

### 12.03.2. Transportable Accommodation Units Located at Wyndham Works Depot

<b>DATE:</b>	28/06/2016
<b>AUTHOR:</b>	Jill Jilley, Community Development Property Officer
<b>RESPONSIBLE OFFICER:</b>	Louise Gee, Director Community Development
<b>ASSESSMENT NO:</b>	A2431
<b>FILE NO:</b>	A2431D
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

**That Council request the Chief Executive Officer to authorise the Deed of Transfer for the two transportable accommodation units gifted to the Shire of Wyndham East Kimberley by the WA Housing Authority.**

#### **COUNCIL DECISION**

**Minute No: 11401**

**Moved: Cr S Cooke  
Seconded: Cr E Bolto**

**That Council request the Chief Executive Officer to authorise the Deed of Transfer for the two transportable accommodation units gifted to the Shire of Wyndham East Kimberley by the WA Housing Authority.**

**Carried 9/0**

#### **PURPOSE**

For Council to consider signing the Deed of Transfer for transportable accommodation units located at the Wyndham Works Depot.

#### **NATURE OF COUNCIL'S ROLE IN THE MATTER**

Provider - provide physical infrastructure and essential services

## **BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

In December 2011, the Western Australian Government provided temporary accommodation in Wyndham for a number of Oombulgurri community members in the form of transportable units.

Once this accommodation was no longer required, the Shire agreed to temporarily store twelve transportable units at Wyndham Works Depot. The units were relocated to the depot in June 2013. As part of the storage agreement, two units were gifted to the Shire.

A decision was made by the WA Housing Authority to gift or sell the remaining units. In December 2015 the Shire received a Deed of Transfer for the transportable units (Attachment 1).

### **Options for Shire use of the units:**

As requested by Council, Officers investigated potential uses for the units. It is proposed that one unit will be relocated to the Wyndham Swimming complex for use as a first aid room and small gym as the complex does not have a dedicated first aid room as required under the Department of Health Code of Practice. This project is included in the draft Corporate Business Plan for 2017/18. The unit would require some remodelling as the current configuration does not meet the desired requirements. Officers are currently seeking quotes to relocate the unit, remodel and connect services and estimated costs indicate this will be a cost effective and practical solution.

Officers are yet to identify an additional alternative use for the second unit. The use of the unit for an ablution facility at the Kununurra Agricultural Oval was considered however indicative transport and works costs to make the building functional appear to be prohibitive.

In March 2016, the Housing Authority confirmed that the Shire can sell or gift the transportables when the Deed of Transfer is signed and therefore the Shire may consider selling or gifting the second unit.

## **STATUTORY IMPLICATIONS**

There are no statutory implications associated with this report.

## **POLICY IMPLICATIONS**

There are no policy implications associated with this report.

## **FINANCIAL IMPLICATIONS**

### **Deed of Transfer:**

There is no financial cost associated with the authorisation of the deed of transfer. The transportable units will be classed as Shire assets and therefore will be subject to depreciation.

### Future projects:

To make the units functional for specific projects there will be some costs incurred including transport, remodelling and service connection. These costs are dependent on the project and therefore any budget allocation will be requested through the annual budget process.

### **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

Goal 3: Protection and enhancement of lifestyle values, community facilities and the environment to provide safe and inviting communities.

Objective 3.4: Enhancement of community facilities

Strategy 3.4.4 : Provide and support a more effective range of sport and recreation services and facilities including a new leisure and aquatic facility in Kununurra

### **RISK IMPLICATIONS**

Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

### **COMMUNITY ENGAGEMENT**

No community engagement is required.

### **COMMENTS**

As discussed above, this item is regarding the authorisation of the Deed of Transfer received November 2015. As there are no costs associated with the receipt and storage of the units and therefore even if the units were not utilised, there would be no cost to the Shire.

Therefore the options available to the Shire should the transfer be approved are:

- Store at the Wyndham Depot at no cost until a valid, cost effective project is identified
- Relocate one of the units to the Wyndham Swimming Pool for use as a first aid room and gym
- Sell or gift one or both of the units.

The only potential negative scenario would be if the units were stored long enough for them to deteriorate and require demolition. Given how unlikely this scenario is (if no projects were identified the units would be gifted or sold), and that all other scenarios do not have negative implications for the Shire (in fact are likely positive outcomes), it is recommended that Council approve the Deed of Transfer for these two units.

**ATTACHMENTS**

Attachment 1 - Deed of Transfer



Government of **Western Australia**  
**Housing Authority**

**OPENING DOORS**  
To Affordable Housing



Carl Askew  
Chief Executive Officer  
Shire of Wyndham East Kimberley  
PO Box 614  
Kununurra WA 6743

Dear Carl

As we have previously discussed, the Housing Authority seeks to formally transfer ownership of two of the transportable accommodation units being stored at the Shire's depot in Wyndham.

A Deed of Transfer is enclosed. It would be appreciated if the Shire could sign the attached document where indicated and return to me. I will then forward the document to Perth for execution – following which I will provide an executed copy to you.

Can I please pass on my thanks to the Shire and to the Councilors for allowing the Authority to store these accommodation units at the Wyndham depot. I hope this transfer goes part of the way in thanking you for your help in providing a place to store the units and for your patience, and I hope they are useful for the Shire's operations.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nick'.

Nick Kearns  
Regional Manager – East Kimberley

9 December 2015

16 Coolibah Drive, Kununurra Western Australia 6743  
Telephone (08) 9166 5100 Facsimile (08) 9166 2169 Mobile: 0409 418 891 [nick.kearns@housing.wa.gov.au](mailto:nick.kearns@housing.wa.gov.au)  
[www.housing.wa.gov.au](http://www.housing.wa.gov.au)





Government of Western Australia  
Housing Authority

# Deed of Transfer

Shire of Wyndham East Kimberley

Housing Authority

Shire of Wyndham East Kimberley  
(ABN 35 647 145 756)

# Deed of Transfer

Shire of Wyndham East Kimberley

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## Details of Parties

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Name **Housing Authority**, a body corporate constituted under section 6(1) of the *Housing Act 1980* (WA)  
Short form name Housing Authority  
Notice details 99 Plain Street, East Perth, Western Australia, 6004  
Contact Director General or his nominee from time to time

Name **Shire of Wyndham East Kimberley** (ABN 35 647 145 756)  
Short form name Organisation  
Notice details PO Box 614, Kununurra, Western Australia 6743  
Contact Mr Carl Askew, Chief Executive Officer  
Phone: 9168 4100

## Background

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- A. The Organisation is the registered proprietor of the Land.
- B. The Housing Authority owns the Transportable Accommodation.
- C. The Housing Authority wishes to provide the Transportable Accommodation to the Organisation and the Organisation wishes to accept the Transportable Accommodation on the terms and conditions contained in this Deed.

## Agreed Terms

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### 1. Defined Terms and Interpretation

#### 1.1 In this Deed unless repugnant to the context:

**Business Day** means any day other than a Saturday, Sunday or a public holiday in Western Australia;

**Deed** means this Deed;

**Land** means the land identified in Item 1 of Schedule 1;

**Law** includes any requirement of any statute, regulation, proclamation, ordinance or by-law, present or future and whether State, Federal, local or otherwise;

**Party** means either the Housing Authority or the Organisation, as the case requires, and **Parties** means both of them;

**Schedule 1** means Schedule 1 to this Deed;

**Settlement Date** means the date specified in Item 2 of Schedule 1; and

**Transportable Accommodation** means the transportable accommodation units identified in Item 1 of Schedule 1 already situate on the Land.

**1.2** In this Deed, unless repugnant to the context:

- (a) month means a calendar month;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing any gender include the other gender;
- (d) headings used in this Deed are for convenience only and shall not be used in the interpretation or construction of this Deed;
- (e) reference to currency means Australian currency;
- (f) an expression importing a natural person includes any corporation, partnership, joint venture, association or other body corporate;
- (g) a reference to any thing or amount is a reference to the whole and each part of it;
- (h) a reference to a Part, Recital, clause, paragraph, Exhibit, Annexure or Schedule is a reference to a Part, clause or paragraph of, or a Recital, Exhibit, Annexure or Schedule to, this Deed;
- (i) a reference to any legislation includes any regulation or instrument made under it and where amended, re-enacted or replaced means that amended, re-enacted or replaced legislation, regulation or instrument;
- (j) a reference to a document includes a reference to an amendment or supplement to, or replacement or novation of, that document;
- (k) a reference to a party to any document includes a reference to that party's successors and permitted assigns;
- (l) when a day on or by which anything is to be done is not a Business Day, that thing must be done on or by the next business day; and
- (m) a covenant or agreement on the part of two or more persons binds them jointly or severally.

**2. Housing Authority's Obligations**

**2.1** In consideration of the payment by the Organisation to the Housing Authority of one (1) dollar, which the Housing Authority acknowledges it has received, the Housing Authority agrees to grant and transfer the Transportable Accommodation to the Organisation on the Settlement Date subject to the terms and conditions contained in this Deed.

**3. Organisation Accepts Transportable Accommodation**

**3.1** The Organisation agrees with the Housing Authority that:

- (a) the Organisation accepts the Transportable Accommodation in the condition in which they are in as at the Settlement Date 'as is where is' and with all faults, defects and characteristics whether they are apparent or ascertainable on inspection or not and with the Housing Authority not being liable under any circumstances for any fault, defect or characteristic in the Transportable Accommodation;
- (b) the Organisation must not use or permit the Transportable Accommodation to be used for long-term residential accommodation;
- (c) the Housing Authority will not be liable for or enter into any 'housing management agreement' for the repair and maintenance of the Transportable Accommodation and

the Organisation assumes all responsibility for the repair and maintenance of the Transportable Accommodation upon the Settlement Date; and

- (d) all risk in the Transportable Accommodation passes to the Organisation upon the Settlement Date.

#### 4. Dispute Resolution

- 4.1 If any dispute between the Parties arises out of, relates to or is in connection with any aspect of this Deed, including a dispute over whether the Organisation has breached any obligation under this Deed or is otherwise in default, the Housing Authority and the Organisation must meet to try to resolve the dispute.
- 4.2 If the Parties are unable to resolve the dispute within 14 days of meeting in accordance with clause 4.1, either Party may give a notice (**Dispute Notice**) to the other which states:
  - (a) the nature of the dispute and the matters or issues which are to be resolved; and
  - (b) its intention to commence arbitration proceedings in relation to the dispute.
- 4.3 If, within 14 days after a Dispute Notice is received, the dispute has not been resolved, either Party may, by notice to the other, commence arbitration proceedings in relation to the dispute.
- 4.4 Unless a Party has complied with the preceding provisions of this clause 4 in relation to a dispute, that Party may not commence arbitration proceedings in relation to that dispute.
- 4.5 If the dispute is referred to arbitration, the arbitration is to be conducted in Perth, Western Australia, in accordance with the *Commercial Arbitration Act 2012* (WA) and the other provisions of this clause 4.
- 4.6 Each Party must, by notice to the other Party, designate a representative who will have authority to represent that Party and settle the dispute on behalf of that Party.
- 4.7 The Parties will try jointly to appoint a sole arbitrator within fourteen (14) days after the dispute is referred to arbitration but if an arbitrator is not jointly appointed within that period, either Party may request the President of the Institute of Arbitrators Australia (Western Australian Branch) to appoint an arbitrator.
- 4.8 Each Party may be represented by a legal practitioner or any other representative or representatives.
- 4.9 All evidence and submissions to the arbitrator must be in writing unless the arbitrator otherwise directs or the Parties otherwise agree.
- 4.10 The arbitrator is to have authority to give a Party any rights which could be ordered by a court having jurisdiction with respect to the subject matter.
- 4.11 Arbitration proceedings are to be conducted in private, and information disclosed by any Party in the course of the proceedings is to be kept confidential by the Parties and their advisers, except as otherwise agreed by the Parties, directed by a court or required by law. Nothing in the previous sentence prevents the Housing Authority from disclosing any information to any government Minister of the State of Western Australia or to the Parliament of that State.
- 4.12 Pending and during an arbitration, the Parties continue to be bound by this Deed.
- 4.13 Unless a Party has complied with this clause 4 in relation to a dispute, that Party may not commence legal proceedings in relation to that dispute (except in the case of a Party pursuing urgent injunctive, declaratory or interlocutory relief).

4.14 The Parties must, to the extent it is reasonably practicable and to the extent that performance is not directly impacted by the dispute, continue to perform their obligations under this Deed notwithstanding the existence of a dispute, unless the Parties otherwise agree in writing.

## 5. Indemnity

5.1 The Organisation indemnifies the Housing Authority from and against any loss or claim, including a third party claim, related to the Transportable Accommodation after the Settlement Date which arises for any reason.

## 6. Variation

6.1 This Deed may only be varied by written agreement between the Parties.

## 7. Notices

7.1 Any notice, certificate, demand, consent or other communication (in any such case, **Notice**) that is required to be given or served under this Deed is duly given or served if in writing signed by a person duly authorised by the sender and delivered by hand or sent by prepaid post or facsimile transmission or electronically by email addressed to the relevant recipient's address for Notices specified on the Details page of this Deed.

## 8. Entire Agreement

8.1 This Deed contains everything that the Parties have agreed on in relation to the matters it deals with. No Party can rely on an earlier document, or anything said or done by another Party (or a director, officer, agent or employee of that Party), before this Deed was executed.

## 9. Severability

9.1 If a clause or part of a clause can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable and valid, it must be read in the latter way. If any clause or part of a clause is illegal, unenforceable or invalid, that clause or part is to be treated as removed from this Deed, but the rest of this Deed is not affected.

9.2 If the removal of a clause or part of a clause under clause 9.1 materially alters the commercial allocation of benefit and risk (or management of risk) under this Deed, the Parties agree to negotiate in good faith to amend or modify the terms of the Deed as may be necessary or desirable having regard to the original terms of the bargain and the prevailing circumstances.

## 10. Further Cooperation

10.1 Each Party must do anything (including executing a document) another Party reasonably requires in writing to give full effect to this Deed.

## 11. Relationship of the Parties

11.1 This Deed does not create a partnership, agency, fiduciary or any other relationship, except the relationship of contracting parties, between the Parties. No Party is liable for an act or omission of another Party, except to the extent set out in this Deed.

## Schedule 1

### Item 1

#### **Transportable Accommodation**

A total of two (2), three (3) bedroom Transportable Accommodation units with each bedroom containing bathroom facilities presently located at the Shire of Wyndham East Kimberley yards at 10 Coverley Street, Wyndham, Western Australia, 6740 (the Land) and marked with identifying numbers HA021 and HA022.

### Item 2

#### **Settlement Date**

The Settlement Date is the date on which this Deed is executed by the Parties.

### Item 3

#### **Special Conditions**

Not Applicable.

## 12. Governing Law and Jurisdiction

- 12.1 This Deed is governed by the law in force in Western Australia. Each Party irrevocably submits unconditionally to the non-exclusive jurisdiction of the Courts of Western Australia and of all Courts competent to hear appeals therefrom in relation to any legal action, suit or proceedings arising out of or in respect of this Deed.

## 13. Special Conditions

- 13.1 This Deed shall be subject to the special conditions contained in Item 3 of Schedule 1.

## 14. Costs

- 14.1 Each Party must pay its own costs of and incidental to the preparation, negotiation and execution of this Deed, and the Organisation must pay any duty in respect of this Deed, or the transactions contemplated by it.

## 15. Counterparts

- 15.1 This Deed may be executed in any number of counterparts each of which shall be deemed for all purposes to be an original and all such counterparts taken together shall be deemed to constitute one and the same instrument.

## Signing Page

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**EXECUTED** as a Deed on \_\_\_\_\_

**The COMMON SEAL of the HOUSING AUTHORITY was hereunto affixed in the presence of:**

\_\_\_\_\_  
Signature of Authorised Officer

\_\_\_\_\_  
Signature of Authorised Officer

\_\_\_\_\_  
Name of Authorised Officer (please print)

\_\_\_\_\_  
Name of Authorised Officer (please print)

**Signed for and on behalf of the Shire of Wyndham East Kimberley (ABN 35 647 145 756)**

\_\_\_\_\_  
Signature of Authorised Officer

\_\_\_\_\_  
Signature of Authorised Officer

\_\_\_\_\_  
Name of Authorised Officer (please print)

\_\_\_\_\_  
Name of Authorised Officer (please print)



Cr E Bolto and Cr K Wright declare impartiality interests as they are members of the Kununurra Agricultural Society and remained in the Council Chambers.

### **12.03.3. Kununurra Agricultural Society Temporary Caravan Park Licence**

<b>DATE:</b>	28/06/2016
<b>AUTHOR:</b>	Chiquita dos Reis, Environmental Health Officer
<b>RESPONSIBLE OFFICER:</b>	Louise Gee, Director Community Development
<b>ASSESSMENT NO:</b>	A2153
<b>FILE NO:</b>	PH.12.5
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

**That Council grant a temporary caravan park licence to Kununurra Agricultural Society Incorporated for 40 short stay sites and 5 campsites from 1 July to 12 July 2016 subject to the following conditions:**

- 1. Only event staff associated with the Agricultural Show are to be accommodated in the park.**
- 2. The following minimum ablution facilities are to be available for the duration of the licence: 6 toilets, 3 hand basins, and 3 showers.**
- 3. All wastewater (including sullage water) is to be collected and disposed of at an approved wastewater dump point.**
- 4. Rubbish bins are to be sealed and provided within 90 metres of every site. All rubbish to be removed from site.**
- 5. Fire extinguisher/s are to be located within 90 metres of every site.**

## **COUNCIL DECISION**

**Minute No: 11402**

**Moved: Cr N Perry**

**Seconded: Cr B Robinson**

**That Council grant a temporary caravan park licence to Kununurra Agricultural Society Incorporated for 40 short stay sites and 5 campsites from 1 July to 12 July 2016 subject to the following conditions:**

- 1. Only event staff associated with the Agricultural Show are to be accommodated in the park.**
- 2. The following minimum ablution facilities are to be available for the duration of the licence: 6 toilets, 3 hand basins, and 3 showers.**
- 3. All wastewater (including sullage water) is to be collected and disposed of at an approved wastewater dump point.**
- 4. Rubbish bins are to be sealed and provided within 90 metres of every site. All rubbish to be removed from site.**
- 5. Fire extinguisher/s are to be located within 90 metres of every site.**

**Carried 9/0**

## **PURPOSE**

For Council to consider an application made by Kununurra Agricultural Society Incorporated (KAS) for a Temporary Caravan Park and Camping Ground Licence at Lot 504, portion of Reserve 29799, Coolibah Drive, Kununurra for the period 1 July to 12 July 2016.

## **NATURE OF COUNCIL'S ROLE IN THE MATTER**

Regulator - enforce state legislation and local laws.

## **BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

The Kununurra Agricultural Show is an annual event run by KAS at the Agricultural Society Oval. In 2016 the event will run Friday 8 July and Saturday 9 July 2016. As part of the event a number of event staff including exhibitors and vendors travel to Kununurra. To accommodate travelling event staff the KAS has applied for a temporary caravan park licence for 40 short stay sites and 5 campsites from Friday 1 July to Tuesday 12 July 2016.

## **STATUTORY IMPLICATIONS**

### Caravan Parks and Camping Grounds Act 1995 (the Act)

- s. 7(5) *Before granting a licence a local government must ensure that —*
- (a) *the applicant has complied with the requirements of this Act;*
  - (b) *the applicant is the owner of the land on which the facility is situated, or is to be situated, or has the written approval of the owner of that land to apply for a licence.*

### Caravan Parks and Camping Grounds Regulations 1997 (the Regulations)

- r. 47. *Applications not dealt with within time are taken to be refused*
- (1) *If within —*
    - (a) *63 days of receiving an application for a licence; or*
    - (b) *35 days of receiving an application for a renewal of a licence, the local government to which the application was made has not informed the applicant whether or not the application has been granted, the applicant may give the chief executive officer of the local government a notice requiring the local government to inform the applicant, within 14 days, whether or not the application is granted.*
  - (2) *If within 14 days after receiving a notice referred to in subregulation (1), the local government has not informed the applicant whether or not the application is granted, the local government is to be taken to have refused the application and the applicant may make an application for review to the State Administrative Tribunal under section 27 of the Act.*
- r. 54 *Temporary licence*
- (1) *A local government may, on payment of the fee set out in item 3 of Schedule 3, grant a temporary licence for a facility which is to remain in force for such period of less than one year, as is provided in the licence.*
  - (2) *A local government is to endorse on a temporary licence for a facility as conditions of the licence —*
    - (a) *the maximum number of sites that may be used at the facility;*
    - (b) *the maximum number of sites of particular types that may be used at the facility; and*
    - (c) *the services and facilities that are to be provided.*

## **POLICY IMPLICATIONS**

Council Policy CP/HTH-3762 Licensing of Temporary Caravan Parks and Camping Grounds provides guidelines for the approval of temporary licences. The Policy provides for reduction in amenity and requirements of the Regulations which is considered appropriate as temporary licences are usually issued only for a short time.

## **FINANCIAL IMPLICATIONS**

If Kununurra Agricultural Society is granted a temporary licence they will be invoiced for a licence fee to be calculated in accordance with Schedule 3 of the Regulations. For the proposed temporary licence the minimum fee of \$100 will be applicable.

## **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

Goal 2: Greater returns from regional investment to ensure sustainable provision of appropriate physical and social infrastructure

Objective 2.4: Access to appropriate health, family and community services

Strategy 2.4.2 : Ensure community compliance with Environmental Health regulations

## **RISK IMPLICATIONS**

Risk: Failure to comply with minimum health and safety standards resulting in illness or injury to members of the public.

Control: Inspection by Shire officer and compliance with minimum requirements based on legislative requirements for Nature Based Parks.

## **COMMUNITY ENGAGEMENT**

No community engagement is required.

## **COMMENTS**

The proposed licence meets the requirements and intentions of Council Policy CP/HTH-3762 Licensing of temporary caravan parks and camping grounds. The licenced area will be occupied only by event staff who stay on site with equipment and animals.

## **ATTACHMENTS**

No attachments

Cr Cooke declares an impartiality interest as she is the Treasurer of the Kununurra Bushmen's Rodeo Association and remained in the Council Chambers.

**12.03.4. Kununurra Bushmen's Rodeo Association Temporary Caravan Park Licence**

<b>DATE:</b>	28/06/2016
<b>AUTHOR:</b>	Chiquita dos Reis, Environmental Health Officer
<b>RESPONSIBLE OFFICER:</b>	Louise Gee, Director Community Development
<b>ASSESSMENT NO:</b>	A2859
<b>FILE NO:</b>	PH.12.5
<b>DISCLOSURE OF INTERESTS:</b>	Nil

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

**That Council grant a temporary caravan park licence to Kununurra Bushmen's Rodeo Association for 30 camp sites from 26 July to 1 August 2016 subject to the following conditions:**

- 1. Only event participants and staff associated with the Campdraft are to be accommodated in the park.**
- 2. The following minimum ablution facilities are to be available for the duration of the licence: 4 toilets, 2 hand basins, and 2 showers.**
- 3. All wastewater (including sullage water) is to be collected and disposed of at an approved wastewater dump point.**
- 4. Rubbish bins are to be sealed and provided within 90 metres of every site. All rubbish to be removed from site.**
- 5. Fire extinguisher/s are to be located within 90 metres of every site.**

## **COUNCIL DECISION**

Minute No: 11403

Moved: Cr K Wright

Seconded: Cr E Bolto

That Council grant a temporary caravan park licence to Kununurra Bushmen's Rodeo Association for 30 camp sites from 26 July to 1 August 2016 subject to the following conditions:

1. Only event participants and staff associated with the Campdraft are to be accommodated in the park.
2. The following minimum ablution facilities are to be available for the duration of the licence: 4 toilets, 2 hand basins, and 2 showers.
3. All wastewater (including sullage water) is to be collected and disposed of at an approved wastewater dump point.
4. Rubbish bins are to be sealed and provided within 90 metres of every site. All rubbish to be removed from site.
5. Fire extinguisher/s are to be located within 90 metres of every site.

Carried 9/0

## **PURPOSE**

For Council to consider an application made by Kununurra Bushmen's Rodeo Association for a Temporary Caravan Park and Camping Ground Licence at Lot 707 Drovers Road, Kununurra for the period 26 July to 1 August 2016 for the Kununurra Campdraft.

## **NATURE OF COUNCIL'S ROLE IN THE MATTER**

Regulator - enforce state legislation and local laws

## **BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

The Kununurra Bushmen's Rodeo and Campdraft is an annual event held at the Kununurra Rodeo Grounds. In 2016 the event will run from Thursday 28 July to Sunday 31 July 2016. As part of the event a number of participants travel to Kununurra to take part in the Campdraft, many travelling with animals. The Kununurra Bushmen's Rodeo Association have applied for a temporary caravan park licence for 30 campsites to accommodate these participants from Tuesday 26 July to Monday 1 August 2016.

## **STATUTORY IMPLICATIONS**

Caravan Parks and Camping Grounds Act 1995 (the Act)

- s. 7(5) *Before granting a licence a local government must ensure that —*
- (a) *the applicant has complied with the requirements of this Act;*

- (b) the applicant is the owner of the land on which the facility is situated, or is to be situated, or has the written approval of the owner of that land to apply for a licence.*

Caravan Parks and Camping Grounds Regulations 1997 (the Regulations)

*r. 47. Applications not dealt with within time are taken to be refused*

*(1) If within —*

- (a) 63 days of receiving an application for a licence; or*  
*(b) 35 days of receiving an application for a renewal of a licence, the local government to which the application was made has not informed the applicant whether or not the application has been granted, the applicant may give the chief executive officer of the local government a notice requiring the local government to inform the applicant, within 14 days, whether or not the application is granted.*
- (2) If within 14 days after receiving a notice referred to in subregulation (1), the local government has not informed the applicant whether or not the application is granted, the local government is to be taken to have refused the application and the applicant may make an application for review to the State Administrative Tribunal under section 27 of the Act.*

*r. 54 Temporary licence*

- (1) A local government may, on payment of the fee set out in item 3 of Schedule 3, grant a temporary licence for a facility which is to remain in force for such period of less than one year, as is provided in the licence.*
- (2) A local government is to endorse on a temporary licence for a facility as conditions of the licence —*
- (a) the maximum number of sites that may be used at the facility;*  
*(b) the maximum number of sites of particular types that may be used at the facility; and*  
*(c) the services and facilities that are to be provided.*

**POLICY IMPLICATIONS**

Council Policy CP/HTH-3762 Licensing of Temporary Caravan Parks and Camping Grounds provides guidelines for the approval of temporary licences. The Policy provides for reduction in amenity and requirements of the Regulations which is considered appropriate as temporary licences are usually issued only for a short time.

**FINANCIAL IMPLICATIONS**

If Kununurra Bushmen's Rodeo Association is granted a temporary licence they will be invoiced for a licence fee to be calculated in accordance with Schedule 3 of the Regulations. For the proposed temporary licence the minimum fee of \$100 will be applicable.

## **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

Goal 2: Greater returns from regional investment to ensure sustainable provision of appropriate physical and social infrastructure

Objective 2.4: Access to appropriate health, family and community services

Strategy 2.4.2 : Ensure community compliance with Environmental Health regulations

## **RISK IMPLICATIONS**

Risk: Failure to comply with minimum health and safety standards resulting in illness or injury to members of the public.

Control: Inspection by Shire officer and compliance with minimum requirements based on legislative requirements for Nature Based Parks.

## **COMMUNITY ENGAGEMENT**

No community engagement is required.

## **COMMENTS**

The proposed licence meets the requirements and intentions of Council Policy CP/HTH- 3762 Licensing of temporary caravan parks and camping grounds. The licenced area will be occupied only by event staff and participants who stay on site with equipment and animals.

## **ATTACHMENTS**

No attachments

### 12.03.5. Land Exchange - Lots 826 & 828 Koolama Street, Wyndham

<b>DATE:</b>	28/06/2016
<b>AUTHOR:</b>	Jennifer Ninnette, Senior Planning Officer
<b>RESPONSIBLE OFFICER:</b>	Louise Gee, Director Community Development
<b>ASSESSMENT NO:</b>	A2199P, A1813P
<b>FILE NO:</b>	A2199, A1813
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

**That Council consents to the revocation of the Management Order for Reserve 28976 (Day Care Centre) to allow the amendment of the reserve by the excision of Lot 828 on Deposited Plan from Reserve 28976 and the amalgamation of Lot 826 on Deposited Plan into Reserve 28976.**

#### **COUNCIL DECISION**

**Minute No: 11405**

**Moved: Cr B Robinson  
Seconded: Cr A Petherick**

**That Council consents to the revocation of the Management Order for Reserve 28976 (Day Care Centre) to allow the amendment of the reserve by the excision of Lot 828 on Deposited Plan from Reserve 28976 and the amalgamation of Lot 826 on Deposited Plan into Reserve 28976.**

**Carried 9/0**

#### **PURPOSE**

For Council to resolve to consent to the revocation of the Management Order for Reserve 28976, to allow amendment of the reserve to enable the exchange of Lots 826 & 828 Koolama Street Wyndham.

#### **NATURE OF COUNCIL'S ROLE IN THE MATTER**

Provider - provide physical infrastructure and essential services

## **BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

The Shire owns Lots 826 and 829 Koolama Street in freehold and holds the management order for Lots 827 and 828 Koolama Street, as a reserve (Reserve 28976) for the purpose of 'Day Care Centre'.

However, the actual Wyndham Child Care Centre is built over Lots 826 and 827, existing development on Lot 828 (former Joongarri House) encroaches onto Lot 827, and current development on Lot 829 encroaches onto Lot 828.

In order to rectify the inaccuracy of the current reservation, the Shire and Department of Lands propose a direct land exchange of freehold Lot 826 (to become part of the Reserve for the childcare centre) and for Crown Lot 828 (to be transferred in freehold to the Shire).

A plan showing the existing reserve and freehold areas is provided as Attachment 1, which also shows the two lots proposed to be exchanged.

In order to rectify the issue of building over boundaries (encroachment) the subsequent amalgamation of lots is also proposed to create a single lot for the Child Care Centre Reserve and a single lot for the proposed freehold land. The existing ablution block previously used as part of Joongarri House will also be required to be demolished.

A plan showing the intended reserve and freehold areas is provided as Attachment 2. In summary the Shire supported the progress of the Deed of Land Exchange, based on:

1. Exchange of freehold Lot 826 for Crown Lot 828, subject to the demolition of encroaching infrastructure from Lot 828 into Lot 827;
2. Redefinition of Crown Lot 826 and 827 as a single lot; and
3. Redefinition of Lot 828 and Lot 829 as a single lot, to address encroachment from Lot 829 into Lot 828.

The Department of Lands (DoL) obtained valuations for each of the lots, with Lot 828 (current reserve) valued at \$68,000 plus GST and Lot 826 (current freehold) valued \$55,000 plus GST. This makes a difference of \$13,000 plus GST, which the Shire will be required to pay for the proposed land exchange, and this amount was included in the 2014/2015 Budget for this purpose, and has been carried over to the 2015/2016 budget. A copy of the valuation report is provided as Attachment 3.

At the Ordinary Council Meeting of 23 June 2015 Council formally considered the financial implications and whether to proceed with the exchange and resolved as follows;

***Minute No. 11005***

***Moved: Cr G King***

***Seconded: Cr G Taylor***

1. ***That Council agrees to proceed with the land exchange based on the valuations provided by Landgate dated 2 February 2015, and subject to:***
  - a) ***Exchange of freehold Lot 826 for Crown Lot 828, subject to the demolition of encroaching infrastructure from Lot 828 into Lot 827;***
  - b) ***Redefinition of Crown Lot 826 and 827 as a single lot;***
  - c) ***Redefinition of Lot 828 and Lot 829 as a single lot, to address encroachment from Lot 829 into Lot 828; and***
  - d) ***The Shire paying the difference (\$13,000 plus GST) in value between the pieces of land exchanged.***
  
2. ***Requests the Chief Executive Officer to advise the Department of Lands to prepare a Deed of Land Exchange, to be signed by both parties, which outlines that the land exchange will be subject to:***
  - a) ***Exchange of freehold Lot 826 for Crown Lot 828, subject to the demolition of encroaching infrastructure from Lot 828 into Lot 827;***
  - b) ***Redefinition of Crown Lot 826 and 827 as a single lot;***
  - c) ***Redefinition of Lot 828 and Lot 829 as a single lot, to address encroachment from Lot 829 into Lot 828; and***
  - d) ***The Shire paying the difference (\$13,000 plus GST) in value between the pieces of land exchanged.***

***Carried Unanimously 8/0***

The Department of Lands have recently provided the Shire with the final Deed of Land Exchange, which is provided at Attachment 4.

Clause 3 of the deed relates to conditions that are required to be undertaken prior to Settlement, which includes written confirmation of a Council resolution by the Shire prior to 1 July 2016 consenting to the revocation of the Management Order for Reserve 28976, to allow excision of Lot 828 (the State Land) from, and the inclusion of Lot 826 (the Shire Land) into, Reserve 28976.

### **STATUTORY IMPLICATIONS**

#### ***Land Administration Act 1997***

The proposed land exchange will be undertaken by the Department of Lands on behalf of the Minister for Lands in accordance with the Land Administration Act 1997 (LAA) and the Minister's powers under that Act. Section 11 of the LAA outlines that the Minister may

acquire land in the public interest from any person by numerous methods including by exchange or accepting the surrender of land held in fee simple.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The Department of Lands has obtained valuations for each of the lots, with Lot 828 (current reserve) valued at \$68, 000 plus GST and Lot 826 (current freehold) valued \$55,000 plus GST.

This makes a difference of \$13,000 plus GST, which the Shire will be required to pay for the proposed land exchange.

There will also be other costs in relation to a compiled survey of the properties to create two new lots (\$2,000), preparation and lodgement of relevant documents (\$463) to effect the land exchange, and demolition of derelict buildings (Joongarri House) on Lot 828 and encroaching onto Lot 827.

The Office of State Revenue has advised that transfer duty will be required to be paid on the full value of the properties to be transferred, for which \$1,292 would be payable by the Shire.

It is noted that the deed outlines that if settlement has not occurred by 1 August 2016, valuations will be required to be reviewed by the Valuer General.

An amount of \$32,800 was included in the 2015/16 Budget to cover the above expenditure, and for the demolition of the derelict buildings.

### **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

Goal 2: Greater returns from regional investment to ensure sustainable provision of appropriate physical and social infrastructure

Objective 2.3: Assets are appropriate for their intended purpose and factor in whole of life costing and maintenance

Strategy 2.3.1 : Manage and maintain assets in a strategic and cost effective manner

### **RISK IMPLICATIONS**

Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

## **COMMUNITY ENGAGEMENT**

No community engagement is required.

## **COMMENTS**

Council has agreed to proceed with the land exchange based on the valuations obtained, and a Deed of Land Exchange has been drafted by the Department of Lands, to be signed by both parties, which outlines that the land exchange will be subject to:

1. Exchange of freehold Lot 826 for Crown Lot 828, subject to the demolition of encroaching infrastructure from Lot 828 into Lot 827;
2. Redefinition of Crown Lot 826 and 827 as a single lot;
3. Redefinition of Lot 828 and Lot 829 as a single lot, to address encroachment from Lot 829 into Lot 828; and
4. The Shire paying the difference (\$13,000 plus GST) in value between the pieces of land exchanged; and
5. The Shire paying other costs in relation to survey costs, and the preparation (by Department of Lands) and lodgement (at Landgate) of relevant documents.

The final Deed of Land Exchange has been provided by the Department of Lands, and which requires the Council to resolve to consent to the revocation of the Management Order for the 'Day Care Centre' Reserve to allow the amendments to the reserve, prior to the 1 July 2016.

The deed specifies that the Settlement date is to be 12 months from the date that the agreement (Deed) is executed, or such other date as agreed in writing, however must be a date after the conditions have been satisfied.

However, the Deed also specifies that if settlement has not occurred by 1 August 2016, valuations will be required to be reviewed by the Valuer General.

In order for settlement to occur, the State must prepare a Conveyance and Amalgamation Order, which will require the agreed survey to be completed. The survey has been undertaken and the Deposited Plans have very recently been lodged with Landgate for examination.

It is anticipated that, should a review of the valuation be required, the market value of the two lots is unlikely to have increased, and the difference between the value of the two lots is unlikely to vary significantly.

**ATTACHMENTS - Item 12.03.5**

- Attachment 1 - Existing Land Tenure Plan
- Attachment 2 - Proposed Land Tenure Plan
- Attachment 3 - Valuation Report
- Attachment 4 - Deed of Land Exchange

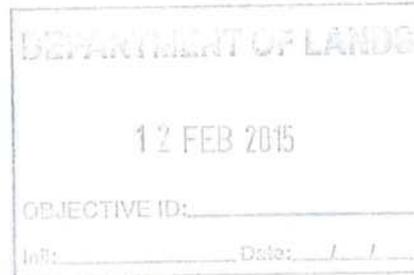






Your Ref: Job N<sup>o</sup>: 104112 File N<sup>o</sup>: 00071-1968/02  
Our Ref: Job N<sup>o</sup>: 165475 File N<sup>o</sup>: 22160-2011  
Enquiries: Mike Brokenshire Ph: 9273 9034  
E-mail: Mike.Brokenshire@landgate.wa.gov.au

Department of Lands  
Regional and Metro Service  
Kimberley Region  
PO Box 630  
Kununurra WA 6743



Attention: Carolyn Gasmier  
State Land Officer

Dear Carolyn Gasmier,

**REVIEW TO UNIMPROVED VALUES ON A STAND ALONE BASE. LOT 828 AND  
LOT 826 PLAN 208835 KOOLAMA  
STREET, WYNDHAM**

In reply to your letter dated 22 January 2015, please find my report attached.

Based on sales evidence the market appears to be slowing, with a substantial reduction in demand. Information received from the Local Authority Planner Jennifer Ninyette indicated that the current zoning at Residential R15 is in the process of being amended to Town Centre which would allow for increase residential development potential or commercial uses. The position of a sewer main that runs through Lot 826 would affect the future development potential on this site and therefore an allowance has been made to this unimproved value.

1. The value of lot 828 as a vacant site area 911m<sup>2</sup> is considered to be **\$68,000 (Sixty Eight Thousand Dollars) inclusive of GST**
2. The value of Lot 826 as a vacant site area 789m<sup>2</sup> is considered to be **\$55,000 (Fifty Five Thousand Dollars) inclusive of GST.**

Thank you for your inquiry and, if you have any other queries, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink that reads "M. Brokenshire".

MIKE BROKENSHERE LIC VAL 44185  
SENIOR CONSULTING VALUER  
MARKET VALUES COUNTRY  
LANDGATE

2 February 2015

## Review to Unimproved Market Valuations

LOT 828 AND LOT 826 KOOLAMA STREET,

Wyndham



*Prepared by*  
**Mike Brokenshire** Lic Val No 44185  
**Senior Consultant Valuer**  
**Market Valuations Country**  
**Landgate**

*Prepared for*  
**DEPARTMENT OF LANDS**  
**Regional and Metro Services**  
**KIMBERLEY REGION**

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## **UNIMPROVED LAND VALUES LOT 828 FOR LOT 826 KOOLAMA STREET, WYNDHAM**

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### **1 VALUATION INSTRUCTIONS**

This valuation report has been prepared in accordance with the E-mail and letter dated 22 January 2015 wherein a current market unimproved value was requested for Lot 828 Plan 208835 and Lot 826 on Plan 208835.

1. Lot 828 as a stand alone block,
2. Lot 826 as a stand alone block.

This report has been prepared for the private and confidential use of the client to whom it is addressed and should not be reproduced, either wholly or in part, or relied upon by third parties for any use, without the express authority of the Valuer General.

### **2 ASSUMPTIONS, CONDITIONS AND LIMITATIONS**

- Landgate records relied upon are correct as at the date of this report.
- There are no encroachments by or upon the property. A current survey has not been sighted.
- Lot 828 and Lot 826 are both zoned "Residential R15" with future potential as Town Centre under a proposed rezoning by the Local Authority.
- The assessment amount assumes an unencumbered fee simple title and that any allowance for possible heritage restrictions, native title claims or contamination has not been considered.

### **3 VALUER'S INTEREST**

I confirm that I do not have a pecuniary interest that would conflict with the proper valuation of the above property and furthermore I will ensure that this position is maintained over the duration of my appointment.

### **4 VALUATION PURPOSE**

Unimproved market values are required for these lots as Lot 828 is to be swapped for Lot 826 which is to be vested to the Shire of Wyndham East Kimberley under a land exchange.

### **5 BASIS OF VALUATION**

The valuation determined reflects Market Value as defined by the Australian Property Institute and the International Assets Valuation Standards Committee as:

"The estimated amount for which an asset should exchange on the date of valuation between a willing buyer and a willing seller in an arms' length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently, and without compulsion."

Real estate values vary from time to time in response to changing market circumstances and it should, therefore, be noted that this valuation is based on information available at the date of valuation. No warranty can be given as to the maintenance of this value into the future. It is, therefore, recommended that the valuation be reviewed periodically.

This valuation is conducted on the basis that Landgate is not engaged to carry out all possible investigation in relation to the property. Certain limitations to investigations have been identified to enable you to instruct further investigations if you consider this appropriate. The Valuer General is not liable for any loss occasioned by a decision not to instruct further investigations.

## **6 DATE OF VALUATION**

2 February 2015

## **7 PROPERTY ADDRESS**

46 Koolama Street, Wyndham.

44 Koolama Street, Wyndham.

## **8 LEGAL DESCRIPTION**

### **8.1 LAND IDENTIFICATION**

(1) Lot 828 on Deposited Plan 208835 within Crown Land Title Volume: LR 3012 Folio: 48.

(2) Lot 826 on Deposited Plan 208835 within Certificate of Title Volume: 1259 Folio: 932.

### **8.2 PRIMARY INTEREST HOLDER/ REGISTERED PROPRIETOR**

(1) Lot 828 is registered under Management order to the Shire of Wyndham East Kimberley.

(2) Lot 826 Registered Proprietor Shire of Wyndham East Kimberley.

### **8.3 ENCUMBRANCES**

(1) Lot 828

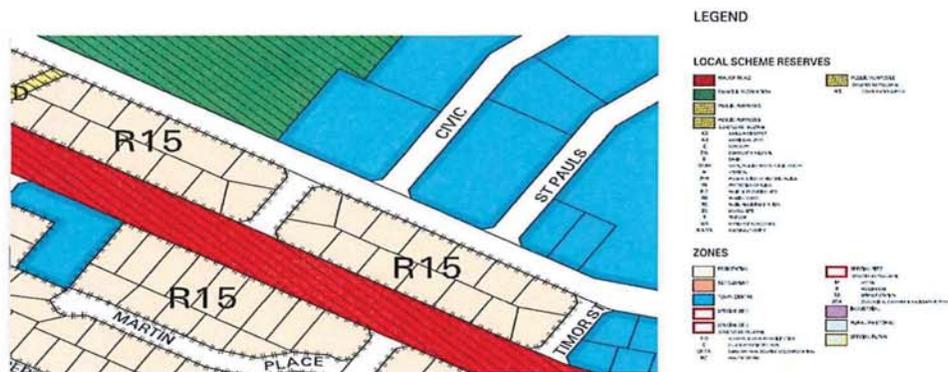
Part Reserve 28976 for the purpose of Day Care Centre, Management order. contains conditions to be observed, with power to lease for any term not exceeding 21years, subject to the consent of the Minister for Lands.

(2) Lot 826

Nil encumbrances.

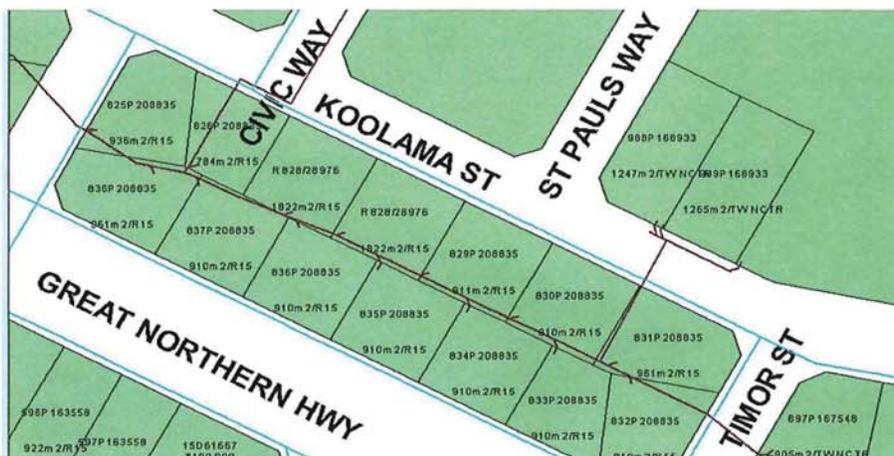
**9 ZONING AND TOWN PLANNING**

Under the Shire of Wyndham – East Kimberley Town Planning Scheme 6, both lots are shown to be zoned Residential R15. Enquires with the Shire Planner Jennifer Ninnette revealed council is proposing to rezone the lots in this area to "Town Centre" which would allow a commercial potential or under the town centre zone would also allow a maximum residential density of R50. The triplex development now existing on Lot 829 would then become legal under this zoning change.



**10 SERVICES**

Services in the locality include power, mains water, sewer and bitumen roads. Blue lines represent water mains, Red lines are the sewer mains.



Note lot 826 has a sewer main running through the left side of the lot which would affect any further development on the land. As a vacant site assuming a Town Centre potential zoning. This would affect the ability to develop this site and the value in turn should reflect this detriment within the land.

## 11 PROPERTY LOCALITY AND ACCESS

The subject lots are located in the town of Wyndham, approximately 100kms northwest of Kununurra and 3,230kms north of the Perth CBD. More specifically, the properties are located on the southern side of Koolama Street 300 metres west of the of the central business area. The surrounding locality is developed with mostly residential housing.

## 12 SITE DETAILS

The areas of the subject lots are as follows:

Property	Lot Area	Frontage
Lot 828	911 m <sup>2</sup>	30.18 metres
Lot 826	789m <sup>2</sup>	32.19 metres

Lot 828 is a rectangular shaped lot which is level with the road. Lot 826 is a slightly irregular shaped lot also level with the road frontage.

Lot 826 is a slightly irregular shaped site with a wider frontage that the rear boundary. The site is also fairly level with the road contour.

A current survey has not been sighted. The valuation is made on the basis that there are no encroachments by or upon the property and this should be confirmed by a current survey report and/or advice from a Registered Surveyor. If any encroachments are noted in a survey report, any effect on the value stated in this report will need to be reassessed.

## 13 IMPROVEMENTS

Lot 828 incorporates an asbestos and iron residence built approximately 1970 known as Joongari House, which is used as a community centre. Whilst appearing structurally sound the improvements are in need of maintenance and repair. The new Triplex Development on adjoining Lot 829 encroaches over the eastern side boundary of lot 828.

Lot 826 comprises part of the Wyndham Child Care Centre constructed of Brick walls and tile roof being built approximately 1980. This building appears to straddle across the boundaries of Lot 826 and newly created lot 100. Note the improvements are not part of this valuation as an unimproved value has been requested for each lot.

## 14 ENVIRONMENTAL AND CONTAMINATION ISSUES

By the Commencement of the Contaminated Sites Act 2003, a Public Register is now kept in Western Australia of land that has been classified as being either "contaminated – remediation required"; "contaminated – restricted use" or "remediated for restricted use". In arriving at any assessment of the value of land, a basic search of that register has been undertaken which discloses that the land is not classified.

We do not accept any responsibility or liability whatsoever for the accuracy of the information contained in the search of the Contaminated Sites Register. In addition to searching the Register we have undertaken general enquiries on the previous use of the land and have relied on the accuracy of the information provided by you to us for this purpose.

We do not accept any responsibility or liability for any loss or damage or for consequential loss or damage of any kind arising from our negligence or otherwise to you or any person in relation to the valuation of the land. This includes any loss or damage arising from our failure or omission to consider any factors which would affect the value of the land including but not limited to any possible environmental site contamination or any failure to comply with environmental contamination.

#### **14.1 ASBESTOS AUDIT**

A copy of an asbestos register has not been provided and it is therefore assumed that any asbestos products that do or may exist in the property do not represent a hazard under the Occupational Health and Safety Act, which in turn would adversely impact on the value of the property.

No asbestos material was noticed during inspection of the property.

#### **15 HERITAGE AND NATIVE TITLE ISSUES**

The valuation has been undertaken based on an unencumbered fee simple title and any allowance for possible heritage restrictions on the existing structures or the land itself and native title claim over the land has not been considered.

#### **16 LEASE DETAILS**

We have not been advised of any leases on the subject land and have assumed vacant possession in our assessment.

#### **17 VALUATION RATIONALE**

In order to ascertain the market value of the subject properties, we have adopted the sales comparison approach. Sales evidence of vacant residential land was researched as close to the date of valuation as possible and adjustments for land area, zoning, location and shape were made in order to determine the market values.

#### **18 GENERAL COMMENTS**

The market for residential properties in Wyndham saw an increase in demand for residential properties during 2013 with residential housing sales and vacant lot sales occurring in close proximity to the subject land. This surge in activity has appeared to have stopped in 2014 due to changing demands and a reduction in mining activity within the surrounding region. This has been the effect of poorer commodity prices in the resource sector and a slowdown in the Chinese demand.

There have been no vacant land sales and only a couple of improved residential sales in 2014. The market level for both residential and commercial zoned lots appears to have stalled.

With the proposed future change in zoning to Town Centre as indicated by the Senior Planner at the Shire of Wyndham East Kimberley. The increased development potential received if developed as residential is considered to be nullified by the slowing in market demand.

Lot 826 is also affected by a sewer main which runs through the lot and restricting the future potential of any redevelopment as a stand alone lot.

On analysis of previous sales of vacant land used for residential purposes the value of lots appears to range from between \$55,000 to \$70,000. As Lot 828 is slightly larger at 911m<sup>2</sup> and has future potential for a unit development or commercial use once any rezoning to Town Centre is completed. The site in an unimproved state is considered to have a market value of \$68,000. Lot 826 being slightly smaller at 789m<sup>2</sup> and affected by the sewer main passing through the site, is considered to have a lower fair market unimproved value of \$55,000.

## 19 SUPPORTING EVIDENCE

The attached market information was used in support of this valuation.

<b>Address</b>	<b>Lot 1231 20 Koolama Street, Wyndham</b>
Sale Details	\$67,500 11/2012 inclusive of GST
Land Description	Comprises a 961m <sup>2</sup> residential lot, vacant, fairly level.
Comments	R15 residential lot. Located in the new town. Slightly better

<b>Address</b>	<b>Lot 1778 24 Koolama Street, Wyndham</b>
Sale Details	\$60,000 01/2011 inclusive of GST
Land Description	910m <sup>2</sup> residential lot
Comments	R15 residential lot. Located in the new town. Comparable to subject

<b>Address</b>	<b>Lot 913 Koolinda Street, Wyndham</b>
Sale Details	\$70,000 07/2013 inclusive of GST
Land Description	802m <sup>2</sup> commercial or residential lot central location.
Comments	Zoned Town Centre. Located in the new town. Overall Slightly Better.

<b>Address</b>	<b>Lot 908 Koolinda Street, Wyndham</b>
Sale Details	\$50,000 07/2013 inclusive of GST
Land Description	860m <sup>2</sup> Commercial or residential lot central location.
Comments	Zoned Town Centre. Located in the new town. Overall Slightly Better.

<b>Address</b>	<b>Lot 976 Koojama St, Wyndham</b>
----------------	------------------------------------

Sale Details	\$230,000 02/2011
Property Description	Comprises a 1,062m <sup>2</sup> serviced R15 site with Asb/Iron built 1971 3Bed,L,K,D Say improvements value \$170,000 Land Value \$60,000. slightly better location.
Comments	Overall Slightly Better.

## 20 VALUATION

Based on the assumption that both sites are vacant land, Lot 828 with an area of 911m<sup>2</sup> is considered to have a fair market unimproved value (stand-alone) of **\$68,000 (Sixty Eight Thousand Dollars) inclusive GST and alone** . Lot 826 with an area of 789m<sup>2</sup> and affect by the sewer main is considered to have a fair market unimproved value (stand-alone) of **\$55,000 (Fifty Five Thousand Dollars) inclusive of GST** .

## 21 GST IMPLICATIONS

Unless otherwise stated, the financial information in this report includes GST (Goods and Services Tax).

## 22 PRIVACY

In accordance with the Federal Privacy Act, information supplied is now regarded as private information. Under the Act, information collected for one purpose may only be used for a secondary purpose if that purpose is related and could be reasonably expected. In this context, this Office is not able to give permission for the information to be published by a third party. All data and analyses produced by this Office are provided on the condition that it is the responsibility of the receiver of such information to conform with privacy legislation.

## 23 CONCLUSION

Based on the assumption that both sites are vacant land, Lot 828 with an area of 911m<sup>2</sup> is considered to have a fair market unimproved value of **\$68,000 (Sixty Eight Thousand Dollars) inclusive GST**. Lot 826 with an area of 789m<sup>2</sup> is considered to have a fair market unimproved value of **\$55,000 (Fifty Five Thousand Dollars) inclusive of GST**.

This valuation has been prepared by Mike Brokenshire under delegation of the Valuer General as defined in Part II of the *Valuation of Land Act 1978*.

MIKE BROKENSHIRE LIC VAL 44185  
SENIOR CONSULTING VALUER  
MARKET VALUES COUNTRY  
LANDGATE

2 February 2015



**2016**

**THE STATE OF WESTERN AUSTRALIA  
ACTING THROUGH  
THE MINISTER FOR LANDS  
AND  
SHIRE OF WYNDHAM-EAST KIMBERLEY**

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**LAND EXCHANGE LOT 826 ON DEPOSITED  
PLAN 208835 and LOT 828 ON DEPOSITED PLAN  
208835**

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**Department of Lands  
140 William Street  
PERTH WA 6000**



**Business Day** means any day other than a Saturday, Sunday or State public holiday in Western Australia.

**Completion Date** means the date settlement under this Agreement is actually effected.

**Conditions** means the conditions set out in clause 3.

**Contaminated** has the same meaning as that term is defined in the CSA, and **Contamination** is the state of being contaminated.

**Crown** means the Crown in right of the State of Western Australia.

**CSA** means the *Contaminated Sites Act 2003*.

**Difference in Value** means the difference in the market value of the State Land and the Shire Land being the sum of \$13000.00 inclusive of GST or such sum as is calculated in accordance with clause 5.3(d) of this Agreement, if applicable.

**DOL** means the Department of Lands of Level 2, 140 William Street, Perth, Western Australia.

**Encumbrance** means a mortgage, charge, bill of sale, lien, pledge, easement, reservation, condition, positive covenant, restrictive covenant, memorial (and any conditions or statements contained in the memorial), building condition, writ, warrant, caveat (and claims stated in the caveat) or other right or interest of any third party affecting the State Land or the Shire Land or any part of the State Land or the Shire Land.

**Environmental Laws** means all planning, environmental or contamination or pollution laws and any regulations, orders, directions, ordinances or requirements, permissions, permits or licences issued thereunder.

**GST** has the meaning given in section 195-1 of the GST Act.

**GST Act** means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and any legislation substituted for or amending that Act.

**GST Law** has the meaning given in section 195-1 of the GST Act.

**LAA** means the *Land Administration Act 1997*.

**Landgate** means the Western Australian Land Information Authority of 1 Midland Square, Midland Western Australia which is the agency responsible for the registration of dealings relating to land in the register kept pursuant to the TLA.

**Lot 826** means Lot 826 on Deposited Plan 208835 and being the whole of the land comprised in Certificate of Title Volume 1259 Folio 932.

**Lot 827** means Lot 827 on Deposited Plan 208835 and being the whole of the land comprised in Qualified Certificate of Crown Land Title Volume LR3012 Folio 42.

**Lot 828** means Lot 828 on Deposited Plan 208835 and being the whole of the land comprised in Qualified Certificate of Crown land Title Volume LR3012 Folio 48.

**Lot 829** means Lot 829 on Deposited Plan 208835 and being the whole of the land comprised in Certificate of Title Volume 2726 Folio 317.

**Management Order** means the un-numbered Management Order being the Order in Council gazetted on 30th April 1982 pursuant to which management care and control of Reserve 28976 for the purpose of a Day Care Centre with power to lease for any term not exceeding twenty-one (21) years was granted to the Shire.

**Minister** means the Minister for Lands, being a body corporate continued under section 7(1) of the LAA and being the Minister to whom the administration of the LAA is from time to time committed by the Governor.

**Party** means the State or the Shire as the case requires.

**Parties** means the State and the Shire.

**Register** has the same meaning as defined in the TLA.

**Registrar** means the Registrar of Titles appointed under section 7 of the TLA.

**Reserve 28976** means and comprises at the date of this Agreement Lots 827 and 828 for the purpose of a Day Care Centre which is subject to the Management Order.

**Settlement** means the settlement of the exchange of the State Land and the Shire Land in accordance with clause 6.

**Settlement Date** means 12 months from the Agreement Date or such other date as the Parties may agree in writing provided that it can only be a date that is after the conditions have been satisfied.

**Shire** means the Shire of Wyndham-East Kimberley of P O Box 614, Kununurra, WA 6743.

**Shire Land** means Lot 826 having an area of seven hundred and eighty-nine square metres (789m<sup>2</sup>).

**Specified Encumbrance** means the Encumbrance listed as follows for either the State Land or Shire Land:

(a) State Land – Nil; and

(b) Shire land –Nil.

**State Land** means Lot 828 having an area of nine hundred and eleven square metres (911m<sup>2</sup>).

**Taxable Supply** has the meaning given in section 195-1 of the GST Act.

**Tax Invoice** has the meaning given in section 195-1 of the GST Act.

**TLA** means the *Transfer of Land Act 1893*.

**Transfer** means a transfer of the Shire Land from the Shire to the State in a form approved by the Registrar under the TLA and which is acceptable to the TLA Agency for the purpose of registration under the TLA.

**Valuer General** means the Valuer General of Western Australia, appointed under the *Valuation of Land Act 1978*.

---

## 2. INTERPRETATION

In this Agreement, unless the context otherwise requires:

- (a) headings, underlining and numbering are for convenience only and do not affect the interpretation of this Agreement;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include every gender;
- (d) a reference to a thing includes a part of that thing;
- (e) references to parts, clauses and parties are references to parts and clauses of, and parties to, this Agreement;
- (f) where the day on or by which a thing is required to be done is not a Business Day, that thing must be done on or by the succeeding Business Day;
- (g) a covenant or agreement by more than one person binds, and is enforceable against, those persons jointly and each of them severally;
- (h) no rules of construction apply to the disadvantage of a Party because that Party was responsible for the drafting of this Agreement or any part of this Agreement;
- (i) a reference to a statute, regulation, proclamation, order, ordinance or by-law includes every statute, regulation, proclamation, order, ordinance or by-law varying, consolidating or replacing it, and a reference to a statute includes every regulation, proclamation, ordinance and by-law issued under that statute;
- (j) a reference to a party, if that party ceases to exist or is reconstituted, renamed or replaced, or its powers or functions are transferred to any other

person, refers respectively to the person established or constituted in its place or succeeding to its powers or functions.

- (k) a reference to “including” is to be read as “including, without limitation”;
- (l) a reference in this Agreement to a sub-clause, paragraph or sub-paragraph is a reference to a sub-clause, paragraph or sub-paragraph in the clause or definition in which the reference appears; and
- (m) words used in this Agreement which are not expressly defined in this Agreement but which are defined in the LAA or TLA have the meaning given to them under the LAA or TLA, as the case may be.

## **2.2 Exercise and performance of the State’s powers and duties**

The Shire acknowledges that under the provisions of the LAA:

- (a) any right, duty or power conferred or imposed on the State under this Agreement may be exercised or performed by the Minister; and
- (b) the Minister may, under instrument of delegation, delegate to a person any right, duty or power which this condition or this Agreement authorises or requires the Minister to exercise or perform.

## **2.3 Terms not to affect State’s or Minister’s rights or powers under the LAA**

The Shire agrees that the terms of this Agreement do not in any way affect, alter or derogate from the State’s or the Minister’s rights or powers under the LAA.

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## **3. CONDITIONS**

### **3.1 Conditions Subsequent**

Subject to clause 3.2 and 3.3, Settlement under clause 6 and this Agreement is subject to and conditional upon:

- (a) written confirmation of a Council resolution by the Shire prior to 1 July 2016 consenting to the revocation of the Management Order in respect of the State Land, the amendment of Reserve 28976 by the excision of the State Land and the amalgamation of the Shire Land into Reserve 28976; and
- (b) the Shire paying all costs and expenses associated with the land exchanges to be effected pursuant to this Agreement including any duty payable under the *Duties Act 2008 (WA)* and survey and registration costs; and
- (c) the Shire paying at or before Settlement the Difference in Value.

### **3.2 Benefit of Conditions and extension of dates**

The Conditions are for the benefit of the Parties and cannot be waived by any Party but the Parties can agree in writing to extend the period for satisfaction of the Conditions or extend the Settlement Date.

### **3.3 Failure to satisfy Conditions**

Subject to clause 3.2, if the Conditions are not satisfied on or before the respective date(s) set out in clause 3.1, this Agreement will immediately terminate and be of no further force and effect and no Party will have any rights against or obligation to another Party in relation to this Agreement and no Party will be obliged to proceed with the land exchange contemplated by this Agreement.

---

## **4. LAND EXCHANGE**

### **4.1 Conveyance and Amalgamation and Transfer**

Subject to satisfaction of the Conditions set out in clause 3:

- (a) Pursuant to section 11 of the LAA, the State, in consideration of the Shire transferring to the State the Shire Land plus paying to the State the Difference in Value, will transfer the State Land to the Shire for amalgamation into the Shire's adjoining Lot 829 and will take a transfer of the Shire Land for the purpose of amalgamation into Reserve 28976; and
- (b) The Shire, in consideration of the State transferring the State Land to it for amalgamation into the Shire's adjoining Lot 829, agrees to transfer to the State the Shire Land for the purpose of amalgamation into Reserve 28976, on the Settlement Date in accordance with the Settlement processes in clause 6.

### **4.2 Encumbrances**

- (a) The transfer of the State Land to the Shire will be free of all Encumbrances other than Specified Encumbrances; and
- (b) The transfer of the Shire Land to the State will be, other than Specified Encumbrances, free of all Encumbrances.

---

## **5. VALUATION OF LAND EXCHANGE AREAS**

### **5.1 Consideration**

- (a) The consideration for the transfer of the State Land to the Shire is the market value of the Shire Land plus payment of the Difference in Value by the Shire to the State.
- (b) The consideration for the transfer of the Shire Land to the State is the market value of the State Land that is being transferred to the Shire.

## 5.2 Current Valuation

The State Land and the Shire Land have been valued by the Valuer General on 2<sup>nd</sup> February 2015 to have a market value of:

- (a) State Land, \$68,000.00 including GST; and
- (b) The Shire Land, \$55,000.00 including GST.

## 5.3 New Valuation

- (a) If:
  - (i) The Settlement Date is not a date which is prior to; or
  - (ii) Settlement has not occurred by  
 1<sup>st</sup> August 2016, the market value of the State Land and the Shire Land is to be reviewed and determined by the Valuer General, as outlined in clause 5.3(b).
- (b) The review of the market value of the State Land and the Shire Land will be on the basis that the land in each case is in the same state and condition as it was when valued on the 2<sup>nd</sup> February 2015 and a new valuation will be produced (**New Valuation**).
- (c) The Parties must accept the values of the State Land and the Shire Land determined by the New Valuation as final and binding.
- (d) If the values of the State Land and the Shire Land determined by the New Valuation are still not equal such that the State Land is worth more than the Shire Land then the Shire must pay the difference between the new value of the State Land and the Shire Land plus GST to the State by way of cash payment on Settlement.
- (e) DOL will notify the Shire in writing of the New Valuation as soon as reasonably practical after the New Valuation is obtained.

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## 6. SETTLEMENT

### 6.1 Settlement and Settlement Place

Subject to satisfaction of the Conditions in clause 3.1 as provided by that clause, Settlement is to take place on the Settlement Date at the offices of DOL in Perth or at any other place in Perth as the State appoints.

### 6.2 Shire to tender Transfer

A reasonable time before the Settlement Date, and in any event, not less than 10 Business Days, unless otherwise agreed by the Parties, before the proposed Settlement Date the Shire must, at its expense tender to DOL a Transfer of the

Shire Land which has been endorsed with any duty payable pursuant to the *Duties Act 2008 (WA)* and duly executed by the Shire as transferee.

### **6.3 Exchange of Tax Invoices**

A reasonable time before the Settlement Date and in any event, not less than 10 Business Days, unless otherwise agreed by the Parties before the proposed Settlement Date the State and the Shire must each provide to the other a Tax Invoice for the supply of the land being supplied to the other plus GST.

### **6.4 Procedure on Settlement**

(a) At Settlement the Shire must deliver to the State:

- (i) the discharge of any Encumbrance registered against the Shire Land (other than any Specified Encumbrance) duly executed by the holder of the Encumbrance and in registrable form;
- (ii) the duplicate certificate of title for the Shire Land (if any); and
- (iii) a Statutory Declaration sworn on behalf of the Shire that there is no contamination of the Shire Land and no unregistered interests encumbering the Shire Land; and
- (iv) a cheque in favour of the State for the Difference in Value plus a cheque for DOL document preparation fee (including GST) in the sum of \$135.00 and Landgate document registration fees in the sum of \$328.00.

(b) At Settlement the State must deliver to the Shire:

- (i) the discharge of any other Encumbrance registered against the State Land (other than any Specified Encumbrance) duly executed by the holder of the Encumbrance and in registrable form; and
- (ii) a Conveyance and Amalgamation Order for the State Land duly executed on behalf of the State; and
- (iii) a cheque in payment of the GST payable for the supply of the State Land.

(c) Immediately after Settlement the State will lodge for registration at Landgate the Conveyance and Amalgamation Order duly executed on behalf of the State to enable the State Land to be amalgamated into the Shire adjoining freehold Lot 529 along with the Transfer of the Shire Land and duplicate certificate of title to the Shire Land (if any).

(d) The actions contemplated by this clause are interdependent and must take place simultaneously, to the extent possible. If one action does not take place, then:

- (i) there is no obligation on any Party to undertake or perform any of the other actions;
- (ii) to the extent that such actions have already been undertaken, the Parties must do everything reasonably required to reverse those actions; and
- (iii) without affecting their respective obligations under this Agreement to complete Settlement, the Parties must each return to the other all documents delivered to them.

## **6.5 Certificate of Title for the State Land**

The Shire acknowledges that a duplicate certificate of Crown land title for the State Land does not exist and will not be delivered by the State to the Shire at Settlement.

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## **7. POSSESSION AND RISK**

### **7.1 Possession**

Subject to the land exchange occurring on the Settlement Date and the Parties performing their respective obligations under this Agreement:

- (a) The Shire will be entitled to, and the State will deliver to the Shire, vacant possession of the State Land on the Settlement Date; and
- (b) The State will be entitled to, and the Shire will deliver to the State, vacant possession of the Shire Land on the Settlement Date.

### **7.2 Risk**

Despite any rule of law or equity to the contrary:

- (a) The State Land is at the risk of the Shire on and from Settlement; and
- (b) The Shire Land is at the risk of the State on and from Settlement.

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## **8. GENERAL PROVISIONS ABOUT THE LAND**

### **8.1 The Shire's acknowledgements about the State Land**

The Shire acknowledges and agrees with the State that:

- (a) no warranty or representation has been given or made to the Shire or anyone on the Shire's behalf by the State or the Minister or any other person on the State's or the Minister's behalf as to:
  - (i) the title of the State Land;
  - (ii) whether there exists any contamination, pollution or other environmental harm affecting the State Land;

- (iii) any order or requisition affecting the State Land;
  - (iv) the suitability of the State Land for any use or purpose whatsoever; and
  - (v) whether there are public utility services such as power, water, sewerage, telecommunications, available to the State Land.
- (b) it has relied on his own inspection and enquiry in respect of all matters relating to the State Land, including the matters set out in subclause (a); and
- (c) it is not entitled to make any claim for compensation, or to rescind this Agreement in respect of the matters referred to above or the lack of Services to the State Land or the location of any Services within the State Land.

## **8.2 Planning and other matters**

- (a) The Shire acknowledges that the State Land is sold subject to the following as at Settlement Date:
- (i) the provisions of any town planning scheme, zoning by-laws and other laws affecting the State Land; and
  - (ii) any proposal or scheme for the widening, realignment, closure, siting or alteration of the level of any road or right of way adjacent to the State Land by any competent authority or person.
- (b) The Shire acknowledges and agrees that:
- (i) It is aware that the State Land is currently zoned “Residential R15” under the Shire’s Town Planning Scheme No 7; and
  - (ii) It takes title to the land comprising the State Land subject to the above.

## **8.3 Release by the Shire**

The Shire hereby releases and will keep released the Minister, the State of Western Australia (including its departments and agencies) and their respective employees, officers and agents from all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the matters referred in clauses 8.1 and 8.2 including claims, loss, damage, liability, costs and expenses relating to the State Land.

## **8.4 Requisitions on title**

Neither the Shire nor the State is entitled to make any objection to or requisition on the title to the Shire Land or the State Land, as the case may be.

## **8.5 Clause Continuance**

This clause 8 and the matters in it continue after Settlement.

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## 9. DEFAULT AND TERMINATION

### 9.1 Default

- (a) Except as otherwise specifically provided in this Agreement, neither of the State or the Shire is entitled to terminate this Agreement on the ground of the other's default in performing or observing any obligation imposed on that other Party under this Agreement, unless:
- (i) the Party not in default has first given to the Party in default a written notice specifying the default complained of, which notice shall require that the default be remedied within the period stipulated in that notice; and
  - (ii) the Party in default fails to remedy the default within the period stipulated in that notice.
- (b) The period stipulated in the written notice referred to in clause 9.1(a)(i) will not be less than 5 Business Days.
- (c) The giving of a notice under this clause does not prejudice the right of either Party to give a further notice under this clause.

### 9.2 Termination of Agreement

If any Party is in default in performing or observing any obligation imposed on them under this Agreement (and it has not been remedied as provided in clause 9.1) or repudiates this Agreement (**Defaulting Party**), then the Party not in default or the non repudiating Party may, if applicable, proceed to take or recover possession of its land and terminate this Agreement by giving notice to the Defaulting Party and will be at liberty to re-sell its land and there will be no further claim under this Agreement by either Party against the other at law or in equity.

### 9.3 Default in Settlement

For the convenience of doubt, this clause 9 applies where Settlement has not taken place on the Settlement Date due to the default of a Party, including a default under clauses 6.2, 6.3 or 6.4.

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## 10. CAVEATS

If a caveat is lodged against the certificate of Crown land title for the State Land or against the certificate of title for the Shire Land (**Land Exchange Land**) before the Settlement Date and the State or the Shire, as the case may be, is unable to produce at Settlement a withdrawal of the caveat, despite any other clause in this Agreement:

- (a) the Party whose Land Exchange Land is affected by the caveat (**Affected Party**) may by written notice to the other Party extend the Settlement Date by such period not exceeding 14 Business Days or such other period as the

Parties may agree in writing to attempt to cause the caveat to be withdrawn, removed or lapsed from the Register; and

- (b) if the Affected Party, for whatever reason, cannot cause the caveat to be withdrawn, removed or lapsed from the Register on or before the extended Settlement Date under clause 10(a), this Agreement will be deemed to have come to an end and there will be no further claim under this Agreement by either Party against the other at law or in equity.

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## 11. MISCELLANEOUS

### 11.1 Notices

- (a) Any notice given or required to be given under this Agreement must be in writing addressed as shown below;

- (i) if to the State:

Address: DOL  
 P O Box 1143  
 WEST PERTH WA 6872  
 Attn: Manager Kimberley and Pilbara Region  
 Regional and Metro Services  
 Facsimile: (08) 6552 4417

- (ii) if to the Shire:

Address: P O Box 614  
 KUNUNURRA WA 6743  
 Attn: Jennifer Ninyyette  
 Facsimile: (08) 9168 1798

- (b) A notice:

- (i) must be signed by the sender or an officer of, under common seal, of the sender or by the sender's authorised representative (as the case may be);

- (ii) is to be regarded as being given by the sender and received by the addressee:

- (A) if by delivery in person, when delivered to the addressee;
- (B) if by post (which posting must be pre-paid security post), 3 Business Days from and including the date of posting to the addressee; and
- (C) if by facsimile transmission:
- (1) on the date the notice or communication is transmitted in its entirety by a facsimile machine; and

- (2) that facsimile produces a transmission report which indicates that the facsimile was sent in its entirety to the facsimile number of the addressee,

but if the delivery or transmission by facsimile is on a day which is not a Business Day or is after 5.00 p.m. (addressee's time) it is to be regarded as being given at 9.00 a.m. (addressee's time) on the next succeeding Business Day; and

- (iii) can be relied upon by the addressee, and the addressee is not liable to any other person for any consequences of that reliance if the addressee believes it to be genuine, correct and authorised by the sender.

## **11.2 Governing Law**

This Agreement is to be governed by, and construed according to, the laws of Western Australia.

## **11.3 Severability**

If a condition, covenant or stipulation of this Agreement or the application of them to a person or circumstances is, or becomes, invalid or unenforceable, the remaining covenants, conditions and stipulations are not to be affected by the invalidity or enforceability, and each covenant, condition and stipulation of these is Agreement will be valid and enforceable to the fullest extent permitted by law.

## **11.4 Assignment**

The Shire may not assign its rights under this Agreement without the prior written consent of the Minister, which consent may be withheld in the absolute discretion of the Minister.

## **11.5 Waiver and Variation**

A provision of, or a right created under, this Agreement may not be:

- (a) Waived except in writing signed by the Party granting the waiver; or
- (b) Varied except in writing signed by all Parties.

## **11.6 Further Assurances**

The Minister on behalf of the State and the Shire agree to sign, execute and complete all further assurances and documents and to do all things reasonably required to complete the matters set out in, or contemplated by, this Agreement.

## **11.7 Obligations Survive Settlement**

Without limitation, to the extent that any obligations under this Agreement and this Agreement have not been complied with on or before Settlement, those obligations survive Settlement and continue until complied with.

### **11.8 Legal Costs**

Each Party is to pay its own solicitors' costs in respect of this Agreement and the completion of this Agreement.

### **11.9 Duty and Registration fees**

The Shire is to pay:

- (a) Any duty payable under the *Duties Act 2008* on this Agreement or the Transfer in relation to the Transfer of the Shire;
- (b) All registration fees payable to Landgate in respect of discharge of any encumbrances required to be discharged at Settlement in respect of the Shire Land and the registration of the Transfer of the Shire Land to the State; and
- (c) All reasonable costs incurred in the discharge or removal of any Encumbrance over the Shire Land required for Settlement.

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## **12. GOODS AND SERVICES TAX**

### **12.1 GST Payable**

The consideration for a Supply under this Agreement is inclusive of any GST imposed on the supply.

### **12.2 Warranty that the Shire is registered for GST**

The Shire warrants that:

- (a) It is registered for GST pursuant to the GST Act;
- (b) The supply by it of the Shire Land is a Taxable Supply and a Tax Invoice will be issued by it to the State for the supply of the Shire Land based on the market value of the State Land plus the Difference in Value as set out in clause 5.2(a) at the time specified in clause 6.3 prior to or at Settlement; and
- (c) If any of the information set out in subclauses (a) or (b) changes to prior to Settlement such that the supply of the Shire Land by it is not a Taxable Supply then it will immediately advise the State of this.

### **12.3 Tax Invoice for Supply of State Land**

The State agrees that the supply of the State Land is a taxable supply and a Tax Invoice will be issued to the Shire for the supply of the State Land based

on the market value of the Shire Land as set out in clause 5.2(b) at the time specified in clause 6.3.

#### **12.4 Notification is conclusive**

A written notification given to the recipient by the supplier of the amount of GST that the supplier is liable to pay on a Taxable Supply made or to be made under this Agreement is conclusive between the Parties except in the case of an obvious error.

**EXECUTED by the Parties as a deed.**

**Signed** for the **STATE OF WESTERN AUSTRALIA**  
for and on behalf of the **MINISTER FOR LANDS** by

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(print full name)

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(position in Regional and Metro Services)  
Department of Lands  
pursuant to a delegation of the Minister for Lands'  
powers under section 9 of the  
*Land Administration Act 1997* in the presence of:

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(print full name)

The **COMMON SEAL** of the        )  
**SHIRE OF WYNDHAM-EAST**        )  
**KIMBERLEY** was hereunto        )  
affixed in the presence of        )

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Shire President

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Name of Shire President (print)

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Chief Executive Officer

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Name of Chief Executive Officer

### 12.03.6. Review of Council Policy CP/COM 3582 Community Grant Scheme

<b>DATE:</b>	28/06/2016
<b>AUTHOR:</b>	Wayne Richards, Manager Community Services
<b>RESPONSIBLE OFFICER:</b>	Louise Gee, Director Community Development
<b>ASSESSMENT NO:</b>	Nil
<b>FILE NO:</b>	GS.05.3
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

**That Council endorse the reviewed CP/COM 3582 Community Grant Scheme to be advertised for public comment for a minimum of 28 days.**

#### **COUNCIL DECISION**

**Minute No: 11406**

**Moved: Cr K Wright**

**Seconded: Cr N Perry**

**That Council endorse the reviewed CP/COM 3582 Community Grant Scheme to be advertised for public comment for a minimum of 28 days.**

**Carried 9/0**

#### **PURPOSE**

For Council to endorse the reviewed CP/COM 3582 Community Grant Scheme for public advertising. Feedback received will be considered prior to the reviewed Policy being presented to Council for adoption.

#### **NATURE OF COUNCIL'S ROLE IN THE MATTER**

Leader - plan and provide direction through policy and practices

## **BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

The Community Grant Scheme Policy was most recently reviewed in August 2015 and was endorsed by Council at the 25 August 2015 Ordinary Council Meeting. Through this review, the Shire consolidated several mechanisms, Community Grants, Economic Development Grants and Economic Sponsorship into the single Community Grant Scheme.

## **STATUTORY IMPLICATIONS**

There are no statutory implications associated with this report.

## **POLICY IMPLICATIONS**

This reviewed Policy will guide the 2016/17 Community Grants Scheme.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this Policy Review. The financial allocation toward community grants is made through the annual budget adoption.

## **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

Goal 3: Protection and enhancement of lifestyle values, community facilities and the environment to provide safe and inviting communities.

Objective 3.1: A broad range of lifestyle opportunities and activities are available for East Kimberley residents

Strategy 3.1.3 : Support the community by providing access to local funding and sponsorship opportunities.

## **RISK IMPLICATIONS**

Nil

## **COMMUNITY ENGAGEMENT**

Engagement will take place in accordance with the Shire's Community Engagement Guidelines and will include:

Advertising the reviewed Policy for a minimum period of 28 days with feedback received considered in drafting the final reviewed Policy.

## **COMMENTS**

Community Grants are an important mechanism for the Shire allowing the provision of financial support to community organisations. Services, activities, and opportunities provided by community organisations are highly valuable to any community, especially in remote regions. These organisations can often provide specific services and community benefits more efficiently and effectively than local government. Well run and proactive community organisations build resilience and strength within the community. For these reasons it is in the interest of the Shire to support these organisations to be as strong, resilient and effective as possible.

The Shire supports community organisations in a number of ways:

1. Providing facilities such as ovals, courts, lighting and swimming pools. These are hired to community/not for profit organisations at a rate less than the cost of providing these facilities.
2. Providing community leases which not only allow organisations space to develop facilities for their activities but often to generate income that supports their core purposes.
3. Providing rates concessions.
4. Providing administrative support and direction for clubs that require assistance with activities such as business plan development, reviews of constitutions etc.
5. Providing financial support.

Providing financial support can allow clubs and groups to undertake programs that they may not otherwise be able to provide such as:

- Undertake capital works projects to improve community facilities (typically at a lower cost than the Shire is able to).
- Undertake projects that benefit the community that they may not otherwise have the resources to deliver.
- Deliver events that have a positive social and economic impact locally.

While appearing relatively straightforward, care must be taken when providing direct financial support to ensure this is done in an equitable and accountable manner. The reasoning for providing, or denying funding must be clear and documented and all organisations should have an equal opportunity to receive Shire financial support. This is especially difficult given the range of organisations present within the Shire and the wide variety of projects and programs that seek grant funding.

The objective of this Policy is to provide direction for the Shire of Wyndham East Kimberley Community Grant Scheme to ensure that financial support is provided in a manner that:

- Leads to improved outcomes for the Shire of Wyndham East Kimberley community in alignment with the Shire's Strategic Community Plan;
- Is equitable;
- Is consistent;
- Is accessible;
- Ensures due diligence when providing financial support to community organisations;
- Maximises efficiency and reduces the administration burden where possible;

- Ensures the value of all Shire contributions and support (i.e. subsidised use of facilities, low rental leases) are taken into account when assessing financial contributions; and
- Ensures the value of the Community Grant Scheme is recognised by recipients and community.

The draft reviewed CP/COM 3582 Community Grant Scheme Policy is attached.

The majority of the changes made through this review are minor word changes and do not significantly change the direction of the Policy or terms of the Community Grant Scheme.

The one change that will require an amendment to the Annual Grant application process is the inclusion of the requirement that “All expenditure items of above \$5,000 must be itemised in the grant application”.

#### **ATTACHMENTS - Item 12.03.6**

Attachment 1 - Draft reviewed CP/COM 3582 Community Grant Scheme Policy.



<b>POLICY NO</b>	CP/COM-3582	
<b>POLICY</b>	Community Grant Scheme	
<b>RESPONSIBLE DIRECTORATE</b>	Community Development	
<b>COUNCIL ADOPTION</b>	Date:	Resolution No:
<b>REVIEWED/MODIFIED</b>	Date:	Resolution No:
	Date:	Resolution No:
<b>LEGISLATION</b>	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>Local Government (Rules of Conduct) Regulations 2007</i>	
<b>RELEVANT DELEGATIONS</b>		

### OBJECTIVES:

The objectives of this policy are to provide direction for the Shire of Wyndham East Kimberley Community Grant Scheme to ensure that financial support is provided in a manner that:

- Leads to improved outcomes for the Shire of Wyndham East Kimberley community in alignment with the Shire's Strategic Community Plan;
- Is equitable;
- Is consistent;
- Is accessible;
- Ensures due diligence when providing financial support to community organisations;
- Maximises efficiency and reduces the administration burden where possible;
- Ensures the value of all Shire contributions and support (i.e. subsidised use of facilities, low rental leases) are taken into account when assessing financial contributions; and
- Ensures the value of the Community Grant Scheme is recognised by recipients and community.

### DEFINITION/S:

'Community Organisation': incorporated, not for profit, service groups and associations.

'Private Organisation/Individual': Any individual, business, group or organisation not classified as a "Community Organisation" as per the above definition. This includes government agencies.

'Grant': The transfer of money from one organisation to another. In the case of the Community Grant Scheme, these grants are conditional, meaning the money is given for a specific purpose and may not be used for any other project or activity.

'Sponsorship': A commercial arrangement in which a sponsor provides a contribution or money or 'in kind' support to an activity in return for certain specified benefits. Sponsorship is not philanthropic. A sponsor expects to receive a reciprocal benefit beyond a modest acknowledgement. (ICAC, 2006)

### POLICY STATEMENT/S:

The Shire of Wyndham East Kimberley is committed to providing support for not for profit, community based, sporting, cultural, environmental, service groups and associations. This

support is to foster high quality programs, community events, facilities and services that provide benefit to the community of the Shire of Wyndham East Kimberley.

To meet the objectives listed above, the following guidelines apply:

Equitable:

- Applications for large contributions (over \$500 excluding GST) will be assessed through a competitive process

Consistent:

- A clear process for assessment is in place that aligns with the objectives of the Community Grants Scheme
- Assessment criteria are adopted prior to the commencement of the advertising process for the Grant round

Accessible:

- Applications are advertised with sufficient timeframe
- Forms used are written in clear language and well formatted
- For small amounts of up to \$500.00 excluding GST, funding is made available through Quick Grants process allowing access to support at relatively short notice for projects that typically are not organised up to 12 months in advance.

Due Diligence:

- For events, payment will not take place until Shire approval has been issued
- Applications will provide and prompt applicants for sufficient information so that informed recommendations can be made to Council.
- Applications will require evidence of:
  - Incorporation
  - Not for profit status
  - The ability to complete the project
- All grants must be acquitted, with applicants providing evidence:
  - That all funds were spent in accordance with their Grant application.
- Any unspent contribution must be returned to the Shire

Reduce Administrative Burden:

- While meeting due diligence, application and acquittal forms are as user friendly as possible

Ensure the value of Shire contributions is acknowledged:

- Other Shire contributions towards applicants should be taken into account including:
  - Use of Shire facilities and equipment at community (subsidised) rates
  - Rates concessions
  - Other Shire grants or financial support

Ensure the Shire receives adequate recognition for its contribution:

- Applicants must state how they will recognise the Shire's contribution
- Applicants must provide evidence of this recognition within their acquittal.

### **Eligibility:**

To be eligible for funding under the Community Grant Scheme;

Applicants:

- Must be, or be auspiced by, a Community Organisation as defined above

- Must not have any outstanding debts to the Shire
- Must have no outstanding previously received Grant acquittals to the Shire
- May not be an organisation where the primary purpose is to promote political beliefs; or
- May not be an organisation where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds

**Grants:**

- Must directly benefit the Shire of Wyndham East Kimberley Community
- Will not fund projects that are underway or completed at the time the application is assessed. In the case of Annual Community Grants, this is the date that the grants are adopted by Council.
- Event funding will be conditional on the event being approved by the Shire and meeting all relevant legislation
- Must not be used for trophies, prizes, insurance or operational expenditure
- Must not be used for projects that are primarily fundraiser projects, where the funds raised from the project are to be directly forwarded to another organisation that does not meet the eligibility criteria
- In the case of Capital/building works, must be on a crown reserve or land owned or vested in the Shire of Wyndham East Kimberley (or at Council's discretion); or
- In the case of Capital/building works, must not be on property directly managed by the Shire.

**Grant Scheme:**

To meet the Grant Scheme objectives and to support a wide variety of programs, projects and events; grants will be distributed to community organisations through two mechanisms:-

1. Quick Grants
2. Annual Community Grants

**Quick Grants:**

Quick Grants are a mechanism for the Shire to support local clubs and community groups for amounts of up to \$500.00 plus GST.

The grants are available at any time and the application process is relatively basic. Quick Grants primarily cater for small projects and initiatives that are unlikely to be planned many months in advance. They provide a mechanism for the Shire to offset Shire fees and charges in a fair and equitable manner as opposed to the provision of waivers on an ad hoc basis.

- Organisations are eligible for one Quick Grant per year only
- Applications may be submitted at any time
- Fully completed applications should be submitted a minimum of four weeks prior to the activity.

Quick Grants are assessed based on:

- Applicant Eligibility
- Project Eligibility
- Demonstrated need
- Demonstrated community benefit.

**Annual Grants:**

Annual Grants provide the opportunity for not for profit, community based, sporting, cultural, environmental, service groups and associations to apply for funding for larger scale projects over \$500.00 plus GST.

Annual Grants are provided for larger projects and provide a mechanism for the Shire to assess all large requests for funding in a manner that is transparent and equitable for all applicants. Given the potential for large financial contributions, Annual Grant applications are relatively comprehensive seeking sufficient information to allow the Grants Panel to make an informed decision based on a variety of factors.

Annual Community Grants may support (noting eligibility requirements):

- Capital Works
- Purchase of equipment; or
- General project expenses.

All expenditure items of above \$5,000 must be itemised in the grant application.

Key Features:

- Open 1 August and close 31 August.
- All organisations receiving Annual Community Grants will be required to expend and acquit the funds within 4 weeks of the completion of the event, or 30 June on the financial year of issue (the latter of the two).

*Note: As endorsement of grants will take place in September at the earliest, projects and events that take place within July, August or September will not meet the requirement that projects may not have commenced on the date of assessment. Therefore projects must take place during the financial year of issue, or the first half of the following financial year. This amount will be included in the annual budget and restricted for payment in the following year.*

Annual Community Grants shall be assessed against the following criteria:

- Demonstrated need for funding
- Benefits to the community, including:-
  - Improved quality, range and access to services by the community
  - Addressing key social issues within the community
  - Local economic benefit
  - Benefit to a wide range of people from a variety of backgrounds
- Demonstrated community support for the organisation and the project or activities planned
- The organisation's demonstrated ability or capacity to achieve measurable outcomes for the community and to deliver the project successfully.
- Demonstration of links to Council's Strategic Community Plan

Priority will be given to applications that:

- Can demonstrate ongoing benefit to the community (i.e. capital works project, equipment purchase or in the case of events, community development or economic development)
- Demonstrate partnerships with other Community Organisations and funding sources
- Demonstrated community support for the organisation and the project or activities planned
- Provide co-contribution, whether through other grant funding sources or the applicants own contribution. Applicants should aim to contribute a minimum of 50% of the project costs (this may be in kind). Applications for more than 50% of a project

cost will be considered however the applicant should provide reasoning why they are not able to contribute half of the project costs

- Are from Community Organisations that do not already receive financial support from the Shire including subsidised lease fees, subsidised facility hire fees and rates concessions
- Provide evidence that grant funding is being spent locally; and/or
- Promote access and inclusion.

*Note: Annual Community Grants are not Sponsorship. The difference between grants and sponsorship is critical in the management of the perception of corruption with regard to Shire financial support. It may be viewed that any personal benefit to any individual involved in the decision making process could influence the decision making process. For this reason, given the purpose of the Community Grant Scheme is to provide support for Community organisations and events, there should be no expectation of reciprocal benefit beyond modest acknowledgement. Therefore all Shire contribution through this scheme will be a "grant" as opposed to "sponsorship". Any sponsorship benefits provided by a grant recipient other than acknowledgement of the Shire's contribution will not be accepted.*

**Assessment:**

Quick Grants: will be assessed by the Manager Community Services.

Annual Community Grants: The Annual Community Grants Panel will consist of a minimum of three Shire Officers facilitated by the Director Community Development.

The Assessment Panel will draft and present an assessment report to Council for consideration and adoption.

**Acquittal:**

The Shire has a duty to ensure that the funding distributed through this Community Grants Scheme is spent in accordance with the approved application. To ensure the use of funds is monitored, all grant recipients must complete an acquittal providing proof of:

- 
- Total project expenditure (including copies of invoices)
- Completion of the project in accordance with the application
- Recognition of the Shire's contribution.

Acquittals will be assessed by the Manager Community Services. Past acquittals may be used when assessing grant applications. Acquittals deemed to provide insufficient information may result in:

- The applicant being required to return funds, or;
- The insufficient acquittal being noted during assessment of future grant applications.

**EXPLANATORY NOTES:**

The Shire of Wyndham East Kimberley is supportive of activities, programs, projects and events that positively contribute to the community of the Shire of Wyndham East Kimberley.

The Shire provides ongoing support for community organisations in a number of ways, as follows:-

- Community Facilities are hired to community groups by the Shire at well below the cost of maintaining them (specific Community fees);
- Provision of administrative support for community groups in developing their governance functions and in increasing their capacity and resilience;
- Community Leases are provided at well below market rental; and
- Direct financial support.

This Community Grant Scheme enables the Shire to provide direct financial support, and to provide this support in an equitable and transparent manner. The Scheme ensures that funding distributed maximises the benefit to the Shire of Wyndham East Kimberley Community and is used in an appropriate manner.

## **RISKS:**

### **Corrupt behaviour:**

The possibility of any personal benefit to any individual involved in assessment of approval of financial support is reduced through the Shire not accepting any reciprocal benefit.

Councillors must declare an interest should they hold an interest in any of the organisations applying for funding.

Panel members will be replaced should they hold an interest in any of the organisations applying for funding.

Thorough assessment process conducted using a pre-approved assessment tool with a panel of three, followed by review by Council.

### **Liability from supporting an unregulated or unapproved event or project:**

Any approval for funding will be conditional upon the applicant gaining all approvals.

### **Financial risk to the Shire**

Approval of total funding limited to amount adopted within the Annual Budget.

### **Lack of equity in the distribution of financial support to community organisations**

Clear, documented process for the Community Grant Scheme

### **Individual benefiting financially from the Community Grant Scheme**

Grants made available to incorporated organisations only.

### 12.03.7. Community Engagement Policy Review

<b>DATE:</b>	26/06/2016
<b>AUTHOR:</b>	Wayne Richards, Manager Community Services
<b>RESPONSIBLE OFFICER:</b>	Louise Gee, Director Community Development
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

**That Council endorse the draft reviewed CP/GOV-3100 Community Engagement Policy to be advertised for public comment for a period of 28 days.**

#### **COUNCIL DECISION**

**Minute No: 11407**

**Moved: Cr N Perry**

**Seconded: Cr E Bolto**

**That Council endorse the draft reviewed CP/GOV-3100 Community Engagement Policy to be advertised for public comment for a period of 28 days.**

**Carried 9/0**

#### **PURPOSE**

For Council to endorse the reviewed CP/GOV-3100 Community Engagement Policy for public advertising. Feedback received will be considered prior to the reviewed Policy being presented to Council for adoption.

#### **NATURE OF COUNCIL'S ROLE IN THE MATTER**

Leader - plan and provide direction through policy and practices

#### **BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

Council's CP/GOV-3100 Community Engagement Policy outlines the principles for community engagement activities conducted by the Shire.

The Policy was originally established and endorsed in 2011 to assist with community input into the development of the Strategic Community Plan and to ensure that the Shire undertakes a consistent approach to effective community engagement in the future. Amendments to the Policy will continue to achieve this purpose. The Policy was first adopted by Council on 20 September 2011 and then reviewed by Council on 19 February 2013 and again in December 2014.

### **STATUTORY IMPLICATIONS**

There are no statutory implications associated with this report.

### **POLICY IMPLICATIONS**

The Draft Reviewed CP/GOV-3100 Community Engagement Policy is attached (Attachment 1). Following community engagement the reviewed Policy will be presented to Council for adoption.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

### **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

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

Objective 1.1: Strong community engagement

Strategy 1.1.1: Investigate and implement options to encourage and integrate community input in Council planning, policies and decisions making.

### **RISK IMPLICATIONS**

Nil

### **COMMUNITY ENGAGEMENT**

Engagement will take place in accordance with the Shire's Community Engagement Guidelines and will include:

Advertising the reviewed Policy for a minimum period of 28 days.

## **COMMENTS**

Community engagement provides opportunities for people who are affected by or have an interest in a Council decision to be involved, engaged and participate in the decision making process. Community engagement does not replace appropriate decision making by Council and instead adds value to decisions through an increased understanding of community needs, aspirations and priorities.

The reviewed Policy closely aligns with the International Association for Public Participation (IAP2) quality assurance standards.

## **ATTACHMENTS - Item 12.03.7**

Attachment 1 - Draft Reviewed CP/GOV-3100 Community Engagement Policy.



POLICY NO	CP GOV-3100	
POLICY	Community Engagement Policy	
RESPONSIBLE DIRECTORATE	Community Development	
RESPONSIBLE OFFICER	Community Development Officer	
COUNCIL ADOPTION	Date: 20/09/2011	Resolution No: 9575
REVIEWED/MODIFIED	Date: 19/02/2013	Resolution No: 9998
	Date: 16/12/2014	Resolution No: 10732
	Date: 26/07/2016	Resolution No: TBC
REVIEW DUE	Date: July 2017	
LEGISLATION	Local Government (Administration) Regulations 1996	
RELATED POLICIES		
RELATED ORGANISATIONAL DIRECTIVES	Community Engagement Guidelines	

#### **PURPOSE:**

The purpose of this policy is to outline the principles for all community engagement activities conducted by the Shire of Wyndham East Kimberley.

- To utilise community input to assist in making more informed and sustainable decisions;
- To use engagement methods that are inclusive, flexible, and appropriate to those participating and the purpose of the process

#### **DEFINITIONS:**

**Stakeholder** is any individual, group of individuals, or organisation with an interest or stake in the outcome of the decision.

**Community Engagement or Public Participation** is any process that involves the community in problem-solving or decision-making and that uses the input to make better decisions. This does not necessarily mean achieving consensus.

**IAP2** is the International Association of Public Participation.

#### **POLICY STATEMENTS:**

Governments and industry across the globe are increasingly recognising the value of community and stakeholder engagement as an essential part of significant project planning and decision-making. It is now an accepted standard component of any significant project which facilitates community involvement in decision making.

The outcomes and benefits of effective community engagement include:

- Increased community awareness about services, planning and program delivery;
- Increased awareness of community views and the issues that should be considered as part of the decision-making process;

- Increased awareness of the needs, priorities and diversity of the community, which in turn ensures that service provision and planning functions are aligned appropriately;
- Increased levels of community ownership and acceptance of decisions;
- Council and the community working together to address local issues where appropriate;
- Potential for time, resources and cost savings for the Shire.

The Shire's approach to community engagement is based on the International Association of Public Participation's (IAP2) Spectrum. The level of engagement should be determined by considering the issue, problem or opportunity requiring community engagement, the objectives to be achieved by engaging and the extent that the community can assist Council to make decisions. The policy is supported by Community Engagement Guidelines that provide clarity on when it is appropriate to engage, and at what level.

***The IAP2 Public Participation Spectrum:***

	<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
<b>Community Participation Goal</b>	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To provide the public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
<b>Promise to the Community</b>	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide
<b>Example Techniques</b>	Fact sheets Websites Open Houses	Public Comment Focus Groups Surveys	Workshops Deliberative Polling	Advisory Committees Consensus Building Participatory Decision –making	Citizen Juries Ballots Delegated Decision

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

For community engagement to be effective and of the highest quality, the Shire will adhere to the below IAP2 Core Values:

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the participants in designing how they participate.

5. Public participation provides participants with the information they need to participate in a meaningful way.
6. Public participation communicates to participants how their input affected the decision.

## **EXPLANATORY NOTES:**

The Shire's approach to community engagement will reflect the below principles as set out in the IAP2 Code of Ethics. They represent Shire's best practice approach in community engagement.

**Purpose** – We support public participation as a process to make better decisions that incorporate the interests and concerns of all affected stakeholders and meet the needs of the decision-making body

**Role of Practitioner** - We will enhance the public's participation in the decision-making process and assist decision-makers in being responsive to the public's concerns and suggestions.

**Trust** - We will undertake and encourage actions that build trust and credibility for the process among all the participants.

**Defining the Public's Role** - We will carefully consider and accurately portray the public's role in the decision-making process.

**Openness** - We will encourage the disclosure of all information relevant to the public's understanding and evaluation of a decision.

**Access to the Process** - We will ensure that stakeholders have fair and equal access to the public participation process and the opportunity to influence decisions.

**Respect for Communities** – We will avoid strategies that risk polarising community interest or that appear to “divide and conquer”.

**Advocacy** – We will advocate for the public participation process and will not advocate for interest, party, or project outcome.

**Commitments** – We ensure that all commitments made to the public, including those by the decision-maker, are made in good faith.

**Support of the Practice** – We will mentor new practitioners in the field and educate decision-makers and the public about the value and use of public participation.

## **RISK:**

**Risk:** Poor communication of Shire issues to the community

**Control:** The Shire's best practice will ensure that the community is notified of the level of community engagement that will be required within the decision-making process and why this was chosen.

**12.03.8. Council Policy Review - Trading in Public Places - Mobile Food Vehicle**

<b>DATE:</b>	28/06/2016
<b>AUTHOR:</b>	Roy Adam, Planning Officer
<b>RESPONSIBLE OFFICER:</b>	Louise Gee, Director Community Development
<b>FILE NO:</b>	CM.11.2
<b>DISCLOSURE OF INTERESTS:</b>	Nil

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

**That Council note the public submission received during the public submission period and adopts the draft "Trading in Public Places - Mobile Food Vehicle" Policy.**

**COUNCIL DECISION**

**Minute No: 11408**

**Moved: Cr E Bolto**

**Seconded: Cr K Wright**

**That Council note the public submission received during the public submission period and adopts the draft "Trading in Public Places - Mobile Food Vehicle" Policy.**

**Carried 9/0**

**PURPOSE**

For Council to consider the review of Policy CP/LPP-3827 Trading in Public Places.

**NATURE OF COUNCIL'S ROLE IN THE MATTER**

Leader - plan and provide direction through policy and practices.

**BACKGROUND/PREVIOUS CONSIDERATIONS BY COUNCIL**

The existing Trading in Public Places Policy was first adopted on 25 February 2014 (Minute No. 10320).

A review cycle of two (2) years was stated in the Policy. The Policy was taken to the Council Briefing Session of 12 April 2016 with several changes including re-formatting. Following Council's resolution (Minute No. 11329) at the Ordinary Council Meeting of 26 April 2016 the draft was then advertised for a period of 28 days.

**STATUTORY IMPLICATIONS**

Local Government Act 1995

*Section 2.7 Role of council*

- (1) *The council -*
  - (a) *governs the local government's affairs; and*
  - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to -*
  - (a) *oversee the allocation of the local government's finances and resources;*

*and*

  - (b) *determine the local government's policies.*

Activities in Thoroughfares and Public Places and Trading Local Law 2005

*Part 6.2*

- (1) *The local government may -*
  - (a) *approve an application for a permit unconditionally or subject to any conditions*

*Part 6.4*

- (2) *Under clause 6.2(1)(a) the local government may approve an application subject to conditions by reference to a policy.*

**POLICY IMPLICATIONS**

Changes have been included in the attached Policy.

**FINANCIAL IMPLICATIONS**

The Shire's 2016/17 Fees and Charges states the following for "Trading in Public Places or Thoroughfares":

Traders Permit - Application Fee	\$107.70
Traders Permit - Daily Charge	\$27.00
Traders Permit - Monthly Charge	\$376.70
Traders Permit - Annual Charge	\$1,076.10

## **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

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 services

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

Goal 2: Greater returns from regional investment to ensure sustainable provision of appropriate physical and social infrastructure

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

Strategy 2.2.6: Support local initiatives that promote entrepreneurial activities and greater diversity of industries in the East Kimberley.

## **RISK IMPLICATIONS**

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Controls: Review policies and procedures in accordance with review schedule.

## **COMMUNITY ENGAGEMENT**

Under the Shire's *Activities in Thoroughfares and Public Places and Trading Local Law 2005* there is no requirement to advertise a policy for public comment. However the Shire's CP/GOV-3100 Community Engagement Policy and Community Engagement Guidelines has been considered.

Public consultation occurred for a period of 28 days; via advertising in the Kimberley Echo and by inviting comments from existing traders and the Kununurra Chamber of Commerce and Industry.

One (1) submission of support was received.

Submission	Officer's Response
The draft is very clear and easy to understand, fair to all parties, and has my total support.	Noted with no changes.

## **COMMENTS**

In reviewing the existing Policy comment has been sought from the public and has included letters to the Kununurra Chamber of Commerce and Industry and current permit holders in the Shire.

Research of other local government policies has been undertaken in the review.

Key changes in the draft are:

- Reference to stalls/stallholder permits has been removed from the existing Policy to refine its purpose to Traders operating a “Mobile Food Vehicle”;
- Distinct time limitations of: 8am-6pm for vendors while in residential areas; and
- Time limit of 6am-9pm for vendors in other locations.

Council may note that the 300 metres separation distance is a component of the *Thoroughfares and Public Places Local Law 2005* which states:

*“5.8 (2) A stallholder or trader shall not—  
attempt to conduct a business within a distance of 300m of any shop or permanent place of business that is open for business and has for sale any goods of the kind being offered for sale by the stallholder or trader”.*

This draft Policy has been developed to guide the assessment of traders permit applications and to ensure that the use of public places is managed appropriately. Impacts of trading relating to traffic hazards, commercial competition and management of amenity have been considered in the development of the Policy.

## **ATTACHMENTS - Item 12.03.8**

Attachment 1 - Draft “Trading in Public Places - Mobile Food Vehicle” policy.



<b>POLICY NO</b>	<b>*** To be supplied by Governance once adopted by Council</b>	
<b>POLICY</b>	<b>Trading in Public Places – Mobile Food Vehicle (MFV)</b>	
<b>RESPONSIBLE DIRECTORATE</b>	Community Development	
<b>RESPONSIBLE OFFICER</b>	Director Community Development	
<b>COUNCIL ADOPTION</b>	Date: 25/02/2014	Resolution No: 10320
<b>REVIEWED/MODIFIED</b>	Date:	Resolution No:
	Date:	Resolution No:
<b>REVIEW DUE</b>	Date: 25/02/2016	
<b>LEGISLATION</b>	<i>Local Government Act 1995 (WA)</i> <i>Activities in Thoroughfares and Public Places and Trading Local Law 2005</i>	
<b>RELATED POLICIES</b>	N/A	
<b>RELATED ORGANISATIONAL DIRECTIVES</b>	N/A	

#### **PURPOSE:**

To guide the consideration of Traders Permits for high quality food-vending activities in a balanced manner that improves the usage and vitality of the Shire's public realm whilst ensuring that the needs of pedestrians, consumers and local business proprietors are met.

The Shire encourages the use of parks and reserves for MFVs as a means of enhancing community activity that flows from this activation of shared public spaces.

The Shire also has a commitment to community wellbeing; economically, socially, and environmentally, and seeks to support activities which do not have a detrimental impact on surrounding residences, businesses or public property.

The Shire's *Activities in Thoroughfares and Public Places and Trading Local Law (Part 5)* outlines the basic requirement for a permit for the sale of goods in or within any street, vacant land, or public place.

#### **DEFINITIONS:**

<b>Term</b>	<b>Definition</b>
Mobile Food Vehicle	<ul style="list-style-type: none"> <li>a. Registered Vehicle, caravan, trailer or any other method of transport from which food is sold;</li> <li>b. Non-road registered vehicles such as, but not limited to coffee carts, hot dog carts or similar vehicles.</li> </ul>
Public Place	<ul style="list-style-type: none"> <li>a. Any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property; and</li> <li>b. Local government property.</li> </ul> <p>(As described in the Shire's <i>Activities in Thoroughfares and Public Places and Trading Local Law Part 5</i>)</p>

#### **POLICY STATEMENTS:**

## 1. *Eligibility Requirements*

1.1 Operators need to meet the basic standards required for the operation of a business of this nature:

- *Food Act 2008* Certificate of Registration or equivalent from an Australian Local Government.
- Current vehicle registration.
- Public liability insurance.
- Details of goods/merchandise and or services to be offered (e.g. food menu).
- Details of vehicle or stall intended to be used for trading including internal and external photographs of the vehicle. Any such vehicle shall be subject to further inspection in order to determine its suitability for the purpose proposed.
- Details of preferred location(s) days and hours of operation.
- Details of associated lighting, banners and bunting.
- Permit application form.

## 2. *Location and Siting*

- 2.1 No trading is permitted within 200 metres of schools 8am - 3pm during school terms.
- 2.2 In general no trading is permitted within a distance of 300m of any shop or permanent place of business that is (i) open for business and (ii) has for sale any goods or services of the kind being offered for sale by the trader.
- 2.3 In regards to the above point this may be waived where a suitable agreement with the existing permanent business has been obtained.
- 2.4 Mobile food vending will not be supported where vehicle size or layout may compromise public access, safety or other street activities. If concerns are raised by local businesses or the community on the operation or location of a vendor, the Shire may require the operation to relocate.
- 2.5 In general trading is permitted only in those particular public places applied for and specifically approved. However flexibility to "itinerant vendors" outside set locations is described in part 3 of this Policy.

## 3. *Itinerant Vendors*

- 3.1 Additional conditions for itinerant vendors, such as ice-cream vans that stop for trade on public property when hailed by a customer, are to include:
- May stop to serve (quickly-prepared) items such as ice creams, confectionary and drinks only;

- Remain stopped at a location for the transaction time period and no longer. If there is no customer making a purchase, the trader must move on from that location within a reasonable time; and
- Music or any other forms of noise to attract customers is not permitted to be played whilst the van is parked.

#### 4. *Management and Responsibilities*

- 4.1 Trading times are generally 6am-9pm however are limited to 8am-6pm in residential areas.
- 4.2 Permanent fixtures and elements are not permitted. Following trade the mobile food vehicle and all related fixtures must be removed from the site.
- 4.3 Any fixtures/furniture relating to the MFV (e.g. umbrellas, waste bins) should be sturdy and windproof, made of quality materials and be designed safely, without sharp edges or other features likely to cause injury.
- 4.4 Fixtures must not be placed where they present a barrier and subsequent danger to pedestrians crossing the street or kerbside usage by motorists.
- 4.5 No waste or litter may be disposed of in Shire rubbish bins. MFVs must provide bins for use and ensure the area around their position is kept clear of rubbish and refuse at all times.
- 4.6 Background music may only be played from the MFV if the noise levels comply with the Assigned Levels prescribed in the *Environmental Protection (Noise) Regulations 1997*. Generator noise must also comply with the Assigned Levels in the *Environmental Protection (Noise) Regulations 1997*. Should justified complaints be received regarding amplified music from Mobile Food Vehicle locations, the Shire reserves the right to prohibit music at the site.
- 4.7 MFVs must be positioned to allow access to service covers and emergency services.
- 4.8 MFVs must not:
  - Remain at a site when not in use for trade.
  - Require external power, gas or water connections.

#### 5. *Public Risk Management*

- 5.1 Permit Holders must take out and keep current a public and product liability insurance policy specifically noting the Shire as an interested party. The policy should generally insure for the amount of 10 million dollars (\$10,000,000) and must cover injury, loss or damage to persons or property arising out of the activity carried out under the Permit. A lesser amount public and product liability insurance may be accepted but any such estimation will be subject to a risk assessment process. A

Certificate of Currency for the policy must accompany the application or renewal of a Permit.

5.2 The Permit Holder assumes responsibility for any liability issues which arise or are associated with the vending area.

6. *Fees*

6.1 The permit holder will be required to pay the fees and charges as prescribed by the Shire in the Fees and Charges for the relevant financial year.

7. *Permit Monitoring, Renewal and Cancellation*

7.1 Authorised Officers may conduct unannounced inspections of MFVs to determine compliance with permit conditions.

7.2 Following a complaint or observation of a breach of a permit, Shire officers will contact the permit holder and take appropriate enforcement action which may include penalties under the local law or permit cancellation.

7.3 During annual festivals, parades or special events a Traders Permit located within the event precinct will not necessarily be valid. Permission to participate in specific events needs to be obtained separately.

**RISK:**

**Risk:** Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

**Control:** Review policies and procedures in accordance with review schedule.

### 12.03.9. Council Policy Review - Radio Masts, Antennae & Satellite Dishes

<b>DATE:</b>	28/06/2016
<b>AUTHOR:</b>	Jennifer Ninnette, Senior Planning Officer
<b>RESPONSIBLE OFFICER:</b>	Louise Gee, Director Community Development
<b>FILE NO:</b>	CM.11.2
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

**That Council advertise draft Policy CP/PMG-3783 - Communication Antennae for public comment for a period of 28 days.**

Cr Spackman foreshadowed a motion to bring the item back to a briefing session with amendments.

#### **COUNCIL DECISION**

**Minute No: 11409**

**Moved: Cr B Robinson**

**Seconded: Cr S Cooke**

**That Council advertise draft Policy CP/PMG-3783 - Communication Antennae for public comment for a period of 28 days.**

**Carried 5/4**

**For: Cr J Parker, Cr K Wright, Cr S Cooke, Cr N Perry, Cr B Robinson**

**Against: Cr S Rushby, Cr D Spackman, Cr E Bolto, Cr A Petherick**

#### **PURPOSE**

For Council to consider the review of Council Policy DC10 - Radio Masts, Antennae and Satellite Dishes.

#### **NATURE OF COUNCIL'S ROLE IN THE MATTER**

Leader - plan and provide direction through policy and practices

## **BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

Council Policy DC10 - Radio Masts, Antennae and Satellite Dishes was prepared to minimise the visual impacts of radio masts and satellite dishes within specific zones within the Kununurra townsite, and was last amended in 2004. A copy of the current Policy is provided at Attachment 1.

The draft reviewed Policy, provided at Attachment 2, has expanded on the objectives of the initial policy to provide greater clarity around those circumstances in which communication antennae are exempt from the requirement to obtain a development approval and provide guidance for the assessment of applications for communication antennae. The draft Policy is also proposed to cover the townsites of Wyndham and Kununurra.

## **STATUTORY IMPLICATIONS**

*Local Government Act 1995*

*Section 2.7 Role of council*

- (1) The council -
  - (a) governs the local government's affairs; and*
  - (b) is responsible for the performance of the local government's functions.**
  
- (2) Without limiting subsection (1), the council is to -
  - (a) oversee the allocation of the local government's finances and resources; and*
  - (b) determine the local government's policies.**

## **POLICY IMPLICATIONS**

The review of the Policy will provide improved guidance for both Shire staff and applicants in relation to proposals within the townsites of Wyndham and Kununurra.

## **FINANCIAL IMPLICATIONS**

Nil.

## **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

Goal 3: Protection and enhancement of lifestyle values, community facilities and the environment to provide safe and inviting communities.

Objective 3.3: Towns are safe and inviting for locals and tourists

Strategy 3.3.8 : Ensure quality, consistent and responsive development and building assessment approval processes and enforcement

## **RISK IMPLICATIONS**

**Risk:** Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

**Control:** Review policies and procedures in accordance with review schedule.

## **COMMUNITY ENGAGEMENT**

The Shire of Wyndham East Kimberley's CP/GOV-3100 Community Engagement Policy has been considered in relation to this item.

Engagement will take place in accordance with the Shire's Community Engagement Guidelines and will include:

Public advertisement of the draft CP/PMG-3783 - Communication Antennae for a period of 28 days.

Council will consider any submissions and any subsequent recommended amendments prior to endorsement.

## **COMMENTS**

The reviewed draft Policy is proposed to provide improved guidance in relation to proposals for radio masts, antennae and satellite dishes (communication antennae) in order to minimise visual impacts. It is proposed to advertise the draft Policy for public comment for a period of 28 days.

This Policy was initially adopted as a Development Control policy, and in the short term is intended to be retained in Council's Policy Manual as a Planning and Development Policy. It is therefore intended for this Policy to be renumbered as a Property Management Policy.

In the future, it is proposed that the Policy should be reviewed and adopted as a local planning policy in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 - deemed provisions.

A review of all of the Shire's Local Planning policies will be undertaken once the draft Local Planning Scheme No. 9 has been finalised.

## **ATTACHMENTS - Item 12.03.9**

Attachment 1 - Council Policy DC10 - Radio Masts, Antennae and Satellite Dishes

Attachment 2 - Draft Council Policy CP/PMG-3783 - Communication Antennae



*Shire of Wyndham East Kimberley*  
*Council Policy Manual*  
**DC10**

<b>POLICY NO:</b>	<b>DC10</b>
<b>DIVISION:</b>	<b>Development Control</b>
<b>SUBJECT:</b>	<b>Radio Masts, Antennae and Satellite Dishes.</b>
<b>REPORTING OFFICER:</b>	<b>Executive Manager Engineering and Development Services</b>
<b>ENABLING LEGISLATION:</b>	<b>Building Regulations 1989, Building Code of Australia, Town Planning Scheme No 7.</b>

**OBJECTIVE:**

To minimise the visual impact of radio masts and satellite dishes within specific zones.

**POLICY:**

This policy applies to all communication, radio and television masts, antennae, satellites dishes and microwave dishes used for commercial or domestic transmission or receiveal. This policy does not apply to 'low impact' facilities in accordance with the Low Impact Facilities Determination 1997.

Within the Town Centre, Local Centre, Residential, Tourist and Mixed Business zones, no mast or antennae shall be permitted within the front setback or between the property boundary and the building line. The main structure of the mast or antennae is to be contained behind the building line.

Within the Town Centre, Local Centre, Residential, Tourist, Mixed Business and Rural Living zones, prior to the issue of a building licence for the erection of a radio mast or satellite dish larger than 1 metre diameter, written consent must be obtained from the owner/s of adjoining properties.

All dishes installed that are visible from the street require planning approval in accordance with clause 3.10.2 of the Residential Design Codes 2002.

Within the Town Centre, Local Centre, Residential, Tourist, Mixed Business and Rural Living zones all satellite and microwave dishes that are under 1 metre in diameter and are not visible from the street do not require planning approval.

All microwave and satellite dishes that are under 1 metre in diameter do not require a building license approval, however, shall be constructed and fixed/secured in accordance with the manufacturers recommendations/specifications and compliant with the structural adequacy requirements for the intended cyclonic and wind region.

**ADOPTED:** 17 July 1997  
**REVIEWED:** 20 July 2004  
**AMENDED:** 16 November 2004



<b>POLICY NO</b>	CP/PMG-3783	
<b>POLICY</b>	Communication Antennae	
<b>RESPONSIBLE DIRECTORATE</b>	Community Development	
<b>RESPONSIBLE OFFICER</b>	Senior Planning Officer	
<b>COUNCIL ADOPTION</b>	Date:	Resolution No:
<b>REVIEWED/MODIFIED</b>	Date:	Resolution No:
	Date:	Resolution No:
<b>REVIEW DUE</b>	Date:	
<b>LEGISLATION</b>	<i>Local Government Act 1995  Town Planning Scheme No. 7 – Kununurra and Environs, Town Planning Scheme No. 6 – Wyndham and Environs  Residential Design Codes of Western Australia</i>	
<b>RELATED POLICIES</b>		
<b>RELATED ORGANISATIONAL DIRECTIVES</b>		

#### **PURPOSE:**

The provisions of this Policy apply to the installation of communication antennae within the Shire's townsite areas, with the exception of residential developments, which are administered by the Residential Design Codes of Western Australia.

The objectives of this Policy are to:

- To minimise the visual impact of satellite dishes, aerials and radio equipment within townsite areas.
- To identify those circumstances in which communication antennae are exempt from the requirement to obtain a development approval from the Shire; and
- To provide guidance for the assessment of applications for communication antennae.
- To ensure that there is no detrimental impact on the amenity of nearby properties.

#### **DEFINITIONS:**

**Communication antennae** means any mast, antennae, aerial, satellite dish or other associated equipment used for the reception or transmission of television or radio signals or for other electronic communications, but does not include telecommunication infrastructure.

**Telecommunications infrastructure** means land use to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in connection with, a telecommunications network.

#### **POLICY STATEMENTS:**

The Shire of Wyndham East Kimberley values the protection of the quality of the streetscape and the amenity of adjoining landowners by minimising the visual impact of communication antennae.

## **1. Requirement for Development Approval**

### **1.1 Satellite Dishes**

Development approval is not required for the erection of a satellite dish where it complies with all of the following criteria:

- (a) the satellite dish is less than 1.2 meters in diameter
- (b) the satellite dish is not located within the street setback area
- (c) the satellite dish is not located on a façade or that portion of a roof which faces, or is visible from the street
- (d) the satellite dish is of a similar colour to the roof of the building if it is visible from any nearby properties; and
- (e) there are no other satellite dishes, antennae or radio masts on the lot.

### **1.2 Microwave Antennae**

Development approval is required for the erection of a microwave antennae except where it complies with all of the following criteria:

- (a) the antenna has an area less than 0.6m<sup>2</sup>
- (b) the antenna is not located within the street setback area, or on the façade or that portion of the roof which faces the street
- (c) the antenna does not project higher than 3 meters in height above the ridge line of the building except where it is attached to an existing television mast; and
- (d) there are no existing satellite dishes, antennae or radio masts on the lot.

### **1.3 Radio Masts**

Development approval is not required for the erection of a radio mast for the transmission and reception of radio signals where;

- (a) it will not be located within the street setback or on the façade or that portion of the roof which faces the street
- (b) it will not exceed 5 meters in height above the natural ground level; and
- (c) there are no existing satellite dishes, antennae or radio masts on the lot.

### **1.4 Other exemptions**

Other communication facilities exempt from the requirement to obtain development approval, include:

- (a) mobile communication facilities temporarily located at any one specific place for a period not exceeding one week
- (b) Emergency service communication operated by a public authority acting in accordance with its statutory responsibilities.

## **2. Applications for Development Approval**

2.1 Where an application is required, the local government may notify surrounding landowners that it considers may be affected by the proposal and will accept submissions within the prescribed timeframes.

2.2 In considering applications for communication antennae which fall outside the requirements for exemption as provided for above, applicants shall be required to

address the following criteria, which shall be the basis for assessment and determination:

- (a) The impact on the amenity of the area in which the communication antennae is to be erected, with particular reference to visual impact, including:
  - i. Justifying the size of the proposed structure and how it responds to the scale of the premises and surrounding buildings;
  - ii. Demonstrating how the proposed structure has been located so as not to be visually obtrusive; and
  - iii. Demonstrating how the proposed structure has been designed to integrate with the building or development onsite.
- (b) The potential impact on the reception of telecommunication signals by other owners and occupiers in the vicinity of the site;
- (c) The comments of any adjacent owners or occupiers in response to notification of the application.

2.3 Approval of communication antennae applications will generally be on the following conditions:

- It is located so as not to be visually obtrusive.
- It has been designed to integrate with the building or development onsite.
- Free standing structures are located at the rear of a building and screened from public view by existing development, fence and/or appropriate landscaping.
- Structures attached to a building are located to minimise the visual impact of the structure against the building and within the streetscape.
- The colour of the communication antennae is integrated with the roof, building and/or surrounding environment in order to minimise the appearance of the structure
- The overall height of an antennae or mast does not exceed that of the building to which it is attached or with which it is associated.
- The location of the structure should not affect vehicle sight lines, nor detrimentally affect views from surrounding properties.
- Fencing or landscaping is proposed to screen the structure if required.
- The local government may limit a site to a maximum of one communication antennae.

2.4 An application may be refused where the proposed structure is considered by the local government to adversely impact upon any of the following;

- Architectural or historic features of the building and/or surrounding buildings,
- The aesthetics and amenity of the building and/or surrounding buildings;
- The amenity of the streetscape,
- The obtrusive nature of the structure because of its prominent location.

### **3. Building permit requirements**

3.1 All microwave antennae and satellite dishes that are under 1.2 metres in diameter do not require a building permit application, however, shall be constructed and affixed/secured in accordance with the manufacturers recommendations/specifications and compliant with the structural adequacy requirements for the intended cyclonic and wind region.

#### **EXPLANATORY NOTES:**

This policy does not apply to 'low impact' facilities in accordance with the *Low-Impact Facilities Determination 1997*. Facilities that are specified as low impact facilities if installed in particular areas are identified in the Facilities and areas Schedule in Part 3 of the determination, and cannot be a low-impact facility if it is within an area of environmental significance.

This policy should be read in conjunction with State Planning policy 3.1 Residential Design Codes of Western Australia.

#### **RISK:**

**Risk:** Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

**Control:** Review policies and procedures in accordance with review schedule.

## 12.04. CORPORATE SERVICES

### 12.04.1. Monthly Statement of Financial Activity for the Period Ended 31 May 2016

<b>DATE:</b>	28 June 2016
<b>AUTHOR:</b>	Niroshini Nandasiri, Asset Management Accountant
<b>RESPONSIBLE OFFICER:</b>	Natalie Octoman, Director Corporate Services
<b>FILE NO:</b>	FM.09.5
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### VOTING REQUIREMENT

Simple Majority

#### OFFICER'S RECOMMENDATION

**That Council receives the monthly financial report as at 31 May 2016.**

#### COUNCIL DECISION

**Minute No: 11410**

**Moved: Cr B Robinson  
Seconded: Cr K Wright**

**That Council receives the monthly financial report as at 31 May 2016.**

**Carried 9/0**

#### PURPOSE

For Council to receive the monthly financial report for the period ended 31 May 2016.

#### NATURE OF COUNCIL'S ROLE IN THE MATTER

Regulator - enforce state legislation and local laws

## **BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

Council is 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 the Council with the ability to oversee the Shire's financial performance against budgeted target.

## **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

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

## **RISK IMPLICATIONS**

Strategic Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

## **COMMUNITY ENGAGEMENT**

The Shire of Wyndham East Kimberley's CP/GOV-3100 Community Engagement Policy has been considered in relation to this item.

No community engagement is required.

## **COMMENTS**

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

This report has incorporated the 2015/16 revised budget that was adopted by the Council at the 29 March Ordinary Meeting of Council (Minute No: 11927).

## **ATTACHMENTS - Item 12.03.1**

Attachment 1 - Statement of Financial Activity as at 31 May 2016.



# Shire of Wyndham East Kimberley

## Monthly Financial Report 2015/2016

As at 31 May 2016

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 May 2016

	YTD Actual 2015/16 \$	YTD Budget 2015/16 \$	YTD Variance 2015/16 \$	%	
<b>Revenue</b>					
General Purpose Funding	2,643,534	2,608,812	34,722	1%	▲
Governance	94,977	100,830	(5,853)	-6%	▼
Law, Order, Public Safety	55,963	54,893	1,070	2%	▲
Health	119,690	103,808	15,882	15%	▲
Education and Welfare	10,901	10,690	210	2%	▲
Housing	108,485	109,033	(548)	-1%	▼
Community Amenities	2,449,566	2,450,647	(1,080)	0%	▼
Recreation and Culture	756,087	683,083	73,005	11%	▲
Transport	3,455,961	3,399,676	56,285	2%	▲
Economic Services	53,719	64,901	(11,181)	-17%	▼
Other Property and Services	57,197	93,793	(36,596)	-39%	▼
	<u>9,806,080</u>	<u>9,680,164</u>	<u>125,916</u>	<u>1%</u>	<u>▲</u>
<b>Expenses</b>					
General Purpose Funding	(444,949)	(477,335)	32,386	-7%	▼
Governance	(560,967)	(674,643)	113,676	-17%	▼
Law, Order, Public Safety	(500,229)	(525,148)	24,919	-5%	▼
Health	(284,957)	(314,035)	29,077	-9%	▼
Education and Welfare	(190,950)	(228,206)	37,256	-16%	▼
Housing	(646,892)	(700,948)	54,056	-8%	▼
Community Amenities	(3,358,487)	(3,535,311)	176,824	-5%	▼
Recreation & Culture	(5,782,799)	(6,319,922)	537,123	-8%	▼
Transport	(8,574,545)	(8,962,790)	388,245	-4%	▼
Economic Services	(364,298)	(398,749)	34,451	-9%	▼
Other Property and Services	(690,816)	(605,883)	(84,933)	14%	▲
	<u>(21,399,889)</u>	<u>(22,742,970)</u>	<u>1,343,080</u>	<u>-6%</u>	<u>▼</u>
<b>Adjustments for Cash Budget Requirements:</b>					
<b>Non-Cash Expenditure and Revenue</b>					
(Profit)/Loss on Asset Disposals	99,429	92,716	6,713	7%	▲
Movement in Accruals and Provisions	0	0	0	0%	▼
Depreciation on Assets	6,594,278	6,587,186	7,093	0%	▲
<b>Capital Expenditure and Revenue</b>					
Purchase Land Held for Resale	0	0	0	0%	▲
Purchase Land and Buildings	(245,067)	(406,001)	160,934	-40%	▼
Purchase Infrastructure Assets - Roads	(3,629,689)	(5,071,027)	1,441,338	-28%	▼
Purchase Infrastructure Assets - Footpaths	0	(109,315)	109,315	-100%	▼
Purchase Infrastructure Assets - Drainage	(123,054)	(391,495)	268,441	-69%	▼
Purchase Infrastructure Assets - Other	(1,434,916)	(2,403,607)	968,691	-40%	▼
Purchase Plant and Equipment	(452,509)	(1,367,911)	915,402	-67%	▼
Purchase Furniture and Equipment	(56,716)	(93,845)	37,129	-40%	▼
Grants / Contributions for Development of Assets	2,509,423	3,287,302	(777,879)	-24%	▼
Proceeds from Disposal of Assets	496,345	604,716	(108,371)	-18%	▼
Proceeds from Sale of Land Held for Resale	0	0	0	0%	▼
Repayment of Debentures	(792,268)	(792,266)	(2)	0%	▲
Proceeds from New Debentures	0	0	0	0%	▼
Transfers to Reserves (Restricted Assets)	(498,485)	(155,264)	(343,221)	221%	▲
Transfers from Reserves (Restricted Assets)	6,933,784	6,653,951	279,833	4%	▲
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	197,606	197,606	0	0%	▲
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	8,078,602	3,628,904	4,449,699	123%	▲
	<u>10,074,252</u>	<u>10,058,965</u>	<u>15,287</u>	<u>0%</u>	<u>▲</u>
<b>Amount Required to be Raised from Rates</b>					

# Shire of Wyndham East Kimberley

## Note to Statement of Financial Activity

### Net Current Assets

as at 31 May 2016

#### Composition of Estimated Net Current Asset Position

	YTD Actual 2015/16	Brought Forward <sup>①</sup> 1 July 2015
<b>CURRENT ASSETS</b>		
Cash - Municipal (Restricted & Unrestricted) <sup>②</sup>	7,151,677	2,861,225
Cash - Restricted Reserves	7,781,150	14,169,235
Receivables	1,183,959	3,770,714
Inventories & Other Financial Assets	9,541	17,214
	<u>16,126,326</u>	<u>20,818,388</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	(266,574)	(6,451,547)
Less:		
Restricted - Reserves	(7,781,150)	(14,169,235)
<b>NET CURRENT ASSET POSITION</b>	<u><b>8,078,602</b></u>	<u><b>197,606</b></u>
Less:		
Restricted - Unspent Grants	(984,695)	
Restricted - Unspent Loans	(893,185)	
<b>ADJUSTED NET CURRENT ASSET POSITION<sup>③</sup></b>	<u><u><b>6,200,722</b></u></u>	

**② Cash - Municipal brought forward balances represented by:**

Cash on Hand	1,700	1,700
Cash at Bank - Municipal		
Unrestricted	5,272,097	(1,408,129)
Restricted - Unspent Grants***	984,695	3,232,527
Restricted - Unspent Loans***	893,185	1,035,127
	<u>7,151,677</u>	<u>2,861,225</u>

① B/F balance includes the restricted grants and loans, however in 01 July 2015 these funds are transferred to Municipal account.

③ Net current asset position and Unrestricted cash will remain overstated until the position of grants/loans and reserves are finalised for the 2015/16 financial year.

**Shire of Wyndham East Kimberley**  
**Notes to Statement of Financial Activity**  
**For the Period Ended 31 May 2016**

**Explanation of Material Variances** (between YTD Budget and YTD Actual)

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

*Variances +/- \$20,000 and 10% at Account Level*

**Operating**

<b>Recurrent Income - Excluding Rates</b>	▲	
<b>Rates</b>		
No material variances to report		
<b>General Purpose Funding</b>	▲	
Interest Income - Municipal Fund	68,700	▲ Higher income due to additional investments and better interest rates received during the year that relate to Municipal funds.
Interest Income - Reserve Fund	(36,900)	▼ Timing variance. Interest income recognised once the investment matures.
<b>Governance</b>	▼	
No material variances to report		
<b>Law, Order and Public Safety</b>	▲	
No material variances to report		
<b>Health</b>	▲	
No material variances to report		
<b>Education and Welfare</b>	▲	
No material variances to report		
<b>Housing</b>	▼	
No material variances to report		
<b>Community Amenities</b>	▼	
Other Income - Trails Plan	(25,000)	▼ Project income and expense carried forward to financial year 2016/17.
<b>Recreation and Culture</b>	▲	
Grants - Kununurra Swimming Complex	32,000	▲ Grant funding from DSR.
Grants - Wyndham Swimming Complex	32,000	▲ Grant funding from DSR.
<b>Transport</b>	▲	
Passenger Handling Fees - East Kimberley Regional Airport	(42,300)	▼ Passenger numbers decreased by approx.2000 compared YTD and up to April 2014/15. Expected that the number of passengers will increase during May and June 2016.
Leases - East Kimberley Regional Airport Terminal	98,200	▲ Increased income from rental car leases which are based on turnover.
<b>Economic Services</b>	▼	
No material variances to report		
<b>Other Property and Services</b>	▼	
Private Works Income (GST Applicable)	(38,600)	▼ Reduced income due to less private works than anticipated. Private works income are offset by private works expense.

**Shire of Wyndham East Kimberley**  
**Notes to Statement of Financial Activity**  
**For the Period Ended 31 May 2016**

**Explanation of Material Variances** (between YTD Budget and YTD Actual)

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

*Variances +/- \$20,000 and 10% at Account Level*

<b>Recurrent Expenditure</b>	▼	
<b>General Purpose Funding</b>	▼	
No material variances to report		
<b>Governance</b>	▼	
Election Expenses	(25,900)	▼ Savings for financial year 2015/16.
<b>Law, Order and Public Safety</b>	▼	
No material variances to report		
<b>Health</b>	▼	
No material variances to report		
<b>Education and Welfare</b>	▼	
Building Maintenance - Kununurra Childcare Centre	(20,000)	▼ Savings for financial year 2015/16. Structural repairs were anticipated which were not required after investigations and recommendations from the repairer. Offset by Reserve transfer that's no longer required.
<b>Housing</b>	▼	
No material variances to report		
<b>Community Amenities</b>	▼	
Direct Salaries - Wyndham Landfill	(21,800)	▼ Potential saving in overheads and salaries for financial year 2015/16.
Litter Control	(73,700)	▼ Timing variance, awaiting supplier invoice and potential savings in salaries and materials for financial year 2015/16.
<b>Recreation and Culture</b>	▼	
Building Operating - Kununurra Youth Centre MUN	(31,700)	▼ Savings for financial year 2015/16, due to leasing of the Youth Centre which has reduced building operating expenses, as the lessee is ow responsible for these.
Trails Plan	(70,000)	▼ Project income and expense carried forward to financial year 2016/17.
Design and Feasibility of New Recreation Facility	(200,000)	▼ Project carried forward to financial year 2016/17. Expense depends on success of the Grant application made to the Royalties for Region program, which is in progress and the outcome will be announced in July/August 16.
Building Operating - Kununurra Leisure Centre	(24,000)	▼ Timing variance, awaiting supplier invoices for May, June 2016 and potential savings for 2015/16 due to change in contract requirements.
Parks and Gardens Maintenance - Kununurra	(89,800)	▼ Timing variance, related to internal plant cost allocations.
Parks and Gardens Maintenance - Wyndham	(27,800)	▼ Potential savings for 2015/16. Decrease in activity due to vacancies in Wyndham outdoor workforce.
Joint Use Contribution - Libraries	(21,700)	▼ Timing variance. Awaiting invoice from Kununurra District High School for SWEK contribution to Library electricity charges.
Direct Salaries - Wyndham Community Resource Centre (CRC)	(22,100)	▼ Partial offset against increased expenditure in Direct salaries - Wyndham administration due to administration staff partaking in CRC operations and partial savings for financial year 2015/16.
<b>Transport</b>	▼	
Administration Salary and Wages Allocated - Streets, Roads & Bridges - Non Capital	(73,100)	▼ Non-cash item. Variance as allocation is based on actual expenditure for the sub-programme and administration overheads.
Admin Overheads Allocated - Streets, Roads & Bridges - Non Capital	45,200	▲ Non-cash item. Variance as allocation is based on actual expenditure for the sub-programme and administration overheads.
Rural Road Maintenance	(132,100)	▼ Timing variance. Awaiting supplier invoices and remainder is related to internal plant cost allocations and less labour hours due to vacancies.
Urban Road Maintenance - Kununurra	(92,000)	▼ Timing variance. Awaiting supplier invoices and remainder is related to internal plant cost allocations and less labour hours due to vacancies.
D2 Drain Rehabilitation	(37,000)	▼ Project in progress and carried forward to 2016/17.
Admin Overheads Allocated - Streets, Roads & Bridges - Maintenance	(52,000)	▼ Non-cash item. Variance as allocation is based on actual expenditure for the sub-programme and administration overheads.
Consultancy Fees - East Kimberley Regional Airport	(26,300)	▼ Savings anticipated for financial year 2015/16.
Direct Salaries - Airport Screening and Reporting	32,700	▲ Increased staff salaries due to unanticipated flight delays and additional flights during the Ord Muster.
<b>Economic Services</b>	▼	
No material variances to report		

**Shire of Wyndham East Kimberley**  
**Notes to Statement of Financial Activity**  
**For the Period Ended 31 May 2016**

**Explanation of Material Variances** (between YTD Budget and YTD Actual)

*Variances +/- \$50,000 at Financial Statement Level*  
*Variances +/- \$20,000 and 10% at Account Level*

**Recurrent Expenditure (continued..)**

**Other Property and Services**

	▲	
Public Works Overheads Allocated - Payroll	67,400	▼ Non-cash item. Variance as allocation based on actual expenditure for the sub-programme.
Indirect Salaries - Outdoor Workforce	(36,300)	▼ Savings for financial year 2015/16 due to vacancies during the year.
Direct Salaries - Outdoor Workforce	(55,400)	▼ Savings for financial year 2015/16 due to vacancies during the year.
Administration Salary and Wages Allocated - Public Works Overheads	(21,800)	▼ Non-cash item. Variance as allocation is based on actual expenditure for the sub-programme and administration overheads.
Administration Salary and Wages Allocated - General Administration Overheads	87,000	▼ Non-cash item. Variance as allocation is based on actual expenditure for the sub-programme and administration overheads.
Recruitment & Relocation	(26,300)	▼ Savings for financial year 2015/16 due to vacancies during the year.
Public Works Overheads Allocated - Contracts	46,600	▼ Non-cash item. Variance as allocation is based on actual expenditure for the sub-programme.
Salary Overheads - Executive	(46,000)	▼ Timing variance. Due to Fringe Benefits Tax expense not recorded until June 2016.
Direct Salaries - Financial Services	(53,800)	▼ Potential savings due to staff vacancy during 2015/16.
Direct Salaries - Organisational Development	(29,700)	▼ Potential savings due to staff vacancy during 2015/16.
ABC Allocations	60,900	▼ Non-cash item. Variance due to allocation is based on actual expenditure for the sub-programme and administration overheads.
System Development - Operational	(35,800)	▼ Timing variance as awaiting for supplier invoices and few projects carried over to 2016/17.
Plant Operating Cost Allocated	221,600	▼ Non-cash item. Variance as allocation of actual expenditure and plant recovery internal charge rates.
POC Fuel and Oils	(32,600)	▼ Potential savings due to a decrease in fuel prices and volume consumed during 2015/16.

**Non Cash Expenditure and Revenue**

**Adjustments and Accruals**

No material variances to report

**Capital**

**Purchase Land Held for Resale**

No material variances to report

**Purchase Land and Buildings**

	▼	
Wyn depot fire damage reinstatement - Buildings	(100,000)	▼ Project in progress to replace contents which is captured under another account.
Partial Flooring replacement - Terminal - East Kimberley Regional Airport	(24,000)	▼ Timing variance. Work in progress.
Building Upgrade- Wyndham Administration	(21,200)	▼ Timing variance. Work in progress.

**Purchase Infrastructure Assets - Roads**

	▼	
Kalumburu Road - Re-sheet	(86,400)	▼ Timing variance. Grading commenced in May 2016.
Road Upgrade Carlton Hill Road	(137,400)	▼ Timing variance. Gravel re-sheeting commenced in May 2016.
Bridges (5116) - D4 Weaber Plain Rd	(300,000)	▼ Timing variance. Project is directly managed by Main Roads WA. Design phase complete and the project will be completed by August 2016.
Research Station Road - Construct and Seal	(50,000)	▼ Timing variance. Waiting on Main Roads MOU to be issued and project expected to be completed by June 2016.
Egret Close - Re-construct and Seal	(79,800)	▼ Timing variance. Design and Traffic Management Plan is approved by Main Roads WA. Material for works has been procured. Expected to be completed by July 2016.
Mills Road reconstruct failures	(175,000)	▼ Timing variance. Waiting on Main Roads MOU to be issued and project expected to be completed by June 2016.
Spray seal resurfacing program (R2R) - Wyndham Town Site	(200,000)	▼ Project expected to commence in 2016/17. Carryover funds to next financial year.
Coolibah & Ironwood Path Improvements	(75,000)	▼ Project expected to commence in 2016/17. Carryover funds to next financial year.
Lake Argyle Road Upgrade - Between Vic Highway and Lake Argyle Resort MUN	(351,000)	▼ Timing variance. Design phase is now complete and the tender for road works to be closed and awarded in June 2016.

**Shire of Wyndham East Kimberley**  
**Notes to Statement of Financial Activity**  
**For the Period Ended 31 May 2016**

**Explanation of Material Variances** (between YTD Budget and YTD Actual)

*Variances +/- \$50,000 at Financial Statement Level*  
*Variances +/- \$20,000 and 10% at Account Level*

<b>Purchase Infrastructure Assets - Footpaths</b>	▼	
Footpath renewal	(109,300)	▼ Timing variance. Work in progress.
<b>Purchase Infrastructure Assets - Drainage</b>	▼	
Divert collapsed drain under properties Miniata St	(110,800)	▼ Project expected to commence in 2016/17. Carryover funds to next financial year.
Drainage Upgrade Nutwood & Rosewood	(150,000)	▼ Project expected to commence in 2016/17. Carryover funds to next financial year.
<b>Purchase Infrastructure Assets - Other</b>	▼	
Purchase/Swap Lot 828 Koolama St Wyndham	(32,800)	▼ Project expected to commence in 2016/17. Carryover funds to next financial year.
Playspace and Playground Equipment	(100,000)	▼ Project expected to commence in 2016/17. Carryover funds to next financial year.
Wyndham Waste Water Treatment Facility	(41,600)	▼ RFQ issued and expected to complete the project by early July 2016.
Parking/Safety improvements Mangaloo St	(175,800)	▼ Project re-engineering to be completed by May 2016 and project to be completed by early 2016/17.
Carpark Upgrade - East Kimberley Regional Airport	(100,000)	▼ Project expected to commence in 2016/17. Carryover funds to next financial year.
Lily Creek Lagoon Boat Ramp and Jetty	(496,600)	▼ Delay in project due to road works and is now expected to be completed by late October 2016.
<b>Purchase Plant and Equipment</b>	▼	
Airport Plant - Purchase Price	(64,600)	▼ Savings for financial year 2015/16.
Heavy Plant - Purchase Price	(602,000)	▼ Timing variance. Plant replacement in progress.
Medium Plant - Purchase Price	(217,200)	▼ Timing variance. Plant replacement in progress.
Light Plant - Purchase Price	(21,600)	▼ Timing variance. Plant replacement in progress.
<b>Purchase Furniture and Equipment</b>	▲	
System Development - Capital	(45,300)	▼ Project expected to continue in 2016/17.
<b>Grants / Contributions for Development of Assets</b>	▼	
Regional Road Group Grants	104,000	▼ Grant income based on progress claim for the projects. Project expected to continue in 2016/17.
State Local Road Black Spot - Income	39,600	▼ Grant income based on progress claim for the projects. Project expected to continue in 2016/17.
Grant Income - Lily Creek Lagoon Boat Ramp and Jetty	618,500	▼ Grant income based on progress claim for the project. Project expected to continue in 2016/17.
Heavy Plant - Trade Value	60,000	▼ Timing variance. Plant replacement in progress.
Medium Plant - Trade Value	27,000	▼ Timing variance. Plant replacement in progress.
<b>Proceeds from Disposal of Assets</b>	▼	
No material variances to report		
<b>Debentures</b>	▲	
No material variances to report		
<b>Reserves</b>	▲	
No material variances to report		

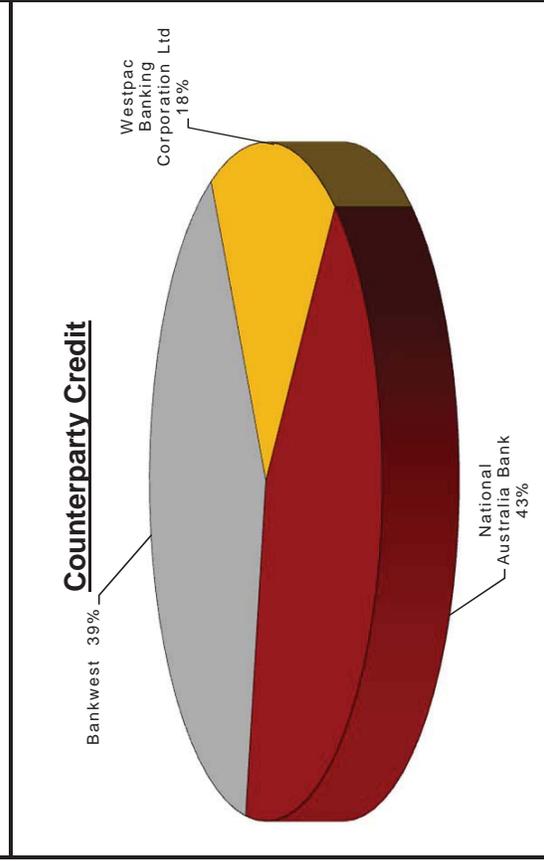
# Shire of Wyndham East Kimberley

## Statement of Financial Activity Budget Remaining to Collect/Spend as at 31 May 2016

	YTD Actual 2015/16 \$	Revised Annual Budget 2015/16 \$	Annual Budget 2015/16 \$	Budget Remaining (Revised Budget less 2015/16 \$	%	
<b>Revenue</b>						
General Purpose Funding	2,643,534	2,639,746	2,547,115	(3,788)	0%	▲
Governance	94,977	157,115	150,872	62,138	41%	▼
Law, Order, Public Safety	55,963	112,031	58,613	56,068	96%	▼
Health	119,690	106,589	92,506	(13,101)	-14%	▲
Education and Welfare	10,901	11,500	11,500	599	5%	▼
Housing	108,485	123,819	121,590	15,334	13%	▼
Community Amenities	2,449,566	2,537,694	2,534,733	88,127	3%	▼
Recreation and Culture	756,087	942,154	997,143	186,066	19%	▼
Transport	3,455,961	3,963,479	4,160,621	507,519	12%	▼
Economic Services	53,719	74,902	96,365	21,183	22%	▼
Other Property and Services	57,197	228,968	271,933	171,771	63%	▼
	<u>9,806,080</u>	<u>10,897,996</u>	<u>11,042,991</u>	<u>1,091,916</u>	<u>10%</u>	<u>▼</u>
<b>Expenses</b>						
General Purpose Funding	(444,949)	(580,723)	(573,835)	(135,775)	24%	▼
Governance	(560,967)	(957,266)	(930,227)	(396,299)	43%	▼
Law, Order, Public Safety	(500,229)	(641,055)	(592,391)	(140,826)	24%	▼
Health	(284,957)	(347,412)	(299,639)	(62,455)	21%	▼
Education and Welfare	(190,950)	(278,457)	(243,541)	(87,507)	36%	▼
Housing	(646,892)	(753,316)	(604,444)	(106,424)	18%	▲
Community Amenities	(3,358,487)	(4,288,907)	(4,144,548)	(930,420)	22%	▼
Recreation & Culture	(5,782,799)	(7,287,353)	(6,897,090)	(1,504,554)	22%	▼
Transport	(8,574,545)	(10,106,919)	(8,611,392)	(1,532,374)	18%	▼
Economic Services	(364,298)	(437,397)	(330,981)	(73,098)	22%	▲
Other Property and Services	(690,816)	(974,014)	(1,623,336)	(283,198)	17%	▼
	<u>(21,399,889)</u>	<u>(26,652,818)</u>	<u>(24,851,424)</u>	<u>(5,252,928)</u>	<u>21%</u>	<u>▼</u>
<b>Adjustments for Cash Budget Requirements:</b>						
<b>Non-Cash Expenditure and Revenue</b>						
(Profit)/Loss on Asset Disposals	99,429	75,200	(40,211)	(24,229)	60%	▼
Movement in Accruals and Provisions	0	0	0	0	0%	▼
Depreciation on Assets	6,594,278	7,185,788	5,765,188	591,509	10%	▲
<b>Capital Expenditure and Revenue</b>						
Purchase Land Held for Resale	0	0	0	0	0%	▲
Purchase Land and Buildings	(245,067)	(406,001)	(187,830)	(160,934)	86%	▲
Purchase Infrastructure Assets - Roads	(3,629,689)	(5,436,585)	(5,978,884)	(1,806,896)	30%	▼
Purchase Infrastructure Assets - Footpaths	0	(109,315)	(109,315)	(109,315)	100%	▼
Purchase Infrastructure Assets - Drainage	(123,054)	(541,495)	(552,970)	(418,441)	76%	▼
Purchase Infrastructure Assets - Other	(1,434,916)	(3,444,306)	(6,501,870)	(2,009,390)	31%	▼
Purchase Plant and Equipment	(452,509)	(1,501,043)	(1,501,043)	(1,048,534)	70%	▼
Purchase Furniture and Equipment	(56,716)	(197,345)	(191,100)	(140,629)	74%	▼
Grants / Contributions for Development of Assets	2,509,423	4,120,082	5,721,304	1,610,659	28%	▼
Proceeds from Disposal of Assets	496,345	702,038	363,237	205,693	57%	▲
Proceeds from Sale of Land Held for Resale	0	0	0	0	0%	▼
Repayment of Debentures	(792,268)	(954,447)	(954,447)	(162,179)	17%	▼
Proceeds from New Debentures	0	0	0	0	0%	▼
Transfers to Reserves (Restricted Assets)	(498,485)	(6,191,513)	(6,707,472)	(5,693,028)	85%	▼
Transfers from Reserves (Restricted Assets)	6,933,784	12,195,511	16,576,747	5,261,727	32%	▼
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	197,606	197,606	(1,665,875)	0	0%	▲
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	8,078,602	0	178,591	(8,078,602)	-4524%	▲
<b>Amount Required to be Raised from Rates</b>	<u>10,074,252</u>	<u>10,060,647</u>	<u>9,951,565</u>	<u>(13,605)</u>	<u>0%</u>	<u>▲</u>

# REPORT ON INVESTMENT PORTFOLIO AS AT 31 May 2016

INVESTMENT POLICY - CP FIN - 3203		
S&P Rating	Portfolio Credit Framework	Counterparty Credit Framework
Long Term	Short Term	Direct Investment Maximum %
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%
Note: "S & P" relates to Standard & Poors credit rating agency		
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%	
Individual Investment Maturity Limits		
Authorised Deposit Institution	12 Months	
State/Commonwealth Government Bonds	3 years	



Institution Name	S&P Rating	Term to Maturity	Interest Rate	Maturity Date	Principal	Interest on Maturity	% of portfolio
<b>MUNICIPAL FUNDS</b>							
NAB	A-1+/AA	3 Months	3.00%	29-Aug-16	1,015,868.58	7,514.64	9%
Bankwest		1 Month	2.95%	28-Jul-16	1,013,099.90	7,451.14	9%
NAB		3 Months	3.05%	27-Jun-16	1,011,105.39	7,604.07	9%
Westpac		1 Month	2.32%	27-Jun-16	1,016,753.43	2,003.42	9%
Bankwest		2 Months	2.70%	26-Jul-16	1,016,753.32	4,512.71	9%
<b>TOTAL MUNICIPAL INVESTMENTS</b>					<b>5,073,580.62</b>	<b>29,085.99</b>	<b>43%</b>
<b>RESERVE FUNDS</b>							
NAB	A-1+/AA	3 Months	3.00%	13-Jun-16	759,568.35	5,618.72	6%
Bankwest		3 Months	3.00%	7-Jul-16	1,041,337.20	7,703.04	9%
NAB		3 Months	3.00%	25-Jun-16	1,806,783.79	13,365.25	15%
Westpac		3 Months	3.02%	26-Jul-16	1,097,910.93	8,175.68	9%
Bankwest		3 Months	2.95%	22-Jun-16	545,290.01	5,288.57	5%
Bankwest	4 Months	3.00%	14-Jun-16	1,040,722.29	7,698.49	9%	
<b>TOTAL RESERVE INVESTMENTS</b>					<b>6,291,612.57</b>	<b>47,849.75</b>	<b>53%</b>
<b>TRUST FUNDS - T292</b>							
NAB	A-1+/AA	2 Months	3.00%	26-Jul-16	444,242.06	4,381.57	4%
<b>TOTAL TRUST INVESTMENTS</b>					<b>444,242.06</b>	<b>4,381.57</b>	<b>4%</b>
<b>TOTAL INVESTMENTS HELD &amp; INTEREST PAID</b>					<b>11,809,435.25</b>	<b>81,317.31</b>	<b>100%</b>

## 12.04.2. Write Off Sundry Debtor Balances of \$500 or Less as at May 2016

<b>DATE:</b>	28/06/2016
<b>AUTHOR:</b>	Amanda Collins, Debtors Officer – Sundry Debtors
<b>RESPONSIBLE OFFICER:</b>	Natalie Octoman, Director of Corporate Services
<b>FILE NO:</b>	FM.07.6
<b>DISCLOSURE OF INTERESTS:</b>	Nil

### VOTING REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION

That Council approve the write-off of \$985.53 exclusive of GST in accordance with the *Local Government Act 1995 Section 6.12 (1) (c)* and the Council's Delegation Register 2015/16 section 11.

### COUNCIL DECISION

Minute No: 11411

Moved: Cr B Robinson

Seconded: Cr N Perry

That Council approve the write-off of \$985.53 exclusive of GST in accordance with the *Local Government Act 1995 Section 6.12 (1) (c)* and the Council's Delegation Register 2015/16 section 11.

Carried 7/2

For: Cr J Parker, Cr S Rushby, Cr S Cooke, Cr N Perry, Cr B Robinson,  
Cr E Bolto, A Petherick

Against: Cr K Wright, Cr S Spackman

### PURPOSE

For the Council to approve the write off of sundry debt to the value of \$985.53 exclusive of GST in accordance with the *Local Government Act 1995*, Council's Policy CP/FIN-3214 Sundry Debt Collection and the Council Delegation Register 2015/16 section 11.

## **NATURE OF COUNCIL'S ROLE IN THE MATTER**

Regulator - enforce state legislation and local laws.

## **BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

On 22 September 2015 Council reviewed and adopted the current Council Delegations Register 2015/16. The current Delegation Register does not allow for the Chief Executive Officer to write off money owed to the Shire unless in "exceptional circumstances", hence the preparation of this report to Council.

## **STATUTORY IMPLICATIONS**

### ***Local Government Act 1995***

#### ***6.12. Power to defer, grant discounts, waive or write off debts***

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money,
- which is owed to the local government.

\* Absolute majority required.

## **POLICY IMPLICATIONS**

1. Council Policy CP/FIN-3214 Sundry Debt Collection is relevant.
2. Council's Delegation Register Part 11 is also relevant which states:

#### ***11. Waive, Grant Concessions or Write Off Debts***

*Legislative Power: Local Government Act 1995, Section 6.12(1)(b) and (c)*

*Delegate: Chief Executive Officer*

*Function to be Performed:*

*The Council delegates its authority and power to the Chief Executive Officer in exceptional circumstances to:*

- 1. Waive or grant concessions in relation to sundry debts owed to the Shire (other than rates and services charges)*
- 2. Write off money owed to the Shire*
- 3. Determine the conditions to be applied to waive, grant a concession or write off money owed to the Shire*

*Conditions:-*

a) *Limited to individual debts not exceeding \$500*

### **FINANCIAL IMPLICATIONS**

Council will incur an expense of \$985.53 as a write off.

### **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

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

### **RISK IMPLICATIONS**

Strategic Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Existing Controls: Annual Financial Audit and the review of policies and procedures in accordance with review schedule.

### **COMMUNITY ENGAGEMENT**

The Shire of Wyndham East Kimberley's CP/GOV-3100 Community Engagement Policy has been considered in relation to this item.

No community engagement is required however all attempts to contact the debtors have been undertaken as outlined in the Confidential Attachment.

### **COMMENTS**

A review of debtors was conducted in May 2016 which indicated that there were 3 debtors with an outstanding balance of \$500.00 or less for which all avenues of contact had been exhausted on various occasions. In accordance with Council Policy CP/FIN-3214 Sundry Debt Collection, accounts over \$400.00 were sent to the Shire's debt collection agency and deemed uneconomical to pursue.

The highest value to be written off against any individual sundry debtor is \$476.54.

### **ATTACHMENTS - Item 12.04.2**

Confidential Attachment - List of Debts to Write-Off

### 12.04.3. List of Accounts Paid from Municipal Fund and Trust Fund

<b>DATE:</b>	28 June 2016
<b>AUTHOR:</b>	Linzi Makin, Creditors Officer
<b>RESPONSIBLE OFFICER:</b>	Natalie Octoman, Director Corporate Services
<b>FILE NO:</b>	FM.09.5
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### VOTING REQUIREMENT

Simple Majority

#### OFFICER'S RECOMMENDATION

<b>That Council receives the listing of accounts paid from the Municipal and Trust funds, being:</b>	
<b>Municipal EFT 126315 – 126556 (05 May – 26 May 16)</b>	<b>\$ 1,301,508.39</b>
<b>Municipal cheques 51313 - 51343 (05 May – 26 May 16)</b>	<b>\$ 146,431.87</b>
<b>Trust cheques 883 - 888 (18 May – 26 May 16)</b>	<b>\$ 5,179.54</b>
<b>Trust EFT 501159 – 501181 (01 May – 31 May 16)</b>	<b>\$ 15,376.80</b>
<b>Payroll (05 May – 31 May 16)</b>	<b>\$ 448,073.20</b>
<b>Direct bank debits (02 May – 30 May 16)</b>	<b>\$ 90,273.03</b>
<b>TOTAL</b>	<b>\$ 2,006,842.83</b>

**COUNCIL DECISION**

Minute No: 11412

Moved: Cr B Robinson  
Seconded: Cr S Rushby

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

Municipal EFT 126315 – 126556 (05 May – 26 May 16)	\$ 1,301,508.39
Municipal cheques 51313 - 51343 (05 May – 26 May 16)	\$ 146,431.87
Trust cheques 883 - 888 (18 May – 26 May 16)	\$ 5,179.54
Trust EFT 501159 – 501181 (01 May – 31 May 16)	\$ 15,376.80
Payroll (05 May – 31 May 16)	\$ 448,073.20
Direct bank debits (02 May – 30 May 16)	\$ 90,273.03
<b>TOTAL</b>	<b>\$ 2,006,842.83</b>

Carried 9/0

**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*.

**NATURE OF COUNCIL'S ROLE IN THE MATTER**

Regulator - enforce state legislation and local laws

**BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

In accordance with Council's Delegations Register 2015/16 which was adopted by the Council on the 22 September 2015, the Council has delegated to the CEO the exercise of its power under regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996* to make payments from Municipal Fund and Trust Fund.

## **STATUTORY IMPLICATIONS**

*Local Government Act 1995 – section 5.42*

*Local Government (Financial Management) Regulations 1996 – Regulations 5, 11, 12, 12(1)(a) and 13.*

## **POLICY IMPLICATIONS**

Sub-delegation 12 “Payments from the Municipal Fund and Trust Fund” applies subject to compliance with Council Policy CP/FIN-3204 Purchasing.

## **FINANCIAL IMPLICATIONS**

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

## **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

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

## **RISK IMPLICATIONS**

Strategic Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

## **COMMUNITY ENGAGEMENT**

No community engagement is required.

## **COMMENTS**

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 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 - Item 12.04.3**

Attachment 1 - List of Accounts Paid from Municipal Fund and Trust Fund.

**ATTACHMENT 1**

**LIST OF ACCOUNTS SUBMITTED TO COUNCIL 17 JUNE 2016**

<b>CHO/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT126315	05/05/2016	CITY OF ALBANY	REGISTRATION FOR EHO - MOSQUITO MANAGEMENT COURSE 24-26/02/2016	550.00
EFT126316	05/05/2016	ABCO PRODUCTS	PAPER TOWELS - KUNUNURRA LEISURE CENTRE	310.46
EFT126317	05/05/2016	ASB MARKETING PRODUCTS	FIGHT THE BITE - PROMO MATERIAL - ENVIRONMENTAL HEALTH	3,548.82
EFT126318	05/05/2016	ALLGEAR MOTORCYCLES AND ENGINES	PARTS FOR P356	136.45
EFT126319	05/05/2016	AMANTZ ENTERPRISES PTY LTD	CONSTRUCTION OF 5M X 4M CONCRETE HELI LANDING PAD - KNX AIRPORT	3,014.00
EFT126320	05/05/2016	ARGYLE ENGINEERING	WELD OF LUGS TO UTE - P132	627.00
EFT126321	05/05/2016	AUTO TOW & REPAIR	BRAKES, STEERING, AND SUSPENSION REPAIRS - P388	1,856.95
EFT126322	05/05/2016	B VISUAL MEDIA	PROMOTIONAL VIDEO FOR SWEK DELEGATES ATTENDING CHINA - APRIL 2016	1,243.00
EFT126323	05/05/2016	BROOME TOYOTA	KEY REPLACEMENT - P122	516.14
EFT126324	05/05/2016	BEING THERE SOLUTIONS PTY LTD	CONFERENCE ROOM SPEAKER/ MIC - COUNCIL CHAMBERS KUNUNURRA	1,599.00
EFT126325	05/05/2016	BLACKWOODS	30+ 125ML SUNSCREEN - OUTDOOR WORKFORCE	126.60
EFT126326	05/05/2016	C & S JOLLY ELECTRICS PTY LTD	REPLACE LIGHTS - HISTORICAL SOCIETY & KUNUNURRA DEPOT	644.76
EFT126327	05/05/2016	CAM MANAGEMENT SOLUTIONS	CLOUD HOSTING FEE - APRIL - JUNE 2016 @ 600 PER MONTH	1,980.00
EFT126328	05/05/2016	CDM HYDRAULICS PTY LTD	SERVICE - P382 REPAIR TRANSMISSION - P384 HYDRALIC HOSE REPAIR - P488	1,538.87
EFT126329	05/05/2016	CAPS HIRE	GENERATOR HIRE - KONKERBERY DRIVE MAINTENANCE	33.00
EFT126330	05/05/2016	CARPET, VINYL & TILE CENTRE	REPAIR VINYL - EWIN CENTRE, MATERIALS - ADMIN BUILDING & STAFF HOUSING	845.18
EFT126331	05/05/2016	CHEFMASTER AUSTRALIA	GREEN & ORANGE BIN LINERS - AIRPORT	843.45
EFT126332	05/05/2016	COCA-COLA AMATIL	DRINKS ORDER - KUNUNURRA LEISURE CENTRE	367.15
EFT126333	05/05/2016	CROCODILE SIGNS PTY LTD	WARNING SIGNS AIRSIDE AREA - KUNUNURRA AIRPORT	712.80
EFT126334	05/05/2016	DSC CONTRACTING	INSTALLATION OF 4G ANTENNA & TESTING OF FIRE ALARM - AIRPORT	716.54
EFT126335	05/05/2016	DAVEY TYRE & BATTERY SERVICE	REPLACEMENT BATTERY - P394	146.00
EFT126336	05/05/2016	DRYSDALE RIVER STATION	FUEL - P388	209.26
EFT126337	05/05/2016	EAST KIMBERLEY PLUMBING	FIX ROOF - KLC, INVESTIGATE TAPS - SHIRE OFFICE, CHECK DRAINS - AIRPORT	524.92
EFT126338	05/05/2016	GLOBAL SPILL CONTROL	SPILL CREW 4 DRUM BUND - GROUNDS MAINTENANCE	467.50
EFT126339	05/05/2016	GUERINONI & SON	MOBILE TRAFFIC LIGHTS - LAKE ARGLEYE ROAD	825.00
EFT126340	05/05/2016	GUYMER CONCRETING AND LABOUR	CONSTRUCT - SES TOWER, CONCRETE REMOVE - KNX POOL, REPAIR - NETBALL CRT	10,262.70
EFT126341	05/05/2016	HITACHI CONSTRUCTION MACHINERY	FILTER ELEMENT AND FUEL FILTER - P477	292.11
EFT126342	05/05/2016	IBAC PLUMBING PTY LTD	PLUMBING WORKS - WYNDHAM REC CENTRE & WYNDHAM POOL	1,261.25

EFT126343	05/05/2016	J & C ATKINS CONTRACTING PTY LTD	RFQ07 15/16 PACKAGE 2 SECURITY FENCING - AIRPORT	18,419.06
EFT126344	05/05/2016	J. CAV ELECTRICAL	RELOCATE THERMOSTAT CONTROLS - WYNDHAM ADMIN OFFICE	631.96
EFT126345	05/05/2016	JORRITSMAN H & CO	SHOWER CHROME AND PIPE INLET - STAFF HOUSING	28.00
EFT126346	05/05/2016	KIMBERLEY COMMUNICATIONS	REPLACE VHF ANTENNA WITH CORRECT ANTENNA + BRACKET - P128	221.00
EFT126347	05/05/2016	KIMBERLEY MARKETING - CASH & CARRY	WHITE PLASTIC CUPS - AIRPORT	34.10
EFT126348	05/05/2016	KIMBERLEY TREE SERVICES PTY LTD	REMOVE FALLEN TREE - ROSEWOOD AVE	475.00
EFT126349	05/05/2016	KIMBERLEY VET CENTRE	ANIMAL CONTROL EXPENSES	376.00
EFT126350	05/05/2016	KUNUNURRA LOCK & KEY	REPAIR SWIPE CARD LOCK & KEY CUTTINGS - KNX AIRPORT, DEPOT & HARDCOURTS	613.00
EFT126351	05/05/2016	KUNUNURRA MAINTENANCE SERVICE	CUPBOARD DOOR 2040 X 430 - STAFF HOUSING WYNDHAM	264.00
EFT126352	05/05/2016	KUNUNURRA MEDICAL	SWEK PRE-EMPLOYMENT MEDICAL BASIC & DRUG SCREENING- KNX AIRPORT	210.40
EFT126353	05/05/2016	KUNUNURRA RURAL TRADERS	SIX MONTHLY FIRE SAFETY CHECKS - WYNDHAM OFFICE & POOL	105.00
EFT126354	05/05/2016	L3 COMMUNICATIONS PTY LTD	BRONZE SERVICE & MAINTENANCE 1/04/2016 TO 1/04/2017 - KNX AIRPORT	4,146.78
EFT126355	05/05/2016	LAWRENCE & HANSON GROUP	REPLACEMENT BLADES - P356	19.48
EFT126356	05/05/2016	MERCURE INN BROOME	ACCOMM. & MEAL EXPENSES - FOR ZONE YOUTH STRATEGY LAUNCH BROOME	2,039.00
EFT126357	05/05/2016	MCLEAN ENTERPRISES PTY LTD	FREIGHT - DARWIN TO KNX DEPOT - P138	66.00
EFT126358	05/05/2016	MIRIMA ABORIGINAL CORPORATION	CULTURAL AWARENESS COURSE - STAFF MEMBERS - FRIDAY 8/4/16	396.00
EFT126359	05/05/2016	MOORE STEPHENS PERTH	2015/2016 WEST AUSTRALIAN LOCAL GOVERNMENT RATES COMPARISON REPORT	209.00
EFT126360	05/05/2016	OFFICE NATIONAL KUNUNURRA	CHAIRS & LAMINATOR - KUNUNURRA AIRPORT	910.00
EFT126361	05/05/2016	OLLIE'S IRRIGATION SUPPLIES	DOOR CONTROLLER - STAFF HOUSING KUNUNURRA	182.60
EFT126362	05/05/2016	ORD AGRICULTURAL EQUIPMENT	REPLACEMENT PARTS - P492, P382 & P384	1,499.23
EFT126363	05/05/2016	ORD FUEL SUPPLIES	1900 LITRES OF DIESEL IN HIRE TANKER - KALUMBURU ROAD	2,276.29
EFT126364	05/05/2016	ORD MACHINING	REPLACEMENT PARTS - P386 & P135	247.83
EFT126365	05/05/2016	PIVOTEL	SATELLITE PHONE CHARGES	65.00
EFT126366	05/05/2016	STAFF MEMBER	REIMBURSEMENT OF FUEL COSTS FOR P143	178.30
EFT126367	05/05/2016	PUMA ENERGY FUELS PTY LTD	7000 LITRES OF DIESEL TO DEPOT - BANDICOOT DRIVE	7,695.07
EFT126368	05/05/2016	RED RUST CONTRACTING PTY LTD	RFQ07 15/16 PACKAGE 3 SECURITY FENCING - KNX AIRPORT	17,105.61
EFT126369	05/05/2016	ST JOHN AMBULANCE	REPLENISHMENT OF FIRST AID KITS - KUNUNURRA AIRPORT	696.55
EFT126370	05/05/2016	STITCHED UP EMBROIDERY SERVICES	STAFF UNIFORM - ALTERATIONS	40.00
EFT126371	05/05/2016	TELFORD INDUSTRIES	CHLORINE - KUNUNURRA POOL	937.20
EFT126372	05/05/2016	TNT AUSTRALIA PTY LIMITED	APRIL 2016 - FREIGHT - ENVIRONMENTAL HEALTH	811.03
EFT126373	05/05/2016	EAST KIMBERLEY TOWING	TRANSPORT OF TRACTOR FROM WYNDHAM AIRPORT TO KUNUNURRA AIPORT	528.00
EFT126374	05/05/2016	TOLL EXPRESS	FREIGHT - KNX LIBRARY, KLC, ADMIN & DEPOT	1,165.87

EFT126375	05/05/2016	TROPICAL PEST CONTROL	PEST CONTROL - STAFF HOUSING	1,680.00
EFT126376	05/05/2016	TYREPLUS KUNUNURRA	REPLACE TYRES - P120 (WYNDHAM)	1,000.00
EFT126377	05/05/2016	VANDERFIELD NORTHWEST PTY LTD	PARTS - P125, P135, P482, P138, P390, P477	3,612.40
EFT126378	05/05/2016	WYNDHAM EXCAVATIONS	PUSH UP WYNDHAM LANDFILL - TWICE PER WEEK 4/01/2016 TO 29/03/2016	6,187.00
EFT126379	05/05/2016	WESTERN AUST. TREASURY CORP.	LOAN REPAYMENTS	199,120.05
EFT126380	05/05/2016	WILD MANGO	CATERING - BUDGET BRIEFING - 21 APRIL	135.00
EFT126381	05/05/2016	ZURICH AUSTRALIAN INSURANCE	EXCESS FOR INSURANCE CLAIM - P388 - WY25294 - 8 MARCH 2016	300.00
EFT126382	12/05/2016	ABCO PRODUCTS	PAPER TOWEL - KUNUNURRA LEISURE CENTRE	497.35
EFT126383	12/05/2016	ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	414.27
EFT126384	12/05/2016	ALL HOURS SECURITY	ALARM CALL OUT CHARGES - KLC & ADMIN OFFICE	275.00
EFT126385	12/05/2016	ALLGEAR MOTORCYCLES AND ENGINES	REPLACEMENT PART - P387	522.80
EFT126386	12/05/2016	ASSOC. FOR SUSTAINABILITY IN BUSINES	DEVELOPING NORTHERN AUSTRALIA CONFERENCE JUNE 20-22 - STAFF MEMBERS	2,670.00
EFT126387	12/05/2016	AUST LOCAL GOVT. JOB DIRECTORY	RECRUITMENT/ADVERTISING: 1/4 PAGE ADVERT ISSUE 16 - MANAGER OPERATIONS	594.00
EFT126388	12/05/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	154.80
EFT126389	12/05/2016	AUSTRALIAN TAXATION OFFICE - PAYG	PAYROLL DEDUCTIONS	78,264.00
EFT126390	12/05/2016	BLACKWOODS	BAGS OF RAGS - DEPOT	122.30
EFT126391	12/05/2016	C & S JOLLY ELECTRICS PTY LTD	ADJUST TIMER - BASKETBALL COURTS, REPLACE FLOODLIGHT - KLC	297.00
EFT126392	12/05/2016	CABCHARGE	CABCHARGE - STAFF MEMBER - ATTENDED NWEHO GROUP MEETING BROOME	86.12
EFT126393	12/05/2016	CAPS HIRE	GEN SET & FLOOR GRINDER - COOLIBAH DRIVE	264.00
EFT126394	12/05/2016	CENTURION TRANSPORT	FREIGHT - CHEFMASTER AND GLOBAL SPILL - KUNUNURRA	136.14
EFT126395	12/05/2016	CHEFMASTER AUSTRALIA	BLUE, GREEN & 80LTR BIN LINERS - KUNUNURRA & WYNDHAM	1,360.95
EFT126396	12/05/2016	CIVIC LEGAL	FINAL DRAFT OF LEASE FOR KUNUNURRA YOUTH CENTRE - SAVE THE CHILDREN	1,972.52
EFT126397	12/05/2016	DSC CONTRACTING	INSTALLATION OF SECURITY PANEL - ADMIN OFFICE	1,848.33
EFT126398	12/05/2016	DATA #3 LICENSING SOLUTIONS	CITRIX ANNUAL LICENSING - INFORMATION SERVICES	2,055.24
EFT126399	12/05/2016	DAVEY TYRE & BATTERY SERVICE	REPAIR TYRE - P131 & REPLACE TYRE - P137	706.00
EFT126400	12/05/2016	DEAN WILSON TRANSPORT	FREIGHT 18 X 30KG BAGS OF SOIL TO BROOME FOR SAMPLING	78.28
EFT126401	12/05/2016	DELRON CLEANING PTY LTD	ADMIN OFFICE, KLC, CHANGEROOMS, SWIM BEACH, WHITE GUM, NETBALL, EXALOO	14,503.22
EFT126402	12/05/2016	DRYSDALE RIVER STATION	ACCOMM. & MEALS 10 NIGHTS - STAFF MEMBERS - GIBB RIVER-KALUMBURU ROAD	4,335.00
EFT126403	12/05/2016	EAST KIMBERLEY HARDWARE	FENCE DROPPER 94CM - RETICULATION KUNUNURRA	157.50
EFT126404	12/05/2016	FARMERS FRUIT AND VEG MART	CATERING - AUSTRALIAN CITIZENSHIP CEREMONY 21/03/16	50.00
EFT126405	12/05/2016	FIRE RESCUE SAFETY AUSTRALIA	DEFIBRILLATOR AND ACCESSORIES - KUNUNURRA DEPOT	2,865.00
EFT126406	12/05/2016	GEMECOM	KUNUNURRA LIBRARY ANNUAL SUBSCRIPTION TO DESTINY 05/16 - 05/17	1,295.00

EFT126407	12/05/2016	HIF (HEALTH INSURANCE FUND LTD)	PAYROLL DEDUCTIONS	66.25
EFT126408	12/05/2016	IBAC PLUMBING PTY LTD	PLUMBING WORKS - WYNDHAM ADMIN OFFICE	869.55
EFT126409	12/05/2016	J. CAV ELECTRICAL	BOARD UP WINDOW - WYNDHAM RECREATION CENTRE	220.00
EFT126410	12/05/2016	JORRITSMAN H & CO	SLOW CLOSE TOILET SEAT - KUNUNURRA LEISURE CENTRE	114.00
EFT126411	12/05/2016	KIMBERLEY COMMUNICATIONS	RESET RADIO SIGNAL - KNX DEPOT	140.00
EFT126412	12/05/2016	KIMBERLEY KOOL AIRCONDITIONING	CLEAN FILTERS AND REPLACE AIR SPONGES - ADMIN OFFICE KUNUNURRA	1,056.00
EFT126413	12/05/2016	KIMBERLEY MARKETING	CONSUMABLES FOR RESALE AND HAND TOWELS - KUNUNURRA AIRPORT	1,176.03
EFT126414	12/05/2016	KIMBERLEY TREE SERVICES PTY LTD	CLEAR TREES FROM POWERLINES - GREYBOX CRESCENT	420.00
EFT126415	12/05/2016	KUNUNURRA HOME & GARDEN	RAPIDFIX HARDWARE & DRILL BITS - KUNUNURRA AIRPORT MAINTENANCE	120.95
EFT126416	12/05/2016	KUNUNURRA PANEL BEATING WORKS	REMOVE OLD DECALS AND REPLACE WITH NEW DECALS - P387, P142, P144	1,237.50
EFT126417	12/05/2016	KUNUNURRA RURAL TRADERS	SIX MONTHLY FIRE SAFETY CHECKS - KLC AND KUNUNURRA LANDFILL	285.00
EFT126418	12/05/2016	KUNUNURRA VISITOR CENTRE	COUNCIL CONTRIBUTION AS PER COUNCIL MINUTE 11927	66,000.00
EFT126419	12/05/2016	MCINTOSH & SON	RFQ23 15/16 - SUPPLY, REGISTRATION AND DELIVERY OF 4WD BACKHOE LOADER	118,756.00
EFT126420	12/05/2016	MAXXIA	PAYROLL DEDUCTIONS	6,290.77
EFT126421	12/05/2016	MCLEODS BARRISTERS AND SOLICITORS	LEGAL FEES ASSOCIATED WITH MINOR CASE CLAIM - SHIRE REFERENCE LS.05.3	1,119.58
EFT126422	12/05/2016	MCMULLEN NOLAN GROUP PTY LTD	PEG - WYNDHAM LANDFILL & SURVEY CAP - KUNUNURRA LANDFILL	2,271.23
EFT126423	12/05/2016	METALAND KUNUNURRA	BOLTS - P386	7.92
EFT126424	12/05/2016	ORD RIVER MAGPIES FOOTBALL CLUB	KIDSPORT GRANT	200.00
EFT126425	12/05/2016	OFFICE NATIONAL KUNUNURRA	A4 & A3 PAPER - KUNUNURRA AIRPORT	239.70
EFT126426	12/05/2016	OLLIE'S IRRIGATION SUPPLIES	RETICULATION PARTS - KUNUNURRA AIRPORT	138.03
EFT126427	12/05/2016	STATE LAW PUBLISHER	GOVERNMENT GAZETAL OF CEMETERY FEES AND CHARGES - 12/04/16 NO. 60	142.50
EFT126428	12/05/2016	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	177.49
EFT126429	12/05/2016	STAFF MEMBER	REIMBURSEMENT - NATIONAL POLICE CLEARANCE	61.80
EFT126430	12/05/2016	SUNNY SIGN COMPANY PTY LTD	SUPPLY AND DELIVER TOURIST INFORMATION AND ROAD WARNING SIGN	1,001.87
EFT126431	12/05/2016	THE MURRAY HOTEL	ACCOMM. & MEALS FOR STAFF MEMBER TO ATTEND TRAINING 13/03-19/03/16	1,134.00
EFT126432	12/05/2016	THE RUSTY SHED CAFE	CATERING - WYNDHAM CRC, INTERNATIONAL WOMENS DAY	319.55
EFT126433	12/05/2016	TOLL EXPRESS	FREIGHT - APRIL 2016 - KUNUNURRA LEISURE CENTRE	382.67
EFT126434	12/05/2016	TROPICAL PEST CONTROL	INSPECTION AND TREATMENT - STAFF HOUSING WYNDHAM	500.00
EFT126435	12/05/2016	TYREPLUS KUNUNURRA	TYRE REPAIRS X 2 - P356	70.00
EFT126436	12/05/2016	VANDERFIELD NORTHWEST PTY LTD	REPLACEMENT PARTS - P127, P138, P394, P117, P491, P357, P111, P129, P135	5,644.85
EFT126437	12/05/2016	WA LIBRARY SUPPLIES	BARCODE SCANNER - KUNUNURRA LIBRARY	255.00
EFT126438	12/05/2016	WYNDHAM EXCAVATIONS	6 WHEEL TRUCK HIRE -WYNDHAM LANDFILL & FIREBREAKS - WYNDHAM	7,590.00

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EFT126439	12/05/2016	WYNDHAM RSL OF AUSTRALIA	COMMUNITY QUICK GRANT - 2016 ANZAC DAY DAWN SERVICE - WYNDHAM	330.00
EFT126440	19/05/2016	ALL HOURS SECURITY	MONITORING OF ALARMS - ADMIN, OLD OFFICE, KLC, ADMIN WYNDHAM	225.84
EFT126441	19/05/2016	ALLGEAR MOTORCYCLES AND ENGINES	SERVICE & GENERAL REPAIRS TO MOSQUITO FOGGER & PARTS - P356	401.55
EFT126442	19/05/2016	AUSTRALIA POST	POSTAGE - RATES MARCH 2016	824.24
EFT126443	19/05/2016	STAFF MEMBER	REIMBURSEMENT - PROPS FOR STORYTIME ACTIVITIES - WYNDHAM - 25 MAY 2016	136.86
EFT126444	19/05/2016	BLACKWOODS	TRADESMANS OXY ACETYLENE GAS KIT - KUNUNURRA AIRPORT	417.00
EFT126445	19/05/2016	BOAB AIRCONDITIONING	REPLACE AIRCONDITIONING UNIT - KUNUNURRA AIRPORT	5,280.00
EFT126446	19/05/2016	C & S JOLLY ELECTRICS PTY LTD	REPAIR CRICKET TRAINING LIGHTS - KUNUNURRA GROUNDS	372.15
EFT126447	19/05/2016	CENTURION TRANSPORT	FREIGHT - CHEFMASTER TO KUNUNURRA - APRIL 2016	61.09
EFT126448	19/05/2016	COMSYS GROUP	IT DESKTOP UPGRADE - KUNUNURRA LANDFILL	1,181.40
EFT126449	19/05/2016	CROCODILE SIGNS PTY LTD	NEW NUMERALS FOR GATE SIGNS - KNX LANDFILL & PUBLIC TOILET SIGN	135.30
EFT126450	19/05/2016	EAST KIMBERLEY HARDWARE	KEY CUT - KUNUNURRA YOUTH CENTRE, SHOVEL - DEPOT	50.00
EFT126451	19/05/2016	ENIGMA BUSINESS PRODUCTS	DESKTOP PC UPGRADE	11,814.00
EFT126452	19/05/2016	ENVIRONMENTAL HEALTH AUSTR,QLD	DISASTER MANAGEMENT COURSE - 31/07 - 5/08/16 - STAFF MEMBER	1,650.00
EFT126453	19/05/2016	ENVIRONMENTAL HEALTH AUSTRALIA,SA	AUSTRALIAN FOOD SAFETY ASSESSMENT PADS X 10	393.35
EFT126454	19/05/2016	EXPRESS VIRTUAL MEETINGS	EXPRESS VIRTUAL MEETINGS - APRIL 2016	59.21
EFT126455	19/05/2016	FIRE PROTECTION ASSOCIATION AUST.	TRAINING(5 DAY)-FPAA-13/07/16 BUNBURY & 22/08/16 PERTH-3 X STAFF MEMBERS	7,500.00
EFT126456	19/05/2016	IBAC PLUMBING PTY LTD	PLUMBING WORKS - KUNUNURRA LEISURE CENTRE	878.68
EFT126457	19/05/2016	ICE AGE AIRCONDITIONING	CLEAN AIR FILTERS IN AIR CONDITIONER - STAFF HOUSING	99.00
EFT126458	19/05/2016	IXOM OPERATIONS PTY LTD	CHLORINE GAS RENTAL - WYNDHAM POOL - 1/04/16 - 30/04/16	414.15
EFT126459	19/05/2016	J. CAV ELECTRICAL	ELECTRICAL WORKS - WYNDHAM CARETAKERS, STAFF HOUSING, WYNDHAM YC	792.32
EFT126460	19/05/2016	JAB INDUSTRIES	EXCAVATOR HIRE - KUNUNURRA LANDFILL & GRAVEL - KNX AIRPORT	1,211.10
EFT126461	19/05/2016	KIMBERLEY CONTRACTING PTY LTD	GRAVEL PILING - WYNDHAM LANDFILL	18,095.00
EFT126462	19/05/2016	KIMBERLEY MOTORS	WYNDHAM AIRPORT DIESEL FUEL COSTS - MARCH 2016	174.37
EFT126463	19/05/2016	KIMBERLEY VET CENTRE	ANIMAL CONTROL EXPENSES X 2	120.00
EFT126464	19/05/2016	KUNUNURRA BETTA ELECTRICAL & GAS	PORTABLE PHONE - WYNDHAM SWIMMING POOL	49.95
EFT126465	19/05/2016	KUNUNURRA MEDICAL	ANNUAL EMPLOYEE FLU VACCINATION PROGRAM	968.00
EFT126466	19/05/2016	KUNUNURRA NEIGHBOURHOOD HOUSE	QUICK GRANT FOR INTERNATIONAL WOMENS' DAY	550.00
EFT126467	19/05/2016	KUNUNURRA NETBALL ASSOCIATION	KIDSPORT GRANT - 2016	2,330.00
EFT126468	19/05/2016	KUNUNURRA PEST MANAGEMENT	PEST TREATMENT - AG OVAL	285.00
EFT126469	19/05/2016	KUNUNURRA RURAL TRADERS	6 MONTHLY FIRE CHECKS--WYN REC, PETER REID MEM. HALL, WYN LANDFILL	165.00
EFT126470	19/05/2016	LANDGATE	LANDGATE - VALUATION ENQUIRY	49.20

EFT126471	19/05/2016	LAWRENCE & HANSON GROUP	LIGHT SUPPLIES - HISTORICAL SOCIETY	165.44
EFT126472	19/05/2016	MCDOWALL AFFLECK PTY LTD	RFQ 26 2015-16 ENGINEERING CONSULTANCY SERVICE - VARIOUS SITES	89,790.09
EFT126473	19/05/2016	MCLEAN ENTERPRISES PTY LTD	FREIGHT - OLD ADMIN BUILDING TO WYNDHAM REC. CENTRE & DARWIN-KNX	341.00
EFT126474	19/05/2016	NE SHEDS	FABRICATE MALE (M) AND FEMALE (F) TOILET SIGNS - SWIM BEACH	250.00
EFT126475	19/05/2016	NORTH REGIONAL TAFE	PLANT OPERATING TRAINING - 18/04 (3DAYS) & 26/04 (4DAYS) 2XSTAFF MEMBERS	1,883.56
EFT126476	19/05/2016	ORD RIVER ELECTRICS	INSPECT CONVEYOR BELT - KUNUNURRA AIRPORT	63.25
EFT126477	19/05/2016	OFFICE NATIONAL KUNUNURRA	ART AND CRAFT SUPPLIES - WYNDHAM YOUTH SCHOOL HOLIDAY PROGRAM	548.30
EFT126478	19/05/2016	OLLIE'S IRRIGATION SUPPLIES	REPLACEMENT RETIC SUPPLIES - SETOSA PARK	111.76
EFT126479	19/05/2016	ORD AGRICULTURAL EQUIPMENT	REPLACEMENT PARTS - P382 & P356	132.09
EFT126480	19/05/2016	ORD MACHINING	REPLACEMENT PARTS - P377	37.40
EFT126481	19/05/2016	ORDCO	WEED CONTROL - GENERAL MAINTENANCE KUNUNURRA	385.00
EFT126482	19/05/2016	STAFF MEMBER	REIMBURSEMENT - MEALS AND FUEL - TRAINING	106.00
EFT126483	19/05/2016	QUICK CORPORATE AUSTRALIA	APRIL STATIONERY - KUNUNURRA & WYNDHAM	1,310.98
EFT126484	19/05/2016	RAPISCAN SYSTEMS AUSTRALIA PTY LTD	RFQ28 15/16 MAINTENANCE OF AIRPORT SCREENING EQUIPMENT	68,852.30
EFT126485	19/05/2016	SETON AUSTRALIA	ENAMEL TRIPLELINE DISPENSER - WHITE GUM PARK & WYNDHAM PORT	903.10
EFT126486	19/05/2016	SIMPLY UNIFORMS	STAFF UNIFORMS - ADMIN	877.42
EFT126487	19/05/2016	STITCHED UP EMBROIDERY SERVICES	WORK SHIRTS AND SHORTS - OUTDOOR WORKFORCE	320.00
EFT126488	19/05/2016	KUNUNURRA TAEKWONDO INC.	KIDSPORT GRANT 2016	400.00
EFT126489	19/05/2016	TOX FREE AUSTRALIA PTY LTD	SWEEPING OF AIRPORT ROADS AND CARPARKS	661.36
EFT126490	19/05/2016	TUCKERBOX STORES	PROVISIONS & MATERIALS-KNX ADMIN, KNX AIRPORT, LIBRARY, WYN REC. & KLC	1,242.65
EFT126491	19/05/2016	TYREPLUS KUNUNURRA	REPLACEMENT TYRE - P142	410.00
EFT126492	19/05/2016	VANDERFIELD NORTHWEST PTY LTD	20LTR ENGINE OIL - P356	150.25
EFT126493	19/05/2016	WESTBOOKS	BOOK BUYING ORDER FOR THE LIBRARY COLLECTION	1,319.58
EFT126494	19/05/2016	WARINGARRI CROWS FOOTBALL CLUB	KIDSPORT FUNDING GRANT - 2016	2,000.00
EFT126495	26/05/2016	4D LANDSCAPING SOLUTIONS	GARDEN TIDY UP - KLC & VOLLEY BALL COURTS	2,282.50
EFT126496	26/05/2016	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY - FEBRUARY 2016	634.12
EFT126497	26/05/2016	ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	414.27
EFT126498	26/05/2016	AERODROME MANGEMENT SERVICES	REGISTRATION FOR TRAINING- STAFF MEMBER - 3 - 6 MAY 2016	2,400.00
EFT126499	26/05/2016	AIR LIQUIDE WA PTY LTD	INDUSTRIAL BOTTLE RENTAL - MARCH & APRIL - WYNDHAM	89.78
EFT126500	26/05/2016	ALLGEAR MOTORCYCLES AND ENGINES	AV CUTTER - WYNDHAM DEPOT & PARTS - P356	466.20
EFT126501	26/05/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	154.80
EFT126502	26/05/2016	AUSTRALIAN TAXATION OFFICE - PAYG	PAYROLL DEDUCTIONS	74,522.00

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EFT126503	26/05/2016	BOC LIMITED	INDUSTRIAL BOTTLE RENTAL - APRIL 2016	231.66
EFT126504	26/05/2016	BEING THERE SOLUTIONS PTY LTD	VIDEO CONFERENCING SERVICE - MAY 2016	825.00
EFT126505	26/05/2016	BEST IT & BUSINESS SOLUTIONS PTY LTD	COPIER COSTS - KNX DEPOT, KNX AIRPORT, KNX ADMIN & WYNDHAM ADMIN	2,021.04
EFT126506	26/05/2016	BUDGET RENT A CAR	RENTAL CAR FOR STAFF MEMBER TO ATTEND TRAINING - 2 - 8 MAY 2016	86.06
EFT126507	26/05/2016	C & S JOLLY ELECTRICS PTY LTD	RATES REFUND FOR ASSESSMENT A7096	977.27
EFT126508	26/05/2016	COCA-COLA AMATIL	DRINKS ORDER - KUNUNURRA LEISURE CENTRE - TAXABLE ITEMS	434.05
EFT126509	26/05/2016	CROCODILE SIGNS PTY LTD	DECALS - KUNUNURRA LANDFILL	82.50
EFT126510	26/05/2016	DEVITA'S AUTO ELECTRICS (WA)	REPLACEMENT COMPRESSOR - P384	2,178.00
EFT126511	26/05/2016	DIGIDIRECT	CAMERA/ MEDIA EQUIPMENT - WYNDHAM CRC	6,246.90
EFT126512	26/05/2016	EK ENGINEERING	WELDING REPAIRS TO SPARE TYRE RACK - P477	275.00
EFT126513	26/05/2016	EAST KIMBERLEY HARDWARE	VARIOUS HARDWARE ITEMS - WYNDHAM DEPOT, KNX DEPOT, P131, P377 & P356	2,606.80
EFT126514	26/05/2016	ENGINEERED WATER SOLUTIONS PTY LTD	RFT01 2015-16 LILY CREEK LAGOON BOAT RAMP- FINAL PROGRESS PAYMENT	113,839.00
EFT126515	26/05/2016	FRONTIER FENCING	PAVING AT KLC - 90% OF MATERIAL COSTS	1,358.18
EFT126516	26/05/2016	FRONTIER POST & NEWS	WYNDHAM POSTAGE AND NEWSPAPERS - APRIL 2016	34.90
EFT126517	26/05/2016	GUERINONI & SON	SIX WHEEL TIPPER HIRE - WYNDHAM LANDFILL	25,833.50
EFT126518	26/05/2016	HIF (HEALTH INSURANCE FUND)	PAYROLL DEDUCTIONS	66.25
EFT126519	26/05/2016	HYDRO KLEEN	ANNUAL CLEAN OF AIR CONDITIONERS-KNX ADMIN, KLC,KNX DEPOT, HIST.SOCIETY	2,530.00
EFT126520	26/05/2016	ICE AGE AIRCONDITIONING	REPAIR TO AIRCONDITIONER UNIT - ADMIN OFFICE	537.63
EFT126521	26/05/2016	JAB INDUSTRIES	SIX WHEEL TIPPER HIRE - WYNDHAM LANDFILL	10,098.00
EFT126522	26/05/2016	STAFF MEMBER	REIMBURSEMENT OF WATER AS PER CONTRACTUAL ENTITLEMENTS - JAN 2016	348.06
EFT126523	26/05/2016	JORRITSMAN H & CO	PARTS FOR SLIP ON FIRE UNIT - P387	33.55
EFT126524	26/05/2016	KIMBERLEY COMMUNICATIONS	INSTALL SECURITY CAMERAS AND REPAIR SYSTEM - WYNDHAM REC. CENTRE	783.00
EFT126525	26/05/2016	KIMBERLEY EXCAVATIONS PTY LTD	SEMI END TIPPER HIRE - WYNDHAM LANDFILL	7,507.50
EFT126526	26/05/2016	KIMBERLEY KOOL AIRCONDITIONING	BI-ANNUAL MAINTENANCE - KUNUNURRA AIRPORT	1,980.00
EFT126527	26/05/2016	KIMBERLEY MOTORS	FUEL - P121, P478, P495, P331, P354, P372, P480, P117	1,365.67
EFT126528	26/05/2016	KUNUNURRA BETTA ELECTRICAL & GAS	MP3 PLAYER - KUNUNURRA LEISURE CENTRE	439.00
EFT126529	26/05/2016	KUNUNURRA COURIERS	ORDER FOR BOTTLE EXCHANGE - DRINKING WATER - LANDFILL SITE STAFF - APRIL	189.00
EFT126530	26/05/2016	KUNUNURRA HOME & GARDEN	VARIOUS HARDWARE ITEMS - WYN DEPOT, KNX AIRPORT, WYN YC & KLC	1,355.30
EFT126531	26/05/2016	KUNUNURRA LOCK & KEY	SUPPLY AND FIT NEW DEADLOCK - WYNDHAM HANGAR PERSONNEL ACCESS DOOR	352.00
EFT126532	26/05/2016	LAKEVIEW APARTMENTS	ACCOMMODATION FOR ACTING CHIEF EXECUTIVE OFFICER	4,650.00
EFT126533	26/05/2016	LANDGATE	GROSS RENTAL VALUATIONS - RATES	121.90
EFT126534	26/05/2016	MAJOR MOTORS PTY LTD	RFQ14 15/16 SUPPLY, REGISTRATION AND DELIVERY - P396	55,407.00

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EFT126535	26/05/2016	MAXXIA	PAYROLL DEDUCTIONS	6,290.77
EFT126536	26/05/2016	METALAND KUNUNURRA	51 PIECE TAP AND DIE SET - WYNDHAM DEPOT FIRE DAMAGE & PARTS - P127	365.31
EFT126537	26/05/2016	MOORE STEPHENS PERTH	BUDGET WORKSHOP TEMPLATES FOR 16/17 - USB AND MANUAL	440.00
EFT126538	26/05/2016	OFFICE NATIONAL KUNUNURRA	STATIONERY - KNX AIRPORT & KLC	222.90
EFT126539	26/05/2016	OLLIE'S IRRIGATION SUPPLIES	PARTS FOR RETICULATION - APRIL - KUNUNURRA, WYNDHAM & KNX AIRPORT	3,144.15
EFT126540	26/05/2016	ORD FUEL SUPPLIES	HIRE OF FUEL TANK-GIBB RIVER ROAD, FUEL COSTS FOR APRIL-P119,P396,P128,P470	1,575.46
EFT126541	26/05/2016	ORDCO	FERTILISER - KNX SPORTS OVAL, AG OVAL, WHITEGUM, MESSMATE WAY	1,892.00
EFT126542	26/05/2016	STAFF MEMBER	REIMBURSEMENT OF FUEL COSTS - P143	172.85
EFT126543	26/05/2016	RB DESSERT SEED COMPANY	GRASS SEED - KONKERBERRY GARDENS	319.00
EFT126544	26/05/2016	AUTOPRO KUNUNURRA (SEARLE)	DEWALT HAMMER DRILL 18V KIT - KUNUNURRA AIRPORT	954.98
EFT126545	26/05/2016	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	177.49
EFT126546	26/05/2016	SUNNY SIGN COMPANY PTY LTD	PARKING SIGNS - KUNUNURRA AIRPORT	242.00
EFT126547	26/05/2016	TOTAL SAFETY & FIRE SOLUTIONS	6 MONTHLY FIRE EQUIPMENT SERVICE-KNX AIRPORT & WYNDHAM AIRPORT	5,398.80
EFT126548	26/05/2016	THINK WATER KUNUNURRA	PARTS - RETICULATION KUNUNURRA & WYNDHAM	112.96
EFT126549	26/05/2016	TOLL EXPRESS	FREIGHT - APRIL 2016	1,358.14
EFT126550	26/05/2016	TOTAL LASER CUTTING SERVICES	GALV STENCIL TO READ - HELICOPTER ONLY - KNX AIRPORT	618.60
EFT126551	26/05/2016	TOX FREE AUSTRALIA PTY LTD	T03 13/14 STREET SWEEPING & T04 13/14 WASTE COLLECTION SERVICES -APRIL 2016	62,005.58
EFT126552	26/05/2016	TYREPLUS KUNUNURRA	REPLACEMENT TUBE - P495	20.00
EFT126553	26/05/2016	VANDERFIELD NORTHWEST PTY LTD	PARTS AND FREIGHT - P127, P142, P138	895.58
EFT126554	26/05/2016	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING/ RECRUITMENT - SWEK GENERAL NEWS & FIGHT THE BITE	2,102.20
EFT126555	26/05/2016	WORLEY PARSONS SERVICES PTY LTD	RFQ10 15/16 - ENGINEERING SERVICES - LILY CREEK LAGOON BOAT RAMP	14,216.16
EFT126556	26/05/2016	ZEBRA ROCK GALLERY	REFUND OF OVERPAYMENT INVOICE #27460	592.00
<b>TOTAL MUNICIPAL LEFT PAYMENTS</b>				<b><u>1,301,508.39</u></b>

CHO/EFT	DATE	NAME	DESCRIPTION	AMOUNT
51313	05/05/2016	HORIZON POWER	ELEC - KNX AIRPORT, KNX LANDFILL, STAFF HOUSING, & KNX RETICULATION	15,284.99
51314	05/05/2016	WATER CORPORATION	WATER - CSSU & STAFF HOUSING	1,896.27
51315	12/05/2016	DEPARTMENT OF TRANSPORT	LICENCE & THIRD PARTY INSURANCE POLICY - P368 - EXPIRES: 19/05/17	25.20
51316	12/05/2016	HORIZON POWER	ELEC- STREET LIGHTING, WHITEGUM PARK, KNX ADMIN, MESSMATE WAY PUMP	45,715.34
51317	12/05/2016	WATER CORPORATION	WATER - STAFF HOUSING SERVICE CHARGES	199.70
51318	19/05/2016	WATER CORPORATION	WATER - STAFF HOUSING SERVICE CHARGES	1,818.83

51319	19/05/2016	TELSTRA	KUNUNURRA ADMIN - PHONE, FAX AND ADSL	9,068.14
51320	19/05/2016	STANLEY ROBERT MARTELL	RATES REFUND FOR ASSESSMENT A548	1,813.58
51321	19/05/2016	KUNUNURRA RSL	COMMUNITY GRANT FOR ANZAC DAY - CEREMONY 25 APRIL 2016	170.00
51322	19/05/2016	HORIZON POWER	ELEC - KNX OVAL LIGHTS, KLC, IVANHOE BUSHFIRE BRIGADE	18,211.59
51323	26/05/2016	BOTHKAMP AUSTRALIA PTY LTD	RATES REFUND FOR ASSESSMENT A903	1,660.93
51324	26/05/2016	DEPARTMENT OF HOUSING	RATES REFUND FOR ASSESSMENT A1351	974.59
51325	26/05/2016	BIANCA HALLAM & ROSFAIZAL BIN ADOM	RATES REFUND FOR ASSESSMENT A771	227.12
51326	26/05/2016	BRETT OWEN HUDSON	RATES REFUND FOR ASSESSMENT A687	126.00
51327	26/05/2016	CAIGEN WANG	RATES REFUND FOR ASSESSMENT A7305 - MINING TENEMENT	3.23
51328	26/05/2016	DOUNGDAO PHANSANGA	REFUND - TEMPORARY FOOD STALL EXEMPT DUE TO LOW LEVEL RISK RATING	50.00
51329	26/05/2016	EAST KIMBERLEY DIAMOND PTY LTD	RATES REFUND FOR ASSESSMENT A6917 - MINING TENEMENT	923.69
51330	26/05/2016	EDSARAN PTY LTD	RATES REFUND FOR ASSESSMENT A5470	4,923.90
51331	26/05/2016	EWEN WAYNE MITCHELL	RATES REFUND FOR ASSESSMENT A898	808.00
51332	26/05/2016	HORIZON POWER	EKRA, DEPOT, COURTS, TIP, OVAL, ADMIN, HOUSING, IVANHOE PUMP, PVFB, TOILETS	30,259.32
51333	26/05/2016	IAN & GRACE LEWIS	RATES REFUND FOR ASSESSMENT A491	1,626.78
51334	26/05/2016	IAN DUNCAN & ANITA MARILY MCLEAN	RATES REFUND FOR ASSESSMENT A910	302.19
51335	26/05/2016	LERCH HOLDINGS PTY LTD	RATES REFUND FOR ASSESSMENT A7093	1,204.22
51336	26/05/2016	MICHAEL COLIN CLACK	RATES REFUND FOR ASSESSMENT A7717 - MINING TENEMENT	4.87
51337	26/05/2016	MITCHELL GREGORY ARNOTT	RATES REFUND FOR ASSESSMENT A1269	742.35
51338	26/05/2016	PHILLIP EDWARD CHARLIE	RATES REFUND FOR ASSESSMENT A500	412.69
51339	26/05/2016	PINDAN EXPLORATION COMPANY LTD	RATES REFUND FOR ASSESSMENT A7781 - EXPLORATION TENEMENT	33.73
51340	26/05/2016	REBECCA MARIA HENGGELER	RATES REFUND FOR ASSESSMENT A5599	226.70
51341	26/05/2016	WATER CORPORATION	INDOOR SPORTS, HOUSING, COMM. SERVICES, TOILETS, CEMETERY, WHITEGUM PARK	5,395.22
51342	26/05/2016	STEWART & AMANDA DAHMS	RATES REFUND FOR ASSESSMENT A7033	969.70
51343	26/05/2016	TERRITORY RENT A CAR PTY LTD	RATES REFUND FOR ASSESSMENT A5985	1,353.00
			<b>TOTAL MUNICIPAL CHEQUE PAYMENTS</b>	<b>146,431.87</b>

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
883	18/05/2016	SHIRE OF WYNDHAM EAST KIMBERLEY	BSL COMMISSION FOR APRIL 2016	35.00
884	18/05/2016	WA DEPT. OF BUILDING COMMISSION	BSL COLLECTIONS FOR APRIL 2016	1,324.40
885	19/05/2016	SHIRE OF WYNDHAM EAST KIMBERLEY	BCITF COLLECTIONS FOR APRIL 2016	82.50

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886	19/05/2016	BUILDING & CONSTRUCTION IND. FUND	BCITF COLLECTIONS FOR APRIL 2016	2,987.64
887	26/05/2016	CHRIS GARSTONE	BOND REFUND - HALL HIRE - POLICE DISCO	500.00
888	26/05/2016	MARIA KENNINGTON	BOND REFUND - HIRE PETER REID MEMORIAL	250.00
			<b>TOTAL TRUST CHEQUE PAYMENTS</b>	<b>5,179.54</b>

CHO/EFT	DATE	NAME	DESCRIPTION	AMOUNT
501159	01/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 28/4/16	673.85
501160	01/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 29/4/16	173.50
501161	02/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 2/5/16	426.90
501162	03/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 3/5/16	249.05
501163	04/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 4/5/16	387.80
501164	05/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 5/5/16	415.65
501165	06/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 6/5/16	1,405.65
501166	09/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 9/5/16	713.70
501167	10/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 10/5/16	125.70
501168	11/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 11/5/16	1,536.55
501169	12/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 12/5/16	136.70
501170	13/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 13/5/16	545.60
501171	16/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 16/5/16	1,053.90
501172	18/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 18/5/16	476.60
501173	19/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 19/5/16	1,706.75
501174	20/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 20/5/16	24.70
501175	23/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 23/5/16	667.70
501176	24/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 24/5/16	463.10
501177	25/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 25/5/16	482.90
501178	26/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 26/5/16	602.30
501179	27/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 27/5/16	395.55
501180	30/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 30/5/16	1,951.95
501181	31/05/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 31/5/16	760.70
			<b>TOTAL DIRECT DEBIT TRANSPORT PAYMENTS</b>	<b>15,376.80</b>

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
	5/05/2016	PAYROLL	PAYROLL	265.80
	9/05/2016	PAYROLL	PAYROLL	1,830.37
	11/05/2016	PAYROLL	PAYROLL	222,660.10
	20/05/2016	PAYROLL	PAYROLL	721.65
	25/05/2016	PAYROLL	PAYROLL	219,776.88
	31/05/2016	PAYROLL	PAYROLL	2,818.40
			<b>TOTAL PAYROLL PAYMENTS</b>	<b>448,073.20</b>

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
	2/05/2016	NATIONAL AUSTRALIA BANK	BPAY FEES	261.87
	2/05/2016	BANKWEST	BANK FEES	253.40
	2/05/2016	FIRST DATA MERCHANT SERVICES	EFTPOS FEES	1,061.37
	12/05/2016	CLICKSUPER	EMPLOYEE SUPERANNUATION CONTRIBUTIONS	40,198.42
	19/05/2016	BANKWEST	PERIODICAL PAYMENT TO MASTERCARD*	8,757.28
	23/05/2016	WRIGHT EXPRESS	PUMA FUEL CARDS MAY 2016	476.25
	26/05/2016	CLICKSUPER	EMPLOYEE SUPERANNUATION CONTRIBUTIONS	39,210.22
	30/05/2016	CLICKSUPER	EMPLOYEE SUPERANNUATION CONTRIBUTIONS	54.22
			<b>TOTAL DIRECT DEBIT PAYMENTS</b>	<b>90,273.03</b>

**\*DETAILS OF MASTERCARD TRANSACTIONS INCLUDED IN DIRECT DEBIT 19/05/16**

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
	31/03/2016	COLES	AA & AAA BATTERIES	22.95
	31/03/2016	OFFICE NATIONAL	KEY LOCKER FOR ALL SITES COMMS RACK KEYS	63.75
	01/04/2016	KUNUNURRA POST	SB STICKS - EASTXWEST CHINA FORUM APRIL 2016 PROMOTIONAL MATERIAL	41.93
	01/04/2016	OFFICE NATIONAL	USB STICKS - EASTXWEST CHINA FORUM APRIL 2016 PROMOTIONAL MATERIAL	299.50
	01/04/2016	FUSION BROADBAND PL	WYNDHAM INTERNET DUAL-LINK SYSTEM	187.00
	01/04/2016	BANKWEST	ACCOUNT KEEPING FEE	39.00
	04/04/2016	QBE INSURANCE AUSTRALIA	INSURANCE ASSOCIATED WITH FLIGHTS FOR YOUTH LAUNCH IN BROOME	12.00

04/04/2016	QBE INSURANCE AUSTRALIA	INSURANCE ASSOCIATED WITH FLIGHTS FOR YOUTH LAUNCH IN BROOME	12.00
04/04/2016	QBE INSURANCE AUSTRALIA	INSURANCE ASSOCIATED WITH FLIGHTS FOR YOUTH LAUNCH IN BROOME	12.00
04/04/2016	QBE INSURANCE AUSTRALIA	INSURANCE ASSOCIATED WITH FLIGHTS FOR YOUTH LAUNCH IN BROOME	12.00
04/04/2016	QBE INSURANCE AUSTRALIA	INSURANCE ASSOCIATED WITH FLIGHTS FOR YOUTH LAUNCH IN BROOME	12.00
04/04/2016	BE BUILDING CODE	TRAINING - BUILDING CODE OF AUSTRALIA 2016 (BROOME) INFORMATION SEMINAR	88.00
05/04/2016	QANTAS AIRWAYS LIMITED	FLIGHTS FOR YOUTH LAUNCH IN BROOME	1,067.24
05/04/2016	QANTAS AIRWAYS LIMITED	FLIGHTS FOR YOUTH LAUNCH IN BROOME	1,067.24
05/04/2016	QANTAS AIRWAYS LIMITED	FLIGHTS FOR YOUTH LAUNCH IN BROOME	1,067.24
05/04/2016	QANTAS AIRWAYS LIMITED	FLIGHTS FOR YOUTH LAUNCH IN BROOME	1,067.24
05/04/2016	QANTAS AIRWAYS LIMITED	FLIGHTS FOR YOUTH LAUNCH IN BROOME	1,067.24
05/04/2016	QANTAS AIRWAYS LIMITED	FLIGHTS FOR YOUTH LAUNCH IN BROOME	1,067.24
05/04/2016	KUNUNURRA MAGISTRATE	TRANSCRIPT MINOR CASE CLAIM	25.30
05/04/2016	QANTAS AIRWAYS	FLIGHT NORTH WEST ENVIRONMENTAL HEALTH CONFERENCE	909.32
05/04/2016	QANTAS AIRWAYS	FLIGHT - BUILDING CODE OF AUSTRALIA 2016 (BROOME) INFORMATION SEMINARS	877.75
07/04/2016	QANTAS AIRWAYS	FLIGHT YOUTH WEEK KIMBERLEY ZONE YOUTH STRATEGY LAUNCH	1,172.48
08/04/2016	QANTAS AIRWAYS	FLIGHT YOUTH WEEK KIMBERLEY ZONE YOUTH STRATEGY LAUNCH	425.99
08/04/2016	QANTAS AIRWAYS	FLIGHT YOUTH WEEK KIMBERLEY ZONE YOUTH STRATEGY LAUNCH	589.74
13/04/2016	AVIATION ID AUSTRALIA	AVIATION SECURITY IDENTIFICATION FOR STAFF MEMBER	222.00
14/04/2016	MESSAGE MEDIA	SERVER ROOM SMS ALERT SERVICE	3.08
18/04/2016	TIME SINGAPORE	MAGAZINE SUBSCRIPTION FOR THE KUNUNURRA LIBRARY	128.00
19/04/2016	ALTRONICS PL	SCREWDRIVERS, UPS BATTERY, NETWORK LEADS ETC	181.15
19/04/2016	INK DEPOT	INK FOR SEVERAL PRINTERS	797.25
19/04/2016	KIMBERLEY RESTAURANT	CATERING FOR BUDGET BRIEFING WITH ELECTED MEMBERS	227.50
20/04/2016	MODLIFE STORE PTY LTD	IPHONE CASES	389.70
20/04/2016	PAYPAL *FRVCORPORATE	3 X IPHONE 5C	758.00
20/04/2016	HART SPORT	3 X CAP STARTING GUN FOR WILDLIFE HAZARD MANAGEMENT	110.40
20/04/2016	COVER MORE INS AUS	INSURANCE ASSOC. WITH FLIGHT FOR CERT III & IV LOCAL GOVERNMENT TRAINING	13.95
21/04/2016	VIRGIN	FLIGHT - TRAINING CERT III AND IV LOCAL GOVERNMENT	1,075.70
22/04/2016	ALTRONICS PL	NETWORK LEADS, RACK PANELS, ETC	78.90
27/04/2016	DOT - LICENSING	LICENSING REGISTRATION 1EYX023 - P142, EXP: 31/07/17	565.50

## 12.05. INFASTRUCTURE

### 12.05.1. Ivanhoe Crossing

<b>DATE:</b>	28 June 2016
<b>AUTHOR:</b>	David Klye, Director Infrastructure
<b>RESPONSIBLE OFFICER:</b>	David Klye, Director Infrastructure
<b>FILE NO:</b>	RD.09.31
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### VOTING REQUIREMENT

Absolute Majority

#### OFFICER'S RECOMMENDATION

That Council;

1. Request a regulatory review of the crossing by Main Roads Western Australia with a view to implementing;
  - a. A speed limit of 10 km/h on the crossing,
  - b. The Installation of "Give Way" signs on the crossing.
  - c. Prohibition of stopping on the crossing other than for stopping at the passing bay to allow the passage of oncoming vehicles.
2. Notes that establishment of the speed limit referred to in the decision above may necessitate the establishment of step down limits on both sides of Ivanhoe Crossing.
3. Prohibit the use of the crossing by pedestrians.
4. Prohibit the public from alighting from vehicles on the crossing.
5. Designate Ivanhoe crossing as a single lane crossing.
6. Install signage advising of risks associated with, fast flowing water and strong currents, a slippery or slippery when wet road surface, unprotected edges and drop offs and to drive into the water slowly.
7. Erect appropriate signage to advise and manage the implementation of decisions 1, 3, 4, 5, 6 and 7 above including the meaning and use of the depth markers on the crossing, at an estimated cost of \$6,500 which shall be charged to the Ivanhoe Crossing Reconstruct account.
8. Notes that the additional signage referred to in decisions 1, 3, 4, 5, 6 and 7 above will cost an estimated \$6,500 which shall be funded from the 2015/16 forecast budget surplus.
9. Request the CEO to formally acknowledge and thank the representatives from Water Corporation, Department of Parks and Wildlife and Main Roads Western Australia for their attendance at the public forum and for assisting the Shire in its community consultation.

**10. Note indicative costs for detailed investigation into how best to manage the culverts with precast concrete units is approximately \$50,000 and that a budget allocation is therefore required for the 2016/17 financial year to progress this issue.**

Cr Perry moved an amendment to the item to remove dot point 10.

**COUNCIL DECISION**

**Minute No: 11413**

**Moved: Cr D Spackman**

**Seconded: Cr S Rushby**

**That Council suspend Standing Order 7.5.**

**Lost 3/6**

**For: Cr K Wright, Cr S Rushby, Cr D Spackman**

**Against: Cr J Parker, Cr E Bolto, Cr A Petherick, Cr S Cooke,  
Cr N Perry, Cr B Robinson**

Cr Wright requested that Cr Robinson's comments be recorded.

Cr Robinson – point of order – Councillors have had 4 days with the agenda item to seek any clarification regarding the agenda item and we are getting into technical detail.

Cr Wright asked if the red and white reflective markers meet Main Roads standards. Mr Klye replied that he cannot provide an answer to the question.

Cr Wright requested that Mr Klye's comments be recorded.

Cr Spackman – foreshadows a motion to remove points 3 and point 4 and an additional point to address the culverts so they don't block up.

## **COUNCIL DECISION**

**Minute No: 11414**

**Moved: Cr N Perry**

**Seconded: Cr B Robinson**

**That Council;**

- 1. Request a regulatory review of the crossing by Main Roads Western Australia with a view to implementing;
  - a. A speed limit of 10 km/h on the crossing,**
  - b. The Installation of “Give Way” signs on the crossing.**
  - c. Prohibition of stopping on the crossing other than for stopping at the passing bay to allow the passage of oncoming vehicles.****
- 2. Notes that establishment of the speed limit referred to in the decision above may necessitate the establishment of step down limits on both sides of Ivanhoe Crossing.**
- 3. Prohibit the use of the crossing by pedestrians.**
- 4. Prohibit the public from alighting from vehicles on the crossing.**
- 5. Designate Ivanhoe crossing as a single lane crossing.**
- 6. Install signage advising of risks associated with, fast flowing water and strong currents, a slippery or slippery when wet road surface, unprotected edges and drop offs and to drive into the water slowly.**
- 7. Erect appropriate signage to advise and manage the implementation of decisions 1, 3, 4, 5, 6 and 7 above including the meaning and use of the depth markers on the crossing, at an estimated cost of \$6,500 which shall be charged to the Ivanhoe Crossing Reconstruct account.**
- 8. Notes that the additional signage referred to in decisions 1, 3, 4, 5, 6 and 7 above will cost an estimated \$6,500 which shall be funded from the 2015/16 forecast budget surplus.**
- 9. Request the CEO to formally acknowledge and thank the representatives from Water Corporation, Department of Parks and Wildlife and Main Roads Western Australia for their attendance at the public forum and for assisting the Shire in its community consultation.**

**Carried 5/4**

**For: Cr J Parker, Cr S Cooke, Cr N Perry, Cr E Bolto, Cr B Robinson**

**Against: Cr K Wright, Cr S Rushby, Cr D Spackman, Cr A Petherick**

## **REASON FOR VARYING OFFICER’S RECOMMENDATION**

To spend additional funds on an investigation for a design solution that will require additional funds to implement is not a good use of rate payer monies.

## **PURPOSE**

To advise Council of progress with regard to Ivanhoe Crossing and to seek guidance on the imposition of a speed limit and restrictions on the use of the crossing.

## **NATURE OF COUNCIL'S ROLE IN THE MATTER**

Leader - plan and provide direction through policy and practices

## **BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

Council at its ordinary meeting of 24 June 2014 voted unanimously in favour of the following decision:

## **COUNCIL DECISION**

**Minute No. 10452**

**Moved: Cr K Wright**

**Seconded: Cr B Robinson**

**That Council supports reopening of the Ivanhoe Crossing subject to:**

- 1) consideration of funds in the 2014 / 2015 Rural Roads Maintenance Budget to enable signage, repairs and maintenance;**
- 2) requesting Watercorp and the Department of Water to lower the level of water below the Diversion Dam to undertake repair and maintenance works as identified by Main Roads WA;**
- 3) assigning a 15T load limit to the crossing; and**
- 4) accepts that the crossing will only be open for vehicular traffic during times when the water level over the crossing is at a level safe enough for vehicles to negotiate.**

**Carried Unanimously 9/0**

Council at its ordinary meeting of 27 January 2016 made the following decision:

## **COUNCIL DECISION**

**Minute No. 11240**

**Moved: Cr D Spackman**

**Seconded: Cr A Petherick**

**That Council reinstate the oversize rocks in front of the open culverts at Ivanhoe Crossing**

**Carried 5/2**

**For: Cr D Spackman, Cr A Petherick, Cr S Rushby, Cr K Wright, Cr E Bolto**

**Against: Cr B Robinson, Cr J Parker**

Council at its ordinary meeting of 23 February 2016 made the following decisions:

**COUNCIL DECISION**

**Minute No. 11273**

**Moved: Cr S Cooke**

**Seconded: Cr N Perry**

**That Council revoke Minute 11240: that Council reinstate the oversize rocks in front of the open culverts at Ivanhoe Crossing.**

**Carried: 6/3**

**For: Cr J Parker, Cr K Wright, Cr B Robinson, Cr S Cooke, Cr E Bolto, Cr N Perry**

**Against: Cr D Spackman, Cr S Rushby, Cr A Petherick**

**COUNCIL DECISION**

**Minute No. 11274**

**Moved: Cr D Spackman**

**Seconded: Cr A Petherick**

**That a desktop safety audit be requested of Ivanhoe Crossing and any findings be included in the community information**

**Carried 9/0**

**COUNCIL DECISION**

**Minute No. 11275**

**Moved: Cr S Cooke**

**Seconded: Cr N Perry**

**That Council:**

- 1. Immediately initiates community consultation in the form of both public survey (published on Facebook and in the Kimberley Echo), and a community forum, to ascertain the primary use of Ivanhoe Crossing from a community perspective. The results of both to be brought back to Council for consideration at a near future Briefing Session,**

**Carried 9/0**

## **STATUTORY IMPLICATIONS**

The *Local Government Act 1995*, Section 3.1 applies to this item.

## **POLICY IMPLICATIONS**

There are no policy implications associated with the recommendations of this report.

## **FINANCIAL IMPLICATIONS**

The recommendations of this report will result in a further over expenditure of the capital item for Ivanhoe Crossing - Reconstruct. The budgeted amount for Ivanhoe Crossing - Reconstruct is \$35,594, the current expenditure against this account is \$39,749. The expected cost of the recommended signs is estimated to be approximately \$6,500, that will be sourced from the forecast 2015/16 surplus if approved.

## **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

Goal 2: Greater returns from regional investment to ensure sustainable provision of appropriate physical and social infrastructure

Objective 2.3: Assets are appropriate for their intended purpose and factor in whole of life costing and maintenance

Strategy 2.3.1 : Manage and maintain assets in a strategic and cost effective manner

## **RISK IMPLICATIONS**

Following the completion of an in-house desktop safety audit in relation to this project some inherent risks associated with the crossing were identified including danger to vehicles using the crossing and danger to people in and near the water. These risks have been identified and strategies are in place to satisfactorily mitigate the risks. The Shires Insurers, LGIS, are currently being consulted in relation to the desktop safety audit.

The risk assessment identified a number of risks and outlines mitigation measures to bring each of these risks into the "LOW" category. These risks and the corresponding mitigation measures are discussed below;

There is a risk that a vehicle could be washed to the kerb or washed over the edge of the crossing due to a combination of deep water and high water velocity. To mitigate these risks, it is intended that the following measures be put in place in addition to the signage that has already been installed providing appropriate advice on the use of the crossing;

1. Request a regulatory review of the crossing by Main Roads Western Australia with a view to implementing;
  - a. A speed limit of 10 kmh on the crossing,

- b. The Installation of “Give Way” signs on the crossing.
  - c. Prohibition of stopping on the crossing other than for stopping at the passing bay to allow the passage of oncoming vehicles.
2. Advise the public not to alight from vehicles on the crossing.
  3. Advise drivers regarding correct use and interpretation of the depth markers on the crossing.
  4. Use of the crossing will be limited to periods when the water level and water depth is below a predetermined acceptable threshold.
  5. The crossing will be closed when water levels exceed a predetermined level using boom gates and concrete blocks installed specifically to close the crossing.

There is a risk of conflict between pedestrians and vehicles, of pedestrians being washed off the crossing by a vehicular bow wave or of pedestrians falling on or from the crossing. To mitigate these risks, it is intended that the following measures will be put in place;

1. Prohibit use of the crossing by pedestrians.

There is a risk that a person in or near the water could be attacked by a crocodile. To mitigate this risk, it is proposed that the following measures will be put in place;

1. Erect signage advising of the danger of crocodile attack.
2. Erect signage advising that approaching or entering the water is dangerous.
3. Erect signage advising against approaching or entering the water at the crossing.

The risks discussed above relate to the crossing and use of the crossing. Risks associated with swimming in the river have not been addressed. Swimming is discouraged by the Department of Parks and Wildlife due to the crocodile threat in the river.

## **COMMUNITY ENGAGEMENT**

Engagement has taken place in accordance with the Shire’s Community Engagement Guidelines and includes:

- A facilitated community forum was held on 24 May at the Kimberley Leisure Centre. Approximately 70 members of the public attended along with 8 Councillors and 15 Shire staff and representatives from Water Corporation, Department of Parks and Wildlife and Main Roads Western Australia. The sentiment of the meeting was that the crossing should be opened to traffic.
- An online survey of public opinion regarding the crossing was taken. 111 of the 113 respondents indicated that the crossing should be opened to traffic. When posed the question “For what primary purpose would you like to see Ivanhoe Crossing used in the future?”;
  - 111 respondents indicated that they would like to see the crossing used for either vehicles only or a for both vehicles and pedestrian access.
  - 2 respondents indicated the crossing should be closed for vehicles but open to for public access.

- No respondents were in favour of closing the crossing to all use.

Representatives from Water Corporation, Department of Parks and Wildlife and Main Roads Western Australia attended the public forum to assist the Shire in community consultation. It is proposed that the Shire formally write to these representatives and thank them for their attendance.

A report detailing the outcome of the survey is in Attachment 2.

## **COMMENTS**

Ivanhoe Crossing was opened to traffic on 26 May 2016 after being closed for a number of years. The crossing is operating satisfactorily as a vehicular crossing, however, as a result of recent observed behaviour of the public at the crossing there is a need for some additional controls on use of the crossing. These controls are in line with the outcome of the desktop safety audit that was undertaken with respect to the crossing .

Some vehicles are using the crossing at speeds which produce a large spray which is considered unsafe. There is a need to impose a safe speed limit on the crossing. In order to limit speed on the crossing to 10 km/h which is considered to be appropriate, additional step down limits are required between the speed limits on either side of the crossing and the proposed 10 km/h limit.

Drivers have been observed stopping on the crossing alighting from their vehicles and taking photos, paddling in the water and washing their vehicles. Stopping on the single lane crossing effectively blocks the crossing precluding use of the crossing by other users. Due to the presence of crocodiles in the river at the crossing it is not considered safe for people to alight from their vehicle on the crossing. To reduce the risk to the public it is proposed to install signage advising that the crossing is a single lane crossing and that drivers should not enter the crossing while there is another vehicle on the crossing, to prohibit stopping on the crossing other than for stopping at the passing bay to allow the passage of oncoming vehicles and to prohibit the public from alighting from vehicles on the crossing.

In addition to the formal control that the Shire has over the opening and closing of the crossing it is proposed to provide depth markers to show the maximum safe depth of flow for use of the crossing by vehicles. This safe depth of flow has been determined to be 300 mm. It is proposed to install depth markers to the crossing clearly showing the safe depth of flow for use of the crossing by vehicles and to install signage explaining the depth markers.

There is no footpath on the crossing and it is not safe for pedestrians to share the pavement with vehicles. Additionally, due to the presence of crocodiles in the river at the crossing it is not considered safe for pedestrians to use the crossing. The flow of water across the crossing and through the crossing also presents a danger to pedestrians as a result of this it is proposed to prohibit the use of the crossing by pedestrians.

The Shire's insurer (LGIS) has suggested that signage be erected warning of the risks at the crossing and placing restrictions on its use including;

- Suitability to 4wd vehicles only and restrictions on vehicles towing caravans and trailers.
- Fast flowing water/strong currents
- Road – slippery or slippery when wet
- Enter slowly
- An imposed speed limit
- Vehicle weight restrictions (in-line with structural capacity of the crossing)
- Unprotected edges/drop off
- Single lane signage

It is proposed to install warning signage of all of the above hazards some of which have been discussed previously in this report.

LGIS also commented on the dangers to people swimming at the crossing. LGIS commented that appropriate warning signage should include the following;

- Danger of Crocodiles
- The danger of being near culverts (suction danger)
- Submerged hazards
- Deep/shallow water or potential drop offs

The Shire is not responsible for managing the river as a recreational area. As a courtesy the Shire has provided the Department of Parks and Wildlife with this advice.

#### Reducing the risk to people in the water

It has been suggested on a number of occasions that the culverts under the crossing should be made safe for people who may be in the water by installing some sort of flow restriction arrangement. There are problems associated with the installation of any flow restriction devices including debris build up at the intake, and reducing the flow pressure sufficiently to obviate the entrapment hazard caused by water pressure. There are many types of commercially available precast inlet structures. The Shire is not aware of, and has not been unable to locate, any commercially available inlet arrangements that are self cleaning, low maintenance and do not pose an entrapment hazard.

It is possible to construct a safe inlet system for the culverts but it will be expensive to provide an inlet that will not cause debris to build up at the intake and avoids creating an entrapment hazard. In order to construct appropriate inlets there are a number of difficulties that need to be considered including but not limited to;

- Ensuring that inlet velocities are below that which will create an entrapment hazard,
- Ensuring that the inlet is self cleaning,
- Ensuring that the inlet is low maintenance,
- Constructing the inlet in a flowing river,
- Constructing the inlet in a river that contains crocodiles,
- Obtaining DPAW approval (provision of fish passage),

Preliminary investigations in Darwin and Kununurra have been undertaken that indicate the cost for the provision of precast concrete units for use as a safe inlet for a pair of culvert pipes. A preliminary estimate of the costs are:

- \$50,000 for a detailed investigation and design of precast concrete units;
- \$8,000 - \$10,000 per unit for the manufacture of approximately 42 concrete units, which would be required to cover the culverts;
- An additional \$4,000 per unit for a grate system in a suitable material; and
- \$500 - \$1,000 per unit for installation.

The cost to construct a safe, low maintenance inlet system for Ivanhoe Crossing culverts is therefore expected to be in the order of \$600,000. Once detailed design has been finalised more accurate estimates of manufacturing costs can be established.

There is a potential environmental concern with the construction/installation of these inlets. The inlets could create a barrier to fish migration and advice is currently being sought from DPAW.

It has been suggested that closing several culverts close to the eastern side of the crossing will significantly reduce the risk to people in the water. Closing 3 or 4 culverts using steel plates at the eastern side of the crossing will make a small difference to the depth of water on the crossing for several reasons; closing 3 or 4 out of 104 culverts is a small change, culverts in that location are partially blocked and making a smaller contribution, there are other culverts across the crossing that may be cleaned out improving flow past the crossing.

#### **ATTACHMENTS - Item 12.05.1**

Attachment 1 - Ivanhoe Crossing Survey Results

## Ivanhoe Crossing Community Engagement Results

### **Background:**

Council at its ordinary meeting of 23 February 2016 decided:

### **COUNCIL DECISION**

#### **Minute No. 11275**

**Moved: Cr S Cooke**

**Seconded: Cr N Perry**

*That Council:*

- 1. Immediately initiates community consultation in the form of both public survey (published on Facebook and in the Kimberley Echo), and a community forum, to ascertain the primary use of Ivanhoe Crossing from a community perspective. The results of both to be brought back to Council for consideration at a near future Briefing Session,*

**Carried 9/0**

Following this two opportunities were provided for the community to provide feedback to the Shire on the future of the Ivanhoe Crossing. The first was a community forum held at the Kununurra Leisure Centre on 24 May 2016 and the second was a survey which ran from 3 June 2016 to 16 June 2016.

The feedback from the community meeting assisted in the formulation of the questions for the survey.

### **Community Forum**

The key response from the forum was that the public wanted the crossing open for vehicular use and that safety of the structure for swimming in the river was not a concern due to the presence of crocodiles. Other themes raised during the community forum are summarised below. A full listing of comments from participants in the community forum are appended to this report.

### **Themes from the forum:**

- Uses of the Crossing
  - Vehicles,
  - Pedestrians and
  - Heavy Vehicles;
- Water Management
  - Environmental flows;
  - Differences in what has changed;
  - Gauging station
- Maintenance of the bridge
- Insurance Risks

- Responsibility of the Crossing – Main Roads or the Shire
- Water Level
  - 300mm – why
  - Difference between this and an ordinary river crossing
- Swimming - risks
  - Crocodiles
  - Culverts
- Tourism and Economic development
  - Impact of changes
- Suggested options for mitigation
  - Risk Profile plan
  - Ongoing maintenance with blocking issues with debris
  - Blocking some culverts closest to the bank
  - Clearing culverts that can be cleared
  - Blocking culverts that are partially blocked and can not be cleared
  - Installation of blockages that reduce the risk of pinning (sloping headwalls etc)
  - Seeking advice on the flow through each pipe
- Community amenity
  - More bins please

### **Survey Results**

An online survey of public opinion regarding the crossing was taken. 111 of the 113 *respondents* indicated that the crossing should be opened to traffic. When posed the question “For what primary purpose would you like to see Ivanhoe Crossing used in the future?”;

- 111 respondents indicated that they would like to see the crossing used for either vehicles only or a for both vehicles and pedestrian access.
- 2 respondents indicated the crossing should be closed for vehicles but open to for public access.
- No respondents were in favour of closing the crossing to all use.

The detailed results from the survey are appended to this report.

### **Attachments:**

Appendix A - Community Meeting - Questions, Comments and Feedback

Appendix B - Survey Results and Feedback

## **Ivanhoe Crossing Community Forum Questions, Comments and Feedback**

- *Where did the water go before*
  - *EPA requirements for downstream flows all year*
- *Impacts on the wide/ high loads as the crossing is closed (may be able to come across rather than through the Northern Territory)*
- *What is the history of the problems at Ivanhoe Crossing*
  - *Refer recent incidents*
- *If there is 300mm crossing the bridge is it's maintenance up to date to be opened?*
- *Is the person who made the decision to remove the rocks here?*
  - *It is an admin decision with a view to open the crossing*
- *Where the boy was swept through – was there previously a blockage which could have prevented this?*
- *What are the insurance risks to the Shire for the three options?*
  - *The Shire has been provided advice from the insurance company*
- *Whose responsibility is the Crossing?*
  - *Main Road or the Shire?*
  - *Main Roads has a bridge engineering section*
  - *The Crossing is a Shire Asset – but has a bridge number from Main Roads*
  - *It is a Shire decision in relation to insurance and opening and closing the road*
- *Risks across the whole network but because it is a man made structure it needs to be managed*
  - *Can't eliminate all problems*
- *If you idiot proof it, the world will make a better idiot*
- *Main Roads opens the Gibb at the Pentecost at higher levels*
  - *400mm because of the river crossing analysis*
- *Take responsibility and don't swim there*
- *If someone injured themselves at the Diversion Dam – would that be closed too – No*
- *Ivanhoe Crossing is a tourist destination*
- *What is the history of issues at the Diversion Dam in comparison with the Ivanhoe Crossing?*
- *People can get sucked under with the road closed – so why not open it?*
- *Salty's upriver*
- *What are the options for utilising a grill (Option 3)*
  - *42m<sup>3</sup>/s – results in people potentially being pinned against the structure*
- *Advocate for opening the crossing*
  - *Survey of structural integrity*
  - *Signs*
  - *Issues with common sense*
    - *Entering into the water or*
    - *Too much water flow*
  - *Cotton wool removes opportunity*
- *What is the difference between a car going over or as a pedestrian and it being slippery (public liability)*
- *What is the cost to the Shire in relation to procrastination?*
  - *Justify expenditure*
  - *Spending wisely*
  - *Costs – engineering report – funded by MRWA*
  - *Recent works \$38K*

- Concrete blocks \$1.8K
- Economic impact for the west bank?
- Sighting water levels before opening
  - Used to be – if below the top of the bollards – open the road
- History:
  - Installed in 1952/53
  - Bollards have a notch at 330mm
  - Opening the Pentecost – what is the difference?
  - Serious incident while the plates were being installed
- 38 years ago – closed for the wet season and equipment had to go out via Perth
- Is there an option to install a concrete block with a tapered edge to allow water to go over?
- What has changed in the last ten years?
  - Standards change? Expectations change?
- Why did Council change its decision? Further discussions?
- Did council utilise a river engineer – did Council get presented with information on each pipe?
- Have you presented to the Council on the flow rate? Through and over?
- When were the enviro levels set for coming over the Diversion Dam?
  - ~1999
- What has changed between 1999 – 2010? With the water flow?
- The flow rate was sent when the Pacific Hydro started
- Prior to Pacific Hydro – the lake held water longer
- All options have the potential to get washed off and eaten by crocs – may has well have the crossing open
- Popularity of crossing the Ivanhoe
- Gauging Station is a Tarara Bar – is this an accurate representation of flow as there are a number of drains that feed into the river. D1 upstream – D2 and another downstream of the crossing.
- 2 issues
  - Vehicular access
  - Personal Safety
  - Is there an option of blocking the culverts near the edge of the river 5+ culverts
  - Note that there is a kerb on the downstream edge to stop vehicles going in
- 51 years ago an ambulance crossed the crossing
  - Open the crossing
  - Risk Mitigation
- No swimming signs – at other locations
- Safety risk if anyone goes in the water
- If the rocks go back in would the water ever go below 300mm
  - Flow rate
  - Rocks on culverts would be critical
- On the 2000s, the majority of dry season the water was driveable.
  - What has made the difference?
- 300mm – 400mm – does the vehicle type impact this?
  - Could it be a 4WD only track?
    - Once it is open it is open
    - Implications for insurance
- Open at 400mm the Durack Crossing is open
- Impacts on lifestyle – do you close the Mitchell Plateau because someone died?
- Who put the rocks in the crossing to start with
  - Concrete disks used to be installed

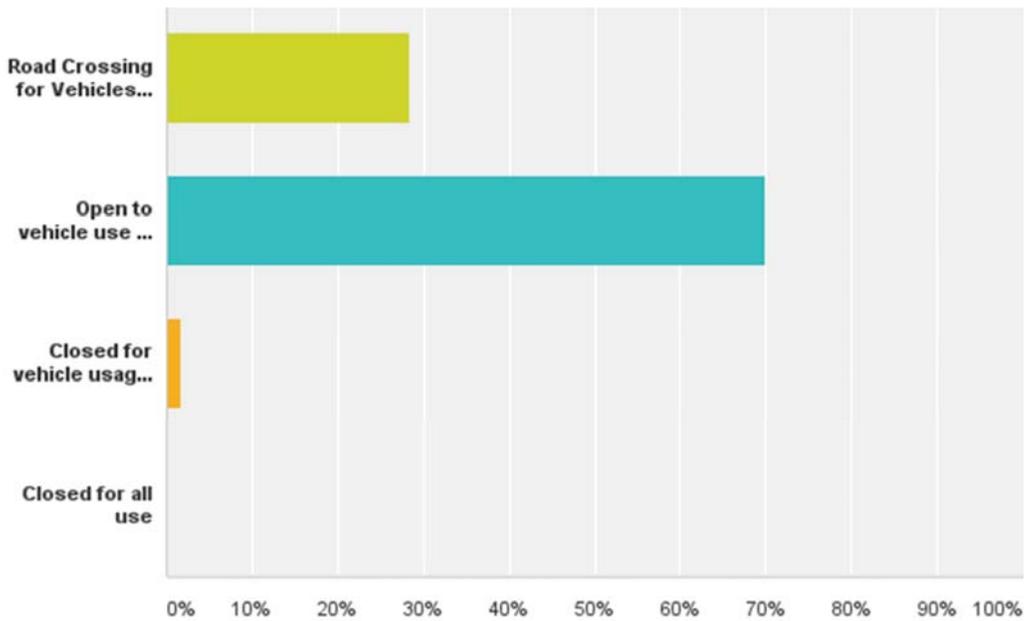
- Grates are not an option
- 300mm – 400mm engineering solution – should be able to be resolved
- Councillor request to discuss previous decision
  - Decision for the forum?
- Not comfortable with Council decision as rocks over crossing could mean that the water is too high and never be able to be opened
- Check community opinion prior to spending more funds
- Can the rocks be replaced?
- Does the community want the crossing opened – if it impacts safety?
- Impact of rocks
  - Can you pull people off the rocks? Because of the force?
- What is the cost to a rate payer regarding insurance in the event of an incident
  - Dependent on mitigation actions
- Impacts of Ivanhoe Crossing for fishing
  - Rocks back in to maximise safety – look at track record over the past years
- Open Crossing culverts up
  - Block – blocked or partially blocked to make sure that people don't get stuck
- What has been done in relation to cleaning out the culverts?
  - History of cleaning/ maintenance
- Cost implications for the cleaning out of pipes – given the limited opportunities
- Which Council meeting will it come back to
  - Not May
- If the water level is at 300mm does the road get opened
  - Yes
- Works early in the dry season are critical
- What are the options – Councillors views
  - Recorded in Council minutes
- Need to look at Safety measures
- Councillors need to look at all projects and not the hype ones – town roads/ footpaths
- *"I am an advocate for the re-opening of the above Crossing. I am increasingly dismayed at the unreasonable obstacles put in the Shires way to stall/ halt that re-opening. I think the Shire has been very responsible in its implementation to go forward with this reopening. They have done a survey into the Crossing's structural soundness, and completed associated works, a barrage gate has been installed with a very high visible sign listing the hazards that could well be encountered if one chooses to negotiate the Crossing. I think these listed hazards are reasonably exhaustive, but there's one thing that the Shire cannot be responsible for and that's an individuals common sense – associated with using the Crossing 'at your own risk'. It is unfortunate to hear of some of the 'misfortunes' that have happened at the Crossing in the past, but surely the potential is no different from other existent river crossings – if you enter the water off or about the structure or attempt to cross with too much water overflowing – you'll probably get hurt or killed – common sense - you can't blame the Shire for those poor decisions which ignore the warnings. Sureley we want to encourage people to get out and enjoy their great surroundings and be encouraged to escape the overindulgences of the town even if it does involve a bit of assessed risk? Binding people in the 'cotton wool' of lost opportunity is not conducive to celebration of life governed by self responsibility.*

## *Ivanhoe Crossing Survey Results and Feedback*

**Q1: Please provide email address** (not included in report)

**Q2: For what primary purpose would you like to see Ivanhoe Crossing used in the future?**

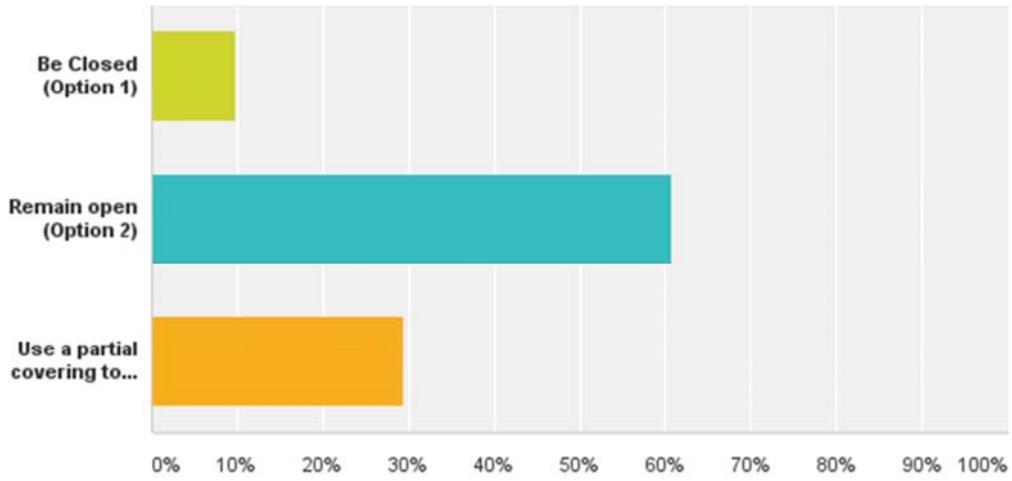
Answered: 113 Skipped: 1



Answer Choices	Responses
Road Crossing for Vehicles only	28.32% 32
Open to vehicle use and public access	69.91% 79
Closed for vehicle usage, but available for public access	1.77% 2
Closed for all use	0.00% 0
<b>Total</b>	<b>113</b>

**Q3: Do you think that the culverts should?**

Answered: 112 Skipped: 2

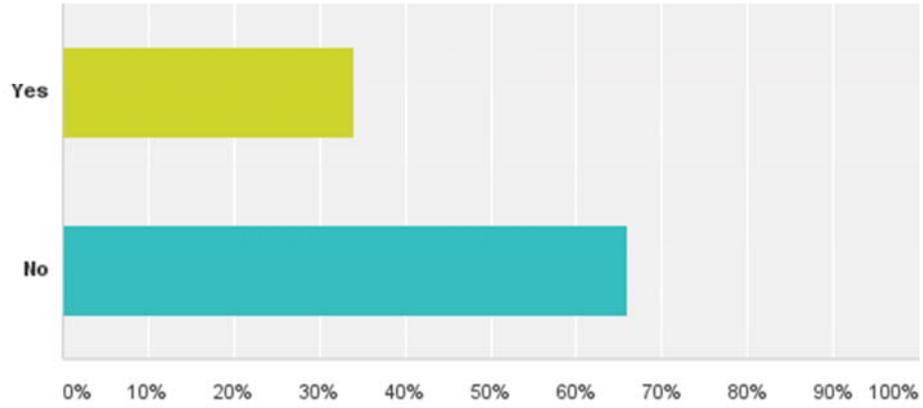


Answer Choices	Responses	
Be Closed (Option 1)	9.82%	11
Remain open (Option 2)	60.71%	68
Use a partial covering to restrict the flow (Option 3)	29.46%	33
<b>Total</b>		<b>112</b>

**Q4: Does your answer change if blocking or partially blocking the culverts result in the water level rising above the safe trafficable level of 300mm?**

Answered: 44 Skipped: 70

(Please note that only those people who answered "Closed or Partial Covering" were provided with this question)



Answer Choices	Responses	
Yes	34.09%	15
No	65.91%	29
<b>Total</b>		<b>44</b>

**Q5: Would you like to provide any other comments?**

<b>1</b>	1) Swimming should not be an option at this location due to the crocodiles which inhabit the area. 2) Need to limit the number of pedestrians/ fishing off the bridge 3) Need to clear out or block the partially blocked culverts
<b>2</b>	Area is unsafe for public use due to the waters being inhabited by saltwater crocodiles, so public use should not be considered
<b>3</b>	Ban swimming in area to ensure safer outcomes for all.
<b>4</b>	Block the culverts closest to the banks. Run a cable along the bollards for the first 20m. This will give people something to hold onto. Most people only walk out a short way to fish, very few cross on foot.
<b>5</b>	Combination of restricting water flow through the culverts but maintaining the culverts safe ( sloping head wall incorporating holes up to 50 mm diameter to allow water but preventing body parts/ people but enough of the culverts "opened" in this manner to allow the water flow of 42 Cusecs to maintain the roadway water levels below the 300 mm that seems to be considered safe)
<b>6</b>	Could it be possible to block off the first culvert on each side of the Crossing to limit the possibility of people being dragged through when in the shallows at the edge . Not everyone takes note of the signs unfortunately .
<b>7</b>	Council needs to create a Risk Profile or Plan to ensure that there is consistency across all decisions made by council in relation to risk. Council appears to pick and choose when certain risks are relevant, and appears to have different risk appetites for different projects depending on which councillors are pushing the project. If the shire risk profile was done - the likes of a certain degree of personal responsibility may or may not have determined the fate of the crossing 3 years ago. Regards Mat.
<b>8</b>	Do what ever it takes to keep the crossing open. Erect signage to instruct about the dangers of swimming above the crossing. Stop trying to be everyone's protector and let people be accountable for their actions. Maybe include on the warning signs the number and cause of past deaths at the crossing as a warning.
<b>9</b>	Don't let your kids swim there people.
<b>10</b>	Everyone is responsible for their own safety in the water or driving a vehicle across very clear you should not be in the water at this crossing
<b>11</b>	Having the crossing open to cars is a great tourist attraction which is another reason for people to visit Kununurra and bring business to the town.
<b>12</b>	I am a resident of 40 yrs, Ivanhoe Crossing was safe with the culverts closed and used for many years, Shire staff removed the blocking plates with no authority or consultation and have made it extremely dangerous, the Shire must replace them immediately before someone ends up dead, regardless of the cost. The officer responsible must be held to account and the cover ups must stop. Listen to the real locals, they know a lot more than you think, and the reasons why.
<b>13</b>	I am a visitor to the area and attend the meeting as an invited guest and see that closing the attraction could have a significant impact on the economy in Kununurra and could be the start of another Wyndham

14	I find the wording on this survey to be leading. In my opinion Question 3, option 2, does not fully explain the dangers of having the culverts fully open. It is MORE of a trapping hazard than Option 3, yet this is not mentioned at all in the explanation of the option. The language of Option 3 in contrast could be seen as being confrontational. This is a nature based environment. Culverts may be cleared, but there is nothing to stop debris such as sticks, logs, rocks and gravel from blocking them over time. In fact some of the culverts cleared are now partially blocked. Creating the trapping hazard discussed earlier. The Rocks were put in place previously in response to personal injury and DEATH. As I understand it there were no major injuries due to the crossing while the Rocks and screens were in place. The crossing is MORE dangerous now than it has been in years irrespective of the height of the water flowing over the river. There is no speed restriction in place for vehicles. The water level as it is now, is low enough for vehicles to travel at speed. This is a danger in itself creating the situation where by more people are likely to be washed off the crossing. Was there a safety audit done prior to the removal of the rocks? If so, will those making the decisions in this regard be held accountable for any personal injury or DEATH. If not, WHY NOT. Who is held accountable for that? The crossing and it's intended use are not up for "determination". It is something that is there, it can not be removed. Public access can not be denied. It needs to be maintained such that it poses the least practical danger to the community.
15	I have concerns about making the crossing safe for swimming. The water is unsafe fullstop
16	I think 300-400mm is still not particularly high for cars to be passing the crossing - I really do not think it is unsafe at 400mm.
17	I think it should be open to all traffic at the own risk of driver so that nothing come back on the shire or main roads
18	I would like to see the rocks reinstated around areas where kids will be in the water (even if it's ill advised) and covers over any culverts that are partially blocked.
19	If more funding is available, an option that allows proper monitoring and control of water within moderate limits (excluding flooding events) could provide use of the structure for both transport and tourism.
20	Irrelevant to this but the councillors portray a very poor image of SWEK and therefore the community as a whole. Feel for the employees! Good luck with helping them get their s#@t together!
21	Is it possible just to block culverts at ends closest to river bank to make it somewhat safer for people choosing to ignore the fact that it's not a safe swimming spot.
22	Isn't this the only crossing for over dimension vehicles?
23	It is a structure for crossing the river It is not a swimming hole It is not a fishing platform
24	It is a vehicle crossing. Regardless of grates etc it is stupid for any person to enter the water outside of a vehicle. So making it safer is just condoning people to enter the dangerous water. Self accountability of the public needs to be implemented.
25	It is no more dangerous than so many other bodies of water.

<b>26</b>	It was discussed at the meeting that the return of the rocks to those culverts closest to the banks would ensure the safety of those who may chose to use the crossing for reasons other than as a roadway. Given that these rocks where in place prior to 2011 and the works that has recently been undertaken and didn't increase the amount of water moving over the crossing I fail to see why these crude barriers have become such an issue. If the level of the water flowing over the crossing has increased it is because other culverts are now blocked and this issue needs addressing. There needs to be simple / clear signage at the crossing to warn people of the dangers animal and man made associated with using the crossing. It is after all a roadway not a swimming hole or fishing spot.
<b>27</b>	It was open for decades previously. Leave it open
<b>28</b>	Its a land mark let's make it as good as we can
<b>29</b>	Ivanhoe Crossing is a huge tourist drawcard for Kununurra. We need to make sure it is open for everyone to access for as much of the year as possible. It should never have been closed for so long in the first place.
<b>30</b>	Ivanhoe crossing is an amazing landmark and even if voted to be closed to traffic it should have appealing blockages to ensure locals and visitors can enjoy the beautiful scenery.
<b>31</b>	Keep the Crossing open, as is!!!
<b>32</b>	no further comment required
<b>33</b>	No one should be wading or swimming in that water. I don't want people to think it will be ok. If your feet are wet there you are doing the WRONG thing!
<b>34</b>	Non applicable
<b>35</b>	nope
<b>36</b>	Open the damn this this is getting silly now
<b>37</b>	People need to assess risk for themselves. Stop over regulation.
<b>38</b>	People need to be responsible for their and their childrens actions. It is a huge attraction for Kununurra. Leave it open!!!
<b>39</b>	People need to take responsibility for their actions. If children are supervised and people proceed with caution, adverse outcomes should be avoided.
<b>40</b>	People should read the warning signs, take care as the would usually do in any other situations? Stay out of the water!
<b>41</b>	Place rocks over first five culvert mouths on each side of crossing.
<b>42</b>	Placing large boulders on the upstream side of the culverts work well before. Not only does this safely restrict water flow through the culverts, it also offers a degree of protection to the crossing at flood levels.
<b>43</b>	Please keep it open. Need more bins
<b>44</b>	Pre-cast restrictions to culvert openings within close proximity of areas that attract swimmers would be an option as would closed culverts in close proximity to swimming areas
<b>45</b>	Put the rocks back how it was before this ceo decided to take them away without discussion. The water wasnt at an unsafe level when the rocks were there. You are scare mongering. And making yourself look silly.
<b>46</b>	So long as the Shire has the appropriate signage up re duty of care, people make their own choices whether they enter the water or not.

<b>47</b>	Surely it would be possible to calculate the amount of water that needs to be allowed through the culverts to keep the water level below 300mm? I would never swim, or allow my children to swim there but I also support placing some form of barriers in front of the culverts where people typically choose to swim, and full opening of the culverts where no-one ever swims (assuming this partial closure allows the water level to remain under 300mm). I think signage needs to be very clear that there are culverts and anyone swimming or falling in the water may be sucked through, not just signs saying no crocodiles or no swimming.
<b>48</b>	The biggest issue at the crossing is parents letting their kids swim down there, which unfortunately is going to happen whether its open or closed. Keep the culverts open and let the water go under the crossing. Lets hope we don't have to go through this ever again. Ridiculous waste of time and resources. Its an East Kimberley icon.
<b>49</b>	The crossing is not for swimming and as such controls should be out in place to support its prime activity as a road not to protect people who chose to swim there.
<b>50</b>	The culverts are part of the crossings original design and so have a designed purpose. If you are going to block/restrict flow through them you are altering the design. An engineer assessment of this design alteration should be undertaken to find if this will impact on the design of the crossing ie. extra stress on crossing and therefore life span.
<b>51</b>	The safety of swimmers should not be taken into consideration as the area is inhabited by saltwater crocodiles and no person should be in the water.
<b>52</b>	This issue has been over consulted - people need to take more responsibility around the Crossing. Not just swimming in croc infested waters, but driving across too fast or when there are people on the crossing as well.
<b>53</b>	This survey is not well written and I do not agree with or like the wording of option two or three. Although I have chosen option 3 it doesn't really reflect what I think. Why not included an option 4 as discussed at the meeting, something like: Open as many culverts as practically possible especially focusing on the culverts in the middle of the crossing. Then restrict only the first few culverts at each bank with rock or 'perforated material' (what that is I don't know, I do not remember it being discussed at the meeting). But NOT grates. This therefore would hopefully be expected to keep the water at 300mm or less and allow safe vehicle movement, while giving some partial consideration to safety. That would help to keep both parties satisfied. Thank you.
<b>54</b>	Vehicle drivers should show due diligence in assessing the water level / flow strength at the time of crossing. Access to the crossing by pedestrians / fishing / swimming should be discouraged (similar to the no pedestrian/fishing access across the Diversion Dam)
<b>55</b>	Very challenging to balance safety with public use and enjoyment. There is risk associated with outback adventure. part of the enjoyment is the risk factor. Warning signs , lots of warning signs.
<b>56</b>	Well done on getting community comment
<b>57</b>	Why does 300mm need to be the cut off when other crossings are considered to be usable at 350 or 400mm depth?
<b>58</b>	Why is council putting so much effort into vehicle access over Ivanhoe Crossing when it should be a Main Roads issue? Please focus on core SWEK business and ignore the noise from the vocal few. We don't pay \$4,000 per year rates to see so much time and energy wasted on things that aren't Council responsibilities.

## 12.05.2. Local Emergency Management Arrangements and Recovery Plan

<b>DATE:</b>	28 June 2016
<b>AUTHOR:</b>	Paul Wilson, Senior Ranger and Emergency Services Coordinator
<b>RESPONSIBLE OFFICER:</b>	David Klye, Director Infrastructure
<b>FILE NO:</b>	ES.11.5, ES.07.1
<b>DISCLOSURE OF INTERESTS:</b>	Nil

### VOTING REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION

That Council endorse:

1. The Shire of Wyndham East Kimberley Local Emergency Management Arrangements; and
2. The Shire of Wyndham East Kimberley Local Recovery Plan.

### COUNCIL DECISION

Minute No: 11415

Moved: Cr E Bolto  
Seconded: Cr B Robinson

That Council endorse:

1. The Shire of Wyndham East Kimberley Local Emergency Management Arrangements; and
2. The Shire of Wyndham East Kimberley Local Recovery Plan.

Carried 9/0

### PURPOSE

To seek Council endorsement of the draft Shire of Wyndham East Kimberley Local Emergency Management Arrangements and Local Recovery Plan.

### NATURE OF COUNCIL'S ROLE IN THE MATTER

Leader - plan and provide direction through policy and practices

## **BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

Council considered the role of the Local Emergency Management Committee (LEMC) in its deliberations of Council Committees.

The LEMC is established by the respective local government and operates under the provisions of the *Emergency Management Act 2005* to plan on behalf of the community. This is a stakeholder representative committee to provide a network of skills, knowledge and advice to assist the local government in ensuring that the local emergency management arrangements are established for its area. The Shire has elected member representation.

## **STATUTORY IMPLICATIONS**

In accordance with Section 38 of the *Emergency Management Act 2005*, a local government is required to establish one or more Local Emergency Management Committees (LEMCs) for the local government's district. The LEMC is to be managed and chaired by the local government, with representation from organisations and agencies that play a key role in emergency management within their district.

The functions of a LEMC, in relation to its district or the area for which it is established, are:

- to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMAs) are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of the LEMA; and
- to carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.

In accordance with Section 41 of the *Emergency Management Act 2005*, a local government is to ensure that emergency management arrangements are in place for that local government district.

LEMAs are developed to provide a community focused, coordinated approach to the management of all potential emergencies within a local government area. It is a requirement for each local government in Western Australia to provide access to their LEMA and to publish their Local Emergency Management Arrangements (LEMAs) on their website.

## **POLICY IMPLICATIONS**

The Local Emergency Management Arrangements are consistent with CP/REM-3621 Plant Mobilisation in an Emergency.

## **FINANCIAL IMPLICATIONS**

There are no specific financial implications involved in the endorsement of the Local Emergency Management Arrangements and the Local Recovery Plan.

## **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

Goal 3: Protection and enhancement of lifestyle values, community facilities and the environment to provide safe and inviting communities.

Objective 3.3: Towns are safe and inviting for locals and tourists

Strategy 3.3.6 : Collaborate with Police and other agencies to review and make recommendations with regard to improved safety and reduced vandalism in towns.

Strategy 3.3.10 : Adopt a partnership approach for emergency and fire management planning, preparedness, response and recovery.

## **RISK IMPLICATIONS**

### **Procedural Risks:**

#### **Risk:**

Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

#### **Control:**

Review policies and procedures (eg building, planning, health, childcare) in accordance with review schedule.

#### **Risk:**

Inability to deliver levels of service expected by the community.

#### **Control:**

Develop agreed standards of service and communicate with the community

#### **Risk:**

Non compliance with the Emergency Service Act resulting in litigation from affected parties.

#### **Control:**

- Manager Emergency Services appointed.
- Compliance with Annual Report submission to DEMC

#### **Risk:**

Loss of life or serious injury as a result of failure to undertake regular maintenance of Council facilities.

#### **Control:**

Inspection and maintenance of Council owned buildings.

**Event Risks:**

**Risk:**

Environmental damage and consequential financial liability from poor bushfire management.

**Controls:**

- Compliance with Emergency Management Act and Bushfire Control Act
- Administer through local laws, policies and practices.
- Bushfire prevention measures undertaken eg firebreaks.

**Risk:**

Extreme weather event cutting off access to and communications with Wyndham.

**Controls:**

- Local Emergency Management Arrangement Action Plan for Wyndham.
- Local Emergency Management Arrangement Action Plan for Kununurra.

**COMMUNITY ENGAGEMENT**

Engagement has taken place in accordance with the Shire's Community Engagement Guidelines and includes:

- A workshop to review the major risks to the Shire;
- Stakeholder consultation; and
- State Emergency Management Committee input and assistance.

**COMMENTS**

The Local Emergency Management Arrangements and Local Recovery Plan were developed in consultation with the Local Emergency Management Committee.

The Local Emergency Management Committee is made up of a cross section of the community, including Government & Non-Government organisations.

The consultative process included a risk workshop to identify risks and treatment options for the local community, suitable infrastructure for evacuation and to assess the interoperability of the organisations in response to an incident.

The Local Emergency Management Arrangements (Attachment 1) and the Local Recovery Plan (Attachment 2) will provide effective guidelines to the the Shire administration in preparing for and responding to emergencies and disasters in its role with primary responsibility for recovery coordination.

The Local Emergency Management Arrangements and Local Recovery Plan have been presented to the District Emergency Management Committee and the State Emergency Management Committee, who acknowledged the development of the documents.

### ***Review Process***

The review process will occur every 6 months to ensure the document is legislatively compliant, however regular amendments will occur as operationally required.

### **ATTACHMENTS - Item 12.05.2**

Attachment 1 - Shire of Wyndham East Kimberley -Local Emergency Management Arrangements

Attachment 2 - Shire of Wyndham East Kimberley - Local Recovery Plan



SHIRE OF WYNDHAM | EAST KIMBERLEY

## Disclaimer

The Shire of Wyndham East Kimberley makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose.

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Requests for further authorisation should be directed to the:

Chairperson  
Kununurra - Wyndham  
Local Emergency Management Committee  
Shire of Wyndham East Kimberley  
PO Box 614  
Kununurra WA 6743  
[mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au)

## Certificate of Endorsement

Under the provisions of the *Emergency Management Act 2005* and State Emergency Management Policy, the Shire of Wyndham East Kimberley is required to establish and maintain local emergency management arrangements for the local government district. These Arrangements have been prepared by the Shire of Wyndham East Kimberley in consultation with the Kununurra - Wyndham Local Emergency Management Committee.

A copy of these Arrangements has been sent to the Kimberley District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC) for noting.

---

Chair  
Shire of Wyndham East Kimberley  
Kununurra - Wyndham  
Local Emergency Management Committee

---

Date

---

Shire CEO or President  
Shire of Wyndham East Kimberley

---

Date

Endorsed at Council Meeting:

Resolution Number

Date:

Noted by:

Kimberley DEMC (SEMP 2.5, Item 31)

Date:

SEMC (Sec 41(5) EM Act 2005)

Date

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## Amendment Record

Amendment		Details of Amendment	Amended (Name)	By
Number	Date			
01	21/06/16	Final draft seeking endorsement from Council after completion of the consultative process.	Paul Wilson	

Suggestions and comments can help improve these arrangements.

Feedback can include:

- What you like or don't like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson  
 Kununurra - Wyndham  
 Local Emergency Management Committee (LEMC)  
 Shire of Wyndham East Kimberley  
 PO Box 614  
 Kununurra WA 6743  
[mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au)

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are certified in the following table, when updated.

## Distribution

A copy of these Arrangements is provided to LEMC members as listed in the LEMC Contacts Directory at Appendix 3.

Additional copies are provided to the Kimberley DEMC and SEMC.

A public copy is available on the Shire of Wyndham East Kimberley website at [www.swek.gov.wa.au](http://www.swek.gov.wa.au)

A hard copy can be viewed at the Shire of Wyndham East Kimberley main office, located at 20 Coolibah Drive Kununurra or Wyndham Office, Koolama Street Wyndham.

Upon application to the Shire a hard copy of the Arrangements may be provided.

## Glossary of Terms

The terms used in this Local Emergency Management Arrangements are consistent with Section 3 of the Emergency Management Act 2005. For additional information in regards to the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary 2011.

<b>Community Emergency Risk Management</b>	A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.
<b>Comprehensive Approach</b>	The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases.
<b>Controlling Agency</b>	An agency nominated to control the response activities to a specified type of emergency.
<b>Coordination</b>	The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.
<b>District</b>	Means an area of the State that is declared to be a district under section 2.1 <i>Local Government Act 1995</i> .
<b>District Emergency Management Committee (DEMC)</b>	A committee established under Section 31(1) of the <i>Emergency Management Act 2005</i> .
<b>Emergency</b>	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
<b>Emergency Management</b>	The management of the adverse effects of an emergency including: <ul style="list-style-type: none"><li>(a) <b>Prevention</b> – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency;</li><li>(b) <b>Preparedness</b> – preparation for response to an emergency;</li><li>(c) <b>Response</b> – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery; and</li><li>(d) <b>Recovery</b> – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial</li></ul>

and economic wellbeing.

**Emergency Management Agency**

A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of *the Emergency Management Act 2005*.

**Emergency Risk Management**

A systematic process that produces a range of measures which contribute to the well-being of communities and the environment. This process considers the likely effect of hazardous events and the measures by which they can be minimised.

**Hazard** - A situation or condition with potential for loss or harm to the community or the environment.

**Risk** - A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

**Hazard**

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code 1995* of the Commonwealth
- (f) any other event, situation or condition that is capable of causing or resulting in
  - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
  - (ii) destruction of or damage to property or any part of the environment and is prescribed by *Emergency Management Regulations 2006*

**Hazard Management Agency (HMA)**

A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

**Incident**

An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

**Incident Controller (IC)**

The person designated by the relevant Hazard Management Agency, responsible for the overall management and control of an incident and the tasking of agencies in accordance with the needs of the situation.

**Incident Management Team**

The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of AIIMS.

<b>Incident Support Group (ISG)</b>	A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.
<b>Lifelines</b>	The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.
<b>Local Emergency Coordinator (LEC)</b>	That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during <i>Incidents</i> and <i>Operations</i> .
<b>Local Emergency Management Arrangements (LEMA)</b>	Written by the local government, Local Emergency Management Arrangements are documented emergency management plans for the local government district. Consistent with State emergency management policies and plans, arrangements are to include information as stipulated in section 41(2) of the Act, accommodating the comprehensive approach to emergency management; Prevention, Preparedness, Response and Recovery (PPRR) that contribute to the reduction or elimination of hazards and to reducing the susceptibility or increase in the resilience to hazards of the community or the environment in the local government district.
<b>Local Emergency Management Committee (LEMC)</b>	Means a committee established under section 38 of the <i>Emergency Management Act 2005</i> .
<b>Operational Area Support Group (OASG)</b>	A group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened by the Operational Area Manager/Incident Controller to provide agency specific expert advice and support in relation to strategic management of the incident/s.
<b>Preparedness</b>	Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects.
<b>Prevention</b>	Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies.
<b>Recovery</b>	The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

<b>Response</b>	Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised.
<b>Risk</b>	<p>A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.</p> <ul style="list-style-type: none"> <li>- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.</li> <li>- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.</li> <li>- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.</li> </ul>
<b>Risk Management</b>	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk. Refer to <i>AS/NZS ISO 31000:2009</i>
<b>Risk Register</b>	A register of the risks within the local government, identified through the Community Emergency Risk Management process.
<b>State Emergency Management Committee (SEMC)</b>	A committee established under Section 13 of the <i>Emergency Management Act 2005</i> .
<b>Support Organisation</b>	A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.
<b>Vulnerability</b>	The degree of susceptibility and resilience of the community and environment to hazards. The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).
<b>Welfare Centre</b>	Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

## Acronyms

<b>ADF:</b>	Australian Defence Force
<b>BoM:</b>	Bureau of Meteorology
<b>CEO:</b>	Chief Executive Officer
<b>DAFWA:</b>	Department of Agriculture and Food
<b>DCPFS:</b>	Department for Child Protection and Family Support
<b>DFES:</b>	Department of Fire and Emergency Services
<b>DEMC:</b>	District Emergency Management Committee
<b>DoE:</b>	Department of Education
<b>DoH:</b>	Department of Health
<b>DPAW:</b>	Department of Parks and Wildlife
<b>DPI:</b>	Department of Planning and Infrastructure
<b>EOC:</b>	Emergency Operations Centre
<b>HMA:</b>	Hazard Management Agency
<b>IC:</b>	Incident Controller
<b>ISG:</b>	Incident Support Group
<b>LEC:</b>	Local Emergency Coordinator
<b>LEMC:</b>	Local Emergency Management Committee
<b>LEMA:</b>	Local Emergency Management Arrangements
<b>LG:</b>	Local Government
<b>LRC:</b>	Local Recovery Coordinator
<b>LRCC:</b>	Local Recovery Coordinating Committee
<b>LRP:</b>	Local Recovery Plan
<b>OASG:</b>	Operations Area Support Group
<b>OIC:</b>	Officer in Charge
<b>RCC:</b>	Recovery Coordination Centre
<b>SEMC:</b>	State Emergency Management Committee
<b>SEMP:</b>	State Emergency Management Policy
<b>SES:</b>	State Emergency Service
<b>SJA:</b>	St John Ambulance
<b>SRCC:</b>	State Recovery Coordinating Committee
<b>SWEK:</b>	Shire of Wyndham east Kimberley
<b>VBFB:</b>	Volunteer Bush Fire Brigade
<b>VFRS:</b>	Volunteer Fire and Rescue Service
<b>WAPOL:</b>	Western Australian Police

## Part 1: Introduction

### 1.1 Authority

These arrangements have been prepared by the Shire of Wyndham East Kimberley through the Kununurra – Wyndham Local Emergency Management Committee (LEMC) pursuant to Section 41(1) of the Emergency Management Act 2005 (EM Act 2005) and in accordance with SEMC Policy and Procedure.

### 1.2 Purpose

The purpose of these Arrangements is to;

- Identify and document emergency management risk that may impact the Shire of Wyndham East Kimberley;
- Provide information to agencies involved in local emergency management to support prevention, preparedness, response and recovery activities;
- Describe the Shire of Wyndham East Kimberley's emergency management policies;
- Describe the Roles and Responsibilities of agencies involved in emergency management within the district; and
- Manage other emergency management matters in the district the Shire of Wyndham East Kimberley considers appropriate.

### 1.3 Scope

These arrangements are to ensure there are suitable plans in place to manage identified emergencies should they arise.

It is not the intent of this document to detail the procedures for Hazard Management Agencies (HMAs) who have the allocated responsibility to respond to and manage an emergency. Those procedures will be detailed in the respective HMAs specific plans.

Furthermore, these Arrangements apply to:

- The geographic location of the Shire of Wyndham East Kimberley;
- Areas where the Shire of Wyndham East Kimberley provides support to HMAs in the event of an incident;
- The Shire of Wyndham East Kimberley's capacity to provide resources in support of an emergency, whilst still maintaining business continuity; and
- The Shire of Wyndham East Kimberley's responsibility in relation to recovery management.

## 1.4 Consultation

The Local Emergency Management Committee (LEMC) members have been consulted throughout the draft process, including minuted amendments.

Copies of these arrangements are available at the Shire offices located at 20 Coolibah Drive Kununurra & available on the Shire's website [www.swek.wa.gov.au](http://www.swek.wa.gov.au).

### 1.4.1 Memorandums of Understanding and Mutual Aid Agreements

The Shire of Wyndham East Kimberley from time to time may enter into Memorandums of Understanding or Mutual Aid Agreements with respective agencies and stakeholders. There are no active agreements in place.

## 1.5 Related Documents

Shire of Wyndham East Kimberley Local Recovery Plan 2016  
Kununurra Local Emergency Management Welfare Support Plan 2015  
Wyndham Local Emergency Management Welfare Support Plan 2016

## 1.6 General Description and Area Covered

The Shire of Wyndham East Kimberley is located in the ruggedly picturesque and sparsely populated northeast corner of Western Australia (WA), stretching from the Northern Territory border to the northern most tip of WA.

The Shire covers an area of 121,000 square kilometers and is one of four local governments that make up the Kimberley region. The Shire includes the towns of Kununurra and Wyndham and there are also a number of Aboriginal Communities; the largest being Kalumburu, which is situated in the northern part of the Shire.

The Shire boasts many attractions some of which include Carr Boyd Ranges, Celebrity Tree Park, Cockburn Ranges, Drysdale River National Park, Emma Gorge, Five Rivers Lookout (the Bastion), Gibb River Road, The Grotto, Ivanhoe Crossing, Kelly's Knob, Kununurra Diversion Dam/Lake Kununurra, Lake Argyle, Lily Lagoons, Mirima National Park, Mitchell River National Park, Ord River Irrigation Area, Ord River, Parry's Lagoon Nature Reserve, Pentecost River, Ragged Range, Wyndham Community Fishing Jetty and Zebedee Springs.

The Shire of Wyndham East Kimberley has two main population areas, Kununurra and Wyndham. The town of Kununurra is the principal centre located 3,040kms northeast of Perth and is situated approximately 37 kms from the WA/NT Border. With its tropical climate and its many natural attractions, the Shire of Wyndham East Kimberley is the eastern gateway to the Kimberley.

The Shire of Wyndham East Kimberley's population is approximately 8,000 people which are split between the two towns of Kununurra and Wyndham as well as pastoral leases and Indigenous communities. This excludes the estimated 2500 FIFO on various mine sites in the Shire and large variances in tourist population during the Wet and Dry Seasons.

The Shire of Wyndham East Kimberley is a diverse and varied community which has a number of local considerations that need to be taken into account when planning for and managing an emergency incident. These local considerations are detailed at Appendix 10 Local Considerations.

## **Part 2: Planning**

### **2.1 Local Emergency Management Committee**

The Shire of Wyndham East Kimberley established the Kununurra - Wyndham LEMC under the Section 38 of the Emergency Management Act 2005 to advise it on its responsibilities and requirements in relation to emergency management within its district.

The key role of the committee is in strategic planning on emergency management issues for the district.

### **2.2 LEMC Member Roles and Responsibilities**

The structure of the LEMC and committee member roles and responsibilities are listed at Appendix 1: Kununurra – Wyndham LEMC Structure – Roles & Responsibilities.

The key positions of the LEMC committee are:

1. Chairperson
2. Deputy Chairperson
3. Executive Officer
4. Local Emergency Coordinator
5. Agency representation
6. Ex – Officio members

### **2.3 LEMC Meeting Schedule**

The Kununurra – Wyndham LEMC will meet quarterly on a date to be advised in advance. The meeting dates will be forwarded to the Kimberley DEMC in June of each year to be included in a regional meetings register.

Two meetings will be held in Kununurra and two in Wyndham at venues nominated by the LEMC, when calling for agenda items and advising of the time and date of the next meeting.

### **2.4 LEMC Procedures**

The LEMC will produce a separate document that determines its procedures based on guidance provided by SEMC policy and documents relevant to the management of a LEMC. A copy of the procedures will be provided to members to facilitate the effective and efficient management of the LEMC.

## **2.5 LEMC Terms of Reference**

The LEMC will determine its Terms of Reference and produce a separate document to be distributed to members. The Terms of Reference will be based on SEMC policy and other publications that assist the establishment and function of a LEMC.

## **2.6 LEMC Business Plan**

The Kununurra – Wyndham LEMC may develop and implement an annual Business plan in June of each year to inform its activities for the next twelve months.

Support is provided by the SEMC Secretariat to ensure the Business Plan is consistent with the SEMC Strategic Plan.

## **2.7 LEMC Annual Reporting**

The Kununurra – Wyndham LEMC will compile an Annual; Report of Activities as directed by the State Emergency Management Committee (SEMC) under the EM Act 2005.

The SEMC Secretariat will provide the document in June of each year and coordinate support for the completion of the documents and collection of it.

## **2.8 Shire of Wyndham East Kimberley Preparedness Reporting**

The Shire of Wyndham East Kimberley will complete an annual Preparedness Report in June of each year as requested by the SEMC Secretariat. The reporting document and support will be coordinated by the SEMC Secretariat.

## **Part 3: Managing Risk**

In order to manage the risk resulting from the impact of hazards within the Shire of Wyndham East Kimberley, the following will be implemented:

### **3.1 Context**

The Shire of Wyndham East Kimberley district is subject to a number of natural and man - made hazards that pose a risk to the community and infrastructure contained within the district.

The identified hazards that create these risks are allocated to specific agencies to manage. The risks posed from these hazards are required to be identified so treatment options can be identified to mitigate against their potential impact.

### **3.2 Risk Assessment**

The Shire of Wyndham East Kimberley will facilitate an on-going emergency risk management program which assesses the possible risks the identified hazards pose.

The identified hazards and risk treatments are found at Appendix 2: Risk Register.

A comprehensive risk management report will be produced as the Emergency Risk Management Project develops. The Shire Emergency Risk Management Project is guided by the following:

1. AS/NZS ISO 31000:2009 Risk Management Principles & Guidelines
2. WA State Emergency Management Policy 2.9 Management of Emergency Risks (2014).
3. WA Emergency Risk Management Guide 2015.
4. National Emergency Risk Assessment Guidelines 2015

## **Part 4: Response**

This section details the local emergency management information Hazard Management Agencies may require to assist in managing an emergency event within the Shire of Wyndham East Kimberley.

### **4.1 Contacts**

A complete list of local contacts is available in the Local Emergency Management Contacts Directory (Appendix 3).

### **4.2 Resources**

A list of local resources is available in the Local Emergency Management Emergency Resources Directory (Appendix 4).

### **4.3 Local Emergency Plans**

Appendix 6 identifies the plans in place and agency responsible to manage an emergency event that is or may impact the district.

The plans have been written by the responsible agency to assist in the management of an emergency event within the local government district.

### **4.4 Activation of Local Arrangements**

The Hazard Management Agency, Controlling Agency or the Local Emergency Coordinator in consultation with the Shire of Wyndham East Kimberley is responsible for the activation and implementation of these Arrangements in response to an emergency that has or may impact the district.

### **4.5 Incident Support Group**

The Incident Support Group (ISG) is convened by the Hazard Management Agency (HMA) or Local Emergency Coordinator (LEC) in consultation with the HMA to provide support to the Incident Management Team.

The ISG is convened to assist in the overall coordination of services and information during a major event.

The membership of the ISG will be determined by the HMA or LEC in consultation with the HMA.

### ***Triggers for an ISG***

The triggers for an incident support group are defined in the State Emergency Management Policy 5.22 and State Emergency Management Plan section 5.1 these are

- a. Where an incident is designated as a level 2 or higher
- b. Multiple agencies need to be coordinated.

### **4.6 Vulnerable Groups - Special Needs Groups**

The identification of and planning for people within the district who may be vulnerable and/or have special needs is required to allow for specific planning to assist them in times of emergency. An emergency may impact their ability to cope with an emergency event.

A list of Vulnerable and/or Special Needs Groups who reside within or visit the District is provided at Appendix 7.

### **4.7 Critical Infrastructure**

Critical Infrastructure is assets that are essential for the functioning of the local community and economy within the district. They may include power generation, water supply, transport networks and other facilities that the community and others rely on to function.

These assets are identified to ensure that planning to mitigate the effects of an emergency is undertaken by the agency responsible.

A list of Critical Infrastructure is detailed at Appendix 8.

### **4.8 Media Management**

This policy governs the actions of all Shire of Wyndham East Kimberley staff and LEMC members when dealing with the media in relation to an emergency incident.

Its purpose is to ensure a professional and consistent approach is taken by staff and LEMC members, in relation to external communications, through the maintenance of positive media relationships.

In the first instance the Hazard Management Agency is responsible for managing the media in relation to the emergency incident.

Shire staff and LEMC members will refer media inquiries to the HMA and not comment on the incident unless they are:

- authorised by the HMA;
- authorised by their own agency; and
- providing information as directed or related to their particular function.

#### 4.9 Public Information & Community Warning Systems

State based public information and community warning systems will be used as required to alert and inform the community about an emergency incident.

The State based systems and local systems that may be utilised within the district are listed at Appendix 9: Public Information & Community Warning Systems.

#### 4.10 Local Considerations

The Shire of Wyndham East Kimberley is a diverse and varied community which has a number of local considerations that need to be taken into account when planning for and managing an emergency incident. These local considerations are detailed at Appendix 10: Local Considerations.

#### 4.11 Local Government Liaison Officers

The following local government officers are endorsed to represent and undertake actions on behalf of the Shire of Wyndham East Kimberley:

	<b>Role</b>	<b>Position</b>	<b>Contact Details</b>
1 <sup>st</sup> Call	ISG Liaison	Director Infrastructure	9168 4100 0419 132 777
2 <sup>nd</sup> Call	ISG Liaison	Senior Ranger & Emergency Services Coordinator	9168 4100 0429 157 230
1 <sup>st</sup> Call	Local Welfare Liaison	Director Community Development	9168 4100 0408 261 882
2 <sup>nd</sup> Call	Local Welfare Liaison	Manager Community Services	9168 4100 0407 600 081

#### **4.12 Community Evacuation**

Evacuation is the responsibility of the Hazard Management Agency in consultation with WA Police and the Dept. for Child Protection and Family Support. The Shire of Wyndham East Kimberley has made available facilities for use in an evacuation and will liaise with the HMA and other agencies in managing an evacuation within the district.

A list of Welfare and Evacuation centres is provided at Appendix 11

#### **4.13 Emergency Management Welfare Support**

The Department for Child Protection and Family Support has the mandate for emergency management welfare support. The HMA should contact the Department to arrange the opening and staffing of a welfare centre. Details of the centre locations are contained in the Kununurra and Wyndham Local Welfare Plans. This plan also includes arrangements for registration and enquiry.

#### **4.15 Financial Arrangements in Emergency Incidents**

State Financial Arrangements in response to an emergency are found in State Emergency Management Policy (SEMP) 4.2.

This policy outlines the financial responsibilities for funding during multi-agency emergencies.

Whilst recognizing the provisions of SEMP 4.2 the Shire of Wyndham East Kimberley is committed to expending such necessary funds as required on its part to ensure the safety of its residents and visitors.

## Part 5: Recovery

The Shire of Wyndham East Kimberley has developed a local recovery plan that complements the Local Emergency Management Arrangements.

Please refer to the Local Recovery Plan for more detail about the recovery process within the district.

Copies of the plan are available from the Shire of Wyndham East Kimberley via their website at [www.swek.wa.gov.au](http://www.swek.wa.gov.au) or on application to the Shire.

### 5.1 Aim of Recovery

The aim of recovery is to assist the affected community as quickly as possible to restore the quality of life that enables them to function as a community.

### 5.2 Recovery Concepts

Recovery management is supported by the following concepts.

- **Community Involvement:** Recovery processes are most effective when affected communities actively participate in their own recovery.
- **Local Level Management:** Recovery services should be managed to the extent possible at the local level.
- **Affected Community:** The identification of the affected community needs to include all those who are affected in any significant way whether defined by geographical location or as a dispersed population.
- **Differing Effects:** The ability of individuals, families and communities to recover depends upon capacity, specific circumstances of the event and its effects.
- **Empowerment:** Recovery services should empower communities to manage their own recovery through support and maintenance of identity, dignity and autonomy.
- **Resourcefulness:** Recognition needs to be given to the level of resourcefulness evident within an affected community and self-help should be encouraged.
- **Responsiveness, Flexibility, Adaptability and Accountability:** Recovery services need to be responsive, flexible and adaptable to meet the rapidly changing environment, as well as being accountable.
- **Integrated Services:** Integration of recovery service agencies, as well as with response agencies, is essential to avoid overlapping services and resource wastage.
- **Coordination:** Recovery services are most effective when coordinated by a single agency.

- **Planned Withdrawal:** Planned and managed withdrawal of external services is essential to avoid gaps in service delivery and the prevention of leaving before the task has been completed.

### **5.3 Recovery Process**

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The purpose of the Local Recovery Plan is to ensure recovery is managed and planned for in a structured manner.

However, recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self - determination.

### **5.4 Transition Response to Recovery**

Recovery activities should commence immediately following the impact of an event whilst response activities are still in progress. Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event, the Incident Controller is to ensure that the Local Recovery Coordinator is notified of the event and is included as a member of the Incident Support Group (ISG).

### **5.5 Local Recovery Coordinator**

The Shire of Wyndham East Kimberley on advice from the LEMC and endorsement of Council will appoint a Local Recovery Coordinator.

The Local Recovery Coordinator is the Shire of Wyndham East Kimberley's Director Infrastructure.

## 5.6 Local Recovery Committee

The Shire of Wyndham East Kimberley on advice from the LEMC will establish a Local Recovery Committee made up of members who have a role and responsibility in recovery management.

The committee will be chaired by the Local Recovery Coordinator. The committee role and responsibility is to advise and assist the Shire of Wyndham East Kimberley in their recovery obligations.

<b>Position</b>	<b>Representative</b>
Chairperson	Director Infrastructure SWEK
Local Recovery Coordinator	Director Infrastructure (SWEK)
Secretary/Executive Officer	Infrastructure Support Officer (SWEK) Senior Ranger & Emergency Services Coordinator (SWEK)
Committee Members	Govt. or Non-Govt. agencies with either a designated role, knowledge or resources to support recovery management

## Part 6: Capability and Continuous Improvement

### 6.1 Exercises

The Shire of Wyndham East Kimberley is to ensure an exercise is conducted annually to test either the whole or part of the plan. It may be done in conjunction with emergency management agencies testing their response or support plans.

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of the during an emergency response situation.

The exercising of HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC to:

- Test the effectiveness of local arrangements of the Local Government
- Bring together members of the emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities.
- Help educate the community about local arrangements and programs.
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions.
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of coordination between them.

Examples of exercises include.

- Desktop discussion
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency.
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the emergency resources register.

### 6.2 Review

The Shire of Wyndham East Kimberley through the Kununurra – Wyndham LEMC will review its Local Emergency Management Arrangements, Local Recovery Plan and other support plans annually prior to identified high risk periods.

The arrangements and plans will also be reviewed after an exercise or activation in response to an emergency incident involving the arrangements or plans.

A full review and rewrite will occur every five years from the date of endorsement, or after a major incident.

Major amendments or changes must be forwarded to the agencies listed in the LEMC Contacts Directory and Kimberley DEMC.

## Part 7: Appendices

### Appendix 1 Kununurra – Wyndham LEMC Structure, Roles & Responsibilities

Local Role	Description of responsibilities
Local Government	The responsibilities of the Shire of Wyndham East Kimberley are defined in s.36 of the Emergency Management Act 2005
Local Emergency Coordinator (LEC)	The responsibilities of the LEC are defined in s.36 of the Emergency Management Act 2005
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Liaison Officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local Government Incident Management	<ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implementing procedures that assist the community and emergency services deal with incidents</li> <li>• Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire's emergency response capability.</li> <li>• Liaise with the incident controller (provide a liaison officer)</li> <li>• Participate in the ISG and provide local support</li> <li>• Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the DCPFS.</li> </ul>

The Shire of Wyndham East Kimberley has established a Local Emergency Management Committee (LEMC) under section 38(1) of the Emergency Management Act 2005 to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of the emergency management arrangement for its district.

The LEMC plays a vital role in assessing our communities become more prepared for major emergencies by

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographical issues, they provide advice to Hazard Management Agencies to develop effective localised hazard plans.
- Providing a multi-agency forum to analyse and treat local risk
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisations of the members.

LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by: <ul style="list-style-type: none"> <li>• Provide secretariat support including:             <ul style="list-style-type: none"> <li>- Meeting agenda</li> <li>- Minutes and action lists</li> <li>- Correspondence</li> <li>- Maintain committee membership contact register</li> </ul> </li> <li>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:             <ul style="list-style-type: none"> <li>- Annual Report</li> <li>- Annual Business Plan</li> <li>- Maintain Local Emergency Management Arrangements</li> </ul> </li> <li>• Facilitate the provision of relevant emergency management advice to the chair and committee as required; and</li> <li>• Participate as a member of sub-committees and working groups as required.</li> </ul>

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> <li>• Undertake all responsibilities as prescribed in agency specific legislation for Prevention &amp; Preparedness.</li> <li>• Control all aspects of the response to an incident.</li> </ul> <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>A hazard management agency is to be public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency aspect, in the area prescribed of the hazard for which it is prescribed (s4 Emergency Management Act 2005).</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects (Emergency Management Regulations)</li> <li>• Appointment of Hazard Management Officers (s.55 EM Act)</li> <li>• Declare/revoke Emergency situation (s.50 &amp; 53 EM Act)</li> <li>• Coordinate the development of the Westplan for that hazard (State Emergency Management Policy s.1.5)</li> <li>• Ensure effective transition to recovery by Local Government.</li> </ul>
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State Emergency Management Glossary)</p>

**Kununurra:**

<b>Committee Position</b>	<b>Position Held By (Title)</b>
Chair	Director Infrastructure (SWEK)
Deputy Chair	Officer in Charge (OIC) Kununurra Police
Executive Officer	Senior Ranger & Emergency Services Coordinator (SWEK).
Local Emergency Coordinator	Officer in Charge (OIC) Kununurra Police
Member Agencies (list agency only)	DPAW, SWEK, DCPFS, Horizon Power, DAFWA, SJA, VFRS, DFES, WAPOL, Main Roads, WA Health Services, Housing Authority, Watercorp & SES.
Ex-Officio Members (list agency only)	N/A

**Wyndham:**

<b>Sub- Committee Position</b>	<b>Position Held By (Title)</b>
Chair	Director Infrastructure (SWEK)
Deputy Chair	Officer in Charge Wyndham Police
Executive Officer	Senior Ranger & Emergency Services Coordinator (SWEK)
Local Emergency Coordinator	Officer in Charge Wyndham (SWEK)
Member Agencies (list agency only)	Horizon Power, SWEK, WAPOL, DCPFS, DAFWA, Watercorp, SJA, WA Health Service, Main Roads & Housing Authority.
Ex-Officio Members (list agency only)	N/A

## Appendix 2: Kununurra – Wyndham Risk Register

Hazard	Risk Rating	Treatment Options	HMA
1. Flood	Extreme	1. WestPlan Flood 2. SWEK LEMA 3. WA State Planning Act	Dept. for Fire & Emergency Services (DFES)
2. Fire	Major	1. WestPlan Fire 2. SWEK LEMA	DFES
3. Storm	Major	1. WestPlan Storm 2. SWEK LEMA 3. Building Codes	DFES
4. Road Crash	High	1. WestPlan Road Crash Emergency 2. SWEK LEMA	WA Police
5. Cyclone	Major	1. WestPlan Cyclone 2. SWEK LEMA 3. Building Codes	DFES
6. Air Crash	High	1. WestPlan Air Crash 2. SWEK LEMA	WA Police
7. Land Search & Rescue	Moderate	1. WestPlan Land Search 2. SWEK LEMA	WA Police
8. Marine Search & Rescue	Moderate	1. WestPlan MARSAR 2. SWEK LEMA	WA Police
9. Human Epidemic	Moderate	1. WestPlan Human Epidemic 2. SWEK LEMA	Dept. of Health
10. Animal & Plant Biosecurity	High	1. WestPlan Animal & Plant Biosecurity 2. SWEK LEMA	Dept. of Agriculture & Food WA

## Appendix 3: Kununurra – Wyndham Local Emergency Management Committee Contacts Directory

### Kununurra:

First Name	Surname	Email Address	Mobile	Phone	Position	Organisation
Kelly	Colledge	<a href="mailto:kelly.colledge@cpfs.wa.gov.au">kelly.colledge@cpfs.wa.gov.au</a>	0409 780 736	9168 0333	District Director East Kimberley	Child Protection and Family Support
Megan	Spence	<a href="mailto:Megan.Spence@cpfs.wa.gov.au">Megan.Spence@cpfs.wa.gov.au</a>	0427 196 037	9193 8400	District Emergency Services Officer Kimberley District	Child Protection and Family Support <b>(Based in Broome)</b>
Noel	Wilson	<a href="mailto:noel.wilson@agric.wa.gov.au">noel.wilson@agric.wa.gov.au</a>	0429 105 336	9166 4001	Manager Northern Region	Department of Agriculture and Food WA
Nick	Kearns	<a href="mailto:nick.kearns@housing.wa.gov.au">nick.kearns@housing.wa.gov.au</a>	0409 418 891	9166 5100	Regional Manager East Kimberley	Department of Housing
Felix	McQuistan	<a href="mailto:felix.mcquistan@dfes.wa.gov.au">felix.mcquistan@dfes.wa.gov.au</a>	0448 970 378	9168 2161	Area Officer East Kimberley	DFES (Fire Services)
Graham	Sears	<a href="mailto:graham.sears@dfes.wa.gov.au">graham.sears@dfes.wa.gov.au</a>	0429 881 559	9169 1372	District Officer East Kimberley	DFES (SES)
Daryl	Moncreiff	<a href="mailto:daryl.moncreiff@dpaw.wa.gov.au">daryl.moncreiff@dpaw.wa.gov.au</a>	0418 919 384	9168 4200	Regional Manager Kimberley	DPAW
Roanna	Edwards	<a href="mailto:roanna.edwards@horizonpower.com.au">roanna.edwards@horizonpower.com.au</a>	0455 069 193	9166 4713	Retail and Community Manager	Horizon Power
Andrew	Olgivie	<a href="mailto:kfp@westnet.com.au">kfp@westnet.com.au</a>	0427 194 903	9169 1772	Captain	Kununurra VFRS
Sean	Rose	<a href="mailto:sean.rose@mainroads.wa.gov.au">sean.rose@mainroads.wa.gov.au</a>	0437 632 448	9168 4728	Operations Manager - Kununurra	Main Roads
Lincoln	Heading	<a href="mailto:lincfel@bigpond.com">lincfel@bigpond.com</a>		9169 1003		SES
Sarel	De Koker	<a href="mailto:sarel.dekoker@stjohnambulace.com.au">sarel.dekoker@stjohnambulace.com.au</a>	0427 473 150	9168 2302	Station Manager	St John Ambulance
Cr Darren	Spackman	<a href="mailto:darren.spackman@swek.wa.gov.au">darren.spackman@swek.wa.gov.au</a>	0418 681 100		Councillor	SWEK
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Ebony	Daniell	<a href="mailto:ebony.daniell@swek.wa.gov.au">ebony.daniell@swek.wa.gov.au</a>	0408 423 527	9168 4100	Environmental Health Officer	SWEK
Paul	Bawden	<a href="mailto:paul.bawden@swek.wa.gov.au">paul.bawden@swek.wa.gov.au</a>	0439 031 583	9168 2648	Manager East Kimberley Regional Airport <b>Deputy Recovery Coordinator.</b>	SWEK
Paul	Wilson	<a href="mailto:paul.wilson@swek.wa.gov.au">paul.wilson@swek.wa.gov.au</a>	0429 157 230	9168 4100	Senior Ranger and Emergency Services Coordinator <b>Executive Officer Deputy Recovery Coordinator</b>	SWEK
Donna	Hindmarsh	<a href="mailto:donna.hindmarsh@health.wa.gov.au">donna.hindmarsh@health.wa.gov.au</a>	0408 944 304	9166 4242	Operations Manager Officer in Charge <b>Deputy Chair LEMC</b>	WA Country Health Service
Steve	Principe	<a href="mailto:steve.principe@police.wa.gov.au">steve.principe@police.wa.gov.au</a>	0438 931 221	9166 4530		WA Police
Ernie	Pucci	<a href="mailto:Ernie.Pucci@watercorporation.com.au">Ernie.Pucci@watercorporation.com.au</a>	0477 300 179	9168 0721	Dams Coordinator	Water Corporation
Thomas	Pearce	<a href="mailto:Tom.Pearce@watercorporation.com.au">Tom.Pearce@watercorporation.com.au</a>	0409 202 056	9168 0749	Operations Manager	Water Corporation

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Scott	Beckwith	<a href="mailto:scott.beckwith@horizonpower.com.au">scott.beckwith@horizonpower.com.au</a>	0418 916 979	91929910	Manager Kimberley Business	Horizon Power ( <b>Based in Broome</b> )

## Wyndham:

First Name	Surname	Email Address	Mobile	Phone	Position	Organisation
Kelly	Colledge	<a href="mailto:kelly.colledge@cpfs.wa.gov.au">kelly.colledge@cpfs.wa.gov.au</a>	0409 780 736	9168 0333	District Director East Kimberley	Child Protection and Family Support
Megan	Spence	<a href="mailto:Megan.Spence@cpfs.wa.gov.au">Megan.Spence@cpfs.wa.gov.au</a>	0427 196 037	9193 8400	District Emergency Services Officer Kimberley District	Child Protection and Family Support <b>(Based in Broome)</b>
Noel	Wilson	<a href="mailto:noel.wilson@agric.wa.gov.au">noel.wilson@agric.wa.gov.au</a>	0429 105 336	9166 4001	Manager Northern Region	Department of Agriculture and Food WA
Nick	Kearns	<a href="mailto:nick.kearns@housing.wa.gov.au">nick.kearns@housing.wa.gov.au</a>	0409 418 891	9166 5100	Regional Manager East Kimberley	Department of Housing
Bill	Dempsey	<a href="mailto:bill.dempsey@dpaw.wa.gov.au">bill.dempsey@dpaw.wa.gov.au</a>	0457 514 537	9168 4200	District Coordinator	Department of Parks and Wildlife
Tony	Stevenson	<a href="mailto:tony.stevenson@dfes.wa.gov.au">tony.stevenson@dfes.wa.gov.au</a>	0417 973 644	9169 1370	District Officer	DFES
Scott	Beckwith	<a href="mailto:scott.beckwith@horizonpower.com.au">scott.beckwith@horizonpower.com.au</a>	0418 916 979	91929910	Manager Kimberley Business	Horizon Power <b>(Based in Broome)</b>
Sean	Rose	<a href="mailto:sean.rose@mainroads.wa.gov.au">sean.rose@mainroads.wa.gov.au</a>	0437 632 448	9168 4728	Operations Manager - Kununurra	Main Roads
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David	Kiye	<a href="mailto:david.kiye@swek.wa.gov.au">david.kiye@swek.wa.gov.au</a>	0419 132 777	9168 4161	Director Infrastructure <b>Local Recovery Coordinator Chair LEMC</b>	SWEK
Paul	Wilson	<a href="mailto:paul.wilson@swek.wa.gov.au">paul.wilson@swek.wa.gov.au</a>	0429 157 230	9168 4100	Senior Ranger and Emergency Services Coordinator <b>Executive Officer Deputy Recovery Coordinator.</b>	SWEK
Jane	Drew	<a href="mailto:louise.drew@health.wa.gov.au">louise.drew@health.wa.gov.au</a>		9166 4377		WA Country Health Service
Gene	Wright	<a href="mailto:gene.wright@police.wa.gov.au">gene.wright@police.wa.gov.au</a>	0408 932 037	9161 0400	Sergeant (OIC)	WA Police
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Ernie	Pucci	<a href="mailto:Ernie.Pucci@watercorporation.com.au">Ernie.Pucci@watercorporation.com.au</a>	0477 300 179	9168 0721	Dams Coordinator	Water Corporation
Thomas	Pearce	<a href="mailto:Tom.Pearce@watercorporation.com.au">Tom.Pearce@watercorporation.com.au</a>	0409 202 056	9168 0749	Operations Manager	Water Corporation

## Minutes Distribution:

Daniel	Hill	<a href="mailto:Kimberley.pilbara.da@semc.wa.gov.au">Kimberley.pilbara.da@semc.wa.gov.au</a>	0409 415 256	9158 3204	Acting District Advisor Kimberley - Pilbara	SEMC Secretariat
Carl	Askew	<a href="mailto:carl.askew@swek.wa.gov.au">carl.askew@swek.wa.gov.au</a>		9168 4100	CEO	SWEK

## Appendix 4: Kununurra – Wyndham Local Emergency Management Resource Register

### Kununurra:

Item Description	Size	Location	No of items
Grader		Kununurra Depot	1
Custom made trailer with water tank fitted		Kununurra Depot	1
Tipper	3 Tonne	Kununurra Depot	3
Loader	950	Kununurra Depot	3
Truck	7 Tonne	Kununurra Airport	1
Tractor		Kununurra Depot	4
Dual Axle Trailer		Kununurra Depot	1
Single Axle Trailer		Kununurra Depot	2
Large Plant Trailer	12 – 18T	Kununurra Depot	1
Flat Bed Plant Trailer	15"	Kununurra Depot	1
Tractor		Kununurra Airport	1
Truck	3.5 Tonne	Kununurra Airport	1
Diesel Powered Sweeper		Kununurra Airport	1
Emergency Response Trailer		Ord Fuel Supplies	1

### Wyndham:

Item Description	Size	Location	No of Items
Single Axle Trailer		Wyndham Depot	1
Tipper	3 Tonne	Wyndham Depot	1
Tractor	90HP	Wyndham Depot	1
Dual Axle Trailer		Wyndham Depot	1
Single Axle Trailer		Wyndham Airport	1
Loader	580 Backhoe	Wyndham Depot	1
Hydraulic Sweeper		Wyndham Airport	1
Diesel Fuel	3000Lt	Wyndham Depot	1
Mobile Lifting Frame		Wyndham Depot	1
Mowers & Slashers	Various	Wyndham Depot	3

## Appendix 5: Kununurra – Wyndham Local Emergency Management Coordination Centre List

### Kununurra:

	<b>Name</b>	<b>Address</b>	<b>Contact Details</b>
<b>Primary</b>	Kununurra Administration Building (SWEK)	20 Coolibah Drive Kununurra	Paul Wilson 0429 157 230
<b>Secondary</b>	Kununurra Leisure Centre (SWEK)	Coolibah Drive Kununurra	Wayne Richards 04097 600 081

### Wyndham:

	<b>Name</b>	<b>Address</b>	<b>Contact Details</b>
<b>Primary</b>	Wyndham Administration Building (SWEK) Council Chambers	Koolama Street Wyndham	Barbara Venn 9161 1002
<b>Secondary</b>	Wyndham Police Station Communications Room	MacPhee Street Wyndham	OIC Simon Wormersley 9161 4100

## Appendix 6: Local Emergency Plans Register

### Hazard Management Plans (State)

Hazard	Emergency Plan	Owner
Flood	WestPlan Flood	DFES
Cyclone	WestPlan Cyclone	DFES
Bushfire	WestPlan Fire	DFES
Storm	WestPlan Storm	DFES
Road Crash	WestPlan Road Crash Emergency	WAPOL
Air Crash	WestPlan Air Crash	WAPOL
Animal & Plant Biosecurity	WestPlan Animal & Plant Biosecurity	Dept. of Agriculture & Food WA
Land Search & Rescue	WestPlan Land Search	WAPOL
Marine Search & Rescue	WestPlan MARSAR	WAPOL
Human Epidemic	WestPlan Human Epidemic	Dept. of Health
Dam Break	WestPlan Dam Break	Water corporation

### Emergency Support Plans & Arrangements (State & Local)

Document	Purpose	Owner
Local Emergency Management Arrangements	Details the emergency management arrangements within the district	Shire of Wyndham East Kimberley (SWEK)
Local Recovery Plan	Details how SWEK will manage recovery within the district	Shire of Wyndham East Kimberley
Local Welfare EM Plan	Details the emergency management welfare support arrangements for the district	Dept. for Child Protection & Family Support
Local Bushfire Management Plan	Details how bushfires will be managed within the district	Shire of Wyndham East Kimberley?
Kununurra & Wyndham Airport Emergency Plans	Details how emergencies at Airports owned by SWEK will be managed	Shire of Wyndham East Kimberley

## Appendix 7: Vulnerable & Special Needs Groups

### Kununurra:

Group	Description	Agency-Contact	Location	Number
Aged Care	Community members who are in aged care facilities or receive support to reside at home who may require assistance	Juniper – Kununurra Community Care	5 Coolibah Drive Kununurra	9169 1640
Disability	Community members with a disability that may require assistance	Disability Services Commission	5 Coolibah Drive Kununurra	9169 1640
CALD	Community members who come from a diverse cultural background that may require assistance or consideration in communication where English is their second language	Community Groups	N/A	N/A
Medical	Community members who have a medical condition that reside in the community who may require assistance	Horizon Power – maintain a list of customers who require power for medical equipment	Cnr Messmate Way & Victoria Highway Kununurra	9166 4700
Tourists	People who are on holidays in the area	Kununurra Visitor's Centre	75 Coolibah Drive Kununurra	9168 1177
Visitor's	People who are visiting the area for a variety of reasons – seeking services	Kununurra Visitor's Centre	75 Coolibah Drive Kununurra	9168 1177
Homeless	People who have no shelter and are living 'rough'	Department Child Protection & Family Services	Cnr Konkerberry & Messmate Way Kununurra	9168 0333
Remote Aboriginal Communities	Communities that exist within the district that are vulnerable to hazards	Kalumburu Mission		9161 6777

## Wyndham:

Group	Description	Agency-Contact	Location	Number
Aged Care	Community members who are in aged care facilities or receive support to reside at home who may require assistance	Juniper Marngu Village	Coverley St & Flinders Street Wyndham	9161 1431
Disability	Community members with a disability that may require assistance	Disability Services Commission	Coverley St & Flinders St Wyndham	9161 1431
CALD	Community members who come from a diverse cultural background that may require assistance or consideration in communication where English is their second language	N/A	N/A	N/A
Medical	Community members who have a medical condition that reside in the community who may require assistance	Refer Marngu Village through Home & Community Cara Program (HACC)	Coverley St & Flinders St Wyndham	9161 1431
Tourists	People who are on holidays in the area	Refer Wyndham Caravan Park	Great Northern Highway Wyndham	9161 1064
Visitor's	People who are visiting the area for a variety of reasons – seeking services	Refer Kimberley Motors	Great Northern Highway Wyndham	9161 1281
Homeless	People who have no shelter and are living 'rough'	Refer Ngnowar Aerwah Aboriginal Corporation	Great Northern Highway Wyndham	9161 1496
Remote Aboriginal Communities	Communities that exist within the district that are vulnerable to hazards	Kalumburu Mission		9161 4777

## Appendix 8: Critical Infrastructure Register

### Kununurra:

Item	Location	Owner	Contact	Description
Power Station	Ord River Dam Wall, Lake Argyle	Pacific Hydro	9166 4700	Primary Power Station for Kununurra/ Wyndham and Lake Argyle
Power Station	Cnr Messmate Way & Victoria Highway Kununurra	Horizon Power	9166 4700	Diesel Back-Up Power Station
Sewerage Works	Ivanhoe Road Kununurra	Water Corporation	9168 0721 0477 300 179	N/A
Water Supply	Bandicoot Drive Kununurra	Water Corporation		
Fuel Storage	Lot 572 Victoria Highway Kununurra	Ord Fuel Supplies	9169 1612	Fuel storage area
Airport	Lot 200 Victoria Highway Kununurra	Shire of Wyndham East Kimberley	9168 2267 0439 031 538	Certified Aerodrome – Code 3C 1829 x 30 WID Runway PCN 40  3 x Code 3C aircraft parking positions on Main Apron  Avgas & Jet A1 Handling Services & facilities  Security Controlled terminal with passenger screening facilities & secondary power supply.
Dam	Victoria Highway Kununurra & Lake Argyle	Water Corporation	9168 0721 0477 300 179	Dam Wall
Communications	Kellys Knob Kununurra	Ord Irrigation Cooperative	9168 3300	Water Level monitoring
Hospital	96 Coolibah Drive Kununurra	WA Health	9166 4222	Health Facility

**Wyndham:**

<b>Item</b>	<b>Location</b>	<b>Owner</b>	<b>Contact</b>	<b>Description</b>
Power Station	4 Mile	Horizon Power		Diesel Generator backup
Sewerage Works	Coverley St	Water Corporation	9161 1969	N/A
Water Supply	Coverley St	Water Corporation	9161 1969	N/A
Fuel Storage	Wyndham Port	Cambridge Gulf Limited	0419 611 313	Fuel storage area
Airport	Arthur Road	Shire Wyndham East Kimberley	0439 031 538	Registered Aerodrome – Code 3A 1607 x 18 WID Runway, PCN 8 Secondary Power Supplied
Port	Wyndham Port	Cambridge Gulf Limited	9161 1203	N/A
Communications	Mt Albany & Five Rivers Lookout.		Telstra	Communication Towers
Hospital	Minderoo Street	WA Health	9161 0222	N/A

## Appendix 9: Public Information & Community Warning Systems

### State:

	<b>System</b>	<b>Access Arrangements</b>
1	Standard Emergency Warning Signal (SEWS)	Hazard Management Agency
2	ABC Radio	ABC to monitor & broadcast
3	DFES Website – <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>	DFES to monitor and update

### Local:

	<b>System</b>	<b>Access Arrangements</b>
1	Cyclone Level Warning lights on roof of the KNX DFES Co-location Centre	DFES to monitor and update
2	SWEK Website & Facebook page	SWEK Governance Officers to implement and update.
3	Cyclone Road Signs located in Wyndham Port to indicate state of alert. SWEK to place and update.	SWEK
4	Wyndham Police Station flag system Yellow/Blue/Red to be monitored by Police members.	WAPOL
5	Wyndham Police Twitter page to be updated by Police @WyndhamPol	WAPOL

## Appendix 10: Local Considerations

### High risk periods:

1. Wet Season: November until May of each year
2. Bushfire Period: April until November.
3. Wyndham susceptible to “build up” storms during October and November

### High risk locations:

1. Remote Aboriginal Communities

### Large public events:

1. Ord Valley Muster: Held May-June for ten days at various locations
2. Lake Argyle Swim - May
3. Lake Argyle Adventure Race - June
4. Dam to Dam, River Rally Dash - May
5. Gibb River Challenge: Bicycle Race - May
6. Stars on the Bastion - July (Wyndham)
7. Wyndham Races Aug - (Wyndham)
8. Brown Water Classic - September (Wyndham).

### Tourist periods & locations:

1. Major influx of tourists from May until October of each year in both Kununurra & Wyndham.

## Appendix 11: Welfare & Evacuation Centre Facilities

For more detailed information on each facility, refer to the Kununurra and Wyndham Local Emergency Management Welfare Support Plans.

### Local Government Facilities:

#### Kununurra:

Facility	Location	Contact	Purpose
Kununurra Leisure Centre	Coolibah Drive cross of Chestnut Drive	Wayne Richards 0407 600 081	Primary Welfare Evacuation Centre & Cyclone Shelter
Kununurra Youth Centre	Chestnut Drive cross of Coolibah Drive	Wayne Richards 0407 600 081	Secondary Welfare Evacuation Centre

### Local Government Facilities:

#### Wyndham:

Facility	Location	Contact	Purpose
Peter Reid Memorial Hall	St. Peters Way cross of Koolama Street	Barbara Venn 9161 1002	Welfare Evacuation Centre – Assembly area
Wyndham Recreation Centre	Civic Way Wyndham	Barbara Venn 9161 1002	Welfare Evacuation Centre and alternative coordination area
Old Port Hall	Foreshore Road Wyndham.	Barbara Venn 9161 1002	Welfare Evacuation Centre and alternative coordination area.

### Other Facilities:

Facility	Location	Contact	Purpose
Kununurra District High School	Mangaloo Street cross of Ironwood Drive	Peter Thatcher (Principal) 9168 4400	Secondary Welfare Evacuation Centre





Remote Aboriginal Communities:

Kalumburu



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Version 01	21/06/2016



SHIRE OF WYNDHAM | EAST KIMBERLEY

## Disclaimer

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Requests for further authorisation should be directed to the:

Chairperson  
Kununurra - Wyndham  
Local Emergency Management Committee  
Shire of Wyndham East Kimberley  
PO Box 614  
Kununurra WA 6743  
[mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au)

## Certificate of Endorsement

Under the provisions of the *Emergency Management Act 2005* and State Emergency Management Policy, the Shire of Wyndham East Kimberley is required to establish and maintain a local recovery plan for the local government district. This Local Recovery Plan has been prepared by the Shire of Wyndham East Kimberley in consultation with the Kununurra - Wyndham Local Emergency Management Committee.

A copy of this plan has been sent to the Kimberley District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC) for noting.

---

Chair  
Kununurra - Wyndham  
Local Emergency Management Committee

---

Date

---

Shire CEO or President  
Shire of Wyndham East Kimberley

---

Date

Endorsed at Council Meeting:

Resolution Number  
Date:

Noted by:

Kimberley DEMC

Date:

SEMC

Date

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## Amendment Record

Amendment		Details of Amendment	Amended (Name)	By
Number	Date			
1	21/06/2016	Final draft seeking endorsement from Council after completion of the consultative process.	Paul Wilson	

Suggestions and comments can help improve this Local Recovery Plan.

Feedback can include:

- What you like or don't like about the plan
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson  
 Kununurra - Wyndham  
 Local Emergency Management Committee (LEMC)  
 Shire of Wyndham East Kimberley  
 PO Box 614  
 Kununurra WA 6743  
[mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au)

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are certified in the following table, when updated.

## **Distribution**

A copy of this Local Recovery Plan is provided to Local Recovery Committee and LEMC members as listed in the LEMC Contacts directory at Appendix 2.

Additional copies are provided to the Kimberley DEMC and SEMC.

A public copy is available on the Shire of Wyndham East Kimberley website at [www.swek.wa.gov.au](http://www.swek.wa.gov.au)

A hard copy can be viewed at the Shire of Wyndham East Kimberley main office or library. Upon application to the Shire a hard copy of the Arrangements may be provided.

## **Glossary of Terms**

The terms used in this Local Recovery Plan are consistent with the Western Australian Emergency Management Glossary 2011 available at the SEMC website: [www.semc.wa.gov.au](http://www.semc.wa.gov.au) or a copy is attached as Appendix 7.

## Part 1: Introduction

### 1.1 Recovery Management Principles

Recovery from emergencies is most effective when:

- Emergency management arrangements recognise that recovery from emergencies is a complex, dynamic and protracted process;
- Agreed plans and management arrangements are well understood by the community and all emergency management agencies;
- Recovery agencies are properly integrated into emergency management arrangements;
- Community service and reconstruction agencies have input to key decision making;
- Conducted with the active participation of the affected community;
- Recovery managers are involved from the early stages of the response;
- Recovery services are provided in a timely, fair, equitable and flexible manner; and
- Supported by training programmes and exercises.

### 1.2 Recovery Management Concepts

The following concepts provide the basis for effective recovery management:

- Community involvement – The recovery process is most effective when individuals and communities actively participate in the management of their own recovery. An effective method of involving the community is through community recovery committees comprising representatives from government agencies, private and voluntary agencies, local council, cultural group leaders and any others considered appropriate by the community.
- Management at the local level – Management of emergency recovery should be entrusted to the local community. The local community would be more efficient at managing recovery in their own community as they have local knowledge and expertise. Resource support may be required from Regional or State level.
- Affected area/Community approach – Emergencies rarely occur within the confines of a single local government area. Management of the recovery process is generally undertaken on the basis of an identifiable affected area. The affected area is distinguished by the losses that have resulted and by the common interests of the people involved.

- Differing effects/needs for different communities/individuals – The capacity of individuals, families and communities to restore losses and re-establish normal living patterns following emergencies will vary depending upon their own capacity, the specific circumstances of the emergency and its effect upon them. Assistance measures must be adapted to most appropriately meet the needs of those affected. This will require sensitivity and extensive consultation with the affected people and communities.
- Empowering individuals and communities – It is essential that emergency affected individuals and communities participate in the management of their own recovery. Emphasis should be given to supporting and maintaining the identity, dignity and autonomy of those affected. Support services and assistance measures should be well advertised on a repetitive basis, and easily accessible, but allow people to make their own decisions. Ensure that appropriate information is provided for cultural and linguistically diverse groups.
- Minimum intervention – External recovery services and resources are provided as a support to an affected community, to be used only if the needs of the community are beyond the capacity of existing services and resources within the community. Where possible, additional resources provided should be under local management through the network of existing service providers.
- Recognition of resourcefulness – It will become clear as the recovery process advances what capacity of individuals and communities have to participate in the management of their own recovery and the level of need for further support services. It is important to recognise what level individuals and the community is at, so as to not over or under compensate and hinder recovery.
- Planned/timely withdrawal – A critical aspect of recovery management is that of the withdrawal of external assistance. A planned withdrawal should be done with community involvement, ensuring a void will not be left.
- Accountability, flexibility, adaptability and responsiveness – Accountability is in reference to public administration and is very important in ensuring that the recovery process is transparent. Flexibility, adaptability and responsiveness in a potentially ever-changing environment during recovery are necessary to properly manage the recovery. The need for these skills is highlighted by the scrutiny of the public, media and political groups.

- Integration of services – Recovery efforts should commence immediately the response to the emergency begins such that initially the two occur as parallel activities. Effective liaison arrangements and networks are necessary to ensure that resources are utilised in the best way, especially where both recovery and response agencies require the limited resources. Various recovery services/agencies must work together efficiently which will be achieved through the establishment of networks and management arrangements during the planning process.
- Coordination – Recovery management is most effective when coordinated by one agency represented by an identifiable coordinator with the responsibility for managing the full extent of recovery activities.

### 1.3 Authority

This Local Recovery Plan has been prepared by the Shire of Wyndham East Kimberley through the Kununurra – Wyndham Local Emergency Management Committee (LEMC) and Local Recovery Committee pursuant to Section 41(1) of the Emergency Management Act 2005 (EM Act 2005) and in accordance with SEMC Policy and Procedure.

### 1.4 Aim

The aim of this Plan is to detail the community's recovery management arrangements that may be implemented following an emergency to restore, as quickly as possible, the quality of life in an affected community, so that they can continue to function as part of the wider community.

### 1.5 Objectives

The objectives of this plan are to:

- Establish a basis for the coordination of recovery activities to commence at a local level;
- Prescribe the concepts, responsibilities, mechanisms or procedures for statutory and non-statutory organisations involved in recovery activities;
- Identify priorities for restoration of essential services in consultation with key stakeholders; and
- Detail the services and resources that local government and other agencies and stakeholders will provide during the recovery process following an emergency.

## 1.6 Scope

This Local Recovery Plan is limited to the boundaries of the Shire of Wyndham East Kimberley. It details the general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

The Shire of Wyndham East Kimberley will only be able to act within its financial and resource capability and to the extent of resources that may be available from State or Federal funding sources.

Scope of this plan will take into account the following functions:

- Activation mechanisms;
- Responsibilities and tasks;
- Recovery services;
- Resourcing arrangements; and
- Management structures and processes.

And take into account the priorities for recovery assistance defined as:

- Safety of individuals;
- Social recovery;
- Economic recovery;
- Physical recovery; and
- Environmental recovery.

## 1.7 Related Documents

- Shire of Wyndham East Kimberley Local Emergency Management Arrangements
- Dept. of Child Protection & Family Support Local Welfare Plans
- WestPlan – Recovery
- WestPlan – Welfare

## **Part 2: Recovery Management**

### **2.1 Area Covered**

The Shire of Wyndham East Kimberley is located in the ruggedly picturesque and sparsely populated northeast corner of Western Australia (WA), stretching from the Northern Territory border to the northernmost tip of WA. The Shire includes the towns of Kununurra and Wyndham, the township of Kalumburu, more than 40 Indigenous communities and a number of other small settlements and station homesteads.

The Shire covers 121 000 square kilometres and is one of the four local governments that make up the Kimberley region.

Key characteristics of the area are population growth due to the expansion of the Ord Irrigation area, new mining prospects, a thriving tourism industry and the associated infrastructure and employment opportunities.

### **2.2 Special Considerations**

The region poses particular challenges for Local Recovery that include:

- Isolation due to distance – the nearest large settlement is Darwin some 800 kilometres away by road. Access is essentially limited to one route from the west (Broome/Halls Creek) and one from east (Darwin and Katherine);
- A climate of extremes with monsoonal rains from December to February that can result in major floods and isolation of communities. In addition the overall temperatures can be very high leading into the rains while high humidity is a further factor; and
- Limited resources within the region reflecting the small population across both full time and volunteer organisations.

### **2.3 Agreements, Understandings and Commitments**

The Shire of Wyndham East Kimberley through the Local Recovery Committee may identify and enter into agreements, understandings or commitments that enhance the ability of the Shire to undertake its recovery responsibilities.

There are no current agreements, understandings or commitments.

### **2.4 Resources**

The Local Recovery Coordinator (LRC) is responsible for determining the resources required for recovery activities in consultation with the Controlling Agency and Support Organisations.

The Local Recovery Coordinator is responsible for coordinating the effective provision of resources and services to avoid duplication of effort.

In some circumstances there may be an overlap between response and recovery activities e.g. where response and recovery agencies both require the same limited resources.

These instances should normally be resolved between the Incident Controller, Local Emergency Coordinator and the Local Recovery Coordinator, however where a compromise cannot be achieved, precedence is given to response requirements.

The Shire of Wyndham East Kimberley can provide additional support in the following areas to support recovery activities:

- The Environmental Health Section has a team of Environmental Health Officers that can assist with public health functions such as disease control, vermin control, food safety and surveillance;
- The Ranger section can assist with functions such as animal welfare management, traffic control and evacuation notification;
- Community services and associated teams can support community liaison and community welfare;
- Technical Services can provide some maps and plans for services such as drainage and sewer networks but the majority information regarding services and other utility networks are held with the Water Corporation and Horizon Power;
- General mapping and information packages through utilisation of GIS and document packages;
- Infrastructure Services can provide machinery, man power and other equipment to assist with clean-up operations; and
- Governance services can prepare media and other information packs to communicate with wider community.

## 2.5 Financial Management

Funding for recovery is outlined in *SEMP 4.2 Funding for Emergencies*.

Sound financial management is essential for maintaining the momentum of the recovery effort and promoting public and Federal/State Government confidence in the local recovery effort. The goal should be to facilitate an efficient return to economic and community normality through informed rather than ad hoc or reactionary decision-making.

Financial management in the recovery phase could include acquisition, distribution and accounting for funds.

It should ensure:

- Streamlining of financial processes;
- Cooperation between public and private sectors; and
- Appropriate levels of financial response.

Acquisition covers all sources of recovery funding and financial assistance (income) relating to:

- Existing (reassigned/reprioritised) budgets;
- Savings and reserves;
- Insurance payments (LG);
- Federal Government financial assistance (received through recovery claim process); and
- Grants.

Financial management during the recovery phase raises a number of challenges, including providing:

- An emergency financial strategy (a back-up financial plan, retaining rating capacity and provisions to divert funds);
- Capacity to revisit planning priorities;
- Use of reserves;
- Establishment of a relief trust fund;
- The Federal Government recovery claim process; and
- Financial Management.

*Refer to*

- *Financial Management Act 2006*
- Treasurers Instruction 302 - [http://www.treasury.wa.gov.au/uploadedFiles/Treasury/Legislation/FAB\\_Update\\_No\\_73.pdf](http://www.treasury.wa.gov.au/uploadedFiles/Treasury/Legislation/FAB_Update_No_73.pdf)
- Emergency Management Procedures Manual
- Natural Disaster Relief and Recovery Arrangements Determination 2007
- Western Australian Natural Disaster Relief and Recovery Arrangements
- Emergency Management Act 2005
- Emergency Management Regulation 2006

## Part 3: Local Recovery Coordinating Committee

### 3.1 Local Recovery Coordinating Committee

#### 3.1.1 Role

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC policies and the Local Recovery Plan.

#### 3.1.2 Responsibilities

The Local Recovery Coordinating Committee is responsible for:

- Recommending key positions to the Shire within the committee and, when established, the sub-committees (e.g. Local Recovery Coordinator, Media Liaison Officer, sub-group Chairperson etc.);
- Recommending to the Shire the establishment of sub-committees as required;
- Assessing requirements for recovery activities relating to the Psychological, Social, Infrastructure, Physical, Health, Environmental, and Economic wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing a strategic plan for the coordination of the recovery process for the event that:
  - takes account of local government long term planning and goals;
  - includes an assessment of the recovery needs and determines which recovery functions are still required;
  - develops a timetable and identifies responsibilities for completing the major functions;
  - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse people;
  - allows full community participation and access; and
  - allows for the monitoring of the progress of recovery.
- Facilitating the provision of services, public information, and information exchange and resource acquisition;
- Negotiating the most effective use of available resources including the support of State and Federal agencies;
- Monitoring the progress of recovery, and receive periodic reports from agencies involved;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Making appropriate recommendations, based on lessons learnt, to the Kununurra - Wyndham LEMC to improve the community's recovery preparedness.

## 3.2 Local Recovery Coordinator

### 3.2.1 Role

The Local Recovery Coordinator (or any Deputy acting in the role) shall lead the Local Recovery Coordinating Committee (LRCC), and activate the Local Recovery Plan to ensure timely and effective short, medium and long term recovery strategies are implemented.

### 3.2.2 Responsibilities

- Prepare, maintain and test the Local Recovery Plan.
- Assess the community recovery requirements for each event, in liaison with the Controlling Agency, Local Emergency Coordinator (LEC) and other responsible agencies, for:
  - Advice to the Shire CEO on the requirement to activate the Plan and convene the LRCC; and
  - Initial advice to the LRCC when convened.
- Undertake the functions of the Executive Officer to the LRCC.
- Assess the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determining what resources will be required for the recovery process in consultation with the HMA.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC.
- Monitor the progress of recovery and provide periodic reports to the LRCC.
- Liaise with the State Recovery Coordinating Committee (SRCC) Chair or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problems with services from Government agencies locally.
- Ensure that regular reports are made to the SRCC on the progress of recovery.
- Arrange for and conduct a debriefing of all participating agencies and organizations as soon as possible after stand down.

A Checklist to assist the LRC is found at Appendix 3.

### 3.3 Local Recovery Coordinating Committee (LRCC) Structure

The Local Recovery Coordinating Committee (LRCC) will preferably be chaired by the CEO or their nominee and have relevant community leaders as its members, including appropriate State Government Agency representatives.

Where a LRCC is established, a core group of key stakeholders will be invited by the Chair to be represented on the committee supported by other organisations seconded as required. The membership of the LRCC is dynamic and will change with the needs of the community at various stages during the recovery process.

Where a LRCC is established to manage the local recovery process, Appendix 4 prescribes a structure that will be implemented as appropriate to the situation.

#### **Executive**

Chairperson:	Director Infrastructure SWEK
Local Recovery Coordinator:	Director Infrastructure SWEK
Secretary:	Shire Officer

#### **Core Membership**

Shire of Wyndham East Kimberley:	Manager Engineering Services Coordinator Financial Management
Controlling Agency	

#### **Co-opted Members (*as required*)**

Co-opted members may be required from the following groups (but is not limited by):

Hazard Management Agencies

Support Agencies

Govt. Agencies

Non-Govt. Organisations

Community representation

Agencies with specific knowledge, skills or resources required to assist with recovery.

### 3.4 Recovery Coordination Centre

The Shire of Wyndham East Kimberley Recovery Coordination Centre (RCC) will be located at the SWEK Administration Offices:

- Kununurra, 20 Coolibah Drive or
- Wyndham, Koolama St.

Where these locations are unavailable or deemed unsuitable the SWEK LRC will designate an alternate location as soon as possible and publicise it after it is established.

The SWEK LRC will develop an inventory and ensure necessary equipment and supplies are maintained at designated sites.

### 3.5 Stand Down

The Local Recovery Coordinator will stand down participants of the LRCC when they are no longer required.

The recovery phase must have an end. An exit strategy is required to transition recovery services to mainstream services. Organisational arrangements must be wound down and responsibility for completion of outstanding tasks and actions assigned and acknowledged.

### 3.6 Debrief & Post Operation Reports

The Local Recovery Coordinator will arrange for the debriefing of all participants and organisations as soon as possible after the stand-down. A report will be tabled with the LEMC for review and update of the Local Recovery Plan. A copy of the report will be forwarded to the HMA and the SEMC and the Kimberley/ Pilbara DEMC.

### 3.7 Reporting

Reporting is required to maintain accountability and transparency of LRCC and Sub-Committees, to keep the community informed, gain support and assistance and record an account of recovery efforts, including lessons learnt.

Regular and thorough reporting of an emergency event, and of the recovery phases, will provide the SWEK LRCC with justification for actions taken and money spent to:

- The Community affected by the emergency;
- Ratepayers;
- Taxpayers;
- The public (through the media); and
- Federal/State Government, if there are requests for physical assistance (e.g., from Australian Defence Force) or financial assistance (requests for a donation to a Mayoral Relief Fund or for recovery funding assistance).

The reporting systems must be flexible, simple and concise, and be adaptable to the event. Administrative assistance across all aspects is required to ensure the information is documented and recorded for future reference.

A Communication Plan is required to ensure Reporting is communicated in a timely manner to those who require the report. Regular reporting should include as a minimum the following:

- Welfare
- Public health
- Business
- Environment
- Private property damage
- Critical infrastructure
- Communications
- Adequacy of local resources
- External assistance
- Transport

### **3.8 Exercises**

The LRC is to ensure that adequate exercises are undertaken to test the Local Recovery Plan on a regular basis.

## Part 4: Local Recovery Arrangements

### 4.1 Introduction

This part of the Plan details issues that apply where an event is assessed as being of sufficient magnitude to require the Local Recovery Coordinating Committee to be involved in the recovery process.

As required by the *Emergency Management Act 2005* and consistent with the community recovery concepts detailed at Page 14 & 15 of this Plan, Local Government is responsible for managing recovery within its Local Government district. Therefore, the Shire of Wyndham East Kimberley will be responsible for the management of recovery process within its district.

Where the level of recovery is beyond the capacity of the local community, State level support shall be requested as outlined in *WESTPLAN – Recovery Coordination*.

### 4.2 Agency Responsibilities

Agencies need to be consulted locally to verify how they will undertake these agreed responsibilities as this may vary due to geographic location and resource availability throughout the State. For this reason, the recovery roles and responsibilities of all agencies/groups should be detailed in the Local Recovery Plan, as this is what each of the parties to the Plan have agreed to.

The Roles and Responsibilities of agencies can be found at Appendix 1.

### 4.3 Contacts Register

A contact list for all agencies/groups with responsibilities under this Plan is attached at Appendix 2 to this Plan.

Contact details for the Chairman of the LRCC and the Local Recovery Coordinator are also contained in the Emergency Contact Directory that forms part of the Shire of Wyndham East Kimberley Local Emergency Management Arrangements.

### 4.4 Transition: Response to Recovery

Recovery activities should commence immediately following the impact of an event whilst response activities are still in progress. Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event, the Incident Controller is to ensure that the Local Recovery Coordinator is notified of the event and is included as a member of the Incident Support Group (ISG).

During the response activities, many of the agencies with recovery roles are heavily committed, therefore the inclusion of the Local Recovery Coordinator on the ISG will ensure:

- The alignment of response and recovery priorities;
- Liaison with the key agencies;
- An awareness of the key impacts and tasks; and
- Identification of the recovery requirements and priorities as early as possible.

The LRCC should be established as soon as possible for a briefing of the emergency even during the response phase, to detail the extent of contingencies to allow for smooth transition from response to recovery.

#### **4.5 Activation**

The decision to activate this Plan will be made by the LRCC Chairperson on the advice of the Local Recovery Coordinator as a result of an assessment of the assistance needed for recovery made by either:

- The Incident Support Group;
- Through consultation between the Controlling Agency, Incident Controller and the Local Emergency Coordinator; or
- The Local Government.

A Committee Activation Checklist, such as that provided at Appendix 3, may be appropriate to ensure that all required actions are undertaken when the Local Recovery Plan is activated.

#### **4.6 Impact Assessment & Recovery Planning**

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. Impact assessment should not interfere with response operations. Access to the affected area may be restricted by the Controlling Agency until it is determined to be safe to enter.

The following sources may assist in the collection of impact assessment data:

- Controlling Agency;
- Welfare agencies – to identify persons in need of immediate assistance;
- Local government building inspectors and engineers;
- Insurance assessors; and
- Business associations, e.g. local Chamber of Commerce.

Depending upon the extent of the community relief, recovery assistance, restoration and reconstruction required the LRCC may develop a specific recovery plan setting out the recovery process to be implemented.

To facilitate best management of data collection and avoid those affected being asked the same questions by numerous survey teams; agencies must avoid acting independently and work within the SWEK LRCC framework and liaison. Information collected must be carefully managed so as to retain client confidentiality and to avoid any use for commercial gain.

It is recognised that various agencies will collect data for their own purposes; however, recovery planning must provide coordination of inspections, and the eventual synthesis of various reports into an overall summary.

A Recovery Needs Assessment & Support Survey Form is contained in Appendix 6. Due to the sensitivity of the information and potential conditions post event it is expected that two people will be present at each premises and they have been the subject of a prior Police Check.

#### 4.7 Welfare and Health Services

Emergency management welfare support activities are directed at meeting the immediate needs of community members for food, personal requisites & clothing, shelter and safety. Please refer to the Local Welfare Management Plan for the area for more detail.

Health activities are directed at meeting the health needs of the community affected by an emergency event. Please refer to the Dept. of Health Emergency Plans for more information.

Recovery activities are directed at providing the information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning.

As part of the overall impact assessment to assist in the operational recovery planning it may be appropriate to conduct a survey of people/families affected by the emergency. A sample "Recovery Needs Assessment Survey" Form is attached at Appendix 6 for use in the appropriate circumstances.

#### 4.8 Emergency Financial Assistance

The Dept. for Child Protection & Family Support (DCPFS) may provide financial assistance to people who are impacted by an emergency event who are eligible and in need.

Other financial assistance (including WANDRRA) may be provided by other Government and Non-Government agencies depending on the size and impact of the emergency event and the appropriate legal and procedural requests to do so.

#### 4.9 Appeals & Donations

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Due to lack of quality control foodstuffs may pose a health threat. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

**Donations of Cash:** The Local Recovery Committee will encourage the use of the Lord Mayor's Distress Relief Fund (where triggered by the character of event) for

people wanting to make cash donations. In other situations the Shire may support the establishment of a local fund that complies with an adopted Terms of Reference.

**Donations of Service and Labour:** Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected Local Government or if established the Local Recovery Committee. Where the State Government level recovery coordination arrangements are activated under WESTPLAN – RECOVERY COORDINATION the Recovery Services Sub Committee may arrange the administration of donations of services and labour.

**Donations of Goods:** The donations of goods to assist victims to recover from an emergency may be arranged by non - government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

#### **4.10 Public Information**

Timely, efficient and effective dissemination of information to the affected community and the community at large in respect to recovery measures and contact points is essential. The method of dissemination of information on recovery measures during the recovery phase will depend upon whether or not the Recovery Plan has been fully activated.

The Local Recovery Coordinator will appoint a Media Liaison Officer following an emergency where the Local Recovery Plan has been fully activated to coordinate the dissemination of information on recovery activities.

Agencies or organisations involved in the recovery process are encouraged to disseminate information on their services to the public in the usual manner, however it is expected that Media Releases will be provided to the LRC for comment prior to dissemination.

#### **Public Information Continuity**

The public information function should continue after the emergency response is over, lives are no longer at risk, and the state of emergency is over. The focus might change but the purpose of maintaining the flow of information remains.

#### **Managing Public Expectations**

Those affected and the public at large cannot be expected to understand the challenges faced by a Local Recovery Coordinator who, with limited resources and without statutory powers, will be attempting to coordinate the recovery effort. Prior agreements and planned press releases will serve to inform and pre-empt unrealistic expectations.

#### **Coordination of Public Information Messages**

Every agency participating in the recovery process will have a responsibility to communicate with their customers. Joint information centres, joint or agreed press

releases and agreement on key messages will facilitate the process and provide a better service to those affected. An agreement shall be entered into among agencies as to protocols to be followed.

### **Role of Politicians**

State/Federal politicians and the Shire of Wyndham East Kimberley CEO/President will play key communication roles in providing information and participating in briefings. They will also have a role as spokesperson from time to time.

### **Communicating Change**

Where recovery priorities or actions are likely to be controversial, those affected have the right to learn about it first-hand and to participate in the decision-making process. Face-to-face communication will be facilitated at both public meetings and private meetings with impacted residents/organisations.

### **Managing Media Interest**

Media management will be coordinated by experienced media personnel working directly with the LRCC to ensure the delivery of honest, timely and regular press releases. Using a pre-appointed spokesperson and coordinating the communication of key messages and using joint information centres (multi-agency coordination) will assist with media management.

Electronic media such as websites (hosted by Local Government and participating agencies) and internet news sites should be utilised during recovery. Providing answers to frequently asked on an advertised website (SWEK website would be made available for this) is an excellent public information tool.

Any potential impact on tourism must be acknowledged. Liaison with the Kununurra Visitor Centre should be maintained.

## **4.11 Information Centres**

An Information Centre/One Stop Shop may be established, when required, by the Shire of Wyndham East Kimberley to provide information and advice to the effected community. The location and contact details of the Information Centre will be disseminated to the community when and where it is established.

The Centre would also include representatives from all the agencies and service providers relevant to the event, e.g. Government agencies, Health and Welfare services and small business.

## **4.12 Infrastructure**

The restoration/reconstruction of essential services, e.g. roads, transport, water, sewage, electricity, and waste disposal, will remain the responsibility of the agencies with existing responsibility for the provision of those services.

The LRCC is responsible for recommending priorities and ensuring work is completed.

#### 4.13 State Level Assistance

State level assistance to community recovery will normally be provided by a range of State Government agencies through direct representation on the LRCC.

State level assistance will be provided in accordance with existing departmental or agency policies and work within the National Disaster Relief Arrangements.

State level assistance in recovery is outlined in the WESTPLAN Recovery Coordination. This details arrangements that apply where an event is assessed as being of sufficient magnitude to require State involvement in the recovery process.

State level assistance aims to restore to community the capacity for self-help. Assistance at the State level will involve continuous demands for information on problems encountered and progress of recovery.

State level assistance may be in the form of:

- Provision of advice (DFES, DCPFS);
- HMA to provide on-going advice and assistance to link back into future planning of prevention and preparedness; and
- Provision of assistance, where:
  - There is a statutory requirement for actions or need to invoke a statute to achieve the desired outcomes from the recovery process;
  - State level assistance is essential to or will make a significant contribution to the coordination of the recovery process; and
  - There are economies of scale.

Most State level involvement and assistance during recovery of an emergency is delivered through a variety of Government agency functions.

## Part 5: Appendices

### Appendix 1: Agency Roles & Responsibilities

Organisation	Responsibilities
Anglicare Financial Counselling Service	<ul style="list-style-type: none"> <li>• To provide debt negotiation &amp; advocacy.</li> <li>• Access entitlements, insurance, superannuation, Centrelink payments, and crisis payments.</li> <li>• Assist in interest loans for white goods &amp; beds.</li> <li>• To provide understanding of credit code &amp; bankruptcy. Referrals to Ombudsman.</li> </ul>
Australian Defence Force (ADF) Norforce	<ul style="list-style-type: none"> <li>• Assist with emergency Defence Assistance to the Civil Community arrangements.</li> </ul>
Centrelink	<ul style="list-style-type: none"> <li>• Employment and provide support allowance funding.</li> </ul>
Department for Child Protection & Family Support (CPFS)	<ul style="list-style-type: none"> <li>• Coordinate all welfare arrangements.</li> <li>• Coordinate disaster relief funding.</li> <li>• Provide the SWEK Local Welfare Arrangements.</li> </ul>
Department of Education	<ul style="list-style-type: none"> <li>• To oversee District schools in the East Kimberley.</li> </ul>
Department of Parks and Wildlife (DPAW)	<ul style="list-style-type: none"> <li>• Coordinate and assume responsibility for native flora and fauna recovery and management. Advise on matters pertaining to recovery and fire control. The Department is responsible for protecting and conserving the environment and nature of WA for its intrinsic value and for the benefit of present and future generations. DPAW's function is to protect National Parks, Marine Parks, Conservation Parks, State Forests, Nature Reserves, Marine Nature Reserves and Marine Management areas.</li> <li>• Key responsibilities include broad roles in managing, regulating &amp; assessing maintenance aspects of the use of the States natural resources.</li> </ul>
Horizon Power	<ul style="list-style-type: none"> <li>• To maintain electricity supplies and ensure safety of public and infrastructure associated with the supply of electricity across the network. Provide response for the restoration of electricity to the SWEK.</li> <li>• Advise on priority of restoration of electricity.</li> </ul>

Organisation	Responsibilities
Kimberley Development Commission (KDC)	<ul style="list-style-type: none"> <li>The KDC is a State Government agency, which works to help develop the Kimberley's regional economy and enhance the qualities that make the region so unique.</li> <li>The KDC works in close partnership with other State and Federal Government Agencies, Local Government, industry, business and community groups to ensure the region continues to develop.</li> </ul>
Kununurra Chamber of Commerce and Industries	<ul style="list-style-type: none"> <li>Provide liaison and consultation with business community needs.</li> </ul>
Main Roads (MRWA)	<ul style="list-style-type: none"> <li>To provide safe and efficient road access on the MRWA road network.</li> </ul>
SWEK Environmental Health Officer (or alternate)	<ul style="list-style-type: none"> <li>Implement and coordinate environmental health programs.</li> <li>Oversee the administration of SWEK as per Environmental Health Emergency Support Plan.</li> </ul>
SWEK Governance Support Officer (or alternate)	<ul style="list-style-type: none"> <li>Undertake media management for the LRC &amp; LRCC.</li> </ul>
SWEK Local Recovery Chairperson (CEO or nominated delegate)	<ul style="list-style-type: none"> <li>Chair the SWEK LRCC.</li> <li>Ensure key staffing roles including LRC are fulfilled.</li> <li>Ensure administrative support to LRC &amp; LRCC.</li> <li>Ensure fulfilment of key operational elements in line with organisational responsibilities.</li> </ul>
SWEK Local Recovery Coordinator (LRC) (Position held by a nominated person or Deputy from within the Shire)	<ul style="list-style-type: none"> <li>Ensure all key aspects of community recovery are undertaken.</li> <li>As requested by Chairperson act as spokesperson on behalf of the Shire.</li> </ul>
SWEK Manager Community Services (or alternate)	<ul style="list-style-type: none"> <li>Manage the social health and wellbeing of the community.</li> <li>Participate in social program development &amp; implementation.</li> <li>Securing funding.</li> <li>Liaising with Human Service providers</li> </ul>
SWEK Manager East Kimberley Regional Airport	<ul style="list-style-type: none"> <li>To maintain Airport operations at Kununurra and Wyndham that can support recovery operations.</li> </ul>
SWEK Manager Operations (or alternate)	<ul style="list-style-type: none"> <li>To maintain and construct roads, drainage and paths, coordinate street and pavement sweeping and green waste collection within the Shire.</li> </ul>
SWEK Manager Operations (or alternate)	<ul style="list-style-type: none"> <li>To coordinate and carryout waste collection and disposal, litter collection and hard waste collection</li> </ul>

Organisation	Responsibilities
SWEK Manager Operations (or alternate)	<ul style="list-style-type: none"> <li>• Coordinate the maintenance of parks, reserves, gardens and street trees within the Shire.</li> </ul>
Telstra	<ul style="list-style-type: none"> <li>• As a national carrier and ISP, Telstra function is to provide infrastructure to enable state, national and international communications.</li> <li>• To provide communication services on a local and national basis and maintain the Telstra network.</li> </ul>
WA Country Health Service	<ul style="list-style-type: none"> <li>• Coordinate disease control issues.</li> </ul>
WA Housing Authority (relevant to public housing, government employee housing and remote Aboriginal Housing)	<ul style="list-style-type: none"> <li>• Manage and relocate displaced residents.</li> <li>• Manage and attend to emergency and critical maintenance items</li> <li>• Assess property damage.</li> </ul>
WA Police	<ul style="list-style-type: none"> <li>• To provide protection of life &amp; property.</li> <li>• Law enforcement/ apprehending and processing of offenders.</li> <li>• Traffic management and road safety.</li> <li>• Crime prevention and community policing.</li> <li>• Assist with EM and co-ordination. Resources include staff, vehicles, mobile police facility, warning devices &amp; communications District wide.</li> </ul>
Water Corporation	<ul style="list-style-type: none"> <li>• Coordinate and manage reinstatement of SWEK potable water supply.</li> <li>• Advise and coordinate all aspects of drainage from estuaries, inlets and waterways.</li> </ul>

Other agencies and organisations will be approached on an as needs basis to support aspects of the recovery. This can include commercial businesses such as mines and those that are community based.

## Appendix 2: Contacts Register

### Kununurra:

First Name	Surname	Email Address	Mobile	Phone	Position	Organisation
Kelly	Colledge	<a href="mailto:kelly_colledge@cpfs.wa.gov.au">kelly_colledge@cpfs.wa.gov.au</a>	0409 780 736	9168 0333	District Director East Kimberley	Child Protection and Family Support
Megan	Spence	<a href="mailto:Megan.Spence@cpfs.wa.gov.au">Megan.Spence@cpfs.wa.gov.au</a>	0427 196 037	9193 8400	District Emergency Services Officer Kimberley District	Child Protection and Family Support <b>(Based in Broome)</b>
Noel	Wilson	<a href="mailto:noel.wilson@agric.wa.gov.au">noel.wilson@agric.wa.gov.au</a>	0429 105 336	9166 4001	Manager Northern Region	Department of Agriculture and Food WA
Nick	Kearns	<a href="mailto:nick.kearns@housing.wa.gov.au">nick.kearns@housing.wa.gov.au</a>	0409 418 891	9166 5100	Regional Manager East Kimberley	Department of Housing
Felix	McQuistan	<a href="mailto:felix.mcquistan@dfes.wa.gov.au">felix.mcquistan@dfes.wa.gov.au</a>	0448 970 378	9168 2161	Area Officer East Kimberley	DFES (Fire Services)
Graham	Sears	<a href="mailto:graham.sears@dfes.wa.gov.au">graham.sears@dfes.wa.gov.au</a>	0429 881 559	9169 1372	District Officer East Kimberley	DFES (SES)
Daryl	Moncreiff	<a href="mailto:daryl.moncreiff@dpaw.wa.gov.au">daryl.moncreiff@dpaw.wa.gov.au</a>	0418 919 384	9168 4200	Regional Manager Kimberley	DPAW
Roanna	Edwards	<a href="mailto:roanna.edwards@horizonpower.com.au">roanna.edwards@horizonpower.com.au</a>	0455 069 193	9166 4713	Retail and Community Manager	Horizon Power
Andrew	Olgvie	<a href="mailto:kfp@westnet.com.au">kfp@westnet.com.au</a>	0427 194 903	9169 1772	Captain	Kununurra VFRS
Sean	Rose	<a href="mailto:sean.rose@mainroads.wa.gov.au">sean.rose@mainroads.wa.gov.au</a>	0437 632 448	9168 4728	Operations Manager - Kununurra	Main Roads
Lincoln	Heading	<a href="mailto:lincfel@bigpond.com">lincfel@bigpond.com</a>		9169 1003		SES
Sarel	De Koker	<a href="mailto:sarel.dekoker@stjohnambulance.com.au">sarel.dekoker@stjohnambulance.com.au</a>	0427 473 150	9168 2302	Station Manager	St John Ambulance
Cr Darren	Spackman	<a href="mailto:darren.spackman@swek.wa.gov.au">darren.spackman@swek.wa.gov.au</a>	0418 681 100		Councillor	SWEK
David	Klye	<a href="mailto:david.klye@swek.wa.gov.au">david.klye@swek.wa.gov.au</a>	0419 132 777	9168 4161	Director Infrastructure <b>Local Recovery Coordinator</b> <b>LEMC Chair</b>	SWEK
Ebony	Daniell	<a href="mailto:ebony.daniell@swek.wa.gov.au">ebony.daniell@swek.wa.gov.au</a>	0408 423 527	9168 4100	Environmental Health Officer	SWEK
Paul	Bawden	<a href="mailto:paul.bawden@swek.wa.gov.au">paul.bawden@swek.wa.gov.au</a>	0439 031 583	9168 2648	Manager East Kimberley Regional Airport <b>Deputy Recovery Coordinator.</b>	SWEK
Paul	Wilson	<a href="mailto:paul.wilson@swek.wa.gov.au">paul.wilson@swek.wa.gov.au</a>	0429 157 230	9168 4100	Senior Ranger and Emergency Services Coordinator <b>Executive Officer</b> <b>Deputy Recovery Coordinator</b>	SWEK
Donna	Hindmarsh	<a href="mailto:donna.hindmarsh@health.wa.gov.au">donna.hindmarsh@health.wa.gov.au</a>	0408 944 304	9166 4242	Operations Manager	WA Country Health Service
Steve	Principe	<a href="mailto:steve.principe@police.wa.gov.au">steve.principe@police.wa.gov.au</a>	0438 931 221	9166 4530	Officer in Charge <b>Deputy Chair LEMC</b>	WA Police
Ernie	Pucci	<a href="mailto:Ernie.Pucci@watercorporation.com.au">Ernie.Pucci@watercorporation.com.au</a>	0477 300 179	9168 0721	Dams Coordinator	Water Corporation
Thomas	Pearce	<a href="mailto:Tom.Pearce@watercorporation.com.au">Tom.Pearce@watercorporation.com.au</a>	0409 202 056	9168 0749	Operations Manager	Water Corporation

Minutes Distribution:

Daniel	Hill	<a href="mailto:Kimberley.pilbara.da@semc.wa.gov.au">Kimberley.pilbara.da@semc.wa.gov.au</a>	0409 415 256	9158 3204	Acting District Advisor Kimberley - Pilbara	SEMC Secretariat
Tony	Stevenson	<a href="mailto:tony.stevenson@dfes.wa.gov.au">tony.stevenson@dfes.wa.gov.au</a>	0417 973 644	9169 1370	District Officer	DFES
Carl	Askew	<a href="mailto:carl.askew@swek.wa.gov.au">carl.askew@swek.wa.gov.au</a>		9168 4100	CEO	SWEK
Scott	Beckwith	<a href="mailto:scott.beckwith@horizonpower.com.au">scott.beckwith@horizonpower.com.au</a>	0418 916 979	91929910	Manager Kimberley Business	Horizon Power ( <b>Based in Broome</b> )

## Wyndham:

First Name	Surname	Email Address	Mobile	Phone	Position	Organisation
Kelly	Colledge	<a href="mailto:kelly.colledge@cpfs.wa.gov.au">kelly.colledge@cpfs.wa.gov.au</a>	0409 780 736	9168 0333	District Director East Kimberley	Child Protection and Family Support
Megan	Spence	<a href="mailto:Megan.Spence@cpfs.wa.gov.au">Megan.Spence@cpfs.wa.gov.au</a>	0427 196 037	9193 8400	District Emergency Services Officer Kimberley District	Child Protection and Family Support <b>(Based in Broome)</b>
Noel	Wilson	<a href="mailto:noel.wilson@agric.wa.gov.au">noel.wilson@agric.wa.gov.au</a>	0429 105 336	9166 4001	Manager Northern Region	Department of Agriculture and Food WA
Nick	Kearns	<a href="mailto:nick.kearns@housing.wa.gov.au">nick.kearns@housing.wa.gov.au</a>	0409 418 891	9166 5100	Regional Manager East Kimberley	Department of Housing
Bill	Dempsey	<a href="mailto:bill.dempsey@dpaw.wa.gov.au">bill.dempsey@dpaw.wa.gov.au</a>	0457 514 537	9168 4200	District Coordinator	Department of Parks and Wildlife
Tony	Stevenson	<a href="mailto:tony.stevenson@dfes.wa.gov.au">tony.stevenson@dfes.wa.gov.au</a>	0417 973 644	9169 1370	District Officer	DFES
Scott	Beckwith	<a href="mailto:scott.beckwith@horizonpower.com.au">scott.beckwith@horizonpower.com.au</a>	0418 916 979	91929910	Manager Kimberley Business	Horizon Power <b>(Based in Broome)</b>
Sean	Rose	<a href="mailto:sean.rose@mainroads.wa.gov.au">sean.rose@mainroads.wa.gov.au</a>	0437 632 448	9168 4728	Operations Manager - Kununurra	Main Roads
Simon	Turnbull	<a href="mailto:simon.turnbull@stjohnambulace.com.au">simon.turnbull@stjohnambulace.com.au</a>	0418 416 863	9161 1518	Community Paramedic	St John Ambulance
Cr Darren	Spackman	<a href="mailto:darren.spackman@swek.wa.gov.au">darren.spackman@swek.wa.gov.au</a>	0418 681 100		Councillor	SWEK
David	Klye	<a href="mailto:david.klye@swek.wa.gov.au">david.klye@swek.wa.gov.au</a>	0419 132 777	9168 4161	Director Infrastructure <b>Local Recovery Coordinator</b> <b>Chair LEMC</b>	SWEK
Paul	Wilson	<a href="mailto:paul.wilson@swek.wa.gov.au">paul.wilson@swek.wa.gov.au</a>	0429 157 230	9168 4100	Senior Ranger and Emergency Services Coordinator <b>Executive Officer</b> <b>Deputy Recovery Coordinator.</b>	SWEK
Jane	Drew	<a href="mailto:louise.drew@health.wa.gov.au">louise.drew@health.wa.gov.au</a>		9166 4377		WA Country Health Service
Gene	Wright	<a href="mailto:gene.wright@police.wa.gov.au">gene.wright@police.wa.gov.au</a>	0408 932 037	9161 0400	Sergeant (OIC)	WA Police
Simon	Womersley	<a href="mailto:simon.womersley@police.wa.gov.au">simon.womersley@police.wa.gov.au</a>	0408 194 839	9161 0400	Sergeant (OIC) (June 2016) <b>Deputy Chair LEMC</b>	WA Police
Ernie	Pucci	<a href="mailto:Ernie.Pucci@watercorporation.com.au">Ernie.Pucci@watercorporation.com.au</a>	0477 300 179	9168 0721	Dams Coordinator	Water Corporation
Thomas	Pearce	<a href="mailto:Tom.Pearce@watercorporation.com.au">Tom.Pearce@watercorporation.com.au</a>	0409 202 056	9168 0749	Operations Manager	Water Corporation

### Minutes Distribution:

Daniel	Hill	<a href="mailto:Kimberley.pilbara.da@semc.wa.gov.au">Kimberley.pilbara.da@semc.wa.gov.au</a>	0409 415 256	9158 3204	Acting District Advisor Kimberley - Pilbara	SEMC Secretariat
Carl	Askew	<a href="mailto:carl.askew@swek.wa.gov.au">carl.askew@swek.wa.gov.au</a>		9168 4100	CEO	SWEK

### Appendix 3: Local Recovery Coordinator or Committee Activation Checklist

Task Description	Complete
<b>Within 48 hours*</b>	
Local Recovery Coordinator to contact and alert key local contacts	
Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate	
Local Recovery Coordinator to receive initial impact assessment from the Controlling Agency	
Local Recovery Coordinator to determine the need for the Local Recovery Coordinating Group to be convened and its members briefed, in conjunction with the local government	
Local Recovery Coordinator and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator	
Meet with specific agencies involved with recovery operations to determine actions	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the local governments' internal communication processes.	
Consider support required, for example resources to maintain a record of events and actions	

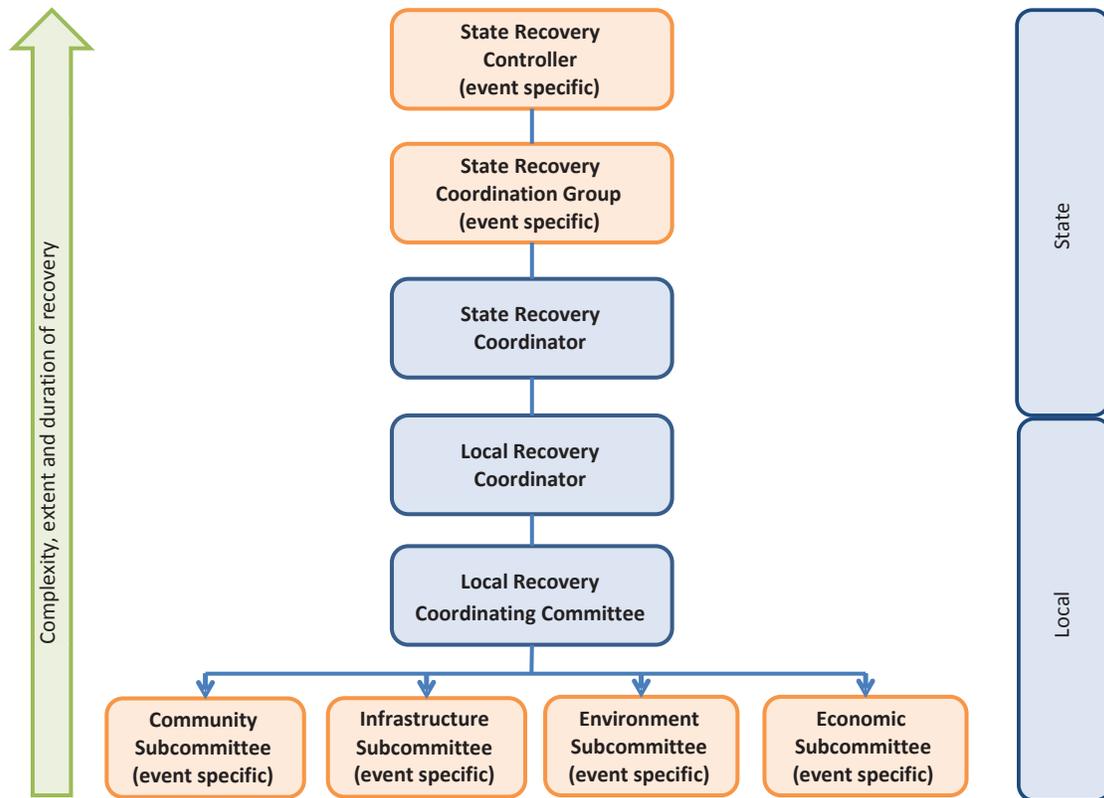
<b>Task Description</b>	<b>Complete</b>
<b>Within 1 week</b>	
Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency	
Activate a recovery coordination centre if required	
Identify special needs groups or individuals.	
Determine the need to establish subcommittees, and determine functions and membership if necessary	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available.	
Manage offers of assistance, including volunteers, material aid and donated money.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	

Consider establishing a call centre with prepared responses for frequently asked questions	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services.	
Manage restoration of essential infrastructure/utilities.	
Brief media on the recovery program.	

<b>Task Description</b>	<b>Complete</b>
<b>Within 12 months</b>	
Determine longer-term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency	

\*The Action Checklist is a guide only and the timeframes are approximate.

## Appendix 4: Local Recovery Coordinating Committee (LRCC) Structure



### Community Subcommittee

#### Objectives

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

## Environment Subcommittee

### Objectives

- To provide advice and guidance to assist in the restoration of the natural environment and environmental health post the event
- To facilitate understanding of the needs of the impacted community including quality of drinking water, management of impacted asbestos and potential effects from response activities in relation to environmental restoration
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including water quality, weed management and impacts on wildlife; and
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.

## Buildings and Infrastructure Subcommittee

### Objectives

- Assist in assessing requirements for the restoration of buildings, services and facilities in conjunction with the responsible agencies where appropriate
- To provide advice and assist in the coordination of the restoration of building and infrastructure assets and essential services damaged or destroyed during the emergency; and
- To assess and recommend priority building and infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

## Economic Subcommittee

### Role

To make recommendations that can support the distribution of funds and grants to community and support more widely for businesses continuity across the region.

### Functions

- Work with effected community and businesses to identify measures and support access to funding schemes that can support their recovery at the earliest time. This includes:
  - ensuring the principles of equity, fairness, simplicity and transparency apply
  - recognise the extent of loss suffered by individuals and businesses
  - complement other forms of relief and assistance provided by government and the private sector ; and
  - recognise immediate, short, medium and longer term needs of affected businesses.

## Appendix 5: Operational Recovery Plan

(Suggested composition/layout following a major emergency)

### SWEK Local Recovery Coordinating Committee

#### Operational Recovery Plan

**Emergency:** (type and location)

**Date of Emergency:**

#### Section 1

##### Introduction

- Background on the nature of the emergency or incident
- Aim or purpose of the plan
- Authority for plan

#### Section 2

##### Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychological support) requirements
- Other health issues

#### Section 3

##### Organisational Aspects

- Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator.

## Section 4

### Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (NDRRA), insurance, public appeals and donations)
- Public information dissemination.

## Section 5

### Administrative Arrangements

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

## Section 6

### Conclusion

Summarises goals, priorities and timetable of plan.

Signed by

Chair, Local Recovery Coordinating Committee

Date:

## Appendix 6: Recovery Needs Assessment & Support Survey Form

### Recovery Needs Assessment and Support Survey Form

This needs assessment is being conducted to gather information about your personal circumstances so we can assist you, provide you with information on particular services, or refer you to organisations who can best assist you with your recovery process.

The survey is designed to gather as much relevant information as possible in one interview to avoid having to repeat some details to a number of interviewers. However please note that further contact may be necessary.

You are not obliged to provide any or all of the information requested. You should be aware that the information you provide may be passed to other agencies involved in the recovery process.

Please note that completion of this survey does not guarantee your specific needs will be met immediately, however every effort will be made to obtain the assistance you need as quickly as possible.

If, after completing this survey, you need specific assistance not identified on these forms, or you wish to make enquires about the survey, please ring this telephone number:

In terms of the Privacy Act should you wish to access, change or amend any information you have given please ring the above telephone number. You can also contact this agency at: (physical address).

Interview Conducted at \_\_\_\_\_  
(Place)

\_\_\_\_\_  
(Date) (Time)

By \_\_\_\_\_  
Interviewer (print name)

Tear this page off and give it to the person being interviewed, along with any information sheets/brochures.

## NOTES FOR INTERVIEWER

Introduce yourself to the person being interviewed.

"Hello, I am {*name*}; I am here on behalf of the Shire of Wyndham East Kimberley local recovery committee about the recent emergency event. I would like to talk with you to see if there is anything we can help you with, or organisations we can refer you to, to assist your recovery."

Read through the cover page with the interviewee and complete it. Tear it off and give it to the person being interviewed. It is now their receipt.

1. Provide them with the information sheets/brochure.
2. Start at section one and continue to work through all sections.
3. Texts in grey italic font are prompts for you to note or advise the interviewee on.
4. If the interviewee declines to give information, complete known details and return the form with cover intact.

NOTE: some people may take this opportunity to offload any frustrations. Do not take this personally; it is best to listen and then move on to the next question when possible.

### Administrative information

Person conducting interview Name (print):

\_\_\_\_\_

Contact details: \_\_\_\_\_

Date: \_\_\_\_\_

Person being interviewed I have been given the front page of this survey form and agree to the use of the information I have given for the purposes of recovery from this emergency.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section One: Occupier and Property**

**1.1 Principal Occupier's Name(s):**

Family name \_\_\_\_\_

First name(s) \_\_\_\_\_

**1.2** Total # of people normally residing at this property \_\_\_\_\_ (number)

**1.3** Other people normally resident

Family name \_\_\_\_\_ First name(s) \_\_\_\_\_

(Please provide children's ages)

**1.4** Have you registered with CPFS by filling in a NRIS registration form? (Please circle one)

Yes (Go to Question 1.4a) No (Go to Question 1.5)

You may be required to register to access recovery services. Please ask your interviewer to explain the process to you.

**1.4a** If yes, what is your registration number \_\_\_\_\_

**1.4b** Does anyone in your family have a different registration number? Yes / No

Write the other #(s) if you know them \_\_\_\_\_

**1.5** Location of affected property

Address of affected property: \_\_\_\_\_

\_\_\_\_\_

Phone day/night of affected property: \_\_\_\_\_

**1.5a** What is your rates number/valuation number (if known) \_\_\_\_\_

**1.5b** Would you like to be considered for rates relief (if available) Yes / No

**1.6** Do you own the property Yes / No

If No, please provide contact details of the owner if you know these.

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Phone day/night: \_\_\_\_\_

**1.7** Where are you currently living (please tick one)

- Living at affected property – go to Section Two
- Temporary accommodation until we can return to property
- Temporary accommodation looking for new permanent accommodation
- In new permanent accommodation

**1.8** Current address and contacts (if not living at affected property)

Address: \_\_\_\_\_

Phone day/night: \_\_\_\_\_

## Section Two: Damage to Dwelling/Contents and Insurance

**2.1** Was your house damaged? (Tick one)

- Yes (Go to Question 2.2)
- No (Go to Question 2.3)
- Don't know as have not yet seen house (Go to Question 2.3)
- Not damaged but not accessible (Go to Question 2.3)

**2.2** Please tick the list below to indicate damage that occurred

Nature of damage

- Water supply not working
- Sewerage not working
- Drainage blocked
- Electricity cut
- Gas cut
- Telephone cut
- Road in access cut or restricted
- Damage to outbuildings on property
- Other (please describe)

**2.2a** When was your house damaged? Date: \_\_\_\_\_

**2.2b** To the best of your knowledge, what caused this damage?

Cause of damage

- Flood water
- Storm
- Hazardous materials incident
- Earthquake
- Fire
- Other (please detail)

**2.2c** Has your house been inspected by the council (building inspector)?

Yes / No / Don't know (Please circle one)

**2.2d** Would you like someone to do a check of your house and property to ensure it is safe to move back into? Yes / No (Please circle one)

**2.2e** Is your house insured? (Please tick one)

Yes  
Go to Question 2.2f

No  
Go to Question 2.3

Don't own house  
Go to Section 3

I decline to answer this question

Go to Question 2.3

**2.2f** Have you lodged an insurance claim? Yes / No (Please circle one)

**2.2g** What is the name of your insurance company or agent?

---

**2.2h** Has an insurance assessor inspected the property? Yes / No (Please circle one)

**2.3** Have you experienced damage to contents in your house? (Please tick one)

Yes

Go to Question 2.3a

No

Go to Question 2.4

Don't know as have not yet seen contents

Go to Question 2.4

**2.3a** Are your house contents insured? (Please tick one)

Yes

Go to Question 2.3b

No

Go to Section 3

I decline to answer this question

Go to Question 2.4

**2.3b** What is the name of your insurance company or agent?

---

**2.3c** Has an insurance claim been lodged? Yes / No (Please circle one)

**2.3d** Has an insurance assessor inspected the damage? Yes / No (Please circle one)

**Section Three: Alternative Accommodation**

**3.1** Do you need assistance to find alternative accommodation? (Please circle one)

( ) Yes Go to Question 3.1a

( ) No Go to Section 4

**3.1a** What kind of accommodation do you require? (Please tick one)

( ) Temporary (less than a week)

( ) Short-term (1-4 weeks)

( ) Long-term (more than one month)

( ) Please estimate number of months ( )

( ) Permanent

**3.1b** The accommodation needed is to house:

Adults \_\_\_\_\_ (number)

Children \_\_\_\_\_ (number)

**3.1c** Do you have any special needs for your accommodation i.e., access for wheelchairs, aged, please provide details: \_\_\_\_\_

\_\_\_\_\_

**3.1d** Do you have pets? Yes / No (Please circle one)

If yes, please detail what kind of pet and how many: \_\_\_\_\_

\_\_\_\_\_

**Section Four: Health and Welfare**

**Household**

**4.1** Do you require any clean-up assistance for your house or property?

- ( ) Yes Go to Question 4.2a
- ( ) No Go to Question 4.3
- ( ) Don't know Go to Question 4.3

**4.1a** Please provide details of the kind of assistance you would like: \_\_\_\_\_

---

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(If you have answered yes your details will be passed on to the council who are coordinating clean-up services where available).

**4.2** Are you looking after any evacuees at your home?

- ( ) Yes Go to Question 4.4a
- ( ) No Go to Question 4.5

**4.2a** Would you like to receive information about financial support for hosting these evacuees? Yes / No (Please circle one)

**Personal**

**4.3** If you have had contents in your home damaged, would you like to be contacted by agencies that are distributing donated goods? (Please circle one)

- ( ) Yes Go to Question 4.1a
- ( ) No Go to Question 4.2

**4.3a** What kind of goods do you need? (Please list)

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**4.4** Do you have a need for clothing/toiletries or bedding? (Please circle one)

- ( ) Yes Go to Question 4.5a
- ( ) No Go to Question 4.6

**4.4a** What kind of these items do you need? (Please list)

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**4.5** Are there any medications which you or your family use that you are unable to get?  
(Please circle one)  
( ) Yes Go to Question 4.6a  
( ) No Go to Question 4.7

**4.6a** If you would like us to help you get medication, please describe the medications in as much detail as possible\_\_\_\_\_

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**4.6b** Is a prescription required for these medications? Yes / No (Please circle one)

**4.6c** If Yes please provide the name and address of your doctor and pharmacist

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**4.7** Would you like to find out about support or counselling services for you or a family member?  
Yes / No (Please circle one)

(This question is included to help you access services that may be provided by affiliate organisations)

**4.8** Do you have any affiliation to any other groups in the community? Yes / No

If yes please indicate which groups\_\_\_\_\_

**Domestic animals/pets**

**4.9** Have you got any domestic animals or pets which are in need of care?

( ) Yes Go to Question 4.9a  
( ) No Go to Section 5

**4.9a** What kind of animals are they? (Please list all your animals)

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**4.9b** Where are they located? (Please provide address/physical location)

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**4.9c** What kind of care do they need? (Please detail)

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## Section Five: Financial

**5.1** Do you require any assistance with income support?

- Yes Go to Question 5.1a
- No Go to Question 5.2

**5.1a** Are you already a client of Centrelink? (Please circle one)

- Yes Please contact Centrelink directly
- No Please contact Centrelink through the help line and they can advise you on assistance available

Note there may be grants available from other sources such as the Red Cross and mayoral relief funds. Applications will need to be filled in for these grants. Please advise those being interviewed about any relief funds that have been established and provide them with application forms if possible.

### Documents

**5.2** Have you lost, or do you not have access to, any of the following? (Please tick all those that apply)

Please indicate who in your house has lost these documents

- Document lost or not able to be accessed
- Lost
- Cannot access

Who in your house has lost this document?

- Bank books
- Cheque books
- Credit cards
- EFTPOS cards (money cards)
- Community cards
- Passport
- Birth certificate
- Marriage certificate
- Citizenship certificate
- Insurance papers
- Other: Please detail:

**5.3** If you have lost your bank documents do you have access to a branch of your bank?  
Yes / No / Does not apply (Please circle one)

## Appendix 7 – Glossary of Terms

The terms used in this Local Recovery Plan are consistent with Section 3 of the Emergency Management Act 2005. For additional information in regards to the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary 2011.

<b>Community Emergency Risk Management</b>	A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.
<b>Comprehensive Approach</b>	The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases.
<b>Controlling Agency</b>	An agency nominated to control the response activities to a specified type of emergency.
<b>Coordination</b>	The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.
<b>District</b>	Means an area of the State that is declared to be a district under section 2.1 <i>Local Government Act 1995</i> .
<b>District Emergency Management Committee (DEMC)</b>	A committee established under Section 31(1) of the <i>Emergency Management Act 2005</i> .
<b>Emergency</b>	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
<b>Emergency Management</b>	The management of the adverse effects of an emergency including: (a) <b>Prevention</b> – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency; (b) <b>Preparedness</b> – preparation for response to an emergency; (c) <b>Response</b> – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery; and (d) <b>Recovery</b> – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

**Emergency Management Agency**

A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of *the Emergency Management Act 2005*.

**Emergency Risk Management**

A systematic process that produces a range of measures which contribute to the well-being of communities and the environment. This process considers the likely effect of hazardous events and the measures by which they can be minimised.

**Hazard** - A situation or condition with potential for loss or harm to the community or the environment.

**Risk** - A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

**Hazard**

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code 1995* of the Commonwealth
- (f) any other event, situation or condition that is capable of causing or resulting in
  - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
  - (ii) destruction of or damage to property or any part of the environment and is prescribed by *Emergency Management Regulations 2006*

**Hazard Management Agency (HMA)**

A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

**Incident**

An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

**Incident Controller (IC)**

The person designated by the relevant Hazard Management Agency, responsible for the overall management and control of an incident and the tasking of agencies in accordance with the needs of the situation.

**Incident Management Team**

The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of AIIMS.

<b>Incident Support Group (ISG)</b>	A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.
<b>Lifelines</b>	The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.
<b>Local Emergency Coordinator (LEC)</b>	That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during <i>Incidents</i> and <i>Operations</i> .
<b>Local Emergency Management Arrangements (LEMA)</b>	Written by the local government, Local Emergency Management Arrangements are documented emergency management plans for the local government district. Consistent with State emergency management policies and plans, arrangements are to include information as stipulated in section 41(2) of the Act, accommodating the comprehensive approach to emergency management; Prevention, Preparedness, Response and Recovery (PPRR) that contribute to the reduction or elimination of hazards and to reducing the susceptibility or increase in the resilience to hazards of the community or the environment in the local government district.
<b>Local Emergency Management Committee (LEMC)</b>	Means a committee established under section 38 of the <i>Emergency Management Act 2005</i> .
<b>Operational Area Support Group (OASG)</b>	A group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened by the Operational Area Manager/Incident Controller to provide agency specific expert advice and support in relation to strategic management of the incident/s.
<b>Preparedness</b>	Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects.
<b>Prevention</b>	Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies.
<b>Recovery</b>	The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

<b>Response</b>	Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised.
<b>Risk</b>	<p>A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.</p> <ul style="list-style-type: none"> <li>- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.</li> <li>- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.</li> <li>- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.</li> </ul>
<b>Risk Management</b>	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk. Refer to <i>AS/NZS ISO 31000:2009</i>
<b>Risk Register</b>	A register of the risks within the local government, identified through the Community Emergency Risk Management process.
<b>State Emergency Management Committee (SEMC)</b>	A committee established under Section 13 of the <i>Emergency Management Act 2005</i> .
<b>Support Organisation</b>	A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.
<b>Vulnerability</b>	The degree of susceptibility and resilience of the community and environment to hazards. The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).
<b>Welfare Centre</b>	Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

## Acronyms

<b>ADF:</b>	Australian Defence Force
<b>BoM:</b>	Bureau of Meteorology
<b>CEO:</b>	Chief Executive Officer
<b>DAFWA:</b>	Department of Agriculture and Food
<b>DCPFS:</b>	Department for Child Protection and Family Support
<b>DFES:</b>	Department of Fire and Emergency Services
<b>DEMC:</b>	District Emergency Management Committee
<b>DoE:</b>	Department of Education
<b>DoH:</b>	Department of Health
<b>DPAW:</b>	Department of Parks and Wildlife
<b>DPI:</b>	Department of Planning and Infrastructure
<b>EOC:</b>	Emergency Operations Centre
<b>HMA:</b>	Hazard Management Agency
<b>IC:</b>	Incident Controller
<b>ISG:</b>	Incident Support Group
<b>LEC:</b>	Local Emergency Coordinator
<b>LEMC:</b>	Local Emergency Management Committee
<b>LEMA:</b>	Local Emergency Management Arrangements
<b>LG:</b>	Local Government
<b>LRC:</b>	Local Recovery Coordinator
<b>LRCC:</b>	Local Recovery Coordinating Committee
<b>LRP:</b>	Local Recovery Plan
<b>OASG:</b>	Operations Area Support Group
<b>OIC:</b>	Officer in Charge
<b>RCC:</b>	Recovery Coordination Centre
<b>SEMC:</b>	State Emergency Management Committee
<b>SEMP:</b>	State Emergency Management Policy
<b>SES:</b>	State Emergency Service
<b>SJA:</b>	St John Ambulance
<b>SRCC:</b>	State Recovery Coordinating Committee
<b>SWEK:</b>	Shire of Wyndham east Kimberley
<b>VBFB:</b>	Volunteer Bush Fire Brigade
<b>VFRS:</b>	Volunteer Fire and Rescue Service
<b>WAPOL:</b>	Western Australian Police

### 12.05.3. Disposal of Asset; Weed Harvester

<b>DATE:</b>	28 June 2016
<b>AUTHOR:</b>	David Klye, Director Infrastructure
<b>RESPONSIBLE OFFICER:</b>	David Klye, Director Infrastructure
<b>FILE NO:</b>	EM.11.1, PS.05.2
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### VOTING REQUIREMENT

Simple Majority

#### OFFICER'S RECOMMENDATION

**That Council;**

- 1. Discontinue its involvement in aquatic weed management in Lake Kununurra and Lily Creek lagoon,**
- 2. Note that as a result of the Council's change in its position on aquatic weed management, an amendment will be required to the Lake Kununurra Foreshore and Aquatic Use Plan to facilitate the change,**
- 3. Note that community consultation is required to amend the Lake Kununurra Foreshore and Aquatic Use Plan, and**
- 4. Authorise the disposal of the Shire's Weed Harvester (Boat Licence C1471, Plant Number P485) by tender in accordance with the *Local Government Act 1995* Section 3.58.**

Cr Cooke moved an amendment – delete points 1,2,3 and addition to point 4 – seconded Cr Robinson

#### COUNCIL DECISION

**Minute No: 11416**

**Moved: Cr S Cooke**

**Seconded: Cr B Robinson**

**That Council amend the Officer's Recommendation to remove dot points 1, 2 and 3, and add the additional text "with funds going into the Foreshore Reserve".**

**Carried 9/0**

**COUNCIL DECISION**

**Minute No: 11417**

**Moved: Cr S Cooke**

**Seconded: Cr B Robinson**

**That Council authorise the disposal of the Shire's Weed Harvester (Boat Licence C1471, Plant Number P485) by tender in accordance with the *Local Government Act 1995* Section 3.58 with the funds going into the Foreshore Reserve.**

**Carried 9/0**

**REASON FOR VARYING THE OFFICER'S COMMENT**

To allow Council the opportunity to allocate budget funds to assist with the clean-up of Lily Creek Lagoon in the future.

**PURPOSE**

For Council to consider Cumbungi management and the disposal of the Shire of Wyndham East Kimberley Cumbungi Weed Harvester (Boat Licence C1471, Plant Number P485).

**NATURE OF COUNCIL'S ROLE IN THE MATTER**

Funder - provide funds or other resources

**BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

An item to consider Cumbungi management was presented to Council at the July 2014 Ordinary Council Meeting where Council resolved:

**COUNCIL DECISION**

**Minute No. 10480**

**Moved: Cr D Spackman**

**Seconded: Cr K Wright**

**That Council defer the item 13.3.5 Cumbungi, Lily Creek Lagoon to the next Briefing Session.**

**Carried 7/1**

**For: Cr J Moulden, Cr R Dessert, Cr D Learbuch, Cr K Wright, Cr D Spackman,  
Cr G Taylor, Cr G King**

## **Against: Cr S Cooke**

During the 2014/15 budget process, Council elected to remove the budgetary allocation relating to Cumbungi harvesting from the ongoing budget. The following note was included in the budget considerations at the Special Council Meeting dated 2 September 2014:

*“Further discussions occurred with elected members around Cumbungi management and the responsibility of the Shire in this regard. Lake Kununurra whilst a community asset; is not owned or controlled by the Shire past the water bank edge. An ongoing spraying program is incorporated into the current parks and gardens maintenance program that will facilitate the management of Cumbungi around the Lake Kununurra foreshore, therefore the Shire is not progressing with the flood damage clean-up or future Cumbungi harvesting and major eradication program that was initially planned.”*

No budget allocation was made for Cumbungi management in the 2014/15 or 2015/16 Shire Budgets.

An item to consider Cumbungi management and Cumbungi management funding was presented to Council at the November 2014 Ordinary Council Meeting where Council resolved:

### **COUNCIL DECISION**

**Minute No. 10664**

**Moved: Cr G Taylor**

**Seconded: Cr D Learbuch**

**That Council put a case to The Hon. Mia Davies Minister for Water; Forestry for the allocation of \$246,000 grant funds to effect repairs to the Cumbungi harvesting boat (\$31,000), clear Cumbungi from Lily Creek lagoon by contract and day labour (\$200,000) and to purchase a small boat and spray equipment (\$15,000) for use in future maintenance of re-emergent Cumbungi. The grant application should make it clear that Council is not in a position to match the grant funding.**

**Carried Unanimously 8/0**

Representations to the Minister failed to secure funding for Cumbungi management.

## **STATUTORY IMPLICATIONS**

The *Local Government Act 1995* Section 3.58 applies to this activity

## **POLICY IMPLICATIONS**

Council has a commitment to weed maintenance in Lily Creek Lagoon and Lake Kununurra through its adoption of the Lake Kununurra Foreshore and Aquatic Use Plan which includes plans to remove Cumbungi and other nuisance aquatic vegetation in Lily Creek lagoon with an aquatic weed harvester. Should Council elect to discontinue its involvement in aquatic weed management an amendment will be required to the Lake Kununurra Foreshore and Aquatic Use Plan.

## **FINANCIAL IMPLICATIONS**

P485 has a book value of \$0.00. Therefore any sale amount would result in a positive impact to the Shire budget bottom line.

## **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

Goal 2: Greater returns from regional investment to ensure sustainable provision of appropriate physical and social infrastructure

Objective 2.3: Assets are appropriate for their intended purpose and factor in whole of life costing and maintenance

Strategy 2.3.1 : Manage and maintain assets in a strategic and cost effective manner

*Lake Kununurra Foreshore and Aquatic Use Plan*

The weed harvester is mentioned specifically in the Lake Kununurra Foreshore and Aquatic Use Plan . Should Council elect to sell the weed harvester and discontinue its involvement in aquatic weed management in Lily Creek Lagoon and Lake Kununurra, an amendment will be required to the Lake Kununurra Foreshore and Aquatic Use Plan.

Aquatic weed management in Lily Creek Lagoon and Lake Kununurra are not part of the Shire's Strategic Community Plan.

The Vegetation Management Plan Adopted in December 2007 identifies management actions for aquatic and foreshore vegetation in Lily Creek Lagoon and Lake Kununurra close to Kununurra.

The *Lake Kununurra Foreshore and Aquatic Use Plan (2011)* was adopted by Council on 16 August 2011. The plan includes the following statement in the Context Section for Government Department Roles and Responsibilities.

### **2.1.5 Shire of Wyndham East Kimberley**

Although not its direct responsibility, the Shire removes Cumbungi and other nuisance aquatic vegetation in Lily Creek lagoon with an aquatic weed harvester.

#### **RISK IMPLICATIONS**

**Risk:**

Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

**Control:**

Annual Compliance Return to Department of Local Government.

**Risk:**

Inability to deliver levels of service expected by the community.

**Control:**

Current budget and service levels.

#### **COMMUNITY ENGAGEMENT**

The Shire of Wyndham East Kimberley's CP/GOV-3100 Community Engagement Policy has been considered in relation to this item.

In line with the requirements under the Local Government Act 1995, a public advertisement is required to be placed in the Kimberley Echo and in the West Australian newspaper to dispose of this asset.

Should Council elect to sell the weed harvester and discontinue its involvement in aquatic weed management in Lily Creek Lagoon and Lake Kununurra, an amendment will be required to the Lake Kununurra Foreshore and Aquatic Use Plan. Amending the Lake Kununurra Foreshore and Aquatic Use Plan to facilitate the change will require community consultation.

#### **COMMENTS**

The Shire has had minimal involvement in weed management in Lily Creek Lagoon and Lake Kununurra for the last two financial years with no budget provision made for operation or maintenance of the weed harvesting boat in those two years. As mentioned above Council resolved at its July 2014 Ordinary Council Meeting to defer the matter of Cumbungi management in Lily Creek Lagoon and Lake Kununurra.

The *Lake Kununurra Foreshore and Aquatic Use Plan (2011)* was adopted by Council on 16 August 2011.

Section 2.1.5 of the Foreshore and Aquatic Use Plan states, Although not its direct responsibility, the Shire removes Cumbungi and other nuisance aquatic vegetation in Lily Creek lagoon with an aquatic weed harvester.

Below is an excerpt from the *Lake Kununurra Foreshore and Aquatic Use Plan (2011)*;  
*Cumbungi, lilies and ribbon weed are all native flora that have thrived due to the modification of the environment caused by the construction of the dams on the Ord River and the subsequent manipulation of water levels. The original Foreshore Committee recommended establishment of Cumbungi Management Zones, with the focus being Lily Creek Lagoon, Swim Beach and the racecourse. A vegetation management plan was prepared for the area in 2008 and an aquatic weed harvester purchased as recommended in this plan. It is currently used within the lagoon to reclaim open areas of water and control the growth of Cumbungi. The ongoing removal of Cumbungi within these zones serves several purposes; environmental habitat creation, wetland protection, access and aesthetics. Ongoing Cumbungi management is recommended and should be undertaken in accordance with the Lake Kununurra Vegetation Management Plan and the clearing permits obtained from the Department of Environment and Conservation. Monthly water quality monitoring is needed whilst the harvester is in operation.*

*In keeping with the recommendations for pathways and protection of habitat, it is recommended that bird hides be constructed to provide locations to view conservation areas. These will also enhance tourism operations within the town.*

From 2009/10 to 2014/15 the Shire budgeted \$484,000 for weed management in Lily Creek Lagoon and Lake Kununurra.

It is difficult to derive a budget level estimate to clear all of the Cumbungi from Lily Creek Lagoon and to maintain the lagoon in a relatively weed free condition. This together with the fact that neither Lily Creek Lagoon or Lake Kununurra are Shire assets makes attracting funding for a weed clearing project difficult.

A report on the Cumbungi harvester was received from Argyle Engineering late in 2014 providing a total estimate of about \$31,000 to refurbish the harvester. The cost of a new, similar Cumbungi harvester was estimated in 2014 at \$260,000. The resale value of the Shire's Cumbungi harvester is unknown and would depend on the market demand at the time of sale.

The Shire has recently received two informal expressions of interest in purchasing the Cumbungi harvesting boat. Neither expression of interest included an indication of value.

## **ATTACHMENTS**

There are no attachments associated with is report.

#### 12.05.4. Roadwise Program

<b>DATE:</b>	28 June 2016
<b>AUTHOR:</b>	David Klye, Director Infrastructure
<b>RESPONSIBLE OFFICER:</b>	David Klye, Director Infrastructure
<b>FILE NO:</b>	GR.03.6
<b>DISCLOSURE OF INTERESTS:</b>	NIL

#### VOTING REQUIREMENT

Simple Majority

#### OFFICER'S RECOMMENDATION

**That Council;**

- 1. Approve the installation of two (2) Headlights Save Lives signs on each of the following roads:**
  - Kalumburu Road,
  - Parry Creek Road, and
  - Duncan Road.
- 2. Note that the cost of the sign boards will be met by the Roadwise program.**
- 3. Note that the cost of the posts, hardware, installation and ongoing maintenance of the signs will be funded by the Shire from the appropriate maintenance accounts.**
- 4. Elects not to install Roadwise Entry signage at this time.**

Cr Cooke left the Council Chambers at 7:29pm.

## **COUNCIL DECISION**

**Minute No: 11418**

**Moved: Cr N Perry**

**Seconded: Cr K Wright**

**That Council;**

- 1. Approve the installation of two (2) Headlights Save Lives signs on each of the following roads:**
  - Kalumburu Road,
  - Parry Creek Road, and
  - Duncan Road.
- 2. Note that the cost of the sign boards will be met by the Roadwise program.**
- 3. Note that the cost of the posts, hardware, installation and ongoing maintenance of the signs will be funded by the Shire from the appropriate maintenance accounts.**
- 4. Elects not to install Roadwise Entry signage at this time.**

**Carried 8/0**

## **PURPOSE**

For Council to consider the installation of Roadwise “Headlights Save Lives” signs and Roadwise town entry signs for Kununurra and Wyndham and to seek Council approval to install a number of Headlights Save Lives signs to promote using daytime headlights to improve vehicle conspicuity.

## **NATURE OF COUNCIL’S ROLE IN THE MATTER**

Leader - plan and provide direction through policy and practices

## **BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

The Shire of Wyndham East Kimberley Roadwise group is a WALGA supported working group dedicated to reducing road trauma in the Shire of Wyndham East Kimberley.

### *Headlights Save Lives*

The Shire of Wyndham East Kimberley Roadwise Group can access “Headlights Save Lives” signs for use by the Shire. The Group has requested that Council be approached seeking its approval and assistance to install and maintain “Headlights Save Lives” signs at strategic locations on Shire roads. These signs would promote the use of daytime running lights to increase vehicle conspicuity on gravel roads.

All other Roadwise groups in the Kimberley were invited to participate in this program and subsequently nominated locations within their Shires where these signs could be installed.

#### *Roadwise town entry signs*

Correspondence has been received in relation to the installation of Roadwise Town Entry Signs as a means of promoting Roadwise to the community on the approaches to Kununurra and Wyndham. The installation of these signs would need approval from Main Roads Western Australia.

### **STATUTORY IMPLICATIONS**

There are no Statutory Implications in relation to this matter.

### **POLICY IMPLICATIONS**

There is no policy implications for this item.

### **FINANCIAL IMPLICATIONS**

The Roadwise Group will be applying for a grant for the purchase of the “Headlights Save Lives” signs and “Roadwise Town Entry Signs”.

The Shire will need to contribute towards the installation and ongoing maintenance of both types of signs. The installation of signs and maintenance of signs can vary from approximately \$400 per location (for poles, staff and equipment) to approximately \$2,000 depending on distances to be travelled. Maintenance costs associated with this type of signage is expected to be low and would be funded from the rural road maintenance budget.

### **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

Goal 3: Protection and enhancement of lifestyle values, community facilities and the environment to provide safe and inviting communities.

Objective 3.3: Towns are safe and inviting for locals and tourists

Strategy 3.3.6 : Collaborate with Police and other agencies to review and make recommendations with regard to improved safety and reduced vandalism in towns.

### **RISK IMPLICATIONS**

Risk:

Lack of maintenance and renewal of infrastructure resulting in inadequate level of service.

Control:

Education of Council and organisation in asset management principles.

## **COMMUNITY ENGAGEMENT**

The Shire of Wyndham East Kimberley's CP/GOV-3100 Community Engagement Policy has been considered in relation to this item.

No community engagement is required.

## **COMMENTS**

### *Headlights Save Lives signs*

The Roadwise working group supports the current *Headlights Save Lives* awareness campaign. The *Headlights Save Lives* campaign includes the installation of the "Headlights Save Lives" signs on roads within the Shire. Other Kimberley Shires support the campaign and are planning to install signs in the near future and have provided their locations which include:

- Halls Creek - The Tanami Road, and
- Broome - The Cape Leveque Road.

Appropriate roads for the installation of the "Headlights Save Lives" signs within the Shire of Wyndham East Kimberley are considered to be:

- Kalumburu Road,
- Parrys Creek Road, and
- Duncan Road.

These locations have been chosen because of their propensity to produce dust, the physical characteristics of the road and the diversity of users on these roads.

The final design of the Headlights Saves Lives signs is still to be determined, however, an image of a similar sign is included in Attachment 1 for information.

### *Roadwise town entry signs*

The Roadwise working group has been offered an opportunity to installation of Roadwise Town Entry Signs. It is envisaged that these signs would be installed on the Victoria and Great Northern Highways on the approaches to Kununurra and Wyndham, however, they have no safety or legislative benefit and it has been suggested that there are already a number of entry type signs and that additional signage may add to the visual clutter on the entries to Kununurra and Wyndham.

An image of similar signage is presented in Attachment 1.

## **ATTACHMENTS - Item 12.05.4**

Attachment 1 - Roadwise Signage

## Roadwise Signs

### Headlights Saves Lives



Sample of the “Headlights Saves Lives” from the Goldfields Region

### Town Entry Signs:



Sample of the “Town Entry Signs”

Cr Cooke returned to the Council Chambers at 7:30pm.

### 12.05.5. Recreational Boating Facilities Scheme - Grant Funding

<b>DATE:</b>	28 June 2016
<b>AUTHOR:</b>	Mark Davidson, Manager Engineering Services
<b>RESPONSIBLE OFFICER:</b>	David Klye, Director Infrastructure
<b>FILE NO:</b>	GS.01.2
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### VOTING REQUIREMENT

Simple Majority

#### OFFICER'S RECOMMENDATION

**That Council;**

- 1) Note the terms of the Recreational Boating Facilities Scheme Funding Agreement,**
- 2) Authorise the Shire President and the Chief Executive Officer to execute the Funding Agreement grant offer of \$60,000 under the Recreational Boating Facilities Scheme from the Department of Transport for the Wyndham Boat Launching Facility Planning and Feasibility Study, and**
- 3) Allocate \$20,000 in the 2016/2017 Budget as a co-contribution to the grant.**

#### COUNCIL DECISION

**Minute No: 11419**

**Moved: Cr B Robinson**

**Seconded: Cr N Perry**

**That Council;**

- 1) Note the terms of the Recreational Boating Facilities Scheme Funding Agreement,**
- 2) Authorise the Shire President and the Chief Executive Officer to execute the Funding Agreement grant offer of \$60,000 under the Recreational Boating Facilities Scheme from the Department of Transport for the Wyndham Boat Launching Facility Planning and Feasibility Study, and**
- 3) Allocate \$20,000 in the 2016/2017 Budget as a co-contribution to the grant.**

**Carried 9/0**

## **PURPOSE**

To update the Council on the recent submission to the Recreational Boating Facilities Scheme, for improvements to the boating facilities in Wyndham.

## **NATURE OF COUNCIL'S ROLE IN THE MATTER**

Advocator - advocate and support initiatives on behalf of the community and the Kimberley

Leader - plan and provide direction through policy and practices

Provider - provide physical infrastructure and essential services

## **BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE**

The Anthon's Landing landscape report and concept, outlines a staged landscape concept for enhancing the Wyndham foreshore area with part of the concept focused specifically on the area adjacent to the Wyndham Boat Launching facility. The landscape report identifies the following key detractors associated with the present boat launching facility:

- A. Confused access to boat ramps;
- B. Confused signage;
- C. Poor parking for boats and trailers;
- D. Rubbish and building waste build up;
- E. Tidier and safer parking;
- F. No Signage for VHF radio frequencies and 'log on' procedure;
- G. Pontoon jetty structure in poor repair; and
- H. No ablution facilities.

Starting the preliminary planning concepts for the Wyndham Boat Launching facility upgrade continues the Wyndham foreshore site rationalisation and facility improvement.

## **STATUTORY IMPLICATIONS**

The recommendation of this report has been prepared in accordance with The Local Government Act 1995 Part 3, Division 3, Section 3.57, Part 6, Division 5, Section 6.15, Part 9, Division 3, Section 9.49B, and in accordance with the Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11(1).

## **POLICY IMPLICATIONS**

There is no policy implication associated with this report.

## **FINANCIAL IMPLICATIONS**

The early planning and feasibility study activities for the Wyndham boat launching facility upgrade have been allocated from a Recreational Boating Facilities Scheme - Round 21 funding agreement of \$60,000 with a co-contribution from the Shire of \$20,000.

The Wyndham boat ramp upgrade works has been listed in the draft 2016/17 - 2019/20 Corporate Business Plan with a Shire contribution of \$25,000 in 2016/17. It should be noted

that progression of this project will reduce the level of funding for other projects in future years given the required co-contributions from the Shire.

## **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

Goal 2: Greater returns from regional investment to ensure sustainable provision of appropriate physical and social infrastructure

Goal 3: Protection and enhancement of lifestyle values, community facilities and the environment to provide safe and inviting communities.

Objective 2.3: Assets are appropriate for their intended purpose and factor in whole of life costing and maintenance

Objective 3.3: Towns are safe and inviting for locals and tourists

Objective 3.4: Enhancement of community facilities

Strategy 2.3.2 : Plan, design and budget for sustainable infrastructure

Strategy 3.3.4 : Ensure a well-connected and maintained network of shared paths

Strategy 3.4.1 : Maintain, manage and upgrade public parks and amenities to ensure they meet community need and are accessible to people of all ages and abilities.

Strategy 3.4.3 : Ensure Shire facilities are planned and managed to meet community needs

## **RISK IMPLICATIONS**

**Risk:** Inability to fund the infrastructure gap.

**Control:** All funding applications to include life cycle costs

**Risk:** Boat ramps are not compliant with the standards resulting in potential damage to users property

**Control:** Review of boat ramp conditions and decommissioning non viable locations and renew viable locations.

**Risk:** Lack of maintenance and renewal of infrastructure resulting in inadequate level of service.

**Control:** Quantify and address asset management maintenance and renewal gap in the Asset Management Plan and Long Term Financial Plan.

**Risk:** Loss of funding through non compliance with contractual requirements.

### **Controls:**

- Project Manager addresses contractual requirements.
- Administrative assistance provided to Project Managers.

## **COMMUNITY ENGAGEMENT**

No community engagement is required at this stage of the project.

## **COMMENTS**

The Wyndham boat launching facility upgrade was originally proposed to be scheduled over 5 stages / funding applications; that is

- A. Data, consultation and completing detailed engineering;
- B. Construction of Northern boat ramp;
- C. Construction of floating pontoon jetty;
- D. Construction of Southern boat ramp; and
- E. Construction of improved trailer rigging / de-rigging area and ablution block.

The grant offered by the State has been reduced to \$60,000 from the requested grant amount of \$310,200 in the Shire's Recreational Boating Facilities Scheme Round 21 funding application. The State believes that the grant being offered will enable the Shire to commence preliminary planning concepts. It is envisaged that the preliminary planning concepts, still being reviewed, for a minimum project cost of \$80,000, could likely be:

- A. Bathymetric survey of the site;
- B. Aboriginal heritage desktop study;
- C. Aboriginal heritage field survey; and
- D. Environmental Impact Statement.

The result of the reduced grant being offered by the State will cause the Wyndham boat launching facility upgrade project to occur over a minimum of 6 stages / funding applications; that is:

- A. Preliminary planning concepts;
- B. Data, consultation and detailed engineering;
- C. Construction of Northern boat ramp;
- D. Construction of floating pontoon jetty;
- E. Construction of Southern boat ramp; and
- F. Construction of improved trailer rigging / de-rigging and ablution block.

Commencing the preliminary planning concepts for the Wyndham Boat Launching facility upgrade project will ultimately permit the following objectives to be achieved:

- A. Replacing the existing boat launching facility constructed in the 1970s and extended in the 1990s, which has reached the end of its service life, with a safe and efficient facility to cater for the increasing numbers of recreational boat users and the local environmental conditions.
- B. Removing the need for recreational boat users to enter the water in any weather and/or tidal conditions which will eliminate accidents, injuries, vessel damage, facility damage or exposure to large estuarine crocodiles.
- C. Permitting recreational boat users to safely launch and retrieve their small vessels in adverse weather and tidal conditions, eliminating their exposure to being swamped and/or dragged under the existing pontoons by adverse tidal conditions. In the past, the East Kimberley Volunteer Marine Rescue (EKVMR) has had to perform rescues of recreational boat users while retrieving their vessel in adverse weather and tidal conditions on the ramps.
- D. The elimination of vessels having difficulties launching or retrieving on the boat ramps during lower tide levels, especially on a run out tide. According to the EKVMR it has been observed that on run out tides, the northern boat ramp cannot be utilized due to the existing floating pontoon elbow restricting the ramp length and safe navigation.

During these tidal events, recreational boat users are forced to use the southern ramp, which in turn pins their vessels against the existing floating pontoons by the strong water flow. This has increased the risk of accidents and damage occurring to recreational boat users, their vessels or the pontoon structure.

- E. Managing the safety of the existing pontoon structure. It is currently unsafe in the wet season's adverse weather and sea conditions and a replacement facility will provide safe access in all weather and sea conditions.
- F. Congestion on the southern boat ramp occurs when the northern boat ramp is inoperable due to low tide events or especially on run out tides.
- G. Area lighting upgrade will permit safe and easy passenger drop off, and boat launching and retrieval after hours especially for the EKVMR. Generally, the EKVMR incident call outs are not only untimely, but usually at night.
- H. Provision for environmentally friendly ablution facilities for the recreational boating public.
- I. Improved rigging and de-rigging parking facilities for recreational boat users.
- J. Catering for significant increases in recreational boat usage with the anticipated continuing future expansion of the Ord River Irrigation region and other potential new developments.

Recreational Boating Facilities Scheme Grant guidelines requires the Agreement to be executed by the Shire President and the Chief Executive Officer, once they have reviewed the document. The bound signed and sealed copy must be returned to Recreational Boating Facility Scheme Project Officer before 6 July 2016 to secure funds under the grant.

#### **ATTACHMENTS - Item 12.05.5**

Confidential Attachment 1 - Recreational Boating Facility Scheme Funding Agreement for the Wyndham Boat Launching Facility Planning, Round 21 2016 - Confidential in accordance with the requirements of The Local Government Act 1995 Part 5, Division 2, Section 5.23 (2) (c) .

Attachment 2 – Worley Parsons Boat Ramp Floating Jetty Options for Maintenance and Replacement report (2011) recommendations.

13 April 2011

Ref: 301015-02233-MA-RP-0001 - 110411  
Wyndham Boat Ramp Floating Jetty.Doc

Mr. Russell Williams  
Senior Projects Manager  
Shire of Wyndham - East Kimberley

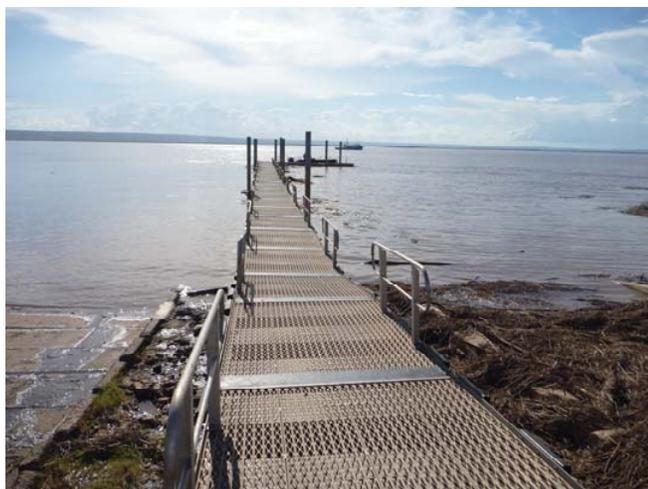
Dear Russell

## **WYNDHAM BOAT RAMP FLOATING JETTY OPTIONS FOR MAINTENANCE AND REPLACEMENT**

WorleyParsons was engaged by Shire of Wyndham East Kimberley (SWEK) to provide advice in relation to a recent pile failure at the Wyndham Boat Ramp Floating Jetty.

### **DESCRIPTION AND CONDITION OF EXISTING STRUCTURE**

The Wyndham Boat Ramp Floating Jetty (refer Photo 1) was built in 1998. A visual inspection of the floating facility was undertaken on 17 March 2011.



**Photo 1: General view of structure**

A description of the main components of the facility as well as general comments is given below.

### ***Concrete abutment***

A small concrete abutment is located at the entrance to the floating facility. The abutment was observed to be in fair condition.

### ***Pontoon system***

The main walkway is approximately 70m long by 1.8m wide, restrained by 10 steel piles. The “L” shaped head of the jetty is approximately 11m long by 2.0m wide, restrained by an additional 2 steel piles. The individual pontoon units are approximately 2.5m x 1.8m for the main walkway and 5.5m x 2.0m for the “L” head.

The floatation components on each pontoon unit consists of 3 aluminium box sections, and each pontoon unit is connected to one another via a hinge type connection (refer Photo 2). The hinge connection typically has a rubber cover strip however several of the cover strips were observed to be missing. The trafficable surface of the pontoon system is an extruded aluminium mesh.



**Photo 2: Hinge joining pontoon units with rubber cover strip**

The freeboard (height of trafficable surface above water level) of the pontoon system is approximately 250mm.

Small lengths of handrailing are located alternately along each side of the main walkway. The handrail fixings were observed to be flimsy and would not comply with Australian Standards for applied horizontal loading.

Many of the pontoon units are leaning (not sitting horizontal in the water), due to the light nature of construction. It is noted that the pontoon units and system would not comply with stability requirements of AS 3962 - Guideline for the design of Marinas.

Small bollards are also located along the edge of the pontoon system with poor structural connection to the pontoon deck.

### ***Piling and pile guides***

The pontoon system is connected to piles via pontoon guides which are fabricated out of small diameter aluminium bar and plate. Most of the pile guides are bent and flimsy (refer Photo 3), indicating over stressing of the structural components, and not fit for purpose.



**Photo 3: Pile Guide with repair in place**

There are 12 pontoon restraint piles on the structure, which are constructed from galvanised steel water pipe, ranging from approximately 200mm to 300mm in outside diameter. The top of pile level has been surveyed at RL +9.854m Chart Datum (CD) (Where Lowest Astronomical Tide Level (LAT) = -0.260m CD, and Highest Astronomical Tide Level (HAT) = +8.700m CD). There is a risk that at a very high tide level with increased water level from rain events or wind wave, that some of the pontoon units will lift off the top of the piles. Any new piles should be constructed at a higher cut off level.

It is understood from SWEK that the original wall thickness of the galvanised steel piles was 6mm. Six of the piles are missing a top cap which decreases durability by allowing the piles to corrode from the inside and outside, thus doubling rate of corrosion. Typical corrosion rates for steel in a salt water splash zone are approximately 0.1mm per annum. For corrosion on the inside and outside, this could equate to a loss of 2.4mm of wall thickness since construction.

The existing piling is under designed (not fit for purpose) and does not comply with AS 4997 – Guidelines for the Design of Maritime Structures in terms of durability in the marine environment.

It is understood that several piles were replaced following a large debris event approximately 7 years ago (refer Photo 4 showing a small amount of debris caught on structure).



**Photo 4: Debris caught on structure**

On 15 December 2010, a pile failed due to corrosion through the welded splice connection (refer Photos 5 and 6), and corrosion through holes in the steel piles (refer Photo 7 for example of corrosion through holes in piles).



**Photo 5: Broken pile (15 December 2010 failure)**



**Photo 7: Broken pile (15 December 2010 failure)**



**Photo 7: Corrosion on steel pile**

Given the number of pile failures over the past 7 years due to debris loading and corrosion, it is highly likely that further, more frequent failures will continue to occur, particularly given the poor welding observed in the 15 December 2010 pile failure and the presence of holes in the steel piles allowing corrosion to accelerate.

## **RECOMMENDATIONS**

### ***Piling***

SWEK has two main options as follows:

1. Undertake repairs to the piles when failures become obvious, that is on a reactive basis. Pile failures are expected to occur more frequently given the observations made during the 15 December 2010 pile failure of poor welding. There is a risk that the public may be injured when a pile failure occurs. There is also a risk of resulting damage to the pontoon system.
2. Replace the existing piles with larger, thicker walls steel piles (for example a 457mm diameter by 12.7mm wall thickness Circular Hollow Section (CHS) pile – section size is an estimate only and would need to be confirmed by calculations), with welded caps at the top and an epoxy paint or high density polyethylene (HDPE) sleeve corrosion protection. This option would be more expensive than Option 1 in the short term but would likely lead to a lesser overall life cycle cost. It is noted that Maritime Constructions currently has a piling barge mobilised at Anthon Landing and as such there is an opportunity to upgrade the piling on the facility for a reduced cost as mobilisation / demobilisation costs are covered by the Wyndham Community Jetty project.

### ***Pile guides***

SWEK has two main options as follows:

1. Continue to repair the pile guides when failures becomes obvious, on a reactive basis.
2. Replace the pile guides with larger, fit for purpose structural members. This option would be particularly appropriate if the existing piles were to be upgraded.

## **CONCLUSION**

A number of issues were identified where individual components of the pontoon system are in non-compliance with Australian Standards.

Failure of the existing piles and pile guides will continue to occur on the Wyndham Boat Ramp Floating Jetty due to inappropriate existing piles, which are under designed for strength and have a short design life due to poor corrosion protection, poor welding during splicing and holes located within the tidal zone.

It is recommended that a design for new pile guides and piles be undertaken and the existing piles be replaced with new steel piles with adequate corrosion protection detailing.



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We trust the above addresses your needs and is acceptable. Should you have any queries or wish to discuss any matter, please do not hesitate to Simon Batt on 0413 461 540 or 02 8456 7280.

Yours sincerely  
WorleyParsons

Simon Batt  
Coastal & Marine Operations Manager

**13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

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

**15.1 FUNERAL DIRECTOR'S ANNUAL LICENCE RENEWAL**

<b>DATE:</b>	28/06/2016
<b>PROPONENT:</b>	Derby Funeral Services
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>AUTHOR:</b>	Heather Bishop, Infrastructure Support Officer
<b>REPORTING OFFICER:</b>	David Klye, Director Infrastructure
<b>FILE NO:</b>	PH.12.11
<b>DECLARATION OF INTERESTS:</b>	Nil

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

**That Council approves the issuing of an annual Funeral Directors licence to Derby Funeral Services for a period of one year from 1 July 2016 to 30 June 2017 in accordance with the Cemeteries Act 1986.**

**COUNCIL DECISION**

**Minute No: 11420**

**Moved: Cr K Wright**

**Seconded: Cr B Robinson**

**That Council approves the issuing of an annual Funeral Directors licence to Derby Funeral Services for a period of one year from 1 July 2016 to 30 June 2017 in accordance with the Cemeteries Act 1986.**

**Carried 9/0**

For Council to consider approval of a Funeral Directors licence in accordance with the *Cemeteries Act 1986* (as a Board) for a period of one year from 1 July 2016 to 30 June 2017 for Derby Funeral Services.

### **NATURE OF COUNCIL'S ROLE IN THE MATTER**

Provider - provide physical infrastructure and essential services

### **BACKGROUND**

Each year the Funeral Director of Derby Funeral Services applies for the annual renewal of his Funeral Director licence to conduct funerals within the Shire of Wyndham East Kimberley.

Derby Funeral Services has been operating in the Kimberley for approximately 23 years.

### **STATUTORY IMPLICATIONS**

#### ***Cemeteries Act 1986.***

*Division 3 - Licensing of funeral directors.*

#### 16. *Licences*

*A funeral director's licence:*

- (a) is valid for the conduct of funerals at the cemetery or cemeteries specified in the licence;*
- (b) is valid for such period not exceeding one year from the day on which the licence is issued as the Board determines, unless the licence is sooner suspended or cancelled; and*
- (c) is not transferable.*

#### 17. *Applications for licences*

- (1) An application for a funeral director's licence in respect of a cemetery shall be made to the Board responsible for the care, control and management of the cemetery in the manner required by the Board and shall be lodged with the Board together with the appropriate fee.*
- (2) An applicant who satisfies the Board that the applicant:*
  - (a) is of good repute and is fit to hold a funeral director's licence; and*
  - (b) has suitable facilities and equipment for handling and storing dead bodies and conducting funerals, shall be entitled to be issued with a funeral director's licence.*

### **POLICY IMPLICATIONS**

Not applicable

### **FINANCIAL IMPLICATIONS**

The Undertakers (Funeral Directors) Annual Licence Fee is \$342.30 from 1 July 2016.

## **STRATEGIC IMPLICATIONS**

*Strategic Community Plan 2012-2022*

Goal 3: Protection and enhancement of lifestyle values, community facilities and the environment to provide safe and inviting communities

Objective 3.4: Protection and enhancement of community facilities

Strategy 3.4.3: Ensure Shire facilities are planned and managed to meet community needs

## **COMMUNITY ENGAGEMENT**

The Shire of Wyndham East Kimberley's CP/GOV-3100 Community Engagement Policy has been considered in relation to this item.  
No community engagement is required.

## **COMMENT**

There are two listed Funeral Directors operating within the Kimberley Region, the applicant and one other company who services only Broome and surrounding districts.

## **ATTACHMENTS**

Confidential Attachment 1 - Derby Funeral Service Application Form and Insurances

## 16. MATTERS BEHIND CLOSED DOORS

C Askew declared an impartiality interest in item 16.1 as it is regarding a person acting in his position, along with an impartiality interest for item 16.2 as the item is regarding his performance review.

L Gee declared a financial interest in item 16.1 as there is an increase in salary in recognition of additional duties and responsibilities if she is required to act in the position of CEO.

<p><b><u>COUNCIL DECISION</u></b></p> <p><b>Minute No: 11421</b></p> <p><b>Moved: Cr N Perry</b> <b>Seconded: Cr B Robinson</b></p> <p><b>That Council go behind closed doors with all staff to leave the Chambers for items 16.1 and 16.2.</b></p> <p style="text-align: right;"><b>Carried 9/0</b></p>
--

Council moved behind closed doors at 7:32pm.

Council adjourned the meeting at 7:32pm.

Council reconvened the meeting at 7:40pm, with Cr Cooke acting as minute taker.

### 16.1. ACTING CHIEF EXECUTIVE OFFICER

<b>DATE:</b>	28 June 2016
<b>AUTHOR:</b>	Lisa Hannagan, Senior Governance & Risk Officer
<b>RESPONSIBLE OFFICER:</b>	Carl Askew, Chief Executive Officer
<b>FILE NO:</b>	PL.1907
<b>DISCLOSURE OF INTERESTS:</b>	The CEO declares an impartiality interest as the item is regarding a person acting in his role.

This item is to be considered behind closed doors as per the *Local Government Act 1995*:

#### **5.23. Meetings generally open to public**

(2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*

- (a) a matter affecting an employee or employees; and
  - (b) the personal affairs of any person; and
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret; or
    - (ii) information that has a commercial value to a person; or
    - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
  - (f) a matter that if disclosed, could be reasonably expected to —
    - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
    - (ii) endanger the security of the local government's property; or
    - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
  - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

**VOTING REQUIREMENT**

Absolute Majority

**COUNCIL DECISION**

**Minute No: 11422**

**Moved: Cr S Cooke**

**Seconded: Cr J Parker**

**That Council suspend Standing Order 7.5.**

**Carried 8/1**

**For: Cr J Parker, Cr N Perry, Cr K Wright, Cr B Robinson, Cr D Spackman**

**Cr S Rushby, Cr A Petherick, Cr S Cooke**

**Against: Cr E Bolto**

Council suspended Standing Order 7.5 at 7:43pm.

**COUNCIL DECISION**

**Minute No: 11423**

**Moved: Cr N Perry**

**Seconded: Cr E Bolto**

**That Council resumes Standing Order 7.5.**

**Carried 9/0**

Council resumed Standing Order 7.5 at 7:55pm.

**COUNCIL DECISION**

**Minute No: 11424**

**Moved: Cr B Robinson**

**Seconded: Cr E Bolto**

**That the Council appoint the Director Community Development, Mrs Louise Gee, as the Acting Chief Executive Officer for the period 15 August 2016 to 12 September 2016 (inclusive).**

**Carried 5/4**

**For: Cr J Parker, Cr N Perry, Cr S Cooke, Cr B Robinson, Cr E Bolto  
Against: Cr D Spackman, Cr S Rushby, Cr A Petherick, Cr K Wright**

**PURPOSE**

For Council to consider the appointment of an Acting Chief Executive Officer from 15 August 2016 until 12 September 2016 inclusive.

C Askew had declared an impartiality interest in item 16.2 prior to leaving the Council Chambers as the item is regarding his performance review.

**16.2. CEO PERFORMANCE REVIEW**

<b>DATE:</b>	28 June 2016
<b>AUTHOR:</b>	Lisa Hannagan, Senior Governance & Risk Officer
<b>RESPONSIBLE OFFICER:</b>	Carl Askew, Chief Executive Officer
<b>FILE NO:</b>	PL.1907
<b>DISCLOSURE OF INTERESTS:</b>	The CEO declares an impartiality interest as the item is regarding his performance review.

This item is to be considered behind closed doors as per the *Local Government Act 1995*:

**5.23. Meetings generally open to public**

- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
- (a) *a matter affecting an employee or employees; and*
  - (b) *the personal affairs of any person; and*
  - (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
  - (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and*
  - (e) *a matter that if disclosed, would reveal —*
    - (i) *a trade secret; or*
    - (ii) *information that has a commercial value to a person; or*
    - (iii) *information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and*
  - (f) *a matter that if disclosed, could be reasonably expected to —*
    - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or*
    - (ii) *endanger the security of the local government’s property; or*
    - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and*
  - (g) *information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
  - (h) *such other matters as may be prescribed.*
- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

## **VOTING REQUIREMENT**

Absolute Majority

### **COUNCIL DECISION**

**Minute No: 11425**

**Moved: Cr S Cooke**

**Seconded: Cr N Perry**

**That Council appoint John Phillips Consulting to assist Council complete the CEO Performance Review, assist Council to establish a formal process including comprehensive guidelines and detailed Terms of Reference documentation and refer for consideration in the 2016/17, and future budgets, a recurrent allocation of \$10,000 per annum in order to appoint an independent facilitator to undertake the CEO's annual performance review.**

**Carried 7/2**

**For: Cr J Parker, Cr D Spackman, Cr A Petherick, Cr E Bolto, Cr N Perry,  
Cr S Cooke, Cr B Robinson**

**Against: Cr K Wright, Cr S Rushby**

## **PURPOSE**

The CEO Review and Selection Committee commenced the CEO Performance Review in March 2016. The process has stalled, due in part to a number of issues that have been formally recognised by the Minister for Local Government in the Show Cause Notice issued to the Shire of Wyndham East Kimberley on 24 May 2016.

The CEO Review and Selection Committee have sought advice from WALGA who have recommended that to complete the CEO Review process the Shire appoint an independent facilitator to assist Council.

Quotations have been sought and are attached from suitably qualified service providers.

The CEO, Directors and Minute Taker returned to the Council Chambers at 8:14pm.

### 16.3. TENDER 06 15/16 COMMERCIAL CLEANING SERVICES FOR THE SHIRE OF WYNDHAM EAST KIMBERLEY

<b>DATE:</b>	28 June 2016
<b>AUTHOR:</b>	Jill Jilley, Community Development Property Officer
<b>RESPONSIBLE OFFICER:</b>	Louise Gee, Director Community Development
<b>FILE NO:</b>	CM.16.190
<b>DISCLOSURE OF INTERESTS:</b>	Nil

This item is to be considered behind closed doors as per the *Local Government Act 1995*:

#### 5.23. *Meetings generally open to public*

(2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*

- (a) *a matter affecting an employee or employees; and*
  - (b) *the personal affairs of any person; and*
  - (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
  - (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and*
  - (e) *a matter that if disclosed, would reveal —*
    - (i) *a trade secret; or*
    - (ii) *information that has a commercial value to a person; or*
    - (iii) *information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and*
  - (f) *a matter that if disclosed, could be reasonably expected to —*
    - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or*
    - (ii) *endanger the security of the local government's property; or*
    - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and*
  - (g) *information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
  - (h) *such other matters as may be prescribed.*
- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

## **VOTING REQUIREMENT**

Simple Majority

### **COUNCIL DECISION**

**Minute No: 11426**

**Moved: Cr N Perry**

**Seconded: Cr E Bolto**

**That the motion be put.**

**Carried 5/4**

**For: Cr J Parker, Cr N Perry, Cr S Cooke, Cr B Robinson, Cr E Bolto**

**Against: Cr D Spackman, Cr S Rushby, Cr A Petherick, Cr K Wright**

Cr Spackman foreshadowed a motion to put the cleaning contract back out to tender or to take it to the WALGA panel.

### **COUNCIL DECISION**

**Minute No: 11427**

**Moved: Cr B Robinson**

**Seconded: Cr S Cooke**

**Accept the tender submitted by Delron Cleaning Pty Ltd for Tender 06 – 15/16 for the Commercial Cleaning Services for the Shire of Wyndham East Kimberley – Kununurra sites only, for the lump sum price of \$562,750 Ex. GST in accordance with the Request for Tender documentation.**

**Carried 5/4**

**For: Cr J Parker, Cr N Perry, Cr S Cooke, Cr B Robinson, Cr E Bolto**

**Against: Cr D Spackman, Cr S Rushby, Cr A Petherick, Cr K Wright**

## **PURPOSE**

To provide Council with details of the Confidential Tenders received for T06 15/16 Commercial Cleaning Services for the Shire of Wyndham East Kimberley; consider the results of the Tender assessment and provide recommendations regarding the award of the Tender.

**COUNCIL DECISION**

**Minute No: 11428**

**Moved: Cr B Robinson**

**Seconded: Cr N Perry**

**That Council move out from behind closed doors.**

**Carried 9/0**

Council moved out from behind closed doors at 8:26pm.

Members of the public and press were invited back into the Council Chambers.

All resolutions and voting results of items considered behind closed doors were read out to the members of the public by the Shire President.

**17. CLOSURE**

The Shire President declares the meeting closed at 8:30pm.