



**MINUTES OF ORDINARY MEETING OF COUNCIL
HELD ON 28 JANUARY 2014**

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
MINUTES OF THE ORDINARY COUNCIL MEETING
KUNUNURRA COUNCIL CHAMBERS**

HELD ON TUESDAY, 28 JANUARY 2014 AT 5:00 PM.

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 Dessert	Deputy Shire President
Cr K Wright	Councillor
Cr B Robinson	Councillor
Cr D Spackman	Councillor
Cr D Learbuch	Councillor
Cr G King	Councillor
G Gaffney	Chief Executive Officer
N Octoman	Director Corporate Services
K Hannagan	Director Infrastructure
N Kearns	Director Community Development
D McCallum	Governance Officer
S Halliday	Governance Officer (Minute Taker)

GALLERY

Rob Drew	Wyndham Area Services Manager, Governance
Wayne Richards	Manager Community and Youth
Druce Gardner	Member of the Public

APOLOGIES

Nil

LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr G Taylor	Councillor
Cr S Cooke	Councillor

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. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. PETITIONS

Nil

8. CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES OF ORDINARY COUNCIL MEETING OF 10 DECEMBER 2013

RECOMMENDATION

That Council confirms the Minutes of the Ordinary Council Meeting held on 10 December 2013

COUNCIL DECISION

Minute No. 10288

Moved: Cr K Wright

Seconded: Cr B Robinson

That Council confirms the Minutes of the Ordinary Council Meeting held on 10 December 2013.

Carried Unanimously 7/0

8.2 CONFIRMATION OF MINUTES OF SPECIAL COUNCIL MEETING OF 19 DECEMBER 2013

RECOMMENDATION

That Council confirms the Minutes of the Special Council Meeting held on 19 December 2013

COUNCIL DECISION

Minute No. 10289

**Moved: Cr D Spackman
Seconded: Cr B Robinson**

That Council confirms the Minutes of the Special Council Meeting held on 19 December 2013.

Carried Unanimously 7/0

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION PAGE 7

Refer to the Shire's letter to Mr Andrew Forrest, in relation to Australian Government Review of Indigenous Training and Employment.

10. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

11. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / NOTICES OF MOTIONS

Nil

12. MINUTES OF COUNCIL COMMITTEE MEETINGS

Nil

13. REPORTS

13.1 MATTERS ARISING FROM COMMITTEES OF COUNCIL

Nil

13.2 CORPORATE SERVICES

13.2.1 Monthly Financial Report for November

DATE:	28 January 2014
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Asanka Jayakody, Accountant
REPORTING OFFICER:	Natalie Octoman, Director Corporate Services
FILE NO:	FM.09.5

PURPOSE

For Council to note and accept the Monthly Financial Report for November 2013.

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

Strategic Community Plan 2012 – 2022, objective 1.4, strategies 1.4.1 to 1.4.5

COMMUNITY CONSULTATION

Community consultation is not required in relation to this item.

COMMENT

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

ATTACHMENTS

Attachment 1 – Monthly Financial Report

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Monthly Financial Report for the month of November 2013.

COUNCIL DECISION

Minute No. 10290

**Moved: Cr D Spackman
Seconded: Cr B Robinson**

That Council accepts the Monthly Financial Report for the month of November 2013.

Carried Unanimously 7/0



Shire of Wyndham East Kimberley

Monthly Financial Report 2013/2014

As at 30 November 2013

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 November 2013

	YTD Actual 2013/14 \$	YTD Budget 2013/14 \$	YTD Variance 2013/14	
			\$	%
Revenue				
General Purpose Funding	1,256,358	886,624	369,734	42% ▲
Governance	50,134	21,217	28,917	136% ▲
Law, Order, Public Safety	19,184	17,269	1,915	11% ▲
Health	44,957	35,440	9,517	27% ▲
Education and Welfare	73,396	74,820	(1,424)	-2% ▼
Housing	89,550	107,790	(18,240)	-17% ▼
Community Amenities	1,633,145	1,624,023	9,122	1% ▲
Recreation and Culture	237,861	245,219	(7,358)	-3% ▼
Transport	1,653,968	1,896,481	(242,513)	-13% ▼
Economic Services	35,995	46,507	(10,512)	-23% ▼
Other Property and Services	247,109	94,422	152,687	162% ▲
	<u>5,341,657</u>	<u>5,049,812</u>	<u>291,845</u>	<u>6% ▲</u>
Expenses				
General Purpose Funding	(317,361)	(292,987)	(24,375)	8% ▲
Governance	(634,230)	(663,714)	29,484	-4% ▼
Law, Order, Public Safety	(264,989)	(277,465)	12,476	-4% ▼
Health	(187,614)	(190,163)	2,549	-1% ▼
Education and Welfare	(157,709)	(225,368)	67,659	-30% ▼
Housing	(190,616)	(281,963)	91,347	-32% ▼
Community Amenities	(1,860,756)	(2,155,681)	294,925	-14% ▼
Recreation & Culture	(1,742,470)	(2,229,688)	487,218	-22% ▼
Transport	(2,017,574)	(3,129,900)	1,112,326	-36% ▼
Economic Services	(340,439)	(382,957)	42,518	-11% ▼
Other Property and Services	(146,808)	(190,264)	43,456	-23% ▼
	<u>(7,860,565)</u>	<u>(10,020,149)</u>	<u>2,159,585</u>	<u>-22% ▼</u>
Adjustments for Cash Budget Requirements:				
Non-Cash Expenditure and Revenue				
(Profit)/Loss on Asset Disposals	0	0	0	0% ▼
Movement in Accruals and Provisions	(5,128)	48,452	(53,580)	-111% ▲
Depreciation on Assets	0	1,956,060	(1,956,060)	-100% ▼
Capital Expenditure and Revenue				
Purchase Land Held for Resale	0	0	0	0% ▼
Purchase Land and Buildings	(421,678)	(792,656)	370,978	-47% ▼
Purchase Infrastructure Assets - Roads	(585,456)	(354,500)	(230,956)	65% ▲
Purchase Infrastructure Assets - Footpaths	0	(6,000)	6,000	0% ▼
Purchase Infrastructure Assets - Drainage	(418,546)	(675,000)	256,454	-38% ▼
Purchase Infrastructure Assets - Other	(696,549)	(2,466,369)	1,769,820	-72% ▼
Purchase Plant and Equipment	(287,133)	(833,485)	546,352	0% ▼
Purchase Furniture and Equipment	(96,346)	(163,511)	67,165	-41% ▼
Grants / Contributions for Development of Assets	816,254	1,720,903	(904,649)	0% ▼
Proceeds from Disposal of Assets	17,591	91,465	(73,874)	0% ▼
Proceeds from Sale of Land Held for Resale	0	0	0	0% ▼
Repayment of Debentures	(102,319)	(103,648)	1,329	-1% ▼
Proceeds from New Debentures	0	0	0	0% ▼
Transfers to Reserves (Restricted Assets)	(92,919)	(90,000)	(2,919)	0% ▲
Transfers from Reserves (Restricted Assets)	0	0	0	0% ▼
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	6,068,866	6,068,866	0	0% ▼
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	9,186,000	6,800,908	2,385,092	35% ▼
Amount Required to be Raised from Rates	<u>7,508,270</u>	<u>7,370,668</u>	<u>137,602</u>	<u>0% ▼</u>

Shire of Wyndham East Kimberley

Note to Statement of Financial Activity

Net Current Assets
as at 30 November 2013

NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position

	YTD Actual 2013/14	Brought Forward 1 July 2013
CURRENT ASSETS		
Cash - Unrestricted	7,979,780	5,262,152
Cash - Restricted	7,219,032	7,288,404
Cash - Restricted Unspent Grants	0	0
Receivables	2,559,346	1,426,471
Inventories	22,828	17,288
	<u>17,780,985</u>	<u>13,994,314</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	(1,375,953)	(637,045)
Less: Cash - Restricted	<u>(7,219,032)</u>	<u>(7,288,404)</u>
NET CURRENT ASSET POSITION	<u><u>9,186,000</u></u>	<u><u>6,068,866</u></u>

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity For the Period Ended 30 November 2013

Explanation of Material Variances

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

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

Operating

Recurrent Income - Excluding Rates		▲	
General Purpose Funding		▲	
Recovery of Legal Expenses - Rates	\$ 29,000	▲	Higher income due higher recovery activities offset higher legal expenses.
Grants Commission - General Purpose Grant	\$ 261,400	▲	Grant income received earlier than expected. Timing.
Grants Commission - Local Road Funding Grant	\$ 96,800	▲	Grant income received earlier than expected. Timing.
Interest Income - Reserve Fund	\$ 17,300	▼	Interest income on investment maturity. Timing.
Governance		▲	
Interest Income - Kimberley Zone	\$ 30,200	▲	Interest earned due to delay in re-payment of unspent grant.
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		▼	
Airport Manager's House Kununurra - Rental Income MUN	\$ 13,000	▼	Internal transaction to be recorded though journal process. Set-off against similar expenditure. Timing.
Community Amenities		▲	
Waste Management Receptacle Charge	\$ 13,100	▲	Timing related to year to date budget estimates. Expect to correct.
Additional Waste Management Receptacle Charge	\$ 36,200	▲	Timing related to year to date budget estimates. Expect to correct.
Rubbish Disposal Charges	\$ 15,900	▼	Timing related to year to date budget estimates. Expect to correct.
Youth Services Grant - Kununurra	\$ 28,200	▼	Timing related to year to date budget estimates. Expect to correct.
Recreation and Culture		▼	
No material variances to report			
Transport		▼	
Bridge Funding - WALGGC/MRWA	\$ 63,000	▲	Budget based on estimated grant. Budget to be amended at the budget review.
Aircraft Landing Fees - East Kimberley Regional Airport	\$ 20,300	▼	Timing related to year to date budget estimates. Expect to correct.
Passenger Head Tax - East Kimberley Regional Airport	\$ 173,300	▼	Timing due to delay in invoicing process. Expect to correct.
Passenger Screening Fees - East Kimberley Regional Airport	\$ 84,800	▼	Timing due to delay in invoicing process. Expect to correct.
Leases - East Kimberley Regional Airport Terminal	\$ 17,900	▼	Timing related to year to date budget estimates. Expect to correct.
Private Works - Airport Operations	\$ 10,300	▼	Project not yet commenced. Set-off against lower Airport private work expenditure.
Economic Services		▼	
No material variances to report			
Other Property and Services		▲	
Private Works Income	\$ 160,600	▲	Higher income due to new private works. Offset higher expenditure for private work.

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 30 November 2013

(continued)

Recurrent Expenditure		▼	
General Purpose Funding		▲	
Debt Collection Costs - Rates	\$ 30,100	▲	Higher expenses due to higher recovery activities. Offset higher recovery income.
Administration Salary, Wages and overhead allocated.	\$ 18,200	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.
Governance		▼	
Audit Fees	\$ 21,500	▼	Under expended due to annual audit hasn't been finalised to date. Timing.
Advertising and Promotion - Other Governance	\$ 11,600	▲	Higher expenses due to pending allocation adjustment set-off against lower expenses in other areas.
SWEK Contribution to Kimberley Zone Secretariat	\$ 55,000	▲	Invoices received for zone contribution earlier than expected. Timing.
Management Training - Governance	\$ 48,800	▲	Program started earlier than predicted. Timing.
Integrated Planning Framework (IPF) - Asset Management	\$ 26,500	▼	Timing related to year to date budget estimates. Expect to correct.
Administration Salary and Wages Allocated - Other Governance	\$ 18,200	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.
Admin Overheads Allocated - Other Governance	\$ 49,200	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.
Acquittals audit fee - Kimberley Regional Collaborative Group (KRCG) MUN	\$ 10,200	▲	Some acquittals processes completed earlier than expected. Timing.
Law, Order and Public Safety		▼	
Animal Control Expenses	\$ 15,600	▲	Over expended year to date budget estimate. Expect to correct. Timing.
Direct Salaries - Ranger Services	\$ 13,200	▲	Higher cost due to higher operations. Some cost set-off against lower cost in direct salaries -other law, order & public safety.
Direct Salaries - Other Law, Order and Public Safety MUN	\$ 10,500	▼	Lower cost due to vacant position. Some cost set-off against higher cost in rangers services.
Health		▼	
Salary Overheads - Other Health	\$ 13,200	▲	Over expended year-to-date budget estimate. Timing.
Admin Overheads Allocated - Other Health	\$ 11,500	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.
Education and Welfare		▼	
Direct Salaries - Wyndham Childcare Centre	\$ 27,700	▼	Savings due to vacant positions.
Depreciation - Kununurra Childcare Centre	\$ 27,500	▼	Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.
Housing		▼	
Lease Costs - Rattlepod Close, Kununurra	\$ 10,500	▲	Over expended the annual budget estimate. Budget estimate to be reviewed.
Lease Costs - Konkerberry Drive, Kununurra	\$ 10,600	▲	Over expended the annual budget estimate. Budget estimate to be reviewed.
Depreciation - Staff Housing	\$ 104,200	▼	Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.
Community Amenities		▼	
Tip Maintenance	\$ 125,000	▲	Timing related to year to date budget estimates. Expect to correct.
Refuse Collection	\$ 78,600	▼	Pending invoices for payments. Timing.
Litter Control	\$ 12,600	▲	Higher operational activities in Wyndham and Kununurra.
Waste Management Strategy - Protection of Environment	\$ 13,300	▼	Project in progress. Timing.
Cemetery Maintenance	\$ 13,400	▲	Some maintenance occurred earlier than expected. Timing.

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 30 November 2013

(continued)

Recurrent Expenditure (continued)

Community Amenities (continued)

Consultants - Local Planning Strategy MUN	\$	79,200	▼	Timing related to year to date budget estimates. Expect to correct.
Consultants - Foreshore Planning MUN	\$	29,800	▼	Project not yet started. Timing.
Vehicle Expenses - Town Planning and Regional Development	\$	10,800	▼	Lower expenses set-off against higher vehicle expenditure in other areas.
Direct Salaries - Community Development Services	\$	20,300	▼	Savings due to vacant positions
Direct Salaries - Wyndham Youth Services	\$	24,000	▼	Savings due to vacant positions
Regional Youth Development Coordinator - Program Expenses	\$	36,900	▼	Payment re-scheduled to Dec 2013.
Depreciation - Community Amenities	\$	49,200	▼	Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.
Administration Salary and Wages Allocated - Town Planning & Regional Development	\$	12,400	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.
Admin Overheads Allocated - Town Planning & Regional Development	\$	26,200	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.

Recreation and Culture

			▼	
Depreciation - Recreation & Culture	\$	362,300	▼	Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.
Direct Salaries - Kununurra Swimming Complex	\$	31,800	▼	Savings due to vacant positions.
Direct Salaries - Recreation Staff - Wyndham Youth and Recreation Centre	\$	19,100	▼	Savings due to vacant positions.
Pool Operating - Wyndham Swimming Complex	\$	23,200	▲	Over expended year-to-date budget estimate due to higher cost on water and electricity.
Building & Garden Maintenance - Kununurra Swimming Complex	\$	15,300	▼	Timing related to year to date budget estimates. Expect to correct.
Direct Salaries & Salary Overheads - Recreation Staff & leisure centre staff - Kununurra	\$	10,100	▼	Savings due to vacant positions.
Foreshores and Boat Ramps - Kununurra	\$	19,700	▲	Timing related to year to date budget estimates. Expect to correct.
Foreshores and Boat Ramps - Wyndham	\$	11,700	▼	Timing related to year to date budget estimates. Expect to correct.
Parks and Gardens Maintenance - Kununurra	\$	61,300	▲	Timing related to year to date budget estimates. Expect to correct.
Parks and Gardens Maintenance - Wyndham	\$	14,700	▲	Timing related to year to date budget estimates. Expect to correct.
Joint Use Contribution - Libraries	\$	22,000	▼	Timing related to year to date budget estimates. Expect to correct.
Kununurra leisure centre building operating & maintenance	\$	10,800	▼	Timing related to year to date budget estimates. Expect to correct.
Kununurra Oval & Ground Maintenance	\$	12,600	▼	Timing related to year to date budget estimates. Expect to correct.
Kununurra Sports Oval Maintenance	\$	10,700	▼	Timing related to year to date budget estimates. Expect to correct.
Oval Lights - Kununurra Grounds	\$	10,600	▼	Lower expenses shown due to credit for insurance claim received for the damages that occurred in previous year.
Administration Salary and Wages Allocated - Recreation & Culture	\$	41,100	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 30 November 2013

(continued)

Recurrent Expenditure (continued)

Transport ▼

Rural Road Maintenance	\$	36,800	▼	Timing related to year to date budget estimates. Expect to correct.
Kalumburu Road - Maintenance MUN	\$	10,900	▼	Project started. Timing related to year to date budget estimates.
Street Lighting	\$	13,500	▼	Savings on year to date budget estimate.
Depreciation - Streets, Roads & Bridges - Maintenance	\$	604,200	▼	Pending depreciation transactions due to assets revaluation process. Timing. Non cash item.
Insurance - Kununurra & Wyndham Airport	\$	12,400	▼	Annual increase in Airport insurance premium lower than expected. Savings
Administration Salary and Wages Allocated - East Kimberley Regional Airport	\$	10,600	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.
Admin Overheads Allocated - East Kimberley Regional Airport	\$	23,000	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.
Consultancy Fees - East Kimberley Regional Airport	\$	47,000	▼	Project not yet started. Timing.
Airside Operations - East Kimberley Regional Airport	\$	24,700	▲	Some maintenance has occurred earlier than expected. Timing.
Depreciation - East Kimberley Regional Airport	\$	333,300	▼	Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.
Lease Cost (to Muni) - Airport Manager House MUN	\$	13,000	▼	Internal transaction to be recorded though journal. Set-off against similar income. Timing.
Direct Salaries - Wyndham Airport MUN	\$	13,900	▼	Lower expenses set-off against higher expenses in Direct Salaries - East Kimberley Regional Airport

Economic Services ▼

East Kimberley Tourism Action Plan - Tourism & Area Promotion MUN	\$	20,400	▲	Project started earlier than expected. Timing.
Admin Salary, Wages & overhead Allocated - Economic Services	\$	27,800	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.
Economic Development Grants - Other Economic Services	\$	11,100	▼	Timing related to year to date budget estimates. Expect to correct.

Other Property and Services ▼

Private Works - Expenses	\$	84,700	▲	Higher expenditure due to new projects. Offset higher income for private work.
Public Works Overheads Allocated - Contracts	\$	164,000	▲	Timing related to year to date budget estimates. Non cash item.
Administration Salary and Wages Allocated - General Administration Overheads	\$	127,400	▲	Timing related to year to date budget estimates. Non cash item.
Building Maintenance - Kununurra Depot	\$	18,900	▲	Over expended annual budget estimate. Budget to be reviewed at the budget review.
Building Maintenance - 20 Coolibah - New Kununurra Administration	\$	21,200	▲	Timing related to year to date budget estimates.
Building Operating - 20 Coolibah - New Kununurra Administration MUN	\$	19,600	▲	Timing related to year to date budget estimates.
Depreciation - Kununurra Administration	\$	114,600	▼	Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.
Depreciation - Plant Operation	\$	250,000	▼	Pending depreciation transactions due to assets revaluation process. Timing. Non cash item.

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity For the Period Ended 30 November 2013 (continued)

Recurrent Expenditure (continued) Other Property and Services(continued)

Depreciation - Public Works Overheads	\$	20,400	▼	Pending depreciation transactions due to assets revaluation process. Timing. Non cash item.
Software Licencing - Information Services	\$	34,300	▲	Timing related to year to date budget estimates. Expect to correct.
Direct Salaries - Information Services	\$	12,700	▼	Savings due to vacant positions
Direct Salaries - Executive	\$	34,300	▼	Savings due to vacant positions
Direct Salaries - Customer Service and Records	\$	26,800	▼	Savings due to vacant positions
Direct Salaries - Financial Services	\$	27,300	▼	Savings due to vacant positions
Direct Salaries - Governance	\$	21,700	▼	Savings due to vacant positions
Direct Salaries - Organisational Development	\$	10,300	▼	Savings due to vacant positions
POC Parts and Repairs	\$	55,500	▲	Timing related to year to date budget estimates. Expect to correct.
Landcorp /SWEK Deed Agreement - Expenses	\$	59,200	▼	Un-expended casual engineers time.
Administration Salary and Wages Allocated - Public Works Overheads	\$	15,600	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.
Admin Overheads Allocated - Public Works Overheads	\$	33,700	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.

Non Cash Expenditure and Revenue

Adjustments and Accruals

Movement in Accruals and Provisions	\$	53,600	▲	Net increase in actual accrual and provision lower than expected.
Depreciation	\$	1,956,100	▼	Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.

Capital

Purchase Land Held for Resale

No material variances to report

Purchase Land and Buildings

Waterlily Place - Staff Housing Stage One	\$	406,300	▼	Project in progress. Timing.
Wyndham Oval Toilet	\$	29,200	▼	Project in progress. Timing.
Wyndham Community Resource Centre (CRC) - Building Upgrade	\$	70,000	▲	Unbudgeted expenses as the project undertaken by SWEK after the budget adoption. Capital expenses funded by capital grant income.
Banking Security Upgrade - Wyndham Office	\$	17,500	▼	Project in progress. Timing.

Purchase Infrastructure Assets - Roads

Kalumburu Road - Re-sheet	\$	207,500	▲	Project in progress. Timing.
Welch Street, Wyndham -Seal MUN	\$	29,000	▲	Over expended due to work required higher than the initial estimate.
Coolibah Drive - Caravan pk & high school MUN	\$	18,700	▼	Project re-scheduled to Apr 2014.
Coolibah - Ironwood Mangaloo MUN	\$	28,200	▼	Project re-scheduled to Apr 2014.
Drainage Calvert Upgrade - Speargrass Street	\$	24,200	▲	Project not completed as expected by year end 2012/13. Budget will be amended at budget review 2013/14.

Purchase Infrastructure Assets - Footpaths

No material variances to report

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 30 November 2013

(continued)

Capital (continued)

Purchase Infrastructure Assets - Drainage

	▼	
D2 Drain Rehabilitation	\$ 11,900	▼ Project re-scheduled to Apr 2014.
River Farm Road - Drainage Upgrades	\$ 20,800	▼ Project in progress. Timing.
Drainage - Picture Gardens/Coolibah Drive	\$ 25,900	▼ Project completed. Pending invoices for payment.
Drainage Strategy, Cutoff Drain B, rock beaching MUN	\$ 17,200	▼ Project completed by in house team. Internal cost to be transferred.
Replace culvert, Gullely Road, Wyndham MUN	\$ 50,000	▼ Project re-scheduled to Feb 2014.
Repair drainage, Hibiscus Drive between Setosa / Gardenia MUN	\$ 30,000	▼ Project re-scheduled to Jan 2014.
Drainage Strategy, re-instate drain, 746m to 1149m MUN	\$ 40,800	▼ Project in progress. Timing.
Drainage Strategy, Survey, Design section 1, Ironwood MUN	\$ 19,100	▼ Design in progress.
Drainage Strategy, Survey, Outlet Sth Hwy to Lilly Lagoon MUN	\$ 11,200	▼ Project in progress. Timing.
Drainage Strategy, Survey/Design, Area 'V', Little BP MUN	\$ 30,000	▼ Design in progress.

Purchase Infrastructure Assets - Other

	▼	
Kununurra Landfill Site - Liquid Waste Facility	\$ 371,600	▼ Project work progressing. Timing.
Kununurra Landfill Site - Storm Water & Bores MUN	\$ 60,000	▼ Project started. Anticipate to complete by Dec 2013.
Wyndham Landfill Site - Bores MUN	\$ 20,000	▼ Project re-scheduled to Mar 2014.
Kununurra Landfill Site - Extend Landfill Operating Face MUN	\$ 33,600	▼ Purchase orders raised. Waiting for contractor to start the project.
Kununurra Landfill Site - Green Waste Hardstand MUN	\$ 40,000	▼ Project started. Progressing in early stage.
Kununurra Landfill Site - Capping Existing Site. MUN	\$ 146,400	▼ Timing related to year to date budget estimates. Expect to correct.
Wyndham Landfill Site - Capping Existing Site MUN	\$ 52,000	▼ Project progressing in early stage.
Kununurra Landfill Site - Re-hab & De- commission Liquid Waste Lagoon MUN	\$ 314,100	▼ Project progressing in early stage.
Kununurra Landfill Site - New Landfill Site Identification MUN	\$ 62,300	▼ Project behind schedule due to availability of consultant.
Landfill Plant - Purchase Price MUN	\$ 59,800	▼ Some orders placed with suppliers. Timing.
Konkerberry Drive Carparks (x3)	\$ 70,000	▼ Project work progressing. Timing.
Parking / Safety improvements Mangaloo St MUN	\$ 20,000	▼ Project re-scheduled to Jan 2014.
Valentine Spring Cattlegrid	\$ 35,600	▲ Higher private work expenditure set off by higher income.
Carpark Upgrade - East Kimberley Regional Airport	\$ 147,700	▼ Project is in design stage.
Security Fence Upgrade - East Kimberley Regional Airport	\$ 11,200	▼ Project started. Waiting for invoices for payment. Timing.
Reseal Apron - East Kimberley Regional Airport	\$ 100,000	▼ Project re-scheduled to Jan 2014.
Pavement Engineering Consultant MUN	\$ 144,200	▼ Project progressing in early stage.
Runway Asphalt Overlay MUN	\$ 142,500	▼ Project not yet started.

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 30 November 2013

(continued)

Capital (continued)

Purchase Plant and Equipment ▼

Gymnasium Equipment - Recreation	\$	20,000	▼	Project not yet started.
Airport Plant - Purchase Price	\$	178,600	▼	Some plant received. Timing.
Heavy Plant - Purchase Price	\$	106,300	▼	Orders placed with suppliers. Timing.
Medium Plant - Purchase Price	\$	13,200	▼	Purchase orders to be raised. Timing.
Light Plant - Purchase Price	\$	228,200	▼	Orders placed with suppliers. Timing.

Purchase Furniture and Equipment ▼

Laptop and Desktop Upgrades - Information Technology	\$	18,600	▼	Project started. Items to be purchased through out the year. Timing.
Infrastructure Dept. Landfill Software MUN	\$	18,300	▼	Project progressing in early stage. Staff training to be started in Dec 2013.

Grants / Contributions for Development of Assets ▼

Aboriginal Roads Funding - Federal Grants	\$	107,000	▲	Grant income received earlier than expected. Timing.
Aboriginal Roads Funding - State Grants	\$	32,800	▲	Timing related to year to date budget estimates. Expect to correct.
Regional Road Group Grants	\$	53,300	▼	Income based on progress claim for projects. Timing.
Wyndham Airport Subdivision Land Sales MUN	\$	257,500	▲	Re-zoning and development contribution for Wyndham Airport Land. Budget to be amended at budget review.

Proceeds from Disposal of Assets ▼

Airport Plant - Trade Value	\$	23,700	▼	Sale procedure not commenced.
Landfill Plant - Trade Value MUN	\$	13,700	▼	Sale procedure not commenced.
Heavy Plant - Trade Value	\$	33,000	▼	Sale procedure not commenced.
Light Plant - Trade Value	\$	12,600	▼	Sale procedure not commenced.

Debentures ▼

No material variances to report

Reserves ▲

No material variances to report

Shire of Wyndham East Kimberley

Note to Statement of Financial Activity

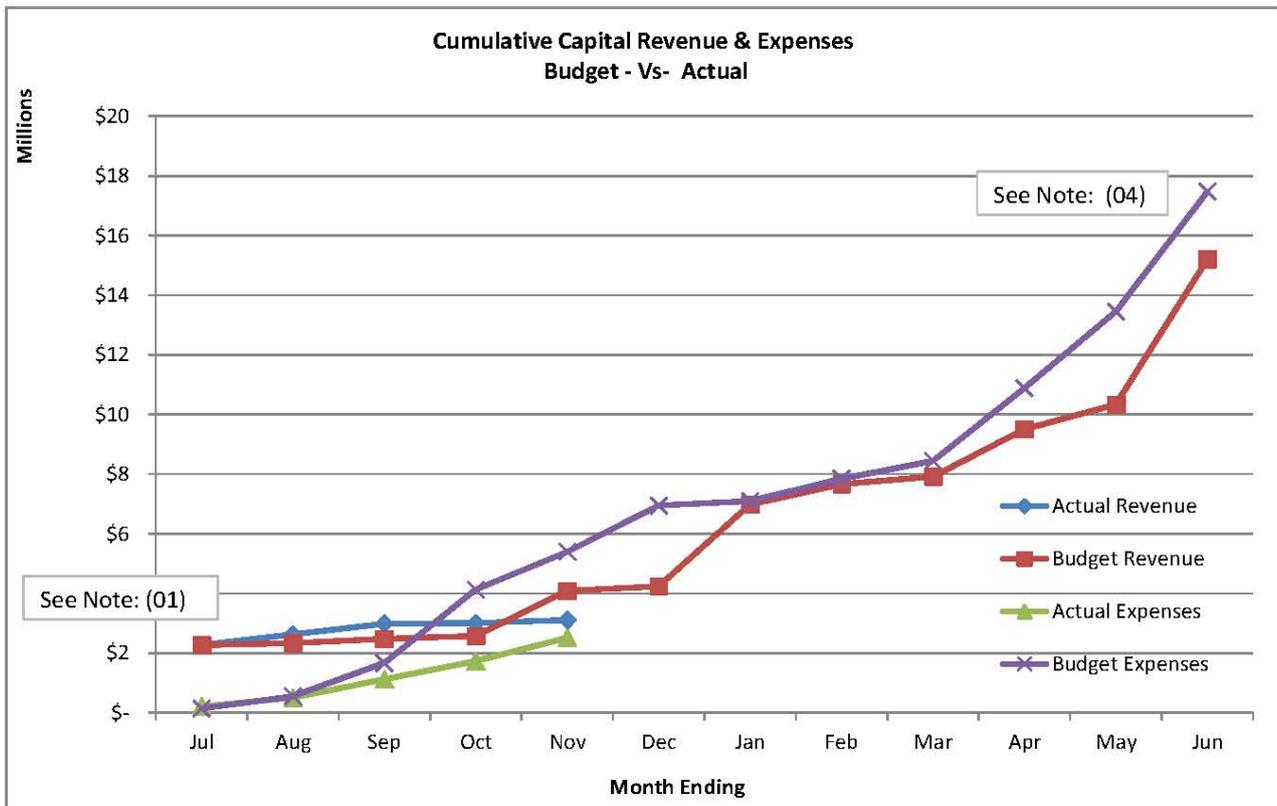
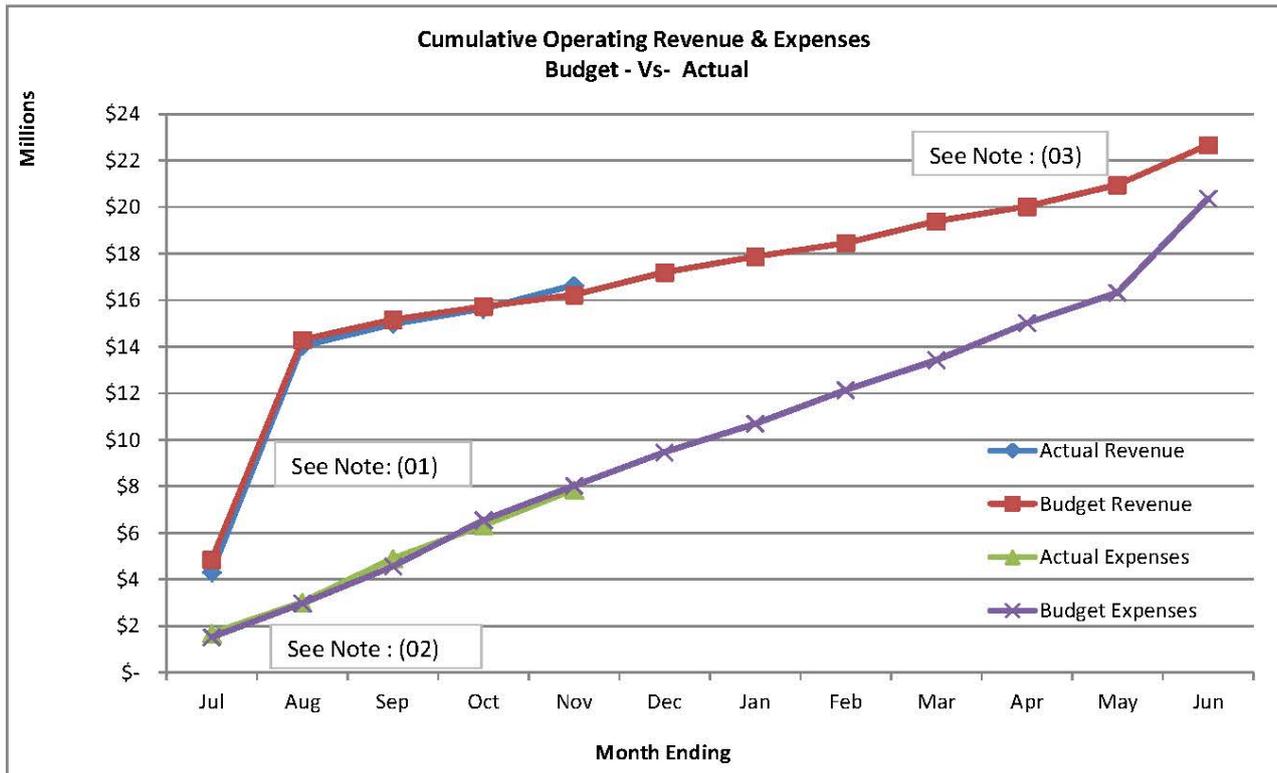
Budget Remaining to Collect/Spend

as at 30 November 2013

	YTD Actual 2013/14 \$	Annual Budget 2013/14	Budget Remaining 2013/14	
			\$	%
Revenue				
General Purpose Funding	1,256,358	2,251,545	995,187	44% ▼
Governance	50,134	103,850	53,716	52% ▼
Law, Order, Public Safety	19,184	53,318	34,134	64% ▼
Health	44,957	75,200	30,243	40% ▼
Education and Welfare	73,396	174,377	100,981	58% ▼
Housing	89,550	979,459	889,909	91% ▼
Community Amenities	1,633,145	2,592,983	959,838	37% ▼
Recreation and Culture	237,861	620,744	382,883	62% ▼
Transport	1,653,968	4,267,534	2,613,566	61% ▼
Economic Services	35,995	175,000	139,005	79% ▼
Other Property and Services	247,109	143,340	(103,769)	-72% ▲
	<u>5,341,657</u>	<u>11,437,350</u>	<u>6,095,693</u>	<u>53% ▼</u>
Expenses				
General Purpose Funding	(317,361)	(650,513)	(333,151)	51% ▼
Governance	(634,230)	(3,385,311)	(2,751,081)	81% ▼
Law, Order, Public Safety	(264,989)	(674,839)	(409,851)	61% ▼
Health	(187,614)	(467,542)	(279,928)	60% ▼
Education and Welfare	(157,709)	(502,350)	(344,641)	69% ▼
Housing	(190,616)	(597,485)	(406,869)	68% ▼
Community Amenities	(1,860,756)	(4,824,868)	(2,964,112)	61% ▼
Recreation & Culture	(1,742,470)	(5,008,638)	(3,266,169)	65% ▼
Transport	(2,017,574)	(7,053,704)	(5,036,131)	71% ▼
Economic Services	(340,439)	(946,796)	(606,356)	64% ▼
Other Property and Services	(146,808)	(214,350)	(67,542)	32% ▼
	<u>(7,860,565)</u>	<u>(24,326,396)</u>	<u>(16,465,831)</u>	<u>68% ▼</u>
Adjustments for Cash Budget Requirements:				
Non-Cash Expenditure and Revenue				
(Profit)/Loss on Asset Disposals	0	(778,004)	(778,004)	100% ▼
Movement in Accruals and Provisions	(5,128)	48,452	53,580	111% ▼
Depreciation on Assets	0	4,694,750	4,694,750	100% ▼
Capital Expenditure and Revenue				
Purchase Land Held for Resale	0	(504,504)	(504,504)	100% ▼
Purchase Land and Buildings	(421,678)	(3,076,164)	(2,654,486)	86% ▼
Purchase Infrastructure Assets - Roads	(585,456)	(2,058,500)	(1,473,044)	72% ▼
Purchase Infrastructure Assets - Footpaths	0	(31,000)	(31,000)	100% ▼
Purchase Infrastructure Assets - Drainage	(418,546)	(675,000)	(256,454)	38% ▼
Purchase Infrastructure Assets - Other	(696,549)	(7,142,044)	(6,445,495)	90% ▼
Purchase Plant and Equipment	(287,133)	(833,485)	(546,352)	66% ▼
Purchase Furniture and Equipment	(96,346)	(469,264)	(372,918)	79% ▼
Grants / Contributions for Development of Assets	816,254	6,493,853	5,677,599	87% ▼
Proceeds from Disposal of Assets	17,591	1,015,027	997,436	98% ▼
Proceeds from Sale of Land Held for Resale	0	0	0	0% ▼
Repayment of Debentures	(102,319)	(478,397)	(376,078)	79% ▼
Proceeds from New Debentures	0	2,308,498	2,308,498	100% ▼
Transfers to Reserves (Restricted Assets)	(92,919)	(2,205,013)	(2,112,094)	96% ▼
Transfers from Reserves (Restricted Assets)	0	3,111,153	3,111,153	100% ▼
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	6,068,866	6,068,866	0	0% ▼
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	9,186,000	31,300	(9,154,700)	-29248% ▲
Amount Required to be Raised from Rates	<u>7,508,270</u>	<u>7,431,122</u>	<u>(77,148)</u>	<u>-1% ▲</u>

Shire of Wyndham East Kimberley

Note to Statement of Financial Activity
as at 30 November 2013



Note:

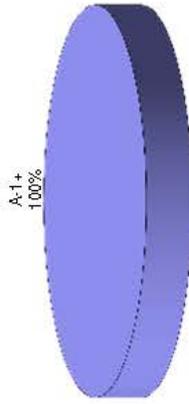
- (01) Start position includes allowance for brought forward surplus from previous financial year, Operating \$ 3.8M & Capital \$ 2.2M
- (02) Budget/Actual operating expenditure excludes non financial transactions (Depreciation, Loss/Profit on assets disposals).
- (03) Surplus income to fund Capital Revenue gap.
- (04) Surplus operating income funds capital gap.

MONTHLY REPORT ON INVESTMENT PORTFOLIO (CASH)

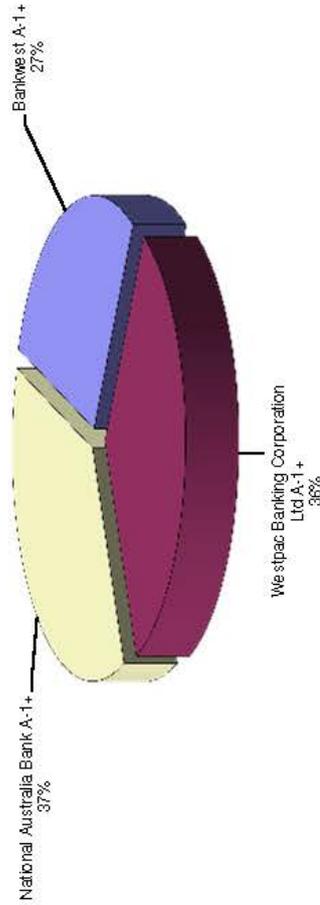
RESULTS AS AT 30 November 2013

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	80%	80%
Note: "S & P" relates to Standard & Pools 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			
Portfolio % < 1 year	100% max 40% min		
Portfolio % > 1 year	80%		
Portfolio % > 3 year	35%		
Portfolio % > 5 year	25%		
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)			

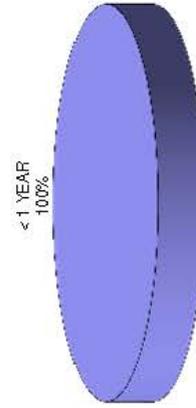
Overall Portfolio



Counterparty Credit



Term to Maturity



13.2.2 Monthly Financial Report for December

DATE:	28 January 2014
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Asanka Jayakody, Accountant
REPORTING OFFICER:	Natalie Octoman, Director Corporate Services
FILE NO:	FM.09.5

PURPOSE

For Council to note and accept the Monthly Financial Report for December 2013

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

Strategic Community Plan 2012 – 2022, objective 1.4, strategies 1.4.1 to 1.4.5

COMMUNITY CONSULTATION

Community consultation is not required in relation to this item.

COMMENT

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

ATTACHMENTS

Attachment 1 – Monthly Financial Report

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Monthly Financial Report for the month of December 2013.

COUNCIL DECISION

Minute No. 10291

Moved: Cr K Wright

Seconded: Cr D Learbuch

That Council accepts the Monthly Financial Report for the month of December 2013.

Carried Unanimously 7/0



Shire of Wyndham East Kimberley

Monthly Financial Report 2013/2014

As at 31 December 2013

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 31 December 2013

	YTD Actual 2013/14 \$	YTD Budget 2013/14 \$	YTD Variance 2013/14	
			\$	%
Revenue				
General Purpose Funding	1,266,888	1,294,446	(27,558)	-2% ▼
Governance	51,276	24,754	26,522	107% ▲
Law, Order, Public Safety	32,610	27,146	5,464	20% ▲
Health	54,443	41,340	13,103	32% ▲
Education and Welfare	81,813	90,184	(8,371)	-9% ▼
Housing	108,991	129,348	(20,357)	-16% ▼
Community Amenities	1,717,578	1,736,640	(19,062)	-1% ▼
Recreation and Culture	281,517	289,594	(8,077)	-3% ▼
Transport	2,027,920	2,249,923	(222,003)	-10% ▼
Economic Services	45,044	52,207	(7,163)	-14% ▼
Other Property and Services	248,604	94,422	154,182	163% ▲
	<u>5,916,684</u>	<u>6,030,004</u>	<u>(113,321)</u>	<u>-2% ▼</u>
Expenses				
General Purpose Funding	(329,482)	(313,646)	(15,837)	5% ▲
Governance	(843,592)	(893,012)	49,420	-6% ▼
Law, Order, Public Safety	(312,060)	(335,182)	23,122	-7% ▼
Health	(212,392)	(224,876)	12,484	-6% ▼
Education and Welfare	(182,569)	(262,634)	80,065	-30% ▼
Housing	(205,561)	(326,527)	120,966	-37% ▼
Community Amenities	(2,154,814)	(2,524,658)	369,844	-15% ▼
Recreation & Culture	(1,992,832)	(2,625,903)	633,071	-24% ▼
Transport	(2,229,605)	(3,671,606)	1,442,001	-39% ▼
Economic Services	(385,903)	(471,899)	85,996	-18% ▼
Other Property and Services	(81,061)	(197,185)	116,123	-59% ▼
	<u>(8,929,872)</u>	<u>(11,847,127)</u>	<u>2,917,255</u>	<u>-25% ▼</u>
Adjustments for Cash Budget Requirements:				
Non-Cash Expenditure and Revenue				
(Profit)/Loss on Asset Disposals	0	0	0	0% ▼
Movement in Accruals and Provisions	(5,717)	48,452	(54,169)	-112% ▲
Depreciation on Assets	0	2,347,272	(2,347,272)	-100% ▼
Capital Expenditure and Revenue				
Purchase Land Held for Resale	0	0	0	0% ▼
Purchase Land and Buildings	(421,678)	(1,926,874)	1,505,196	-78% ▼
Purchase Infrastructure Assets - Roads	(585,456)	(414,500)	(170,956)	41% ▲
Purchase Infrastructure Assets - Footpaths	0	(11,000)	11,000	0% ▼
Purchase Infrastructure Assets - Drainage	(425,916)	(675,000)	249,084	-37% ▼
Purchase Infrastructure Assets - Other	(807,477)	(2,583,034)	1,775,557	-69% ▼
Purchase Plant and Equipment	(442,533)	(833,485)	390,952	0% ▼
Purchase Furniture and Equipment	(100,258)	(263,509)	163,251	-62% ▼
Grants / Contributions for Development of Assets	937,694	1,870,903	(933,209)	0% ▼
Proceeds from Disposal of Assets	98,500	141,465	(42,965)	0% ▼
Proceeds from Sale of Land Held for Resale	0	0	0	0% ▼
Repayment of Debentures	(236,178)	(237,072)	894	0% ▼
Proceeds from New Debentures	0	0	0	0% ▼
Transfers to Reserves (Restricted Assets)	(92,919)	(110,000)	17,081	0% ▼
Transfers from Reserves (Restricted Assets)	0	0	0	0% ▼
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	6,068,866	6,068,866	0	0% ▼
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	8,494,136	4,998,847	3,495,289	70% ▼
Amount Required to be Raised from Rates	<u>7,520,395</u>	<u>7,393,486</u>	<u>126,909</u>	<u>0% ▼</u>

Shire of Wyndham East Kimberley

Note to Statement of Financial Activity

Net Current Assets as at 31 December 2013

NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position

	YTD Actual 2013/14	Brought Forward 1 July 2013
CURRENT ASSETS		
Cash - Unrestricted	6,058,629	5,262,152
Cash - Restricted	7,219,032	7,288,404
Cash - Restricted Unspent Grants	0	0
Receivables	2,701,783	1,426,471
Inventories	22,828	17,288
	<u>16,002,272</u>	<u>13,994,314</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	(289,105)	(637,045)
Less: Cash - Restricted	<u>(7,219,032)</u>	<u>(7,288,404)</u>
NET CURRENT ASSET POSITION	<u><u>8,494,136</u></u>	<u><u>6,068,866</u></u>

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 31 December 2013

Explanation of Material Variances

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

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

Operating

Recurrent Income - Excluding Rates ▼

General Purpose Funding ▼

Recovery of Legal Expenses - Rates \$ 26,800 ▲ Higher income due higher recovery activities offset higher legal expenses.

Interest Income - Municipal Fund \$ 12,700 ▼ Timing of interest due to investment maturity dates.

Interest Income - Reserve Fund \$ 39,000 ▼ Timing of interest due to investment maturity dates.

Governance ▲

Interest Income - Kimberley Zone \$ 30,200 ▲ Interest earned due to delay in re-payment of unspent grant.

Law, Order and Public Safety ▲

Dog Registration Fees \$ 10,200 ▲ Over achieved annual budget.

Health ▲

No material variances to report

Education and Welfare ▼

No material variances to report

Housing ▼

Airport Manager's House Kununurra - Rental Income MUN \$ 15,600 ▼ Internal transaction to be recorded though journal process. Set-off against similar expenditure. Timing.

Community Amenities ▼

Waste Management Receptacle Charge \$ 12,500 ▲ Timing related to year to date budget estimates. Expect to correct.

Youth Services Grant - Kununurra \$ 28,200 ▼ Timing related to year to date budget estimates. Expect to correct.

Recreation and Culture ▼

Recreation Hall Hire - Kununurra Leisure Centre \$ 10,300 ▼ Timing related to year to date budget estimates. Expect to correct.

Wyndham Community Resource Centre (CRC) - Operating Grant MUN \$ 15,000 ▲ Operating grant for the project undertaken by SWEK after the budget adoption.

Transport ▼

Bridge Funding - WALGGC/MRWA \$ 63,000 ▲ Budget based on estimated grant. Budget to be amended at the budget review.

Aircraft Landing Fees - East Kimberley Regional Airport \$ 15,000 ▼ Timing related to year to date budget estimates. Expect to correct.

Passenger Head Tax - East Kimberley Regional Airport \$ 166,100 ▼ Timing due to delay in invoicing process. Expect to correct.

Passenger Screening Fees - East Kimberley Regional Airport \$ 79,000 ▼ Timing due to delay in invoicing process. Expect to correct.

Private Works - Airport Operations \$ 12,100 ▼ Project not yet commenced. Set-off against lower Airport private work expenditure.

Economic Services ▼

No material variances to report

Other Property and Services ▲

Private Works Income \$ 162,100 ▲ Higher income due to new private works. Offset higher expenditure for private work.

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 31 December 2013

(continued)

Recurrent Expenditure ▼

General Purpose Funding ▲

Debt Collection Costs - Rates	\$	26,800	▲ Higher expenses due to higher recovery activities. Offset higher recovery income.
Administration Salary, Wages and overhead allocated.	\$	22,300	▼ Timing related to year to date budget estimates. Expect to correct. Non cash item.

Governance ▼

Write Offs (as approved by Council) MUN	\$	15,500	▲ Debtor write off as approved. Provision for write off has been provided under the provision for doubtful debtors.
Advertising and Promotion - Other Governance	\$	10,800	▲ Higher expenses due to pending allocation adjustment set-off against lower expenses in other areas.
SWEK Contribution to Kimberley Zone Secretariat	\$	55,000	▲ Invoices received for zone contribution earlier than expected. Timing.
Management Training - Governance	\$	49,700	▲ Program started earlier than predicted. Timing.
Integrated Planning Framework (IPF) - Asset Management	\$	41,500	▼ Timing related to year to date budget estimates. Expect to correct.
Administration Salary and Wages Allocated - Other Governance	\$	21,600	▼ Timing related to year to date budget estimates. Expect to correct. Non cash item.
Admin Overheads Allocated - Other Governance	\$	67,100	▼ Timing related to year to date budget estimates. Expect to correct. Non cash item.
Acquittals audit fee - Kimberley Regional Collaborative Group (KRCG) MUN	\$	10,200	▲ Some acquittal processes completed earlier than expected. Timing.

Law, Order and Public Safety ▼

Animal Control Expenses	\$	25,600	▲ Over expended year to date budget estimate. Expect to correct. Timing.
Develop Animal Management Plan MUN	\$	15,000	▼ No activity on this project to date in contrast to budget timing forecast.
Direct Salaries - Ranger Services	\$	20,800	▲ Higher cost due to higher operations. Some cost set-off against lower cost in direct salaries -other law, order & public safety.
Direct Salaries - Other Law, Order and Public Safety MUN	\$	10,000	▼ Lower cost due to vacant position. Some cost set-off against higher cost in rangers services.

Health ▼

Salary Overheads - Other Health	\$	12,800	▲ Over expended year-to-date budget estimate. Timing.
Admin Overheads Allocated - Other Health	\$	15,500	▼ Timing related to year to date budget estimates. Expect to correct. Non cash item.

Education and Welfare ▼

Direct Salaries - Wyndham Childcare Centre	\$	27,800	▼ Savings due to vacant positions.
Depreciation - Kununurra Childcare Centre	\$	33,000	▼ Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.

Housing ▼

Lease Costs - Rattlepod Close, Kununurra	\$	12,400	▲ Over expended the annual budget. Budget estimate to be reviewed.
Depreciation - Staff Housing	\$	125,000	▼ Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.

Community Amenities ▼

Tip Maintenance	\$	113,100	▲ Timing related to year to date budget estimates. Expect to correct.
Refuse Collection	\$	81,200	▼ Pending invoices for payments. Timing.
Litter Control	\$	17,500	▲ Higher operational activities in Wyndham and Kununurra.
Cumbungi Management - Protection of Environment	\$	13,100	▲ Timing related to year to date budget estimates due to seasonal impact.
Waste Management Strategy - Protection of Environment	\$	23,300	▼ Project in progress. Timing.
Cemetery Maintenance	\$	20,600	▲ Some maintenance occurred earlier than expected. Timing.

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 31 December 2013

(continued)

Recurrent Expenditure (continued)

Community Amenities (continued)

Consultants - Local Planning Strategy MUN	\$	79,200	▼	Timing related to year to date budget estimates. Expect to correct.
Consultants - Foreshore Planning MUN	\$	29,800	▼	Project not yet started. Timing.
Vehicle Expenses - Town Planning and Regional Development	\$	13,300	▼	Lower expenses set-off against higher vehicle expenses in other areas.
Direct Salaries - Community Development Services	\$	25,500	▼	Savings due to vacant positions
Direct Salaries - Wyndham Youth Services	\$	29,700	▼	Savings due to vacant positions
Regional Youth Development Coordinator - Program Expenses	\$	36,900	▼	Timing related to year to date budget estimates. Expect to correct.
Depreciation - Community Amenities	\$	59,100	▼	Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.
Community Grants	\$	21,500	▼	Some approved grants not yet paid. Timing.
Public Conveniences - Kununurra and Wyndham	\$	19,200	▼	Timing related to year to date budget estimates. Expect to correct.
Administration Salary and Wages Allocated - Community Amenities	\$	20,200	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.
Admin Overheads Allocated - Community Amenities	\$	68,500	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.

Recreation and Culture

▼

Depreciation - Recreation & Culture	\$	434,700	▼	Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.
Direct Salaries - Kununurra Swimming Complex	\$	26,700	▼	Savings due to vacant positions.
Direct Salaries - Recreation Staff - Wyndham Youth and Recreation Centre	\$	23,800	▼	Savings due to vacant positions.
Pool Operating - Wyndham Swimming Complex	\$	18,200	▲	Over expended year-to-date budget estimate due to higher cost on water and electricity.
Direct Salaries & Salary Overheads - Recreation Staff & leisure centre staff - Kununurra	\$	13,400	▼	Savings due to vacant positions.
Foreshores and Boat Ramps - Kununurra	\$	18,100	▲	Timing related to year to date budget estimates. Expect to correct.
Foreshores and Boat Ramps - Wyndham	\$	14,200	▼	Timing related to year to date budget estimates. Expect to correct.
Parks and Gardens Maintenance - Kununurra	\$	100,400	▲	Timing related to year to date budget estimates. Expect to correct.
Joint Use Contribution - Libraries	\$	44,000	▼	Timing related to year to date budget estimates. Expect to correct.
Kununurra leisure centre building operating & maintenance	\$	33,900	▼	Timing related to year to date budget estimates. Expect to correct.
Oval Lights - Kununurra Grounds	\$	12,900	▼	Lower expenses shown due to credit for insurance claim received for the damages that occurred in previous year.
Administration Salary and Wages Allocated - Recreation & Culture	\$	53,500	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 31 December 2013

(continued)

Recurrent Expenditure (continued)

Transport ▼

Rural Road Maintenance	\$	31,500	▼	Timing related to year to date budget estimates. Expect to correct.
Urban Road Maintenance - Wyndham	\$	29,400	▼	Timing related to year to date budget estimates. Expect to correct.
Urban Road Maintenance - Kununurra	\$	16,500	▲	Timing related to year to date budget estimates. Expect to correct.
Kalumburu Road - Maintenance MUN	\$	10,900	▼	Project started. Timing related to year to date budget estimates.
Street Lighting	\$	30,200	▼	Savings on year to date budget estimate.
Depreciation - Streets, Roads & Bridges - Maintenance	\$	732,800	▼	Pending depreciation transactions due to assets revaluation process. Timing. Non cash item.
Insurance - Kununurra & Wyndham Airport	\$	12,400	▼	Annual increase in Airport insurance premium lower than expected. Savings
Consultancy Fees - East Kimberley Regional Airport	\$	47,000	▼	Project not yet started. Timing.
Depreciation - East Kimberley Regional Airport	\$	400,000	▼	Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.
Depreciation - Parking Facilities and Traffic Control	\$	16,100	▼	Pending depreciation transactions due to assets revaluation process. Timing. Non cash item.
Direct Salaries - Wyndham Airport MUN	\$	16,400	▼	Lower expenses set-off against higher expenses in Direct Salaries - East Kimberley Regional Airport
Plant operating, maintenance and minor plant purchases - East Kimberley Regional Airport	\$	12,400	▼	Timing related to year to date budget estimates. Expect to correct.
Passenger Screening Expenses - East Kimberley Regional Airport	\$	35,400	▼	Timing related to year to date budget estimates. Expect to correct.
Vehicle Expenses - East Kimberley Regional Airport	\$	11,200	▼	Timing related to year to date budget estimates. Expect to correct.
Administration Salary and Wages Allocated - Transport	\$	17,200	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.
Admin Overheads Allocated - Transport	\$	43,500	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.

Economic Services ▼

East Kimberley Tourism Action Plan - Tourism & Area Promotion MUN	\$	11,000	▲	Project started earlier than expected. Timing.
Admin Salary, Wages & overhead Allocated - Economic Services	\$	45,000	▼	Timing related to year to date budget estimates. Expect to correct. Non cash item.
Economic Development Grants - Other Economic Services	\$	21,100	▼	Timing related to year to date budget estimates. Expect to correct.
Sponsorship - Other Economic Services	\$	10,000	▼	Timing related to year to date budget estimates. Expect to correct.

Other Property and Services ▼

Private Works - Expenses	\$	87,700	▲	Higher expenditure due to new projects. Offset higher income for private work.
Public Works Overheads Allocated - Contracts	\$	206,500	▲	Timing related to year to date budget estimates. Non cash item.
Administration Salary and Wages Allocated - General Administration Overheads	\$	143,200	▲	Timing related to year to date budget estimates. Non cash item.
Building Maintenance - Kununurra Depot	\$	17,700	▲	Over expended annual budget estimate. Budget to be reviewed at the budget review.
Building Maintenance - 20 Coolibah - New Kununurra Administration	\$	17,300	▲	Timing related to year to date budget estimates.
Building Operating - 20 Coolibah -New Kununurra Administration MUN	\$	12,900	▲	Timing related to year to date budget estimates.

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 31 December 2013

(continued)

Recurrent Expenditure *(continued)*

Other Property and Services(continued)

Depreciation - Kununurra Administration	\$ 137,500	▼ Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.
Depreciation - Plant Operation	\$ 300,000	▼ Pending depreciation transactions due to assets revaluation process. Timing. Non cash item.
Depreciation - Public Works Overheads	\$ 24,500	▼ Pending depreciation transactions due to assets revaluation process. Timing. Non cash item.
Software Licencing - Information Services	\$ 34,300	▲ Timing related to year to date budget estimates. Expect to correct.
Direct Salaries - Information Services	\$ 13,600	▼ Savings due to vacant positions
Direct Salaries - Executive	\$ 37,600	▼ Savings due to vacant positions
Direct Salaries - Customer Service and Records	\$ 27,700	▼ Savings due to vacant positions
Direct Salaries - Financial Services	\$ 31,700	▼ Savings due to vacant positions
Direct Salaries - Governance	\$ 23,300	▼ Savings due to vacant positions
POC Parts and Repairs	\$ 57,700	▲ Timing related to year to date budget estimates. Expect to correct.
Landcorp /SWEK Deed Agreement - Expenses	\$ 59,200	▼ Un-expended casual engineers time.
Administration Salary and Wages Allocated - Public Works Overheads	\$ 17,600	▼ Timing related to year to date budget estimates. Expect to correct. Non cash item.
Admin Overheads Allocated - Public Works Overheads	\$ 44,900	▼ Timing related to year to date budget estimates. Expect to correct. Non cash item.

Non Cash Expenditure and Revenue

Adjustments and Accruals

Movement in Accruals and Provisions	\$ 54,200	▲ Net increase in actual accrual and provision lower than expected.
Depreciation	\$ 2,347,300	▼ Pending depreciation transaction due to assets revaluation process. Timing. Non cash item.

Capital

Purchase Land Held for Resale

No material variances to report

Purchase Land and Buildings

Waterlily Place - Staff Housing Stage One	\$ 618,000	▼ Project in progress. Timing.
Purchase of 4x2 House in Kununurra MUN	\$ 730,000	▼ Project delayed due to delay in funding process.
Purchase of vacant land - Lakeside MUN	\$ 192,500	▼ Project delayed due to delay in funding process.
Wyndham Oval Toilet	\$ 29,200	▼ Project in progress. Timing.
Wyndham Community Resource Centre (CRC) - Building Upgrade	\$ 70,000	▲ Unbudgeted expenses as the project undertaken by SWEK after the budget adoption. Capital expenses funded by capital grant income.
Banking Security Upgrade - Wyndham Office	\$ 17,500	▼ Project in progress. Timing.

Purchase Infrastructure Assets - Roads

Kalumburu Road - Re-sheet	\$ 152,500	▲ Project in progress. Timing.
Welch Street, Wyndham -Seal MUN	\$ 29,000	▲ Over expended due to work required higher than the initial estimate.
Coolibah Drive - Caravan pk & high school MUN	\$ 18,700	▼ Project re-scheduled to Apr 2014.
Coolibah - Ironwood Mangaloo MUN	\$ 28,200	▼ Project re-scheduled to Apr 2014.
Drainage Calvert Upgrade - Speargrass Street	\$ 24,200	▲ Project not completed as expected by year end 2012/13. Budget will be amended at budget review 2013/14.

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 31 December 2013

(continued)

Capital *(continued)*

Purchase Infrastructure Assets - Footpaths

Footpath renewal	\$	11,000	▼ Project re-scheduled to Apr 2014.
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Purchase Infrastructure Assets - Drainage

D2 Drain Rehabilitation	\$	11,900	▼ Project re-scheduled to Apr 2014.
River Farm Road - Drainage Upgrades	\$	20,800	▼ Project in progress. Timing.
Drainage - Picture Gardens/Coolibah Drive	\$	18,500	▼ Project completed. Pending invoices for payment.
Drainage Strategy, Cutoff Drain B, rock beaching MUN	\$	17,200	▼ Project completed by in house team. Internal cost to be transferred.
Replace culvert, Gully Road, Wyndham MUN	\$	50,000	▼ Project re-scheduled to Feb 2014.
Repair drainage, Hibiscus Drive between Setosa / Gardenia MUN	\$	30,000	▼ Project re-scheduled to Jan 2014.
Drainage Strategy, re-instate drain, 746m to 1149m MUN	\$	40,800	▼ Project in progress. Timing.
Drainage Strategy, Survey, Design section 1, Ironwood MUN	\$	19,100	▼ Design in progress.
Drainage Strategy, Survey, Outlet Sth Hwy to Lilly Lagoon MUN	\$	11,200	▼ Project in progress. Timing.
Drainage Strategy, Survey/Design, Area 'V', Little BP MUN	\$	30,000	▼ Design in progress.

Purchase Infrastructure Assets - Other

Kununurra Landfill Site - Liquid Waste Facility	\$	343,300	▼ Project work progressing. Timing.
Kununurra Landfill Site - Storm Water & Bores MUN	\$	60,000	▼ Project started. Licence application underway.
Wyndham Landfill Site - Bores MUN	\$	20,000	▼ Project re-scheduled to Mar 2014.
Kununurra Landfill Site - Green Waste Hardstand MUN	\$	40,000	▼ Project started. Progressing in early stage.
Kununurra Landfill Site - Capping Existing Site. MUN	\$	146,400	▼ Project progressing in early stage.
Wyndham Landfill Site - Capping Existing Site MUN	\$	52,000	▼ Project progressing in early stage.
Kununurra Landfill Site - Re-hab & De- commission Liquid Waste Lagoon MUN	\$	314,100	▼ Project progressing in early stage.
Kununurra Landfill Site - New Landfill Site Identification MUN	\$	83,300	▼ Project behind schedule due to availability of consultant.
Landfill Plant - Purchase Price MUN	\$	24,100	▼ Some orders placed with suppliers. Timing.
Multi Purpose Courts Redevelopment Kununurra	\$	14,000	▼ Project not yet started.
Konkerberry Drive Carparks (x3)	\$	67,500	▼ Project work progressing. Timing.
Parking / Safety improvements Mangaloo St MUN	\$	20,000	▼ Project re-scheduled to Jan 2014.
Valentine Spring Cattlegrid	\$	35,600	▲ Higher private work expenditure set off by higher income.
Carpark Upgrade - East Kimberley Regional Airport	\$	147,700	▼ Project is in design stage.
Security Fence Upgrade - East Kimberley Regional Airport	\$	11,200	▼ Project started. Waiting for invoices for payment. Timing.
Reseal Apron - East Kimberley Regional Airport	\$	100,000	▼ Project re-scheduled to Jan 2014.
Pavement Engineering Consultant MUN	\$	144,200	▼ Project progressing in early stage.

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 31 December 2013

(continued)

Capital (continued)

Purchase Infrastructure Assets - Other (continued)

Runway Asphalt Overlay MUN	\$ 142,500	▼ Project not yet started.
Welcome to Country Signage - East Kimberley Regional Airport MUN	\$ 80,000	▼ Project not yet started.

Purchase Plant and Equipment ▼

Gymnasium Equipment - Recreation	\$ 20,000	▼ Project not yet started.
Airport Plant - Purchase Price	\$ 178,600	▼ Some plant received. Timing.
Heavy Plant - Purchase Price	\$ 106,300	▼ Orders placed with suppliers. Timing.
Medium Plant - Purchase Price	\$ 13,200	▼ Purchase orders to be raised. Timing.
Light Plant - Purchase Price	\$ 72,800	▼ Orders placed with suppliers. Timing.

Purchase Furniture and Equipment ▼

Wyndham Youth Service - Setup	\$ 26,800	▼ Project progressing in early stage.
Server and Network Upgrades - Information Technology	\$ 60,000	▼ Project started. Expect to complete by March 14.
Laptop and Desktop Upgrades - Information Technology	\$ 15,300	▼ Project started. Items to be purchased through out the year. Timing.
Infrastructure Dept. Landfill Software MUN	\$ 18,300	▼ Project progressing in early stage. Staff training to be started.

Grants / Contributions for Development of Assets ▼

Country Local Government Fund - Kimberley Regional Collaborative Group	\$ 776,900	▼ Estimated timing for receipt of grant earlier than expected.
Aboriginal Roads Funding - Federal Grants	\$ 473,900	▼ Estimated timing for receipt of grant earlier than expected.
Aboriginal Roads Funding - State Grants	\$ 17,200	▼ Income based on progress claim for projects. Timing.
Wyndham Community Resource Centre (CRC) - Building & Infrastructure Grant Fund MUN	\$ 90,000	▲ Capital grant received for the project undertaken by SWEK after the budget adoption. Offset unbudgeted capital expenses for the project.
Regional Road Group Grants	\$ 53,300	▼ Income based on progress claim for projects. Timing.
Valentine Springs Road Cattlegrid - Contribution	\$ 31,400	▲ Higher private work income set off by higher expenditure.
Wyndham Airport Subdivision Land Sales MUN	\$ 257,500	▲ Re-zoning and development contribution for Wyndham Airport Land. Budget to be amended at budget review.

Proceeds from Disposal of Assets ▼

Airport Plant - Trade Value	\$ 14,600	▼ Sale procedure not commenced.
Heavy Plant - Trade Value	\$ 33,000	▼ Sale procedure not commenced.

Debentures ▼

No material variances to report

Reserves ▼

Reserve Interest - Transfer to Reserve	\$ 17,100	▼ Interest income under allocated due to timing of reserve investment maturity.
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Shire of Wyndham East Kimberley

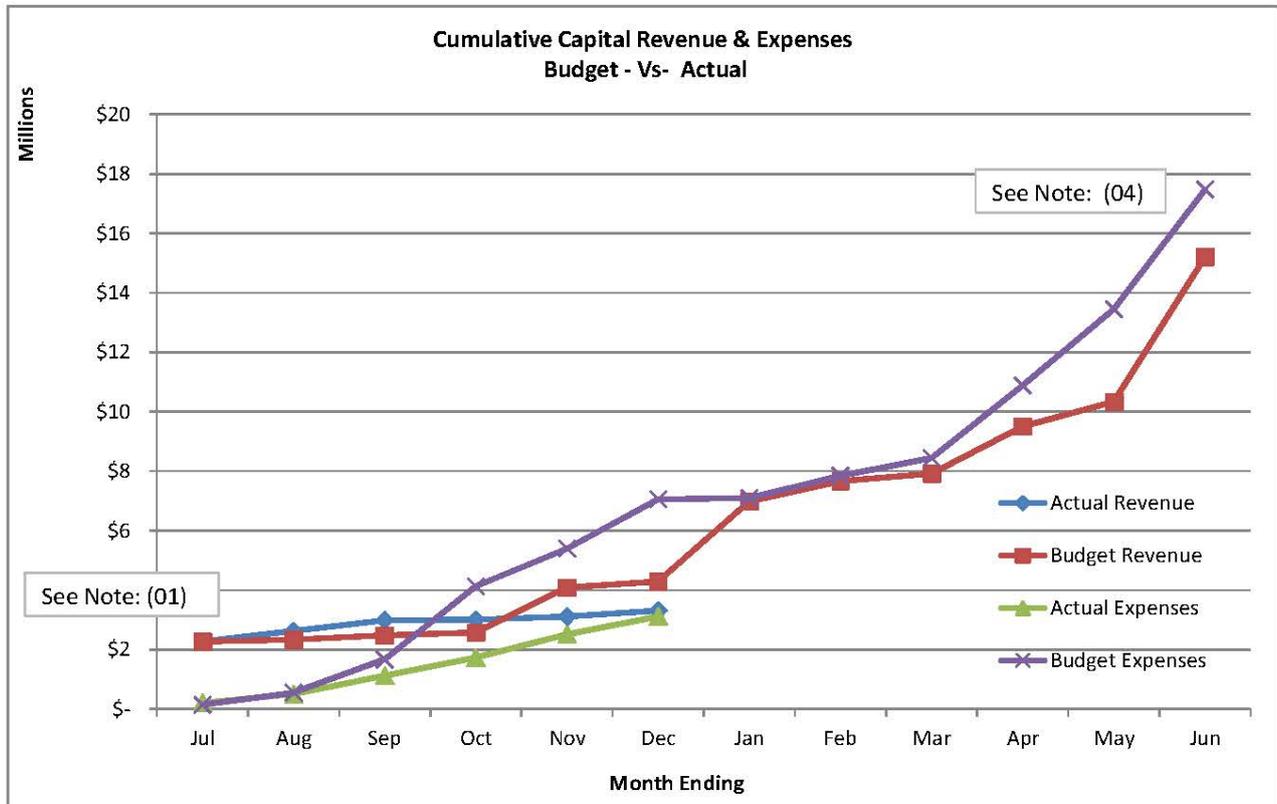
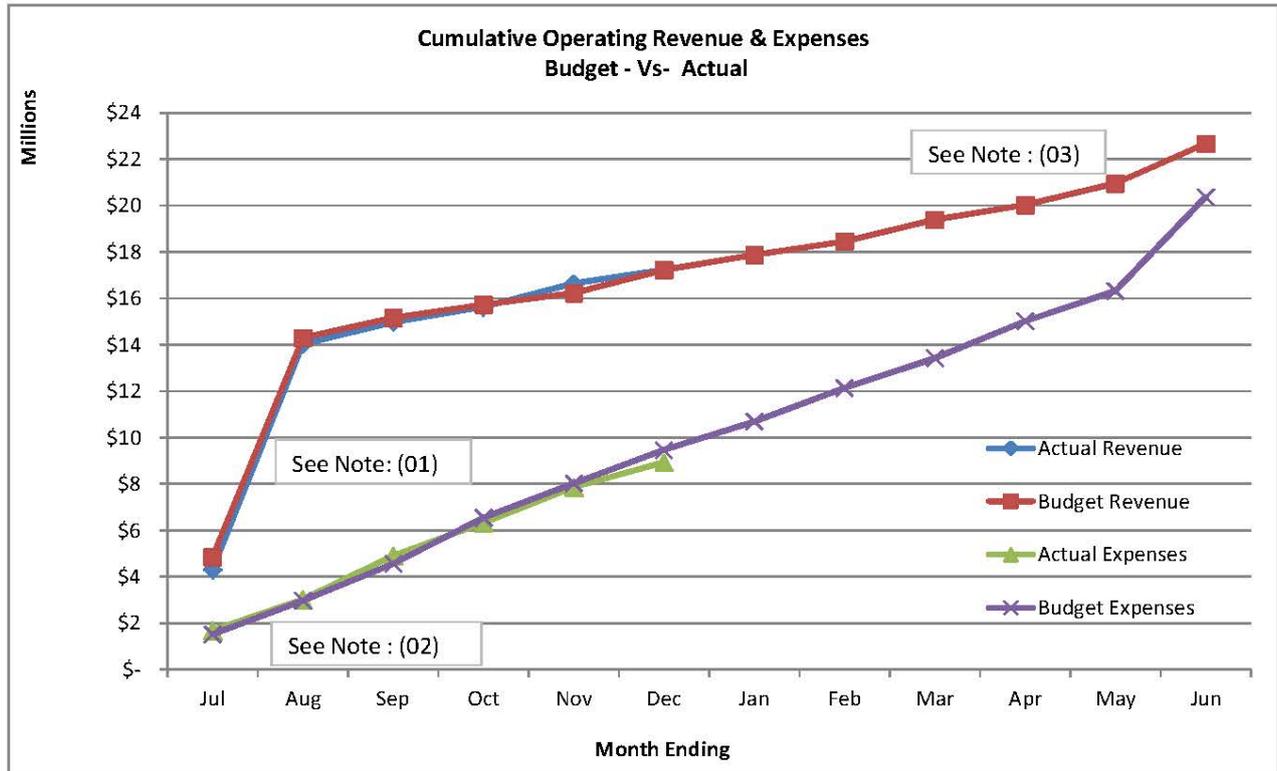
Note to Statement of Financial Activity

Budget Remaining to Collect/Spend as at 31 December 2013

	YTD Actual 2013/14 \$	Annual Budget 2013/14	Budget Remaining 2013/14	
			\$	%
Revenue				
General Purpose Funding	1,266,888	2,251,545	984,657	44% ▼
Governance	51,276	103,850	52,574	51% ▼
Law, Order, Public Safety	32,610	53,318	20,708	39% ▼
Health	54,443	75,200	20,757	28% ▼
Education and Welfare	81,813	174,377	92,564	53% ▼
Housing	108,991	979,459	870,468	89% ▼
Community Amenities	1,717,578	2,592,983	875,405	34% ▼
Recreation and Culture	281,517	620,744	339,227	55% ▼
Transport	2,027,920	4,267,534	2,239,614	52% ▼
Economic Services	45,044	175,000	129,956	74% ▼
Other Property and Services	248,604	143,340	(105,264)	-73% ▲
	<u>5,916,684</u>	<u>11,437,350</u>	<u>5,520,666</u>	<u>48% ▼</u>
Expenses				
General Purpose Funding	(329,482)	(650,513)	(321,031)	49% ▼
Governance	(843,592)	(3,385,311)	(2,541,719)	75% ▼
Law, Order, Public Safety	(312,060)	(674,839)	(362,780)	54% ▼
Health	(212,392)	(467,542)	(255,150)	55% ▼
Education and Welfare	(182,569)	(502,350)	(319,781)	64% ▼
Housing	(205,561)	(597,485)	(391,923)	66% ▼
Community Amenities	(2,154,814)	(4,824,868)	(2,670,054)	55% ▼
Recreation & Culture	(1,992,832)	(5,008,638)	(3,015,806)	60% ▼
Transport	(2,229,605)	(7,053,704)	(4,824,099)	68% ▼
Economic Services	(385,903)	(946,796)	(560,893)	59% ▼
Other Property and Services	(81,061)	(214,350)	(133,289)	62% ▼
	<u>(8,929,872)</u>	<u>(24,326,396)</u>	<u>(15,396,524)</u>	<u>63% ▼</u>
Adjustments for Cash Budget Requirements:				
Non-Cash Expenditure and Revenue				
(Profit)/Loss on Asset Disposals	0	(778,004)	(778,004)	100% ▼
Movement in Accruals and Provisions	(5,717)	48,452	54,169	112% ▼
Depreciation on Assets	0	4,694,750	4,694,750	100% ▼
Capital Expenditure and Revenue				
Purchase Land Held for Resale	0	(504,504)	(504,504)	100% ▼
Purchase Land and Buildings	(421,678)	(3,076,164)	(2,654,486)	86% ▼
Purchase Infrastructure Assets - Roads	(585,456)	(2,058,500)	(1,473,044)	72% ▼
Purchase Infrastructure Assets - Footpaths	0	(31,000)	(31,000)	100% ▼
Purchase Infrastructure Assets - Drainage	(425,916)	(675,000)	(249,084)	37% ▼
Purchase Infrastructure Assets - Other	(807,477)	(7,142,044)	(6,334,567)	89% ▼
Purchase Plant and Equipment	(442,533)	(833,485)	(390,952)	47% ▼
Purchase Furniture and Equipment	(100,258)	(469,264)	(369,006)	79% ▼
Grants / Contributions for Development of Assets	937,694	6,493,853	5,556,159	86% ▼
Proceeds from Disposal of Assets	98,500	1,015,027	916,527	90% ▼
Proceeds from Sale of Land Held for Resale	0	0	0	0% ▼
Repayment of Debentures	(236,178)	(478,397)	(242,219)	51% ▼
Proceeds from New Debentures	0	2,308,498	2,308,498	100% ▼
Transfers to Reserves (Restricted Assets)	(92,919)	(2,205,013)	(2,112,094)	96% ▼
Transfers from Reserves (Restricted Assets)	0	3,111,153	3,111,153	100% ▼
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	6,068,866	6,068,866	0	0% ▼
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	8,494,136	31,300	(8,462,836)	-27038% ▲
Amount Required to be Raised from Rates	<u>7,520,395</u>	<u>7,431,122</u>	<u>(89,273)</u>	<u>-1% ▲</u>

Shire of Wyndham East Kimberley

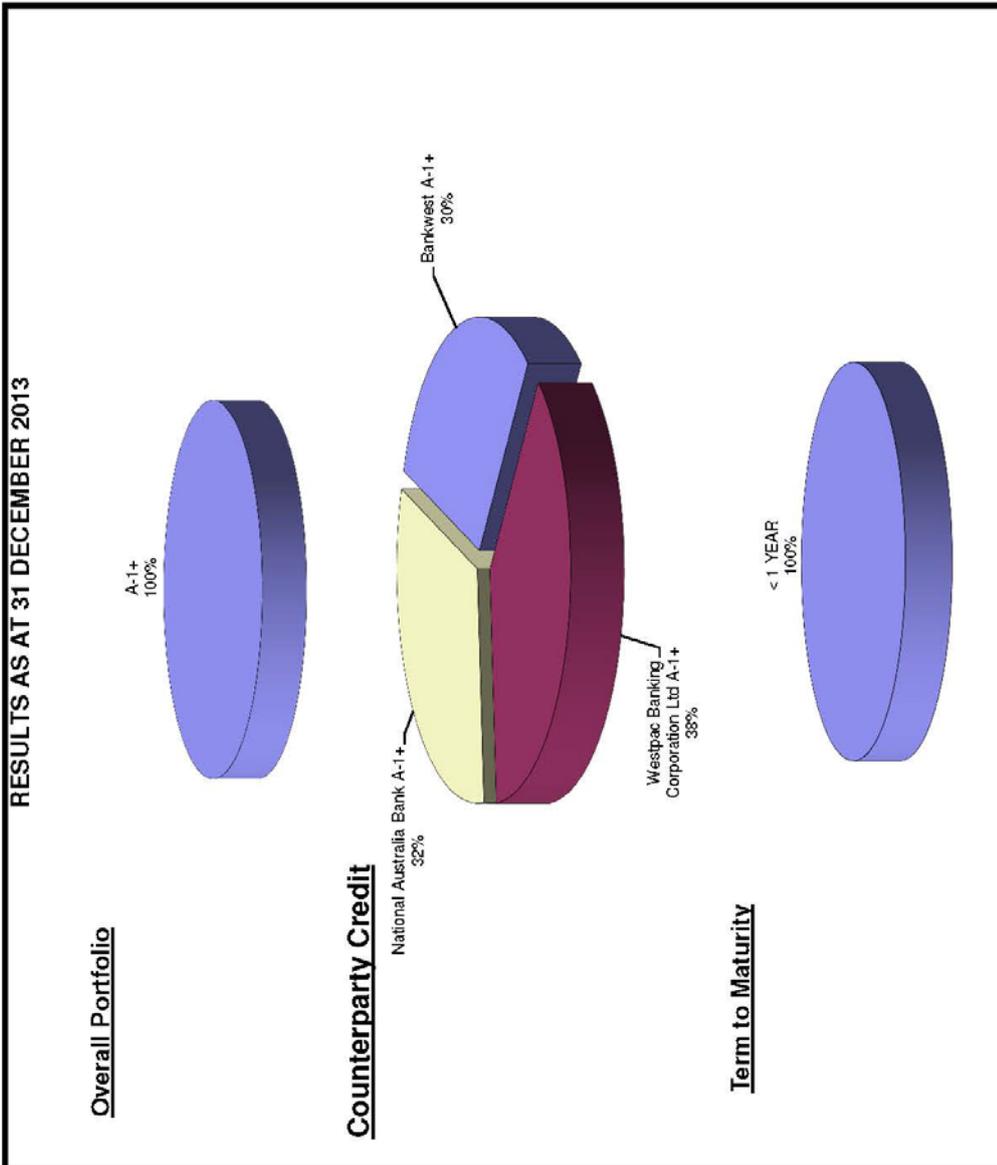
Note to Statement of Financial Activity
as at 31 December 2013



Note:

- (01) Start position includes allowance for brought forward surplus from previous financial year, Operating \$ 3.8M & Capital \$ 2.2M
- (02) Budget/Actual operating expenditure excludes non financial transactions (Depreciation, Loss/Profit on assets disposals).
- (03) Surplus income to fund Capital Revenue gap.
- (04) Surplus operating income funds capital gap.

MONTHLY REPORT ON INVESTMENT PORTFOLIO (CASH)



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	80%	80%
<small>Note: "S & P" relates to Standard & Pooers credit rating agency</small>			
"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			
Portfolio % < 1 year	100% max 40% min		
Portfolio % > 1 year	60%		
Portfolio % > 3 year	35%		
Portfolio % > 5 year	25%		
Individual Investment Maturity Limits			
ADI	5 years		
Non ADI	3 years		
<small>Note: "ADI" relates to an Authorised Deposit Institution (authorised under the Banking Act 1959)</small>			

13.2.3 List of Accounts Paid Under Delegation

DATE:	28 January 2014
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Paul Tily, Finance Officer Felicity Heading, Senior Finance Officer
REPORTING OFFICER:	Natalie Octoman, Director Corporate Services
FILE NO:	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 16th 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

Strategic Community Plan – Strategy 1.4.3
Maintain Council's long term financial viability

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 EFT119696 – EFT119900 (05 December – 20 December 13)	\$ 1,359,709.70
Municipal cheques 42498 – 42554 (04 December – 20 December 13)	\$ 234,124.48
Trust cheques 601 – 611 (04 December – 20 December 13)	\$ 13,292.55
Trust EFT 500617 – 500633 (28 November – 24 December 13)	\$ 11,539.35
Payroll (2 December – 20 December 13)	\$ 478,048.54
Direct bank debits (2 December – 31 December 13)	<u>\$ 29,070.45</u>
TOTAL	\$ 2,125,785.07

COUNCIL DECISION

Minute No. 10292

**Moved: Cr K Wright
Seconded: Cr D Spackman**

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

Municipal EFT119696 – EFT119900 (05 December – 20 December 13)	\$ 1,359,709.70
Municipal cheques 42498 – 42554 (04 December – 20 December 13)	\$ 234,124.48
Trust cheques 601 – 611 (04 December – 20 December 13)	\$ 13,292.55
Trust EFT 500617 – 500633 (28 November – 24 December 13)	\$ 11,539.35
Payroll (2 December – 20 December 13)	\$ 478,048.54
Direct bank debits (2 December – 31 December 13)	<u>\$ 29,070.45</u>
TOTAL	\$ 2,125,785.07

Carried Unanimously 7/0

LIST OF ACCOUNTS SUBMITTED TO COUNCIL 28 JANUARY 2014

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT119696	05/12/2013	FENCE FACTORY	MATERIAL FOR REPLACE OF FENCE - KNX LANDFILL SITE	24,062.00
EFT119697	06/12/2013	GRIFFIN VALUATION ADVISORY	REVALUATION LAND & BUILDING ASSETS (FAIR VALUE)	32,633.07
EFT119698	06/12/2013	ABCO PRODUCTS	COMMERCIAL CLEANING PRODUCTS AND PARTS	936.55
EFT119699	06/12/2013	AMPAC TECHNOLOGIES PTY LTD	SERVICE/REPAIR EV3000 REMOTE PAGING CONSOLE	341.00
EFT119700	06/12/2013	ASK WASTE MANAGEMENT	ANNUAL DER/AER & ACR - SOLID WASTE COMPLIANCE	3,410.00
EFT119701	06/12/2013	AERODROME MANAGEMENT SERVICES	AERODROME REPORTING , WORK SAFETY OFFICER COURSE - AIRPORT STAFF	2,050.00
EFT119702	06/12/2013	AIRPORT LIGHTING SPECIALISTS	SPECIALISED LIGHTING AND EQUIPMENT	2,565.42
EFT119703	06/12/2013	ALLGEAR MOTORCYCLES AND SMALL ENG.	REPAIR, SERVICE MAINTENANCE, MATERIALS FOR EXTERIOR TOOLS AND EQUIP	792.20
EFT119704	06/12/2013	AUSTRALIAN TAXATION OFFICE - PAYG	PAYROLL DEDUCTIONS	4,612.61
EFT119705	06/12/2013	BOC GASES AUSTRALIAN LIMITED	WELDING GASES AND BOTTLE RENTAL - OCT 13	310.10
EFT119706	06/12/2013	BODAN CONSTRUCTIONS PTY LTD	REPAIR TO COLLAPSED FRONT ENTRANCE CEILING - WYN ADMIN	660.00
EFT119707	06/12/2013	BADGELINK	STAFF NAME BADGES – KNX & WYN STAFF	539.38
EFT119708	06/12/2013	BEINGTHERE SOLUTIONS PTY LTD	SUBSCRIPTION TO BEINGTHERE VIDEO CONFERENCING - NOV 13	715.00
EFT119709	06/12/2013	BLACKWOODS ATKINS PTY LTD	FLUORO LAMPS , SAFETY GLASSES, HI VIS VESTS	892.52
EFT119710	06/12/2013	BLUE DAVIDSON SIGNS	SIGN WRITING FOR COUNCILLOR BOARDS IN KUNUNURRA CHAMBERS.	364.00
EFT119711	06/12/2013	C & S JOLLY ELECTRICS PTY LTD	REPLACE 1000W LIGHTS , REROUTE 3 PHASE POWER	4,074.40
EFT119712	06/12/2013	CABCHARGE	CABCHARGE - CONFERENCES AND TRAINING VARIOUS STAFF - SEPT 13	1,042.73
EFT119713	06/12/2013	CHEFMASTER AUSTRALIA	INDUSTRIAL BIN LINERS - KUNUNURRA LEISURE CENTRE	1,446.75
EFT119714	06/12/2013	CIVIC LEGAL	LEGAL- LEASE AGREEMENTS	6,823.53
EFT119715	06/12/2013	COATES HIRE OPERATIONS PTY LTD	ROLLER MACHINE HIRE - STOCK ROUTE RD	719.13
EFT119716	06/12/2013	DELRON CLEANING PTY LTD	KNX AND WYN CONTRACT CLEANING FEE - OCT 13	14,643.75
EFT119717	06/12/2013	DSC CONTRACTING	MONTHLY FIRE ALARM SYSTEM TESTING	220.00
EFT119718	06/12/2013	DATA #3 LICENSING SOLUTIONS	MICROSOFT OFFICE VISIO STANDARD - LICENCE AND SOFTWARE ASSURANCE	356.64
EFT119719	06/12/2013	DAVEY TYRE & BATTERY SERVICE	NEW TYRE & FITTING (3 VEHICLES)	1,084.00
EFT119720	06/12/2013	EAST KIMBERLEY CONSTRUCTION PTY LTD	FIT OUT FOR COMMUNITY RESOURCE CENTRE -WYN ADMIN OFFICES	77,000.00
EFT119721	06/12/2013	EAST KIMBERLEY HARDWARE	PRESSURE K3.160" CLEANER - EKRA" (EQUIPMENT)	289.00
EFT119722	06/12/2013	EAST KIMBERLEY PLUMBING	EKRA TERMINAL FIRE PUMP MAINTENANCE PROGRAM	300.30
EFT119723	06/12/2013	ENIGMA BUSINESS PRODUCTS	INK CARTRIDGES, PAPER AND FREIGHT	751.30
EFT119724	06/12/2013	FRONTIER FENCING	REPAIR DAMAGED CHAIN MESH FENCE TO SIDE STREET (AGATE LANE).	150.00
EFT119725	06/12/2013	FAIRDINKUN PLUMBING GAS	LABOUR, PLANT & OPERATOR, TOOLS - DRAINAGE COOLIBAH DR	4,500.00

EFT119726	06/12/2013	FIGLEAF POOL PRODUCTS	POOL PUMP MAINTENANCE, SERVICE AND PARTS - KNX SWIMMING COMPLEX	11,087.00
EFT119727	06/12/2013	FORTEC	SECURITY CAMERAS X 4	1,926.00
EFT119728	06/12/2013	FRONTIER POST & NEWS	EXERCISE BOOK - NOV 13 - WYN	2.20
EFT119729	06/12/2013	GHD PTY LTD	D2 DRAIN DESIGN REVIEW	1,126.68
EFT119730	06/12/2013	GYM CARE	CABLES FOR CABLE CROSS OVER GYM MACHINE	137.50
EFT119731	06/12/2013	GUERINONI & SONS	EXCAVATOR, SIDE TIPPER, FLOAT, ROLLER, TRUCK HIRE - VARIOUS RD REPAIRS	16,439.50
EFT119732	06/12/2013	HITACHI CONSTRUCTION MACHINERY	BACKHOE REPAIR (O-RING, SEAL KIT, SOLENOID, NUT AND RADIATOR HOES)	393.74
EFT119733	06/12/2013	HYDRO KLEEN	AIR CONDITIONER MAINTENANCE - 7 X COUNCIL HOUSE PROPERTIES	3,003.00
EFT119734	06/12/2013	IBAC PLUMBING PTY LTD	PLUMBING WORKS AT WHITEGUM PK AND LEISURE CENTRE	615.18
EFT119735	06/12/2013	JSW HOLDINGS PTY LTD	AGGREGATE PURCHASE AND HIRE TRUCK - WYN AND KNX	4,901.60
EFT119736	06/12/2013	JTAGZ	500 X 95MM WRAP STRAP JTAGS INCLUSIVE PHOTOENGRAVING, FREIGHT	258.50
EFT119737	06/12/2013	JAB INDUSTRIES	966H LOADER HIRE (30HRS)	4,131.05
EFT119738	06/12/2013	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	294.14
EFT119739	06/12/2013	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	495.50
EFT119740	06/12/2013	KADAR PEARSON PARTNERS PTY LTD	EAST KIMBERLEY TOURISM ACTION PLAN FINAL PAYMENT	11,000.00
EFT119741	06/12/2013	KIMBERLEY COMMUNICATIONS	INSTALL UHF AND FESA RADIO (SUPPLIED) - 2 VEHICLES	1,439.00
EFT119742	06/12/2013	KIMBERLEY ECHO - ALBANY ADVERTISER	SWEK NEWS - OCT 13	3,967.19
EFT119743	06/12/2013	KIMBERLEY KOOL REFRIGE. & AIRCON.	MOVE AND REPAIR AIRCONS - OLD SHIRE ADMIN , HISTORICAL SOCIETY	3,058.00
EFT119744	06/12/2013	KIMBERLEY LIVE ARTIST SOCIETY	ANNUAL COMM GRANT 2013, 2ND PAYMENT TO KIM LIVE ARTS SOCIETY	2,200.00
EFT119745	06/12/2013	KIMBERLEY TRAINING INSTITUTE	OSH REP COURSE, KNX, 4-8 NOV 13 - 1 X STAFF	1,300.00
EFT119746	06/12/2013	KIMBERLEY VET CENTRE	VET COSTS ASSOCIATED WITH DOG AND CAT EUTHANISING	1,000.00
EFT119747	06/12/2013	KUNUNURRA BETTA ELECTRICAL & GAS	DONGA FIT OUT - KNX DEPOT	1,689.90
EFT119748	06/12/2013	KUNUNURRA COURIERS	RECEPTION WATER REFILLS X 3	60.00
EFT119749	06/12/2013	KUNUNURRA FURNISHINGS	FITTINGS FOR DONGA - KNX DEPOT	1,118.00
EFT119750	06/12/2013	KUNUNURRA HOME & GARDEN	CARBINEER CLIPS X 4 - KLC	48.80
EFT119751	06/12/2013	KUNUNURRA PANEL BEATING WORKS WA	RANGER VEHICLE NEW MOULD AND SUPPLY & FIT WINDSCREEN - P122	440.00
EFT119752	06/12/2013	KUNUNURRA RURAL TRADERS	SERVICE ALL FIRE EQUIPMENT - KNX ADMIN NEW	2,424.00
EFT119753	06/12/2013	KUNUNURRA SECURITY SERVICE	KLC SECURITY PATROL & MONITOR ALARM - OCT 13	2,586.00
EFT119754	06/12/2013	L3 COMMUNICATIONS AUSTRALIA PTY LTD	EXPLOSIVE VERIFICATION KITS (36 PACK) AND FREIGHT	462.00
EFT119755	06/12/2013	LIQUID CONTAINMENT	SUPPLY AND INSTALL PVC LINERS FOR SULLAGE PITS - KNX LANDFILL	17,742.50
EFT119756	06/12/2013	MCLEODS BARRISTERS AND SOLICITORS	REVIEWING & REGISTER OF LOCAL LAWS NO. 32285 REVIEW OF DELEGATIONS	305.80
EFT119757	06/12/2013	MARTELL ROAD MAINTENANCE	EMULSIONS FOR SEAL AND FILL - VIC HWY, FESA DRIVEWAY, AIRPORT	9,108.00
EFT119758	06/12/2013	MARTIN MCCLELLAND	AIRPORT, KNXAND WYN - INSTALL TROLLEY BAY, REPAIRS	5,977.00
EFT119759	06/12/2013	MCLEAN ENTERPRISES PTY LTD	FREIGHT FROM HITACHI - DARWIN	66.00

EFT119760	06/12/2013	NYTROWORX	MOVING IN MAINTENANCE -STAFF HOUSE - BELLA LANE - KUNUNURRA	643.19
EFT119761	06/12/2013	ORD RIVER ELECTRICS	REPAIR AND REPLACE OLD LIGHT SWITCHES IN AIRPORT BUILDINGS	598.51
EFT119762	06/12/2013	ORICA AUSTRALIA PTY LTD	920 KG DRUM CHLORINE GAS	2,399.10
EFT119763	06/12/2013	OLLIE'S IRRIGATIONS & PLUMBING SUPPLIES	SPRINKLER PARTS - PARK AND GARDEN MAINTENANCE - KNX	3,423.09
EFT119764	06/12/2013	PERTH PETROLEUM SERVICE	POLYETHYLENE 6 DRUM 240LT - DEPOT BUILDING	676.50
EFT119765	06/12/2013	RED ELEVEN - RED 11 PTY LTD	IT CABLING AND EQUIPMENT	564.91
EFT119766	06/12/2013	ROYAL LIFE SAVING (WA BRANCH)	LIFEGUARD EQUIP. AND QUALIFICATION COURSE - 2 X KLC STAFF	1,354.50
EFT119767	06/12/2013	SEARLES HOLDINGS T/A AUTO PRO	TYRE REPAIR KIT - VALVE REMOVER - P491	73.35
EFT119768	06/12/2013	SHELF SUPPLY	SAFETY BOOTS - AIRPORT STAFF	330.00
EFT119769	06/12/2013	ST JOHN AMBULANCE AUSTRALIA (WA) INC	FIRST AID EQUIPMENT - WYN POOL	404.31
EFT119770	06/12/2013	SUNNY SIGN COMPANY PTY LTD	SIGNAGE - GULLIVERS TAVERN CAR PARK	245.93
EFT119771	06/12/2013	SURVEY NORTH	SURVEY - MULLIGANS LOOGOON RD, WATERLILLY CLOSE, KNX LANDFILL	8,559.10
EFT119772	06/12/2013	TELFORD INDUSTRIES	POOL CHEMICALS -KNX	2,601.50
EFT119773	06/12/2013	TNT AUSTRALIA PTY LIMITED	FREIGHT - HEALTH KNX, WYN POOL, AIRPORT KNX	249.84
EFT119774	06/12/2013	TOLL EXPRESS	FREIGHT - LEISURE KNX, LIBRARY KNX	566.55
EFT119775	06/12/2013	TST ELECTRICAL	FIX 3 PHASE RELAY - CASUARINA WAY PUMP STATION	330.00
EFT119776	06/12/2013	TOP END MOTORS	110000 SERVICE OF RANGER UTE - P490	706.86
EFT119777	06/12/2013	TOX FREE SOLUTIONS LTD	SKIP BIN EMPTIES - KUNUNURRA LEISURE CENTRE- OCT 13	549.00
EFT119778	06/12/2013	TRAVELWORLD KUNUNURRA	TRAVEL AND ACCOM -CEO GROUP MEETING - ECON REG AUTH	1,677.00
EFT119779	06/12/2013	TUCKERBOX / RETRAVISION KUNUNURRA	REPLACEMENT LANDLINE CORDLESS PHONE	229.95
EFT119780	06/12/2013	VANDERFIELD NORTHWEST PTY LTD	1 X OUTFRONT MOWER, 3 X VEHICLES SERVICE AND REPAIR	36,470.81
EFT119781	06/12/2013	VISION IDZ	FREIGHT - LEISURE KNX	217.00
EFT119782	06/12/2013	VORGE PTY LTD	SWIMMING ACCESSORIES – GOGGLES, CAPS, ETC	1,604.90
EFT119783	06/12/2013	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	31,276.74
EFT119784	06/12/2013	WA LOCAL GOVERNMENT ASSOCIATION	2013 LOCAL GOVERNMENT ELECTIONS ADVERTISING WALGA	1,760.00
EFT119785	06/12/2013	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL GAS CYLINDER SERVICE CHARGE (13 SHIRE HOUSE PROPERTIES)	825.00
EFT119786	06/12/2013	WESTERN AUST. TREASURY CORPORATION	LOAN NO. 122 INTEREST PAYMENT - ADMINISTRATION BUILDING	41,949.19
EFT119787	06/12/2013	REGIONAL ASSET MAINTENANCE SERVICES	RE-FILL BAR BREATHING AIR CYLINDER -WYN POOL	44.00
EFT119788	12/12/2013	ORD VALLEY FENCING & PRESSURE CLEAN.	INSTALL FENCES - KNX LANDFILL	30,954.11
EFT119789	16/12/2013	ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	325.72
EFT119790	16/12/2013	ALLGEAR MOTORCYCLES & SMALL ENGINES	SUPPLY 5 X SPARK PLUGS -P357	50.00
EFT119791	16/12/2013	AUSTRALIA POST (KNX)	PAPER(400) AND POSTAGE - OCT 13	3,044.58
EFT119792	16/12/2013	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	219.96
EFT119793	16/12/2013	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAYROLL DEDUCTIONS	68,075.00

EFT119794	16/12/2013	CHILDREN'S BOOK COUNCIL OF AUSTRALIA	RENEWAL FOR CHILDREN'S BOOK COUNCIL MEMBERSHIP	60.00
EFT119795	16/12/2013	COCA-COLA AMATIL	BEVERAGES FOR SALE - LEISURE CENTRE KNX	1,206.16
EFT119796	16/12/2013	COMFORT HOTEL PERTH CITY	ACCOM LIBRARY STAFF -PUBLIC LIBRARY AGREEMENT & MEETINGS IN PERTH.	510.00
EFT119797	16/12/2013	DATA #3 LICENSING SOLUTIONS	CITRIX PREMIER SUPPORT - TECHNICAL SUPPORT - 1 YEAR	628.65
EFT119798	16/12/2013	DAVEY TYRE & BATTERY SERVICE	SUPPLY AND FIT NEW TYRE TO JD RIDE ON MOWER - P381	143.00
EFT119799	16/12/2013	EAST KIMBERLEY HARDWARE	D-SHAKLES AND 8MM ROPE X 50M - WYN POOL	331.40
EFT119800	16/12/2013	EAST KIMBERLEY MARINE	D SHACKLE X 24 WYNDHAM POOL SHADE SAIL - WYN POOL	189.60
EFT119801	16/12/2013	EAST KIMBERLEY PLUMBING	FIX ROOF -KNX ADMIN & MODIFY AC MAIN- COTTONTREE/KONKEBERRY DR	3,360.50
EFT119802	16/12/2013	FIGLEAF POOL PRODUCTS	SOLENOID - BURKERT 24V DC 3/4 INCLUDING FREIGHT - WYN POOL	548.90
EFT119803	16/12/2013	HUMES PTY LTD	SUPPLY 15 300MM CONCRETE REINFORCED PIPE INC TRANSPORT	3,240.60
EFT119804	16/12/2013	HYDRO KLEEN	MAINTAIN AIR CONS - 5 SHIRE HOUSE PROPERTIES	1,914.00
EFT119805	16/12/2013	IBAC PLUMBING PTY LTD	UN BLOCK THE MAIN SEWER AT WHITEGUM PARK TOILETS	189.20
EFT119806	16/12/2013	J & C ATKINS CONTRACTING PTY LTD	HIRE OF WATER TRUCK ,EXCAVATOR FOR GATE ATTENDANTS UNIT - WYN TIP	1,699.50
EFT119807	16/12/2013	KIMBERLEY COMMUNICATIONS	REPLACE VHF ANTENNA AND PARTS- WYN AIRPORT	884.00
EFT119808	16/12/2013	KIMBERLEY KOOL REFRIG. & AIRCON.	SERVICE AND REPAIR AIRCONS - 2 SHIRE PROPERTIES	1,628.00
EFT119809	16/12/2013	KUNUNURRA COMMERCIAL BODY WORKS	REPAIR SPARE WHEEL CARRIERS, GUARDS, PAINT, WINDSCREEN - P388	1,362.21
EFT119810	16/12/2013	KUNUNURRA HOME & GARDEN	TELE HANDLE , LEAF RAKE, BROOM SHOVEL	227.65
EFT119811	16/12/2013	KUNUNURRA SECURITY SERVICE	SECURITY COSTS - KNX ADMIN	693.00
EFT119812	16/12/2013	L.G.R.C.E.U	PAYROLL DEDUCTIONS	19.40
EFT119813	16/12/2013	MAXXIA	PAYROLL DEDUCTIONS	5,588.61
EFT119814	16/12/2013	METAL ARTWORK CREATIONS	COUNCILLOR NAME PLAQUES AND STANDS FOR DISPLAY	659.18
EFT119815	16/12/2013	NARRAK EMERGENCY MNGMNT SOLUTIONS	AIRPORT EMERGENCY EXERCISE	11,402.87
EFT119816	16/12/2013	NOISE & VIBRATION MEASURMENT SYS.	CALIBRATION OF SOUND LEVEL METER	572.00
EFT119817	16/12/2013	NYTROWORX	REPAIRS - LEISURE KNX, SHIRE PROPERTY KNX	2,136.06
EFT119818	16/12/2013	OFFICE NATIONAL KUNUNURRA	SHARP CASH REGISTER AND WHITE BOARD - WYN POOL	739.45
EFT119819	16/12/2013	OUTDOOR CAMERAS AUSTRALIA	UWAY CAMERA PACKAGE X 2	818.00
EFT119820	16/12/2013	PAYROLL PAPER SOLUTIONS	TWO BOXES OF SELF ADHESIVE PAYSLEIPS -HR	300.00
EFT119821	16/12/2013	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	70.00
EFT119822	16/12/2013	THE KIMBERLEY GRANDE	EK@25 FORUM - VENUE HIRE AND CATERING	1,682.00
EFT119823	16/12/2013	THORLEY'S STORE - WYNDHAM	GAS BOTTLE FOR LOOK OUT BBQ'S - FIVE RIVERS LOOKOUT - WYN	45.00
EFT119824	16/12/2013	TOP END MOTORS	SERVICE HILUX UTE - P490	686.07
EFT119825	16/12/2013	TRAVELWORLD KUNUNURRA	1 X ACCOM AT KIMBERLEY GRANDE - PRIORITY ONE TRAINING	185.00
EFT119826	16/12/2013	TUCKERBOX / RETRAVISION KUNUNURRA	NEWSPAPERS, COFFEE, MILK, BATTERIES, CLEANING ITEMS - OCT 13	692.75
EFT119827	16/12/2013	UHY HAINES NORTON (WA) PTY LTD	AUDIT CERT IN RESPECT OF PENSIONER DEFERRED RATES OUTSTANDING	385.00

EFT119828	16/12/2013	VANDERFIELD NORTHWEST PTY LTD	KEY CUTTING	83.67
EFT119829	16/12/2013	VORGEE PTY LTD	SWIMMING ACCESSORIES – GOGGLES, CAPS, ETC	587.40
EFT119830	16/12/2013	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	31,576.47
EFT119831	19/12/2013	AMD CHARTERED ACCOUNTANTS	KIMBERLEY ZONE & REG COLLABORATIVE GROUP ACQUITTAL PROJECT AUDITS	4,620.00
EFT119832	19/12/2013	ACCESS TECHNOLOGIES (WA) PTY LTD	GARD 4 AUTOMATIC BOOM GATE ,RECEIVER, TRANSMITTER AND FREIGHT	11,195.80
EFT119833	19/12/2013	ALCHEMY CORPORATE CONSULTING SER.	CONSULTING FEES ACTING DFS POSITION	12,295.80
EFT119834	19/12/2013	BUSHCAMP SURPLUS STORE	SUPPLY STAFF UNIFORMS - AIRPORT AND LANDFILL KNX	936.85
EFT119835	19/12/2013	C & S JOLLY ELECTRICS PTY LTD	REPAIRS TO AIRCON FANS - SHIRE OFFICE KNX	418.00
EFT119836	19/12/2013	CABCHARGE	CABCHARGE - CONFERENCES AND TRAINING VARIOUS STAFF - OCT 13	892.99
EFT119837	19/12/2013	CHEFMASTER AUSTRALIA	INDUSTRIAL GREEN BIN BAGS - AIRPORT KNX	740.10
EFT119838	19/12/2013	CAFE CORPORATE	SERVICE AND REPAIR OF LIBRARY COFFEE MACHINE	313.50
EFT119839	19/12/2013	CIVIC LEGAL	LEGAL ASSISTANCE - LEASES	363.66
EFT119840	19/12/2013	COATES HIRE OPERATIONS PTY LTD	HIRE AIR COMPRESSOR, COMPACTOR , JACKHAMMER- IVANHOE RD WORKS	343.20
EFT119841	19/12/2013	CROCODILE SIGNS PTY LTD	INTERNAL AND EXTERNAL SIGNAGE - AIRPORT KNX	1,249.60
EFT119842	19/12/2013	DELRON CLEANING PTY LTD	KNX LEISURE CENTER CONTRACT CLEANING FEE - NOV 13	14,907.75
EFT119843	19/12/2013	EAST KIMBERLEY HARDWARE	6V BATTERIES - FOR HAZARD LANTERNS X 12	153.80
EFT119844	19/12/2013	EAST KIMBERLEY REAL ESTATE	WATER CONSUMPTION - 13/9/13 - 15/11/13 - RATTLEPOD CL KNX	116.00
EFT119845	19/12/2013	FRESHWATER EAST KIMBERLEY APART.	ACCOMM. - DIRECTOR CORPORATE SERVICES -AWAITING REMOVALIST	744.00
EFT119846	19/12/2013	FRONTIER POST & NEWS	POSTAGE - WYN- OCT 13	39.80
EFT119847	19/12/2013	GUERINONI & SONS	CONSTRUCTION CAR PARK, ROAD SEAL - WELCH ST - WYN	113,529.00
EFT119848	19/12/2013	IML LOGISTICS	TRANSPORT - CHLORINE GAS TO KNX POOL	2,798.45
EFT119849	19/12/2013	J & C ATKINS CONTRACTING PTY LTD	INSTALL AND ERECT SHADE SAILS AT WYNDHAM POOL.	5,141.40
EFT119850	19/12/2013	JSW HOLDINGS PTY LTD	DRAINAGE PIPE RIVERFARM ROAD, SAND AND CONCRETE COOLIBAH DR	82,597.35
EFT119851	19/12/2013	JULIA HALL	KITCHENWARE GOODS, FOOD AND BEV - CHRISTMAS PARTY	390.23
EFT119852	19/12/2013	KUNUNURRA 4WD SPARES	FIT OUT FOR KUNUNURRA WORKS SUPERVISOR VEHICLE	3,714.53
EFT119853	19/12/2013	KUNUNURRA MEDICAL	IMMUNISATION - HEP A, HEP B - OUTDOOR STAFF X 7	1,012.00
EFT119854	19/12/2013	KIMBERLEY ECHO - ALBANY ADVERTISER	SWEK NEWS AND POSITION ADVERTS - NOV 13	2,874.68
EFT119855	19/12/2013	KIMBERLEY FIRST NATIONAL REAL ESTATE	WATER USE - 16/9/13 - 18/11/13 - 38 GARDENIA DRV KNX	74.57
EFT119856	19/12/2013	KIMBERLEY MOTORS	FUEL COSTS AND MISC PARTS - OCT 13 - WYN	5,615.72
EFT119857	19/12/2013	KIMBERLEY TRAINING INSTITUTE	TRAINING CERT II HORTICULTURE AND CIVIL CONST. - 13 STAFF MEMBERS	906.19
EFT119858	19/12/2013	KUNUNURRA COURIERS	WATER REFILLS FOR WATER COOLER - LANDFILL SITE OCT 13	300.00
EFT119859	19/12/2013	KUNUNURRA PANEL BEATING WORKS WA	REMOVE ABANDON CAR FROM BIG BP TO KNX LANDFILL SITE.	110.00
EFT119860	19/12/2013	KUNUNURRA SECURITY SERVICE	SECURITY CALL OUT CHARGE - SWEK OLD OFFICE KNX	77.00
EFT119861	19/12/2013	LOCAL GOVERNMENT ASSOCIATION	REGO FOR 2013 LG HR CONFERENCE - 1 X STAFF	1,075.00

EFT119862	19/12/2013	LANDGATE	LAND ENQUIRES - GROSS RENTAL VALUATION , MINING TENEMENTS	670.19
EFT119863	19/12/2013	LEE AND KATIE GUYMER	REPLACE KNX POOL SHED- LEISURE KNX	5,164.50
EFT119864	19/12/2013	MACRO PLAN DIMASI	EK@25 PROJECT - PART OF LOCAL PLANNING STRATEGY REVIEW	10,014.98
EFT119865	19/12/2013	MCLEAN ENTERPRISES PTY LTD	FREIGHT - HITACH AND FENCE FACTORY - LANDFILL KNX	247.50
EFT119866	19/12/2013	NORTHERN INTEREST PTY LTD	CATERING- COUNCIL BRIEFING SESSION, 5 NOV 2013.	181.70
EFT119867	19/12/2013	ORD RIVER ELECTRICS	PARTS AND REPAIR LIGHTS- ADMIN AIRPORT KNX	519.94
EFT119868	19/12/2013	ORICA AUSTRALIA PTY LTD	STORAGE AND HANDLING OF CHLORINE GAS CYLINDERS - WYN POOL - NOV 13	470.36
EFT119869	19/12/2013	ORIMATECH	FILTER BAGS- LEISURE KNX	204.60
EFT119870	19/12/2013	ORD FUEL SUPPLIES	DIESEL AND GREASE - DEPOT KNX (2 MONTHS)	23,695.05
EFT119871	19/12/2013	ORD VALLEY COUNTRY WOMEN'S ASSO.	ANNUAL GRANT CONTRIBUTION TO CWA BUSHDANCE	5,000.00
EFT119872	19/12/2013	PINDAN PRINTING	ENVELOPES WITH SHIRE LOGO PEEL AND SEAL AND DELIVERY	334.40
EFT119873	19/12/2013	PIVOTEL	SATELLITE PHONE RENTAL & CALLS X 2 - OCT 13	91.48
EFT119874	19/12/2013	SEARLES HOLDINGS T/A AUTO PRO	BATTERIES -WYN AIRPORT	398.00
EFT119875	19/12/2013	SHELF SUPPLY	OUTDOOR STAFF UNIFORMS, DOG FOOD - RANGERS KNX AND WYN	897.00
EFT119876	19/12/2013	SURVEY NORTH	SURVEY AND PEGGING VARIOUS ROAD AND PROPERTY JOBS	24,779.15
EFT119877	19/12/2013	TNT AUSTRALIA PTY LIMITED	FREIGHT -AIRPORT KNX, HEALTH KNX, LEISURE KNX	3,040.68
EFT119878	19/12/2013	TOLL EXPRESS	FREIGHT - POOL KNX ,DEPOT KNX, LIBRARY KNX,	4,625.30
EFT119879	19/12/2013	TST ELECTRICAL	SUPPLY AND INSTALL POWER TO WYNDHAM LANDFILL SITE OFFICE	1,670.00
EFT119880	19/12/2013	TOP END MOTORS	SERVICE VEHICLES - 2 VEHICLES	1,168.04
EFT119881	19/12/2013	TOX FREE SOLUTIONS LTD	REFUSE COLLECTION - OCT 13 - KNX AND WYN	72,386.37
EFT119882	19/12/2013	TYREPLUS KUNUNURRA	REPAIR PUNCTURE, WHEEL ALIGN, SUPPLY & FIT TYRES	685.00
EFT119883	19/12/2013	VANDERFIELD NORTHWEST PTY LTD	SUPPLY 4 X NEW VEHICLES AND ACCESSORIES - DEPOT KNX, LANDFILL KNX	122,296.99
EFT119884	20/12/2013	DEPT.OF FIRE & EMERGENCY SERVICES WA	ESLB 2ND QUARTER CONTRIBUTION	90,438.13
EFT119885	20/12/2013	FRANMOR CONSTRUCTIONS PTY LTD	CONSTRUCTION AND FITOUT OF CARETAKERS DWELLING - KNX DEPOT	72,435.00
EFT119886	20/12/2013	ABCO PRODUCTS	CLEANING PRODUCTS, EQUIPMENT AND CHEMICALS WYN AND KNX	6,074.14
EFT119887	20/12/2013	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY - RATES - NOV13	3,143.91
EFT119888	20/12/2013	ARGYLE ENGINEERING	REPAIRS - TAILGATE 10 TON TIP TRUCK- P309	1,463.00
EFT119889	20/12/2013	AUSTRALIAN COLLEGE OF TRAINING	TRAINING - EHO OFFICER- LEAD FOOD AUDITOR COURSE	1,490.00
EFT119890	20/12/2013	BROADCAST AUSTRALIA PTY LTD	FACILITIES LEASING - TEMPORARY RENEWAL OF 6FMS RADIO SERVICE	1,254.77
EFT119891	20/12/2013	BEST KIMBERLEY COMPUTING	COPIER AND PRINTING COSTS - OCT 13	2,734.07
EFT119892	20/12/2013	BLACKWOODS ATKINS PTY LTD	WATER JUG, STRETCH WRAP	413.38
EFT119893	20/12/2013	BUSHCAMP SURPLUS STORE	LONG SLEEVE WORK SHIRTS & PAIR WORK PANTS	581.45
EFT119894	20/12/2013	CDM HYDRAULICS PTY LTD	REPAIRS TO BACKHOE	876.24
EFT119895	20/12/2013	CENTURION TRANSPORT	FEIGHT - DEPOT KNX	37.99

EFT119896	20/12/2013	STAFF MEMBER	REIMBURSEMENT OF FLIGHT COST- WYN CHILDCARE CO-ORDINATOR	1,178.63
EFT119897	20/12/2013	CIVIC LEGAL	LEGAL- TOWN PLANNING, KUNUNURRA	8,183.33
EFT119898	20/12/2013	DAVEY TYRE & BATTERY SERVICE	SUPPLY REPAIR AND FIT TYRES	382.50
EFT119899	20/12/2013	ENVIRONMENTAL HEALTH AUSTRALIA	REGISTRATION EHO OFFICER (4 ENROLMENTS) - NATIONAL CONFERENCE	1,500.00
EFT119900	20/12/2013	EAST KIMBERLEY PLUMBING	TERMINAL FIRE PUMP MAINTENANCE -KNX AIRPORT - NOV 13	300.30
TOTAL MUNI EFT PAYMENTS				1,359,709.70

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
42498	04/12/2013	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	550.75
42499	04/12/2013	HORIZON POWER	ELEC - STREET LIGHTING - KNX - 1/10/13 - 31/10/1	15,564.76
42500	04/12/2013	WATER CORPORATION	WATER -POOL & VARIOUS OTHER LOCATIONS - KNX - 25/09/13- 25/11/13	7,397.88
42501	06/12/2013	CELLISTON NOMINEES PTY LTD	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A5332	347.05
42502	06/12/2013	DEBORA MAY DAVIDSON	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A1626	90.51
42503	06/12/2013	DUNCAN WARWICK PALMER	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A1278	692.80
42504	06/12/2013	ENVIRO WASTE SOLUTIONS	REMOVAL OF 2,500 LITRES OF WASTE OIL - KNX LANDFILL SITE	1,375.00
42505	06/12/2013	HORIZON POWER	ELECTRICITY - AIR SERVICES NDB HUT LOC 327 VICTORIA HWY, KUNUNURA	875.76
42506	06/12/2013	HORIZON POWER (RATES REFUND)	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A7029	14,963.18
42507	06/12/2013	IAN PETHERICK	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A5	1,410.70
42508	06/12/2013	JOHN LESLIE WOODHEAD	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A2330	101.50
42509	06/12/2013	THE UNIVERSITY OF WESTERN AUSTRALIA	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A7037	2,939.37
42510	06/12/2013	WOODHEAD NOMINEES PTY LTD	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A6500	464.00
42511	06/12/2013	BG & BC SPACKMAN PTY LTD	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A1169	694.09
42512	06/12/2013	CASH - PETTY CASH KNX AIRPORT	PETTY CASH REIMBURSEMENT	96.30
42513	16/12/2013	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	402.66
42514	16/12/2013	ASHLEY BERNARD KEEFFE	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A7536	354.67
42515	16/12/2013	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1,718.88
42516	16/12/2013	BT LIFETIME PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	265.51
42517	16/12/2013	CLARA RESOURCES PTY LTD	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A7680	263.20
42518	16/12/2013	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	194.92
42519	16/12/2013	DEPARTMENT OF MINES AND PETROLEUM	RENEWAL OF DANGEROUS GOODS LICENCE - 10/11/13 - 09/11/14	211.20
42520	16/12/2013	ENERGY GRID PTY LTD	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A7716	1,075.68
42521	16/12/2013	FMG RESOURCES PTY LTD	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A6871	1,165.34
42522	16/12/2013	GUERINONI INVESTMENTS PTY LTD	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A866	1,014.44
42523	16/12/2013	HIF (HEALTH INSURANCE FUND OF AUST LTD	PAYROLL DEDUCTIONS	126.25

42524	16/12/2013	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	89.19
42525	16/12/2013	INDIANA LAKE PTY LTD	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A7159	554.30
42526	16/12/2013	JENNIFER GRACE MCMURRAY	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A504	45.65
42527	16/12/2013	LOCAL GOVERNMENT SUPER	SUPERANNUATION CONTRIBUTIONS	552.71
42528	16/12/2013	MLC MASTERKEY PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	672.63
42529	16/12/2013	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	484.63
42530	16/12/2013	MCWATERS HOLDINGS PTY LTD	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A7772	195.19
42531	16/12/2013	PHILIP GEORGE FLICK	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A2399	634.40
42532	16/12/2013	PETER RONALD MOSS	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A6784	1,716.96
42533	16/12/2013	REI SUPER	SUPERANNUATION CONTRIBUTIONS	226.61
42534	16/12/2013	REST SUPER	SUPERANNUATION CONTRIBUTIONS	207.66
42535	16/12/2013	SAMUEL DAVID RANDALL	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A6855	3,130.54
42536	16/12/2013	SHIRE OF BROOME	KIMBERLEY ZONE MEMBER CONTRIBUTION TO SECRETARIAT - 2013/14	60,500.00
42537	16/12/2013	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	610.54
42538	16/12/2013	TELSTRA	LANDLINE - OCT 13	11,211.20
42539	16/12/2013	THE TRUSTEE FOR HEADING SUPER FUND	SUPERANNUATION CONTRIBUTIONS	451.67
42540	16/12/2013	TULLY (QLD) PTY LTD	RATES REFUND FOR OVERPAYMENT OF ASSESSMENT - A7294	888.55
42541	16/12/2013	UNISUPER	SUPERANNUATION CONTRIBUTIONS	148.06
42542	16/12/2013	VICSUPER	SUPERANNUATION CONTRIBUTIONS	354.72
42543	16/12/2013	VISION SUPER	SUPERANNUATION CONTRIBUTIONS	3,804.23
42544	16/12/2013	WESTSCHEME	SUPERANNUATION CONTRIBUTIONS	601.24
42545	16/12/2013	WATER CORPORATION	WATER - VARIOUS PARKS - WYN - 25/09/13 - 26/11/13	4,918.34
42546	16/12/2013	WATER CORPORATION SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	141.21
42547	19/12/2013	HORIZON POWER	ELEC - KLC, KNX AIRPORT AND OTHER VARIOUS - KNX - 08/10/13 - 11/11/13	68,660.99
42548	19/12/2013	TELSTRA	EXECUTIVE LANDLINE COSTS - NOV 13	358.28
42549	19/12/2013	WATER CORPORATION	WATER - 990 KOOLAMA ST AND OTHER VARIOUS - WYN 25/9/13 - 25/11/13	6,923.33
42550	20/12/2013	CITY OF WANNEROO	REIMBURSEMENT - LONG SERVICE LEAVE LIABILITY CLAIM	4,053.70
42551	20/12/2013	HORIZON POWER	ELEC-STREET LIGHTING WYNDHAM FORESHORE - 1/10/13 - 31/10/13	67.19
42552	20/12/2013	WATER CORPORATION	WATER - WYN POOL AND OTHER VARIOUS - WYN - 25/09/13 - 26/11/13	6,600.96
42553	20/12/2013	TELSTRA	PHONE LANDLINE CHARGES(NEW CONNECTION) - 50 KOOLAMA ST - WYN	194.87
42554	20/12/2013	WATER CORPORATION	WATER COSTS - 14 BAYAN ST - KNX - 1/11/13 - 31/12/13	768.53
TOTAL MUNI CHEQUE PAYMENTS				234,124.48

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
601	11/12/2013	MIRIUWUNG GAJERRONG ABORIGINAL COR.	RESIDUAL FUNDS KIMBERLEY ABORIGINAL COMM. HOUSING PROGRAM	7,832.55
602	11/12/2013	BEN MARR	REFUND KERB BOND BP014/2013	500.00
603	11/12/2013	EAST KIMBERLEY CONSTRUCTION PTY LTD	REFUND KERB BOND BP 067/2013	520.00
604	11/12/2013	JOSEPH MCGINTY	BOND REFUND HALL HIRE 22/11/13	520.00
605	11/12/2013	PAUL ROYCE	BOND REFUND EQUIPMENT HIRE KLC 12/9/13	100.00
606	11/12/2013	ROSALENA CORPUS	BOND REFUND	1,140.00
607	11/12/2013	TONY FITZGERALD	BOND REFUND HALL HIRE 22/10/13	1,040.00
608	20/12/2013	BRYAN WILLIAM CARSON	KERB BOND REFUND BP 069/2013	520.00
609	20/12/2013	CLAIRE PROPHET	BOND REFUND HIRE OF YOUTH HUB JUL13	250.00
610	20/12/2013	DARREN BRUCE FULCHER	BOND REFUND BP038/2012	600.00
611	20/12/2013	MAXINE GALLAGHER	BOND REFUND PETER REID HALL HIRE	270.00
TOTAL TRUST CHEQUE PAYMENTS				13,292.55

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
500617	28/11/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 28/11/13	800.10
500618	29/11/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 29/11/13	997.45
500619	02/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 2/12/13	101.85
500620	03/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 3/12/13	471.80
500621	04/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 4/12/13	1,339.50
500622	05/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 5/12/13	199.60
500623	06/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 6/12/13	261.35
500624	09/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 9/12/13	346.05
500625	10/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 10/12/13	312.95
500626	11/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 11/12/13	1,356.45
500627	12/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 12/12/13	344.20
500628	13/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 13/12/13	273.60
500629	16/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 16/12/13	557.05
500630	18/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 18/12/13	281.65
500631	19/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 19/12/13	2,045.45
500632	20/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 20/12/13	79.50
500633	24/12/2013	TRUST DPI CLEARING	TRANSPORT CLEARING 24/12/13	1,770.80
TOTAL TRUST EFT PAYMENTS				11,539.35

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
	2/12/2013	PAYROLL	PAYROLL	4,502.69
	5/12/2013	PAYROLL	PAYROLL	4,322.94
	11/12/2013	PAYROLL	PAYROLL	228,981.99
	20/12/2013	PAYROLL	PAYROLL	240,240.92
			TOTAL PAYROLL PAYMENTS	478,048.54

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
	2/12/2013	DIRECT DEBIT	FEE - BPAY	1,238.35
	2/12/2013	DIRECT DEBIT	LEASE COSTS - 11 KWINANA STREET WYNDHAM	1,441.00
	10/12/2013	DIRECT DEBIT	LEASE COSTS - 5 RATTLEPOD CLOSE KUNUNURRA	2,946.66
	10/12/2013	DIRECT DEBIT	LEASE COSTS - 38 GARDENIA DRIVE KUNUNURRA	3,606.55
	10/12/2013	DIRECT DEBIT	LEASE COSTS - 9B PLUM COURT KUNUNURRA	1,380.50
	16/12/2013	DIRECT DEBIT	VEHICLE LEASE - SG FLEET AUSTRALIA	333.80
	17/12/2013	DIRECT DEBIT	LEASE COSTS - 1/25 KONKERBERRY DRIVE KUNUNURRA	3,141.66
	19/12/2013	DIRECT DEBIT	MASTERCARD PAYMENT	5,896.11
	24/12/2013	DIRECT DEBIT	LEASE COSTS - 9B PLUM COURT KUNUNURRA	1,380.50
	27/12/2013	DIRECT DEBIT	LEASE COSTS 17/33 KONKERBERRY DRIVE KUNUNURRA	2,253.33
	30/12/2013	DIRECT DEBIT	LEASE COSTS - LOT 2433 (REAR) 60 COOLIBAH DRIVE KUNUNURRA	2,383.33
	30/12/2013	DIRECT DEBIT	LEASE COSTS 16/33 KONKERBERRY DRIVE KUNUNURRA	2,253.33
	30/11/2013	DIRECT DEBIT	BANK FEES	242.73
	31/12/2013	DIRECT DEBIT	FEE - BPAY	572.60
			TOTAL DIRECT DEBIT PAYMENTS	29,070.45

13.2.4 Proposed Pricing Principles and Pricing Basis Policy for Fees and Charges

DATE:	28 January 2014
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Natalie Octoman, Director Corporate Services
REPORTING OFFICER:	Natalie Octoman, Director Corporate Services
FILE NO:	N/A

PURPOSE

For Council to consider adopting Pricing Principles and the Pricing Basis Policy for Fees and Charges prior to their review for the 2014/15 financial year.

BACKGROUND

Fees and charges are generally established as part of the annual budget setting process. While there are generally budget briefings to discuss the overall percentage increase, and general pricing principles used internally to determine the following year's applicable fees and charges, pricing principles have not been formally considered by Council in the past.

STATUTORY IMPLICATIONS

Local Government Act 1995 Part 6, Division 5

6.16 Imposition of fees and charges

(1) A local government may impose and recover a fee or charge for any goods and service it provides or proposed to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed* during a financial year; and*
- (b) amended* from time to time during a financial year.*

** Absolute majority required.*

6.17 Setting level of fees and charges

(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

- (a) the cost to the local government of providing the service or goods; and*
- (b) the importance of the service or goods to the community; and*

- (c) *the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
 - (a) *under section 5.96; or*
 - (b) *under section 6.16(2)(d); or*
 - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
 - (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*
 - (b) *limit the amount of a fee or charge in prescribed circumstances.*

6.18. Effect of other written laws

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
 - (a) *determine an amount that is inconsistent with the amount determined under the other written law; or*
 - (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*
- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

6.19. Local government to give notice of fees and charges

- If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*
- (a) *it's intention to do so; and*
 - (b) *the date from which it is proposed the fees or charges will be imposed.*

POLICY IMPLICATIONS

It is proposed that the Pricing Principles and Pricing Basis Policy for Fees and Charges be endorsed as a new Council Policy.

FINANCIAL IMPLICATIONS

If Council determines to adopt the Pricing Principles and Pricing Basis Policy for Fees and Charges, there may be some areas where the revenue generated changes although the quantum is unclear at this stage. Any significant changes will be identified as part of the annual budget process and subsequent budget reviews.

STRATEGIC IMPLICATIONS

- Goal 1: Strong leadership and governance that underpins a more strategic approach to community engagement, regional development and organisational sustainability.

- Objective 1.4: Business innovation, efficiency and improved service
- Strategy 1.4.1: Ensure legislative compliance and follow best practice principles in planning and service delivery.
- Strategy 1.4.2: Improve the efficiency and productivity of Shire services.
- Strategy 1.4.3: Maintain Council's long term financial viability.

COMMUNITY CONSULTATION

There is no requirement for the community to be consulted prior to Council considering the Pricing Principles and Pricing Basis Policy for Fees and Charges, although section 6.19 of the *Local Government Act 1995* outlines the requirements for the Shire to provide local public notice of fees and charges.

The Department of Local Government was provided with a copy of the proposed Policy for feedback, which has been incorporated by the officer.

COMMENT

While there is no requirement for Council to consider implementing a Policy outlining the Pricing Principles and Pricing Basis that is used in determining fees and charges, it makes for good governance in that it provides the community with some transparency as to what factors are considered.

The Policy will also provide some clear guidance for officers as to what principles need to be considered when recommending fees and charges for goods or services.

ATTACHMENTS

The associated attachment will be provided under separate cover.

Attachment 1 – Pricing Principles and Pricing Basis Policy for Fees and Charges.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1) Adopts the Pricing Principles and Pricing Basis Policy for Fees and Charges;
- 2) Notes that the Policy, if adopted, will be utilised in part for the review of fees and charges associated with the 2014/15 budget process.

COUNCIL DECISION

Minute No. 10293

Moved: Cr G King

Seconded: Cr B Robinson

That Council:

- 1) Adopts the Pricing Principles and Pricing Basis Policy for Fees and Charges;**
- 2) Notes that the Policy, if adopted, will be utilised in part for the review of fees and charges associated with the 2014/15 budget process.**

Carried Unanimously 7/0



OBJECTIVE:

Statement of intent

Council acknowledges that there are competing priorities of community service obligations, maintaining infrastructure and ensuring that ratepayers are not unduly burdened. However, financial resources, largely comprised of rate revenue, are limited. Therefore, the Pricing Principles and Pricing Basis Policy for Fees and Charges seeks to ensure that the Shire's fees and charges are determined utilising key principles that ensure fair and reasonable charging to the community for the goods and services that the Shire provides, therefore seeking the appropriate balance between these priorities.

POLICY:

Scope & Limitations

The pricing principles and pricing basis are to apply to all fees and charges where possible, or unless legislation determines otherwise.

The applicable legislation in reference to possible limitations includes section 6.17(3) of the Local Government Act 1995 which states that:-

- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
 - (a) under section 5.96; or*
 - (b) under section 6.16(2)(d); or*
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.**

- (4) Regulations may —
 - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or*
 - (b) limit the amount of a fee or charge in prescribed circumstances.**

Section 6.18 of the Local Government Act 1995 also states that:-

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —
 - (a) determine an amount that is inconsistent with the amount determined under the other written law; or*
 - (b) charge a fee or charge in addition to the amount determined by or under the other written law.**

- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

Background

Fees and charges are important to ratepayers and to the users of services. From a ratepayer's viewpoint, fee revenue supplements, and therefore ought to reduce, the rate burden. If fees and charges revenue do not keep pace with increases in the cost of service provision, or if fees are set only to partially recover costs, then the cost burden can fall back onto the ratepayer.

From the service user's viewpoint, the fee or charge acts as a price signal about the cost and value of resources used to produce the service. It also creates a user expectation that appropriate service standards will be set and met.

The Local Government Act 1995, section 6.16 provides a local government with the power to impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

In determining the amount of a fee or charge for a service or for goods, the Council, in accordance with section 6.17 of the Local Government Act 1995, must take into account:

- (a) The cost to the local government of providing the service or goods; and*
- (b) The importance of the service or goods to the community; and*
- (c) The price at which the service or goods could be provided by an alternative provider.*

The additional principles contained in this Policy are to ensure that there is a reasonable approach utilised when developing the fees and charges that the Shire charges to the community. This approach is also equitable and transparent where the community can refer to these principles and better understand the reasoning behind why fees have been established the way they are.

Guiding Statement

The Council will consider the following principles when imposing fees and charges:

1. *Cost Reflective Pricing and Future Considerations*
2. *Community Expectations or Values*
3. *Comparison with Alternative Provider*
4. *Equity*
5. *Removal of Cross Subsidies*
6. *Predictability*
7. *Administrative Simplicity*
8. *Compliance with the Trade Practices Act 1975 and the National Competition Policy requirements*

1. COST REFLECTIVE PRICING AND FUTURE CONSIDERATIONS

Fees and charges have important implications for resource allocation and value for money for the community. Cost reflective pricing can help ensure the Council's resources are best utilised to meet its community needs.

Section 6.17(1)(a) of the Local Government Act 1995 requires the Council to consider "the cost to the local government of providing the service or goods". The Council will therefore consider the income anticipated from the imposition of the charge and the anticipated expenditure of administering the service.

Full cost recovery includes those costs both directly and indirectly associated with providing the good or service including capital costs (Examples of direct and indirect cost components are outlined in Table A below). Council's view is that full cost recovery, where appropriate, also contributes to achieving allocative efficiency – where resources are optimally allocated to benefit society and where the value consumers place on a good or service equals the cost of production.

Council may also consider the future plans for the services that are being provided, particularly in relation to assets including facilities, and consider the impact of asset management costs in the future.

The Local Government Act 1995, section 6.17(3) states that "the basis for determining a fee or charge is not to be limited to the cost of providing the service or goods..." other than in particular circumstances, therefore allowing for fees and charges to be in excess of full cost recovery.

To this end, section 6.17(2) of the Local Government Act 1995 also provides that "a higher fee or charge or additional fee or change may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently."

Council will consider these options in determining the fees or charges to be imposed taking into account the situation that may surround the matter (eg. Additional labour hours may be required to provide the expedited service).

Table A

COMPONENTS OF COST		
TYPE OF COST	CATEGORIES	EXAMPLES
Indirect		
<i>Costs that are not directly attributable to an activity – often referred to as overheads</i>	<i>Capital</i>	<ul style="list-style-type: none"> • <i>Computers for corporate staff</i> • <i>Depreciation or lease of ‘corporate’ office buildings</i>
	<i>Administrative Expenses</i>	<ul style="list-style-type: none"> • <i>Cost of printing the annual report</i>
	<i>Materials and Supplies</i>	<ul style="list-style-type: none"> • <i>Stores and stationery used by corporate services staff</i>
	<i>Labour</i>	<ul style="list-style-type: none"> • <i>Chief Executive Officer and Director’s remuneration</i>
Direct		
<i>Costs that can be readily and unequivocally attributed to a service or activity because they are incurred exclusively for that particular product/activity</i>	<i>Capital</i>	<ul style="list-style-type: none"> • <i>Depreciation or lease costs of specific-purpose buildings, vehicles, computers, and other equipment used directly in delivering services</i>
	<i>Administrative Expenses</i>	<ul style="list-style-type: none"> • <i>Transport, accommodation and meal expenses for service delivery staff service-related publications</i>
	<i>Materials and Supplies</i>	<ul style="list-style-type: none"> • <i>Spare parts, inventory, fuel</i>
	<i>Labour</i>	<ul style="list-style-type: none"> • <i>Salaries and wages of ‘works unit’ employees, payments to contractors and service providers</i>

Source: Victorian Auditor-General’s Office.

2. COMMUNITY EXPECTATIONS OR VALUES

Each community member or group clearly places a “value” or level of importance on the goods and services that the Shire provides. This “value” will be dependent upon the strength of the benefits that it provides to the community member or group.

Section 6.17(1)(b) of the Local Government Act 1995 requires the Shire to take into consideration “the importance of the service or goods to the community” in determining the amount of a fee or charge for a service or goods.

Council will continue to work with the community to ascertain their views on the importance of services or goods provided to the community.

3. COMPARISON WITH EXTERNAL PROVIDER

A comparison of fees and charges that are imposed by other Council’s and service providers will be undertaken where possible.

4. EQUITY

Under the ‘user pays’ principle, the community should pay according to the level of benefits accrued to them. The Council has considered the following four levels of benefit that will be used when determining the pricing basis.

- 1. Public Benefit – the service provides a broad community benefit.*
- 2. Private Benefit – the service benefits particular users making a contribution to their individual income, welfare or profits generally without any broader benefits to the community.*
- 3. Shared Benefit – the service provides both community benefits and a private benefit.*
- 4. Regulatory – fee or charged that is fixed by legislation.*

5. REMOVAL OF CROSS SUBSIDIES

Cross subsidies exist where the price charged for one service is set below its cost and the price charged for another service is set above its cost to the extent that the overall costs are recovered.

Cross subsidies distort pricing causing an inefficient allocation of resources, and are not considered the most efficient way to achieve equity or efficient practices.

Where possible, Council will minimise cross subsidies between services or groups of consumers.

6. PREDICTABILITY

The fees and charges will be reviewed and adopted by Council at a minimum of 3 months prior to their commencement, where possible. This will ensure that the community has knowledge and certainty of the fees and charges which will allow the community to make more informed decisions.

7. ADMINISTRATIVE SIMPLICITY

The charging of fees and charges will be simple to administer therefore minimising administrative costs, while ensuring compliance with the applicable legislation.

8. COMPLIANCE WITH THE TRADE PRACTICES ACT 1974 AND THE NATIONAL COMPETITION POLICY

The National Competition Policy competitive neutrality reforms are focused on the significant business activities of all local governments. The Local Government Act 1993 only requires the application of full cost pricing to council business activities having a turnover in excess of \$200,000. Even then, competitive neutrality is only to be applied to the extent it can be demonstrated the benefits of implementation outweigh the costs.

The aim of the National Competition Policy is to create a level playing field by requiring Councils to adjust their service prices to neutralise any competitive advantages when competing with the private sector, such as the airport and landfill operations.

Council will consider the requirements of the Trade Practices Act 1974 and the National Competition Policy when determining fees and charges associated with its significant business activities.

Outcomes

The principles have been applied, and the benefits have been allocated a pricing basis by the Council as a guide in setting fees and charges.

Benefits and Pricing Basis Used by the Shire

Benefits	Pricing Basis
1. Public Benefit – service provides a broad community benefit and therefore full cost recovery should not apply. Partial cost recovery could apply in some circumstances.	Zero to partial cost recovery
2. Private Benefit – service benefits particular users making a contribution to their individual income, welfare or profits generally without any broader benefits to the community.*	Full Cost Recovery
3. Shared Benefit – service provides both community benefits and a private benefit.	Partial Cost Recovery
4. Regulatory – fee or charge fixed by legislation	100% of Regulatory Fee or Charge

** Note that for the Private Benefit Category, 3 additional Pricing Basis classifications may be considered by Council being:*

- 1. Full Cost Recovery + Possible Mark Up*
- 2. Full Cost Recovery + Possible Future Consideration*
- 3. Full Cost Recovery + Possible Mark Up and/or Possible Future Consideration*

Application of Pricing Basis to Good & Services

Service	Principle	Basis of Cost
Rates Enquiries	Private Benefit	Full Cost Recovery
Number Plates	Private Benefit	Full Cost Recovery
Photocopying	Private Benefit	Full Cost Recovery
Sale of List of Owner/Occupiers and Council Minutes/Agendas	Private Benefit	Full Cost Recovery
Other Council Publications (ie. rate books, Local Laws, Tender documents etc)	Private Benefit	Full Cost Recovery
Dog Pound	Shared Benefit	Partial Cost Recovery
Dog Tags	Shared Benefit	Partial Cost Recovery
Dog Registration and Infringements	Regulatory	100% of Regulatory Fee or Charge
Dog Seizure Fees	Private Benefit	Full Cost Recovery
Cat Pound	Shared Benefit	Partial Cost Recovery
Cat Registration and Infringements	Regulatory	100% of Regulatory Fee or Charge
Cat Seizure Fees	Private Benefit	Full Cost Recovery
Towing and Poundage Charges	Private Benefit	Full Cost Recovery
Road Closures and Traffic Management	Shared Benefit	Partial Cost Recovery
Bushfire Infringements	Regulatory	100% of Regulatory Fee or Charge
Caravan Parks & Camping Grounds	Regulatory	100% of Regulatory Fee or Charge
Building Control (applications, licences, levies etc)	Regulatory	100% of Regulatory Fee or Charge
Building Control – Private Certification	Private Benefit	Full Cost Recovery
Signage Approvals	Private Benefit	Full Cost Recovery
Deposits and Bonds	Private Benefit	Full Cost Recovery
Water Charges – Non Commercial	Shared Benefit	Partial Cost Recovery
Water Charges – Commercial	Private Benefit	Full Cost Recovery
Food Registrations, Applications and Other Charges	Private Benefit	Full Cost Recovery

Service	Principle	Basis of Cost
Development Applications	Regulatory	100% of Regulatory Fee or Charge
Subdivision Applications	Regulatory	100% of Regulatory Fee or Charge
Private Works	Private Benefit	Full Cost Recovery + Possible Mark Up
Rubbish Charges	Private Benefit	Full Cost Recovery
Landfill Charges	Private Benefit	Full Cost Recovery + Possible Future Consideration
Cemetery Fees	Private Benefit	Full Cost Recovery
Civic Centre	Shared Benefit	Zero to full cost recovery depending on usage
Trading in Thoroughfares and Public Places	Private Benefit	Full Cost Recovery
Sport Association Ground Hire	Shared Benefit	Partial Cost Recovery
Casual Ground Hire	Shared Benefit	Partial Cost Recovery
Library	Shared Benefit	Partial Cost Recovery
Airport	Private Benefit	Full Cost Recovery + Possible Future Consideration
Child Care	Shared Benefit	Partial Cost Recovery
Non Sporting Activity Facility Hire – Non Commercial	Shared Benefit	Partial Cost Recovery
Non Sporting Activity Facility Hire – Commercial	Private Benefit	Full Cost Recovery
Sporting Activity Facility Hire – Non Commercial	Shared Benefit	Partial Cost Recovery
Sporting Activity Facility Hire – Commercial	Private Benefit	Full Cost Recovery
Cleaning Charges	Private Benefit	Full Cost Recovery
Gymnasium Entry Fees	Private Benefit	Full Cost Recovery + Possible Mark Up and/or Possible Future Consideration
Swimming Complex Entry Fees	Shared Benefit	Partial Cost Recovery
Leisure Centre Entry Fees	Private Benefit	Full Cost Recovery + Possible Mark Up and/or Possible Future Consideration
Kiosk Sales at Leisure Centre	Private Benefit	Full Cost Recovery + Possible Mark Up
Leasing – Commercial	Private Benefit	Full Cost Recovery

Service	Principle	Basis of Cost
Leasing – Community	Shared Benefit	Partial Cost Recovery

GST Disclaimer

A goods and services tax (GST) applies to a number of goods and/or services supplied by the Shire. In accordance with the new tax legislation the prices shown for goods and/or services are the GST inclusive price.

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

The Shire is currently reviewing all fees to determine if they are subject to GST. If a fee is subsequently proven not to be subject to GST, then that fee will be amended by reducing the GST to nil. Conversely if the Shire is advised that a fee which is shown as being not subjected to GST becomes subject to GST then the fee will be increased but only to the extent of the GST.

Transitional Period

A number of the pricing principles will be difficult to achieve in their entirety and to their full extent in time for the adoption of the 2014/15 Annual Budget.

Council therefore commits to continuously working through these principles over the coming year.

GOVERNANCE REFERENCES

Statutory Compliance	<i>Local Government Act, Part 6, Division 5, Subdivision 2 – Fees and Charges</i>
Industry Compliance	<i>N/A</i>
Organisational Compliance	<i>N/A</i>
Process Links	<i>Annual Budget Process</i>

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
<i>Corporate Services</i>		<i>Director Corporate Services</i>		Ext: 121	
Date Effective	01/07/2014	CEO Approved			
Date Adopted	28/01/2014	Last Reviewed	08/01/2014		
Risk Rating	Low	Review Cycle	Annual	Next Due	28/01/2015
Organisational Compliance	N/A				
Process Links	Annual Budget Process				

**13.2.5 Consideration to Revoke Minute Number 10246 (in part)
Regarding Item 13.3.1 “Amendment & Review 2013/14
Adopted Fees and Charges” Considered at the 19 November
Ordinary Meeting of Council**

DATE:	28 January 2014
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Natalie Octoman, Director Corporate Services
REPORTING OFFICER:	Natalie Octoman, Director Corporate Services
FILE NO:	N/A

PURPOSE

For Council to consider revoking particular components of minute number 10246 considered at the 19 November 2013 Ordinary Meeting of Council in relation to item 13.3.1 Amendment & Review 2013/14 Adopted Fees and Charges, due to the revised local law penalties being unlawful.

BACKGROUND

Prior to the Election, elected members were provided with a presentation of the new fees and charges along with a review of the old fees and charges, where officers sought some direction. Elected members subsequently requested a briefing on the matter where further direction was sought.

On 19 November 2013, Council considered the action required to:

1. *Review all ‘Fees and Charges’ associated with Ranger Services;*
2. *Introduce and adopt new fees for Parking and illegal camping;*
3. *Introduce and adopt new fees for the introduction of the Cat Act (replacements cat tags, cat seizure fees, cat pound charges and destruction of cats; and*
4. *Ensure that the Shire continues to act in accordance with its Local Laws and Local Government Act 1995 in relation to sourcing important overdue infringements / offences income to the benefit of the Shire.*

This resulted in Council adopting new and amended fees for a range of services and activities, some with the commencement date of 1 November 2013 and others commencing on 1 January 2014.

The advertising process took place in early January for those fees that were lawful, and the new fee amounts were charged accordingly.

While the overall intent of the Council decision to modify the local law fees is understandable given the local laws haven’t been reviewed for 10 years or so, any modifications to the prescribed penalties outlined in the local laws cannot be modified through a Council decision. The Council decision is unlawful in that it attempts to update legislation without the Shire undertaking the appropriate process of conducting a local law review. Hence, the officer’s recommendation to revoke those parts of the previous decision; and to formally recommence the local laws review process in accordance with legislative requirements.

STATUTORY IMPLICATIONS

It should be noted that penalties contained within local laws are not considered to be fees and charges, and therefore do not need to comply with the fees and charges sections within legislation.

Local Government Act 1995 Part 3, Division 2

3.10. Creating offences and prescribing penalties

(1) A local law made under this Act may provide that contravention of a provision of the local law is an offence, and may provide for the offence to be punishable on conviction by a penalty not exceeding a fine of \$5 000.

3.16. Periodic review of local laws

(1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.

Local Government Act 1995 Part 3, Division 3

3.18. Performing executive functions

(1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.

Local Government Act 1995 Part 6, Division 5

6.18. Effect of other written laws

(1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —

- (a) determine an amount that is inconsistent with the amount determined under the other written law; or*
- (b) charge a fee or charge in addition to the amount determined by or under the other written law.*

Local Government (Administration) Regulations 1996 Part 2

10. Revoking or changing decisions (Act s. 5.25(1)(e))

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —

- (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or*
- (b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*

(1a) Notice of a motion to revoke or change a decision referred to in sub regulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —

- (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
(b) in any other case, by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.
[Regulation 10 amended in Gazette 31 Mar 2005 p. 1030.]

Voting Requirements

1. *To consider - 1/3 of members (3 elected members)*
2. *To revoke – absolute majority (5 elected members)*

POLICY IMPLICATIONS

While not a Council Policy, the Department of Local Government has produced Local Government Operational Guidelines (number 16) for Local Laws which are a useful reference when making local laws.

FINANCIAL IMPLICATIONS

Based on the local law prescribed penalties being 10 years old, the amount of revenue that the Shire could be generating is lower than if the fees were reflective of current day prices.

Local laws take some time to make, therefore adding to the current loss in possible revenue from the prescribed penalties.

STRATEGIC IMPLICATIONS

Goal 1: Strong leadership and governance that underpins a more strategic approach to community engagement, regional development and organisational sustainability.

Objective 1.4: Business innovation, efficiency and improved service

Strategy 1.4.1: Ensure legislative compliance and follow best practice principles in planning and service delivery.

Strategy 1.4.3: Maintain Council's long term financial viability.

COMMUNITY CONSULTATION

The Local Government Act, Part 3, Division 2, section 3.12 outlines the procedure for making local laws which incorporates the requirement for local public notice of the proposed local law requesting submissions that will then be put for Council consideration. This will be undertaken as part of the local law review process that will commence in the coming months.

The Department of Local Government has provided advice in relation to this item where requested.

COMMENT

The local laws, irrespective of the fact that they have not been reviewed in accordance with the Act, remain valid until they are repealed, amended or made redundant through higher (State) legislation. Any local law can be challenged; however, the advice from the Department is that it is unlikely that a challenge would be successful merely because a local government had not undertaken the statutory review.

Council cannot make a decision that is ultra vires and in effect, attempt to override legislation, hence the officer's recommendation to revoke those parts of minute 10245 where this has occurred.

The local laws are dated, although there shouldn't be circumstances where the Shire would not want to enforce its local laws and therefore impose the modified penalties contained within the local law. If it were the case where the Shire preferred not to impose the penalties within the local law, then Council does have the options to waive or write-off a penalty under a local law, although the preference would be to amend the local law to ensure that appropriate governance of the local law is administered in accordance with section 3.18 of the Local Government Act 1995.

The revocation of parts of minute number 10245 will ensure that Council has not acted ultra vires.

ATTACHMENTS

Attachment 1 – Proposed Penalties to be Revoked and Retained at the Local Law Prescribed Penalty Amount

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION 1

NOTE: President to call for a show of hands in favour (1/3 of members) to consider the partial revoking of Council Minute Number 10246 of Agenda Item 13.3.1 'Amendment & Review 2013/14 Adopted Fees and Charges' presented to the Ordinary Meeting of Council held on 19 November 2013, and recorded on pages 114, 116, 118, 119 and 120 of those Minutes.

That Council:

- 1) Revokes the proposed fees for the items outlined in Attachment 1 referred to in point 1 of the Council Minute Number 10246 from 19 November 2013 recorded on pages 114, 116, 118, 119 and 120 of those Minutes and retains the local law penalties;
- 2) Revokes the removal of penalties outlined in Attachment 1 referred to in point 1 of the Council Minute Number 10246 from 19 November 2013 recorded on pages 116 of those Minutes and retains the local law penalty;
- 3) Revokes the giving of notice referenced in point 2 of the Council Minute Number 10246 from 19 November 2013 recorded on page 114 of those Minutes only in relation to the items outlined in Attachment 1;
- 4) Revokes the updating of the current published Fees and Charge Schedule to reflect the changes referenced in point 3 of the Council Minute Number 10246 from 19 November 2013 recorded on page 114 of those Minutes only in relation to the items outlined in Attachment 1.

In favour of considering motion: Cr B Robinson, Cr G King & Cr D Spackman

COUNCIL DECISION

Minute No. 10294

Moved: Cr B Robinson

Seconded: Cr G King

That Council:

- 1) Revokes the proposed fees for the items outlined in Attachment 1 referred to in point 1 of the Council Minute Number 10246 from 19 November 2013 recorded on pages 114, 116, 118, 119 and 120 of those Minutes and retains the local law penalties;**
- 2) Revokes the removal of penalties outlined in Attachment 1 referred to in point 1 of the Council Minute Number 10246 from 19 November 2013 recorded on pages 116 of those Minutes and retains the local law penalty;**
- 3) Revokes the giving of notice referenced in point 2 of the Council Minute Number 10246 from 19 November 2013 recorded on page 114 of those Minutes only in relation to the items outlined in Attachment 1;**
- 4) Revokes the updating of the current published Fees and Charge Schedule to reflect the changes referenced in point 3 of the Council Minute Number 10246 from 19 November 2013 recorded on page 114 of those Minutes only in relation to the items outlined in Attachment 1.**

Carried unanimously 7/0

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION 2

That Council:

- 1) Notes that the penalties within the Shire's Local Laws will still be included in the Fees and Charges Schedule, but that the legislation reference is clear;
- 2) Recognises that the penalties contained within the Local Laws will not require Council approval as part of the fees and charges review;
- 3) Acknowledges that penalties within Local Laws cannot be modified until the Local Law itself is formally updated in accordance with the legislative requirements.

COUNCIL DECISION

Minute No. 10295

Moved: Cr K Wright

Seconded: Cr D Spackman

That Council:

- 1) Notes that the penalties within the Shire's Local Laws will still be included in the Fees and Charges Schedule, but that the legislation reference is clear;**
- 2) Recognises that the penalties contained within the Local Laws will not require Council approval as part of the fees and charges review;**
- 3) Acknowledges that penalties within Local Laws cannot be modified until the Local Law itself is formally updated in accordance with the legislative requirements.**

Carried Unanimously 7/0

ATTACHMENT 1 – PROPOSED PENALTIES TO BE REVOKED AND RETAINED AT THE LOCAL LAW PRESCRIBED PENALTY

AMOUNT

PARKING AND PARKING FACILITIES LOCAL LAW	LOCAL LAW PENALTIES	PROPOSED PENALTIES (to be revoked)	LOCAL LAW REFERENCE
Failure to Park Wholly within parking bay	\$ 35.00	\$ 45.00	2.2
Parking contrary to directions of Authorised Person	\$ 45.00	\$ 60.00	2.3(1)(c)
Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	\$ 35.00	\$ 45.00	2.3(1)(d)
Parking during prohibited period	\$ 40.00	\$ 55.00	3.1(1)(c)
Parking contrary to signs or limitations	\$ 35.00	\$ 45.00	3.1(3)(a)
Parking vehicle in motor cycle only area	\$ 35.00	\$ 45.00	3.1(3)(b)
Parking without permission in an area designated for 'Authorised Vehicle Only'	\$ 40.00	\$ 55.00	3.1(4)
Failure to park on the left of two way carriageway	\$ 35.00	\$ 45.00	3.1(5)
Parking when distance from farther boundary less than 3 metres	\$ 40.00	\$ 55.00	3.2(1)(a) or 3.2(1)(b)
Parking closer than 1 metre from another vehicle	\$ 35.00	\$ 45.00	3.2(1)(e)
Causing Obstruction	\$ 45.00	\$ 60.00	3.2(1)(d)
Double Parking	\$ 40.00	\$ 55.00	3.4(2)
Denying access to private drive or right of way	\$ 40.00	\$ 55.00	3.5(2)(b)
Parking on footpath/pedestrian crossing	\$ 45.00	\$ 60.00	3.5(2)(e)
Parking contrary to continuous line markings	\$ 40.00	\$ 55.00	3.5(2)(f)
Parking within 1 metre of fire hydrant or fire plug	\$ 45.00	\$ 60.00	3.5(2)(g)
Parking on intersection	\$ 40.00	\$ 55.00	3.5(2)(i)
Parking within 10 metres of intersection	\$ 40.00	\$ 55.00	3.5(2)(j)
Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	\$ 45.00	\$ 60.00	3.5(2)(k)
Parking vehicle within 20 metres of departure side of bus stop, children's crossing or pedestrian crossing	\$ 45.00	\$ 60.00	3.5(3)(a) or (b)
Parking vehicle within 20 metres of approach side or departure side of railway level crossing	\$ 45.00	\$ 60.00	3.5(5)
Removing mark of authorised person	\$ 50.00	\$ 65.00	3.7(2)
Parking a trailer/caravan on a thoroughfare	\$ 35.00	\$ 45.00	3.9(c)
Parking on land that is not a parking facility without consent	\$ 50.00	\$ 65.00	3.10(1) or (2)
Driving or parking on reserve	\$ 35.00	\$ 45.00	3.11
Stopping contrary to a 'no stopping' sign	\$ 35.00	\$ 45.00	4.1(1)
Parking contrary to a 'no parking' sign	\$ 35.00	\$ 45.00	4.1(2)

Stopping within continuous yellow lines	\$ 35.00	\$ 45.00	4.1(3)
Stopping unlawfully in a loading zone	\$ 35.00	\$ 45.00	5.1
Stopping unlawfully in a taxi zone or bus zone	\$ 35.00	\$ 45.00	5.2
Stopping in a zone contrary to a sign	\$ 35.00	\$ 45.00	5.4
Stopping on a bridge or tunnel	\$ 35.00	\$ 45.00	6.4
Stopping on crests/curves etc.	\$ 50.00	\$ 65.00	6.5
PROPERTY LAW	LOCAL LAW PENALTIES	PROPOSED PENALTIES (to be revoked)	LOCAL LAW REFERENCE
Failure to comply with determination	\$ 100.00	\$ 130.00	2.4
Failure to comply with conditions of permit	\$ 100.00	\$ 130.00	3.6
Failure to obtain a permit	\$ 100.00	\$ 130.00	3.13(1)
Failure to obtain permit to camp outside a facility	\$ 100.00	\$ 130.00	3.14(3)
Failure to obtain permit for liquor	\$ 100.00	\$ 130.00	3.15(1)
Failure of permit holder to comply with responsibilities	\$ 100.00	\$ 130.00	3.16
Behaviour detrimental to property	\$ 100.00	\$ 130.00	4.2(1)
Under influence of liquor or prohibited drug	\$ 100.00	\$ 130.00	4.4
Failure to comply with sign on local government property	\$ 100.00	\$ 130.00	4.6(2)
Consuming food or drink in prohibited area	\$ 100.00	\$ 130.00	5.4
Failure to comply with signs prohibiting water activities	\$ 100.00	\$ 130.00	5.9
Fishing in permitted bathing area	\$ 100.00	\$ 130.00	5.10(1)
Unlawfully disposing dead fish or offal	\$ 100.00	\$ 130.00	5.10(2)
Driving or riding surfboard, personal watercraft or boat in permitted bathing area	\$ 100.00	\$ 130.00	5.11(1)
Driving or riding personal watercraft within 50 metres of person bathing	\$ 100.00	\$ 130.00	5.11(2)
Unauthorised use of any part of jetty which is closed or under repair or construction	\$ 100.00	\$ 130.00	5.13
Mooring of boats in unauthorised manner	\$ 100.00	\$ 130.00	5.14
Unauthorised mooring of a boat to jetty	\$ 100.00	\$ 130.00	5.15
Failure to remove moored boat on direction of authorised person	\$ 100.00	\$ 130.00	5.16
Causing obstruction on jetty	\$ 200.00	\$ 260.00	5.17
Fishing from jetty so as to obstruct a boat or another person	\$ 100.00	\$ 130.00	5.19
Unauthorised entry to fenced or closed local government property	\$ 100.00	\$ 130.00	5.20
Gender not specified using entry of toilet block or change room	\$ 100.00	\$ 130.00	5.21
Unauthorised presence of animal on aerodrome	\$ 300.00	\$ 390.00	5.25(1)
Animal wandering at large on aerodrome – person in charge	\$ 300.00	\$ 390.00	5.25(2)
Animal wandering at large on aerodrome – owner	\$ 300.00	\$ 390.00	5.25(3)
Unauthorised entry to facility without paying fee or charge	\$ 100.00	\$ 130.00	5.27
Exceeding speed limit within facility	\$ 100.00	\$ 130.00	5.28

Placement or disposal of waste in a place not designated for that class of waste	\$ 200.00	\$ 260.00	5.29
Unauthorised removal of waste	\$ 100.00	\$ 130.00	5.30
Disposal or dumping of unauthorised waste	\$ 200.00	\$ 260.00	5.31
Unauthorised entry to function on local government property	\$ 100.00	\$ 130.00	6.1(1)
Failure to comply with notice	\$ 200.00	\$ 260.00	9.1
ACTIVITIES IN THOROUGHFARES & PUBLIC PLACES	LOCAL LAW PENALTIES	PROPOSED PENALTIES (to be revoked)	LOCAL LAW REFERENCE
Damaging or interfering with signpost or structure on thoroughfare	\$ 300.00	\$ 390.00	2.1(E)
Digging a trench through a kerb or footpath without a permit	\$ 100.00	\$ 130.00	2.2(1)(A)
Throwing or placing anything on a verge without a permit	\$ 100.00	\$ 130.00	2.2(1)(B)
Lighting a fire on a thoroughfare without a permit	\$ 300.00	\$ 390.00	2.2(1)(G)
Felling tree onto thoroughfare without a permit	\$ 100.00	\$ 130.00	2.2(1)(H)
Placing a bulk rubbish container on a thoroughfare without a permit	\$ 100.00	\$ 130.00	2.2(1)(L)
Consumption or possession of liquor on thoroughfare	\$ 100.00	\$ 130.00	2.3(1)
Failure to comply with notice to rectify default	\$ 100.00	\$ 130.00	2.11
Failure to comply with sign on public place	\$ 100.00	\$ 130.00	2.17(2)
Driving or taking a vehicle on a closed thoroughfare	\$ 300.00	\$ 390.00	2.19(1)
Placing advertising sign or affixing any advertisement on a thoroughfare without a permit	\$ 100.00	\$ 130.00	3.2(1)
Erecting or placing of advertising sign in a prohibited area	\$ 100.00	\$ 130.00	3.2(3)
Animal or vehicle obstructing a public place or local government property	\$ 100.00	\$ 130.00	4.1(1)
Animal on thoroughfare when not led, ridden or driven	\$ 100.00	\$ 130.00	4.2(2)(A)
Person leaving shopping trolley in public place other than trolley bay	\$ 100.00	\$ 130.00	4.5
Failure to remove shopping trolley upon being advised of location	\$ 100.00	\$ 130.00	4.6(2)
Conducting of stall in public place without a permit	\$ 300.00	\$ 390.00	5.2(1)
Trading without a permit	\$ 300.00	\$ 390.00	5.3(1)
Failure of stallholder or trader to display or carry permit	\$ 100.00	\$ 130.00	5.8(1)(A)
Stallholder or trader not displaying valid permit	\$ 100.00	\$ 130.00	5.8(1)(B)
Stallholder or trader not carrying certified scales when selling good/s by weight	\$ 100.00	\$ 130.00	5.8(1)(C)
Stallholder or trader engaged in prohibited conduct	\$ 100.00	\$ 130.00	5.8(2)
Establishment or conduct of outdoor eating facility without a permit	\$ 300.00	\$ 390.00	5.10
Failure of permit holder of outdoor eating facility to comply with obligations	\$ 100.00	\$ 130.00	5.11
Use of equipment of outdoor eating facility without purchase of food or drink from facility	\$ 50.00	\$ 65.00	5.14(1)
Failure to leave outdoor eating facility when requested to do so by permit holder	\$ 50.00	\$ 65.00	5.14(2)
Failure to comply with a condition of a permit	\$ 100.00	\$ 130.00	6.5
Failure to produce permit on request of authorised person	\$ 100.00	\$ 130.00	6.9
Failure to comply with notice given under local law	\$ 100.00	\$ 130.00	9.1

EXTRACTIVE INDUSTRIES	LOCAL LAW PENALTIES	PROPOSED PENALTIES (to be revoked)	LOCAL LAW REFERENCE
Carry on extractive industry without licence or in breach of terms and conditions	\$ 300.00	\$ 390.00	2.1
Excavate near boundary	\$ 200.00	\$ 260.00	6.1
Gateways not kept locked where required	\$ 300.00	\$ 390.00	6.2(A)
Warning signs not erected or maintained as required	\$ 300.00	\$ 390.00	6.2(B)
Excavation not drained as required	\$ 300.00	\$ 390.00	6.2(C)
Remove trees or shrubs near boundary without approval	\$ 200.00	\$ 260.00	6.3(A)
Store without required approval, explosives or explosive devices	\$ 300.00	\$ 390.00	6.3(B)
Fill or excavate in breach of licence	\$ 300.00	\$ 390.00	6.3(C)
Blasting without approval of the local government	\$ 200.00	\$ 260.00	6.5(1)(A)
Blasting outside times authorised	\$ 300.00	\$ 390.00	6.4(1)(B)
Blasting in breach of conditions imposed by the local government	\$ 300.00	\$ 390.00	6.4(1)(D)
Blasting without approval on Saturday, Sunday, or Public Holidays	\$ 200.00	\$ 260.00	6.4(2)

13.3 INFRASTRUCTURE

13.3.1 Memorandum of Understanding - Volunteer Emergency Services Unit Wyndham

DATE:	28 January 2014
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Kevin Hannagan, Director Infrastructure
REPORTING OFFICER:	Kevin Hannagan, Director Infrastructure
FILE NO:	ES.15.3

PURPOSE

The Memorandum of Understanding (MOU) is intended to identify and document the respective roles and responsibilities of the Wyndham Volunteer Emergency Services (VES) Unit Volunteers, the Shire of Wyndham East Kimberley (SWEK) and the Department of Fire and Emergency Services (DFES), as considered necessary to maintain and support the Wyndham VES Unit.

BACKGROUND

The MOU is a revised version of a recently expired MOU to continue an agreement between DFES and the Shire of Wyndham East Kimberley under Part 3 Section 12(2)(e) and (f) of the Fire and Emergency Services Authority of Western Australia Act 1998, to ensure the members of the Wyndham VES Unit are supported, trained, equipped and capable of providing both SES and VFRS roles during an emergency incident and otherwise.

STATUTORY IMPLICATIONS

There are no statutory implications associated with this report.

POLICY IMPLICATIONS

No policy implications apply in the preparation of this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

COMMUNITY CONSULTATION

Community consultation is not required in relation to this item.

COMMENT

The review of the previous MOU contained minor amendments to reflect current arrangements changed over time:

- Removal of reference to 'Last Frontier'
- Updated Shire Vision and Mission in accordance with current Strategic Community Plan, and
- Reflect that SWEK now administers the Wyndham, Local Emergency Management Arrangements.

As such the revised MOU is recommended to Council for endorsement.

ATTACHMENTS

Attachment 1 – Copy of MOU

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1) Endorses the Memorandum of Understanding between the Wyndham Volunteer Emergency Services Unit Volunteers, the Shire of Wyndham East Kimberley and the Department of Fire and Emergency Services, and
- 2) Authorises the President and Chief Executive Officer to sign the MOU.

COUNCIL DECISION

Minute No. 10296

**Moved: Cr K Wright
Seconded: Cr G King**

That Council:

- 1) **Endorses the Memorandum of Understanding between the Wyndham Volunteer Emergency Services Unit Volunteers, the Shire of Wyndham East Kimberley and the Department of Fire and Emergency Services, and**
- 2) **Authorises the President and Chief Executive Officer to sign the MOU.**

Carried Unanimously 7/0



MEMORANDUM OF UNDERSTANDING

Between the

**WYNDHAM
VOLUNTEER EMERGENCY SERVICES UNIT**

And

SHIRE OF WYNDHAM EAST KIMBERLEY

And

**DEPARTMENT OF FIRE AND EMERGENCY
SERVICES**

For

**THE MAINTENANCE AND SUPPORT OF THE
WYNDHAM VES UNIT**

1. PURPOSE

This Memorandum of Understanding (**MOU**) is intended to identify and document the respective roles and responsibilities of the Wyndham Volunteer Emergency Services (**VES**) Unit Volunteers, the Shire of Wyndham East Kimberley (**the Shire**) and the Department of Fire and Emergency Services (**DFES**), as considered necessary to maintain and support the Wyndham VES Unit. The MOU also outlines the reporting structure and compliance requirements to which the Wyndham VES Unit members have agreed to adhere.

2. DFES

This MOU will support DFES's mission, vision and values:

Mission: In partnership with the people of Western Australia to:

- Improve community safety practices; and
- Provide timely, quality and effective emergency services.

Vision: A safer community.

Values: Put the community first;
Work together as a committed team;
Respect and value each other;
Continuously improve our service;
Act with integrity and honesty;
Have open and honest two-way communications.
Strive to keep ourselves and others safe.

3. SHIRE OF WYNDHAM EAST KIMBERLEY

This MOU will support the Shire's strategic direction:

Vision: For the East Kimberley to be a thriving community with opportunities for all.

Mission: To enable the East Kimberley to develop in a manner that will achieve social, cultural and economic and environmental benefits for all.

4. DEFINITIONS

DFES	Department of Fire and Emergency Services.
MOU	Memorandum of Understanding. The documented agreement between the parties who are signatories to the document.
SES	State Emergency Services.
VES Unit OIC	The Officer in Charge of a VES Unit.
VES Unit	A VES Unit is an emergency services unit, established under Part 3C of the <i>Fire and Emergency Services Authority of Western Australia Act 1998</i> .
VFRS	Volunteer Fire and Rescue Services Brigade

5. MOU OBJECTIVES

- (5.1) To continue an agreement between DFES and the Shire of Wyndham East Kimberley under Part 3 Section 12(2)(e) and (f) of the *Fire and Emergency Services Authority of Western Australia Act 1998*, to ensure the members of the Wyndham VES Unit are supported, trained, equipped and capable of providing both SES and VFRS roles during an emergency incident and otherwise.

These roles are to include:

- road accident rescue;
 - air search observation;
 - land search and rescue;
 - storm damage relief;
 - cliff rescue;
 - cyclone response;
 - communications;
 - structural firefighting;
 - bush firefighting;
 - community safety education; and
 - hazardous materials.
- (5.2) To document the agreed reporting structure for the Wyndham VES Unit.
- (5.3) To clearly identify the responsibilities and obligations to be undertaken by all parties identified in the MOU.

6. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

(6.1) Support Group

DFES will continue to support the Wyndham VES Unit Support Group. The Support Group will be responsible for determining operational, financial and administration requirements for the Wyndham VES Unit (refer to Section 9 of this MOU). The Wyndham VES Unit Support Group will comprise:

- Wyndham VES Unit Officer in Charge;
- Wyndham VES Unit Training Officer (Second Officer in Charge);
- Shire of Wyndham East Kimberley Representative;
- VES Unit District Officer/s; and
- VES Unit Coordinator.

(6.2) Financial and Compliance Requirement

DFES will:

- Undertake all financial obligations associated with the operations, maintenance and management of the Wyndham VES Unit. This includes administering the Emergency Services Levy on behalf of the Shire of Wyndham East Kimberley. The levy will fund the following:
 - The provision and maintenance of the Wyndham VES Unit premises. These premises are located at 20 Pauls Way, Wyndham, Western Australia.
 - The maintenance of all Wyndham VES Unit assets.
 - The provision of fuel cards to cover the fuel costs associated with the use of Wyndham VES Unit vehicles, when the vehicles are used for VES Unit activities.
 - The provision and maintenance of both operational and non-operational uniforms for the use of Wyndham VES Unit volunteers. The specific design, style and colour of the uniforms, and the wording or logos used on the uniforms, will be consistent with those of all other Western Australian VES Units. DFES is responsible for ordering and purchasing the uniforms.
 - The provision, application and maintenance of signage to all new and existing equipment, vehicles and buildings to be utilised by the Wyndham VES Unit for emergency services purposes.
 - The cost of utilities used at the Wyndham VES Unit premises for the purpose of Wyndham VES Unit activities. This includes telephone calls, electricity and gas.
- Undertake to provide all capital requirements on a replacement basis

- Coordinate and obtain all relevant concessions applicable to the Wyndham VES Unit including exemptions where appropriate;
- Undertake to provide all relevant insurance policies necessary including personal accident cover for all registered volunteer members of the Wyndham VES Unit, property and business interruption cover for all assets owned by the Wyndham VES Unit, motor vehicle cover for all vehicles registered in the name of the Wyndham VES Unit and insurance for the Wyndham VES Unit premises; and
- Provide the Wyndham VES Unit with guidance in relation to the administration and financial management of its affairs through appropriate policies and procedures.

(6.3) Training

The provision of appropriate emergency services training to ensure Wyndham VES Unit volunteers are capable of fulfilling the emergency services roles as defined in section 8.1 of this MOU. The training requirements will be determined by the Wyndham VES Unit Support Group and the training will be facilitated by DFES. DFES will ensure at least two members of the Wyndham VES Unit are trained in DFES's incident dispatch system and post incident reporting system.

(6.4) Peer Support

DFES will provide peer support services to any Wyndham VES Unit volunteer and his or her family members who may request such a service after experiencing trauma or distress.

(6.5) Register of VES Unit Volunteer Members

DFES will maintain a register containing the details of the Wyndham VES Unit members. This register will include personal, training and incident attendance information.

7. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRE OF WYNDHAM EAST KIMBERLEY

- (7.1) The Shire will actively promote the Wyndham VES Unit and its activities within the Shire of Wyndham East Kimberley through local media, community events and general information dissemination.
- (7.2) The Shire will actively participate in, and assist the Wyndham VES Unit members to participate in, at least two of DFES's community safety campaigns (for example, Bushfire Action Week, Don't be a Fool! Change your Smoke Alarm Battery on April 1st, Are You Bushfire Ready? etc.).
- (7.3) The Shire will provide a representative to sit on the Wyndham VES Unit Support Group who will participate in the Support Group activities and assist it to fulfil its functions and objectives.

8. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE WYNDHAM VES UNIT MEMBERS

- (8.1) The members of the Wyndham VES Unit agree to provide the emergency services roles as previously provided by the Wyndham SES and the Wyndham VFRS before the establishment of the Wyndham VES Unit. This includes:

- road accident rescue;
- air search observation;
- land search and rescue;
- storm damage relief;
- cliff rescue;
- cyclone response;
- communications;
- structural firefighting;
- bush firefighting;
- community safety education; and
- hazardous materials.

According to community needs, appropriate training and the provision of resources, Wyndham VES Unit roles may be expanded in profile. However, this will only occur through consultation with Wyndham VES Unit volunteers, the Shire and DFES.

- (8.2) The Wyndham VES Unit agree to allow members to attend an emergency incident ONLY when they are appropriately trained to combat the type of incident and ONLY when they are wearing the appropriate personal protective clothing and/or equipment.
- (8.3) The members of the Wyndham VES Unit will ensure that all operational, financial and administration requirements necessary to operate the Unit are undertaken and complied with.

- (8.4) The Wyndham VES Unit members agree to attend emergency services training when such training is provided by DFES. The date and time of the training will be determined by the Wyndham VES Unit Support Group.

9. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE WYNDHAM VES UNIT SUPPORT GROUP

- (9.1) The Wyndham VES Unit Support Group will comprise of:

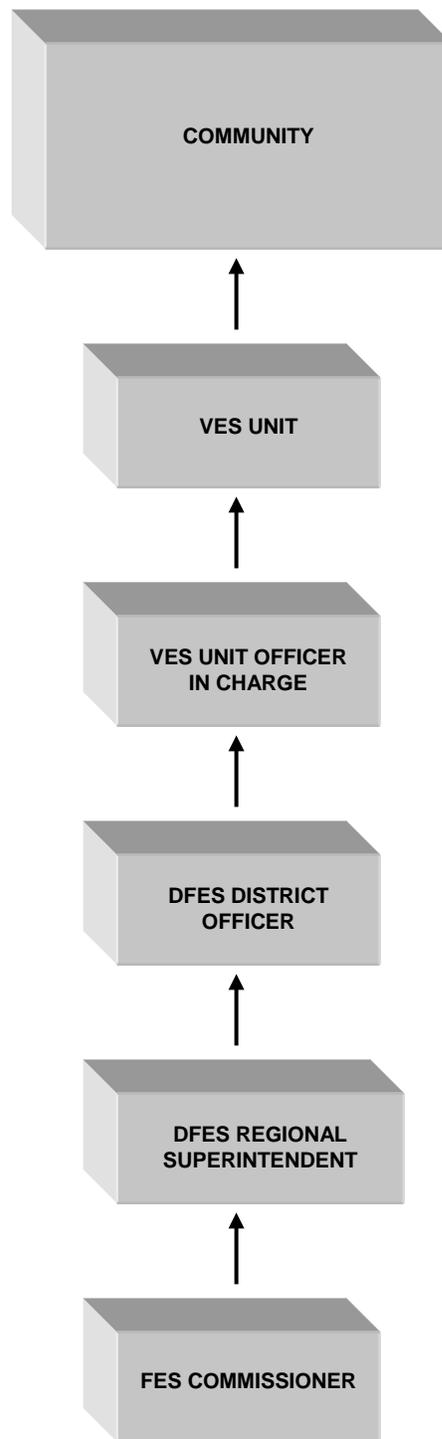
- Wyndham VES Unit Officer in Charge;
- Wyndham VES Unit Training Officer (Second Officer in Charge);
- Shire of Wyndham East Kimberley Representative;
- VES Unit District Officer/s; and
- VES Unit Coordinator.

- (9.2) The Wyndham VES Unit Support Group will meet annually in order to determine:

- budgeting requirements for the Wyndham VES Unit;
- operational and non-operational reporting structures and procedures;
- vehicle and equipment requirements;
- training profiles, courses, availability, schedules and other training requirements; and
- other issues raised.

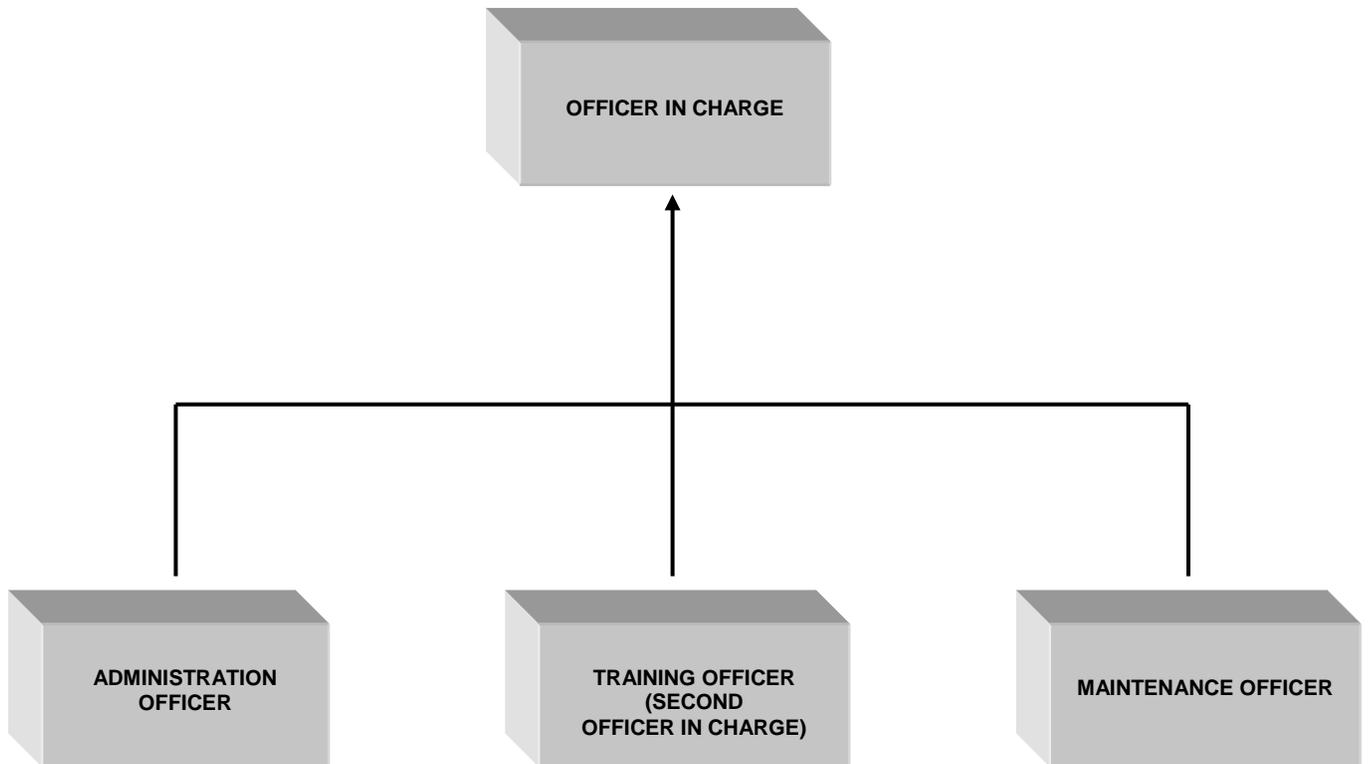
10. WYNDHAM VES UNIT REPORTING STRUCTURE

The reporting structure for the Wyndham VES Unit will be as follows:



11. VES UNIT ORGANISATIONAL STRUCTURE

The organisational structure of the Wyndham VES Unit will be as follows:



NOTE: The members acting in the above positions may also act in any of the following positions:

- VES Unit Planning Officer
- VES Unit Logistics Officer
- VES Unit Operational Officer

12. DURATION AND AMENDMENT

The terms of this MOU will remain in force for a period of five years with an option to extend for a further five years by agreement of all parties or until it is terminated.

This Agreement shall not be altered varied or modified in any respect except by agreement in writing.

13. AMENDMENT

This document may not be amended without the written consent of all three parties to the document.

14. NOTICES

Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

Officer in Charge
Wyndham VES Unit
PO Box 330
WYNDHAM WA 6740

Chief Executive Officer
Shire of Wyndham East Kimberley
PO Box 614
KUNUNURRA WA 6743

Commissioner
Department of Fire and Emergency Services
PO Box 1174
PERTH WA 6844

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made

BETWEEN THE

Wyndham Volunteer Emergency Services Unit
20 Pauls Way
WYNDHAM WA 6740

AND

Shire of Wyndham-East Kimberley
20 Coolibah Drive
KUNUNURRA WA 6743

AND

Department of Fire and Emergency Services
20 Stockton Bend
COCKBURN CENTRAL WA 6164

and will take effect from the date of the last signature for a period of five years.

SIGNED for and on behalf of the Wyndham VES Unit by:

DEAN EDWARDS
OFFICER IN CHARGE

Signature

Date

SIGNED for and on behalf of the Shire of Wyndham-East Kimberley by:

JOHN MOULDEN
SHIRE PRESIDENT

Signature

Date

GARY GAFFNEY
CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the Department of Fire and Emergency Services by:

WAYNE GREGSON APM
COMMISSIONER

Signature

Date

13.4 COMMUNITY DEVELOPMENT

13.4.1 Development Application for Proposed Storage Shed at Lot 675 Lake Argyle Road, Lake Argyle

DATE:	28 January 2014
PROPONENT:	Franmor Constructions
LOCATION:	Lot 675 Lake Argyle Road, Lake Argyle
AUTHOR:	Elle Davidson, Planning Officer
REPORTING OFFICER:	Nick Kearns, Director Community Development
FILE NO:	A7827P

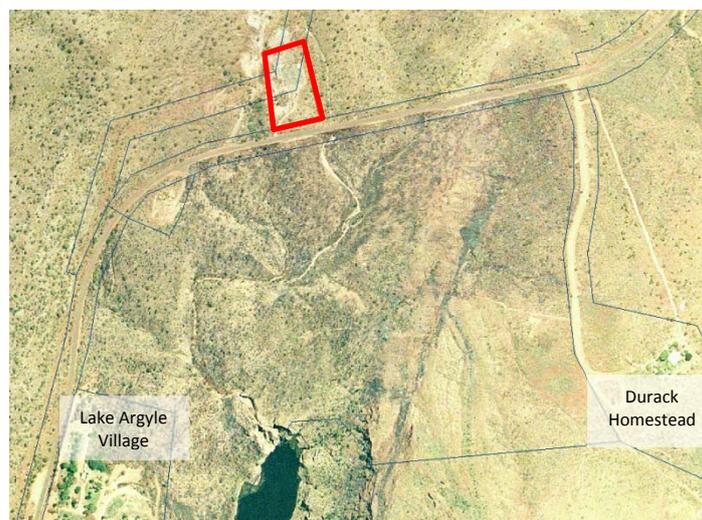
PURPOSE

For Council to consider a development application for a Storage Shed at Lot 675 Lake Argyle Road, Lake Argyle.

BACKGROUND

An application for planning approval was lodged on 19 December 2013 by Franmor Constructions for the development of a Storage Shed to be utilised by Pacific Ord Hydro at Lot 675 Lake Argyle Road, Lake Argyle.

The property is located on Lake Argyle Road to the north-east of the Lake Argyle Tourist Village and has an area of 9,264m². The parcel is Crown Land with the existing land use being Public Utility – Community and features an existing switch yard known as the Ord Hydro Power Station. A High Voltage power line easement traverses through the property and connects to the main power line easement. The Department of Lands has offered a Licence to Occupy Crown Land to the Pacific Hydro Group and is in the process of preparing a Lease.



Location of Site

Proposal

The applicant proposes to develop a storage facility for spare parts used in the event of power failures at the Ord Hydro Power Station. The shed will only be used by Pacific Hydro employees and frequented on average once every 12 weeks. Due to the rare use of the shed an ablution facility is not required.

The Storage Shed is proposed to measure 12m x 18m, which totals 216m² and will be setback a minimum of 30m from each boundary. Pale Eucalypt Colorbond walls and Gull Grey Colorbond roof sheeting is proposed by the applicant to mitigate visual amenity impacts. Existing vegetation and topography in the vicinity will act as a visual buffer for the shed, it is also noted that the planting of trees within 20m of the power line easement is prohibited.

STATUTORY IMPLICATIONS

Interim Development Order No. 10

The *Interim Development Order No. 10* (IDO) applies to all land and water comprising Lake Argyle and land within 1 kilometre of the high water mark that is currently not included in any Local Planning Scheme. Any development within this area requires Planning Approval and Council consent. Clause 4 of the IDO requires the following to be illustrated on submitted plans:

- i) The location of the site in relation to adjoining land and nearby roads, and where appropriate the foreshore of Lake Argyle.
- ii) The position, type and use of all existing buildings and improvements on the land and those removed or altered as part of the proposed development.
- iii) The nature and extent of natural vegetation on the land and the type of soil.
- iv) The contours of the land and the extent of any earthworks to be undertaken as part of the development.
- v) The position, type and use of any new buildings and/or improvements proposed for the land including materials to be used for external cladding and the use and treatment of open areas of the site including land to be used for parking and landscaping.

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

There are no strategic implications associated with this report.

COMMUNITY CONSULTATION

Community consultation is not required in relation to this item.

COMMENT

Specific requirements outlined in *IDO No. 10* have been addressed and it is determined that the proposal will not have any detrimental impacts on the existing landscape due to the proposed location being in a short spanning gully. Further, during a site inspection it was determined that the shed will not be visible from Lake Argyle Road due to the existing topography and well established vegetation.

The Department of Lands has advised that the placement and details of proposed development comply with the conditions of the Licence to Occupy Crown Land and an Option to Lease is currently being developed.

The development proposal is deemed to be low impact in scale.

It is recommended that the application be approved subject to conditions.

ATTACHMENTS

The associated attachment will be provided under separate cover.

Attachment 1 – Proposed Plans and Submission

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council grants planning consent for a Storage Shed at Lot 675 Lake Argyle Road, Lake Argyle, 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 natural flow of stormwater drainage should not be impeded.

COUNCIL DECISION

Minute No. 10297

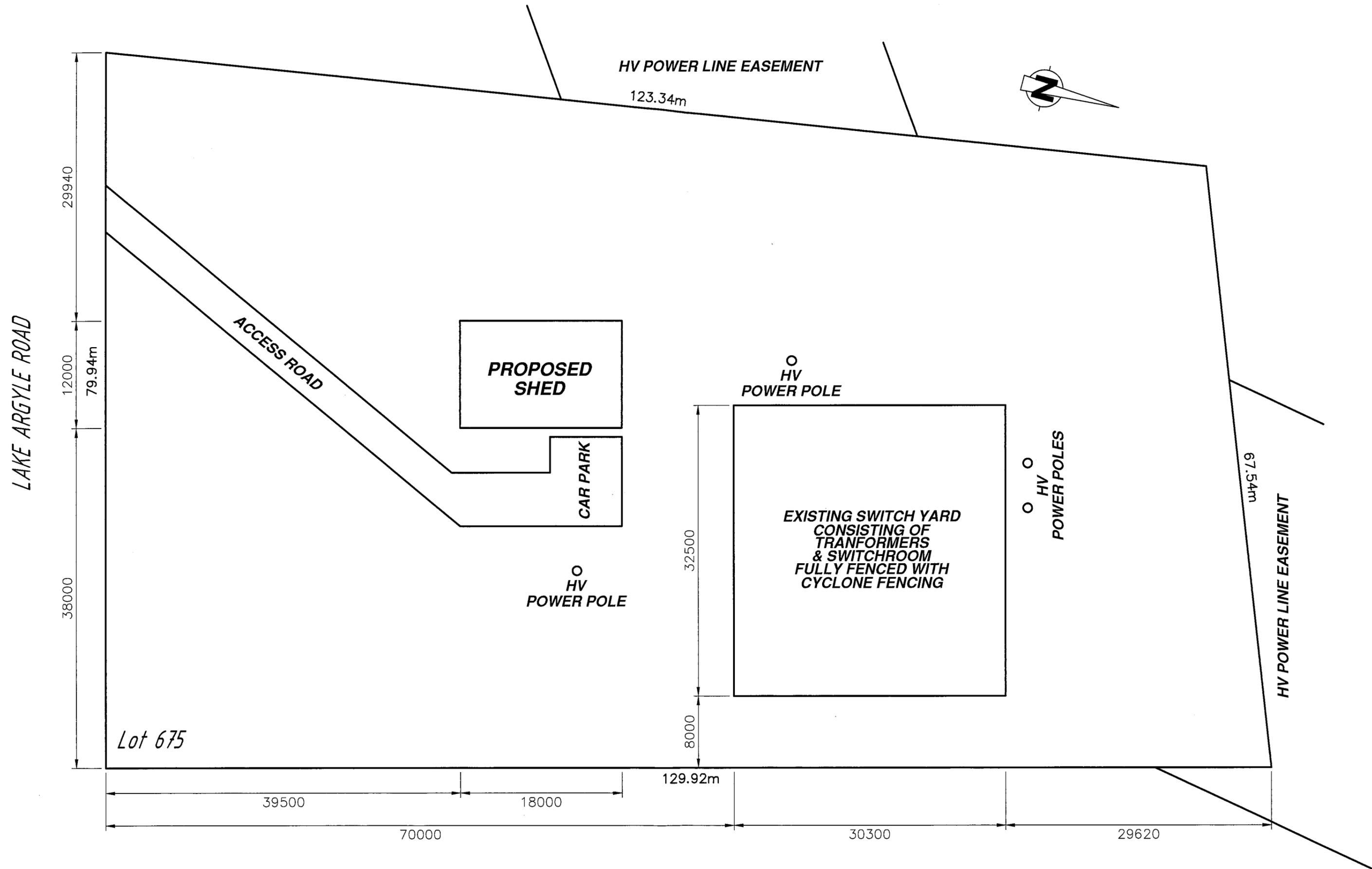
Moved: Cr K Wright

Seconded: Cr G King

That Council grants planning consent for a Storage Shed at Lot 675 Lake Argyle Road, Lake Argyle, 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 natural flow of stormwater drainage should not be impeded.**

Carried Unanimously 7/0



REV	0	title	SITE PLAN
		scale	1:400
		project	296-S01

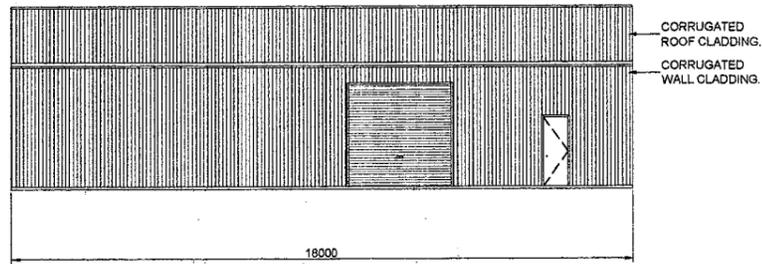
project
**PROPOSED NEW SHED
 LOT 675 LAKE ARGYLE ROAD
 KUNUNURRA**

client	PACIFIC ORD HYDRO AUST.
builder	FRANMOR CONTRUCTIONS
	28 January 2014

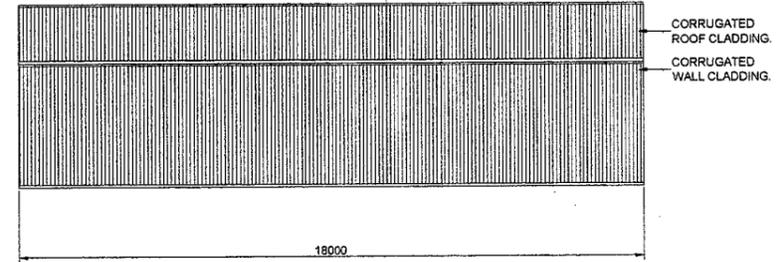
NICKAD

DESIGN DRAFTING
 P.O. Box 2189 Kununurra WA 6743

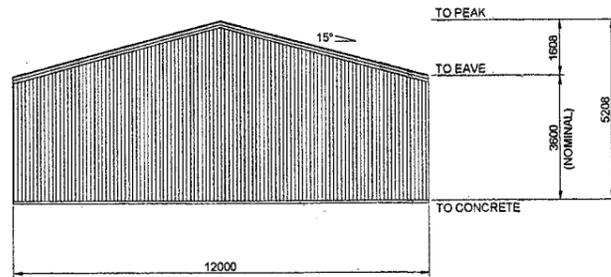
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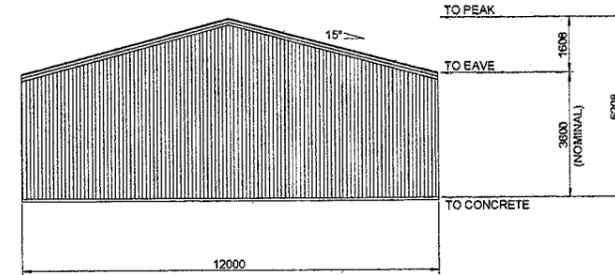
1
6 SIDEWALL EXTERIOR ELEVATION
SCALE: 1 = 200



2
6 SIDEWALL EXTERIOR ELEVATION
SCALE: 1 = 200



4
6 ENDWALL EXTERIOR ELEVATION
SCALE: 1 = 200



3
6 ENDWALL EXTERIOR ELEVATION
SCALE: 1 = 200

BUILDING COLOURS	
WALL	PALE EUCALYPT
ROOF	SHALE GREY
ROLLER DOOR	PALE EUCALYPT
P.A. DOOR	PALE EUCALYPT
DOWNPIPE	PALE EUCALYPT
GUTTER	PALE EUCALYPT
CORNER FLASHING	PALE EUCALYPT
BARGE FLASHING	PALE EUCALYPT
OPENING FLASHING	PALE EUCALYPT

6 OF 6
SHEET
JOB NO. KUNN10376
DATE 19/12/2013
CHECKED TM
DRAWN FBHS

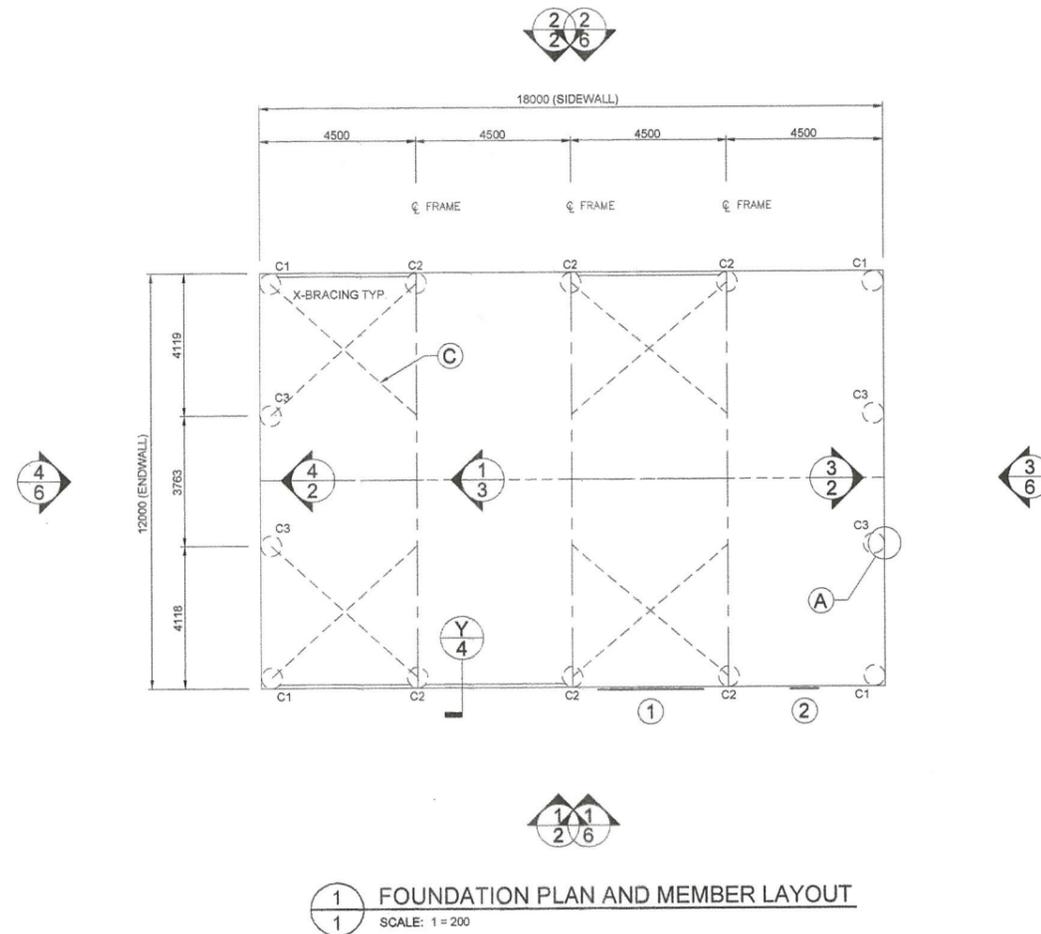
STEEL BUILDING BY (CONTACT)
NE SHEDS
0408 943 941
FOR
PACIFIC ORD HYDRO AUST.
AT
LOT 675 LAKE ARGYLE RD.
LAKE ARGYLE.



NORTHERN CONSULTING engineers
Civil & Structural Engineers
50 Punari Street
Curralong, Qld 4812
Fax: 07 4725 5850
Email: design@nceng.com.au
ABN 341 008 173 56
Regn. No. 2558980
Regn. No. 9985
Regn. No. 118373ES
Regn. No. EC36692
Regn. No. CC9848M

Mr Timothy Roy Messer BE MIEAust RPEQ
Registered Professional Engineer 2558980
Signature *T. Messer*
Date 19/12/13
Registered on the NPER in the areas of practice
of Civil & Structural National Professional
Engineers Register

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MAIN FRAME
COLUMN LEGEND

C1	C20015
C2	2C20024
C3	C20019

ROOF STRAP BRACING TO BE CONNECTED TO THE PURLIN CLOSEST TO THE LINE OF THE END WALL MULLION.

SHEET	1
	6
JOB NO.	KUNN10376
DATE	19/12/2013
CHECKED	T.M.
DRAWN	FDHS

STEEL BUILDING BY (CONTACT)
NE SHEDS
0408 943 941
FOR
AT
PACIFIC ORD HYDRO AUST.
LOT 675 LAKE ARGYLE RD.
LAKE ARGYLE.

fairdinkum
SHEDS

NORTHERN CONSULTING
engineers
Civil & Structural Engineers
50 Punari Street
Currajong, Qld 4812
Fax: 07 4725 5850
Email: design@nceng.com.au
ABN 341 008 173 56

Mr Timothy Roy Messer BE MIEAust RPEQ
Registered Professional Engineer 2558980
Signature *T. Messer*
Date 19/12/13
Registered on the NPER in the areas of practice
of Civil & Structural National Professional
Engineers Register

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KUNUNURRA WA 6743
EMAIL: franmorknx@westnet.com.au

PH: (08) 9169 1395
FAX: (08) 9168 2621
MOBILE: 0419 846 191

To: Planning Dept of SWEK

Date: 19-Jan 2013

Supporting information for proposed storage shed for Pacific Ord Hydro Australia on Lot 675 on Deposited Plan 188040 Lake Argyle Road, Lake Argyle.

Pacific Ord Hydro have the requirement for a storage facility for spare parts used in the generation of power at the Ord Hydro Power Station. Pacific Hydro investigated the option of leasing an existing shed from an outside party for this purpose but a lease agreement could not be reached due to the shed being located in an area zoned for tourism only.

The storage shed will only be used by Pacific Ord Hydro employees and frequented on average once every 12 weeks to access spare parts during shut downs at the power station.

There site will be well drained to stop rain water runoff from entering the shed and provisions for to demarked gravel car parking bays.

There is no need for an ablution facility as staff user the existing facility at the power station and visit will only be of a short nature to source spare parts.

The way we plan to mitigate the visual amenity impacts of the new shed is in the construction of a relative compact shed, small in height and length. By using Color-bond Gull Grey roof and Pale Eucalypt walls with Gull Grey trim and the apex of the roof being well below the ridge line of any escarpments and almost not visible from Lake Argyle road there will limited visual impact.

Existing topography and vegetation, mainly consisting of Kimberley Heath, Kimberley Heather and Snappy Gums currently located on the rise to the entry to the lot will go a long way to reduce visual impact. It must be noted that we cannot plant trees with in 20 mtrs of the power line eavesment.

All local vegetation between the proposed site and the road will be left in place to assist in obscuring the shed from passer by traffic.

The site is quite undulating and the shed will be located in a position to utilize the natural drainage as much as possible some minor earth works will be carried out on the southern and western facing side of the shed.

There is no landscaping planned for this project as we will be utilizing the natural vegetation to screen the shed as much as possible.

Elle Davidson

From: Rampant, Cody <Cody.Rampant@lands.wa.gov.au>
Sent: Tuesday, 14 January 2014 8:51 AM
To: Elle Davidson
Subject: RE: Referral for Storage Shed at Lot 675 Lake Argyle Road, Lake Argyle

Hi Elle

Thank you for your referral. The documents have been reviewed and the Department of Land provides no objection.

Your comments have been acknowledged and the Department of Lands is aware of this issue. Unfortunately the timeframes for the proponents' requirement for access and use of the site did not provide the Department of Lands sufficient time to draft a suitable Licence document. The Licence issued is a standard template document, however the Licence should have been amended to remove the reference at Clause 4.1 restricting development of permanent structures. As mentioned above, timeframes did not permit this action to proceed and in acknowledgement of (1) the significant community benefit the grant of Licence would provide by enabling the operators of the Ord Hydro Power Station to continue to provide services to the town of Kununurra and Argyle Diamond Mine and (2) the follow up actions to grant a lease over King Loc 675, the Licence was granted. The intention is to enable legal access and use for the development of a shed and the proponent has agreed to all conditions within the Licence.

The Department of Lands will be following up with a Lease to the proponent over King Loc 675 as a more appropriate and secure tenure. Actions are underway to have the Lease document drafted. This may take some time due to a likely requirement for the drafting to be completed by State Solicitors Office – due to the association with the Ord River Hydro Energy Project Agreement Act.

The Department of Lands supports the Shire of Wyndham-East Kimberley in a favourable consideration of the planning application, noting the above comments, and apologises for any confusion or inconvenience caused.

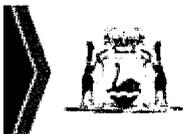
Please advise if you require additional information.

Regards

Cody Rampant

A/Team Leader, Kimberley
Cnr Messmate Way and Bandicoot Dr, Kununurra WA 6743
PO Box 630, Kununurra WA 6743
T (08) 9168 0601
F (08) 9168 0600

W www.lands.wa.gov.au



Government of **Western Australia**
Department of **Lands**

From: Elle Davidson [<mailto:Elle.Davidson@swek.wa.gov.au>]
Sent: Monday, 13 January 2014 2:29 PM
To: Rampant, Cody; Gasmier, Carolyn
Subject: Referral for Storage Shed at Lot 675 Lake Argyle Road, Lake Argyle

Good afternoon,

I have attached a copy of a referral, send in today's post, relating to the abovementioned application. The applicant has requested that the report to the January OCM scheduled for 28 January 2014, as a result I am working to a very tight timeframe and would really appreciate a response by the end of this week. If this is not possible, I understand.

Should you require any further assistance, please feel free to contact me at any time.

Regards

Elle Davidson
Planning Officer

SHIRE of WYNDHAM | EAST KIMBERLEY

20 Coolibah Street, PO Box 614 Kununurra WA 6743 | T: (08) 9168 4100 | F: (08) 9168 1798 | www.swek.wa.gov.au

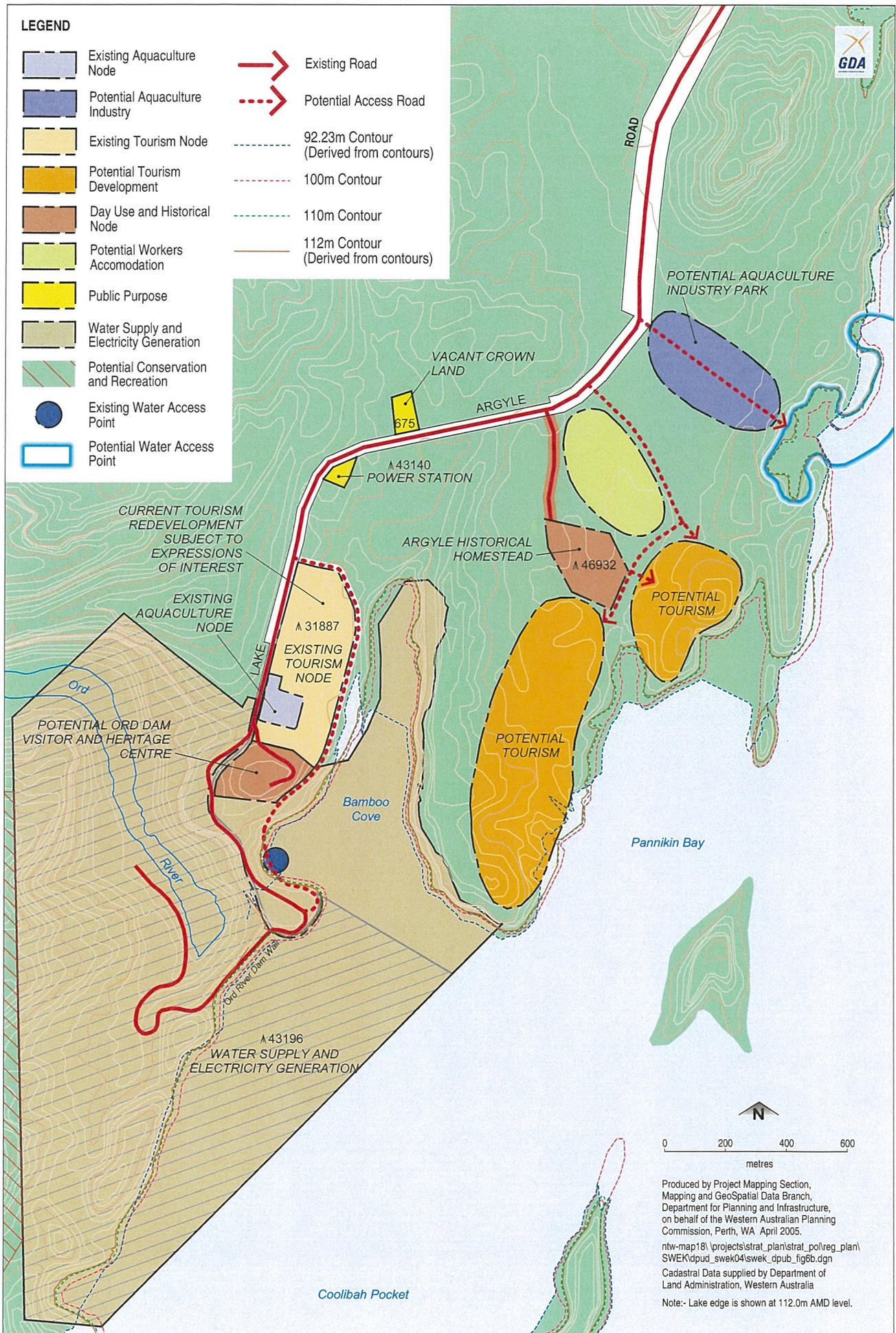
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13.5 CHIEF EXECUTIVE OFFICER

13.5.1 Use of the Common Seal

DATE:	28 January 2014
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Sharmayne Halliday, Governance Officer
REPORTING OFFICER:	Gary Gaffney, Chief Executive Officer
FILE NO:	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 11 December 2013 to 28 January 2014.

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, Goal 1 of Council's Strategic Community Plan.

COMMENT

The following documents have had the Shire of Wyndham East Kimberley Common Seal applied:

Date of Use	Document
20/12/2013	Scheme Amendment No 36
14/01/2014	Enterprise Agreement 2013 - 2016

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 11 December 2013 to 28 January 2014.

COUNCIL DECISION

Minute No. 10298

Moved: Cr B Robinson

Seconded: Cr D Learbuch

That Council receives the report on the application of the Shire of Wyndham East Kimberley Common Seal for the period 11 December 2013 to 28 January 2014.

Carried Unanimously 7/0

13.5.2 Delegated Authority Report

DATE:	28 January 2014
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Sharmayne Halliday, Governance Officer
REPORTING OFFICER:	Gary Gaffney, Chief Executive Officer
FILE NO:	PL.02.1

PURPOSE

To report to Council on the use of Delegated Authority by Officers for the period 1 December to 31 December 2013.

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.

- 1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- 2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- 3) 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

There are no strategic implications associated with this matter

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 December to 31 December 2013.

COUNCIL DECISION

Minute No. 10299

Moved: Cr B Robinson

Seconded: Cr D Learbuch

That Council receives the Delegated Authority Report for the period 1 December to 31 December 2013.

Carried Unanimously 7/0

PLANNING DELEGATED AUTHORITY APPROVALS - 1 - 31 December 2013

Application / Delegation Number	Approval Type	Date Received	Owner	Address	Proposed Development	Assess't Number	Approval Date	Approved By
DA102/13	P	29/10/2013	Lyndon & Kerry Robertson	Lot 408 Packsaddle Road, Kununurra	Proposed Large Equestrian Arena	613	2/12/2013	Approved by Julia Hall
DA106/13	P	13/11/2013	Danny & Regula Waser	8 Leichhardt Street, Kununurra	Mixed Use Development	825	10/12/2013	Approved by Council
DA111/13	P	12/12/2013	Gabi & Wilhelm Bloecker	Lot 1556 Poincettia Way, Kununurra	Proposed Shed and Mezzanine for storage	1675	16/12/2013	Approved by Julia Hall
DA109/13	P	6/12/2013	Shire of Wyndham East Kimberley	Lot 506 Millington Drive, Kununurra	Proposed transportable caretakers cottage	7562	19/12/2013	Approved by Julia Hall

**CERTIFICATE OF DESIGN COMPLIANCE (Form BA03) ISSUED AS THE CERTIFIER FOR THE PERMIT ISSUING AUTHORITY – 01
to 31 December 2013**

APPLIC NO	DATE APPLIC RECD	DATE ISSUED	ASSESS NO.	CERT No	LOCATION	DESCRIPTION
101232	2/12/2013	3/12/2013	A613P	BA5961	Lot 408 Packsaddle Road Kununurra	Class 10A Non-habitable equestrian arena - partially enclosed
101256	4/12/2013	6/12/2013	A7785P	BA5975	Lot 552 (DP 37400) Great Northern Highway via Kununurra	Class 10B - Installation of 60m mast and solar power system
101259	10/12/1023	11/12/2013	A7786P	BA5982	"Claire North" Lot 550 (DP 76703) Great Northern Highway via Kununurra	Class 10B - Installation of 60m Communication mast
73221	19/07/2013	13/12/2013	A1457P	BA5988	Lot 1873 Strata Lot 1 (8B) Pine Court Kununurra	Class 1A utility room and Class 10A patio
101262	13/12/2013	13/12/2013	A7735P	BA5998	Lot 292 (38) Zamia Link Kununurra	Class 1A dwelling with attached class 10A garage & outdoor living
101261	13/12/2013	13/12/2013	A7179P	BA6001	Lot 365 (11) Gregorii Street Kununurra	Class 1A dwelling with attached class 10A carport & outdoor living
101266	18/12/2013	19/12/2013	A1756P	BA6025	Lot 2476 (6) Celtis Street Kununurra	Class 10A Non-Habitable garage/shed
101269	20/12/2013	20/12/2013	A1091P	BA6035	"Kimberley Land Holiday Park" Lot 1519 Victoria Highway Kununurra	2 x Class 10A Ablution & Amenities blocks
101270	23/12/2013	24/12/2013	A1091P	BA6051	Site 35 "Kimberley Land Holiday Park" Lot 1519 Victoria Highway Kununurra	Class 10A -Annex addition to Site 35

BUILDING PERMITS (Form BA04) ISSUED AS THE PERMIT ISSUING AUTHORITY – 01 to 31 December 2013

LIC#	DATE RECEIVED	DATE LICENCED	OWNER	BUILDER	LOCATION	DESCRIPTION	NEW/ADD	EST. VALUE	COMMENT / PROCESSING TIME – WORKING DAYS
126/2013	2/12/2013	3/12/2013	Kerry & Lyndon Robertson	Kerry & Lyndon Robertson	Lot 408 Packsaddle Road Kununurra	Class 10A Non-habitable equestrian arena - partially enclosed	New	\$ 150,000.00	1/25 assess days
127/2013	4/12/2013	9/12/2013	Telstra Corporation Pty Ltd	Telstra Corporation Pty Ltd	Lot 552 (DP 37400) Great Northern Highway via Kununurra	Class 10B - Installation of 60m mast and solar power system	New	\$ 200,000.00	1/25 assess days
128/2013	10/12/1023	11/12/2013	Telstra Corporation Pty Ltd	Telstra Corporation Pty Ltd	"Claire North" Lot 550 (DP 76703) Great Northern Highway via Kununurra	Class 10B - Installation of 60m Communication mast	New	\$ 150,000.00	1/25 assess days
129/2013	19/07/2013	13/12/2013	Wayne & Maree Gatehouse	Franmor Constructions	Lot 1873 Strata Lot 1 (8B) Pine Court Kununurra	Class 1A utility room and Class 10A patio	New	\$ 130,000.00	1/25 assess days + ?/21 pending
130/2013	13/12/2013	13/12/2013	Kevin & Diane Anderson	Darren Fulcher	Lot 292 (38) Zamia Link Kununurra	Class 1A dwelling with attached class 10A garage & outdoor living	New	\$ 520,000.00	1/25 assess days
131/2013	13/12/2013	13/12/2013	Jayden & Sarah Lowe	Darren Fulcher	Lot 365 (11) Gregorii Street Kununurra	Class 1A dwelling with attached class 10A carport & outdoor living	New	\$ 485,000.00	1/25 assess days

BAC 132/ 2013	12/12/2011	16/12/2013	P P Cavanagh	P P Cavanagh	Lot 59 (9) Baker Street Wyndham	Class 1A - Relocated dwelling on stumps	Exist	\$ 100,000.00	
133/ 2013	18/12/2013	19/12/2013	Stephen Woodhead	Ben Marr	Lot 2476 (6) Celtis Street Kununurra	Class 10A Non-Habitable garage/shed	New	\$ 24,563.00	1/25 assess days
134/ 2013	18/12/2013	19/12/2013	Kimberley Group Training	Top End Building Company Pty Ltd	Lot 107 (5) Kentia Way Kununurra	KGT Skills Training Centre 1 x Class 5 Administration Block 1 x Class 9B Training Workshop	New	\$ 1,817,126.00	1/10 assess days
135/ 2013	20/12/2013	20/12/2013	Kimberley Land Holiday Park	Top End Building Company Pty Ltd	"Kimberley Land Holiday Park" Lot 1519 Victoria Highway Kununurra	2 x Class 10A Ablution & Amenities blocks	New	\$ 440,000.00	1/25 assess days
136/ 2013	23/12/2013	24/12/2013	Kimberley Land Holiday Park	Kimberley Land Holiday Park	Site 35 "Kimberley Land Holiday Park" Lot 1519 Victoria Highway Kununurra	Class 10A -Annex addition to Site 35	New	\$ 5,000.00	1/25 assess days
								\$ 4,021,689.00	

DEMOLITION PERMITS (Form BA06) ISSUED AS THE PERMIT ISSUING AUTHORITY – 01 to 31 December 2013

DEMO LIC#	DATE APPLIC RECVD	DATE LICENCED	ASSESS NO.	BA RECORD	OWNER	BUILDER/ DEMOLITION CONTRACTOR	DEMO CLASS (1, 2 or 3)	WAD CLASS/ LIC NO	LOCATION	DESCRIPTION
DP 027/2013	23/12/2013	23/12/2013	A1091P	BA6050	Kimberleyland Holiday Park	Kimberleyland Holiday Park	N/A	N/A	"Kimberleyland Caravan Park" Lot 1519 Victoria Highway Kununurra	Demolition - Class 10A annex to Site 35

OCCUPANCY PERMITS (Form BA10) ISSUED – 01 to 31 December 2013

OCCUP PERMIT NO	DATE	BUILDING PERMIT / LICENCE NO	ASSES S NO.	Receipt No	Building Class	OWNER	BUILDER	BRB / OB NO	LOCATION	DESCRIPTION
BA5978	9/12/2013	BP 114/2013	A7425P	387452	5	Bothkamp Australia Pty Ltd ADF Bothkamp Super Fund	ISIS Group Australia		Unit 1 & 2 Lot 101 (16) Riverfig Avenue Kununurra	Class 5 - Offices Units 1 & 2
BA6009	16/12/2013	BP 211/2009	A1141P	N/A prior to 01.04.2012	2	Kimberley Land Holdings Pty Ltd	Thoroughbred Constructions Pty Ltd	Not within jurisdiction of Building Services (Registration) Board	Lot 961 (16) Bandicoot Drive Kununurra	Class 2 - G Block apartments
BA6039	23/12/2013	BP 040/2011	A1168P	N/A prior to 01.04.2012	6	RT & SD Searle	RT & SD Searle	Owner/ Builder - Not within jurisdiction of Building Services (Registration) Board	Lot 1099 (27) Poincianna Street Kununurra	Class 6 Showroom / Retail Office

BUILDING APPROVAL CERTIFICATES (Form BA14) ISSUED AS THE CERTIFIER FOR THE PERMIT ISSUING AUTHORITY – 01 to 31 December 2013

APPLIC NO	DATE ISSUED	ASSESS NO.	CERT No	LOCATION	DESCRIPTION
100154	16/12/2013	A7P	BA6011	Lot 59 (9) Baker Street Wyndham	Class 1A - Relocated dwelling on stumps

CERTIFICATES OF BUILDING COMPLIANCE (Form BA18) ISSUED AS THE CERTIFIER FOR THE PERMIT ISSUING AUTHORITY – 01 to 31 December 2013

APPLIC NO	DATE ISSUED	ASSESS NO.	CERT No	LOCATION	DESCRIPTION
100154	16/12/2013	A7P	BA6010	Lot 59 (9) Baker Street Wyndham	Class 1A - Relocated dwelling on stumps

THERE WAS NO REPORTABLE ACTIVITY FOR THE PERIOD – 01 to 31 December 2013 for the following:

- AMENDMENTS TO EXISTING BUILDING PERMIT (Form BA04) ISSUED AS THE CERTIFIER FOR THE PERMIT ISSUING AUTHORITY
- BUILDING PERMITS (BA04), DEMOLITION PERMITS (BA06) 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
- OCCUPANCY PERMITS (Form BA10) ISSUED BY EXTERNAL PERMIT ISSUING AUTHORITIES UNDER BUILDING ACT 2011 S.7(02) RELATING TO PROPERTIES WITHIN THE SHIRE OF WYNDHAM EAST KIMBERLEY
- OCCUPANCY PERMITS – STRATA (BA12)
- BUILDING APPROVAL CERTIFICATES – STRATA (Form BA16)
- CERTIFICATES OF CONSTRUCTION COMPLIANCE (Form BA17)
- EXTENSIONS OF TIME GRANTED TO EXISTING BUILDING PERMITS (BA04)
- SIGN LICENCES
- FORMAL NOTICE / BUILDING ORDER – pursuant to Building Act 2011

13.5.3 Funding request from Kimberley Regional Group

DATE:	28 January 2014
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Janet Takarangi, Economic Development Officer
REPORTING OFFICER:	Gary Gaffney, Chief Executive Officer
FILE NO:	N/A

PURPOSE

To provide information for Council to make a decision on approving extra funding for two projects for the Kimberley Regional Group to advance on behalf of the Kimberley Region.

BACKGROUND

The four Kimberley Shires have been working together on issues of mutual concern since approximately 2004 under the auspices of the Kimberley Zone a regional non-legal entity established by WALGA. Matters of regional and state interest can be discussed at the State Council of WALGA and the Kimberley region is represented by the Chair of the Kimberley ZONE. Examples of work under the Zone includes the work done on regional fire prevention and management, lobbying Government on the regional impact of the cattle export ban and ensuring a regional voice has been heard on state matters calling for submissions such as the review of Country Local Government Fund (CLGF) funding and the pending policy change regarding Municipal service delivery to remote Indigenous Communities.

In 2010 under the Department of Local Government a legal contract was signed between the Department and all four Shires to advance the Local Government reform agenda through a Regional Collaborative Group. Funding has been made available through this contract and work over 2011, 2012 has given rise to a regional Strategic Community Plan and a regional corporate plan which has been signed off by all four Shires and which is seen to drive the ongoing regional reform agenda. The Department of Local Government contract expires in June 2015. The work of the Zone and the agenda of Local Government reform cannot be mixed up and no funding from the Department can be used for Zone business.

As neither the Zone nor the Regional Collaborative Group are legal entities and cannot hold funding this role has been taken up by alternating Shires. This responsibility was held by the Shire of Wyndham East Kimberley from 2010 to 2012 when it moved to the Shire of Broome where it currently sits.

Each Shire makes available a set agreed amount to fund this ongoing regional agenda and the approved budget set aside for 13/14 is \$55,000. This funds the employment of a project officer to advance the Business plan agenda.

In November 2013 the regional group met at Halls Creek and it was tabled that the Shire of Broome wished to undertake two projects which require funding outside of the \$55,000. Refer attached letters

- 4) Project One. The equal portion of \$1405 + GST is to cover the cost of the project. There is insufficient DLGC funding to cover to full amount so this will need to come out of the SWEK budget. (Shire of Broome)
- 5) Project Two. Review of the SCP & RBP - the equal portion of \$2925 + GST is to cover the cost of CAMMS doing the detailed review based on the priorities of the

new government, where funding will be allocated and the release of the Regional Blueprint and Growth Centres Strategies. There is no DLGC funding to do this, it will need to come out of the SWEK budget.

Over and above this at the November meeting CEO Shire of Derby West Kimberley suggested that each Shire provide a \$10,000 seed fund to the Shire of Broome to hold for future projects. A letter dated 21 January 2014 is attached seeking this money.

STATUTORY IMPLICATIONS

- 6.8 Expenditure from municipal fund not included in annual budget
- 1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –
 - a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - b) is authorised in advance by resolution*; or
 - c) is authorised in advance by the mayor or president in an emergency.

* *Absolute majority required.*

1a) In subsection (1) –
additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

- 2) Where expenditure has been incurred by a local government –
 - a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of council.

[Section 6.8 amended by No 1 of 1998 s. 19.]

POLICY IMPLICATIONS

The report seeks to provide a brief outline of the ongoing regional collaborative agenda now being managed by the Shire of Broome on behalf of the region. Depending on what transpires in the future and the regional work agenda policy matters may emerge that require Council consideration.

FINANCIAL IMPLICATIONS

The funding requested is additional to the \$55,000 approved by Council as the Shire's contribution to the Kimberley Regional Group and would need to be sourced from Council's budget in the mid-year budget review process. A potential funding source is the Economic Development budget allocation. It has been proposed that a meeting of the Kimberley Group in March 2014 would be held in Kununurra to discuss the regional strategic and business plan and that at this meeting a plan for future projects and related budgets would be drawn up so that Councils know what to budget for in advance.

STRATEGIC IMPLICATIONS

The Regional Strategic Plan has been developed to ensure linkages are in place between the regional documents and the Shire's Strategic Community Plan under the integrated planning and reporting framework.

COMMUNITY CONSULTATION

Community consultation is not required in relation to this item.

COMMENT

With the move of the regional Secretariat to the Shire of Broome in August 2012 new systems are being established including the funding of the Project Officer and the system to fund projects on the work plan. At this stage the Council has approved \$55,000 as an annual grant to the Secretariat for running costs and this paper outlines a request for project funding. It is expected that the March 2014 workshop to be held in Kununurra will also determine formal systems for Council to commit to the total cost of being involved in working regionally.

ATTACHMENTS

Attachment 1 - Letter to CEO's from Shire of Broome for \$1405 + GST

Attachment 2 - Letter to CEO's from Shire of Broome for \$2925 + GST

Attachment 3 - Letter to CEO's from Shire of Broome re seeding money for future projects

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

- 1) Approves the funding requested of \$ 4330.00 +GST for specified projects with funds from GL 02130616 Economic Development Grants.
- 2) Approves the request for \$10,000 + GST to be provided to the Shire of Broome, as Zone Secretariat, for seed project funding with funds from GL 02130616 Economic Development Grants.

MOTION – CR K WRIGHT

That Council:

- 1) Approves the funding requested of \$ 4330.00 + GST for specified projects with funds from GL 02130616 Economic Development Grants.
- 2) Refers the request for \$10,000 + GST to be provided to the Shire of Broome, as Zone Secretariat, for seed project funding with funds from GL 02130616 Economic Development Grants, to Zone Meeting for endorsement by Elected Members.

COUNCIL DECISION

Minute No. 10300

Moved: Cr K Wright

Seconded: Cr D Spackman

That Council:

- 1) Approves the funding requested of \$ 4330.00 + GST for specified projects with funds from GL 02130616 Economic Development Grants.**
- 2) Refers the request for \$10,000 + GST to be provided to the Shire of Broome, as Zone Secretariat, for seed project funding with funds from GL 02130616 Economic Development Grants, to Zone Meeting for endorsement by Elected Members.**

Carried 5/2

For: Cr K Wright, Cr D Spackman, Cr D Learbuch, Cr B Robinson & Cr G King

Against: Cr J Moulden & Cr R Dessert

Ref: RCG01

5 December 2013



Mr Gary Gaffney
Chief Executive Officer
Shire of Wyndham East Kimberley
PO Box 614
Kununurra, WA 6743



Shire of Derby /
West Kimberley

Dear Gary

At the Kimberley Zone of WALGA Meeting on 26 November 2013 in Halls Creek, the Zone was presented Agenda Item 9.7 Department of Local Government and Communities Grant Funding – Round Two.



At this meeting of the Zone, the following Resolution was made with regard to the subject item.

RESOLUTION:
(REPORT RECOMMENDATION)

That the Secretariat be delegated authority to liaise with the Kimberley Chief Executive Officers to progress the implementation of the project and grant application.

Moved: Cr Archer

Seconded: Cr Cooke

CARRIED UNANIMOUSLY 4/0



Can you please ensure a report is presented at your December 2013 Ordinary Council Meeting seeking approval to fund \$1405 to progress the implementation of the project submit the grant application.

Should you wish to discuss this matter further, please do not hesitate to contact the undersigned during office hours.

Yours sincerely

Rebecca Herbert
Project Manager – Kimberley Zone of WALGA.

cc Mr Kenn Donohoe
Chief Executive Officer
Shire of Broome
PO Box 44
Broome, WA 6753



cc Mr Gary Martin
Chief Executive Officer
Shire of Derby West Kimberley
PO Box 18
Derby, WA 6728



Shire of Derby /
West Kimberley



Ref: RCG01

5 December 2013



Mr Gary Gaffney
Chief Executive Officer
Shire of Wyndham East Kimberley
PO Box 614
Kununurra, WA 6743



Shire of Derby /
West Kimberley

Dear Gary

At the Kimberley Zone of WALGA Meeting on 26 November 2013 in Halls Creek, the Zone was presented Agenda Item 9.8 Review of Strategic Community Plan and Regional Business Plan.



At this meeting of the Zone, the following Resolution was made with regard to the subject item.

RESOLUTION:
(REPORT RECOMMENDATION)

That the Kimberley Regional Collaborative Group:

1. *Notes the two quotes;*
2. *Authorises the Secretariat to proceed with engaging CAM Management Solutions for the preparedness of the reports review including travel and expenses.*
3. *Authorises the Secretariat to include the reviews within the draft annual budget, subject to sufficient funding.*
4. *That the Kimberley member Councils seek endorsement of contributions to the project and accordingly advise the Secretariat.*

Moved: Cr Archer

Seconded: Cr Edwards

CARRIED UNANIMOUSLY 4/0

Can you please ensure a report is presented at your December 2013 Ordinary Council Meeting seeking approval to fund \$2925, excluding travel and expenses, to engage CAM Management Solutions for the preparedness of the reports review.

Should you wish to discuss this matter further, please do not hesitate to contact the undersigned during office hours.

Yours sincerely



Rebecca Herbert
Project Manager – Kimberley Zone of WALGA.



**Shire of Derby /
West Kimberley**

cc Mr Kenn Donohoe
Chief Executive Officer
Shire of Broome
PO Box 44
Broome, WA 6753



cc Mr Gary Martin
Chief Executive Officer
Shire of Derby West Kimberley
PO Box 18
Derby, WA 6728



Cc Mr Warren Olsen
Chief Executive Officer
Shire of Halls Creek
PO Box 21
Halls Creek, WA 6770





Kimberley Zone of WALGA

PO Box 44 Broome 6725 Ph: (08) 9191 3456 Fx: (08) 9191 3455

Ref: OGS03

21 January 2014



Mr Gary Gaffney
Chief Executive Officer
Shire of Wyndham East Kimberley
PO Box 614
Kununurra, WA 6743



Shire of Derby /
West Kimberley

Dear Gary

At the Kimberley Zone of WALGA Meeting on 26 November 2013 in Halls Creek, the Zone was presented Agenda Item 8.3 13/14 Budget for Approval.



At this meeting of the Zone, the following Resolution was made with regard to the subject item.

RESOLUTION:
(REPORT RECOMMENDATION)

That the Kimberley Zone of WALGA;

- 1. Endorses the Kimberley Zone of WALGA 13/14 Budget; and***
- 2. Notes that projects will not commence without grant funding or income/contributions being secured.***

Moved: Cr Mitchell

Seconded: Cr Edwards

CARRIED UNANIMOUSLY 4/0



Following this Gary Martin raised the idea of each of the shires contributing \$10,000 to a seed fund to allow KRCG projects to progress. This was agreed by each of the four Kimberley CEO's.

Can you please ensure a report is presented at your next 2014 Ordinary Council Meeting seeking approval to fund \$10,000 for the KRCG Seed Fund.

Should you wish to discuss this matter further, please do not hesitate to contact the undersigned during office hours.

Yours sincerely

Rebecca Herbert
Project Manager – Kimberley Zone of WALGA.

cc Mr Kenn Donohoe
Chief Executive Officer
Shire of Broome
PO Box 44
Broome, WA 6753

cc Mr Gary Martin
Chief Executive Officer
Shire of Derby West Kimberley
PO Box 18
Derby, WA 6728

Cc Mr Rodger Kerr-Newell
Chief Executive Officer
Shire of Halls Creek
PO Box 21
Halls Creek, WA 6770

13.5.4 Shire of Wyndham East Kimberley Action and Task Report Corporate Business Plan 2012 – 2016

DATE:	28 January 2014
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Katya Tripp, Strategic Planner
REPORTING OFFICER:	Gary Gaffney, Chief Executive Officer
FILE NO:	CM.10.3

PURPOSE

For Council to receive the Quarterly Action and Task report Corporate Business Plan 2012-2016.

BACKGROUND

The Corporate Business Plan 2012-2016 was adopted by Council at the September OCM and in November Councillors were provided with an Action and Task Progress Report from the Interplan database to show the progress of items contained in the Corporate Business Plan.

The report is produced on a Quarterly basis in December, March, July and September and covers all areas of the organisation.

STATUTORY IMPLICATIONS

Council must comply with the statutory requirements of the Integrated Planning and Reporting Framework.

POLICY IMPLICATIONS

No policy implications apply in the preparation of this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

COMMUNITY CONSULTATION

There is no Community consultation required for this item.

COMMENT

This is the second report generated from the Interplan system and will be reviewed by the Executive and Managers in February to refine and improve the system and reports.

ATTACHMENTS

Attachment 1 – Action and Task Report December 2013 Corporate Business Plan 2012 – 2016

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the December 2013 Quarterly Action and Task report Corporate Business Plan 2012-2016.

COUNCIL DECISION

Minute No. 10301

Moved: Cr K Wright

Seconded: Cr D Learbuch

That Council receives the December 2013 Quarterly Action and Task report Corporate Business Plan 2012-2016.

Carried Unanimously 7/0

Action and Task Progress Report

Shire of Wyndham East Kimberley



Print Date: 18-Jan-2014

ACTION PLANS



At least 90% of action target achieved



Between 70% and 90% of action target achieved



Less than 70% of action target achieved



No target set

* Dates have been revised from the Original dates

Community Development

Community & Youth - Childcare

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.3.1 Support for the Ewin Early Learning Centre facility in Kununurra	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Grant application through DEEWR submitted for jointly developed project - Expansion of the Ewin Early Learning Centre \$250,000. Participation in East Kimberley Children's Services Network Meetings November Last Updated: 27-Nov-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.3.2 Provide Wyndham Childcare facility, program and service delivery	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Submitted Annual Subsidy request through DEEWR. Coordinator will be on Maternity leave from early October, maternity leave position advertised. Maternity leave position filled October. Assistant Coordinator position advertised, position accepted and scheduled to commence January Unscheduled closure during October due to qualification requirements not being met. Last Updated: 03-Dec-2013							

Community & Youth – Community Capacity Strengthening

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.2 Liaise with government departments and other stakeholders on key community issues including participation in WiP	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: The Shire takes a lead role in a multitude of meetings and forums on key community issues. Shire support consists of venue provision, administration support, coordination and chairing of meetings.</p> <p>October</p> <ul style="list-style-type: none"> - Cancel Council WA - Relay for Life - Wyndham Interagency Network Group (WAM chair) - WiP Coordination Group Review Working Party (MCY chair) - WiP Youth at Risk - WiP Education - WiP Coordination Group (DCD chair) - Kununurra Youth Network Group (MCY chair) - Centacare re Return to Country Project <p>November</p> <ul style="list-style-type: none"> - EK Childrens Services Network - Wyndham Interagency Network Group (MCY chair) - WiP Alcohol Management - WiP Coordination Group (DCD chair) - Population Health re drug use response - Volatile Substance Misuse Working Group - WAPOL PCYC presentation <p>Last Updated: 03-Dec-2013</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.3 Plan and deliver programs to strengthen community capacity and engagement	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: The Shire delivers a range of programs and initiatives aimed at supporting the community. Such programs seek to facilitate individuals, organisations, clubs to engage with and have a positive impact on the community.</p> <ul style="list-style-type: none"> - Club Development Project - KidSport Program 							

- Annual Grants program: round 2 endorsed at 29 October OCM.
- eWatch: Met with WAPOL Crime Prevention and will seek endorsement to participate in this program.
- Baby Trees Program: Advertised 21 November. Planting will be held at Australia Day Breakfast 26 January.
- Volunteer of the Year awards nominations close 20 December with presentations at Australia Day Breakfast 26 January.

Last Updated: 03-Dec-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.5.2.1 Support culturally appropriate alternative education opportunities	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Involvement in Working in Partnership Education Group
 Werlemen Program based at Kununurra Youth Centre
 Letter drafted for Council to endorse to Hon. Mr Peter Collier to oppose the recent cuts to WA education impacting on the Werlemen Program

Last Updated: 26-Nov-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.1 Support civic and volunteer events	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Banners in the Terrace
 Support EK Sports awards
 Great Northern Clean Up
 Volunteer of the Year Awards
 Australia Day and Citizenship
 Anzac Day
 Baby Trees Program
 Annual Grants and Quick Grants

Last Updated: 27-Nov-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.1 Promotion and support of art centres, local artists and cultural activities	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Youth Officer involved in organisation of Barramundi Concert

Youth Officer involved in coordination of NAIC+DOC week
 Contacted Kimberley Live Artist Society to discuss possible support mechanisms
 Renewed WA Country Arts Membership
 Last Updated: 27-Nov-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.1 Administer grants for community clubs and events	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:
 Annual Grants Round Advertised
 Quick Grants issued during the July-September period.
 Sixteen applications received for Round 1 Annual Grants.
 Three applications received in Round 2 with one successful. \$2000 provided.
 Last Updated: 27-Nov-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.1.1 Work with community organisations to identify and support public art opportunities	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:
 Supported Kimberley Live Artist Society in a SWEK Annual Grant of \$2000.
 Provided information to Kimberley Live Artist Society on insurance option.
 Last Updated: 26-Nov-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.5.1.1 Strengthen community capacity by supporting outdoor community events	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:
 - Ord Valley Muster Supported through Events funding
 - Lake Argyle Swim successful in Annual Grant for \$5,000
 - Barramundi Concert supported through events funding
 Last Updated: 27-Nov-2013

Community & Youth – Disability Access

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.1.2 Develop and maintain a Disability Access and Inclusion Plan	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: DAIP Annual report submitted July 2013 Disability Access included in SWEK Annual Report as per regulations You're Welcome website update (5 of 15) Customer Service staff issued with "You can make a difference DVD" Last Updated: 03-Dec-2013							

Community & Youth – Youth Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.4.1 Manage and promote Shire youth services and program delivery in Wyndham and Kununurra aligned with a youth services plan	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Weekly timetable continuing in Wyndham with 6 activities per week.No activities in Kununurra Successful in gaining additional \$32,000 through Attorney Generals Department Indigenous Justice Fund bringng Wyndham funding total to \$223,000 - \$165000 (AGD and \$58,000 (DCPFS) Last Updated: 26-Nov-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.4.2 Manage and support the Kununurra Youth Hub and the Youth and Recreation Centre in Wyndham aligned with a youth services plan	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Building works to the Wyndham Youth and Recreation Centre 75% complete Both Centre's operational during the quarter although the building works in Wyndham have impacted on inside activities. Plans for future use of the Kununurra Youth Hub are being reviewed. Last Updated: 27-Nov-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.4.3 Develop and implement a Youth Services Plan	Wayne Richards - Manager, Community & Youth	In Progress	01-Jul-2012	31-Dec-2014	5.00%	100.00%	 RED
ACTION PROGRESS COMMENTS: Youth Services Review funding now not available. Development of plan of action to conduct an internal review of the Shires Youth Services. This internal review will be required prior to the development of a Youth Services Plan. Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.6.2 Review and implement the Shire's Community Safety Plan	Wayne Richards - Manager, Community & Youth	In Progress	01-Jul-2012	30-Jun-2014	20.00%	20.00%	 GREEN
ACTION PROGRESS COMMENTS: Liaising with Police Crime Prevention Unit regarding development of Community Safety Plan. Last Updated: 27-Nov-2013							

Community Administration - Community Development Administration

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.2.2 Continually update staff skills and qualifications in community engagement	Nick Kearns - Director, Community Development	Not Started	01-Jul-2013	30-Jun-2016	0.00%	0.00%	 GREEN
ACTION PROGRESS COMMENTS: This action is not required until next year (2014) Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.3.1 Review Shire facilities to identify colocation opportunities in consultation with community groups	Nick Kearns - Director, Community Development	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

This will be a standard inclusion for considerations with respect to new or upgraded Shire facilities including the Kununurra Youth Centre, proposed new leisure centre, and in light of the future redevelopment at 115 Coolibah Drive Kununurra.

Last Updated: 02-Oct-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.1.3 Lead, manage and administer the Community Development Directorate	Nick Kearns - Director, Community Development	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

All decisions of Council actioned

Requested information has been provided to CAMMS for Interplan and updated.

All projects monitored. Some will be reviewed in the context of the mid-year budget review and will be resourced accordingly. Otherwise, budget is positive.

Regular meetings with management group and other team leaders/coordinators within the directorate.

Preparation and reporting of quarterly reports as well as the annual report

Last Updated: 18-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.4.1 Identify opportunities and support activities that encourage relationships between different communities and community groups	Nick Kearns - Director, Community Development	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Continued participation in the WiP (Working in Partnership) group including to assist with the review of terms of reference.

Manager Community and Youth regularly liaising with Youth Officers, who also participates in the WiP group

Last Updated: 09-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.9.2 Implement new Local Laws	Nick Kearns - Director, Community Development	In Progress	01-Jul-2012	30-Jun-2016	40.00%	40.00%	

ACTION PROGRESS COMMENTS:

Ongoing

Last Updated: 18-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.1.2 Provision of tourist facilities (Capital)	Wayne Richards - Manager, Community & Youth	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Visitor Information Centre operating from Shire facility. Public toilet facilities provided at Mambi, Prison Tree, Whitegum Park, Wyndham Oval, Wyndham Port Last Updated: 26-Nov-2013							

Community Administration - Libraries

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.1.4 Manage and support library services in Kununurra and Wyndham (Operating)	Joanne Roach - Library Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: On target budget allowance Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.1.5 Manage and support library services in Kununurra and Wyndham (Capital)	Joanne Roach - Library Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: on target Last Updated: 01-Oct-2013							

Community Administration - Strategic Planning

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.1 Review and implement relevant recommendations from the Kununurra Strategic Directions report (Enquiry by Design)	Katya Tripp - Strategic Planning Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Review of Local Planning Strategy underway

Funding successful for new structure plan for East Lily Creek and for analysis of redevelopment options for Kununurra leisure center and former Shire office site.

Teleconference with LandCorp due Thursday 16/01/14 to discuss old shire office/leisure centre redevelopment.

Last Updated: 13-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.10.2 Advocate for funding for the development and implementation of growth management plans for urban expansion areas.	Katya Tripp - Strategic Planning Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Successful stakeholder forum held in Perth and in Kununurra

Council workshop held in Kununurra

Another forum planned for Kununurra in November including presentation of draft report to Council.

EK@25 report finalised and presented to Council November. Endorsed and to be used to inform review of Local Planning Strategy.

Last Updated: 13-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.8.6 Review Local Planning Strategy	Katya Tripp - Strategic Planning Officer	In Progress	01-Jul-2013	30-Jun-2014	40.00%	75.00%	

ACTION PROGRESS COMMENTS:

EK@25 report finalized. GHD now awaiting data from Ag Dept. Currently developing local profiles such as population, transport, environment, economy etc.

Project has been delayed due to EK@25 report and data from Ag Dept. not obtained. Expect Council and stakeholder consultation on draft in March

Last Updated: 18-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.5.3.1 Implement recommendations from the Lake Kununurra Foreshore and Aquatic Use plan	Katya Tripp - Strategic Planning Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Application from Ord River Houseboats to Department of Transport made for commercial moorings in Lake Kununurra. Locations in line with Aquatic Use Plan

Crs Moulden, Dessert and Taylor have requested an investigation into the precinct with the golf course, swim beach and ski beach in regards to commercial boating facility and other developments. Letter drafted requesting community groups to meet with Shire prior to engaging consultants.

Jennifer Ninnette is to now carry responsibility for the foreshore group and its meetings.

Last Updated: 18-Jan-2014

Property & Regulatory Services - Buildings Applications and Permits

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.8.1 Manage and provide building services	Julia Hall - Manager, Property & Regulatory Services	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: The management and provision of Building Services in an ongoing task which involves the coordination of operational activities to respond to demand and applicable timeframes whilst remaining within the proposed budget parameters. Activities for this quarter included: - Inspections conducted in line with certified and uncertified Building Permit Applications, Occupancy Permits and Notice of Completions, - Inspections conducted on private swimming pool fencing, - Processing Building Permits, - Processing Demolition Permits, and - Processing Occupancy Permits. Last Updated: 02-Dec-2013</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.8.2 Assessment, inspection, approval and compliance with Pool Fencing Act	Julia Hall - Manager, Property & Regulatory Services	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: The assessment, inspections, approvals and compliance of private pool fencing with Pool Fencing legislation is conducted by the Senior Building Surveyor. Activities for this quarter included: - Assessment of applications - Private Pool fencing inspections to ensure compliance - Approval of applications Last Updated: 02-Dec-2013</p>							

Property & Regulatory Services - Environmental Health

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.2.1 Manage and provide environmental health services (Operating)	Julia Hall - Manager, Property & Regulatory Services	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS:</p>							

The management and provision of Environmental Health Services in an ongoing task which involves the coordination of operational activities to respond to demand and applicable timeframes whilst remaining with the proposed budget parameters. Activities for this quarter included:

- Inspections conducted on food premises, caravan parks, lodging houses, temporary food stalls, event stall holders, septic tanks and asbestos removal.
- Additional services provided included public pool sampling, private water sampling, mosquito management and monitoring, infectious disease notifications, food recalls, food sampling and investigations, safe food handling training and complaints investigations.

Last Updated: 02-Dec-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.2.2 Manage and provide environmental health services (Capital)	Julia Hall - Manager, Property & Regulatory Services	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:
 The management and provision of Environmental Health Services in an ongoing task which involves the coordination of planning and purchasing of the equipment required to conduct operational activities and to enable the continual improvement of service delivery. Activities for this quarter included:

- The purchase of a new mosquito fogger to facilitate the mosquito management strategy.
- Forward planning for scheduled replacement of monitoring and assessment equipment.

Last Updated: 17-Jan-2014

Property & Regulatory Services - Land Use Planning

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.2 Prepare plans for the establishment of an events facility at Kununurra	Julia Hall - Manager, Property & Regulatory Services	Not Started	01-Jul-2013	30-Jun-2016	0.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:
 Deferred to the Local Planning Strategy Review

Last Updated: 02-Dec-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.1.1 Promote and support the development of new and infill residential land	Julia Hall - Manager, Property & Regulatory Services	Not Started	01-Jul-2012	30-Jun-2016	0.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:
 Deferred to the Local Planning Strategy Review

Last Updated: 02-Dec-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.1.2 Promote and support the development of general industrial land in Kununurra	Julia Hall - Manager, Property & Regulatory Services	Not Started	01-Jul-2012	30-Jun-2016	0.00%	0.00%	 GREEN
ACTION PROGRESS COMMENTS: Deferred to the Local Planning Strategy Review Last Updated: 02-Dec-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.8.3 Manage and provide land use approval services	Julia Hall - Manager, Property & Regulatory Services	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: The management and provision of Land use approval services in an ongoing task which involves the coordination of operational activities to respond to demand and applicable timeframes. Activities for this quarter included: - Development Applications have been processed in line with relevant legislation and guidelines. - Applications requiring a Council resolution have been reported to Council. - Home based businesses and Home occupation applications have been assessed in accordance with land use and amenity consistency. Last Updated: 17-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.8.4 Develop and review of Planning Scheme	Julia Hall - Manager, Property & Regulatory Services	In Progress	01-Jul-2012	30-Jun-2016	50.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: Further development and modifications are required as requested by Western Australian Planning Commission and are being incorporated into the draft Local Planning Scheme before advertising can commence. Scheme update on hold until after Strategy has been drafted. Both the scheme and the strategy are to be advertised together so that they align. Last Updated: 02-Dec-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.2.1 Engage with Indigenous people in relation to public planning and design projects	Julia Hall - Manager, Property & Regulatory Services	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Consultation being undertaken as part of Local Planning Strategy review.

Last Updated: 02-Dec-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.5.3.2 Prepare plans for the development of the second stage commercial boating facility in Kununurra	Julia Hall - Manager, Property & Regulatory Services	In Progress	01-Jul-2013	30-Jun-2016	10.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:

Project Brief being drafted to engage consultants to undertake planning investigation for second stage of the commercial boating facility which is proposed to incorporate communal refuelling and sullage facilities and mooring areas.

Letter drafted to consult community groups prior to project brief being developed and consultant engaged.

Last Updated: 18-Jan-2014

Property & Regulatory Services - Property and Facility Maintenance

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.1.1 Upgrade Wyndham waste water reuse treatment facility	Julia Hall - Manager, Property & Regulatory Services	In Progress	01-Jul-2012	30-Jun-2016	5.00%	5.00%	 GREEN

ACTION PROGRESS COMMENTS:

- A quote has been received to survey the current status of the system and to produce a plan to improve chlorination treatment and upgrade the treatment facility.

- A consultant is being organised from Hydramet to conduct a site visit and assessment in early February 2014.

Last Updated: 18-Jan-2014

Property & Regulatory Services - Property and Facility Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.3.1 Manage and provide maintenance and construction of Council properties and facilities (Operating)	Julia Hall - Manager, Property & Regulatory Services	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

The management and provision of maintenance and construction of Council properties and facilities involves the coordination of cyclic building maintenance to reduce risk and facilitate compliance including fire extinguishers, testing and tagging and compliance assessments. Coordination of preventative and continual maintenance including cleaning, air conditioner

servicing, repairs and replacement is ongoing.

Last Updated: 18-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.3.2 Manage and provide maintenance and construction of Council properties and facilities (Capital)	Julia Hall - Manager, Property & Regulatory Services	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

The projects that have been undertaken include:

- The coordination of the purchase of a new Kununurra administration office and Council Chambers including the refurbishment and relocation projects. Consideration is being given to the repurposing of the old administration offices.
- The Air Services building at the East Kimberly Regional Airport to house the Shire's newly formed airport screening and cleaning team.
- The preparation of business cases and funding submissions to develop key worker housing. Consultants are being sourced to prepare concept designs.
- The Community Resource Centre in Wyndham is almost completed with only the configuration of the information and communication technology pending.

Last Updated: 18-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.3.3 Manage Shire leased properties and reserves (Operating)	Julia Hall - Manager, Property & Regulatory Services	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

The coordination of Shire leased properties and reserves are ongoing with the responsibility for various aspects of the wide variety of leases spread across the organisation. Updated documentation has been compiled and provided to the State Land Revenue Office in accordance with legislation.

Last Updated: 18-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.3.4 Manage Shire leased properties and reserves (Capital)	Julia Hall - Manager, Property & Regulatory Services	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Ongoing negotiation and development of leases include the Kununurra Agricultural Society, Lakeside Resort, Kimberley Air Tours, Kununurra Race Club, Kununurra Speedway Club, Kununurra Waterski Club, Lake Kununurra Golf Club, Wyndham Turf Club and the Ord River Sports Club. Leases that are no longer a responsibility of the Shire include Kimberleyland Holiday Park, Discovery (Kona) Tourist Park.

Last Updated: 18-Jan-2014

Recreation and Leisure - Club Development

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.5.2.1 Provide support to sport and recreation clubs at community level	Nick Allen - Coordinator, Recreation & Leisure	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS:</p> <p>The Shire provides ongoing support to community sporting clubs through programs such as the Club Development program and Shire funding grants. Club Development Scheme is an initiative that aims to build the capacity of these clubs in WA. Club Development Officers work with local clubs and organisation to provide information and guidance on sponsorship, fundraising, grants, event management, planning, marketing and promotions, membership, governance and volunteer training. During this quarter the Shire Club Development Officer has achieved the following outcomes:</p> <ul style="list-style-type: none"> - State Sport Associations visits to the region to develop the skills of local volunteers; Football West, Touch WA, Squash WA and Golf WA, all conducted referee training or coaching programs with local associations. - Assisted 4 clubs conducting the Australian Sports Commission Healthy Clubs Checklist - Assisted 2 associations finalise a formal 10 year business plan - Administrated and implemented the KidSport Funding applications <p>Shire Funding: Quick and Annual Grants</p> <ul style="list-style-type: none"> - 7 Annual Grants funded - \$54,649 - 13 Quick Grants funded <p>Last Updated: 04-Nov-2013</p>							

Recreation and Leisure - Leisure Facility Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.4.1 Plan and manage the Shire's leisure and recreation facilities (Capital)	Nick Allen - Coordinator, Recreation & Leisure	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS:</p> <ul style="list-style-type: none"> - Applied for RDAF grant for further development of the Wyndham Swimming Pool - Funding if successful will assist build a motorised retractable shade sail. Total funding application - \$256K. (Pending) - Obtained quotes and drawings for a toilet/change room facility at the Kununurra Ag Oval. - Completion of the ablution block at the Kununurra Multi-purpose Courts. - Completion of the roof upgrade at the Kununurra Leisure Centre - Project was originally quoted at \$80k prior to the pool issues in 2012. A local contractor was able to complete the work for \$16500. - Successful funding application for \$10,000 to install "soft fall" material around the Kununurra Leisure Centre outdoor play equipment <p>Last Updated: 01-Nov-2013</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.4.2 Plan and manage the Shire's leisure and recreation facilities (Operating)	Nick Allen - Coordinator, Recreation & Leisure	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: Plan and manage the Shire's leisure and recreational facilities is an ongoing task with consistent reviews of facilities maintenance and minor works completed to ensure that the Shire is providing safe environments for community sport. The following operational projects were completed in this quarter:</p> <ul style="list-style-type: none"> - Installation of security cameras at the Kununurra Leisure Centre - Strainer post at Wyndham Swimming Pool to allow the shade sails to be reinstalled - Service of Kununurra and Wyndham Swimming Pool plant rooms - Rebadging of Shire recreational facilities <p>Quotes have been obtained for mid year operational projects such as the removal of the retic tank at Wyndham Swimming Pool as well as the purchase of new lane ropes for Kununurra Leisure Centre.</p> <p>Last Updated: 18-Jan-2014</p>							

Recreation and Leisure - Recreation Services & Programs

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.4.3 Provide and support safe and accessible sport and recreation services and programs to the community	Nick Allen - Coordinator, Recreation & Leisure	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: Providing safe and accessible sporting programs to the community is a priority for the Shires Recreation Services team. A number of programs are run weekly at the Kununurra Leisure Centre and the Wyndham Swimming Pool.</p> <p>Wyndham Swimming Pool:</p> <ul style="list-style-type: none"> - Swim Fit - Mum and Bubs Swim Classes - Aqua Aerobics - Learn to Swim <p>Kununurra Leisure Centre:</p> <ul style="list-style-type: none"> -Boxercise -ABT - Learn to Swim <p>The Shire also hosts a number of training courses each year including:</p> <ul style="list-style-type: none"> - Bronze Medallion 							

- Lifeguard Course

The employment of a Wyndham Recreation Officer in January 2014 will see added recreational programs delivered in Wyndham.

Regional & Remote Aboriginal Communities Swimming Program.

The program is aimed at both male and females aged from 5 – 17 years and is an incentive based program where children are rewarded for their efforts.

After each session the children are given a healthy afternoon tea and after a prescribed amount of laps, the children are also eligible to earn incentive prizes with goggles, RLSSWA Swim & Survive packs, t-shirts and flippers.

Supported by SWEK, BHP Billiton, Healthway and Royal LifeSaving Society WA (RLSSWA).

Last Updated: 13-Jan-2014

Corporate

Corporate Administration

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.1.3 Manage records to ensure compliance with legislation and the needs of the organisation	Natalie.Octoman - Director Corporate Services	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: Records staff are fairly new to the role and the records management system. Day-to-day operations are managed yet more advanced management of records is lacking.. The current supervisor does not have the capacity to provide the necessary support, training and guidance to records staff to increase their knowledge and skills.. Many staff do not seem to recognise the importance of records keeping when they have competing priorities, a lack of time or are inexperienced with the system. Some staff are also concerned with the sensitivity of some documents..</p> <p>Last Updated: 13-Jan-2014</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.1 Provide customer services	Natalie.Octoman - Director Corporate Services	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: A Customer Service Charter is in the process of being created for the BIT team to review and critique.</p> <p>Last Updated: 13-Jan-2014</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.8 Implement the recommendations of the Financial Services Review	Felicity Heading - Senior Finance Officer, Rates & Reconciliation	In Progress	01-Jul-2013	30-Jun-2014	40.00%	50.00%	
<p>ACTION PROGRESS COMMENTS: Cross Functional Project Team (Business Improvement Team) established March 2013. Current Project Priorities finalised to August 2013 Project recommendations to be put to Leadership Team for Discussion then to Executive Management Team for approval. Individual Project Proposals currently being developed for approval at 30 September 2013. Project delayed due to vacancy in Director of Corporate Services</p> <p>Last Updated: 18-Jan-2014</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.9 Lead, manage and administer the Corporate Services Directorate	Felicity Heading - Senior Finance Officer, Rates & Reconciliation	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: New Director of Corporate Services appointed October 2013 Due to start December 2013 Last Updated: 07-Oct-2013							

Corporate Administration - Finance

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.1.4 Provide financial functions that comply with legislative requirements	Felicity Heading - Senior Finance Officer, Rates & Reconciliation	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Financial Functions ongoing in accordance with: Local Government Act 1995 Local Government (Financial Management) Regulations 1995 Adopted Council Policies: CP-FIN 3201 Significant Accounting Policies CP-FIN 3202 Sundry Debt Collection CP-FIN 3204 Purchasing and Tendering CP-FIN 3207 Collection of Fees and Charges CP-FIN 3200 Strategic Rating Policy F12 Rate Collection Policy Last Updated: 10-Oct-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.1.5 Manage and administer the Shire's insurance risks	Felicity Heading - Senior Finance Officer, Rates & Reconciliation	Ongoing	01-Jul-2013	30-Jun-2014	-	-	
ACTION PROGRESS COMMENTS: Management and administration of Shire's Insurance risks is ongoing including: Revaluation of all assets for insurance purposes every 3 years. Annual review of all insurance risks - March. Update of all policy schedules prior to renewal - June.							

Management of Insurance claims - ongoing as required.

Last Updated: 18-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.2.3 Manage and administer funds and cash (Operating)	Asanka Jayakody - Accountant	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
Last Updated: 07-Oct-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.2.4 Manage and administer funds and cash (Capital)	Asanka Jayakody - Accountant	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
Last Updated: 13-Sep-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.3.1 Develop and implement a Long Term Financial Plan	Felicity Heading - Senior Finance Officer, Rates & Reconciliation	In Progress	01-Jul-2012	30-Jun-2014	50.00%	-	
ACTION PROGRESS COMMENTS: First draft LTFP completed June 2013. Project delayed due to changes in Director Corporate. Awaiting new Director to review and finalise Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.3.2 Manage and administer asset sales and depreciation	Felicity Heading - Senior Finance Officer, Rates & Reconciliation	Ongoing	01-Jul-2013	30-Jun-2014	-	-	
ACTION PROGRESS COMMENTS: Management and Administration of Asset sales and depreciation undertaken in accordance with Local Government (Financial Management) Regulations 1996 and adopted council policies CP-FIN 3205 Non Current Assets and CP-FIN 3206 Asset Management. Asset Register managed through Synergy Asset module. Asset purchases and sales for year determined in Annual budget. Depreciation run monthly.							

Revaluation of all assets for Fair Value accounting in accordance with legislative changes under Local Government (Financial Regulations) undertaken August 2013. Plant and Equipment revaluation effective 30 June 2013. Land and Buildings revaluation to take effect at 30 June 2014.

Last Updated: 18-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.3.4 Implement the Budget Management Centre system	Asanka Jayakody - Accountant	In Progress	01-Jul-2012	30-Jun-2014	10.00%	50.00%	 RED
ACTION PROGRESS COMMENTS: System purchased Meetings with CAMMS held to learn more about system Project delayed due to LTFP still being finalised, change in Director of Corporate and interface between the system and synergy not yet completed. Last Updated: 18-Jan-2014							

Corporate Administration - Information & Communications Technology

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.10 Manage and support corporate Information and Communication Technology (ICT) systems (Operating)	Richard Bianco - Manager, Information Services	Ongoing	01-Jul-2013	30-Jun-2014	-	-	
ACTION PROGRESS COMMENTS: Operationally, the ICT Department provides the following services: Maintenance of key network infrastructure Disaster Recovery capabilities (routine comprehensive system backups) Procurement of technical products and services ICT Fleet Management (PC's, Notebooks, desk and mobile phones, printers, copiers, etc.) Management of printing contacts and software licensing Training / Mentoring / Assistance / Consultation Issue Resolution Value Add – Identification of new systems and services that may form future capital projects. Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.11 Manage and support corporate Information and Communication Technology (ICT) systems (Capital)	Richard Bianco - Manager, Information Services	Ongoing	01-Jan-2013	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Following an initial comprehensive review in January 2013, a number of capital projects have been identified as necessary. The following projects were undertaken during the current calendar year:

- Comprehensive server room consolidation and virtualisation initiative. 80% Complete. Purchase of final capital equipment on track for February 2014.
- Website replacement – Successful launch of new website was conducted during December 2014.
- Kununurra and Wyndham Landfill system installation – Successful launch of new system was conducted during January 2014
- Kimberley Zone – Collaborative reporting initiative – currently under consideration with the RCG board.
- Kununurra Library – Provision of managed ‘voucher based’ public internet hotspot and kiosks – Completed November 2013.
- Consolidate Wyndham and Kununurra Library’s management systems – Scoped. Currently pending funding consideration.
- Business Continuity / Disaster Recovery options: Specifically live offsite backups. Currently investigating options
- Replacement of incumbent internal ICT Helpdesk system. Has been procured and built, currently rolling out and training is being scoped.
- Adoption and integration of video conferencing solution ‘Being There’. This system also has been adopted by Shire of Broome and Shire of Derby. Has been very beneficial in holding meetings within the Zone. Additionally it has been used at SWEK for staff recruitment with great success.
- Design and build Wyndham CRC Public Internet Kiosks and WiFi hotspot infrastructure. Install Audio/Visual systems into Wyndham Council Chambers. Estimated Completion January 2014

Last Updated: 18-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.12 Develop and implement an Information and Communication Technology (ICT) Strategy	Richard Bianco - Manager, Information Services	In Progress	01-Jan-2013	30-Jun-2014	90.00%	90.00%	 GREEN

ACTION PROGRESS COMMENTS:

A four year ICT management strategy has been developed that reflects the goals and challenges of the Organisation.

Following initial consultation and a number of drafts, the document has been provided to the Leadership Team. The document will be presented to the Executive Management Team during January 2014 for final approval and adoption.

Last Updated: 28-Nov-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.13 Develop and implement a Geographic Information Service (GIS) - Capital	Richard Bianco - Manager, Information Services	In Progress	01-Jul-2013	30-Jun-2014	40.00%	30.00%	 GREEN

ACTION PROGRESS COMMENTS:

The GIS section of Information Services have procured and are about to implement the product 'EarthMine', provided by Land Gate throughout WA.

This will provide shire officers a high-definition equivalent of Google Street View, with the capability to measure heights, distances etc (ie street lamps, bridge widths) in 3 dimensions without needing to drive to a remote location.

This will increase the effectiveness of our asset management capabilities.

Training for this initiative will begin in February 2014 when key staff return from annual leave.

Last Updated: 15-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.14 Develop and implement a Geographic Information Service (GIS) - Operating	Richard Bianco - Manager, Information Services	Ongoing	01-Jul-2013	30-Jun-2014	-	-	
<p>ACTION PROGRESS COMMENTS: Operationally, the GIS section of the Information Services department provides services such as: Managing the Shire Cadastral information, as represented on Council's integrated mapping software. Adding data subsets, such as layers, or overlays of: Garbage collection routes and schedules, Asset condition and status, rating information. geographic elevations. User training, maintenance, and fault resolution are attended to on a daily basis. Last Updated: 18-Jan-2014</p>							

Governance

Airport Services - Airport Operations

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.8.1 Implement the East Kimberley Regional Airport Master Plan	Peter Friel - Manager Airports	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: Parking plan being developed Valuer undertaking property valuation of existing EKRA vacant land for development of Non aeronautical business Report submitted to council (December meeting) in respect to increasing vehicle parking capacity and paid parking options Parking strategy with development cost timelines to be undertaken New 40 car park area to be constructed by the end of 13/14 financial year, to help alleviate demand capacity Runway upgrade to commence in 3rd quarter 2014, Engineering consultancy contract to be awarded early 2014 for design and investigation. A property valuation is being undertaken on Airport land to ascertain values for ground area leases for both airside and non airside frontage blocks. An EOI is expected to be released in first quarter 2014 to encourage new businesses to be established on these blocks. has already been shown from Car hire companies to lease land for their vehicle storage requirements. Services have already been established for a new airside block at the western end of Slingair. This new block will be offered for aeronautical based businesses such as Aircraft hangar space. Last Updated: 02-Dec-2013</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.8.2 Manage the operations of the East Kimberley Regional Airport in compliance with Federal aviation regulations (Operating)	Peter Friel - Manager Airports	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: Transport Security program Version 2 has been submitted and accepted by Office of Transport Security. Sep 2013 - Emergency Management committee convened to discuss regulatory Emergency exercise scheduled for 2nd November 2013. Emergency facilitator has been contracted to undertake the facilitation and review of the Emergency exercise as per CASA regulations. Review of Aerodrome Emergency plan to be undertaken post Emergency exercise. New plan to be developed in line with facilitators recommendations and in line with the new AAA (Australian Airports association) guidelines. Expected release date Feb 2014. Review of SMS (Safety Management system) being undertaken by Airport manager, due for submission to CASA in early 2014. A Full Operational Event schedule, that details regulatory and operational requirements over the calendar year has been implemented and is reviewed every fortnight at the Airport operations meeting. All staff have embraced the system and demonstrates the Airports strategic commitment to improving the compliance and audit requirements of the Airport. November 2013 - Completed Airport Emergency plan as per CASR Mos 139 requirements November 2013 - Completed new version of Safety Management system. manual to be ratified by Safety management committee in December 2013, before submission to CASA November 2013 - CASA auditor attended EKRA and undertook audit of Aerodrome operations and reporting, Finding report to be delivered to SWEK by January 2014. Ongoing maintenance activities including runway markings, runway strip improvements as per CASR MOS 139 Last Updated: 02-Dec-2013</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.8.3 Manage the operations of the East Kimberley Regional Airport in compliance with Federal aviation regulations (Capital)	Peter Friel - Manager Airports	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: Project team established to implement runway reseal project after advice from RADS of successful grant funding Crack sealing machine ordered and to be delivered by Feb 2014 for remedial works on movement areas Ongoing repairs to runway strip due to large depressions, approximately 200 cubic metres of soil has already been utilised. A risk assessment has been undertaken and the depressions have been deemed to be the number 1 safety concern for the runway. Extensive ongoing repairs will be required to meet compliance criterion. Assessment of Aircraft parking tie downs to be undertaken. Current cabling setup does not meet regulations and will need to be actioned. Assessment to be undertaken in to tightening cabling system before the end of 2013 by Airport reporting and operational staff. Last Updated: 02-Dec-2013</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.4 Renew or upgrade of new Airport assets as per Master Plan	Peter Friel - Manager Airports	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: Car park plan being designed, Peter Kerp to deliver detailed design by end of year. RADS funding grant secured. Design and construct documentation to be contracted for Asphalt overlay. Expect design phase to be completed by end of first quarter 2014 with construct phase to commence post July 1st 2014. RADS funding will not be available for release until 2014/15 financial year. RPT parking bay enrichment has been postponed until 2nd quarter 2014. Postponement is due to the need for a number of SWEK pavement/road projects being grouped together to make contractor mobilisation worthwhile, Information from Peter Kerp is that this is unlikely until post wet season next year. Sep 2013 - Design phase of Airport Machinery shed being undertaken, Preliminary specifications will be completed by the start of October 2014, with design specifications to be delivered by mid November 2013. Construction will not commence until 2nd quarter 2014. Last Updated: 02-Dec-2013</p>							

Governance Administration - Economic Development

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.2.1 Liaise with State and Federal government agencies on municipal services in Aboriginal communities	Janet Takarangi - Economic Development and Remote Service Delivery Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Working with Department of Local Government and Communities (DLGC) to update asset assessment for Kalumburu. Also involving the Town Reserves. Have approached CAMMS to develop a plan for possible DLGC funding when Kelly McIntyre returns late September.

Waiting for Cabinet to decide on communities that will be included. Paper going to Cabinet Committee early December 2013 using Western Australia Planning Commission(WAPC) guidelines. Once this is done it is expected that Department of Local Government will work with SWEK in identifying one of each category for an updated assessment of assets.

Waiting to hear back from Kelly McIntyre Department of Local Govt and Communities as at 22/10/2013 after talking with Kevin Hannagan regarding concerns with the onset of the wet season.

Paper completed by CAMMS and submitted to DLGC. Not rejected in fact asked to delay onset of work given the work being done at State level on identifying which communities will be provided services. DLGC believe that this would be best to include samples of all categories of communities for SWEK to get a well designed intervention model and risk analysis. Kevin agreed but worried about delay and onset of wet season.

Work undertaken by Finance and Infrastructure after issue identification. Agreed in work done by Kevin Hannagan that Dept of Housing will pay for rubbish collection as part of Housing Management Agreement (HMA) with tenants. This sits the solution at a higher level than before when Community Housing Ltd (CHL) worked to resolve the issue in the past. SWEK left with a debt of approx \$20,000 this has been to audit committee for write-off and with go to OCM in October with a recommendation to write off debt. Need to keep Clayton Bell Population Health in loop as he has a supply of bins that he makes available for communities. Need to follow this up with Kevin. Came up at October Municipal Services meeting at Working In Partnership (WIP).

Debt written off by Council October 2013.

Meet on ongoing basis started in 2012. Now that ICC is under restructure unsure of status of group moving forward. Has been a useful forum for issue resolution and information sharing.

Waiting to hear back from Kelly McIntyre Department of Local Govt and Communities as at 22/10/2013 after talking with Kevin Hannagan regarding concerns with the onset of the wet season.

Paper completed by CAMMS and submitted to DLG. Not rejected in fact asked to delay onset of work given the work being done at State level on identifying which communities will be provided services. DLG believe that this would be best to include samples of all categories of communities for SWEK to get a well designed intervention model and risk analysis. Kevin agreed but worried about delay and onset of wet season.

Work undertaken by Finance and Infrastructure after issue identification. Agreed in work done by Kevin Hannagan that Dept of Housing will pay for rubbish collection as part of HMA with tenants. This sits the solution at a higher level than before when CHL worked to resolve the issue in the past. SWEK left with a debt of approx \$20,000 this has been to audit committee for write-off and with go to OCM in October with a recommendation to write off debt. Need to keep Clayton Bell Population Health in loop as he has a supply of bins that he makes available for communities. Need to follow this up with Kevin. Came up at October Municipal Services meeting at WIP.

Debt written off by Council October 2013.

Meet on ongoing basis started in 2012. Now that Indigenous Co-ordinating Committee (ICC) is under restructure unsure of status of group moving forward. Has been a useful forum for issue resolution and information sharing.

Last Updated: 02-Dec-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.1 Continue to sponsor and offer in-kind support to Council endorsed events	Janet Takarangi - Economic Development and Remote Service Delivery Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Events to date for 13/14 include Kimberley Economic Forum in September. Sponsored \$3500

Approached re support for annual music event TURA Music in October. Applied for quick grant.

Need to review linkages with all SWEK grants including events and other grants to make sure process is aligned.

Barramundi Concert and Ord Valley Muster under discussion

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.4.1 Develop and implement an East Kimberley Tourism Strategy in collaboration with the tourism sector	Janet Takarangi - Economic Development and Remote Service Delivery Officer	In Progress	01-Jul-2012	30-Jun-2016	75.00%	60.00%	 GREEN

ACTION PROGRESS COMMENTS:

Three reports to hand. Meeting with Council 8 October 2013 and then with Council 5 November for final report along with Chair and CEO of TWA and Industry on 6 November 2013.

Industry adopted a leadership role in the plan development next meeting of Industry 23 September.

All reports completed and tabled with SWEK and TWA. Industry now developing a marketing plan and seeking resources to help drive the next steps. Next meeting 20/11/2013. Paper to Council briefing seeking funding support for an industry lead tourism plan December 2013.

Last Updated: 02-Dec-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.5.1 Liaise with State and Federal government agencies for improved Information and Communications Technology outcomes	Janet Takarangi - Economic Development and Remote Service Delivery Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Receive regular updates and liaise with Community Resource Centre (CRC) in Kununurra to ensure up to date with regional roll-outs.

Last Updated: 02-Dec-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.6.1 Manage the Shire's economic development fund	Janet Takarangi - Economic Development and Remote Service Delivery Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Funding made available as required. Derby based Kimberley Economic Forum.

Paper to Council in December 2013 seeking support for post Action Plan implementation for Tourism sector. Decision pending.

Last Updated: 02-Dec-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.6.2 Work with relevant agencies to support industry and business development	Janet Takarangi - Economic Development and Remote Service Delivery Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Work with SBC and Chamber of various projects as well as Kimberley Training Institute. Supported as main sponsor the Small Business Awards for EK again in 2013. Ongoing tourism implementation likely if supported to link to Chamber and Small Business Centre so that wider business community fully involved. Last Updated: 02-Dec-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.6.3 Manage economic development services	Janet Takarangi - Economic Development and Remote Service Delivery Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Focus is on responding to funding as requested by CEO including CLGF 11/12 acquittal and 12/13 SWEK CLGF new funding Draft FAA. Waiting for regional CLGF decision to be made by Cabinet. Other projects as requested by CEO including discharging SWEK duties as ZONE/RCG Secretariat and ensuring all legal and contractual risks have been discharged. from Darwin RADS Department of Transport funding applied for on behalf of organisation successful. New businesses moving to town are followed up if they contact the Shire. Appointments in place for Department of Business visit on 5 December from Darwin. Last Updated: 02-Dec-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.10.1 Advocate for funding for the development and implementation of growth management plans in accordance with the Super Towns framework	Janet Takarangi - Economic Development and Remote Service Delivery Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: No involvement to date Last Updated: 02-Dec-2013							

Governance Administration - Integrated Planning

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.1.2 Implementation, reporting and review of the DLG Integrated Planning Framework	Katya Tripp - Strategic Planning Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: The Strategic Community Plan and Asset Management Plan have been finalised and endorsed by Council. The Corporate Business Plan, workforce plan and long term financial plan are all in a draft format. Corporate Business plan is going to September Council OCM for endorsement. Corporate Business Plan endorsed at September OCM Final draft of workforce plan forwarded to Rebecca Richards for finalisation. All reporting officers and support staff trained in Interplan - updating progress against actions, start and end dates, and setting targets. First quarterly report presented to Council in November. Integration with synergy soft still not complete so budget details are not accurate. Reporting to Council on quarterly basis will still continue even without accurate budget figures. Review of Community Plan and the Corporate Business Plan required to inform next budget. Last Updated: 13-Jan-2014</p>							

Governance Administration - Office of the Chief Executive

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.1 Continue to actively participate in the Kimberley Zone and Kimberley Regional Group on regional projects	Gary Gaffney - Chief Executive Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: Have continued to participate in Zone activities and met in Halls Creek on the 25th November. Key projects are Waste, Housing, integrated Planning and Regional Blueprint. 2014 program has been presented to Council for approval. Last Updated: 18-Jan-2014</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.1.1 Seek opportunities to have Councillor representation on Relevant Boards and Organisations	Gary Gaffney - Chief Executive Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: Relevent positions are bought to the Councilors attention. Last Updated: 01-Oct-2013</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.2.1 Undertake organisational review and restructuring to reflect changing needs	Gary Gaffney - Chief Executive Officer	In Progress	01-Sep-2013	30-Jun-2016	70.00%	25.00%	
ACTION PROGRESS COMMENTS: Review of Corporate Services structure currently being completed. Changes in structure to reflect budget to be completed by November. Corporate Service Structure review completed and presently being workshopped with the Corporate Services team. Last Updated: 13-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.2.2 Lead and manage the organisation	Gary Gaffney - Chief Executive Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Organisation review is presently underway. All Director reviews completed. Review of Local Laws underway. Enterprise Bargaining completed and sent to Fairwork Australia. Last Updated: 13-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.2 Manage and review strategic and operational risks	Gary Gaffney - Chief Executive Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Strategic risk management presented at last Audit meeting. Review of Risk Management Report for February Risk Management meeting. Last Updated: 13-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.6 Provide Council administration	Gary Gaffney - Chief Executive Officer	In Progress	01-Jul-2013	30-Jun-2016	50.00%	50.00%	
ACTION PROGRESS COMMENTS: All Council agenda's have been distributed within the statutory framework. All IPF have been completed within the State Governments requirements. Continued to deliver all corporate requirements for Council.							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.7 Provide governance administration and support services	Gary Gaffney - Chief Executive Officer	Ongoing	01-Jul-2013	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: All support service are being provided to the level required and achieving the performance requirements. Review of Internal and Council policies to be undertaken in 2014 Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.2.1 Participate in the Ord East Kimberley expansion project	Gary Gaffney - Chief Executive Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Ongoing support and involvement with progress of Stage 2 and future stages. Visit 5 December 2013 by Department of Business Northern Territory Darwin office to commence dialogue about potential future linkages for economic development including Ord Stage 3. Road assets taken over by Shire. Rates discussions to be held with KAI. Last Updated: 13-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.3.1 Lobby the State Government for improved waste water management and alternative drinking water systems	Gary Gaffney - Chief Executive Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Kimberley CEO's meeting with regulator in Perth in early December. Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.7.2 Lobby for the provision of key worker housing across the region	Gary Gaffney - Chief Executive Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Meeting with Zone representatives and progressed to the regional blueprint.
January 2014 funding for Waterlily place announced.

Last Updated: 13-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.9.1 Advocate for the construction of the Kununurra by-pass	Gary Gaffney - Chief Executive Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Met with Steve Troughton, Managing Director MRWA on the 26th November to discuss issues including by pass.
Cr Wright to present alternative proposal for Crs.

Last Updated: 13-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.9.2 Lobby the State and Federal Governments for funding to upgrade the Great Northern Highway to Wyndham including town by-pass and port facilities	Gary Gaffney - Chief Executive Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Met with Director General of Main roads and again reiterated the need for the widening of the Great Northern Hwy.
Correspondence sent to Main Roads and Minister regarding road.

Last Updated: 13-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.1.1 Advocate for improved health and community services	Gary Gaffney - Chief Executive Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

Last Updated: 26-Sep-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.5.3.1 Lobby the Department of Education for more school based apprenticeships	Gary Gaffney - Chief Executive Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

Last Updated: 02-Dec-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.5.4.1 Advocate for additional adult education opportunities	Gary Gaffney - Chief Executive Officer	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
Last Updated: 02-Dec-2013							

Governance Administration - Wyndham Area Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.3 Manage the Wyndham Shire office, staff and facilities to improve service delivery (Operating)	Rob Drew - Wyndham Area Services Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: The liason with all staff in Wyndham is ongoing. Although not necessarily directly responsible for all staff in Wyndham I work closely with all appropriate managers in Kununurra to ensure facilities are maintained within budget constraints and staff needs are met. Last Updated: 05-Dec-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.4 Manage the Wyndham Shire office, staff and facilities to improve service delivery (Capital)	Rob Drew - Wyndham Area Services Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Wyndham Community Resource Centre operations and upgrade funding has now been secured. Advertising for the Co ordinator position is now closed and interviews will be scheduled within the next 2 weeks. Upgrade work to the Wyndham Administration buliding for the purpose of colocating the Community Resource Centre is expected to commence within 1 month Last Updated: 05-Dec-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.5 Work collaboratively with external service providers and key stakeholders in Wyndham	Rob Drew - Wyndham Area Services Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Wyndham Interagency Network Group meets on a monthly basis with representatives of all Wyndham service providers invited to attend, Local Emergency Management Committee meets quarterly with all appropriate emergency service providers in attendance, I am currently the President of Wyndham St John Ambulance with a cross section of local residents as committee members. The Roadwise Committee meets bi monthly alternating the meetings between Wyndham and Kununurra.							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.1 Prepare plans for the upgrade the Peter Reid Memorial Hall in Wyndham	Rob Drew - Wyndham Area Services Manager	Not Started	01-Jul-2013	30-Jun-2014	0.00%	0.00%	 GREEN
ACTION PROGRESS COMMENTS: awaiting budget allocation Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.2 Seek funding and prepare project implementation plan for Anton's Landing upgrade	Rob Drew - Wyndham Area Services Manager	In Progress	01-Jul-2013	30-Jun-2014	30.00%	50.00%	 RED
ACTION PROGRESS COMMENTS: As part of stage 1 paving has been completed. Funding is now being sought for heritage interpretation of the original cattle race. Lotteries west will be approached once historical photos are obtained. Action highly dependent upon appropriate funding opportunities being available Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.3 Seek funding and prepare design for the next stage of the pathway connecting Wyndham Port to Wyndham	Rob Drew - Wyndham Area Services Manager	In Progress	01-Jul-2013	30-Jun-2014	10.00%	-	
ACTION PROGRESS COMMENTS: Currently identifying appropriate grant funding for the design and staging of the dual use pathway. Collaboration required with John Piercey, Peter Kerp and Nick Allen. No internal budget allocated. Action highly dependent upon working across Directorates and upon funding opportunities. Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.1 Review and implement the Shire's Environmental Sustainability Plan	Rob Drew - Wyndham Area Services Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Awaiting budget allocation

Last Updated: 18-Jan-2014

Organisational Development - Human Resources

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.5.1 Develop and implement a Workforce Plan	Rebecca Richards - Coordinator Organisational Development	In Progress	01-Jul-2012	30-Jun-2014	75.00%	75.00%	

ACTION PROGRESS COMMENTS:

Workforce Plan is currently in 'Draft' and was adopted by Council June 13 2013.

Last Updated: 28-Nov-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.5.2 Manage and administer human resources, including policies, procedures and initiatives	Rebecca Richards - Coordinator Organisational Development	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Current Policies and Procedures are being reviewed.

<List current policies that are being reviewed or created>

Last Updated: 28-Nov-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.5.4 Manage staff injury and compensation processes	Rebecca Richards - Coordinator Organisational Development	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Currently reviewing current workers compensation claims and processes. New Payorll officer to commence in October to help manage this process.

Last Updated: 28-Nov-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.7.1 Develop and implement staff key worker housing options	Rebecca Richards - Coordinator Organisational Development	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Currently working with Nick Kearns, Director Community Development and Daniel Cox on Water Lily place housing options Last Updated: 28-Nov-2013							

Organisational Development - Occupational Health & Safety

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.5.3 Manage and implement OSH plans, policies, procedures, promotions and training	Rebecca Richards - Coordinator Organisational Development	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
Last Updated: 28-Nov-2013							

Infrastructure

Depots - Depot Services Administration

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.33 Manage Depot and Plant	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Ongoing management of depot, staff and associated plant maintenance New kitchen Knx completed. Caretakers residence Knx completed. Last Updated: 18-Jan-2014							

Depots - Drainage Systems

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.10 Maintain Stormwater assets	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Clear stormwater drains before and after wet season Last Updated: 18-Jan-2014							

Depots - Footpaths, Trails and Cycleways

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.29 Renew or upgrade Pathway Assets as per Asset Management Plan and Long Term Financial Plan	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Minor footpath repairs & replacements Renewal program being developed Last Updated: 14-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.30 Maintain Pathway assets	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: ongoing repairs and renewal pathways Last Updated: 12-Nov-2013							

Depots - General Assets

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.8 Maintain miscellaneous assets	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Small tools and equipment replaced as per budget. Last Updated: 18-Jan-2014							

Depots - Parks, Ovals and Reserves

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.31 Maintain Parks and Reserves assets	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Mowed parks Whipper snipped Spray Weeds Reticulation maintenance Slashing of Reserves Last Updated: 14-Nov-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.32 Renew or upgrade Parks and Reserves Assets as per Asset Management Plan and Long Term Financial Plan	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: No Capital Expenditure budget allocation this year. Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.1.3 Maintain of tourist facilities (Operating)	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Removal tourist facilities Buttons Crossing & Skull Rock Maintenance of Mambi Tourist Facilities Last Updated: 12-Nov-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.5.3.3 Manage cumbungi and noxious plants in Lilly Creek Lagoon	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Ongoing maintenance of Cumbungi Harvester Harvest Cumbungi from Lake Last Updated: 18-Jan-2014							

Depots - Plant and Equipment

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.27 Plant and Equipment renewal	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Light Fleet plant received, awaiting some heavy plant items							

Depots - Roads and Bridges

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.14 Maintain rural road network assets	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Closing dry season grades / drain clearing complete Road Closure Reports undertaken Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.16 Maintain urban road network assets	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Repaired Guideposts on Ivanhoe/Weaber Plains Road Internal town roads have had chipseal to maintain wear course Last Updated: 18-Jan-2014							

Depots - Waste Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.28 Renew or upgrade new Landfill Assets as per Waste Management Strategy	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Software implemented. Gatehouses installed. new road entry Kununurra Cover being undertaken Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.3 Manage landfills and provide waste / litter services	John Gault - Depot Manager	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: New Landfill Office staff New fencing installed Re Profiling Landfill Site New Machinery Introduction of Domestic Waste Vouchers & Fees Last Updated: 18-Jan-2014							

Emergency/Regulatory - Emergency Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.10.1 Develop and implement a Municipal Emergency / Regulatory Services function	Robert Jehu - Emergency Regulator Services Co-Ordinator	Completed	01-Jul-2013	30-Jun-2015	100.00%	50.00%	
ACTION PROGRESS COMMENTS: ERSC appointed MoU completed SWEK / DFES for fire response Review of Ranger functions completed New dog & cat services implemented Last Updated: 14-Jan-2014							

Emergency/Regulatory - Ranger Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.9.1 Develop and implement an Animal Management Plan	Robert Jehu - Emergency Regulator Services Co-Ordinator	Completed	01-Jul-2012	30-Jun-2016	100.00%	50.00%	
ACTION PROGRESS COMMENTS: Draft Plan has been compiled and adopted by Council Last Updated: 14-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.9.3 Implement Cat Act	Robert Jehu - Emergency Regulator Services Co-Ordinator	Completed	01-Jul-2013	30-Jun-2016	100.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: Registration forms have been developed. Systems implemented. Advertisements made etc. Last Updated: 14-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.9.4 Provide Ranger Services	Robert Jehu - Emergency Regulator Services Co-Ordinator	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: New roster developed. planned approach implemented for inspections e.g. illegal rubbish patrols undertook joint WAPol exercise on unregistered dogs Wyndham & Kununurra Litter inspections commenced Kununurra Last Updated: 14-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.9.5 Provide Fire / Emergency Services	Robert Jehu - Emergency Regulator Services Co-Ordinator	Ongoing	01-Jul-2013	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Fire response transferred to DFES Developing Fire Break inspection procedure for private residences Working with DPAW & DFES on fire break plan Last Updated: 15-Nov-2013							

Engineering - Design & Development

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.5 Provide supervision for Landcorp / SWEK Ord Stage2 Roadworks	Peter Kerp - Manager, Engineering	In Progress	01-Jul-2012	30-Jun-2014	95.00%	75.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Primer seal completed July 2013. Inspection undertaken with Bob Simmons (MRWA) 3 September to assess road carriageway x-sections where hinge points reduce road seal widths (10cm-15cm) - confirmed that Infrastructure agrees with Superintendent (MRWA) minor width reductions so small not considered re-work necessary as could make batters stabilisations difficult to achieve. PC inspection on roads and associated drainage structures undertaken 14 November 2013 with Brett Chivers. QA documents, materials testing results and "AS Cons" to be submitted to SWEK Xmas 2013. Easement legal docs received and referred to Council lawyers for comment. Council's counter offer to LandCorp offer to cash bond final seal on 39km road length Ord Expansion Project is being considered by LandCorp's higher management as of 30 October 2013. Clarification sought from LandCorp as to ownership responsibility to irrigation structures built under public roads and the repairs/maintenance required should the structures fail and the roads collapse. Response 13/09/2013 "Irrigation infrastructure under roads or within road reserves is NOT SWEK responsibility. Road reserve created will include various easements over the road in favor of pipeline owner. The easement will identify the responsibilities for repair and maintenance and will put the onus on the irrigation infrastructure owner to make good and damage." Last Updated: 14-Jan-2014</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.7 Develop and implement the Stormwater Management Strategy for priority areas in Kununurra	Peter Kerp - Manager, Engineering	In Progress	01-Jul-2012	30-Jun-2016	75.00%	50.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Drainage Strategy - cut-off drain rock beaching Speargrass Road, complete Drainage Strategy - re-instate open drain north side Ironwood -Speargrass to Cajuput, Survey and design complete - Works completed November 2013 Drainage Strategy - survey/design north side drain Ironwood - Cajuput to Weaber Plain, Survey complete - design in progress Drainage Strategy - survey outlet Victoria Highway to Lily Lagoon, Survey and design not started Drainage Strategy - survey/design 'little BP' at Bandicoot to Victoria Highway via Pruinoso, Survey complete - design in progress Last Updated: 14-Jan-2014</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.9 Renew or upgrade miscellaneous assets as per Asset Management Plan and Long Term Financial Plan	Peter Kerp - Manager, Engineering	Ongoing	01-Jul-2012	30-Jun-2016	-	-	

ACTION PROGRESS COMMENTS:

Five year forward capital works program for misc. assets to be developed

Last Updated: 18-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.11 Renew or upgrade Stormwater assets as per Asset Management Plan and Long Term Financial Plan	Peter Kerp - Manager, Engineering	In Progress	01-Jul-2012	30-Jun-2016	75.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

Drain renewal speargrass to Mangaloo completed.

Mangaloo to Weaber Plains Road in progress.

Weaber Plain Rd Ironwood to Poinciana

Weaber Plains Rd from Hidden Valley Caravan Park to Lily Lagoon.

Last Updated: 14-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.17 Provide urban street lighting (electricity)	Peter Kerp - Manager, Engineering	In Progress	01-Jul-2012	30-Jun-2016	20.00%	10.00%	 GREEN

ACTION PROGRESS COMMENTS:

Papuana Street - Upgrade Existing Street Lighting

Install one new 6.5m pole with LED light fitting, replace 2 x existing 150HPS light fittings with LED - Purchase Order raised to Horizon Power to undertake upgrades - scheduled for completion December 2013, awaiting HP

Banksia Street -Upgrade Existing Street Lighting

Install one new LED light fitting on existing pole, replace 2 x existing 150HPS light fittings with LED - Purchase Order raised to Horizon Power to undertake upgrades - scheduled for completion December 2013. awaiting HP

Cotton Tree Avenue - Upgrade Existing Street Lighting

Install one new LED light fitting on existing pole, replace 2 x existing 150HPS light fittings with LED - Purchase Order raised to Horizon Power to undertake upgrades - scheduled for completion June 2014.

Erythrina Street - Upgrade Existing Street Lighting

Install two new LED light fitting on existing pole, replace 8 x existing 150HPS light fittings with LED - Purchase Order raised to Horizon Power to undertake upgrades - scheduled for completion June 2014.

Last Updated: 14-Jan-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.18 Renew or upgrade of Rural Road assets as per Asset Management Plan and Long Term Financial Plan (Capital)	Peter Kerp - Manager, Engineering	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Five year forward capital works program for road assets to be developed Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.19 Renew / Upgrade sections, Carlton Hill Rd	Peter Kerp - Manager, Engineering	In Progress	01-Aug-2012	30-Jun-2014	15.00%	5.00%	
ACTION PROGRESS COMMENTS: Feature survey completed section between D4 bridge and western boundary Green Swamp (3.6km length). Road and drainage design of this section in progress. Feature survey section between D4 bridge and Weaber Plain Road intersection done - road/drainage design to follow immediately. Last Updated: 14-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.20 Renew or upgrade of Urban Road assets as per Asset Management Plan and Long Term Financial Plan	Peter Kerp - Manager, Engineering	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Five year forward capital works program for road assets to be developed Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.21 Renewal Erythrina Street, Kununurra	Peter Kerp - Manager, Engineering	In Progress	01-Jul-2012	30-Jun-2015	5.00%	50.00%	
ACTION PROGRESS COMMENTS: Job deferred due to difficulty in matching availability preferred civil road contractor/bitumen spray contractor and asphalt contractor in delivering job with minimal inconvenience to residents of Erythrina Street. Job scheduled commence late April/early May 2014 after 'wet' season. Last Updated: 15-Nov-2013							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.22 Manage Black Spot safety improvements to Coolibah Drive	Peter Kerp - Manager, Engineering	In Progress	01-Jul-2012	30-Jun-2014	10.00%	25.00%	 RED
ACTION PROGRESS COMMENTS: Coolibah Drive - Road Widening opposite Ivanhoe Caravan Park and KDHS - State Black Spot Survey/design complete - Purchase Order raised for Horizon Power to relocate 3 light poles opposite KDHS - awaiting HP Road widening design in progress Construction scheduled second half 2013/14 f/y Last Updated: 14-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.23 Undertake Managaloo Traffic Management improvements	Peter Kerp - Manager, Engineering	In Progress	01-Jul-2012	30-Jun-2014	15.00%	5.00%	 GREEN
ACTION PROGRESS COMMENTS: Parking/Safety Improvements - Mangaloo Street and Coolibah Street adjacent to KDHS Signage plan in progress - signs received from Supplier following adoption of signage plan - Installation of various parking signs by in-house team scheduled completion February 2014 Last Updated: 14-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.26 Kalumburu Road Renewal/Upgrade	Peter Kerp - Manager, Engineering	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Additional Capital Funding expended October 2013. Business Case for further funding developed and to go to January Council meeting. Last Updated: 18-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.2.1 Manage technical services	Peter Kerp - Manager, Engineering	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
ACTION PROGRESS COMMENTS: Waterlily Place - Earthworks and Construct Retaining Wall							

Completed October 2013
 Messmate Way - asphalt overlay roundabout
 Asphalt overlay scheduled June 2014
 Meatworks Road - Reconstruct and Seal
 Feature survey and design to commence January 2014
 Egret Close - Widen intersection at Victoria Highway
 Feature survey in progress - design to follow completion of feature survey - design requires MRWA approval as intersects Main Road
 Bridges 5123 and 4214 - Guard Rail Replacement
 Design in progress by MRWA - installation arrange by MRWA - installation scheduled second half 2013/214 f/y
 Welch Street - Widen/Seal 60m length
 Survey and design complete - RFQ complete - contract awarded to Gueronini & Son - job in progress
 River Farm Road - Drainage Upgrade
 Survey and design complete - RFQ complete - contract awarded to JSW - job completed November 2013
 Coolibah Drive - Drainage Upgrade Picture Gardens Completed August 2013
 Coolibah Drive - Drainage Upgrade St Johns Entrance to Ivanhoe Road Completed October 2013
 Coolibah Drive - Drainage Upgrade opposite Ivanhoe Caravan Park entrance
 Survey and design complete - installation in-house team - construction commencing November 2013 - completion December 2013.
 Gulliver's Tavern - Construct New Car Park, corner Cotton Tree Avenue and Konkerberry Drive
 Survey and design complete - RFQ complete - contract awarded to Guerinoni & Son - construction commencing November 2013 - completion December 2013.
 Car Park Upgrade - Kununurra Airport
 Concept design completed , detailed geometric design in progress, construction scheduled May 2014
 Reseal Apron - Kununurra Airport
 SAMI seal treatment scheduled June 2014
 Pavement Engineering Consultants - Kununurra Airport
 RAD approval of \$1.6m granted November 2013-
 Technical Brief completed for Full Pavement Strength Evaluation - utilising WALGA preferred suppliers panel via E-Quote - 8 engineering consultants invited to submit quote - quote closing 4 December 2013. Successful consultant to complete and submit final report 28 February 2014.
 Runway Asphalt Overlay - Kununurra Airport
 RAD approval granted November 2013 - subject to recommendations of Full Pavement Strength Evaluation report - asphalt surfacing scheduled June 2014
 Last Updated: 15-Nov-2013

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.10.2 Renew / Upgrade Weaber Plain Bridge over D4 drain	Peter Kerp - Manager, Engineering	In Progress	01-Jul-2012	30-Jun-2016	85.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:
 New guard rails (AS certified) on bridge 5122 and 5116 completed 31 October 2013.
 Northern approach of Weaber Plain Road to bridge 5116 bitumen sealed September 2013.
 Rock pitching on batters under both bridges for mitigating scouring and erosion completed November 2013
 MRWA Options Report for upgrade / renewal considered and responded, awaiting MRWA response
 Last Updated: 14-Jan-2014

Infrastructure Administration - Asset Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.2 Implement waste management strategy	Kevin Hannagan - Director, Infrastructure Services	In Progress	01-Jul-2012	30-Jun-2016	75.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: Actions on target and quarterly progress report to Councilor Briefings Councilor workshop planned for February 2014 Last Updated: 14-Jan-2014							

Infrastructure Administration - Infrastructure Services Administration

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.6 Implement the Asset Management Plan	Kevin Hannagan - Director, Infrastructure Services	In Progress	01-Jul-2013	30-Jun-2014	60.00%	25.00%	 GREEN
ACTION PROGRESS COMMENTS: Review of Asset Management Plan and Asset Management improvement Strategy commenced. Existing Levels of Service being determined for future Councilor / Community / Stakeholder consultation. Councilor workshop held in December 2013. Last Updated: 14-Jan-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.2.2 Lead, manage and administer the Infrastructure Services Directorate	Kevin Hannagan - Director, Infrastructure Services	Ongoing	01-Jul-2013	30-Jun-2014	-	-	
ACTION PROGRESS COMMENTS: Opex / Capex Budgets on track CBP Actions on track Emergency / Ranger Services Coordinator commenced Replacement Rangers appointed Fire response transfer to DFES completed Waste Tenders awaiting response Directorate generally on track Last Updated: 18-Jan-2014							

Projects - Project Delivery

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.24 Undertake Maintenance of Kalumburu Road	Kim Edmeades - Manager, Projects	Ongoing	01-Jul-2012	30-Jun-2016	-	-	
<p>ACTION PROGRESS COMMENTS: Closing grade pre wet season completed Last Updated: 18-Jan-2014</p>							

13.6 ELECTED MEMBER REPORTS

Cr Gary King

24 December LEMC Meeting
14 January LEMC Meeting

Cr Keith Wright

15 January Experience Extraordinary Meeting
16 January KVC Committee Meeting
26 January Australia Day celebration and Citizenship Ceremony

COUNCIL DECISION

Minute No. 10302

Moved: Cr G King

Seconded: Cr D Learbuch

That Council accepts the Elected Members Reports for period 24 December 2013 to 26 January 2014.

Carried Unanimously 7/0

13.7 CHIEF EXECUTIVE OFFICER REPORTS

The Chief Executive and Acting Chief Executive Officer attended the following meetings:

6 December	Economic Regulation Authority
9 December	OVR Board Meeting
12 December	Meeting with Stephen Herne, Cross Border Issues Anthony Quahe, Civil Legal Grant Pipe, Department of Fire & Emergency Services
17 December	Vicky Biorac, B Visual Media Ralph Addis, Stellar Corporation Experience Extraordinary Meeting
24 December	LEMC Meeting
14 January	LEMC Meeting
28 January	National Broadband Network Meeting

COUNCIL DECISION

Minute No. 10303

Moved: Cr G King

Seconded: Cr D Learbuch

That Council accepts the Chief Executive Officer Reports for period 6 December 2013 to 28 January 2014.

Carried Unanimously 7/0

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

**16. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY
DECISION**

COUNCIL DECISION

Minute No. 10304

Moved: Cr B Robinson

Seconded: Cr D Spackman

That Council accepts the late agenda items:

16.1 Operation of the Wyndham Community Resource Centre

16.2 Key Worker Housing project update and next steps following cabinet decision.

Carried Unanimously 7/0

16.1 OPERATION OF THE WYNDHAM COMMUNITY RESOURCE CENTRE

DATE:	28 January 2014
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Rob Drew, Wyndham Area Service Manager
REPORTING OFFICER:	Gary Gaffney, Chief Executive Officer
FILE NO:	N/A

PURPOSE

To seek Council's endorsement of the 2013/14 Business Plan including the fees and charges for Wyndham Community Resource Centre. .

BACKGROUND

Council resolved at the July 2013 Ordinary Council Meeting to accept the responsibilities for running the Community Resource Centre in Wyndham as follows:

COUNCIL DECISION

Minute No. 10130

Moved: Cr R Dessert

Seconded: Cr D Ausburn

That Council:

- 1) Advises the Department of Regional Development and Lands that it is prepared to undertake the provision of services for the operation of the Wyndham Community Resource Centre in line with the Financial Assistance Agreement and funding schedules and subject to assurance being given with respect to the provision of funding as described in the grant schedules in view of the Shire's expenditure for the capital upgrade of the building.**
- 2) Prepares a business plan for the Wyndham CRC for the 2013/14 financial period.**
- 3) Enters into a Memorandum of Understanding for the transfer of ownership of all unencumbered fixtures and fittings contained in and around the current CRC building in Wyndham.**

Carried Unanimously 5/0

Upgrade and refurbishment work to allow for its operation within the Wyndham Administration Building has now almost been completed. To allow for operation of the Centre to begin, Council is required to consider the 2013/14 Business Plan and the adoption of fees and charges relevant to the Centre's operation.

STATUTORY IMPLICATIONS

Local Government Act 1995

Part 6, Division 5

6.16 Imposition of fees and charges

(1) *A local government may impose* and recover a fee or charge for any goods and service it provides or proposed to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

(3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

- (a) imposed* during a financial year; and*
- (b) amended* from time to time during a financial year.*

** Absolute majority required.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges will be imposed.*

POLICY IMPLICATIONS

In reviewing the fees and charges, consideration has been given to the proposed Pricing Principles and Pricing Basis Policy for Fees and Charges.

FINANCIAL IMPLICATIONS

If Council determines to adopt the Wyndham Community Resource Centre Fees and Charges, this will allow the Wyndham Community Resource Centre to begin operation and allow for the appropriate fees and charges for the associated services being offered to be implemented.

Upon closure of the former Community Resource Centre (CRC) arrangement, financial statements were not provided to the Shire, making it difficult to prepare a financial plan for the CRC. The financial plan contained within the 2013-14 Business Plan has been put together with the assistance of the Kununurra Community Resource Centre officer. Given this is the first time the Shire has essentially managed the CRC, the financial plan will be monitored utilising the same budget review processes, and setting of the annual budget in line with the Shire's corporate program. It will therefore be monitored and reviewed accordingly.

At this stage, the financial plan is recommending that there is a net impact on Council resources of \$6,275, with recognition of a contribution from the Shire of \$26,260 in addition to this amount. As the CRC cannot operate without a budget allocation, nor without fees and charges being established, the officer is recommending that the budget be incorporated into

the Shire's overall budget allocation and that it be reviewed as part of the second quarter budget review process.

STRATEGIC IMPLICATIONS

Goal 1: Strong leadership and governance that underpins a more strategic approach to community engagement, regional development and organisational sustainability.

Objective 1.2: Alignment of regional and local priorities with other agencies and community groups.

Strategy 1.2.3: Promote the colocation of community facilities and sharing of resources among community groups.

Objective 1.4: Business innovation, efficiency and productivity of Shire services.

Strategy 1.4.1: Ensure legislative compliance and follow best practice principles in planning and service delivery.

Strategy 1.4.3: Maintain Council's long term financial viability

COMMUNITY CONSULTATION

There is no requirement for the community to be consulted prior to Council considering the Business Plan or fees and charges, although section 6.19 of the *Local Government Act 1995* outlines the requirements for the Shire to provide local public notice of fees and charges.

COMMENT

The upgrade work and refurbishment of the Wyndham Administration Office is nearing completion and the operation of the Community Resource Centre is now close to commencement.

This report is presented for Council to consider the 2013/14 Business Plan, recognising that the CRC will only have about 5 months to operate this financial year, and to formally adopt the budget contained in the Business Plan including the fees and charges in Attachment 1 so that the CRC can operate in compliance with the legislation applicable to local governments.

It should be noted that while the Wyndham Community Resource Centre will somewhat maintain its independence by utilising a different business name and branding, that it is now a business arm of Council, and will therefore be subject to the same governance arrangements as other areas of the Shire, such as monitoring and reviewing budgets, delegations and sub-delegations where required, and ensuring that the Business Plan is aligned into the Strategic Community Plan and Corporate Business Plan. This will ensure the appropriate integration and governance regimes are maintained.

ATTACHMENTS

The associated attachment will be provided under separate cover.

Attachment 1 – Schedule of Fees and Charges

Attachment 2 – 2013/14 Business Plan for the Wyndham Community Resource Centre

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

- 1) Adopts the proposed 2013/14 Business Plan for the Wyndham Community Resource Centre;
- 2) Adopts the Fees and Charges for services offered by the Wyndham Community Resource Centre as outlined in Attachment 1;
- 3) Endorses the advertising of the 2013/14 proposed fees and charges for the Wyndham Community Resource Centre commencing on 1 December 2013 as per the legislative requirements.

COUNCIL DECISION

Minute No. 10305

Moved: Cr B Robinson

Seconded: Cr D Learbuch

That Council:

- 1) Adopts the proposed 2013/14 Business Plan for the Wyndham Community Resource Centre;**
- 2) Adopts the Fees and Charges for services offered by the Wyndham Community Resource Centre as outlined in Attachment 1;**
- 3) Endorses the advertising of the 2013/14 proposed fees and charges for the Wyndham Community Resource Centre commencing on 1 December 2013 as per the legislative requirements.**

Carried Unanimously 7/0

Attachment 1 - Schedule of Fees and Charges

		Price List Wyndham Community Resource Centre December 13 - Jun 14 990 Koolama Street, Wyndham WA 6740 Ph: 08 9161 1002 F: 08 9168 1798 E: wyndham@crc.net.au						
			*All Prices Inclusive of GST					
Memberships	Member	Non Member	Photocopying/Printing	Member	Non Member	Video Conferencing ISDN to Web	Member	Non Member
Community Member		\$ 85.00	Black & White			Price Per Hour Includes Room Hire	\$ 112.50	\$ 125.00
Corporate		\$ 95.00	A4 Single Side	\$ 0.15	\$ 0.20	<i>* Requires Bookings in Advance prices dependent on third party provider</i>		
Family of 4		\$ 120.00	A4 Double Side	\$ 0.30	\$ 0.40	Web Conferencing IP Based	Member	Non Member
* Memberships Include: 10% Discount on Services excludes Advertising 4 Hours Free Internet Per Year			A3 Single Side	\$ 0.30	\$ 0.40	Multi Point (up to 8 sites)	\$ 58.50	\$ 65.00
			A3 Double Side	\$ 0.60	\$ 0.80	* Price Per Hour Includes Room Hire		
			Full Colour			Exam Supervision	Member	Non Member
Meeting Room Hire Per Day	Member	Non Member	A4 Single Side	\$ 0.90	\$ 1.00	Price Per Hour	\$ 45.00	\$ 50.00
Not for Profit, Youth Service	\$ 171.00	\$ 190.00	A4 Double Side	\$ 1.80	\$ 2.00	<i>* Includes room set up and hire</i>		
Government, Private	\$ 247.00	\$ 275.00	A3 Single Side	\$ 1.80	\$ 2.00	The Bastion Advertising		
Staff Hire Per Meeting	Member	Non Member	A3 Double Side	\$ 3.60	\$ 4.00	Black & White	1 Month	3 Month
Minutes only	\$ 22.50	\$ 25.00	Other Sizes POA			1/4 Page Advertising	\$ 50.00	\$ 125.00
Minutes & Agenda	\$ 45.00	\$ 50.00	Scanning	Member	Non Member	1/2 Page Advertising	\$ 90.00	\$ 250.00
Typing Documents Per Hour	\$ 31.50	\$ 35.00	1st Page	\$ 1.80	\$ 2.00	Full Page Advertising	\$ 175.00	\$ 500.00
Typing Documents Per Page	\$ 9.00	\$ 10.00	Subsequent Pages	\$ 0.70	\$ 0.80		6 months	12 month
Staff Assistance	Member	Non Member	Photos Per Photos	\$ 4.00	\$ 5.00	1/4 Page Advertising	\$ 240.00	\$ 450.00
Computer Assistance Per Hour	\$ 13.50	\$ 15.00	Guillotining / Page	\$ 1.80	\$ 2.00	1/2 Page Advertising	\$ 480.00	\$ 900.00
			Internet Access	Member	Non Member	Full Page Advertising	\$ 950.00	\$ 1,800.00
Emailing (Per Email)	\$ 3.60	\$ 4.00	Per 1/2 Hour	\$ 3.60	\$ 4.00	Colour	1 Month	3 Month
Laminating	Member	Non Member	Per Hour	\$ 7.20	\$ 8.00	1/4 Page Advertising	\$ 110.00	\$ 320.00
A4 Per Page	\$ 1.80	\$ 2.00	Wifi Per 1/2 Hour	\$ 3.60	\$ 4.00	1/2 Page Advertising	\$ 220.00	\$ 630.00
A3 Per Page	\$ 2.70	\$ 3.00	Wifi Per Hour	\$ 5.85	\$ 6.50	Full Page Advertising	\$ 450.00	\$ 1,255.00
Other Sizes POA			10 Hour Voucher	\$ 54.00	\$ 60.00		6 months	12 month
Faxing	Member	Non Member	Cd Burning	Member	Non Member	1/4 Page Advertising	\$ 595.00	\$ 1,130.00
Local and STD Initial Page	\$ 3.60	\$ 4.00	CD Included	\$ 11.70	\$ 13.00	1/2 Page Advertising	\$ 1,188.00	\$ 2,250.00
Subsequent Pages	\$ 0.90	\$ 1.00	No CD included	\$ 9.00	\$ 10.00	Full Page Advertising	\$ 2,380.00	\$ 4,490.00
International Initial Page	\$ 4.50	\$ 5.00	DVD Burning	Member	Non Member	Classifieds	Per Month	
Subsequent Pages	\$ 2.70	\$ 3.00	DVD Included	\$ 16.20	\$ 18.00	6x9 (WxL) B&W Advert	\$30.00	
Receiving Per Page	\$ 0.40	\$ 0.50	No DVD included	\$ 13.50	\$ 15.00	6x9 (WxL) Colour Advert	\$65.00	



Wyndham COMMUNITY RESOURCE CENTRE

Business Plan for the Period 1 July 2013 – 30 June 2014

Proudly Supported By:



Department of
Regional Development and Lands



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Executive Summary

The Wyndham Community Resource Centre and associated activities have undergone a recent decline in the last financial period. This decline can be attributed to a committee which was under engaged with the strategic and operational needs of the organisation.

It was identified by a previous board member and departmental staff that the CRC was not functioning within the required boundaries and consequently the decision was made to close the service as it stood.

The Shire of Wyndham East Kimberley has been approached and is keen to see this project continue in the community.

The role played by the CRC in the community is a vital one in Wyndham. The conduit between information and community members in the form of the monthly town newspaper, the facilitation of training and skills building programs, as well as (future) art and cultural projects is one that is critical in a community such as Wyndham.

After undertaking a business planning session and working through identifying some of the challenges the Wyndham CRC will be and has faced, the Shire is confident that they are able to take on this service and ensure a reliable and robust service is provided to the community members in Wyndham. Strong leadership, good governance practices and a need within our community for these services will ensure that the organisation not only survives, but thrives.

Mission Statement

The purpose of the Community Resource Centre is to provide a human resource and facility that will assist residents of Wyndham by increasing the level of education, training and employment in the community and facilitating access to education, training and employment programs and providing advice and support to our community.

To provide a community based infrastructure which will stimulate the effective and creative use of telecommunications, computer technology and information access for individuals, community groups and small business throughout the region.

To increase the education, training and employment prospects of the region. To obtain funds from donations, grants and other sources.

To ensure the Association is effective and remains a community-based, owned and operated facility.

To solely apply the property and income of the Association towards the promotion of the objectives of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objectives.

Business Overview

The core function of the Wyndham CRC will remain internet access and activities such as photocopying, printing, and training for members of the community who do not have these facilities at home and need to access online information.

The integration of Library and other SWEK managed services will help build the patronage of the CRC in the near future.

The CRC also plays a vital role in facilitating the local jobs market through accessing jobs and employment information online. Key organisations, such as Centrelink and ITEC both utilise the Centre as access and meeting points for their clients.

Many Kununurra-based organisations also use the CRC for their service delivery into Wyndham. The Shire of Wyndham East Kimberley aims to further promote the access to meeting space and the facilities to other stakeholders.

Opportunities exist to strengthen the ICT training and services available to the community e.g. online gaming for teenagers, Photoshop workshops, Microsoft Office training etc, are all on the board for the coming year.

Products / Services

- Broadband Internet Access
 - Wireless Hotspot
 - Check Your Emails
 - Internet Banking
- Monthly Production of the Wyndham community newspaper The Bastion Bulletin
- Desktop Publishing
 - Letterheads
 - Flyers
 - Brochures
 - Business Cards
- Word Processing
 - Secretarial Services
 - Resumes
- Photo Printing
- Photocopying
- Video Conferencing
- Westlink Services
- Laminating
- Training - intro to computers, emails, MS Office
- Visitor Information
- Bankwest Services
- Transport licencing services
- Library services
- Local government services

Existing Partnerships

Bankwest

Transport

State Library

Kununurra and Broome CRCs

Shire of Wyndham East Kimberley

Situational Analysis

Community Analysis

Located in the far north-east of the state and falling under the local government area of the Shire of Wyndham East Kimberley, Wyndham was established as the Port to service the then burgeoning pastoral industry and the gold rush of the late 1800s.

Today Wyndham is but a shadow of its former self, with many of the agencies and businesses having moved to the larger regional centre of Kununurra in the late 80s and early 90s. Once the lynchpin of the East Kimberley, Wyndham now is home to a diverse and colourful history and a variety of equally colourful residents.

The port is still the main industry in the town, servicing the mining and pastoral industries. A fledgling tourism industry is still trying to find its feet in the town, history and off road being the draw cards and the stunning scenery being the surprise in every visit.

Many residents are employed in either the government sector or the not for profit / NGO sector in the community.

Demographic

Regional

Wyndham is the third largest town in the East Kimberley region, made up of the Shire of Wyndham East Kimberley and the Shire of Halls Creek. Wyndham has a large number of transient residents from both the indigenous and non-indigenous communities.

Wyndham Community Residents

In the 2011 Census there were 896 people resident in Wyndham, which equates to approximately 11% of the Shire of Wyndham East Kimberley residents. According to Census 2011 data, 47% of the Wyndham population is indigenous, compared with 29% across the shire. Anecdotally, under reporting at Census time is rife in the Kimberley with many indigenous people being missed for various reasons.

The median/average age of the Wyndham population is 30 years of age, 7 years below the Australian average.

Employment

There is disparity in employment levels between indigenous and non-indigenous members of the communities across the East Kimberley. The level of employment for nonindigenous people is high (87%), whilst the rate of employment (in 'real' - ie not CDEP - employment) for indigenous people is low (26%).

Culture and Language

Languages spoken at home were reported as being primarily English (69%) with less than 3% speaking Australian Indigenous languages at home (despite representing 47% of the overall population).

Education and Training

32% of eligible people reported that they had completed Year 12, with 41% having completed Year 10 or lower with 17% either not reporting or not having schooled at all. 20% of eligible people reported having a Certificate or Diploma level qualification, while Less than 10% reported a Graduate Degree and just 1% reported Post Graduate qualifications.

Technology Profile

Only 26% of residents reported having an internet connection in their home and of those who did have internet only 42% reported a broadband connection, with the remainder reporting either no connection or having not stated the type of connection.

Cost of Living

20% of homes are fully owned, and 12% are in the process of being purchased by home loan mortgage. 60% of homes in Wyndham are rented, with the majority of those being either GROH or Homeswest tenancies. The median rent in Wyndham is \$80 per week and the median mortgage repayment is \$1500 per month.

Volunteering

Volunteers - only 13% of residents in Wyndham reported that they volunteer in some capacity in the community, with 49% reportedly not volunteering at all or not stating if they volunteered.

(Source: Census data 2011)

SWOT Analysis

<p style="text-align: center;">Strengths</p> <ul style="list-style-type: none"> • • Funding is available • Bastion Bulletin • People who want to support the CRC in the community • No competition for services • Bank (Bankwest) • Transport services • Library • SWEK- Local Govt services • Strong Governance/finance processes under SWEK • Fulltime SWEK staff to support CRC and Vice versa • Good profile/awareness among indigenous residents • Limited duplication of services within the community • Good relationship with Kununurra CRC • Premises Central location and low cost • New leadership/SWEK • ICT is up to date • Good ICT support internally (SWEK) 	<p style="text-align: center;">Weaknesses</p> <ul style="list-style-type: none"> • Loss of continuity for the service (ie closed down) • Low population • Reputation • New people in community not knowing what CRC does
<p style="text-align: center;">Opportunities</p> <ul style="list-style-type: none"> • Reputation – able to rebuild • GP video links (?) • WHFS – Rural in reach service via video and Westlink • Develop (?) • Good partnership with Kununurra CRC provide up to date training (ICT) for staff and community • Provide SWEK with face to face video links for staff cut on travel cost and time • Promote new services (ie exam supervision) to community • Partnership with WDHS to provide content for paper 	<p style="text-align: center;">Threats</p> <ul style="list-style-type: none"> • Funding changes/cuts • Cost of continually updating technology • Potential lack of engagement from community • Not making enough money to cover all costs • Run out of space to adequately deliver extra services

- | | |
|---|--|
| <ul style="list-style-type: none"> • ABC Open partnership • Art and Craft show(no longer running from prev) • Partnership with Picture Gardens? • Look at traineeships • Limited competition for services • DVD/Blue ray cleaning | |
|---|--|

Whilst the Wyndham CRC has faced some challenges over the past year in regards to governance and service provision, we believe that there are still plenty of opportunities within our community to provide a robust and much needed service to the town of Wyndham.

The Shire of Wyndham East Kimberley has a long reputation of servicing the residents of Wyndham and we believe that by taking on the service previously undertaken by the Wyndham Community Resource Centre Inc, the shire can add value to both the WACRN in the East Kimberley and the members of the Wyndham community.

Outcomes / Achievements from 2012/2013

As the Wyndham CRC has recently been closed and is now reopening under the Shire of Wyndham East Kimberley there is little information available regarding outcomes and achievements in the previous financial year.

Action Plan 2013/2014

Notes regarding RDL Grants in Action Plan

Please refer to FAA and Schedule of Grants for details of each grant's conditions. For each project, please indicate which RDL Grant will be used to fund the project in the 'Links to RDL Grants' column, specifying the amount allocated to the project in the 'Budget' column.

- Governance = Governance Support Grant
- E & FF = Equipment, Fittings and Fixtures Grant
- M & P = Marketing and Promotion Grant
- PD = Professional Development and Training Grant
- ICT Support = ICT Support Grant
- Trainee 1 & 2 = Trainee Support Grants
- Special Project = Special Project Fund Grants (separate application required to access funds)
- Building and Infra = Building and Infrastructure Fund Grants (separate application required to access funds).
- Not applicable = Funded by sources other than RDL – please specify where possible where source from.

KEY OUTCOME	PROJECT DESCRIPTIONS	ACTIONS	TIME FRAME	BUDGET	LINKS to RDL GRANTS	PERSONNEL RESPONSIBLE
Build the capacity of the local community	1. Employ a Coordinator	1. Advertise via local news boards and Kimberley Echo, interview panel to include SWEK HR and Knx CRC Manager, HR to perform induction, performance review after 3	1. Aug - Sept	1. \$52,500	1. Operational and MP	1. Wyndham Services Manager, HR Coordinator, Media officer

KEY OUTCOME	PROJECT DESCRIPTIONS	ACTIONS	TIME FRAME	BUDGET	LINKS to RDL GRANTS	PERSONNEL RESPONSIBLE
	2. Deliver community training sessions in a variety of areas (ie MS Office, Social Media for small business, video editing etc)	2. Survey community for requirements, liaise with Small Business Centre EK, Knx CRC and ABC Open to see what partnership opportunities might exist and place a calendar of events on the website, FB page and in the Bastion to promote	2. Oct - Dec and Feb - April	2. \$750	2. MP 250, PD 250, ICT 250	2. CRC Coordinator
	3. Train the CRC Coordinator and volunteers in use of Adobe Suite	3. Engage someone to provide training to Co-ordinator and	3. Sept - Oct	3. \$750	3. PD	3. CRC Coordinator

KEY OUTCOME	PROJECT DESCRIPTIONS	ACTIONS	TIME FRAME	BUDGET	LINKS to RDL GRANTS	PERSONNEL RESPONSIBLE
	4. Engage a Community Reference Advice Group to connect the CRC services to the community	interested volunteers to produce the Bastion Bulletin in InDesign 4. Recruit via word of mouth a local reference group of volunteers to support the aims and objectives of the Wyndham CRC	4. Dec - Jan	4. \$500	4. MP	4. Wyndham Services Manager and CRC Coordinator
Deliver services and information on behalf of government and other agencies relevant to local community needs	1. Produce and Distribute the Bastion Bulletin	1. Train volunteers and new staff to use InDesign software, develop a costing and review advertising prices	1. Sept - Oct for training then ongoing project	1. \$9,000 pa	1. \$1,000 PD \$1,000 MP \$8,000 FFS advertising revenue	1. CRC Coordinator, Trainees, Volunteers

KEY OUTCOME	PROJECT DESCRIPTIONS	ACTIONS	TIME FRAME	BUDGET	LINKS to RDL GRANTS	PERSONNEL RESPONSIBLE
		accordingly, ensure the Bastion is produced under a cost recovery basis each month				
	2. Provide access to online Government information	2. Install the government access computer, install supplied signage, market the service in the Bastion and on local notice boards, train staff in how to assist clients to use the service	2. Sept for installation then ongoing	2. \$1,500	2. \$1,000 ICT \$500 PD	2. CRC Coordinator, Trainees
	3. Provide Library services to the Community	3. Ensure space is accessible, welcoming and usable, ensure all staff are	3. Ongoing	3. \$4,500	3. SWEK fund and \$500 MP	3. CRC Coordinator, Trainees

KEY OUTCOME	PROJECT DESCRIPTIONS	ACTIONS	TIME FRAME	BUDGET	LINKS to RDL GRANTS	PERSONNEL RESPONSIBLE
		trained in Library services				
	4. Provide other services (such as Banking, Local Government and Transport and Tourism) to the community	4. Ensure all staff are trained in all services, may include sending new Coordinator to training sessions by Transport	4. Ongoing	4. \$18,000	4. MP \$750 FFS from BW, Transport, Tourism and Library services = \$17,250	4. Trainees, CRC Coordinator
	5. Refit and redesign the space to accommodate the services	5. Redesign with all services in mind, purchase appropriate equipment and furniture to allow for optimum service delivery, install signage to advertise the new services	5. Sept for refit - launch date by October	5. \$116,260	5. Building and Infrastructure and New CRC Set up fund (\$60,000 Building and Infrastructure \$30,000 EFF) (\$26,260 SWEK funded)	5. Wyndham Services Manager, CRC Coordinator,

KEY OUTCOME	PROJECT DESCRIPTIONS	ACTIONS	TIME FRAME	BUDGET	LINKS to RDL GRANTS	PERSONNEL RESPONSIBLE
		available, relaunch the CRC services in an event, invite Minister Grylls or similar, host an open day to raise awareness in the community and instil confidence in the new look CRC				
Develop partnerships and negotiate business opportunities for the benefit of the local community	1. Rural In Reach	1. Contact Women's Health and Family Services, ensure Westlink services and Video conferencing services are ready to deliver,	1. Oct 2013 - ongoing	1. \$1,000	1. EFF ICT	1. CRC Coordinator

KEY OUTCOME	PROJECT DESCRIPTIONS	ACTIONS	TIME FRAME	BUDGET	LINKS to RDL GRANTS	PERSONNEL RESPONSIBLE
	2. ABC Open	advertise in the Bastion and promote within the community, liaise with health service providers in town 2. Contact Producer in Kununurra, establish which projects we can support, work with ABC Open producer to encourage technical skills are available to community, place links to ABC Open on FB and website	2. Oct 2013 - ongoing	2. \$500	2. MP	2. CRC Coordinator
	3. Kununurra CRC	3. Maintain relationship	3. August 2013 - ongoing	3. \$1,000	3. PD MP	3. CRC Coordinator

KEY OUTCOME	PROJECT DESCRIPTIONS	ACTIONS	TIME FRAME	BUDGET	LINKS to RDL GRANTS	PERSONNEL RESPONSIBLE
		with Kununurra, work together to provide opportunities to both communities and the WACRN				and Trainees
Increase the profile of the CRC and the Network	1. Signage	1. Design and order best signage to display all services with CRC branding , install, arrange change of directional finger signage throughout town	1. Sept 2013	1. \$2,500	1. MP	1. Wyndham Services Manager and CRC Coordinator
	2. Reopening event	2. Arrange invites, invite local businesses, shire staff, government	2. October 2013	2. \$1,000	2. MP	2. Wyndham Service Manager and CRC Coordinator,

KEY OUTCOME	PROJECT DESCRIPTIONS	ACTIONS	TIME FRAME	BUDGET	LINKS to RDL GRANTS	PERSONNEL RESPONSIBLE
		department staff, Kununurra and Warmun CRC committee and staff, event to be late afternoon, with equipment and services on display, provide light refreshments, video link with another CRC				Trainees
	3. Networking with community and businesses	3. Regularly host other organisations	3. September 2013 - ongoing	3. \$500	3. MP	3. CRC Coordinator
	4. Monthly column in Bastion for CRC news	4. Ensure a regular column is produced, highlight a specific service each month	4. September 2013 - ongoing	4. \$500	4. MP	4. CRC Coordinator

KEY OUTCOME	PROJECT DESCRIPTIONS	ACTIONS	TIME FRAME	BUDGET	LINKS to RDL GRANTS	PERSONNEL RESPONSIBLE
	5. Facebook page and website	5. Maintain CRC FB page and website to advertise the services available at the CRC and Library, ensure events are listed on both sites	5. September - ongoing	5. \$1,000	5. ICT	5. CRC Coordinator, Trainees
	6. Maintain AWACRC Membership	6. Pay subscription fees and participate in any events such as training or AGM attendance	6. September	6. \$1500	6. 600 Gov and 900 PD (travel and accomm)	6. CRC Coordinator

KEY OUTCOME	PROJECT DESCRIPTIONS	ACTIONS	TIME FRAME	BUDGET	LINKS to RDL GRANTS	PERSONNEL RESPONSIBLE
Develop and maintain high standards of management and governance	1. Policies	1. Develop policies and procedures to ensure the CRC services are delivered within SWEK guidelines	1. Sept - ongoing	1. \$1,000	1. Governance	1. Wyndham Services Manager, CRC Coordinator
	2. Establish a community advice / reference group to ensure transparency and responsibility within the community	2. Recruit members of local community to provide advice and advocacy within the community to SWEK for CRC matters, convene meetings on a monthly basis, record notes and ensure good communication between reference	2. Oct - Nov 2013 and then ongoing	2. \$500	2. Operational	2. Wyndham Services Manager, CRC Coordinator

KEY OUTCOME	PROJECT DESCRIPTIONS	ACTIONS	TIME FRAME	BUDGET	LINKS to RDL GRANTS	PERSONNEL RESPONSIBLE
		group and SWEK				
	3. Work within current SWEK guidelines for financial controls	3. Ensure CRC staff are aware of and competent in working within SWEK's established financial controls and management	3. Sept - ongoing	3. \$1,500 general \$2,000 insurances \$1,500 financial services from SWEK \$1,000 contribution to audit costs	3. Governance	3. Wyndham Service Manager, HR and CRC Coordinator
	4. Provide appropriate training and support for CRC Coordinator	4. Liaise with DRD Regional Coordinator, Knx CRC Manager, SWEK HR to ensure CRC Coordinator has relevant skills and support to carry out the CRC tasks as	4. Sept, Dec and then annually	4. \$1,000	4. PD	4. Wyndham Services Manager, HR Coordinator

KEY OUTCOME	PROJECT DESCRIPTIONS	ACTIONS	TIME FRAME	BUDGET	LINKS to RDL GRANTS	PERSONNEL RESPONSIBLE
		required - review after 3 month trial period, then again at regular intervals (ie annual performance review)				

Financial Plan

EXPENSES		INCOME	
<i>Operational</i>		<i>General Income</i>	
Broadband	\$1,000.00	Westlink	\$375.00
Telephone	\$1,000.00	Bankwest	\$6,000.00
Consumables/Stationery	\$1,000.00	Transport	\$6,750.00
General postage and freight	\$200.00	Tourism	\$1,500.00
Bastion Newspaper	\$9,000.00	Library services	\$3,000.00
Wages	\$50,000.00	Bastion income	\$6,500.00
Superannuation	\$5,000.00	Memberships	\$500.00
Long service	\$500.00	Donations	\$500.00
<i>Fundraising</i>		Subtotal	\$ 25,125.00
Copier paper	\$1,500.00	<i>Sales</i>	
		Business Services	\$3,000.00
		Exam Supervision	\$200.00
Copier Contract	\$3,000.00	Room hire	\$2,000.00
Library	\$4,500.00	CRC run courses and activities	\$1,000.00
CRC run courses and activities	\$500.00	Computer access	\$2,000.00
Rent	\$500.00		
Power	\$1,000.00	Subtotal	\$8,200.00
Water	\$500.00		
Subtotal	\$79,200.00	<i>RDL – CRC Grant Funding</i>	
<i>Governance</i>		Operational	\$45,000.00
Insurance	\$2,000.00	Governance	\$7,500.00
Bookkeeping	\$1,500.00	Marketing & Promotion	\$10,000.00
Professional fees	\$600.00	Prof Development & Training	\$7,000.00
Audit	\$1,000.00	Equipment Fixtures & Fittings	\$1,000.00
Subtotal	\$5,100.00	ICT Support & Development	\$4,500.00
<i>Marketing & Promotion</i>		Trainee Support	
Advertising	\$4,500.00	Subtotal	\$75,000.00
Promotional Materials & Activities	\$1,500.00		
Signage	\$2,500.00	<i>Additional Grant Funding</i>	
Subtotal	\$8,500.00	Re-establishment fund	\$60,000.00
<i>Prof Development & Training</i>		Fixtures and Fittings	\$30,000.00
Staff /Committee Training-Courses	\$3,000.00	SWEK Contribution	\$26,260.00
Travel	\$1,000.00		
Clusters & workshops	\$2,000.00		
Subtotal	\$6,000.00	Subtotal	\$116,260.00
<i>Equipment, Fittings & Fixtures</i>			

IT replacement/licences	\$500.00		
Equipment replacement/repair	\$73,500.00		
Fittings	\$42,760.00		
Subtotal	\$116,760.00		
<i>ICT Support and Development</i>			
IT support and service	\$750.00		
Website management	\$2,000.00		
Subtotal	\$2,750.00		
<i>Trainee Support</i>			
Wages			
Other expenses			
Subtotal	\$ -		
		TOTAL INCOME	\$ 224,585.00
TOTAL EXPENSES	\$218,310.00		

Personnel Plan

Reference Group members will be sourced from the community during the initial 3 months of the funding period - they are likely to be people who have previously been involved in the management committee or staff of the CRC.

Names can't be provided until agreement is made with the individuals at this stage.

Name	Position	Qualifications / Experience	PD focus (linked to Action Plan activities)

Risk Management Plan

Please see the Shire of Wyndham East Kimberley Risk Management strategy - available on request

16.2 KEY WORKER HOUSING PROJECT UPDATE AND NEXT STEPS FOLLOWING CABINET DECISION.

DATE:	28 January 2014
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Janet Takarangi Economic Development Officer
REPORTING OFFICER:	Gary Gaffney, Chief Executive Officer
FILE NO:	N/A

PURPOSE

To bring Council up to date with the progress on the Shire's key worker housing investment following the Cabinet decision made in January 2014.

To seek Council's authorisation for the CEO to enter into negotiations to purchase staff housing and to duly execute the purchase documentation with the common seal of the Shire of Wyndham East Kimberley, and to adjust the 2013/14 budget accordingly.

BACKGROUND

This matter relates back to the Kimberley ZONE when in February 2012 a contract was signed between the Department of Regional Development and the Shire of Wyndham East Kimberley on behalf of the Kimberley ZONE to undertake work on the staged development of a housing construction facility. This funding of \$2,344,449 was sourced from the 2010/11 Kimberley Region Country Local Government Fund (CLGF).

The Zone by the end of 2012 had developed concerns on the long term commercial viability of such a venture and sought expressions of interest from the private sector for long term partnerships. At the ZONE meeting held in Darwin November 2012 it was resolved to not proceed with the project. By this time the role of the Kimberley ZONE Secretariat has moved from the Shire of Wyndham East Kimberley to the Shire of Broome and it was decided to seek approval from the Department of Regional Development to have the funding of \$2,344,449 reallocated to the agreed regional project relating to key worker housing.

A business case was prepared and forwarded to Department of Regional Development in 2013. In January 2014 the decision was made by WA State Cabinet that the regional Country Local Government Funding for 2010/11 (Housing Construction), 2011/12 and 2012/13 could all be utilised for developing key worker housing for the Kimberley. The 2010/11 funding was to be split between Shire of Wyndham East Kimberley and the Shire of Broome as both Shires expressed that they were ready to proceed when the business case was being prepared.

A funding agreement must be executed to enable the funding (which has now increased to \$2,492,642.64 due to interest earned) to be split between the Shire of Broome \$1,622,018.67 +GST and the Shire of Wyndham East Kimberley \$870,623.97. Once this is signed by all four Kimberley Shires the Shire of Wyndham East Kimberley has concluded all legal obligations and the regional responsibility for holding the contracted funds is discharged.

In anticipation of the Cabinet decision, Council in the 2013/14 budget allocated \$88,498 to be utilised on staff housing making a total for the key worker housing project for the Shire of Wyndham East Kimberley a total of \$959,121.97.

This amount is more than was identified in the business case submitted to the Department of Regional Development due to interest earned. With changing local conditions in the housing market it is now anticipated that the Shire of Wyndham East Kimberley may be able to purchase several dwellings for the staff housing stock. This would lead to budget savings as rental accommodation for staff can be cancelled as leases expire.

The Department of Regional Development is seeking an early conclusion to this 2010/11 funding with the full project to conclude by 30 April 2014. This is important so that the 2011/12 regional funding which has been allocated but not yet released can be done so as soon as possible. It is this 2011/2 and 2012/13 release that will be added to the 2012/13 Shire of Wyndham East Kimberley individual CLGF to start the construction on the Waterlily site which is now "shovel ready".

To aid in meeting the 30 April 2014 deadline Council are asked to authorise approval for the CEO to enter into negotiations to purchase staff housing and to duly execute the purchase documentation with the common seal of the Shire of Wyndham East Kimberley. Council are also requested to modify the budget allocation of two General Ledger accounts to ensure the budgets accurately reflect the intended loan.

STATUTORY IMPLICATIONS

There are no statutory implications associated with this report.

POLICY IMPLICATIONS

No policy implications apply in the preparation of this report.

FINANCIAL IMPLICATIONS

The transfer of the 65% share to Shire of Broome has been completed and the residual amount for the Shire of Wyndham East Kimberley retained.

Within the 2013/14 annual budget there are two accounts:

04090120: Purchase of 4x2 house in Kununurra	\$66,000
04091210: Purchase of vacant land in Lakeside	\$22,498

It is recommended to Council that the \$22,498 be transferred from account 04091210 and allocated to 04090120 to reflect a total of \$88,498. The title will also be modified to reflect purchase of staff housing instead.

STRATEGIC IMPLICATIONS

Key worker housing has been identified by all four Kimberley Shires as a key factor in being able to attract and retain skilled staff this project has enabled the Shire to advance their goal of improving the number of key worker houses available for staff.

Within the Shire's Strategic Community Plan, this initiative assists in achieving the following:

Objective 1.2: Alignment of regional and local priorities with other agencies and community groups.

Strategy 1.2.2: Work collaboratively with the other Kimberley Shires to create and manage regionally beneficial projects.

Objective 1.4: Business innovation, efficiency and improved service.

Strategy 1.4.5: Attract and maintain a skilled, motivated and professional workforce.

Objective 2.2: Maintenance of economic diversity and greater community returns from investment in the region.

Strategy 2.2.7: Advocate for a range of affordable housing options and styles that cater to a broad market including key worker housing.

COMMUNITY CONSULTATION

Community consultation is not required.

Confirmation has been sought and provided by WATC, that the slight change in the loan description does not require the Shire to advertise the change of the loan that would normally be required under section 6.20 of the *Local Government Act 1995*.

COMMENT

The Shire has held and managed this funding on behalf of the Kimberley ZONE since February 2012. Given the successful Cabinet decision in January 2014, the Shire is now able to achieve its own goals in increasing the number of staff houses for the Shire and to transfer project funding to the Shire of Broome with all legal obligations discharged.

The purchase of additional housing for staff will allow the Shire to make savings in current rental costs, and also improve the opportunity to attract and retain skilled staff.

ATTACHMENTS

There are no attachments associated with this report.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1) Authorises the CEO to enter into negotiations to purchase staff housing;
- 2) Authorises the CEO and Shire President to duly execute the purchase documentation with the common seal of the Shire of Wyndham East Kimberley; and
- 3) Authorises the transfer of \$22,468 from GL Account number 04091210 Purchase of vacant land in Lakeside to GL Account number 04090120 Purchase of a 4x2 house in Kununurra noting that the title will be modified to reflect "Purchase of Staff Housing".

COUNCIL DECISION

Minute No. 10306

Moved: Cr B Robinson

Seconded: Cr D Spackman

That Council:

- 1) Authorises the CEO to enter into negotiations to purchase staff housing;**
- 2) Authorises the CEO and Shire President to duly execute the purchase documentation with the common seal of the Shire of Wyndham East Kimberley; and**
- 3) Authorises the transfer of \$22,468 from GL Account number 04091210 Purchase of vacant land in Lakeside to GL Account number 04090120 Purchase of a 4x2 house in Kununurra noting that the title will be modified to reflect "Purchase of Staff Housing".**

Carried Unanimously 7/0

17. MATTERS BEHIND CLOSED DOORS

Nil

18. CLOSURE

Shire President declares the meeting closed at 5:52pm.