amongst residences with strong numbers of between 4 and 10 dancers attending on a weekly basis. Dance Instructor Matthew Lanternier believed the classes allowed partners 'a perfect combination of physical activity, social interaction, and mental stimulation, outside the norm of traditional recreation.' Dancers were mostly represented by the 40 to 60 years demographic, with a healthy mix of gender.

Ballroom Dancing classes are continuing, with the 'last dance' planned in late November 2012, before resuming in 2013.

### Mixed Touch Football

In August Wyndham's first Touch Football competition began. Each Wednesday evening a group of approximately 16 players meet to learn the basics of the game. Involving two teams, comprising of both male and females, Touch Football has been popular as an off-season activity for those involved in other sports over the winter period. A broad age group ranging from 12 to 50 has help create a 'family friendly' atmosphere at the Town Oval each week, with spectator numbers often matching participants.

Much like other Wyndham Recreation activities, Touch Football will run in conjunction with each school term, with the capacity to establish permanent teams and a week-by-week fixture in 2013.

## Mixed Netball

Two mixed netball trial nights were held at the Youth and Recreation Centre in September, proving greatly successful. The Wyndham Recreation Team will look to build on these trial nights by running a mixed netball evening each Thursday from October to December. Targeted at adults the competition will utilise the undercover courts at the Youth and Recreation Centre over the wet season of 2012/13.

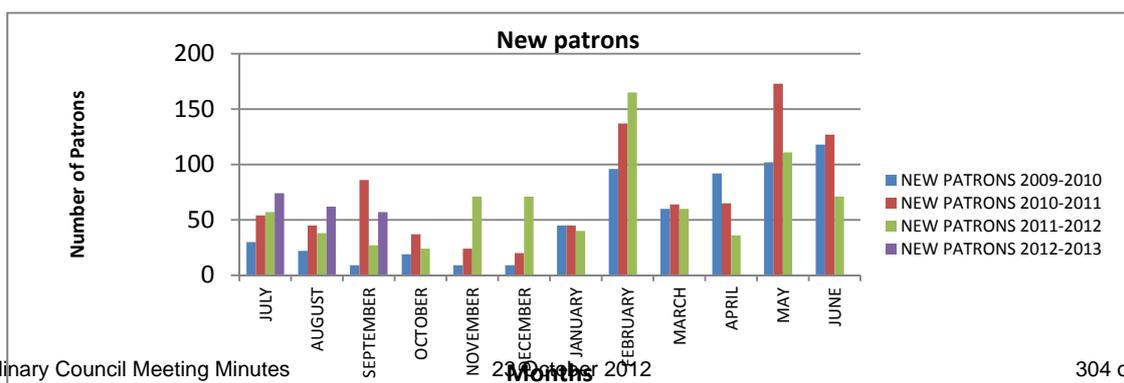
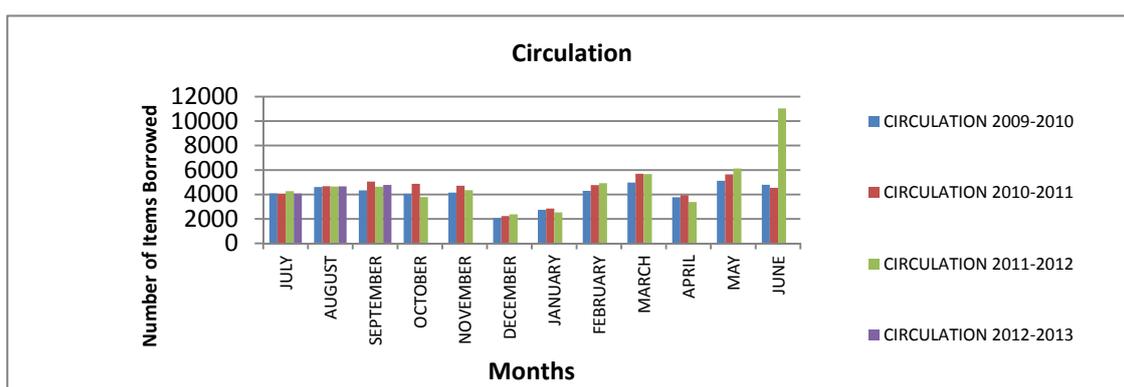
## LIBRARY SERVICES

### Kimberley Writers Festival

This year's Kimberley Writers Festival was a resounding success with more than 1600 people participating throughout the weekend. The opening event on the Friday evening was attended by more than 150 people and included Teddy Carlton sharing a portion of his soon to be published memoir and the showing of the DVD produced by the Kununurra Youth Development group and introduced by Nkandu Beltz. There was a marked increase in attendance at the family barbecue and official closing on the Sunday evening at which the authors/singers/songwriters/illustrators and storytellers thanked the community for making them feel welcome.

### Children's Book Week

The library service was successful in being provided with grant funding through the Children's Book Council of WA, Department of Culture and the Arts and LotteryWest Healthway Go 2&5 to engage a children's author to visit the East Kimberley and help celebrate Children's Book Week. Samantha Hughes joined us for the week and presented sessions detailing her writing and illustrating of a reading adventure for the State Library's Better Beginnings program. During Book Week Samantha entertained students from KDHS, St Joseph's Kununurra, Wyndham District High School, Kalumburu Remote School and home schooling families. In all nearly 900 children participated in sessions with Samantha.



## 12.5 CHIEF EXECUTIVE OFFICER

### 12.5.1 Use of the Common Seal

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	Shire of Wyndham East Kimberley
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>AUTHOR:</b>	Debbie McCallum, Governance Officer
<b>REPORTING OFFICER:</b>	Gary Gaffney, Chief Executive Officer
<b>FILE NO:</b>	GN.02.1

#### **PURPOSE**

For Council to receive this report on the application of the Shire of Wyndham East Kimberley Common Seal for the period 13 September to 18 October 2012.

#### **STATUTORY IMPLICATIONS**

*Local Government Act 1995*

Council's Standing Order Local Law makes reference to the application of the Common Seal.

#### **POLICY IMPLICATIONS**

No policy implications apply in the preparation of this report.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item.

#### **STRATEGIC IMPLICATIONS**

This report aligns with Council's focus on Governance, Key Result Area 5, in Council's Strategic Plan.

#### **COMMENT**

The following documents have had the Shire of Wyndham East Kimberley Common Seal applied:

<b>Date of Use</b>	<b>Document</b>
28/09/2012	Applying for a Bore Licence and Permit to take Water from a Bore

#### **ATTACHMENTS**

There are no attachments associated with this report.

#### **VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council receives the report on the application of the Shire of Wyndham East Kimberley Common Seal for the period 13 September to 18 October 2012.

**COUNCIL DECISION**

**Minute No. 9913**

**Moved: Cr D Ausburn  
Seconded: Cr J McCoy**

**That Council receives the report on the application of the Shire of Wyndham East Kimberley Common Seal for the period 13 September to 18 October 2012.**

**Carried Unanimously 7/0**

## 12.5.2 Delegated Authority Report

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	Shire of Wyndham East Kimberley
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>AUTHOR:</b>	Debbie McCallum, Governance Officer
<b>REPORTING OFFICER:</b>	Gary Gaffney, Chief Executive Officer
<b>FILE NO:</b>	PL.02.1

### **PURPOSE**

To report to Council on the use of Delegated Authority by Officers for the period 1 - 30 September 2012.

### **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 - Sect 5.46

5.46. Register of, and records relevant to, delegations to CEO's and employees.

- 10) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- 11) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- 12) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

### **POLICY IMPLICATIONS**

No policy implications apply in the preparation of this report.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item.

### **STRATEGIC IMPLICATIONS**

This report aligns with Council's focus on Governance, Key Result Area 5, in the *Shire of Wyndham East Kimberley Strategic Plan 2008*.

### **COMMUNITY CONSULTATION**

Community consultation is not required in relation to this item.

### **COMMENT**

The attached report outlines the use of Delegated Authority by relevant Council Officers for endorsement by Council.

### **ATTACHMENTS**

Attachment 1 – Delegated Authority Report

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

**That Council receives the Delegated Authority Report for the period 1 to 30 September 2012.**

### **COUNCIL DECISION**

**Minute No. 9914**

**Moved: Cr D Ausburn  
Seconded: Cr J Parker**

**That Council receives the Delegated Authority Report for the period 1 to 30 September 2012.**

**Carried Unanimously 7/0**

**Attachment 1 – Delegated Authority Report**

**COMMUNITY QUICK GRANTS DELEGATED AUTHORITY APPROVALS – 1 – 30 September – Nil**

**CERTIFICATE OF DESIGN COMPLIANCE (Form BA03) ISSUED AS THE CERTIFIER FOR THE PERMIT ISSUING AUTHORITY**

**1 to 30 September 2012**

<b>APPLIC NO</b>	<b>DATE APPLIC RECVD</b>	<b>DATE ISSUED</b>	<b>ASSESS NO.</b>	<b>CERT No</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>
100679	30/08/2012	5/09/2012	A5907P	BA4393	Lot 1011 (Strata Lot 2) (10B) Miniata Street Kununurra	Class 10A Non Habitable shed
100693	30/08/2012	6/09/2012	A2547P	BA4395	"Truscott Airbase" Part Doongan Loc 35 Via Kalumburu	Class 8 Modification to existing hangar
100727	21/09/2012	25/09/2012	A7046P	BA4441	Lot 254 (7) Lovegrass Way Kununurra	Class 10B - Swimming Pool (below ground) & shade sail
100714	12/09/2012	26/09/2012	A6857P	BA4443	Lot 101 Crossing Falls Road Kununurra	Class 10A - Non-habitable Shed

**BUILDING PERMITS (Form BA04) ISSUED AS THE PERMIT ISSUING AUTHORITY – 1 to 30 September 2012**

LIC#	DATE RECEIVED	DATE LICENCED	OWNER	BUILDER	LOCATION	DESCRIPTION	NEW/ ADD	EST. VALUE	COMMENT / PROCESSING TIME – WORKING DAYS
094/2012	30/08/2012	5/09/2012	Gary Ramsay	Gary Ramsay	Lot 1011 (Strata Lot 2) (10B) Miniata Street Kununurra	Class 10A Garage	New	\$18,000.00	4/25 assess days
095/2012	30/08/2012	6/09/2012	Shoreair Pty Ltd (lessees) / Wunambal Gaambera Aboriginal Corporation	Brustolin Builders	"Truscott Airbase" Part Doongan Loc 35 Via Kalumburu	Class 8 Modifications to existing Hangar	Add	\$77,000.00	4/25 assess days
096/2012	24/09/2012	25/09/2012	Ashley Keeffe & Katherine Keeffe	Ian McKenna	Lot 10 (53) Bandicoot Drive Kununurra	2 x Class 7B/8 Commercial Storage & Production	New	\$275,000.00	1/10 assess days - certified
097/2012	21/09/2012	25/09/2012	John McLean	Ben Marr	Lot 254 (7) Lovegrass Way Kununurra	Class 10B - Swimming Pool (below ground) & shade sail	New	\$15,000.00	1/25 assess days
								<b>\$385,000.00</b>	

**THERE WERE NO CERTIFICATES OF CONSTRUCTION COMPLIANCE (Form BA17) ISSUED AS THE CERTIFIER FOR THE PERMIT ISSUING AUTHORITY – 1 to 30 September 2012**

**THERE WERE NO CERTIFICATES OF BUILDING COMPLIANCE (Form BA18) ISSUED AS THE CERTIFIER FOR THE PERMIT ISSUING AUTHORITY – 1 to 30 September 2012**

**THERE WERE NO OCCUPANCY PERMITS (Form BA10 and BA12) ISSUED – 1 to 30 September 2012**

**THERE WERE NO DEMOLITION PERMITS (Form BA06) ISSUED AS THE PERMIT ISSUING AUTHORITY – 1 to 30 September 2012**

**THERE WERE NO SIGN LICENCES ISSUED – 1 to 30 September 2012**

**THERE WERE NO FORMAL NOTICES RAISED PURSUANT TO THE BUILDING ACT 2011 ISSUED – 1 to 30 September 2012**

**THERE WERE NO BUILDING PERMITS (BA04) AND CERTIFICATES OF DESIGN COMPLIANCE (BA03) & Record Purposes Only (exempt) ISSUED BY EXTERNAL PERMIT ISSUING AUTHORITIES UNDER BUILDING ACT 2011 S.7(02) RELATING TO PROPERTIES WITHIN THE SHIRE OF WYNDHAM EAST KIMBERLEY – 1 to 30 September 2012**

## PLANNING DELEGATED AUTHORITY APPROVALS - 1 - 30 September 2012

Application / Delegation Number	Approval Type	Date Received	Owner	Address	Proposed Development	Assess't Number	Approval Date	Approved By
DA76/12	P	26/06/2012	Guerinoni	Konkerberry Drive, Kununurra	Shed Office and Crib Ribs	1239	14/09/2012	Julia Hall
DA96/12	Event	9/08/2012	Shire of Wyndham East Kimberley	Lot 29/297 Millington Drive, Kununurra	Public Event Dam 2 Dam Dinghy race & River Rally	5626	11/09/2012	Julia Hall
DA101/12	P	21/08/2012	Roger Gregson ATF The RG Trust	Lot 28, Collina Way, Kununurra	2 x 2 Bedroom, 1 Bathroom residences	7489	4/09/2012	Julia Hall
DA102/12	P	22/08/2012	Alan McCarthy	Lot 101 Crossing Falls, Kununurra	Storage Shed	6857	4/09/2012	Julia Hall
DA105/12	P	29/08/2012	Dan Read	Lot 529 River Farm Road, Kununurra	Proposed ablution block	119	24/09/2012	Julia Hall
DA106/12	P	29/08/2012	Ed & Jenny MacNeill	Lot 44 Weaber Plain Road, Kununurra	Proposed additional bedroom with ensuite	3281	14/09/2012	Julia Hall
DA109/12	P	5/09/2012	SJ & BA O'Kane	Lot 1260, Kimberley Street, Wyndham	Proposed Mechanical service centre(change of use)	5577	25/09/2012	Julia Hall
DA112/12	HO	13/09/2012	Yin Chong Low	18/1 Erythrina Street, Kununurra	Home Occupation - Ice Cream Van(renewal)	1377	17/09/2012	Julia Hall

## 12.6 ELECTED MEMBER REPORTS

### Councillor John Moulden

23 September	Opening Rangelands Conference
24 September	Hon. Wendy Duncan, MLC
25 September	Asset and Waste Management Briefing
2 October	Foreshore Committee
8 October	Nicholson Park – Photos of newly installed lighting for Kimberley Echo
10 October	Dinner with Northern Territory Minister for Primary Industry and Fisheries
15 October	Nulleywah Drainage Tour
16 October	Liquor Accord Meeting
18 October	Horizon Power Cocktail Party

### Councillor Di Ausburn

14 September	Kununurra Visitor Centre Board Meeting
25 September	Asset and Waste Management Briefing
18 October	Horizon Power Cocktail Party

### **COUNCIL DECISION**

**Minute No. 9915**

**Moved: Cr J Parker**

**Seconded: Cr R Addis**

**That Council notes the Elected Members report from 13 September 2012 – 18 October 2012**

**Carried Unanimously 7/0**

## 12.7 CHIEF EXECUTIVE OFFICER REPORTS

The Chief Executive and Acting Chief Executive Officer attended the following meetings on behalf of Council:

### **Gary Gaffney – CEO**

9 October	Martin Pierson-Jones, Kimberley Accommodation Group
10 October	Lyn Bevans, Commonwealth Bank Australia
10 October	Dinner with Northern Territory Minister for Primary Industry and Fisheries
12 October	Board Meeting, Ord Valley Events
15 October	Nulleywah Drainage Tour
16 October	RCG / Zone Teleconference
16 October	Liquor Accord
18 October	Wet Season Community Awareness & Preparedness Session Fire and Emergency Services Authority, WA Health, Agriculture WA, Res Cross, Rio Tinto

### **Nick Kearns – Acting CEO**

19 September	Mick and Rhonda Guerinoni, Guerinoni & Son Contractors
24 September	Hon. Wendy Duncan, MLC
26 September	Census Forum
27 September	Youth in Crisis and Working in Partnership Coordination meeting
3 October	Charlie Sharpe - Lake Argyle Resort, Joel McLure - WaterCorp, Steve Silifant – WaterCorp.
3 October	Fred Mills – Guerinoni & Son Contractors
4 October	Delnaz Ghadiali and Joel McLure - WaterCorp
4 October	Spencer Stacey, Mark Stott and Damian Cunnance Department of Housing
4 October	Jill Mills and Chris Davies - FaHCSIA

**COUNCIL DECISION**

**Minute No. 9916**

**Moved: Cr J Parker**

**Seconded: Cr R Addis**

**That Council notes the Chief Executive Officer reports from 13 September 2012 – 18 October 2012**

**Carried Unanimously 7/0**

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
15. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

**COUNCIL DECISION**

**Minute No. 9917**

**Moved: Cr J Parker**

**Seconded: Cr J McCoy**

**That Council moves behind closed doors to consider item 16.1, Tender T1 12/13  
Design and Construction of Kununurra Agricultural Oval and Wyndham Pool Lighting**

**Carried Unanimously 7/0**

**Council move behind closed doors at 6.00pm**

## 16. MATTERS BEHIND CLOSED DOORS

### 16.1 CONFIDENTIAL ITEM – TENDER T1 12/13 DESIGN AND CONSTRUCTION KUNUNURRA AGRICULTURAL OVAL AND WYNDHAM POOL LIGHTING

<b>DATE:</b>	23 October 2012
<b>PROPONENT:</b>	Shire of Wyndham East Kimberley
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>AUTHOR:</b>	Wayne Richards, Manager Community and Youth
<b>REPORTING OFFICER:</b>	Nick Kearns, Director Community Development
<b>FILE NO:</b>	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**

To Provide Council with details of the Tenders received for T1 12/13 Design and Construct Kununurra Ag Oval and Wyndham Pool Lighting and make recommendations regarding award of the tender.

#### **VOTING REQUIREMENT**

Simple Majority

#### **COUNCIL DECISION**

Minute No. 9918

Moved: Cr R Addis

Seconded: Cr J Parker

That Council accept the tender, option 1, submitted by Hender Lee of Unity 1/32 Bushland Ridge, Bibra Lake, WA for Tender 1 12/13 Design and Construct Kununurra Ag Oval and Wyndham Swimming Pool Lighting for the Sum Price \$505,388 excluding GST in accordance with the tender documentation.

Carried Unanimously

**COUNCIL DECISION**

**Minute No. 9919**

**Moved: Cr J Parker**

**Seconded: Cr J McCoy**

**That Council move out from behind closed doors.**

**Carried Unanimously 7/0**

**Council move out from behind closed doors at 6.06 pm**

## **17. CLOSURE**

The Shire President declares the meeting closed at 6.07pm. Thank you to staff for attendance in gallery.