

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

\_\_\_\_\_  
Shire President

\_\_\_\_\_  
Date



SHIRE OF WYNDHAM | EAST KIMBERLEY

# MINUTES ORDINARY COUNCIL MEETING

15 December 2015



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**SHIRE OF WYNDHAM EAST KIMBERLEY  
MINUTES OF THE ORDINARY COUNCIL MEETING  
KUNUNURRA COUNCIL CHAMBERS  
HELD ON TUESDAY, 15 DECEMBER 2015 AT 5:00 PM**

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

The Shire President declared the meeting open at 5.00pm.

The Shire President and the Deputy Shire President present certificates to the recipients of the 2015/16 SWEK Annual Community Grants.

The Shire President asks that item 13.1.1 be considered at this point in the meeting due to the availability of the Shire's auditor.

The Shire's auditor, David Tomasi from Moore Stephens joins the meeting via teleconference at 5.16pm. A summary of the auditor's report is given and no questions are tabled.

David Tomasi leaves the meeting at 5.23pm.

**13.01.1. Consideration of Recommendations Contained Within the Minutes of the Special Audit (Finance and Risk) Committee Meeting of 10 December 2015**

<b>DATE:</b>	15 December 2015
<b>AUTHOR:</b>	Monika Tonkin, Executive Assistant
<b>RESPONSIBLE OFFICER:</b>	Natalie Octoman, Director Corporate Services
<b>FILE NO:</b>	FM.02.13
<b>DISCLOSURE OF INTERESTS:</b>	Nil

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEE'S RECOMMENDATION**

That the Council:

1. Receives the Independent Auditor's Report to the Electors of the Shire of Wyndham East Kimberley;
2. Receives the 2014-15 Annual Financial Report;
3. Receives the Management Report for the Year Ended 30 June 2015 and notes the strategies that were implemented during the establishment of the 2014-15

and 2015-16 budgets in an effort to overcome the budget deficit position to improve the Shire's financial sustainability moving forward;

4. Adopts the budget amendments outlined in Attachment 3.

### **ALTERNATIVE MOTION**

Cr B Robinson moves an alternative motion that the Council:

1. Receives the Independent Auditor's Report to the Electors of the Shire of Wyndham East Kimberley;
2. Receives the 2014-15 Annual Financial Report;
3. Receives the Management Report for the Year Ended 30 June 2015 and acknowledges,
  - a. the strategies that were implemented during the establishment of the 2014-15 and 2015-16 budgets in an effort to overcome the budget deficit position;
  - b. the considerable achievements of all staff in advancing the Shire's financial sustainability moving forward;
4. Adopts the budget amendments outlined in Attachment 3.

### **COUNCIL DECISION**

**Minute No. 11203**

**Moved: Cr B Robinson**

**Seconded: Cr S Cooke**

**That the Council:**

1. **Receives the Independent Auditor's Report to the Electors of the Shire of Wyndham East Kimberley;**
2. **Receives the 2014-15 Annual Financial Report;**
3. **Receives the Management Report for the Year Ended 30 June 2015 and acknowledges,**
  - a. **the strategies that were implemented during the establishment of the 2014-15 and 2015-16 budgets in an effort to overcome the budget deficit position;**
  - b. **the considerable achievements of all staff in advancing the Shire's financial sustainability moving forward;**
4. **Adopts the budget amendments outlined in Attachment 3.**

**Carried Unanimously 9/0**

The Officer's Recommendation was amended to provide appropriate recognition.

**PURPOSE**

That the Council consider the recommendations from the Audit (Finance and Risk) Committee at its special meeting of 10 December 2015.

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

Regulator - enforce state legislation and local laws

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

The background and details supporting the recommendations are contained in the Special Audit (Finance and Risk) Committee meeting minutes.

**STATUTORY IMPLICATIONS**

Detailed within the Minutes of the 10 December 2015 Audit (Finance and Risk) Committee meeting.

**POLICY IMPLICATIONS**

Detailed within the Minutes of the 10 December 2015 Audit (Finance and Risk) Committee meeting.

**FINANCIAL IMPLICATIONS**

Detailed within the Minutes of the 10 December 2015 Audit (Finance and Risk) Committee meeting.

**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

**RISK IMPLICATIONS**

Detailed within the Minutes of the 10 November 2015 Audit (Finance and Risk) Committee meeting.

## **COMMUNITY ENGAGEMENT**

No community engagement is required.

## **COMMENTS**

Detailed within the Minutes of the 10 November 2015 Audit (Finance and Risk) Committee meeting.

## **ATTACHMENTS**

Nil

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

Cr J Parker	Shire President
Cr K Wright	Deputy President
Cr B Robinson	Councillor
Cr D Spackman	Councillor
Cr S Cooke	Councillor
Cr S Rushby	Councillor
Cr N Perry	Councillor
Cr A Petherick	Councillor
Cr E Bolto	Councillor
C Askew	Chief Executive Officer
N Octoman	Director Corporate Services
D Klye	Director Infrastructure
L Gee	Director Community Development
M Tonkin	Executive Assistant (Minute Taker)

## **GALLERY**

Wayne Richards	SWEK Staff
Richard Bianco	SWEK Staff
Barney Watt	Ratepayer
Kath Ryan	Ord Valley CWA
Mark Coventry	KWSC
Caity Craig	KWSC
Judy Hughes	Ord Valley Events
Tobi Macnamara	Relay for Life
Maria Morgan	Wyndham Events Committee
Sharmayne Halliday	SWEK Staff
Rob Storey	Ratepayer
Mark Northover	Ratepayer
Sue Cottle	KDHS
Jackie Ellis	L.A
Ben Roady	L.A.S
Vicky Biorac	Ratepayer
Cally Dupe	The Echo

Rourke Walsh

The Echo

## **APOLOGIES**

Nil

## **LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Cr K Wright

Councillor

### **3. DECLARATION OF INTEREST**

- Financial Interest

Councillor/ Officer	Item	Title	Description of interest
N Octoman	13.2.2	Consideration of Council Policy CP/ICT-3260 Information Management and ICT Acceptable Use	I am an employee of SWEK, therefore the proposed policy affects me
R Bianco	13.2.2	Consideration of Council Policy CP/ICT-3260 Information Management and ICT Acceptable Use	I am an employee of SWEK, therefore the proposed policy affects me
Cr S Rushby	13.5.4	Legal Representation Policy	As a Councillor I may benefit from this policy
Cr A Petherick	13.5.4	Legal Representation Policy	As a Councillor I may benefit from this policy
Cr N Perry	13.5.4	Legal Representation Policy	Could potentially financially gain from policy
Cr J Parker	13.5.4	Legal Representation Policy	As a Councillor I may need to use this policy in the future
Cr K Wright	13.5.4	Legal Representation Policy	May be recipient of financial assistance for legal action
Cr S Cooke	13.5.4	Legal Representation Policy	Could potentially financially benefit from the policy
Cr E Bolto	13.5.4	Legal Representation Policy	Financial interest as I may benefit from this policy in the future
Cr B Robinson	13.5.4	Legal Representation Policy	Financial interest as I may benefit financially from this policy in the future.
N Octoman	13.5.4	Legal Representation Policy	Employee of the Shire who may benefit from the policy in the future
C Askew	13.5.4	Legal Representation Policy	Staff member and potentially beneficiary of Council policy
D Klye	13.5.4	Legal Representation Policy	I am an employee at the Shire and subject to the policy
M Tonkin	13.5.4	Legal Representation Policy	I could benefit financially from the policy in the future

L Gee	13.5.4	Legal Representation Policy	Potential financial assistance from the Shire with the defence of a legal action, advice or representation
L Gee	14	Motions of Which Previous Notice has Been Given	Impact on employment contract provisions
C Askew	14	Motions of Which Previous Notice has Been Given	May be affected by outcome of motion
N Octoman	14	Motions of Which Previous Notice has Been Given	I may be affected by the outcome of this motion as it may affect my current contract conditions with the Shire
Cr S Rushby	17.1	Legal Claim Update	May have a direct financial interest in the matter

NOTE: Ministerial approval has been received for Councillors Robinson, Perry, Rushby, Cooke, Bolto, Petherick, Parker and Wright to remain present and to participate in the discussion and decision making procedures relating to item 13.5.4 Legal Representation Policy.



Government of **Western Australia**  
Department of **Local Government and Communities**

Our Ref: 20150288; WE1-7#02; E1551121

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

Dear Mr Askew

I wish to advise that, in accordance with the authority delegated by the Minister for Local Government, the Executive Director Sector Regulation and Support has approved the Shire of Wyndham East Kimberley's application, dated 27 November 2015, under section 5.69(3)(a) of the *Local Government Act 1995*.

This approval allows disclosing members Councillors Robinson, Perry, Rushby, Cooke, Bolto, Petherick, Parker and Wright to remain present at the Ordinary Council Meeting to be held 15 December 2015 and to participate in the discussion and decision making procedures relating to Item 13.5.4 – "Legal Representation Policy", subject to the following conditions:

1. The approval is only valid for the 15 December 2015 Ordinary Council Meeting when agenda item 13.5.4 is considered;
2. You, as the CEO are to;
  - a. provide a copy of the Department's letter of approval to Councillors Robinson, Perry, Rushby, Cooke, Bolto, Petherick, Parker and Wright;
  - b. ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the agenda item is considered; and
  - c. provide a copy of the confirmed minutes of the abovementioned meeting to the Department, to allow the Department to verify compliance with the conditions of this approval;

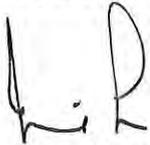
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Email: [info@dlgc.wa.gov.au](mailto:info@dlgc.wa.gov.au) Website: [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)

3. Councillors Robinson, Perry, Rushby, Cooke, Bolto, Petherick, Parker and Wright must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval granted; and
4. The approval granted is based solely on the disclosures of interests made in accordance with the application. Should other interests be identified, these interests will not be included in this approval.

Should you require further information in relation to this matter, please contact Mr Ron Murphy, Manager Sector Governance on (08) 6552 1669 or via email to [ron.murphy@dlgc.wa.gov.au](mailto:ron.murphy@dlgc.wa.gov.au).

Yours sincerely



Jenni Law

DIRECTOR LOCAL GOVERNMENT REGULATION AND SUPPORT

14 December 2015

- Impartiality Interest

Councillor/ Officer	Item	Title	Description of interest
Cr E Bolto	13.4.2	Draft Alcohol Management Policy	Due to membership of the Wyndham Kununurra Alcohol Accord
Cr S Rushby	13.4.2	Draft Alcohol Management Policy	I am a member of a committee (Wyn/Kun Alcohol Accord) related to the policy
Cr D Spackman	13.5.4	Legal Representation Policy	None provided
Cr D Spackman	17.1	Legal Claim Update	Friend
D Klye	17.1	Legal Claim Update	The claimant has made a complaint against me and as a result there may be a perception that I may not be impartial.

- Proximity Interest

Nil

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

Nil

#### 5. PUBLIC QUESTION TIME

Nil

#### 6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr J Parker announces that she will be on leave from tomorrow (16 December 2015) until the 17 January 2016.

Cr S Cooke requests a leave of absence for the 27 January 2016, Ordinary Council Meeting.

#### **COUNCIL DECISION**

**Minute No. 11204**

**Moved: Cr K Wright  
Seconded: Cr E Bolto**

**That Council grants Cr S Cooke a leave of absence for the 27 January 2016, Ordinary Council Meeting.**

**Carried Unanimously 9/0**

#### 7. PETITIONS

Nil

**8. CONFIRMATION OF MINUTES**

**CONFIRMATION OF MINUTES OF ORDINARY COUNCIL MEETING OF  
24/11/2015**

**RECOMMENDATION**

That Council confirms the Minutes of the Ordinary Council Meeting held on  
24/11/2015.

**COUNCIL DECISION**

**Minute No. 11205**

**Moved: Cr K Wright  
Seconded: Cr S Cooke**

**That Council confirms the Minutes of the Ordinary Council Meeting held on  
24/11/2015.**

**Carried Unanimously 9/0**

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

Nil

**10. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

As listed in section 17 of the Agenda.

**11. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**12. MINUTES OF COUNCIL COMMITTEE MEETINGS**

Nil

**13. REPORTS**

**13.1 MATTERS ARISING FROM COMMITTEES OF COUNCIL**

**13.1.1 Consideration of Recommendations Contained Within the  
Minutes of the Special Audit (Finance and Risk) Committee  
Meeting of 10 December 2015**

Item considered earlier in the meeting.

## 13.2 CORPORATE SERVICES

### 13.2.1 List of Accounts Paid from Municipal Fund and Trust Fund

<b>DATE:</b>	15 December 2015
<b>AUTHOR:</b>	Victoria Nakamya, 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**

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

Municipal EFT 125021 – 125030 (04 November – 27 November 15)	\$ 1,556,914.56
Municipal cheques 51168 - 51187 (04 November – 26 November 15)	\$ 77,890.32
Trust cheques 812 - 834 (09 November – 26 November 15)	\$ 7,875.62
Trust EFT 501053 – 501069 (02 November – 26 November 15)	\$ 11,776.70
Payroll (11 November – 25 November 15)	\$ 460,527.78
Direct bank debits (02 November – 26 November 15)	\$ 95,894.32
<b>TOTAL</b>	<b>\$ 2,210,879.30</b>

## **COUNCIL DECISION**

Minute No. 11206

Moved: Cr B Robinson

Seconded: Cr N Perry

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

Municipal EFT 125021 – 125030 (04 November – 27 November 15)	\$ 1,556,914.56
Municipal cheques 51168 - 51187 (04 November – 26 November 15)	\$ 77,890.32
Trust cheques 812 - 834 (09 November – 26 November 15)	\$ 7,875.62
Trust EFT 501053 – 501069 (02 November – 26 November 15)	\$ 11,776.70
Payroll (11 November – 25 November 15)	\$ 460,527.78
Direct bank debits (02 November – 26 November 15)	\$ 95,894.32
<b>TOTAL</b>	<b>\$ 2,210,879.30</b>

**Carried Unanimously 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 1.4.3: 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.

Operational Risk: Non-compliance with the DLG advisory standard and regulations.

## **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 to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

## **ATTACHMENTS**

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

## ATTACHMENT 1

LIST OF ACCOUNTS SUBMITTED TO COUNCIL 15 DECEMBER 2015

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT125021	04/11/2015	CAMLISMAR INVESTMENTS PTY LTD	HIRE OF 10 METRE TIPPER - 21/09/2015 TO 25/09/2015 - KUNUNURRA LANDFILL	5,142.50
EFT125022	04/11/2015	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT COLLECTION COMMISSIONS AND COSTS - JULY 15	2,685.10
EFT125023	04/11/2015	ALLGEAR MOTORCYCLES	LUBE, BLOWER & PARTS - P356 - EAST KIMBERLEY REGIONAL AIRPORT	705.65
EFT125024	04/11/2015	AUSTRALIAN PAYROLL ASSOCIATION	REGISTRATION FEES FOR STAFF MEMBER AS PER EMPLOYMENT CONTRACT	4,675.00
EFT125025	04/11/2015	BLACKWOODS ATKINS PTY LTD	VAR. INCL. SQWINCHER STIKS, SPILL PROSAFE, SURVEY PAINT- KNX LANDFILL, EKRA	519.20
EFT125026	04/11/2015	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	1,721.68
EFT125027	04/11/2015	DAVEY TYRE & BATTERY SERVICE	PUNCTURE REPAIRS & BATTERY - P309	181.00
EFT125028	04/11/2015	DELRON CLEANING PTY LTD	CLEANING OF EXALOO TOILET PRIOR TO RE-OPENING - KUNUNURRA	50.38
EFT125029	04/11/2015	EK ENGINEERING	REMOVAL OF BROKEN BOLT FROM GEAR BOX - P138	181.50
EFT125030	04/11/2015	EAST KIMBERLEY HARDWARE	VARIOUS HARDWARE ITEMS - KNX DEPOT, KNX ADMIN, KLC, STAFF HOUSING	1,123.10
EFT125031	04/11/2015	EAST KIMBERLEY PLUMBING	PLUMBING WORKS TO BLOCKED TOILET SEPTIC LINE - WYN AIRPORT	1,520.20
EFT125032	04/11/2015	FIGLEAF POOL PRODUCTS	PARTS & LABOUR TO INSTALL CHLORINE GAS SHUT DOWN SYSTEM - WYN POOL	2,703.10
EFT125033	04/11/2015	HITACHI CONSTRUCTION MACHINERY	PARTS - P479	878.66
EFT125034	04/11/2015	JSW HOLDINGS PTY LTD	SUPPLY & DELIVERY OF CONCRETE - IVANHOE CROSSING	352.00
EFT125035	04/11/2015	JAB INDUSTRIES	DESILT DRAIN ON ARGENTEA WAY, EXCAVATOR HIRE - KUNUNURRA LANDFILL	10,934.00
EFT125036	04/11/2015	KIMBERLEY COMMUNICATIONS	INSTALLATION OF NEW UPS POWER BACK UP FOR CCTV AT WYNDHAM ADMIN	345.00
EFT125037	04/11/2015	KIMBERLEY KOOL REFRIGERATION	MAINTENANCE - AIRCONDITIONER AT STAFF HOUSING	132.00
EFT125038	04/11/2015	KUNUNURRA DISTRICT HIGH SCHOOL	SWEK CONTRIBUTION TO LIBRARY ELECTRICITY CHARGES - SEPT 15 KNX LIBRARY	4,082.36
EFT125039	04/11/2015	KUNUNURRA MOBILE WELDING SERV.	WELDING REPAIRS TO MAIN GATE AT EKR AIRPORT DEPOT	572.00
EFT125040	04/11/2015	KUNUNURRA PANEL BEATING WORKS	FITTING OF CAB GLASS - P479	247.50
EFT125041	04/11/2015	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - STORMWATER DRAINAGE	18,921.45
EFT125042	04/11/2015	OLLIE'S IRRIG. & PLUMBING SUPPLIES	RETICULATION FITTINGS - KUNUNURRA DEPOT, EKR AIRPORT	725.69
EFT125043	04/11/2015	RAEWYN CARROL	PRESENTER'S FEES - FULL WEEK OF VISITS FOR CHILDREN'S BOOK WEEK 2015	3,000.00
EFT125044	04/11/2015	ROAD SIGNS AUSTRALIA	SUPPLY AND DELIVERY OF ASPHALT PADS & MEGAPOXY GUN - EKR AIRPORT	247.50
EFT125045	04/11/2015	SHELF SUPPLY	PROTECTIVE CLOTHING - OUTDOOR WORKFORCE, DOG FOOD - KNX POUND	1,012.00
EFT125046	04/11/2015	SAFETY WORLD	SUPPLY OF X3 SAFETY HI VIS VESTS AND EMBROIDERY OF RANGER BADGES	328.35
EFT125047	04/11/2015	ST JOHN AMBULANCE	FIRST AID TRAINING - STAFF MEMBER - 10/12/2015 TO 11/12/2015	996.00
EFT125048	04/11/2015	TOX FREE AUSTRALIA PTY LTD	SKIP BIN EMPTIES - KUNUNURRA LEISURE CENTRE, KUNUNURRA DEPOT	1,647.00
EFT125049	04/11/2015	TYREPLUS KUNUNURRA	TUBE, REPLACEMENT TYRE, FITTING & DISPOSAL - P388	365.00
EFT125050	04/11/2015	VANDERFIELD NORTHWEST PTY LTD	PARTS & 20LTR COOLANT - P138, P128	150.46

EFT125051	04/11/2015	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	135.10
EFT125052	04/11/2015	WESTERN AUST. TREASURY CORP.	LOAN REPAYMENT	174,630.43
EFT125053	12/11/2015	4D LANDSCAPING SOLUTIONS	SUPPLY OF PLANTS, MULCH & PROGRAMING RETIC CONTROLLER - STAFF HOUSING	517.00
EFT125054	12/11/2015	ASK WASTE MANAGEMENT	TO6 14/15 - WASTE MANAGEMENT STRATEGY & LANDFILLS OPERATIONAL ADVICE	2,312.75
EFT125055	12/11/2015	ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	945.34
EFT125056	12/11/2015	AIRPORT LIGHTING SPECIALISTS	SUPPLY OF LAMPS & RUNWAY LIGHTS - EKR AIRPORT	7,998.87
EFT125057	12/11/2015	ALLGEAR MOTORCYCLES	CHAINSAW, OIL, FUEL FILTER - P356, EKR AIRPORT	1,589.95
EFT125058	12/11/2015	ANDREW THOMAS MOCK	RATES REFUND - ASSESSMENT A3235 DUE TO OVER PAYMENT	5,000.00
EFT125059	12/11/2015	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	61.80
EFT125060	12/11/2015	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	154.80
EFT125061	12/11/2015	AUSTRALIAN TAXATION OFFICE - PAYG	PAYROLL DEDUCTIONS	70,869.00
EFT125062	12/11/2015	BADGELINK	NAME BADGES FOR ELECTED MEMBERS	260.73
EFT125063	12/11/2015	BEING THERE SOLUTIONS PTY LTD	VIDEO CONFERENCING SUBSCRIPTION - NOVEMBER 15	715.00
EFT125064	12/11/2015	BEST KIMBERLEY COMPUTING	PRINTING COSTS - KUNUNURRA AND WYNDHAM ADMIN - OCT 15	2,446.50
EFT125065	12/11/2015	BLACKWOODS ATKINS PTY LTD	REFLECTIVE TAPE FOR IVANHOE RD, BUNTING SAFETY FLAGS - KNX LANDFILL	117.59
EFT125066	12/11/2015	C & S JOLLY ELECTRICS PTY LTD	VARIOUS ELECTRICAL WORKS - EAST KIMBERLEY TOURISM HOUSE, KNX ADMIN	1,352.51
EFT125067	12/11/2015	CABCHARGE	CABCHARGES – VARIOUS STAFF MEMBERS TO ATTEND VARIOUS TRAINING COURSES DURING OCT 15	889.74
EFT125068	12/11/2015	CPL NOTTING HILL PTY LTD	SUPPLY AND DELIVERY OF COMPUTER - KNX ADMIN	1,259.10
EFT125069	12/11/2015	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	191.97
EFT125070	12/11/2015	CARPET, VINYL & TILE CENTRE	PAINT, SUPPLY AND INSTALLATION OF VINYL ON HARDBOARD - STAFF HOUSING	3,741.83
EFT125071	12/11/2015	COCA-COLA AMATIL	PURCHASE OF CONSUMABLES FOR RESALE - KUNUNURRA LEISURE CENTRE	621.00
EFT125072	12/11/2015	COMMERCIAL CLEANING & MAINT.	CLEANING - STAFF HOUSING PRIOR TO OCCUPATION	660.00
EFT125073	12/11/2015	CROCODILE SIGNS PTY LTD	SUPPLY OF MAGNETIC SWEK LOGOS	574.20
EFT125074	12/11/2015	DAVEY TYRE & BATTERY SERVICE	SUPPLY OF BATTERY FOR AVDATA MACHINE - EKR AIRPORT	32.00
EFT125075	12/11/2015	DEPARTMENT OF AGRIC. & FOOD WA	COUNCIL MINUTE #11050 - MEDITERRANEAN FRUIT FLY ERADICATION PROGRAM	26,656.21
EFT125076	12/11/2015	DRYSDALE RIVER STATION	FUEL - P388, MEALS & ACCOM.- STAFF MEMBERS - KALUMBURU RD INSPECTIONS	802.49
EFT125077	12/11/2015	EAST KIMBERLEY GLASS	SUPPLY AND FIT SHOWER SCREEN - STAFF HOUSING	605.00
EFT125078	12/11/2015	EXPRESS VIRTUAL MEETINGS	TELECONFERENCE CHARGES - OCT 15	207.64
EFT125079	12/11/2015	FIGLEAF POOL PRODUCTS	POOL EQUIPMENT PARTS - KUNUNURRA POOL	533.50
EFT125080	12/11/2015	FRANMOR CONSTRUCTIONS PTY LTD	INSPECTION OF THE KNX YOUTH CENTRE FOLLOWING BREAK IN ON 27/6/2015	200.00
EFT125081	12/11/2015	GHD PTY LTD	CONSULTANCY - EKRA RUNWAY EXTENSION & BUSINESS CASE	43,473.55
EFT125082	12/11/2015	GUERINONI & SON	EXCAVATOR & FLOAT HIRE TO EXTINGUISH GREEN WASTE AT KNX LANDFILL SITE	2,255.00

EFT125083	12/11/2015	HARBOUR SOFTWARE PTY LTD	DOC ASSEMBLER ANNUAL SUBSCRIPTION FEE 11/11/2015 - 10/11/2016	12,402.50
EFT125084	12/11/2015	HITACHI CONSTRUCTION MACHINERY	PARTS - P477	3,276.80
EFT125085	12/11/2015	HYDRO KLEEN	MAINTENANCE - AIRCONDITIONERS - KNX LANDFILL OFFICE	198.00
EFT125086	12/11/2015	IBAC PLUMBING PTY LTD	PLUMBING WORKS - HOT WATER SYSTEM & BLOCKED TOILET- WYN PORT HALL, KLC	565.96
EFT125087	12/11/2015	IT VISION AUSTRALIA PTY LTD	RECORDS TRAINING, SUBSCRIPTION, DEP'N ADJUSTMENTS TO ASSET REGISTER	6,792.50
EFT125088	12/11/2015	IXOM OPERATIONS PTY LTD	STORAGE AND HANDLING OF CHLORINE - KUNUNURRA AND WYNDHAM POOLS	1,773.82
EFT125089	12/11/2015	J & C ATKINS CONTRACTING PTY LTD	REPLACE TOILET DOOR HANDLES - BASTION, INSTALL SOAP DISPENSER - WYC	1,355.05
EFT125090	12/11/2015	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	82.00
EFT125091	12/11/2015	JORRITSMA H & CO	PLUMBING PARTS – STAFF HOUSING	115.80
EFT125092	12/11/2015	KI RECRUITMENT PTY LTD	STAFF RECRUITMENT SERVICES	887.92
EFT125093	12/11/2015	KIMBERLEY COMMUNICATIONS	GPS SPOT TRACKER FOR TRIAL FOR REMOTE AREA TRAVEL	264.00
EFT125094	12/11/2015	KIMBERLEY GROUP TRAINING	COMMUNITY QUICK GRANT FOR KGT EXCELLENCE AWARDS	500.00
EFT125095	12/11/2015	KIMBERLEY KOOL REFRIGERATION	MAINTENANCE - AIRCONDITIONERS AT KNX ADMIN, EKRA	2,970.00
EFT125096	12/11/2015	KIMBERLEY MOTORS	FUEL COSTS - SEPT 15	3,528.24
EFT125097	12/11/2015	KUNUNURRA LOCK & KEY	KEY CUTTING - PETER REID HALL, WYN YOUTH & PADLOCKS FOR GATES AT IVANHOE	1,285.00
EFT125098	12/11/2015	KUNUNURRA SECURITY SERVICE	SECURITY MONITORING AND PATROL - KLC	80.00
EFT125099	12/11/2015	KUNUNURRA T-WELD	SUPPLY OF STEEL BACKING FRAME FOR KNX LEISURE CENTRE SIGN	165.00
EFT125100	12/11/2015	LAWRENCE & HANSON GROUP	SUPPLY OF MOUNTING BLOCK AND SWITCH GRID PLATE - STAFF HOUSING	8.73
EFT125101	12/11/2015	LANDGATE	GROSS RENTAL VALUATIONS, RURAL UV'S, MINING TENEMENTS -JUL, AUG SEPT 15	1,217.60
EFT125102	12/11/2015	LOCAL HEALTH AUTH. ANALYTICAL	ANALYTICAL SERVICES 2015-2016	2,118.53
EFT125103	12/11/2015	MARK BLYTH FINE JEWELLERY	RATES REFUND DUE TO OVERPAYMENT	2,648.40
EFT125104	12/11/2015	MARK CRUMBLIN TOWING & REC.	REMOVAL OF TORN SHADE SAIL FROM FRONT OF OFFICE - WYN LANDFILL SITE	220.00
EFT125105	12/11/2015	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	100.72
EFT125106	12/11/2015	MAXXIA	PAYROLL DEDUCTIONS	6,053.56
EFT125107	12/11/2015	MCLEAN ENTERPRISES PTY LTD	FREIGHT- HITACHI - KNX DEPOT - PART FOR P477	66.00
EFT125108	12/11/2015	METAL ARTWORK CREATIONS	NAME PLAQUES FOR 2015 LOCAL GOVT. ELECTION INCOMING COUNCILLORS	531.30
EFT125109	12/11/2015	METALAND KUNUNURRA	PARTS FOR PLAYGROUND EQUIPMENT AT SETOSA PARK	63.58
EFT125110	12/11/2015	NEC AUSTRALIA PTY LTD	LICENSE ACTIVATION - KUNUNURRA ADMINISTRATION	92.40
EFT125111	12/11/2015	ORD RIVER ELECTRICS	SUPPLY AND INSTALLATION OF X2 EMERGENCY LIGHTS - KNX LEISURE CENTRE	1,271.77
EFT125112	12/11/2015	OUTBACK CLEANING	CLEANING - STAFF HOUSING PRIOR TO OCCUPATION	110.00
EFT125113	12/11/2015	OFFICE NATIONAL KUNUNURRA	STATIONERY- KNX AIRPORT	52.90
EFT125114	12/11/2015	OLLIE'S IRRIG. & PLUMBING SUPPLIES	RETICULATION FITTINGS - STAFF HOUSING	16.50
EFT125115	12/11/2015	PRD NATIONWIDE BROOME	ADVERTISING & MARKETING COSTS FOR THE SALE OF 67 KOOJARRA ST WYNDHAM	200.00
EFT125116	12/11/2015	SEARLES HOLDINGS T/A AUTO PRO	CHEMTECH DIESEL POWER X 1 LITRE - EAST KIMBERLEY REGIONAL AIRPORT	80.00

EFT125117	12/11/2015	SAI GLOBAL LIMITED	ADDITIONS FOR AUSTRALIAN STANDARD 4122-2010	38.20
EFT125118	12/11/2015	SHIRE OF BROOME	REIM. OF AUG 15 KIMBERLEY ZONE MEETING EXPENSES - COUNCIL MIN. # 10775	2,187.90
EFT125119	12/11/2015	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	460.00
EFT125120	12/11/2015	STATE LIBRARY WA	DELIVERY OF 161 BAGS FOR NEW BORN BETTER BEGINNINGS PROGRAM	885.50
EFT125121	12/11/2015	TELFORD INDUSTRIES	POOL CHEMICALS - WYNDHAM SWIMMING POOL	825.00
EFT125122	12/11/2015	TOLL EXPRESS	FREIGHT- UWA PUBLISHING - KNX LIBRARY - CARDBOARD BOXES	562.85
EFT125123	12/11/2015	WA LOCAL GOVT ASSOCIATION	TRAINING - STAFF MEMBER AS PER EMPLOYMENT CONTRACT	440.00
EFT125124	12/11/2015	WESTRAC EQUIPMENT PTY LTD	SERVICE AND REPAIRS - P390	638.88
EFT125125	12/11/2015	WASTEWELL	MANUFACTURE AND SUPPLY OF X 4 LANDFILL LIDS - KNX LANDFILL	61,228.30
EFT125126	12/11/2015	WILD MANGO	CATERING - CEO STAKEHOLDER WORKING LUNCH 28/10/15	130.00
EFT125127	19/11/2015	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT COLLECTION COMMISSIONS AND COSTS - OCT 15	369.16
EFT125128	19/11/2015	ALLGEAR MOTORCYCLES	PARTS - P356, P357, STEEL MESH, HELMET KIT- KNX DEPOT	960.75
EFT125129	19/11/2015	B VISUAL MEDIA	X12 SINGLE PORTRAIT PHOTOS OF SWEK COUNCILLORS AND STAFF	550.00
EFT125130	19/11/2015	BLACKWOODS ATKINS PTY LTD	SURVEY MARKING PAINT- EKRA , GUN GREASE PISTOL- P357	178.64
EFT125131	19/11/2015	CAM MANAGEMENT SOLUTIONS	QUARTERLY LICENSE FEE - OCT 15 TO DEC 15	1,980.00
EFT125132	19/11/2015	CHEFMASTER AUSTRALIA	BIN LINERS - EAST KIMBERLEY REGIONAL AIRPORT	1,267.70
EFT125133	19/11/2015	CAPS HIRE	HIRE OF GENERATOR, TRAILER & POSTS FOR HOLE DIGGER - IVANHOE RD, WYN TIP	517.00
EFT125134	19/11/2015	DELRON CLEANING PTY LTD	CONTRACT CLEANING - KNX ADMIN, KYC, KLC, CHANGE RMS & TOILETS KNX	16,254.88
EFT125135	19/11/2015	EAST KIMBERLEY GLASS	REPLACEMENT OF LAMINATED SAFETY GLASS - WYNDHAM CHILD CARE CENTRE	677.60
EFT125136	19/11/2015	EAST KIMBERLEY HARDWARE	INSECT SCREEN & SCREWS - STAFF HOUSING	71.35
EFT125137	19/11/2015	EAST KIMBERLEY PLUMBING	MONTHLY TESTING OF FIRE PUMP - EAST KIMBERLEY REGIONAL AIRPORT- OCT 15	300.65
EFT125138	19/11/2015	HARBOUR SOFTWARE PTY LTD	TRAVEL, ACCOMMODATION, TRAINING & INSTALLATION OF DOC ASSEMBLER	6,139.72
EFT125139	19/11/2015	HYDRO KLEEN	MAINTENANCE - AIRCONDITIONERS - WYNDHAM LANDFILL	418.00
EFT125140	19/11/2015	IBAC PLUMBING PTY LTD	PLUMBING WORKS - CHEMICAL AREA - WYNDHAM POOL	423.50
EFT125141	19/11/2015	IT VISION AUSTRALIA PTY LTD	TRAINING - STAFF MEMBER AS PER EMPLOYMENT CONTRACT	330.00
EFT125142	19/11/2015	KIMBERLEY KOOL REFRIGERATION	MAINTENANCE - COUNCIL CHAMBERS AIRCONDITIONER - KUNUNURRA	420.20
EFT125143	19/11/2015	KIMBERLEY TRAINING INSTITUTE	ENROLMENT FEES - STAFF MEMBER AS PER EMPLOYMENT CONTRACT	778.48
EFT125144	19/11/2015	KUNUNURRA BETTA ELECTRICAL & GAS	DYSON STICK VACUUM CLEANER - EAST KIMBERLEY REGIONAL AIRPORT	998.00
EFT125145	19/11/2015	KUNUNURRA DISTRICT HIGH SCHOOL	PHOTOCOPIER CHARGES - KUNUNURRA LIBRARY - SEPT 15	327.00
EFT125146	19/11/2015	KUNUNURRA RURAL TRADERS	FIRE SAFETY CHECK - VARIOUS INCL. KLC, EWIN CENTRE, KNX LANDFILL & DEPOT	810.00
EFT125147	19/11/2015	LANDGATE	LAND ENQUIRIES - SEPTEMBER 2015	73.80
EFT125148	19/11/2015	METALAND KUNUNURRA	LABOUR TO FABRICATE LID FOR TANK - WYNDHAM POOL	366.80
EFT125149	19/11/2015	MOORE STEPHENS	AUDIT CERTIFICATION IN RESPECT OF PENSIONER DEFFERED RATES 30/6/15	495.00
EFT125150	19/11/2015	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	142.23

EFT125151	19/11/2015	NIGHT LOCK PTY LTD T/AS DSC	ALARM MONITORING WYNDHAM ADMINISTRATION	30.80
EFT125152	19/11/2015	ORD RIVER ELECTRICS	GENERATOR SERVICE AND REPAIRS TO LIGHTS - EAST KIMBERLEY REGIONAL AIRPORT	7,509.24
EFT125153	19/11/2015	OFFICE NATIONAL KUNUNURRA	SUPPLY OF SUSPENSION FILES - EAST KIMBERLEY REGIONAL AIRPORT	75.90
EFT125154	19/11/2015	PLANT HIRE SERVICES PTY LTD	RFQ1 15/16 GRADE OVER COMPLETE WORKS - KALUMBURU RD	38,786.00
EFT125155	19/11/2015	PUMA ENERGY FUELS PTY LTD	FUEL COSTS - OCTOBER 2015	8,934.31
EFT125156	19/11/2015	RYDGES DARWIN AIRPORT RESORT	ACCOMMODATION AND MEALS - STAFF MEMBER - ATTEND TRAINING	194.00
EFT125157	19/11/2015	SAVE THE CHILDREN AUSTRALIA	COMMUNITY QUICK GRANT FOR SAVE THE CHILDREN CHRISTMAS PARTY	550.00
EFT125158	19/11/2015	SHIRE OF BROOME	REFUND OF UNSPENT FUNDS - KIMBERLEY YOUTH STRATEGY GRANT	14,850.00
EFT125159	19/11/2015	ST JOHN AMBULANCE	FIRST AID TRAINING - STAFF MEMBER 24/12/2015	249.00
EFT125160	19/11/2015	SUNNY SIGN COMPANY PTY LTD	SIGNAGE - VARIOUS STREETS INCL. ALBA , BANKISA, CASUARINA WY & CELTIS ST	4,507.80
EFT125161	19/11/2015	TELFORD INDUSTRIES	POOL CHEMICALS - WYN POOL	1,012.00
EFT125162	19/11/2015	THE MANGROVE HOTEL	ACCOMMODATION - STAFF MEMBERS - ATTEND TRAINING	1,908.00
EFT125163	19/11/2015	TOX FREE AUSTRALIA PTY LTD	SKIP BIN EMPTIES - KUNUNURRA LEISURE CENTRE, KUNUNURRA DEPOT	1,481.61
EFT125164	19/11/2015	TUCKERBOX/RETRAVISION KNX	PROVISIONS AND MATERIALS - KNX ADMIN, EKR AIRPORT, KNX LIBRARY & KLC	669.20
EFT125165	19/11/2015	TYREPLUS KUNUNURRA	TYRE REPLACEMENT - P379	320.00
EFT125166	19/11/2015	UNITED BOOK DISTRIBUTORS	BOOKS FOR RE-SALE - KIMBERLEY WRITERS FESTIVAL	233.94
EFT125167	19/11/2015	UTE COVERS DIRECT PTY LTD	PARTS - P121	156.00
EFT125168	19/11/2015	WESFARMERS KLEENHEAT GAS P/L	ANNUAL CYLINDER SERVICE CHARGE	68.20
EFT125169	19/11/2015	WYN EARLY LEARNING ACTIVITY CNTR	COMMUNITY QUICK GRANT FOR WELA FAMILIES CHRISTMAS PARTY	550.00
EFT125170	23/11/2015	FORMER STAFF MEMBER	REFUND OF EXCESS FUNDS PAID FOR EXIT CLEAN OF STAFF HOUSING	660.00
EFT125171	26/11/2015	ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	945.34
EFT125172	26/11/2015	ALLGEAR MOTORCYCLES	PARTS - P357, P356	432.50
EFT125173	26/11/2015	ARGYLE ENGINEERING	RELOCATE HINGES, SUPPLY PINS & SAFETY LATCHES - IVANHOE CROSSING GATES	1,446.50
EFT125174	26/11/2015	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	154.80
EFT125175	26/11/2015	AUSTRALIAN TAXATION OFFICE - PAYG	PAYROLL DEDUCTIONS	93,279.00
EFT125176	26/11/2015	BUSHCAMP SURPLUS STORE	PROTECTIVE CLOTHING - OUTDOOR WORKFORCE	188.75
EFT125177	26/11/2015	C & S JOLLY ELECTRICS PTY LTD	VARIOUS ELECTRICAL WORKS - KNX POOL, STAFF HOUSING & KNX ADMIN	1,387.31
EFT125178	26/11/2015	CAPS HIRE	HIRE OF GENERATOR & IRRIGATION TRENCHER - IVANHOE RD, COOLIBAH DRV PKS	143.00
EFT125179	26/11/2015	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	273.59
EFT125180	26/11/2015	COATES HIRE OPERATIONS PTY LTD	GENERATOR HIRE - POWER SUPPLY - WYNDHAM LANDFILL	1,336.50
EFT125181	26/11/2015	COMMBOX PTY LTD	REPLACEMENT OF TOUCH SCREEN - COUNCIL CHAMBERS - KUNUNURRA	264.00
EFT125182	26/11/2015	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	127.51
EFT125183	26/11/2015	DELRON CLEANING PTY LTD	CLEANING SUPPLIES	65.16

EFT125184	26/11/2015	EAST KIMBERLEY HARDWARE	VARIOUS HARDWARE ITEMS - KUNUNURRA DEPOT, WYNDHAM ADMIN.	852.40
EFT125185	26/11/2015	ENVIRONMENTAL HEALTH AUSTRALIA	ADVERTISEMENT - RECRUITMENT	198.00
EFT125186	26/11/2015	GARY HOLBEN T/A PANDANUS HOMES	REPLACEMENT OF INTERNAL COURTYARD CEILING - STAFF HOUSING	4,048.00
EFT125187	26/11/2015	GUERINONI & SON	IVANHOE CROSSING RECONSTRUCTION WORKS	31,460.00
EFT125188	26/11/2015	IBAC PLUMBING PTY LTD	PLUMBING WORKS - KUNUNURRA LEISURE CENTRE	935.00
EFT125189	26/11/2015	ICE AGE REFRIGERATION	SUPPLY AND INSTALLATION OF REPLACEMENT COMPRESSOR - KYC	3,261.50
EFT125190	26/11/2015	JASON SIGNMAKERS LTD	SIGNAGE - IVANHOE ROAD	171.60
EFT125191	26/11/2015	JSW HOLDINGS PTY LTD	SUPPLY AND DELIVERY OF CONCRETE - IVANHOE RD	447.70
EFT125192	26/11/2015	KUNUNURRA 4WD SPARES	SERVICE - P122	502.81
EFT125193	26/11/2015	KIMBERLEY COMMUNICATIONS	UHF HANDSET & MICROPHONE - KUNUNURRA LANDFILL	668.00
EFT125194	26/11/2015	KIMBERLEY KOOL REFRIGERATION	MAINTENANCE - AIRCONDITIONERS - WYNDHAM ADMIN., KLC, PETER REID HALL	8,382.00
EFT125195	26/11/2015	KIMBERLEY MARKETING	PURCHASE OF CONSUMABLES FOR RESALE - KUNUNURRA LEISURE CENTRE	1,068.47
EFT125196	26/11/2015	KIMBERLEY PUMPING SERVICE	REPAIRS TO MESSMATE WAY PUMP	1,980.00
EFT125197	26/11/2015	KIMBERLEY TREE SERVICES PTY LTD	TREE REMOVAL - COCUS WAY	2,750.00
EFT125198	26/11/2015	KUNUNURRA COURIERS	DRINKING WATER SUPPLIES - KUNUNURRA ADMIN - OCT 15	20.00
EFT125199	26/11/2015	KUNUNURRA HOME & GARDEN	VARIOUS HARDWARE ITEMS - WYNDHAM YOUTH CNT., EKR AIRPORT	275.60
EFT125200	26/11/2015	KUNUNURRA LOCK & KEY	KEY CUTTING - KUNUNURRA YOUTH CENTRE	62.00
EFT125201	26/11/2015	KUNUNURRA PANEL BEATING WORKS	REMOVAL OF ABANDONED VEHICLES FROM VARIOUS LOCATIONS TO KNX LANDFILL	165.00
EFT125202	26/11/2015	KUNUNURRA PEST MANAGEMENT	PEST CONTROL TREATMENT - STAFF HOUSING	500.00
EFT125203	26/11/2015	KUNUNURRA SECURITY SERVICE	SECURITY MONITORING AND PATROL - KUNUNURRA ADMINISTRATION	3,226.00
EFT125204	26/11/2015	LAWRENCE & HANSON GROUP	ELECTRICAL FITTINGS - STAFF HOUSING	4.31
EFT125205	26/11/2015	MARKETFORCE PTY LTD	ADVERTISING - LEASE OF AIRPORT CAFÉ	1,845.86
EFT125206	26/11/2015	MARKET CREATIONS PTY LTD	WALGA COUNCIL CONNECT WEBSITE DEVELOPMENT	6,116.00
EFT125207	26/11/2015	MAXXIA	PAYROLL DEDUCTIONS	6,053.56
EFT125208	26/11/2015	NEC AUSTRALIA PTY LTD	SOFTWARE LICENSING - KUNUNURRA ADMINISTRATION	421.30
EFT125209	26/11/2015	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	841.08
EFT125210	26/11/2015	NIGHT LOCK PTY LTD T/AS DSC	REPLACEMENT OF LOCKS & REPROGRAM ZONE 16 FOR 24 HR ZONE - EKRA, KLC	528.00
EFT125211	26/11/2015	OPTEON (NORTH WEST WA) PTY LTD	LEGAL FEES - VALUATION OF CARAVAN PARK	2,200.00
EFT125212	26/11/2015	ORD RIVER ELECTRICS	REPLACEMENT OF EXIT AND EMERGENCY LIGHTS - KNX LEISURE CENTRE	1,001.11
EFT125213	26/11/2015	OFFICE NATIONAL KUNUNURRA	STATIONERY FOR WYNDHAM YOUTH PROGRAM	200.00
EFT125214	26/11/2015	OLLIE'S IRRIG. & PLUMBING SUPPLIES	RETICULATION FITTINGS - KNX DEPOT	1,761.25
EFT125215	26/11/2015	RB DESSERT SEED COMPANY	SUPPLY OF LAWN SEED - COOLIBAH DRIVE PARKS & GARDENS	319.00
EFT125216	26/11/2015	RED SUN SPORTS	PURCHASE OF CONSUMABLES FOR RESALE - KUNUNURRA LEISURE CENTRE	53.55
EFT125217	26/11/2015	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	2,440.00

EFT125218	26/11/2015	TELFORD INDUSTRIES	POOL CHEMICALS - KUNUNURRA SWIMMING POOL	3,606.24
EFT125219	26/11/2015	TOLL EXPRESS	FREIGHT- STAFF RELOCATION, SODA ASH - WYNDHAM POOL	2,830.07
EFT125220	26/11/2015	WEST AUST. NEWSPAPERS LTD	ADVERTISING - RECRUITMENT, SWEK NEWS - OCTOBER 2015	2,084.36
EFT125221	26/11/2015	THINK WATER KUNUNURRA	RETICULATION FITTINGS - KNX DEPOT, KNX PARKS & GARDENS	239.16
EFT125222	26/11/2015	TOX FREE AUSTRALIA PTY LTD	T04 13/14 REFUSE & LITTER COLLECTION, STREET SWEEPING - KNX & WYN - OCT 15	68,298.52
EFT125223	26/11/2015	TROPICAL PEST CONTROL	PEST CONTROL TREATMENT - KNX DEPOT	1,680.00
EFT125224	26/11/2015	ORD FUEL SUPPLIES	FUEL COSTS - OCT 15	1,322.65
EFT125225	26/11/2015	VORGE PTY LTD	PURCHASE OF CONSUMABLES FOR RESALE - KUNUNURRA LEISURE CENTRE	685.82
EFT125226	26/11/2015	WESFARMERS KLEENHEAT GAS P/L	ANNUAL CYLINDER SERVICE CHARGE	68.20
EFT125227	26/11/2015	WILD MANGO	CATERING - COUNCIL BRIEFING SESSION - NOVEMBER 2015	264.00
EFT125228	26/11/2015	WYNDHAM PLUMBING & GAS PTY LTD	PLUMBING WORKS - UNBLOCK TOILETS - WYN YOUTH & WYN PORT	539.00
EFT125229	27/11/2015	INSYNC SURVEYS	FOCUS GROUP & ACTION PLANNING - 2015 STAFF SATISFACTION SURVEY	3,382.50
EFT125230	27/11/2015	PLANT HIRE SERVICES PTY LTD	RFQ1 15/16 KALUMBURU RD RECONSTRUCT & RESHEET	633,067.33
<b>TOTAL MUNICIPAL EFT PAYMENTS</b>				<b>1,556,914.56</b>

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
51168-51169		CANCELLED	CANCELLED	-
51170	04/11/2015	HORIZON POWER	ELEC. INCL.KNX OVAL LIGHTS, MESSMATE PARK, RETICULATION 12/8/15-09/10/15	698.77
51171	12/11/2015	HEALTH INS. FUND OF AUST LTD	PAYROLL DEDUCTIONS	42.75
51172	12/11/2015	HORIZON POWER	ELEC. INCL.NICHOLSON PARK, KNX RETICULATION 19/08/15-15/10/15	2,252.41
51173	12/11/2015	MDR (THOMSONS) PTY LTD	RATES REFUND - ASSESSMENT A7760 DUE TO OVERPAYMENT	234.91
51174	12/11/2015	TELSTRA	EXECUTIVE INTERNET, LANDLINES & MOBILE PHONE COSTS - OCTOBER 2015	2,572.94
51175	12/11/2015	WATER CORPORATION	SERVICE CHARGES - STAFF HOUSING - 1/11/2015-31/12/2015	612.27
51176	13/11/2015	JULIE GRONO	RATES REFUND - ASSESSMENT A5927 DUE TO OVERPAYMENT	853.66
51177	19/11/2015	HORIZON POWER	ELECTRICITY USE - KNX ADMIN 09/09/2015-07/10/2015	137.58
51178	19/11/2015	KUNUNURRA DISTRICT HIGH SCHOOL	KDHS SENIOR SCHOOL AWARD	300.00
51179	19/11/2015	TELSTRA	MOBILE PHONE COSTS - NOVEMBER 2015	2,005.87
51180	19/11/2015	WATER CORPORATION	WATER USE & SERVICE CHARGES - STAFF HOUSING 1/11/2015-31/12/2015	1,461.99
51181	25/11/2015	CASH - FLOAT WYNDHAM POOL	REPLACEMENT OF CASH FLOAT - WYNDHAM POOL	150.00
51182	26/11/2015	CASH - PETTY CASH KNX DEPOT	PETTY CASH REIMBURSEMENT - KUNUNURRA DEPOT	94.60
51183	26/11/2015	HEALTH INS. FUND OF AUST LTD	PAYROLL DEDUCTIONS	42.75
51184		CANCELLED	CANCELLED	-
51185	26/11/2015	MAGSHOP	SUBSCRIPTION RENEWAL - AUSTRALIAN GEOGRAPHIC MAGAZINE - KNX LIBRARY	99.95
51186	26/11/2015	WATER CORPORATION	WATER USE & SERV. CHARGES - EWIN CENTRE, KNX LSR CNT 4/9/15-5/11/15	3,982.72

51187	26/11/2015	HORIZON POWER	ELEC. INCL. MESSMATE PUMP, KNX ADMIN, KLC, KYC, EKRA 4/09/15-3/11/15	62,347.15
<b>TOTAL MUNICIPAL CHEQUE PAYMENTS</b>				<b>77,890.32</b>

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
812	09/11/2015	SHIRE OF WYNDHAM EAST KIMBERLEY	BSL COMMISSION FOR OCTOBER 2015	50.00
813	09/11/2015	WA DEPT.OF COMMERCE	BSL COLLECTIONS FOR OCTOBER 2015	860.26
814	10/11/2015	BUILDING & CONST. INDUSTRY FUND	BCITF COLLECTIONS FOR OCTOBER 2015	3,334.11
815	10/11/2015	SHIRE OF WYNDHAM EAST KIMBERLEY	BCITF COMMISSIONS FOR OCTOBER 2015	41.25
816		CANCELLED	CANCELLED	-
817	12/11/2015	DERBY FUNERAL SERVICES	BOND REFUND - HIRE CELEBRITY TREE PARK	250.00
818	12/11/2015	MGC BUILDING & MAINTENENCE LTD	KERB BOND REFUND - BP 060/2014	660.00
819	12/11/2015	RHONDA GUERINONI	BOND REFUND - HIRE CELEBRITY TREE PARK	250.00
820	12/11/2015	TERRI CONNELL	BOND REFUND - KUNUNURRA LEISURE CENTRE HALL HIRE	250.00
821		CANCELLED	CANCELLED	-
822	13/11/2015	SHIRE OF WYNDHAM EAST KIMBERLEY	TRANSFER OF BOND TO RATES ASSESSMENT A421	1,050.00
823	19/11/2015	ANNIE THOMAS	BOND REFUND - 2015 LOCAL GOVERNMENT ELECTION	80.00
824	19/11/2015	CR. ALMA PETHERICK	BOND REFUND - 2015 LOCAL GOVERNMENT ELECTION	80.00
825	19/11/2015	CR. BEATRICE JANE PARKER	BOND REFUND - 2015 LOCAL GOVERNMENT ELECTION	80.00
826	19/11/2015	CR. EMILY BOLTO	BOND REFUND - 2015 LOCAL GOVERNMENT ELECTION	80.00
827	19/11/2015	CR. NAOMI PERRY	BOND REFUND - 2015 LOCAL GOVERNMENT ELECTION	80.00
828	19/11/2015	CR. SIMONE RUSHBY	BOND REFUND - 2015 LOCAL GOVERNMENT ELECTION	80.00
829	19/11/2015	GLENN MATTHEW TAYLOR	BOND REFUND - 2015 LOCAL GOVERNMENT ELECTION	80.00
830	19/11/2015	JOHN HAMILTON MOULDEN	BOND REFUND - 2015 LOCAL GOVERNMENT ELECTION	80.00
831	19/11/2015	MARIA MORGAN	BOND REFUND - 2015 LOCAL GOVERNMENT ELECTION	80.00
832	19/11/2015	PAUL O'NEIL	BOND REFUND - 2015 LOCAL GOVERNMENT ELECTION	80.00
833	19/11/2015	RAYMOND DESSERT	BOND REFUND - 2015 LOCAL GOVERNMENT ELECTION	80.00
834	26/11/2015	DEPARTMENT FOR CHILD PROTECTION	BOND REFUND MEMORIAL SERVICE - CELEBRITY TREE PARK 24/7/15	250.00
<b>TOTAL TRUST CHEQUE PAYMENTS</b>				<b>7,875.62</b>

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
501053	02/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 02/11/15	727.15
501054	03/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 03/11/15	1,091.00
501055	04/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 04/11/15	236.05
501056	05/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 05/11/15	385.15

501057	06/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 06/11/15	1,905.90
501058	09/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 09/11/15	1,010.20
501059	10/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 10/11/15	591.80
501060	12/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 12/11/15	779.20
501061	13/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 13/11/15	406.35
501062	16/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 16/11/15	92.90
501063	17/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 17/11/15	246.60
501064	18/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 18/11/15	53.00
501065	19/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 19/11/15	1,240.10
501066	23/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 23/11/15	343.85
501067	24/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 24/11/15	1,699.80
501068	25/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 25/11/15	733.15
501069	26/11/2015	TRUST DPI CLEARING	TRANSPORT CLEARING 26/11/15	234.50
<b>TOTAL DIRECT DEBIT TRANSPORT PAYMENTS</b>				<b>11,776.70</b>

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
	11/11/2015	PAYROLL	PAYROLL	1,387.50
	11/11/2015	PAYROLL	PAYROLL	210,773.44
	12/11/2015	PAYROLL	PAYROLL	30,921.62
	25/11/2015	PAYROLL	PAYROLL	217,445.22
<b>TOTAL PAYROLL PAYMENTS</b>				<b>460,527.78</b>

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
	02/11/2015	NATIONAL AUSTRALIA BANK	BPAY FEES	672.80
	02/11/2015	BANKWEST	MERCHANT FEES	376.77
	02/11/2015	BANKWEST	EFTPOS FEES	8,045.62
	02/11/2015	BANKWEST	BANK FEES	173.90
	12/11/2015	CLICKSUPER	EMPLOYEE SUPERANNUATION CONTRIBUTIONS	37,855.77
	19/11/2015	BANKWEST	PREPAYMENTS TO MASTERCARD OCTOBER	4,740.06
	19/11/2015	BANKWEST	PERIODICAL PAYMENT TO MASTERCARD	4,606.83
	24/11/2015	WRIGHT EXPRESS AUSTRALIA	PUMA FUEL CARDS OCTOBER 2015	730.84
	26/11/2015	CLICKSUPER	EMPLOYEE SUPERANNUATION CONTRIBUTIONS	38,691.73
<b>TOTAL DIRECT DEBIT PAYMENTS</b>				<b>95,894.32</b>

## \*DETAILS OF MASTERCARD TRANSACTIONS INCLUDED IN DIRECT DEBIT 19/11/15

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
	29/09/2015	DEPARTMENT OF ENVIRONMENT	RFQ26 14-15 - CLEARING PERMIT APPLICATION	200.00
	01/10/2015	COLES	REFRESHMENTS FOR COUNCIL TEA ROOM	42.06
	02/10/2015	AUSTRALIAN PAYROLL ASSOCIATION	AUSTRALIAN PAYROLL ASSOCIATION MEMBERSHIP FEES	624.00
	02/10/2015	AHRI LTD	PROFESSIONAL MEMBERSHIP - STAFF MEMBER AS PER EMPLOYMENT CONTRACT	360.00
	06/10/2015	AIRNORTH	FLIGHTS - DWN-KNX 09/10/15 - STAFF MEMBER - RELOCATION AS PER CONTRACT	402.99
	06/10/2015	AIG AUSTRALIA LIMITED	TRAVEL INSURANCE FOR STAFF MEMBER AS PER CONTRACT	9.95
	06/10/2015	QBE INSURANCE AUSTRALIA	TRAVEL INSURANCE FOR STAFF MEMBER AS PER CONTRACT	12.00
	07/10/2015	QANTAS AIRWAYS LIMITED	FLIGHTS - BNE-DWN 8/10/15 - STAFF MEMBER - RELOCATION AS PER CONTRACT	335.99
	07/10/2015	DOUG SMITH SPARES	REPLACEMENT KNOB FOR KUNUNURRA YOUTH CENTRE OVEN	40.02
	08/10/2015	ACL ONLINE LEARNING	REGISTRATION FEES FOR STAFF MEMBER AS PER EMPLOYMENT CONTRACT	2,505.23
	08/10/2015	BANKWEST	FOREIGN TRANSACTION FEE - ACL ONLINE LEARNING	73.90
	10/10/2015	RENDEZVOUS HOTEL PERTH	ACCOMMODATION - STAFF MEMBER - ATTEND TRAINING 8/10/15-10/10/15	548.20
	10/10/2015	VIRGIN AIRLINES	FLIGHT KNX-PER-KNX 20/10/15 - 25/10/15 STAFF MEMBER - ATTEND TRAINING	885.70
	13/10/2015	SUBWAY KUNUNURRA	FOOD FOR STAFF WORKING AT KALUMBURU REMOTE POLLING SITE	53.50
	14/10/2015	MESSAGE MEDIA	SERVER SMS ALERT NOTIFICATION SERVICE	8.47
	14/10/2015	GUS SPOT MESSENGER	ANNUAL SUBSCRIPTION FOR SHIRE SATELITE TRACKER	227.54
	14/10/2015	BANKWEST	FOREIGN TRANSACTION FEE - GUS SPOT MESSENGER	6.71
	15/10/2015	HARRIS TECHNOLOGY PTY	REPLACEMENT OF MICRO PCS AND NETWORK ADAPTORS FOR EKRA	472.85
	15/10/2015	BUSHCAMP SURPLUS STORE	FAREWELL GIFT FOR STAFF MEMBER AS PER COUNCIL POLICY	94.00
	15/10/2015	MERCURE WELCOME MELBOURNE	MEALS - STAFF MEMBER - ATTEND TRAINING 11-15/10/2015	40.00
	15/10/2015	ACL ONLINE LEARNING	REFUND OF REGISTRATION FEES FOR STAFF MEMBER - TRAINING CANCELLED	- 2,471.09
	15/10/2015	BANKWEST	REFUND OF FOREIGN TRANSACTION FEE - ACL ONLINE LEARNING	- 72.90
	16/10/2015	J BLACKWOOD & SONS	CART FOR KUNUNURRA COMMUNITY LIBRARY	228.80
	16/10/2015	AUTOPRO KUNUNURRA	BATTERY FOR ICT DEPARTMENT - KUNUNURRA ADMINISTRATION	39.00
	16/10/2015	TENDERSPOT MEAT COMP	FOOD FOR FAREWELL FUNCTION FOR STAFF MEMBER AS PER COUNCIL POLICY	80.00
	16/10/2015	COLES	REFRESHMENTS - LOCAL GOVERNMENT ELECTION COUNT	73.13
	16/10/2015	HOTEL GRAND CHANCELLOR HOBART	ACCOMMODATION & MEALS - STAFF MEMBER - ATTEND TRAINING	1,178.92
	17/10/2015	ORD RIVER ROAD HOUSE	FOOD FOR STAFF WORKING AT LOCAL GOVERNMENT ELECTION	8.95
	17/10/2015	SUBWAY KUNUNURRA	FOOD FOR STAFF WORKING AT LOCAL GOVERNMENT ELECTION	22.50

19/10/2015	FUSION BROAD BAND	INTERNET UPGRADE - WYNDHAM ADMINISTRATION OFFICE	604.42
20/10/2015	DEPT MINES & PETROLEUM	DANGEROUS GOODS SITE LICENSE - KUNUNURRA LEISURE CENTRE	197.00
21/10/2015	STEVEN KING	REPLACEMENT BATTERIES FOR BACKUP UPS - KUNUNURRA ADMINISTRATION	70.00
21/10/2015	AVIATION ID AUSTRALIA	ASIC CARD RENEWAL - AIRPORT STAFF	222.00
22/10/2015	AVIATION ID AUSTRALIA	ASIC CARD RENEWAL - AIRPORT STAFF	222.00
23/10/2015	AARONWINDER	EQUIPMENT TROLLEY - ICT DEPARTMENT - KUNUNURRA ADMINISTRATION	248.11
27/10/2015	COLES	REFRESHMENTS FOR COUNCIL MEETING	24.44
28/10/2015	SCORPION TECHNOLOGY	REPLACEMENT OF BACKUP BATTERY UNIT FOR WYNDHAM ADMINISTRATION	1,373.30
28/10/2015	EAST KIMBERLEY HARDWARE	SPANNER SET FOR ICT TOOL KIT - KUNUNURRA ADMINISTRATION	121.00
28/10/2015	AVANGATE	SCREEN RECORDING SOFTWARE FOR TRAINING PURPOSES	99.95
28/10/2015	KUNUNURRA HOME AND GARDEN	SOCKET SET FOR ICT TOOL KIT	95.25
29/10/2015	BANKWEST	ANNUAL CREDIT CARD FEE	39.00

N Octoman, Director Corporate Services and R Bianco, Manager ICT declare a financial interest in this item as they are employees of the Shire, therefore the proposed policy affects them.

**13.2.2 Consideration of Council Policy CP/ICT-3260 Information Management and ICT Acceptable Use**

<b>DATE:</b>	15 December 2015
<b>AUTHOR:</b>	Richard Bianco, Manager ICT
<b>RESPONSIBLE OFFICER:</b>	Natalie Octoman, Director Corporate Services
<b>FILE NO:</b>	IT.05
<b>DISCLOSURE OF INTERESTS:</b>	The author and reporting officer declares a financial interest in this item due to the contract conditions associated with their roles involving the use of Shire ICT equipment.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

For Council to:

1. Rescind Council Policies *IT1 Shire Email Facility, IT2 Internet Access and RM1 - Records Management*; and
2. Adopt the proposed Council Policy *CP/ICT-3260 Information Management and ICT Acceptable Use*.

**COUNCIL DECISION**

Minute No. 11207A

Moved: Cr K Wright

Seconded: Cr D Spackman

Cr K Wright moves an amendment to the draft Council Policy CP/ICT-3260 Information Management and ICT Acceptable Use, to remove the requirement for a copy of all emails sent by all Councillors to be transmitted to the Shire whilst still ensuring the Shire meets legislative requirements of the State Records Act 2000.

Carried 8/1

For: Cr J Parker, Cr K Wright, Cr S Cooke, Cr S Rushby, Cr N Perry, Cr A Petherick, Cr E Bolto, Cr D Spackman  
Against: Cr B Robinson

## **MOTION**

Cr S Cooke moves that the question be now put.

### **COUNCIL DECISION**

**Minute No. 11207B**

**Moved: Cr S Cooke**

**Seconded: Cr N Perry**

**That the question be now put. (To consider the motion as amended by Cr K Wright).**

**Carried 8/1**

**For: Cr J Parker, Cr K Wright, Cr S Cooke, Cr S Rushby, Cr N Perry, Cr A Petherick,  
Cr E Bolto, Cr D Spackman  
Against: Cr B Robinson**

### **COUNCIL DECISION**

**Minute No. 11208**

**Moved: Cr S Cooke**

**Seconded: Cr B Robinson**

**For Council to:**

- 1. Rescind Council Policies *IT1 Shire Email Facility, IT2 Internet Access and RM1 - Records Management*; and**
- 2. Adopt the Council Policy *CP/ICT-3260 Information Management and ICT Acceptable Use* as amended.**

**Carried 8/1**

**For: Cr J Parker, Cr K Wright, Cr S Cooke, Cr S Rushby, Cr N Perry, Cr A Petherick,  
Cr E Bolto, Cr B Robinson  
Against: Cr D Spackman**

The Officer's Recommendation was amended as not all emails are relevant to Council business or the decision making process.

## **PURPOSE**

For the Council to consider the proposed Council Policy *CP/ICT-3260 Information Management and ICT Acceptable Use*.

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

Leader - plan and provide direction through policy and practices  
Regulator - enforce state legislation and local laws

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

Three existing Policies, being *IT1 Shire Email Facility*, *IT2 Internet Access*, and *RM1 Records Management* which were adopted in 2004 are dated and it is proposed that they be rescinded. Their content is no longer relevant due to increased governance requirements and organisational growth, and does not capture all of the necessary requirements. The Councillors were briefed on this item at the 1 December Council Briefing Session.

## **STATUTORY IMPLICATIONS**

The policy has taken into account the requirements of the following legislation:

- *Local Government Act 1995*
- *Privacy Act 1988*
- *State Records Act 2000 (WA)*
- *Freedom of Information Act 1992 (WA)*
- *Broadcasting Services Act 1992*
- *Broadcasting Services Amendment (Online Services) Act 1999*
- *Electronic Transactions Act 1999*
- *Copyright Act 1968*

## **POLICY IMPLICATIONS**

The attached Council Policy *CP/ICT-3260 Information Management and ICT Acceptable Use* underpins the considerable breadth in operation of all ICT systems and services within the Shire of Wyndham East Kimberley.

Gaps in the existing policies have been identified and subsequently further developed to suit the modern-day corporate environment. It is intended that this Policy is applied to all Councillors, employees and contractors.

## **FINANCIAL IMPLICATIONS**

Nil

## **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

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

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

Strategy 1.4.2 : Improve the efficiency and productivity of Shire services

Strategy 1.4.4 : Deliver cost effective and efficient corporate services

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

### **RISK IMPLICATIONS**

Strategic Risk - Loss of services due to ICT infrastructure failure.

Operational Risk - Inability to meet legislative requirements due to failure in record keeping procedures.

Control - Records Management Policy (it should be noted that what is proposed is an expanded Records Management Policy).

Operational Risk - Inappropriate use of social media by Shire staff and Councillors.

Control - Social Media use policy and Code of Conduct included in induction.

Operational Risk - Non payment of staff on payroll date due to internet connection / power outage.

Control - Payment contingency response.

### **COMMUNITY ENGAGEMENT**

No community engagement is required.

### **COMMENTS**

It is necessary to introduce appropriate controls and supporting guidelines relating to the access and operation of the Shire's comprehensive Information and Communication Technology (ICT) systems and Information Management (IM) objectives.

The aim is twofold; to convey to all users of Shire systems their obligations in regard to legislative and operational requirements, and to provide the means to contend with inappropriate or malicious conduct that proves detrimental to the Shire, impacting its reputation, business continuity, and significant investment in technology systems.

The Policy was developed in consultation between the ICT and Records Management departments, as the appointed information management custodians for the Shire.

It is therefore proposed to rescind Council Policies *IT1 Shire Email Facility*, *IT2 Internet Access*, and *RM1- Records Management*, and adopt the proposed Council Policy *CP/ICT-3260 Information Management and ICT Acceptable Use*. It should be noted that there is a Shire Organisational Directive *OD/ICT - 4260 Information Management and ICT Acceptable Use* however this is only relevant to the administration.

### **ATTACHMENTS**

Attachment 1 - Proposed *CP/ICT-3260 Information Management and ICT Acceptable Use*

Attachment 2 - Council Policy *IT1 Shire Email Facility* - to be rescinded

Attachment 3 - Council Policy *IT2 Internet Access* - to be rescinded

Attachment 4 - Council Policy *RM1 - Records Management* - to be rescinded

## Attachment 1

## SHIRE of WYNDHAM | EAST KIMBERLEY



<b>POLICY NO</b>	<b>CP/ICT-3260</b>	
<b>POLICY</b>	<b>Information Management and ICT Acceptable Use</b>	
<b>RESPONSIBLE DIRECTORATE</b>	Corporate Services	
<b>RESPONSIBLE OFFICER</b>	Manager ICT	
<b>COUNCIL ADOPTION</b>	Date: Insert Date Adopted	Resolution No: Insert Here
<b>REVIEWED/MODIFIED</b>	Date:	Resolution No:
	Date:	Resolution No:
<b>REVIEW DUE</b>	Date: December 2017	
<b>LEGISLATION</b>	<ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995</i></li> <li>2. <i>Privacy Act 1988</i></li> <li>3. <i>State Records Act 2000 (WA)</i></li> <li>4. <i>Freedom of Information Act 1992 (WA)</i></li> <li>5. <i>Broadcasting Services Act 1992</i></li> <li>6. <i>Broadcasting Services Amendment (Online Services) Act 1999</i></li> <li>7. <i>Electronic Transactions Act 1999</i></li> <li>8. <i>Copyright Act 1968</i></li> </ol>	
<b>RELATED POLICIES</b>	<ol style="list-style-type: none"> <li>1. <i>CP/ICT-3261 Mobile Device Management (new Policy currently being drafted)</i></li> <li>2. <i>Code of Conduct for Council Members, Committee Members and Employees</i></li> <li>3. <i>CP/GOV-3102 Media &amp; Corporate Communications</i></li> <li>4. <i>Personal Use of Social Media (new Policy currently being drafted)</i></li> </ol>	
<b>RELATED ORGANISATIONAL DIRECTIVES</b>	<ol style="list-style-type: none"> <li>1. <i>OD/ICT-4260 Information Management and ICT Acceptable Use</i></li> <li>2. <i>Information Statement (relevant to current year)</i></li> <li>3. <i>Recordkeeping Plan 2012</i></li> </ol>	

## PURPOSE:

The purpose of this Policy is to demonstrate Council's commitment in upholding the legislative and administrative requirements in the use of the Shire of Wyndham East Kimberley's Information, Communication, and Technology (ICT) resources and associated Information Management (IM) framework.

This Policy recognises the importance of maintaining effective controls over information security, operational guidelines, and records management procedures.

The concepts contained herein are necessary to mitigate data loss, Shire reputational damage, and facilitate productivity throughout the organisation whilst complying with requisite information management standards including State and Federal legislation.

## DEFINITIONS:

**Authorised Persons** means a member of the Executive or members of the ICT department including delegated representatives.

**Authorised User** means any person, whether an employee, elected member, or contracted party, whom has been granted authorised access to the Shire's systems and services.

**BYOD** means Bring Your Own Device - the practice of granting users corporate network access in order to use their personal mobile devices for business purposes.

**Corporate Knowledge** represents any tangible or intangible file, record, or communication thread or intellectual property that holds value for the purposes of conducting business; whether particulars be related to past, present, or future.

**Electronic Communications** means email, instant messaging, and any other material sent electronically.

**Email System** means Shire provided Microsoft Outlook, Outlook Web Access, or any Shire email system that is synchronised to a PC or mobile device; whether the mobile device is provided by and remain the property of the Shire, or owned by an authorised user.

**ICT** means Information, Communications, and Technology.

**Information System** is any organised system for the collection, storage, and communication of information.

**Malware** is an abbreviation of 'malicious software' and means software programs designed to cause damage and other unwanted actions on a computer system. Common examples include computer viruses, worms, spyware, and trojans.

**Misconduct** means unacceptable or improper behaviour, especially by an employee or affiliated person. Refer to the adopted Code of Conduct for Council Members, Committee Members and Employees.

**Network Access** includes connectivity from any device to Shire managed ICT infrastructure connecting both local and remote network servers.

**Personal Use** means all use that is not specifically related to the Shire of Wyndham East Kimberley.

**The Cloud** or **Cloud Computing** describes off-site network services made available to local users over the internet. Examples are Hotmail, Google Docs, Dropbox, Doc Assembler, Docs on Tap etc.

A **Record** is defined as meaning "any record of information however recorded" and includes:

- anything on which there is writing or Braille;
- a map, plan, diagram, or graph;
- a drawing, pictorial or graphic work, or photograph;
- anything on which there are figures, marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- anything from which images, sounds, or writings can be reproduced with or without the aid of anything else;
- anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

**Records and Document Management** means any system or service, whether hosted by the Shire or in the cloud that is responsible or related to the storage or filing of corporate data and knowledge. This is inclusive of records management systems or shared file storage.

A **Records Manager** is a user who administratively works with Shire-related correspondence or other forms of documentation or communication, and is obliged to file such appropriately in line with adopted records management policies and procedures.

**Shire** means the Shire of Wyndham East Kimberley.

## POLICY STATEMENTS:

All users must be vigilant in their adherence to these procedures in order to mitigate a plethora of risks that may negatively affect the Shire due to abuse or resulting from misuse. These measures are paramount in ensuring the Shire's business continuity.

### 1. Objectives

The Council's objectives in establishing this Policy are to:

- a. Ensure there is an understanding of the obligations of users that are provided privileged access to information systems operated by the Shire of Wyndham East Kimberley;
- b. Ensure there is an awareness of the ownership of any intellectual property that resides on Shire information systems;
- c. Ensure best practice policies and procedures are followed in relation to the operation of all information systems;
- d. Ensure compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire.

This Policy encompasses the following five (5) principles of information security:

#### 1. Confidentiality

Ensuring that information is only accessible to those with authorised access. For example, this could mean using a strong password on your computer or mobile device, shredding sensitive documents, and locking filing cabinets.

#### 2. Integrity

Safeguarding the accuracy and completeness of information and processing methods.

#### 3. Availability

Ensuring that users have access to information when they require it, ie. ensuring that no person or event is able to block legitimate or timely access to information.

#### 4. Compliance

Ensuring that the Shire meets all legislative obligations.

#### 5. Responsibility

Ensuring that appropriate controls are in place so that users have access to accurate, relevant and timely information, but that users of the Shire's ICT resources do not adversely affect other users or other systems.

All Shire records, files, and communications are considered a corporate asset, regardless of physical format, storage location, or date created and are essential to the business of the Shire.

All records will be registered in the Shire's corporate Records Management System inclusive of content and context. These records must be complete and accurate.

The Council is committed to developing and implementing information management practices which support the Shire's business and legislative requirements.

Ownership and proprietary interest of records and information created or received during the course of business is vested in the Shire.

The Shire will endeavour to retain and dispose of records and information in accordance with the retention and disposal schedules approved by the State Records Commission.

The Council is committed to capturing and preserving records and information of significant historical or cultural value to the Shire and the State.

## 2. Acceptable Use

The use of Shire ICT systems and content for illegal, offensive, or other inappropriate activities, is prohibited.

This includes but is not limited to:

- Interfering with the intended use of resources. Such activities may include the downloading very large amounts of data affecting the performance of internet bandwidth for all other users;
- Seeking to or gaining unauthorised access to any resource;
- Using or knowingly allowing another to use any system to defraud or to obtain money, property, services, or other things of value by false representations;
- Breaching the privacy of individuals without authorisation;
- Conducting a business or activity for commercial purposes or financial gain, including publishing material which contains any advertising or any solicitation of other network users or discussion group or list members to use goods or services;
- Publishing information which violates or infringes upon the rights of any other person or group;
- Online gambling activities or political campaigning;
- Engaging in the use of social media tools for personal use during business hours; or
- Misrepresentation of yourself or the Shire of Wyndham East Kimberley.

### 3. User Accounts

Effective access controls and reporting require that all users and their actions be uniquely identified.

All network user-id's will be password protected. Passwords must be kept secret and not shared. Users are accountable for all activity conducted under their allocated user account(s).

Generic and/or shared network user-ids may also be necessary in specific situations. Creation and use of all such network user-ids must be approved by the ICT Manager.

You should observe the following with respect to your network user-id and password:

- Never divulge your password to another person, including system administrators, support staff, family and/or friends;
- Never write your password down in a conspicuous location;
- Take care that you are not being watched when you type it in;
- Change it immediately if you suspect that it has been compromised;
- Never allow another person to operate a computer session signed on with your network user-id and password without your supervision;
- You must never attempt to sign-on as another person, or use a session signed-on with another person's network user-id and password; and
- Your network user-id will be locked after 5 invalid login attempts to mitigate malicious access. You must contact the ICT Department to unlock the account.

### 4. Password Management

Passwords are a common way to verify an identity. It is important that the password for your network user-id cannot be easily guessed.

You should observe the following with respect to your network user-id:

- Your password must have a minimum length of 7 characters;
- Passwords are case sensitive and subject to the following syntax rules:
  - Must consist of at least 1 numeric and 1 alpha character;
  - Must consist of at least 1 upper case and 1 lowercase letter;
  - Must not contain your name;
  - Your password will expire after 42 days;
  - You cannot reuse any of your last 24 passwords; and
  - Your password must not be a common word.

eg.



## 5. Access Control

Access to either the Shire's local or cloud based resources requires:

- A unique-id and password for ICT-based resources; and
- A business need to justify the access.

If you require access to any resource to perform your duties, log an appropriate ICT Helpdesk request noting if access is required / no longer required.

## 6. Internet Use

The Internet is a shared resource; and as such users must be considerate of others. Using the Internet in a manner that may cause offence or bring the Shire into disrepute is prohibited and may result in disciplinary proceedings.

Offensive material includes but is not limited to:

- Obscene or harassing language or images;
- Negative racial, ethnic, sexual, erotic or gender specific comments or images; and
- Other comments or images that would offend someone on the basis of their religious or political beliefs, sexual orientation, physical features, nationality or age.

The Shire permits and encourages its user base to access and use the Internet to carry out their duties, to contribute to the achievement of Shire business objectives and for staff development.

The ICT department will log all Internet activity. The Shire has the right to implement systems to automatically block access to certain sites that are considered to be either inappropriate or are being abused.

- You must not deny nor disrupt access to resources required by other staff in the performance of their duties. Such activity may include but is not limited to streaming media, excessive downloads, excessive non-business use and/or inappropriate sites;

- You must take all reasonable care when downloading, accessing or executing files on or from the Internet services. The consequences of introducing viruses or any other harmful software through the Internet environment may be serious and of great expense to the organisation;
- The ICT department should be contacted immediately if there is suspicion that a file, communication or information may contain a virus;
- You should be particularly careful of the potential for disclosing information on the Internet. The capture of information containing workstation details, browser settings, network and personal information is a significant risk on the Internet and contributes to network compromise and 'phishing' (tricks used to fool the user into surrendering private information that will be used for identity theft);
- You should not reuse an existing network user-id or password associated with the Shire on any public web sites. Since public web sites are outside the control of the Shire, there can be no assumption as to the security of the site. Using an important network user-id or password on such a site must be avoided;
- All software products must be authorised and licensed before being installed on any equipment; and
- You are reminded that copyright restrictions often apply to all Internet files including web page content, images and documents.

## 7. Email

Email is an important business tool but is also subject to misuse. The organisation is committed to the appropriate use of this tool and expects all users to comply with acceptable usage directives.

It is important to note that all email messages that are created, sent or received using the email service remain property of the Shire.

- The Shire email system is to be used explicitly for the conduct of Shire related business. ie. no use for personal communications is permitted.
- You should not forward unsolicited email (spam) or items such as chain letters.
- Emails are business records and should be filed into the records management system in the same way as any other business record and deleted from your Inbox. Any filing questions are to be referred to the records department.
- Elected Members are to send a copy of all Council-related email records created and sent to [records@swek.wa.gov.au](mailto:records@swek.wa.gov.au) where the Records Department will record and retain them in accordance with the *State Records Act 2000*.

- Consider that emails are not necessarily delivered or read by the recipient immediately, so other forms of communication should be considered where the matter is urgent.
- You should take reasonable care when opening attachments received with emails. If there is a suspicion that a file may be infected by a virus, you should contact the ICT department immediately.
- Judgement should be used when forwarding emails that you have received to ensure you are not breaching the confidence of the sender.
- Emails should be drafted in a professional manner. Adhere to acceptable standards of email etiquette; i.e. All capitals indicates 'yelling'. Address your recipient by name. i.e., Hi xxxx.
- Email messages must not contain content considered to be offensive. If you receive material that you believe may be offensive you should respond to the sender professionally conveying your objection.
- You should always use subject headings to help identify relevance of content for recipients.
- Email should not be considered a file transfer tool. Consider use of accepted file transfer tools such as 'Dropbox' if sending large files to external bodies.
- A size quota may apply to your email account. Size violations will result in the inability to send email, until your inbox, sent items and subfolders, are reduced.

8. Disclaimer

The following disclaimer should be appended to all email sent from an officer or elected member in regard to the corporate email system:

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The information contained in this email, including any attachments, may be confidential and / or contain legally privileged information. If you are not the intended recipient any use, disclosure or dissemination of this email is unauthorised. If you have received this email in error, please delete all copies, including any attachments and alert the sender. Virus scanning is the responsibility of the recipient.

Please consider the environment before printing this e-mail

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9. Shire's Email Addresses

The Shire's primary public e-mail address is [mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au). Emails to this address will be received by the Records Department who will register and distribute the email to the appropriate officer. Other mailboxes have been set up for specific purposes with the associated departments responsibly monitoring and processing the email received.

## 10. Malicious Software

Malicious software is a term used to describe programs that can maliciously attack and affect computer files and cause some unwanted actions whenever those files are used.

Viruses and Malware are examples of this.

The most common way for malicious software to be introduced to a system is via a file accessed from an external source, such as from a memory stick, e-mail attachment or by downloading a file from the Internet.

The aim of anti-virus software is to detect malicious software before it is introduced, and to identify and delete files already infected. However, new viruses are continually being developed and, although the virus protection software is regularly updated to keep pace with those developments, it is unrealistic to expect that anti-virus software can provide complete protection.

It is therefore important for all users to be careful that they do not introduce malicious software, and to be diligent in detecting unusual events and reporting them immediately to the ICT department.

- If you encounter a message indicating that a software virus has been detected but not cleaned you must advise the ICT department who will act to prevent any further distribution of the virus;
- Do not install browser plug-ins such as toolbar add-ins;
- Do not open any files attached to an email message from an unknown, suspicious or untrustworthy source;
- Do not open any files attached to an email message if the subject line is questionable or unexpected;
- If you receive an untrusted attachment, delete the file;
- Delete chain emails and junk email. Do not forward or reply to any to them. These types of email are considered spam, which is unsolicited and intrusive;
- You must not download files from suspicious web sites.

## 11. Computer Software and Licensing

Software that does not have a valid licensing agreement is not to be used on any Shire maintained equipment.

All software must be used in accordance with specified license or copyright terms and conditions.

Proprietary software licensed for use must only be loaded onto owned equipment. Copies must not be taken for use on other equipment, including privately owned equipment, unless explicitly permitted by the licensing agreement and /or authorised by the ICT Manager.

The download and installation of software to Shire owned equipment is only to be performed by the ICT department.

- You must comply with all formal licensing requirements with regards to all software;
- You must inform the ICT department of any software that you no longer require, so that it can be removed in a timely manner and reallocated if applicable;
- You must not install or use any unauthorised software designed to compromise or bypass any security controls. Use of such software is strictly prohibited and will be considered a significant breach.

## 12. Mobile Devices

Due to the portable nature of notebook computers and other mobile devices, there is a requirement to maintain physical and data security.

- You must take special care to ensure that the Shire's information is not compromised through use of mobile devices in a public place. You should attempt to ensure that screens displaying sensitive or critical information cannot be seen by unauthorised persons;
- Never leave notebook computers or other mobile devices unattended in a public place, or in an unlocked house, or office. Where possible, they should be physically locked away.
- Do not modify settings for password validation on mobile equipment. If authentication (identity verification) is enabled, do not disable it.
- Use Wifi where available to minimise telecommunications provider costs (3G/4G).

## 13. Physical Security and Protection

Physical and environmental issues affect all aspects of information security. These issues range from unauthorised physical access and exposure to environmental factors such as fire and flooding.

Physical security must be provided for all information regardless of the technology and including telecommunications equipment or facilities to ensure that associated assets are adequately protected against loss, damage or other risk.

- Ensure that office sites are appropriately physically secured;
- Never allow external parties to access Shire premises network access points or wireless network system;

- Shire property must be adequately maintained cared for;
- Supplied protective covers must not be removed;
- Do not leave sensitive electronic equipment in hot vehicles.

#### 14. Remote Access and Remote Working

All remote access to Shire information assets must be approved by the ICT manager.

- Use of a remote access facility to access systems will only be granted if it is consistent with information security standards;
- You will be held accountable for all actions performed under your network user-id and password;
- To facilitate this, you must never leave a remote access session unattended, even if you are not currently signed-on to an application or other information system;
- Always disconnect a remote access session immediately after you have signed-off an application or other system;
- Never allow another person to operate a remote access session that you have established.

#### 15. BYOD

The Shire supports the flexibility afforded by a Bring Your Own Device scheme.

If and when approved by the ICT Manager, a user's personal device may be used to connect to Shire email and other selected information systems.

Consult the Council's Policy *CP/ICT-3261 Mobile Device Management* (currently being drafted) for further information.

#### 16. Incident Response and Issue Resolution

It is important that all suspicious events which involve Shire information assets are:

- Reported;
- Investigated;
- Responded to in a timely manner; and
- Evaluated for business impact.

Routine Help Desk requests can be logged via the Shire's helpdesk portal; whereby the ICT Department will attend to resolution as soon as possible.

Sending an email to [itsupport@swek.wa.gov.au](mailto:itsupport@swek.wa.gov.au) noting the nature of the issue will automatically create a helpdesk request and assign it to an ICT staff member to action. You will receive a return confirmation email.

Any irregular or suspicious activity should be reported to the ICT department. Support detail should include:

- Any evidence of the issue;
- The scope of the threat, incident, or fault;
- Details of any systems affected;
- The exact text of error messages;
- Screenshots if applicable.

### 17. Roles and Responsibilities

The **ICT Manager** is responsible for:

- The provision and implementation of assets, supporting systems, applications and processes that give effect to this policy.
- The establishment and maintenance of monitoring and compliance systems and processes to ensure that the supporting mechanisms function effectively.
- Facilitating an appropriate user induction of ICT system usage.

All users are required to adhere to the Shires ICT directives and Code of Conduct. In extenuating circumstances, exceptions to procedures require the approval of the ICT Manager.

**Employees, Elected Members, and authorised users** are to create and maintain records relating to the business activities they perform in a manner commensurate with legislation, policy, and directives, for the effective management of corporate knowledge.

**Employees, Elected Members, and authorised users** are to comply with this policy.

The **Chief Executive Officer** must ensure that a fit-for-purpose system is made available for the maintenance and management of records and information that is compliant with records management legislation and State guidelines and procedures.

**The Executive, Managers, and Supervisors** are responsible for fostering and supporting a culture that promotes good recordkeeping and information management practices, and ensuring that records management organisational directives and work instructions are known and adhered to. This includes ensuring that users are appropriately trained.

**All users** must access ICT resources in a manner that does not contravene the law. Use must be appropriate and authorised.

**All users** are records managers.

Shire ICT resources and data may be accessed or monitored by Authorised Persons at any time without notice to the user. This includes, but is not limited to, use of email systems and other electronic documents and records; however, Authorised Persons must have a valid reason for accessing or monitoring such.

**18. Potential Outcomes of a Breach of the Conditions of this Policy to the Shire**

Non conformance with the ideals and requirements contained herein may result in:

- Breach of the Shire network by malicious parties resulting in data loss &/or reputational damage;
- Widespread viral/malware infection leading to loss of productivity;
- Unauthorised internal access to confidential material;
- Breaches of privacy;
- Access to and/or display of discriminative or offensive material;
- Legal proceedings resulting from inappropriate online activity;
- Significant incurred internet or call costs.

**19. Consequences of Contravening the Policy**

- May result in disciplinary action in accordance with the Code of Conduct for Council Members, Committee Members and Employees;
- May constitute an offence or crime under relevant state or federal legislation, resulting in prosecution;
- If a violation is considered a criminal offence, the appropriate law enforcement agency will be informed;
- The Crime and Corruption Commission will be notified if misconduct is suspected to have occurred.

**EXPLANATORY NOTES:**

The Shire operates a comprehensive suite of complementary software and hardware systems that underpin its operational and strategic needs. Many complex integrated *information systems* operate upon this technology platform, of which necessitate informed and compliant usage.

In accordance the *State Records Act 2000*, State Records Commission (SRC) Standard 1: Government Recordkeeping – requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with the general disposal schedule for local government records.

This Policy provides elected members, employees, and contracted representatives with an overview of their obligations under legislative and operational guidelines.

This Policy does not cover the use of social media or specific technological applications.

The Policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:

*“In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.*

*This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.*

*Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members’ records up to and including the decision making processes of Council.”*

**RISK:**

- Risk:** Inappropriate use of social media by Shire staff and Councillors.
- Control:** Social Media use policy and Staff Code of Conduct included in staff induction.
  
- Risk:** Inability to meet legislative requirements due to failure in record keeping procedures.
- Control:** Recordkeeping Plan.  
*State Records Act 2000.*
  
- 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:** Loss of services due to ICT infrastructure failure.
- Control:** Server Data backed up nightly to tape.  
Limited server room battery backup available.



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 IT1

<b>POLICY No.</b>	<b>IT1</b>
<b>DIVISION</b>	<b>Information Technology</b>
<b>SUBJECT</b>	<b>Shire Email Facility</b>
<b>REPORTING OFFICER</b>	<b>Information Co-ordinator</b>
<b>ENABLING LEGISLATION</b>	<b>Local Government Act 1995 Section 2.7</b>

**OBJECTIVE:**

Provide guidelines on use of email provided for employees of the Shire of Wyndham East Kimberley

**POLICY:**

Email is provided as a corporate resource for Shire purposes.

This policy includes all emails generated using any computer equipment owned and operated by the Shire of Wyndham-East Kimberley.

Employees should be aware that correspondence via email, particularly over the internet, is not guaranteed to be private. Personal emails will be tolerated, but will be subject to this policy and must not harm or hinder the operations of the Shire of Wyndham East Kimberley.

Sending or receiving any material that is obscene or defamatory, or which is intended to annoy, harass or intimidate another person is strictly forbidden. Under Australia's equal opportunity laws, organisations providing an internal electronic communications system could be found vicariously liable if it was found to have been misused.

Employees should also be aware that email may be subject to monitoring for security and/or network management purposes and that the distribution of any information via email may be subject to the scrutiny of the Shire of Wyndham-East Kimberley which reserves the right to determine the suitability of this information.

Efficient use of the email system means that messages should be clear and concise in order not to burden either the network or the receiver unnecessarily. All emails should contain meaningful information in the subject field.

All employees are responsible for ensuring that all relevant documents received on the email system are forwarded to Information Co-coordinator for inclusion on the central filing system. Where any doubt exists regarding the relevance of any document or message, the advice of Information Co-coordinator is to be sought and followed.

All employees should be aware that all email messages are subject to legislation as stipulated in the Freedom of Information Act 1992.

Misuse or abuse of the email system will not be tolerated, and the following activities are not permitted:



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IT1*

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- Solicitation of non-company business for personal gain or profit;
- Sending or participation in chain letters or emails commonly known as “spam”;
- Making or posting of indecent remarks, proposals or materials;
- Distribution of pornographic material;
- Using email for any illegal purpose; and
- Representing personal opinions as those of the Shire of Wyndham-East Kimberley

Staff found to be misusing email may be subject to disciplinary action and may result in the email facilities being removed or further restricted.

The Shire of Wyndham East Kimberley promotes the use of a standard email signature (based on the Model below) to be used by all staff when communicating via email:

*Name*  
Title  
Shire of Wyndham East Kimberley  
Phone: (08) 9168 4???  
Fax: (08) 9168 1798  
Web: [www.thelastfrontier.com.au](http://www.thelastfrontier.com.au)

This email may contain confidential information. If you are not the intended recipient, please contact the sender.  
The views expressed in this email may or may not be the official position of the Shire of Wyndham East Kimberley.

It is acceptable to use the direct dial extension number on the email signature. Where possible all characters should be in one colour (preferably Black) and same font size.

**ADOPTED: 20/07/04**  
**REVIEWED:**  
**AMENDED:**



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**IT2**

<b>POLICY No.</b>	<b>IT2</b>
<b>DIVISION</b>	<b>Information Technology</b>
<b>SUBJECT</b>	<b>Internet Access</b>
<b>REPORTING OFFICER</b>	<b>Information Co-ordinator</b>
<b>ENABLING LEGISLATION</b>	<b>Local Government Act 1995 Section 2.7</b>

**OBJECTIVE:**

Provide guidelines on the use of the Shire Internet service by employees of the Shire of Wyndham East Kimberley

**POLICY:**

Internet access is provided as a corporate resource for Shire purposes.

Though the internet is provided through the Shire's computer network, it should not be seen as a mandatory requirement for each and every position within the organisation. Incidental use of the Shire's internet facilities for personal use is permitted as long as it doesn't hinder or harm the operations of the Shire of Wyndham-East Kimberley. Management reserves the right to restrict access to internet facilities at its discretion.

Use of another employee's logon and password to access the Internet is forbidden, unless explicit permission has been given by the nominated employee.

All access to the Internet can and is monitored and access to any inappropriate site is strictly forbidden.

Inappropriate Internet sites are those which:

- Contain material of a violent, sexual, illegal, racist or defamatory nature;
- Promote or advertise any illegal activity;
- Promote or publish pornography;
- Promote the propagation of software or viruses which may interfere with the normal operation of any computer system or the network; and
- Display or refer to any material which may be identified as inappropriate by the Chief Executive Officer.

The use of Hotmail or similar facilities for private email is also governed by the Shire's Email policy (Policy No. IT1).

Access to internet chat or live forum sites are strictly forbidden during working hours.

Abuse of the internet facility will not be tolerated and may result in disciplinary action and access to the internet removed.

**ADOPTED: 20/07/04**





### 13.3 INFRASTRUCTURE

Nil

### 13.4 COMMUNITY DEVELOPMENT

#### 13.4.1 Council Policy Review - Property Street Numbering Policy

<b>DATE:</b>	15 December 2015
<b>AUTHOR:</b>	Jennifer Ninyette, Senior Planning Officer
<b>RESPONSIBLE OFFICER:</b>	Louise Gee, Director Community Development
<b>ASSESSMENT NO:</b>	N/A
<b>FILE NO:</b>	CM.11.2
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### VOTING REQUIREMENT

Simple Majority

#### OFFICER'S RECOMMENDATION

That Council

- Repeal Council Policy F9 - Street Addressing Guidelines
- Adopt draft Policy CP/PMG-3782 - Property Street Numbering.

#### ALTERNATIVE MOTION

Cr S Cooke that the item 13.4.1 Council Policy Review – Property Street Numbering Policy be deferred to the next meeting of Council.

#### COUNCIL DECISION

Minute No. 11209

Moved: Cr S Cooke

Seconded: Cr K Wright

That the item 13.4.1 Council Policy Review – Property Street Numbering Policy be deferred to the next meeting of Council.

**Carried Unanimously 9/0**

The Officer's Recommendation was amended as the wording of the policy needs to be tightened up.

## **PURPOSE**

For Council to consider the review of Council Policy F9 - Street Addressing Guidelines

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

Leader - plan and provide direction through policy and practices

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

At the Ordinary Council Meeting held on 28 April 2015 the proposed process for the review of all Council policies was discussed, and Council was advised that it was intended that all Council policies would be reviewed by December 2015.

This was in line with the Recommendation 16 of the Shire of Wyndham East Kimberley 2014 Probity Compliance Audit Report, which recommended:

*“That Council arranges for the completion of a comprehensive review of its policies and adopts those reviewed policies by 31 December 2015. In meeting that timeframe Council may wish to consider engaging a consultant to complete the review”*

Council Policy F9 - Street Numbering Guidelines was prepared to ensure uniformity in numbering of streets in future land releases within townsite areas, and was last reviewed in 2007. A copy of this Policy is provided as Attachment 1.

Landgate maintains property street address details for land within Western Australia in conjunction with input from local government authorities who are responsible for allocating street addresses for each property. Information is captured for both urban and rural properties, however within the Shire most properties outside of townsite areas do not have a street address allocated, and are referred to by their lot number, as each property has a legal land description consisting of a Lot on Plan.

To ensure consistency of street addressing within Western Australia as well as across Australia, an *Australian/New Zealand Standard 4819:2011: Rural and urban addressing* has also been developed, primarily to help local governments to fulfil their responsibility for allocating accurate addresses. This is important to enable emergency services, as well as other service providers, to accurately identify properties. An extract from this standard, Section 5 - Address Number Assignment, is provided as Attachment 2.

## **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 guidance for the local government to allocate accurate street addresses for properties within the Shire.

### **FINANCIAL IMPLICATIONS**

Nil.

### **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

### **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**

No community engagement is required.

### **COMMENTS**

The draft reviewed Policy is proposed to supplement the existing Australian/New Zealand Standard, and to provide guidance for landowners and developers in relation to the addressing of new developments, redevelopment, and the process for allocating street addresses for rural properties. A copy of the draft Policy is provided at Attachment 3.

Although, this Policy was initially adopted as a Finance and Administration policy, it is currently listed 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.

It is acknowledged that the majority of properties outside of townsite areas do not have a street address allocated and instead are referred to by their lot number, however that street addresses will need to be allocated for both new and existing rural properties in future. It is also noted that properties within townsite areas may be utilising incorrect street numbers or that street numbers may not be legibly displayed.

On this basis it is also intended that Shire Officers will investigate, for the further consideration of Council, possible funding sources, options and costs involved for the Shire to undertake:

1. a rural street addressing initiative to allocate street numbers in rural areas, and
2. a kerb numbering program within townsite areas,

in order to ensure the accurate and uniform display of street addresses across the Shire.

### **ATTACHMENTS**

Attachment 1 - Council Policy F9 - Street Addressing Guidelines

Attachment 2 - Extract from the *Australian/New Zealand Standard 4819:2011: Rural and urban addressing*, Section 5 - Address Number Assignment

Attachment 3 - Draft Policy CP/PMG-3782 - Property Street Numbering



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**F9**

<b>POLICY No:</b>	<b>F9</b>
<b>DIVISION</b>	<b>Finance</b>
<b>SUBJECT:</b>	<b>Street Numbering Guidelines</b>
<b>REPORTING OFFICER</b>	<b>Director Finance &amp; Administration</b>
<b>ENABLING LEGISLATION</b>	<b>Local Government Act 1995</b>

**OBJECTIVE:**

Ensure uniformity in numbering of streets in future land releases.

**POLICY:**

**Number Allocation**

- Streets running in a North/South direction are to commence numbering at the southern end.
- Streets running in an East/West direction are to commence numbering at the eastern end.
- Odd numbers commence on the left hand side and even numbers on the right hand side working away from the commencement point.
- Loop road numbering is to commence from the southern point for roads traversing north to south or from the eastern point for roads traversing east to west.
- Meandering road numbering shall start preferably at a southern starting point followed by an eastern starting point.
- Cul-de-Sacs shall have odd numbers on the left side of the street and even numbers on the right.
- Lots with more than one frontage may choose preferred option.

**Frontage Definition**

**Residential Areas**

One number per 20 metres of street frontage and every full 20 metres thereof. This condition to extend to undeveloped land, reserve land, and land with potential to develop.

**Composite Zones**

As per residential zones.

**Town Centre Zone**

One number per 10 metres of street frontage and every full 10 metres thereof. This condition to extend to undeveloped land, reserve land and land with potential to develop.

### Industrial Zone

One number per 40 metres of street frontage and every full 40 metres thereof. This condition to extend to undeveloped land, reserve land and land with potential to develop.

### Multiple Development

- A two unit development shall be demarcated "A" and "B" after allocated street number.
- A three or more unit development shall be demarcated with unit number after allocated street number.
- Where a building or complex traverses more than one frontage the lowest number must be used.

### Placement

Number are to be reflective, affixed to the eaves of the house situated closest to the vehicle access of the property. The street number must not be obstructed by foliage or other materials.

Local Government Act 1995 Schedule 3.1(2) will be enacted in terms of non-compliance

**ADOPTED: 17/07/1997**

**REVIEWED:**

**AMENDED:**

## Australian/New Zealand Standard™

### Rural and urban addressing

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**AS/NZS 4819:2011**

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The following are represented on Committee IT-004:

ACT Planning and Land Authority  
ANZLIC—The Spatial Information Council  
Australian Antarctic Division  
Australian Bureau of Meteorology  
Australian Hydrographic Office  
Australian and New Zealand Map Society  
Australasian Fire and Emergency Service Authorities Council  
CSIRO Exploration & Mining  
Department of Defence, Australia  
Department of Lands and Planning, NT  
Department of Primary Industries, Parks, Water and Environment, Tas.  
Department of Sustainability and Environment, Vic.  
Department for Transport, Energy and Infrastructure, SA  
Land Information New Zealand  
Office of Spatial Policy  
Spatial Industries Business Association  
Surveying and Spatial Sciences Institute  
University of Melbourne

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*This Standard was issued in draft form for comment as DR AS/NZS 4819.*

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# Australian/New Zealand Standard™

## Rural and urban addressing

Originated as AS/NZS 4819:2000.  
Second edition 2003.  
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## PREFACE

This Standard was prepared by the Street Address Working Group of the Intergovernmental Committee on Surveying and Mapping (ICSM) for the Joint Standards Australia/Standards New Zealand Committee IT-004, Geographical Information/Geometrics, to supersede AS/NZS 4819:2003, *Geographic information—Rural and urban addressing*.

Significant changes between this edition and the 2003 edition include:

- (a) Water based addressing is covered specifically.
- (b) Addressing of complex sites is simplified.
- (c) New method for sub-addressing on multi-level buildings is specified.
- (d) Road types have to be selected from a list.

The terms ‘normative’ and ‘informative’ have been used in this standard to define the application of the appendix. A ‘normative’ appendix is an integral part of a standard, whereas an ‘informative’ appendix is only for information and guidance.

### Reason for Review

The review of AS/NZS 4819 has been driven by a number of factors. The 2003 Standard was largely meeting its intended purpose, but some areas lacked clarity, parts were difficult to use, too many legacy issues were included, and some areas were not adequately covered.

The Intergovernmental Committee on Surveying and Mapping (ICSM), with concurrence from Standards Australia, decided that a more robust and succinct addressing Standard was required in order to meet the evolving needs of Australian and New Zealand communities.

There was some overlap with the Australian Standard for exchange of address information AS 4590, *Interchange of client information*. The dependence on that Standard has been removed. A future revision of AS 4590 will be able to address any reverse dependence so that both Standards can be used independently.

Standards Australia acknowledges the valued contribution of the ICSM Street Address Working Group which consists of representatives from:

ACT Planning and Land Authority  
 Australia Post  
 Department for Administrative and Information Services, SA  
 Department of Education, Employment and Workplace Relations  
 Department of Environment and Resource Management, Qld  
 Department of Lands and Planning, NT  
 Department of Primary Industries, Parks, Water and Environment, Tas.  
 Department of Sustainability and Environment, Vic.  
 Emergency Services Telecommunications Authority, Vic.  
 Intergovernmental Committee on Surveying and Mapping  
 Land and Property Information, NSW  
 Land Information New Zealand  
 Landgate, WA  
 New Zealand Post  
 PSMA Australia

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## STANDARDS AUSTRALIA/STANDARDS NEW ZEALAND

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**Australian/New Zealand Standard**  
**Rural and urban addressing**

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## SECTION 1 SCOPE AND GENERAL

**1.1 SCOPE**

This Standard provides requirements and guidance for addressing authorities to use for—

- (a) assigning addresses;
- (b) naming roads and localities;
- (c) recording and mapping the related information; and
- (d) signage related to the above.

**1.2 OBJECTIVE**

The goal of this Standard is to specify requirements for assigning addresses that can be readily and unambiguously identified and located.

In order to achieve this goal, the objectives of the Standard are that:

- (a) Localities enable addresses to be uniquely and clearly identified.
- (b) Assigned names for roads or other primary means of access enable addresses to be readily and uniquely identified.
- (c) Assigned address numbering enables address sites to be readily located.
- (d) Signage enables assigned addresses to be readily identified and located.
- (e) Address information enables sites to be readily located.

The Standard aims to keep addresses as simple as possible to enable their ready application. For example an address is not allowed to include two road names, such as within complexes like a retirement village (addressing within a complex is now treated using normal address methodology). Provisions for numbering apartments using the method commonly used in hotels are now specified, thereby avoiding the need to specify level or unit type.

**1.3 APPLICATION****1.3.1 Intended audience**

The Standard outlines the various address-related elements and provides guidance on the application of those elements to the range of address site types.

It is intended primarily for use by those agencies that are responsible for addressing—usually local governments. Parts of the Standard should also be used by developers where the addressing authorities enable them to propose addresses and name roads.

The Standard is intended to help addressing authorities fulfil their custodial responsibility for the ongoing maintenance, accuracy and quality of addresses in a manner that is consistent across the country and, wherever possible, across both Australia and New Zealand.

### 1.3.2 Guidelines

Separate guidelines that cover how this Standard should be applied in different circumstance are the responsibility of jurisdictional agencies and the Intergovernmental Committee on Surveying and Mapping (ICSM). These agencies are listed in Appendix C.

### 1.3.3 Retrospective application—Existing addresses

The application of this Standard is not intended to be retrospective.

Previous editions of the Standard recognized the prerogative of an addressing authority in relation to renumbering or otherwise changing existing addresses, road names, etc. and the extent to which it conforms to the Standard. This revision, however, sets the standard for the assignment of new addressing. It looks forward, and is intended primarily to ensure that the problems of the past are not repeated with new addresses. The extent to which the Standard is applied to existing addressing anomalies is not a matter included in this Standard. This remains the prerogative of the addressing authority and jurisdictional interests.

### 1.3.4 Data specification out of scope

The Standard does not specify detailed data requirements nor imply a database schema, or similar. The 2003 edition specified, in particular, codes, data structures, and formats (especially in Appendix H), which are more appropriately covered in other Standards such as AS 4590. These concerns would need to also apply to legacy addresses, which are not part of this Standard.

### 1.3.5 Cooperation between agencies

Addresses have become ubiquitous and of pervasive interest to individuals, to the public at large, to government agencies, to postal agencies, and particularly to the emergency services. There is significant community and national benefit in having a consistent and integrated addressing infrastructure that serves all these groups. Implementing the Standard requires a spirit of cooperation between all parties, including addressing authorities and addressing custodians. This is particularly important where addressing issues extend beyond jurisdictional boundaries (e.g. a road that passes through different local government areas).

### 1.3.6 Application to indigenous communities

Within indigenous communities, roads shall be named and address sites numbered in accordance with this Standard.

### 1.3.7 Application to private communities and towns

A private community or town, such as a retirement village or mining town, shall be addressed in terms of this Standard.

## 1.4 REFERENCED DOCUMENTS

The following documents are referred to in this Standard:

AS	
1742	Manual of uniform traffic control devices
1742.5	Part 5: Street name and community facility name signs
4590	Interchange of client information

## 1.5 DEFINITIONS

For the purpose of this Standard the definitions below apply.

### 1.5.1 Access point

The position along the road where the public would normally access an address site.

**1.5.2 Address site**

A site for which an address is being assigned, as specified in Clause 5.3.1.

**1.5.3 Addressing authority**

Agency responsible for assigning addresses. Usually a local government.

**1.5.4 Alternative name**

A name that is an alternative to another name for the same feature.

**1.5.5 Dual name**

A name that consists of two official names that must be used together, usually one indigenous and one European. (e.g. 'Aoraki/Mount Cook').

**1.5.6 Formed**

In relation to a road, means that it is physically constructed or prepared for passage by vehicles or pedestrians.

**1.5.7 Geocode**

A point feature for an address spatially defined by a coordinate (either latitude and longitude; or northing and easting).

**1.5.8 Locality**

A named geographical area defining a community or area of interest, which may be rural or urban in character, and is usually a suburb in the latter case.

**1.5.9 May**

Indicates the existence of an option.

**1.5.10 Primary address site**

An address site that is not contained within another address site. It may contain a sub-address site.

**1.5.11 Sequential**

In a logical order or sequence, not necessarily uniformly.

**1.5.12 Shall**

Indicates that a statement is mandatory.

**1.5.13 Should**

Indicates a recommendation.

NOTE: A recommendation may indicate a highly desirable outcome that is not mandatory.

**1.5.14 Sub-address site**

An address site that is contained within a primary address site (e.g. an apartment within a building).

## SECTION 2 ADDRESS INFORMATION

### 2.1 INTRODUCTION

Proper recording of address information and the availability of that information enables addresses to be readily located through the use of suitable information systems. This is particularly relevant in today's electronic environments where digital address information is used in a wide variety of applications, including emergency service response.

The focus of this Section is on requiring relevant address information to be adequately recorded by addressing authorities. Once address information is recorded by a public agency it becomes official information and may be subject to jurisdictional legislation and provisions for availability, supply, intellectual property, etc.

Mapping of address information is also crucial in these contexts. Provisions requiring address information to be mapped are covered in Section 7.

### 2.2 RECORDING ASSIGNED ADDRESSES

#### 2.2.1 General

Every address assigned in terms of this Standard shall be recorded in terms of the components specified in Clauses 2.2.2 and 2.2.4.

#### 2.2.2 Mandatory address components

An assigned address shall comprise the following core address components:

- (a) *Address number:*
  - (i) This component may include sub-address elements (see Clauses 5.10 and 5.11) or a suffix (see Clause 5.4.8) where applicable.
  - (ii) Although labelled as a 'number' it may include other characters as specified in the Standard (e.g. 34A).
- (b) *Road name:*
  - (i) The road name shall include the road type (see Clause 4.3).
  - (ii) An address shall not include more than one road name.

*or*

*Water feature or island name:*

  - (iii) For water addresses the name of the relevant water feature or island (see Clause 6.2) shall be used instead of the road name.
  - (iv) Recording should enable water addresses to be distinguishable from road addresses.
- (c) *Locality name:*
  - (i) The locality name shall be in accordance with Section 3.
  - (ii) In New Zealand this component may need to include both the locality (or suburb) and the town (or city) name to ensure that an address is unique (see Clause 2.2.3).
- (d) *State/territory name:*

The state or territory name is mandatory in Australia.

The following example illustrates how a simple primary address could be recorded in terms of the above components:

Address number: 167  
 Road name: Macquarie Street  
 Locality name: Hobart  
 State name: Tasmania

### 2.2.3 Recording locality names for New Zealand addresses

It is usual in New Zealand to use the city name as the locality in an address, rather than just the locality name on its own; however, many road names are not unique within the city, especially as a result of local government amalgamations (for example, there are two instances of Allen Road in Auckland, one in Grey Lynn and one in Mount Wellington).

Until the definition of localities complies with the gaps and overlaps provisions in Section 3 of this Standard, the use of a non-compliant locality name for an address will not always ensure uniqueness (for example, the locality for an address site on Cecil Road might be given as Epsom or it might be given as Mount Eden).

In New Zealand, the locality component of an address may need to include both the locality (or suburb) and the town (or city) name to ensure that the address is unique.

The following example shows how two Allen Roads in Auckland can be distinguished by including the suburb name along with the city name:

Address number:	6	6
Road name:	Allen Road	Allen Road
Locality name:	Grey Lynn, Auckland	Mount Wellington, Auckland

### 2.2.4 Optional and conditional address components

An assigned address may include the following additional components:

- Unit type*—where assigned for a sub-address site (see Clause 5.10.6).
- Level type and number*—where assigned for a sub-address site in a multi-level building (see Clause 5.11.6).
- Address site name*—building name or descriptive name.
- Postcode*—four digit postcode issued by Australia Post or New Zealand Post.
- Country*

The following is an example of recording an address that includes a building name and a postcode:

Address site name: Australian Museum  
 Address number: 6  
 Road name: College Street  
 Locality name: Sydney  
 State name: New South Wales  
 Postcode: 2000  
 Country: Australia

### **2.2.5 Recording alternative addresses**

The recording of an alternative address (see Clause 5.6) shall enable it to be readily distinguished from the related primary address.

### **2.2.6 Recording sub-addresses**

The recording of a sub-address and the recording of its primary address shall enable them to be readily related to each other.

## **2.3 RECORDING ROAD NAMES**

Every road name shall be recorded in relation to the localities that it passes through.

## **2.4 RECORDING LOCALITY NAMES**

Every locality name shall be recorded in relation to the state/territory within which it is located.

## **2.5 RETENTION OF HISTORICAL ADDRESSING INFORMATION**

Information about an address number, road name or locality name that is obsolete (e.g. where it has been replaced with a new address or name) shall be retained.

Appropriate status information shall also be recorded in such cases to identify the date from which it is no longer current.

The relationship between a new address and any address or addresses that it replaces shall be recorded.

## SECTION 3 LOCALITY DEFINITION AND NAMING

### 3.1 INTRODUCTION

Localities enable addresses to be uniquely identified. Without clearly defined localities there can be uncertainty in an address. In order to achieve the addressing goals and objectives it is vital that locality names and their boundaries are clear and unambiguous.

### 3.2 SELECTION OF LOCALITY NAME

#### 3.2.1 Jurisdictional requirements

The determination of locality names and boundaries shall comply with relevant jurisdictional legislation, policies, and guidelines.

#### 3.2.2 Duplication of locality name

A locality name shall not be duplicated within the country.

A locality name should not be similar in spelling or sound (e.g. Wytmont, Whitmont) to any other locality name within the country.

#### 3.2.3 Dual or alternative locality name

A dual name or alternative name shall not be assigned to a locality.

#### 3.2.4 Indigenous locality names

A locality name derived from an indigenous source should be local to the area and be endorsed by the recognized local indigenous community.

For addressing within indigenous communities, the name of the community should be adopted as a locality name where possible.

Where a locality name is derived from an indigenous language, it shall be supported by evidence to satisfy the naming authority of its authenticity.

#### 3.2.5 Promotional names

A promotional name of a subdivision or development used for marketing purposes shall not be accepted as a substitute for a locality name and shall not be used in an address.

#### 3.2.6 Neighbourhood or regional names for locality

A neighbourhood or regional name shall not be used and is not a substitute for a locality name.

#### 3.2.7 Acceptability of locality name

A locality name shall not be offensive, racist, derogatory or demeaning.

#### 3.2.8 Ease of use of locality name

A locality name should be easily pronounced, spelt, and understood when written or spoken; however, in the case of indigenous languages it is accepted that a traditional name which might appear at first to be complex will, over time, become more familiar and easier to use.

#### 3.2.9 Length of locality name

A locality name should be short.

### 3.3 LOCALITY BOUNDARIES

#### 3.3.1 Clear definition of locality boundary

A locality boundary shall be clearly defined and not overlap another locality boundary.

Locality boundaries shall be contiguous. See example in Figure 3.1.



FIGURE 3.1 DEFINED LOCALITIES

#### 3.3.2 Selection of locality boundaries

The following should be considered when selecting locality boundaries:

- (a) A locality boundary should define a community of interest.
- (b) A locality boundary should not extend beyond local government, state or territory boundaries.
- (c) Definite and distinguishable physical features or barriers should be used where appropriate, e.g. creeks, rivers ridgelines, centrelines of roads, railways.
- (d) A locality boundary, where possible, should not bisect properties in common ownership or land parcels. Some exceptions may apply to large areas, e.g. forest, lakes or national parks.

### 3.4 CHANGING LOCALITY NAMES AND BOUNDARIES

#### 3.4.1 Enduring localities

A locality name and its boundaries are intended to be enduring. They shall be changed only when necessary.

### **3.4.2 Review of localities**

Boundaries of localities in areas that are subject to development should be reviewed and amended where appropriate.

## **3.5 LOCALITY NAMES—DETAILS**

### **3.5.1 Spelling of locality name to match source**

A locality name shall have the same spelling as any associated name from which it is derived (e.g. MacRae Heights, not McRae Heights, where named after Mrs MacRae), subject to the relevant requirements of Clause 3.5.

### **3.5.2 Abbreviation of locality name**

A locality name shall not be abbreviated or contain an abbreviation, initial, or acronym (e.g. 'Mount', not 'Mt'), except that 'St' shall be used for 'Saint'.

### **3.5.3 Definite article in locality name**

A locality name shall not begin with the definite article 'The'.

### **3.5.4 Apostrophe in locality name**

A locality name shall not include the possessive apostrophe. An apostrophe forming part of an eponymous name may be included in a locality name (e.g. O'Connor).

### **3.5.5 Full stop in locality name**

A locality name shall not include a full stop.

### **3.5.6 Characters in locality name**

A locality name shall only use characters from the standard alphabet, although macrons (e.g. ā) are permitted in a Maori name. Diacritical marks (e.g. ä, ç, ó) and special characters (e.g. @, &, !) shall not be used.

### **3.5.7 Hyphens in locality name**

A locality name shall not include a hyphen. Where the name from which the locality name is derived includes a hyphen, it may be replaced with a space.

### **3.5.8 Numerals in locality name**

A locality name shall not contain Arabic or Roman numerals. Where numbers are used they shall be written in full (e.g. Two Bays).

### **3.5.9 Suffixes or prefixes in locality name**

A locality name should avoid the inclusion of qualifying terminology, a cardinal indicator, or a similar prefix or suffix (e.g. Upper, New, North, South). Where such use is unavoidable, the term should only be used as a suffix (e.g. Buxton North, not North Buxton).

## SECTION 4 ROAD DEFINITION AND NAMING

### 4.1 INTRODUCTION

Road names are needed to uniquely and clearly identify roads as well as the related address. The road names themselves need to be clear and unambiguous.

### 4.2 ROAD NAMING

#### 4.2.1 Roads to be named

All formed roads, including private roads, that are generally open to the public or to services shall be named except as set out in Clause 4.2.2. This includes, but is not limited to the following:

- (a) Highways, motorways, and freeways.
- (b) Roads within complexes such as universities, hospitals, and retirement villages. See Figure 4.1 and also Clause 5.5.
- (c) Roads within national parks, forests, etc.
- (d) Pedestrian only roads, such as malls or steps.

NOTE: Naming a road on private land does not mean that the naming authority is accepting responsibility for that road, other than ensuring its name is in terms of this Standard.

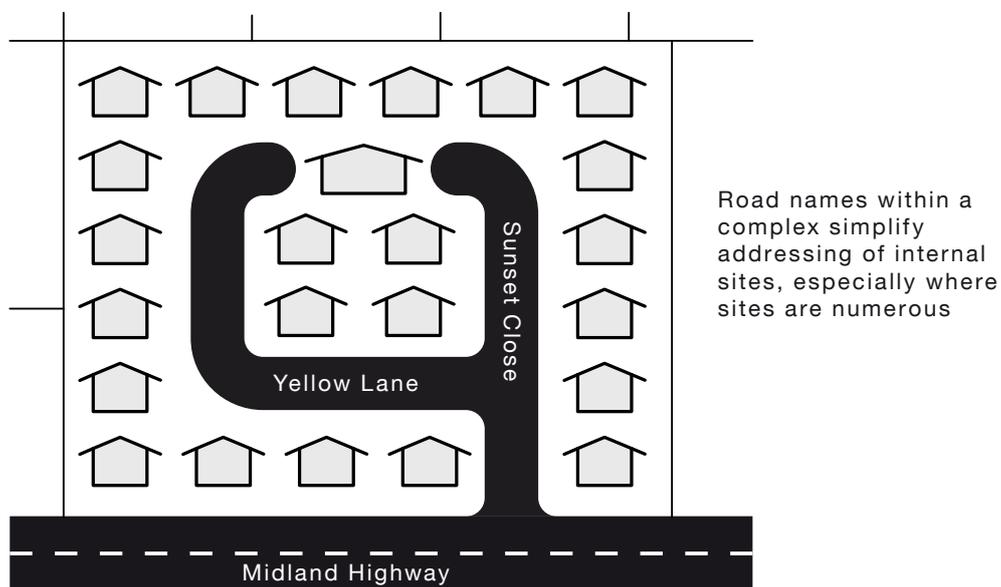


FIGURE 4.1 ROADS NAMED WITHIN PRIVATE (RETIREMENT) COMPLEX

#### 4.2.2 Naming a short road

A short cul-de-sac or private road with five or less address sites\* which is not proposed to be lengthened or have additional address sites need not be separately named. It may be treated as a simple access way (or driveway) and address numbers assigned in terms of the road onto which the cul-de-sac connects. See examples in Figures 4.2 and 4.3.

\* In the case of sub-address sites, only primary addresses need to be considered.

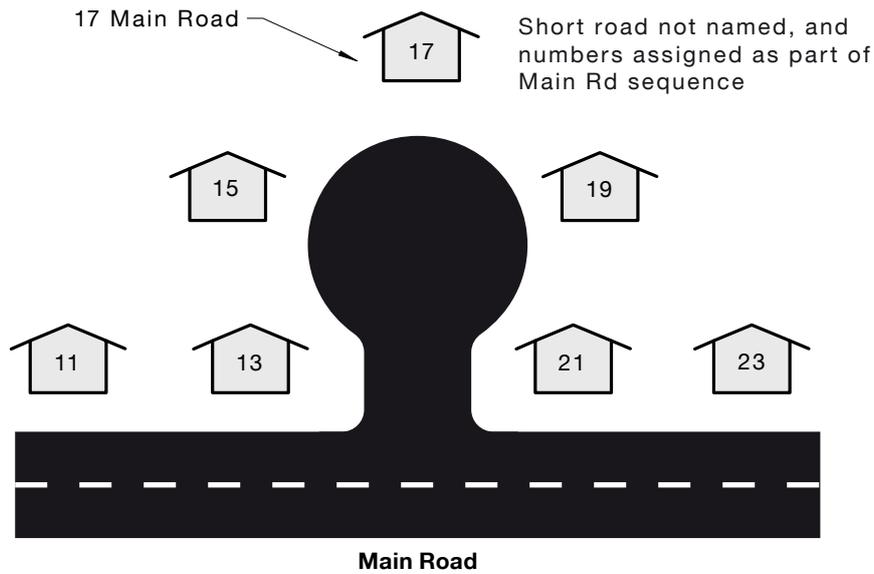


FIGURE 4.2 SHORT CUL-DE-SAC NOT NAMED

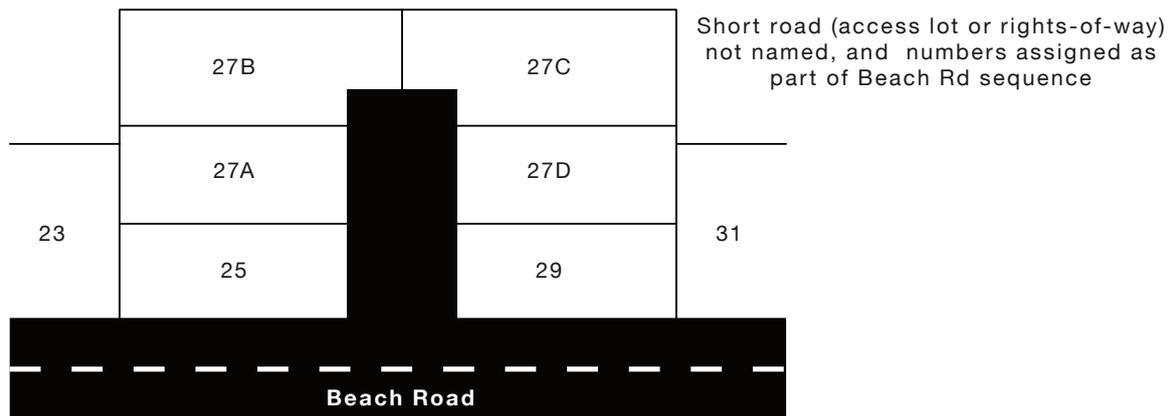


FIGURE 4.3 SHORT PRIVATE ROAD NOT NAMED

**4.2.3 Unformed roads**

Unformed roads (paper roads) should not be named unless a name is required for addressing purposes.

**4.2.4 Contiguous navigable road**

A named road shall include only one section navigable by vehicles. Unconnected navigable sections, such as where separated by an unbridged stream, pedestrian segment, railing, etc. shall be assigned separate road names. See example in Figure 4.4.



### 4.3 ROAD NAME COMPONENTS—ROAD TYPE

Every road name shall consist of a name element followed by a road type. Road names without a type shall not be used (e.g. 'Broadway' is not acceptable).

The road type shall be selected from Appendix A, for Australia, or Appendix B, for New Zealand, as applicable.

The road type shall be chosen to convey the function and characteristics of the road as described in the relevant appendix.

### 4.4 SELECTION OF ROAD NAME

#### 4.4.1 Jurisdictional requirements

A road name shall comply with relevant jurisdictional legislation, policies and guidelines.

#### 4.4.2 Single name for road

A single length of road shall have only one name.

#### 4.4.3 Unofficial names

The use of an unofficial road name is not acceptable. Such a road shall be assigned an official name.

#### 4.4.4 Acceptability of road name

A road name shall not be offensive, racist, derogatory or demeaning.

#### 4.4.5 Ease of use of road name

A road name should be easily pronounced and spelt and be easily understood when written or in conversation; however, in the case of indigenous languages it is accepted that a traditional name which may appear at first to be complex will, over time, become familiar and easy to use within the community.

#### 4.4.6 Names for roads crossing jurisdictions

An unbroken section of road crossing an administrative boundary shall keep the same name. Such boundaries include reservation boundaries (e.g. forests or parks), locality or local government boundaries and state or territory borders. See also Clause 5.9.6.

In such cases the name and extent of the road should be determined through liaison with the relevant neighbouring naming authorities.

#### 4.4.7 Duplication of road name

The name element of a road name, regardless of any difference in the road type, shall not be—

- (a) the same as an existing road name;
- (b) similar in spelling to an existing road name; or
- (c) similar in sound to an existing road name,

where the existing road name is—

- (i) in the same locality; or
- (ii) in an adjoining locality; or
- (iii) in the same local government area.

See also Clause 4.4.6.

Duplication of road names where only the type is different is illustrated in Figure 4.7.

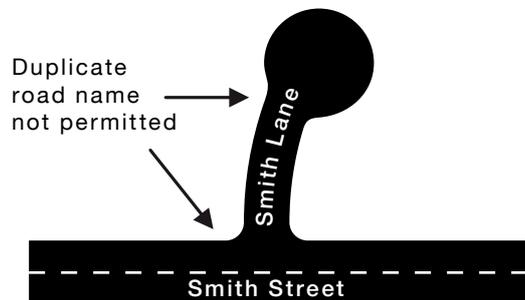


FIGURE 4.7 ROAD NAMES DISTINGUISHED ONLY BY TYPE—NOT PERMITTED

**4.4.8 Indigenous road name**

A road name derived from indigenous sources should be local to the area and endorsed by the recognized local indigenous community. Where a road name is derived from an indigenous language it shall comply with the written form, should one exist.

**4.4.9 Origin–Destination road name**

A road name shall not consist of the conjoined names of places or localities found along or at the ends of the road (e.g. ‘Newtown–Kelston Road’).

**4.4.10 Length of road name**

The length of a road name should be shorter, rather than longer, especially where the road itself is short.

**4.4.11 Road type repetition**

A road type shall not be included in the name part of a road name (e.g. Boulevard Street).

**4.5 ROAD NAMES FOR HIGHWAYS**

A classification such as ‘State Highway’, ‘Scenic Route’ or ‘Tourist Route’ shall not be used as a road name (e.g. ‘State Highway 17’ shall not be used). Such classifications are separate from the road name. A highway shall be named like any other road, noting that the road type ‘Highway’ is acceptable. See example in Figure 4.8.

NOTE: Definition of road types are given in Appendix A for Australia and Appendix B for New Zealand.

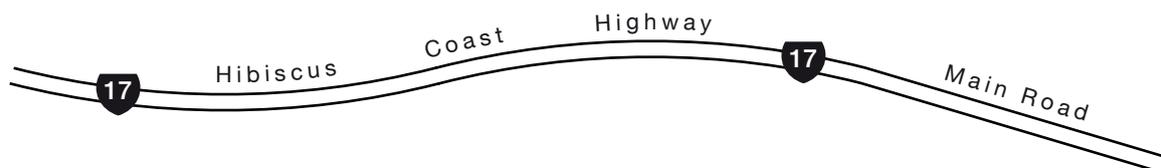


FIGURE 4.8 NAMES ASSIGNED TO NUMBERED HIGHWAY

A section of a classified highway that passes through a town may be given a separate name, provided that each section of road has only one name (see Clause 4.2.4).

## 4.6 CHANGING ROAD NAMES AND EXTENTS

### 4.6.1 Enduring road names

Road names are intended to be enduring, and shall only be changed only when necessary.

### 4.6.2 Names of roads affected by redevelopment

A road extent is sometimes broken into two or more segments by road redesign or redevelopment so that it is no longer continuous. In this case some of the resultant segments shall be renamed to comply with Clause 4.2.4. See example in Figure 4.9. See also Clause 4.5 for highways and Clause 5.4.11 for renumbering.

A cul-de-sac that is developed into an open ended road should have a road type for an open ended road assigned (see Appendix A or Appendix B).

An open ended road that is developed into a cul-de-sac should have a road type for a cul-de-sac assigned (see Appendix A or Appendix B).

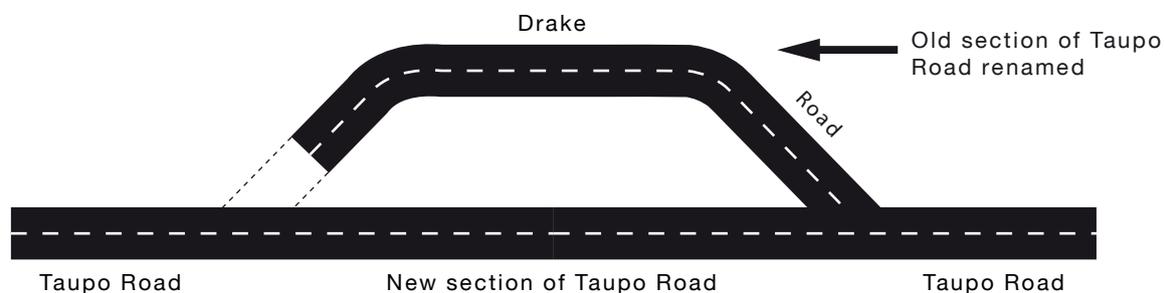


FIGURE 4.9 ROAD RENAMED FOLLOWING REDEVELOPMENT

## 4.7 ROAD NAMES—DETAILS

### 4.7.1 Spelling of road name matching source

A road name shall have the same spelling as any name from which it is derived (e.g. McDonnell and McDonnell Road, and not McDonnell and MacDonnell Road), subject to the relevant requirements of Clause 4.7.

### 4.7.2 Abbreviation of road name

A road name shall not be abbreviated or contain an abbreviation, initial, or acronym (e.g. 'Mount', not 'Mt') except that 'St' shall be used for 'Saint' (see also Clause 4.7.6).

### 4.7.3 Definite article in road name

The definite article 'The' shall not be used as the sole name element of a road name (e.g. it is not acceptable to name a road 'The Avenue').

### 4.7.4 Preposition in road name

A road name should not include a preposition (e.g. Avenue of the Allies).

### 4.7.5 Apostrophe in road name

A road name shall not include a possessive apostrophe (e.g. St Georges Terrace, not St George's Terrace). Apostrophes forming part of an eponymous name may be included (e.g. O'Connor Road).

### 4.7.6 Full stop in road name

A road name shall not include a full stop.

#### **4.7.7 Characters in road name**

A road name shall only use characters from the standard alphabet, although macrons (e.g. ā) are permitted for a Maori name. Diacritical marks (e.g. ä, ç, ó) and special characters (e.g. @, &, !) shall not be used.

#### **4.7.8 Hyphens in road name**

A road name shall not include a hyphen. Where the name from which the road name is being derived includes a hyphen, it may be replaced with a space.

#### **4.7.9 Numerals in road name**

A road name shall not contain Arabic numerals (e.g. '3' or '4th') or Roman numerals. Where numbers are used they shall be written in full (e.g. Fifth Avenue, Ten Mile Road).

#### **4.7.10 Suffixes, prefixes, and directional indicators in road name**

A road name shall not include qualifying terminology, a cardinal indicator, or a similar prefix (e.g. Upper, New, North, South) unless the road name is derived from a name which includes it.

A directional or similar device shall not be used as a suffix to uniquely define road extremities (e.g. White Road East and White Road West).

## SECTION 5 ADDRESS NUMBER ASSIGNMENT

### 5.1 INTRODUCTION

This Section sets out requirements for the assignment of the address number for an address site.

That number, when used in conjunction with the other address components such as the road name and locality, needs to uniquely and clearly identify each address site and enable it to be readily located. Address numbers are also used to help locate access points to an address site, particularly in rural areas.

The form of the address number is also crucial in enabling an address site to be readily locatable by emergency service responders and service delivery providers.

### 5.2 URBAN VERSUS RURAL ADDRESSING

Most of the provisions for address numbering apply regardless of whether the area is urban or rural. These provisions are specified in Clauses 5.3 to 5.7, 5.10, and 5.11; however, some significant differences do apply to each, and these are specified in Clause 5.8 (urban) and Clause 5.9 (rural). The addressing authority shall determine the appropriate application of either urban or rural numbering for each address site.

### 5.3 APPLICATION OF ADDRESS NUMBERING

#### 5.3.1 Address sites to be numbered

An address number shall be assigned to each separately owned or occupied area of land, and each separately owned or occupied building or part of a building for purposes such as—

- (a) residential;
- (b) commercial;
- (c) industrial;
- (d) educational; and
- (e) farming.

An address number shall be assigned to—

- (i) hospitals;
- (ii) places of worship;
- (iii) railway stations; and
- (iv) sports facilities.

NOTE: The above list is not exhaustive.

An address number may be assigned to—

- (A) utility sites (e.g. substations, toilets, pumping stations);
- (B) parks;
- (C) machinery sheds;
- (D) stockyards;
- (E) rest stops on highways; and
- (F) monuments.

NOTE: The above list is not exhaustive.

**5.3.2 Unofficial address numbers**

The use of an unofficial address number is not acceptable. Such an address site shall be assigned an official address number.

**5.3.3 Timing of address number assignment**

Address numbers shall be assigned prior to occupation and as early as practicable in the development process.

**5.4 SELECTION OF ADDRESS NUMBERS**

**5.4.1 Address number based on access**

Address numbers shall be assigned according to the location of the point of access to the address site. This is particularly important where that access point is not on the parcel frontage (e.g. due to the topography). See examples in Figure 5.1 and Figure 5.2.

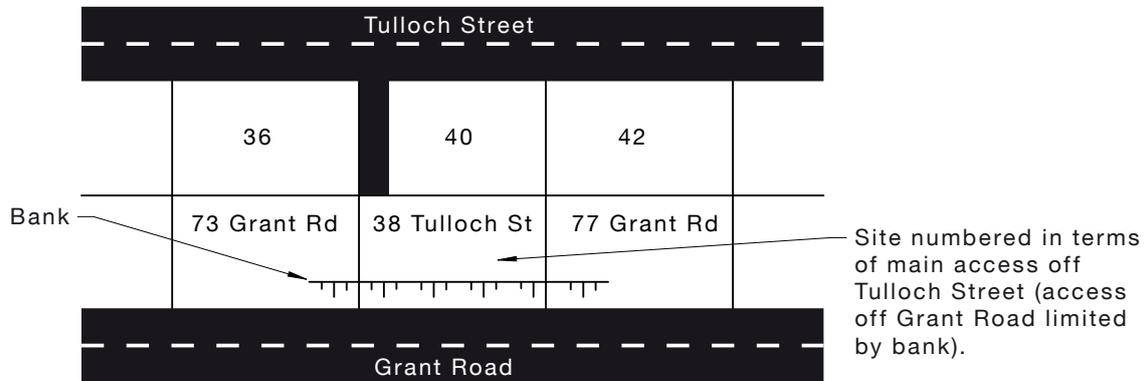


FIGURE 5.1 NUMBERING RELATIVE TO ACCESS POINT AND NOT LEGAL FRONTAGE

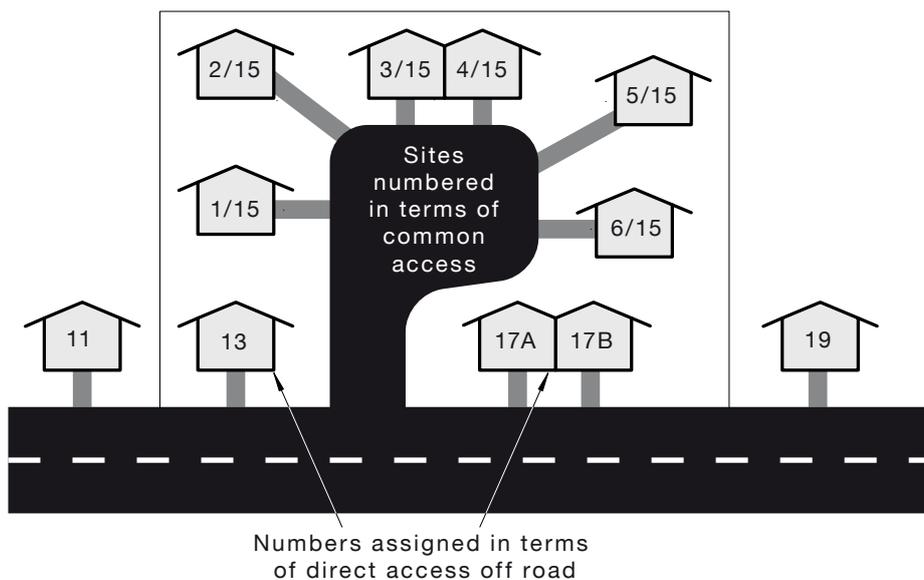


FIGURE 5.2 NUMBERING RELATIVE TO ACCESS POINT IN UNIT DEVELOPMENT

**5.4.2 Unique address**

Address numbers, when used in combination with their associated address components (see Section 2), shall result in a unique address.

**5.4.3 Clear and logical address**

Address numbers shall be clear, logical and unambiguous.

**5.4.4 Address numbers sequential**

Address numbering shall be sequential, ranging from lowest to highest.

**5.4.5 Address number integers**

Address numbers shall be positive integers (no zero, preceding zero, fractions or decimals).

**5.4.6 Address number prefixes**

A primary address number shall not include preceding alphabetical characters.

**5.4.7 Addressing on each side of a road**

Primary address sites on the left side of the road shall be numbered from ‘1’ at the datum point (see Clause 5.7) and increase sequentially using odd numbers. Primary address sites on the right side of the road shall be numbered from ‘2’ at the datum point and increase sequentially using even numbers, as shown in Figure 5.3. This also applies to a cul-de-sac, as shown in Figure 5.4.

Where the opposite convention has been used throughout a defined area, it may continue to be used, provided it does not extend beyond that area.

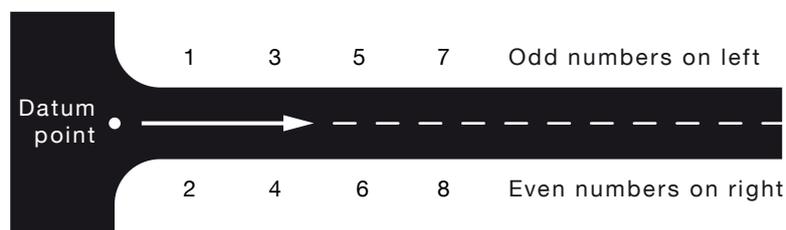


FIGURE 5.3 ODD NUMBERS ON LEFT AND EVEN NUMBERS ON RIGHT

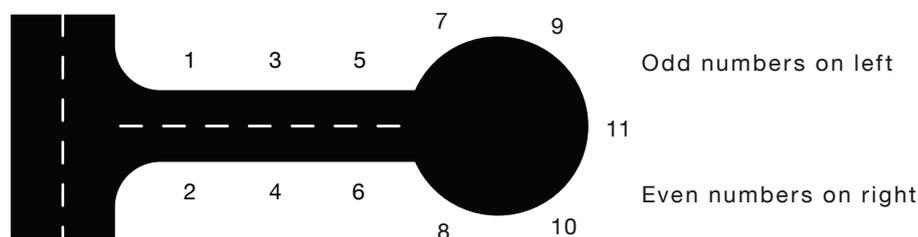


FIGURE 5.4 NUMBERING AROUND A CUL-DE-SAC

**5.4.8 Numbers unavailable—Use of suffixes**

Where there are no address numbers available for an address site due to existing allocations, alpha suffixes shall be assigned; with the exception that address sites that share access should be treated as sub-address sites (see Clause 5.10).

Alpha suffixes shall start at A, be assigned incrementally, and shall not extend beyond E. The physical order of suffixes should be in the same direction as the numbering of addresses on the road, as shown in Figure 5.5 or away from the main access, as shown in Figure 5.6.

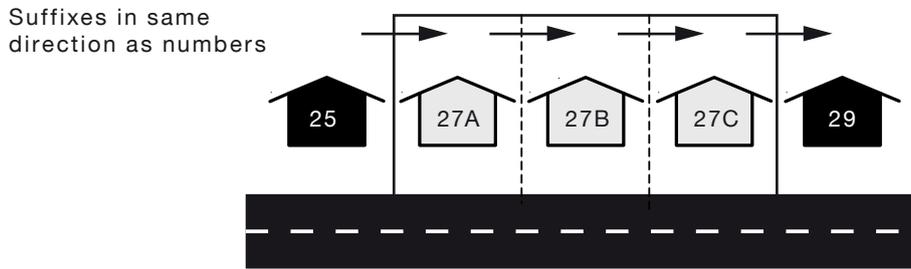


FIGURE 5.5 PHYSICAL ORDER OF SUFFIXES SAME AS NUMBERS

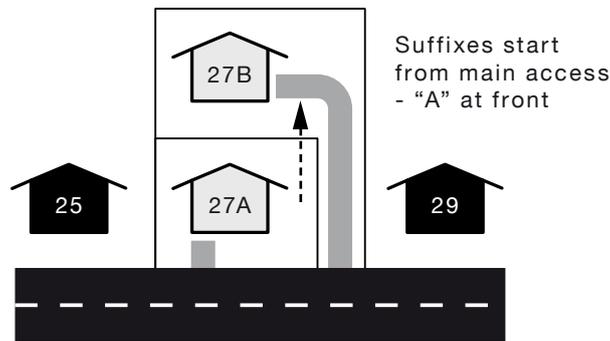


FIGURE 5.6 PHYSICAL ORDER OF SUFFIXES AWAY FROM ACCESS

Where there are more than five address sites, separate address numbers, in terms of the road, shall be assigned. Adjacent address sites should be renumbered as necessary. Suffixes may be applied to adjacent address sites to help minimize the extent of the renumbering.

The suffixes shall be assigned to every address site that uses the base number. However, an address site that is already using the base number on its own may retain the number provided it is in order, as shown in Figures 5.7 and 5.8 or is using number 1 or 2, as shown in Figure 5.9.

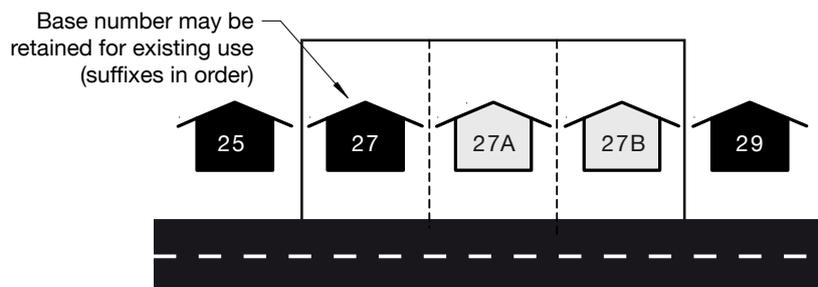


FIGURE 5.7 EXISTING NUMBER IN ORDER RETAINED

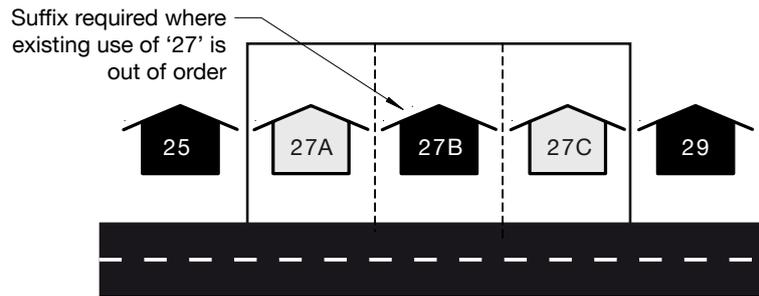


FIGURE 5.8 SUFFIX APPLIED TO EXISTING NUMBER OUT OF ORDER

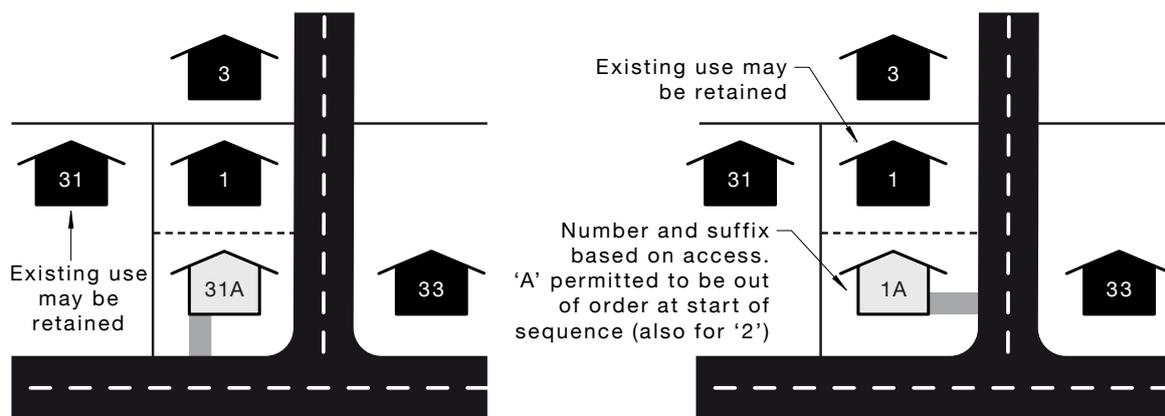


FIGURE 5.9 EXAMPLES OF SUFFIXES APPLIED TO CORNER SITES

The following example illustrates how an address number that includes a suffix should be recorded:

Address number: 27C  
 Road name: Oxford Street  
 Locality name: Paddington  
 State name: New South Wales

**5.4.9 Address number ranges**

A number range (e.g. 22–28) shall not be assigned as an address number.

NOTE: For reserving non-assigned numbers for future use, see Clause 5.8.2.

**5.4.10 Lot numbers**

A lot number that is not in terms of this Standard shall not be assigned as an address number. Instead, a rural or urban address number shall be assigned.

**5.4.11 Numbering on roads affected by redevelopment**

Where a road has been renamed as a result of redesign or redevelopment (see Clause 4.6.2) address sites shall be renumbered in accordance with this Standard. See example in Figure 5.10.

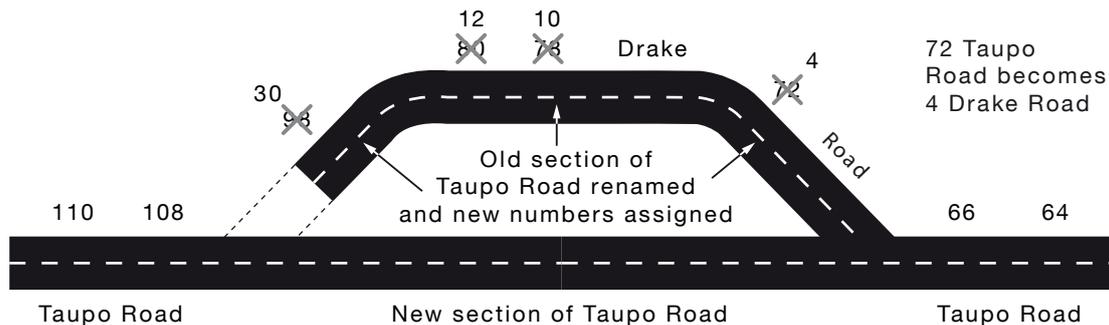


FIGURE 5.10 ROAD RENAMED AND RENUMBERED FOLLOWING REDEVELOPMENT

**5.5 ONE ROAD NAME FOR ADDRESSES IN A COMPLEX**

An address shall not include more than one road name (see also Clause 4.2.1). See Figure 5.11.

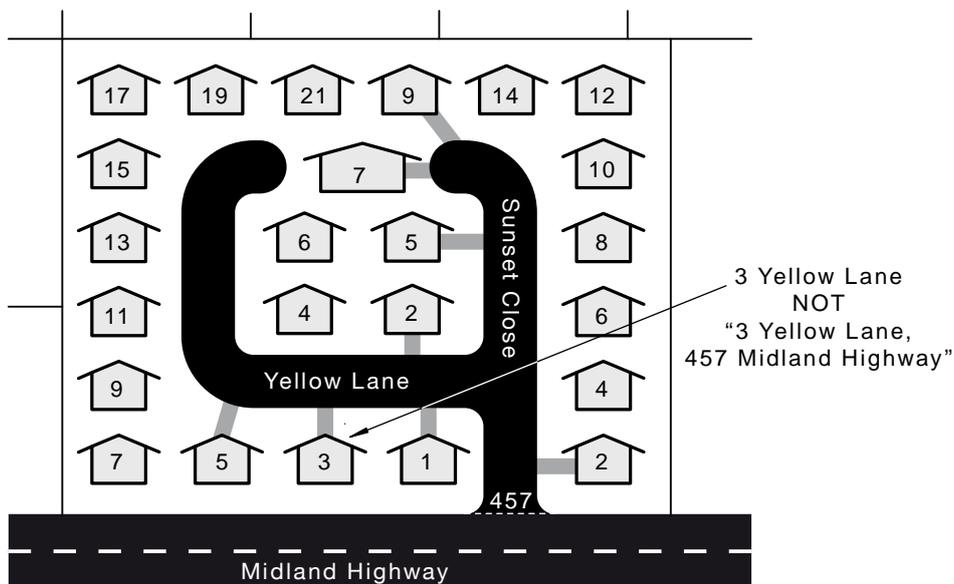


FIGURE 5.11 ADDRESSING INTERNAL ROADS IN A COMPLEX

**5.6 ALTERNATIVE ADDRESSES**

**5.6.1 Alternative addresses for primary address site**

In addition to its main address, a primary address site may be assigned one or more alternative addresses where it has more than one access point. Examples include:

- (a) A corner site that has an access point on two roads.
- (b) A site that has dual frontage or a separate access lane.
- (c) A large site that has more than one access point on the same road.
- (d) A large complex that occupies an entire block with multiple access points.

**5.6.2 Alternative addresses on sub-address sites**

A sub-address site (see Clause 5.10) shall be assigned only one address. It shall not be assigned an alternative address. Based on the access, the sub-address may be in terms of

either its primary address or an alternative address for its primary address site. See Figure 5.12.

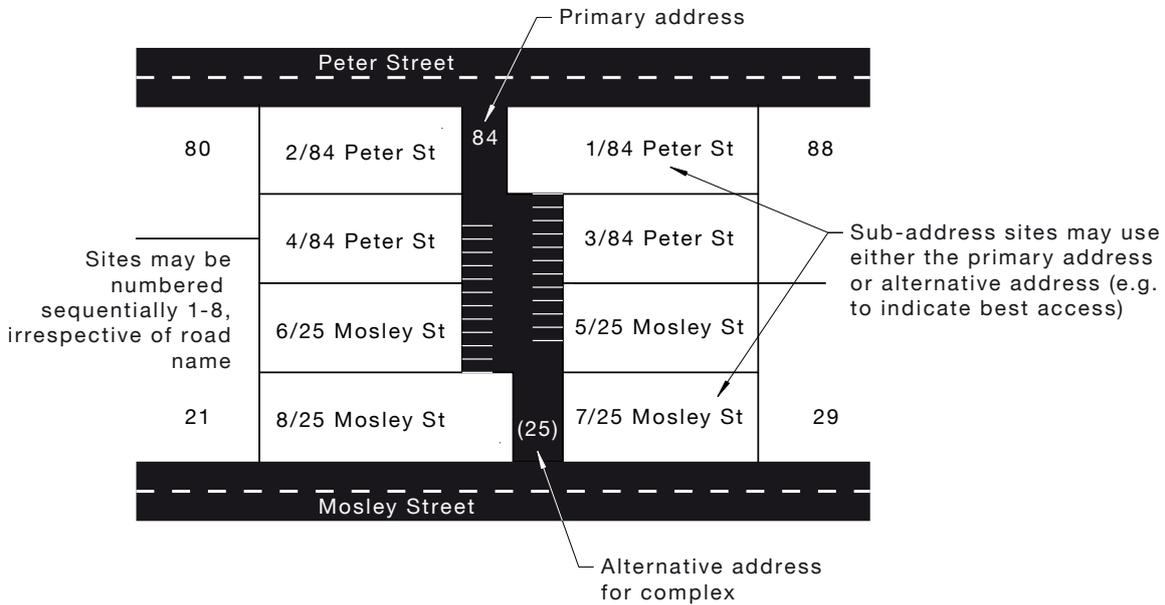


FIGURE 5.12 ALTERNATIVE ADDRESS IN COMPLEX

**5.7 SELECTION OF DATUM POINT**

The datum point for address numbering should be at the commencement of the road from where access to that road is most common, or is planned to occur. For major roads, the datum point should commence at the capital city, major city or town end and should be consistent throughout a locality(ies). An existing application that is at variance with this approach should take precedence.

In a staged development, address numbers for the early stages should be assigned in terms of the complete development and should be reserved for later stages where necessary. See example in Figure 5.13.

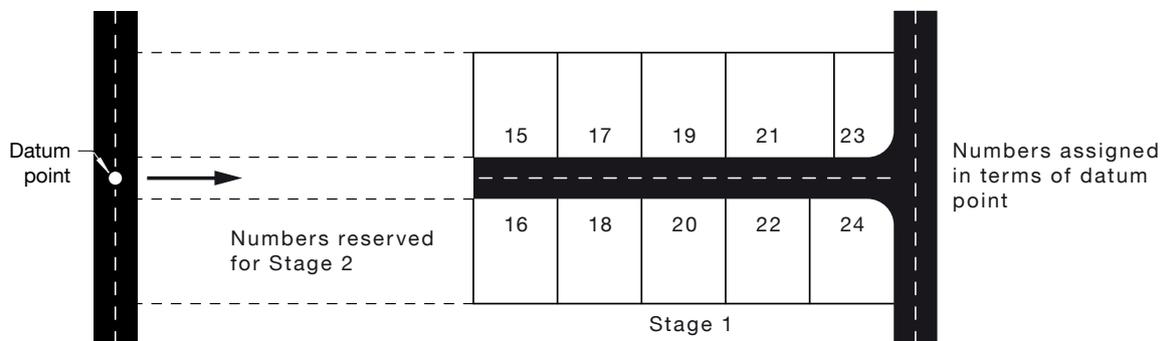


FIGURE 5.13 SELECTION OF DATUM POINT IN STAGED DEVELOPMENT

Address numbering shall continue from the datum point for the entire length of a named road, even when it continues through more than one locality or local government area.

The datum point need not be changed when the most common access to the road is changed (e.g. on conversion to one way traffic flow).

**5.8 URBAN NUMBERING ASSIGNMENT**

**5.8.1 Urban numbering method**

In urban areas, address site numbers shall be assigned sequentially according to existing and planned address sites (see also Clause 5.4.1).

**5.8.2 Reserving numbers**

Additional numbers should be reserved for an address site with an abnormally wide frontage or where there is potential for infill development. The assigned number should be based on the likely layout of any future development. See example in Figure 5.14.

For reserving numbers in a staged development see Clause 5.7.

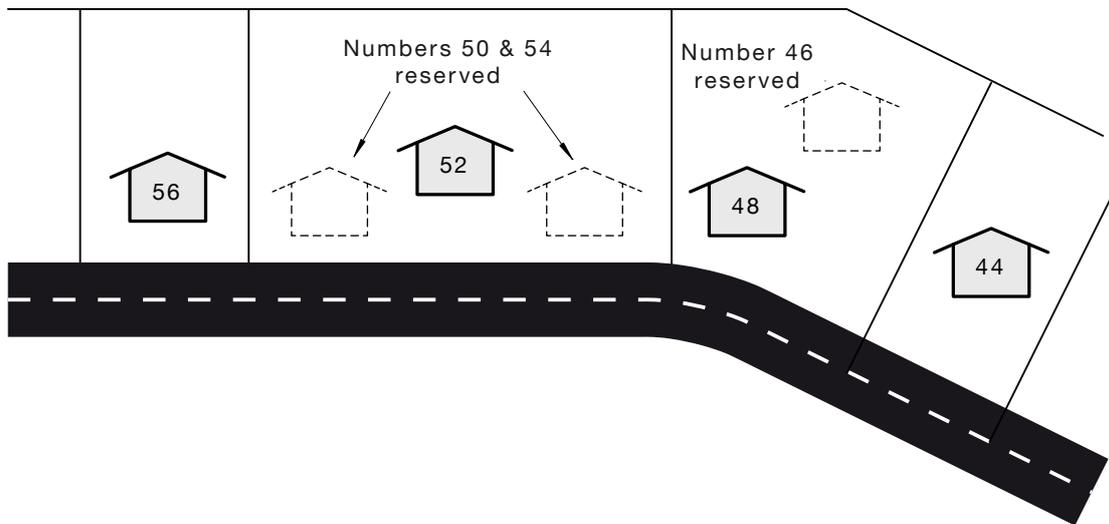


FIGURE 5.14 NUMBERS RESERVED FOR FUTURE DEVELOPMENT

**5.8.3 Numbering a corner site**

An address site on a corner shall be given an address number on the road with the main access point, in accordance with this Standard. An address number on the other road shall be reserved for that site to allow for future development unless it is assigned as an alternative address (see Clause 5.6). See example in Figure 5.15.

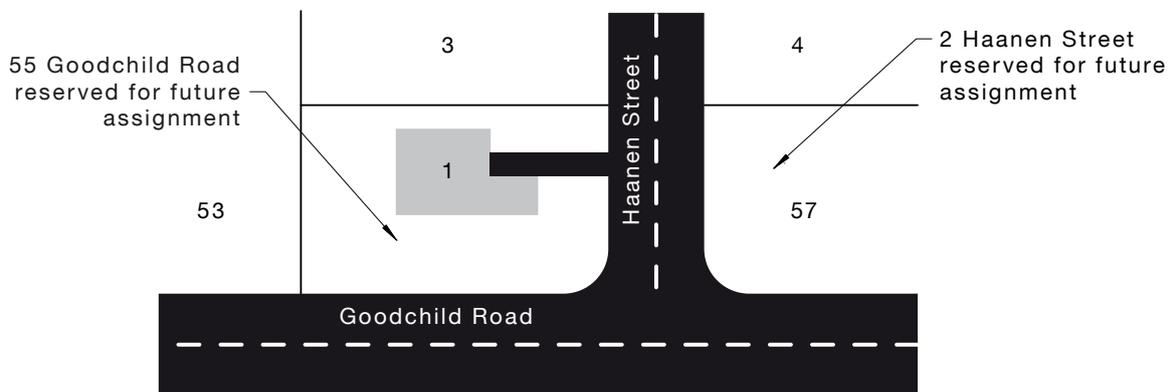
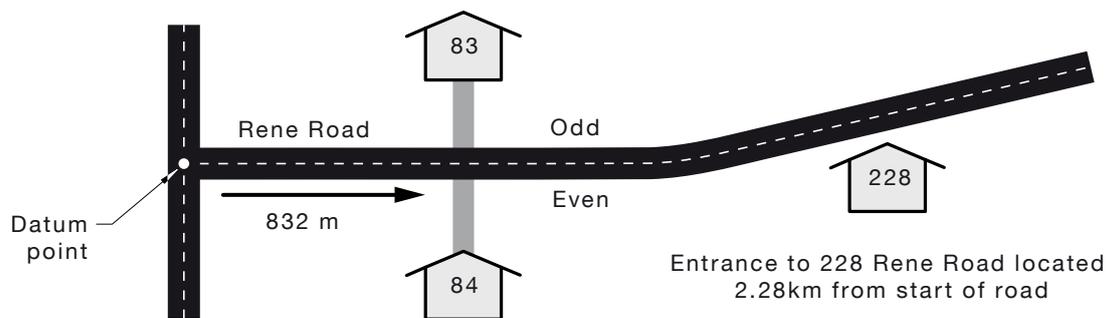


FIGURE 5.15 NUMBER ON CORNER SITE RESERVED FOR FUTURE USE

### 5.9 RURAL NUMBERING ASSIGNMENT

#### 5.9.1 Distance-based address numbering method

The primary address site number in a rural area shall be determined by dividing the distance (in metres) from the datum point to the access point by 10, then rounding to the nearest odd number on the left side of the road, or even number on the right side. See example in Figure 5.16.



NOTE: Using this method a unique number is available for each 20 m on each side of the road.

FIGURE 5.16 RURAL DISTANCE-BASED NUMBERING METHOD

#### 5.9.2 Rural address site without access point

Where a rural address site does not have an access point, a rural number within the range determined by the rural numbering method (see Clause 5.9.1) may be assigned. If an access point is subsequently created, a new rural number should be assigned to replace the previous number. The distance criteria may be varied subject to maintaining the overall integrity of the rural numbering method.

#### 5.9.3 Address sites with narrow frontage or shared access

Where there are access points for multiple address sites within or across the minimum step intervals of 20 m, the distance criteria may be varied subject to maintaining the overall integrity of the rural numbering system. Alternatively, suffixes may be added in accordance with Clause 5.4.8. See example in Figure 5.17.

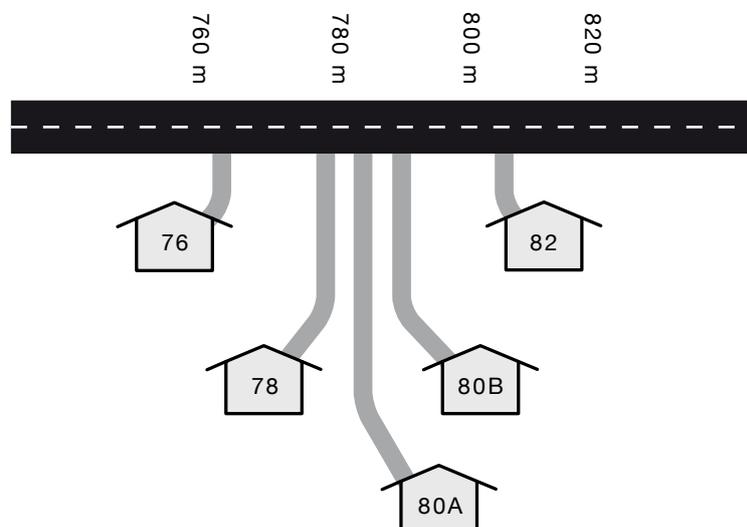


FIGURE 5.17 RURAL ADDRESSING FOR NARROW FRONTAGE

**5.9.4 Address numbers on very long roads**

Where the length of a major road or highway requires primary address numbers to exceed 5 digits (i.e. the road is over 1000 km long), the address numbering shall be restarted at a different datum point, preferably located at a suitable town, natural feature or major intersection. The direction of numbering shall be the same.

**5.9.5 Numbering in rural areas affected by urban development**

Where an area of rural numbering becomes urban, any previously assigned rural numbers should be retained if the requirements relating to number assignment can be maintained. New numbers may be assigned between those numbers. See example in Figure 5.18.

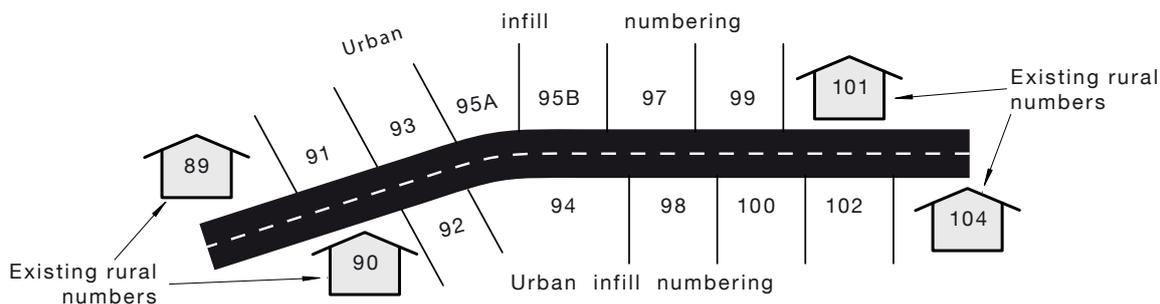


FIGURE 5.18 INFILL NUMBERING IN RURAL AREAS

**5.9.6 Numbering on highways crossing rural and urban areas**

The following apply to highways crossing rural and urban areas:

- (a) If the road name is the same for rural and urban sections of a highway, the rural numbering method (see Clause 5.9.1) shall be applied throughout but may be varied as necessary in an urban area. See example in Figure 5.19.

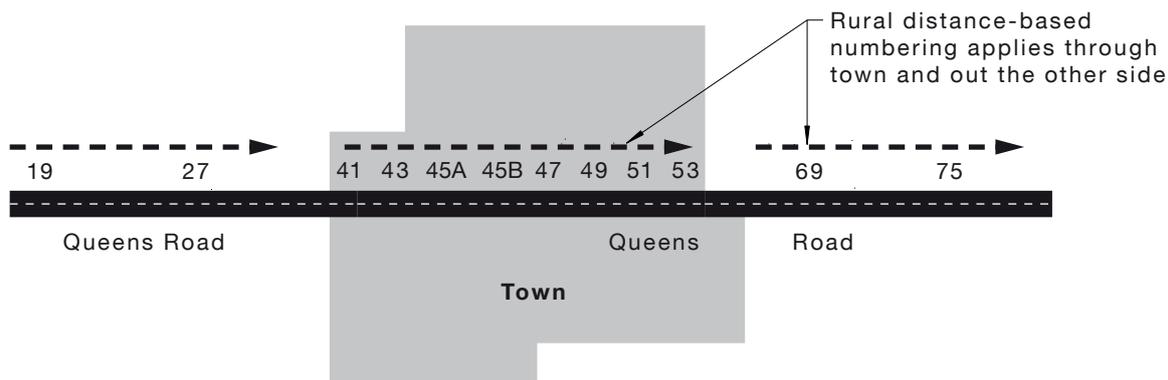


FIGURE 5.19 NUMBERING ON ROAD THAT IS BOTH URBAN AND RURAL

- (b) If one or more sections of a highway is assigned a separate name (such as in an urban area), numbering shall be in terms of the extent of that named road. See example in Figure 5.20.
- (c) Where the extent of a road name for part of a highway is broken by a section of highway with another name (see Clause 4.5), the distance used to determine a rural number shall include any applicable section with the different name. See example in Figure 5.20.

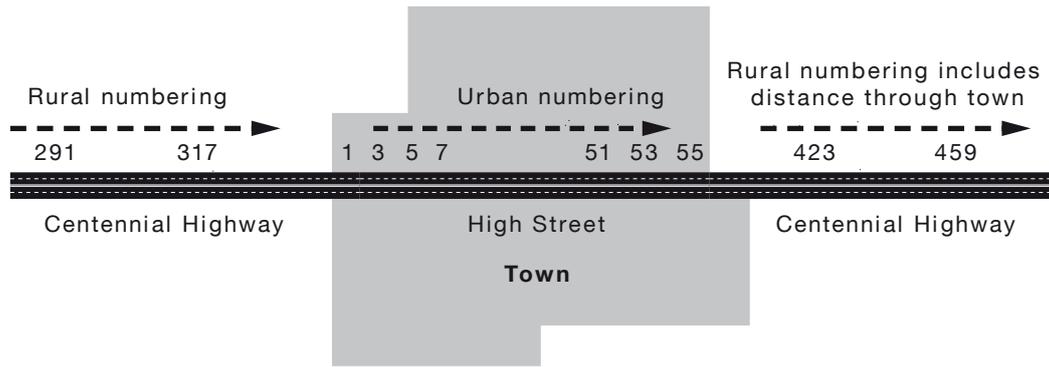


FIGURE 5.20 NUMBERING ON RURAL ROAD BROKEN BY SECTION OF URBAN ROAD

**5.10 SUB-ADDRESSING**

**5.10.1 Application of sub-addressing**

Sub-address numbering shall be used for address sites that are contained within a primary address site, e.g. an apartment building, block of flats, or marina. See example in Figure 5.21.

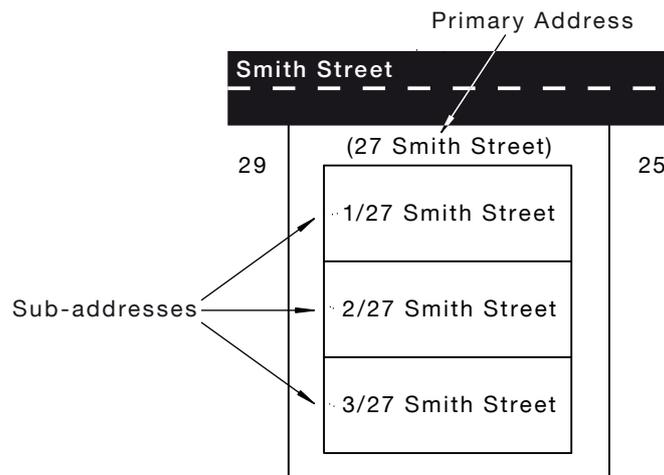


FIGURE 5.21 SIMPLE EXAMPLE OF SUB-ADDRESS SYSTEM

**5.10.2 Address number structure for sub-address site**

The address number for a sub-address site shall consist of the sub-address number followed by the number of the primary address site, or in some cases the alternative address number, (see Clause 5.6.2). The address number shall not consist of the primary address number on its own). Examples are given in Figures 5.22 and 5.23.

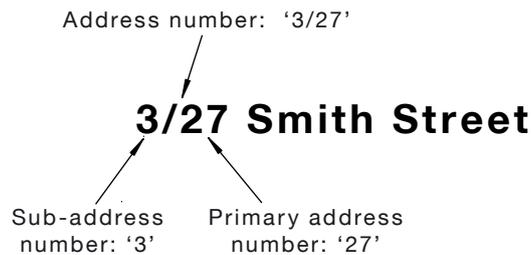


FIGURE 5.22 STRUCTURE OF ADDRESS NUMBER FOR SUB-ADDRESS

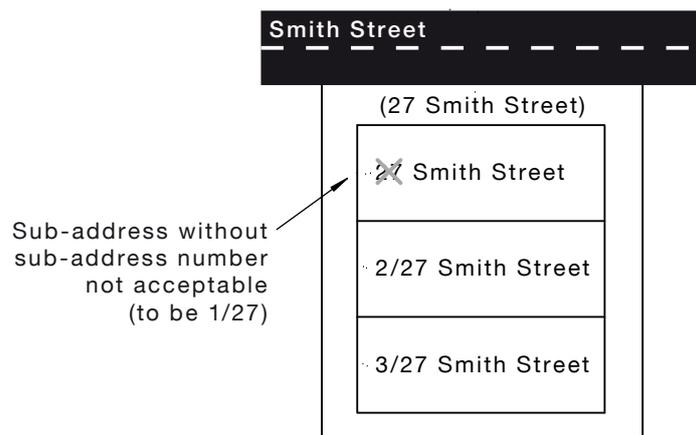


FIGURE 5.23 SUB-ADDRESS TO INCLUDE SUB-ADDRESS NUMBER

The following example illustrates how a number for a sub-address site should be recorded:

Address number: 3/27  
 Road name: Smith Street  
 Locality name: Perth  
 State name: Western Australia

**5.10.3 Sub-address number ranges**

A number range (e.g. 22–28/27 Smith St) shall not be assigned as a sub-address number.

**5.10.4 Address number for primary address site**

An address number shall be assigned to the primary address site that contains the sub-address sites.

**5.10.5 Selection of sub-address number**

The following apply when numbering sub-addresses:

- (a) Sub-address numbers shall be assigned in a logical sequence.
- (b) Sub-address numbers within a primary address site shall be unique, regardless of the type of the address site. See example in Figure 5.24.
- (c) Sub-address numbers shall be positive integers (no zero, leading zero, fractions or decimals) except where alpha characters are used in accordance with Clause 5.11.

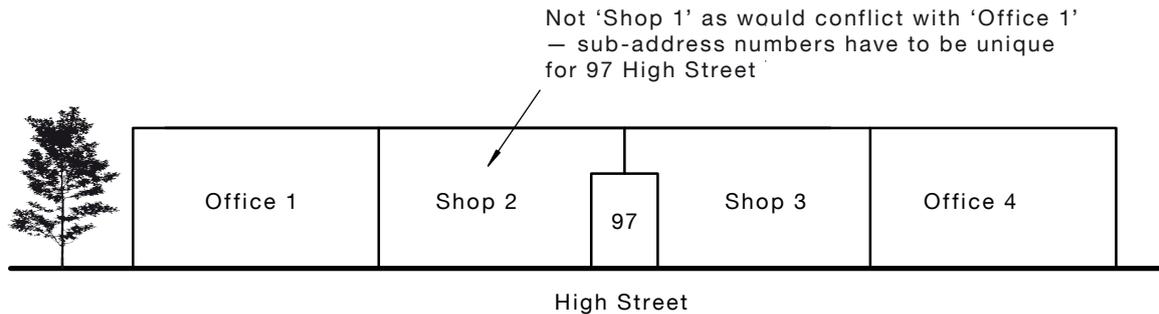


FIGURE 5.24 UNIQUE SUB-ADDRESS NUMBERS, REGARDLESS OF TYPE

### 5.10.6 Type of sub-address

A type may be assigned to a sub-address as appropriate (e.g. 'Unit', 'Flat', 'Shop').

The following is an example of the recording of a unit type:

Unit type:            Shop  
 Address number:    2/97  
 Road name:          High Street  
 Locality name:      Melbourne  
 State name:          Victoria

## 5.11 SUB-ADDRESSING A MULTI LEVEL SITE

### 5.11.1 Introduction

The intention of this Clause (5.11) is to enable sub-addresses on a multi-level site to be recorded and presented in as simple a form as possible.

### 5.11.2 Multi-level sub-address numbering method

Except where an address site covers one or more levels (see Clause 5.11.6), sub-address numbers in multi-level buildings shall be made up of two parts. The leading part shall consist of one or more alphanumeric characters and shall represent the level. The last two digits shall be the number of the address site on that level. See example in Figure 5.25.

#### NOTES:

- 1 Multi-level refers to buildings of more than 2 levels.
- 2 The system is commonly used in hotels.

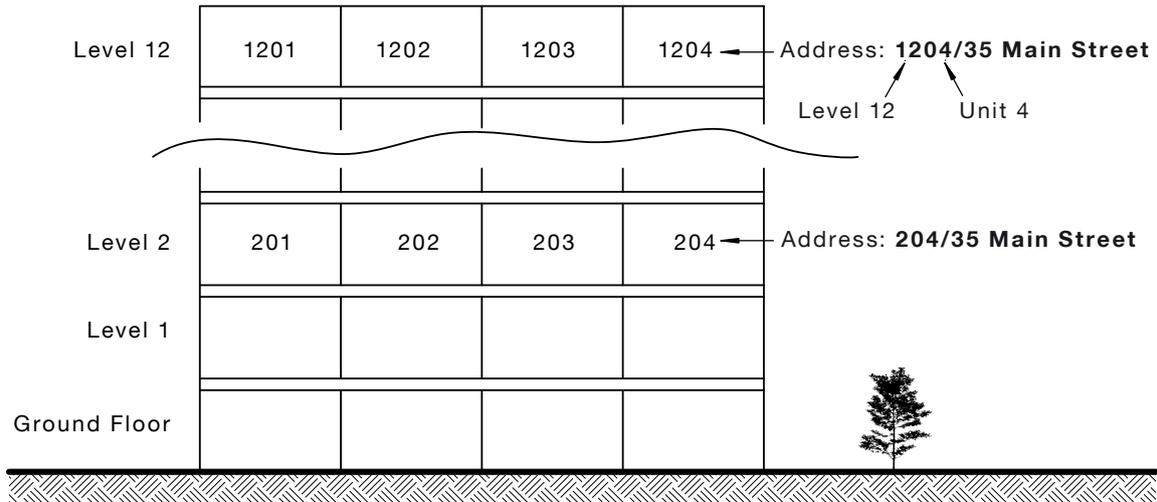


FIGURE 5.25 SUB-ADDRESS NUMBERING METHOD FOR MULTI-LEVEL BUILDING

**5.11.3 Selection of sub-address number on each level**

The last two digits in the sub-address number shall be unique on that level. Those digits shall be allocated in a logical sequence to each address site.

A zero shall be interposed in the numbering of the first nine address sites on each level for clarity (e.g. for level 2 unit 7, the number shall be 207 (not 27)).

**5.11.4 Selection of the level part of the sub-address number**

The level part of the sub-address number will normally be the number of the level (e.g. 207 is on level 2).

A level type code may be used in appropriate cases, such as ‘ground’, ‘mezzanine’ or ‘basement’ level. The appropriate level type code shall be selected from Table 5.1. See example in Figure 5.26.

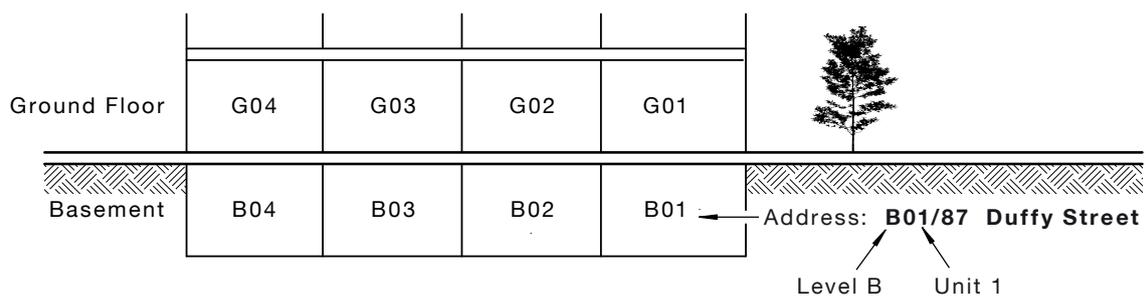


FIGURE 5.26 LEVEL CODES IN SUB-ADDRESS NUMBER

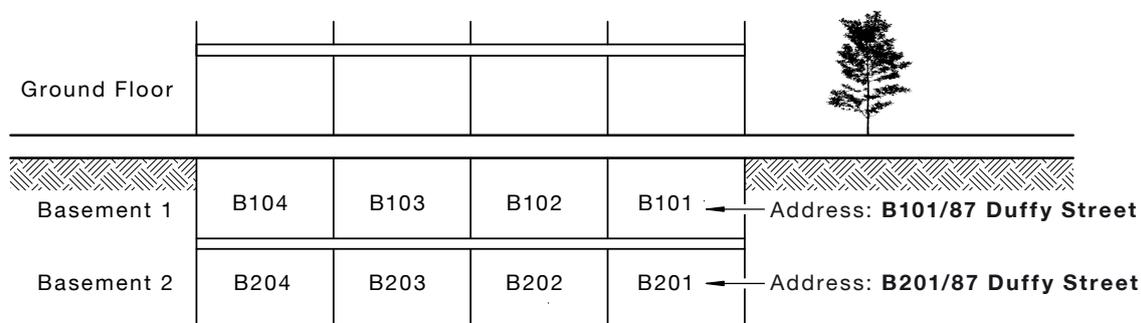
The following example illustrates how such a sub-address number should be recorded:

- Address number: B02/87
- Road name: Duffy Street
- Locality name: Brisbane
- State name: Queensland

**TABLE 5.1  
LEVEL TYPES AND CODES**

Level Type	Code	Description
Basement	B	A storey of a building, usually below ground level. The substructure or foundation of a building.
Floor	n/a	An area with a room or set of rooms comprising a single level of a multilevel building. A storey or level of a building.
Ground	G	The floor of a building at or nearest ground level.
Level	n/a	A storey of a multi-level building.
Lower Ground	LG	The lower entrance level where a building has entrances on two different ground levels, or a level that is below ground level.
Mezzanine	M	An intermediate floor between main floors of a building.
Observation Deck	OD	Area allocated for scenic viewing, usually at or near the highest levels of a building.
Parking	P	Floor assigned for car parking; usually below ground level.
Podium	PD	A construction used to raise other elements of a building above its surroundings.
Rooftop	RT	Uppermost level of a building.
Upper Ground	UG	The higher entrance level where a building has entrances on two different ground levels.

Where there are multiple levels for a particular level type, the level type code and a number may be used in combination. See example in Figure 5.27.



**FIGURE 5.27 SUB-ADDRESS LEVEL NUMBERING WHERE LEVEL TYPE REPEATED**

Level numbers shall increase with height unless the levels are below ground, in which case they shall increase with depth (e.g. level B3 is below level B2).

The ground floor should be assigned ‘G’, and should not be assigned ‘0’ or ‘1’.

**5.11.5 Sub-address for entire level**

An address site that occupies one entire level should be assigned a sub-address number as if it is the first address site on that level (e.g. for level 8, the sub-address number would be 801). Alternatively, the level type and number may be assigned, as specified in Clause 5.11.6.

### 5.11.6 Level type and number assignment

Where the address site occupies multiple levels and one of these levels is being used to identify the site, the address should include the level type and its number (see also Clause 2.2.4). The level type shall be selected from Table 5.1.

The following is an example of recording a sub-address that is a level:

Level type and number:	Level 8
Address number:	27
Road name:	Flinders Street
Locality name:	Adelaide
State name:	South Australia

Where a sub-address number within a level is assigned in accordance with Clauses 5.11.2 to 5.11.5, the level type and number may also be separately assigned in conjunction with the sub-address number. If assigned, the level type shall be selected from Table 5.1.

The following is an example of the recording of the level information for a sub-address number in a multi-level building:

Level type and number:	Level 3
Address number:	306/27
Road name:	Flinders Street
Locality name:	Adelaide
State name:	South Australia

### 5.11.7 Levels with large numbers of sub-addresses

Where there are insufficient numbers available for all the address sites on a level (e.g. for car parks in a large car parking building), alternative logical numbering methods may be applied provided the sub-address numbers are unique and unambiguous.

NOTE: Using the method described in Clause 5.11.2, a maximum of 99 address sites can be accommodated on a level, as the numbering is limited to 2 digits (from 01 to 99).

## SECTION 6 WATER ADDRESS ASSIGNMENT

### 6.1 APPLICATION OF WATER ADDRESS NUMBERING

Water address numbering shall be applied to those address sites that are only accessible by water. Address sites that are accessible by both water and by roads that are navigable by vehicles shall be given normal road-based addresses, including where there are only a few roads on an island.

A pier or wharf that meets the above criteria may also be assigned a water address number, especially if it includes berths.

### 6.2 NAME OF WATER FEATURE OR ISLAND

Water addresses shall use the name of the relevant water feature or island (e.g the name of the river, island, or inlet). The name shall be acceptable to the applicable naming authority.

NOTE: The name of the water feature or island takes the place of the road name component of the address [see Clause 2.2.2(b)].

### 6.3 WATER ADDRESS NUMBERING—GENERAL

Water address numbers shall be assigned as for rural-based numbering with the distance from the datum point to the address site being measured along the shoreline of the water body (see Clause 5.9.1).

### 6.4 NUMBERING FOR RIVER OR CREEK ADDRESSES

Where the address sites are on a river or creek, the numbering shall increase upstream from a suitable datum point (e.g. the mouth or confluence of the river).

The number shall be determined by dividing the distance (in metres) from the datum point by 10, then rounding to the nearest odd number on the true right and to the nearest even number on the true left. See example in Figure 6.1.

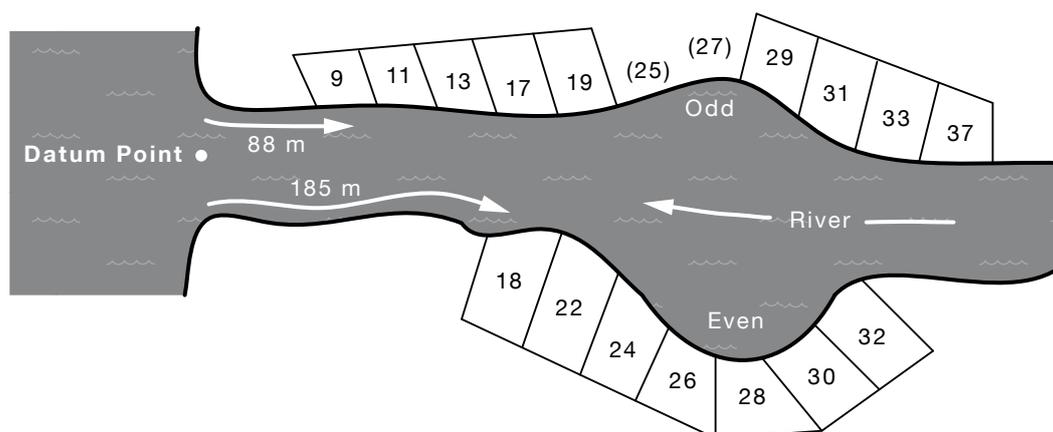


FIGURE 6.1 NUMBERING ON A RIVER

The following is an example of recording an address number on a river:

Address number: 29  
 Water name: Patonga Creek  
 Locality name: Patonga  
 State name: New South Wales

**6.5 NUMBERING FOR ISLAND ADDRESSES**

Address numbering on an island shall commence at a suitable datum point and be applied in a sequential clockwise pattern. Selection of the datum point should allow for future address sites, and consideration should be given to the possibility of the largest number being adjacent to the lowest (based on complete circling of the island).

The number shall be determined by dividing the distance (in metres) from the datum point by 10, then rounding to the nearest whole number. See example in Figure 6.2.

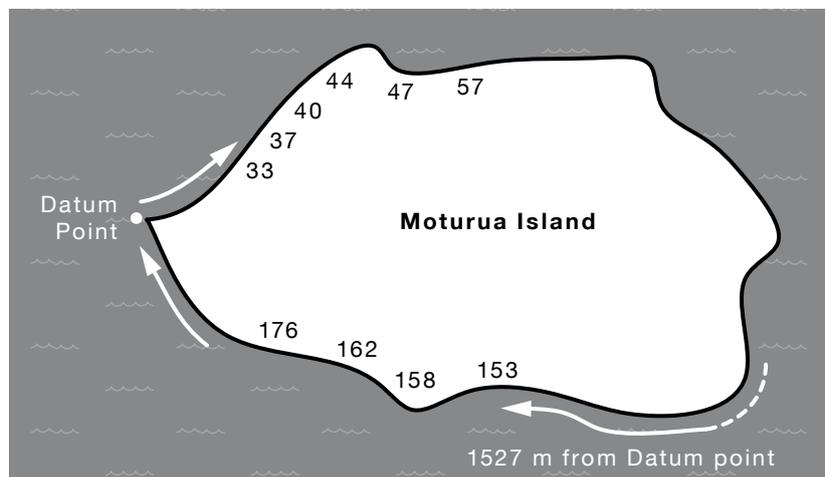


FIGURE 6.2 NUMBERING ON AN ISLAND

The following is an example of recording an address number on an island:

Address number: 57  
 Water name: Moturua Island  
 Locality name: Bay of Islands

**6.6 NUMBERING FOR INLET OR BAY ADDRESSES**

Address numbering for an inlet or bay shall commence at an appropriate datum point at one end of the inlet or bay.

The number shall be determined by dividing the distance (in metres) from the datum point by 10, then rounding to the nearest whole number. See example in Figure 6.3.

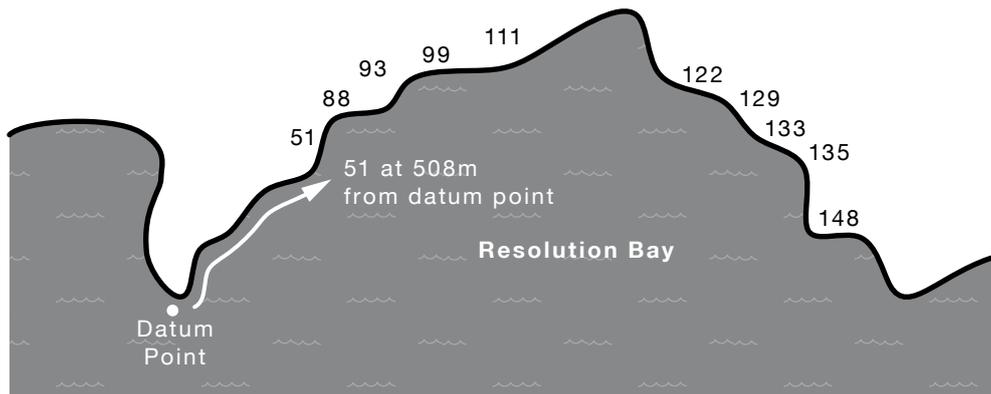


FIGURE 6.3 NUMBERING ON AN INLET OR BAY

The following is an example of recording an address number in a bay:

Address number: 122  
Water name: Resolution Bay  
Locality name: Marlborough  
Country name: New Zealand

SECTION 7 MAPPING AND GEOCODING

7.1 MAPPING ADDRESSES

7.1.1 Address geocodes

The following requirements apply when geocoding:

- (a) All primary addresses, including those with sub-addresses, shall be given individual geocodes.
- (b) Every sub-address shall be assigned an individual geocode. See Figure 7.1 and Figure 7.2. Where this is not practical the sub-address shall share the geocode for the related primary address (e.g. in a multi-storey apartment building). See Figure 7.3.

NOTE: The recorded relationship between a sub-address and its primary address (see Clause 2.2.6) and the geocoding of those addresses should enable every address to be identified through a spatial search, and every textual address to be spatially located.

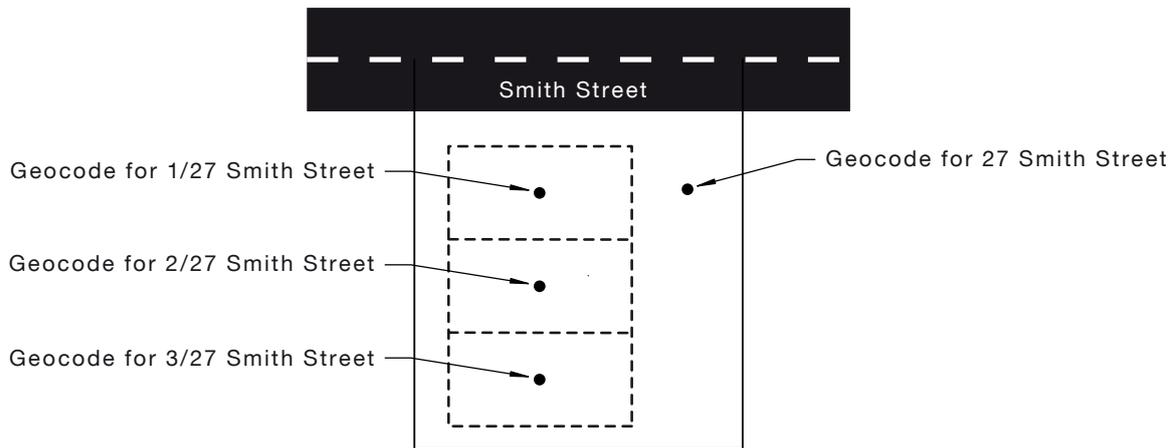


FIGURE 7.1 GEOCODES FOR SUB-ADDRESSES

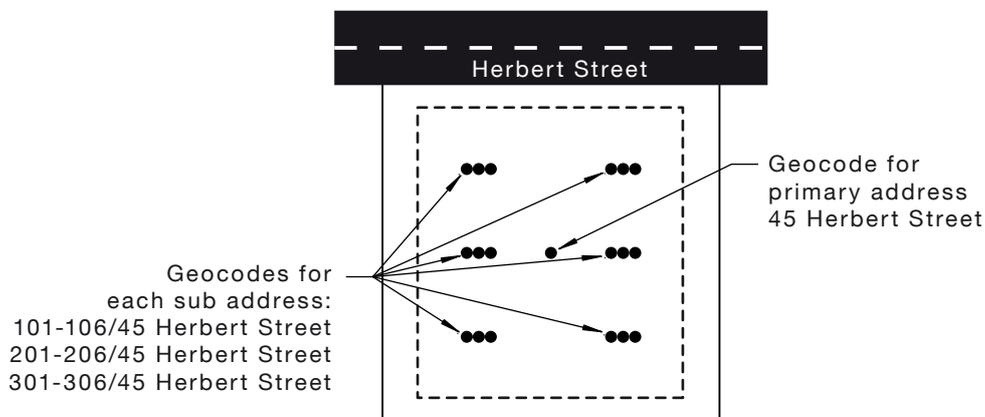


FIGURE 7.2 INDIVIDUAL GEOCODES FOR SUB-ADDRESSES IN A MULTI-LEVEL BUILDING

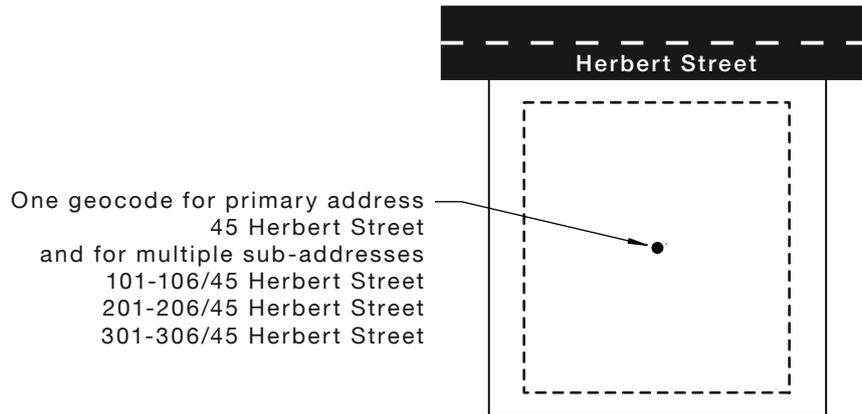


FIGURE 7.3 SHARED GEOCODE FOR SUB-ADDRESSES IN A MULTI-LEVEL BUILDING

- (c) The coordinates of the geocode shall represent the physical location of the address site and shall be referenced to a feature type.

NOTE: Some jurisdictions will require specific geocode feature types to be used.

- (d) Feature types shall be as set out in Table 7.1. If a feature type is used and is not listed in Table 7.1, its name and description shall be recorded.

NOTE: An address may have more than one geocode. See example in Figure 7.4.

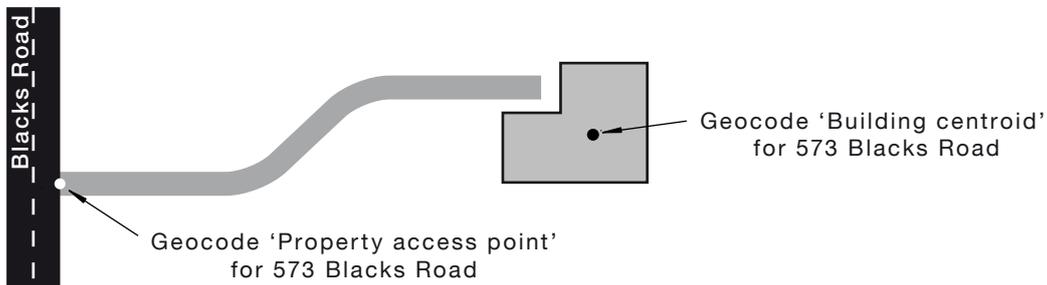


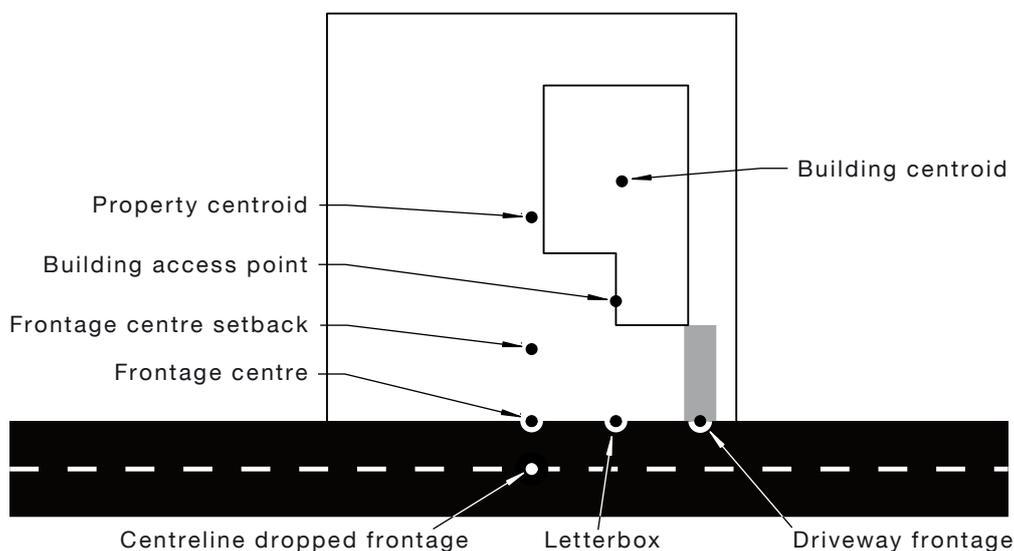
FIGURE 7.4 SINGLE ADDRESS WITH MULTIPLE GEOCODES

**TABLE 2**  
**GEOCODE FEATURE TYPES AND DESCRIPTIONS**

<b>Geocode feature type</b>	<b>Description</b>
Building access point	Point of access to the building
Building centroid	Point as centre of building and lying within its bounds (e.g. for U-shaped building).
Centre-line dropped frontage	A point on the road centre-line opposite the centre of the road frontage of an address site
Driveway frontage	Centre of driveway on address site frontage
Emergency access	Specific building or property access point for emergency services
Emergency access secondary	Specific building or property secondary access point for emergency services
Front door access	Front door of building
Frontage centre	Point on the centre of the address site frontage
Frontage centre setback	A point set back from the centre of the road frontage within an address site.
Letterbox	Place where mail is deposited.
Property access point	Access point (centre of) at the road frontage of the property
Property access point setback	A point set back from the (centre of the) access point at the road frontage of the property.
Property centroid	Point of centre of parcels making up a property and lying within its boundaries (e.g. for L-shaped property).
Unit centroid	Point at centre of unit and lying within its bounds (e.g. for U-shaped unit).
[service type] connection point	The utility connection point (e.g. box, or underground chamber). 'Service type' to be specified (e.g. water, electricity, gas, telephone)
[service type] meter	The utility meter (e.g. box, or underground chamber). 'Service type' to be specified (e.g. water, electricity, gas, telephone)

Example:

An illustrated example of location of geocode feature types is shown in Figure 7.5.



FIGURES 7.5 EXAMPLES OF LOCATION OF GEOCODE FEATURE TYPES

### 7.1.2 Geocode accuracy

The accuracy of the geocode in relation to the true position as defined by the selected geocode feature type, should be (at the 95% confidence level)\*:

- (a) 5 m in urban areas. See example in Figure 7.6.
- (b) 10 m in other areas.

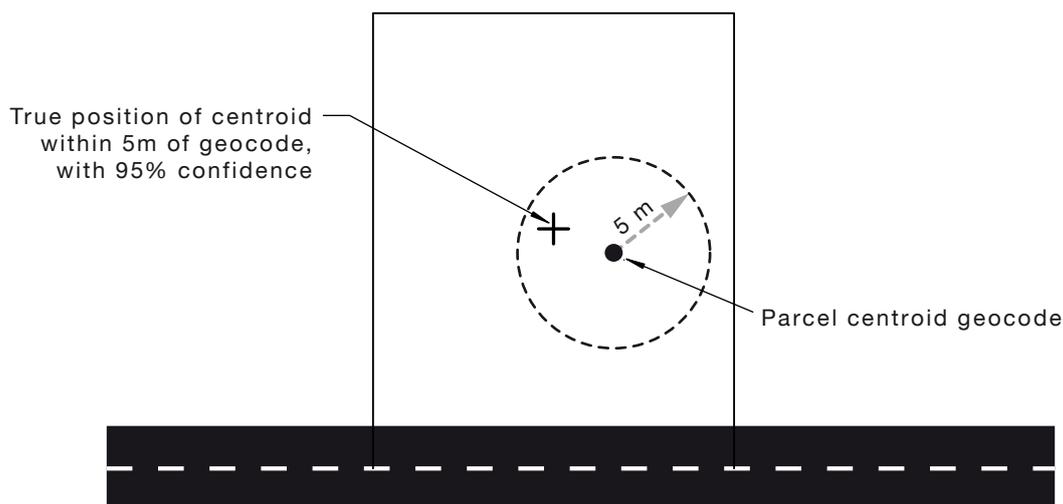


FIGURE 7.6 ACCURACY OF GEOCODE—URBAN AREAS

The actual accuracy of a geocode should also be recorded.

\* See *Australian Map and Spatial Data Horizontal Accuracy Standard*, published by ICSM.  
 Agenda Ordinary Council Meeting, 15 December 2015

## **7.2 MAPPING ROADS**

The extent of each named road shall be mapped using a centre-line.

When displaying road names on maps, any abbreviation of the road type shall be in accordance with Appendix A for Australia, or Appendix B for New Zealand.

## **7.3 MAPPING LOCALITIES**

The extent of each named locality shall be mapped.

## **7.4 MAPPING PROJECTION AND DATUM**

All coordinates, whether for geocodes, road centre-lines or localities, shall be expressed in terms of either a geodetic datum or a projection related to a geodetic datum. These should be the official datum or projection applicable in the jurisdiction or country.

The datum or projection that is used shall be recorded.

## S E C T I O N 8 S I G N A G E

### 8.1 INTRODUCTION

Signage is required to enable members of the public to readily identify and locate address sites on the ground. Signage also helps ensure that the assigned address numbers, road names, and locality names become accepted and are used by the community.

### 8.2 LOCALITY NAME SIGNS

Locality name signage should be prominently displayed at significant boundary interfaces, particularly where traffic commonly enters the locality.

The locality name should be shown in full and should not be unduly abbreviated.

Physical aspects of a locality name sign shall conform to any applicable Standards.

NOTE: For street name signs, see AS 1742.5.

### 8.3 ROAD NAME SIGNS

#### 8.3.1 Road name display

A road name sign shall be placed to clearly identify the road to which the name applies.

Signs that identify each of the named roads shall be placed at every road intersection. This includes named private roads, access ways, tracks, and pedestrian only roads.

Additional signage information may be displayed for a private road to indicate that it is private or has restricted access.

#### 8.3.2 Display of road name on sign

The road name shall be shown in full (see Clauses 4.7.2 and 4.7.9), with the following exceptions:

- (a) The road type may be abbreviated in accordance with Appendix A for Australia, or Appendix B for New Zealand.
- (b) 'Mount' may be abbreviated to 'Mt' but only where necessary to keep the length of the sign manageable.

A road name sign should be easy to read, including at night, and its physical aspects shall comply with any applicable Standard.

NOTE: For street name signs, see AS 1742.5.

#### 8.3.3 Number ranges on road name signs

Road name signs should include the applicable address number range or ranges. The number range may be omitted for a short road.

The road signage should clearly relate a number range to the applicable road segment. This may be through the use of indicator arrows, a sign in the shape of an arrow, or by mounting one end of the sign on a pole. See example in Figure 8.1.

NOTE: Two sets of number ranges may need to be displayed where a road extends in different directions, such as at a 'T' intersection or cross-road. To ensure clarity, it may be appropriate to use two separate signs, either on a single post or on separate posts.

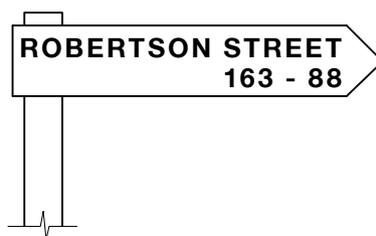


FIGURE 8.1 EXAMPLE OF ROAD SIGN SHOWING DIRECTION AND NUMBER RANGE

### 8.3.4 Extent of number ranges on sign

The numbers used in the range should relate to numbers on both sides of the applicable road segment, not just the side on which the sign is located.

The order of the numbers displayed on the sign shall be aligned with the physical order of those numbers on the ground.

NOTE: The order of the numbers as read (left to right) will be reversed on the other side of the sign. See example in Figure 8.2.

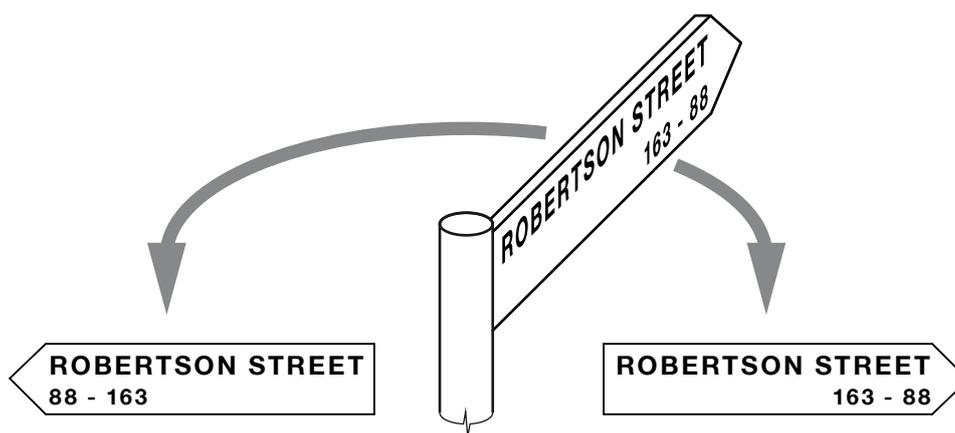


FIGURE 8.2 NUMBER RANGES REVERSED ON OTHER SIDE OF SIGN

## 8.4 ADDRESS SITE NUMBER SIGNS

### 8.4.1 Address number display

Address number signage shall be displayed for every occupied address site. This applies to all urban, rural, commercial, CBD, and industrial address sites, as well as those accessed by water.

NOTE: Most addressing authorities have the power to promulgate bylaws that require property owners to display address numbers.

The placement and display of an assigned address number shall clearly identify the applicable address site so that it is unambiguous and is clearly legible from where the site would normally be accessed.

In the case of a sub-address site the full number, including the primary address number, should be clearly indicated, e.g. for 'Unit 1, 58 Jeff Street' the '58' should also be displayed.

The display of a number on a road that is different to the road that the number relates to shall be accompanied by its road name.

#### **8.4.2 Display of additional address information**

An address number sign may include other address components, such as the road name, water feature name, or building name.

APPENDIX A  
ROAD TYPES—AUSTRALIA

(Normative)

The road type shall be selected from those specified as suitable for open ended roads, culs-de-sac, or pedestrian only roads (see Clauses 4.3, 4.6.2, 7.2 and 8.3.2(a)).

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Ally	Usually narrow roadway in cities or towns, often through city blocks or squares.	✓	✓	
Approach	App	Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)	✓		
Arcade	Arc	Passage having an arched roof, or any covered passageway, especially one with shops along the sides.			✓
Avenue	Av	Broad roadway, usually planted on each side with trees.	✓		
Boardwalk	Bwlk	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.			✓
Boulevard	Bvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	✓		
Break	Brk	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Bypass	Bypa	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.	✓		
Chase	Ch	Roadway leading down to a valley.	✓	✓	
Circuit	Cct	Roadway enclosing an area.	✓		
Close	Cl	Short, enclosed roadway.		✓	
Concourse	Con	Roadway that runs around a central area (e.g. public open space or commercial area).	✓		
Court	Ct	Short, enclosed roadway.		✓	
Crescent	Cr	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.	✓		
Crest	Crst	Roadway running along the top or summit of a hill.	✓	✓	
Drive	Dr	Wide thoroughfare allowing a steady flow of traffic without many cross-streets.	✓		
Entrance	Ent	Roadway connecting other roads.	✓		
Esplanade	Esp	Level roadway, often along the seaside, lake or a river.	✓		

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Firetrail	Ftrl	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Freeway	Fwy	Express, multi-lane highway, with limited or controlled access.	✓		
Glade	Glde	Roadway usually in a valley of trees.	✓	✓	
Grange	Gra	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	✓		
Grove	Gr	Roadway that features a group of trees standing together.	✓	✓	
Highway	Hwy	Main road or thoroughfare, a main route.	✓		
Lane	Lane	Narrow way between walls, buildings or a narrow country or city roadway.	✓	✓	
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		
Mall	Mall	Sheltered walk, promenade or shopping precinct.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public promenade or roadway that has good pedestrian facilities along the side.	✓		
Parkway	Pwy	Roadway through parklands or an open grassland area.	✓		
Passage	Psge	Narrow street for pedestrians.			✓
Path	Path	Roadway used only for pedestrian traffic.			✓
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Plaza	Plza	Roadway enclosing the four sides of an area forming a market place or open space.		✓	
Promenade	Prom	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	✓		
Quays	Qys	Roadway leading to a landing place alongside or projecting into water.	✓		
Ramp	Ramp	Access road to and from highways and freeways.	✓		
Retreat	Rtt	Roadway forming a place of seclusion.		✓	
Ridge	Rdge	Roadway along the top of a hill.	✓		
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open way or public passage primarily for vehicles.	✓		
Square	Sq	Roadway bounding the four sides of an area to be used as an open space or a group of buildings.	✓	✓	
Steps	Stps	Route consisting mainly of steps.			✓

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Street	St	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.	✓		
Subway	Sbwy	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			✓
Terrace	Tce	Roadway usually with houses on either side raised above the road level.	✓	✓	
Track	Trk	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement.	✓		
Trail	Trl	See 'Track'.			
View	View	Roadway commanding a wide panoramic view across surrounding areas.	✓	✓	
Vista	Vsta	Roadway with a view or outlook.	✓	✓	
Walk	Walk	Thoroughfare with restricted access used mainly by pedestrians.			✓
Way	Way	Roadway affording passage from one place to another. Usually not as straight as an avenue or street.	✓		
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓

APPENDIX B  
ROAD TYPES—NEW ZEALAND

(Normative)

The road type shall be selected from those specified as suitable for either open ended roads, culs-de-sac, or pedestrian only roads, as applicable (see Clauses 4.3, 4.6.2, 7.2 and 8.3.2(a)).

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or towns.	✓	✓	
Arcade	Arc	Covered walkway with shops along the sides.			✓
Avenue	Ave	Broad roadway, usually planted on each side with trees.	✓		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	✓		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	✓	✓	
Close	Cl	Short enclosed roadway.		✓	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		✓	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	✓		
Drive	Dr	Wide main roadway without many cross-streets.	✓		
Esplanade	Esp	Level roadway along the seaside, lake, or a river.	✓		
Glade	Gld	Roadway usually in a valley of trees.	✓	✓	
Green	Grn	Roadway often leading to a grassed public recreation area.		✓	
Grove	Grv	Roadway that features a group of trees standing together.		✓	
Highway	Hwy	Main thoroughfare between major destinations.	✓		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	✓	✓	✓
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		
Mall	Mall	Wide walkway, usually with shops along the sides.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	✓		
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Promenade	Prom	Wide flat walkway, usually along the water's edge.			✓
Quay	Qy	Roadway alongside or projecting into water.	✓	✓	
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open roadway primarily for vehicles.	✓		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	✓	✓	
Steps	Stps	Walkway consisting mainly of steps.			✓
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	✓		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	✓	✓	
Track	Trk	Walkway in natural setting.			✓
Walk	Walk	Thoroughfare for pedestrians.			✓
Way	Way	Short enclosed roadway.		✓	✓
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓

APPENDIX C  
 JURISDICTIONAL AGENCIES RESPONSIBLE FOR CUSTODIANSHIP OF  
 ADDRESS DATA

(Informative)

Australian Capital Territory	<p>Regulation &amp; Services            Environment &amp; Sustainable Development            GPO Box 1908            CANBERRA ACT 2601</p> <p>Telephone: (02) 6207 1923            Email: ACTPLA_Customer_Services@act.gov.au            www.actpla.act.gov.au</p>
New South Wales	<p>Land and Property Information NSW            PO Box 143            BATHURST NSW 2795</p> <p>Telephone: (02) 6332 8200            Facsimile: (02) 6331 8095            Email: addressissues@lpi.nsw.gov.au            www.lpi.nsw.gov.au</p>
New Zealand	<p>Land Information New Zealand            Private Bag 5501            WELLINGTON</p> <p>Telephone: (04) 460 0110            Facsimile: (04) 498 3837            Email: info@linz.govt.nz            www.linz.govt.nz</p>
Northern Territory	<p>Land Records Unit            Department of Lands and Planning            GPO Box 1680            DARWIN NT 0801</p> <p>Telephone: (08) 8995 5353            Facsimile: (08) 8995 5365            Email: landinfo.dpi@nt.gov.au            www.nt.gov.au/dlp</p>
Queensland	<p>Land Management and Use            Department of Environment and Resource Management            GPO Box 2454            BRISBANE QLD 4001</p> <p>Telephone: (07) 3896 3205            Facsimile: (07) 3406 2361            Email: PLIData@derm.qld.gov.au            www.derm.qld.gov.au</p>

## South Australia

Geographical Names Unit  
Roads and Crown Support Section  
Land Services Group  
Department for Transport, Energy and Infrastructure  
GPO Box 1354  
ADELAIDE SA 5001

Telephone: (08) 8226 3983  
Facsimile: (08) 8204 8544  
Email: LSGRoad\_AddressNotification@sa.gov.au  
www.landservices.sa.gov.au

## Tasmania

Spatial Data Section  
Geodata Services Branch  
Department of Primary Industries, Parks, Water and  
Environment  
GPO Box 44  
HOBART TAS 7001

Telephone: (03) 6233 6159  
Facsimile: (03) 6233 3717  
Email: addressing@dpipwe.tas.gov.au  
www.thelist.tas.gov.au

## Victoria

Vicmap Address Custodial Officer  
Spatial Information Infrastructure  
Information Services Branch  
Department of Sustainability and Environment  
PO Box 500  
EAST MELBOURNE VIC 3002

DX250639  
Telephone: (03) 8636 2333  
Email: vicmap.address@dse.vic.gov.au  
www.dse.vic.gov.au

## Western Australia

Landgate (WA Land Information Authority)  
PO Box 2222  
MIDLAND WA 6936

Telephone: (08) 9273 7200  
Email: address@landgate.wa.gov.au  
www.landgate.wa.gov.au

*For general inquiries relating to this Standard:*

Intergovernmental Committee on Surveying And Mapping (ICSM)  
GPO Box 378  
Canberra ACT 2601  
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NOTES

NOTES

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<b>POLICY NO</b>	CP/PMG-3782	
<b>POLICY</b>	Property Street Numbering Policy	
<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 Australian/New Zealand Standard 4819:2011: Rural and Urban Addressing</i>	
<b>RELATED POLICIES</b>		
<b>RELATED ORGANISATIONAL DIRECTIVES</b>		

#### **PURPOSE:**

The provisions of this Policy apply to the numbering of new properties and the numbering or renumbering of existing properties.

At the time of subdivision all new properties will be allocated street numbers.

There are a large number of properties that do not have existing street numbers, principally located outside of townsites, which will be required to be allocated in the future.

On occasions, it may also be necessary to adjust or modify existing street address numbers to cater for the development or redevelopment of areas, particularly as a result of infill subdivision/development proposals.

The objectives of this Policy are to:

- Provide a consistent approach for the street numbering of properties within the Shire;
- Determine the allocation of street numbers to properties within the Shire in accordance with Australian/New Zealand Standard 4819:2011: Rural and Urban Addressing;
- Outline the process and procedure of numbering and renumbering properties within the Shire.

#### **DEFINITIONS:**

**Occupier** is that same meaning given to it under the Local Government Act 1995.

**Owner** is that same meaning given to it under the Local Government Act 1995.

**Property** means land in the Shire of Wyndham East Kimberley and includes houses, buildings, works, reserves, school, public utilities and structures in or upon the land and includes developed or undeveloped land.

## **POLICY STATEMENTS:**

### **1. Identification of Street Address**

- 1.1 Properties will be allocated a street number within the street from which the primary access to the property is gained.
- 1.2 Street numbers are to be reflective and affixed upon a conspicuous and visible place on the front of a building on the property or on a fence, wall or kerb adjacent to the road fronting the property.

### **2. Allocation of Street Numbers for new properties**

- 2.1 The allocation of street numbers for new properties is to be undertaken in accordance with AS/NZS 4819:2011: Rural and Urban Addressing.
- 2.2 In addition to the above AS/NZS, the Shire will allocate street numbers as follows:
  - (a) In accordance with a logical sequence of numbers along the street.
  - (b) One street number will be allocated per lot, however additional numbers will be reserved, as required, on the following basis:
    - One number per 20 metres of street frontage in residential, mixed use, composite and light industrial areas;
    - One number per 10 meters of street frontage in town centre areas;
    - One number per 40 metres of street frontage in general industrial areas
    - In accordance with the distance-based address numbering method for rural areas.
  - (c) Where a lot has two frontages (corner lot) two street numbers will be set aside, one from each of the streets adjacent to the lot. The number initially allocated to a corner lot will be determined by the street with the smaller frontage, or if developed, the street from which access to the property is gained. The unused number will be reserved in case of future use.
  - (d) Where one number is available yet more than one building requires numbering, developments will be allocated alphabetical suffixes, for example 1A, 1B, 1C and 1D, however cannot exceed four such suffixes.
  - (e) Where one number is available yet more than four buildings/tenancies requires numbering, they will be allocated with a numerical prefix, for example 1/12, 2/12, 3/12 etc. Further requirements for street numbering shall follow the AS/NZS 4819:2011.
  - (f) The start point for street addressing is to commence from the start point of the road. For roads located between two other roads, the start point is the intersection of the road where access is most common, or the closest to the town centre.

### **3. Renumbering of existing properties**

- 3.1 The Shire will consider a request for a change in street number or will initiate renumbering of properties in the following circumstances:
  - To achieve a logical sequence of street numbering within the street;

- In response to difficulties associated with the identification of a property;
  - Where the ability remains to accommodate the future allocation of numbers to properties where the development potential exists; and
  - Where the change is in accordance with AS/NZS: Rural and Urban Addressing.
- 3.2 The numbering of existing properties is to be undertaken in accordance with Clauses 2.1 and 2.2.
- 3.3 An existing dwelling shall retain the number and a new dwelling shall be allocated an alpha suffix if there is only one street number available. In battle-axe lots the front property shall retain the number and the rear be allocated a suffix.
- 3.4 Requests for a change of street address that comply with AS/NZS 4819:2011 and which do not affect any other property can be approved.
- 3.5 If other properties are affected by a request, the Shire will consult with those owners, and if any objections are received a report will be presented to Council.
- 3.6 Where a change of street address is approved, the Shire will notify Landgate. Landgate will include the new/amended address in the State of Western Australia's Address Database. The following agencies and organisations will also be notified by the Shire:
- Australian Electoral Commission;
  - Western Australian Planning Commission;
  - Telstra;
  - Horizon Power;
  - Water Corporation;
  - St John Ambulance;
  - Department Fire and Emergency Services;
- 3.7 All costs associated with the change of street address notifications remains the responsibility of the property owner/developer. This includes the replacement or relocation of numbers on buildings, signs, fences or kerbs.

#### **EXPLANATORY NOTES:**

Under the Local Government Act 1995, the Shire is responsible for allocating street numbers, whilst Landgate has State Government custodial responsibility for management of the State of Western Australia's Street Address dataset.

This Policy outlines the process for determining the allocation of street numbers to properties within the Shire in accordance with Australian/New Zealand Standard 4819:2011: Rural and Urban Addressing.

This Policy should be read in conjunction with the AS/NZS 4819:2011: Rural and Urban Addressing.

#### **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.

Cr E Bolto and Cr S Rushby declare an impartiality interest in this item as they are members of the Wyndham and Kununurra Alcohol Accord.

### **13.4.2 Draft Alcohol Management Policy**

<b>DATE:</b>	15/12/2015
<b>AUTHOR:</b>	Louise Gee, Director Community Development
<b>RESPONSIBLE OFFICER:</b>	Louise Gee, Director Community Development
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### **VOTING REQUIREMENT**

Simple Majority

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

That Council

- Place on public exhibition for a period of 28 days the draft Alcohol Management Policy requesting submissions.
- Forward a copy of the draft Alcohol Management Policy to the members of the Kununurra Wyndham Alcohol Accord requesting submissions.

#### **COUNCIL DECISION**

**Minute No. 11210**

**Moved: Cr N Perry**

**Seconded: Cr S Cooke**

**That Council**

- **Place on public exhibition for a period of 28 days the draft Alcohol Management Policy requesting submissions.**
- **Forward a copy of the draft Alcohol Management Policy to the members of the Kununurra Wyndham Alcohol Accord requesting submissions.**

**Carried Unanimously 9/0**

#### **PURPOSE**

For Council to consider a draft Alcohol Management Policy which will provide a prevention and risk management approach to existing Shire activities, responsibilities and approval processes regarding alcohol.

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

Leader - plan and provide direction through policy and practices

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

The problems associated with harmful alcohol use impact both directly and indirectly on the community. Some of the negative impacts include:

- nuisance including noise and antisocial behaviour from intoxicated persons;
- violence and threats to safety;
- crime including vandalism, trespass and property damage;
- community ill-health; and
- costs of mitigation, management, reactive and responsive services.

The Shire is requested to provide consent or comment on matters related to alcohol management, these requests include the following:-

- planning and liquor licence approvals;  
A liquor licence comes about through two different processes - planning, building and health approvals (*Section 39 and 40 Certificates*) and liquor licence objection, intervention and appeal to the Department of Racing, Gaming and Liquor.
- extended trading permits for licensed venues;
- occasional liquor licences;
- consumption of BYO alcohol on Shire property - alfresco dining areas; community facilities;
- provision of alcohol at Shire community facilities; sporting fields or public open space.

While it is not the sole responsibility of the Shire to reduce alcohol-related problems in the community, there is merit in the Shire considering aspects of its existing business that can be adapted to contribute to the prevention of alcohol-related issues in the community.

## **STATUTORY IMPLICATIONS**

### *Liquor Control Act (1988)*

Section 39 - Certificate of Local government as to whether premises comply with laws

- (1) An application made to the licensing authority for the grant or removal of a licence, or are situated, or are to be situated, unless the licensing authority otherwise determines.
- (2) A certificate referred to in subsection (1) shall state -
  - (a) whether or not the premises comply with all relevant requirements of -
    - (i) the *Health Act 1911*; and
    - (ia) the *Food Act 2008*; and
    - (ii) any written law applying to the sewerage or drainage of those premises; and
    - (iii) the *Local Government Act 1995*; and
    - (iv) the *Building Act 2011*; and
  - (b) where the premises do not so comply, the manner in which the premises could be made to comply or that the premises could not reasonably be made to comply.
- (3) The licensing authority may, where it is satisfied that it is desirable to do so, impose a condition on a licence relating to the submission, or further submission, to the licensing authority of a certificate referred to in subsection (1).

Section 40 - Certificate of planning authority as to whether use of premises complies with planning laws

(1) An application made to the licensing authority for the grant or removal of a licence, or for a change in the use or condition of any premises shall be accompanied by a certificate from the authority responsible for planning matters in the district in which the premises to which the application relates are situated, or are to be situated, unless the licensing authority otherwise determines.

(2) A certificate referred to in subsection (1) shall state that the proposed use of the premises -

(i) will comply with the requirements of the written laws relating to planning specified; or

(ii) would comply with the requirements specified if consent were to be given by a specified authority, if it is known whether that authority will give the consent, and what specified conditions or specifications should be, or are likely to be, imposed; or

(iii) will not comply with the requirements specified for the reasons specified.

(3) In this section -

*specified* means specified in the planning certificate.

(4) The licensing authority may, where it is satisfied that it is desirable to do so, impose a condition on a licence relating to the submission, or further submission, to the licensing authority of a certificate referred to in subsection (1).

#### Section 69 (7) - Grounds for intervention by Local Governments

A Local Government to which subsection (4)(b) refers may intervene in proceedings before the Licensing Authority for the purpose of introducing evidence or making representations:

(a) as to whether premises are suitable to be, or continue to be, licensed or the subject of a permit;

(b) as to whether a proposed alteration to, or redefinition of, licensed premises should be approved; and

(c) on the question of whether, if a particular application were granted, persons who reside, work or worship in the vicinity would be likely to suffer undue offence, annoyance, disturbance or inconvenience, and may submit a report to the licensing authority on those matters.

#### Section 69 (8) - Right to Intervene

A person authorised by the Local Government may intervene in proceedings before the Licensing Authority for the purpose of introducing evidence or making representations in relation to the requirements of :

(a) the *Health Act 1911*;

(b) any written law relating to sewerage or drainage; or

(c) the *Local Government Act 1995* or the *Local Government (Miscellaneous Provisions) Act 1960*, in so far as the Act relates to health matters, and may submit a report to the Licensing Authority on those matters.

#### Section 74 (1) - Grounds for objection by Local Government

No objection shall be made except on one or more of the following grounds -

(a) that the grant of the application would not be in the public interest;

(b) that the grant of the application would cause undue harm or ill-health to people, or any group of people, due to the use of liquor;

(c) *deleted*

(d) *deleted*

(e) *deleted*

(f) that if the application were granted -

- (i) undue offence, annoyance, disturbance or inconvenience to persons who reside or work in the vicinity, or to persons in or travelling to or from an existing or proposed place of public worship, hospital or school, would be likely to occur; or
- (ii) the amenity, quiet or good order of the locality in which the premises or proposed premises are, or are to be situated would in some other manner be lessened;
- (g) *deleted*
- (h) that the grant of the application would otherwise be contrary to this Act.

Shire of Wyndham East Kimberley - Local Government Property Local Law 2003

Clause 3.4 (2) - Conditions which may be imposed on a permit

Without limiting clause 3.3 (1)(a) and subclause (1), the following paragraphs indicate the type and content of the conditions on which a permit to hire local government property may be issued -

.....

- (h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is first obtained for that purpose under the *Liquor Licensing Act 1988*.

Clause 3.15 - Permit required for possession and consumption of liquor

- (1) A person, on local government property, shall not consume any liquor or have in her or his possession or under her or his control any liquor, unless -
  - (a) that is permitted under the Liquor Licensing Act 1988; and
  - (b) a permit has been obtained for that purpose.
- (2) Subclause (1) does not apply where liquor is in a sealed container.

Clause 4.4 - Intoxicated persons not to enter local government property

A person shall not enter or remain on local government property while under the influence of liquor or a prohibited drug.

Shire of Wyndham East Kimberley - Activities in Thoroughfares and Public Places and Trading Local Law 2005

Clause 2.3 - No possession and consumption of liquor on thoroughfare

- (1) A person shall not consume any liquor or have in her or his possession or under her or his control any liquor on a thoroughfare unless -
  - (a) that is permitted under the Liquor Licensing Act 1988 or under another written law; or
  - (b) the person is doing so in accordance with a permit.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

## **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 1.2: Alignment of regional and local priorities with other agencies and community groups

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

## **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**

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

1. The circulation of the draft Alcohol Management Policy to the members of the Kununurra Wyndham Liquor Accord for their information and comment.
2. Public notice of the draft Alcohol Management Policy for a period of 28 days to provide the community and stakeholders with an opportunity to review the draft Policy and provide a submission to the Shire.

## **COMMENTS**

Reducing alcohol-related harm is a whole of community responsibility including all levels of government, law enforcement agencies, the health and welfare sector, local communities, families and individuals.

Alcohol management action by the Shire occurs alongside a comprehensive range of targeted and whole-of-population approaches aimed at preventing and reducing alcohol-related problems in the community.

The Shire has some sphere of influence over alcohol management through existing legislative and policy functions in planning, and the enforcement of its Local Laws.

Under the Liquor Control Act (1988), Shire approval is required for all new liquor licence applications and any alterations to existing licensed premises. This applies to licensed liquor outlets including hotels, taverns, restaurants, night clubs, liquor stores, special facilities, club and restricted club licences and other facilities nominated by the Director of Liquor Licensing.

The Shire's Local Laws - Local Government Property, and Activities in Thoroughfares and Public Places and Trading, both require approval from the Shire for the possession and

consumption of alcohol on land owned or managed by the Shire. The purpose of the draft Alcohol Management Policy is to act as the strategic guiding document for the community, applicants and Shire employees regarding considerations associated with new and existing licensed venues; consumption and sale of alcohol on Shire property, and event management.

The draft Policy will therefore provide the guidelines Shire employees will utilise when:-

1. assessing planning applications for new liquor licensed venues
2. assessment of Section 39 and Section 40 of the *Liquor Control Act 1988* applications
3. requested for comments by the Department of Racing, Gaming and Liquor on applications for Extended Trading Permits and Occasional Liquor Licences
4. assessment and approval of permits under the Shire's Local Laws for the possession and consumption of alcohol on land owned or managed by the Shire
5. public event approvals.

## **ATTACHMENTS**

Attachment 1 - Draft Alcohol Management Policy



POLICY NO	*** To be supplied by Governance once adopted by Council	
POLICY	Alcohol Management	
RESPONSIBLE DIRECTORATE	Community Development	
RESPONSIBLE OFFICER	Director Community Development	
COUNCIL ADOPTION	Date:	Resolution No:
REVIEWED/MODIFIED	Date:	Resolution No:
	Date:	Resolution No:
REVIEW DUE	Date:	
LEGISLATION	<i>Liquor Control Act 1988</i> <i>Local Government Act 1995</i> <i>Health Act 1911</i> <i>Health (Public Buildings) Regulations 1992</i> <i>Building Act 2011</i> <i>Food Act 2008</i> <i>Shire of Wyndham East Kimberley Local Government Property Local Law 2003</i> <i>Shire of Wyndham East Kimberley Activities in Thoroughfares and Public Places and Trading Local Law 2005</i>	
RELATED POLICIES	Insert Here	
RELATED ORGANISATIONAL DIRECTIVES	Insert Here	

#### PURPOSE:

To act as the strategic guiding document for the community, applicants and Shire employees regarding considerations associated with new and existing licensed venues; consumption and sale of alcohol on Shire property, and event management.

#### DEFINITIONS:

*Alcohol* has the same meaning as is given to liquor in section 3 of the *Liquor Control Act 1988*.

*Land Owned or Managed by the Shire* means –

- land which belongs to the Shire of Wyndham East Kimberley;
- land of which the Shire of Wyndham East Kimberley is the management body under the *Land Administration Act 1997*; or
- land which is an 'otherwise unvested facility'
- a thoroughfare.

*Permit* means a permit issued under a local law.

*Public Event*: means an event that is open to the public whether or not the public are participants or spectators. Public events are typically advertised. An event (*as per Department of Health Guidelines for concerts, events and organised gatherings 2009*): means a gathering of people brought together for a common purpose by some prearrangement.

## **POLICY STATEMENTS:**

The Shire acknowledges that consumption of alcohol is legal and a normal part of entertainment and leisure in our community. However, the misuse of alcohol contributes significantly to a wide range of social, economic and environmental implications for the community due to issues such as chronic disease, anti-social behaviour, violence, crime, vandalism, littering, and noise.

The Shire is committed to ensuring that the harm caused to individuals and the community from misuse of alcohol are minimised through the responsible sale, supply and consumption of alcohol. In order to achieve these outcomes, the Shire will:-

1. Work alongside agencies to help improve public health, community safety and wellbeing and to assist with the reduction of the harmful effects of alcohol. The Shire will be actively involved with the Kununurra Wyndham Liquor Accord.
2. Reflect community values and expectations in the Shire's services and programs in assisting with the management of alcohol and the associated issues it creates by consulting with the community and encouraging participation in alcohol related decision making.
3. Support evidence based measures that reduce harm caused by the misuse of alcohol.
4. Support the provision of services such as sobering up facilities and, drug and alcohol counselling.

### Applications for Planning Approval

5. Consider all applications for planning approval of licensed premises with regard to potentially unreasonable impacts on the health, wellbeing, amenity and safety of the community. This would include, where appropriate, external engagement with the WA Police Service, the Drug, Alcohol and Preventive Service and other agencies.

### Applications for Extended Trading Permits

6. Consider all permits for extended trading hours of licensed premises with regard to:-
  - potentially unreasonable impacts on the amenity and safety of the community. This would include, where appropriate, external engagement with the WA Police Service, the Drug, Alcohol and Preventive Service and other agencies
  - compatibility of the activity that occurs during the requested extended time
  - the applicants ability to demonstrate a responsible attitude to the provision of alcohol and compliance with licensing laws and regulations
  - appropriate levels and use of registered security staff.
7. Not support a permit if the primary purpose of the extended trading hours relates to alcohol consumption.
8. Not support a permit for extended trading hours without food being available for consumption.

### Land Owned or Managed by the Shire

9. Only support a permit for the consumption of alcohol at unlicensed alfresco dining areas if:-

- the venue complies with Planning/Development/Health requirements
  - food is available for consumption
  - consumption of alcohol only occurs within the approved alfresco dining area
  - the permit holder documents how alcohol consumption will be responsibly monitored and managed (consideration of juveniles in the alfresco area, preventing intoxication, how will the area be monitored, etc.)
10. Not support a permit for an alfresco dining area where the venue has a clear juvenile appeal or patronage.
11. Only support a permit for the sale and / or consumption of alcohol at sporting fields or public open space if:-
- food is available for consumption
  - low percentage alcohol, soft drink and water are available (no glass containers)
  - alcohol is only sold and supplied in accordance with Trading Hours nominated in the Kununurra Wyndham Liquor Accord
  - no objection is received from the WA Police.
12. The Shire will not support the closure of roads for alcohol consumption such as street parties.

#### Alcohol at Shire Community Facilities

13. Consumption permits are required for hirers of a facility. No alcohol is to be consumed by hirers on the grounds surrounding a community facility.
14. No approvals for the consumption of alcohol will be provided at the Kununurra Swimming Pool area, Wyndham Swimming Pool and Ted Birch Recreation Facility.
15. Juveniles are not permitted to utilise hired facilities where alcohol is being consumed unless accompanied by a parent or guardian and are not to be permitted to consume alcohol on Shire owned or managed land.

#### Public Events

16. Ensure that Shire organised public events, for example Australia Day, are alcohol-free events.
17. Ensure where an event or activity has a focus on children, or has a strong youth patronage, that the event, venue or activity is required to be alcohol-free.

#### Alcohol and Youth

18. Not support the sale or consumption of alcohol in a situation where adults can watch youth playing sport while drinking without adequate separation by distance and a structural barrier.
19. Not support alcohol consumption permits and approvals for occasional liquor licences for events linked with junior clubs where junior players will be attending.

### **EXPLANATORY NOTES:**

**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.

## 13.5 CHIEF EXECUTIVE OFFICER

### 13.5.1 Standing Item - Outstanding Actions from Council Resolutions

<b>DATE:</b>	15 December 2015
<b>AUTHOR:</b>	Monika Tonkin, Executive Assistant
<b>RESPONSIBLE OFFICER:</b>	Carl Askew, Chief Executive Officer
<b>FILE NO:</b>	N/A
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### **VOTING REQUIREMENT**

Simple Majority

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

That Council notes the report - Outstanding actions from Council resolutions.

#### **COUNCIL DECISION**

Minute No. 11211

Moved: Cr B Robinson  
Seconded: Cr K Wright

That Council notes the report - Outstanding actions from Council resolutions.

**Carried Unanimously 9/0**

#### **PURPOSE**

To report to Council on progress of implementing Council resolutions and provide comment on outstanding actions from Council resolutions.

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

Leader - plan and provide direction through policies and practice

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

At each meeting of Council, resolutions are made which require actions to be taken by officers to implement those resolutions. This monthly update advises the Council as to the status of the implementation of resolutions.

## **STATUTORY IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **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

## **RISK IMPLICATIONS**

Nil

## **COMMUNITY ENGAGEMENT**

No community engagement is required.

## **COMMENTS**

This report includes actions from November resolutions (Attachment 1). Attachment 2 summarises all actions that are outstanding from previous Council resolutions (before November 2015).

## **ATTACHMENTS**

Attachment 1 - Actions from November Resolutions

Attachment 2 - Outstanding Actions from Previous Council Resolutions

COUNCIL ACTION ITEMS

Item	Resolution	Progress Comment	Completed
Confirmation of Minutes of Ordinary Council Meeting of 27/10/2015	That Council confirms the Minutes of the Ordinary Council Meeting held on 27/10/2015 with the following changes applied to the Minutes:  1) An additional Council Decision is included before Minute No.11157 that states Cr D Spackman moved that Council defer item 13.5.6 Legal Representation Policy to a Council Briefing Session. Seconded by Cr A Petherick and defeated 3 votes to 5. 2) Minute No. 11157 is amended to Cr B Robinson as the seconder.	Minutes updated with changes.	Yes
Consideration of Recommendations Contained Within the Minutes of the Audit (Finance and Risk) Committee Meeting of 10 November 2015	In relation to Item "7.5 - Review of Council Policy CP/FIN-3212 Rates and Charges Debt Collection" that the Council has considered the Audit (Finance and Risk) Committee's recommendation and adopts the amended Policy CP/FIN-3212 Rates and Charges Debt Collection, as per the revised version tabled at the 24 November 2015 Ordinary Council Meeting.	Considered by the Council at the 24 November 2015 OCM and adopted. Policy manual updated.	Yes
Consideration of Recommendations Contained Within the Minutes of the Audit (Finance and Risk) Committee Meeting of 10 November 2015	In relation to Item "7.6 - Review of Council Policy CP/FIN-3208 Rates Exemptions for Charitable Organisations (Non-Rateable Land)" that the Audit (Finance and Risk) Committee recommends to the Council that it adopts the amended Policy CP/FIN-3208 Rates Exemptions for Charitable Organisations (Non-Rateable Land).	Considered by the Council at the 24 November 2015 OCM and adopted. Policy manual updated.	Yes
Consideration of Recommendations Contained Within the Minutes of the Audit (Finance and Risk) Committee Meeting of 10 November 2015	In relation to Item "7.7 - Review of Council Policy CP/FIN-3209 Rates Concessions (Rateable Land)" that the Audit (Finance and Risk) Committee recommends to the Council that it adopts the amended Policy CP/FIN-3209 Rates Concessions (Rateable Land).	Considered by the Council at the 24 November 2015 OCM and adopted. Policy manual updated.	Yes
Consideration of Recommendations Contained Within the Minutes of the Audit (Finance and Risk) Committee Meeting of 10 November 2015	In relation to Item "7.8 - Review of Council Policy CP/FIN-3213 Corporate Credit Cards" that the Audit (Finance and Risk) Committee recommends to the Council that it:  1. Adopts the amended Council Policy CP/FIN-3213 Corporate Credit Cards to be effective from the day following the Ordinary Council Meeting; and 2. Notes that the amended Council Policy CP/FIN-3213 Corporate Credit Cards will not be applied retrospectively; and 3. Notes the new Organisational Directive OD/FIN-4202 Issue and Use of Credit Cards.	Considered by the Council at the 24 November 2015 OCM and adopted. Policy manual updated.	Yes
Consideration of Recommendations Contained Within the Minutes of the Audit (Finance and Risk) Committee Meeting of 10 November 2015	In relation to Item "7.9 - Review of Council Policy CP/FIN-3203 Investments" that the Audit (Finance and Risk) Committee recommends to the Council that it adopts the revised Council Policy CP/FIN-3203 Investments.	Considered by the Council at the 24 November 2015 OCM and adopted. Policy manual updated.	Yes
Consideration of Recommendations Contained Within the Minutes of the Audit (Finance and Risk) Committee Meeting of 10 November 2015	In relation to Item "7.10 - Review of Council Policy CP/FIN-3215 Self-Supporting Loans" that the Audit (Finance and Risk) Committee recommends to the Council that it adopts the revised Council Policy CP/FIN-3215 Self-Supporting Loans.	Considered by the Council at the 24 November 2015 OCM and adopted. Policy manual updated.	Yes
Consideration of Recommendations Contained Within the Minutes of the Audit (Finance and Risk) Committee Meeting of 10 November 2015	In relation to Item "7.11 - Proposed Meeting Dates for the Audit (Finance and Risk) Committee 2016" that the Audit (Finance and Risk) Committee recommends to the Council:  1. That the Audit (Finance and Risk) Committee meetings for 2016 are held in accordance with the following dates, times and place:  Date Time Place Tuesday, 9 February 2016 3:00pm Council Chambers, Kununurra Tuesday, 10 May 2016 3:00pm Council Chambers, Kununurra Tuesday, 9 August 2016 3:00pm Council Chambers, Kununurra Tuesday, 8 November 2016 3:00pm Council Chambers, Kununurra  2. That local public notice of the meetings outlined in recommendation (1) above is provided in accordance with Regulation 12 of the Local Government (Administration) Regulations 1996.	Considered by the Council at the 24 November 2015 OCM and adopted.	Yes
Information Statement 2015-16	For Council to rescind the current Council Policy MC7 Freedom of Information Statement and to adopt the Information Statement 2015-16 as presented.	Information Statement is being updated for the minor changes and will be placed on the website shortly.	In progress
Road Construction Specification Policy	That Council defer Item 13.3.1 Road Construction Specification Policy to a briefing session.	Administrative review of draft policy has commenced.	In progress
Council Policy CP/HTH-3761 Licensing of Overflow Sites in Caravan Parks and Camping Grounds Agenda Ordinary Council Meeting, 15 December 2015	That Council adopt the updated Council Policy CP/HTH-3761 Licensing of Overflow Sites in Caravan Parks and Camping Grounds as shown in Attachment One.	Policy adopted by Council at the November OCM.	Completed

Item	Resolution	Progress Comment	Completed																																													
Council Policy CP/HTH-3762 Licensing of Temporary Caravan Parks and Camping Grounds	That Council adopt the updated Council Policy CP/HTH-3762 Licensing of Temporary Caravan Parks and Camping Grounds as shown in Attachment One.	Policy adopted by Council at the November OCM.	Completed																																													
Lot 266 Packsaddle Road - Cabins	<p>That in accordance with Part XI of the Shire of Wyndham East Kimberley Town Planning Scheme No. 7, Council APPROVES the application for three Cabins submitted by BL Planning at Lot 266 Packsaddle Road, Kununurra subject to the following conditions:-</p> <p>1. All development shall occur in accordance with the approved plans including modifications marked in red and the conditions of approval.</p> <p>2. The approved Cabins shall only be used to accommodate short-stay guests, where occupation by any person is limited to a maximum of three (3) months in any twelve (12) month period.</p> <p>3. The approved Management Plan must be implemented and reviewed biennially on the basis set out therein.</p> <p>4. The following disclosure statement shall be provided to prospective guests at the time of booking. This disclosure statement must be provided as part of the terms and conditions provided to the prospective guest prior to the booking taking place:</p> <p>"You will be staying in an active agricultural area where normal farming practices may result in nuisances including odour, spray drift, noise, dust and etc....."</p>	Development Application issued	Completed																																													
Annual Community Grants 2015-16	<p>That Council:</p> <p>1. Endorse the recommendations of the Annual Community Grants Assessment Panel and award grant funding as follows:</p> <p>Submitted Round 1:</p> <table border="0" data-bbox="709 802 1367 974"> <tr> <td>Lake Argyle Swim Inc.</td> <td>\$15,000</td> <td>2016 Lake Argyle Swim</td> </tr> <tr> <td>Kimberley Action Sports Inc.</td> <td>\$3,500</td> <td>2015 Lake Argyle Adventure Race</td> </tr> <tr> <td>Kununurra Water Ski Club</td> <td>\$4,246</td> <td>Ski Club Equipment</td> </tr> <tr> <td>Wunan Awards</td> <td>\$7,500</td> <td>2015 EK Aboriginal Achievement Awards</td> </tr> <tr> <td>Kununurra Agricultural Society</td> <td>\$5,000</td> <td>Kununurra Showgrounds Economic Sustainability</td> </tr> <tr> <td>Wyndham Early Learning Activity</td> <td>\$1,000</td> <td>WELA Nature Day Out</td> </tr> </table> <p>Submitted Round 2:</p> <table border="0" data-bbox="709 1013 1367 1208"> <tr> <td>Wyndham Community Events</td> <td>\$15,000</td> <td>2016 Stars on the Bastion</td> </tr> <tr> <td>Ord Valley Events</td> <td>\$22,500</td> <td>2016 Ord Valley Muster</td> </tr> <tr> <td>Kimberley Action Sports Inc.</td> <td>\$3,500</td> <td>2016 Lake Argyle Adventure Race</td> </tr> <tr> <td>Childrens Services Support Unit</td> <td>\$1,000</td> <td>CFC Resources</td> </tr> <tr> <td>Country Women's Association</td> <td>\$1,000</td> <td>2016 Bush Dance</td> </tr> <tr> <td>Cancer Council WA</td> <td>\$1,000</td> <td>2016 Kununurra Relay for Life</td> </tr> <tr> <td>Kununurra District High School</td> <td>\$2,500</td> <td>Tournament of the Minds</td> </tr> <tr> <td>Kununurra Netball Association</td> <td>\$2,500</td> <td>North West Championships</td> </tr> <tr> <td>St Joseph's School Wyndham</td> <td>\$800</td> <td>Community Partnerships Program</td> </tr> </table> <p>2. Advises the organisations listed below that their applications were... etc</p>	Lake Argyle Swim Inc.	\$15,000	2016 Lake Argyle Swim	Kimberley Action Sports Inc.	\$3,500	2015 Lake Argyle Adventure Race	Kununurra Water Ski Club	\$4,246	Ski Club Equipment	Wunan Awards	\$7,500	2015 EK Aboriginal Achievement Awards	Kununurra Agricultural Society	\$5,000	Kununurra Showgrounds Economic Sustainability	Wyndham Early Learning Activity	\$1,000	WELA Nature Day Out	Wyndham Community Events	\$15,000	2016 Stars on the Bastion	Ord Valley Events	\$22,500	2016 Ord Valley Muster	Kimberley Action Sports Inc.	\$3,500	2016 Lake Argyle Adventure Race	Childrens Services Support Unit	\$1,000	CFC Resources	Country Women's Association	\$1,000	2016 Bush Dance	Cancer Council WA	\$1,000	2016 Kununurra Relay for Life	Kununurra District High School	\$2,500	Tournament of the Minds	Kununurra Netball Association	\$2,500	North West Championships	St Joseph's School Wyndham	\$800	Community Partnerships Program	Letters forwarded on 1 December 2015; successful applicants have been invited to the December OCM to be presented with a certificate.	Completed
Lake Argyle Swim Inc.	\$15,000	2016 Lake Argyle Swim																																														
Kimberley Action Sports Inc.	\$3,500	2015 Lake Argyle Adventure Race																																														
Kununurra Water Ski Club	\$4,246	Ski Club Equipment																																														
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St Joseph's School Wyndham	\$800	Community Partnerships Program																																														
Policy - Baby Tree Program	That Council adopt the attached Draft Baby Tree Policy.	Policy adopted at November OCM	Completed																																													

Item	Resolution	Progress Comment	Completed
Tenders T02 - T04 15/16 For Commercial Tenancies At Kununurra (East Kimberley Regional) Airport	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Reject all tender submissions in respect to Tender T02 15/16 Lease of Café, East Kimberley Regional Airport Terminal.</li> <li>2. Terminate the tender processes for Tenders T03 15/16 Airport Commercial Area and T04 15/16 Hire Car Booth, East Kimberley Regional Airport Terminal and not pursue the leasing of these areas at this time.</li> <li>3. Note that in accordance with Regulation 30(2a)(b) of the Local Government (Functions and General) Regulations 1996, any disposition of property identified within the:               <ol style="list-style-type: none"> <li>d. Tender T02 15/16 Lease of Café; and</li> <li>e. Tender T03 15/16 Airport Commercial Area; and</li> <li>f. Tender T04 15/16 Hire Car Booth, East Kimberley Regional Airport Terminal,</li> </ol>               are exempt dispositions if any of the properties are disposed of within 6 months after they have been the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act.             </li> <li>4. Authorise the Chief Executive Officer in consultation with the Shire President to negotiate via a private treaty arrangement for the café area at the East Kimberley Regional Airport.</li> <li>5. Subject to the negotiated arrangements being reasonably comparable with the valuation received for the East Kimberley Regional Airport, authorise the Chief Executive Officer to execute a lease for the café area.</li> </ol>	All items actioned and a lease has been executed.	Completed
Kununurra Visitor Centre	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Consider operational/financial support to the Visitor Centre based at East Kimberley Tourism House as part of the mid year budget review 2015/16.</li> </ol>	Has been included in a listing for consideration at the Mid Year Budget Review.	
Lease of Kununurra Youth Centre	<p>That Council offers a 3 year lease, with an option to renew for a further 3 years, over the Kununurra Youth Centre, Part Reserve 50704 subject to the following:</p> <ul style="list-style-type: none"> <li>• Annual Lease fee of \$18,250.00 inclusive of GST, indexed for CPI annually.</li> <li>• Shire to maintain responsibility for fixtures and fittings.</li> <li>• Lessee to provide general maintenance including cleaning and gardening.</li> </ul> <p>The primary use of the facility will be the provision of services for young people at risk.</p> <ul style="list-style-type: none"> <li>• The facility will continue to be available to the community for hire.</li> <li>• Commencement date of 1 January 2016</li> <li>• Minister of Lands approval</li> </ul>	Final lease has been forwarded to Save The Children for execution.	In progress

## COUNCIL ACTION ITEMS

Meeting	Item	Resolution	Progress Comment	Completed
Aug-12	Matters arising from committees of council	That the Audit (Finance and Risk) Committee recommends to Council to require A501 to: 1. Either a. meet their outstanding rates debt on assessment A501 within 60 days; or b. enter into a suitable payment plan approved by the Chief Executive Officer; and 2. Formalise the lease of Lot 472 Great Northern Highway, Wyndham with the Shire within 90 Days	Correspondence provided to A501 and a suitable payment plan has been entered into, with payments commenced. Lease discussions may now commence as the payment plan is in place.	In progress
OCM 24/02/15	Management of Proposed Reserve - Packsaddle Creek	That item 13.4.7 Management of Proposed Reserve – Packsaddle Creek be deferred to a briefing session.	Matter was discussed at March Briefing Session. Subsequent information to be sought from Department of Lands.	In progress
OCM 24/02/15	Minutes of Council Committee Meetings	That Council accepts the unconfirmed Minutes of the Audit (Finance and Risk) Committee Meeting held on 10/02/2015 with an amendment to: Minute AC330 – to include current ratios where available Minute AC343 – to be amended to: That the Council: 1) Directs the A/CEO, or their delegate, to legally defend the Shire in the abovementioned minor case claim; 2) Approves sufficient provision in the Mid- Year Budget Review to allow for associated legal fees; and 3) Directs the A/CEO, or their delegate, to provide a report to the next Audit (Finance and Risk) Committee meeting outlining the current status of the matter.	Update provided to the 10 November 2015 meeting of the Audit (Finance and Risk) Committee. Recommendation was considered at the 24 November OCM. Matter is continuing.	In progress
OCM 24/03/15	Unnamed Creek Crossing - Victoria Highway	That Council:  1. Directs the Acting Chief Executive Officer to write to the MG Corporation to seek advice from the relevant Traditional Owners on the proposed formal naming of 'Philchowski Crossing', and potential indigenous naming of the creek.  2. Directs the Acting Chief Executive Officer to undertake research and compile supporting documentation to demonstrate Philchowski's contribution to the community or historical significance.  3. Endorses the proposed formal naming of 'Philchowski Crossing', and advises the Geographic Names Committee of its endorsement, subject to adequate supporting documentation being compiled and no objection being received from Traditional Owners.	Letter sent to MG Corporation dated 20 April to seek advice from relevant Traditional Owners. MG Corporation have acknowledged receipt of this letter and advised that the matter will be referred to the relevant MG Entity and Traditional Owner for comment, and a response will be provided in due course. Reminder correspondence sent to MG Corporation.	In progress
OCM 28/04/15	Confidential - Legal Claim	That Council;  1. Notes the officer's confidential report and the progress of the General Procedure Claim,  2. Directs the CEO, or their delegate, to legally defend the matter on behalf of the Shire in the abovementioned General Procedure Claim,  3. Approves sufficient provision in the budget to allow for associated legal fees, and  4. Directs the CEO, or their delegate, to provide a report to Council on the status of the matter at the earliest opportunity.	Issue listed for hearing on 9 & 10 March 2016	In Progress
OCM 28/04/15	Confidential - Disposal of Shire Residential Property	That Council  1. Direct the Chief Executive Officer or their delegate to engage one or more real estate agents to market 6 Eugenia Street, Kununurra and 67 Koojarra Street, Wyndham and bring forward an offer to Council to dispose of the property(s) by private treaty.  2. Direct the Chief Executive Officer or their delegate to lease vacant Shire residential properties.	6 Eugenia St. settlement completed. 67 Koojarra Street, Wyndham has been advertised for sale, no enquiries made.	In progress

Meeting	Item	Resolution	Progress Comment	Completed
OCM 23/06/15	East Kimberley Regional Airport Proposed Runway Extension Business Case	That Council notes the Chief Executive Officer's intention to appoint GHD Consulting Engineers for the Lump Sum price of \$140,740.00 ex GST in accordance with the current budget to: 1. Prepare a Business Case to support grant opportunities including an application to a future round of the National Stronger Regions Fund; 2. Investigate the ground soil conditions for the proposed runway extension and associated taxiways and passenger terminal apron at East Kimberley Regional Airport to determine their structural adequacy to accommodate B737 and A320 aircraft.	Report received on 4 December. The report is under Shire review.	In progress
OCM 23/06/15	Draft Shire of Wyndham East Kimberley Play Space Plan	That Council endorse the Draft Shire of Wyndham East Kimberley Play Space Plan for community consultation	Community Engagement to be conducted	In progress
OCM 28/07/15	Draft East Lily Creek and Kununurra Civic Centre and Structure Plans	That Council:  1. Supports in principle the draft East Lily Creek and draft Kununurra Civic Centre Structure Plans. 2. Requests the Chief Executive Officer to facilitate meetings with major stakeholders to discuss the draft Structure Plans and provide a report back to Council on the outcomes of these meetings.	Meeting has been held with Department of Lands, Department of Regional Development, Kimberley Development Commission, Landcorp and Kununurra Chamber of Commerce. Discussion with MG Corporation still to be completed.	In progress
OCM 28/07/15	Request for Lease – Kimberley Action Sports Inc.	That Council request the Chief Executive Officer to commence negotiations with Kimberley Action Sports Inc. for a 10 year lease over a portion of Reserve 30290, Lot 707 Drovers Road Kununurra, subject to the approval of the Minister of Lands.	Letter has been forwarded to Kimberley Action Sports Inc. advising of Council resolution. Site requires survey and lease to be drafted.	In progress
OCM 28/07/15	Request for Lease – Kununurra Dragon Boat Club Inc.	That Council request the Chief Executive Officer to enter into negotiations with the Kununurra Dragon Boat Club Inc. for a 10 year lease over a portion of Reserve 41812, Lot 2371 Old Darwin Road Kununurra, subject to the approval of the Minister of Lands.	Letter has been forwarded to Kununurra Dragon Boat Club Inc. advising of Council resolution. Site requires survey and lease to be drafted.	In progress
OCM 28/07/15	Mediterranean Fruit Fly Eradication Program	That Council consider entering into a Memorandum of Understanding with DAFWA and industry on the following basis:  1. DAFWA continues to fund and maintain the current medfly surveillance program. 2. SWEK will fund medfly eradication programs from its biosecurity reserve, with a maximum exposure being those funds available in the reserve in excess of \$200,000 i.e. currently approximately \$67,000. 3. If an eradication program reduces the reserve balance to below \$200,000, industry will make good the difference to restore the reserve to a balance of \$200,000 (mechanism yet to be determined). 4. The biosecurity reserve be maintained with a balance for now of a minimum \$200,000, to serve as a form of insurance against future pest or disease incursions. 5. A reference group to be established with members from SWEK, DAFWA and industry. The role of the group would be to recommend expenditure from the reserve and to formulate policy in the event of future pest crises. SWEK Council approval would still be required before the reserve could be accessed for response to threats other than medfly.	Letter sent to DAFWA advising of the decision and requesting advice on how to proceed with the eradication program, including indicative cost, and an invoice. Advice also given that SWEK will be in contact shortly to commence the consideration of entering into a MOU. The baiting program is complete and area freedom was reinstated for the area on 5th October. Industry has been notified. Invoice has been paid. In relation to the MOU DAFWA have agreed to take the lead on this and will continue to liaise with the Shire.	In progress

Meeting	Item	Resolution	Progress Comment	Completed
OCM 28/07/15	Management and Operation of Kununurra Youth Centre	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Request the Chief Executive Officer to write to the Department for Child Protection and Family Support to seek approval to offer a lease for the Management and Operation of the Kununurra Youth Centre, based on the proposal received.</li> <li>2. If authorisation is received from the Department for Child Protection and Family Support, request the Chief Executive Officer to enter into negotiations for a 3 year lease with 3 year option, for the Management and Operation of the Kununurra Youth Centre, Ron Hodnett Drive, Kununurra to Save the Children with terms based on the proposal received 11 June 2015 including: <ul style="list-style-type: none"> <li>• A term of 3 years, with an option of a 3 year extension.</li> <li>• Annual Lease fee of \$18,250.00 inclusive of GST, indexed for CPI annually.</li> <li>• Shire to maintain responsibility for fixtures and fittings.</li> <li>• Lessee to provide general maintenance including cleaning and gardening.</li> <li>• The primary use of the facility will be the provision of services for Young people at risk.</li> <li>• The facility will continue to be available to the community for hire.</li> </ul> </li> </ol>	<p>Approval has been received from DCPFS, Lease has been drafted and forwarded to Save The Children for their review (8/9/15). Response received and final lease has been drafted (13/11/15)</p>	In progress
OCM 25/08/15	Proposed Gravel Reserves	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Requests the Chief Executive Officer to consult with the Darwulah Aboriginal Corporation to obtain written consent for the surrender of the proposed 'King River' gravel area from Lease 1837493, and support the realignment of the dedicated road reserve to correspond with the physical location of the constructed King River Road.</li> <li>2. Requests the Chief Executive Officer to advise the Department of Lands that the Shire of Wyndham East Kimberley: <ol style="list-style-type: none"> <li>a. agrees to proceed with a future act process to facilitate the creation of reserves for the purpose of gravel supply for road building purposes over the sites identified as 'Afghan Cemetery', 'Mount Albany' and 'Parry Creek', and proposed easement to provide legal access to the 'Afghan Cemetery'.</li> <li>b. indemnifies the Minister for Lands against any costs arising from the future act process.</li> </ol> </li> <li>3. Requests the Chief Executive Officer to advise the Department of Lands that the Shire of Wyndham East Kimberley agrees to pay survey costs associated with: <ol style="list-style-type: none"> <li>a. the creation of 'Gravel' reserves over the four areas referred to as 'King River', 'Afghan Cemetery', Mt Albany and 'Parry Creek',</li> <li>b. the creation of an easement to provide access to the area referred to as 'Afghan Cemetery'; and</li> <li>c. the realignment of the dedicated road reserve to correspond with the physical</li> </ol> </li> </ol>	<p>Correspondence sent to DoL advising of Council resolution. Correspondence also sent to Darwulah Aboriginal Corporation in relation to the gravel source along King River Road and the proposed realignment of the dedicated road reserve. The Senior Planning Officer met with Darwulah representatives on 6 October 2015 to discuss the matter. Another meeting to be scheduled with Darwulah and Director of Infrastructure.</p>	In progress
OCM 25/08/15	Transient Accommodation - Lot 411 Minijirriga Lane, Kununurra	<p>That Council request the Chief Executive Officer to undertake further investigation as part of the Local Planning Scheme review, to consider the introduction of a new or amended use class to appropriately provide for rural workers accommodation and preparation of a subsequent Local Planning Policy.</p>	To be commenced.	In progress
OCM 22/09/15	Request for Community Lease – Kununurra Bushmen's Rodeo Association	<p>That Council request the Chief Executive Officer to enter into negotiations with the Kununurra Bushmen's Rodeo Association for a lease over a portion of Reserve 30290, Lot 707 Drovers Road Kununurra, subject to the approval of the Minister of Lands.</p>	KBRA have been notified of the intent to commence negotiations.	In progress
OCM 22/09/15	Request for Community Lease – Ord Pistol Club	<p>That Council request the Chief Executive Officer to enter into negotiations with the Ord Pistol Club for a lease over a portion of Reserve 31780, Lot 375 Drovers Road Kununurra, subject to the approval of the Minister of Lands.</p>	OPC have been notified of the intent to commence negotiations.	In progress

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Meeting	Item	Resolution	Progress Comment	Completed
OCM 27/10/15	Wyndham Child Care - Request for Sublease	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Requests the Chief Executive Officer to write to the Department of Lands to seek consent on behalf of the Minister for Lands for the sub lease of Reserve 28976, 44 Koolama St, Wyndham for the purposes of providing in-venue child care services.</li> <li>2. Subject to consent being granted on behalf of the Minister for Lands, advertise the intent to grant permission to Children's Services Support Unit to sub lease 44 Koolama St, Wyndham for the purpose of providing in venue child care for a period of 12 months.</li> </ol> <p>and;</p> <ol style="list-style-type: none"> <li>3. Delegate authority to the Chief Executive Officer and Shire President to:               <ol style="list-style-type: none"> <li>a) consider any public submissions in determining approval for Children's Services Support Unit to sublease Reserve 28976, 44 Koolama St, Wyndham for a period of 12 months, and</li> <li>b) execute a sub-lease agreement on behalf of the Shire of Wyndham East Kimberley.</li> </ol> </li> </ol>	Have received in principle consent from Department of Lands, still require section 18 approval. Intent to sub lease has been advertised.	In progress

### 13.5.2 Standing Item - Use of Common Seal

<b>DATE:</b>	15 December 2015
<b>AUTHOR:</b>	Monika Tonkin, Executive Assistant
<b>RESPONSIBLE OFFICER:</b>	Carl Askew, Chief Executive Officer
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### **VOTING REQUIREMENT**

Simple Majority

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

That Council receives the report on the application of the Shire of Wyndham East Kimberley Common Seal for the period 19 November – 8 December 2015.

#### **COUNCIL DECISION**

Minute No. 11212

Moved: Cr B Robinson  
Seconded: Cr K Wright

**That Council receives the report on the application of the Shire of Wyndham East Kimberley Common Seal for the period 19 November – 8 December 2015.**

**Carried Unanimously 9/0**

#### **PURPOSE**

For Council to receive this report on the application of the Shire of Wyndham East Kimberley Common Seal for the period 19 November - 8 December 2015.

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

Regulator - enforce state legislation and local laws

#### **STATUTORY IMPLICATIONS**

*Local Government Act 1995*

##### **9.49A. Execution of documents**

- (1) A document is duly executed by a local government if —
  - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or

- (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) *The common seal of the local government is to be affixed to a document in the presence of —*
- (a) *the mayor or president; and*
- (b) *the chief executive officer or a senior employee authorised by the chief executive officer,*
- each of whom is to sign the document to attest that the common seal was so affixed.*
- (4) *A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*
- (5) *A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*
- (6) *A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.*
- (7) *When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.*

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **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

### **RISK IMPLICATIONS**

Nil

## **COMMUNITY ENGAGEMENT**

No community engagement is required.

## **COMMENTS**

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

<b>Date of Use</b>	<b>Document</b>
04/12/2015	East Kimberley Regional Airport Cafe Lease from SWEK to Kimberley Group Training

## **ATTACHMENTS**

Nil

### 13.5.3 Annual Report 2014/15

<b>DATE:</b>	15 December 2015
<b>AUTHOR:</b>	Monika Tonkin, Executive Assistant
<b>RESPONSIBLE OFFICER:</b>	Carl Askew, Chief Executive Officer
<b>FILE NO:</b>	CM.13.4
<b>DISCLOSURE OF INTERESTS:</b>	Nil

#### **VOTING REQUIREMENT**

Absolute Majority

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

That Council:

- a) Accepts the Annual Report for the year ended June 2015 (subject to the Annual Financial Report being received by Council).
- b) Requests the Chief Executive Officer to advertise that the Annual General Electors meeting will be held at 5pm on the 9 February 2016 at the Kununurra Council Chambers.

#### **COUNCIL DECISION**

Minute No. 11213

Moved: Cr B Robinson

Seconded: Cr E Bolto

That Council:

- a) Accepts the Annual Report for the year ended June 2015 (subject to the Annual Financial Report being received by Council).
- b) Requests the Chief Executive Officer to advertise that the Annual General Electors meeting will be held at 5pm on the 9 February 2016 at the Kununurra Council Chambers.

**Carried Unanimously 9/0**

#### **PURPOSE**

For Council to accept the Annual Report for 2014-15 and to set the date for the Annual General Electors meeting.

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

Regulator - enforce state legislation and local laws

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

The Annual Report is a statutory obligation and is required to be prepared for the year ending 30 June each year.

The annual report is to be accepted by the local government no later than 31 December after that financial year or no later than 2 months after the auditor's report becomes available. The Shire's auditors report was made available on the 24 November 2015.

A general meeting of the electors is to be held once every financial year no later than 56 days after accepting the annual report. The meeting is to be convened by the CEO giving at least 14 days local public notice.

## **STATUTORY IMPLICATIONS**

*Local Government Act 1995*

### **5.27. Electors' general meetings**

- 1) *A general meeting of the electors of a district is to be held once every financial year.*
- 2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- 3) *The matters to be discussed at general electors' meetings are to be those prescribed*

### **5.53. Annual reports**

- 1) *The local government is to prepare an annual report for each financial year.*
- 2) *The annual report is to contain —*
  - *a report from the mayor or president;*
  - *a report from the CEO;*

*[(c),(d) deleted]*

  - e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;*
  - f) *the financial report for the financial year;*
  - g) *such information as may be prescribed in relation to the payments made to employees;*
  - h) *the auditor's report for the financial year;*
    - a) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993;*
    - b) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
      - (i) *the number of complaints recorded in the register of complaints;*
      - (ii) *how the recorded complaints were dealt with; and*
      - (iii) *any other details that the regulations may require; and*
  - (i) *such other information as may be prescribed.*

#### **5.54. Acceptance of annual reports**

1) *Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.*

*\* Absolute majority required.*

2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

#### **5.55. Notice of annual reports**

*The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.*

#### **6.4. Financial report**

1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*

2) *The financial report is to —*

a) *be prepared and presented in the manner and form prescribed; and contain the prescribed information.*

*By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —*

a) *the accounts of the local government, balanced up to the last day of the preceding financial year; and*

b) *the annual financial report of the local government for the preceding financial year.*

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **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

## **RISK IMPLICATIONS**

Nil

## **COMMUNITY ENGAGEMENT**

Engagement will take place in accordance with the Shires Community Engagement Guidelines and will include:

- Informing the community that the Annual Report is available and making the Annual Report accessible for viewing.
- Informing the community of the date and time of the Annual General Electors meeting.

## **COMMENTS**

The Annual Report 2014-15 includes all items as outlined in 5.53 of the *Local Government Act 1995*.

It is proposed that the Annual General Electors meeting be held at 5pm on Tuesday 9 February 2016 in the Kununurra Council Chambers. This is the latest date within the 56 day legislative requirement and coincides with the February Audit Finance and Risk Committee Meeting which will commence at 3pm and is likely to be finished at approx 4 to 4.30pm and the February Council Briefing Session which can commence after the conclusion of an Annual General Electors meeting. The latest date has been chosen to ensure Council and the community are available after the Christmas break.

## **ATTACHMENTS**

Attachment 1 - Annual Report 2014-15



SHIRE of WYNDHAM | EAST KIMBERLEY

# ANNUAL REPORT

2014 | 2015



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## 1 INTRODUCTION

### 1.1 Shire of Wyndham East Kimberley Profile

The Shire of Wyndham East Kimberley operates under the provisions of the *Local Government Act 1995* (as amended) and associated regulations and is the statutory organisation responsible to the ratepayers and residents within the Shire.

#### **Shire of Wyndham East Kimberley**

PO Box 614

Email: [mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au)

Kununurra WA 6743

Website: [www.swek.wa.gov.au](http://www.swek.wa.gov.au)

#### **Shire Offices and Chambers**

##### Kununurra Office

20 Coolibah Drive

Kununurra WA 6743

Ph (08) 9168 4100

Fax (08) 9168 1798

##### Wyndham Office

Koolama Street

Wyndham WA 6740

Ph (08) 9161 1002

Fax (08) 9161 1295

Office Hours: Monday to Friday 8:00am - 4:00pm

Ordinary Council Meetings occur on a Tuesday at the end of each month and are open to the public. Public notices are distributed to inform the people of our community of the location and date for Council Meetings.

#### **Shire Statistics**

Distance from Perth: 3,215 (km)

Area: 121,189 (square km)

Length of sealed roads: 249 (km)

Length of unsealed roads: 1086 (km)

Population: 6,952 (Australian Bureau of Statistics 2011 Census)

Number of Electors: 3,614 (2015 Electoral Roll)

Total number of Full Time Employees (FTE's): 89

#### **Suburbs and Localities**

Wyndham, Kununurra (including Hidden Valley, Lakeside, Weaber Plain Road, Packsaddle Road, River Farm Road, Valentine Falls, Ord Irrigation Area and Crossing Falls), Lake Argyle, and Kalumburu.

#### **Significant Local Events**

Kimberley Moon Experience, Lake Argyle Swim, Barramundi Concert, Kununurra Agricultural Show, Kimberley Writers Festival, The Gibb Challenge, Ord River Dragon Boat Marathon, Kununurra Rodeo, Kununurra and Wyndham Races, Stars on the Bastion, and Dam 2 Dam.

#### **Local Industry**

Tourism, Agriculture, Aquaculture, Mining, and Wyndham Port facilities.

#### **Tourist Attractions**

Carboyd 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 Plateau, Ord River Irrigation Area, Ord River, Parry's Lagoon Nature Reserve, Pentecost River, Ragged Range, Wyndham Community Fishing Jetty, Zebedee Springs.

## 1.2 Shire of Wyndham East Kimberley Vision and Mission

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### **Vision**

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

### **Mission**

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

#### ***DID YOU KNOW?***

- *The Shire of Wyndham East Kimberley covers an area of 121,000 square kilometres, stretching from Lake Argyle to Kalumburu.*
- *Some of the world's oldest art, by one of the world's oldest living cultures can be found in the Shire. Archaeological dating has placed the Gyorn Gyorn (Bradshaw) paintings among the oldest discovered in the world.*
- *Lake Argyle is large enough to be classified as an inland sea. It holds 32 million cubic metres of water. That's more than 18 times the size of Sydney Harbour.*

## 2 MESSAGE FROM THE SHIRE PRESIDENT



Council had a tough year throughout 2014 – 2015, with a deficit budget that lead to a reduction in services and Shire employees. The tough decisions made by the Council at the time have put us in good stead as we look towards a balanced budget by the end of 2015-2016. I would like to thank the 2014 – 2015 Council and Shire staff for their hard work to move towards financial stability.

2015 – 2016 sees a new look Council with five new Councillors elected at the October 2015 Ordinary Election. With the new Council a focus will be placed on community engagement and listening to what the communities needs and aspirations are for their Shire. We will also be continuing projects that were established in 2014 – 2015 and look forward to the completion of the upgraded boat ramp at Lily Creek and the rebuilding of the Wyndham Depot. The Wyndham airport runway will undergo maintenance and a road reseal programme and footpath upgrade is also scheduled for Wyndham. East Kimberley Regional Airport will receive a car park upgrade and a study will be completed to assess the viability for a runway extension to open the Airport for new flight opportunities such as direct flights from the East coast. Funds will be set aside to implement the Play Space Plan and a three to four year project to improve drainage and upgrade Nutwood Crescent and Rosewood Street in Kununurra will commence. We will also be utilising funds from our Foreshore Reserve which along with funds from an external grant will see the development of a Trails Master Plan. The Trails Master Plan will set out the range of improvements required on existing trails within the Shire and identify future trails, from which residents and visitors can enjoy the Shire's renowned natural, build and cultural assets.

The new Council will work hard to ensure the budget is returned to surplus and that long term financial sustainability is achieved. Along with Shire staff we look forward to delivering efficient and effective services and sustainable asset management for our municipality over the next financial year.

Regards

**Cr Jane Parker, Shire President**

### 3 MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



2014-15 was a difficult year for many local governments in Western Australia, including the Shire of Wyndham East Kimberley which weathered a budget deficit that led to reduced services, projects and employees. The Administration is committed to ensuring that the lessons learned during this process are integrated into our day to day business to help us provide the best service possible to our community. Strategic planning is in place to manage this ongoing and 2015-16 will see an increased focus in the areas of good governance, risk management and strategic planning. As this is my first Annual Report

for the Shire (I commenced in May 2015), I take this opportunity to recognise and acknowledge the work of my predecessors.

The Shire's commitment towards working with the community was continued in 2014-15 with extensive community consultation undertaken around the potential development of an Aquatic and Leisure facility at East Lily Creek and re-development of the Kununurra Civic Precinct. This consultation along with the advertising of a draft Local Planning Strategy for community input will ensure that the community has a voice in the future vision for growth and development within the Shire over the next 5 – 10 years. Further opportunities for community input will occur during 2016 as the Shire progresses a number of key strategies.

2014-15 also saw the Shire hand over the management of the Wyndham Childcare Centre. Maintaining Childcare services in Wyndham was a positive outcome for the Wyndham community and the Shire as a whole.

Projects of note in 2014-15 included major work on one of the East Kimberley's most important asset, the runway at the East Kimberley Regional Airport. The runway underwent maintenance to improve its structural integrity and ensure its ability to accommodate larger aircraft in the future. In addition Kelly's Knob was reopened with an upgraded walking track for tourists and locals to enjoy.

Ranger Services also implemented significant changes with positive outcomes for the community. A partnership with Save Animals From Euthanasia (SAFE) led to 50 dogs being rehomed in 2014-15.

2015-16 will once again be an and challenging year for the Shire as we strive to perform strongly under difficult economic circumstances. There will be an emphasis on strong financial management and continued good governance. The Shire will also support a number of significant priority projects from the State and Federal Governments. The year ahead will see local government elections in October 2015, continued strategic and financial planning, and the implementation of a number of key projects over the next 12 months that have been identified in Council's Strategic Community Plan and Corporate Business Plan.

I would like to thank all staff for their hard work and continued commitment to providing quality services to the community and I would also like to thank the Council under the leadership of the Shire President, for its direction and co-operation to build the future of our Shire.

Regards

**Carl Askew, Chief Executive Officer**

## 4 COUNCILLORS

The Council of the Shire of Wyndham East Kimberley consists of nine elected members. The role of the Councillors is to represent the community, provide leadership and guidance, facilitate communication between community and Council, make decisions on matters before Council, determine Council policy, govern finances and provide forward planning and evaluation of progress.

**Cr John Moulden**



Shire President  
Elected 2007  
Term expires 2015

**Cr Raymond (Spike)  
Dessert**



Deputy Shire President  
Elected 2010  
Term expires 2015

**Cr Sophie Cooke**



Elected 2013  
Term expires 2017

**Cr Beau Robinson**



Elected 2013  
Term expires 2017

**Cr Darren Spackman**



Elected 2013  
Term expires 2017

**Cr Don Learbuch**



Elected 2013  
Term expires 2015

**Cr Gary King**



Elected 2013  
Term expires 2015

**Cr Glenn Taylor**



Elected 2013  
Term expires 2015

**Cr Keith Wright**



Elected 2013  
Term expires 2017

## 5 COUNCIL

### 5.1 Council Meetings

Council met monthly throughout the year for Ordinary Meetings of Council and scheduled 11 Special Meetings to ensure continuity of business and governance. All Council Minutes for 2014-2015 are available on the Shire's website.

#### 5.1.1 Councillor Meeting Attendance

Councillor	Council Meeting Type			
	Ordinary Council Meetings Attended	Special Council Meetings Attended	Total Meetings Held	Attendance Rate / Meetings Held
Cr John Moulden	12	11	23	100%
Cr Raymond (Spike) Dessert	12	11	23	100%
Cr Don Learbuch	12	11	23	100%
Cr Sophie Cooke	8	10	23	78%
Cr Keith Wright	12	11	23	100%
Cr Beau Robinson	12	10	23	96%
Cr Darren Spackman	12	10	23	96%
Cr Glenn Taylor	9	7	23	70%
Cr Gary King	11	9	23	87%

### 5.2 Council Committees

Council operated eight Committees during the year. Other than the Audit (Finance and Risk) Committee which has been delegated by the Council to meet annually with the Shire of Wyndham East Kimberley's auditors, all remaining Committees have neither delegations nor decision making authority. All Committees make recommendations to the full Council, with decisions being made by the Council.

#### 5.2.1 Audit (Finance and Risk) Committee

Each local government is required to have an audit committee to exercise the powers and discharge the duties conferred on it. The Council's Audit (Finance and Risk) Committee's Terms of Reference as endorsed by the Council outlines the duties and responsibilities of the Committee. In addition to this legislated purpose, the Audit (Finance and Risk) Committee provides guidance and assistance to the Council in relation to:

- Financial Management
- Risk Management
- Internal Controls
- Legislative Compliance
- Internal and external audit planning and reporting.

The Committee considered the Shire's audited Annual Financial Report to 30 June 2014 and recommended its adoption by Council prior to the Annual Meeting of Electors.

The Audit (Finance and Risk) Committee representatives were Cr John Moulden, Cr Keith Wright - Chairperson, Cr Darren Spackman, and Cr Beau Robinson

#### 5.2.2 CEO Review and Selection Panel

The CEO is employed by the Council and the performance of the CEO is to be reviewed at least once in relation to every year of employment. Division 4 of the *Local Government Act 1995* s5.36 gives guidance to Councillors on the employment of a CEO and s5.38 indicates that an annual review must take place.

The CEO Review and Selection Panel representatives were Cr John Moulden, Cr Keith Wright and Cr Sophie Cooke.

#### 5.2.3 Local Emergency Management Committee (LEMC)

The LEMC is established by the respective local government and operates under the provision of the *Emergency Management Act 2005* to plan on behalf of the community. This is a 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 LEMC is not an operational response committee and is often confused with the functions of an Incident Management Group or at a larger emergency, the operations Area Management Group. Members of the LEMC may well be involved with the operational management of an incident as a member of the Incident Management Group or the Local Recovery Coordinating Committee due to the roles they hold in their parent agency. Local government has an important part to play in that it has a legislative responsibility to prepare, plan and have linking arrangements with the appointed agencies.

The LEMC representative was Cr Gary King.

#### 5.2.4 Bush Fire Advisory Committee (BFAC)

The function of the Bush Fire Advisory Committee (BFAC) is to provide support and guidance to Bush Fire Brigades in the Shire. It does this in collaboration with DFES and the Department of Parks & Wildlife. The BFAC meets to discuss operational and command and control issues, advise on matters relating to prosecutions under the *Bush Fires Act 1954*, and generally ensure coordination and cooperation between the brigades, agencies and the Shire in relation to the preparation of firebreaks and other preventative measures, and in the preparedness of each organisation to deal with bush fire incidents.

The BFAC representatives were Cr Gary King and Cr Raymond (Spike) Dessert.

#### 5.2.5 Kununurra Community Library

The Kununurra Community Library Committee provides advice on policy with respect to the running of the jointly managed Kununurra Community Library.

The Kununurra Community Library representative was Cr Keith Wright

#### 5.2.6 Community and Civic Events

The Community and Civic Events Committee has the role of overseeing Shire community and civic events within the municipality such as Australia Day and Australian Citizenship ceremonies. There are several other significant events that occur in the such as the Ord Valley Muster, Stars on the Bastion and Anzac Day that may require council backing or may have community and civic impacts.

The Community and Civic Events representative was Cr Keith Wright

#### 5.2.7 Disability Access and Inclusion Planning

*Under the Disability Services Act 1993* the Shire must have and maintain a Disability Access and Inclusion Plan. The objective of the Committee is to oversee and advise on the implementation, review and evaluation of this plan. The committee meets annually to conduct this internal evaluation. The Plan must be formally reviewed and revised every five years with the most recent review taking place in 2014.

The Disability Access and Inclusion Planning representatives were Cr Beau Robinson and Cr Don Learbuch.

#### 5.2.8 Lake Kununurra Foreshore Reference Committee

The Lake Kununurra Foreshore Reference Committee was endorsed at the 21 February 2012 Ordinary Council Meeting. The purpose of the committee is to implement the Lake Kununurra Foreshore and Aquatic Use Plan (adopted by Council on 16 August 2011) to ensure a coordinated approach to the management of Lake Kununurra and its foreshore.

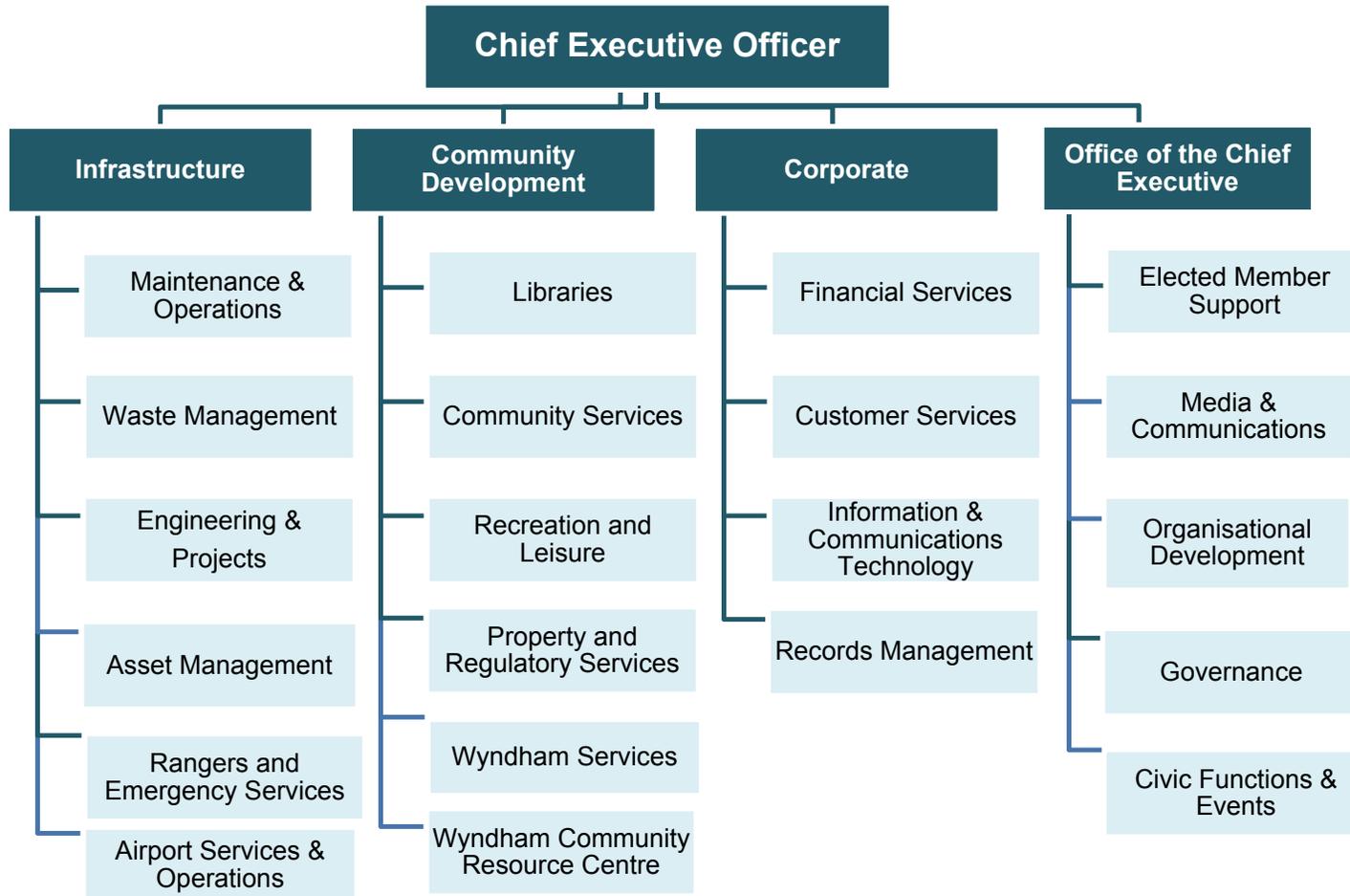
The Lake Kununurra Foreshore Reference Committee representatives were Cr John Moulden and Cr Darren Spackman.

#### 5.2.9 Other Council Representation on Committees

Council was also represented on the following committees not administered by the Shire:

- Development Assessment Panels (DAP's) – Cr John Moulden and Cr Keith Wright
- WALGA Kimberley Zone / Regional Collaborative Group – Cr John Moulden, Cr K Wright and the Chief Executive Officer
- Kimberley Regional Road Group – Cr Raymond (Spike) Dessert
- North Kimberley Land Care District Council (LCDC) – Cr John Moulden
- SWEK RoadWise Committee – Cr Don Learbuch and Cr Glenn Taylor
- East Kimberley Visitor Centre - Cr Keith Wright
- Kununurra and Wyndham Alcohol Accord – Cr John Moulden and Cr Glenn Taylor
- Community Resource Centre – Cr Don Learbuch
- East Kimberley Marketing Group – Cr Keith Wright
- Australian Airport Association (AAA)- Chief Executive Officer
- Ord Valley Events Board – Chief Executive Officer

6 ORGANISATIONAL STRUCTURE (AS AT JUNE 2015)



## 6.1 Directorate Summary

As of June 2015, the Chief Executive Officer was Mr Carl Askew. The four Directorates oversaw the following:

Office of the Chief Executive CEO, Mr Carl Askew	Corporate Director, Ms Natalie Octoman	Community Development Director, Ms Louise Gee	Infrastructure Director, Mr David Klye
<ul style="list-style-type: none"> <li>▪ Elected Member Support &amp; Secretariat</li> <li>▪ Governance Administration &amp; Compliance</li> <li>▪ Media &amp; Corporate Communications</li> <li>▪ Economic Development</li> <li>▪ Integrated Planning</li> <li>▪ Human Resources</li> <li>▪ Occupational Health and Safety</li> <li>▪ Civic Functions &amp; Events</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information &amp; Communications Technology</li> <li>▪ Finance</li> <li>▪ Customer Services</li> <li>▪ Records</li> </ul>	<ul style="list-style-type: none"> <li>▪ Libraries</li> <li>▪ Strategic Community Planning</li> <li>▪ Disability Access</li> <li>▪ Youth Services</li> <li>▪ Leisure Facility Management</li> <li>▪ Recreation Services and Programs</li> <li>▪ Property and Regulatory Services Administration</li> <li>▪ Buildings Applications and Permits</li> <li>▪ Land Use Planning</li> <li>▪ Property and Facility Maintenance</li> <li>▪ Environmental Health Services</li> <li>▪ Wyndham Area Services</li> <li>▪ Wyndham Community Resource Centre</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ranger Services</li> <li>▪ Emergency Services</li> <li>▪ Asset Management</li> <li>▪ Engineering and Project Delivery</li> <li>▪ Depot Services</li> <li>▪ Plant and Equipment</li> <li>▪ Roads and Bridges</li> <li>▪ Footpaths, Trails and Cycle ways</li> <li>▪ Drainage Systems</li> <li>▪ Parks, Ovals and Reserves</li> <li>▪ Waste Management</li> <li>▪ Airport Operations</li> </ul>

## 6.2 Staff Summary

	2010/ 11	2011/ 12	2012/ 13	2013/ 14	2014/ 15
Number of Full Time Staff*	81	89	107	88	75
Total Number of Staff	105	111	125	138	125
% Male Staff	54%	52%	52%	50%	49%
% Female Staff	46%	48%	48%	50%	51%
% Indigenous Staff	14%	8%	8%	11%	5%
Trainees/Student placements	4	2	2	1	1
Staff Turnover	23%	37%	32%	34%	51%*
% of Staff Engaged in Training	98%	95%	76%	73%	40%
% Staff Engaged in Professional Development	30%	30%	26%	17%	10%

\*Number of full time staff is as at 30 June. It does not include vacant positions.

\*Staff turnover for 2014/15 consisted of 39% casual staff, 44% permanent staff and 17% contract staff.

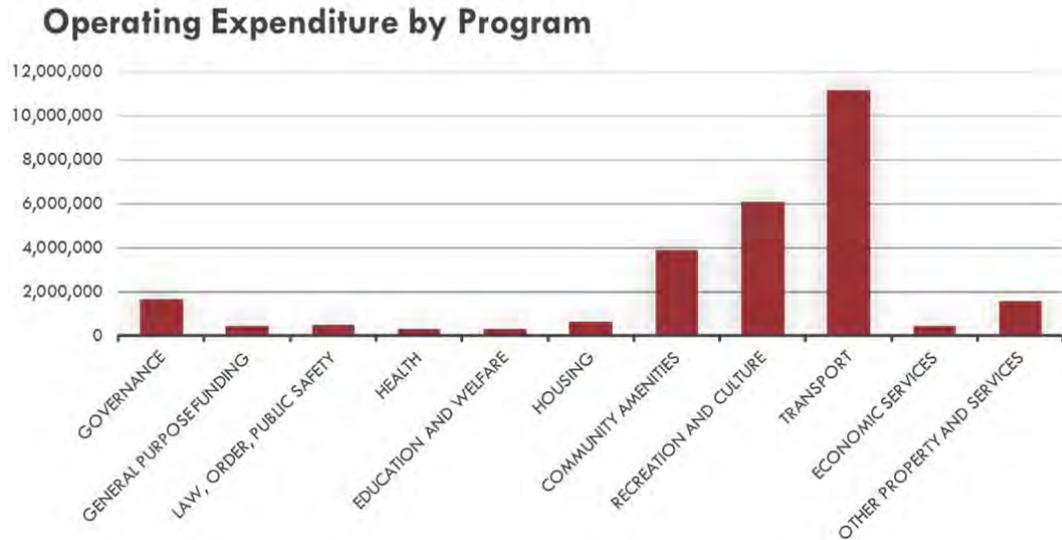
The number of employees with salaries over \$100,000 for the year 2014-2015 is reflected in the below table.

\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$160,000	\$170,000	\$180,000
-	-	-	-	-	-	-	-	-
\$109,999	\$119,999	\$129,999	\$139,999	\$149,999	\$159,999	\$169,999	\$179,999	\$189,999
4	2	2	1	0	0	0	1	1

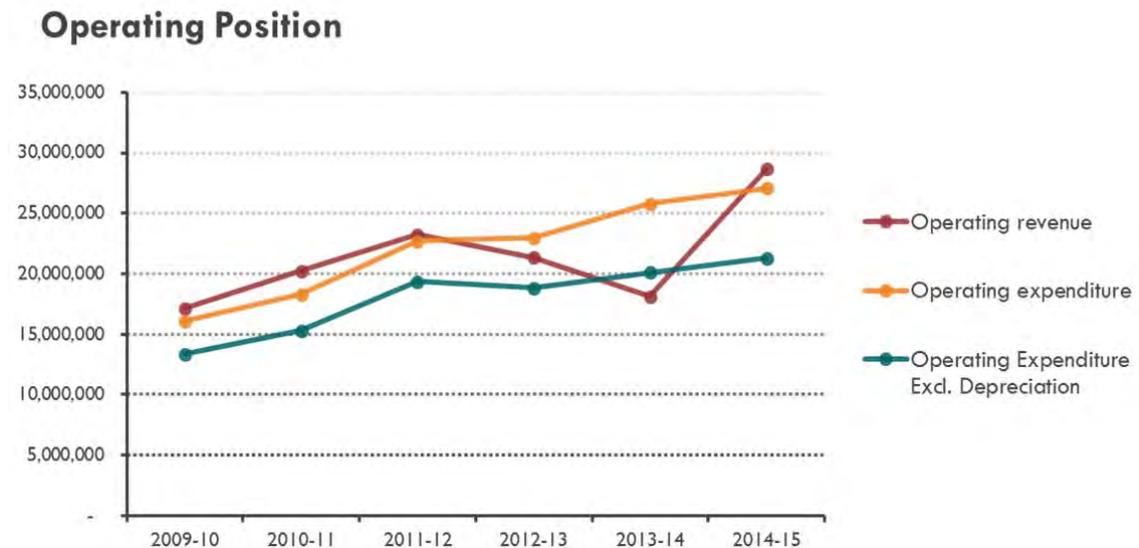
## 7 FINANCIAL PERFORMANCE AT A GLANCE

### 7.1 Operating Snapshot 2014/15

The Shire of Wyndham East Kimberley's 89 FTE's delivered services and programs to the community through 11 main program areas and a budget of approximately \$27 million during 2014-2015.



The operating position depicted shows a significant positive skew in the 2014-2015 revenue due to the FAGS (Financial Assistance Grants) prepayments being reintroduced; reimbursements for flood recovery works (WANDRRA) and Roads to Recovery related asphalt resurfacing programs received during 2014-2015 with some funds expended during 2013-2014.

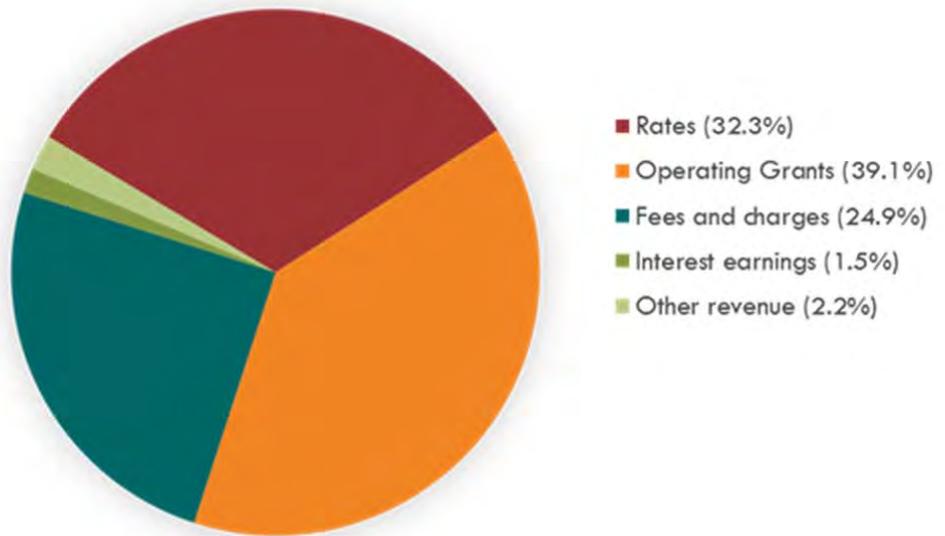


The Shire has however, been successful in slowing the rate of growth of operating expenditure given the significant decisions the Council made during the 2014-15 Budget setting process. This included the decision to lose 21.9 FTE positions across the organisation; exiting all staff housing commercial leases when possible; ceasing

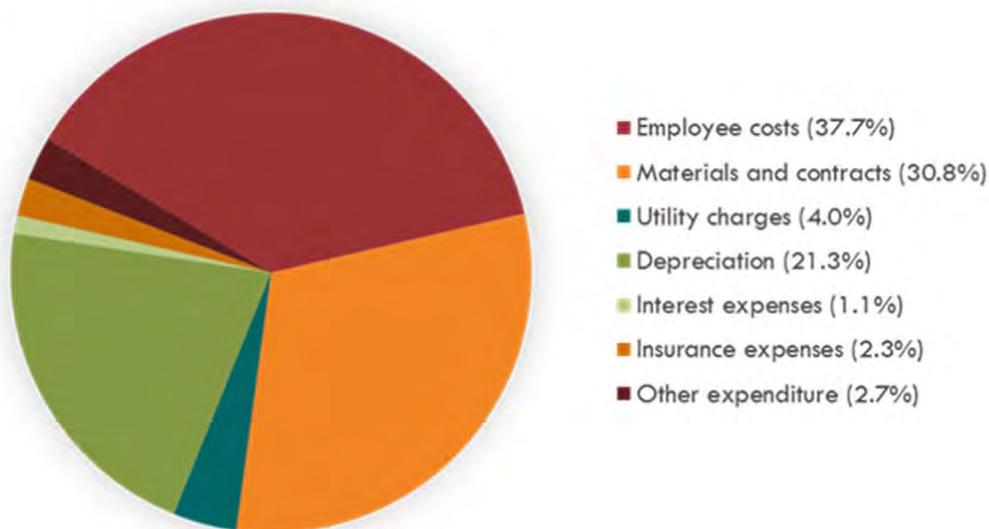
management of the Wyndham Child Care Centre from 31 December 2014; not continuing pre-cyclone clean-ups; not progressing with the flood damage clean-up and future cumbungi harvesting and major eradication programs for Lake Kununurra; reducing operating and maintenance costs across the Shire; reducing the hours rangers have for litter patrols, patrols for campers at night, other inspections and general ranger functions; no specific staff resource to assist with the development of sporting clubs along with reducing the amount of funds available for community contributions, grants and sponsorships.

This has enabled the existing operating deficit after depreciation to be reduced which provides the Shire with the opportunity to improve the funds available to address its asset maintenance issues in the future, and become more financially sustainable in the long term.

### Operating Revenue



## Operating Expenditure

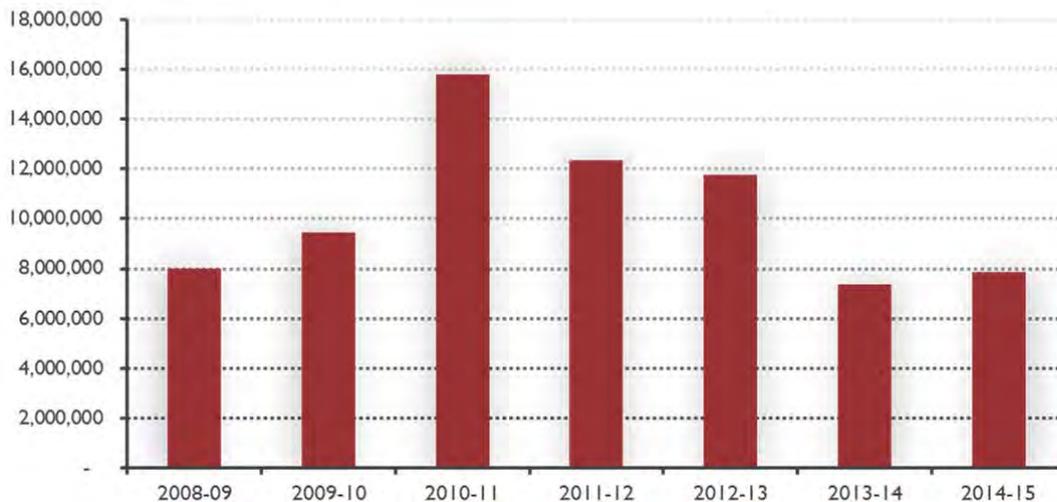


### 7.2 Capital Snapshot 2014/15

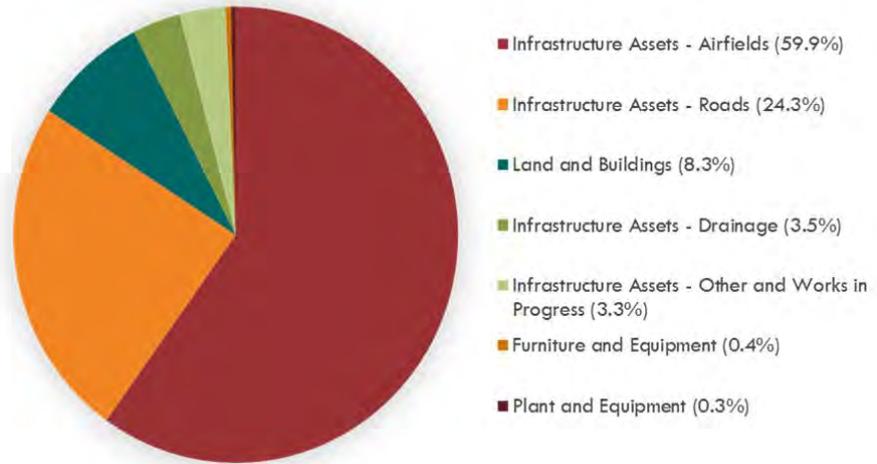
While capital expenditure has slowed significantly, it is reflective of the economic downturn, reduced funding available across the Kimberley (and the State) and also the tightening of the Shire's available expenditure. It also signifies an higher level of importance now being placed on the maintenance of the Shire's current assets, rather than developing new assets at this point in time.

Nearly half of the capital expenditure in 2014-15 was associated with the asphalt overlay of the East Kimberley Regional Airport runway, while the remaining was mainly attributable to completing the asphalt resurfacing program of the Kununurra townsite including Coolibah Drive and the reconstruction of Erythrina Street.

## Capital Expenditure



### Capital Expenditure by Asset Class



## 8 2014 – 2015 YEAR IN REVIEW

This report summarises the Shire of Wyndham East Kimberley's progress during the 2014 - 2015 financial year toward attaining the goals, strategies and outcomes set out in the Shire's Strategic Community Plan 2012-2022

### 8.1 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.**

#### **HIGHLIGHTS**

- *The Shire had the opportunity to advocate issues and opportunities for the region when Kununurra was the base for a Regional Cabinet meeting of the Western Australian Government Ministry.*
- *The Shire welcomed 24 new citizens to Australia throughout the year, citizens came from South Africa, Thailand, Fiji, Britain, Taiwan, India, France, Germany, Ireland, Vietnam, New Zealand, Nepal and Zimbabwe.*
- *In conjunction with the Kununurra and Wyndham Police, the Shire developed and implemented a new initiative called ewatch to keep the community connected to the local police and Council.*

#### 8.1.1 Media

The Shire utilised a range of media channels throughout 2014-2015 to keep the community informed of its activities, seek feedback and provide access to information.

Channels that were utilised included the Shire Facebook page which throughout 2014-2015 received 1,266 new page likes. The post that had the most engagements (a like, comment or share) was the announcement of the opening of Kelly's Knob Walking Track in February 2015.

Other media channels used to ensure strong community engagement were the Shire's official website, [www.swek.wa.gov.au](http://www.swek.wa.gov.au), which for the 2014-2015 year averaged 266 user sessions per day from a total of 53,288 users. The average session time on the website was two minutes and apart from the home page the other most popular sections on the site were employment, road conditions and documents (viewing minutes and agendas, budgets, fees and charges etc).

Throughout 2014-2015 the Shire also continued to run fortnightly paid advertorials (SWEK News) in the Kimberley Echo and paid advertisements in the Kimberley Echo and West Australian newspapers as required. For 2014-2015 some 166 pieces of information were disseminated to the community via media channels.

### 8.1.2 Australia Day

The Shire organised and co-ordinated a highly successful Australia Day celebration with an estimated 400 people attending either Swim Beach in Kununurra or the lawns of the Shire office in Wyndham. Activities and entertainment included a free breakfast barbeque with the assistance of Rotary, a performance by Monsoon Night Belly dancers, citizenship ceremony, affirmation ceremony, flag raising ceremony, baby tree ceremony, bouncing castle and face painting for kids with tea and coffee supplied by the Country Women's Association and best dressed prizes. Community feedback was positive with many commenting that they enjoyed the morning.



Community members enjoying Australia Day celebrations at Swim Beach, Kununurra

### 8.1.3 Citizenship Ceremonies

During 2014 - 2015 the Shire of Wyndham East Kimberley conducted five Citizenship Ceremonies at which 24 people became Australian Citizens. The participants were from countries including South Africa, Thailand, Fiji, Britain, Taiwan, India, France, Germany, Ireland, Vietnam, New Zealand, Nepal and Zimbabwe.

The new citizens pledged their loyalty to Australia in the ceremonies conducted Cr Keith Wright or Shire President John Moulden in front of their family, friends and community members.

### 8.1.4 Community Engagement, Events and Activities

#### **Ewatch**

In July 2014, the Shire of Wyndham East Kimberley joined forces with the Kununurra and Wyndham Police to produce ewatch a free email-based newsletter to keep the community connected to the local police and council, and including updates on local crime trends and statistics, safety initiatives, emergency issues and community events. Community members can register to ewatch on the Shire website.

### World Suicide Prevention Day

On 10 September 2014 the Shire of Wyndham East Kimberley provided support to organise the 2014 world suicide prevention day event at White Gum Park to raise awareness for suicide prevention within the community. The international theme for World Suicide Prevention Day 2014 was *Suicide Prevention: One World Connected*. This reflects the fact that connections are important at several levels if we are to combat suicide – at an individual level and cross-border level.

### Banners in the Terrace Competition

The 'Banners in the Terrace Competition' is an annual exhibition of banners along St Georges and Adelaide Terraces in Perth allowing communities and regions throughout Western Australia to represent themselves to thousands of people travelling along these routes each day. The Shire have been involved in the project since 2011. This year the banner was created by St Joseph's School Kununurra upper primary students, along with a local artist, and will be displayed along the Terrace from in July and August of 2015.



Banner created by St Joseph's School Kununurra

### 8.1.5 Working in Partnership Group

The Shire continued to contribute to and support the East Kimberley Working in Partnership (WiP) Group. The WiP is a collective of State, Federal and Local Government agencies and not-for profit organisations that work together to identify common issues and trends and to create strategies around key outcomes to improve service delivery, service planning, and better use of resources around human services. The Working in Partnership (WiP) meetings continued to be held at the Kununurra Council Chambers. These meetings included a monthly WiP Coordination meeting, which is chaired by the Shire, along with specialised meetings that occurred every second month. The specialised meetings were:

- Strong Families
- Housing and Homelessness
- Alcohol and Other Drugs
- Suicide and Mental Health
- Education Training and Employment
- Youth

The Shire also participated in the Wyndham Interagency Network Group, which similar to WiP identifies key social issues and devises more efficient and collaborative approaches to address them and provides a networking opportunity for service providers in Wyndham.

### 8.1.6 Visiting Officials

In October 2014, the Shire of Wyndham East Kimberley hosted a Regional Cabinet of the Western Australian Government Ministry. The Regional Cabinet meeting was a closed event held in the Kununurra Council Chambers however there were numerous opportunities over three days for the public and businesses to meet with Ministers and the Premier the Honourable Colin Barnett. A Community Reception was hosted by the Premier of Western Australia and attended by all visiting State Cabinet Ministers. Additional one on one appointments with Ministers were available for businesses and community groups via a Meet the Minister appointment schedule. While in the region many tours and additional appointments were also taken by all Ministers to ensure they made the most out of their visit.

These events were an important opportunity for the Shire to advocate East Kimberley issues and opportunities at a regional, state or national level.



**Shire President, Cr John Moulden presenting to the WA Government Ministry during Regional Cabinet in Kununurra**

#### 8.1.7 Official Conduct Record

The *Local Government Act 1995* requires the Shire to report on the number of official conduct complaints recorded under section 5.121 during a financial year. For the period 2014-2015 there were no conduct complaints received that resulted in action under section 5.110(6)(b) or (c) of the *Local Government Act 1995*.

#### 8.1.8 Integrated Planning and Reporting Framework

##### **Strategic Community Plan**

The Shire continued to deliver on the Strategic Community Plan 2012-2022.

##### **Corporate Business Plan**

The Corporate Business Plan is a rolling four year plan 2012-2016 and identifies the services, activities and projects and their resourcing requirements to deliver on the strategies and outcomes of the Strategic Community Plan. This plan directly informed the annual budget.

##### **Informing Plans**

There are a number of informing strategies that form part of the Integrated Planning and Reporting Framework. These include the Asset Management Plan, Workforce Plan, Long Term Financial Plan, ICT Plan and Risk Register. Many of these informing strategies will be reviewed in the next financial year.

#### 8.1.9 Council Policies and Governance

The Shire continued to review existing and develop new policies through the year. In April 2015 Council adopted a phased approach to reviewing all existing policies to be completed by December 2015 in line with the recommendations of the Department of Local Government & Communities Probity Compliance Audit Report on the Shire.

New policies that were adopted by Council in 2014-15 were:

- Celebrity Tree Park, Tree Planting, Removal & Upkeep Policy
- Sundry Debt Collection Policy
- Complaints Management Policy
- Customer Service Policy
- Designation of Senior Employees Policy
- Maintenance of Shire Assets Policy
- Private Works Policy
- Private Works & Developments on Road Verges and Council Managed Land Policy
- Credit Cards Policy
- Strategic Rating Policy
- Significant Accounting Policies
- Fees and Charges Pricing Policy
- Purchasing Policy

In January 2015 Council also adopted a new Code of Conduct for Council Members, Committee Members and Employees.

During 2014-2015 the Shire had a strong focus on governance and compliance, stemming from a Council resolution in September 2014 that requested the Department of Local Government and Communities (DLGC) conduct a probity audit on the Shire. The DLGC had already decided in August 2014 to conduct a limited Probity Compliance Audit

at the Shire to examine the Shire's tender processes and contracts as a result of various concerns being brought to its attention, including complaints from local business proprietors.

The probity compliance audit was conducted by the DLGC over the period 23 – 25 September 2014. The final report provided 21 recommendations for the Shire to action. By the end of the financial year the majority of these had been completed with the remainder scheduled for completion by December 2015.

#### 8.1.10 Financial Governance

The Council, upon recommendation of the Audit (Finance and Risk) Committee, entered into a Master Lending Agreement with the Western Australian Treasure Corporation (WATC) to simplify future lending transactions with WATC and therefore improve the efficiency of the lending process for the Shire. This was also applied to other local governments across the State.

The Shire also undertook the inaugural review in relation to the new legislative requirements outlined in Regulation 17 of the *Local Government (Audit) Regulations 1996*. This Regulation requires the CEO, on a biennial basis, to review the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance. The final report made a range of recommendations that are to be implemented using a staged approach.

The Shire sought to engage a suitable company for the provision of audit services for the period from 1 July 2015 to 30 June 2020. During May 2015, the Council awarded this to Moore Stephens (formerly UHY Haines Norton), who will continue to provide advice to the Audit (Finance and Risk) Committee as part of their annual meeting.

The Council implemented its Strategic Rating Policy during 2014-2015 that aspired to balance service levels in accordance with the needs and expectations of the community and set rating levels to adequately resource its roles and responsibilities. Adopting this policy allowed the Shire to clearly commenced the journey to improve and subsequently maintain the Shire's long term financial viability in accordance with the Strategic Community Plan.

#### 8.1.11 ICT (Information & Communication Technology)

During 2014-15 development was made on existing software systems whilst also conducting scoping works for significant projects to be realised during 2015-16.

To assist with the Shire's geographical remoteness and as a valuable business tool, video conferencing capabilities were installed in the Kununurra Council Chambers. This facility is now routinely used for internal staff meetings and in the area of recruitment.

A software solution was purchased in 2014-15 to provide an integrated approach to document preparation and document delivery to iPad or Android tablet devices. The software as trialled internally throughout the year for the preparation of Council Agenda's and Minute's and will be rolled out throughout 2015-16.

A feasibility study was conducted to investigate the viability of installing wireless links between Shire offices. This project is expected to be initiated in 2015-16 and would provide benefits for disaster recovery management, increased customer service capabilities, cost and time efficiencies and increased record management capabilities.

### 8.1.12 Records Management

The Shire continued its commitment to recordkeeping, in accordance with legislative requirements.

The Shire's current Recordkeeping Plan (RKP) outlines the process for management and disposal of records in accordance with the *State Records Act 2000* and is approved by the State Records Commission to 30 August 2017, prior to which it will formally be reviewed.

In 2014-2015, there will be an increased focus on system improvements; particularly around recording and moving toward digitisation where possible.

### 8.1.13 Freedom of Information

#### **Objective**

To make readily available to the public in accordance with the *Freedom of Information Act 1992* information sought as soon as practicable.

#### **Policy**

Council will provide a general right of access to documents and records of Council in accordance with the provisions of the *Freedom of Information Act 1992*, section 5.94 of the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the guidelines in the policy.

1. The Director Corporate Services is appointed as "FOI Co-ordinator" and "Decision Maker" and is authorised to make decisions regarding access to information.
2. The Chief Executive Officer is the "Internal Review Officer" appointed to review an application should the applicant be dissatisfied with the result.
3. Procedures for determining access, exemptions, personal information and review of the preparation of information statements shall be in accordance with the Freedom of Information implementation guidelines prepared by the Office of the Information Commissioner.
4. Council shall apply fees and charges applicable under the Act and as published in the Government gazette from time to time.

In complying with the *Freedom of Information Act 1992* a comprehensive Information Statement will be developed during 2015-2016. The Information Statement aims to improve community awareness of how information can be sought from the Shire, along with providing a clear outline of the step-by-step processes involved in processing an application, including a simple process flowchart and a revised application form. This will be a document that is reviewed and published on the website annually.

### 8.1.14 Freedom of Information Act 1992

In accordance with section 10(1) of the *Freedom of Information Act 1992*, members of the public have the right to access records (which are not otherwise exempt) held by the State and local government agencies. The 2014-2015 financial year resulted in a significant increase in the number of applications received and time allocated to the process.

The table below illustrates all the applications received by the Shire of Wyndham East Kimberley:

Access Type	2012-2013			2013-2014			2014-15		
	Personal	Non-Personal	Total	Personal	Non-Personal	Total	Personal	Non-Personal	Total
Access in full	0	0	0	0	0	0	0	1	1
Edited access	0	1	1	0	2	2	0	3	3
Access refused	0	0	0	0	0	0	0	7	7
No documents found	0	0	0	0	0	0	0	2	2
Withdrawn by applicant	0	0	0	0	0	0	0	1	1
Not finalised	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>14</b>	<b>14</b>
<b>Number of Access Applicants</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>6</b>

#### 8.1.15 Organisational Development

Throughout 2014/15, the Shire's organisational development objectives were focused on organisational training for employees, offering work experience opportunities to the community and Occupational Health and Safety.



The Shire Administration building in Kununurra

## 8.2 Strategic Community Plan 2012 – 2022, Goal 2

**Greater returns from regional investment to ensure sustainable provision of appropriate physical and social infrastructure.**

### **HIGHLIGHTS**

- *The community were given the opportunity to view and provide feedback on draft structure plans for a new development at East Lily Creek and re-development of the Kununurra Civic Centre.*
- *A draft Local Planning Strategy was advertised to allow the community the opportunity to provide input into the future vision and aspirations for growth and development within the Shire for the next 5 – 10 years.*
- *The East Kimberley Regional Airports most important asset, the runway underwent maintenance, improving its structural integrity and ensuring its ability to accommodate larger aircraft.*

### 8.2.1 Community Grants

Community Grants were available to non for profit and local organisations for projects that benefit the local community. The two types of grants available were Annual Grants and Quick Grants.

#### **Annual Grants**

The Annual Community Grant Scheme offered not-for-profit organisations within the community the opportunity to receive financial and in-kind support for amounts over \$1,000. In 2014 – 2015, \$53,400 was allocated and is reflected in the following table:

<b>Organisation</b>	<b>Project</b>	<b>Amount</b>
Lake Argyle Swim Incorporated	2015 Lake Argyle Swim	\$5,000
Kimberley Action Sports Incorporated	2014 Lake Argyle Adventure Race	\$5,000
Kununurra Progress Association	Kununurra Picture Gardens Greening Development Project	\$15,000
Kununurra Netball Association	Equipment Shed	\$5,900
Ord Valley Country Womens Assoc.	2015 OV CWA Bushdance	\$2,500
Kununurra Agricultural Society	Construction of Fencing	\$5,000
Kununurra Gymnastics Club	Equipment Storage Shed	\$10,000
Kununurra Bushmen's Rodeo Association	Shade Sail for Campdraft Arena	\$5,000
<b>Total amount</b>		<b>\$53,400</b>

### Quick Grants

The Quick Grant program provided financial and in-kind support to local organisations and projects which benefited the local community and provided up to \$500 per organisation per financial year. The following community groups were successful in receiving Community Quick Grants in 2014 - 2015, with a total amount of \$7,494.60 being allocated:

Organisation	Project	Amount
Kununurra Junior Football Association	Under 12's AFL	\$500.00
Save the Children	Communities for Children	\$500.00
Cancer Council WA	Kununurra Relay for Life event	\$500.00
East Kimberley Sports Association Inc.	2014 East Kimberley Sports Awards	\$500.00
KDHS Parents & Citizens	KDHS P&C School Fete	\$500.00
Tura New Music Ltd	Resonance Concert	\$500.00
Kununurra Taekwondo Inc.	Club Development Activities	\$500.00
Kununurra Community Resource Centre	3rd Annual RRR Network Satellite Sundowner	\$500.00
Crazy Crocs Playgroup	Walk over October event	\$500.00
Kununurra Baptist Fellowship	Carols by Candlelight	\$500.00
Kununurra Community Garden Inc.	Tools & Protective Equipment	\$494.60
Kununurra Neighbourhood House	2015 International Women's Day	\$500.00
St Joseph's Parents & Friends Association	St Patrick's Day Quiz night	\$500.00
Wyndham Historical Society	Display Area at Wyndham Museum	\$500.00
RSL Kununurra Sub-branch	Anzac Day Dawn Service & Town Ceremony Kununurra	\$500.00
<b>Total amount</b>		<b>\$7,494.60</b>

### 8.2.2 Sponsorship

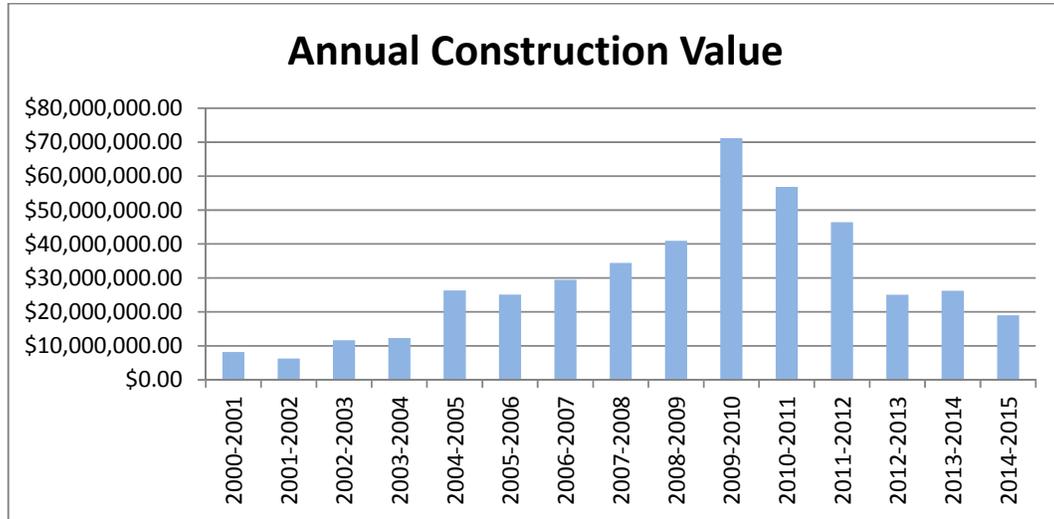
The Shire sponsored 3 key events in 2014-2015. These events create economic diversity and lead to greater long term returns for the region. The Ord Valley Muster received \$20,000 with \$5,000 going towards Stars on the Bastion and \$5,000 to the Barramundi Dreaming concert.

### 8.2.3 Building Services

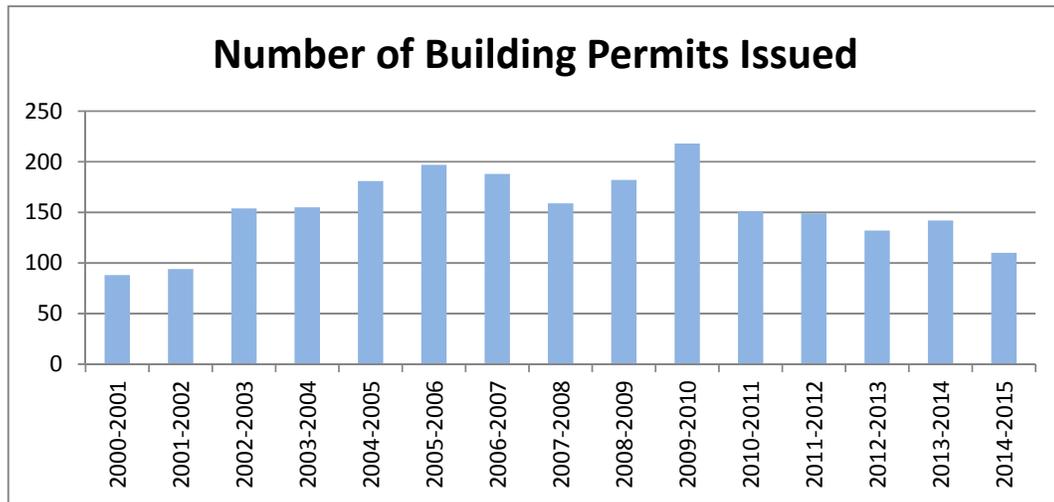
The construction value of the 110 Building Permits issued by the Shire for the 2014-2015 year was \$19,005,346.

In comparison with the figures for 2013-2014, the construction values and number of permits have decreased. This is reflected in the following figures and tables. The slight downturn within the construction industry appears consistent with the decrease in construction figures experienced by other regional local authorities. This is reflected in the following figures and tables.

#### Annual Construction Value



#### Number of Building Permits Issued

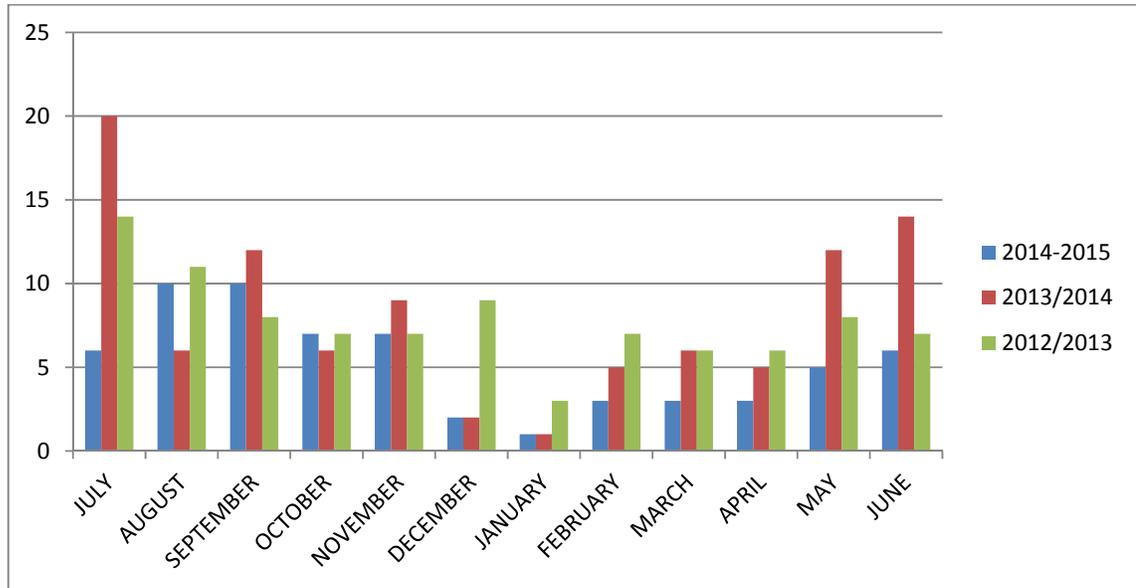


Building Permits issued by Shire of Wyndham East Kimberley statistics 2000-2001 to 2014-2015 showing new dwelling units & location:

Financial Year	Number of Building Permits Issued	Annual Construction Value	New Dwelling Units Kununurra	New Dwelling Units Wyndham	New Dwelling Units Aboriginal Communities
2000-2001	88	\$8,173,121	10	2	19
2001-2002	94	\$6,233,174	16	1	7
2002-2003	154	\$11,679,506	13	3	18
2003-2004	155	\$12,294,189	19	4	15
2004-2005	181	\$26,321,945	45	4	25
2005-2006	197	\$25,119,699	68	2	8
2006-2007	188	\$29,491,996	56	5	6
2007-2008	159	\$34,438,418	41	1	27
2008-2009	182	\$40,925,702	50	16	3
2009-2010	218	\$71,203,364	139	18	0
2010-2011	151	\$56,822,612	28	1	0
2011-2012	149	\$46,421,179	40	4	11
2012-2013	132	\$25,092,177	32	0	6
2013-2014	142	\$26,229,325	32	3	2
2014-2015	110	\$19,005,346	31	0	0

### Planning Approvals

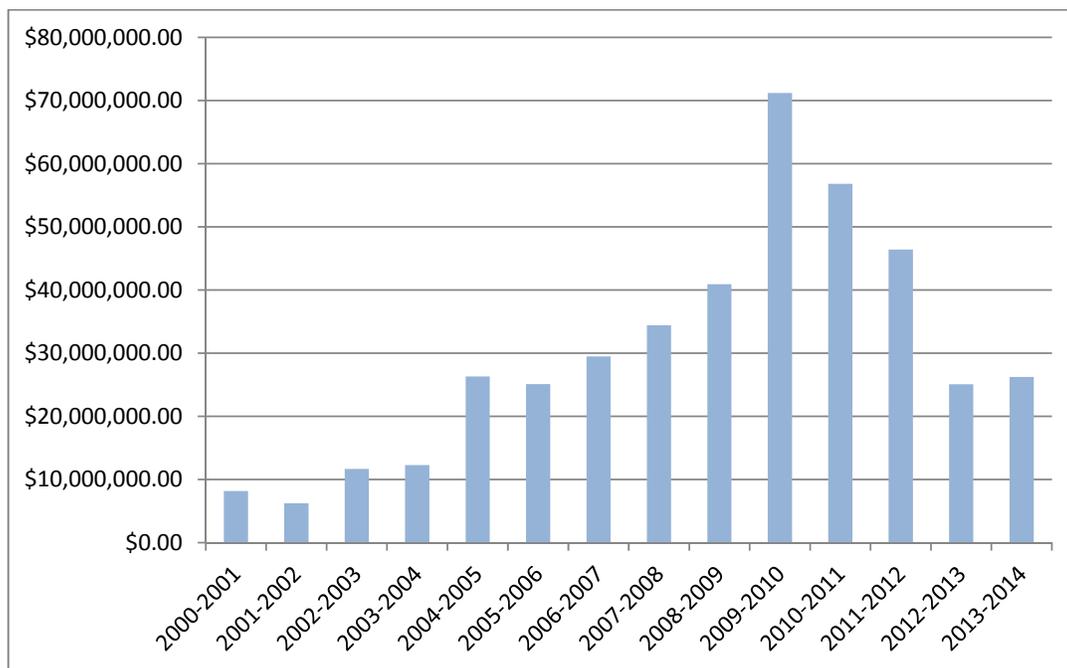
80 Development Applications were processed in 2014-2015. The decrease in applications is reflected in the decrease indicated in the construction industry's building statistics.



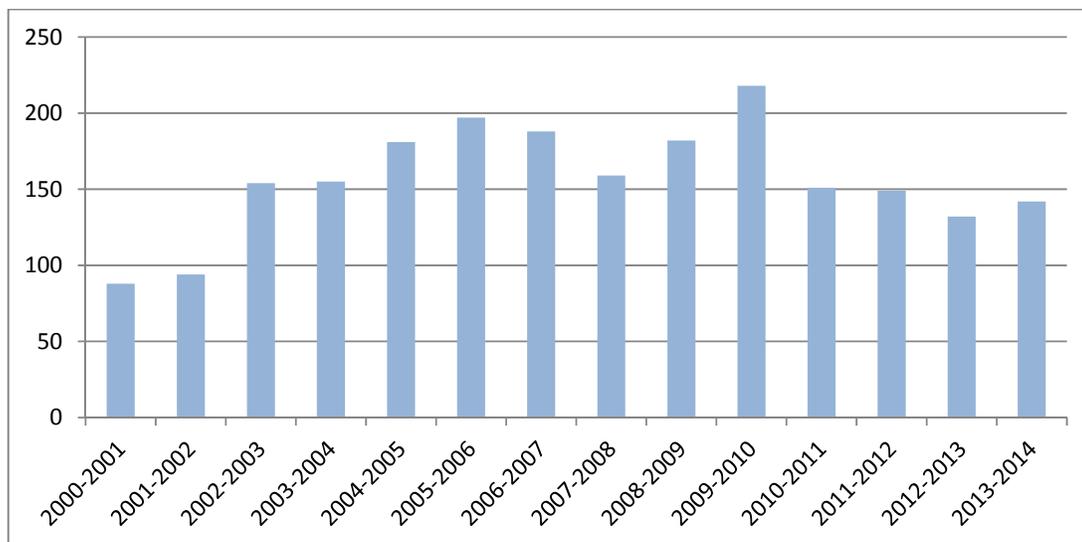
The construction value of the 142 Building Permits issued by the Shire for the 2013-2014 year was \$26,229,325.00.

In comparison with the figures for 2012-2013, the construction values and number of permits was relatively stable. This is reflected in the following figures and tables.

### Annual Construction Value



### Number Of Building Permits Issued



#### 8.2.4 Business Case and Draft Structure Plans for an Aquatic and Leisure Facility

The Aquatic and Leisure Facility Development Preliminary Business Case was prepared by GHD Pty Ltd to consider multiple sites for a new or redeveloped aquatic and leisure centre in response to the requirement to replace the Kununurra swimming pool which is failing. The draft preliminary business plan, which recommends the development of a new aquatic and leisure centre at East Lily Creek, was completed by the consultant in May 2015, and will be considered by Council for endorsement at the July 2015 Ordinary Council Meeting.

This project also included the preparation of two structure plans following on from the outcomes of the business case, to provide direction for the relocation of the Kununurra Leisure Centre to East Lily Creek and future redevelopment of the current Leisure Centre site and extended Kununurra Civic Centre precinct.

Preliminary draft structure plans for East Lily Creek and the Kununurra Civic Centre were prepared by GHD and presented to Council, stakeholders and to the community through a Community Open House held in October 2014, to obtain early community and stakeholder feedback on the preliminary plans.

The draft structure plans have been refined based on feedback from Council, Shire Officers, LandCorp and community, and the outcomes of the draft business case, and the key recommendations are:

- Provide land for residential development to accommodate the proposed increase in population (East Lily Creek)
- Provide facilities and services within the community to cater for the growing population including a potential local primary school, local shops and recreational parks (East Lily Creek)
- Designate land to accommodate the relocation of the existing Kununurra Leisure Centre (East Lily Creek)

- A progressively staged development of the precinct to consolidate town centre activities, provide for enhanced community activity and better utilise or redevelop areas of underutilised space (Kununurra Civic Precinct)
- Implementation actions to be progressed to ensure that the precinct is 'development ready' regardless of development staging, so that the Shire can be responsive to changes in growth as they occur (Kununurra Civic Precinct)

The Structure Plans are due to be advertised for formal public comment and completed in 2015 – 2016.



View of the current Kununurra Leisure Centre and surrounding town site

#### 8.2.5 Local Planning Strategy

In February 2015, the Council endorsed the draft Shire of Wyndham East Kimberley Local Planning Strategy for advertising to ensure that the community as a whole has the opportunity to provide valued input into the future vision and aspirations for growth and development within the Shire for the next 5 – 10 years.

The draft Local Planning Strategy identifies future expansion areas for residential and industrial land whilst also protecting priority agricultural land; and the need for diversity of choice in housing options to cater to the diverse population. Other areas that were highlighted were the need for improved and flexible planning of the town centre to provide increased private investment, improved pedestrian access, Crime Prevention Through Environmental Design (CPTED), services that cater to the young and the old, and a diversity of land uses.

The draft Local Planning Strategy has been forwarded onto the Western Australian Planning Commission for certification, which was granted in June 2015 subject to a

number of modifications being carried out prior to advertising. The Strategy is due for advertising and completion in 2015 -2016.

#### 8.2.6 Local Planning Scheme No. 9

The preparation of the draft Local Planning Scheme involved the review and consolidation of the Shire's two existing Town Planning Schemes, incorporating recommendations from the review of the Local Planning Strategy, and will result in an updated planning scheme that encompasses the whole Shire.

Council endorsed the draft Shire of Wyndham East Kimberley Local Planning Scheme No. 9 in February 2015 for the purpose of advertising, and in June 2015 the Minister for Planning granted consent for the draft Scheme to be advertised for public inspection subject to a number of modifications being carried out prior to advertising.

Local Planning Scheme No. 9 is due for advertising and completion in 2015-2016.

#### 8.2.7 Public Art Project Coolibah Estate

LandCorp obtained funding under the Regional Development Assistance Program, for the provision of landscape treatments and public art within the Coolibah Estate for the purpose of providing:

- An increased sense of community for residents within the subdivision
- Continued capacity building of Indigenous Programs within Kununurra
- Strengthening the pedestrian link between the town centre and the subdivision
- Increasing architectural outcomes within the Estate.

Waringarri Aboriginal Arts were engaged to design public art concepts specific to the estate, and developed two of the concept designs, brass cast boab nuts and carved timber totem poles for installation into Boab Park and adjacent the MG Corporation building.

In February 2015 Council authorised the Shire to enter into an agreement with LandCorp for the placement, maintenance and insurance of the public art works in Coolibah Estate for a period of two years, after which time ongoing maintenance and the future of the proposed public art will be revisited. The artwork will be installed in late 2015.



Concept designs for public art at Coolibah Estate



#### 8.2.8 Ord East Kimberley Expansion Project

The Shire was involved in several aspects of the Ord East Kimberley Expansion Project. This included the development of roads and maintenance of associated works within the road reserves such as culverts and irrigation channels.

There were four roads under Shire management within the Ord area, these include the main road 'Moonamang Rd'. All but the north east 2.2km portion of Moonamang Road are sealed. In 2014-15, formal declaration was received in relation to the creation of a road reserve over the existing track from Goomig to the Northern Territory border (distance about 5km).

A final seal is expected for the newly declared roads in August- September 2015.

#### 8.2.9 Tourism and Economic Development

The Shire continued to support economic development for the region with once again a strong focus on tourism development. Working with the East Kimberley Marketing Group, the Group continued to deliver on the recommendations of the East Kimberley Tourism Action Plan produced by the Shire and Tourism Western Australia.

Economic Development Grants for 2014-2015 were provided to:

- Kimberley Economic Development Forum \$2,500
- East Kimberley Marketing Group \$15,000
- Kimberley Zone (Regional Development Projects) \$10,000
- Kununurra Chamber of Commerce Small Business Awards \$5,000
- East Kimberley Grammar School \$10,000

#### 8.2.10 East Kimberley Regional Airport Runway Upgrade

In 2014 – 2015, due to the East Kimberley Regional Airport (EKRA) runway showing signs of age that was creating increased maintenance requirements as well as additional monitoring and restrictions on some aircraft movements, a detailed investigation was undertaken to assess its condition and suitability for future traffic. The results of the investigation concluded that with a suitably designed hot mix asphalt overlay treatment the runways structural integrity was sufficient to accommodate larger aircraft.

Jointly funded by the Shire and the Regional Airports Development Scheme (RADS), the runway and intersecting taxiways had a specially formulated asphalt overlay applied at nominal thickness of 60 mm. The asphalt surface was also grooved to improve traction when wet.

A mobile asphalt production plant was installed adjacent to the airport to provide fresh and compliant asphalt. All aggregate and cartage was supplied by local contractors.

The Shire developed and implemented the Method of Work Plan (MOWP) and provided Work Safety Officers throughout the works. Special procedures were developed and implemented allowing the Royal Flying Doctor Service to operate at night for emergency medical evacuations.

Laying of the asphalt was conducted at night with the runway made available for normal operations during the day. The runway and intersecting taxiways work as well as associated raising of lighting and reinstatement of the runway shoulder was completed in 20 nights.

The Shire then reinstated all runway and taxiway markings using its own line marking machine.

Finally runway grooving took place in August over 10 nights with the runway closed. Another MOWP was developed and implemented with all works overseen by Work Safety Officers.

The final product is an improved, smoother more uniform surface that complies with current aviation standards. It has also increased structural strength which will enable larger aircraft to operate all year round for years to come.

#### 8.2.11 East Kimberley Regional Airport Other Projects and Works

Other projects and works undertaken at the East Kimberley Regional Airport during 2014/15 included:

- Refuelling and monitoring of a generator for 3 months on behalf of Airservices Australia.
- Provided Work Safety Officers and assistance with the replacement and rerouting of HV cabling airside between Airport Maintenance Depot and the VOR/DME Navaid
- Repainting of all aerodrome line markings on EKRA and Wyndham Airport runways, taxiways and aprons
- Extension of the Departure Lounge/Sterile area by utilising previously unused space
- Continued monitoring and crack patching of taxiway and apron surfaces
- Continued monitoring and treatment of soil depressions “Gilgae’s” on EKRA runway strip
- Re-leasing of hire car booths

#### 8.2.12 East Kimberley Regional Airport Regulatory and Compliance Activities

The following airport regulatory and compliance activity was undertaken:

- March 2015 – Annual EKRA Aerodrome Technical Inspection
- March 2015 – Annual Wyndham Aerodrome Safety Inspection
- June 2015 – CASA Site Audit of the Kununurra and Wyndham Airstrip
- Meetings – Aerodrome Emergency Committee, Safety Management Committee and Aerodrome Security Committee
- Review of Kununurra Aerodrome Manual and submission to Civil Aviation Safety Authority
- Review of EKRA Transport Security Program and submission to Department of Infrastructure and Transport, Office of Transport Security
- Firearms Handling and Safety Training for Airport Reporting Officers
- Multiple system test audits conducted by Office of Transport Security in respect to security screening functions and staff competency

## 8.2.13 East Kimberley Regional Airport Passenger Numbers and Aircraft Landings

**Passenger Numbers (Arrivals & Departures) At East Kimberley Regional Airport**

Month	2009/10	2010/11	2011/12	2012/13	2013/2014	2014/2015
July	9,094	9,254	9,973	10,113	10,232	8,593
August	8,247	9,174	9,272	9,378	8,954	7,764
September	7,872	8,384	8,258	8,738	8685	7,045
October	6,655	7,797	8,395	8,266	8,882	6,509
November	5,550	6,040	6,605	6,732	5,847	5,595
December	4,970	5,677	6,231	5,798	5,452	5,077
January	4,617	5,075	5,367	5,255	4,676	4,232
February	4,540	4,844	5,342	5,063	4,748	4,403
March	5,924	6,295	6,364	6,117	5,546	5,076
April	5,858	8,082	8,176	7,951	7,034	6,140
May	8,763	8,997	8,727	10,123	7,947	7,169
June	8,251	8,351	9,393	8,678	7,878	7,175
<b>TOTAL</b>	<b>80,341</b>	<b>87,970</b>	<b>92,103</b>	<b>92,212</b>	<b>85,881</b>	<b>74,778</b>

### Aircraft Landings At East Kimberley Regional Airport

Month	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
July	1,738	1,780	1,843	1,384	1,302	1,084
August	1,599	1,601	1,633	972	1,077	945
September	1,244	1,221	1,108	1,041	819	750
October	946	884	616	846	664	663
November	658	717	725	688	484	479
December	490	542	616	561	426	461
January	439	517	497	517	371	432
February	557	641	545	540	501	544
March	815	1,046	696	718	441	563
April	909	1,167	960	891	683	771
May	1,339	1,606	1,097	10,59	927	922
June	1,545	1,695	1,283	1,099	940	1,111
<b>Total</b>	<b>12,279</b>	<b>13,417</b>	<b>11,619</b>	<b>10,316</b>	<b>8,635</b>	<b>8,725</b>

#### 8.2.14 Asset Maintenance & Management Plan

During 2014-2015 the Shire of Wyndham East Kimberley undertook fair value on all classes of assets. This included field work using the RAMMS mobile field device (Pocket RAMMS) of which the Shire is a leader in the field, being selected as one of the first to trial the system in W.A. This ensured a fair value price was assigned to each asset.

Other activities included;

- Ongoing capturing and recording of asset information for culverts, drainage, signage, pavements, footpaths, jetties and boat ramps, kerbing, airports and buildings and other infrastructure assets using the pocket RAMMS system.
- Continued capturing and recording of asset information for our remote roads .e.g. Duncan Rd, King River Rd, Parry's Creek Rd, Kalumburu Rd, Carlton Hill Rd, Port Warrender Rd. These are some of the remotest roads in Australia and supply some unique challenges.
- Continuation of traffic counts using both the Sierzega radar system and metro-count systems on our urban and remote rural roads. Traffic counts are needed for road funding and grants, as well as a better understanding of the traffic types and volumes utilising the Shire's sealed and unsealed road network and their impact on road condition.
- Conducting required annual playground and bridge inspections.

### 8.2.15 Roads

Major road projects undertaken during 2014-2015 included: the widening of the intersection of Mangaloo and Coolibah Streets to improve road safety. The reconstruction of a refuge island at the entrance to the Coles shopping Centre at the intersection of Konkerberry Drive and Banksia Street. These works were undertaken to improve pedestrian safety across Konkerberry Drive near the Banksia Street intersection and vehicular turning access into the Coles shopping Centre car park.

### 8.2.16 Stormwater Management Strategy

Key local stakeholders meetings were convened to discuss solutions to flooding issues to minimise the risk of flooding to the Kununurra town-site and how best to protect the irrigation assets from flood damage

During 2014-2015 new drainage pipes were installed adjacent to Banksia Street to improve a drainage problem and reinforced box culverts and drop structures were installed on Carlton Hill Road to improve substandard drainage. A V-drain was also installed in Messmate Way to remove a nuisance flooding problem.



Cleaning of drains to assist with stormwater management

### 8.2.17 WANDRRA

During the significant rainfall event in February 2014 the M1 Channel was subjected to heavy inflows from the catchment area, and came dangerously close to being breached because of the large amounts of water flowing into the channel in a short period of time. A breach of the M1 Channel could have resulted in flood waters inundating a significant area.

National Disaster Funding was secured under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), for employment of a Civil Engineer to manage repair of essential public assets (e.g. roads, drains, culverts footpaths) and clean-up activities, directly related to the heavy rainfall and flood event of February 2014.

The WANDRRA flood recovery works to repair the damage caused by the floods in February 2014 were completed in January 2015. The majority of flood damage was localised around various streets in the Kununurra town-site, with damage also sustained to Lake Argyle Road, Kalumburu Road, Point Warrender Road and Mt Elizabeth Road in the rural areas.

Preliminary cost estimates valued the repair damage bill at \$4,820,000.

#### 8.2.18 Disability Access and Inclusion Plan

The Biennial review of the disability access inclusion plan was carried out in 2014 by the Disability Access and Inclusion Planning Committee. During the review process, the Plan was forwarded to the Disability Services Commission for comment who, in turn, sought feedback from a local Parent Advisory Group. The Disability Access Planning Committee offered to meet with this Parent Advisory Group however this did not eventuate, feedback from this group was provided in writing. The Plan was then advertised for public comment in the Kimberley Echo on 9 October and 23 October 2014 and on the Shire website and Facebook for a period of 28 days. Changes were primarily made on advice from the Parent Advisory Group as well as utilising the Disability Services Commission guide on the seventh outcome, "People with disability have the same opportunities as other people to obtain and maintain employment within the public sector". The Disability Access and Inclusion Plan 2013 -2017 was adopted by Council at the 16 December 2014 Ordinary Council Meeting.

#### 8.2.19 Play Space Plan

The Draft Shire of Wyndham East Kimberley Play Space Plan was endorsed for community consultation by Council in June 2015. The Draft plan provides clear guidance for the provision and management of play spaces within the Shire. This, in turn will assist in managing community expectations about play space service provision. The Plan assists in identifying future play space projects, provides a strategic approach to future works and a strong case for any funding requests for these projects. Once the Plan and guidelines are adopted, an action plan will be developed detailing specific recommended actions regarding existing play spaces within the Shire.

#### 8.2.20 Libraries

During the 2014-2015 year Kununurra Community & School Library loaned 47,015 items, welcomed 726 new members and entertained a combined total of 5720 pre-schoolers and babies at Story time and Rhyme time sessions.



Children's reading area at the library.

Kununurra Community & School Library celebrated Library Lover's Day on 14<sup>th</sup> February by offering patrons a 'blind date with a book' providing a chocolate with every loan.

The Kununurra Community Library also hosted the National Simultaneous Story time with Cr Don Learbuch reading 'The brother Quibble' to 386 students from Kununurra District High School and St Joseph's Primary School.

Once again the Children's Book Council WA gave the library the funds to bring an author to the East Kimberley for Children's Book Week. Erica Bentel visited the Kununurra Community and School Library, Wyndham Public Library, Wyndham District High School and Kalumburu Remote High School as well as judging the dress up parade at Kununurra District High School during the week.

The Library organised, through writing WA's Regional Writing Group program, to bring David Whish-Wilson to Kununurra for a weekend workshop with the Kununurra Writer's Group. David also spent an evening in the library reading from his book and talking about his life as a writer.

A Wi-Fi service for patrons esd introduced and this combined with the public use PCs allowed 4,404 residents and visitors to access the internet.

### 8.2.21 Childcare

2014 - 2015 saw the Shire seek alternate options for the provision of Childcare in Wyndham due to rising costs of the Wyndham Childcare Centre. Officers worked with members of the community to identify preferred options and this resulted in the handover of the Wyndham Childcare Centre to Children's Services Support Unit in February 2015.

### 8.2.22 Youth Services

July 2014 saw the conclusion of the Muso Magic School Holiday program. Participants of the program learned a number of skills and personal development activities. The program received excellent feedback. The Shire also continued to support community partners in the provision of services including Wyndham Police and Partners in the running of monthly Blue Light Disco's and support to Ngnowar Aerwah Aboriginal Corporation in the provision of the Specky Dreaming program in June 2015.

### 8.2.23 Recreation and Leisure

Recreation and outdoor living is an important part of the community lifestyle in Kununurra and Wyndham.

Major Events and Projects for 2014-2015 included:

- Wyndham Triathlon – 55 people participated in the long course and 25 children participated in the kids short course.
- Swimming WA – BHP Swim Competition at Kununurra Leisure Centre and Wyndham Pool.
- Upgrade of the Kununurra outdoor basketball lights including rewiring and new lighting.

#### **Annual Swim School Program**

The Shire of Wyndham East Kimberley conducted the Swim for School Program at the Kununurra Leisure Centre and Wyndham Swimming Pool to enhance children's swimming and survival skills. Participants of all ages and abilities from infants to level 8 were allowed to participate and attend one lesson per week for the duration of the program. Private swimming lessons were also offered at the Kununurra Leisure Centre subject to instructor availability.

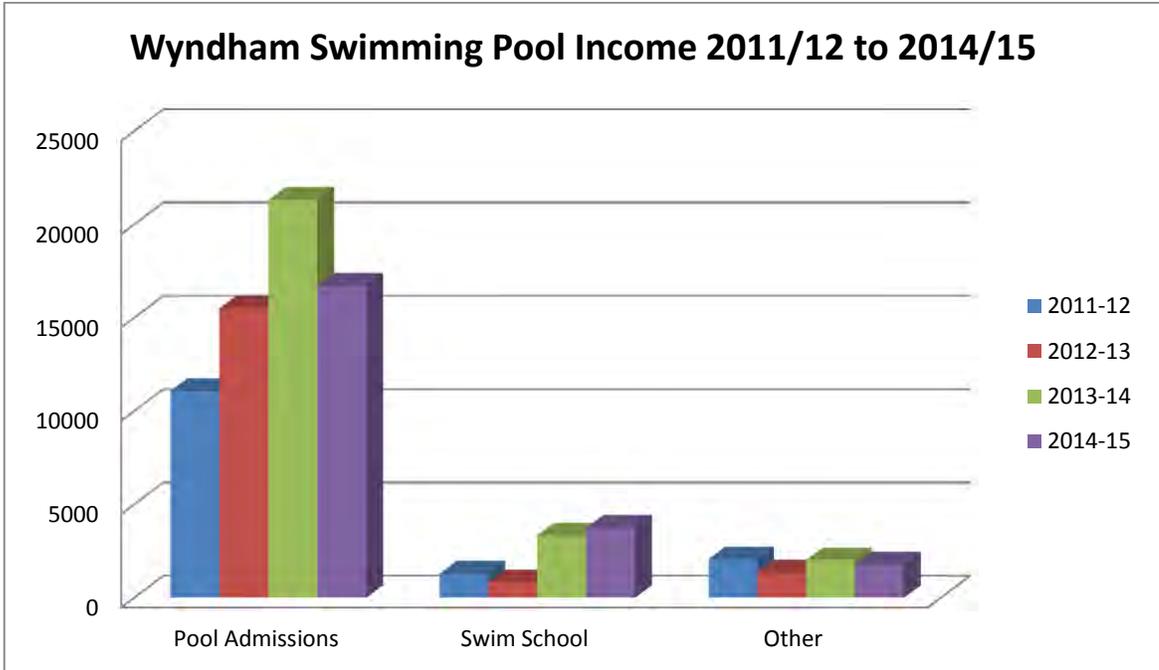
#### **Swim for Fruit Program**

Boys and Girls from 5-17 years were able to participate in a new Swim for Fruit program at the Kununurra Leisure Centre and Wyndham Swimming Pool during the school holidays.

The Shire of Wyndham East Kimberley, together with the Healthway, Royal Life Saving Society WA (RLSSWA), encouraged local children to register for the Go for 2&5 Regional & Remote Aboriginal Communities Swimming Program and to participate in the lap swimming program. The program initially started in the remote community of Jigalong and RLSSWA have built on this success and expanded to other Pilbara and Kimberley regional and remote communities.

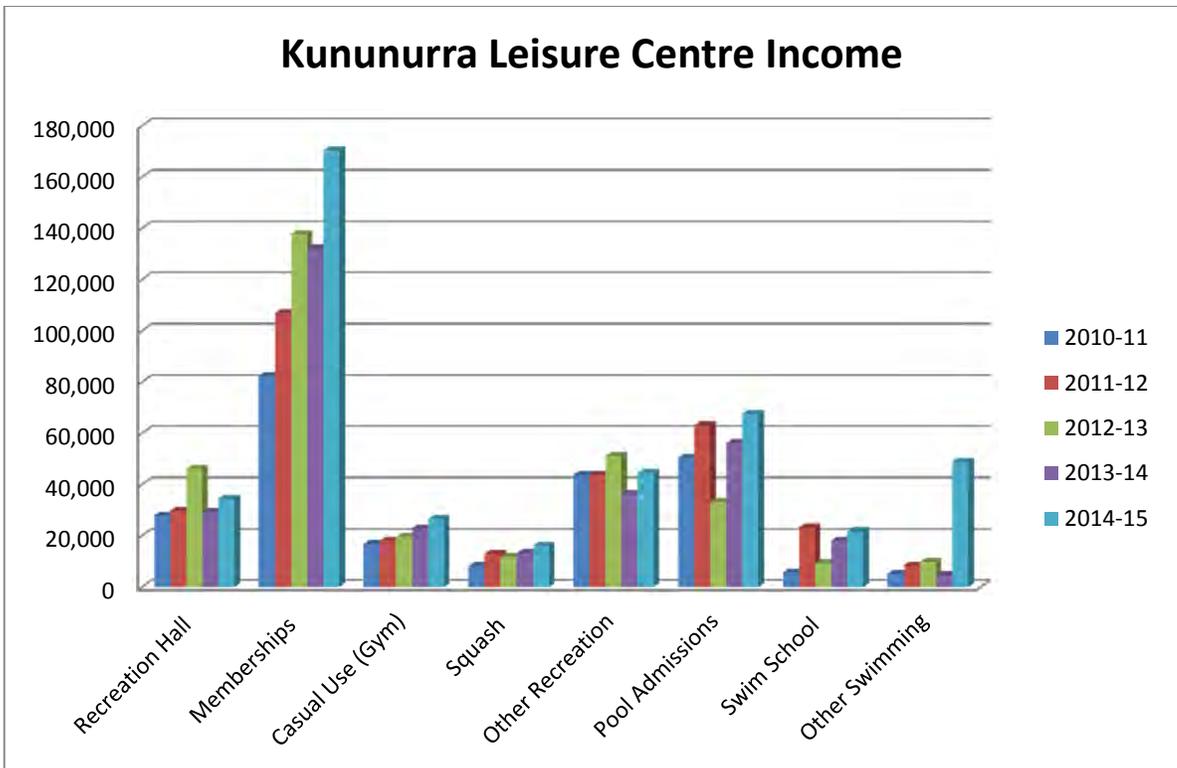
The program was an incentive based program and the local children were rewarded for their efforts. After each session the children were given a healthy afternoon tea and after a prescribed amount of laps, the children were also eligible to earn incentive prizes that included goggles. Royal Life Saving Society Swim & Survive packs, t-shirts and flippers.

### Wyndham Swimming Pool



### Kununurra Leisure Centre

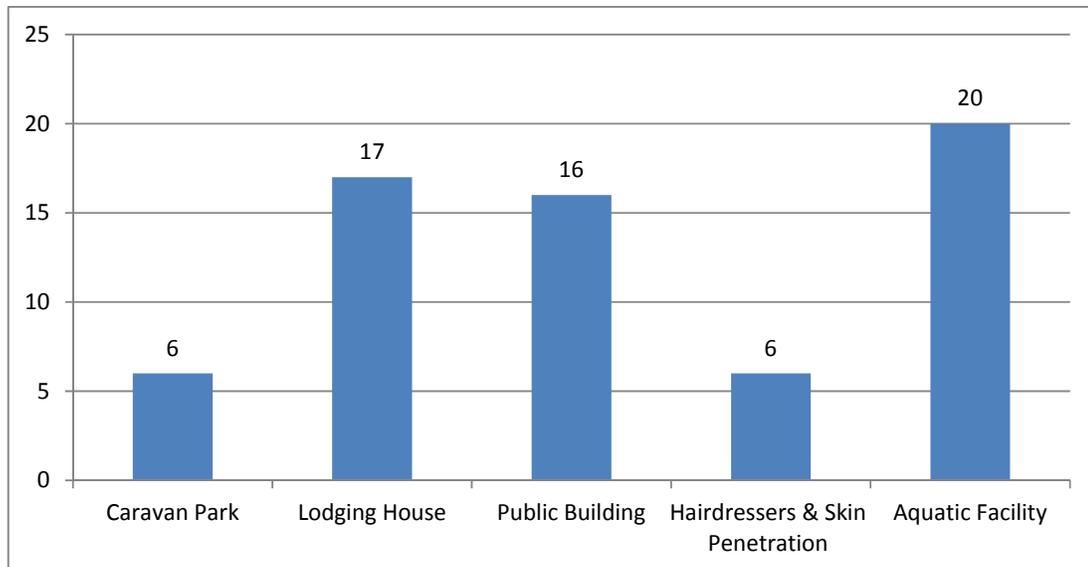
The Kununurra Leisure Centre has shown a growth in most areas. Consistency of staffing meant that the Centre was able to offer services such as gym programs and group fitness on a consistent basis.



### 8.2.24 Environmental Health Services

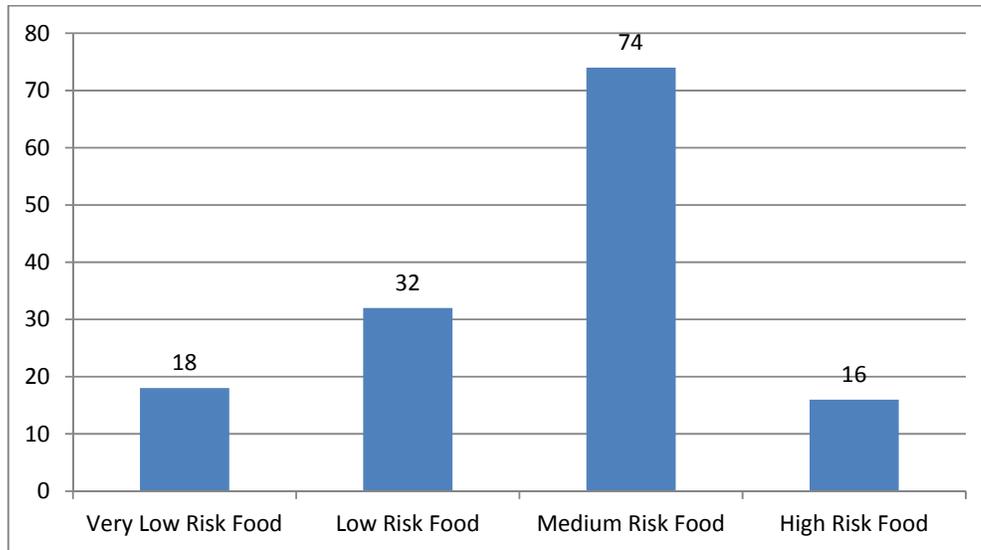
The Shire’s Environmental Health Service monitors the environment, both natural and built, to prevent illness in the human population. The Environmental Health program includes routine auditing of premises and inspections captured by relevant legislation. Premises bound by the Health Act 1911 includes lodging houses, public buildings, beauty and skin penetration establishments and public swimming pools. The Shire also administers the Caravan Parks and Camping Grounds Act 1995. These premises were subject to their annual inspections to ensure health and safety standards were maintained. A total of 65 annual inspections were conducted under the Health Act and Caravan and Camping Grounds Act in 2014-2015. The Shire also monitored health and safety standards at local events; 78 event applications were received and assessed for health issues in 2014-2015. For larger events, site visits were conducted before, during or after the event to ensure health and safety standards were being met.

#### Routine Health Assessments



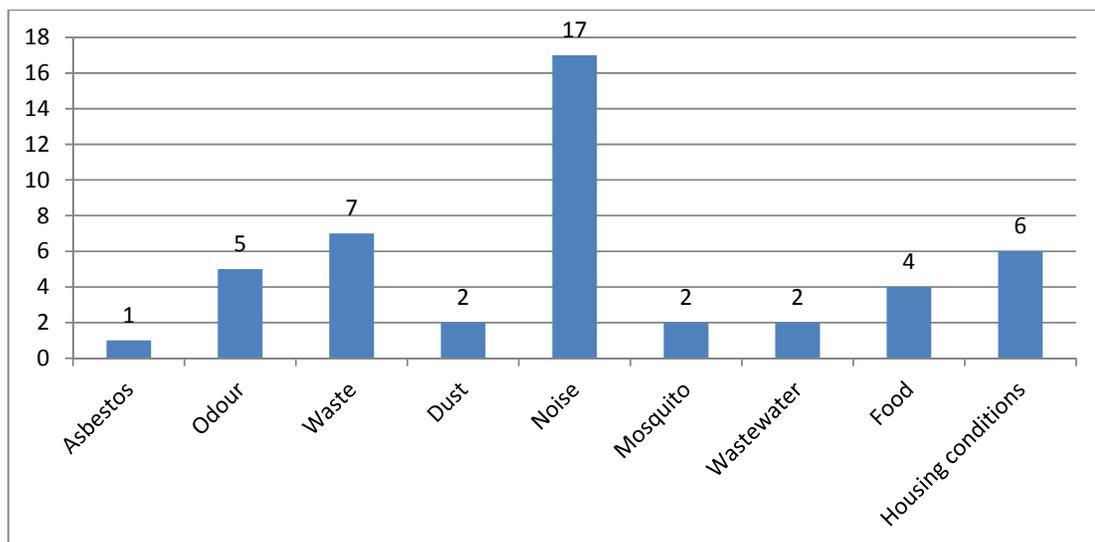
### Food Safety Assessments

Food businesses are bound by the Food Act 2008 and given a risk classification which determines their inspection frequency. There are 140 registered food businesses within the Shire the majority of which are classified as medium risk. In 2014 -2015 a total of 140 inspections were conducted to monitor food safety and hygiene in local food businesses. The Shire also monitored food recalls to ensure local food businesses were alerted to any recalls which affected them. A total of 27 food recalls affected West Australian food businesses in 2014-2015.



### Health Complaints Received

A total of 46 complaints regarding health issues were investigated in 2014-2015, a large number of which were regarding noise, waste and odour.

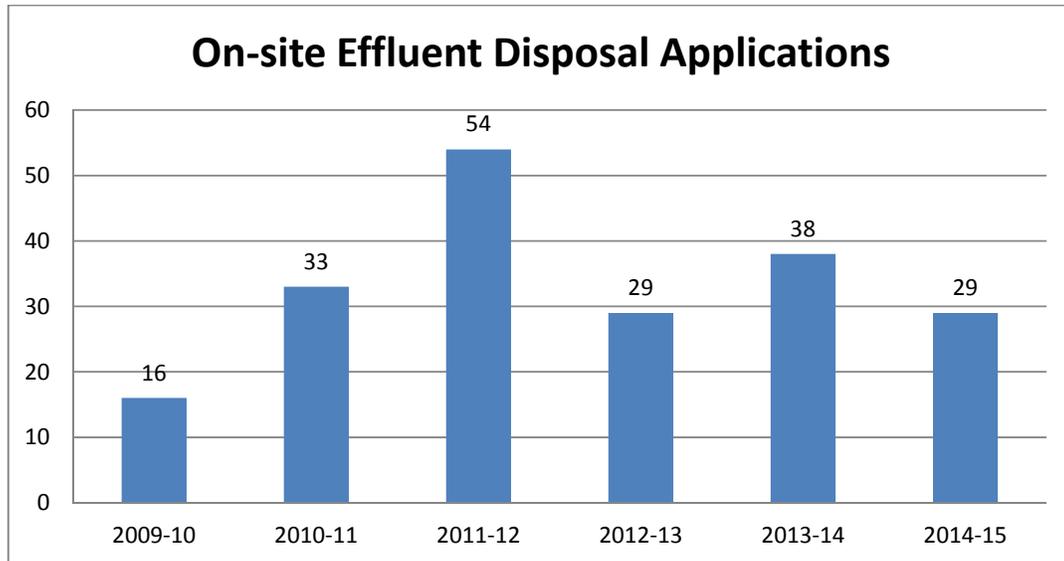


**Sampling**

Routine sampling was conducted to provide an early warning for increased potential health threats. The Shire participated in the Western Australia Sentinel Chicken Program to detect increased activity of Murray valley encephalitis virus and Kunjin virus. The Shire had two sentinel chicken flocks: one in Wyndham and one in Kununurra which were sampled monthly and fortnightly during the wet season to reflect the increased risk of mosquito-borne viruses during these months. In addition to annual inspections public swimming pool waters were sampled each month to monitor microbiological standards.

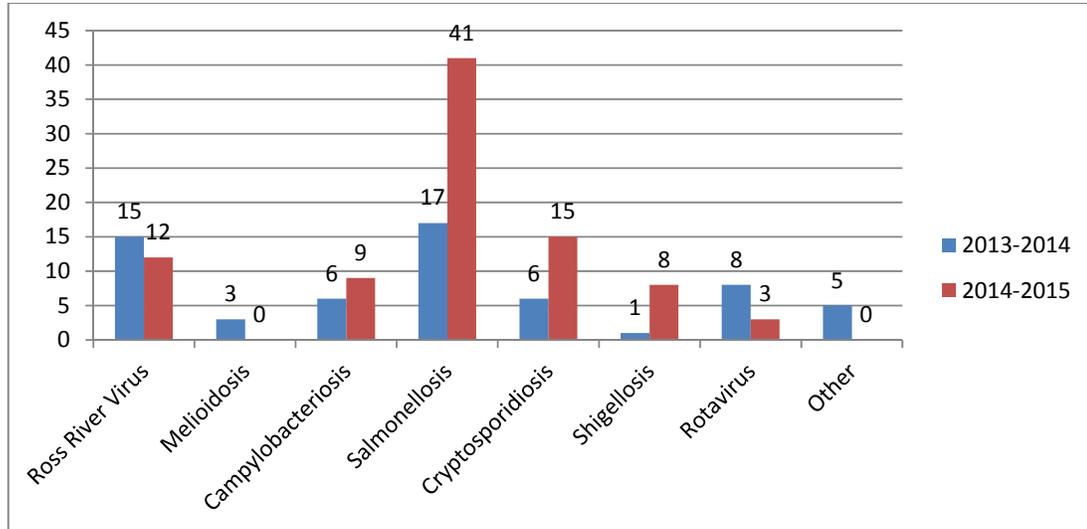
**On-Site Effluent Disposal Applications**

Properties which cannot be connected to reticulated sewers must install systems for the on-site treatment and disposal of effluent. These systems must be compliant with the Health Act 1911 and require approval prior to installation. Applications for on-site effluent disposal systems remained steady with a slight decrease from 2013-2014.



### Infectious Disease Notifications

Infectious disease levels in the Shire were monitored and if necessary investigated to prevent further infections. The Shire experienced a higher rate of Salmonellosis compared to 2013-2014, the cause of which was unknown. The number of Ross River and Rotavirus cases have decreased compared to previous years.



### Mosquito Management

The Shire conducted an online survey in May and June 2015 to give residents of Kununurra and Wyndham the opportunity to have a say on mosquitoes. The community survey was the initial stage of the Mosquito Management Plan development to assess concerns from residents and stakeholders, including the subject of adulticide and fogging. It is envisaged that this plan will be developed in time for the 2015-16 wet season. The desired result will be that fewer mosquitoes will impact the communities of Kununurra and Wyndham.

In March 2015 the Shire became a CLAG member and is now eligible to apply for funding towards mosquito management and for staff to attend any CLAG specific training opportunities. The Standard CLAG funding is available each year and this provides for 50% of chemical purchases, earthworks and some public education strategies.

A significant benefit in becoming a CLAG member is access to the Department’s Mosquito Borne Disease Control Unit, and their expertise in managing mosquitoes, plus the potential for 50% cost sharing of larvicide, the chemical used to treat mosquito larvae. There are no additional costs to the Shire.

### 8.3 Strategic Community Plan 2012 – 2022, Goal 3

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

#### **HIGHLIGHTS**

- 164 kids received funding via the KidSport program
- A partnership between the Shire and Save Animals From Euthanasia saw in excess of 50 dogs rehomed.
- The upgraded walking track to the top of Kelly's Knob was reopened increasing its attraction for residents and visitors.

#### 8.3.1 KidSport Program

The KidSport program is a joint project with the Department of Sport and Recreation. It enables Western Australian children to participate in community sport and recreation, no matter their financial circumstances. Eligible youth aged 5–18 years can apply for financial assistance to contribute towards club fees. The Shire of Wyndham East Kimberley was the first of the Kimberley Shires to launch KidSport in June 2012. A total of 164 applicants were successful in applying for funding in 2014 – 2015 with a total of \$16,670.00 provided to local clubs during this period.

#### 8.3.2 Waste Management Strategy

The implementation of the Waste Management Strategy resulted in significant improvements to the Shire's waste services and infrastructure. The Strategy is key to providing sustainable, best practice waste services for the community and visitors.

Activities included the assessment of potential locations for the next Kununurra landfill, the introduction of cost effective waste diversion strategies that are in line with the State Waste Strategy and the review of long-term options for the disposal of residential waste generated in Wyndham.

#### 8.3.3 Landfill and Waste / Litter Management

The Shire aims to minimise the environmental impacts from waste disposal and ensure compliance with regulatory requirements. Waste services are managed to ensure a financially sustainable service based on the 'producer pays' principal. Continued improvements at the Kununurra landfill included addressing outstanding legacy issues, progressively capping and rehabilitating the site and maintaining best practice operations to ensure the community has a facility to dispose of the waste generated by its residents, businesses and visitors.

The Shire continued to address litter issues by undertaking litter patrols and litter pickups via a contractor and the Shire's own workforce and by supporting the introduction of a Container Deposit System in WA.

#### 8.3.4 Ranger Services

Ranger Services continued to deliver quality outcomes throughout the 2014-2015 financial year. Key activities included:

- Abandoned Vehicles: A large focus was placed on the identification and removal of abandoned vehicles from around the towns. This resulted in a number of cars being impounded and subsequently disposed of via tender.
- Animal Management :Animal Management continued to be a focus for the ranger team as two key projects were undertaken this year. The first centred around developing and refining the location of dog exercise areas for the Shire. The second involved a project to address the problem of stray unregistered cats and dogs across the Shire. A partnership with Save Animals From Euthanasia was developed to rehome animals that were lost, healthy and not able to be returned to their owners. To date in excess of 50 dogs have been rehomed in this process.



**Cumbungi was cleared to create a new off leash dog exercise area at Swim Beach**

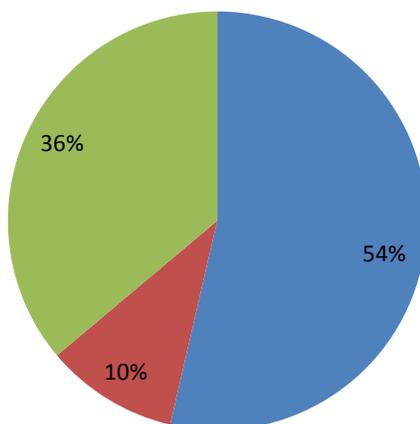
- Illegal Camping: Illegal campers were again a problem throughout the tourist season with many being asked to move on. Community intelligence was critical in the identification of key sites to patrol and enforce.
- Illegal Dumping: Rubbish management is an ongoing issue for Ranger Services, with the identification, monitoring and enforcement of domestic dumping within the Shire.
- Fire and Emergency Management: This year saw the continued trial of the management of the Bush Fire Brigades by DFES, a rejuvenated Local Emergency Management Committee and Bush Fire Advisory Committee. 2015-2016 will see revised Local Emergency Management Arrangements and a Recovery Plan be developed for the Shire.

- Road Closure Enforcement: Key partnerships were developed in relation to the enforcement of road closures.

### 8.3.5 Pool Assessments

Inspections for swimming pool security compliance (minimum four-year interval) were undertaken in compliance with the Building Regulations 2012. Statistics of Inspections undertaken in 2014-2015 were as follows:

■ Compliant ■ Non-Compliant ■ Yet to be Inspected



### 8.3.6 Lily Creek Boat Ramp

In 2014-2015 the funding was received to redevelop the Lily Creek Lagoon Boat Launching Facility.

A scope of works was developed that included:

- Reconstructed boat ramp
- Two finger jetties
- Additional trailer parking facilities
- Public lighting upgrades

The boat launching facility project expenditure will be undertaken in three phases:

- Phase one, Engineering design;
- Phase two, the construction of the boat ramp and two finger jetties; and
- Phase three, the construction of the additional trailer parking facilities and public lighting upgrades.

The total facility completion date is targeted by the end of 2016 financial year.

### 8.3.7 Kelly's Knob Walking Track

In February 2015, President John Moulden and Councillor Glenn Taylor opened the upgraded walking track to the top of Kelly's Knob. Since its opening, the walking track has proven to be a popular attraction for residents and visitors.



View from the top of Kelly's Knob

# SHIRE OF WYNDHAM EAST KIMBERLEY

## FINANCIAL REPORT

FOR THE YEAR ENDED 30TH JUNE 2015

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Principal place of business: 20 Coolibah Drive PO Box 614 Kununurra WA 6743	

**SHIRE OF WYNDHAM EAST KIMBERLEY  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2015**

**LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

**STATEMENT BY CHIEF EXECUTIVE OFFICER**

The attached financial report of the Shire being the annual financial report and other information for the financial year ended 30 June 2015 are in my opinion properly drawn up to present fairly the financial position of the Shire at 30th June 2015 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed as authorisation of issue on the **24** day of **NOVEMBER** 2015



Carl Askew  
Chief Executive Officer

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

	NOTE	2015 \$	2015 Budget \$	2014 \$
<b>Revenue</b>				
Rates	23	9,255,496	9,180,615	7,596,334
Operating grants, subsidies and contributions	29	11,200,814	6,849,231	2,210,613
Fees and charges	28	7,139,078	7,345,304	7,245,234
Interest earnings	2(a)	440,012	406,500	494,010
Other revenue	2(a)	619,567	495,600	567,001
		<u>28,654,967</u>	<u>24,277,250</u>	<u>18,113,192</u>
<b>Expenses</b>				
Employee costs		(10,219,393)	(10,472,574)	(10,480,900)
Materials and contracts		(8,342,143)	(7,837,211)	(6,892,756)
Utility charges		(1,070,483)	(1,110,460)	(1,135,506)
Depreciation on non-current assets	2(a)	(5,776,006)	(6,036,820)	(5,649,409)
Interest expenses	2(a)	(305,623)	(375,148)	(259,005)
Insurance expenses		(632,797)	(638,881)	(467,188)
Other expenditure		(735,438)	(752,583)	(2,509,461)
		<u>(27,081,883)</u>	<u>(27,223,677)</u>	<u>(27,394,225)</u>
		1,573,084	(2,946,427)	(9,281,033)
Non-operating grants, subsidies and contributions	29	8,567,574	6,491,991	2,519,767
Profit on asset disposals	21	11,860	210,891	9,365
Loss on asset disposals	21	(419,089)	0	(194,361)
		<u>9,733,429</u>	<u>3,756,455</u>	<u>(6,946,262)</u>
<b>Net result</b>				
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets	13	152,051,296	0	27,175,144
		<u>152,051,296</u>	<u>0</u>	<u>27,175,144</u>
<b>Total other comprehensive income</b>		<u>152,051,296</u>	<u>0</u>	<u>27,175,144</u>
<b>Total comprehensive income</b>		<u><u>161,784,725</u></u>	<u><u>3,756,455</u></u>	<u><u>20,228,882</u></u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

	NOTE	2015 \$	2015 Budget \$	2014 \$
<b>Revenue</b>				
Governance		1,079,450	1,086,042	130,220
General purpose funding		15,559,374	13,594,549	9,853,156
Law, order, public safety		57,402	59,350	50,150
Health		74,905	80,500	81,520
Education and welfare		82,755	77,000	159,481
Housing		192,822	230,828	222,321
Community amenities		2,443,593	2,483,863	2,442,280
Recreation and culture		853,863	724,402	636,721
Transport		8,024,625	5,750,793	4,133,362
Economic services		82,837	97,923	97,384
Other property and services		203,341	92,000	306,597
		<u>28,654,967</u>	<u>24,277,250</u>	<u>18,113,192</u>
<b>Expenses</b>				
Governance		(1,510,114)	(1,242,891)	(3,083,469)
General purpose funding		(479,648)	(559,166)	(883,014)
Law, order, public safety		(522,068)	(700,194)	(688,228)
Health		(304,018)	(324,635)	(473,040)
Education and welfare		(298,283)	(270,476)	(477,805)
Housing		(636,444)	(765,437)	(728,514)
Community amenities		(3,812,887)	(5,339,914)	(5,669,328)
Recreation and culture		(6,020,433)	(6,611,332)	(5,731,782)
Transport		(11,143,352)	(9,579,826)	(7,865,577)
Economic services		(463,318)	(517,691)	(980,447)
Other property and services		(1,585,695)	(936,967)	(554,016)
		<u>(26,776,260)</u>	<u>(26,848,529)</u>	<u>(27,135,220)</u>
<b>Finance costs</b>				
Governance		(144,470)	(197,767)	(162,674)
Education and welfare		(20,218)	(20,318)	(23,374)
Housing		(6,586)	(3,469)	(4,646)
Community amenities		(95,555)	(99,073)	(21,486)
Recreation and culture		(38,220)	(38,727)	(46,825)
Transport		(574)	(15,794)	0
	2(a)	<u>(305,623)</u>	<u>(375,148)</u>	<u>(259,005)</u>

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM (CONTINUED)**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

	NOTE	2015 \$	2015 Budget \$	2014 \$
<b>Non-operating grants, subsidies and contributions</b>				
Law, order, public safety		363,068	504,504	0
Housing		0	0	947,765
Recreation and culture		5,894	0	114,124
Transport		8,198,612	5,987,487	1,457,878
	29	8,567,574	6,491,991	2,519,767
<b>Profit/(Loss) on disposal of assets</b>				
Housing		0	199,625	9,289
Community amenities		(107,205)	0	(6,845)
Transport		0	0	(3,444)
Other property and services		(300,024)	11,266	(183,996)
	21	(407,229)	210,891	(184,996)
<b>Net result</b>		<b>9,733,429</b>	<b>3,756,455</b>	<b>(6,946,262)</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets	13	152,051,296	0	27,175,144
<b>Total other comprehensive income</b>		<b>152,051,296</b>	<b>0</b>	<b>27,175,144</b>
<b>Total comprehensive income</b>		<b>161,784,725</b>	<b>3,756,455</b>	<b>20,228,882</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30TH JUNE 2015**

	NOTE	2015 \$	2014 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	17,030,460	8,915,709
Trade and other receivables	4	3,770,714	1,727,675
Inventories	5	10,532	10,355
<b>TOTAL CURRENT ASSETS</b>		<u>20,811,706</u>	<u>10,653,739</u>
<b>NON-CURRENT ASSETS</b>			
Other receivables	4	17,329	14,549
Inventories	5	46,283	46,283
Other Financial Assets	6	6,682	6,682
Property, plant and equipment	7	65,891,984	68,656,354
Infrastructure	8	211,681,188	55,223,997
<b>TOTAL NON-CURRENT ASSETS</b>		<u>277,643,466</u>	<u>123,947,865</u>
<b>TOTAL ASSETS</b>		<u>298,455,172</u>	<u>134,601,604</u>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	6,451,548	3,794,119
Current portion of long term borrowings	10	954,449	2,261,457
Provisions	11	869,775	1,047,309
<b>TOTAL CURRENT LIABILITIES</b>		<u>8,275,772</u>	<u>7,102,885</u>
<b>NON-CURRENT LIABILITIES</b>			
Long term borrowings	10	6,163,211	5,314,442
Provisions	11	190,585	143,398
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>6,353,796</u>	<u>5,457,840</u>
<b>TOTAL LIABILITIES</b>		<u>14,629,568</u>	<u>12,560,725</u>
<b>NET ASSETS</b>		<u>283,825,604</u>	<u>122,040,879</u>
<b>EQUITY</b>			
Retained surplus		89,692,115	85,864,566
Reserves - cash backed	12	14,169,234	8,263,354
Revaluation surplus	13	179,964,255	27,912,959
<b>TOTAL EQUITY</b>		<u>283,825,604</u>	<u>122,040,879</u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF WYNDHAM EAST KIMBERLEY  
STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30TH JUNE 2015**

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
<b>Balance as at 1 July 2013</b>		<b>93,715,426</b>	<b>7,288,403</b>	<b>808,168</b>	<b>101,811,997</b>
Comprehensive income					
Net result		(6,946,262)	0	0	(6,946,262)
Transfer of prior year revaluation increment to retained earnings due to sale of plant and equipment	13(b)	70,353	0	(70,353)	0
Changes on revaluation of non-current assets	13	0	0	27,175,144	27,175,144
Total comprehensive income		<u>(6,875,909)</u>	<u>0</u>	<u>27,104,791</u>	<u>20,228,882</u>
Transfers from/(to) reserves		(974,951)	974,951	0	0
<b>Balance as at 30 June 2014</b>		<b>85,864,566</b>	<b>8,263,354</b>	<b>27,912,959</b>	<b>122,040,879</b>
Comprehensive income					
Net result		9,733,429	0	0	9,733,429
Changes on revaluation of non-current assets	13	0	0	152,051,296	152,051,296
Total comprehensive income		<u>9,733,429</u>	<u>0</u>	<u>152,051,296</u>	<u>161,784,725</u>
Transfers from/(to) reserves		(5,905,880)	5,905,880	0	0
<b>Balance as at 30 June 2015</b>		<b>89,692,115</b>	<b>14,169,234</b>	<b>179,964,255</b>	<b>283,825,604</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF WYNDHAM EAST KIMBERLEY  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30TH JUNE 2015**

	NOTE	2015 \$	2015 Budget \$	2014 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		9,258,021	9,007,142	7,807,543
Operating grants, subsidies and contributions		9,227,447	6,849,231	2,114,114
Fees and charges		7,139,078	7,500,965	7,302,938
Interest earnings		440,012	406,500	494,010
Goods and services tax		1,521,416	1,845,313	1,458,002
Other revenue		619,566	495,600	567,001
		<u>28,205,540</u>	<u>26,104,751</u>	<u>19,743,608</u>
<b>Payments</b>				
Employee costs		(10,176,140)	(10,418,297)	(10,601,941)
Materials and contracts		(5,870,231)	(9,778,411)	(4,310,611)
Utility charges		(1,070,483)	(1,110,460)	(1,135,506)
Interest expenses		(293,882)	(375,148)	(251,583)
Insurance expenses		(632,797)	(638,881)	(467,188)
Goods and services tax		(1,596,393)	(2,112,074)	(1,584,495)
Other expenditure		(735,438)	(751,083)	(2,509,464)
		<u>(20,375,364)</u>	<u>(25,184,354)</u>	<u>(20,860,788)</u>
<b>Net cash provided by (used in) operating activities</b>	14(b)	<u>7,830,176</u>	<u>920,397</u>	<u>(1,117,180)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment		(708,899)	(879,462)	(3,299,360)
Payments for construction of infrastructure		(7,173,065)	(4,684,822)	(4,087,512)
Non-operating grants, Subsidies and contributions		8,567,574	6,491,991	2,519,767
Proceeds from sale of fixed assets		57,204	394,000	519,337
<b>Net cash provided by (used in) investment activities</b>		<u>742,814</u>	<u>1,321,707</u>	<u>(4,347,768)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of debentures		(2,261,457)	(2,406,937)	(478,397)
Proceeds from new debentures		1,803,218	1,803,218	2,308,498
<b>Net cash provided by (used in) financing activities</b>		<u>(458,239)</u>	<u>(603,719)</u>	<u>1,830,101</u>
<b>Net increase (decrease) in cash held</b>		8,114,751	1,638,385	(3,634,847)
Cash at beginning of year		8,915,709	8,911,716	12,550,556
<b>Cash and cash equivalents at the end of the year</b>	14(a)	<u><u>17,030,460</u></u>	<u><u>10,550,101</u></u>	<u><u>8,915,709</u></u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

	NOTE	2015 Actual \$	2015 Budget \$	2014 Actual \$
<b>Revenue</b>				
Governance		1,079,450	1,086,042	130,220
General purpose funding		6,303,878	4,413,934	2,256,823
Law, order, public safety		420,470	563,854	50,150
Health		74,905	80,500	81,520
Education and welfare		82,755	77,000	159,481
Housing		192,822	430,453	1,179,375
Community amenities		2,443,593	2,483,863	2,442,280
Recreation and culture		859,757	724,402	750,845
Transport		16,223,237	11,738,280	5,591,316
Economic services		82,837	97,923	97,384
Other property and services		215,201	103,266	306,597
		27,978,905	21,799,517	13,045,991
<b>Expenses</b>				
Governance		(1,654,584)	(1,440,658)	(3,246,143)
General purpose funding		(479,648)	(559,166)	(883,014)
Law, order, public safety		(522,068)	(700,194)	(688,228)
Health		(304,018)	(324,635)	(473,040)
Education and welfare		(318,501)	(290,794)	(501,179)
Housing		(643,030)	(768,906)	(733,160)
Community amenities		(4,015,647)	(5,438,987)	(5,697,659)
Recreation and culture		(6,058,653)	(6,650,059)	(5,778,607)
Transport		(11,143,926)	(9,595,620)	(7,869,097)
Economic services		(463,318)	(517,691)	(980,447)
Other property and services		(1,897,579)	(936,967)	(738,012)
		(27,500,972)	(27,223,677)	(27,588,586)
<b>Net result excluding rates</b>		477,933	(5,424,160)	(14,542,595)
<b>Adjustments for cash budget requirements:</b>				
<b>Non-cash expenditure and revenue</b>				
(Profit)/Loss on asset disposals	21	407,229	(210,891)	184,996
Movement in deferred pensioner rates (non-current)		(2,780)	0	(4,229)
Movement in employee benefit provisions (non-current)		(130,347)	5,000	29,075
Depreciation and amortisation on assets	2(a)	5,776,006	6,036,820	5,649,409
<b>Capital Expenditure and Revenue</b>				
Purchase of land and buildings	7(b)	(652,125)	(638,000)	(1,997,294)
Purchase furniture and equipment	7(b)	(29,517)	(116,500)	(185,222)
Purchase plant and equipment	7(b)	(27,257)	(124,962)	(952,807)
Purchase property, plant and equipment - work in progress		0	0	(164,038)
Purchase roads	8(b)	(1,912,327)	(2,393,929)	(1,912,357)
Purchase drainage	8(b)	(276,476)	(358,358)	(458,658)
Purchase airfields	8(b)	(4,720,574)	(791,979)	0
Purchase bridges		0	0	(125,999)
Purchase footpaths		0	(31,000)	0
Purchase infrastructure other	8(b)	(5,894)	(1,109,558)	(185,812)
Purchase infrastructure - work in progress	8(b)	(257,794)	0	(1,404,686)
Proceeds from disposal of fixed assets	21	57,204	394,000	519,337
Repayment of debentures	22(a)	(2,261,457)	(2,406,937)	(478,397)
Proceeds from new debentures	22(a)	1,803,218	1,803,218	2,308,498
Transfers to reserves (restricted assets)	12	(11,480,650)	(4,000,605)	(1,807,305)
Transfers from reserves (restricted assets)	12	5,574,770	1,253,687	832,354
ADD Estimated surplus/(deficit) July 1 b/fwd	23(b)	(1,397,052)	(1,423,053)	5,702,346
LESS Estimated surplus/(deficit) June 30 c/fwd	23(b)	197,606	(356,592)	(1,397,052)
<b>Total amount raised from general rate</b>	23(a)	(9,255,496)	(9,180,615)	(7,596,332)

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Preparation**

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Material accounting policies which have been adopted in the preparation of this financial report are presented below and which have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical accounting estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**The local government reporting entity**

All Funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 20 to these financial statements.

**(b) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(c) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**(d) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(e) Inventories**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land held for sale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

**(f) Fixed Assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**Mandatory requirement to revalue non-current assets**

Effective from 1 July 2012, the *Local Government (Financial Management) Regulations* were amended and the measurement of non-current assets at Fair Value became mandatory.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Fixed Assets (Continued)**

The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

- (a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and
- (b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government -
  - (i) that are plant and equipment; and
  - (ii) that are -
    - (I) land and buildings; or-
    - (II) Infrastructure;

and

- (c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.

Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years.

In 2013, the Shire commenced the process of adopting Fair Value in accordance with the Regulations.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

***Land under control***

In accordance with Local Government (Financial Management) Regulation 16(a), the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

***Initial recognition and measurement between mandatory revaluation dates***

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Revaluation**

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

**Land under roads**

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, *Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

**Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Fixed Assets (Continued)**

Major depreciation periods used for each class of depreciable asset are:

GROUP	CLASS	NUMBER OF YEARS
Roads	Sealed Roads - Formation	Infinite – Not Depreciated
	Sealed Roads - Pavement Under Seal	70
	Sealed Roads -Wearing Course - Chip Seal	25
	Sealed Roads -Wearing Course - Asphalt	40
	Unsealed Roads - Formation	Infinite – Not Depreciated
	Unsealed Roads - Pavement	15
	Kerbs & Channel	50
	Road Furniture and Signs	10
Drainage	Underground Pipes	75
	Retarding Basins	Infinite – Not Depreciated
Airfields	Airfield - Formation	Infinite – Not Depreciated
	Airfield - Pavement under Seal	80
	Airfield - Wearing Course - Chip Seal	25
	Airfield - Wearing Course - Asphalt	40
	Airfield - Lighting	20
	Airfield - Fencing	30
Bridges	Bridges	100
	Culverts	100
Footpaths	Footpath	45
Infrastructure Other	Car Parks - Formation	Infinite – Not Depreciated
	Car Parks - Pavement Under Seal	70
	Car Parks - Wearing Course - Chip Seal	25
	Car Parks - Wearing Course - Asphalt	40
	Jetties & Pontoons	40
	Boat Ramps	50
	Reticulation Systems (Pipes, Pumps, Controllers)	20
	Playground Equipment	10
	Outdoor Furniture	20
	Sporting/Play Area - Minor Structures	10
	Sporting Facilities - Hardcourts/Skate Parks	20
	Sporting Facilities - Fencing	30
	Sporting Facilities - Lighting	20
	Sporting Facilities - Swimming Pools	50
Land and Buildings	Land	Infinite – Not Depreciated
	Landfill Refuse (Land Component Only)	30
	Brick/Concrete Buildings	40
	Transportable Buildings	10
	Steel Construction Buildings	35
	Ancillary Structures to Buildings	10

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Fixed Assets (Continued)**

GROUP	CLASS	NUMBER OF YEARS
Furniture and Equipment	Computer Equipment	3
	Office Equipment/Systems	5
	Office Furniture	10
	Kitchen Equipment	5
	Fit-outs	20
Plant and Equipment	Light Plant	3
	Medium Plant	7
	Heavy Plant	10
	Minor Plant	10

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

**Capitalisation threshold**

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

**(g) Fair Value of Assets and Liabilities**

When performing a revaluation, the Shire uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

## I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### (g) Fair Value of Assets and Liabilities (Continued)

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

#### **Fair value hierarchy**

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

#### **Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

#### **Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

#### **Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

#### **Valuation techniques**

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

#### **Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

#### **Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(g) Fair Value of Assets and Liabilities (Continued)**

**Cost approach**

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued at least every 3 years.

**(h) Financial Instruments**

***Initial recognition and measurement***

Financial assets and financial liabilities are recognised when the Shire becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

***Classification and subsequent measurement***

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(h) Financial Instruments (Continued)**

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

*(i) Financial assets at fair value through profit and loss*

Financial assets are classified at “fair value through profit or loss” when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

*(ii) Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

*(iii) Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Shire has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in non-current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

*(iv) Available-for-sale financial assets*

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

**SHIRE OF WYNDHAM EAST KIMBERLEY  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(h) Financial Instruments (continued)**

***Classification and subsequent measurement (continued)***

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

***(v) Financial liabilities***

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

***Impairment***

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

***Derecognition***

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Shire no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(h) Financial Instruments (Continued)**

**(i) Impairment of Assets**

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

**(j) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(k) Employee Benefits**

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and rostered days off. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and rostered days off are recognised as a part of current trade and other payables in the statement of financial position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**Other long-term employee benefits**

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(k) Employee Benefits (Continued)**

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**(l) Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**(m) Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**(n) Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

**(o) Investment in Associates**

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(o) Investment in Associates (Continued)**

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate.

When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

**(p) Interests in Joint Arrangements**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note I(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements. Information about the joint ventures is set out in Note 17.

**(q) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

**(r) Superannuation**

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire's intentions to release for sale.

**(t) Rounding Off Figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

**(u) Comparative Figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

**(v) Budget Comparative Figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(w) New Accounting Standards and Interpretations for Application in Future Periods**

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Shire.

Management's assessment of the new and amended pronouncements that are relevant to the Shire, applicable to future reporting periods and which have not yet been adopted are set out as follows:

	Title	Issued / Compiled	Applicable <sup>(1)</sup>	Impact
(i)	AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Shire, it is not anticipated the Standard will have any material effect.
(ii)	AASB 2010-7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2010)	September 2012	1 January 2018	Nil - The revisions embodied in this Standard give effect to the consequential changes arising from the issuance of AASB 9 which is not anticipated to have any material effect on the Shire (refer (i) above).
	[AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127]			

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)**

	<b>Title</b>	<b>Issued / Compiled</b>	<b>Applicable <sup>(1)</sup></b>	<b>Impact</b>
(iii)	AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2017	<p>This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.</p> <p>The effect of this Standard will depend upon the nature of future transactions the Shire has with those third parties it has dealings with. It may or may not be significant.</p>
(iv)	AASB 2013-9 Amendments to Australian Accounting Standards - Conceptual Framework, Materiality and Financial Instruments	December 2013	Refer title column	<p>Part C of this Standard makes consequential amendments to AASB 9 and numerous other Standards and amends the permissions around certain applications relating to financial liabilities reissued at fair value.</p> <p>As the bulk of changes relate either to editorial or reference changes it is not expected to have a significant impact on the Shire.</p>
	[Operative date: Part C Financial Instruments - 1 January 2015]			

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)**

	Title	Issued / Compiled	Applicable <sup>(1)</sup>	Impact
(v)	AASB 2014-3 Amendments to Australian Accounting Standards - Accounting for Acquisitions of Interests in Joint Operations  [AASB 1 & AASB 11]	August 2014	1 January 2016	<p>This Standard amends AASB 11: <i>Joint Arrangements</i> to require the acquirer of an interest (both initial and additional) in a joint operation in which the activity constitutes a business, as defined in AASB 3: <i>Business Combinations</i>, to apply all of the principles on business combinations accounting in AASB 3 and other Australian Accounting Standards except for those principles that conflict with the guidance in AASB 11; and disclose the information required by AASB 3 and other Australian Accounting Standards for business combinations.</p> <p>Since adoption of this Standard would impact only acquisitions of interests in joint operations on or after 1 January 2016, management believes it is impracticable at this stage to provide a reasonable estimate of such impact on the Shire's financial statements.</p>

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)**

	<b>Title</b>	<b>Issued / Compiled</b>	<b>Applicable <sup>(1)</sup></b>	<b>Impact</b>
(vi)	AASB 2014-4 Amendments to Australian Accounting Standards - Clarification of Acceptable Methods of Depreciation and Amortisation  [AASB 116 & 138]	August 2014	1 January 2016	This Standard amends AASB 116 and AASB 138 to establish the principle for the basis of depreciation and amortisation as being the expected pattern of consumption of the future economic benefits of an asset. It also clarifies the use of revenue-based methods to calculate the depreciation of an asset is not appropriate nor is revenue generally an appropriate basis for measuring the consumption of the economic benefits embodied in an intangible asset.  Given the Shire currently uses the expected pattern of consumption of the future economic benefits of an asset as the basis of calculation of depreciation, it is not expected to have a significant impact.
(vii)	AASB 2014-5 Amendments to Australian Accounting Standards arising from AASB 15	December 2014	1 January 2017	Consequential changes to various Standards arising from the issuance of AASB 15.  It will require changes to reflect the impact of AASB 15.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)**

Title	Issued / Compiled	Applicable <sup>(1)</sup>	Impact
(viii) AASB 2015-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 101  [AASB 7, 101, 134 & 1049]	January 2015	1 January 2016	<p>This Standard amends AASB 101 to provide clarification regarding the disclosure requirements in AASB 101. Specifically, the Standard proposes narrow-focus amendments to address some of the concerns expressed about existing presentation and disclosure requirements and to ensure entities are able to use judgement when applying a Standard in determining what information to disclose in their financial statements.</p> <p>This Standard also makes editorial and consequential amendments as a result of amendments to the Standards listed in the title column.</p> <p>It is not anticipated it will have any significant impact on disclosures.</p>
(ix) AASB 2015-3 Amendments to Australian Accounting Standards arising from the withdrawal of AASB 1031 Materiality	January 2015	1 July 2015	<p>This Standard completes the withdrawal of references to AASB 1031 in all Australian Accounting Standards and Interpretations, allowing it to be completely withdrawn.</p> <p>It is not anticipated it will have a significant impact as the principles of materiality remain largely unchanged.</p>

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**I. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)**

Title	Issued / Compiled	Applicable <sup>(1)</sup>	Impact
(x) AASB 2015-6 Amendments to Australian Accounting Standards - Extending Related Party Disclosures to Not-for-Profit Public Sector Entities  [AASB 10, 124 & 1049]	March 2015	1 July 2016	The objective of this Standard is to extend the scope of AASB 124 <i>Related Party Disclosures</i> to include not-for-profit sector entities.  The Standard is expected to have a significant disclosure impact on the financial report of the Shire as both Elected Members and Senior Management will be deemed to be Key Management Personnel and resultant disclosures will be necessary.

Notes:

<sup>(1)</sup> Applicable to reporting periods commencing on or after the given date.

**(x) Adoption of New and Revised Accounting Standards**

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

These new and revised Standards were:

AASB 2011-7  
AASB 2012-3  
AASB 2013-3  
AASB 2013-8  
AASB 2013-9 Parts A & B

Most of the Standards adopted had a minimal effect on the accounting and reporting practices of the Shire as they did not have a significant impact on the accounting or reporting practices or were either not applicable, largely editorial in nature, were revisions to help ensure consistency with presentation, recognition and measurement criteria of IFRSs or related to topics not relevant to operations.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**2. REVENUE AND EXPENSES**

**2015**                      **2014**  
**\$**                                      **\$**

**(a) Net Result**

The Net result includes:

(i) Charging as an expense:

**Significant expense and revenue**

Governance	0	1,622,019
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This significant expense in 2014 relates to revenue received during the year ended 30 June 2012 in relation to CLGF funding for Kimberley Zone housing construction. In January 2014, the Shire of Broome took over the Kimberley Zone Secretariat and was to hold the regional funding allocations, therefore requiring the transfer of \$1,622,019 to Broome.

**Auditors remuneration**

- Audit of the annual financial report	38,432	22,500
- Financial Management Review	0	8,000
- CEO Regulation 17 Review	21,593	0
- Assistance with the finalisation of the annual financial report	3,300	16,115
- Audit of grant funded projects and other services	10,950	14,700

**Depreciation**

Non-specialised buildings	643,967	624,287
Specialised buildings	1,143,859	1,124,300
Land under control - buildings	315,692	273,290
Furniture and equipment	228,566	226,290
Plant and equipment	676,752	725,321
Roads	1,788,566	1,678,191
Drainage	38,212	25,190
Airfields	220,549	220,549
Bridges	14,289	10,438
Footpaths	80,345	80,345
Infrastructure Other	625,209	661,208
	5,776,006	5,649,409

**Interest expenses (finance costs)**

Debentures (refer Note 22 (a))	305,623	259,005
	305,623	259,005

**Rental charges**

- Operating leases	86,248	241,156
	86,248	241,156

**Other revenue**

Reimbursements and recoveries	191,916	186,019
Other	427,651	380,982
	619,567	567,001

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**2. REVENUE AND EXPENSES (Continued)**

	<b>2015</b>	<b>2015</b>	<b>2014</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>(a) Net Result</b>			
<b>Interest earnings</b>			
- Reserve funds	286,804	204,000	252,320
- Other funds	45,215	100,000	140,455
Other interest revenue (refer note 27)	107,993	102,500	101,235
	<u>440,012</u>	<u>406,500</u>	<u>494,010</u>
<b>(b) Statement of Objective</b>			

**Vision**

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

**Mission**

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

**Commitment**

Council and staff will make decisions with integrity, transparency and consistency.

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**GOVERNANCE**

**Objective:**

To provide a decision making process for the efficient allocation of scarce resources.

**Activities:**

Includes the activities of members of council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

**GENERAL PURPOSE FUNDING**

**Objective:**

To collect revenue to allow for the provision of services.

**Activities:**

Rates, general purpose government grants and interest revenue.

**SHIRE OF WYNDHAM EAST KIMBERLEY  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2015**

**2. REVENUE AND EXPENSES (Continued)**

**(b) Statement of Objective (Continued)**

**LAW, ORDER, PUBLIC SAFETY**

**Objective:**

To provide services to help ensure a safer and environmentally conscious community.

**Activities:**

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

**HEALTH**

**Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

**EDUCATION AND WELFARE**

**Objective:**

To provide services to disadvantaged persons, the elderly, children and youth

**Activities:**

Operation of youth services, day care centres and assistance to other voluntary services.

**HOUSING**

**Objective:**

To provide and maintain staff and residential housing.

**Activities:**

Provision of staff and residential housing.

**COMMUNITY AMENITIES**

**Objective:**

To provide services required by the community.

**Activities:**

Rubbish collection services, operation of rubbish disposal sites, litter control, administration of the town planning schemes, maintenance of cemeteries, maintenance of rest centres and storm water drainage maintenance.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**2. REVENUE AND EXPENSES (Continued)**

**(b) Statement of Objectives (Continued)**

**RECREATION AND CULTURE**

**Objective:**

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

**Activities:**

Maintenance of halls, aquatic centres, recreation centres and various reserves; operation of library and community development services.

**TRANSPORT**

**Objective:**

To provide safe, effective and efficient transport services to the community

**Activities:**

Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, depot maintenance and the provision and operation of airport services.

**ECONOMIC SERVICES**

**Objective:**

To help promote the Shire and its economic wellbeing.

**Activities:**

The regulation and provision of tourism, area promotion, building control, noxious weeds and vermin control.

**OTHER PROPERTY AND SERVICES**

**Objective:**

To monitor and control Shire's overheads operating accounts.

**Activities:**

Private works operation, plant repair and operations and administrative costs.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**2. REVENUE AND EXPENSES (Continued)**

**(c) Conditions Over Grants/Contributions**

Grant/Contribution	Function/ Activity	Opening	Received <sup>(2)</sup>	Expended <sup>(3)</sup>	Closing	Received <sup>(2)</sup>	Expended <sup>(3)</sup>	Closing
		Balance <sup>(1)</sup> 1/07/13 \$	2013/14 \$	2013/14 \$	Balance <sup>(1)</sup> 30/06/14 \$	2014/15 \$	2014/15 \$	Balance 30/06/15 \$
Royalties for Regions - 2011/12 (CLGF)	Transport	272,735	0	(207,035)	<b>65,700</b>	1,260	(4,783)	<b>62,177</b>
Royalties for Regions - 2012/13 (CLGF)	Various	0	948,377	(248,936)	<b>699,441</b>	11,469	(119,499)	<b>591,411</b>
Royalties for Regions - 2012/13 (Regional CLGF)	Housing	0	0	0	<b>0</b>	956,842	(956,842)	<b>0</b>
Regional Road Group - Main Roads	Transport	181,722	591,999	(498,576)	<b>275,145</b>	790,540	(1,065,685)	<b>0</b>
Roads to Recovery	Transport	43,406	0	(43,406)	<b>0</b>	684,278	(589,345)	<b>94,933</b>
Road Upgrade - Carlton Hill Road	Transport	221,365	0	(20,365)	<b>201,000</b>	225,000	(276,476)	<b>149,524</b>
State Local Road Black Spot	Transport	0	81,334	(65,600)	<b>15,734</b>	55,308	(71,041)	<b>1</b>
Aboriginal Access Roads - Federal Grant (WALGGC)	Transport	0	413,934	(366,515)	<b>47,419</b>	407,481	(113,163)	<b>341,737</b>
Aboriginal Access Roads - State Grant 2013/14	Transport	0	165,574	(165,574)	<b>0</b>	66,393	(66,393)	<b>0</b>
Aboriginal Access Roads - State Grant 2014/15	Transport	0	0	0	<b>0</b>	81,496	(30,008)	<b>51,488</b>
Childrens Book Week	Recreation and Culture	2,408	4,300	(5,648)	<b>1,060</b>	4,650	(1,060)	<b>4,650</b>
Contribution to Local Planning Strategy	Community Amenities	0	100,000	(94,000)	<b>6,000</b>	0	(1,032)	<b>4,968</b>
East Kimberley Development Package	Various	728,585	0	(726)	<b>727,859</b>	0	(727,859)	<b>0</b>
Wyndham Community Resource Centre (CRC) - Remote	Community Amenities	0	28,341	0	<b>28,341</b>	24,360	(20,246)	<b>32,455</b>
Indigenous Public Internet Access programme	Community Amenities	0	28,341	0	<b>28,341</b>	24,360	(20,246)	<b>32,455</b>
Sustainable Regions Grant	Transport	26,300	0	0	<b>26,300</b>	0	(26,300)	<b>0</b>
Kids in Sport	Recreation and Culture	23,414	0	(23,414)	<b>0</b>	25,000	(11,657)	<b>13,343</b>
Takeaway Alcohol Management System - Kimberley Zone	Governance	0	0	0	<b>0</b>	28,559	0	<b>28,559</b>
Wyndham Community Resource Centre (CRC) - Operational	Recreation and Culture	0	65,000	(65,000)	<b>0</b>	102,000	(88,099)	<b>13,901</b>
Wyndham Community Resource Centre (CRC) - Building & Infrastructure Grant Fund	Recreation and Culture	0	90,000	(90,000)	<b>0</b>	0	0	<b>0</b>
Kununurra Swimming Complex	Recreation and Culture	0	0	0	<b>0</b>	30,000	(30,000)	<b>0</b>
Wyndham Swimming Complex	Recreation and Culture	0	0	0	<b>0</b>	30,000	(30,000)	<b>0</b>
Youth Services Wyndham (DCPFS)	Community Amenities	0	0	0	<b>0</b>	62,784	(62,784)	<b>0</b>

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**2. REVENUE AND EXPENSES (Continued)**

**(c) Conditions Over Grants/Contributions (Continued)**

<b>Grant/Contribution</b>	<b>Function/ Activity</b>	<b>Opening Balance <sup>(1)</sup> 1/07/13 \$</b>	<b>Received <sup>(2)</sup> 2013/14 \$</b>	<b>Expended <sup>(3)</sup> 2013/14 \$</b>	<b>Closing Balance <sup>(1)</sup> 30/06/14 \$</b>	<b>Received <sup>(2)</sup> 2014/15 \$</b>	<b>Expended <sup>(3)</sup> 2014/15 \$</b>	<b>Closing Balance 30/06/15 \$</b>
Celebrity Tree Boat Ramp	Recreation and Culture	0	15,000	(15,000)	0	0	0	0
Club Development Officer (DSR)	Recreation and Culture	85,234	10,000	(95,234)	0	0	0	0
Youth Services (FaCHSIA)	Community Amenities	49,044	0	(49,044)	0	0	0	0
Youth Services (AGD)	Community Amenities	127,415	32,000	(159,415)	0	0	0	0
Kimberley Zone Business Plan	Governance	2,175	0	(2,175)	0	0	0	0
Kimberley Zone Housing Construction	Governance	2,450,185	43,216	(2,493,401)	0	0	0	0
Kimberley Regional Collaborative Group	Governance	14,784	0	(14,784)	0	0	0	0
Kimberley Joint Shires - Service Delivery Remote Aboriginal C Governance		1,424	0	(1,424)	0	0	0	0
<b>Total</b>		<b><u>4,230,196</u></b>	<b><u>2,589,075</u></b>	<b><u>(4,725,272)</u></b>	<b><u>2,093,999</u></b>	<b><u>3,587,420</u></b>	<b><u>(4,292,272)</u></b>	<b><u>1,389,147</u></b>

**Notes:**

**(1)** - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

**(2)** - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

**(3)** - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

	Note	2015 \$	2014 \$
<b>3. CASH AND CASH EQUIVALENTS</b>			
Cash on Hand - Unrestricted		1,700	1,700
Cash at Bank - Municipal		2,859,526	650,655
Restricted Reserves		14,169,234	8,263,354
		<u>17,030,460</u>	<u>8,915,709</u>
Cash at Bank - Municipal			
Unrestricted Cash		2,859,526	(2,631,830)
Restricted Cash - Unspent Grants	2(c)	0	2,093,999
Restricted Cash - Unspent Loans	22(c)	0	1,188,486
		<u>2,859,526</u>	<u>650,655</u>
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Waste Management	12	402,154	179,151
Airport General	12	4,889,302	6,373,410
Plant and Equipment	12	2,844	2,761
Parking	12	115,609	112,247
Non-Potable Water	12	91,902	89,230
Civic Buildings	12	0	7,609
East Kimberley Tourism	12	136,129	127,431
Foreshore	12	198,844	121,875
Staff Entitlement	12	112,208	223,934
Recreation Hardcourts	12	53,293	26,000
Bio Security	12	268,383	267,364
Childcare	12	147,365	132,688
Parks	12	316,712	307,502
Legal Fees	12	0	3,514
Youth Bus	12	0	19,186
Footpaths	12	277,522	269,452
Goomig Farmlands Roads Reserve	12	2,889,313	0
Unspent Grants and Loans Reserve	*	4,267,654	0
		<u>14,169,234</u>	<u>8,263,354</u>

\* An Unspent Grants and Loans Reserve was created to ensure appropriate control and accounting for funds associated with grants and loans. In 2013-14 the amounts appeared in Note 3. separately. With effect from 2014-15 onwards they have been disclosed as forming part of the Reserve however, the individual amounts were contained in Note 2.(c) "Conditions Over Grants / Contributions" in the amount of \$1,389,147, Unspent Debenture funds disclosed in Note 22.(c) in the amount of \$1,035,127 and untied grants of \$1,843,380 from the Grants Commission (general purpose of \$1,398,017 and local roads of \$445,363), not required to be disclosed in Note 2(c). All three amounts totalling \$4,267,654 were held in the Unspent Grants and Loans Reserve as at 30 June 2015.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

	<b>2015</b>	<b>2014</b>
	\$	\$
<b>4. TRADE AND OTHER RECEIVABLES</b>		
<b>Current</b>		
Rates outstanding	300,711	306,016
Sundry debtors	1,114,988	856,180
GST receivable	328,946	253,969
Accrued income	1,978,252	293,650
Bonds paid for staff housing	0	17,860
Prepayments	47,817	0
	<b>3,770,714</b>	<b>1,727,675</b>
<b>Non-current</b>		
Rates outstanding - pensioners	17,329	14,549
	<b>17,329</b>	<b>14,549</b>
<b>5. INVENTORIES</b>		
<b>Current</b>		
Fuel and materials	10,532	10,355
	<b>10,532</b>	<b>10,355</b>
<b>Non-current</b>		
Land held for resale - cost		
Cost of acquisition	0	0
Development costs	46,283	46,283
	<b>46,283</b>	<b>46,283</b>
<b>6. OTHER FINANCIAL ASSETS</b>		
Available for sale financial assets	6,682	6,682
	<b>6,682</b>	<b>6,682</b>

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

	<b>2015</b>	<b>2014</b>
	\$	\$
<b>7 (a). PROPERTY, PLANT AND EQUIPMENT</b>		
Land and buildings		
Freehold land at:		
- Independent valuation 2013 - level 2	7,459,000	7,459,000
- Independent valuation 2013 - level 3	5,183,000	5,183,000
- Additions after valuation - cost	295,000	295,000
	12,937,000	12,937,000
Land vested in and under the control of Council at:		
- Management valuation 2013 - level 3	3,108,474	3,108,474
	3,108,474	3,108,474
	16,045,474	16,045,474
Non-specialised buildings at:		
- Independent valuation 2013 - level 2	9,345,000	9,374,999
- Independent valuation 2013 - level 3	5,048,000	5,048,001
- Additions after valuation - cost	1,290,950	1,269,711
Less: accumulated depreciation	(1,245,730)	(603,983)
	14,438,220	15,088,728
Specialised buildings at:		
- Independent valuation 2013 - level 3	27,915,140	28,220,140
- Additions after valuation - cost	1,233,668	480,720
Less: accumulated depreciation	(2,257,149)	(1,124,300)
	26,891,659	27,576,560
	41,329,879	42,665,288
Total land and buildings	57,375,353	58,710,762
Land under control - buildings at:		
- Management valuation 2013 - level 3	3,485,477	3,485,476
- Independent valuation 2013 - level 3	1,350,000	1,350,000
Less accumulated depreciation	(588,983)	(273,290)
	4,246,494	4,562,186

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

	<b>2015</b>	<b>2014</b>
	\$	\$
<b>7 (a). PROPERTY, PLANT AND EQUIPMENT (Continued)</b>		
Furniture and equipment at:		
- Management valuation 2013 - level 3	346,120	346,120
- Independent valuation 2013 - level 3	544,739	544,739
- Additions after valuation - cost	214,439	185,222
Less accumulated depreciation	<u>(454,556)</u>	<u>(226,290)</u>
	<b>650,742</b>	<b>849,791</b>
Plant and equipment at:		
- Management valuation 2013 - level 2	21,069	21,069
- Independent valuation 2013 - level 2	2,472,450	2,695,950
- Independent valuation 2013 - level 3	1,152,810	1,152,810
- Additions after valuation - cost	981,330	954,074
Less accumulated depreciation	<u>(1,271,782)</u>	<u>(675,868)</u>
	<b>3,355,877</b>	<b>4,148,035</b>
Property, plant and equipment - work in progress at:		
- Cost	263,518	221,542
- Additions after valuation - cost	0	164,038
Less accumulated depreciation	<u>0</u>	<u>0</u>
	<b>263,518</b>	<b>385,580</b>
	<b><u>65,891,984</u></b>	<b><u>68,656,354</u></b>

The fair value of property, plant and equipment is determined at least every three years in accordance with legislative requirements. Additions since the date of valuation are shown as cost, given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**7. PROPERTY, PLANT AND EQUIPMENT (Continued)**

**(b) Movements in Carrying Amounts**

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year

	Balance at the Beginning of the Year \$	Additions \$	(Disposals) \$	Revaluation Increments/ (Decrements) \$	Impairment (Losses)/ Reversals \$	Depreciation (Expense) \$	Transfers \$	Carrying Amount at the End of Year \$
Freehold land	12,937,000	0	0	0	0	0	0	12,937,000
Land vested in and under the control of Council	3,108,474	0	0	0	0	0	0	3,108,474
<b>Total land</b>	<b>16,045,474</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,045,474</b>
Land under control - buildings	4,562,186	0	0	0	0	(315,692)	0	4,246,494
Non-specialised buildings	15,088,728	21,239	(27,780)	0	0	(643,967)	0	14,438,220
Specialised buildings	27,576,560	630,886	(293,990)	0	0	(1,143,859)	122,062	26,891,659
<b>Total buildings</b>	<b>47,227,474</b>	<b>652,125</b>	<b>(321,770)</b>	<b>0</b>	<b>0</b>	<b>(2,103,518)</b>	<b>122,062</b>	<b>45,576,373</b>
<b>Total land and buildings</b>	<b>63,272,948</b>	<b>652,125</b>	<b>(321,770)</b>	<b>0</b>	<b>0</b>	<b>(2,103,518)</b>	<b>122,062</b>	<b>61,621,847</b>
Furniture and equipment	849,791	29,517	0	0	0	(228,566)	0	650,742
Plant and equipment	4,148,035	27,257	(142,663)	0	0	(676,752)	0	3,355,877
Property, plant and equipment - work in progress	385,580	0	0	0	0	0	(122,062)	263,518
<b>Total property, plant and equipment</b>	<b>68,656,354</b>	<b>708,899</b>	<b>(464,433)</b>	<b>0</b>	<b>0</b>	<b>(3,008,836)</b>	<b>0</b>	<b>65,891,984</b>

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**7. PROPERTY, PLANT AND EQUIPMENT (Continued)**

**(c) Fair Value Measurements**

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of valuation	Date of last Valuation	Inputs used
<b>Land and buildings</b>					
Freehold land	2	Market approach using recent observable market data for similar properties	Independent registered valuers	July 2013	Market Value, utilising comparable sales evidence for similar type properties. This method of valuation is referred to as the direct comparison approach which takes into consideration factors such as location, zoning, land area, development potential, topography & current market conditions.
Freehold land	3	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuers	July 2013	Improvements to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Land vested in and under the control of Council	3	Improvements to land valued using cost approach using depreciated replacement cost	Management Valuation	July 2013	Improvements to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Non-specialised buildings	2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology	Independent registered valuers	July 2013	Market Value, utilising comparable sales evidence for similar type properties. This method of valuation is referred to as the direct comparison approach which takes into consideration factors such as location, zoning, land area, development potential, topography & current market conditions.
Non-specialised buildings	3	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuers	July 2013	Improvements to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

**SHIRE OF WYNDHAM EAST KIMBERLEY  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2015**

**7. PROPERTY, PLANT AND EQUIPMENT (Continued)**

**(c) Fair Value Measurements**

<b>Asset Class</b>	<b>Fair Value Hierarchy</b>	<b>Valuation Technique</b>	<b>Basis of valuation</b>	<b>Date of last Valuation</b>	<b>Inputs used</b>
Specialised buildings	3	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuers	July 2013	Improvements to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Land under control - buildings</b>	3	Improvements to land valued using cost approach using depreciated replacement cost	Management Valuation	July 2013	Improvements to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Furniture and equipment</b>	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2013	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Plant and equipment</b>	2	Market approach using recent observable market data for similar plant items	Independent registered valuers	June 2013	Price per item

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

	2015	2014
	\$	\$
<b>8 (a). INFRASTRUCTURE</b>		
Roads		
- Management valuation 2015 - level 3	133,215,378	0
- Cost	0	51,410,173
Less accumulated depreciation	0	(17,614,218)
	<u>133,215,378</u>	<u>33,795,955</u>
Drainage		
- Management valuation 2015 - level 3	9,425,880	0
- Cost	0	2,557,698
Less accumulated depreciation	0	(1,127,072)
	<u>9,425,880</u>	<u>1,430,626</u>
Airfields		
- Independent valuation 2015 - level 3	1,801,511	0
- Management valuation 2015 - level 3	17,708,760	0
- Cost	0	5,581,740
Less accumulated depreciation	0	(2,079,347)
	<u>19,510,271</u>	<u>3,502,393</u>
Bridges		
- Management valuation 2015 - level 3	28,383,530	0
- Cost	0	429,112
Less accumulated depreciation	0	(54,733)
	<u>28,383,530</u>	<u>374,379</u>
Footpaths		
- Management valuation 2015 - level 3	6,021,734	0
- Cost	0	1,984,671
Less accumulated depreciation	0	(1,076,721)
	<u>6,021,734</u>	<u>907,950</u>
Infrastructure Other		
- Independent valuation 2015 - level 3	13,993,311	0
- Management valuation 2015 - level 3	625,954	0
- Cost	0	19,206,255
Less accumulated depreciation	0	(5,609,191)
	<u>14,619,265</u>	<u>13,597,064</u>
Infrastructure - Work in Progress		
- Cost	505,130	1,615,630
Less accumulated depreciation	0	0
	<u>505,130</u>	<u>1,615,630</u>
	<u><u>211,681,188</u></u>	<u><u>55,223,997</u></u>

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**8. INFRASTRUCTURE (Continued)**

**(b) Movements in Carrying Amounts**

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	<b>Balance as at the Beginning of the Year</b>	<b>Additions</b>	<b>(Disposals)</b>	<b>Revaluation Increments/ (Decrements)</b>	<b>Impairment (Losses)/ Reversals</b>	<b>Depreciation (Expense)</b>	<b>Transfers</b>	<b>Carrying Amount at the End of the Year</b>
	\$	\$	\$	\$	\$	\$	\$	\$
Roads	33,795,955	1,912,327	0	98,257,582	0	(1,788,566)	1,038,080	133,215,378
Drainage	1,430,626	276,476	0	7,587,111	0	(38,212)	169,879	9,425,880
Airfields	3,502,393	4,720,574	0	11,356,642	0	(220,549)	151,211	19,510,271
Bridges	374,379	0	0	28,023,440	0	(14,289)	0	28,383,530
Footpaths	907,950	0	0	5,194,129	0	(80,345)	0	6,021,734
Infrastructure Other	13,597,064	5,894	0	1,632,392	0	(625,209)	9,124	14,619,265
Infrastructure - Work in Progress	1,615,630	257,794	0	0	0	0	(1,368,294)	505,130
<b>Total infrastructure</b>	<b><u>55,223,997</u></b>	<b><u>7,173,065</u></b>	<b><u>0</u></b>	<b><u>152,051,296</u></b>	<b><u>0</u></b>	<b><u>(2,767,170)</u></b>	<b><u>0</u></b>	<b><u>211,681,188</u></b>

The revaluation of infrastructure assets resulted in an increase on revaluation of \$152,051,296 in the net value of infrastructure.

All of this increase was credited to the revaluation surplus in the Shire's equity (refer Note 13) and was recognised as Changes on Revaluation of non-current assets in the Statement of Comprehensive Income.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**8. INFRASTRUCTURE (Continued)**

**(c) Fair Value Measurements**

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of valuation	Date of last Valuation	Inputs used
<b>Roads</b>	3	Cost approach using depreciated replacement cost	Management valuation	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Drainage</b>	3	Cost approach using depreciated replacement cost	Management valuation	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Airfields</b>	3	Cost approach using depreciated replacement cost	Independent valuers and Management valuation	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Bridges</b>	3	Cost approach using depreciated replacement cost	Management valuation	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Footpaths</b>	3	Cost approach using depreciated replacement cost	Management valuation	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Infrastructure Other</b>	3	Cost approach using depreciated replacement cost	Independent valuers and Management valuation	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
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	<b>2015</b>	<b>2014</b>
	\$	\$
<b>9. TRADE AND OTHER PAYABLES</b>		
<b>Current</b>		
Sundry creditors	3,231,143	3,604,894
Accrued interest on debentures	53,264	41,523
Accrued salaries and wages	152,298	142,786
ATO liabilities	164,088	0
Accrued expenses	2,850,755	4,916
	<b>6,451,548</b>	<b>3,794,119</b>

**10. LONG-TERM BORROWINGS**

**Current**

Secured by floating charge

    Debentures

	954,449	2,261,457
	<b>954,449</b>	<b>2,261,457</b>

**Non-current**

Secured by floating charge

    Debentures

	6,163,211	5,314,442
	<b>6,163,211</b>	<b>5,314,442</b>

Additional detail on borrowings is provided in Note 22.

**11. PROVISIONS**

	<b>Provision for Annual Leave \$</b>	<b>Provision for Long Service Leave \$</b>	<b>Total \$</b>
<b>Opening balance at 1 July 2014</b>	644,366	402,943	1,047,309
Non-current provisions	0	143,398	143,398
	<b>644,366</b>	<b>546,341</b>	<b>1,190,707</b>
Additional provision	20,191	(150,538)	(130,347)
<b>Balance at 30 June 2015</b>	<b>664,557</b>	<b>395,803</b>	<b>1,060,360</b>
<b>Comprises</b>			
Current	664,557	205,218	869,775
Non-current	0	190,585	190,585
	<b>664,557</b>	<b>395,803</b>	<b>1,060,360</b>

5 HJW a Ybh% (\$) " %/ **SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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	2015 \$	2015 Budget \$	2014 \$
<b>12. RESERVES - CASH BACKED</b>			
<b>(a) Waste Management</b>			
Opening balance	179,151	183,153	295,061
Amount set aside / transfer to reserve	457,526	58,714	75,067
Amount used / transfer from reserve	(234,523)	(242,023)	(190,977)
	402,154	(156)	179,151
<b>(b) Airport General</b>			
Opening balance	6,373,410	6,437,868	5,189,347
Amount set aside / transfer to reserve	3,383,728	652,295	1,584,890
Amount used / transfer from reserve	(4,867,836)	(618,479)	(400,827)
	4,889,302	6,471,684	6,373,410
<b>(c) Plant and Equipment</b>			
Opening balance	2,761	2,912	75,305
Amount set aside / transfer to reserve	83	72	2,456
Amount used / transfer from reserve	0	0	(75,000)
	2,844	2,984	2,761
<b>(d) Parking</b>			
Opening balance	112,247	107,691	234,084
Amount set aside / transfer to reserve	3,362	2,646	36,663
Amount used / transfer from reserve	0	0	(158,500)
	115,609	110,337	112,247
<b>(e) Non-Potable Water</b>			
Opening balance	89,230	89,221	89,570
Amount set aside / transfer to reserve	2,672	2,192	3,110
Amount used / transfer from reserve	0	(41,550)	(3,450)
	91,902	49,863	89,230
<b>(f) Civic Buildings</b>			
Opening balance	7,609	7,608	7,353
Amount set aside / transfer to reserve	228	187	256
Amount used / transfer from reserve	(7,837)	(7,794)	0
	0	0	7,609
<b>(g) East Kimberley Tourism</b>			
Opening balance	127,431	127,409	116,481
Amount set aside / transfer to reserve	13,816	13,630	14,550
Amount used / transfer from reserve	(5,118)	(9,368)	(3,600)
	136,129	131,671	127,431

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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	2015 \$	2015 Budget \$	2014 \$
<b>12. RESERVES - CASH BACKED (CONTINUED)</b>			
<b>(h) Foreshore</b>			
Opening balance	121,875	121,859	83,156
Amount set aside / transfer to reserve	81,203	73,994	38,719
Amount used / transfer from reserve	(4,234)	0	0
	198,844	195,853	121,875
<b>(i) Staff Entitlement</b>			
Opening balance	223,934	230,935	216,403
Amount set aside / transfer to reserve	6,707	5,674	7,531
Amount used / transfer from reserve	(118,433)	0	0
	112,208	236,609	223,934
<b>(j) Recreation Hardcourts</b>			
Opening balance	26,000	25,996	25,126
Amount set aside / transfer to reserve	32,095	639	874
Amount used / transfer from reserve	(4,802)	(5,000)	0
	53,293	21,635	26,000
<b>(k) Bio Security</b>			
Opening balance	267,364	267,316	258,371
Amount set aside / transfer to reserve	8,007	6,568	8,993
Amount used / transfer from reserve	(6,988)	0	0
	268,383	273,883	267,364
<b>(l) Childcare</b>			
Opening balance	132,688	132,666	118,661
Amount set aside / transfer to reserve	14,677	13,759	14,027
Amount used / transfer from reserve	0	0	0
	147,365	146,425	132,688
<b>(m) Parks</b>			
Opening balance	307,502	307,447	297,160
Amount set aside / transfer to reserve	9,210	7,554	10,342
Amount used / transfer from reserve	0	0	0
	316,712	315,001	307,502
<b>(n) Legal Fees</b>			
Opening balance	3,514	3,513	3,395
Amount set aside / transfer to reserve	105	86	119
Amount used / transfer from reserve	(3,619)	(3,599)	0
	0	0	3,514

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2015**

	2015 \$	2015 Budget \$	2014 \$
<b>12. RESERVES - CASH BACKED (CONTINUED)</b>			
<b>(o) Youth Bus</b>			
Opening balance	19,186	19,183	18,541
Amount set aside / transfer to reserve	674	471	645
Amount used / transfer from reserve	(19,860)	(19,654)	0
	<u>0</u>	<u>0</u>	<u>19,186</u>
<b>(p) Footpaths</b>			
Opening balance	269,452	238,404	260,389
Amount set aside / transfer to reserve	8,070	5,857	9,063
Amount used / transfer from reserve	0	(31,000)	0
	<u>277,522</u>	<u>213,261</u>	<u>269,452</u>
<b>(q) Asset Management</b>			
Opening balance	0	0	0
Amount set aside / transfer to reserve	275,220	306,267	0
Amount used / transfer from reserve	(275,220)	(275,220)	0
	<u>0</u>	<u>31,047</u>	<u>0</u>
<b>(r) Goomig Farmlands Roads Reserve</b>			
Opening balance	0	0	0
Amount set aside / transfer to reserve	2,889,313	2,850,000	0
Amount used / transfer from reserve	0	0	0
	<u>2,889,313</u>	<u>2,850,000</u>	<u>0</u>
<b>(s) Unspent Grants and Loans Reserve</b>			
Opening balance	0	0	0
Amount set aside / transfer to reserve	4,293,954	0	(0)
Amount used / transfer from reserve	(26,300)	0	0
	<u>4,267,654</u>	<u>0</u>	<u>0</u>
<b>TOTAL RESERVES</b>	<u><u>14,169,234</u></u>	<u><u>11,050,099</u></u>	<u><u>8,263,354</u></u>
Total Opening balance	8,263,354	8,303,181	7,288,403
Total Amount set aside / transfer to reserve	11,480,650	4,000,605	1,807,305
Total Amount used / transfer from reserve	(5,574,770)	(1,253,687)	(832,354)
<b>TOTAL RESERVES</b>	<u><u>14,169,234</u></u>	<u><u>11,050,099</u></u>	<u><u>8,263,354</u></u>

All of the Reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

**SHIRE OF WYNDHAM EAST KIMBERLEY  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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**12. RESERVES - CASH BACKED (CONTINUED)**

In accordance with council resolutions in relation to each reserve account, the purpose for which the funds are set aside are as follows:

**(a) Waste Management**

This Reserve is for the upgrade and rationalisation of Refuse Disposal Facilities within the Shire.

**(b) Airport General**

This Reserve is for the improvement of Council's airport facilities, and also acts as the "float" for transferring the profit or loss on the operations of the airports in line with Council Policy F4.

**(c) Plant and Equipment**

This Reserve is for the purchase of major plant and equipment.

**(d) Parking**

This Reserve is for the land purchase and/or the construction and maintenance of vehicle parking facilities within the Shire.

**(e) Non-Potable Water**

This Reserve is for the development of non-potable water supply in Wyndham.

**(f) Civic Buildings**

This Reserve is for the construction and/or capital maintenance of Civic Buildings within the Shire.

**(g) East Kimberley Tourism**

This Reserve is for the capital maintenance and/or upgrading of the East Kimberley Tourism House.

**(h) Foreshore**

This Reserve is for maintaining the foreshore of Lake Kununurra, funded from the contributions of leases on portion of Reserve 41812.

**(i) Staff Entitlement**

This Reserve is to provide for Shire employee's entitlements.

**(j) Recreation Hardcourts**

This Reserve is for the purpose of providing for future capital upgrades of Recreational Hardcourts.

**(k) Bio Security**

This Reserve is to hold funds for use in emergency situations that threatened the bio security of the East Kimberley.

**(l) Childcare**

This Reserve is to hold lease payments from the Kununurra Childcare Centre to provide for the capital maintenance of the building.

## **12. RESERVES - CASH BACKED (CONTINUED)**

### **(m) Parks**

This Reserve is to hold the funds from the sale of parks provided by the State to undertake major upgrades and to establish new parks and public open spaces in the Shire.

### **(n) Legal Fees**

This Reserve is to hold funds not expended in any budget year to accumulate to cover any significant legal costs or expenses related to regulatory prosecution and enforcement matters.

### **(o) Youth Bus**

This Reserve is to transfer fees from the hire of Youth Buses to provide funds for repairs, maintenance and replacement of the Youth Buses.

### **(p) Footpaths**

This Reserve is to hold developer contributions for construction of footpaths after housing construction is completed in new subdivisions.

### **(q) Asset Management**

This Reserve is to provide for the ongoing maintenance, renewal, upgrade, replacement or development of Shire owned assets within the Shire of Wyndham East Kimberley.

### **(r) Goomig Farmlands Roads Reserve**

This Reserve is to provide for the second coat seal of roads within the Goomig Farmlands.

### **(s) Unspent Grants and Loans Reserve**

This Reserve is to provide a mechanism for restricting prepaid grants, conditional unspent grants and loan proceeds unspent in a particular financial year where the expenditure will be undertaken in future years.

No Reserves are expected to be used within a set period other than the Goomig Farmlands Road Reserve as further transfers to the Reserve accounts are expected and funds will be utilised.

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**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**13. REVALUATION SURPLUS**

	<b>2015</b>	<b>2014</b>
	<b>\$</b>	<b>\$</b>
Revaluation surpluses have arisen on revaluation of the revaluation of the following classes of non-current assets:		
<b>(a) Land and buildings</b>		
Opening balance	27,175,144	0
Revaluation increment	0	27,175,144
Revaluation decrement	0	0
	<u>27,175,144</u>	<u>27,175,144</u>
<b>(b) Plant and equipment</b>		
Opening balance	737,815	808,168
Revaluation increment	0	0
Revaluation decrement	0	(70,353)
	<u>737,815</u>	<u>737,815</u>
<b>(c) Roads</b>		
Opening balance	0	0
Revaluation increment	98,257,582	0
Revaluation decrement	0	0
	<u>98,257,582</u>	<u>0</u>
<b>(d) Drainage</b>		
Opening balance	0	0
Revaluation increment	7,587,111	0
Revaluation decrement	0	0
	<u>7,587,111</u>	<u>0</u>
<b>(e) Airfields</b>		
Opening balance	0	0
Revaluation increment	11,356,642	0
Revaluation decrement	0	0
	<u>11,356,642</u>	<u>0</u>
<b>(f) Bridges</b>		
Opening balance	0	0
Revaluation increment	28,023,440	0
Revaluation decrement	0	0
	<u>28,023,440</u>	<u>0</u>
<b>(g) Footpaths</b>		
Opening balance	0	0
Revaluation increment	5,194,129	0
Revaluation decrement	0	0
	<u>5,194,129</u>	<u>0</u>
<b>(h) Infrastructure Other</b>		
Opening balance	0	0
Revaluation increment	1,632,392	0
Revaluation decrement	0	0
	<u>1,632,392</u>	<u>0</u>
<b>TOTAL ASSET REVALUATION SURPLUS</b>	<u><u>179,964,255</u></u>	<u><u>27,912,959</u></u>

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**14. NOTES TO THE STATEMENT OF CASH FLOWS**

**(a) Reconciliation of Cash**

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	<b>2015</b> \$	<b>2015</b> <b>Budget</b> \$	<b>2014</b> \$
Cash and cash equivalents	<u>17,030,460</u>	<u>10,550,101</u>	<u>8,915,709</u>
<b>(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result</b>			
Net result	9,733,429	3,756,455	(6,946,262)
Non-cash flows in Net result:			
Depreciation	5,776,006	6,036,820	5,649,409
(Profit)/Loss on sale of asset	407,229	(210,891)	184,996
Changes in assets and liabilities:			
(Increase)/Decrease in receivables	(2,045,819)	(31,853)	172,414
(Increase)/Decrease in inventories	(177)	386	250
Increase/(Decrease) in payables	2,657,429	(2,192,806)	2,312,706
Increase/(Decrease) in provisions	(130,347)	54,277	29,074
Grants and contributions for the development of assets	(8,567,574)	(6,491,991)	(2,519,767)
Net cash from operating activities	<u>7,830,176</u>	<u>920,397</u>	<u>(1,117,180)</u>

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2015**

**14. NOTES TO THE STATEMENT OF CASH FLOWS (Continued)**

	<b>2015</b>	<b>2014</b>
	<b>\$</b>	<b>\$</b>
<b>(c) Undrawn Borrowing Facilities</b>		
<b>Credit Standby Arrangements</b>		
Bank overdraft limit	2,500,000	0
Bank overdraft at balance date	0	0
Credit card limit	55,000	55,000
Credit card balance at balance date	(7,665)	0
<b>Total amount of credit unused</b>	<b>2,547,335</b>	<b>55,000</b>
<b>Loan facilities</b>		
Loan facilities - current	954,449	2,261,457
Loan facilities - non-current	6,163,211	5,314,442
<b>Total facilities in use at balance date</b>	<b>7,117,660</b>	<b>7,575,899</b>
<b>Unused loan facilities at balance date</b>	<b>1,035,127</b>	<b>1,188,486</b>

**15. CONTINGENT LIABILITIES**

The Shire is currently in two legal disputes with a contractor whereby the contractor commenced legal action. At the time of writing this report, the Council has resolved to defend its position. Any potential liability is not considered substantial in the context of the Shire's financial statements.

**SHIRE OF WYNDHAM EAST KIMBERLEY  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2015**

**16. CAPITAL AND LEASING COMMITMENTS**

**(a) Operating Lease Commitments**

Non-cancellable operating leases contracted for but

Payable:

- not later than one year

- later than one year but not later than five years

- later than five years

	<b>2015</b>	<b>2014</b>
	\$	\$
	0	93,794
	0	0
	0	0
	0	93,794
	0	93,794

The Shire did not have any future operating lease commitments at the reporting date.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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<b>(b) Capital Expenditure Commitments</b>	<b>2015</b>	<b>2014</b>
	<b>\$</b>	<b>\$</b>
Contracted for:		
- capital expenditure projects	431,301	935,356
- plant & equipment purchases	33,896	0
	<u>465,197</u>	<u>935,356</u>
Payable:		
- not later than one year	465,197	935,356
<i>The capital expenditure commitments outstanding at the end of the current reporting period represents:</i>		
Kununurra landfill site - storm water & bores	2,780	0
Welcome to Country signage	15,000	0
Ivanhoe Crossing - reconstruct	972	0
Kununurra landfill site - liquid waste facility	31,981	0
Drainage upgrade (design, estimates & construct)	59,880	0
Wyndham depot fire damage reinstatement - buildings	218,030	0
System development - capital	8,169	0
Egret Close - reconstruct and seal	3,812	0
Light plant - purchase price	25,727	0
Kalumburu Road - re-sheet	27,545	43,197
Lily Creek Lagoon boat ramp and jetty	63,550	0
Runway asphalt overlay	7,750	0
Maintenance at the East Kimberley Regional Airport	0	449,040
Erythrina Street - reconstruct, seal pavement and footpath	0	148,891
Kununurra townsite - asphalt resurfacing program	0	117,679
Coolibah Drive - asphalt resurfacing program	0	176,549
	<u>465,197</u>	<u>935,356</u>

**SHIRE OF WYNDHAM EAST KIMBERLEY  
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**17. JOINT VENTURE ARRANGEMENTS**

The Shire of Wyndham East Kimberley is not involved in any joint venture arrangements.

**18. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY**

	<b>2015</b>	<b>2014</b>
	<b>\$</b>	<b>\$</b>
Governance	135,119	127,431
General purpose funding	2,161,420	0
Law, order, public safety	751,418	241,353
Health	74,140	82,520
Education and welfare	3,723,447	3,678,304
Housing	7,330,519	7,643,665
Community amenities	4,710,711	5,122,955
Recreation and culture	34,005,326	33,110,233
Transport	214,656,143	57,664,071
Economic services	2,167,548	1,928,230
Other property and services	7,466,944	8,752,078
Unallocated	21,272,437	16,250,764
	<u>298,455,172</u>	<u>134,601,604</u>

**SHIRE OF WYNDHAM EAST KIMBERLEY  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2015**

**19. FINANCIAL RATIOS**

	Target Ratio for "Basic" Standard <sup>1</sup>	Target Ratio for "Intermediate" Standard <sup>1</sup>	Target Ratio for "Advanced" Standard <sup>1</sup>	2015	2014	2013
Current ratio <sup>2</sup>	1.00			0.81	0.18	1.06
Asset sustainability ratio	0.09 - 1.10	N/A	≥ 1.10	1.16	0.47	1.50
Debt service cover ratio	≥ 5	N/A	≥ 10	6.79	(4.82)	16.66
Operating surplus ratio	0.01 - 0.15	N/A	≥ 0.15	0.07	(0.61)	0.33
Own source revenue coverage ratio	0.4 - 0.6	0.6 - 0.9	> 0.9	0.62	0.56	0.65

<sup>1</sup> Target ratios are as per the Department of Local Government and Communities (DLGC) Guidelines except the Debt Service Cover Ratio which is a target devised based on experience. For information, DLGC Guidelines establish a target Debt Service Cover Ratio of 2 or greater for the "Basic" Standard and greater than 5 for the "Advanced" Standard.

<sup>2</sup> The standard is met if the ratio is greater than 1.00. A ratio of less than 1.00 indicates a below standard result.

**Below acceptable banding**

**Within acceptable banding**

**Above target as per**

**SHIRE OF WYNDHAM EAST KIMBERLEY  
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**19. FINANCIAL RATIOS (Continued)**

Purpose of the Ratios	How the Ratios are Calculated
<p><b>Current ratio</b></p> <p>To measure short term (unrestricted) liquidity. That is, the ability of the Shire to meet its liabilities (obligations) as and when they fall due.</p>	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
<p><b>Asset sustainability ratio</b></p> <p>Measures the extent to which assets are being renewed/replaced compared to the amount consumed (depreciation). The ratio may be skewed by large scale intermittent investment in major infrastructure.</p>	$\frac{\text{capital renewal and replacement expenditure}}{\text{Depreciation expenses}}$
<p><b>Debt service cover ratio</b></p> <p>Measures the Shire's ability to service debt out of its uncommitted or general purpose fund available for its operations.</p>	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
<p><b>Operating surplus ratio</b></p> <p>Highlights the extent of any operating surplus or deficit in relation to the overall size of the Shire. This ratio helps to measure the ability to cover operational needs and have revenues available for capital or other purposes.</p>	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
<p><b>Own source revenue coverage ratio</b></p> <p>The higher the ratio, the more self-reliant the Shire is as it allows greater flexibility as less external funds are required for operational purposes.</p>	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

**SHIRE OF WYNDHAM EAST KIMBERLEY  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2015**

**20. FINANCIAL RATIOS (Continued)**

**Notes:**

- (a) Information relating to the **asset consumption ratio** and the **asset renewal funding ratio** can be found at Supplementary Ratio Information on Page 80 of this document.

**2015**

- (b) Three of the 2015 ratios disclosed above were distorted by items of significant revenue and expense relating to:
- (i) An item of significant revenue relating to the early payment of 2015/16 Financial Assistance Grants (FAGs) of \$1,843,380, which was received prior to year end. This forms part of operating revenue.
  - (ii) The WANDRRA grant of \$4,068,008 for flood damage repair expenses incurred by the Shire in 2014 and 2015, included as part of operating revenue.
  - (iii) The significant expense relating to flood damage repair expenses incurred in 2015 amounting to \$2,995,272 funded by the WANDRRA grant detailed in (b)(ii) above. This forms part of operating expenses.

**2014**

- (c) Four of the 2014 ratios disclosed above were distorted by items of significant revenue and expense relating to:
- (i) The refund of the CLGF grant funding for the Kimberley Zone Housing Construction for \$1,622,019, included as part of operating revenue.
  - (ii) The change to the payment of FAGs during the year ended 30 June 2014 saw the advance payment for the following year cease. This created a timing difference which resulted in an amount of some \$2,115,965 less revenue for the year.
  - (iii) The significant expense relating to flood damage repair expenses incurred in 2014 amounting to \$1,072,736 funded by the WANDRRA grant details in (b)(ii) above. This forms part of operating expenses.

**SHIRE OF WYNDHAM EAST KIMBERLEY  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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**19. FINANCIAL RATIOS (Continued)**

**2013**

(d) Three of the 2013 ratios disclosed above were distorted relate to:

- (i) The initial recognition of Land under the Shire's control in accordance with amendments to the Financial Management Regulations amounting to \$6,501,992. This forms part of operating revenue.
- (ii) The significant expense relating to the reduction in the fair value of the Shire's furniture and equipment amounting to \$111,314, included as part of operating expenses.

These items are considered "one-off" timing/non-cash in nature and, if they were ignored, the calculations disclosed in the columns above would be as follows:

**FINANCIAL RATIOS**

	<b>Target Ratio for "Basic" Standard<sup>1</sup></b>	<b>Target Ratio for "Intermediate " Standard<sup>1</sup></b>	<b>Target Ratio for "Advanced" Standard<sup>1</sup></b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Current ratio <sup>2</sup>	1.00			0.81	0.41	1.06
Debt service cover ratio	≥ 5	N/A	≥ 10	4.06	1.70	5.21
Operating surplus ratio	0.01 - 0.15	N/A	≥ 0.15	(0.10)	(0.30)	(0.10)
Own source revenue coverage ratio	0.4 - 0.6	0.6 - 0.9	> 0.9	0.70	0.62	0.65

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**20. TRUST FUNDS**

Funds held at balance date over which the Shire has no control and which are not included in the financial statements are as follows:

	Balance 1 July 2014	Amounts Received	Amounts Paid	Balance 30 June 2015
	\$	\$	(\$)	\$
Housing Bonds	0	1,000	0	1,000
ASIC - Airport Security Card	4,740	0	(100)	4,640
Footpath Bonds	37,008	16,240	(8,658)	44,590
Hall Hire Bonds - Kununurra Leisure Centre	5,650	8,550	(5,850)	8,350
Hall Hire Bonds - Peter Reid Memorial Hall	520	6,320	(6,470)	370
Wyndham Port Hall Bond	10,250	0	(250)	10,000
Wyndham Oval Hire Bonds	720	220	(740)	200
Kununurra Youth Centre Bonds	2,000	1,250	(500)	2,750
Other Trust Funds	580	1,230	0	1,810
Pubic Open Space Contributions	419,712	13,845	0	433,557
Building Services Levy	3,830	22,816	(19,122)	7,524
Building & Construction Industry Training Fund	0	42,862	(36,464)	6,398
Kununurra 50th Birthday Brick Fund	1,824	4,906	(6,461)	269
50th Anniversary Special Series Number Plates	7,275	0	(4,906)	2,369
Terminal Security Access Card	715	441	(521)	635
Transport Clearing Account	0	228,144	(228,144)	0
Health Application Fee	140	105	0	245
Private Works Bonds	66,000	0	(66,000)	(0)
	560,964	347,929	(384,186)	524,707

**21. DISPOSALS OF ASSETS - 2014/15 FINANCIAL YEAR**

The following assets were disposed of during the year.

	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Land and Buildings</b>						
<i>Housing</i>						
LB107/179- - 29 Boobialla Street	0	165,375	0	365,000	0	199,625
<b>Plant and Equipment</b>						
<i>Community amenities</i>						
P475 - WY13760 - 2009 Toyota Coaster Bus	53,694	0	0	0	(53,694)	0
P472 - WY13459 - Toyota Hiace Bus Youth Services	22,110	0	0	0	(22,110)	0
P216 - WY14451 - 2010 Toyota Landcruiser	31,401	0	0	0	(31,401)	0
<i>Other property and services</i>						
LB360 - Wyndham Depot*	293,990	0	0	0	(293,990)	0
Transportable Office - Old Admin Building	27,780	0	10,000	0	(17,780)	0
P490 - WY14982 - 2011 Toyota Hilux	0	14,257	0	25,000	0	10,743
P468 - WY12495 - Holden Astra 1.9L	5,145	3,477	5,031	4,000	(114)	523
P473 - WY13587 - 2009 Toyota Hilux 2WD*	12,977	0	18,475	0	5,498	0
P381 - WY14968 - 4WD John Deere Ride on Mower*	13,678	0	19,248	0	5,570	0
P376 - WY15761 - Trailer*	3,658	0	4,450	0	792	0
	464,433	183,109	57,204	394,000	(407,229)	210,891
					Profit	11,860
					Loss	(419,089)
						210,891

\* The Wyndham Depot and plant items highlighted were destroyed by a fire on Sunday 14th September 2014. These items are in the process of being reconstructed and replaced.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
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**22. INFORMATION ON BORROWINGS**

(a) Repayments - Debentures

Particulars	Principal 1 July 2014 \$	New Loans \$	Principal Repayments		Principal 30 June 2015		Interest Repayments	
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Governance</b>								
Administration Building Land L122	327,842	0	46,894	46,894	280,948	280,948	19,161	19,212
Administration Building Bridging Loan L123	1,500,000	0	1,500,000	1,500,000	0	0	21,985	21,985
Administration Building Loan L124	2,182,561	0	221,859	221,859	1,960,702	1,960,703	81,865	82,109
Administration Building L129	0	1,500,000	0	118,909	1,500,000	1,381,091	21,459	74,461
<b>Education and welfare</b>								
Kununurra Childcare Centre L120	353,246	0	55,742	55,742	297,504	297,504	20,218	20,318
<b>Housing</b>								
Staff Housing L115	63,926	0	12,742	15,277	51,184	48,650	3,452	3,469
Staff Housing L127	88,498	0	13,428	13,428	75,070	75,070	3,134	3,147
<b>Community amenities</b>								
KNW Youth Centre L118	121,814	0	27,258	27,258	94,556	94,556	8,209	8,228
Liquid Waste Facility L125	400,000	0	95,001	95,001	304,999	304,999	12,548	12,593
Waste Management L126	1,695,000	0	139,522	139,522	1,555,478	1,555,478	69,649	69,935
Drainage L128	125,000	0	10,289	10,289	114,711	114,711	5,149	5,171
<b>Recreation and culture</b>								
KNX Aquatic Centre Refurbishment L113	357,187	0	71,195	71,195	285,992	285,993	19,286	19,382
WYN Recreation Centre L114	149,828	0	29,864	29,864	119,964	119,964	7,772	8,130
Multi Purpose Courts L119	210,996	0	37,663	37,663	173,333	173,333	11,162	11,215

**SHIRE OF WYNDHAM EAST KIMBERLEY  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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**22. INFORMATION ON BORROWINGS (Continued)**

(a) Repayments - Debentures (Continued)

Particulars	Principal 1 July 2014 \$	New Loans \$	Principal Repayments		Principal 30 June 2015		Interest Repayments	
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Transport</b>								
Building and Infrastructure L130	0	303,218	0	24,037	303,218	279,181	574	15,794
	7,575,899	1,803,218	2,261,457	2,406,937	7,117,660	6,972,180	305,623	375,148

All loan repayments were financed by general purpose revenue.

(b) New Debentures - 2014/15

Particulars/Purpose		Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
		Actual \$	Budget \$						Actual \$	Budget \$	
Administration Building L129		1,500,000	1,500,000	WATC	Debenture	10	301,306	3.01%	1,500,000	1,500,000	0
Building and Infrastructure L130		303,218	303,218	WATC	Debenture	10	67,209	3.32%	134,117	303,218	169,101
		1,803,218	1,803,218				368,515		1,634,117	1,803,218	169,101

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**22. INFORMATION ON BORROWINGS (Continued)**

(c) Unspent Debentures

<b>Particulars</b>		<b>Date Borrowed</b>	<b>Balance 1 July 14</b> \$	<b>Borrowed During Year</b> \$	<b>Expended During Year</b> \$	<b>Balance 30 June 15</b> \$
Administration Building Loan	L124	Dec 2012	127,799	0	21,239	106,560
Liquid Waste Facility	L125	16 May 14	235,056	0	117,793	117,263
Waste Management	L126	16 May 14	770,242	0	183,428	586,814
Drainage	L128	16 May 14	55,389	0	0	55,389
Administration Building Loan	L129	08 Jan 15	0	1,500,000	1,500,000	0
Building and Infrastructure	L130	09 Jun 15	0	303,218	134,117	169,101
			<b>1,188,486</b>	<b>1,803,218</b>	<b>1,956,577</b>	<b>1,035,127</b>

(d) Overdraft

The Council approved an overdraft facility with a limit of \$2.5 million at the Special Council Meeting in August 2014, Minute #10503 in order to cover the expenditure associated with the flood event in February 2014 until such time as the WANDRRA reimbursements were received, also noting that the overdraft would be an ongoing facility. The Shire did not need to utilise the overdraft facility during 2014/15.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
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**23. RATING INFORMATION - 2014/15 FINANCIAL YEAR**

**(a) Rates**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Interim Rates \$</b>	<b>Back Rates \$</b>	<b>Total Revenue \$</b>	<b>Budget Rate Revenue \$</b>	<b>Budget Interim Rate \$</b>	<b>Budget Back Rate \$</b>	<b>Budget Total Revenue \$</b>
<b>Differential general rate / general rate</b>											
<b>Gross rental value valuations</b>											
GRV - Residential	8.8623	1,600	46,794,384	4,147,059	20,465	4,871	4,172,395	4,147,059	0	0	4,147,059
GRV - Other Vacant	13.2935	24	426,850	56,743	14,897	2,555	74,195	56,743	0	0	56,743
GRV - Commercial	9.7485	129	14,611,445	1,424,397	(24,246)	8,657	1,408,808	1,424,397	0	0	1,424,397
GRV - Industrial	9.7485	164	8,620,645	840,384	7,785	6,592	854,761	840,384	0	0	840,384
<b>Unimproved value valuations</b>											
UV - Rural Residential	0.9335	185	51,149,000	477,476	0	0	477,476	477,476	0	0	477,476
UV - Pastoral	2.9471	24	14,647,919	431,689	63	60	431,812	431,689	0	0	431,689
UV - Commercial/Industrial	0.6278	35	13,362,120	83,887	2,852	1,133	87,872	83,887	0	0	83,887
UV - Rural Agriculture 1	0.8878	76	64,115,754	569,220	37,625	(2,524)	604,321	570,822	0	0	570,822
UV - Rural Agriculture 2	0.6278	109	57,287,000	359,648	290	19	359,957	359,648	0	0	359,648
UV - Mining	25.7167	65	1,983,154	510,002	32,248	370	542,620	510,002	0	0	510,002
UV - Other	0.6006	4	7,246,000	43,519	(40,360)	0	3,159	43,519	0	0	43,519
<b>Sub-Totals</b>		2,415	280,244,271	8,944,024	51,619	21,733	9,017,376	8,945,625	0	0	8,945,625

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**23. RATING INFORMATION - 2014/15 FINANCIAL YEAR (Continued)**

**(a) Rates (Continued)**

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value valuations</b>											
GRV - Residential	1,034	41	326,574	42,394	0	0	42,394	42,394	0	0	42,394
GRV - Other Vacant	1,034	105	429,250	108,570	0	0	108,570	108,570	0	0	108,570
GRV - Commercial	1,034	49	393,865	50,666	0	0	50,666	50,666	0	0	50,666
GRV - Industrial	1,034	8	41,275	8,272	0	0	8,272	8,272	0	0	8,272
<b>Unimproved value valuations</b>											
UV - Rural Residential	1,034	0	0	0	0	0	0	0	0	0	0
UV - Pastoral	1,034	2	58,361	2,068	0	0	2,068	2,068	0	0	2,068
UV - Commercial/Industrial	1,034	7	570,900	7,238	0	0	7,238	7,238	0	0	7,238
UV - Rural Agriculture 1	1,034	2	50,000	2,068	0	0	2,068	2,068	0	0	2,068
UV - Rural Agriculture 2	1,034	0	0	0	0	0	0	0	0	0	0
UV - Mining	830	65	99,524	53,950	0	0	53,950	53,950	0	0	53,950
UV - Other	1,034	1	800	1,034	0	0	1,034	1,034	0	0	1,034
<b>Sub-Totals</b>		280	1,970,549	276,260	0	0	276,260	276,260	0	0	276,260
Ex-gratia rates							9,293,636				9,221,885
Discounts/concessions (refer note 26)							4,651				4,651
<b>Total amount raised from general rate</b>							(42,791)				(45,921)
Specified Area Rate (refer note 24)							<b>9,255,496</b>				<b>9,180,615</b>
<b>Totals</b>							0				0
							9,255,496				9,180,615

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**23. RATING INFORMATION - 2014/15 FINANCIAL YEAR (Continued)**

**(b) Information on Surplus/(Deficit) Brought Forward**

	<b>2015</b> <b>(30 June 2015</b> <b>Carried Forward)</b>	<b>2015</b> <b>(1 July 2014</b> <b>Brought Forward)</b>	<b>2014</b> <b>(30 June 2014</b> <b>Carried Forward)</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Surplus/(Deficit) 1 July 14 brought forward</b>	<u>197,606</u>	<u>(1,397,052)</u>	<u>(1,397,052)</u>
<b>Comprises:</b>			
Cash and cash equivalents			
Cash on Hand - Unrestricted	1,700	1,700	1,700
Cash at Bank - Municipal	2,859,526	650,655	650,655
Restricted Reserves	14,169,234	8,263,354	8,263,354
Other Financial Assets			
Financial assets at fair value through profit and loss	6,682	6,682	6,682
Receivables			
Rates outstanding	300,711	306,016	306,016
Sundry debtors	1,114,988	856,180	856,180
GST receivable	328,946	253,969	253,969
Accrued income	1,978,252	293,650	293,650
Bonds paid for staff housing	0	17,860	17,860
Prepayments	47,817	0	0
Inventories			
Fuel and materials	10,532	10,355	10,355
<b>Less:</b>			
Trade and other payables			
Sundry creditors	(3,231,143)	(3,604,894)	(3,604,894)
Accrued interest on debentures	(53,264)	(41,523)	(41,523)
Accrued salaries and wages	(152,298)	(142,786)	(142,786)
ATO liabilities	(164,088)	0	0
Accrued expenses	(2,850,755)	(4,916)	(4,916)
Current portion of long term borrowings			
Secured by floating charge	(954,449)	(2,261,457)	(2,261,457)
Provisions			
Provision for annual leave	(664,557)	(644,366)	(644,366)
Provision for long service leave	(205,218)	(402,943)	(402,943)
<b>Net current assets</b>	<u><b>12,542,616</b></u>	<u><b>3,557,536</b></u>	<u><b>3,557,536</b></u>
<b>Less:</b>			
Reserves - restricted cash	(14,169,234)	(8,263,354)	(8,263,354)
<b>Add:</b>			
Secured by floating charge	954,449	2,261,457	2,261,457
Component of Employee Liability not required to be funded	869,775	1,047,309	1,047,309
<b>Surplus/(deficit)</b>	<u><b>197,606</b></u>	<u><b>(1,397,052)</b></u>	<u><b>(1,397,052)</b></u>

**Difference:** There was no difference between the deficit 1 July 2014 brought forward position used in the 2015 audited financial report and the deficit carried forward position as disclosed in the 2014 audited financial report.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
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**24. SPECIFIED AREA RATE - 2014/15 FINANCIAL YEAR**

The Shire of Wyndham East Kimberley did not impose any Specified Area Rates for the 2014/15 financial year.

**25. SERVICE CHARGES - 2014/15 FINANCIAL YEAR**

The Shire of Wyndham East Kimberley did not impose any service charges on any of the prescribed services listed under Regulation 54 of the *Local Government (Financial Management) Regulations 1996* for the 2014/15 financial year.

**26. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS**  
**- 2014/15 FINANCIAL YEAR**

		Type	Disc %	Total Cost/ Value \$	Budget Cost/ Value \$
<b>Concessions</b>					
Wyndham Picture Gardens	A502	Concession	100%	1,572	1,429
Lake Kununurra Golf Club	A4993	Concession	100%	8,789	8,789
Ord River Sailing Club	A7561	Concession	100%	2,041	2,040
Kununurra Race Club	A2859	Concession	100%	3,139	3,139
Kununurra Motocross Club	A5616	Concession	100%	2,097	2,097
Kununurra Progress Association	A1072	Concession	100%	16,183	14,711
Ord River Pistol Club	A2866	Concession	100%	2,059	2,059
Kununurra Speedway	A5621	Concession	100%	2,059	2,059
Kununurra Ski Club	A7566	Concession	100%	2,040	2,040
Kununurra Agricultural Society	A7620	Concession	100%	2,812	2,557
Transitional Provision Allowance				0	5,001
				42,791	45,921

**Note**

The Shire recognises the value and importance of the services and contributions that community groups and associations provide to the community for the East Kimberley to be a thriving community with opportunities for all.

Concessions are considered by the Council every two (2) years, and are based upon the applicant meeting particular conditions outlined in Council's Policy *CP/FIN-3209 Rates Concession Policy (Rateable Land)*. For 2014/15, the Concessions outlined above were approved by either the Council at the 13 May 2014 Special Council Meeting (Minute No. 10406) or through a subsequent consideration at the 29 July 2014 Ordinary Council Meeting (Minute No. 10475).

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**26. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS (Continued)**  
**- 2014/15 FINANCIAL YEAR**

		Type	Disc %	Total Cost/ Value \$	Budget Cost/ Value \$
Debtor	80009	Write-Off	100%	6,814	18,838
Ratepayer	A7303	Write-Off	100%	4,800	0
Ratepayer	A1160	Write-Off	100%	741	0
Debtor	489	Write-Off	100%	0	102,036
				12,355	120,874

**Note**

The Council consider each potential write-off when it is presented, for which the reasons why the debt is no longer deemed to be able to be collected, or should not be collected varies.

The write-off for each of the above items were considered as follows:

	Audit (Finance and Risk) Committee		Ordinary Council Meeting	
	Minute No.	Date	Minute No.	Date
80009	AC311	12-Aug-14	10505	26-Aug-14
A7303	AC324	4-Nov-14	10651	18-Nov-14
A1160	Presented Directly to Council		11014	23-Jun-15

**27. INTEREST CHARGES AND INSTALMENTS - 2014/15 FINANCIAL YEAR**

	Interest Rate %	Admin. Charge \$	Revenue \$	Budgeted Revenue \$
Interest on unpaid rates	9.00%	0	53,220	75,000
Interest on instalments plan	5.50%	0	41,874	27,500
Charges on instalment plan		\$ 11.50	23,326	10,000
Interest on unpaid sundry debts	11.00%	0	12,546	10,000
Pensioner deferred rate interest	2.85%	0	353	0
			131,319	122,500

Ratepayers had the option of paying rates in full by 17 October 2014; by two (2) equal instalments due on 17 October 2014 and 20 February 2015; or in four equal instalments, due on 17 October 2014, 19 December 2014, 20 February 2015 and 24 April 2015. Administration charges and interest applied for the final three instalments.

Ratepayers also had the option of entering into special payment arrangements where payments could be made on a weekly, fortnightly or monthly basis. An initial establishment fee, administrative charge for each instalment of the payment arrangement and interest was applied.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
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<b>28. FEES &amp; CHARGES</b>	<b>2015</b>	<b>2014</b>
	\$	\$
Governance	5,596	24,201
General purpose funding	40,194	11,741
Law, order, public safety	31,616	41,203
Health	74,558	80,501
Education and welfare	65,775	106,371
Housing	192,822	222,321
Community amenities	2,350,046	2,292,432
Recreation and culture	575,477	456,000
Transport	3,723,718	3,914,111
Economic services	79,276	96,353
	<u>7,139,078</u>	<u>7,245,234</u>

There were three new fees adopted by the Council subsequent to those adopted in the 2014/15 Budget, being for:

1. Boarding Kennel Registration and Renewal Fee of \$200 (Minute #: 10476);
2. Outdoor Dining - Application Fee of \$150 and an Annual Permit Fee of \$10/m<sup>2</sup> (Minute #: 10842);
3. Display of Goods - Application Fee of \$150 and an Annual Permit Fee of \$10/m<sup>2</sup> (Minute #: 10842).

### 29. GRANT REVENUE

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:

	<b>2015</b>	<b>2014</b>
<b>By Nature or Type:</b>	\$	\$
Operating grants, subsidies and contributions	11,200,814	2,210,613
Non-operating grants, subsidies and contributions	8,567,574	2,519,767
	<u>19,768,388</u>	<u>4,730,380</u>
<b>By Program:</b>		
Governance	993,522	21,793
General purpose funding	5,499,902	1,492,773
Law, order, public safety	388,853	8,947
Education and welfare	16,980	53,110
Housing	0	947,765
Community amenities	93,547	139,981
Recreation and culture	282,702	292,622
Transport	12,435,128	1,663,878
Economic services	1,560	0
Other property and services	56,194	109,511
	<u>19,768,388</u>	<u>4,730,380</u>

### 30. EMPLOYEE NUMBERS

The number of full-time equivalent employees at balance date

<u>89</u>	<u>87</u>
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**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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<b>31. ELECTED MEMBERS REMUNERATION</b>	<b>2015</b>	<b>2015</b>	<b>2014</b>
	<b>\$</b>	<b>Budget</b>	<b>\$</b>
		<b>\$</b>	
The following fees, expenses and allowances were paid to council members and/or the president.			
Meeting Fees	135,140	135,140	127,406
President's allowance	30,000	30,000	23,702
Deputy President's allowance	7,500	7,500	4,303
Travelling expenses	1,329	2,000	1,605
	<u>173,969</u>	<u>174,640</u>	<u>157,016</u>

### 32. MAJOR LAND TRANSACTIONS

The Shire did not participate in any major land transactions during the 2014/15 financial year.

### 33. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

The Shire did not participate in any trading undertakings or major trading undertakings during the 2014/15 financial year.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

### 34. FINANCIAL RISK MANAGEMENT

The Shire's activities expose it to a variety of financial risks including credit risk, liquidity risk and interest rate risk. The Shire's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Shire.

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

*The Shire held the following financial instruments at balance date:*

	<b>Carrying Value</b>		<b>Fair Value</b>	
	<b>2015</b>	<b>2014</b>	<b>2015</b>	<b>2014</b>
	\$	\$	\$	\$
<b>Financial assets</b>				
Cash and cash equivalents	17,030,460	8,915,709	17,030,460	8,915,709
Other Financial Assets	6,682	6,682	6,682	6,682
Receivables	3,788,043	1,742,224	3,788,043	1,742,224
	<u>20,825,185</u>	<u>10,664,615</u>	<u>20,825,185</u>	<u>10,664,615</u>
<b>Financial liabilities</b>				
Payables	6,451,548	3,794,119	6,409,121	3,794,119
Borrowings	7,117,660	7,575,899	7,081,381	7,670,943
	<u>13,569,208</u>	<u>11,370,018</u>	<u>13,490,502</u>	<u>11,465,062</u>

Fair value is determined as follows:

- Cash and cash equivalents, receivables, payables - estimated to the carrying value which approximates net market value.
- Borrowings, estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**34. FINANCIAL RISK MANAGEMENT (Continued)**

**(a) Cash and Cash Equivalents**

The Shire's objective is to maximise its return on cash whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash portfolio with the assistance of independent advisers (where applicable). Council has an investment policy and the policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

Cash is also subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to the Shire.

The Shire manages these risks by diversifying its portfolio and only investing in investments authorised by *Local Government (Financial Management) Regulation 19C*. Council also seeks advice from independent advisers (where considered necessary) before placing any cash.

	<b>2015</b>	<b>2014</b>
	\$	\$
Impact of a 1% <sup>(1)</sup> movement in interest rates on cash		
- Equity	170,305	89,157
- Statement of Comprehensive Income	170,305	89,157

Notes:

- (1) Sensitivity percentages based on management's expectation of future possible market movements.

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**34. FINANCIAL RISK MANAGEMENT (Continued)**

**(b) Receivables**

The Shire's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land – that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Shire's credit risk at balance date was:

	<b>2015</b>	<b>2014</b>
Percentage of rates and annual charges		
- Current	0%	0%
- Overdue	100%	100%
Percentage of other receivables		
- Current	64%	70%
- Overdue	36%	30%

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**34. FINANCIAL RISK MANAGEMENT (Continued)**

**(c) Payables**

**Borrowings**

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of the Shire's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	<b>Due within 1 year \$</b>	<b>Due between 1 &amp; 5 years \$</b>	<b>Due after 5 years \$</b>	<b>Total contractual cash flows \$</b>	<b>Carrying values \$</b>
<b><u>2015</u></b>					
Payables	6,451,548	0	0	6,451,548	6,451,548
Borrowings	1,236,766	4,353,899	2,710,852	8,301,517	7,117,660
	<u>7,688,314</u>	<u>4,353,899</u>	<u>2,710,852</u>	<u>14,753,065</u>	<u>13,569,208</u>
<b><u>2014</u></b>					
Payables	3,794,119	0	0	3,794,119	3,794,119
Borrowings	2,550,938	3,888,293	2,306,171	8,745,402	7,575,899
	<u>6,345,057</u>	<u>3,888,293</u>	<u>2,306,171</u>	<u>12,539,521</u>	<u>11,370,018</u>

**SHIRE OF WYNDHAM EAST KIMBERLEY**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2015**

**34. FINANCIAL RISK MANAGEMENT (Continued)**

**(c) Payables**

**Borrowings (continued)**

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

	<b>&lt;1 year</b>	<b>&gt;1&lt;2 years</b>	<b>&gt;2&lt;3 years</b>	<b>&gt;3&lt;4 years</b>	<b>&gt;4&lt;5 years</b>	<b>&gt;5 years</b>	<b>Total</b>	<b>Weighted Average Effective Interest Rate</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Year ended 30 June 2015</b>								
<b>Borrowings</b>								
<b>Fixed rate</b>								
Debentures	0	0	399,555	630,474	653,522	5,434,109	7,117,660	4.03%
Weighted average Effective interest rate			4.31%	5.99%	5.83%	3.56%		
<b>Year ended 30 June 2014</b>								
<b>Borrowings</b>								
<b>Fixed rate</b>								
Debentures	1,500,000	0	0	521,814	781,938	4,772,147	7,575,899	3.52%
Weighted average Effective interest rate	3.26%			4.30%	6.00%	4.14%		

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## INDEPENDENT AUDITOR'S REPORT TO THE ELECTORS OF THE SHIRE OF WYNDHAM – EAST KIMBERLEY

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### REPORT ON THE FINANCIAL REPORT

We have audited the accompanying financial report of the Shire of Wyndham – East Kimberley, which comprises the statement of financial position as at 30 June 2015, statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and the rate setting statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by Chief Executive Officer.

#### *Management's Responsibility for the Financial Report*

Management is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended) and for such internal control as Management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Shire's preparation and fair presentation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Council, as well as evaluating the overall presentation of the financial report.

We believe the audit evidence we obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Opinion*

In our opinion, the financial report of the Shire of Wyndham – East Kimberley is in accordance with the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended), including:

- a) giving a true and fair view of the Shire's financial position as at 30 June 2015 and of its financial performance and its cash flows for the year ended on that date; and
- b) complying with Australian Accounting Standards (including Australian Accounting Interpretations).

**INDEPENDENT AUDITOR'S REPORT  
TO THE ELECTORS OF THE SHIRE OF WYNDHAM – EAST KIMBERLEY (CONTINUED)**

***Report On Other Legal and Regulatory Requirements***

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- a) There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- b) No matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law were noted during the course of our audit.
- c) In relation to the Supplementary Ratio Information presented at page 80 of this report, we have reviewed the calculations of the Asset Consumption Ratio as presented and nothing has come to our attention to suggest it is not:
  - i) reasonably calculated; and
  - ii) based on verifiable information.

The Asset Renewal Funding Ratio was not calculated and no review was carried out.

- d) All necessary information and explanations were obtained by us.
- e) All audit procedures were satisfactorily completed in conducting our audit

MOORE STEPHENS  
CHARTERED ACCOUNTANTS



DAVID TOMASI  
PARTNER

Signed at Perth this 24<sup>th</sup> day of November 2015.

**SHIRE OF WYNDHAM EAST KIMBERLEY  
SUPPLEMENTARY RATIO INFORMATION  
FOR THE YEAR ENDED 30TH JUNE 2015**

**RATIO INFORMATION**

The following information relates to those ratios which only require attestation they have been checked and are supported by verifiable information. It does not form part of the audited financial report

	<b>2015</b>	<b>2014</b>	<b>2013</b>
Asset consumption ratio	0.65	0.44	0.50
Asset renewal funding ratio	*	*	N/A

The above ratios are calculated as follows:

Asset consumption ratio	$\frac{\text{depreciated replacement costs of assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planning capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$

\* The Shire is unable to calculate the Asset Renewal Funding Ratio at this time as the information is unavailable.

Cr S Rushby, A Petherick, N Perry, J Parker, K Wright, B Robinson, S Cooke and E Bolto declare a financial interest in this item due to the potential to benefit financially from the proposed policy in the future.

In accordance with the authority delegated by the Minister for Local Government, the Executive Director Sector Regulation and Support has approved the Shire of Wyndham East Kimberley's application, dated 27 November 2015, under section 5.69(3)(a) of the *Local Government Act 1995*.

This approval allows disclosing members Councillors Robinson, Perry, Rushby, Cooke, Bolto Petherick, Parker and Wright to remain present at the Ordinary Council Meeting to be held 15 December 2015 and to participate in the discussion and decision making procedures relating to item 13.5.4 – Legal Representation Policy, subject to the conditions as outlined in the letter from the Department of Local Government and Communities included in section 3 of the Minutes.

Cr D Spackman declares an impartiality interest in this item, the extent of the interest is not noted.

C Askew – CEO, D Klye – Director Infrastructure, N Octoman – Director Corporate Services, L Gee – Director Community Development, M Tonkin – Executive Assistant/Minute Taker all declare a financial interest in this item as they are all employees and could potentially benefit from the proposed policy in the future.

#### **13.5.4 Legal Representation Policy**

<b>DATE:</b>	15 December 2015
<b>AUTHOR:</b>	Monika Tonkin, Executive Assistant
<b>RESPONSIBLE OFFICER:</b>	Carl Askew, Chief Executive Officer
<b>DISCLOSURE OF INTERESTS:</b>	The author and responsible officer both declare a financial interest in this item.

#### **VOTING REQUIREMENT**

Simple Majority

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

That Council:

- Repeals Council Policy *M.C.8 Legal Representation and Cost Indemnification* as contained within the minutes of the 15 August 2002 Council meeting; and
- Adopts the Council Policy *CP/GOV-3103 Legal Representation for Council Members and Employees* as per Attachment 1.

## **AMENDMENT**

Cr D Spackman moves an amendment to the Council Policy CP/GOV-3103 Legal Representation for Council Members and Employees that point 6.1 and 6.2 in the draft policy are deleted.

### **COUNCIL DECISION**

**Minute No. 11214**

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

**That Council:**

- **Repeals Council Policy *M.C.8 Legal Representation and Cost Indemnification* as contained within the minutes of the 15 August 2002 Council meeting; and**
- **Adopts the Council Policy *CP/GOV-3103 Legal Representation for Council Members and Employees* as per Attachment 1 with point 6.1 and 6.2 deleted.**

**Lost 4/5**

**For: Cr D Spackman, Cr K Wright, Cr S Rushby, Cr A Petherick  
Against: Cr J Parker, Cr B Robinson, Cr S Cooke, Cr N Perry, Cr E Bolto**

### **COUNCIL DECISION**

**Minute No. 11215**

**Moved: Cr B Robinson  
Seconded: Cr S Cooke**

**That Council:**

- **Repeals Council Policy *M.C.8 Legal Representation and Cost Indemnification* as contained within the minutes of the 15 August 2002 Council meeting; and**
- **Adopts the Council Policy *CP/GOV-3103 Legal Representation for Council Members and Employees* as per Attachment 1.**

**Carried 5/4**

**For: Cr J Parker, Cr B Robinson, Cr S Cooke, Cr N Perry, Cr E Bolto  
Against: Cr D Spackman, Cr K Wright, Cr S Rushby, Cr A Petherick**

## **PURPOSE**

For Council to repeal an existing policy and consider a new Legal Representation for Council Members and Employees Policy.

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

Leader - plan and provide direction through policy and practices

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

At the April 2015, Ordinary Council Meeting, the Council were advised that a three stage review of Council policies was being undertaken. Stage two, specifically identified that a number of policies were to be provided to Council each month for consideration and adoption and that some new policies would be developed for Council consideration. This is in line with Recommendation 16 of the Department of Local Government and Communities Probity and Compliance Audit Report of the Shire which recommended a comprehensive review of the Shire's policies. Through this review process it has been identified that the majority of Local Governments have a policy on legal representation for Council members and employees. It is also recommended by the Department of Local Government and Communities that Councils adopt a policy in relation to this matter as outlined in the Local Government Operational Guidelines Number 14 – Legal Representation for Council Members and Employees.

It has recently come to the administration's attention that in August 2002, Council voted to adopt a Legal Representation and Cost Indemnification Policy (Policy M.C.2) - Attachment 2. This Policy although not repealed has not been part of the Council's Policy Manual for some time.

## **STATUTORY IMPLICATIONS**

### **Local Government Act 1995**

#### **9.56. Certain persons protected from liability for wrongdoing**

- (1) A person who is —
  - (a) a member of the council, or of a committee of the council, of a local government; or
  - (b) an employee of a local government; or
  - (c) a person appointed or engaged by a local government to perform functions of a prescribed office or functions of a prescribed class,is a protected person for the purposes of this section.
- (2) An action in tort does not lie against a protected person for anything that the person has, in good faith, done in the performance or purported performance of a function under this Act or under any other written law.
- (3) The protection given by this section applies even though the thing done in the performance or purported performance of a function under this Act or under any other written law may have been capable of being done whether or not this Act or that law had been enacted.
- (4) This section does not relieve the local government of any liability that it might have for the doing of anything by a protected person.

- (5) *In this section —*
- (a) *a reference to the doing of anything includes a reference to the omission to do anything;*
- (b) *a reference to the doing of anything by a protected person in the performance or purported performance of a function under any written law other than this Act is limited to a reference to the doing of anything by that person in a capacity described in subsection (1)(a), (b) or (c), as the case may be.*

Local Government Act 1995

**3.1. General function**

- (1) *The general function of a local government is to provide for the good government of persons in its district.*

Local Government Act 1995

**6.7. Municipal fund**

- (1) *All money and the value of all assets received or receivable by a local government are to be held and brought to account in its municipal fund unless required by this Act or any other written law to be held in the trust fund.*
- (2) *Money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by this Act or any other written law.*

**POLICY IMPLICATIONS**

The Legal Representation and Cost Indemnification Policy from 2002 will be repealed and the new Legal Representation Policy will be incorporated into the current Council Policy Manual if adopted.

**FINANCIAL IMPLICATIONS**

Nil

**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

Strategy 1.4.4 : Deliver cost effective and efficient corporate services

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

## **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.

**Risk:** Loss of corporate knowledge with staff turnover.

**Control:** Identify and implement staff attraction and retention strategies

## **COMMUNITY ENGAGEMENT**

No community engagement is required.

## **COMMENTS**

The purpose of this Policy is to determine a clear set of principles to assist Council dealing with a situation where a Council member or employee is defending, or will need to defend a legal action or requires advice or representation and is requesting financial assistance. The draft Policy is adapted directly from the Model Policy supplied by the Department of Local Government and Communities.

## **ATTACHMENTS**

Attachment 1 - Draft Legal Representation for Council Members and Employees Policy  
Attachment 2 - Council Minutes from 15 August 2002  
Attachment 3 - Local Government Operational Guidelines Number 14 (supplied under separate cover as part of the October OCM agenda and minutes)



POLICY NO	CP/GOV-3103	
POLICY	Legal Representation for Council Members and Employees	
RESPONSIBLE DIRECTORATE	Chief Executive Officer	
RESPONSIBLE OFFICER	Chief Executive Officer	
COUNCIL ADOPTION	Date: Insert Date Adopted	Resolution No: Insert Here
REVIEWED/MODIFIED	Date:	Resolution No:
	Date:	Resolution No:
REVIEW DUE	Date: 2 years post adoption **date to be inserted	
LEGISLATION	<i>Local Government Act 1995 – Sections 3.1, 6.7(2) and 9.56</i>	
RELATED POLICIES	Nil	
RELATED ORGANISATIONAL DIRECTIVES	Nil	

#### **PURPOSE:**

The purpose of this policy is to determine a clear set of principles to assist Council dealing with a situation where a Council member or employee is defending or will need to defend a legal action or requires advice or representation and is requesting financial assistance.

#### **DEFINITIONS:**

**Approved lawyer** is to be –

- (a) a ‘certified practitioner’ under the Professions Act 2008;
- (b) approved in writing by the Council or the CEO under delegated authority.

**Council member or employee** means a current or former council member, non-elected member of a council committee or employee of the Shire.

**Legal proceedings** may be civil, criminal or investigative.

**Legal representation** is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of –

- (a) a matter or matters arising from the performance of the functions of the council member or employee; and
- (b) legal proceedings involving the council member or employee that have been, or may be, commenced.

**Legal representation costs** are the costs, including fees and disbursements, properly incurred in providing legal representation.

**Legal services** includes advice, representation or documentation that is provided by an approved lawyer.

**Payment** by the Shire of legal representation costs may be either by –

- (a) a direct payment to the approved lawyer (or the relevant firm); or
- (b) a reimbursement to the council member or employee.

**Statutes of limitations** are laws passed by a legislative body in common law systems to set the maximum time after an event when legal proceedings may be initiated. When the period of time specified in a statute of limitations passes, a claim can no longer be filed

## **POLICY STATEMENTS:**

### **1. Payment Criteria**

1.1. There are four major criteria for determining whether the Shire will pay the legal representation costs of a council member or employee. These are –

- (a) the legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;
- (b) the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced, on the condition that it complies with the statute of limitations associated with relevant legislation;
- (c) in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- (d) the legal representation costs do not relate to a matter that is of a personal or private nature.

### **2. Examples of Legal Representation Costs that may be Approved**

2.1. If the criteria in clause 1 of this policy are satisfied, the Shire may approve the payment of legal representation costs –

- (a) where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or
- (b) to enable proceedings to be commenced and/or maintained by a council member or employee to permit him or her to carry out his or her functions – for example, where a council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or
- (c) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or employees.

2.2. The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a council member or employee.

### **3. Application for Payment**

3.1. A council member or employee who seeks assistance under this policy is to make an application(s), in writing, to the CEO. Where the applicant is the CEO the application is to be made to the Council.

3.2. The written application for payment of legal representation costs is to give details of –

- (i) the matter for which legal representation is sought;
- (ii) how that matter relates to the functions of the council member or employee making the application;
- (iii) the lawyer (or law firm) who is to be asked to provide the legal representation;
- (iv) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
- (v) an estimated cost of the legal representation; and
- (vi) why it is in the interests of the Shire for payment to be made.

3.3. The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

3.4. As far as possible, the application is to be made before commencement of the legal representation to which the application relates.

3.5. The application is to be accompanied by a signed written statement by the applicant that he or she –

- (a) has read, and understands, the terms of this policy;
- (b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
- (c) undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 7.

3.6. In relation to clause 3.5(c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of those monies to the local government as may be required by the local government and the terms of the policy.

3.7. An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by an appropriate employee. The report must include advice from the Shire's insurer as to their direction/approval on the engagement of legal representation.

#### **4. Legal Representation Costs – Limit**

4.1. The council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.

4.2. A council member or employee may make a further application to the council in respect of the same matter.

## **5. Council's Powers**

5.1. The council may –

- (a) refuse;
- (b) grant; or
- (c) grant subject to conditions,

an application for payment of legal representation costs.

5.2. Conditions under clause 5.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

5.3. In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the Shire's council members 'or employees' insurance policy or its equivalent.

5.4. The council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

5.5. The council may, subject to clause 5.6, determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –

- (a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- (b) given false or misleading information in respect of the application

5.6. A determination under clause 5.5 may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

5.7. Where the council makes a determination under clause 5.5, the legal representation costs paid by the Shire are to be repaid by the council member or employee in accordance with clause 7

## **6. Delegation to Chief Executive Officer**

6.1. In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the council, any of the powers of the council under clause 5.1 and 5.2, to a maximum of \$10,000 in respect of each application.

6.2. An application approved by the CEO under clause 6.1, is to be submitted to the next ordinary meeting of the council. Council may exercise any of its powers under this policy, including its powers under clause 5.4.

## 7. Repayment of Legal Representation Costs

7.1. A council member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –

(a) all or part of those costs – in accordance with a determination by the council under clause 5.7;

(b) as much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.

7.2. The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this policy.

### **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.

**Risk:** Loss of corporate knowledge with staff turnover.

**Control:** Identify and implement staff attraction and retention strategies

<b>ITEM NO:</b>	D:CEA8/02
<b>DATE:</b>	15 August 2002
<b>SUBJECT:</b>	Policy Review - Members of Council
<b>PROPONENT:</b>	Chief Executive Officer
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>ATLAS REFERENCE:</b>	N/A
<b>AUTHOR:</b>	Bob Smillie
<b>REPORTING OFFICER:</b>	Chief Executive Officer
<b>FILE/ASSESSMENT NUMBER:</b>	ADM9

**PURPOSE**

To consider proposed amendments to policies relevant to elected members

**BACKGROUND**

As part of an overall review of policies, those relevant to elected members have been reviewed, in order to ensure that they are appropriate, up-to-date, and meet the needs of the organisation as a whole.

It is good practice to review policies on an annual or at the least, biannual basis. All policies were reviewed in 2001 and this report is a continuation of that process.

**STATUTORY IMPLICATIONS**

Nil.

**POLICY IMPLICATIONS**

The following table identifies the proposed changes to policy.

Policy No	Policy Title	Policy variation	New Number
MC1	Code of Conduct	Dealt with under separate report	MC1
MC2	Access to Council Agenda & Minutes	<ul style="list-style-type: none"> <li>• Re-named Council Meetings And Information Availability</li> <li>• Change of dates to reflect change of meeting structure;</li> <li>• Incorporation of electronic access</li> <li>• Incorporation of M6 - meeting dates and times</li> </ul>	MC2
MC3	Conference Attendance	The existing policy enables all elected members to attend a range of conferences. This is outside the budget capacity of Council and so it has been amended to enable three elected members to attend the annual Local Government Week	MC3

		Conference and additional funds to be set aside for identified conferences and training as part of the annual budget setting process.	
MC4	Council Chamber & Meeting Room	Deleted as no longer relevant	-
MC5	Meeting procedures	Dealt with in separate report	MC4
MC6	Meeting dates and Times	Deleted - Incorporated into M2	-
MC7	Councillor Notebooks	Renamed Elected Member Entitlements Establish an annual sitting fee rather than a meeting fee in order to reduce administrative work load in providing the fee. Fee to be set as part of the budget in the annual fees and charges; Provision of annual telecommunications allowance of \$2,000 (maximum permissible) to cover all telecommunications costs and remove the requirements for elected members to provide telecommunications carrier receipts .	MC5
MC8	Presentation on retirement	Unchanged but renumbered MC6	MC6
MC9	Freedom of Information	Process matters removed; Records Manager or Senior Admin Officer identified as FOI Officer	MC7
MC10	Meeting fees & Reimbursement of Expenses	Deleted – matters incorporated into MC7	-
MC11	Mobile Phones in Council & Committee Meetings	Deleted – incorporated into Meeting Procedure policy	-
MC12	Submission of public items for council consideration	Deleted –this is an operational matter which is best determined by the Chief Executive Officer. It becomes part of the CEO's operations manual.	-
New	Legal representation and Cost Indemnification	New policy – based on that developed as a model by the Department of Local Government & Regional Development using McLeod & Co as consultants. This model was reviewed by John Woodhouse & Associates. The draft before council is that produced through John Woodhouse & Associate's office. The Department recommended that all Councils adopt a legal costs indemnification policy following the Inquiry into the City of Cockburn. The draft presented provides for immediate assistance on the basis of compliance with a number of issues but will not support individuals either taking defamation actions or defending defamation actions or similar. It requires reimbursement in the event that legal action results in an adverse finding against the individual concerned.	MC8

**FINANCIAL IMPLICATIONS**

Potential increase in budget requirements for sitting fees & telecommunication allowance, this is offset by the reduced administrative work associated with reimbursements.

**STRATEGIC IMPLICATIONS**

The draft policies move towards a more strategic focus on policy development.

**COMMENT**

Nil.

**RECOMMENDATION**

That Council:

1. **REPEAL** policies numbered MC2, MC3, MC4, MC6, MC7, MC9, MC10, MC11 and MC12; and
2. **ADOPT** new policies as follows:

3.47pm - Cr Devenish-Meares returned to the meeting.

MINUTE NO. 4994

*Moved Cr Devenish-Meares/Sharpe*

*That Council:*

1. ***REPEAL** policies numbered MC2, MC3, MC4, MC6, MC7, MC9, MC10, MC11 and MC12; and*
2. ***ADOPT** new policies as follows:*

<b>POLICY NO:</b>	M.C.2
<b>DIVISION:</b>	Members of Council
<b>SUBJECT:</b>	Council Meetings and Information Availability
<b>REPORTING OFFICER:</b>	Chief Executive Officer
<b>ENABLING LEGISLATION:</b>	Local Government Act 1995 Section 5.41

**OBJECTIVE:** To set a timeframe and location which enables Councillors, staff and the public equitable access to agenda and minutes and to determine the time and location of council meetings.

**POLICY:** The following dates, times and locations shall apply to Council meetings:

ITEM		AVAILABILITY
<b>AGENDA</b>	Hard copies available to Council.	10am – on the Thursday prior to the meeting.
	Hard copies available to minute and agenda recipients	Posted no later than 4pm on the Thursday prior to the meeting.
	Electronic copy may be viewed on website.	4.00pm – on the Friday prior to each Council meeting.
<b>LATE ITEMS REPORT</b>	Brief Report available to Councillors and Public.	4.00pm - Friday prior to Council Meeting.
<b>COUNCIL MEETING</b>	Rotating between Wyndham and Kununurra meeting to meeting.	6.00pm every third Tuesday.
<b>SPECIAL MEETINGS</b>	As determined.	Minutes available within ten working days of the meeting.
<b>MINUTES</b>	Hard copies available to Councillors and Public	4.00pm – five working days following the meeting.
	Electronic copy may be viewed on the website	4.00pm – five working days following the meeting.

Ordinary meetings of Council will be held as follows:-

Rotating meeting to meeting between Wyndham and Kununurra.  
 Briefing Session to commence at 4.00pm – 5.00pm.  
 Meal break to commence at 5.00pm.  
 Meeting to commence at 6.00pm.

**ADOPTED:** / /  
**AMENDED:** / /

**REVIEWED:** ...../...../.....

<b>POLICY NO:</b>	<b>M.C.3</b>
<b>DIVISION:</b>	<b>Members of Council</b>
<b>SUBJECT:</b>	<b>Conference Attendance</b>
<b>REPORTING OFFICER:</b>	<b>Chief Executive Officer</b>
<b>ENABLING LEGISLATION:</b>	<b>Local Government Act 1995 Section 5.98 Local Government Administration Regulations 1996 Clause 32</b>

**OBJECTIVE:** To ensure that elected members have the opportunity to participate in relevant training and development opportunities in order to assist them to more effectively undertake their role as community representative.

**POLICY:** Councillors are encouraged to participate in training that is aimed at assisting elected members to fulfil their roles effectively. Training may take the form of formal training such as that provided through the Municipal Training Scheme, and attendance at conferences and seminars relevant to local government and specific areas of concern to the Shire.

Each year, as part of the annual budget development process, the Council shall incorporate in its budget a conferences and training allocation for elected members. This shall include funding for at least three elected members to attend the annual local government week conference and additional funds for further conferences and training opportunities which may arise throughout the year.

***Reimbursement of Costs***

Budgeted costs for attendance at conferences and training shall include the following:

- All reasonable accommodation costs including meals, refreshments and telephone;
- If staying in accommodation other than Hotel or Motel a daily allowance the equivalent of the State Public Service Travel Allowance Regulations
- All conference registration costs.

All travel costs will be met and should members wish to use their private car to travel to conferences in the Northern Territory, Pilbara or Kimberley then reimbursement will be provided at the level prescribed in the Local Government Officers (WA) Award will apply to the maximum value of the amount equal to a return

seven (7) day advanced purchase airfare to the point of destination.

*Other Conditions*

- All travel and registration requirements to be arranged by the Chief Executive Officer and confirmed by issue of an official Council purchase order.
- All accommodation requirements to be wherever possible arranged by the Chief Executive Officer and confirmed by an official Council purchase order. In all other cases, receipts are to be submitted to the Chief Executive Officer for reimbursement.
- Accommodation and meal allowance may be paid in advance.
- All claims to be submitted on return together with receipts/dockets etc.
- Councillors are to provide a brief written report to the next Ordinary Meeting of Council after the conference.

ADOPTED: / /

REVIEWED: ...../...../.....

<b>POLICY NO:</b>	<b>M.C.5</b>
<b>DIVISION:</b>	<b>Members of Council</b>
<b>SUBJECT:</b>	<b>Elected Member Entitlements</b>
<b>REPORTING OFFICER:</b>	<b>Chief Executive Officer</b>
<b>ENABLING LEGISLATION:</b>	<b>Local Government Act 1995</b>

**OBJECTIVE:** To establish the Council's policy in regard to expenses incurred by Councillors and other representatives in the course of representing the community in cases other than that determined by the Local Government Act 1995.

**POLICY:**

**Meeting fees**

Councillors will receive an annual allowance to cover attendance at meetings. This fee will be set as part of the annual budget each year.

The Shire President will receive an additional annual allowance, which will be set as part of the annual budget each year.

**Travelling Expenses**

All Councillors and Council appointed delegates (who are not Council Members) will be paid the Local Government Officers' Award rate per kilometre for all travelling expenses incurred in attending the following:

- (a) Annual meeting of electors
- (b) Officially called civic receptions
- (c) Council inspection tours
- (d) Special meetings of electors
- (e) General meetings of electors
- (f) Council authorised meetings with Government agencies
- (g) Other Council called meetings of Councillors and staff
- (h) Where a Council vehicle is not available;
- (i) Committee Meetings; and
- (j) Official meetings as delegates of Council.

The distance is to be calculated on their normal place of abode within the District to the meeting venue. Payment is made on the production of a log in a form to be determined by the Chief Executive Officer. All claims for payment must be received no later than 15 August of the next financial year.

In the event of any dispute arising from a claim, the Chief Executive Officer shall discuss the matter with the Shire President in order to resolve the dispute.

#### **Telecommunications**

For the purposes of Section 5.98(2) (a) of the Local Government Act 1995 and Local Government (Administration) Regulation No.32 and 34A, Council will provide each elected member with an annual Telecommunications Allowance to cover all related telecommunications costs including use of modem, fax, mobile and hard wired telephone and supplies for fax machine.

#### **Elected member Insurance**

Council will provide Personal Accident/Travel insurance for Councillors of \$200,000. This will cover Elected Members and their spouses whilst carrying out authorised business of Council or official duties.

#### **Provision of Laptop Computers**

Upon election to office all Councillors will be supplied with a notebook computer, modem and printer.

The computing equipment may be used to;

- a) Download, via Internet E-Mail, Council Agenda, Minutes and other documents.
- b) Internet E-Mail communications with Chief Executive Officer, Departmental Heads and General Public.
- c) General word processing and spread sheeting functions.
- d) Internet access.
- e) Use of any licenced software at discretion and expense of Councillors provided Council software is not compromised in its operation.

After the completion of a full term of office (4 years) Councillors who do not re-nominate or are not re-elected may retain the equipment. Equipment will be upgraded on a business needs basis.

Should Councillors retire during the term of office and wish to retain the computer, an amount, pro-rata to the original purchase price based on 25% per annum. Straight line depreciation calculated to the next year will be payable. Should equipment involved be less than 2 years old, GST will be added to the purchase price.

ADOPTED: / /

REVIEWED: ...../...../.....

<b>POLICY NO:</b>	M.C.6
<b>DIVISION:</b>	Members of Council
<b>SUBJECT:</b>	Councillors Presentation on Retirement
<b>REPORTING OFFICER:</b>	Chief Executive Officer
<b>ENABLING LEGISLATION:</b>	Local Government Act 1995

**OBJECTIVE:** To recognise efforts of Councillors at the end of their term(s).

**POLICY:** Councillors retiring after serving one full term of Council shall be presented with a Council Plaque.

Councillors retiring after serving more than one full term of office shall be presented a plaque and gift to the value of \$50.00

Presentation to be undertaken at the bi-annual Special Meeting of Council to elect President and Deputy President if practicable.

**ADOPTED:** / /

**REVIEWED:** ...../...../.....

<b>POLICY NO:</b>	M.C.7
<b>DIVISION:</b>	Members of Council
<b>SUBJECT:</b>	Freedom of Information Statement
<b>REPORTING OFFICER:</b>	Executive Manager Corporate Services
<b>ENABLING LEGISLATION:</b>	Freedom of Information Act 1992 Part 5 Section 94

**OBJECTIVE:** To make readily available to the public at least in accordance with the Freedom of Information Act information sought as soon as practicable.

**POLICY:** Council will provide a general right of access to documents and records of Council in accordance with the provisions of the Freedom of Information Act 1992, The Local Government Act 1995 Section 5.94 and the Local Government Administration Regulations 1996 and the guidelines in this policy.

1. The Executive Manager Corporate Services and in that person's absence the Manager Corporate Services is appointed as "FOI Co-ordinator" and "Decision Maker" and is hereby authorised to make decisions regarding access to information.
2. Chief Executive Officer is the "Internal Review Officer" appointed to review an application should the applicant be dissatisfied with the result of their application.
3. Procedures for determining access, exemptions, personal information and review and the preparation of information statements shall be in accordance with the Freedom of Information implementation guidelines prepared by the Office of the Information Commissioner.
4. Council shall apply fees and charges applicable under the Act and as published in the Government gazette from time to time.

**ADOPTED:** 17 / July / 1997

**REVIEWED:** ...../...../.....

<b>POLICY NO:</b>	<b>M.C.8</b>
<b>DIVISION:</b>	<b>Members Of Council</b>
<b>SUBJECT:</b>	<b>Legal Representation and Cost Indemnification</b>
<b>REPORTING OFFICER:</b>	<b>Chief Executive Officer</b>
<b>ENABLING LEGISLATION:</b>	<b>Local Government Act 1995</b>

### OBJECTIVE

To provide a framework for determining whether financial assistance may be provided to officers or members of council in defending legal actions.

### POLICY

#### **Introduction**

This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

#### **General Principles**

The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.

The local government may provide such assistance in the following types of legal proceedings:

- (a) proceedings brought by members and employees to enable them to carry out their local government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour);
- (b) proceedings brought against members or employees in relation to a decision of Council or an employee which aggrieves another person (eg refusing a development application) or where the conduct of a member or employee in

carrying out his or her functions is considered detrimental to the person (eg defending defamation actions); and

- (c) statutory or other inquiries where representation of members or employees is justified.

The local government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms leveled at their conduct in their respective roles.

Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

#### **Applications for Financial Assistance**

- (a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- (b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- (c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
- (d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.
- (e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 in accordance with section 5.42 of the Local Government Act 1995.
- (f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

**Assistance to be Retrospective**

Financial assistance will be paid retrospectively at the conclusion of the legal action for which financial assistance was sought except in cases of serious financial hardship as determined by council.

**Repayment of Assistance**

Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the local government.

Assistance will be withdrawn where an adverse finding has been determined by a civil court or Inquiry established under the auspices of the WA Parliamentary Ombudsman, the Local Government Act or any other Inquiry established by decision of Parliament. Assistance will also be withdrawn where information from the person is shown to have been false or misleading.

Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

**THE MOTION BEING ITEM CEA8/02 ON PAGE 297 WAS PUT  
AND CARRIED UNANIMOUSLY (7-0)**

**Cr Barnes requested that it be noted the Cr Wright did not vote on this item.**

C Askew – CEO, N Octoman – Director Corporate Services, L Gee – Director Community Development all declare a financial interest in this item as the outcome of the motion may affect their current contract conditions with the Shire.

#### **14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Notice of Motion from Cr D Spackman:

That every Shire vehicle display a standard design, Shire Council approved decal of approximate size 400mm x 300mm (or other council approved size) of which clearly illustrates the Shire logo. Decals are to be on both left and right hand doors or panels where it is appropriate for that type of machinery. Decals are not to be magnetic or removable.

Reason for the motion:

That Shire vehicles/assets can be clearly identified within the community and our emphasis is that ALL who work for the Shire should be proud to display signage on vehicles PROVIDED BY THE SHIRE.

#### Officer Comment

- Most existing machinery is already sign written from new when machinery is ordered.
- Trailers are not usually marked but can be easily marked if required.
- All trucks, road plant, and heavy vehicles have stickers or magnets and if any are unmarked this can, and is, rectified administratively.
- Tractors in Kununurra and one in Wyndham are currently unmarked but, subject to the above motion, can be quickly rectified.
- One machine at the Kununurra landfill is unmarked but, subject to the above motion, can be quickly rectified.
- Most of the operational light plant, including supervisors/managers vehicles, have magnetic stickers. Some of these staff have some form of “restricted private use” as part of their employment contract/package and as such if there were to be a change, as per the proposed motion, this may in turn lead to staff requesting a “renegotiation of their contract conditions” and a potential unbudgeted impact as a consequence.
- Currently both of the Directors vehicles have magnetic stickers and these are applied during work times however these officers have “full private use” as part of their employment contract packages and as such the practice is that magnets are allowed to be removed when not at work i.e. in private time. In the opinion of the CEO this is a very common, and appropriate, practice.
- The CEO’s vehicle now also has magnetic stickers as well as a very identifiable number plate. Similar to the Directors, this officer has “full private use” as part of his contract package where private use (section 5.4 [e]) entitles the CEO to use the vehicle for both “business and private purposes”. As such the practice is that the magnets are removed when not at work i.e. in private time. In the opinion of the CEO this is a very common, and appropriate, practice.
- The content of the Notice of Motion, as written, states a particular size of decal. This size would be impractical for some equipment and machines and if enforced would require the Administration to incur costs to modify such equipment to accommodate the decals

(estimate unknown and unbudgeted). If the motion is resolved as written, Council would need to acknowledge this additional unbudgeted expenditure through a budget variation passed by an absolute majority.

- The motion as written goes on to state that if the specified size is to be changed it is to be “approved” by Council. This task would appear to be “operational in nature” and, in the opinion of the CEO, is not a matter for the Council to become involved in and should be referred to the CEO to manage on Council’s behalf. An amendment to the above motion is therefore requested.
- As indicated above, the reason that decals on some vehicles are currently “magnetic” are so that they can, when required, be removed i.e. when “private use” is contractually provided to a staff member or when a vehicle is used for some form of operational use where it may not be appropriate to be identified. Should this motion be passed it may require a review of certain staff contracts in relation to relevant clauses stating either “restricted private use” or “full private use”. In the opinion of the CEO a permanently badged/marked vehicle which cannot be “unmarked” would appear contrary to the “private” component of each officer’s contract. This may in turn lead to some staff requesting a “renegotiation of their contract conditions” and a potential unbudgeted impact as a consequence.
- In relation to the provided “reason” for the motion, the CEO would advise and affirm to Council that all staff are proud to work for the Shire and do not need to have a vehicle permanently signed to achieve this outcome.
- In considering the motion the CEO would ask the Council to;
  - consider the full impact (including unbudgeted costs) of the proposed changes (stickers and machinery modifications) and if supported as outlined also allocate a budget to achieve the recommendation
  - note the limited number of vehicles affected
  - note that there may be consequential unbudgeted implications in relation to a number of staff contracts and if supported as outlined also allocate a budget to achieve the recommendation
  - maintain the “status quo” with respect to vehicles and decals.

### **COUNCIL DECISION**

**Minute No. 11216**

**Moved: Cr S Cooke**

**Seconded: Cr N Perry**

**That Council defers the motion from Cr D Spackman to 2016, to be considered prior to budget considerations.**

**Carried Unanimously 9/0**

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

Nil

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

**16.1 STATE CCTV INFRASTRUCTURE FUND**

<b>DATE:</b>	15 December 2015
<b>AUTHOR:</b>	Louise Gee, Director Community Development
<b>RESPONSIBLE OFFICER:</b>	Louise Gee, Director Community Development
<b>DISCLOSURE OF INTERESTS:</b>	Nil

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council

1. Do not, on this occasion, submit a State CCTV Strategy Infrastructure Fund Expression of Interest.
2. Write to the Minister of Police; Road Safety; Training and Workforce Development; Women's Interests, Ms. Liza Harvey MLA, requesting funding to undertake a Shire of Wyndham East Kimberley Crime Risk Assessment, Security Lighting Audit and CCTV Feasibility Study. This Study should include the full costs and benefits of the implementation and ongoing maintenance of any recommended infrastructure.

**COUNCIL DECISION**

**Minute No. 11217**

**Moved: Cr N Perry**

**Seconded: Cr K Wright**

**That Council**

1. **Do not, on this occasion, submit a State CCTV Strategy Infrastructure Fund Expression of Interest.**
2. **Write to the Minister of Police; Road Safety; Training and Workforce Development; Women's Interests, Ms. Liza Harvey MLA, requesting funding to undertake a Shire of Wyndham East Kimberley Crime Risk Assessment, Security Lighting Audit and CCTV Feasibility Study. This Study should include the full costs and benefits of the implementation and ongoing maintenance of any recommended infrastructure.**

**Carried Unanimously 9/0**

## **PURPOSE**

For Council to consider whether a State CCTV Strategy Infrastructure Fund Expression of Interest should be submitted to the State CCTV Strategy Secretariat.

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

Provider - provide physical infrastructure and essential services

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

In October 2014 Amlec House, security and risk management consultants and WA Police Community Engagement Division delivered crime prevention and police engagement workshops to the Shire of Broome, Shire of Wyndham East Kimberley and Shire of Halls Creek. Amlec House also conducted town area 'hot spot' and lighting assessments for Broome, Kununurra, Wyndham and Halls Creek.

The local 'hot spot' site assessments undertaken included the following areas:-

1. Areas surrounding the Coles car park, Kununurra Town Centre
2. White Gum Park
3. Lily Creek Lagoon pathway
4. Wyndham Town Centre Park ("Big Croc")
5. Ted Birch Memorial Recreation Facility

The key findings from the site assessments are outlined below:-

1. Kununurra and Wyndham town design has historically been poorly considered and both lack a town centre focus. Crime Prevention Through Environmental Design (CPTED) should be significantly more considered in all town related planning. Town design suffers common issues pertaining to poorly designed public space, with some areas exhibiting the Radburn Design, which should be strategically phased out over the longer term.
2. Significantly improved lighting and carefully implemented CPTED concepts in the Town Centre, as with all new developments, will significantly enhance community safety, perception of safety and reduce the incidence of crime or antisocial behaviour in those areas. There is a significant need for community focused area lighting whilst also consideration to electric power infrastructure is reported to not currently meet state standards.
3. The Shire of Wyndham East Kimberley does not have a current Community Safety and Crime Prevention Plan and a multi-agency committee structure was not evident to be available to monitor and review crime prevention and community safety.
4. The Lake Kununurra Foreshore and Aquatic Use Plan 2006 (updated 2011) does not include any consideration to CPTED and should include CPTED assessments of existing or future concept plans.
5. The WA Police initiatives for Eyes on the Street and E-Watch were of interest to the Shire of Wyndham East Kimberley and social media has been adopted by the Kununurra and Wyndham communities.

Following the completion of the above site assessment review the Shire requested and received a proposal from a security and risk management consultant to conduct a Crime Risk Assessment, Security Lighting Audit and CCTV Feasibility Study. It was intended that the assessments and surveys would be utilised to formulate a Community Safety Strategy and CCTV Design Master Plan. Unfortunately, at this time funding was not available to progress this project.

In November 2015 the Minister for Police; Road Safety; Training and Workforce Development; Women's Interests launched the State CCTV Strategy which "outlines how state government, local government and private sector stakeholders can join together to manage their daily business, major events and incidents through effective use of smart CCTV technology". Refer Attachment 1 for a copy of the Western Australian State CCTV Strategy.

One of the initiatives in the Strategy is a \$5 million State CCTV Strategy Infrastructure Fund, to provide grants exclusively to local governments for the installation of CCTV cameras in personal crime hot spots, or to upgrade or replace other CCTV infrastructure. Local government is required to consult and collaborate with local police as part of the grant application process.

Expressions of Interest for the CCTV Infrastructure Fund must be received by the State CCTV Strategy Secretariat by 5pm on Friday, 18 December 2015.

### **STATUTORY IMPLICATIONS**

A number of laws govern how CCTV is used in Western Australia and amendments will be considered as part of the State CCTV Strategy to enhance the existing safeguards already in place or to clarify any areas of ambiguity. The most relevant laws are:

1. *Surveillance Devices Act (1988)*
2. *Security and Related Activities (Control) Act (1996)*
3. *Freedom of Information Act (1992)*.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

To assist Council to make an informed decision on the potential capital and operational costs associated with the installation of CCTV infrastructure, Mr. Chris Cabbage, Principal Consultant Amlec House was engaged to undertake a preliminary assessment at a cost of \$540.00 (exc. GST). Refer Attachment 2.

Mr. Cabbage has identified that "a significant issue in each of the town centres is a lack of street and public space lighting systems. In terms of the effectiveness of public CCTV cameras, in low light conditions, the cameras will be challenged to achieve 'identification'

images as per the police requirements. Improvements to Town Centre lighting may also need consideration to a lack of standardised electrical town power.”

Significant challenges and cost implications identified by Mr. Cubbage include the following:-

1. Distance from each camera to the Shire Office and Police Station.
2. Where will CCTV Head Equipment be located ?
3. Where will CCTV Monitors and PTZ Controls be located ?
4. Is there sufficient lighting or are Infra-Red Illuminators required.
5. Power supplies, Lightning Protection and surge requirements.
6. Cyclone and Heat Protection
7. Local Technical Maintenance and Cleaning providers.
8. Corresponding business case for reducing impact of crime in each respective area.

### Project Cost Estimations

#### **Capital**

1. Feasibility, Design, Management, Maintenance and Administration - \$120,000
2. Kununurra Town Centre - \$180,000
3. Wyndham Town Centre - \$75,000

Total \$375,000

#### **Maintenance**

1. Annual - \$75,000 (20% of capital total cost) for data plans, equipment cleaning, system maintenance and monitoring.

There is no funding allocation in the adopted 2015/16 budget for the maintenance of CCTV infrastructure. Council will therefore need to consider the allocation of funding in the draft 2016/17 Budget if it resolves to install CCTV infrastructure.

### **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**

It is considered the main risk implications for the Shire is the unknown longer term funding considerations associated with the maintenance of CCTV infrastructure, and the potential associated cost impacts to the Shire from the installation of CCTV infrastructure i.e. the need for public space lighting upgrades. There may also be a community expectation that with the significant funding investment in CCTV infrastructure there will be a corresponding reduction in crime statistics; if this is not the case, this will need to be managed by WA Police and the Shire.

## **COMMUNITY ENGAGEMENT**

No community engagement has been undertaken.

## **COMMENTS**

The issue of CCTV is very “topical” at the moment and there has been significant interest being shown from a number of sources, including the Police for the Shire to submit an Expression of Interest. It is the Shire’s normal practice to ensure that there is a strategic and sound basis to the installation of future infrastructure given the funding requirements for ongoing maintenance. Therefore it is important that the design of a future CCTV system be appropriately based on a community safety study, lighting audit and crime risk assessment; and be developed in consultation with the community and key stakeholders. The Shire does not have an adopted strategy for crime prevention or crime reduction and/or CCTV. Therefore any decision regarding the future installation of CCTV will be made in isolation of potential other crime and community safety management options.

Unfortunately, funding under the State CCTV Strategy Infrastructure Fund is not available for strategic planning; funds will only be provided for the installation of CCTV at crime “hot spots” in public areas identified via local Police crime statistics.

A State CCTV Strategy Infrastructure Fund Expression of Interest (EOI) has been completed for Council’s consideration, refer Attachment 3. In accordance with the requirements of the EOI the Kununurra and Wyndham Police Officers in Charge have assisted in the development of the EOI.

The Shire is also required under the EOI to:-

1. Register its CCTV cameras and infrastructure on the new State Government CCTV Register.
2. Ensure that new CCTV infrastructure meets the minimum requirements of ANZPAA’s Police Recommendations for CCTV Systems and the WA Police Local Interpretation Guide.
3. Ensure that State funded CCTV is delivered and finalised by December 2016.
4. Sign the State CCTV Strategy Memorandum of Understanding.
5. Accept responsibility for the ongoing costs and maintenance of CCTV infrastructure.

Attachment 4 provides a copy of the proposed Memorandum of Understanding (MoU) between the Minister of Police and Participants (the Shire). The definition of ‘Participants’ means Clients and Donors. A ‘Client’ means an Emergency Services Client or an Approved Client; and a ‘Donor’ means an approved provider of Data to the State CCTV Strategy. It is understood from a review of the MoU that the Shire (Donor) will be responsible for:-

1. Providing system capability to ensure access to Data by Clients (e.g. WA Police, Emergency Services).
2. Providing access to Data.
3. Storing and preserving Data if requested by WA Police.
4. Ensuring, to the Shire’s best endeavours that data is not corrupted (virus checking).

5. Referring requests from other persons for access to Data to WA Police for their assessment and approval.
6. Providing user training.

Detailed below is an alternate recommendation should Council wish to proceed with an EOI:-

#### Alternate Option

That Council

1. Authorise the Chief Executive Officer to submit on behalf of the Shire of Wyndham East Kimberley the State CCTV Strategy Infrastructure Fund Expression of Interest as provided in Attachment 3.
2. Authorise the Chief Executive Officer to sign on behalf of the Shire of Wyndham East Kimberley the Memorandum of Understanding as provided in Attachment 4.
3. Allocate funding in the 2016-17 Budget for the ongoing cost and maintenance of CCTV infrastructure.

Please note an Absolute Majority vote would be required for this alternate recommendation in accordance with Section 6.8(1) of the *Local Government Act 1995*; as the authorisation of the EOI requires a commitment of funding to the ongoing costs and maintenance of CCTV infrastructure.

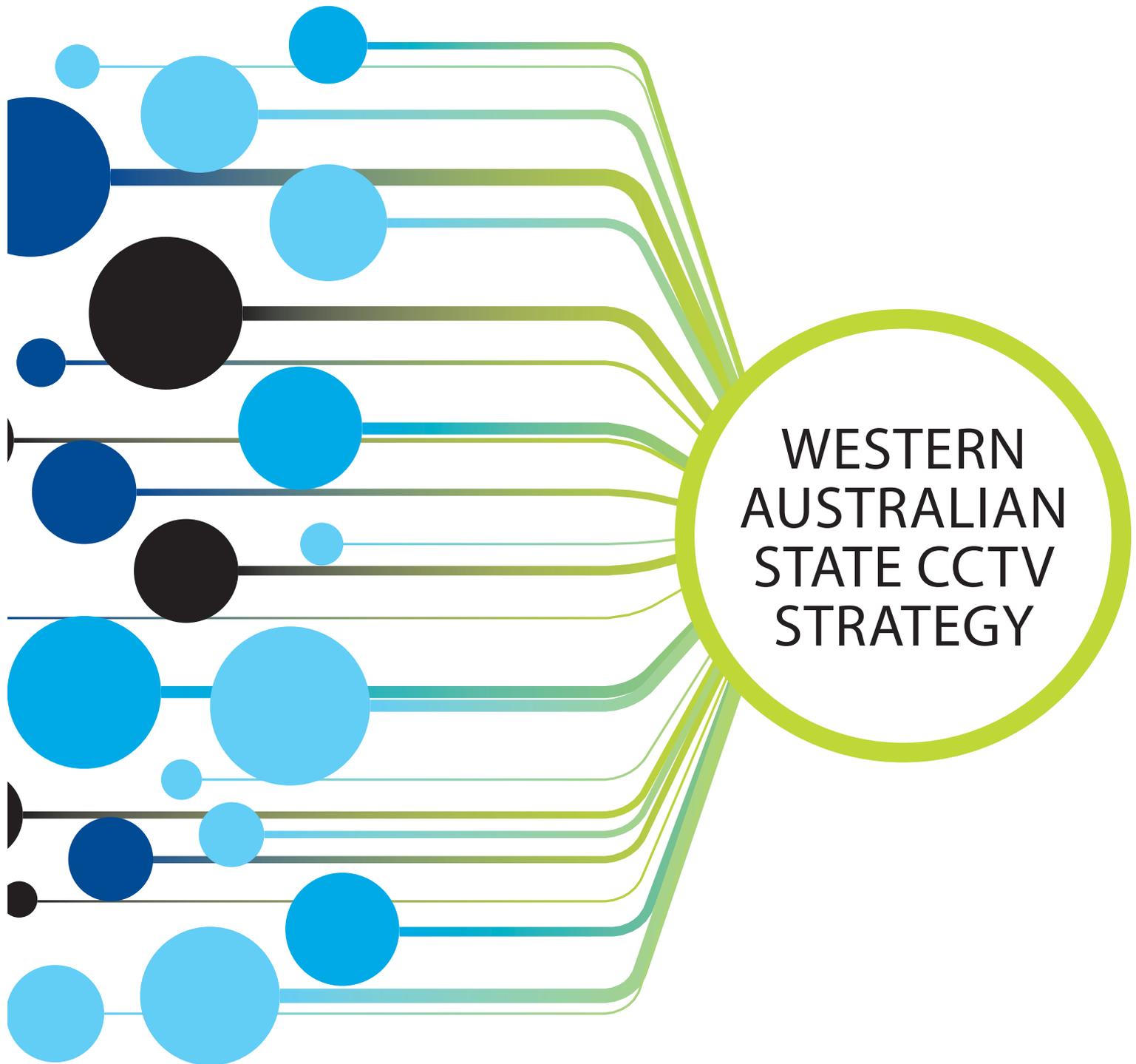
#### **ATTACHMENTS**

Attachment 1 - Western Australian State CCTV Strategy

Attachment 2 - Preliminary Assessment: Proposed Public CCTV Surveillance In Kununurra and Wyndham

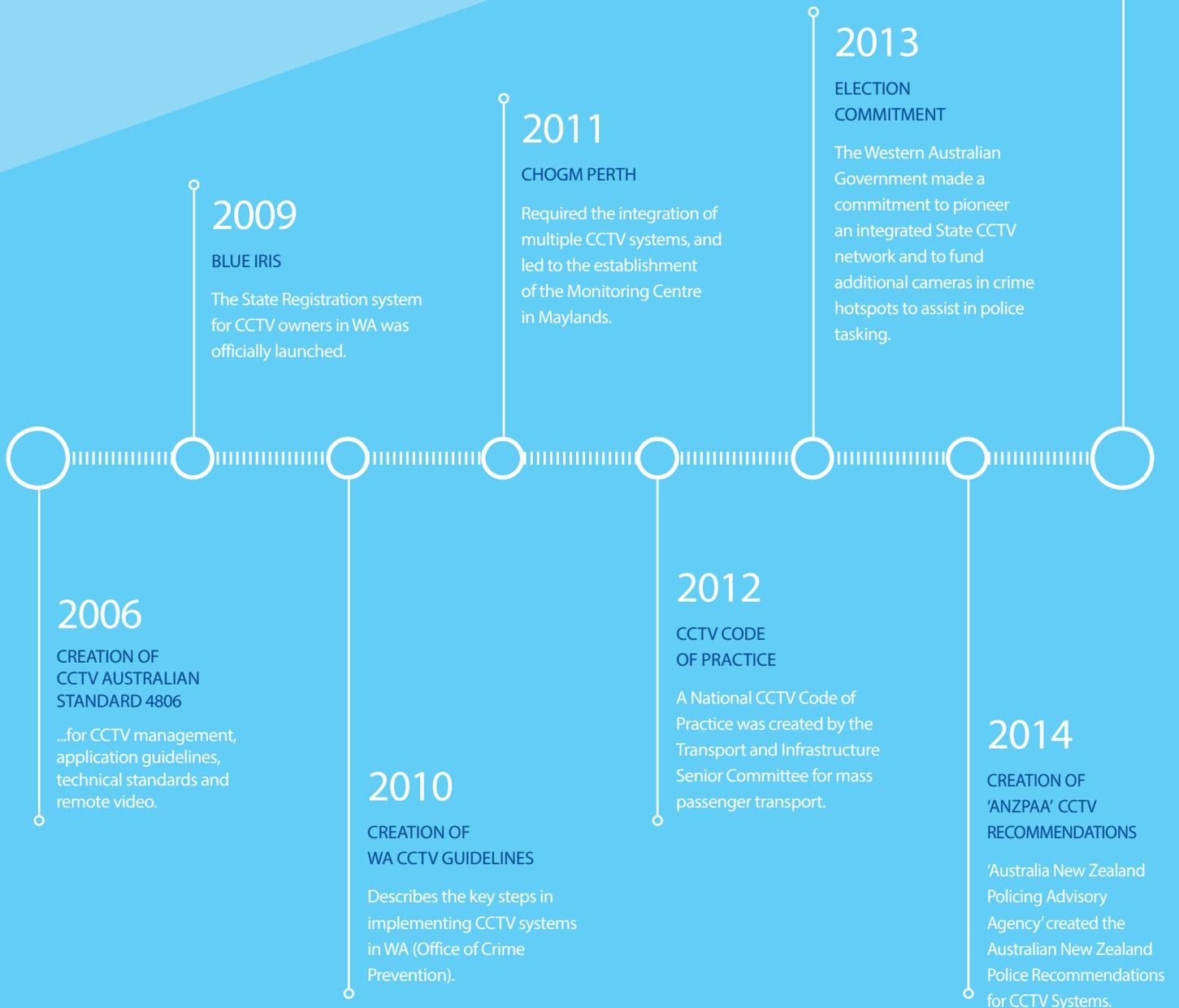
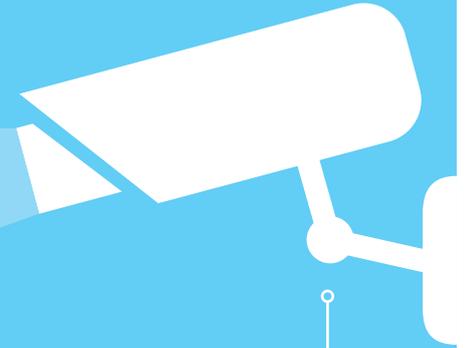
Attachment 3 - State CCTV Strategy Infrastructure Fund Expression of Interest (EOI)

Attachment 4 - Memorandum of Understanding (MoU) between the Minister of Police and Participants (the Shire)



# CCTV milestones in Western Australia

## 2015 THE STATE CCTV STRATEGY IS RELEASED





## Message from the Minister

CCTV is at the forefront of global efforts to enhance the safety and security of our communities. In Western Australia we have embraced the importance of CCTV as a law enforcement and emergency services tool to allow people to feel safe and secure in their communities. Advances in technology and the extent of CCTV uptake has provided the scope to improve the coordination of its use. In 2013, the Liberal-National Government made an election commitment to pioneer an integrated state CCTV network to assist in police tasking and fund additional cameras in crime hotspots.

I am delighted that the State CCTV Strategy starts that journey by delivering the vision and framework toward a more safe and secure Western Australia. This Strategy outlines how state government, local government and private sector stakeholders can join together to manage their daily business, major events and incidents through effective use of smart CCTV technology.

The Working Group, which was appointed in 2014 to deliver this Strategy, has proposed a solution that allows all CCTV owners in Western Australia to play their part in enhancing public safety by joining the State Register, while providing guidance to existing or future owners as to how best make use of existing or emerging technologies.

Finally, the Strategy will develop the structure to harness technology which will allow for timely sharing of high value CCTV footage. Having improved access to high value CCTV footage will allow the police and other services to act more effectively and efficiently – not only through accessing traditional CCTV infrastructure, but also through better use of mobile technology.

My sincere thanks to the government, industry and business representatives who have contributed to the Working Group in bringing this Strategy together for Western Australia.

A handwritten signature in blue ink that reads "Liza Harvey".

Hon. Liza Harvey MLA

Minister for Police; Road Safety; Training and Workforce Development; Women's Interests

# What is changing?

Closed Circuit Television (CCTV) has increasingly featured in the community as a safety and crime prevention tool. The public release of CCTV footage has led to early identification of suspects in the London terrorist incidents of July 2005 and played an important role in the subsequent prosecutions<sup>1</sup>.

It has also helped identify the alleged perpetrator of the attempted 2010 Times Square bombing and in Australia, has been critical to the successful prosecution and resolution of some of our most heinous and tragic crimes.

The success of such high profile cases has understandably increased public interest in the further use of CCTV to support law enforcement, public amenity, counter terrorism and emergency services operations. When combined with other crime prevention strategies, the visible presence of CCTV in public spaces can contribute to a reduction in the fear of crime and act as a visible deterrent to potential offenders in crime hotspots.

Western Australia has also participated in this global trend, and there has been an expansion of CCTV systems installed by State and Federal government agencies, Local Government Authorities, private business and citizens. However, this growth has not been without its complications, characterised by limited coordination between the various CCTV systems.

This shortfall was highlighted during the 2011 Commonwealth Heads of Government Meeting (CHOGM) in which various government and private CCTV owners cooperated to provide access to the various, CCTV systems for security purposes. While the outcome of this CHOGM operation was successful, it did highlight the benefits of having a permanent State CCTV Strategy and sharing arrangements in place.

This was further supported by a report published by the WA Auditor General in 2011 which concluded that 'there is potential to realise greater benefits through better sharing and more strategic use of CCTV information by the WA Police and local governments<sup>2</sup>.

The WA Government made an election commitment in 2013 to pioneer an integrated State CCTV network. As a first step to meeting its election commitment, the Government appointed a Working Group, bringing together experienced representatives from across Government, Local Government, business and industry to develop the State CCTV Strategy. The Strategy will align with existing WA crime deterrent strategies such as the Goodbye Graffiti initiative and the Designing Out Crime Planning Guidelines.

The State CCTV Strategy provides a clear vision and framework for how CCTV can best be used to enhance the safety and security of the Western Australian community now, while positioning the State for future technological advances.

**A crime hot spot is generally defined as an area containing dense clusters of criminal incidents**

<sup>1</sup> UK Home Office National CCTV Strategy (2007)

<sup>2</sup> WA Auditor General's report on the 'Use of CCTV Equipment and Information' (2011)

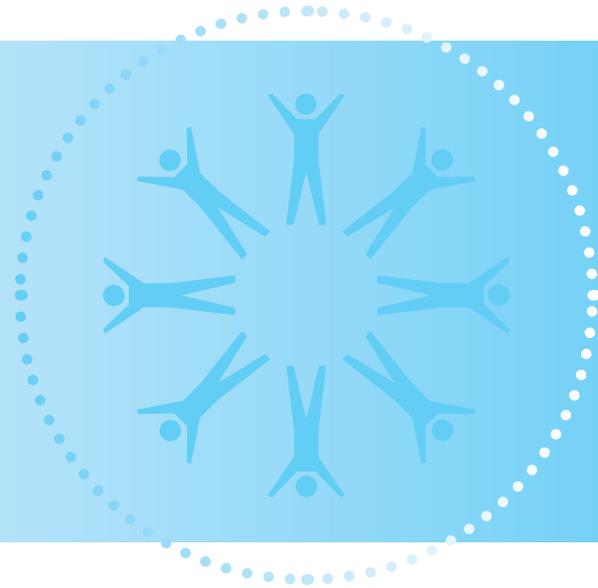
# What is the future of CCTV use in Western Australia?

There are many individuals, organisations, businesses and government agencies in Western Australia that operate CCTV for a range of safety and security purposes. The State CCTV Strategy defines an approach to coordinating the CCTV resources of these stakeholders to improve community safety and security 'in crime hotspots'.

By coordinating the State's CCTV resources through a voluntary framework, the Strategy aims to make the data sharing process in WA as efficient as possible, both for CCTV owners who donate footage and users (such as WA Police) who are authorised to access this data.

## ASPIRATION STATEMENT

TO DELIVER MORE EFFECTIVE  
USE OF CCTV IN WA THAT ENHANCES  
COMMUNITY SAFETY AND SECURITY



### Supporting goals

1. CCTV data should be easily accessible by approved users without unreasonably disrupting the business operations of the CCTV owner using an integrated approach where appropriate.

2. Data disseminated to clients should be in a simple and usable format.

3. There should be clear guidelines stipulating that participation in the Strategy is for the service of the community.

4. The Strategy should increase awareness and uptake of CCTV in the WA community.

### Why is this important?

Regular disruptions to CCTV owners who contribute data could discourage future participation and assistance. The State CCTV Strategy will support various avenues for community participation all of which have been designed to minimise the disruption on business operations or personal time. Where appropriate, a collaborative and integrated approach to retrieving footage will be employed to reduce duplication in efforts.

When footage of interest is identified, dissemination of the data is often obstructed when it is in a proprietary or rare format. The Strategy will provide the community with a 'one stop shop for all things CCTV' to obtain guidance on leading practice formats that are simple and usable to facilitate data sharing.

Clear guidelines for voluntary participation in the Strategy will be developed to emphasise that data sharing will only be allowed for supporting community safety and security initiatives and that commercial use of the data will not be allowed.

Improved community awareness of the Strategy and how participating will maximise the pool of CCTV contributors and improve data sharing for community safety and security purposes.

# What is the State CCTV Strategy?

There are numerous CCTV systems in WA, many of which have cameras facing public areas that have the potential to contribute to improving community safety and security, and public amenity outcomes. The Strategy provides the mechanism by which CCTV owners can volunteer the data from any public facing camera that they manage to one or more agreed clients.

## A layered approach to participation

In simple terms, the State CCTV Strategy articulates a framework which facilitates data sharing between a CCTV owner, who has agreed to share their data, with a third party. When a CCTV owner shares their data through the State CCTV Strategy, they become known as a donor. Anyone who receives data from a donor through the State CCTV Strategy is known as a client.

There are four elements to the Strategy (see diagram opposite):

### A STATE CCTV REGISTER:

The State CCTV Register (currently called Blue Iris) will be refreshed to provide better functionality and operability for those CCTV owners who wish to voluntarily provide information about CCTV cameras that face public areas.

The State CCTV Register will form a comprehensive database containing information on the State's CCTV infrastructure and, in the event of an incident, WA Police and emergency services will be able to respond more effectively by obtaining CCTV system locations, as well as the owner and system information detailed in the Register.

### FIT-FOR-PURPOSE CCTV CRITERIA:

A set of criteria and supporting documents will be published as part of the Strategy to provide a range of information on CCTV and leading practice for owners of CCTV systems to adopt, whether in the private or public domain.

In addition, policy and whole-of-government guidance will be provided for State agencies and Local Government Authorities to support agency planning and coordination of CCTV and related infrastructure.

### DIRECT CONNECTIONS BETWEEN DONORS AND CLIENTS:

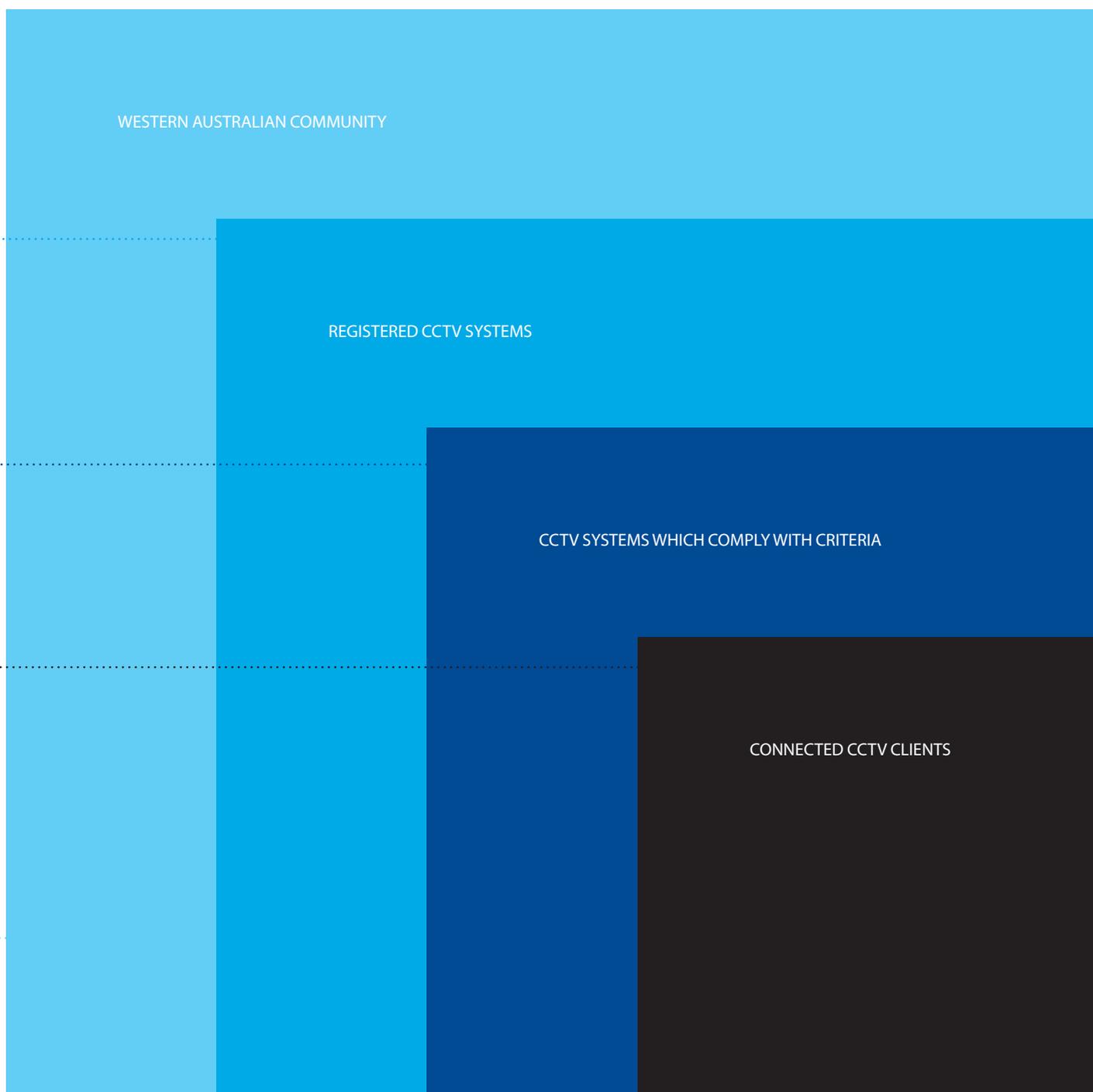
Of the CCTV owners who register their infrastructure, it is expected that a small subset will have a large number of cameras covering public spaces. These owners will be encouraged on a case by case basis to become 'connected' so that WA Police can directly access their live, and potentially recorded, CCTV footage for safety and security purposes. Other clients may be added if agreed by the CCTV owner and if they meet certain eligibility criteria.

A technology solution will be trialled and developed as part of the Strategy to connect these identified 'high value' CCTV owners. This connection will serve to minimise disruption to donor operations and increase police responsiveness to critical incidents.

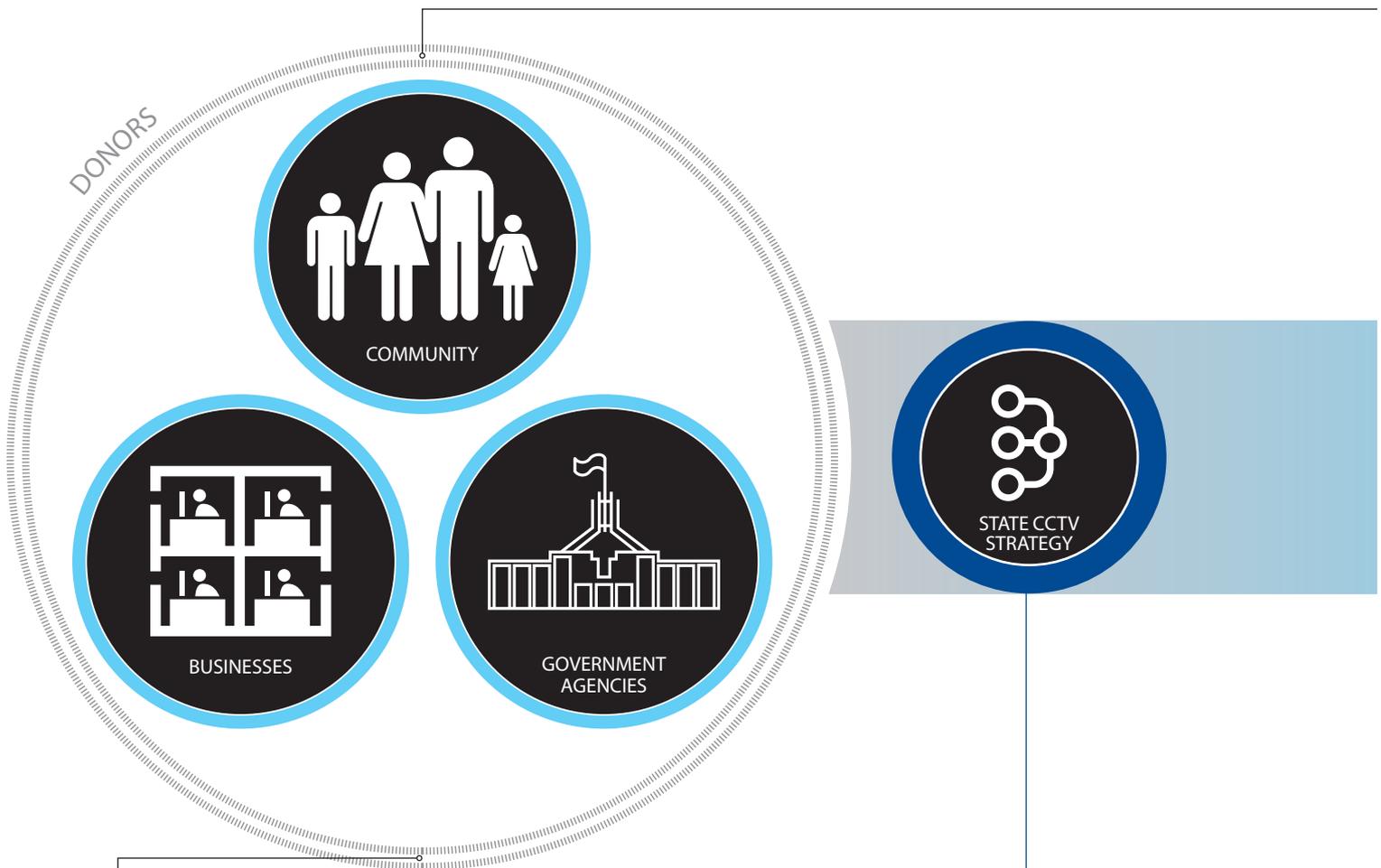
### UTILISATION OF MOBILE FOOTAGE:

Contributing to a safer and more secure WA is not limited to owners of traditional CCTV infrastructure - everyone with a smart phone or tablet now possesses a 'CCTV camera'. As part of the Strategy, a Mobile Video Sharing solution will be tested to unlock this potentially rich source of data, providing a new way for us all to contribute to WA's safety and security.

The four elements of the State CCTV Strategy



# How will the Strategy work?



How will the privacy of the community be protected?

A number of laws govern how CCTV is used in Western Australia and amendments will be considered as part of the Strategy to enhance the existing safeguards already in place or to clarify any areas of ambiguity. The most relevant laws are:

- Surveillance Devices Act (1998) WA.
- Security and Related Activities (Control) Act (1996) WA.
- Freedom of Information Act (1992) WA.

Where appropriate, the criteria, policies and guidelines will also reflect how the existing legislation affects donor and client roles, rights and responsibilities.

How will the State CCTV Strategy aid data sharing?

Depending on the method of donor participation, the State CCTV Strategy will facilitate data sharing in the following ways:

- 'On request' data sharing for those donors recorded in the State Register.
- Effective data sharing for donors who adopt the published leading practice criteria, guidelines or policies.
- Real time and recorded data sharing for 'high value' donors who become connected or mobile-enabled donors.

### Who can be a donor?

Everyone in WA has the opportunity to become a donor should they choose. Donors may be grouped into three broad categories, with each category being afforded a different way to participate. Government agencies will participate, business may choose to become registered whilst members of the community may choose to become mobile-enabled. By contributing, all citizens can provide an important mechanism to making WA a safer community.



### How will client access be managed?

All client access to CCTV footage must be donor-approved. If connected, a legal agreement will be used by donors to formalise the terms of the donor-client relationship.

The WA Police will always be the primary client however there is potential for other bodies (i.e. Local Government Authorities) to become a client if agreed by the CCTV owner and if they meet certain eligibility criteria.

### What are the benefits of this approach?



#### Increased effectiveness of law enforcement, counter terrorism and emergency services

With an increasingly volatile and uncertain international environment, the community has the right to expect that our law enforcement, counter terrorism and emergency services are given the tools they need to support community safety and security.

By coordinating the State's CCTV assets, the Strategy will improve the ability of WA Police and other agencies to gather intelligence and respond to emergency situations in a more efficient and effective manner.

Having access to a greater number of CCTV resources is expected to enhance the situational awareness of these agencies, improve their ability to allocate resources across multiple incidents, monitor crime hotspots and gather evidence for legal purposes.



#### Reduced fear of crime

Having CCTV cameras in public areas can act as a deterrent to potential offenders and gives community members confidence when going about their daily business. This likely reduction in fear of crime within the community will be enhanced by the Strategy, which coordinates footage from a range of sources to support improved policing outcomes.

Safer streets are also not just about investigating crime and identifying offenders but also crime prevention. The Strategy will explore the option of having an appropriate mobile tool which enables the community to report crime and share footage of emergency situations.



#### Improved data collection

There is currently a multitude of systems, a lack of technology expertise to operate discrete systems to retrieve footage as well as a lack of consistency in how CCTV owners are approached to provide footage for investigative purposes. By facilitating better information sharing between donors and clients, the Strategy aims to accelerate investigation outcomes whilst reducing the impact of CCTV footage retrieval on daily operations.



#### One stop shop for all things CCTV

A range of documents and criteria will be published to support the State CCTV Strategy for current and potential CCTV owners. This information will be easy to access and stored in a single location, which will help to encourage participation and support the implementation of the Strategy.

# How will the Strategy support government, business and the community?



## A registered corner store contributes footage

Joe has recently opened a new corner store in an inner-city residential suburb. In order to improve the security of his business, Joe has decided to purchase a CCTV system from his local electronics store and installs two cameras, one within the store and the second outside the store facing the front door and street.

After installing the system, Joe hears about the State CCTV Strategy and proceeds to seek more information online. He learns that he can register his publicly facing camera with the State Register and decides to do so later that day. The leading practice guidelines also provide Joe with some simple tips about the best way to configure his system and maintain his new cameras for ease of data sharing.

A few months later, Joe receives a phone call from the WA Police who have located his details on the State Register. The police officer tells Joe that a bag snatch had occurred down the road and they hope that his camera might identify the perpetrator. The investigating officers arrive later that day to view the footage which helps identify a suspect. The footage was easily retrieved by the police officers thanks to the way Joe had configured his CCTV system.

A few weeks later, Joe receives an email thanking him for his participation in the State Register and informing him that his recent donation of footage led to a successful conviction based on the evidence provided by him.



#### A child goes missing

A young child has gone missing on a busy street in the CBD. As soon as the mother has realised her child is missing, she flags down a nearby police officer to report her concerns. The police officer at the scene contacts a police liaison officer to correspond with the CCTV control room of the local Council. The police liaison officer requests the security staff in the CCTV control room scan the area where the child has disappeared and they see a child matching the description of the missing boy being ushered into a car, with the licence plate clearly visible. After quickly checking with the mother that the owner of the car is not known to her, the police liaison officer immediately alerts local police to the situation.

While local police mobilise a response vehicle, the police liaison officer continues to monitor the suspect's car as it drives around and out of the CBD area. Once out of the CBD, the police liaison officer is able to use her State Strategy login details to access Main Roads' cameras, which are connected under the Strategy. The police liaison officer is able to monitor the suspect's car down the freeway and guide the approaching police vehicle to the suspect. The attending police catch up with the vehicle, and safely return the child to his mother.



#### A Local Government Authority becomes connected

A Local Government Authority has registered its CCTV cameras in public spaces with the State Register. About once a week, the Council is contacted with requests from the WA Police to provide CCTV footage from the cameras for investigative purposes. Each time a request for footage is received, a member of the Council's security team has to download the specific footage and convert it into a compatible format for the police.

Sally, who is the Council's Director of Security, realises how valuable the CCTV system is to both the Council and the wider community, but wonders if there is a more efficient way that the CCTV footage can be used to benefit all users. She goes on to the State CCTV Strategy's website and follows a link to information on the State CCTV criteria and connected solution.

After reading the information, she believes there will be great benefit to upgrading the Council's CCTV systems to meet the criteria so that footage will be able to be retrieved more efficiently and with less disruption to her security team.

However, Sally is not sure the Council will be able to cover all the costs involved and decides to apply for a CCTV grant.

Upon assessing the Council's grant application, Phil, a member of the Secretariat's grants administration team recognises that, not only does the Council meet the grant assessment criteria, but it has CCTV infrastructure in a crime hotspot that would be valuable if it were to become connected. Phil approaches Sally to discuss the opportunity for the Council to become connected.

During their discussion, Sally raises the Council's concern that it may lose control over who accesses its camera footage. Phil reassures Sally that the Council will decide who has access to its footage. After some thought, Sally recognises that it would be in the Council's best interests to directly connect their cameras, as it will lead to less disruption by frequent police requests for footage. Sally submits a revised grants application upgrading the Council's existing infrastructure and allowing it to become connected. The grant is subsequently approved.



#### A hazardous material spill occurs

A 000 call is received about a major spill of liquids from an overturned truck on a Perth freeway. The Department of Fire and Emergency Services (DFES) is notified of the spill and immediately investigates by requesting that nearby cameras are focused on the spill through a client arrangement they have with Main Roads. The spilt liquids are identified as hazardous material, which places lives at risk.

On the way to site, the Incident Commander is able to use this real time intelligence to make decisions about the best method to contain the situation and dispose of the hazardous material efficiently.

The enhanced situational awareness also allows the Incident Control Centre to support other police and Main Roads resources divert traffic away from the site of the incident whilst continuing to support the emergency response team on the ground by monitoring the situation in real time.

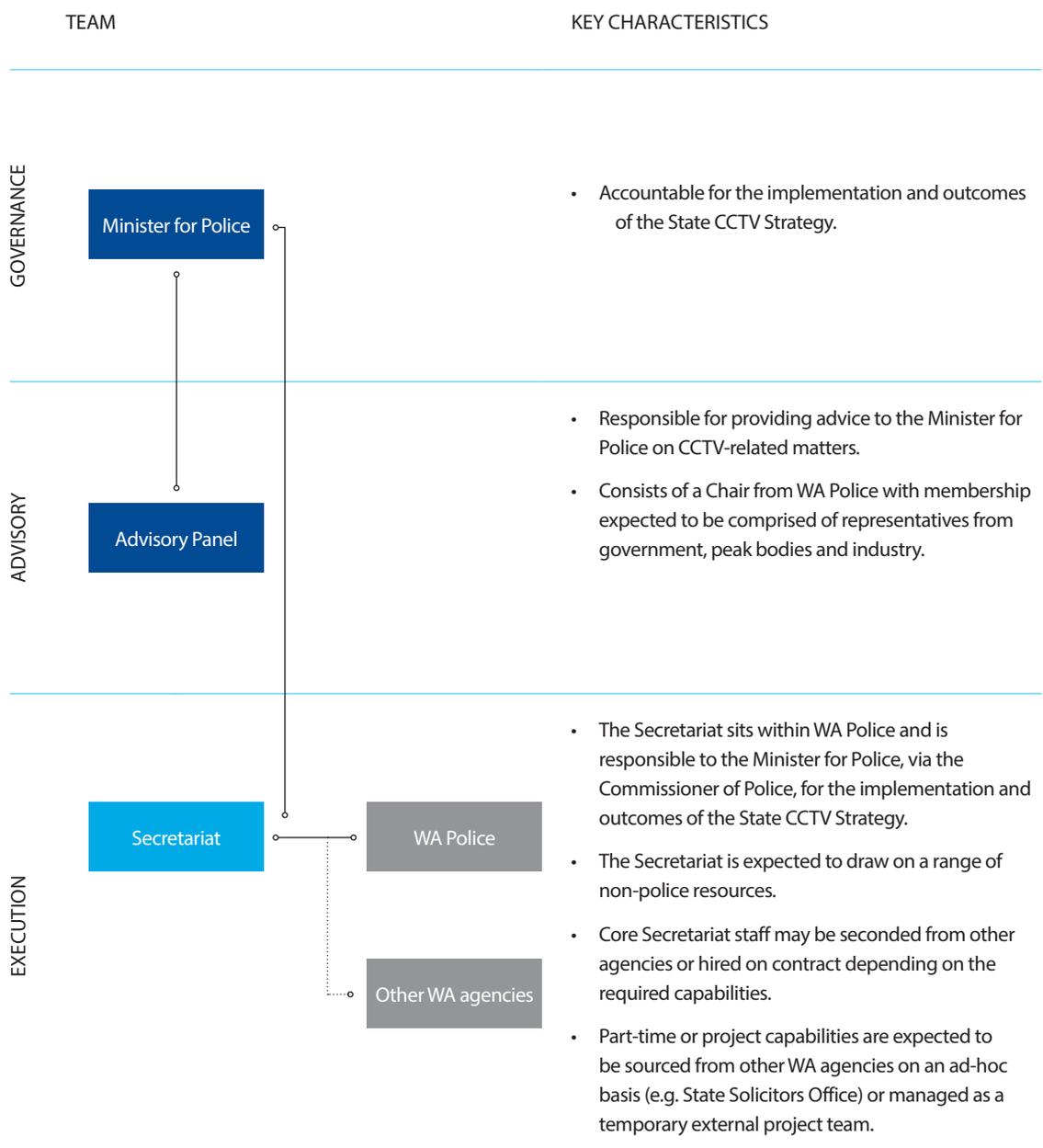
Following the incident, DFES decide to use the footage of the hazardous material spill and the emergency response team coordination for training purposes. By providing a real life example of an emergency response, DFES are able to improve knowledge sharing within the emergency services community.

# How will the Strategy be delivered?

There are a number of components involved with the implementation of the State CCTV Strategy. These include a governance structure which displays the parties responsible for the Strategy, a detailed roadmap for implementation and a series of strategic constraints to be considered.

### Strategic Governance

A State CCTV Strategy Secretariat, sitting within WA Police, will be responsible to the Minister for executing the Strategy's initiatives. A CCTV Advisory Panel will also be established and will be responsible for providing independent advice to the Minister on CCTV-related matters.

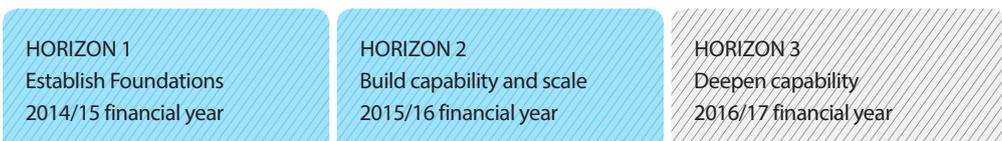


**Implementation**

The CCTV Strategy Secretariat will be responsible for the delivery of the State CCTV Strategy. To ensure that delivery and risk is managed in an achievable way for the community, business and government, the strategic initiatives will be implemented over three horizons.

Horizon 1 will run to the 2016/17 financial year with a focus on establishing the Strategy's key foundations with feasibility studies conducted to explore the required technology solutions and updates made to legislation, policies and criteria to support the Strategy's implementation. Any required technology solutions will be built in Horizon 2, commencing in the 2015/16 financial year and running until the 2016/17 financial year. Once built, the technology solutions will then be scaled to suit ongoing operations.

A review of this State CCTV Strategy will be conducted at the end of Horizon 2 when the required activities for Horizon 3 will be determined. It is also expected that Horizon 3 will pursue new opportunities identified following the implementation of Horizon 1 and Horizon 2, and may involve deepening technological capabilities through tools such as facial recognition and analytics to improve community safety and security outcomes.



**TARGET OUTCOMES**



Establish State CCTV Strategy Secretariat and the CCTV Advisory Panel



CCTV criteria, guidelines and procedures will be developed for the State



The State CCTV Register will be re-designed, built and launched



A Mobile Video Sharing solution will be explored



A feasibility study and pilot will be conducted for the connected CCTV solution

A staged implementation of the connected CCTV solution will be conducted



Existing legislation will be reviewed, amended and drafted



Grant funding rounds will be conducted



**FUTURE DEVELOPMENT**

Target outcomes to be delivered under the State CCTV Strategy are:



#### Establish State CCTV Strategy Secretariat and Advisory Panel

The State CCTV Strategy Secretariat, sitting within WA Police, and responsible for delivering the outcomes of the Strategy across government will be established. A CCTV Advisory Panel will also be established and will be responsible for providing independent advice to the Minister on CCTV-related matters.



#### CCTV criteria, guidelines and procedures will be developed for the State Strategy

As a pragmatic response to the long lead times associated with legislative change, policies, guidelines and procedures will be developed to support the Strategy in the short term. Areas covered by the policies, guidelines and procedures include donor and client eligibility criteria, roles, rights and responsibilities, and information retrieval procedures. This will allow due consideration of legislation change in the longer term.

A set of technical criteria will also be developed to help new or existing CCTV owners access leading practice thinking to identify appropriate CCTV infrastructure that suits their needs.



#### The State Register will be re-designed, built and launched

The State Register (currently Blue Iris) will be a comprehensive database which will provide WA Police with information on voluntarily registered CCTV cameras monitoring public spaces. It will facilitate the provision of CCTV evidence for their investigations and enhance operational capability for community protection. In certain circumstances, geospatial information may be used to assist other government agencies in planning CCTV infrastructure.

There are a number of issues identified with WA's current State CCTV Register, which will be addressed as part of this refresh.



#### A Mobile Video Sharing solution will be explored

To utilise the full potential of mobile technology beyond traditional CCTV systems, a number of mobile sharing options will be explored and tested. An appropriate tool may be selected to enable the community to share footage of emergency situations or report crime.



#### A feasibility study and pilot will be conducted for the connected CCTV solution

A connected CCTV solution will be established to enable clients, primarily WA Police, to directly access footage from high value donors. A feasibility study and pilot will be conducted by government to select the most appropriate solution from a number of potential models that have already been identified. Once a technology solution has been selected, it will be built and implemented with the first round of clients and donors becoming connected.



#### Existing legislation will be reviewed, amended and drafted

A number of pieces of legislation govern CCTV use in WA including the Surveillance Devices Act (1998) WA, Security and Related Activities (Control) Act (1996) WA and Freedom of Information Act (1992) WA.

It has been identified that these pieces of legislation were developed for precursory technologies to CCTV, leading to a lack of clarity and effectiveness for CCTV in WA. These Acts will be reviewed and amended if appropriate to ensure any identified gaps in current legislation are addressed.



#### Grant funding rounds will be conducted

A funding pool will be provided towards a State CCTV Strategy - Infrastructure Fund for the allocation of CCTV grants to eligible Local Government Authority (LGA) applicants for the purchase of CCTV or related infrastructure in priority personal crime hotspots.

### Strategic constraints

Whilst there are numerous benefits to be realised by the Strategy, various stakeholders will be involved from across government, business, industry and the community all with differing agendas, business operations and technological systems.

This complexity raises a number of potential issues that may surface during the Strategy's implementation and operation. It is important that these strategic constraints are acknowledged and addressed from the outset of the Strategy's implementation to ensure a successful outcome.

### Legal and privacy issues

Some members of the community may have privacy concerns in relation to the use of CCTV. There is legislation currently in place covering the use of surveillance devices to safeguard the public. The Strategy will review the legislation to address any gaps and reinforce its robustness. Criteria, guidelines and procedures will also be developed to support the legislation and define donor and client rights, roles and responsibilities as well as data access, storage and retrieval.

### Participation issues

Potential donors may be discouraged from participating in the Strategy if it is difficult to do so, particularly CCTV owners who are contributing to the State Register. By making support available, CCTV owners will be kept informed about the 'who, what and where' of the Strategy as the implementation occurs. Opportunities for knowledge sharing will also be made available to encourage CCTV owners to participate in order to access these opportunities.

CCTV owners may also choose not to participate if the Strategy is perceived to be an invasion of privacy or if they feel that participation may impose additional costs on their operations. To address such concerns at the outset, there will be guidelines and procedures established to govern the collection, use and storage of CCTV footage to ensure that it is only used for its intended purpose.

### Technological limitations

Connecting the State's CCTV systems will be challenging due to the diversity of system types, age and access restrictions. To circumvent this, the Strategy will prioritise the registered donors to identify those of the highest value for public safety to become connected, instead of attempting to connect all registered donors in the State.

The rapid development of CCTV technology may also outpace the relevance and suitability of the documentation supporting the Strategy. The Taskforce will be responsible for reviewing and keeping documentation up to date.

## How will the Strategy's success be measured?

The Strategy's progress and outcomes will be measured on behalf of the community and government to track that the aspiration of the State CCTV Strategy is achieved.

What is being measured...	How will this be measured...
CCTV owner participation in the State CCTV Strategy	Growth in the Strategy's registrations and donors.
Improved community safety and security outcomes	Case studies will be sought from government agencies, businesses, industry and the community to demonstrate how the Strategy has been used and how it has contributed to improving safety and security in their community.
Grants contributing to improved community safety and security outcomes in crime hotspots	Recording the number of CCTV systems that are compliant to their grant acquittal and remain operational.
Opportunities for improvement through feedback from government, business, industry and the community	Online feedback will be collected to improve the Secretariat's operations.

# For more information and Feedback

Please contact:

State CCTV Strategy Secretariat:

WA Police Headquarters  
2 Adelaide Terrace  
East Perth WA 6004

[cctv@police.wa.gov.au](mailto:cctv@police.wa.gov.au)

(08) 9222 1267

## Acknowledgements

We would like to thank the following organisations for their contribution to the State CCTV Strategy:

- Australian Hotels Association
- Australian Security Industry Association Limited (ASIAL)
- CCD-Alliance
- Crown Perth
- Department of Corrective Services
- Department of Education
- Department of Fire and Emergency Services
- Department of Health
- Department of Local Government and Communities
- Department of Transport
- Main Roads Western Australia
- Property Council of Australia
- Security Agents Institute of Western Australia
- WA Local Government Association (WALGA)
- Western Australia Police.

14 December 2015

Louise Gee  
Director Community Development  
Shire of Wyndham East Kimberley  
PO BOX 614  
KUNUNURRA WA 6743

## **PRELIMINARY ASSESSMENT: PROPOSED PUBLIC CCTV SURVEILLANCE IN KUNUNURRA AND WYNDHAM**

Dear Louise,

Thank you for the opportunity to assist the Shire of Wyndham East Kimberley with a preliminary assessment of the proposed public space CCTV cameras for Kununurra and Wyndham. With a review of the proposed Expression of Interest and having been involved with CPTED Assessments of each Town Centre in October 2014, we herein provide the following advisory.

### **Public CCTV Assessment: Management and Operations**

The Shire of Wyndham East Kimberley has not previously managed a public street CCTV system. The Shire has limited council building CCTV for security and safety purposes, with small standalone CCTV systems at Kununurra Leisure Centre (4 cameras), Wyndham Shire Office (5 cameras) and Recreation Centre (6 cameras).

The Shire does not have an existing operational budget for the management and operation of a Town Centre CCTV System and no training to support operations. In March 2014, the Shire sought a quote from Amlec House to conduct a Crime Risk Assessment, Security Lighting Audit and CCTV Feasibility Study and in October 2015 the WA Police Community Engagement Division and Amlec House Security Consultants conducted a CPTED Assessment of the Town Centre and crime related areas in Kununurra and Wyndham.

A CPTED Workshop and Report was provided to the Shire and WA Police. The CPTED assessment evaluated the nominated areas and identified inadequate or inoperable lighting. An emphasis on area lighting and carefully implemented environmental design concepts in each of the public areas should guide a wider crime prevention program, including with Education, Health and Youth stakeholders and guide a renewed approach to public space planning, lighting design, longer term crime prevention initiatives and subject to viability, may be supported with a functional public CCTV surveillance system.

With the proposed camera locations, further information will be required to establish:

- Suitable CCTV network configuration, coverage, functionality, effectiveness and efficacy;
- Suitable CCTV Surveillance or Monitoring Room design and functionality;
- Current and future public space design and construction considerations, including NBN and fibre optic installations;
- Current and future land use expectations, needs, including traffic management considerations.
- Related Shire strategic planning and vision statements; and
- Review and evaluate previous related crime studies and incidents that have been effective.

It is noted three of the police nominated locations are in the immediate vicinity and therefore offer public protection of Government or commercial premises, namely:

- P6 - Outside of the Kununurra Country Club
- P8 - Across from BP & Horizon Power on lawn area
- P9 - Facing the back of the Coles and Target stores

## CCTV Technical Design and Cost Implications

A significant issue in each of the town centres is a lack of street and public space lighting systems. In terms of the effectiveness of public CCTV cameras, in low light conditions, the cameras will be challenged to achieve 'identification' images as per the police requirements. Improvements to Town Centre lighting may also need consideration to a lack of standardised electrical town power.

The nomination by police of PTZ Cameras for the Town Centre is indicative that the cameras will be monitored live or on occasions. PTZ Cameras add costs in the camera purchase, PTZ Controls, network bandwidth requirements, camera maintenance and monitoring time. Street cameras with PTZ functions are generally best to be situated in an open area and pole mounted for best fields of view and coverage. Installing CCTV Poles is a significant capital cost.

The technical design and operational plans of where live CCTV monitoring will occur is not evident and will require a review of internal Shire Office locations and police station locations, with requirements to comply with Federal Privacy and Government records legislation.

Installing CCTV Cameras, as defined and detailed within the defined areas – will be technically feasible but cost is unlikely to allow an integration and upgrade of the existing Shire CCTV Systems. Integration includes providing appropriate fields of view and access by City officers and police.

Significant challenges and cost implications include:

- Distance from each camera to the Shire Office and Police Station.
- Where will CCTV Head Equipment be located?
- Where will CCTV Monitors and PTZ Controls be located?
- Is there sufficient lighting or are Infra-Red Illuminators required
- Power supplies, Lightening Protection and surge requirements.
- Cyclone and Heat Protection
- Local Technical Maintenance and Cleaning providers
- Corresponding business case for reducing impact of crime in each respective area.

## Project Milestones

The major expense with any CCTV system is the initial design, supply and installation of the headend and network system, alongside new management and operational processes. Ideally this project will integrate the existing Shire CCTV Systems and be operated for the longer term and designed to operate beyond the funding period.

Over or under spending concerning CCTV technology involves the adequacy and effectiveness based on camera purpose, location, type, lighting, area activity, data connection and storage. The Shire should engage independent technical advisors to develop design and installation plans for the project, with a preliminary project timeframe within the EOI parameters of completion by December 2016.

- January- March 2016 - Technical Design - determination of funding
- March-April 2016 - Preparation of Tender Documents
- April-May 2016 - Call for Tenders
- May 2016 - Tenders Close
- June 2016 - Consideration and Decision on Tenders
- August 2016 - Installation Commence
- November - System Commissioning
- December 2016 - Review and Close Expansion Phase

## Project Cost Estimations

The Shire of Wyndham East Kimberley is recommended to apply for funding of a minimum of \$375,000. The areas subject to CCTV Consideration are:

- Feasibility, Design, Management, Maintenance and Administration to be allocated \$120,000
  - Kununurra Town Centre - to be allocated \$180,000
  - Wyndham Town Centre – to be allocated \$75,000
- TOTAL \$375,000

As funding is non-recurrent, the Shire should develop a completion strategy setting out what will happen to the CCTV operational activity at the end of the funding period. For a community-related infrastructure project this will include consideration to the need to fund continued operation.

## Basis of Capital and Operating Cost Estimations

Amlec House has consulted widely on City and Town Centre CCTV Systems, including for all major centres across WA, including Perth, Bunbury, Geraldton, Kalgoorlie, Karratha and Port Hedland. Similar Regional WA CCTV related projects include:

- City of Greater-Geraldton: CCTV Expansion Project 2014 - Federal Safer Suburbs Fund
  - The City Centre CCTV Expansion Project involved 28 IP cameras added to an existing City CCTV Network, with a project cost \$440,000
- Shire of Port Hedland: Security & CCTV System Upgrades to Port Hedland International Airport
  - Budget \$500,000+
- Department of Corrective Services: CCTV System Upgrades to Bunbury & Albany Regional Prisons (\$350,000+)
- Shire of Roebourne: Crime Risk Assessment, Security Lighting Audit and CCTV Feasibility Study (Karratha, Roebourne, Dampier, Wickham, Nikol) (Budget \$2M)
- City of Mandurah and Department of Communications (*formerly BCDE*) - City Centre CCTV Master Plan using the National Broadband Network (NBN). City Centre Crime Prevention and Community Safety Study. (\$300,000+)

The CCTV design needs to consider the initial break up of budget estimates requires Capital Expenditure (CAPEX) and Operating Expenditure (OPEX). The Shire does not have an existing capital and operational budget for a public CCTV System.

CAPEX requires design and construction of a system with select upgrades to lighting and power cabling at camera locations. Data will be sent to a new central data server by fibre cabling or wireless transmission.

The system will also require a secure access controlled room/office, LCD monitors and select video management software. Storage of CCTV images will need to comply with local government security and data retention standards.

The OPEX should consider four year projected costs and includes weekly FTE hours for maintenance and repair of equipment, software licenses, data costs, compliance costs and daily checks and review of cameras.

Budget implementation will require priority spending on network communication and wireless modules, poles and camera installations. Annual expenditures will involve data plans, equipment cleaning, system maintenance and monitoring (if implemented).

Budget allocation considerations should include the cost of crime, in particular segregated maintenance budgets for damage repair, clean-up, and area inspections. A return on investment in CCTV may be sought from the following:

- Targeted percentage decreases in street crime reducing allocated Budget Items. For example, with a target to reduce known Annual FY expenditures (X) to below \$X per annum and further thereafter, can create a saving of \$X per annum.
- Improved clearance rates of offences by police reducing overall crime rates and associated costs of crime.

## Commercial in confidence

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- Use of CCTV to aid other business outcomes, such as performing lighting audits, traffic studies, storm damage assessment etc.
- Enhancing the awareness and perception of safety and security within each of the CCTV Areas and surrounds.
- The potential to provide access to live or recorded vision to relevant stakeholders and authorities in times of crisis or major events.

## Conclusion

The introduction of public CCTV surveillance in the Town Centres of Kununurra and Wyndham is technically viable but given the remoteness, lack of any existing network infrastructure and seasonal environment the cost of design, supply, installation and maintenance are impacted and costs significantly increased. The lack of public space lighting will also require use of low light cameras or infra-red and thereby crime prevention via natural surveillance and area activity is less likely.

The introduction of public CCTV surveillance management and operations to the Shire of Wyndham East Kimberley provides additional resourcing challenges and longer term funding considerations for the Shire.

Yours sincerely,



Chris Cabbage *BSc(Hons), RSecP, CPP, GAICD*

**Principal Consultant**



## State CCTV Strategy Infrastructure Fund Expression of Interest

### Lodgement of application

Expressions of Interest **for the CCTV Infrastructure Fund** must be RECEIVED by the State CCTV Strategy Secretariat by **5pm on Friday, 18 December 2015**.

1. Prior to completing this EOI application please review the following documents, available from the State CCTV Strategy website at <http://www.police.wa.gov.au/CCTV>
  - State CCTV Strategy
  - Australia and New Zealand Policing Advisory Agency's (ANZPAA) *Police Recommendations for CCTV Systems*
  - The WA Police Local Interpretation Guide for the ANZPAA *Police Recommendations for CCTV Systems*
  - State CCTV Strategy Infrastructure Fund Guidelines
  - State CCTV Strategy Memorandum of Understanding
2. The EOI form must be:
  - Completed in its entirety;
  - Signed by a person authorised to represent your Local Government Authority (LGA), and
  - Completed in consultation with the Officer-in-Charge (OIC) of your local police station. Local police contact and location details can be found at [www.frontline2020.police.wa.gov.au](http://www.frontline2020.police.wa.gov.au)
3. Multiple applications may be submitted by a single LGA applicant for funding from the State CCTV Strategy Infrastructure Fund.
4. Late EOIs will not be considered.
5. All EOIs received will be acknowledged via email. If you do not receive an acknowledgement email, please email [CCTV@police.wa.gov.au](mailto:CCTV@police.wa.gov.au) to confirm your application has been received.
6. Further details on the State CCTV Infrastructure Fund can be found at the State CCTV Strategy website at <http://www.police.wa.gov.au/CCTV>

<b>1. ORGANISATION DETAILS</b>	
<b>Name of Local Government:</b> Shire of Wyndham East Kimberley	
<b>Name of CEO:</b> Carl Askew	
<b>Street Address:</b> 20 Coolibah Drive	
<b>Suburb:</b> Kununurra	<b>Postcode:</b> 6743
<b>Postal Address:</b> PO Box 614	
<b>Suburb:</b> Kununurra	<b>Postcode:</b> 6743
<b>Organisation's E-mail:</b> mail@swek.wa.gov.au	
<b>Phone:</b> 08 9168 4100	<b>Fax:</b>
<b>Contact Person:</b> Louise Gee	<b>Position:</b> Director Community Development
<b>Phone:</b> 08 9168 4171	<b>Mobile:</b> 0408 261 882
<b>E-mail:</b> Louise.Gee@swek.wa.gov.au	
<b>Australian Business Number:</b> 3564 7145 756 <i>(If not providing an ABN, attach ATO Statement by Supplier Form specifying reason)</i>	

## 2. GATEWAY QUESTIONS

*To determine whether you are eligible to receive funding under the State CCTV Strategy Infrastructure Fund, you must be able to answer 'YES' to all of the below questions.*

*If you cannot answer 'Yes' to any question, you will either not be eligible or need to take some corrective action prior to submitting your application.*

1. Are you a Local Government Authority (LGA)?	YES
2. Have you partnered and developed your application in consultation with the Officer-in-Charge of your local police station?	YES
3. Does this application relate to one or more identified "offence against the person" hot spot location(s) contained in the maps available from the Officer-in-Charge of your local police station?	YES
4. Has the Officer-in-Charge of your local police station completed Section 4.6 of this application?	YES
5. Has an appropriately authorised officer of your LGA signed and attached the State CCTV Strategy Memorandum of Understanding?	YES
6. Does your LGA accept responsibility for the ongoing costs and maintenance for any CCTV infrastructure acquired under a grant from the State CCTV Strategy Infrastructure Fund?	YES
7. Do you agree to register your CCTV cameras and infrastructure on the new State Government CCTV Register (to replace Blue Iris) when available?	YES
8. Does your LGA acknowledge that any CCTV infrastructure acquired under a grant from the State CCTV Strategy Infrastructure Fund will need to meet the minimum requirements of ANZPAA's <i>Police Recommendations for CCTV Systems</i> , and the WA Police Local Interpretation Guide for that document?	YES
9. Do you acknowledge the State Government's expectation that projects funded from the State CCTV Strategy Infrastructure Fund will be delivered and finalised by December 2016?	YES
<i>Note: If you have concerns in this regard, you should discuss these with the State CCTV Strategy Secretariat during the EOI submission process.</i>	

### 3. PROJECT SUMMARY

#### 1. Demonstration of Need

a) Please describe the crime prevention and community problem(s) that will be addressed by this proposal. Please note this round of grant funding is only applicable to personal safety and cannot be used to address asset protection.

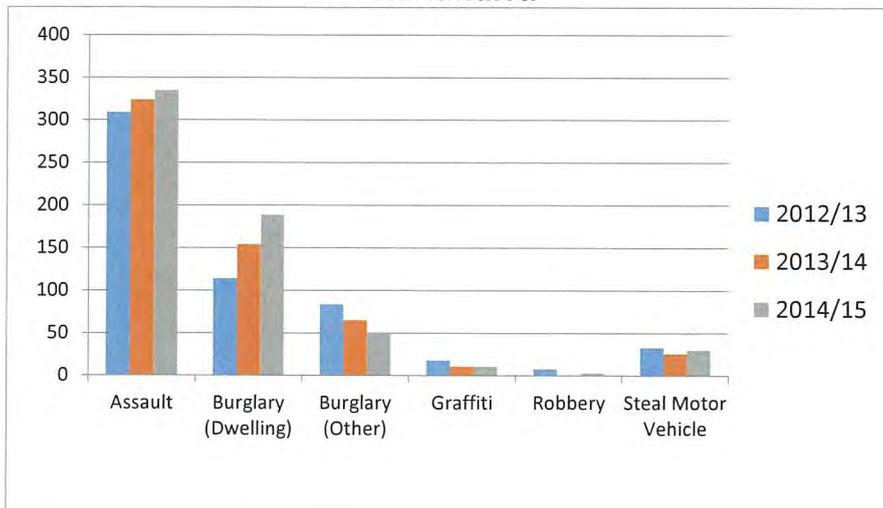
You should make reference to the crime hotspot offence maps available from the OIC of your local police station.

#### Response:

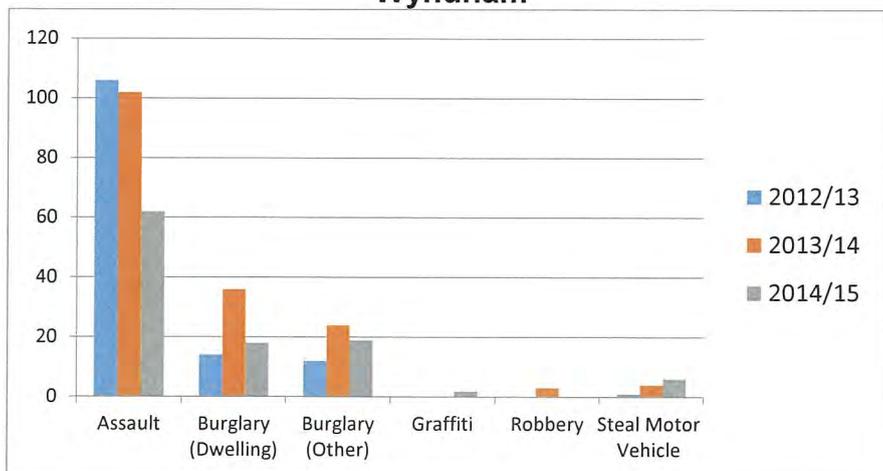
The current crime statistics and trends obtained from the WA Police, along with information from the review of the Shire of East Kimberley's Community Safety Plan 2008/9 – 2011/12, and the Shire of Wyndham East Kimberley's Strategic Community Plan 2012 – 2022 has resulted in three priorities within the Shire of Wyndham East Kimberley:

1. Misuse of alcohol
2. Anti-social behaviour
3. Environment where people feel welcome and safe

#### Kununurra



#### Wyndham



## **1. Misuse of alcohol**

Whilst there have been a number of positive changes in managing the misuse of alcohol within the Shire the issue continues to be a significant problem with many negative effects within the community. Aside from the numerous links to social issues such as crime, violence, anti-social behaviour, and low school attendance, it also places a strain on valuable resources within our community such as policing and health care.

The recognition of the multitude of issues resulted in the introduction of alcohol sale restrictions within the Shire being implemented in February 2011 by the Department of Racing, Gaming & Liquor; which were amended in March 2012 and then again in November 2012. One barrier for these alcohol sales restrictions is the difficulty in enforcing them, and is one of the driving forces behind the 12 month Takeaway Alcohol Management System (TAMS) trial being recently introduced by the Kununurra Wyndham Alcohol Accord.

## **2. Anti-social behaviour**

Anti-social behaviour continues to be a concern within the community. It can make people feel unsafe and creates a poor image of the Shire of Wyndham East Kimberley. Whilst there are a range of behaviours that can be considered anti-social, those in the community that most frequently cause concern are:

- Drunk and disorderly conduct
- People being “humbugged”
- Aggressive, threatening or obscene language and behaviour
- Sleeping in public space
- Public urination and defecation’ and
- Graffiti

## **3. Environment where people feel welcome and safe**

The results of the community consultation for the Shire’s Strategic Community Plan found that this is a priority issue. It was noted that ‘the urban environment within towns requires some improvement for the community to feel safe and enjoy clean streets and a vibrant spirit. The community stated that it is of high importance to “make towns safer and more inviting”.

A wide range of strategies including planning, Crime Prevention Through Environmental Design (CPTED) and activity in the community can impact feelings of safety. People sometimes feel unsafe in the community, particularly at night, when areas are poorly lit, not well maintained and lack surveillance.

The Shire of Wyndham East Kimberley have collaborated closely with the Kununurra and Wyndham OICs to discuss the hotspot offence maps for each town, and the locations for potential CCTV installations that would best serve the community safety and crime prevention. Although the local police are extremely vigilant, they face the barrier of resource restraints. The introduction of CCTV within the Shire would greatly assist with the reduction of these above mentioned issues in an efficient manner.

## 2. Impact of Proposal

- a) What is the expected and/or perceived impact and outcomes of your proposal?
- b) How will the introduction of CCTV in the identified location(s), or the upgrading or replacement of existing CCTV infrastructure, benefit the community and increase personal safety?

### Response:

The Shire of Wyndham East Kimberley, along with local Police, believes that the introduction and awareness of CCTV into the Kununurra and Wyndham central areas would be of great benefit to the community. The proposed locations of the system have been designed in close collaboration with the Shire and OICs of Police in each town to target the hot spots and troublesome areas within each locality.

The installation of the proposed CCTV equipment is expected to reduce the incidents of anti-social behaviour and provide the ability to proactively identify and specifically target persons/groups before offences are committed. Expected outcomes are:

- 1) Reduction of offending / complaints in both Kununurra and Wyndham CBD
- 2) Restore Community confidence and safety

This is expected to reinforce public safety in these areas by identifying and removing disruptive elements from these areas. Due to the nature of offending: - predominately, Alcohol, Violence, Burglary, Damage and Stealing offences the timeliness and identification of offenders is paramount. CCTV has the potential to identify offenders and deter offending due to mere presence.

In conjunction with local Police and Shire Rangers targeted patrols can be conducted prior to offences being committed and the removal of this disruptive element will increase both community and personal safety.

The community would feel safer within their surrounds, especially at night, due to the addition of surveillance and reduction in criminal activity. The Shire will become a safer and more inviting place for all. The introduction of CCTV technology is part of a regional solution under the Kimberley Regional Group.

### 3. Project Planning & Risk Management

- a) Does your LGA have a strategy for crime prevention or crime reduction and/or CCTV? If so, how does this application fit with that strategy?
- b) Does your LGA have experience in the delivery of projects of the scope/size proposed in this grant application? Please provide some brief examples.
- c) How will the proposed project be completely delivered by December 2016?

#### Response:

- a) The Shire of Wyndham East Kimberley does not have a strategy for crime prevention or crime reduction and/or CCTV.
- b) The Shire of Wyndham East Kimberley actively plans and manages significant projects each financial year. Priority projects completed in 2014/15 included the following:-
  - Asphalt overlay of the East Kimberley Regional Airport runway
  - Kununurra town site asphalt resurfacing program
  - Feasibility study of the viability of installing wireless links between Shire offices
  - Aquatic and Leisure Facility Development Preliminary Business Case
  - Draft Structure Plans for East Lily Creek and Kununurra Civic Centre
  - Flood recovery works as a result of damaged caused by floods in February 2014.

Priority projects which have been identified in the 2015/16 budget to improve the quality of services in the Shire include the following:-

- Wyndham town site road reseal programme
- Wyndham Airport runway maintenance
- East Kimberley Regional Airport overflow car park and runway extension
- Urban and Rural Road maintenance, renewal and upgrade
- Stormwater drainage renewal for key areas
- Development and implementation of a Playspace Plan
- Trails Masterplan
- Upgrade of Lily Creek Lagoon boating facilities and car park
- Implementation of the 12 month pilot Take Away Alcohol Management System (TAMS)

The Shire therefore has significant experience in the development, management and delivery of projects of a similar or greater scope/size as proposed in this grant application.

- c) Given the expertise required for the installation of the CCTV infrastructure it is envisaged that the delivery of this proposed project will be out-sourced to a suitability experienced contractor/s; as the Shire does not have this expertise in-house. The Shire will ensure that the process involved in the appointment of a contractor/s is in accordance with legislative requirements and Council's Policy CP/FIN-3204 Purchasing.

Contractual arrangements with the preferred contractor will stipulate the requirement to deliver the project by December 2016.

## 4. Strategic Assessment

*In consultation with the Officer-in-Charge (OIC) of your local police station, please review the crime prevention and community safety problem identified in Section 3.1 (Demonstration of Need) taking into consideration where any current CCTV cameras possessed by your LGA are located. WA Police hot spot maps showing selected 'offences against the person' should be used to assist in this process.*

*Reviewing the identified problem and the location of current CCTV cameras will assist you to determine the specific locations where you might propose to install new CCTV cameras. The sections below outline the information that is required as part of your grant application. The State CCTV Strategy Infrastructure Fund Guidelines will assist you in this process.*

*The OIC is also required to provide a brief statement indicating the level of support for the proposal.*

### 4.1 Existing CCTV infrastructure (if applicable)

- a) What is the current recording technology?
- b) How many cameras are attached?
- c) For every existing CCTV camera, provide the following information in a table/spreadsheet format:
  - i. A unique identifier for each camera (i.e., the prefix "E" and a number for each camera, e.g. "E1")
  - ii. Internal or external installation
  - iii. Location description
  - iv. Address
  - v. Coordinates (Decimal Degrees)

### 4.2 Existing Cameras – Mapping

- d) Provide a copy of a hotspot map (available from your OIC) indicating the location of existing external public space camera installations within your local government area (*code each camera with the unique identifier provided above in 4.1, i.e. "E1"*). The preferred size of the map is A3.

### Response:

#### 4.1 Existing CCTV Infrastructure

The existing CCTV systems within Kununurra and Wyndham are all internal un-monitored closed systems. The systems were all inexpensive and record and store information for short periods of time before overwriting. The systems were installed solely to identify persons of interest for the local Police in the event of criminal activity.

Please see attachment 4.1 – Existing CCTV Infrastructure Table

#### 4.2 Existing Camera Mapping

Please see attached maps:

- 4.2.1 Kununurra Existing 1
- 4.2.2 Kununurra Existing 2
- 4.2.3 Wyndham Existing

### 4.3 Proposed new camera locations

- a) For every CCTV camera you propose to install, please provide the following information in a table/spreadsheet format:
- i. A unique identifier for each camera (i.e., the prefix "P" and a number for each camera, e.g. "P1")
  - ii. Internal or external installation
  - iii. Location description
  - iv. Address
  - v. Coordinates (Decimal Degrees)

#### **4.4 Proposed new cameras – Mapping (see guideline instructions)**

- b) Provide a copy of a hotspot map (available from your OIC) indicating the location of each additional CCTV camera you are proposing to install in your local government area (code each camera with the unique identifier provided above in 4.3, i.e. "P1"). The preferred size of the map is A3.

#### **Response:**

##### **4.3 Proposed New Camera Locations**

Please see attachment 4.3 – Proposed New Camera Locations Table

##### **4.4 Proposed New Camera Mapping**

Please see attached maps:

- 4.4.1 Kununurra Proposed
- 4.4.2 Wyndham Existing

#### **4.5 Proposed new recording equipment or software**

- a) Is new back-end recording equipment required?
- b) Is this an application for a software update?

#### **Response:**

- a) The Shire of Wyndham East Kimberley does not currently maintain centralised, fit for purpose, video recording infrastructure; therefore new recording equipment will be required.
- b) Noting the above, this will be a greenfield installation. There is currently no hotspot focussed external surveillance in place to upgrade.

#### 4.6 Police Support (To be completed by the Officer-in-Charge)

- a) What was your level of involvement in the development of this application?
- b) Do you support this application?
- c) Noting the response to question 2 (item a) in this application, what is your view of the perceived and/or expected impact and outcomes of the proposal?

#### Response:

- a) With the current availability of the CCTV grant application process Kununurra Police have actively promoted the implementation of CCTV in the Kununurra Central business district with the Shire of Wyndham East Kimberley and local councillors.
- b) Current hotspot mapping confirms that the central business district of Kununurra is in desperate need of CCTV to monitor and manage anti-social behaviour and crime in this area. The introduction of CCTV would provide a greater management and overview of this area providing both local Police and Shire Rangers with a direct and timely ability to identify and respond to illegal activities.
- c) The ability to actively monitor and review CCTV in these areas will provide both Police and local Rangers with essential evidence to identify and remove both potential offenders and actual offenders in these locations. Random patrolling has limited effect and the introduction of CCTV will have the potential to positively identify persons of interest and reduce the incidents of both anti-social behaviour and offending. Although not a standalone strategy- in combination with intelligence led targeted actions- CCTV will form a very welcome addition to providing assurance to the community about safety in these areas.

#### Local police contact person

<b>Name / Rank:</b>	<b>Senior Sergeant Steve PRINCIPE</b>
<b>Job title:</b>	<b>Officer in Charge</b>
<b>Location:</b>	<b>Kununurra Police</b>
<b>Ph:</b>	<b>91664530</b>
<b>Email:</b>	<b>Steve.principe@police.wa.gov.au</b>

#### 4.6 Police Support (*To be completed by the Officer-in-Charge*)

- d) What was your level of involvement in the development of this application?
- e) Do you support this application?
- f) Noting the response to question 2 (item a) in this application, what is your view of the perceived and/or expected impact and outcomes of the proposal?

#### **Response:**

- a) With the current availability of the CCTV grant application process, Wyndham Police have actively promoted the implementation of CCTV in the Wyndham town site with the Shire of Wyndham East Kimberley staff and local councillors. Wyndham currently has nil CCTV coverage of crime problem hotspots in town. Wyndham Police have identified suitable locations for placement of CCTV cameras to address these shortfalls.
- b) Wyndham Police support this application as there is currently no CCTV coverage of crime hotspot areas in Wyndham. Current hotspot mapping confirms that the store and park areas adjacent to Koolinda Street in Wyndham are in desperate need of CCTV to monitor and manage anti-social behaviour and crime in this area. Further areas subject to regular offences against the person are the Wyndham Shire Office lawns and in the vicinity of the Shire Recreation Centre. The introduction of CCTV would provide a greater management and overview of this area providing both local Police and Shire Rangers with a direct and timely ability to identify and respond to illegal activities.
- c) The ability to actively monitor and review CCTV in these areas will provide both Police and local Rangers with essential evidence to identify and remove both potential offenders and actual offenders in these locations. Random patrolling has limited effect and the introduction of CCTV will have the potential to positively identify persons of interest and reduce the incidents of both anti-social behaviour and offending. Although not a standalone strategy, when used in combination with other evidence based policing actions, CCTV will form a very welcome addition to providing assurance to the community about safety in these areas.

#### **Local police contact person**

<b>Name / Rank:</b>	<b>Sergeant Gene WRIGHT</b>
<b>Job title:</b>	<b>Officer in Charge</b>
<b>Location:</b>	<b>Wyndham Police</b>
<b>Ph:</b>	<b>91610400</b>
<b>Email:</b>	<b>Gene.wright@police.wa.gov.au</b>

<b>5. Project Funding</b>		
<b>Name of your project</b>	<b>Public CCTV Surveillance in Kununurra and Wyndham</b>	
<b>Grant amount being requested</b> <i>(This amount should not include GST)</i>	<b>\$375,000</b>	
<b>What is the total cost of this project?</b> <i>(This amount should not include GST)</i>	<b>\$375,000</b>	
<b><i>If the total project cost is greater than the amount being sought from this application, please indicate other funding contributors in the table below.</i></b>		
<b>Contributor</b>	<b>Estimated amount \$</b>	<b>Is funding confirmed</b>
<b>State CCTV Strategy Grant</b>	<b>375,000</b>	
<b>Other (i.e. LGA)</b>		No
<b>Other (i.e. additional grant funds, etc.)</b>		No
<b>Total</b>	<b>375,000</b>	<i>Should equal the total cost of this project as shown above</i>
<p><b>Note:</b></p> <p><i>Formal quotations are preferable at this point of your submission, however, it is understood that in some circumstances (given the short submission window and/or your geographical location) that you may experience difficulty in obtaining same. In these circumstances it is acceptable for the purpose of this EOI to provide indicative costing for your project using alternate methodologies, some of which may include reviewing previous (similar) works, telephone inquiries with industry consultants and information sharing with other LGA's.</i></p> <p><i>If you are successful at this EOI stage, the State CCTV Strategy Secretariat may need to work with you to develop a definitive cost and technology model as the project progresses.</i></p> <p><i>In the absence of a formal quotation, please indicate (below) the method you have used to arrive at an indicative cost:</i></p> <p>The Shire of Wyndham East Kimberley engaged Mr. Chris Cabbage, Principal Consultant from Amlec House to provide an estimated cost for the installation of the CCTV infrastructure outlined in this EOI.</p> <p>"Amlec House has consulted widely on City and Town Centre CCTV Systems, including for all major centres across WA, including Perth, Bunbury, Geraldton, Kalgoorlie, Karratha and Port Hedland. Similar Regional WA CCTV related projects include:</p> <ul style="list-style-type: none"> <li>• City of Greater-Geraldton: CCTV Expansion Project 2014 - Federal Safer Suburbs Fund <ul style="list-style-type: none"> <li>o The City Centre CCTV Expansion Project involved 28 IP cameras added to an existing City CCTV Network, with a project cost \$440,000</li> </ul> </li> <li>• Shire of Port Hedland: Security &amp; CCTV System Upgrades to Port Hedland International Airport <ul style="list-style-type: none"> <li>o Budget \$500,000+</li> </ul> </li> <li>• Department of Corrective Services: CCTV System Upgrades to Bunbury &amp; Albany Regional Prisons (\$350,000+)</li> <li>• Shire of Roebourne: Crime Risk Assessment, Security Lighting Audit and CCTV Feasibility Study (Karratha, Roebourne, Dampier, Wickham, Nikol) (Budget \$2M)</li> <li>• City of Mandurah and Department of Communications (<i>formerly BCDE</i>) - City Centre CCTV Master Plan using the National Broadband Network (NBN). City Centre Crime Prevention and Community Safety Study. (\$300,000+)."</li> </ul> <p>The Shire does not have an existing capital and operational budget for a public CCTV System.</p>		



## 6. Applicant Declaration

- I declare that I am authorised to sign legal documents on behalf of the organisation
- I declare that the information and all attachments are correct
- I have attached any other documents considered relevant and beneficial for this application

**Title:** Mr    **Name:** Carl Askew

**Position / role:** Chief Executive Officer

**Signature:**

**Date:**

**Note:** By signing the above, you are declaring you have the legal authority to sign on behalf of the applicant organisation.

## **7. Submitting your application**

Applications may be posted, emailed, or hand delivered.

Post or Hand Deliver:

**State CCTV Strategy Secretariat  
WA Police Headquarters  
Level 6, 2 Adelaide Terrace  
EAST PERTH WA 6004**

The EOI response can also be submitted by email to [cctv@police.wa.gov.au](mailto:cctv@police.wa.gov.au) if the size of the EOI response, including all attachments, is less than 30 megabytes.

Do not alter the order of the material, format of the application or staple/bind your application and accompanying documents.

Expressions of Interest must be **RECEIVED** by the State CCTV Strategy Secretariat by **5pm on Friday, 18 December 2015**.

Late Expressions of Interest will not be accepted. It is the responsibility of the applicant to confirm that the Expressions of Interest has been received by the closing time and date.

## State CCTV Infrastructure Fund – Expression of Interest

### 4.1 Existing CCTV Infrastructure

c) For every existing CCTV camera, provide the following information in a table/spreadsheets format:

- i. A unique identifier for each camera (i.e., the prefix “E” and a number for each camera, e.g. “E1”)
- ii. Internal or external installation
- iii. Location description
- iv. Address
- v. Coordinates (Decimal Degrees)

### Kununurra

Unique ID (i)	Int/Ext (ii)	Location Description (iii)	Address (iv)	Coordinates (v)
E1	Internal	Above pool entry gate to capture incoming guests	Kununurra Leisure Centre, 115 Coolibah Drive, Kununurra	-15.773027, 128.738024
E2	Internal	Main foyer of reception	Kununurra Leisure Centre, 115 Coolibah Drive, Kununurra	-15.773027, 128.738024
E3	Internal	Reception office	Kununurra Leisure Centre, 115 Coolibah Drive, Kununurra	-15.773027, 128.738024
E4	Internal	Leisure Centre kitchen	Kununurra Leisure Centre, 115 Coolibah Drive, Kununurra	-15.773027, 128.738024
E5	Internal	Within Tip Shop	Kununurra Landfill, Old Darwin Road, Kununurra	-15.810144, 128.761340
E6	Internal	Within Tip Shop	Kununurra Landfill, Old Darwin Road, Kununurra	-15.810144, 128.761340
E7	Internal	Within car yard (within complex)	Kununurra Landfill, Old Darwin Road, Kununurra	-15.810144, 128.761340
E8	Internal	Front gate (within complex)	Kununurra Landfill, Old Darwin Road, Kununurra	-15.810144, 128.761340
E9	Internal	Front gate (within complex)	Kununurra Landfill, Old Darwin Road, Kununurra	-15.810144, 128.761340

## Wyndham

Unique ID (i)	Int/Ext (ii)	Location Description (iii)	Address (iv)	Coordinates (v)
E10	Internal	General reception area camera facing office front counter	Shire of Wyndham East Kimberley Office, Koolama Street, Wyndham	-15.485823, 128.122818
E11	Internal	Wyndham Chambers camera left-hand side inner side wall	Shire of Wyndham East Kimberley Office, Koolama Street, Wyndham	-15.485823, 128.122818
E12	Internal	Wyndham chambers camera right-hand side inner rear wall	Shire of Wyndham East Kimberley Office, Koolama Street, Wyndham	-15.485823, 128.122818
E13	Internal	Inner office area camera facing bank teller counter Banking reception area camera facing bank teller counter	Shire of Wyndham East Kimberley Office, Koolama Street, Wyndham	-15.485823, 128.122818
E14	External	Exterior front verandah camera	Shire of Wyndham East Kimberley Office, Koolama Street, Wyndham	-15.485823, 128.122818
E15	Internal	Inner building recreation office	Ted Birch Memorial Youth & Recreation Centre, Civic Way, Wyndham	-15.484846, 128.121632
E16	Internal	External wall of kitchen (within complex)	Ted Birch Memorial Youth & Recreation Centre, Civic Way, Wyndham	-15.484846, 128.121632
E17	Internal	External wall multi-purpose area (near kitchen) overlooking undercover courts	Ted Birch Memorial Youth & Recreation Centre, Civic Way, Wyndham	-15.484846, 128.121632
E18	Internal	External wall multi-purpose area (rear doors) overlooking undercover	Ted Birch Memorial Youth & Recreation Centre, Civic Way, Wyndham	-15.484846, 128.121632

E19	Internal	courts External wall multi- purpose area overlooking tennis courts (within complex)	Ted Birch Memorial Youth & Recreation Centre, Civic Way, Wyndham	-15.484846, 128.121632
E20	Internal	External wall multi- purpose area front doors) overlooking drive way (within complex)	Ted Birch Memorial Youth & Recreation Centre, Civic Way, Wyndham	-15.484846, 128.121632

## State CCTV Infrastructure Fund – Expression of Interest

### 4.3 Proposed new camera locations

a) For every existing CCTV camera, provide the following information in a table/spreadsheet format:

- i. A unique identifier for each camera (i.e., the prefix “P” and a number for each camera, e.g. “P1”)
- ii. Internal or external installation
- iii. Location description
- iv. Address
- v. Coordinates (Decimal Degrees)

### Kununurra

Unique ID (i)	Int/Ext (ii)	Location Description (iii)	Address (iv)	Coordinates (v)
P1	External	Corner of park near Whitegum Street and Konkerberry Drive intersection	Whitegum Park, Cnr Whitegum Street & Coolibah Drive, Kununurra	-15.771903, 128.740066
P2	External	Corner of park near Leichhardt Street and Coolibah Drive intersection	Whitegum Park, Cnr Whitegum Street & Coolibah Drive, Kununurra	-15.771603, 128.739433
P3	External	Left hand side of front of building, also panning the car parks	Kununurra Visitor Centre 75 Coolibah Drive, Kununurra	-15.772873, 128.739143
P4	External	Cnr of Banksia Street and Konkerberry Drive	Cnr of Banksia Street and Konkerberry Drive, Kununurra	-15.774902, 128.739417
P5	External	Cnr of Konkerberry Drive and Messmate Drive	Cnr of Konkerberry Drive and Messmate Drive, Kununurra	-15.775723, 128.738290
P6	External	Outside of the Kununurra Country Club Entrance	Cnr of Coolibah Drive and Messmate Drive, Kununurra	-15.774711, 128.737775

		Drive		
P7	External	Outside of Kununurra Youth Hub	Kununurra Youth Hub, Rod Hodnett Drive, Kununurra	-15.772833, 128.735968
P8	External	Across from BP & Horizon Power on lawn area	Cnr Messmate Drive and Victoria Highway, Kununurra	-15.779080, 128.741053
P9	External	Facing the back of the Coles and Target stores, and surrounds	Riverfig Avenue, Kununurra	-15.776426, 128.739701

### Wyndham

Unique ID (i)	Int/Ext (ii)	Location Description (iii)	Address (iv)	Coordinates (v)
P10	External	Facing the "Croc Park"	Cnr Bonaparte Street & Koolinda Street, Wyndham	-15.487248, 128.124347
P11	External	Facing the "Croc Park"	Outside of East Kimberley Job Pathways Cnr Great Northern Highway & Bonaparte Street, Wyndham	-15.486974, 128.122909
P12	External	Facing the playground & recreational courts	Outside of the Ted Birch Memorial Youth & Recreation Centre, Cnr Koolama Street & St Pauls Way, Wyndham	-15.485584, 128.121788
P13	External	Diagonally across from Lulu's Takeaway Shop	Next to the Shire of Wyndham East Kimberley Office, Koolama Street, Wyndham	-15.485796, 128.122507



The Shire of Wyndham East Kimberley does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that DMS shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

Kununurra Town Centre  
Existing Locations

Wednesday, 9 December  
2015  
1:5438





The Shire of Wyndham East Kimberley does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that DMS shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

Kununurra Broader Town Map  
Existing Locations

Monday, 14 December  
2015

1:20609







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**Kununurra Town Centre  
Proposed Locations**

Wednesday, 9 December  
2015

1:5438





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Wyndham Town Centre  
Proposed Locations

Wednesday, 9 December

2015

1:2828





# MEMORANDUM OF UNDERSTANDING

BETWEEN

The Minister for Police

AND

Participants as listed in Clause A of the Schedule to this Memorandum

FOR THE PROVISION OF A COORDINATED STATE CCTV NETWORK  
THAT ALLOWS DATA SHARING BETWEEN OWNERS OF CCTV  
CAMERAS FACING PUBLIC AREAS TO ENHANCE THE SAFETY AND  
SECURITY OF THE WESTERN AUSTRALIAN COMMUNITY

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## MEMORANDUM OF UNDERSTANDING

### **Date**

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This Memorandum of Understanding ('MOU') commences on the date properly executed by the Participants. If other Participants opt into this MOU at a later date, the obligations of this MOU will apply to those additional Participants on the date properly executed by those other Participants.

### **Parties**

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This MOU is made between:

1. The Minister for Police
2. Participants, as listed Clause A of the Schedule to this MOU together known as 'the Parties'.

### **Recitals**

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1. The Parties acknowledge that CCTV has increasingly featured in the community as a safety and crime prevention tool. The use of CCTV in public areas supports law enforcement, public amenity, counter terrorism and emergency services operations.
2. There are numerous CCTV systems in Western Australia (WA), many of which have cameras facing public areas that have the potential to contribute to improving community safety, security and public amenity outcomes. The State CCTV Strategy provides a clear vision and framework for how CCTV in public areas can best be used and provides the mechanism by which CCTV owners can volunteer the Data from any public facing camera that they manage to one or more agreed Clients. By coordinating the State's CCTV resources through a voluntary framework, the State CCTV Strategy aims to make the data sharing process in WA as efficient as possible, both for CCTV owners who donate Data and Clients (such as WA Police and emergency services) who are authorised to access this Data.
3. The State CCTV Register (currently called Blue Iris) will be reformed and updated to provide better functionality and operability for those CCTV owners who, subject to being approved as a Donor, wish to voluntarily provide Data from their public facing cameras. The State CCTV Register will form a comprehensive database containing information on the State's CCTV infrastructure and, in the event of an incident, WA Police and emergency services will be able to respond more effectively by obtaining Data from cameras detailed in the State CCTV Register.
4. A set of criteria and supporting documents will be published as part of the State CCTV Strategy to provide a range of information on CCTV and leading practice for owners of CCTV systems to adopt, whether in the private or public domain. In addition, policy and

whole-of-government guidance will be provided for State agencies and Local Government Authorities to support agency planning and coordination of CCTV and related infrastructure.

5. Of the CCTV owners who register their infrastructure, it is expected that a small subset will have a large number of cameras covering public spaces. These owners will be encouraged on a case by case basis to become connected so that WA Police can directly access their live, and potentially recorded, CCTV Data for safety and security purposes. Other Clients may be added if agreed by the CCTV owner and if they meet certain eligibility criteria. A technology solution will be trialled and developed as part of the State CCTV Strategy to connect these identified high value CCTV owners. This connection will serve to minimise disruption to Donor operations and increase police responsiveness to critical incidents.
6. Contributing to a safer and more secure WA is not limited to owners of traditional CCTV infrastructure, as everyone with a smart phone or tablet now possesses a CCTV camera. As part of the State CCTV Strategy, a Mobile Video Sharing solution will be tested to unlock this potentially rich source of Data, providing a new way for members of the community to themselves contribute to WA's safety and security.
7. The Parties acknowledge that limitations may exist in respect of legal and privacy issues, participation issues, and technological limitations. To address this, the State CCTV Strategy will review existing legislation; develop criteria, guidelines and procedures to govern the collection, use and storage of CCTV Data; and will prioritise the registered Donors to identify those of the highest value for public safety.
8. Under this MOU, WA Police will always be the primary client and will manage the CCTV State Strategy.

## 1. Memorandum of Understanding

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This document is a statement of understanding and is not intended to create binding or legal obligations on any Party.

## 2. Interpretation

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### 2.1. Definitions

2.1.1. In this MOU, unless a contrary intention appears:

**Approved Client** means an approved receiver of Data pursuant to a Registered Agreement between an individual Donor and another person;

**Approved Purposes** means the approved purposes for which Data may be accessed and used as described in Clause B of the Schedule;

<b>Business Day</b>	means a weekday other than a public holiday;
<b>Client</b>	means an Emergency Services Client or an Approved Client;
<b>CCTV</b>	means closed circuit television;
<b>Commencement date</b>	means the date this memorandum of understanding is executed by a Party;
<b>Data</b>	means any CCTV footage provided or accessible via the State CCTV Strategy;
<b>Donor</b>	means an approved provider of Data to the State CCTV Strategy;
<b>Emergency Services Client</b>	means an approved receiver of Data listed as a Participant in clause A.1 of the Schedule;
<b>Harmful Code</b>	includes any computer code or instruction that is intentionally designed, created, replicated or distributed to have the ability to damage, inhibit, interfere with or adversely affect computer programs or data or information and communications technology systems, or to compromise or adversely affect the security, integrity, confidentiality or privacy of such systems or programs or data of any person, or that otherwise is or is intended to be disruptive, vexatious, harmful, malicious, or destructive to any person or thing without limitation including any computer 'worm', 'Trojan horse', 'spyware', 'malware' or 'backdoor';
<b>MOU</b>	means this Memorandum of Understanding and its Schedule;
<b>Participants</b>	means Clients and Donors;
<b>Personnel</b>	means a Participant's officers, employees, agents, contractors and subcontractors (and, where relevant, each agent's contractor's and subcontractor's personnel);
<b>Registered Agreement</b>	means an agreement between a Donor and an Approved Client that has been registered with WA Police;

<b>Security Incident</b>	means a security breach, violation, contact or approach from those seeking or gaining unauthorised access to Data;
<b>State CCTV Register</b>	Means the comprehensive database which will provide Participants with information on voluntarily registered CCTV cameras monitoring public spaces;
<b>CCTV State Strategy</b>	means the coordinated framework which facilitates data sharing between Donors and Clients;
<b>WA Police</b>	means Western Australia Police.

## 2.2. Construction

2.2.1. In this MOU, unless the contrary intention appears:

- a. words importing a gender include any other gender;
- b. words in the singular include the plural and words in the plural include the singular;
- c. clause headings are for convenient reference only and have no effect in limiting or extending the language of provisions to which they refer;
- d. words importing a person include a partnership and a body whether corporate or otherwise;
- e. a reference to any legislation or legislative provision includes any statutory modification, substitution or re-enactment of that legislation or legislative provision;
- f. if any word or phrase is given a defined meaning, any other part of speech or other grammatical form of that word or phrase has a corresponding meaning;
- g. the Schedule forms part of this MOU;
- h. if any conflict arises between the terms contained in the clauses of this MOU and any part of the Schedule, the terms in the clauses prevail;
- i. a reference to the Schedule, is a reference to the Schedule to this MOU, including as amended or replaced from time to time; and
- j. a reference to writing is a reference to any representation of words, figures or symbols, whether or not in a visible form.

### **3. Term**

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#### **3.1. Term of this MOU**

- 3.1.1. This MOU commences on the Commencement Date and remains in force indefinitely.
- 3.1.2. A review may be undertaken at any time as agreed by all Parties of this MOU.

### **4. Variation**

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#### **4.1. Variation to this MOU**

- 4.1.1. The list of Participants in Schedule A may be amended at any time by WA Police to reflect the addition or withdrawal of Participants to this MOU.
- 4.1.2. This MOU may otherwise be varied by the written agreement of all Parties.

### **5. Withdrawal**

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#### **5.1. Withdrawal of a Participant from this MOU**

- 5.1.1. A Participant may, by written notice of at least three months to WA Police, withdraw from this MOU at any time and such notice will take effect on a date determined by WA Police.
- 5.1.2. Upon notice of withdrawal, WA Police and the withdrawing Participant will produce a plan to manage transition and termination of the MOU and associated services.
- 5.1.3. Upon withdrawal of a Participant, the remaining Participants acknowledge they have no right to claim compensation or reimbursement of any kind.

### **6. Roles and Responsibilities of Parties**

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#### **6.1. The Minister for Police**

- 6.1.1. The Minister for Police is accountable for the implementation and outcomes of the State CCTV Strategy and provides oversight on behalf of the government of the day.

#### **6.2. WA Police**

- 6.2.1. WA Police are the primary Client and cannot be excluded from access to Data;

6.2.2. WA Police have sole discretion to permit Emergency Services Clients to access Data as and when required;

6.2.3. WA Police will:

- i. maintain the State CCTV Register;
- ii. assess and determine applications from persons wishing to be approved as a Participant;
- iii. maintain control of the State CCTV Strategy to allow access to Clients pursuant to this MOU;
- iv. determine if individual agreements between a Donor and another person for access to Data meet eligibility requirements and, if so, will approve the other person as an Approved Client and will register the agreement as a Registered Agreement;
- v. provide Donors with leading practice guidelines for CCTV system configuration and maintenance.

### **6.3. Donors**

6.3.1. Donors may independently negotiate with other persons who are not Participants to establish parameters that will allow the other person to become an Approved Client on agreed terms;

6.3.2. Donors will:

- i. provide system capability to ensure access to Data by Clients as envisaged by this MOU;
- ii. provide access to a Data owned, controlled or operated by the Donor to Clients in accordance with clause 7.1;
- iii. if contacted by WA Police and requested to do so, store and preserve particular Data for the time period specified by WA Police;
- iv. provide WA Police a copy of any individual agreement reached with another person for access to Data and request WA Police assess it to approve the other person as an Approved Client and to register the agreement as a Registered Agreement; and
- v. provide initial user training to selected Personnel if required.

### **6.4. Clients**

6.4.1. WA Police are permitted access to Data for the approved purposes described in Schedule B;

6.4.2. Emergency Services Clients are permitted access to Data for the approved purposes described in Schedule B at the sole discretion of WA Police;

- 6.4.3. All other Clients are permitted access to Data for the approved purposes described in Schedule B and as limited by any parameters outlined in the Registered Agreement relevant to that Client.

## **7. Ownership**

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### **7.1. No change to ownership**

- 7.1.1. Nothing in this MOU affects the ownership of any Intellectual Property in Data or other information supplied by any Participant.
- 7.1.2. Donors are individually responsible for the storage and preservation of Data owned, controlled or operated by them.
- 7.1.3. Participants are individually responsible for CCTV infrastructure owned, controlled or operated by them.

## **8. Disclaimer**

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### **8.1. No warranty of accuracy**

- 8.1.1. The Parties acknowledge that any Data made available under this MOU is made available to the Participants 'as is' and no guarantees are made by any Party to this MOU as to its accuracy or completeness.
- 8.1.2. The Parties disclaim all warranties, express or implied, and accept no liability for any errors or omissions the Data may contain.

### **8.2. No warranty of functionality**

- 8.2.1. WA Police does not warrant the availability or performance of the State CCTV Strategy and accepts no liability for any malfunction, defect, and downtime resulting from system maintenance, unavailability, Harmful Code or any other performance issue related to the State CCTV Strategy.
- 8.2.2. WA Police will endeavour to provide timely advice of scheduled downtime to the Participants.

## **9. Other Responsibilities**

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### **9.1. Good faith**

- 9.1.1. The Parties commit to working with each other in good faith to implement and comply with the terms of this MOU.

**9.2. Maintenance of Data supplied by the Participants**

- 9.2.1. The Parties acknowledge that WA Police is not responsible for the maintenance or accuracy of the Participants' Data available through the State CCTV Strategy;

**9.3. Compliance with laws**

- 9.3.1. The Parties will comply with all laws and legislation relevant to operating CCTV in public facing areas.
- 9.3.2. The Parties acknowledge that Data may fall within the meaning of 'document' for the purposes of the *Freedom of Information Act 1992*. If any Data becomes the subject of a request received by a Party under the *Freedom of Information Act 1992*, the Party will notify WA Police and otherwise act in accordance with the provisions of the *Freedom of Information Act 1992*.

**9.4. Virus checking**

- 9.4.1. The Participants will use their best endeavours to ensure that their participation in the State CCTV Strategy and provision of Data to Clients does not result in any Harmful Code being transferred.

**10. Fees**

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**10.1. No fees payable**

- 10.1.1. No fees are payable to or by the Participants for the provision or use of Data pursuant to the State CCTV Strategy.

**11. Confidential Information**

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**11.1. Confidential Information not to be disclosed**

- 11.1.1. A Party will not, without the prior written consent of the relevant Participant, disclose any Confidential Information of that Participant to a third party.
- 11.1.2. A Participant may impose conditions it considers appropriate when giving consent under this clause and the Party who has requested disclosure shall comply with these conditions.

**11.2. Exceptions to responsibilities**

- 11.2.1. The responsibilities of Parties under this clause do not extend to situations in which Confidential Information:

- i. is disclosed by a Participant to its Personnel solely in order to discharge its responsibilities or ensure discharge of another Participant's responsibilities under this MOU,
  - ii. is disclosed to a Party's internal management Personnel to enable effective management or auditing of MOU-related activities,
  - iii. is disclosed by a Participant to their responsible Minister,
  - iv. is disclosed by a Party in response to a request by an Australian parliamentary house or a committee,
  - v. is shared by a Party with their internal management boards,
  - vi. is required by law to be disclosed, or
  - vii. is in the public domain otherwise than due to a breach of this clause 11.
- 11.2.2. Where a Party discloses Confidential Information to another person pursuant to clause 11.2.1, the disclosing Party must notify the person that the information is confidential and obtain agreement that the information will be kept confidential.

**11.3. Additional Confidential Information**

- 11.3.1. The Parties may agree in writing after the date of commencement of this MOU that certain additional information is to be Confidential Information for the purposes of this MOU.

**11.4. Period of confidentiality**

- 11.4.1. The responsibilities under this clause 11 continue, notwithstanding the withdrawal of a Participant.

**12. Security**

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**12.1. Secure Access to State CCTV Strategy**

- 12.1.1. The Participants will collaborate to establish and maintain secure connectivity to the State CCTV Strategy as WA Police considers appropriate.
- 12.1.2. In addition to the clause 12.1.1, the Participants will ensure that all requirements as advised by WA Police to the Participants from time to time for securely accessing the State CCTV Strategy are in place and meet the specifications notified by WA Police.

**12.2. Security Reports**

- 12.2.1. The Participants will provide a written security report to WA Police immediately upon becoming aware that a Security Incident has or may have occurred.
- 12.2.2. The security report will include the following information:
  - i. an outline of the Security Incident,
  - ii. steps taken by the respective Participant to address the Security Incident,
  - iii. where appropriate, recommendations for security improvements, and
  - iv. any other information which WA Police reasonably requires in relation to the Security Incident.

**13. Dispute resolution**

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- 13.1.1. The Parties agree that any dispute under the MOU shall be resolved in a spirit of fair and open communication at the level at which the issue arises.
- 13.1.2. If the dispute cannot be resolved at the lower level, the Party alleging a dispute will notify WA Police of the nature and details of the dispute. The dispute will then be dealt with through discussion and negotiation between the Parties.
- 13.1.3. In the event of a dispute, the Participants will, unless requested not to do so by WA Police, continue to perform their obligations under this MOU.

**14. Notices**

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**14.1. Format, addressing and delivery**

- 14.1.1. A notice under this MOU is only effective if it is in writing addressed to the relevant Party.
- 14.1.2. A notice is to be:
  - i. signed by the person giving the notice and delivered by hand; or
  - ii. signed by the person giving the notice and sent by pre-paid post; or
  - iii. transmitted electronically by the person giving the notice by electronic mail or facsimile transmission.

**14.2. Effective notice**

- 14.2.1. A notice is deemed to be effected:

- i. *if delivered by hand* - upon delivery to the relevant address;
  - ii. *if sent by post* - upon delivery to the relevant address;
  - iii. *if transmitted electronically* - upon actual receipt by the addressee.
- 14.2.2. A notice received after 5.00 pm, or on a day that is not a Business Day in the place of receipt, is deemed to be effected on the next Business Day in that place.

SIGNED for and on behalf of:

[insert name]  
*Minister for Police*

Date:

[insert name]  
*WA Police*

Date:

[insert name]

Date

[insert name]

Date:

[insert name]

Date:

[insert name]

Date:

## **SCHEDULE**

### **A. Participants**

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#### **A.1. Emergency Services Clients**

- WA Police

#### **A.2. Government Agencies**

- To be confirmed

#### **A.3. Local Government Authorities**

- To be confirmed

#### **A.4. Private Businesses/Persons**

- To be confirmed

**B. Approved Purposes for access to Data**

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**B.1. Emergency Services Clients** may access Data:

- following a critical incident in which the lives or safety of members of the public are or may be at risk, in order to coordinate the delivery of emergency services and/or response of law enforcement officers;
- to gather intelligence and/or evidence to assist in the prevention of crime or terrorist activities;
- to gather evidence following a critical incident;
- a purpose that is otherwise required by or under law.

**B.2. Approved Clients** may only access Data in accordance with a Registered Agreement and for the following purposes:

- crime deterrent strategies of relevance to the Approved Client;
- to improve community safety in an area of relevance to an Approved Client;
- to improve security outcomes in crime hotspots of relevance to an Approved Client;
- a purpose that is otherwise required by or under law.

Cr S Rushby declares a financial interest in the item as she may have a direct financial interest in the matter and leaves the Chambers at 6.40pm.

Cr D Spackman declares an impartiality interest in item 17.1 Legal Claim Update with the extent of the interest being 'friend'.

D Klye, Director Infrastructure declares an impartiality interest in item 17.1 Legal Claim Update as the claimant has made a complaint against me and as a result there may be a perception that I may not be impartial. I confirm that although there may be a perception that my impartiality may be affected, I declare that I will consider the matter on its merits and provide advice accordingly.

### **COUNCIL DECISION**

**Minute No. 11218**

**Moved: Cr S Cooke**

**Seconded: Cr K Wright**

**That Council moves behind closed doors to consider item 17.1 Legal Claim Update.**

**Carried Unanimously 8/0**

Council moves behind closed doors at 6.41pm.

## **17. MATTERS BEHIND CLOSED DOORS**

### **17.1 LEGAL CLAIM UPDATE**

Date:	15/12/2015
Proponent:	Shire of Wyndham East Kimberley
Location:	Shire of Wyndham East Kimberley
Author:	David Klye, Director Infrastructure and Natalie Octoman, Director Corporate Services
Reporting Officer:	David Klye Director Infrastructure and Natalie Octoman, Director Corporate Services
File No:	LS.01.6

**DECLARATION OF INTERESTS:**

I, David Klye disclose an impartiality interest in this matter. The nature of the interest is that the claimant lodged a formal complaint against me in early 2015 which is unresolved. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I am able to and will treat this matter on its merits and provide impartial, objective professional advice where required.

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 —*

*(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;*

*(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

**PURPOSE**

To update Council in relation to the status of a General Procedure Legal Claim against the Shire in relation to tender T16. 2014 and a Minor Case Claim lodged by the same claimant in relation to information provided by the Shire to the Australian Taxation Office. It is also to notify Council of a settlement proposal for both the General Procedure Claim and the Minor Case Claim received from the Claimant.

**FORESHADOWED MOTION**

Cr D Spackman foreshadows a motion that the Shire settle GPC and MCC as per the offer received.

**MOTION**

Cr K Wright moves that the question be now put.

**COUNCIL DECISION**

**Minute No. 11219**

**Moved: Cr K Wright**

**Seconded: Cr S Cooke**

**That the question be now put. (To consider the officer's recommendation).**

**Carried 7/1**

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

**Against: Cr D Spackman**

## **COUNCIL DECISION**

**Minute No. 11220**

**Moved: Cr S Cooke**

**Seconded: Cr K Wright**

**That Council;**

- 1. Notes the officer's confidential report and the progress of the General Procedure Claim,**
- 2. Notes the Without Prejudice offer to settle both the General Procedure Claim and the Minor Case Claim combined, and**
- 3. Notes the officer's intention to follow Council's direction provided at its April 2015 meeting (Minute No. 10927) to defend the General Procedure Claim;**
- 4. Notes the officer's intention to follow Council's direction provided at its February 2015 meeting (Minute No 10827) to defend the Minor Case Claim.**

**Carried 7/1**

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

**Against: Cr D Spackman**

## **COUNCIL DECISION**

**Minute No. 11221**

**Moved: Cr B Robinson**

**Seconded: Cr N Perry**

**That Council moves out from behind closed doors.**

**Carried Unanimously 8/0**

Council moves out from behind closed doors at 6.48pm.

Cr S Rushby enters the Chambers at 6.48pm.

All resolutions of items considered behind closed doors were read out to members of the public and Cr S Rushby.

## **18. CLOSURE**

The Shire President declares the meeting closed at 6.52pm.

In closing the meeting the Shire President acknowledged and thanked Monika Tonkin (Executive Assistant / Minute Taker) for all her hard work and commitment to Council and the Shire as this will be her last Council meeting prior to leaving the Shire and returning to Darwin.