

12.3. COMMUNITY DEVELOPMENT

12.3.1. Community Sporting and Recreation Facilities Fund (CSRFF) Applications for 2016/17 Funding Round

DATE:	30 August 2016
AUTHOR:	Nick Allen, Coordinator Recreation and Leisure
RESPONSIBLE OFFICER:	Louise Gee, Director Community Development
ASSESSMENT NO:	A7620
FILE NO:	GS.05.1
DISCLOSURE OF INTERESTS:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the Shire of Wyndham East Kimberley application to the Department of Sport and Recreation Community Sport and Recreation Facility Fund to develop amenities at the Kununurra Agricultural Oval.

COUNCIL DECISION

Minute No: 11459

Moved: Cr N Perry

Seconded: Cr K Wright

That Council endorse the Shire of Wyndham East Kimberley application to the Department of Sport and Recreation Community Sport and Recreation Facility Fund to develop amenities at the Kununurra Agricultural Oval.

Carried 9/0

PURPOSE

For Council to consider the single submission for the Department of Sport and Recreation Community Sport and Recreation Facilities Fund (CSRFF) Small Grants round.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Provider - provide physical infrastructure and essential services.

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

The purpose of the CSRFF program is to provide financial assistance to community groups and local government authorities to develop infrastructure for sport and recreation to meet current and future community needs. The program also aims to increase participation in sport and recreation with an emphasis on physical activity through rational development of good quality, well designed and well utilised facilities. The program is administered by the Department of Sport and Recreation.

Under the programs, local government authorities are required to consider community CSRFF applications and/or submit applications themselves, advise the Department of Sport and Recreation if Council supports the applications and if supported, ranks the applications in priority order.

There are three types of CSRFF grants, small grants for amounts up to \$66,666, annual grants for amounts up to \$166,666 and forward planning grants for amounts up to \$2,000,000. The closing date for small grants and annual grants to be submitted to the Department is 4pm, August 31 and 4pm, 16 September respectively. Submissions were therefore required by the Shire on Friday 19 August for consideration of Council for both programs.

As no other applications have been received for either the small grants or the annual grants, the Shire of Wyndham East Kimberley small grant application for amenities development at the Agricultural Oval is the only application for Council to consider.

STATUTORY IMPLICATIONS

There are no statutory implications associated with this report.

POLICY IMPLICATIONS

There are no policy implications associated with this report.

FINANCIAL IMPLICATIONS

The project cost for amenities development at the Agricultural Oval is \$70,000. As applicants may apply for up to 50% of a project's costs through the Department of Sport and Recreation CSRFF program the Shire is applying for \$35,000 through this program.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2012-2022

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

Objective 3.4: Enhancement of community facilities

Strategy 3.4.3 : Ensure Shire facilities are planned and managed to meet community needs

RISK IMPLICATIONS

Lack of maintenance and renewal of infrastructure resulting in inadequate levels of service.

COMMUNITY ENGAGEMENT

No community engagement is required.

COMMENTS

Currently the only ablution and water amenities located at the Agricultural Oval grounds are within two sites, one leased and the other in lease negotiations. This means that any ground user must seek approval from these lessees to utilise their facilities. The Shire therefore, is unable to guarantee users of the Agricultural Oval access to amenities including toilets and running water. While the existing lessees have attempted to accommodate all ground users, history has shown that these facilities are not always available to other groups meaning that ground users such as rugby league or soccer must either go without, or seek other options such as portable toilet hire.

The construction of facilities is currently in the draft Corporate Business Plan for the 2016/17 financial year under action 3.4.1.4: Maintain, upgrade and renew public buildings and facilities.

This development involves relocating the two ablution buildings currently located at the Wyndham Depot to the Agricultural Oval, as well as the construction of a disabled toilet and covered viewing area.

The project will also include better access to the building in the form of a path from existing facilities, an accessible water bubbler, LED energy efficient lighting and seating for spectators.

ATTACHMENTS - Item 12.3.1

Attachment 1: SWEK CSRFF Application for amenities upgrade at the Agricultural Oval.



Government of **Western Australia**
Department of **Sport and Recreation**

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$200,000 to be acquitted by 15 June 2017

You MUST discuss your project with an officer from your nearest Department of Sport and Recreation office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.

DSR Contact: Krissie Dickman	Date:	Office: Kimberley
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Applicant's Details:

Organisation Name:	Shire Wyndham East Kimberley				
Postal Address:	PO Box 614				
Suburb:	Kununurra	State:	WA	Postcode:	6743
Street Address:	20 Coolibah Drive				
Suburb:	Kununurra	State:	WA	Postcode:	6743

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Nick Allen	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Coordinator Recreation Leisure		
Business Phone:	0891684100	Facsimile:	0891681798
Mobile Phone:	0439692877	Email:	Nick.allen@swek.wa.gov.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 356 471 457 56
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs Exempt
Is your organisation not-for-profit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: As per Local Government Act *
Bank details:	Bank:	BSB: _____ A/c: _____

Local Government Authority Details:

LGA:	Shire Wyndham East Kimberley		
Contact:	Nick Allen	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Coordinator Recreation Leisure		
Business Phone:	0891684100	Facsimile:	0891681798
Mobile Phone:	0439692877	Email:	Nick.allen@swek.wa.gov.au

PROJECT DETAILS

Project Description:

Amenities Development at Kununurra Agricultural Oval.

Installation of a toilet facility at the Kununurra Agricultural Oval . The facility will contain 2 x unisex toilets and hand basins and a disability accessible toilet.

Currently there is two suitable toilets located at the Wyndham Depot which are no longer in use. It is planned that the Shire relocate the toilets to the Kununurra Agricultural Oval and construct an additional disabled toilet.

Additional works to ensure accessibility and safety at the oval toilets include the installation of power efficient lights, water bubbler, small undercover seating area for spectators and additional pathway to enhance access.

The project involves relocating the two ablution buildings and to construct a prefabricated disabled toilet. This accessible building was selected, aside from its functionality, due to its proven resilience to damage, the savings of utilising existing facilities rather than having to build all of the facility is significant.

The project will also include installation of lighting for this ablution block to ensure accessibility and safety for users. The product selected is a LED Security light. This was selected, aside from its functionality, due to its proven resilience to damage, energy efficiency and the fact that maintenance staff/contractors will be familiar with this product as it is widely used across Shire facilities.

Installation of vandal proof disability access water bubbler and construction of concrete pathway to improve disability access.

How did you establish a need for your project?

There are toilets located at the Agricultural Oval however these are located on leased sites and are not suitable for general public use due to configuration and location. Essentially apart from the two lessees, other oval users do not have guaranteed access to toilet facilities during their oval use, these organisations have allowed others to use their facilities on occasions however this is dependent on the availability of key personnel.

While the Shire is conscious of co-location and joint use and attempted to work with this for a number of years, the need to provide clean, functional and accessible facilities to all users has made this project a priority.

The need has been made clear from the feedback from oval users including Rugby League, junior and senior soccer.

Project location:	Kununurra Agricultural Oval		
Land ownership:	Who owns the land on which your facility will be located? Shire Wyndham East Kimberley Lease Expiry (if applicable): NA		
Planning approvals		If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	__/__/__	
Department of Aboriginal Affairs?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	__/__/__	
Department of Parks and Wildlife? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	__/__/__	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	__/__/__	
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	__/__/__	
How will your project increase physical activity?			
Through improving the services offered at the Kununurra Agricultural Oval, the facility will be a more family friendly, enjoyable and safer place for physical activity. The project aims to remove a number of major barriers to using the facility that has been highlighted by the major user groups.			
By improving disability access, barriers for disabled people using the facility are reduced.			
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

If so, who: Ord River Magpies Football Club, Kimberley Rugby League Association, Kununurra Soccer Association, Kununurra Softball Association, Kununurra Agricultural Society, St Josephs Primary School, Kununurra District High School, Demons Football Club, Crows Football Club, Junior Football Association, East Kimberley Football League and Kununurra Touch Football Association.

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
EKFL	60	15
Kununurra Soccer Association	20	5
Junior Football Association	20	5

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2013/14	250 across all associations	2014/15	350	2015/16	500
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

What is the name of the State Sporting Association for your activity/sport?	
NA	
Have you discussed your project with your State Sporting Association?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Contact Name:	Date of contact:

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	October 2016
Preparation of tender/quotes for the major works contract	October 2016
Issuing of tender for major works	October 2016
Signing of major works contract	November 2016
Site works commence	November 2016
Construction of project starts	November 2016
Project 50% complete	December 2016
Project Completed	May 2017
Project hand over and acquittal	June 2017

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details.

Weather may affect the construction stage.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DSR can be accessed by you during standard office hours and updated by writing to DSR or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DSR may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: _____

Position Held: _____

Signature: _____

Date: _____

LODGEMENT OF YOUR APPLICATION

- Applications are to be received in **hard copy** and should be clipped at the top left-hand corner, please do not bind. In **addition to the hard copy an electronic copy is encouraged** to be provided.
- It is recommended that you **photocopy your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly identified** and securely attached to the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

Grants up to \$66,666:

<input checked="" type="checkbox"/>	Application form.
<input checked="" type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	Two written quotes.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided)
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For floodlighting projects, a lighting plan must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Sport and Recreation and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DSR office to determine eligibility before applying.

Category		Details
Geographical location	<input checked="" type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	East Kimberley
Co-location	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	Number of parties outlined within the document
Sustainability initiative	<input checked="" type="checkbox"/> Water saving <input checked="" type="checkbox"/> Energy reduction <input type="checkbox"/> Other	Water saving materials will be used on all toilets and basins. Energy efficient used on external lights and timer installed on internal lights.
Increased participation	<input checked="" type="checkbox"/> New participants <input checked="" type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	By providing disability access, the facility will be available to a wider range of people. The improved facilities at the oval will make the venue more attractive for potential users by removing barriers for those not comfortable using the facility due to the toilet facility issues.

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component.

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Supply and install Disabled 3x2.1 at Location around Kununurra. - Earthworks - Engineered concrete footings - Transport of building to location - Crane building into location and tie down - Set up - Concrete disabled ramp and handrail to front of building	\$24,200	\$26,620	IBAC Plumbing/RTC
Transport cost – Relocate toilets from Wyndham to Kununurra	\$2170	\$2387	IBAC Plumbing
Install building at location in Kununurra including - Earthworks - Engineered concrete footings - Crane building into location and Tie Down - Set up - Concrete slab to front	\$5850	\$6500	IBAC Plumbing
Electrical and plumbing works	\$20,000	\$22,000	IBAC Plumbing
Water Bubbler – Disabled accessible	5000	5500	IBAC Plumbing
External security lighting - LED	\$880	\$968	Lightsense
Building permits and associated planning fees	700	770	Calculation based on current project cost
Seating	761	837.10	Felton Industries
Freight of Seating and lighting	800	800	Based on similar quote
Concrete slab – Viewing area	2500	2750	Guymor Concrete
Installation of seating	200	220	Shire staff
Signage	650	715	Seaton
Donated materials (Please provide cost breakdown)			

Volunteer labour (Please provide cost breakdown)	NA	NA
Sub Total		
Cost escalation		
a) Total project expenditure	\$63,000	\$70,000
		<i>Please explain amount used</i>

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$ Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	\$31500	\$35000	LGA cash and in-kind		
Applicant cash			Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF requested	\$21,000	\$23,333.33	up to 1/3 project cost		
Development Bonus	\$11,500	\$11,666.67	Up to ½ project cost		
b) Total project funding	\$63000	\$70,000			
*Note: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated in this budget, where would the extra funds be sourced from?					

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

FINANCIAL SUMMARY

a) Total project expenditure (ex GST)	\$63,000
b) Total project funding	\$63,000
c) Project variance*	\$0

***Balance between a) and b) should be \$0**

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority: Shire Wyndham East Kimberley
Name of Applicant: Shire Wyndham East Kimberley

Note: The applicant's name cannot be changed once the application is lodged at DSR.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

LGA – priority ranking of this project	
Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan <input type="checkbox"/> State Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|--|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

LGA comments (Required):

Signed

Position

Date

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on the last working day in August**. Late applications cannot be accepted in any circumstances.

DSR OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
PO Box 329
Leederville WA 6903
Tel: (08) 9492 9700
Fax: (08) 9492 9711

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
Fax: (08) 9550 3199

PILBARA

Karratha Leisureplex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
Fax: (08) 9182 2199

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
Fax: (08) 9792 6999

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
Fax: (08) 9892 0199

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Fax: (08) 9941 0999

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
Fax: (08) 9022 5899

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Facsimile (08) 9166 4999
Mobile 0438 916 185

WHEATBELT - NORTHAM

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400
Fax: (08) 9690 2499

WHEATBELT – NARROGIN

Government Offices
Level 2, 11-13 Park Street Narrogin
WA 6312
Telephone 0429 881 369
Facsimile (08) 9881 3363

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6530
Tel: (08) 9956 2100
Fax: (08) 9956 2199

12.3.2. Policy Review - CP/PMG 3780 Leasing of Council Managed Reserve Land - Community

DATE:	30 August 2016
AUTHOR:	Wayne Richards, Manager Community Services
RESPONSIBLE OFFICER:	Louise Gee, Director Community Development
FILE NO:	CP.08.28
DISCLOSURE OF INTERESTS:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the revised CP/PMG 3780 Leasing of Council Managed Reserve Land - Community as attached.

Cr Spackman moved an amendment to remove point four – Termination – from the policy.
Seconded by Cr K Wright

COUNCIL DECISION

Minute No: 11460

Moved: Cr D Spackman

Seconded: Cr K Wright

That Council remove point four – Termination – from the policy.

Lost 4/5

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

COUNCIL DECISION

Minute No: 11461

Moved: Cr N Perry

Seconded: Cr E Bolto

That Council adopt the revised CP/PMG 3780 Leasing of Council Managed Reserve Land - Community as attached.

Carried 5/4

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

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

PURPOSE

For Council to adopt the draft revised CP/PMG 3780 Leasing of Council Managed Reserve Land.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Leader - plan and provide direction through policy and practices

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

Council's Community Lease Policy was last reviewed and endorsed at the 23 June 2015 Ordinary Council Meeting. Following this resolution, the Policy was used to develop a template that has been used for current community lease negotiations.

Following a number of discussions, the need for the Shire to have an option to terminate a community lease where there is significant benefit to the community was raised. The Policy was reviewed in May 2016 and a clause to allow this termination was added. The absence of such a clause means that there is the possibility that future development opportunities that provide major community benefit could be prevented for up to 21 years by a community lease if the lessee was not willing to negotiate.

The inclusion of this clause provides Council the discretion to determine whether a future development is of such significant benefit that a community lease may be terminated and the terms under which this termination takes place.

It was recognised that the clause could be viewed by community organisations to reduce the level of certainty over land tenure, and in turn, reduces incentive for development on lease sites. The expectation is however, that this action would only be taken where:

- There is a clear significant benefit to the community;
- Where appropriate, action would be considered to minimise the negative impacts on the lessee(s) (i.e. compensation, relocation);

- Where appropriate, actions would be taken to maximise the positive impacts on the lessee(s) (i.e. inclusion of facilities or the ability to provide a service in any new development);
- Thorough consultation would take place with all stakeholders as a matter of due process.

While the above points mirror the sentiment of how this clause is intended to be used, the problem with including these requirements as commitments within the Policy is that there are scenarios where compensation may not be appropriate and therefore Council would be committing to actions and costs that are not required in some cases. This is particularly relevant where there is no loss of facility or service to the community, as examples:

- A joint use facility is developed that provides equivalent or better services than those currently offered. As a joint use facility the organisation still has access to a facility and the Community still have access to the same service, but a lease is no longer an appropriate arrangement.
- A commercial business seeks to develop a portion of land and as part of this arrangement, wishes to develop the community facility. In this case the service and facility are still provided, but there may not be a need for a community organisation to operate the facility.

STATUTORY IMPLICATIONS

Local Government Act 1995

3.58. *Disposing of property*

(1) *In this section —*

dispose *includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

property *includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) *the highest bidder at public auction; or*

(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

And

- (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
 - (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

- (5) *This section does not apply to —*
 - (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) *any other disposition that is excluded by regulations from the application of this section.*

POLICY IMPLICATIONS

The adoption of this revised Policy will substitute for the existing CP/PMG 3780 Leasing of Council Managed Reserve Land - Community

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2012-2022

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

Objective 1.4: 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

Non-compliance with the DLG advisory standards and regulations

COMMUNITY ENGAGEMENT

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

The reviewed Policy was advertised for public comment on the Shire's Facebook site and website on 13 June 2016. In addition, all organisations that either hold, or have expressed interest in a community lease were contacted directly.

All organisations that received direct notification of the Policy review were invited to a meeting on 7 July 2016. Representatives from Ord River Sports Club, Kununurra Water Ski Club, Ord River Magpies Football Club, Kununurra Race Club, Kununurra Agricultural Society, Ord Pistol Club attended this meeting.

COMMENTS

Following the advertising of the Policy and its distribution to all current and potential community lessees a significant amount of feedback was received. This feedback raised a number of key points:

1. If there was a termination, that the lessee should be compensated or relocated at no cost to the lessee.
2. Lessee should be consulted prior to any action to terminate a lease.
3. The term "significant community benefit" is not clear and specific circumstances should be listed.

Given the feedback received, officers organised a meeting with current and potential future Community Lessees. The primary purpose of this meeting was to provide more information regarding the reason for the inclusion of the clause, and the reason other commitments such as committing to compensation were not included.

These reasons were:

1. It is reasonable that, where practical, compensation or relocation is provided. This would be supported however there are cases where compensation or relocation is not practical and therefore committing to this within the Policy is not appropriate;
2. The expectation is that the lessee would be consulted as a matter of due process and it was not necessary to prescribe this within the Policy;
3. It is not possible to cover all possible circumstances within a policy. Every scenario would be different in all cases;
4. It was believed significant community benefit provided a reasonable guide of the intent. All leases and amendments require approval from the Minister for Lands. Therefore the Shire is still required to prove a level of community benefit to any changes, particularly if there is objection from the lessee.

Following the discussions about the purpose and limitations, attendees were asked to assist in the drafting of a clause that they believed was acceptable. Based on the discussions and key points raised, a clause was circulated to all current and potential future Community Lessees. This clause read:

That Council will reserve the right to terminate the lease if it is decided by the Council that an alternative use of the land may deliver exceptional significant community benefit without the loss of community facilities/services.

The Council will make every effort to meet the current needs of the lessee through conducting consultation and negotiation to ensure the lessee will not be disadvantaged.

This clause was discussed at the 9 August 2016 Council briefing and following this briefing, two changes have been made. The clause now reads:

That Council will reserve the right to terminate the lease if it is decided by the Council that an alternative use of the land may deliver exceptional significant community benefit without the loss of services to the community.

The Council will make every effort to meet the current needs of the lessee through conducting consultation and negotiation to minimise any disadvantage to the lessee.

The above changes were made on the basis that:

1. Any termination of a lease, whether replaced or compensated, will technically result in a loss of facility. The goal of the clause is to ensure that no services are lost to the community and therefore this has been emphasised.
2. The term ensure there are no disadvantages to the lessee has been replaced by "minimise any disadvantage to the lessee" on the basis that the scope of disadvantage is not possible to define. The act of relocating could be viewed as a disadvantage. It is felt that minimise any disadvantage captures the sentiment of the clause to do what is possible to avoid disadvantage to the lessee.

The revised clause was added to the draft revised CP/PMG 3780 Leasing of Council Managed Reserve Land - Community and is provided as Attachment 1 for Council adoption.

ATTACHMENTS - Item 12.3.2

Attachment 1 - Draft revised CP/PMG 3780 Leasing of Council Managed Reserve Land - Community.



POLICY NO	CP/PMG-3780	
POLICY	Leasing of Council Managed Reserve Land - Community	
RESPONSIBLE DIRECTORATE	Community Development	
RESPONSIBLE OFFICER	Manager Community Services	
COUNCIL ADOPTION	Date: 15/05/2012	Resolution No:
REVIEWED/MODIFIED	Date: 23/06/2015	Resolution No: 10990
	Date:	Resolution No:
REVIEW DATE	Date: June 2017	
LEGISLATION	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> <i>Land Administration Act 1997</i>	
RELATED POLICIES	CP/PMG-3781 - Leasing of Council Managed/Owned Land - Commercial	
RELATED ORGANISATIONAL DIRECTIVES	N/A	

PURPOSE:

A community lease is an agreement between the Shire and an external organisation to manage a reserve or facility on behalf of the Shire and for the community. This agreement supports the organisation in conducting their activities/services, and in doing so, provides benefit to the wider community. In many cases this arrangement provides a service to the community that would otherwise not be available or would require significant Shire input.

The Shire of Wyndham East Kimberley seeks to support community groups in increasing capacity and improving facilities within the Shire that result in strengthening of the community helping to build vibrant, inclusive and healthy communities.

The objectives of this policy are to:

- Ensure Community leases maximise benefit to the community of the Shire of Wyndham East Kimberley by supporting community organisations in the provision of services, facilities and events.
- Ensure the economic, social and environmental impact of community leases on the Shire and the community is considered.
- Encourage clarity and consistency in the Shire's community leases and associated processes.
- Promote equity across all Shire community leases without favour or prejudice to individual organisations.
- Ensure assets leased to community organisations are well maintained to maximise sustainability, promote safety and maximise community benefit.
- Minimise risk to the Shire, financial or litigious, resulting from Community leases.

- Promote collocation and multipurpose development, where practicable, and strategic development of community facilities based on future requirements of the land and community needs.
- Ensure the value of community leases and Shire contribution to the community through community leases is recognised.

DEFINITIONS:

Community Group is an entity that carries on activities for a public purpose, or another entity whose primary object is not directed at making a profit.

Lease is a grant of interest in land.

Licence is a deed of agreement allowing for occupation of a parcel of land on a non-exclusive use basis. A licence is not an interest in land. As a matter of law, it simply authorises what would otherwise be a trespass. Licences do not provide the security of tenure offered under a lease agreement and can be cancelled without notice on provision of suitable grounds to do so.

POLICY STATEMENTS:

This policy provides the opportunity for the lessee to provide service(s) to the Community of the Shire of Wyndham East Kimberley. In some cases these services may not otherwise be provided or, would require funding from the Shire.

As community benefit is a key objective of this policy, Community leases should include mechanisms and terms that actively encourage benefit to the community. Lessees can promote community benefits through:

- Operating as per their permitted use and constitution
- Encouraging membership and participation
- Ensuring accessibility where appropriate.

Standard terms of Shire of Wyndham East Kimberley Community Leases are:

1. Permitted Use

Permitted use of a lease should be consistent with the purpose of (and management order for) the reserve land and the zoning of the land.

Incidental and ancillary use may be permitted to allow the community group to generate some profit and increase capacity, subject to the profit supporting the community use, and to allow for increased community use of the land as appropriate.

2. Lease Term

The standard lease term will be 10 years.

A longer lease term may be granted at the discretion of Council if the lessee can demonstrate the need for this extended term, as well as the financial sustainability to meet this need, through the lodgement of a business plan.

3. Lease Rent

Commencement rental will be \$500 per annum, excluding GST.

Rent review period for community leases will be every 3 years, unless otherwise determined by Council.

4. Termination

The Council will reserve the right to terminate the lease if it is decided by the Council that an alternate use of the land may deliver exceptional significant community benefit without the loss of services to the community.

The Council will make every effort to meet the current needs of the lessee through conducting consultation and negotiation to minimise any disadvantage to the lessee.

5. Development

Authorisation for any proposed development on leased land should be sought from the Shire prior to the submission of formal planning and building permit applications. The basis of such 'pre-approval' is to allow the Shire to determine the community need(s) based on long term strategic relevance and planning, which will help to avoid duplication and identify opportunities for collocation and multipurpose developments. Business plans prepared by community groups will assist in identifying proposed future development and opportunities for collocation.

At the conclusion of a lease, any buildings or infrastructure not removed from the lease site will become the property of the Shire, for the disposal or retention at the Shire's discretion and associated costs may be recovered from the lessee.

6. Maintenance Requirements

The lessee will be responsible for all maintenance of buildings, infrastructure or fixtures on the lease site.

7. Commercial Activity

It is recognised that in certain circumstances it is appropriate for the leased community facility to be utilised to generate profit, where that profit is used to support the lessee.

Council shall determine when profit-generating uses are acceptable having regard for the following:

- The use is ancillary and/or complementary to the main use
- The use is supported by the Reserve purpose
- The use provides an additional service not otherwise provided
- The community benefit outweighs the competitive advantage
- The use does not contravene any written law
- The use is not considered a nuisance or an unacceptable negative impact
- If the use is competing with a commercial enterprise.

Generally acceptable uses include:

1. Room or venue hire (for a limited time) for workshops, presentations, and functions generally; and

2. Food and beverage sales to members, and also to spectators during sporting events where planning, health and liquor licensing approvals have been obtained.

Any use outside what is generally acceptable will require consideration by Council, and if approved may affect determination of the annual lease rent.

8. Business Plans

The Shire at its discretion may request the submission of a business plan with any application to lease Shire managed land.

The development of a long term business plan is a key aspect in the setting of strategic direction and objectives for a group or activity and the associated planning, timeframes and resources required to achieve the strategic goals. It can also assist the sustainability and development of a group or activity.

A business plan in relation to a lease proposal should, as a minimum, outline:

- Long term plans or strategic direction over the next 10 years or more
- Detail with respect to infrastructure (buildings and associated works) needs
- Long term objectives with regard to current and potential future land use, and
- Long term financial objectives – to promote financial sustainability.

Business plans may assist in identifying opportunities for collocation and multipurpose development, and will be required in instances where there is a strategic future requirement for the land or a longer lease term is sought.

9. General

- 9.1. Collocation arrangements will be actively encouraged to ensure maximum community utilisation and benefit is obtained from limited community facilities.
- 9.2. Leases will only be granted over areas required for exclusive use. Any areas that can be used jointly or by the general public i.e. for access, parking, ablutions etc., will only be licenced.
- 9.3. Lessees are required to comply with all laws and statutory requirements which are imposed throughout the term of the lease.
- 9.4. Cost of the lease preparation (including advertising costs, valuations, legal fees), stamping and registration are to be met by the Lessee.
- 9.5. Any utility charges, rates and taxes levied against the land are to be paid by the Lessee.
- 9.6. It is strongly advised that the Lessee take out and maintain contents insurance for the contents within the leased premises.
- 9.7. The Lessee will hold public liability insurance to a minimum of \$20 million indemnifying the Shire of Wyndham East Kimberley from any loss resulting from the Lessees activities conducted within the leased premises.
- 9.8. Sub-leasing in principal is not supported unless it is required to enable multipurpose use of facilities or collocation. Sub-leasing agreements are not to be entered into without prior permission from the Shire and Minister for Lands.

- 9.9. Final Ministerial Approval will be required for all Crown land leases.
- 9.10. Registration of the lease will apply where required.
- 9.11. The Lessee will be required to complete a report at the request of the Shire detailing club and building details.
- 9.12. The Lessee may be approved by the Lessor to remain in possession of the leased premises following the expiry of the lease. In such circumstances the lessee will be deemed to be a tenant at will on a month to month basis.
- 9.13. Should a lease expire, a holding over clause will apply. Where there is a period between the expiry of a lease and the commencement of a new lease, the commencement date of the subsequent lease will be the date of agreement to the final draft lease by the Shire of Wyndham East Kimberley and the lessee.
- 9.14. The Shire as the Lessor will insure all buildings and other improvements with the Lessee to reimburse the cost of this insurance to the Shire.

EXPLANATORY NOTES:

This policy proposes to outline standard lease provisions and guiding principles for the lease of Reserves vested in the Shire of Wyndham East Kimberley to bodies exempt from the requirements of *Section 3.58 of the Local Government Act 1995 by Regulation 30 (2) (b) of the Local Government (Functions and General) Regulations 1996*, being charitable, benevolent, religious, cultural, educational, sporting or other like nature bodies, whose members are not entitled or permitted to receive any pecuniary profit from the bodies' transactions.

All leases are subject to the final approval of the Minister for Lands.

Under the *Land Administration Act 1997*, the Shire has been granted the care, control and management of numerous parcels of Reserve land which is set aside for various recreational and community purposes, along with the power to lease. As such, the Shire leases this Reserve land to various community groups, clubs, and recreational bodies for the purpose of supporting community use and providing community benefit.

Leases provide exclusivity and security of tenure. Leases are in most cases viewed favourably, if not essential, by some funding providers for capital works grants. The security of tenure encourages Lessees to develop and maintain facilities and lease sites for the benefit of their members, an ultimately the wider community.

The exclusivity of a lease does have disadvantages. Leases generally do not encourage collocation or shared facility use and can discourage the development of multipurpose facilities. Such partnership and shared facilities promote more efficient use of space and facilities maximising community asset utilisation. In certain situations therefore, it may be more appropriate for an arrangement for a non-exclusive use of the land or buildings through a Licence. This would then allow and encourage greater use and access by a number of clubs/community groups and the general public, as practicable.

It is noted that all community leases that are located on a foreshore must have a 10 metre buffer. In such cases it is appropriate for the Shire to issue a License maintaining access for pedestrians and for passive recreational purposes.

RISK:

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

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

12.3.3. Policy Review - CP/COM-3582 Community Grant Scheme

DATE:	30 August 2016
AUTHOR:	Wayne Richards, Manager Community Services
RESPONSIBLE OFFICER:	Louise Gee, Director Community Development
FILE NO:	GS.05.3
DISCLOSURE OF INTERESTS:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the revised Council Policy CP/COM 3582 - Community Grant Scheme as attached.

COUNCIL DECISION

Minute No: 11462

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

That Council adopt the revised Council Policy CP/COM 3582 - Community Grant Scheme as attached.

Carried 9/0

PURPOSE

For Council to adopt the revised Council Policy CP/COM-3582 Community Grant Scheme.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Leader - plan and provide direction through policy and practices

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

The Community Grants Scheme has been in place for a number of years. The purpose of the scheme is to provide equitable, consistent and accessible financial support for Community programs, projects and events. These funding opportunities offer not for profit, community based, sporting, cultural, environmental, service groups and association's

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

The Community Grants Policy is reviewed annually with some significant changes made in August 2015 to further increase accountability in the Shire's financial support processes.

Minimal changes have been made through this 2016 review with only one amendment that will impact the assessment process, this being the inclusion of the requirement to itemise expenditure of over \$5000 in any Annual Grant application.

STATUTORY IMPLICATIONS

There are no statutory implications associated with this report.

POLICY IMPLICATIONS

The adopted revised CP/COM 3582 Community Grant Scheme will replace the existing Policy.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2012-2022

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

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

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

RISK IMPLICATIONS

Non-compliance with the DLG advisory standards and regulations

COMMUNITY ENGAGEMENT

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

Public advertising of the Policy for a minimum period of 28 days.

The Policy was advertised on the Shire website, Facebook page and Kimberley Echo. No feedback was received.

COMMENTS

The draft reviewed Council Policy CP/COM 3582 Community Grant Scheme was presented to the 14 June Council Briefing and the 28 June 2016 Ordinary Council Meeting for endorsement to publically advertise. As no feedback was received no further changes have been made to this document.

The 2016/17 Annual Grants round is currently open with submissions due 31 August. The adoption of this Policy will not impact on the 2016/17 grant funding process.

ATTACHMENTS - Item 12.3.3

Attachment 1 - Revised CP/COM 3582 Community Grant Scheme.



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

OBJECTIVES:

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

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

DEFINITION/S:

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

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

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

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

POLICY STATEMENT/S:

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

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

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

Equitable:

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

Consistent:

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

Accessible:

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

Due Diligence:

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

Reduce Administrative Burden:

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

Ensure the value of Shire contributions is acknowledged:

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

Ensure the Shire receives adequate recognition for its contribution:

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

Eligibility:

To be eligible for funding under the Community Grant Scheme;

Applicants:

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

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

Grants:

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

Grant Scheme:

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

1. Quick Grants
2. Annual Community Grants

Quick Grants:

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

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

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

Quick Grants are assessed based on:

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

Annual Grants:

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

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

Annual Community Grants may support (noting eligibility requirements):

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

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

Key Features:

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

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

Annual Community Grants shall be assessed against the following criteria:

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

Priority will be given to applications that:

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

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

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

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

Assessment:

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

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

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

Acquittal:

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

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

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

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

EXPLANATORY NOTES:

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

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

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

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

RISKS:

Corrupt behaviour:

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

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

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

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

Liability from supporting an unregulated or unapproved event or project:

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

Financial risk to the Shire

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

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

Clear, documented process for the Community Grant Scheme

Individual benefiting financially from the Community Grant Scheme

Grants made available to incorporated organisations only.

12.3.4. Policy Review - CP/GOV 3100 - Community Engagement Policy

DATE:	30 August 2016
AUTHOR:	Sharmayne Halliday, Community Development Officer
RESPONSIBLE OFFICER:	Louise Gee, Director Community Development
FILE NO:	CM.11.2
DISCLOSURE OF INTERESTS:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the draft reviewed CP/GOV-3100 Community Engagement Policy.

COUNCIL DECISION

Minute No: 11463

Moved: Cr B Robinson

Seconded: Cr N Perry

That Council adopt the draft reviewed CP/GOV-3100 Community Engagement Policy.

Carried 9/0

PURPOSE

For Council to adopt the draft reviewed CP/GOV-3100 Community Engagement Policy.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Leader - plan and provide direction through policy and practices

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

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

The Policy was originally established and endorsed in 2011 to assist with the community input into the development of the Strategic Community Plan and to ensure that the Shire undertakes a consistent approach to effective community engagement in the future.

Amendments to the Policy will continue to achieve this purpose. The Policy was first adopted by Council on 20 September 2011 and then reviewed by Council on 19 February 2013 and again in December 2014.

STATUTORY IMPLICATIONS

There are no statutory implications associated with this report.

POLICY IMPLICATIONS

The Draft Reviewed CP/GOV-3100 Community Engagement Policy is attached (Attachment 1).

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2012-2022

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

Objective 1.1: Strong community engagement

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

RISK IMPLICATIONS

Non-compliance with the DLG advisory standards and regulations

COMMUNITY ENGAGEMENT

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

Advertisement of the draft reviewed CP/GOV-3100 Community Engagement Policy for public comment for a 28 day period. The request for public comment was displayed on the Shire's website and Facebook page from 13 July 2016 and also appeared in the SWEK News in the 14 July and 28 July 2016 editions of the Kimberley Echo.

COMMENTS

Community engagement provides opportunities for people who are affected by or have an interest in a Council decision to be involved, engaged and participate in the decision making process. Community engagement does not replace appropriate decision making by Council

and instead adds value to decisions through an increased understanding of community needs, aspirations and priorities. The reviewed Policy closely aligns with the International Association for Public Participation (IAP2) quality assurance standards.

The draft reviewed Policy was advertised for public comment for 28 days. During this period, there were no comments received regarding the Policy.

ATTACHMENTS - Item 12.3.4

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



POLICY NO	CP GOV-3100	
POLICY	Community Engagement Policy	
RESPONSIBLE DIRECTORATE	Community Development	
RESPONSIBLE OFFICER	Community Development Officer	
COUNCIL ADOPTION	Date: 20/09/2011	Resolution No: 9575
REVIEWED/MODIFIED	Date: 19/02/2013	Resolution No: 9998
	Date: 16/12/2014	Resolution No: 10732
	Date: 30/08/2016	Resolution No: TBC
REVIEW DUE	Date: August 2017	
LEGISLATION	<i>Local Government (Administration) Regulations 1996</i>	
RELATED POLICIES		
RELATED ORGANISATIONAL DIRECTIVES	Community Engagement Guidelines	

PURPOSE:

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

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

DEFINITIONS:

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

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

IAP2 is the International Association of Public Participation.

POLICY STATEMENTS:

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

The outcomes and benefits of effective community engagement include:

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

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

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

The IAP2 Public Participation Spectrum:

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

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

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

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

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

EXPLANATORY NOTES:

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

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

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

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

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

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

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

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

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

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

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

RISK:

Risk: Poor communication of Shire issues to the community

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

12.3.5. Shire Property - Lot 1381 (29) Boobialla Way Kununurra

DATE:	30 August 2016
AUTHOR:	Jill Jilley, Community Development Property Officer
RESPONSIBLE OFFICER:	Louise Gee, Director Community Development
ASSESSMENT NO:	A2104
FILE NO:	CP.16.10
DISCLOSURE OF INTERESTS:	Nil

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Retain the Shire property at 29 Boobialla Way, Kununurra for Shire Staff Housing.
2. Allocate \$44,098 from the Asset Management Reserve for the refurbishment of the property at 29 Boobialla Way, Kununurra to be incorporated into the 2016/17 Budget.

COUNCIL DECISION

Minute No: 11464

Moved: Cr N Perry

Seconded: Cr B Robinson

That Council:

1. Retain the Shire property at 29 Boobialla Way, Kununurra for Shire Staff Housing.
2. Allocate \$44,098 from the Asset Management Reserve for the refurbishment of the property at 29 Boobialla Way, Kununurra to be incorporated into the 2016/17 Budget.

Carried 9/0

PURPOSE

To provide Council with a proposed budget to refurbish the Shire's property at 29 Boobiulla Way, Kununurra.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Funder - provide funds or other resources.

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

The sale of Lot 1381 (29) and Lot 1384 (23) Boobiulla Way was determined within the 2006/07 budget as part of the funding package to build two new staff houses. A two-year interest only loan had been obtained to fund the build of these new staff houses with the loan repayment pending the eventual sale of Lot 1381 (29) and 1384 (23) Boobiulla Way, Kununurra. In June 2012, the loan was repaid in full.

COUNCIL DECISION

Minute No. 9735

Moved: Cr C Gore-Birch Gault

Seconded: Cr K Torres

That Council:

- 1) Issues a public tender for the disposal of Lot 1381 Boobiulla Way, Lot 1384 Boobiulla Way and Lot 1948 Eucalyptus Close, Kununurra with the recommended most advantageous tender to be referred back to Council for consideration.***
- 2) Should one or more tender submissions not be acceptable to Council, delegates to the Chief Executive Officer authority to engage one or more local real estate agents to market one or more of the properties and bring forward an offer to Council to dispose of the property(s) by private treaty.***

Carried unanimously 9/0

COUNCIL DECISION

Minute No. 9782

Moved: Cr A Horn

Seconded: Cr K Torres

That Council accepts the Tender submitted by Michael Angelo and Rhonda Guerinoni, PO Box 559, Kununurra for Tender T22 11/12 3 (Lot 1948) Eucalyptus Close, Kununurra for the price of \$562,000.00 in accordance with the tender documentation.

Carried Unanimously 8/0

At the Ordinary Council Meeting 20 March 2012 Council determined that the method of sale for the disposal of Lot 1381 (29) Boobialla Way, Lot 1384 (23) Boobialla Way and Lot 1948 Eucalyptus Close, Kununurra be conducted by way of public tender (Minute No. 9735). At the Ordinary Council Meeting on 15 May 2012 Council was provided with the details of the tenders received. The Council resolved to accept the tender (\$562,000) for Lot 1948 Eucalyptus Close, with the tenders for the two Boobialla Way properties not being accepted based on the offered price (Minute No.9782).

COUNCIL DECISION

Minute No. 10373

Moved: Cr G King

Seconded: Cr D Learbuch

That Council:

- 1) ***Acknowledges and thanks Timothy Bice and Lynette June Westwood for their offer on Lot 1384 (23) Boobialla Way, Kununurra;***
- 2) ***Seeks public submissions on the proposed disposition of property for a minimum of two (2) weeks in accordance with section 3.59 of the Local Government Act 1995;***
- 3) ***Subject to no submissions being received within the requisite advertising period:-***
 - a. ***Agrees to dispose of Lot 1384 (23) Boobialla Way, Kununurra, by way of sale to Timothy Bice and Lynette June Westwood in accordance with section 3.58(3) of the Local Government Act 1995 (private treaty) for the price of \$389,000.00 in accordance with the Contract for Sale of Land or Strata Title by Offer and Acceptance documentation; and***
 - b. ***Authorises the Chief Executive Officer and Shire President to duly execute the sale documentation with the common seal of the Shire of Wyndham East Kimberley.***

Carried Unanimously 9/0

The listing and marketing of Lot 1381 (29) Boobialla Way and Lot 1384 (23) Boobialla Way was initiated so the properties could be disposed of by private treaty in line with Council's resolution (Minute No. 9735) from 20 March 2012 Ordinary Council Meeting. At the 18 March 2014 Ordinary Council Meeting, Council resolved (Minute No. 10373) to accept an Offer of \$389,000 for Lot 1384 (23) Boobialla Way.

Council adopted a budget in 2013/14 with a commitment to sell Lot 1381 (29) Boobialla Way at \$360,000. The Shire continued to list and market the property.

Council adopted a budget in 2014/15 with a commitment to sell Lot 1381 (29) Boobialla Way Kununurra. An independent property valuation was obtained in February 2015 which valued

the property at \$340,000. Please note the valuation figure was valid for a period of up to three (3) months from the issue date. PRD Broome Real Estate were engaged to list and market the property for sale for a period of three (3) months. In that time, the Shire received no enquires. The listing agreement with PRD Broome was not extended. In September 2015, McMahon Real Estate were engaged to list and market the property for sale for a period of 350 days. After 9 months on the market, we received no enquiries. A mutual agreement was made to cease the listing agreement based on the lack of enquiries.

STATUTORY IMPLICATIONS

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

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

** Absolute majority required.*

POLICY IMPLICATIONS

The *Council Policy CP/FIN-3204 Purchasing* is relevant.

FINANCIAL IMPLICATIONS

The proposed funds will be utilised from the Asset Management Reserve for staff housing.

The recommended refurbishments should increase the value of the property if Council choose to dispose of the property at a later time.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2012-2022

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

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

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

RISK IMPLICATIONS

Lack of affordable staff housing.

There is a requirement for additional staff housing due to the proposed new positions identified in the draft 2016/17 Budget. The Shire currently has one vacant property in Kununurra, 29 Boobiulla Way. Moving forward, the Shire will not have adequate housing stock to meet contract staff requirements.

COMMUNITY ENGAGEMENT

No community engagement is required.

COMMENTS

As requested by Council at the July 2016 Briefing Session, Officers obtained quotes to carry out refurbishments at 29 Boobiulla Way, Kununurra. Table 1A outlines the proposed refurbishments and associated budget.

Table 1A Proposed Refurbishments and Budget

Location	Item	Ex GST
Kitchen Upgrade	As per existing floorplan Cabinets Benchtop Splashback	
Bathroom Upgrade	As per existing floorplan Tiling Bath Shower screen Tap and shower fittings Mirror Sink, cabinets and benchtop	
Toilet	Tiling of floor Toilet	
Laundry	Tiling of floor	\$ 19,438.00
Electrical Works	Range hood Replacement of damaged power points Replacement of damaged light switches Installation of LED lighting in living area Replacement of old ceiling fans in living area Installation of new oven and stove	\$ 4,200.00

Air Conditioning Works	Installation of new air conditioner in kitchen Removal of old air conditioning unit from roof	\$ 3,600.00
Plumbing	Installation of new hot water system	\$ 3,500.00
Painting - Estimate	Interior Exterior Plastering if required	\$ 5,000.00
Fencing	Front fencing	\$ 2,060.00
Paving - Estimate	Repair damaged paving around the property	\$ 400.00
Garden - Estimate	Plants Mulching Pruning	\$ 1,500.00
Miscellaneous - Estimate	Locks Shower curtain Remove towel rails behind door Replace tap	\$ 400.00
Contingency	Unexpected costs during the refurbishment process.	\$ 4,000.00
Total Ex GST		\$ 44,098.00

Many of the above refurbishment items will be outsourced to external contractors however there is an intention for a number of the refurbishments to be carried out internally by Shire Officers. Such items include painting, fencing, paving, gardening and minor maintenance.

The refurbishments will re-establish and rejuvenate the property making it suitable for staff occupancy.

ATTACHMENTS

Nil

Cr S Rushby declared a financial interest has previously completed work on the road mentioned in the item and this may occur again.

Cr A Petherick declared a financial interest as P and T Searle rent property from her and one of their daughters works for her.

Cr S Rushby left the Council Chambers at 6:29pm.

Cr A Petherick left the Council Chambers at 6:30pm

12.3.6. Proposed Bed and Breakfast - Lot 44 Weaber Plain Road, Kununurra

DATE:	30 August 2016
AUTHOR:	Roy Adam, Planning Officer
RESPONSIBLE OFFICER:	Louise Gee, Acting Chief Executive Officer
ASSESSMENT NO:	DA32/16
FILE NO:	A3281P
DISCLOSURE OF INTERESTS:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council approves the application for Bed and Breakfast accommodation at Lot 44 Weaber Plain Road, Kununurra subject to the following conditions:

- 1. Development shall be in accordance with the attached approved plan(s) and subject to any modifications required as a consequence of any conditions of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.**
- 2. No more than two (2) adult persons or one (1) family to stay at the Bed and Breakfast accommodation at any one time.**
- 3. Guest rules are to be established that take into consideration the amenity of neighbours particularly in regards to noise and disturbance to the satisfaction of the Shire.**
- 4. A permanent resident of the main dwelling must:**
 - a. take bookings from a guest;**
 - b. be residing at the lot during a guest's stay;**
 - c. provide a copy to guests of the rules referred to in Condition 3.**
- 5. One (1) car parking bay must be available at all times for use of Bed and Breakfast**

guests and shall be located behind the building line of the Bed and Breakfast unit.

6. No guest parking is permitted on the access leg or driveway.

ADVICE NOTES:

1. The private swimming pool on the property is not approved for guests of the Bed and Breakfast to use. Should you wish to make the swimming pool available to guests you must first obtain a permit to operate an aquatic facility from the Executive Director, Public Health in accordance with the *Health (Aquatic Facilities) Regulations 2007*.
2. In regards to Condition 3 you are advised that noise levels must adhere to the requirements of the *Environmental Protection Act 1986* and *Environmental Protection (Noise) Regulations 1997*. Allowable noise levels are set by the Regulations for different times of the day and week.

COUNCIL DECISION

Minute No: 11465

Moved: Cr E Bolto

Seconded: Cr B Robinson

That Council approves the application for Bed and Breakfast accommodation at Lot 44 Weaber Plain Road, Kununurra subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) and subject to any modifications required as a consequence of any conditions of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
2. No more than two (2) adult persons or one (1) family to stay at the Bed and Breakfast accommodation at any one time.
3. Guest rules are to be established that take into consideration the amenity of neighbours particularly in regards to noise and disturbance to the satisfaction of the Shire.
4. A permanent resident of the main dwelling must:
 - a. take bookings from a guest;
 - b. be residing at the lot during a guest's stay;
 - c. provide a copy to guests of the rules referred to in Condition 3.
5. One (1) car parking bay must be available at all times for use of Bed and Breakfast guests and shall be located behind the building line of the Bed and Breakfast unit.
6. No guest parking is permitted on the access leg or driveway.

ADVICE NOTES:

1. The private swimming pool on the property is not approved for guests of the Bed

and Breakfast to use. Should you wish to make the swimming pool available to guests you must first obtain a permit to operate an aquatic facility from the Executive Director, Public Health in accordance with the *Health (Aquatic Facilities) Regulations 2007*.

2. In regards to Condition 3 you are advised that noise levels must adhere to the requirements of the *Environmental Protection Act 1986* and *Environmental Protection (Noise) Regulations 1997*. Allowable noise levels are set by the Regulations for different times of the day and week.

Carried 7/0

Cr A Petherick and Cr S Rushby returned to the Council Chambers at 6:34pm.

PURPOSE

To consider an application seeking Development Approval for Bed and Breakfast at Lot 44 Weaber Plain Road, Kununurra (**Attachment 1**).

NATURE OF COUNCIL'S ROLE IN THE MATTER

Regulator - enforce state legislation and local laws.

BACKGROUND/PREVIOUS CONSIDERATIONS BY COUNCIL/COMMITTEE

The subject lot is zoned Rural Living in Town Planning Scheme No. 7. It has an area of 2.1 hectares and an existing dwelling and shed are on the lot. The surrounding lots are zoned Rural Living.

The proposed Bed and Breakfast is a separate unit to the main dwelling (15m distance) and was approved as DA106/12 for an Extension to Dwelling on 14 September 2012 (Attachment 2). It has a floorspace of 42.4m², a verandah of 15m² and an overall height of 7.1m.

This was approved under delegated authority and subject to three (3) conditions including: "2. *The extension must not be used for commercial, retail, office or tourism uses, and shall not be separately leased or rented*".



Location Plan

STATUTORY IMPLICATIONS

Town Planning Scheme No.7

A Bed and Breakfast use is permitted where the Council has exercised its discretion (AA). The Scheme defines Bed and Breakfast as:

“a dwelling, used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short-term commercial basis and includes the provision of breakfast”.

The applicant has demonstrated that the proposal complies with the above definition by:

- being a resident of the premises;
- providing that guests will not be permanent; and
- intending that breakfast be available to guests.

Draft Local Planning Scheme No. 9

The use is defined in the draft Scheme as:

“a dwelling -

- (a) used by a resident of the dwelling to provide short-term accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and*
- (b) containing not more than 2 guest bedrooms and one guest bathroom”.*

Health Local Laws 2003

The extension meets the requirements of this local law as it relates to accommodation. It achieves sufficient space requirements of 14m³ per adult/8m³ per child and ~250m³ is provided (exact volume varies according to deductions for furniture, fittings and obstructions).

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2012-2022

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

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

Strategy 2.2.4: Enhance and expand tourism opportunities in the East Kimberley and improve access to significant tourism destinations

RISK IMPLICATIONS

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

COMMUNITY ENGAGEMENT

In accordance with the requirements of the *Planning and Development Regulations 2015* advertising for comment took place for a period of fourteen (14) days. This was by post to surrounding landowners.

Two (2) submissions were received with objections to the proposal.

<p>Objection - Driveway expenses, noise and zoning/land use</p>
<p>Submission: Concern raised that the driveway to Lot 44 is shared with other 5 lots and increased tourist traffic will increase maintenance requirements and costs. Residents pay for maintenances costs and most people think it is a road so drive accordingly, not like a driveway.</p> <p>With tourist traffic more corrugations are likely, and most of the other residents will not be impressed. All landholders on this road pay for the maintenance which as you can appreciate is quite expensive.</p> <p>We are living in the area for its peace and quiet and to get away from tourists - Why should we have to put up with them next door?</p> <p>These blocks are classified as rural/residential. There is no provision for a commercial venture and such a venture would breach the lifestyle the landholders hold so dearly.</p>
<p>Officer's Comment: It is acknowledged that an increase in traffic may occur in this location as guest vehicles access Lot 44 from Weaber Plain Road. However this increase should be balanced against the limited size of the proposed use, which is a single unit.</p> <p>The maintenance cost of the driveway is not a planning matter, although it is acknowledged that the upkeep of the driveway is likely to require ongoing/periodic expenses. It is noted Lot 44 is at the end of the driveway.</p> <p>Regarding noise, the applicant has indicated that the increase in vehicles is likely to be one per stay. Similarly the number of people (tourists) is expected to be two. In considering measurable increases, these figures are similar to a typical residential address. It is noted that the distance to the nearest neighbouring residential building is 82m (south).</p> <p>As the applicant is living at the property, they will be able to monitor the behaviour of guests and noise managed through an on-site arrangement. Establishing guest rules covering noise and considerate driving behaviour is recommended for this purpose.</p> <p>Regarding zoning and land use, the Rural Living zone includes several commercial uses in the Scheme as reflected in the Zoning Table.</p>
<p>Recommendation: Conditions be applied in order to limit the number of guests to two (2) adults or one (1) family; require the establishment of guest or "house" rules; and to locate one (1) visitor car bay behind the existing building line so that vehicle visibility will be minimised.</p>

COMMENTS

The comments raised in the objection have been examined by the Shire and it is considered that these can be addressed through conditions of Development Approval. These conditions have been formed partly on the basis of draft LPS No. 9 and the Department of Planning's model definition for a Bed and Breakfast. This definition limits the number of guests to up to four (4) adults or one (1) family.

Condition 2 of DA106/12 for the Extension to Dwelling - which is the subject accommodation unit of this application - represents a possible inconsistency with the current Scheme. This

condition states: *"The extension must not be used for ... tourism uses, and shall not be separately leased or rented"*.

In this regard, it is considered that Condition 2 should not preclude the present proposal from being approved. The condition applied in that instance to a particular application and use (an extension) which was clearly not proposing a commercial accommodation use. Presumably the condition in 2012 was worded in that manner to ensure that further application to Council be made should the use be modified in the future.

The proposal generally complies with TPS No.7 and draft LPS No. 9. It is recommended that Council grant conditional Development Approval to the proposed Bed and Breakfast.

ATTACHMENTS - Item 12.3.6

Attachment 1 - Proposal cover letter and plans

Attachment 2 - DA106/12 Conditions of Approval

To whom it may concern

My wife and I are long term residents in Kununurra. I arrived here in 1989 and my wife Jenny arrived in 1999. We both work at Kununurra DHS and live at lot 44 Weaber Plains Rd (located on the right approximately 60m after the Ord Co-op) which we purchased in 2000.

Our block is five acres. We have approximately 150 mango trees on it, our house, shed, swimming pool, a separate built unit, Lots of Garden area, a dam and about an acre of land that is not developed.

We built the unit based on the plans of the Home Valley Grass castles to accommodate friends and family who come to stay with us. The unit is set approximately 20m from the house. It has a lounge double bed, TVs, fridge, coffee and tea facilities and a toilet and bathroom.

Outside it has a large veranda and outdoor setting.

We would like to make it into a Bed and Breakfast stay. We have had Roy Adam the shire planning officer come and have a look to see if it was a feasible idea and give any recommendations. Roy thought it a good location as it is set in a very private and quiet area.

The bed and breakfast would offer a continental breakfast. The unit would not provide cooking facilities. On recommendation from Roy we would not offer the use of the swimming pool as we understand in doing so we would be required to get further shire approval and quite a few regulated requirements.

We would work in with the visitors centre and local business to ensure people visiting and staying with us would get maximum exposure to Kununurra and the surrounding area.

Our nearest neighbour is approximately 100m from the unit. The unit is surrounded by garden and trees and would be advertised as a quiet retreat.

We have included pictures and plans of the unit and block.

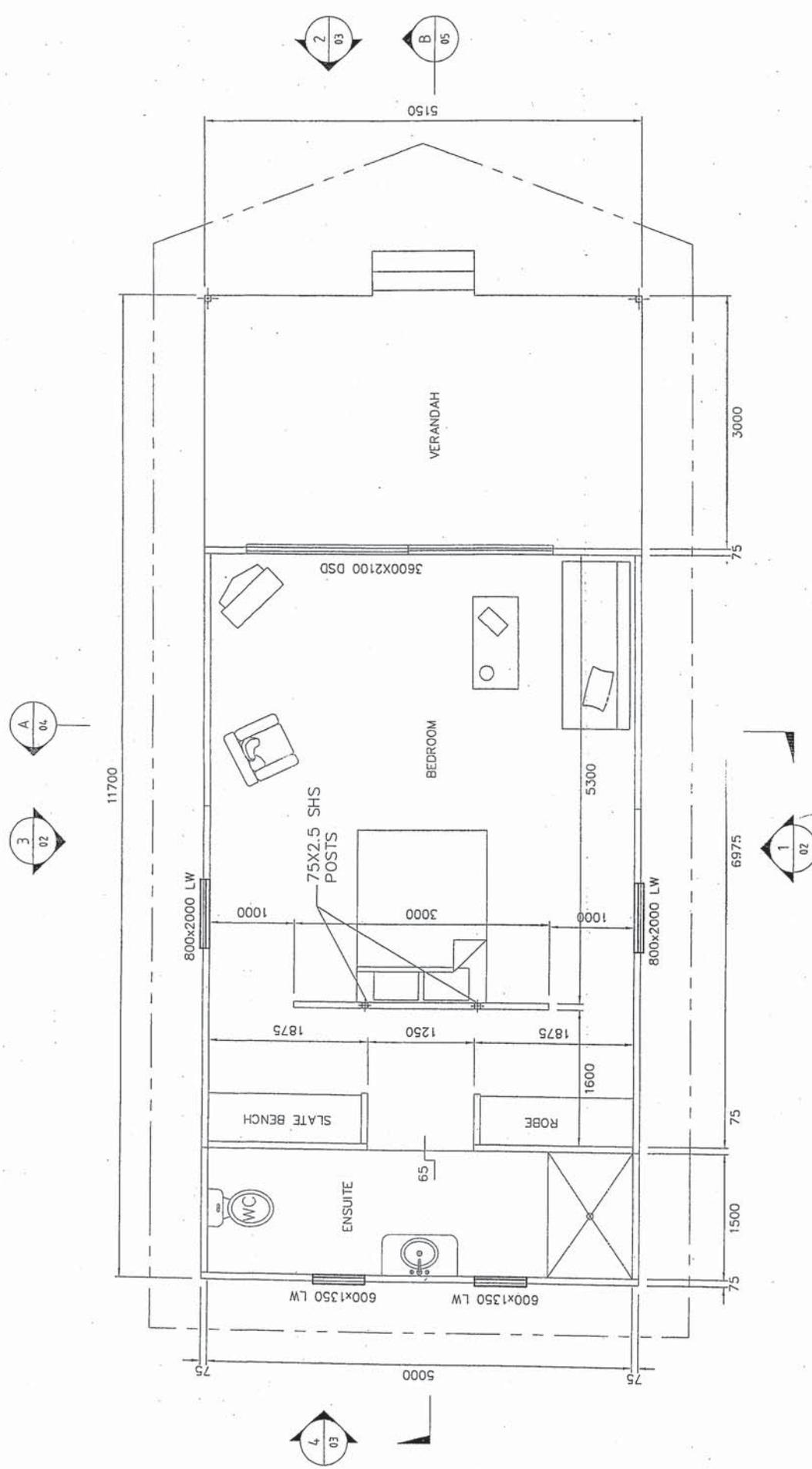
We look forward to your response to our application.

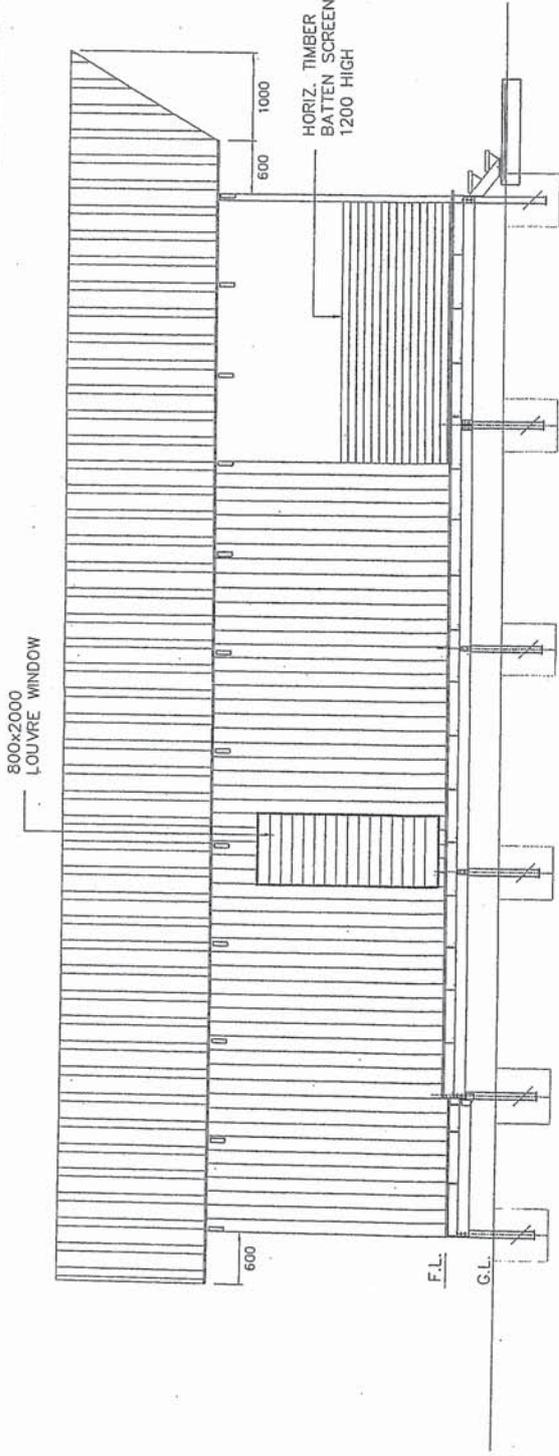
Yours Sincerely

Ed and Jenny MacNeill

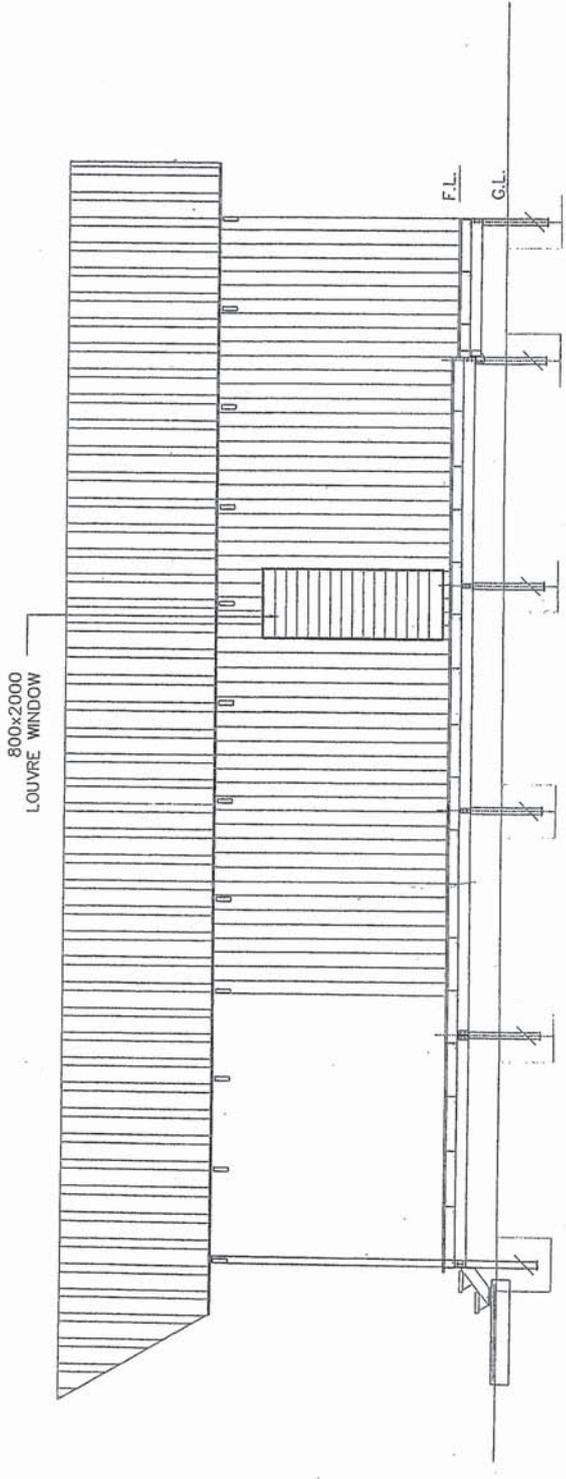
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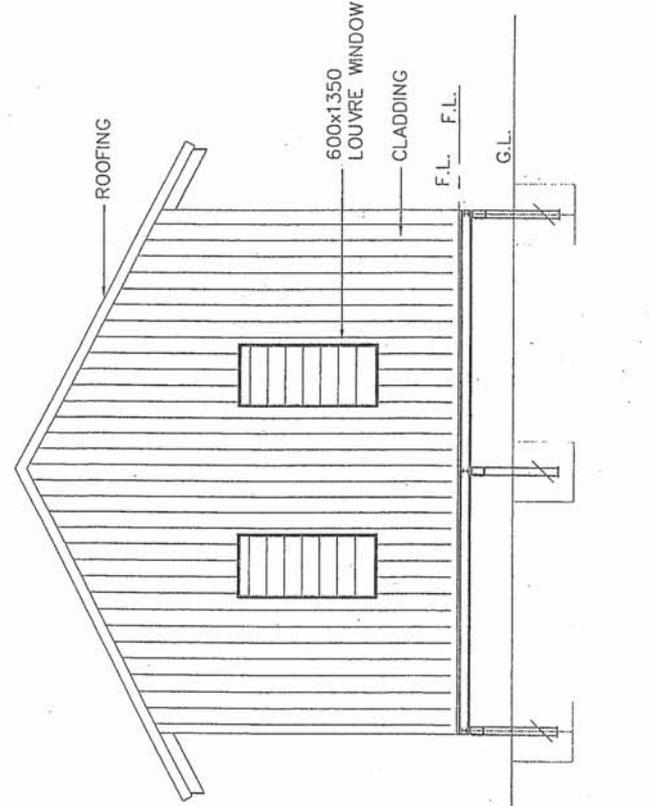




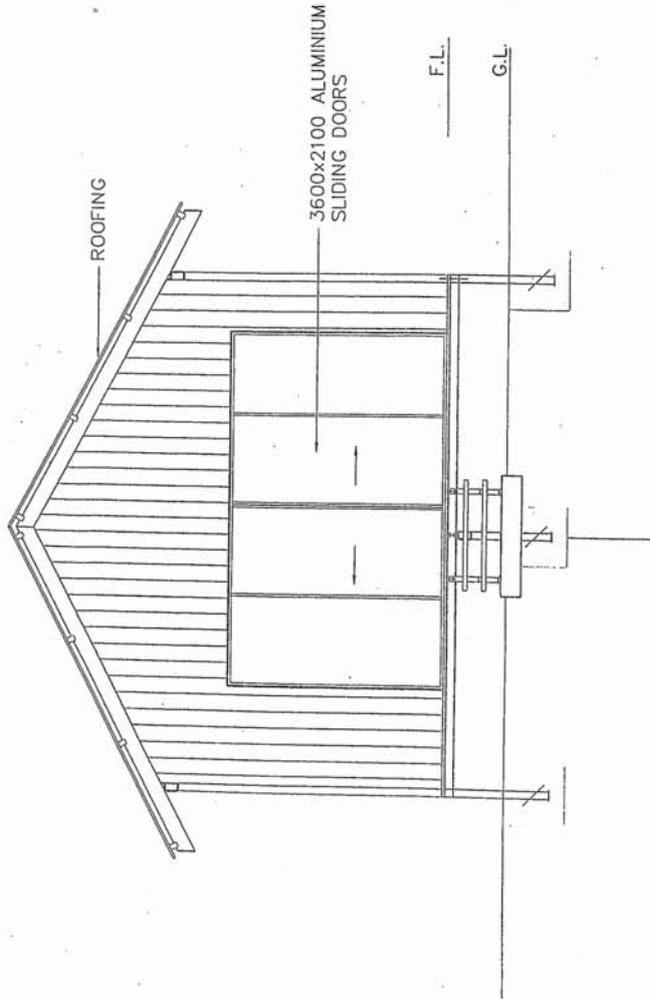
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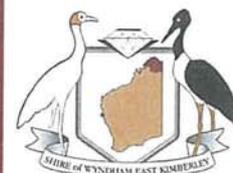


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SHIRE of WYNDHAM | EAST KIMBERLEY



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SHIRE OF WYNDHAM - EAST KIMBERLEY
DECISION ON APPLICATION FOR PLANNING APPROVAL

Application/Delegated Authority No. 106/12

The Council, or its delegated officer, having considered the application submitted by the Ed and Jenny MacNeill for an Extension to Dwelling on Lot 44 Weaber Plain Road, Kununurra:

Hereby advises that it has decided to GRANT APPROVAL to:

[i] Commence development of: EXTENSION TO DWELLING

SUBJECT TO THE FOLLOWING CONDITIONS:

1. Development shall be in accordance with the attached approved plan(s) dated 14 September 2012 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
2. The extension must not be used for commercial, retail, office or tourism uses, and shall not be separately leased or rented.
3. Any change of use of the extension shall be subject to further local government consent.

ADVICE TO APPLICANTS:

1. If the applicant and/or owner are aggrieved by this decision, as a result of a condition of approval or by a determination of refusal, you may have a right of review through the State Administrative Tribunal in accordance with section 252(1) of the Planning and Development Act 2005. The application for review must be lodged with the State Administrative Tribunal, Perth, within 28 days of the date of this decision.
2. Clause 11.7 of Town Planning Scheme No 7 – Kununurra & Environs provides that a Planning Approval can be amended or revoked. Accordingly, should the applicant consider that the Planning Approval, or a condition of the Planning Approval, is egregious, the applicant may, on written application from the landowner, request Council amend or revoke the planning approval or a condition thereof. Such application must be made prior to commencement of development or use of the land.

3. This approval is valid for a period of two (2) years. A new application will be required to be submitted if development has not been substantially commenced within this time.
4. All new sanitary fixtures to be connected to a septic tank and leach drain system in accordance with the *Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974*, and AS/NZS 3500 to the satisfaction of the Shire and the Department of Health.
5. Properly drawn scaled plans are required showing the exact location of all buildings, sanitary fixtures, septic tanks, leach drains and setbacks from boundaries and dwellings; this includes both the new and the existing buildings, sanitary fixtures, septic tanks and leach drains. This will require both a site plan and a floor plan.
6. Effluent cannot be disposed of within thirty (30) metres from any well, bore, dam, watercourse, or any source of water support intended or available for the purpose of human or animal consumption, or within six (6) metres of a sub-soil drainage system or open drainage channel.
7. Septic tank and leach drain systems are not to be located in a trafficable area.
8. Depending on what fixtures are to be included in the development, a separate septic tank and leach drain system may be required and if so it will require the approval of the Executive Director Public Health in Perth. *(Please note that the turnaround time at the Health Department in Perth is at least two (2) months, so application should be presented to the Shire of Wyndham East-Kimberley as early as possible).*
9. Construction or installation of the septic tanks or leach drains is not to commence until an "Approval to Construct" has been issued by either the Shire's Health Department or by the WA Executive Director Public Health
10. Details are required of the total number of people residing on the site.
11. A Building Licence application will be required before the commencement of any construction. This will need to include tie down details for the existing sea container.
12. During the construction stage adjoining lots are not to be disturbed without the consent of the owner/s in writing.
13. It is the responsibility of the applicant to search the title of the property to ascertain the presence of any easements that in any case must not be built upon.



JULIA HALL

Manager of Property and Regulatory Services

14 September 2012

12.3.7. Mosquito Management Plan

DATE:	30 August 2016
AUTHOR:	Ebony Daniell, Environmental Health Officer
RESPONSIBLE OFFICER:	Louise Gee, Director Community Development
FILE NO:	PH.18.2 Mosquito Program
DISCLOSURE OF INTERESTS:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the Mosquito Management Plan as shown in Attachment 1.

COUNCIL DECISION

Minute No: 11466

Moved: Cr K Wright

Seconded: Cr N Perry

That Council adopt the Mosquito Management Plan as shown in Attachment 1.

Carried 9/0

PURPOSE

For Council to consider the adoption of the Shire of Wyndham East Kimberley Mosquito Management Plan.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Leader - plan and provide direction through policy and practices

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

The East Kimberley provides a perfect environment for mosquitoes to breed, particularly with the increased temperatures and high rainfall often experienced during the wet season. As a result, high populations of adult mosquitoes in the Shire can cause nuisance issues to residents as well as spread mosquito-borne diseases.

In 2015 the Shire became a Contiguous Local Authority Group (CLAG) in partnership with the WA Department of Health. As a CLAG the Shire receives funding and assistance from the Department of Health medical entomology team to enhance mosquito management practices.

In recent years the Shire has made changes to the way mosquitoes are managed in accordance with advice from the Department of Health. Some of these changes include increased surveillance activities, increased use of larvicides and decreased application of adulticides. This led to enquiries from the public regarding the application of adulticides with the fogging machine. Fogging is a very visible method of application with the machine moving through residential areas spraying white "fog". The decreased use of the fogging machine may have given the impression that the Shire had decreased its mosquito management activities, however mosquito management activities have increased considerably in recent years. The Mosquito Management Plan outlines the Shire's mosquito management activities and provides guidance to staff and information to the public on when and why certain control activities are conducted.

The Draft MMP was endorsed by Council at the 31 May 2016 Ordinary Council Meeting for public comment. It was advertised for public comment for 28 days.

STATUTORY IMPLICATIONS

Department of Health

Health Act 1911

Part VII of the Health Act 1911 provides modes of dealing with nuisance and preventing spread of infectious disease, which can be applied to mosquito breeding sites.

Shire of Wyndham East Kimberley

Health Act 1911 – Shire of Wyndham East Kimberley Health Local Laws 2003

Part 6, Division 2 of the Health Local Laws 2003 details measures to be taken to prevent mosquito breeding.

Department of Environment Regulation

Environmental Protection Act 1986 The Convention on Wetlands of International Importance (the Ramsar Convention)

The Shire contains two Ramsar listed wetlands: the Lakes Argyle and Kununurra Ramsar site and the Ord River Floodplain Ramsar site.

POLICY IMPLICATIONS

No policy implications

FINANCIAL IMPLICATIONS

As a CLAG the Shire is eligible for funding from the Department of Health to enhance mosquito management in the area. The Shire can apply for funding for up to 50% of the cost of chemicals each year, funding for earthworks to reduce mosquito breeding, and the purchase of mosquito treatment equipment.

The Shire is also required to place an additional amount of funding (minimum 10% of requested funding) each year into a CLAG trust account. The trust account is to provide additional funds in years where mosquito-borne disease/nuisance is greater than normal and requires extra funds which were not budgeted for.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2012-2022

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

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

Strategy 2.1.2 : Ensure community compliance with Environmental Health regulations

RISK IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

The draft MMP was advertised for public comment for a period of 28 days. Copies of the Plan were available at both the Wyndham and Kununurra Shire offices and on the Shire website.

No comments were received.

COMMENTS

The goal of the Mosquito Management Plan is to reduce nuisance and disease risk associated with mosquito populations by committing to environmentally and financially sustainable mosquito management practices.

The objectives of the Plan are to:

1. Identify existing and potential breeding areas;

2. Detail the preferred mosquito management options;
3. Ensure public education and awareness campaigns are ongoing;
4. Inform landowners, residents, Shire staff and the general public of the Shire's mosquito management actions;
5. Ensure information retention by documenting mosquito management actions;
6. Strategically guide the financial direction of mosquito management.

The Plan incorporates an integrated approach to mosquito management with four control methods considered: cultural control, physical control, biological control and chemical control.

As noted in the Plan it is important to understand that it is not possible, nor desirable to completely eradicate mosquitoes from the environment and there will always be some risk of mosquito borne disease within the Shire. Therefore, education programs (cultural control) are a particularly important part of the Shire's mosquito management activities.

The Plan includes triggers for when fogging will be considered which are based on recommendations of the review conducted by BITES and advice from the Department of Health. The application of adulticides will only occur in consultation with the Department of Health when the risk to public health is considered to outweigh the risk to the environment by using adulticides.

The Mosquito Management Plan is provided at Attachment 1 for Council's consideration.

ATTACHMENTS – Item 12.3.7

Attachment 1 - Shire of Wyndham East Kimberley Mosquito Management Plan



SHIRE of WYNDHAM | EAST KIMBERLEY

MOSQUITO MANAGEMENT PLAN

2016 |

CONTENTS

1	Introduction	4
1.1	Shire of Wyndham East Kimberley	4
1.2	Goal & Objectives.....	5
1.3	Strategic Implications	5
1.4	Statutory Requirements.....	6
2	Nuisance & Disease Risk.....	6
2.1	Mosquito-borne Disease Risk	6
2.2	Nuisance	7
3	Mosquitoes.....	7
3.1	Life Cycle.....	7
3.2	Species of Interest.....	8
4	Breeding Sites – Land Ownership and Responsibility.....	12
5	Environmental Considerations	13
6	Monitoring & Surveillance	13
6.1	Larval Survey	13
6.2	Adult Trapping	14
6.3	Sentinel Chicken Program	14
6.4	Mosquito-borne Disease Notifications.....	14
6.5	Complaints	15
6.6	Exotic Species Surveillance	15
7	Mosquito Control Methods	15
7.1	Cultural Control	15
7.2	Physical Control	16
7.3	Biological Control	16
7.4	Chemical Control.....	17
7.4.1	Larvicides.....	17
7.4.2	Adulticides.....	18
8	Stakeholders	19
8.1	Internal Stakeholders	19
8.2	External Stakeholders	19
9	Training	19
10	Resource Requirements	20
11	Annual Review & Report.....	20
12	References.....	21

1 INTRODUCTION

The Shire of Wyndham East Kimberley (the Shire) Mosquito Management Plan (MMP) is an operational program that gives guidance to the Shire on the control and management of seasonal mosquitoes.

The MMP presents an integrated approach, which examines various control measures that can be used to minimise the number of adult mosquitos present in populated areas and to reduce the risk of mosquito-borne disease.

Mosquito management within the Shire is necessary for two reasons:

- Some species of mosquitoes can be vectors of disease
- Some mosquito species are aggressive biters, causing significant nuisance issues

Mosquito management within the Shire will be active during all months of the year however escalated during the wet season when mosquito numbers and disease risk are highest.

1.1 Shire of Wyndham East Kimberley

The Shire covers an area of 121,000 square kilometres and is one of four local governments that make up the Kimberley region. The Shire experiences extremes in weather with distinct dry and wet seasons which greatly influence mosquito breeding patterns.

Kununurra

Kununurra is located in the Ord Valley, situated near to Lily Creek Lagoon. Kununurra was developed in the early 1960s to service the construction of the Ord Irrigation Scheme. The town has seen the transformation of ancient river plains into one of Australia's most diverse and productive agricultural areas. Harnessing the mighty Ord River opened up the area to horticulture, agriculture, aquaculture and eco-tourism.

From its beginnings as a service town for workers, Kununurra has grown to a population of about 7000 people and is home to most of the Shire's residents and town services.

Kununurra experiences temperatures consistently high in the summer months along with a relatively high rainfall, mostly experienced from November to March. The mean annual rainfall for Kununurra is 858mm. It is during these months mosquito populations increase due to the favourable weather conditions and significant amount of pooling water in surrounding bush land.

Wyndham

Wyndham is Western Australia's most northern town and the second largest town in the Shire. It is a small town with a population of just 1000, but Wyndham was once a bustling town, with the arrival of news of gold discoveries at Halls Creek.

Wyndham, like Kununurra, is surrounded by cliff and gorge country and has five rivers flowing into the Cambridge Gulf. The Cambridge Gulf is a massive waterway providing access to recreational mariners and commercial fishing operators with entry points into five rivers, being the Pentecost, Forrest, King, Durack and Ord Rivers as well as numerous creeks.

Wyndham experiences consistently high temperatures in the summer months along with a relatively high rainfall, mostly experienced from November to March. The mean annual rainfall

for Wyndham is 840mm. It is during these months mosquito populations increase due to the favorable weather conditions and significant amount of pooling water in surrounding bush land.

Aedes vigilax mosquitoes breed naturally on the tidal salt marsh surrounding Wyndham. Due to the close proximity of Wyndham to this significant breeding area populations of mosquitoes are common throughout the year and are noticeably problematic after large tides.

Remote Areas

The vast area of the Shire includes many remote communities, resorts, working cattle stations and mining camps. The largest remote community is Kalumburu, the most northern settlement in Western Australia, with a population of approximately 400 people. Many of these remote locations are inaccessible by road during the wet season. Due to resource restraints and the inaccessibility of these remote locations during the peak mosquito season, this mosquito management plan focuses on the main population centres of Kununurra and Wyndham.

1.2 Goal & Objectives

The goal of this Plan is to reduce nuisance and disease risk associated with mosquito populations by committing to environmentally and financially sustainable mosquito management practices.

The objectives of this Plan are to:

1. Identify existing and potential breeding areas;
2. Detail the preferred mosquito management options;
3. Ensure public education and awareness campaigns are ongoing;
4. Inform land owners, residents, Shire staff and the general public of Council's mosquito management actions;
5. Ensure information retention by documenting mosquito management actions;
6. Strategically guide the financial direction of mosquito management.

1.3 Strategic Implications

In accordance with the Shire's Strategic Community Plan 2012-2022, our mission is to enable the East Kimberley to develop in a manner that will achieve social, cultural, economic and environmental benefits for all. The Mosquito Management Plan strives to address the following strategic directions:

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

Objective 2.4: High standard of health and community facilities and services available to all residents

Strategy 2.4.2: Ensure community compliance with Environmental Health regulations

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

Objective 3.4: Protection and enhancement of community facilities

Strategy 3.4.1: Manage, maintain and upgrade public parks and amenities to ensure they meet community need and are accessible to people of all ages and abilities

1.4 Statutory Requirements

Department of Health

Health Act 1911

Part VII of the Health Act 1911 provides modes of dealing with nuisance and preventing spread of infectious disease, which can be applied to mosquito breeding sites.

Shire of Wyndham East Kimberley

Health Act 1911 – Shire of Wyndham East Kimberley Health Local Laws 2003

Part 6, Division 2 of the Health Local Laws 2003 details measures to be taken to prevent mosquito breeding.

Department of Environment Regulation

Environmental Protection Act 1986 The Convention on Wetlands of International Importance (the Ramsar Convention)

The Shire contains two Ramsar listed wetlands: the Lakes Argyle and Kununurra Ramsar site and the Ord River Floodplain Ramsar site.

2 NUISANCE & DISEASE RISK

Mosquito management within the Shire of Wyndham East Kimberley is important to address both mosquito-borne disease risk and nuisance mosquitoes.

2.1 Mosquito-borne Disease Risk

Not every mosquito species is a vector of disease. However, known vectors of mosquito-borne diseases, such as Ross River virus (RRV), Barmah Forest virus (BFV), Murray Valley encephalitis (MVE) and West Nile virus Kunjin strain (WNV_{KUN}), are present within the Shire. These diseases all have a significant impact on the health, social and financial well-being of residents and visitors to the region.

Ross River virus and Barmah Forest virus

Ross River virus (RRV) and Barmah Forest virus (BFV) are the two most common mosquito-borne diseases in Australia. The two viruses have similar life cycles and cause similar symptoms in people. In nature, RRV and BFV pass back and forth between animals and mosquitoes. The only way humans can catch the diseases is through the bite of a virus-carrying mosquito.

The WA Department of Health has developed RRV risk maps based on proximity to known mosquito breeding habitats and historical RRV rates. Kununurra has been categorised as having a frequent high RRV disease risk, indicating that the town experiences problems with nuisance and disease carrying mosquitoes most years. The crude rate of RRV in Kununurra

is 2.5 cases per 1000 residents per year. Wyndham has a lower incidence with a crude rate of 1.5 cases of RRV per 1000 residents per year.

Overall, there have been 177 cases of RRV reported between 2003/04 and 2014/15 in the Shire of Wyndham East Kimberley. This represents an average of 15 cases per year and an annual age standardised rate of 191 cases per 100,000 population over this period which is a statistically significant increase of almost 5 times compared to the rate for the state as a whole. The BFV rate in the Shire is also significantly higher at approximately 4 times the State rate.

Murray Valley encephalitis virus and West Nile virus Kunjin strain

Murray Valley encephalitis virus (MVE) and West Nile virus Kunjin (WNV_{KUN}) strain are endemic in the Kimberley region and can be active during and in the months following heavy wet season rains with February to April being the season of most risk. In nature, MVE and WNV_{KUN} cycle between mosquitoes and water birds, while humans are only incidental hosts. Disease symptoms caused by MVE occur in approximately one in 1000 people bitten by infective mosquitoes. Most do not develop symptoms at all.

No human cases of MVE have been detected in recent years in Wyndham or Kununurra. The last human case of MVE in the Shire was detected in 2011 and historical records indicate that five human cases of MVE have been detected within the Shire since 1989, three in Kununurra, one in Wyndham and one in Oombulgurri. The Shire has had three reported cases of WNV_{KUN}, since 1989 all from Kununurra, with the most recent occurring in 2006.

Exotic and emerging mosquito-borne diseases

Exotic diseases such as Dengue, Zika virus, Chikungunya, Malaria, Yellow fever and Japanese encephalitis are transmitted by mosquito species that are not present in the Kimberley region. Local transmission of these viruses does not occur in Western Australia.

2.2 Nuisance

As well as being a disease risk, mosquitoes can also be a considerable nuisance. Some mosquito species in the Shire are known to be aggressive biters, causing discomfort and pain to affected residents which can impact significantly on lifestyle.

Of particular concern are *Aedes vigilax* mosquitoes, which cause significant nuisance problems for Wyndham. These mosquitoes breed in coastal saltmarshes surrounding Wyndham and are aggressive biters that can travel tens of kilometres from their breeding sites.

3 MOSQUITOES

3.1 Life Cycle

An understanding of the general life cycle of mosquitoes is important for control. Where possible, the preferred method of control is to act upon the mosquito larvae, before they emerge into flying adults and disperse.

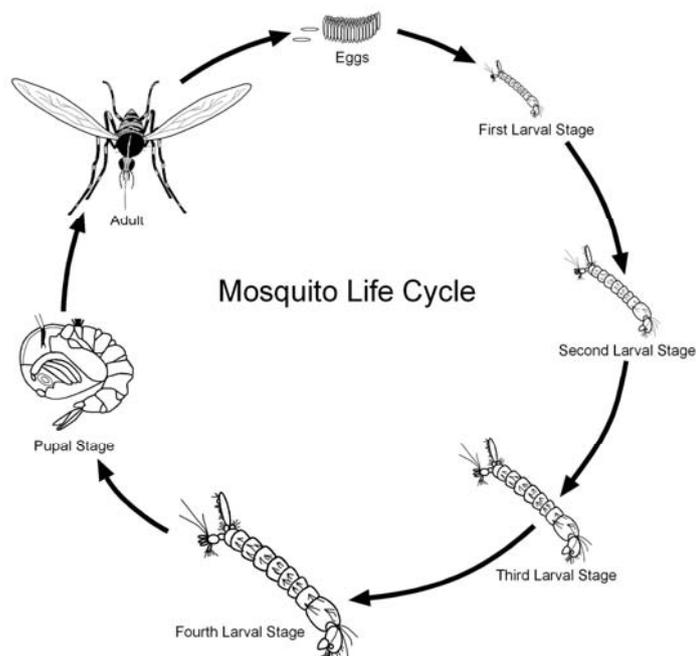
Eggs are laid by the adult mosquito and float on the surface of the water, soil or plants. *Anopheles* species lay their eggs as a single unit on the surface of a water body. *Aedes* deposit their eggs on a moist surface that will eventually be subject to water inundation. The *Aedes* eggs are generally associated with temporary water bodies and are desiccation resistant

meaning they can survive long periods out of the water. *Culex* species deposit their eggs in clusters that float on the surface of a water body.

Larvae hatch from the egg and live in the many different kinds of water habitats. The larvae grow through four different stages (instars) before becoming a mature larva. This process can take between 4-10 days depending on the species and environmental conditions. The *Culex* and *Aedes* species of larva have siphons that they breathe from and hang suspended from the surface of the water. The *Anopheles* species do not have a siphon and lie flat along the top surface of the water to breathe.. The larvae feed on microorganisms and other organic matter within the water.

Following the final larval stage (4th instar) the larva moults into a pupa. Pupae are still mobile in the water, but do not feed and are not affected by larvicides. This final stage can last for as little as 2 days before the adult emerges.

The newly emerged adult rests on the surface of the water for a short time to allow itself to dry before flying off to feed. Male mosquitoes do not bite and usually stay close to the breeding site feeding on plant and flower juices. Female mosquitoes travel further afield and firstly seek out a carbohydrate meal of plant juices to increase energy before mating with a male. The females will seek blood after mating and then embark on a cycle of feeding, resting, developing and laying eggs. The average lifespan of an adult female is two-three weeks.



3.2 Species of Interest

An understanding of the different species of mosquitoes present is crucial to implementing a mosquito management plan. Some species of mosquito can transmit diseases; others can cause significant pest nuisance issues due to their biting habits. Some species do not transmit diseases or cause pest issues and are a low priority for control.

Different species breed in different habitats and an understanding of the species present can allow for targeted larval investigations and control at the breeding site. Trapping of adult mosquitoes is therefore an important aspect of the management plan allowing for more targeted control actions.

Trapping undertaken by the Department of Health over the last approximately 20 years has identified *Culex annulirostris* as the primary species of concern at the end of the wet season (March/April). *Aedes vigilax* is an abundant species in Wyndham with the highest numbers collected in the middle of the wet season (January/February). *Aedes normanensis* is another

common species of concern in the region and is present all year round but is found in highest numbers in floodplains away from town sites during the wet season. All three of these species have the potential to transmit mosquito-borne diseases.

A summary of these species of interest and others found in the region is provided below.

Culex annulirostris

This species is an important vector of arboviruses; it is the principal vector of MVE and WNV_{KUN} and an important vector of RRV and BFV. *Culex annulirostris* breeds year round in temporary and permanent freshwater, but is most abundant in the mid to late wet season and early dry season.



Breeding Habitat: Permanent/semi-permanent freshwater bodies. Prefers heavily vegetated sites

Active Season: Year round esp. mid wet season to early dry season

Dispersal Capabilities: Up to 10km

Biting Habits: Active dawn, dusk and night

Disease Vector: MVE, WNV_{KUN}, RRV, BFV

Aedes vigilax

Aedes vigilax is a vicious biter, biting throughout the day and night. It can be responsible for nuisance problems in Wyndham, where it breeds in the tidal salt marshes surrounding the town. Eggs of *Ae. vigilax* are desiccation resistant and can survive for months on the dry mud flats. This often leads to a sharp increase in mosquito numbers for Wyndham early in the season when the first high tides or rains inundate the salt marsh allowing the eggs to hatch in large numbers.



Breeding Habitat: Coastal saltmarsh and brackish swamps

Active Season: Oct-Dec; Mar-May

Dispersal Capabilities: Up to 100km

Biting Habits: Vicious; all times

Disease Vector: RRV, BFV

Aedes normanensis

Aedes normanensis breeds in a variety of fresh water breeding sites, ranging from temporary ground pools, to large temporary swamps. Adults bite humans during the day and evening, and will also bite a range of mammals and birds. The species is found throughout the year, depending on local conditions. Eggs of *Ae. normanensis* are also desiccation resistant and significant numbers of adult mosquito can rapidly emerge following wet season rainfall.



Breeding Habitat: Temporary freshwater pools along rivers/creek lines

Active Season: Nov-Jan & Mar-May

Dispersal Capabilities: 2-3km

Biting Habits: Vicious, nocturnal, and dusk and dawn if humid

Disease Vector: RRV, BFV

Culex quinquefasciatus



Breeding Habitat: Clean or polluted water – domestic environment, artificial containers.

Active Season: Year round

Dispersal Capabilities: Limited

Biting Habits: Active in dawn, dusk and night

Disease Vector: Poor disease vector in WA

Aedes notoscriptus



Breeding Habitat: Clean water within the domestic environment; artificial containers

Active Season: Year round / wet months

Dispersal Capabilities: 0.4km

Biting Habits: Vicious, active dawn and dusk; occasionally at night and daytime, prefers shade

Disease Vector: RRV

Mansonia uniformis



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Breeding Habitat: Heavily vegetated freshwater especially with Typha/water lilies

Active Season: Jul-Nov

Dispersal Capabilities: 1-3km

Biting Habits: Vicious, all times in shade

Disease Vector: MVEV, RRV, WNV_{KUN}

Aedes tremulus



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Breeding Habitat: This species breeds in palm tree junctions as well as artificial containers.

Active Season: Mar-Apr

Dispersal Capabilities: 0.2-0.3km

Biting Habits: Vicious, dawn and dusk

Disease Vector: WNV_{KUN}

Anopheles annulipes



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Breeding Habitat: Permanent and semi-permanent freshwater

Active Season: All year, peak in wet season

Dispersal Capabilities: Unknown

Biting Habits: Night time; occasional in day times

Disease Vector: None

4 BREEDING SITES – LAND OWNERSHIP AND RESPONSIBILITY

A number of different breeding sites within the Shire contribute to mosquito populations. Some of these areas are monitored and treated by the Shire; others are the responsibility of external agencies. The Shire is responsible for management of breeding sites on Shire properties. This includes parks and gardens, Shire facilities and Shire roads and drainage systems. Some important existing and potential breeding sites and the responsible agencies are detailed below.

The management of mosquitoes on private property is the responsibility of owners and residents. Backyard breeding of mosquitoes can contribute significantly to nuisance and disease risk in residential areas. The Shire conducts education campaigns to encourage residents to clean up and help them identify potential backyard breeding sites. If necessary, the Shire can undertake enforcement action to require residents or owners to remove backyard-breeding sites.

Sewage Ponds

The Kununurra Sewage ponds are well maintained by the Water Corporation and no mosquito larvae have been found here in larval surveys to date. The Shire routinely monitors adult mosquito numbers in the area and will liaise with the Water Corporation if the ponds are found to be breeding mosquitoes.

Wyndham currently has two sets of sewage ponds. The ponds managed by the Water Corporation are well maintained and still in use. The other set of ponds is owned by the Shire and was part of the discontinued wastewater re-use scheme. The disused ponds are usually dry, but fill with water during the wet season. The ponds become a breeding site at this time and require treatment with larvicide when standing water is present.

Ord Irrigation Cooperative

A study on the Ord River irrigation area in 2003 found larger numbers of adult *Culex annulirostris* within the irrigation area compared with the town site during the dry season. The breeding of this mosquito year-round in the irrigation area increases the risk of mosquito-borne disease transmission around Kununurra even during the dry season.

Ord Irrigation Co-operative (OIC) undertake maintenance of irrigation channels to prevent them from becoming mosquito breeding habitats.

Lily Creek Lagoon

Lily Creek Lagoon is a potential breeding site in close proximity to the main residential areas of Kununurra. Mosquitoes can breed around the edges of the lagoon and in association with vegetation, particularly cumbungi. Management of cumbungi is discussed in the Lake Kununurra and Lily Creek Lagoon Vegetation Management Plan 2008 (under review) and requires input from a number of agencies. The lagoon is part of the Ramsar listed wetland Lakes Argyle and Kununurra. The Lakes are managed by the Water Corporation and the Department of Water. The Department of Environment and Conservation is responsible for management of Ramsar values. Any proposed mosquito management activities within Lily Creek Lagoon or any part of the Ramsar site will require liaison with these agencies.

Wyndham Port

The Wyndham Port is an important potential route for the introduction of exotic mosquito species. The responsibility of the port lies with Cambridge Gulf Limited (CGL). The Department of Agriculture undertake routine surveillance at the Port for exotic mosquito species and issue bi-annual vector monitoring reports.

5 ENVIRONMENTAL CONSIDERATIONS

As the most northern region of Western Australia, the Kimberley often has unpredictable weather patterns. The spectacular and varied natural environment in the Kimberley provides for a wide range of temporary, seasonal and permanent mosquito breeding sites. Some environmental variances that can greatly influence mosquito populations are:

- Tidal variations
- Rainfall
- Floods and cyclones
- Temperature
- Humidity

All of these weather factors play an important role in mosquito management and need to be considered during the implementation of the program.

Weather variables are recorded when undertaking monitoring and surveillance. They must also be taken into account before doing any chemical treatments.

6 MONITORING & SURVEILLANCE

Monitoring and surveillance is a vital part of this Plan and is used to determine required control actions. A review of the Shire's mosquito control was conducted by a consultant medical entomologist in September 2015. This review identified a number of breeding sites that require ongoing monitoring and surveillance. The recommendations in this report have been incorporated into routine monitoring and surveillance actions. A summary of all recommendations of the review is provided in Appendix One.

6.1 Larval Survey

All identified breeding sites are monitored regularly during the mosquito season or after large tides or floods to determine the larval activity. Tidally influenced areas (many sites in Wyndham) are surveyed 3-4 days after rain or tidal inundation events. Freshwater sites are surveyed 6 days after rain events.

Larval surveys are conducted at least monthly during the wet season. More extensive surveys are conducted twice per year; just after the first appreciable rains of the wet season and mid-way through the wet season in February. Larvae may be identified under a microscope or reared in emergence cages and identified as adults.

The findings of these surveys will determine if there is a need for the application of larvicide to prevent the emergence of adult mosquitoes. The threshold for larvicide treatment in freshwater sites is an average of two third or fourth instar larvae per dip. Mosquito larvicides are not effective at the late fourth or pupal stage, therefore it is critical that if a mix of 3rd and 4th instars are observed that the larvicide is applied immediately. If 4th instars and pupae are observed it

is too late to apply larvicide and the only chemical control option is to wait for the adults to emerge and conduct adult fogging. In tidal sites with thick vegetation, the presence of an average of two 3rd/4th instar larvae per dip will trigger treatment. In sites where natural predators of larvae are evident dips resulting in early instars, but very few or no third and fourth instars, may indicate that biological control is sufficient. If practical, the site should be reinspected 1 or 2 days later to determine if the biological control is effective or if the cohort has progressed through to 3rd/4th instar and requires larvicide to be applied.

6.2 Adult Trapping

Adult mosquito traps are used to monitor populations of adult mosquitoes. The mosquitoes caught in the traps are counted and identified to species. Trapping is important to monitor mosquito abundance, as well as to identify problem species and allow targeted larval investigations and control actions.

Routine adult trapping will be undertaken monthly during the dry season and fortnightly during the wet season. Trap sites are positioned close to known breeding sites to capture the highest possible number of mosquitoes. Additional trapping may be undertaken in response to complaints and to evaluate the effectiveness of control activities.

Trap collections of more than 100 *Aedes vigilax* or 200 *Culex annulirostris* within 500m of residential areas indicates a pest problem and potential disease risk and will trigger increased public awareness activities. Trap collections of over 500 *Culex annulirostris* within 500m of residential areas would be regarded as a severe pest problem and potentially significant disease risk. This will trigger discussions with the Department of Health regarding the appropriate control response.

6.3 Sentinel Chicken Program

The Shire participates in the sentinel chicken surveillance program coordinated by the Department of Health. The program provides an early warning of an increased level of mosquito-borne virus activity.

When a chicken is bitten by an infected mosquito, it develops antibodies to the virus but does not become sick. Furthermore, they do not develop high levels of the virus in their blood (thus, they cannot pass the virus back to mosquitoes and on to humans). Therefore, the disease cannot be spread from sentinel chickens to human populations.

There is currently one flock of chickens in Kununurra and one flock in Wyndham. Blood samples are taken from the chickens fortnightly in the wet season and monthly in the dry season. Samples are sent to the PathWest laboratory in Perth for analysis. Detection of virus in the chickens will trigger increased public awareness activities and liaison with the Department of Health regarding appropriate control actions.

6.4 Mosquito-borne Disease Notifications

Mosquito borne diseases (RRV, BFV, MVE and WNV_{KUN}) are notifiable diseases in Western Australia and are required to be reported to the Department of Health. The Kimberley Population Health Unit then notify the Shire of cases reported within its jurisdiction. Where possible, SWEK's Environmental Health Officers contact these cases to determine the

location and timing of exposure as accurately as possible. The information remains completely confidential and is used solely to inform mosquito management activities and guide the Department of Health and the Shire of Wyndham East Kimberley to prevent the spread of mosquito borne disease.

6.5 Complaints

Occasionally the Shire receives complaints from residents regarding mosquito nuisance. These complaints may provide information on areas where mosquito impacts are greatest. However, the tolerance of individuals to mosquitoes varies greatly and the number of complaints may not be directly related to actual mosquito populations.

Where possible all complaints should be made on the Mosquito Nuisance Complaint form, which includes important information to allow officers to follow-up. All complaints received must be forwarded to an Environmental Health Officer for investigation. Where possible an adult trap will be set near to the complaint address to identify the causative species.

6.6 Exotic Species Surveillance

There is potential for introduction of exotic species to the Shire via either the Wyndham Port or travellers coming from Queensland. Species such as *Aedes aegypti* or *Aedes albopictus* are a particular threat as these species are vectors of exotic mosquito borne diseases such as dengue, yellow fever and Zika virus, and are prevalent in Indonesia and many other parts of south-east Asia.

In Wyndham, larval monitoring for exotic species is conducted at the Port by the Department of Agriculture, with reports provided to the Department of Health. In Kununurra there is currently no exotic species surveillance program, however one will be established before the 2016/17 wet season.

Any specimens that are suspected of being exotic species must be immediately referred to the WA Department of Health Medical Entomologist for confirmation and advice.

7 MOSQUITO CONTROL METHODS

In order to be effective, this Mosquito Management Plan uses an integrated approach incorporating four control methods: cultural control, physical control, biological control and chemical control.

7.1 Cultural Control

One of the most important aspects of this mosquito management plan is public education.

It is not possible, nor desirable to completely eradicate mosquitoes from the environment. Despite the control actions detailed in this Plan there will always be some mosquitoes present and risk of mosquito-borne disease within the Shire. In addition, mosquito control activities are most active around the major town sites of Wyndham and Kununurra, however many residents and tourists will be exposed to mosquito bites in more remote locations where mosquito control is not undertaken. This includes residents living in rural areas, as well as people taking part in

recreational activities such as fishing and camping. For these groups the only way to reduce the risk of disease is to prevent mosquito bites by using personal protection measures.

Due to the highly transient residential population in the region, it is important that educational programs are ongoing to ensure all residents receive information. It is also essential to communicate this message to the large number of tourists that visit the region in the dry season months, particularly during the early dry season.

Public education will begin towards the end of the dry season and will be active throughout the wet season. Activities will be intensified when surveillance indicates that disease risk is high, either due to high mosquito numbers detected in adult traps, or when sentinel chicken seroconversions occur.

Education materials will be based around the Department of Health's "Fight the Bite" campaign and communication may include the following:

- Information displays at local events, particularly outdoor events;
- Letter PO Box drops;
- Display information posters on local notice boards;
- Promotion of the program through local radio stations and newspapers;
- Dissemination of warnings through local media when surveillance indicates a risk of mosquito-borne disease is likely;
- Public notices of planned chemical and physical mosquito control activities; and
- Displaying appropriate signage while in the field conducting monitoring or treatment.

7.2 Physical Control

Physical control methods are measures taken to reduce the potential for mosquito breeding and harbourage by modifying the natural or built environment.

Examples of physical control actions include:

- Maintenance of open stormwater drains to remove silt and weeds to ensure water not held for more than five days;
- Reduction of emergent vegetation in known breeding sites;
- The construction of weirs to prevent high tides from flooding upstream sections of creek beds;
- Filling in, or drainage of low lying land to reduce pooling;
- Slashing of vegetation which provides harbourage for adult mosquitoes;
- Cleaning up yards to remove containers which will collect water; and
- Ensuring septic tanks are sealed and vents fitted with mosquito proof screens.

Some physical controls, such as maintenance of drains are undertaken routinely. Other actions such as construction of weirs require planning and allocation of resources and are long-term strategies. Yard clean-ups and sealing of septic tanks are the responsibility of residents and will be the subject of education campaigns.

7.3 Biological Control

Biological control refers to the natural predation of mosquito larvae, for example by fish. Biological control occurs naturally in many water bodies and when present will reduce the

need for other control methods. The introduction of fish can also be an effective, long-term control for mosquito breeding in man-made situations such as backyard ponds.

Introduction of fish to natural environments will not form part of this Plan due to the large size and ephemeral nature of many breeding sites, as well as the potential environmental impact.

7.4 Chemical Control

Chemical control of adult and larval mosquitoes involves the application of minimal amounts of chemical substances that are toxic, physically damaging or hormonally disruptive to mosquitoes to kill them or slow/disrupt their development. Routine applications of these chemicals with the same mode of action or over application of these chemicals can result in resistance in the target mosquito population. Some of these chemicals can also have undesired impacts on non-target populations. It is important to understand that although insecticides have a place in mosquito control, these chemicals should be used sensibly to maximise their benefits while minimising any disadvantages.

There are two methods of chemical control considered in this plan: larvicides and adulticides. When possible, it is preferable to treat the mosquito larvae while they are contained in an aquatic environment, rather than as flying adults.

Post treatment larval and adult mosquito monitoring is essential to assess the effectiveness of the application of insecticides against the target mosquito by comparing results with a pre-treatment survey. Any breeding site with pale looking larvae in comparison to untreated sites indicates the pellets or briquettes are still effective and re-treatment is not required.

7.4.1 Larvicides

Larvicides kill mosquito larvae and/or prevent the emergence of adult mosquitoes. Larvicides are used to treat known breeding sites in close proximity to residential areas.

Advantages:

- Mosquitoes are killed before they pose any health risk
- Products can be very target specific making it easier to manage any environmental impact
- Controlled release formulations allow for residual control
- Reducing populations at the larval stage limits ongoing breeding, making ongoing control easier

Disadvantages:

- Treatment can be limited by site access and the size of the area requiring treatment
- Pupae and late 4th instar larvae are not affected, making the timing of treatment crucial

In small breeding sites, larvicides can be applied by hand without any specialist equipment. The Shire has two Maruyama backpack sprayers that can be used to apply pellets to larger breeding sites. The following larvicides are currently used as part of the Shire's mosquito management program:

(S)-methoprene

(S)-methoprene is an insect growth regulator that is absorbed by larvae and prevents them from developing into normal pupae. This product is available in several different formulations,

including the slow-release briquettes, which ensure ongoing release of the larvicide providing ongoing control for up to 150 days. Pellets are used for smaller water holding containers such as tanks and drains and are effective for 30 days.

Bti (*Bacillus thuringiensis var. israelensis*)

This product is a bio-larvicide which is ingested by larvae and destroys the gut lining. Bti will kill larvae within 24 hours, but does not have any residual effect.

Both larvicides are target specific for mosquitoes and do not impact on non-target species when applied at label rates. Therefore, calibration of application equipment is important to ensure product is being applied as close as possible to target rates. Regular calibration and maintenance of application equipment will be undertaken in accordance with manufactures instructions and chemical labels and materials safety data sheets (MSDS).

7.4.2 Adulticides

Adulticides are those chemicals that kill mosquitoes at the adult stage. They are the only chemical control option once flying adults have emerged.

Advantages:

- Fast knockdown of biting adults in times of high disease risk
- Residual surface sprays are available which can be used as barrier sprays with longer lasting effects

Disadvantages

- Only temporary control is achieved by fogging - mosquitoes are likely to re-enter treated areas from adjacent untreated areas, meaning treatments must be repeated regularly
- No target specific formulations are available. Adulticides work like a large scale insect spray, killing all flying insects, including natural predators of mosquitoes and beneficial insects such as bees
- Highly toxic to fish and other aquatic organisms and cannot be used near wetlands
- Labour and chemical costs associated with ongoing fogging treatments can be very high

Application of adulticides will only occur during times of high disease risk when the risk to public health outweighs the risk to the environment. The decision to use adulticides is made in consultation with the WA Department of Health Medical Entomologist.

The following adulticides are currently used as part of the Shire's mosquito management program:

Twilight ULV Mosquito Adulticide Concentrate

This chemical is used in the Cougar ULV sprayer and is a phenothrin and piperonyl butoxide based insecticide concentrate that must be diluted in carrier oil for application. Application of this chemical must be carefully timed to occur when mosquitoes are most active. Application will also depend on weather conditions.

Biflex AquaMax Insecticide

This chemical is a bifenthrin insecticide that is used as a barrier treatment. It is diluted in water and sprayed on surfaces such as dense vegetation and fences to kill mosquitoes that land on the surface. Application is by a knapsack sprayer.

8 STAKEHOLDERS

8.1 Internal Stakeholders

Ideally, residential developments should be located well away from extensive mosquito breeding sites to minimise mosquito management requirements. However, this is often not achievable in the East Kimberley region due to the magnitude of the natural environment and potential breeding areas in comparison to the size of town sites. Nevertheless, the Shire's planning department routinely refer development applications for environmental health assessment, at which time the appropriateness of proposed land use can be considered.

The Shire's Infrastructure department have responsibility for a number of areas that affect mosquito management including stormwater drains and vegetation management. Effective delivery of this plan, particularly physical control methods, will require close liaison with Infrastructure.

8.2 External Stakeholders

The Shire of Wyndham East Kimberley is a Contiguous Local Authority Group (CLAG). This means the Shire works in cooperation with the Department of Health with regard to mosquito management. As a CLAG, the Shire is eligible for a contribution from the state government of up to 50% for mosquito control chemicals. Decisions regarding appropriate application of these chemicals are therefore made in consultation with the Department of Health.

Other external stakeholders include Department of Environment and Conservation, Department of Water, the Water Corporation and Ord Irrigation Co-operative.

9 TRAINING

It is essential that personnel involved in the operational aspects of the MMP are suitably qualified, trained and/or supervised. More than one staff member should be trained in mosquito management. Skills required to carry out the requirements of the MMP safely and effectively are:

- Basic mosquito ecology
- Principles of integrated mosquito management
- Surveillance/monitoring techniques
- Collection, recording and identification of mosquito samples
- Standard operating procedures for equipment
- Safe storage, handling and application of chemicals/larvicides in accordance with product labelling and MSDS
- Use of appropriate PPE in accordance with product labelling, MSDS and environmental conditions

- Calibration techniques
- Information technologies/geographical information systems
- Budget management

The Department of Health offer an in depth mosquito management course in Mandurah approximately every two years which teaches most skills and competencies required.

10 RESOURCE REQUIREMENTS

Operating and implementing an effective mosquito management program is dependent on ongoing human and operational resources. Resource requirements will fluctuate significantly depending on the severity of the mosquito-breeding season, which is largely dependent on environmental variables.

Environmental Health Officers are primarily responsible for implementing this Plan. However, mosquito management is only a small part of the Shire's environmental health responsibilities and assistance is required from other staff. This can include assistance with monitoring activities, physical control activities or application of chemicals. A 4WD vehicle is also required for mosquito management work.

Through CLAG funding the Department of Health provides a 50% contribution towards chemicals; however, this amount is dependent upon the Shire's own budget allocation. It is a requirement of CLAG funding that some money is put in a mosquito management reserve fund each year. This money can be utilised in years when mosquito-borne disease risk/nuisance is greater than normal, following a request to the Department of Health.

11 ANNUAL REVIEW & REPORT

Good record keeping practices are crucial for the continuation of this Plan and retention of knowledge within the organisation. The following list includes the minimum required records to be kept on the Shire's record management system:

- Records of complaints
- RRV/BFV/MVE notifications and follow-up documentation
- Adult trapping results
- Larval survey results
- Chemical treatments
- Vector Control maps
- Chemical product labels and MSDS
- Media releases

This plan will be reviewed annually by 30 June each year with information included in the Shire's annual report. It is important to assess effectiveness of the surveillance program and the overall control program to allow for continuous improvement. An ongoing surveillance program will assess whether the mosquito populations are being reduced and if the control program is achieving reductions in pest problems or mosquito borne disease.

12 REFERENCES

Brockway C and Neville P, *Mosquito investigation within the Shire of Wyndham/East Kimberley – May 2015*, report, Government of Western Australia Department of Health, Perth, 2015.

Government of Western Australia Department of Health, *Mosquito Management Manual*, Department of Health WA, 2015.

Jardine A, Lindsay M, Heyworth J, and Weinstein P. Dry-season Mosquito Breeding Associated with Irrigation in the Northeast Kimberley Region of Western Australia : Potential Impact on Mosquito-borne Disease Transmission. *EcoHealth*. 2004; 1(4): 387-398.

North Shire Mosquito Abatement District, *Mosquito Biology*, viewed 3 May 2016, <<http://www.nsmad.com/about-mosquitoes/mosquito-biology/>>

Whelan P, *Review of mosquito control program Wyndham East Kimberley Shire*, Biting Insect Technical and Extension Services, 2016.

1.3 APPENDIX ONE – CONSULTANT’S RECOMMENDATIONS

In September 2015 a consultant medical entomologist from the Northern Territory was engaged to conduct a review of mosquito management within the Shire of Wyndham East Kimberley. The report generated from this review contained a number of recommendations. These recommendations and any progress made toward them are summarised below.

Section	Recommendation	Comment	Directorate	Progress
4.1	Locate all breeding sites on vector control maps	Working with Infrastructure and IT to create using existing software	Community Development	In progress – to be completed prior to 2016 wet season
4.1.1	Investigate patterns of over-watering	Investigation required	Infrastructure	Not started
	Removal of silt and vegetation from stormwater drains	Routine drain maintenance pre-wet season	Infrastructure	Ongoing
4.1.2	Larvicide treatment of temporary freshwater pools	Temporary solution	Community Development	Ongoing
	Investigate options for permanent source reduction.	Investigation required. Potential for CLAG funding for source reduction projects	Infrastructure	Not started
4.1.3	Reduction of emergent vegetation in Lake Kununurra and Lily Creek Lagoon	This action requires liaison with several external agencies – meeting to be arranged	Community Development	Not started
4.1.4	Install silt traps to Lily Creek lagoon tributaries	Investigation required. Potential for CLAG funding contribution	Community Development & Infrastructure	Not started
4.1.5	Inspect Cattle yard waste water ponds	Investigation required	Community Development	Not started
	Rectify Wyndham effluent disposal pipe	Liaison with Water Corp. required	Community Development	Not started
	Disused wastewater re-use scheme ponds (Wyndham)	Investigate options for rectification	Infrastructure	Not started
4.1.6	Monitoring irrigation channels	Land owners are responsible for maintaining irrigation channels.	Community Development	Ongoing

4.1.7	Monitoring waste water disposal from irrigation channels	Any issues identified will be brought to their attention. Land owners are responsible for maintaining waste water channels. Any issues identified will be brought to their attention.	Community Development	Ongoing
4.1.8	Maintenance and rectification of roadside culverts	Review of all culverts within Wyndham and Kununurra required. Liaison with Main Roads Department required.	Community Development & Infrastructure	Not started
4.1.9	Enhancement of tidal barrier weirs and installation of gabions in Wyndham	Investigation required. Potential to apply for CLAG funding for these projects	Community Development & Infrastructure	Not started
4.1.10	Educating property owners on the importance of managing and maintaining the septic systems	Included in MMP – section 7.1	Community Development	Ongoing
4.2	Exotic vector surveillance – Kununurra town	Included in MMP – section 6.6	Community Development	Not started
4.3	Adult vector monitoring	4 traps set in Wyndham and Kununurra each month	Community Development	Ongoing
	Review trap locations	To be changed after the completion of trapping project in June 2016	Community Development	Not started
4.4	Investigate relocation of the Sentinel Chicken Site - Kununurra	Investigation required to identify alternative sites	Community Development	Not started
	Sentinel Chicken Bleeding	Included in MMP – section 6.3	Community Development	Ongoing
4.5	Adult Monitoring Control - Fogging	Included in MMP – section 7.4	Community Development & Infrastructure	Ongoing
4.6	Public awareness and communications program	Included in MMP – section 7.1	Community Development	Ongoing

12.4. CORPORATE SERVICES

Cr B Robinson declared a financial interest as he has potential of future RFQ & Tenders submitted by his business, and left the room at 6:34pm.

Cr S Cooke declared a financial interest as her husband owns and operates a business that provides Tenders and RFQ's to the shire and this particular policy would be of benefit, and was muted at 6:34pm.

Cr S Rushby declared an impartiality interest she has a personal connection to a contractor, however this contractor is not a contractor to the Shire or WALGA.

Cr A Petherick declared an impartiality interest as her family could have financial interest.

Cr N Perry declared an impartiality interest as she has a number of family in Kununurra who have business interests that may benefit from this policy.

12.4.1. Consideration of Submissions Regarding a New Council Policy: CP/FIN-3217 Regional Price Preference

DATE:	30 August 2016
AUTHOR:	Jesse Johnson, Senior Procurement and Contracts Officer
RESPONSIBLE OFFICER:	Natalie Te Pohe, Director Corporate Services
DISCLOSURE OF INTERESTS:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. After considering the public submissions, adopts the new Council Policy CP/FIN-3217 Regional Price Preference.**
- 2. Requests the CEO, or their delegate to provide Statewide notice that the Council has adopted the Policy in accordance with the legislation, noting that the Policy cannot be applied until the Statewide notice has occurred.**
- 3. Endorses the creation of a Regional Price Preference Reserve to be established in accordance with legislative requirements as part of the 2016/17 Budget process that will hold initial funds of \$200,000.**
- 4. Requests the CEO or their delegate to ensure that appropriate operating processes are implemented that will record those quotes and tenders that are**

accepted at a higher dollar amount than would generally be accepted in the absence of this Policy, and utilise the funds that will be held in the newly established Regional Price Preference Reserve.

5. Request the CEO of their delegate to review the Council Policy *CP/FIN-3217 Regional Price Preference* during the 2017/18 Budget process and report back to the Council on the utilisation and cost of the Policy.
6. Adopts the revised *CP/FIN-3204 Purchasing*.

COUNCIL DECISION

Minute No: 11467

Moved: Cr K Wright

Seconded: Cr E Bolto

That Council:

1. After considering the public submissions, adopts the new Council Policy *CP/FIN-3217 Regional Price Preference*.
2. Requests the CEO, or their delegate to provide Statewide notice that the Council has adopted the Policy in accordance with the legislation, noting that the Policy cannot be applied until the Statewide notice has occurred.
3. Endorses the creation of a Regional Price Preference Reserve to be established in accordance with legislative requirements as part of the 2016/17 Budget process that will hold initial funds of \$200,000.
4. Requests the CEO or their delegate to ensure that appropriate operating processes are implemented that will record those quotes and tenders that are accepted at a higher dollar amount than would generally be accepted in the absence of this Policy, and utilise the funds that will be held in the newly established Regional Price Preference Reserve.
5. Request the CEO of their delegate to review the Council Policy *CP/FIN-3217 Regional Price Preference* during the 2017/18 Budget process and report back to the Council on the utilisation and cost of the Policy.
6. Adopts the revised *CP/FIN-3204 Purchasing*.

Carried 7/0

Cr B Robinson returns to the Council Chambers and Cr S Cooke comes off mute at 6:36pm.

PURPOSE

To consider the adoption of the *CP/FIN-3217 Regional Price Preference* following the consideration of public comment and subject to the adoption of *CP/FIN-3217 Regional Price Preference*, that Council endorses the adoption of the revised *CP/FIN-3204 Purchasing*.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Leader - plan and provide direction through policy and practices

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

The *Local Government (Functions and General) Regulations 1996*, Part 4A outlines the provisions for local governments located outside of the metropolitan area to give a regional price preference to regional tenderers.

At the May Ordinary Council Meeting the Draft Regional Price Preference Policy was endorsed for public comment as per the following decision:

COUNCIL DECISION

Minute No: 11377

Moved: Cr B Robinson

Seconded: Cr K Wright

That the Council:

- 1. Endorses the Draft CP/FIN 3217 Regional Price Preference Policy for public comment;**
- 2. Endorses statewide public notice of the Shire's intention to adopt a regional price preference policy and invite comment on the draft policy for a four (4) week public comment period; and**
- 3. Endorses public consultation in accordance with the community engagement plan.**

Carried 7/0

STATUTORY IMPLICATIONS

The Council's Regional Price Preference Policy is to comply with the *Local Government (Functions and General) Regulations 1996*, particularly Part 4A.

POLICY IMPLICATIONS

CP/FIN-3204 Purchasing is relevant and will require amendments if the Council adopt the proposed Council Policy *CP/FIN-3217 Regional Price Preference*.

FINANCIAL IMPLICATIONS

The implementation of the Regional Price Preference Policy will have financial implications, in that the Shire is willing to accept higher priced quotation/tender bids in an effort to maximise the use of local businesses for the supply of goods, services or works.

The estimated financial implication will be approximately \$320,000 at a preference rate of 5%, based upon the 2014/15 expenditure program, however it is recognised that 2014/15 may be a higher expenditure pattern than usual given the floods that occurred and the significant WANDRRA-related expenditure program thereafter.

As part of the draft 2016/17 Budget, Officers proposed to establish a new Regional Price Preference Reserve whereby an allocation of \$200,000 will be held. This will be utilised only when there are quotations or tenders accepted at a higher dollar amount than would generally be accepted in the absence of this Policy in order to ensure that there are no reductions in the service levels or scope of works that can be undertaken. The elected members expressed their support for this proposal at a subsequent briefing session.

In addition, it is intended to create an internal process whereby monthly reports will be produced that identify and transfer the financial costs of the Policy from the Regional Price Preference Reserve (to be created as part of the 2016/17 Budget process), with a year end review of the Policy to occur at the completion of the 2016/17 financial year. This will ensure that the Council can be fully informed in relation to the financial costs of implementing the Policy, along with any potential future service reduction that may be required if the Policy remains in place without the funds being available to support it.

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 1.4.2 : Improve the efficiency and productivity of Shire services

Strategy 1.4.4 : Deliver cost effective and efficient corporate services

RISK IMPLICATIONS

Risk: Inability to deliver levels of service expected by the community.

Control: Current budget and service levels.

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

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

COMMUNITY ENGAGEMENT

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

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

1. Advertisements in the West Australian, Kimberley Echo, Shire website, Notice Boards and Facebook page inviting public comment.
2. Production of fact sheet for the Draft Regional Price Preference Policy which was made available on the Shire's website, administration centres and libraries.
3. Provision of a public survey for the collection of public comment.
4. Media release.
5. SWEK News.
6. Email to the community contact email list and East Kimberley Chamber of Commerce and Kimberley Small Business Support.

COMMENTS

The public comments period opened on Saturday 11 June 2016 and closed on Wednesday 13 July 2016. In accordance with the requirements of the *Local Government (Functions and General) Regulations 1996*, the draft Policy was given statewide public notice inviting comment and observed a minimum public comment period of four (4) weeks.

The invitation for public comment was advertised in the West Australian on Saturday 11 June 2016 for four (4) consecutive weeks and the Kimberley Echo on 16 June 2016 for three (3) consecutive weeks.

Public comment was invited through the means of a survey which was available online and in a hard copy format at the Shire administration offices and libraries. The online survey was collated on Survey Logic meaning that the respondents would be presented questions that correlated to the answer of the previous question.

At the time of closing, seven (7) complete survey submissions had been received, all of which were online surveys. One (1) incomplete submission was lodged with no answers recorded for any of the survey questions. Of the seven (7) complete submissions, six (6) were from respondents based in Kununurra and one (1) from a respondent in Wyndham.

In summary, 100% of responses were in favour of the Draft Regional Price Preference Policy. Six (6) responses were in favour of the draft Policy in its current form, however one (1) Kununurra respondent believed the preference values of the Draft Policy should be increased.

After consideration of the submissions, Officers are recommending that the draft Policy be adopted and reviewed during the 2017/18 Budget process to determine whether or not the Policy should be continued, as requested by elected members during the briefing session.

ATTACHMENTS - Item 12.4.1

Attachment 1 - Question Summaries - Online Survey

Attachment 2 - *CP/FIN-3217 Regional Price Preference*

Attachment 3 - Revised *CP/FIN-3204 Purchasing*

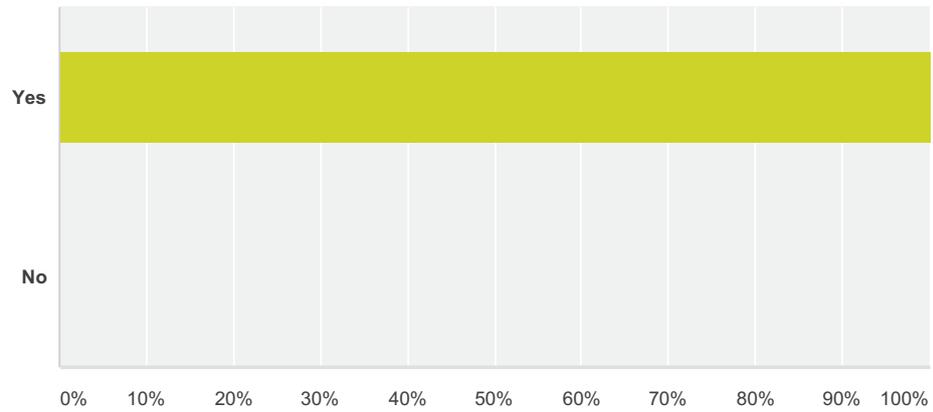
Q1 Address

Answered: 8 Skipped: 0

Answer Choices	Responses
Name	0.00% 0
Company	0.00% 0
Address	0.00% 0
Address 2	0.00% 0
City/Town	100.00% 8
State/Province	0.00% 0
ZIP/Postal Code	0.00% 0
Country	0.00% 0
Email Address	100.00% 8
Phone Number	0.00% 0

Q2 Do you support a Regional Price Preference Policy for the Shire?

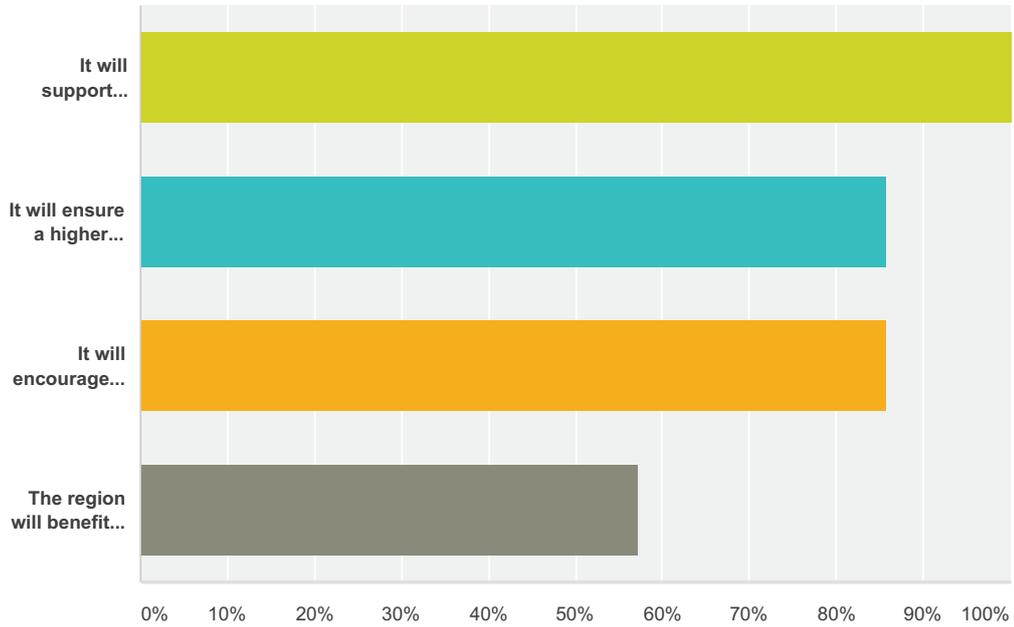
Answered: 7 Skipped: 1



Answer Choices	Responses	
Yes	100.00%	7
No	0.00%	0
Total		7

Q3 Why do you support a Regional Price Preference Policy? (select all that are applicable)

Answered: 7 Skipped: 1



Answer Choices	Responses
It will support existing local businesses	100.00% 7
It will ensure a higher proportion of ratepayer funds stay within the region	85.71% 6
It will encourage further business development within the region	85.71% 6
The region will benefit from an increase in population associated with business growth	57.14% 4
Total Respondents: 7	

Q4 Why do you not support a Regional Price Preference Policy? (select all that are applicable)

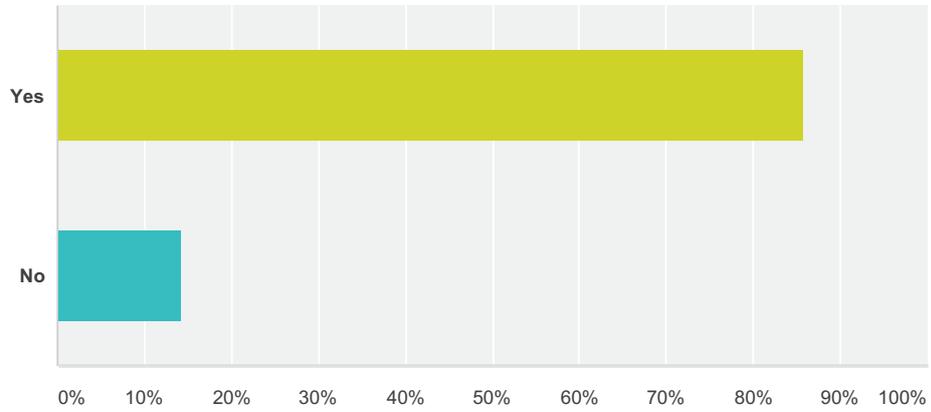
Answered: 0 Skipped: 8

! No matching responses.

Answer Choices	Responses
Businesses will increase tendered prices which will impact on the Shire's budget and overall service delivery	0.00% 0
Local businesses are already competitive when tendering due to their geographical location compared to businesses located outside of the Shire	0.00% 0
Businesses will increase prices across the board for Shire and community consumers alike	0.00% 0
I don't feel it will be of any benefit to local businesses or the community	0.00% 0
Total Respondents: 0	

Q5 Do you support the proposed regional price preference percentages/values as stated in the draft Policy?

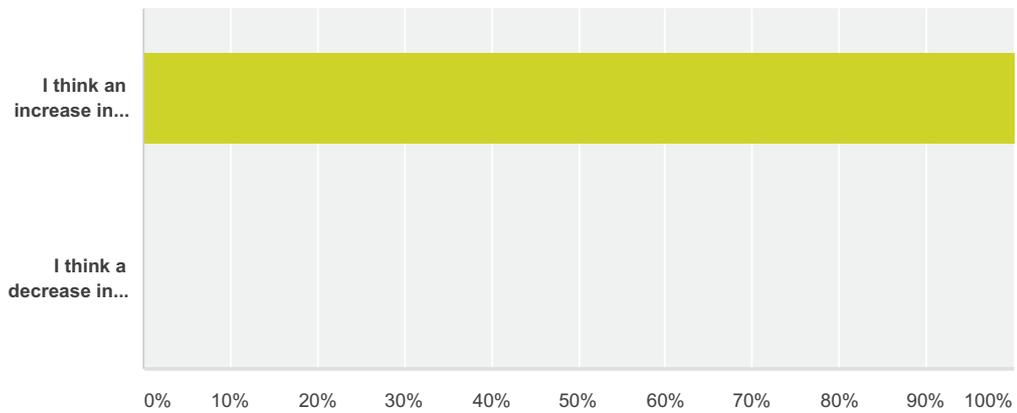
Answered: 7 Skipped: 1



Answer Choices	Responses
Yes	85.71% 6
No	14.29% 1
Total	7

Q6 Would you like to see the preference percentages/values increased or decreased?

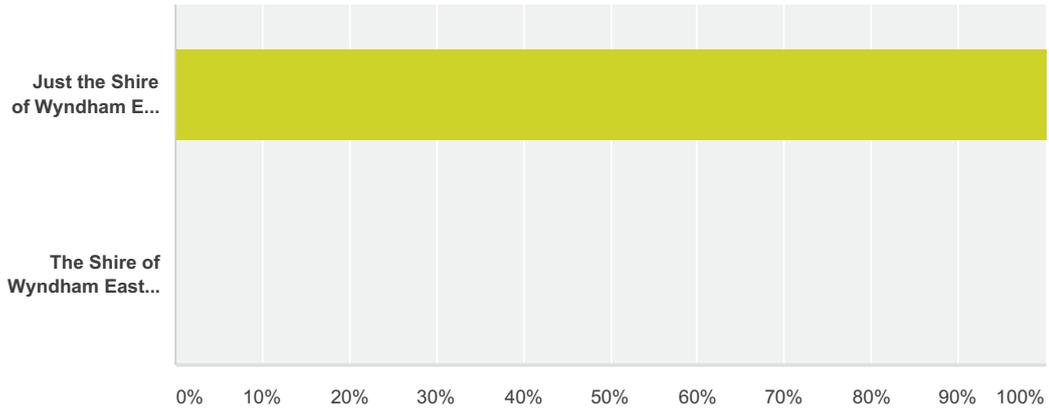
Answered: 1 Skipped: 7



Answer Choices	Responses
I think an increase in percentage/value is appropriate	100.00% 1
I think a decrease in percentage/value is appropriate	0.00% 0
Total	1

Q7 Do you believe the Regional Price Preference Policy should only apply to businesses located within the Shire of Wyndham East Kimberley or should extend to include businesses located in the neighboring local councils of the Shire of Halls Creek and the Shire of Derby West Kimberley?

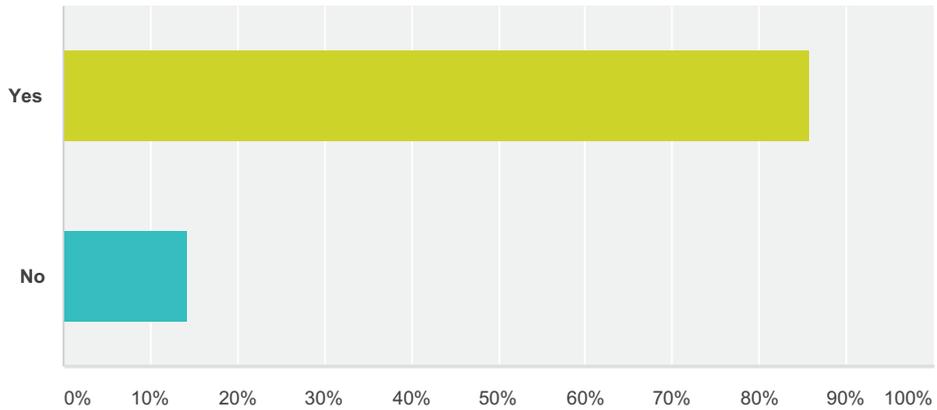
Answered: 7 Skipped: 1



Answer Choices	Responses
Just the Shire of Wyndham East Kimberley	100.00% 7
The Shire of Wyndham East Kimberley and the neighboring Shires	0.00% 0
Total	7

Q8 There will be an added cost to the Shire to provide a preference to local businesses. To absorb this cost the Shire will need to adjust service delivery, were you aware of this?(An analysis has estimated there could be a potential cost implication to the Shire of \$320,000 at a preference rate of 5%)

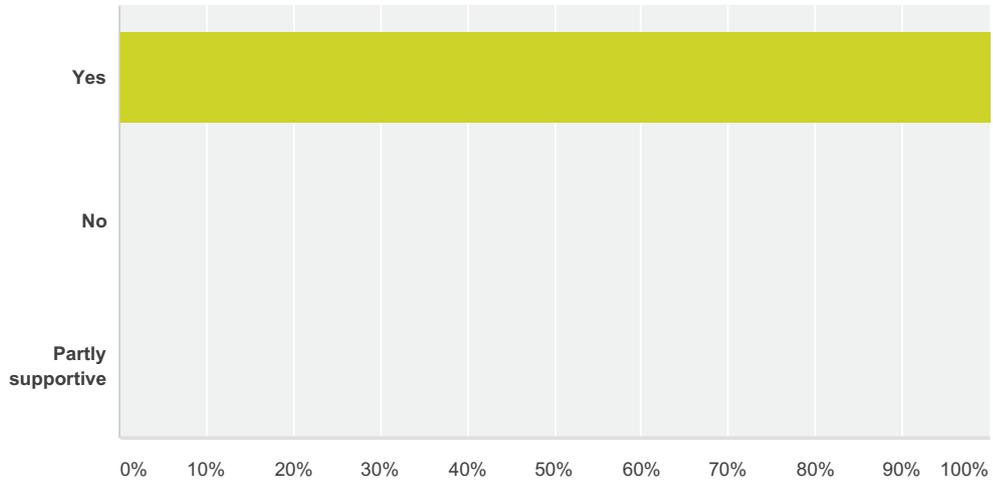
Answered: 7 Skipped: 1



Answer Choices	Responses
Yes	85.71% 6
No	14.29% 1
Total	7

Q9 Based on the need to adjust service delivery are you still supportive of the draft Regional Price Preference Policy?

Answered: 1 Skipped: 7



Answer Choices	Responses	Count
Yes	100.00%	1
No	0.00%	0
Partly supportive	0.00%	0
Total		1

Q10 Please select the most appropriate statement:

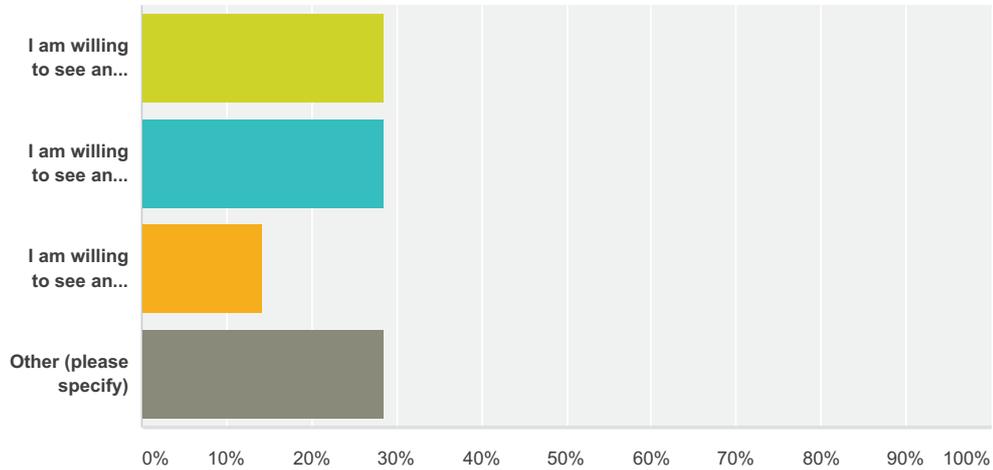
Answered: 0 Skipped: 8

! No matching responses.

Answer Choices	Responses	
I am still supportive but would like to see see the Policy adjusted to minimise service delivery impacts	0.00%	0
Other (please specify)	0.00%	0
Total	0	

Q11 Provide your overall reason for being in support of the Regional Price Preference Policy:

Answered: 7 Skipped: 1



Answer Choices	Responses
I am willing to see an adjustment to service delivery levels to ensure local businesses are supported	28.57% 2
I am willing to see an adjustment to service delivery levels so that more ratepayer funds remain within the local economy	28.57% 2
I am willing to see an adjustment to service delivery levels to encourage further business development within the region	14.29% 1
Other (please specify)	28.57% 2
Total	7

#	Other (please specify)	Date
1	I disagree with it costing more as time & time again it is the local companies that have to fix up the mess left by out of town companies that take the cream, but do not deliver a high or acceptable standard of work. (ie G&B Drainage road failure in Lake Side behind St Joseph's - Aboriginal Community road.	7/13/2016 11:26 AM
2	In the bigger picture the investment the shire is making will benefit the local economy as money stays within to support greater growth and greater growth means return for shite investment	6/9/2016 4:55 PM

Q12 Provide your overall reason for no longer being in support of this Policy:

Answered: 0 Skipped: 8

! No matching responses.

Answer Choices	Responses
I believe the estimated cost implication is to high to support this initiative	0.00% 0
I do not want to see service cuts to the estimated value of \$320,000	0.00% 0
Other (please specify)	0.00% 0
Total	0



POLICY NO	CP/FIN-3217	
POLICY	Regional Price Preference	
RESPONSIBLE DIRECTORATE	Corporate Services	
RESPONSIBLE OFFICER	Director Corporate Services	
COUNCIL ADOPTION	Date: 30/08/2016	Resolution No:
REVIEWED/MODIFIED	Date:	Resolution No:
	Date:	Resolution No:
REVIEW DUE	Date: August 2017	
LEGISLATION	<ol style="list-style-type: none"> 1. Local Government Act 1995 – Sections 3.57, 5.41 2. Local Government (Functions and General) Regulations 1996 – Part 4A – Regional Price Preference 3. State Records Act 2000 	
RELATED POLICIES	<ol style="list-style-type: none"> 1. RM1 – Records Management 2. CP/FIN-3204 Purchasing 	
RELATED PROCEDURES	<ol style="list-style-type: none"> 1. Code of Conduct for Council Members, Committee Members and Employees 2. Audit (Finance and Risk) Committee Terms of Reference 3. Organisational Directive – Purchasing Process (currently being developed) 	

1. PURPOSE:

The purpose of this policy is to promote and support local businesses and the community by giving preferential consideration to Regional Businesses when considering the provision of goods and services via tender and quotation.

2. DEFINITIONS:

Prescribed Area is the Shire of Wyndham East Kimberley.

Regional Business Preference is defined as an incentive for businesses located with the Prescribed Area.

Regional Price Preference is defined as the willingness to pay a higher price for the procurement of goods and/or services that are supplied by a Regional Business.

Regional Quoter (also referred to as a **Regional Business**) is a business that submits a quotation and meets the following condition:

- (a) A permanent office in the Prescribed Area for at least six (6) months prior to the closing date of quotations.

Regional Tenderer (also referred to as a **Regional Business**) is a business that submits a tender and meets the following condition:

- (a) A permanent office in the Prescribed Area for at least six (6) months prior to the closing date of tenders.

3. POLICY STATEMENTS:

3.1 Regional Business Preference

This preference enables businesses within the Prescribed Area to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

The preference will apply to all quotations of \$10,000 or greater, and all tenders invited by the Shire of Wyndham East Kimberley.

To qualify as a Regional Business, a business must meet the following conditions:

- (a) A permanent office in the Prescribed Area for at least six (6) months prior to the closing date of tenders/quotations.
- (b) The Regional Business is required to provide written evidence within the quotation/tender submission which demonstrates compliance with 3.1(a).

The price of the bids from the Regional Business will be reduced (for evaluation purposes only), by the amounts set out in section 3.2 of this policy.

3.2 Price Preference

Preference will be given to a Regional Business by assessing their submission as if the price bids were reduced by:

- (a) 5% (up to a maximum price reduction of \$25,000) for goods and/or services; or
- (b) 2.5% (up to a maximum price reduction of \$25,000) for construction (building) services; or
- (c) 5% (up to a maximum price reduction of \$25,000) for goods and/or services (including construction (building) services) if tenders/quotations are being sought for the first time for goods or services currently undertaken by Council.

3.3 Value for Money

Whilst price is a competitive consideration in the provision of goods and/or services via quotation/tender, it is only one aspect of the evaluation process. Value for Money principles, as described within *CP/FIN-3204 Purchasing*, will be employed by assessing the price component in conjunction with the quotation/tender selection criteria and requirements.

4. EXPLANATORY NOTES

4.1 Example of the Application of the Regional Price Preference Policy

Example 1

Consider a scenario where the following two tenders, to supply goods or services, are received by a local government that has chosen a 5% rate of preference.

- Tender 1 is from a Regional Business (as defined by the Council in its policy).
- Tender 2 is from a metropolitan based firm and uses goods and services sourced from the metropolitan area.

Tenders Received	Price of Tender	Price Reduction at 5% Rate of Preference	Adjusted Price for Evaluation Purposes
Tender 1	\$170,000	\$8,500 (5% of \$170,000)	\$161,500 (\$170,000 – \$8,500)
Tender 2	\$163,000	No preference applicable	\$163,000

As can be seen from the table, in terms of price, the tender from the Regional Business (Tender 1) is the most advantageous once the preference has been applied.

4.2 Legislation

In February 2000, the *Local Government (Functions and General) Regulations 1996* were amended to allow non-metropolitan local governments to offer a price preference to regional suppliers when deciding which Tender to accept. A price preference can only be applied if a local government authority has adopted a regional price preference policy.

Local Government (Functions and General) Regulations 1996 Part 4A

24A. Application of this Part

The provisions of Part 4 may be varied in accordance with this Part, if the local government is located outside the metropolitan area and intends to give a regional price preference in accordance with this Part.

24B. Terms used

(1) *In this Part —*

regional price preference, in relation to a tender submitted by a regional tenderer, involves assessing the tender as if the proposed tender price were discounted in accordance with regulation 24D;

regional tenderer means a supplier of goods or services who satisfies the criteria in subregulation (2).

(2) *A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this Part if —*

(a) *that supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or*

(b) *some or all of the goods or services are to be supplied from regional sources.*

24C. Regional price preference may be given

A local government located outside the metropolitan area may give a regional price preference to a regional tenderer in accordance with this Part.

24D. Discounts permitted for regional price preferences

(1) *A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by —*

(a) *up to 10% — where the contract is for goods or services, up to a maximum price reduction of \$50 000; or*

(b) *up to 5% — where the contract is for construction (building) services, up to a maximum price reduction of \$50 000; or*

(c) *up to 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500 000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.*

(2) *Although goods or services that form a part of a tender submitted by a tenderer (who is a regional tenderer by virtue of regulation 24B(2)(b)) may be —*

(a) *wholly supplied from regional sources; or*

- (b) *partly supplied from regional sources, and partly supplied from non-regional sources,*

only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender when a regional price preference policy is in operation.

- (3) *Despite subregulation (1), price is only one of the factors to be assessed when the local government is to decide which of the tenders it thinks would be most advantageous to that local government to accept under regulation 18(4).*

24E. Regional price preference policies for local governments

- (1) *Where a local government intends to give a regional price preference in relation to a process, the local government is to —*

- (a) *prepare a proposed regional price preference policy (if no policy has yet been adopted for that kind of contract); and*
- (b) *give Statewide public notice of the intention to have a regional price preference policy and include in that notice —*
 - (i) *the region to which the policy is to relate; and*
 - (ii) *details of where a complete copy of the proposed policy may be obtained; and*
 - (iii) *a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions;*

and

- (c) *make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice.*

- (2) *A regional price preference policy may be expressed to be —*

- (a) *for different regions in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;*
- (b) *for different goods or services within a single contract or various contracts;*
- (c) *for different price preferences in respect of the different goods or services, or the different regions, that are the subject of a tender or tenders (subject to the limits imposed by regulation 24D),*

or for any combination of those factors.

- (3) *A region specified under this Part —*

- (a) *must be (or include) the entire district of the local government; and*
- (b) *cannot include a part of the metropolitan area.*

- (4) *A policy cannot be adopted by a local government until the local government has considered all submissions that are received in relation to the proposed policy and, if that consideration results in significant changes to the proposed policy, then the local government must again give Statewide public notice of the altered proposed regional price preference policy.*

24F. Adoption and notice of regional price preference policy

- (1) *A policy cannot be adopted by a local government until at least 4 weeks after the publication of the Statewide notice of the proposed policy.*
- (2) *An adopted policy must state —*

- (a) *the region or regions within which each aspect of it is to be applied; and*
 - (b) *the types and nature of businesses that may be considered for each type of preference; and*
 - (c) *whether the policy applies to —*
 - (i) *different regions in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;*
 - (ii) *different goods or services within a single contract or various contracts;*
 - (iii) *different price preferences in respect of the different goods or services, or the different regions, that are the subject of a tender or tenders,*
- or to any combination of those factors.*
- (3) *An adopted policy cannot be applied until the local government gives Statewide notice that it has adopted that policy.*
 - (4) *The local government is to ensure that a copy of an adopted regional price preference policy is —*
 - (a) *included with any specifications for tenders to which the policy applies; and*
 - (b) *made available in accordance with regulation 29 of the Local Government (Administration) Regulations 1996.*

24G. Adopted regional price preference policy, effect of

A local government that has adopted a regional price preference policy in relation to a certain type of contract may choose not to apply that policy to a particular tender in the future for a contract of that type but, unless it does so, the policy is to apply to all like tenders.

RISK:

Risk: Inability to fund the infrastructure gap.

Control: Develop LTFP to ensure critical assets maintained in Annual Budgets.

Risk: Inability to deliver levels of service expected by the community.

Control: Current budget and service levels.

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.



POLICY NO	CP/FIN-3204	
POLICY	Purchasing	
RESPONSIBLE DIRECTORATE	Corporate Services	
RESPONSIBLE OFFICER	Director Corporate Services	
COUNCIL ADOPTION	Date: 18/06/2013	Resolution No: 10096
REVIEWED/MODIFIED	Date: 26/05/2015	Resolution No: 10949
	Date: 31/05/2016	Resolution No: 11380
	Date 30/08/2016	Resolution No:
REVIEW DUE	Date: August 2018	
LEGISLATION	<ol style="list-style-type: none"> 1. <i>Local Government Act 1995 – Sections 2.7, 3.57</i> 2. <i>Local Government (Functions and General) Regulations 1996 – Part 4 – Provision of Goods and Services</i> 3. <i>State Records Act 2000</i> 	
RELATED POLICIES	<ol style="list-style-type: none"> 1. RM1 – Records Management 2. CP/FIN-3217 Regional Price Preference 	
RELATED PROCEDURES	<ol style="list-style-type: none"> 1. Code of Conduct for Council Members, Committee Members and Employees 2. Audit (Finance and Risk) Committee Terms of Reference 3. Organisational Directive – Purchasing Process (currently being developed) 4. CP/FIN-3213 – Corporate Credit Cards 	

PURPOSE:

The purpose of this Policy is to demonstrate the Council's commitment to delivering best practice in the Shire of Wyndham East Kimberley's ("the Shire") purchasing of goods, services and works that align with the principles of transparency, probity and good governance in accordance with the *Local Government Act 1995* ("the Act") and the *Local Government (Functions and General) Regulations 1996* ("the Regulations").

DEFINITIONS:

Authorising Officer is a Shire of Wyndham East Kimberley employee who is registered in the sub-delegation register as authorised by the Chief Executive Officer to incur expenditure and claims for payment, within a specific monetary limit.

A **Deduction** includes a fixed amount or percentage that has been authorised to be subtracted from an employee's income.

Preferred Suppliers include WALGA Preferred Supply Contracts (which are specifically designed around local government requirements) or State Government Common Use Arrangements (where local government access is permitted).

Purchase is the acquisition of a good or service to achieve council business and is inclusive of purchasing, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, services equipment and related services,

construction and service contracts. A purchase is not a Reimbursement, a transfer to another organisation of a Deduction, a Refund, a Grant or Sponsorship.

A **Refund** is a repayment of a sum of money.

A **Reimbursement** is a repayment of funds that have been expended by an employee undertaking business on behalf of the Shire of Wyndham East Kimberley.

Requisitioning Officer is a Shire of Wyndham East Kimberley employee who has Shire system access to raise a purchase requisition. This employee will not necessarily have purchasing authority, in which case, the requisition, and associated documentation is forwarded to an Authorising Officer for consideration.

A **Grant** is a sum of money given by the Shire of Wyndham East Kimberley to an eligible recipient (grantee) for a particular purpose following an application and assessment process.

POLICY STATEMENTS:

The Council believes that overall policy must be underpinned by sound principles, which are well understood, communicated to the community and compliant with current legislation.

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

1. Ensure best practice policies and procedures are followed in relation to the internal purchasing for the Shire of Wyndham East Kimberley.
2. Ensure compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996*.
3. Ensure compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire.
4. To undertake purchasing processes that ensures value for money for the Shire by delivering the most advantageous outcome possible.
5. To ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers therefore strengthening integrity and confidence in the purchasing process.
6. To ensure efficient and consistent purchasing processes are implemented and maintained across the Shire.

1. ETHICS & INTEGRITY

1.1. Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the requirements contained in the Code of Conduct for Council Members, Committee Members and Employees ("the Code of Conduct") and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in a manner which is honest and professional and supports the standing of the Shire at all times.

1.2. Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2. VALUE FOR MONEY

Value for money is an overarching principle governing purchasing which allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the purchasing specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;

- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- providing opportunities for businesses within the Shire of Wyndham East Kimberley to be given the opportunity to quote for providing goods and services wherever possible.

3. PURCHASING THRESHOLDS AND POLICY REQUIREMENTS

The requirements that must be complied with by the Shire officers, including purchasing thresholds and processes, are prescribed within the *Regulations* and this Purchasing Policy.

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period (including all options to extend); or The extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

Any purchasing activity must be undertaken in accordance with the Shire officer's sub-delegated purchasing authority limit as approved by the Chief Executive Officer and outlined in the sub-delegation register.

In some cases, suppliers may not respond to a request for quotation. In this instance, Shire officers must provide documentation to demonstrate their attempt to source the required number of quotations as outlined in Table A, however non-responses should not delay any purchasing activity unless it would be considered inappropriate to proceed.

Table A

Purchasing Thresholds (ex GST)	Policy Requirements
Up to \$1,000	No quotations are required prior to purchase. Officers must ensure that they use their professional knowledge and expertise in the purchasing process.
Over \$1,000 and Up to \$10,000	Obtain at least two (2) verbal quotations from suppliers. OR Obtain at least two (2) quotations directly from preferred suppliers using a simple quotation process either verbally, through eQuotes or directly in writing. If you are utilising eQuotes as your sole purchasing method and there are more than two (2) preferred suppliers on the WALGA preferred supplier panel, quotations must be sought from each preferred supplier, as considered appropriate by the officer.

Purchasing Thresholds (ex GST)	Policy Requirements
Over \$10,000 and Up To \$50,000	<p>Obtain at least three (3) written quotations (eg email, fax or original copy).</p> <p>OR</p> <p>Obtain at least three (3) quotations directly from preferred suppliers using a simple quotation process either through eQuotes or directly in writing. If you are utilising eQuotes as your sole purchasing method and there are more than three (3) preferred suppliers on the WALGA preferred supplier panel, quotations must be sought from each preferred supplier, as considered appropriate by the officer.</p>
Over \$50,000 and Up To \$150,000	<p>Obtain at least three (3) written quotations (eg email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain at least three (3) quotations directly from preferred suppliers using a formal request for quotation process either through eQuotes or directly in writing. If you are utilising eQuotes as your sole purchasing method and there are more than three (3) preferred suppliers on the WALGA preferred supplier panel, quotations must be sought from each preferred supplier, as considered appropriate by the officer.</p>
Purchasing Thresholds (ex GST)	Policy Requirements
\$150,000 and above	<p>Conduct a public tender process in accordance with this policy and the legislative requirements. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy</p> <p>OR</p> <p>Obtain at least three (3) quotations directly from preferred suppliers using a formal request for quotation process either through eQuotes or directly in writing. If you are utilising eQuotes as your sole purchasing method and there are more than three (3) preferred suppliers on the WALGA preferred supplier panel, quotations must be sought from each preferred supplier, as considered appropriate by the officer.</p>

3.1. Tender Exemptions

Tender exemptions apply in the following instances:

- An emergency situation as defined by the *Act*,

- The purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Local Government sector.
- The purchase is from a Department of Finance Common Use Arrangements (where local government use is permitted), a regional local government or another local government;
- The purchase is under auction that has been authorised by Council;
- The goods or services are being supplied by or obtained through the State or Commonwealth government (or any of its agencies) or a local government;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- The goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA, as published by the Small Business Development Corporation, where the consideration under contract is worth less than \$250,000 and represents value for money;
- The goods or services are obtained through an Australian Disability Enterprise and represents value for money;
- The goods or services are being supplied through a renewal or extension of the term of a contract (the original contract) where;
 - a) The original contract was administered through a public tender process;
 - b) The invitation for tenders contained provisions for the renewal or extension of a contract;
 - c) The original contract contains an option to renew or extend its term; and
 - d) The suppliers tender included a requirement for such an option.
- Any of the other exclusions contained in Regulation 11 of the *Local Government (Functions and General) Regulations 1996* apply.

Note:

When making a decision about whether to conduct a public tender or utilise a tender exempt arrangement, the Shire officer should compare the cost and benefits of both processes.

The compliance requirements, time constraints, costs and risks associated with a public tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a tender exempt arrangement which include direct access to preferred suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

3.2 Exemptions Relating to Policy Requirements for Quotations

The obligation to source quotations is not required in the following instances:

- 1) Procurement of particular goods or services:
 - a) Utilities; including telephone, electricity, water and gas
 - b) Freight up to the value of \$1,000 (GST exclusive)
 - c) Local public notice advertisements that are required by legislation

- d) Statewide public notice advertisements that are required by legislation
 - e) Annual memberships/subscriptions
 - f) Software license fees
 - g) Conference registration fees
 - h) Employment of temporary staff members through temporary personnel service agencies
 - i) Department of Land Information on-line transactions
 - j) Motor Vehicle Licensing and Registration
 - k) Postage
 - l) Insurance excess
- 2) Corporate Credit Card or Corporate Fuel Card purchases up to the value of \$1,000 (GST exclusive).
 - 3) Petty Cash purchases up to the value of \$200 (GST exclusive).

3.3. Exemptions Relating to Policy Requirements for Purchase Requisitions and Purchase Orders

The obligation to issue a purchase order is not required in the following instances:

- 1) Procurement of particular goods or services:
 - a) Annual memberships/subscriptions
 - b) Software license fees
 - c) Department of Land Information on-line transactions
 - d) Motor Vehicle and Jetty Licensing and Registration
 - e) Insurance excess
- 2) Corporate Credit Card or Corporate Fuel Card purchases.
- 3) Petty Cash purchases up to the value of \$200 (GST exclusive).
- 4) Commissions

3.4. Requirements When the Shire Invites Tenders Though It Is Not Required To Do So

Where considered necessary, the Shire may consider calling public tenders in lieu of undertaking a request for quotation for purchases under the \$150,000 threshold (excluding GST).

This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through preferred suppliers.

If a decision is made to undertake a public tender for contracts of less than \$150,000, a Request for Tender process entailing all the procedures for tendering outlined in the Shire's Organisational Directive and the legislation must be followed in full.

3.5. Sole Source of Supply (Monopoly Suppliers)

Where the purchasing requirement is over the value of \$1,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works.

The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer, prior to a contract being entered into.

Note: The application of the “Sole Source of Supply” provision should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the required goods and/or services.

3.6. Anti-Avoidance

The Shire shall not enter two (2) or more contracts of a similar nature for the purpose of splitting the value of the contracts to enable the value of the consideration to be below the level of \$150,000, thereby avoiding the need to undertake a public tender process.

For the purpose of this Purchasing Policy, a signed purchase order is considered to be a contract.

3.7 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotations and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotations and tenders, whichever may apply.

4. ADDITIONAL PROCEDURAL THRESHOLDS

To ensure a best practice approach to purchasing activity for the Shire, the following additional procedural thresholds will apply:

PURCHASE VALUE	PRE PURCHASING ACTIONS	POST PURCHASING CLOSING ACTIONS	ASSESSMENT TIMEFRAME	EVALUATION PANEL
Over \$150,000 and less than \$1,000,000	1. Optional site briefing	In accordance with statutory requirements	Up to 2 weeks	Two (2) Shire Officers and Director
Over \$1,000,000 and less than \$5,000,000	1. Compulsory site briefing (depending on complexity of goods/services to be procured) 2. Business / Operational Plan required 3. Peer review of design/specific ation including sign off* 4. Project Manager engaged (optional) 5. Tender Evaluation Plan	In accordance with statutory requirements	Up to 4 weeks	Two (2) Shire Officers and Director

	6. Asset Management Plan (where relevant)			
Over \$5,000,000 and less than \$10,000,000	<ol style="list-style-type: none"> 1. As above, and 2. Legal advice on tender documents prior to distribution (dependent upon complexity of goods/services to be procured) 3. Engagement of probity advisor 4. External Project Manager engaged (optional) 5. Quantity Surveyor engaged (optional) 	<ol style="list-style-type: none"> 1. In accordance with statutory requirements 2. Interviews with tenderers 3. Quarterly QS approval of works undertaken prior to payment approval (optional) 4. Legal advice on tender contract prior to execution (dependent upon complexity of goods/services to be procured) 	Up to 6 weeks	Two (2) Shire Officers and two (2) Directors
Over \$10,000,000	<ol style="list-style-type: none"> 1. As above, and 2. Legal advice on tender documents prior to distribution is mandatory 3. External Project Manager engagement is mandatory 4. Quantity Surveyor engagement is mandatory 	<ol style="list-style-type: none"> 1. As above, and 2. Legal advice on tender contract prior to execution is mandatory 3. Monthly QA approval of works prior to payment approval is required 	Up to 8 weeks	Two (2) Directors and CEO

* Does not apply to Design and Construct or Schedule or Rates tenders.

5. RECORDS MANAGEMENT

Records of all tenders, requests for quotation and other purchases must be retained in compliance with the *State Records Act 2000 (WA)* and the Shire's Records Management Policy.

6. SUSTAINABLE PROCUREMENT

Sustainable procurement is defined as the purchasing of goods and services that have fewer negative environmental and social impacts than competing products and services.

The Shire is committed to sustainable procurement and where appropriate shall endeavour to design requests for quotation and tenders to minimise negative

environmental and social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the with Shire's sustainability objectives.

7. BUY LOCAL

Under the Western Australian Government's "*Buy Local Policy*", Government agencies and local governments are encouraged to maximise the participation of local and small businesses in the supply of goods, services and works purchased or contracted by government agencies.

A key goal in this policy is open and fair competition to ensure that Western Australian businesses are provided with every opportunity to bid for work. It is recognised that not every category of goods, services or works that is purchased by the Shire will lend itself to supply by local businesses.

As much as practicable, the Shire's purchasing must:

- ensure that buying practices, procedures and specifications do not unfairly disadvantage any business;
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that requests for quotation and tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for requests for quotation and tenders – all requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

8. PURCHASING FROM WA DISABILITY ENTERPRISES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

9. PURCHASING FROM ABORIGINAL BUSINESSES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

10. REGIONAL PRICE PREFERENCE

All purchases above \$10,000 are subject to the application of a regional price preference. Requisitioning Officers are to refer to *CP/FIN-3217 Regional Price Preference* for information on the application of the price preference.

EXPLANATORY NOTES:

1. LEGISLATIVE CONSIDERATION

The following Acts and Regulations apply to this policy:

Local Government Act 1995:

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.*

3.57. Tenders for providing goods or services

(1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*

(2) *Regulations may make provision about tenders.*

Local Government (Functions and General) Regulations 1996

Part 4

Division 1 – Purchasing policies

11A. Purchasing policies for local governments

(1) *A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150 000 or less or worth \$150 000 or less.*

(2) *A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1)*

(3) *A purchasing policy must make provision in respect of —*

(a) *the form of quotations acceptable; and*

(b) *the recording and retention of written information, or documents, in respect of —*

(i) *all quotations received; and*

(ii) *all purchases made.*

2. TENDER OR REQUEST FOR QUOTATION THROUGH TENDER EXEMPT PANELS (\$150,000 OR OVER IN VALUE)

For the procurement of goods, services or works where the value exceeds \$150,000, the Shire must either undertake:

a) Public tender process; or

- b) Request for quotation process from a tender exempt panel of preferred suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Common Use Arrangements (where Local Government access is permitted).

2.1. Using a Tender Exempt Panel of Preferred Suppliers

When accessing a tender exempt panel of preferred suppliers, the Shire must utilise a request for quotation process through eQuotes or in writing direct with the preferred suppliers in accordance with the requirements outlined in Table A.

In undertaking a request for quotation, the Shire does not need to request that preferred suppliers provide the type of information that is normally provided in a public tender. The fact that the State Government and WALGA has already undertaken a public procurement process and has pre-qualified each preferred supplier means that this information has already been obtained and validated.

Additionally, the Shire does not need to use its own contractual terms and conditions given that the State Government and WALGA has already developed best practice contractual terms and conditions which have been accepted by every preferred supplier. These contractual terms and conditions ensure that the interests of the Shire are fully protected.

Keeping the scope of the request for quotation focused on the specification and the selection criteria that will be utilised by the Shire to assess different quotations will ensure that only the required information is sought from preferred suppliers and the response process is streamlined.

Responses from preferred suppliers should be in writing and contain the price and a sufficient amount of information that addresses the specification and selection criteria provided by the Shire.

2.2. eQuotes

eQuotes is a secure, web-based procurement tool that streamlines and simplifies the request for quotation process with WALGA Preferred Suppliers at the same time as facilitating purchasing compliance, probity and control over all aspects of purchasing.

All WALGA Preferred Supply Contracts are available on eQuotes and all necessary contract information is preloaded to enable informed procurement choices, including contract details, insurances, pricing (where applicable) etc.

RISK:

Risk: Inability to fund the infrastructure gap.

Control: Develop LTFP to ensure critical assets maintained in Annual Budgets.

Risk: Inability to deliver levels of service expected by the community.

Control: Current budget and service levels.

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

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

12.4.2. List Of Accounts Paid From Municipal Fund and Trust Fund

DATE:	30 August 2016
AUTHOR:	Victoria Nakamya, Creditors Officer
RESPONSIBLE OFFICER:	Natalie Te Pohe, Director Corporate Services
FILE NO:	FM.09.5
DISCLOSURE OF INTERESTS:	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 126889 – 127081 (08 July – 27 July 16)	\$ 1,418,711.89
Municipal cheques 51374 - 51389 (07 July – 27 July 16)	\$ 83,181.56
Trust cheques 898- 911 - (11 July - 13 July 16)	\$ 4,053.89
Trust EFT 501201 – 501220 (01 July – 29 July 16)	\$ 14,793.85
Payroll (01 July – 22 July 16)	\$ 454,873.33
Direct bank debits (01 July – 21 July 16)	\$ 138,903.67
TOTAL	\$ 2,114,518.19

COUNCIL DECISION

Minute No: 11468

Moved: Cr K Wright

Seconded: Cr N Perry

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

Municipal EFT 126889 – 127081 (08 July – 27 July 16)	\$ 1,418,711.89
Municipal cheques 51374 - 51389 (07 July – 27 July 16)	\$ 83,181.56
Trust cheques 898- 911 - (11 July - 13 July 16)	\$ 4,053.89
Trust EFT 501201 – 501220 (01 July – 29 July 16)	\$ 14,793.85
Payroll (01 July – 22 July 16)	\$ 454,873.33
Direct bank debits (01 July – 21 July 16)	\$ 138,903.67
TOTAL	\$ 2,114,518.19

Carried 9/0

PURPOSE

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

NATURE OF COUNCIL'S ROLE IN THE MATTER

Regulator - enforce state legislation and local laws

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

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

STATUTORY IMPLICATIONS

Local Government Act 1995 – section 5.42

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Community Plan 2012-2022

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

Objective 1.4: Business innovation, efficiency and improved services

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

Strategy 1.4.3 : Maintain Council’s long term financial viability

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 - Item 12.4.2

Attachment 1 - List Of Accounts Paid in July 2016

ATTACHMENT 1**LIST OF ACCOUNTS SUBMITTED TO COUNCIL 30 AUGUST 2016**

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT126889	08/07/2016	ABCO PRODUCTS	FREIGHT FOR CLEANING SUPPLIES - KUNUNURRA ADMINISTRATION	187.00
EFT126890	08/07/2016	ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	491.83
EFT126891	08/07/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	158.10
EFT126892	08/07/2016	AUSTRALIAN TAXATION OFFICE - PAYG	PAYROLL DEDUCTIONS	76,928.00
EFT126893	08/07/2016	AUTO TOW & REPAIR	REMOVAL OF ABANDONED VEHICLES TO IMPOUND YARD	88.00
EFT126894	08/07/2016	BLACKWOODS	GREASE FOR P356, BATTERY, EAR PLUGS, FIRST AID KIT AND BATTERY CHARGER	1,904.04
EFT126895	08/07/2016	BUDGET RENT A CAR	CAR RENTAL FOR STAFF MEMBERS TO ATTEND TRAINING 12-19/06/16	292.82
EFT126896	08/07/2016	CDM HYDRAULICS PTY LTD	REPAIRS - P488, P357, P493	1,325.13
EFT126897	08/07/2016	CARPET, VINYL & TILE CENTRE	SUPPLY AND INSTALLATION OF VINYL TILES - EAST KIMBERLEY REGIONAL AIRPORT	12,837.00
EFT126898	08/07/2016	CR BEAU ROBINSON	MEMBER MEETING FEES 01/04/2016-30/06/2016	3,920.75
EFT126899	08/07/2016	CR DARREN SPACKMAN	MEMBER MEETING FEES 01/04/2016-30/06/2016	3,920.75
EFT126900	08/07/2016	CR KEITH WRIGHT	DEPUTY SHIRE PRESIDENT'S ALLOW. & MEETING FEES 01/04/2016-30/06/2016	5,870.75
EFT126901	08/07/2016	CR SOPHIE ANN COOKE	MEMBER MEETING FEES 01/04/2016-30/06/2016	3,920.75
EFT126902	08/07/2016	CR. ALMA PETHERICK	MEMBER MEETING FEES 01/04/2016-30/06/2016	3,920.75
EFT126903	08/07/2016	CR. BEATRICE JANE PARKER	SHIRE PRESIDENT'S ALLOWANCE & MEETING FEES 01/04/2016 -30/06/2016	11,720.75
EFT126904	08/07/2016	CR. EMILY BOLTO	MEMBER MEETING FEES 01/04/2016-30/06/2016	3,920.75
EFT126905	08/07/2016	CR. NAOMI PERRY	MEMBER MEETING FEES 01/04/2016-30/06/2016	3,920.75
EFT126906	08/07/2016	CR. SIMONE RUSHBY	MEMBER MEETING FEES 01/04/2016-30/06/2016	3,920.75
EFT126907	08/07/2016	CROCODILE SIGNS PTY LTD	SIGNAGE - EVENT AND ROAD CLOSED SIGN ALTERATIONS	140.80
EFT126908	08/07/2016	DSC CONTRACTING	SUPPLY AND INSTALLATION OF ELECTRONIC MORTAR LOCKS - EKRA	2,858.46
EFT126909	08/07/2016	DAVEY TYRE & BATTERY SERVICE	PUNCTURE REPAIRS - P347	47.00
EFT126910	08/07/2016	EAST KIMBERLEY HARDWARE	PARTS FOR P356 AND VARIOUS HARDWARE ITEMS - KNX ADMIN, KNX DEPOT	683.60
EFT126911	08/07/2016	ENIGMA BUSINESS PRODUCTS	SUPPLY OF X3 MONITORS - KUNUNURRA ICT	1,386.00
EFT126912	08/07/2016	FRONTIER FENCING	PAVING IN DESIGNATED AREA OF MAIN POOL - KUNUNURRA LEISURE CENTRE	2,276.82
EFT126913	08/07/2016	GUERINONI & SON	WATER CART HIRE - IVANHOE ROAD SHOULDER GRADING	6,393.75
EFT126914	08/07/2016	HEALTH INSURANCE FUND OF AUST. LTD	PAYROLL DEDUCTIONS	66.25
EFT126915	08/07/2016	INTEGRITY MANAGEMENT SOLN. PTY LTD	SYSTEMS DEVELOPMENT- ATTAIN ONLINE GIFTS AND RETURNS	4,950.00
EFT126916	08/07/2016	JSW HOLDINGS PTY LTD	RFQ 25 15-16 KERBING UPGRADE WORKS ON COOLIBAH DRIVE KNX	23,100.00
EFT126917	08/07/2016	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	1,039.04
EFT126918	08/07/2016	KIMBERLEY COMMUNICATIONS	REPAIRS TO TRIPLE J AND CLASSIC FM SATELLITE FEED	299.00

EFT126919	08/07/2016	KIMBERLEY PUMPING SERVICE	ASSEMBLE, SETUP STAND PIPE AND SWITCH BOARD STAND - KNX LANDFILL	3,850.00
EFT126920	08/07/2016	KUNUNURRA HOME & GARDEN	PAINT BRUSHES AND RETIC FITTINGS - KNX DEPOT, STAFF HOUSING	53.25
EFT126921	08/07/2016	LANDGATE	ANNUAL SUBSCRIPTION - LANDGATE SLIP SERVICE & ACCESS FEE	6,036.80
EFT126922	08/07/2016	MARKETFORCE PTY LTD	ADVERTISING - PUBLIC NOTICES - RESTRICTED BURNING 07/04/16	249.46
EFT126923	08/07/2016	MARTELL ROAD MAINTENANCE	SUPPLY OF EMULSION & PRESEAL CRACK PATCHING - GREAT NORTHERN H/WAY	13,618.00
EFT126924	08/07/2016	MAXXIA	PAYROLL DEDUCTIONS	7,101.08
EFT126925	08/07/2016	METALAND KUNUNURRA	SUPPLY OF METRIC TAP AND DIE SET- KUNUNURRA DEPOT	277.20
EFT126926	08/07/2016	MOORE STEPHENS PERTH	AUDIT FEES - INTERIM BILLING 15/16, PREP. OF CASH FLOW & BAL. SHEET 16/17	16,936.94
EFT126927	08/07/2016	OFFICE NATIONAL KUNUNURRA	SUPPLY OF HIGHLIGHTERS, STAMP AND USB FLASH DRIVE - KLC	43.50
EFT126928	08/07/2016	ORD FUEL SUPPLIES	BULK DIESEL - KUNUNURRA DEPOT	8,861.23
EFT126929	08/07/2016	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	172.00
EFT126930	08/07/2016	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	162.30
EFT126931	08/07/2016	ROYAL LIFE SAVING (WA BRANCH)	POOL MATS - KUNUNURRA LEISURE CENTRE	873.80
EFT126932	08/07/2016	SHELF SUPPLY	PROTECTIVE CLOTHING - EAST KIMBERLEY REGIONAL AIRPORT, KNX ADMIN	415.00
EFT126933	08/07/2016	SAI GLOBAL LIMITED	AUSTRALIAN STANDARDS SUBSCRIPTION	1,716.00
EFT126934	08/07/2016	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	175.00
EFT126935	08/07/2016	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	40.00
EFT126936	08/07/2016	TNT AUSTRALIA PTY LIMITED	FREIGHT- KUNUNURRA TO PATHWEST- HEALTH SAMPLES	338.61
EFT126937	08/07/2016	THE RUSTY SHED CAFE	CATERING FOR CRC EVENT - WOMEN'S WELL BEING 09/05/2016	118.80
EFT126938	08/07/2016	TOLL EXPRESS	FREIGHT - SIGMA TO WYN LEISURE CENTRE - SWIMMING POOL PARTS	2,112.62
EFT126939	11/07/2016	VANDERFIELD NORTHWEST PTY LTD	SUPPLY, REGISTRATION & DELIVERY - P146	43,973.25
EFT126940	11/07/2016	WESTERN AUST. TREASURY CORP.	LOAN REPAYMENT	87,411.67
EFT126941	13/07/2016	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT COLLECTION COMMISSIONS AND COSTS - MARCH AND APRIL 2016	5,630.72
EFT126942	13/07/2016	AUSTRALIA POST	POSTAGE AND STATIONERY PURCHASES - MAY 16	1,398.11
EFT126943	13/07/2016	CAM MANAGEMENT SOLUTIONS	QUARTERLY LICENCE FEE - JULY 2016 TO SEPTEMBER 2016	1,980.00
EFT126944	13/07/2016	CHEFMASTER AUSTRALIA	BIN LINERS - KUNUNURRA DEPOT	1,533.90
EFT126945	13/07/2016	DELRON CLEANING PTY LTD	CONTRACT CLEANING - KNX ADMIN, KYC, KLC, CHANGE RMS & TOILETS KNX	14,503.24
EFT126946	13/07/2016	DEPT. OF LOCAL GOV'T & COMMUNITIES	LOCAL GOV'T STANDARDS PANEL- SITTING & WRITING FEES 01/07/15-30/06/16	5,527.02
EFT126947	13/07/2016	IBAC PLUMBING PTY LTD	PLUMBING WORKS- INSTALLATION OF MOUND AND CAP- KLC	202.02
EFT126948	13/07/2016	JSW HOLDINGS PTY LTD	ROLLER AND GRADER HIRE - LAKE ARGYLE & WEABER PLAINS RD MAINTENANCE	53,514.15
EFT126949	13/07/2016	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	1,383.72
EFT126950	13/07/2016	KIMBERLEY EXCAVATIONS PTY LTD	EXCAVATOR HIRE - SPILL CLEAN UP AT KUNUNURRA LANDFILL	616.00
EFT126951	13/07/2016	KUNUNURRA COURIERS	DRINKING WATER SUPPLIES - KUNUNURRA ADMIN - MAY 16	42.00
EFT126952	13/07/2016	KUNUNURRA HOME & GARDEN	5LTR WATER JUG - OUTDOOR WORKFORCE KUNUNURRA	33.75

EFT126953	13/07/2016	LANDGATE	LAND ENQUIRIES - JUNE 2016	172.20
EFT126954	13/07/2016	MCMULLEN NOLAN GROUP PTY LTD	LAND AMALGAMATION, PREPARATION & LODGEMENT OF DEPOSITED PLANS	2,671.57
EFT126955	13/07/2016	OLLIE'S IRRIGATION & PLUMBING	RETICULATION FITTINGS - KUNUNURRA PARKS AND GARDENS, STAFF HOUSING	479.97
EFT126956	13/07/2016	ORD AGRICULTURAL EQUIPMENT	SERVICE AND REPAIRS - P492	1,383.18
EFT126957	13/07/2016	ORD FUEL SUPPLIES	FUEL COSTS - JUNE 2016 - P119, P396, P128, P394, P470	1,060.46
EFT126958	13/07/2016	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	853.78
EFT126959	13/07/2016	ST JOHN AMBULANCE WA. AUST. LTD	FIRST AID SUPPLIES INCL. STINGOSE AND PROBE SPLINTER BLOOD LANCET - KLC	45.58
EFT126960	13/07/2016	SOLUTIONS IT	SUPPLY OF X4 APPLE COMPUTERS FOR WYN YOUTH MEDIA PROGRAM	8,866.00
EFT126961	13/07/2016	TNT AUSTRALIA PTY LIMITED	FREIGHT- KUNUNURRA TO PATHWEST- HEALTH SAMPLES	477.66
EFT126962	13/07/2016	THINK WATER KUNUNURRA	RETICULATION FITTINGS - KUNUNURRA PARKS AND GARDENS	81.47
EFT126963	13/07/2016	TOLL EXPRESS	FREIGHT - KUNUNURRA LIBRARY TO STATE LIBRARY PERTH- CARD BOARD BOXES	706.99
EFT126964	13/07/2016	TROPICAL PEST CONTROL	PEST CONTROL TREATMENT- STAFF HOUSING	235.00
EFT126965	13/07/2016	TUCKERBOX STORES	PROVISIONS AND MATERIALS - KNX ADMIN, KNX AIRPORT, KNX LIBRARY & KLC	1,157.94
EFT126966	13/07/2016	VANDERFIELD NORTHWEST PTY LTD	SERVICE FOR P119 AND P128	2,282.16
EFT126967	13/07/2016	WESTRAC EQUIPMENT PTY LTD	SERVICE AND REPAIRS - P488	4,754.72
EFT126968	20/07/2016	ALLGEAR MOTORCYCLES	PARTS FOR P357 AND SAFETY WEAR FOR OUTDOOR WORKFORCE KUNUNURRA	218.35
EFT126969	20/07/2016	AUSTRALIAN AIRPORTS ASSOC. LTD	ACCOM. AND TRAINING - STAFF MEMBER AS PER EMPLOYMENT CONTRACT	3,211.00
EFT126970	20/07/2016	AUTO TOW & REPAIR	SERVICE FOR P387	479.02
EFT126971	20/07/2016	BROOME TOYOTA	SUPPLY AND CODE X2 REPLACEMENT KEYS - P478	440.24
EFT126972	20/07/2016	BEING THERE SOLUTIONS PTY LTD	VIDEO CONFERENCING SUBSCRIPTION - JULY 2016	825.00
EFT126973	20/07/2016	BLACKWOODS	SUPPLY OF COMPRESSED AIR AEROSOL CANS - EKRA	46.95
EFT126974	20/07/2016	BOTANICAL NORTH	CONSULTANCY - FLORA SEARCH AND REPORT - KNX LANDFILL	4,550.00
EFT126975	20/07/2016	BYRON BAY EXPERIENCE	YOUTH MULTIMEDIA SCHOOL HOLIDAY PROGRAM FOR JULY 2016 INCL. FLIGHTS	5,250.00
EFT126976	20/07/2016	C & S JOLLY ELECTRICS PTY LTD	ELECTRICAL REPAIRS - WYN POOL, KUNUNURRA LEISURE CENTRE	797.50
EFT126977	20/07/2016	CHADSON ENGINEERING	POOL TEST, CLEANING, SUPPLY & FIT BATTERIES, CALIBRATION CERTIFICATE- KLC	308.90
EFT126978	20/07/2016	CENTURION TRANSPORT	FREIGHT- FROM CHEFMASTER, JASON SIGNS TO KNX - BIN LINERS AND SIGNAGE	309.41
EFT126979	20/07/2016	DAVEY TYRE & BATTERY SERVICE	SUPPLY OF X4 BATTERIES & PUNCTURE REPAIRS - P477, P309, 391 P137	1,504.00
EFT126980	20/07/2016	DELRON CLEANING PTY LTD	CLEANING - INTERIOR TOILETS AT KLC HALL AND FOYER	100.76
EFT126981	20/07/2016	GUERINONI & SON	HIRE & RETURN OF PUMPING EQUIPMENT- KNX LANDFILL MAINTENANCE	2,965.38
EFT126982	20/07/2016	IBAC PLUMBING PTY LTD	PLUMBING WORKS- TOILET AT KLC & SUPPLY OF STEEL IMPELLER- WYN POOL	5,855.46
EFT126983	20/07/2016	JASON SIGN MAKERS LTD	SIGNAGE AND BOLLARDS - VARIOUS RDS INCL. IVANHOE RD, CARLTON HILL RD	1,911.58
EFT126984	20/07/2016	JSW HOLDINGS PTY LTD	TRUCK HIRE TO CART 400T OF PINDAN FROM KNX LANDFILL SITE TO EKRA	2,040.50
EFT126985	20/07/2016	JAB INDUSTRIES	RFQ13 15-16 TRAFFIC MAINTENANCE, LOAD & CART SHALE - CARLTON HILL ROAD	79,956.25
EFT126986	20/07/2016	KIMBERLEY COMMUNICATIONS	UHF HAND MICROPHONE FOR P130	59.00

EFT126987	20/07/2016	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	61.80
EFT126988	20/07/2016	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	53.95
EFT126989	20/07/2016	METALAND KUNUNURRA	PARTS AND REPAIRS TO STEP MACHINE ARM - KLC GYM	27.17
EFT126990	20/07/2016	MOORE STEPHENS PERTH	AUDIT FEES - ATTENDANCE AT AUDIT COMMITTEE & OUT OF POCKET EXPENSES	2,215.81
EFT126991	20/07/2016	ORD RIVER ELECTRICS	INSTALLATION OF X2 POWER POINTS ON THE SIDE OF SWITCH BOARD - EKRA	528.89
EFT126992	20/07/2016	OLLIE'S IRRIGATION & PLUMBING	RETICULATION FITTINGS - COOLIBAH DRIVE PARKS AND GARDENS	384.38
EFT126993	20/07/2016	ORDCO	SUPPLY OF X10 BAGS OF POULTRY MANURE - KUNUNURRA DEPOT	308.00
EFT126994	20/07/2016	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	33.00
EFT126995	20/07/2016	PURCHER INTERNATIONAL PTY LTD	SUPPLY, REGISTRATION & DELIVERY - P226, P309, P224 & P225	314,421.00
EFT126996	20/07/2016	SAI GLOBAL LIMITED	MEMBERSHIP AND SUBSCRIPTION TO ONLINE SELECT AUSTRALIAN STANDARDS	1,685.30
EFT126997	20/07/2016	SEARLE HOLDINGS (WA) PTY LTD	SUPPLY OF TOOLS & DEGREASER - WYNDHAM DEPOT	843.48
EFT126998	20/07/2016	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	175.41
EFT126999	20/07/2016	TELFORD INDUSTRIES	POOL CHEMICALS - WYNDHAM AND KUNUNURRA LEISURE POOL	690.80
EFT127000	20/07/2016	THE CANVAS SHED	PARTS AND REPAIRS TO SHADE SAILS - WYNDHAM POOL	840.00
EFT127001	20/07/2016	TNT AUSTRALIA PTY LIMITED	FREIGHT- SAFETY SIGNS TO KUNUNURRA LEISURE CENTRE - SIGNAGE	45.76
EFT127002	20/07/2016	THINK WATER KUNUNURRA	RETICULATION FITTINGS - KUNUNURRA PARKS AND GARDENS	1,355.69
EFT127003	20/07/2016	TROPICAL PEST CONTROL	PEST CONTROL TREATMENT- KUNUNURRA LANDFILL	478.50
EFT127004	20/07/2016	TYREPLUS KUNUNURRA	REPLACEMENT TUBE AND SEALANT - P495	70.00
EFT127005	20/07/2016	VANDERFIELD NORTHWEST PTY LTD	PARTS FOR P394 AND P125	171.87
EFT127006	20/07/2016	VIVID ADS PTY LTD	PORTABLE DISPLAY BOARDS AND PULL UP BANNER STAND - KLC	2,440.33
EFT127007	21/07/2016	ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	587.60
EFT127008	21/07/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	158.10
EFT127009	21/07/2016	AUSTRALIAN TAXATION OFFICE - PAYG	PAYROLL DEDUCTIONS	78,921.00
EFT127010	21/07/2016	HEALTH INSURANCE FUND OF AUST. LTD	PAYROLL DEDUCTIONS	66.25
EFT127011	21/07/2016	MAXXIA	PAYROLL DEDUCTIONS	7,101.08
EFT127012	21/07/2016	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	120.00
EFT127013	27/07/2016	ABCO PRODUCTS	CLEANING SUPPLIES - EAST KIMBERLEY REGIONAL AIRPORT	36.83
EFT127014	27/07/2016	AIRPORT LIGHTING SPECIALISTS	SUPPLY OF X237 RUNWAY LAMPS - EAST KIMBERLEY REGIONAL AIRPORT	2,058.65
EFT127015	27/07/2016	ALL HOURS SECURITY	ALARM CALL OUT CHARGES - KNX ADMIN, KLC, KNX DEPOT, WYN YOUTH CENTRE	395.22
EFT127016	27/07/2016	ALLGEAR MOTORCYCLES	PARTS AND OIL - P356	86.75
EFT127017	27/07/2016	AUTO TOW & REPAIR	PARTS AND SERVICE FOR P131 AND P130	506.75
EFT127018	27/07/2016	AVANTGARDE TECHNOLOGIES PTY LTD	ICT VULNERABILITY ASSESSMENT AND NETWORK PENETRATION TEST	5,940.00
EFT127019	27/07/2016	AVENTEDGE	ATTEND CONFERENCE - STAFF MEMBER AS PER EMPLOYMENT CONTRACT	2,084.50
EFT127020	27/07/2016	BAB ALUMINIUM	SUPPLY OF ALUMINIUM BENCH SEATS - EAST KIMBERLEY REGIONAL AIRPORT	5,029.20

EFT127021	27/07/2016	BD-IT CONSULTANTS	BD-IT CONSULTANTS	NETWORK SUPPORT AND MONITORING - KUNUNURRA ADMIN ICT	600.00
EFT127022	27/07/2016	BEING THERE SOLUTIONS PTY LTD	BEING THERE SOLUTIONS PTY LTD	VIDEO CONFERENCING SUBSCRIPTION - JUNE 2016	825.00
EFT127023	27/07/2016	BEST IT & BUSINESS SOLUTIONS PTY LTD	BEST IT & BUSINESS SOLUTIONS PTY LTD	PRINTING COSTS - KUNUNURRA AND WYNDHAM ADMIN - JUNE 16	2,625.97
EFT127024	27/07/2016	BUDGET RENT A CAR	BUDGET RENT A CAR	CAR RENTAL FOR STAFF MEMBER TO ATTEND ZONE MEETING 3- 6 JULY 2016	663.86
EFT127025	27/07/2016	C & M DINGO SERVICES	C & M DINGO SERVICES	PREPARATION OF GROUND FOR NEW PAVERS - KUNUNURRA LEISURE CENTRE	996.50
EFT127026	27/07/2016	C & S JOLLY ELECTRICS PTY LTD	C & S JOLLY ELECTRICS PTY LTD	REPLACEMENT OF LAP TIME CLOCK, CAPACITORS, FLOOD LIGHT- KLC, AG OVAL	7,942.00
EFT127027	27/07/2016	CAMLISMAR PTY LTD	CAMLISMAR PTY LTD	TRUCK AND LOADER HIRE - KUNUNURRA LANDFILL MAINTENANCE	7,524.00
EFT127028	27/07/2016	COATES HIRE OPERATIONS PTY LTD	COATES HIRE OPERATIONS PTY LTD	GENERATOR HIRE - KUNUNURRA LANDFILL MAINTENANCE	1,287.00
EFT127029	27/07/2016	COCA-COLA AMATIL	COCA-COLA AMATIL	PURCHASE OF CONSUMABLES FOR RESALE- KUNUNURRA LEISURE CENTRE	703.05
EFT127030	27/07/2016	CR. EMILY BOLTO	CR. EMILY BOLTO	REIMBURSEMENT OF CHILDCARE COSTS AS PER LG REGULATION 1996 S31	93.75
EFT127031	27/07/2016	DIGITAL MAPPING SOLUTIONS	DIGITAL MAPPING SOLUTIONS	CONSULTANCY - UPGRADE INTRA MAPS - KUNUNURRA ICT	6,864.00
EFT127032	27/07/2016	DRYSDALE RIVER STATION	DRYSDALE RIVER STATION	T05-15/16 GRADING WORKS - VARIOUS ROADS INCL. PORT WARRENDER RD	10,346.88
EFT127033	27/07/2016	EAST KIMBERLEY HARDWARE	EAST KIMBERLEY HARDWARE	PARTS AND VARIOUS HARDWARE ITEMS - P391, P356, KNX DEPOT	138.80
EFT127034	27/07/2016	EAST KIMBERLEY MARINE	EAST KIMBERLEY MARINE	PARTS AND REPAIRS TO SHADE SAIL- WYNDHAM SWIMMING POOL	182.60
EFT127035	27/07/2016	EAST KIMBERLEY PLUMBING	EAST KIMBERLEY PLUMBING	SUPPLY AND INSTALLATION OF TOILET CISTERN - STAFF HOUSING	478.50
EFT127036	27/07/2016	STAFF MEMBER	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	121.60
EFT127037	27/07/2016	FRONTIER POST & NEWS	FRONTIER POST & NEWS	POSTAGE & STATIONERY - JUNE 2016 - WYNDHAM ADMIN.	177.20
EFT127038	27/07/2016	GUERINONI & SON	GUERINONI & SON	WATER CART HIRE - MULLIGANS LAGOON MAINTENANCE	1,320.00
EFT127039	27/07/2016	HITACHI CONSTRUCTION MACHINERY	HITACHI CONSTRUCTION MACHINERY	PARTS FOR P479	1,875.50
EFT127040	27/07/2016	IT VISION AUSTRALIA PTY LTD	IT VISION AUSTRALIA PTY LTD	SOFTWARE ANNUAL LICENSING 2016/2017	63,804.40
EFT127041	27/07/2016	IXOM OPERATIONS PTY LTD	IXOM OPERATIONS PTY LTD	STORAGE AND HANDLING OF CHLORINE - KUNUNURRA AND WYNDHAM POOLS	414.15
EFT127042	27/07/2016	JSW HOLDINGS PTY LTD	JSW HOLDINGS PTY LTD	RFQ 18 15-16 FOOT PATH UPGRADE WORKS - VARIOUS STREETS INCL. WELCH ST	108,934.43
EFT127043	27/07/2016	JAB INDUSTRIES	JAB INDUSTRIES	REMOVAL OF CONCRETE SLAB STRUCTURE AT KUNUNURRA LEISURE CENTRE	19,254.11
EFT127044	27/07/2016	KIMBERLEY COMMUNICATIONS	KIMBERLEY COMMUNICATIONS	RESET RADIO ON BASTION, MOUNT ALBANY & CCTV FOOTAGE REVIEW	960.00
EFT127045	27/07/2016	KIMBERLEY KOOL REFRIGERATION	KIMBERLEY KOOL REFRIGERATION	MAINTENANCE- AIR CONDITIONER- KUNUNURRA ADMIN	198.00
EFT127046	27/07/2016	KIMBERLEY MARKETING	KIMBERLEY MARKETING	PURCHASE OF CONSUMABLES FOR RESALE- KUNUNURRA LEISURE CENTRE	230.69
EFT127047	27/07/2016	KUNUNURRA BETTA ELECTRICAL & GAS	KUNUNURRA BETTA ELECTRICAL & GAS	SUPPLY OF DISH WASHER- STAFF HOUSING	469.00
EFT127048	27/07/2016	KUNUNURRA COURIERS	KUNUNURRA COURIERS	DRINKING WATER SUPPLIES - KUNUNURRA LANDFILL - JUNE 16	294.00
EFT127049	27/07/2016	KUNUNURRA HOME & GARDEN	KUNUNURRA HOME & GARDEN	CLEANING SUPPLIES - EAST KIMBERLEY REGIONAL AIRPORT	30.50
EFT127050	27/07/2016	KUNUNURRA PEST MANAGEMENT	KUNUNURRA PEST MANAGEMENT	PEST CONTROL TREATMENT- KUNUNURRA ADMIN	550.00
EFT127051	27/07/2016	KUNUNURRA RURAL TRADERS	KUNUNURRA RURAL TRADERS	REPLACEMENT LOCK, FIRE BOX & EXTINGUISHER - KNX CHILD CARE CENTRE	345.00
EFT127052	27/07/2016	MARKETFORCE PTY LTD	MARKETFORCE PTY LTD	ADVERTISING - PUBLIC MEETING, PLANNING PROPOSAL, DRAINAGE UPGRADE	9,618.91
EFT127053	27/07/2016	MCDOWALL AFFLECK PTY LTD	MCDOWALL AFFLECK PTY LTD	RFQ 26 2015-16 ENGINEERING CONSULTANCY- DRAINAGE AND SEAL DESIGN	3,344.00
EFT127054	27/07/2016	MCLEODS BARRISTERS AND SOLICITORS	MCLEODS BARRISTERS AND SOLICITORS	LEGAL ADVICE - GENERAL PROCEDURE CLAIM	820.64

EFT127055	27/07/2016	MCMULLEN NOLAN GROUP PTY LTD	SURVEY SERVICES - WYNDHAM ROAD RESEAL	1,691.25
EFT127056	27/07/2016	MICHAEL PAGE INTERNATIONAL P/L	PROFESSIONAL RECRUITMENT SERVICES	2,140.60
EFT127057	27/07/2016	MOORE STEPHENS PERTH	AUDIT FEES - PURCHASE OF 2016 FINANCIAL REPORTING MANUAL	880.00
EFT127058	27/07/2016	ORD RIVER ELECTRICS	REPAIRS TO LIGHTS AT KYC, FLOOR SCRUBBER AT EKRA AND KLC LIGHT UPGRADE	3,243.79
EFT127059	27/07/2016	OUTBACK CLEANING	CLEANING - STAFF HOUSING PRIOR TO OCCUPATION	440.00
EFT127060	27/07/2016	OFFICE NATIONAL KUNUNURRA	SUPPLY OF X2 OFFICE CHAIRS - EAST KIMBERLEY REGIONAL AIRPORT	800.00
EFT127061	27/07/2016	OLLIE'S IRRIGATION	RETICULATION FITTINGS - KUNUNURRA PARKS AND GARDENS	122.21
EFT127062	27/07/2016	ORDCO	WEED CONTROL CHEMICALS - KUNUNURRA DEPOT	1,221.00
EFT127063	27/07/2016	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	188.05
EFT127064	27/07/2016	PHONOGRAPHIC PERFORMANCE CO.	PUBLIC PERFORMANCE LICENCE - 01/08/16 - 31/07/17- KLC	394.12
EFT127065	27/07/2016	PRITCHARD BOOKBINDERS	BINDING OF COUNCIL MINUTES	200.20
EFT127066	27/07/2016	QUICK CORPORATE AUSTRALIA	STATIONERY ORDER - MAY & JUNE 2016 - KUNUNURRA ADMINISTRATION	1,162.17
EFT127067	27/07/2016	SPORTSPEOPLE	ADVERTISING - RECRUITMENT	176.00
EFT127068	27/07/2016	SIMPLY UNIFORMS	STAFF UNIFORMS - KUNUNURRA ADMINISTRATION	988.19
EFT127069	27/07/2016	SOLUTIONS IT	HARD DRIVES FOR RIPIA YOUTH SCHOOL HOLIDAY MULTIMEDIA PROGRAM	1,184.70
EFT127070	27/07/2016	SPINIFEX HOTEL	ACCOM.-ELECTED MEMBERS- ATTEND KIMBERLEY ZONE MEETING 03/7-05/7/16	3,375.00
EFT127071	27/07/2016	THINK WATER KUNUNURRA	RETICULATION FITTINGS - WYNDHAM PARKS AND GARDENS	1,279.72
EFT127072	27/07/2016	TOWN CARAVAN PARK	ACCOM. FOR TEMPORARY STAFF MEMBER AS PER EMPLOYMENT CONTRACT	900.00
EFT127073	27/07/2016	TOX FREE AUSTRALIA PTY LTD	T04 13/14 REFUSE & LITTER COLLECTION, STREET SWEEPING- KNX & WYN- JUN 16	71,928.81
EFT127074	27/07/2016	TYREPLUS KUNUNURRA	TYRE DISPOSAL AND REPLACEMENT - P388, P391	1,330.00
EFT127075	27/07/2016	VANDERFIELD NORTHWEST PTY LTD	PARTS FOR P138	211.92
EFT127076	27/07/2016	STAFF MEMBER	REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	1,718.46
EFT127077	27/07/2016	WA LOCAL GOVERNMENT ASSOCIATION	WALGA SUBSCRIPTION AND ASSOCIATION MEMBERSHIP 2016/2017	35,325.21
EFT127078	27/07/2016	WEST BOOKS	BOOK ORDER - KNX LIBRARY	195.59
EFT127079	27/07/2016	WYNDHAM TOWN CARAVAN PARK PTY	ACCOM. FOR TEMPORARY STAFF MEMBER AS PER EMPLOYMENT CONTRACT	990.00
EFT127080	27/07/2016	WEST AUST. NEWSPAPERS LTD	ADVERTISING - RECRUITMENT, SWEK NEWS - JUNE 16	2,719.28
EFT127081	27/07/2016	YOUTH WITH A MISSION (KUNUNURRA)	COMMUNITY QUICK GRANT- STREET CHAPLAINS' AIRFARE	500.00
TOTAL MUNICIPAL EFT PAYMENTS				1,418,711.89

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
51374		CANCELLED	CANCELLED	
51375	07/07/2016	CASH - PETTY CASH KNX DEPOT	PETTY CASH REIMBURSEMENT - KUNUNURRA DEPOT	93.18
51376	07/07/2016	DEPARTMENT OF TRANSPORT	REGISTRATION - P126	24.75
51377	07/07/2016	HORIZON POWER	ELEC.INCL. NICHOLSON PK PUMP, KLC, OVAL LIGHTS, KNX ADMIN 27/5/16-23/6/16	26,434.62

51378	07/07/2016	VIPOND'S PAINT PTY. LTD.	SUPPLY OF PAINT FOR BANNERS IN THE TERRACE COMPETITION	340.12
51379	07/07/2016	WA MINING RESOURCES PTY LTD	REFUND FOR ASSESSMENT A7971 DUE TO A SURRENDERED MINING TENEMENT	384.43
51380	07/07/2016	WATER CORPORATION	SERVICE CHARGES - STAFF HOUSING 01/07/2016-31/08/2016	437.34
51381	13/07/2016	DEPARTMENT OF TRANSPORT	REGISTRATION - P372	358.40
51382	13/07/2016	HORIZON POWER	ELEC.INCL. RETICULATION, STREET LIGHTING 01/06/2016 - 30/06/2016	39,273.04
51383	13/07/2016	TELSTRA	LANDLINE PHONE COSTS - JUNE 2016	425.06
51384	13/07/2016	WATER CORPORATION	SERVICE CHARGES - TOILETS AT LEVEE BANK RD, STAFF HOUSING 1/7/16-31/08/16	914.13
51385	20/07/2016	CASH - PETTY CASH KNX AIRPORT	PETTY CASH REIMBURSEMENT - KUNUNURRA AIRPORT	89.60
51386	20/07/2016	HORIZON POWER	ELEC. KUNUNURRA AG OVAL LIGHTS 27/05/2016-23/06/2016	1,208.70
51387	20/07/2016	TELSTRA	MOBILE PHONE COSTS - JUNE 2016	3,123.94
51388	27/07/2016	HORIZON POWER	ELEC.INCL.IVANHOE PUMP, KNX BASKET BALL CRTS, KNX ADMIN 13/5/16 -13/7/16	7,569.94
51389	27/07/2016	WATER CORPORATION	WATER USE & SERV. CHARGES - KNX INDOOR SPORTS, KNX ADMIN 4/5/16-5/7/16	2,504.31
			TOTAL MUNICIPAL CHQ PAYMENTS	83,181.56

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
898	11/07/2016	BUILDING & CONST. INDUSTRY FUND	BCITF COLLECTIONS FOR JUNE 2016	744.91
899	11/07/2016	SHIRE OF WYNDHAM EAST KIMBERLEY	BCITF COMMISSIONS FOR JUNE 2016	41.25
900	11/07/2016	SHIRE OF WYNDHAM EAST KIMBERLEY	BSL COMMISSION FOR JUNE 2016	40.00
901	11/07/2016	WA DEPT. OF COMMERCE	BSL COLLECTIONS FOR JUNE 2016	626.23
902-906		CANCELLED	CANCELLED	
907	13/07/2016	ADDICTED TO DANCE	BOND REFUND - KLC HALL HIRE DANCE COMP	250.00
908	13/07/2016	FIONA SCOTT	BOND REFUND - WHITE GUM PARK HIRE 19/06/16	250.00
909	13/07/2016	KNX CONG. OF JEHOVAH'S WITNESSES	BOND REFUND - YOUTH CENTRE HIRE 12/12/14	650.00
910	13/07/2016	NORTHERN AIRPORT SERVICES	BOND REFUND - JESSICA SCANLON - EKRA ACCESS CARD	951.50
911	13/07/2016	TERRI CONNELL	BOND REFUND - WHITE GUM PARK HIRE	500.00
			TOTAL TRUST CHQ PAYMENTS	4,053.89

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
501201	01/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 01/07/16	1,461.65
501202	04/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 01/07/16	1,431.65
501203	05/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 05/07/16	1,024.75
501204	07/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 07/07/16	363.85
501205	08/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 08/07/16	316.75

501206	11/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 11/07/16	2,694.25
501207	12/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 12/07/16	381.80
501208	13/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 13/07/16	12.90
501209	14/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 14/07/16	492.30
501210	15/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 15/07/16	517.15
501211	18/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 18/07/16	1,283.30
501212	19/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 19/07/16	64.25
501213	20/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 20/07/16	145.20
501214	21/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 21/07/16	737.25
501215	22/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 22/07/16	1,583.80
501216	25/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 25/07/16	457.00
501217	26/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 26/07/16	471.50
501218	27/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 27/07/16	88.80
501219	28/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 28/07/16	1,223.90
501220	29/07/2016	TRUST DPI CLEARING	TRANSPORT CLEARING 29/07/16	41.80
TOTAL DIRECT DEBIT TRANSPORT PAYMENTS				14,793.85

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
	01/07/2016	PAYROLL	PAYROLL	472.56
	06/07/2016	PAYROLL	PAYROLL	223,542.99
	20/07/2016	PAYROLL	PAYROLL	228,719.92
	22/07/2016	PAYROLL	PAYROLL	2,137.86
TOTAL PAYROLL PAYMENTS				454,873.33

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
	01/07/2016	NATIONAL AUSTRALIA BANK	BPAY FEES	99.70
	01/07/2016	BANKWEST	MERCHANT FEE	2.93
	01/07/2016	BANKWEST	EFTPOS FEES	518.98
	01/07/2016	BANKWEST	BANK FEES	155.80
	07/07/2016	MESSAGES ON HOLD	MESSAGES ON HOLD	507.00
	07/07/2016	CLICK SUPER	EMPLOYEE SUPERANNUATION CONTRIBUTIONS	83,595.92
	20/07/2016	BANKWEST	PERIODICAL PAYMENT TO MASTERCARD*	11,966.33

21/07/2016	CLICK SUPER	EMPLOYEE SUPERANNUATION CONTRIBUTIONS	41,654.68
21/07/2016	WRIGHT EXPRESS AUSTRALIA	PUMA FUEL CARDS FEBRUARY 2016	402.33
		TOTAL DIRECT DEBIT PAYMENTS	138,903.67

***DETAILS OF MASTERCARD TRANSACTIONS INCLUDED IN DIRECT DEBIT 20/07/16**

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
	24/06/2016	SAI GLOBAL LIMITED	CONSULTANCY- CONTRACT GENERAL CONDITIONS	72.06
	15/06/2016	ADINA VIBE DARWIN	ACCOM.-ELECTED MEMBER- ATTEND KIMBERLEY ZONE MEETING 19/6-24/6/16	1,667.25
	24/06/2016	BLUE TAXI	CAB CHARGES - ELECTED MEMBER-ATTEND ZONE MEETING 24/06/2016	33.30
	10/06/2016	AIRNORTH	FLIGHT KNX-BME-KNX 13/06/16- STAFF MEMBER - ATTEND MEETING	937.29
	15/06/2016	OFFICE NATIONAL	X3 A4 DIVIDERS	22.65
	15/06/2016	ADINA VIBE DARWIN	ACCOM.-STAFF MEMBER- ATTEND CONFERENCE 19/6 - 24/6/16	1,667.25
	16/06/2016	BANKWEST	TRANSFER FROM MUNICIPAL ACCOUNT TO CREDIT CARD ACCOUNT	- 3,874.28
	16/06/2016	AIRNORTH	FLIGHTS PER-KNX 06/08/2016 - ELECTED MEMBER RETURN FROM ZONE MEETING	473.69
	16/06/2016	AIRNORTH	FLIGHTS PER-KNX 06/08/2016 - ELECTED MEMBER RETURN FROM ZONE MEETING	473.69
	16/06/2016	COLES	CATERING FOR CORPORATE BUSINESS PLAN & BUDGET FORUM 16/06/16	140.00
	17/06/2016	VIRGIN	FLIGHTS PER-KNX 06/08/2016 - ELECTED MEMBER RETURN FROM ZONE MEETING	386.70
	17/06/2016	VIRGIN	FLIGHTS PER-KNX 06/08/2016 - STAFF MEMBER - RETURN FROM ZONE MEETING	386.70
	17/06/2016	VIRGIN	FLIGHTS PER-KNX 06/08/2016 - ELECTED MEMBER RETURN FROM ZONE MEETING	566.70
	08/07/2016	INFINITY TELECOMM	SUPPLY OF X2 WIRELESS HEADSETS - KNX ICT	538.00
	30/05/2016	WEBJET	FLIGHTS KNX-PER 30/05/16 - STAFF MEMBER- ATTEND TRAINING 13-17 /06/16	980.59
	30/05/2016	WEBJET	FLIGHTS KNX-PER 30/05/16 - STAFF MEMBER- ATTEND TRAINING 13-17 /06/16	800.60
	30/05/2016	TRAVEL RESERVATION	ACCOMMODATION - STAFF MEMBER - ATTEND TRAINING 13-17/06/2016	560.00
	31/05/2016	WOTIF	ACCOMMODATION - STAFF MEMBER - ATTEND TRAINING 13-17/06/2016	700.00
	10/06/2016	WEBJET	FLIGHTS KNX-PER 30/05/16 - STAFF MEMBER- ATTEND TRAINING 15-23 /06/16	1,913.55
	10/06/2016	SANCTUARY GOLF RESORT	ACCOMMODATION - STAFF MEMBER - ATTEND TRAINING 13-17/06/2016	635.64
	11/06/2016	BANKWEST	TRANSFER FROM MUNICIPAL ACCOUNT TO CREDIT CARD ACCOUNT	- 6,904.09
	15/06/2015	NOISE & VIBRATION SYSTEMS PTY LTD	ENROLMENT FEES - STAFF MEMBER AS PER EMPLOYMENT CONTRACT	1,313.71
	15/06/2016	WEBJET	FLIGHTS KNX -PER 15/06/2016- STAFF MEMBER- ATTEND TRAINING 15-16/8/16	1,279.51
	16/06/2016	ATTIKA HOTEL	ACCOMMODATION - STAFF MEMBER - ATTEND TRAINING 15 - 23/06/2016	338.00
	17/06/2016	SANCTUARY GOLF RESORT	MEALS - STAFF MEMBER- ATTEND TRAINING 13/06/16-17/06/16	77.14
	17/06/2016	SANCTUARY GOLF RESORT	MEALS - STAFF MEMBER- ATTEND TRAINING 13/06/16-17/06/16	38.57
	18/06/2016	SANCTUARY GOLF RESORT	MEALS - STAFF MEMBER- ATTEND TRAINING 13/06/16-17/06/16	167.47
	23/06/2016	PENSIONE HOTEL PERTH	ACCOMMODATION - STAFF MEMBER - ATTEND TRAINING 15 - 23/06/2016	400.21

28/06/2016	ENGINEERS AUSTRALIA	PROFESSIONAL MEMBERSHIP RENEWAL - STAFF MEMBER AS PER CONTRACT	553.00
28/06/2016	WEBJET	FLIGHTS KNX - PER 29/05/2016- STAFF MEMBER- ATTEND TRAINING 15-16/8/16	1,279.51
14/06/2016	OFFICE NATIONAL	STATIONERY SUPPLIES FOR COMMUNITY ENGAGEMENT FORUMS	164.10
14/06/2016	OFFICE NATIONAL	STATIONERY SUPPLIES FOR COMMUNITY ENGAGEMENT FORUMS	24.75
17/06/2016	COLES	REFRESHMENTS FOR COMMUNITY ENGAGEMENT FORUMS-BUDGET, CBP& RID	70.00
16/06/2016	AVIATION ID	ASIC CARD RENEWAL FOR AIRPORT STAFF MEMBER	222.00
01/06/2016	FUSION BROADBAND PTY LTD	BROADBAND - WYNDHAM ADMINISTRATION OFFICE	177.65
15/06/2016	MESSAGE MEDIA	SERVER SMS ALERT NOTIFICATION SERVICE	0.62
16/06/2016	APPLE ITUNES	RANGERS APP. - WIKI CAMPS FOR ENFORCEMENT	23.97
23/06/2016	RYDA PTY LTD	DIGITAL RECORDER- KUNUNURRA ICT	193.80
26/06/2016	APPLE ITUNES	ICT APP	4.49
28/06/2016	ONLINE BUSINESS STORE	REPLACEMENT PORTABLE PROJECTOR SCREEN	851.17
27/05/2016	CAPITOL APARTMENTS	MEALS - STAFF MEMBER- ATTEND TRAINING 23-27/05/2016	18.36
14/06/2016	QANTAS AIRWAYS LIMITED	FLIGHTS KNX-DRW 18/06/16 - STAFF MEMBER- ATTEND TRAINING	307.29
14/06/2016	QANTAS AIRWAYS LIMITED	FLIGHTS KNX-DRW 19/06/16 - STAFF MEMBER- ATTEND TRAINING	454.65
19/06/2016	MERCURE DARWIN RESORT	ACCOM. AND MEALS - STAFF MEMBER- ATTEND TRAINING 18-19/06/2016	320.74
24/06/2016	QANTAS AIRWAYS LIMITED	FLIGHTS KNX-PER 30/06/16 - STAFF MEMBER AS PER EMPLOYMENT CONTRACT	890.03
2/06/2016	SURVEY MONKEY.COM	IVANHOE CROSSING SURVEY- COMMUNITY ENGAGEMENT	24.00
21/06/2016	ASHMAR NOMINEES PTY LTD	DOG FOOD AND CAMPING WHILE WAITING FOR CREDIT TERMS TO BE SET UP	48.00
14/06/2016	SARAH'S FLOWERS PTY LTD	SYMPATHY FLOWERS FOR ELECTED MEMBER	78.85
22/06/2016	CAMERASKY	FORESTRY PRO LASER RANGEFINDER FOR BUILDING SERVICES	467.45

12.4.3. Interim Monthly Statement of Financial Activity for the Period Ended 31 July 2016

DATE:	30 August 2016
AUTHOR:	Niroshini Nandasiri, Asset Management Accountant
RESPONSIBLE OFFICER:	Natalie TePohe, Director Corporate Services
FILE NO:	FM.09.5
DISCLOSURE OF INTERESTS:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the interim monthly financial report as at 31 July 2016.

COUNCIL DECISION

Minute No: 11469

Moved: Cr B Robinson
Seconded: Cr S Rushby

That Council receives the interim monthly financial report as at 31 July 2016.

Carried 9/0

PURPOSE

For Council to receive the interim monthly financial report for the period ended 30 June 2016.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Regulator - enforce state legislation and local laws

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

Council is to prepare monthly financial reports as required by the *Local Government (Financial Management Regulations) 1996*.

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

No policy implications apply in the preparation of the report.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Community Plan 2012-2022

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

Objective 1.4: Business innovation, efficiency and improved service

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

RISK IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

No community engagement is required.

COMMENTS

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

ATTACHMENTS - Item 12.4.3

Attachment 1 - Interim Monthly Financial Report as at 31 July 2016



Shire of Wyndham East Kimberley

Interim Monthly Financial Report 2016/2017

As at 31 July 2016

Contents:

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

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

Shire of Wyndham East Kimberley

Statement of Financial Activity (Interim Report)

Year to Date Actual v Year to Date Budget
as at 31 July 2016

	YTD Actual 2016/17 \$	YTD Budget 2016/17 \$	YTD Variance 2016/17 \$	%	
Revenue					
General Purpose Funding	40,575	0	40,575	0%	▲
Governance	3,831	0	3,831	0%	▲
Law, Order, Public Safety	1,450	0	1,450	0%	▲
Health	1,731	0	1,731	0%	▲
Education and Welfare	1,829	0	1,829	0%	▲
Housing	10,175	0	10,175	0%	▲
Community Amenities	46,924	0	46,924	0%	▲
Recreation and Culture	135,313	0	135,313	0%	▲
Transport	115,802	0	115,802	0%	▲
Economic Services	3,182	0	3,182	0%	▲
Other Property and Services	5,938	0	5,938	0%	▲
	<u>366,749</u>	<u>0</u>	<u>366,749</u>		▲
Expenses					
General Purpose Funding	4,072	0	4,072	0%	▼
Governance	(40,470)	0	(40,470)	0%	▲
Law, Order, Public Safety	(24,377)	0	(24,377)	0%	▲
Health	(12,893)	0	(12,893)	0%	▲
Education and Welfare	363	0	363	0%	▼
Housing	(2,294)	0	(2,294)	0%	▲
Community Amenities	(74,558)	0	(74,558)	0%	▲
Recreation & Culture	(130,032)	0	(130,032)	0%	▲
Transport	(158,253)	0	(158,253)	0%	▲
Economic Services	(9,206)	0	(9,206)	0%	▲
Other Property and Services	(377,037)	0	(377,037)	0%	▲
	<u>(824,683)</u>	<u>0</u>	<u>(824,683)</u>		▲
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Revenue					
(Profit)/Loss on Asset Disposals	0	0	0	0%	▼
Movement in Accruals and Provisions	0	0	0	0%	▼
Depreciation on Assets	0	0	0	0%	▼
Capital Expenditure and Revenue					
Purchase Land Held for Resale	0	0	0	0%	▲
Purchase Land and Buildings	0	0	0	0%	▲
Purchase Infrastructure Assets - Roads	0	0	0	0%	▲
Purchase Infrastructure Assets - Footpaths	0	0	0	0%	▲
Purchase Infrastructure Assets - Drainage	0	0	0	0%	▲
Purchase Infrastructure Assets - Other	0	0	0	0%	▲
Purchase Plant and Equipment	(468,406)	0	(468,406)	0%	▲
Purchase Furniture and Equipment	(1,065)	0	(1,065)	0%	▲
Grants / Contributions for Development of Assets	0	0	0	0%	▼
Proceeds from Disposal of Assets	144,000	0	144,000	0%	▲
Proceeds from Sale of Land Held for Resale	0	0	0	0%	▼
Repayment of Debentures	(66,803)	0	(66,803)	0%	▲
Proceeds from New Debentures	0	0	0	0%	▼
Transfers to Reserves (Restricted Assets)	0	0	0	0%	▲
Transfers from Reserves (Restricted Assets)	0	0	0	0%	▼
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	197,606	0	197,606	0%	▼
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	(640,939)	197,606	(838,545)		▼
Amount Required to be Raised from Rates	<u>0</u>	<u>0</u>	<u>0</u>	0%	▼

Shire of Wyndham East Kimberley
Note to Statement of Financial Activity (Interim Report)

Net Current Assets
as at 31 July 2016

Composition of Estimated Net Current Asset Position

	YTD Actual 2016/17	Brought Forward^① 1 July 2016
CURRENT ASSETS		
Cash - Municipal (Restricted & Unrestricted) ^②	4,457,498	5,711,668
Cash - Restricted Reserves	7,794,864	7,778,024
Receivables	1,054,042	1,454,169
Inventories & Other Financial Assets	6,145	17,808
	<u>13,312,550</u>	<u>14,961,668</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	(135,727)	(886,343)
Less:		
Restricted - Reserves	(13,817,762)	(13,877,719)
	<u>(640,939)</u>	<u>197,606</u>
NET CURRENT ASSET POSITION		
Less:		
Restricted - Unspent Grants	(984,695)	
Restricted - Unspent Loans	(791,118)	
ADJUSTED NET CURRENT ASSET POSITION^③	<u>(2,416,752)</u>	

② Cash - Municipal brought forward balances represented by:

Cash on Hand	1,700	1,700
Cash at Bank - Municipal		
Unrestricted	2,679,985	1,442,314
Restricted - Unspent Grants***	984,695	3,232,527
Restricted - Unspent Loans***	791,118	1,035,127
	<u>4,457,498</u>	<u>5,711,668</u>

① B/F balance for 2016/17 is calculated based on interim data, this will change as end of year adjustments for 2015/16 are still to be finalised.

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

Shire of Wyndham East Kimberley
Notes to Statement of Financial Activity (Interim Report)
For the Period Ended 31 July 2016

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

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

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

Operating

Recurrent Income - Excluding Rates ▲

Budget is not adopted for the reporting period yet. Therefore actuals for the end of period will be used as the YTD budget amount. This will continue until the budget adoption.

Rates

No material variances to report

General Purpose Funding ▲

No material variances to report

Governance ▲

No material variances to report

Law, Order and Public Safety ▲

No material variances to report

Health ▲

No material variances to report

Education and Welfare ▲

No material variances to report

Housing ▲

No material variances to report

Community Amenities ▲

No material variances to report

Recreation and Culture ▲

No material variances to report

Transport ▲

No material variances to report

Economic Services ▲

No material variances to report

Other Property and Services ▲

No material variances to report

Recurrent Expenditure ▲

Budget is not adopted for the reporting period yet. Therefore actuals for the end of period will be used as the YTD budget amount. This will continue until the budget adoption.

General Purpose Funding ▼

No material variances to report

Governance ▲

No material variances to report

Law, Order and Public Safety ▲

No material variances to report

Health ▲

No material variances to report

Education and Welfare ▼

No material variances to report

Housing ▲

No material variances to report

Community Amenities ▲

No material variances to report

Recreation and Culture ▲

No material variances to report

Transport ▲

No material variances to report

Economic Services ▲

No material variances to report

Other Property and Services ▲

No material variances to report

Shire of Wyndham East Kimberley
Notes to Statement of Financial Activity (Interim Report)
For the Period Ended 31 July 2016

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

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

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

Budget is not adopted for the reporting period yet. Therefore actuals for the end of period will be used as the YTD budget amount. This will continue until the budget adoption.

Non Cash Expenditure and Revenue

Adjustments and Accruals

No material variances to report

Budget is not adopted for the reporting period yet. Therefore actuals for the end of period will be used as the YTD budget amount. This will continue until the budget adoption.

Capital

Purchase Land Held for Resale ▲

No material variances to report

Purchase Land and Buildings ▲

No material variances to report

Purchase Infrastructure Assets - Roads ▲

No material variances to report

Purchase Infrastructure Assets - Footpaths ▲

No material variances to report

Purchase Infrastructure Assets - Drainage ▲

No material variances to report

Purchase Infrastructure Assets - Other ▲

No material variances to report

Purchase Plant and Equipment ▲

No material variances to report

Purchase Furniture and Equipment ▲

No material variances to report

Grants / Contributions for Development of Assets ▼

No material variances to report

Proceeds from Disposal of Assets ▲

No material variances to report

Debentures ▲

No material variances to report

Reserves ▲

Reserve transfers will be reconciled part of end of year process

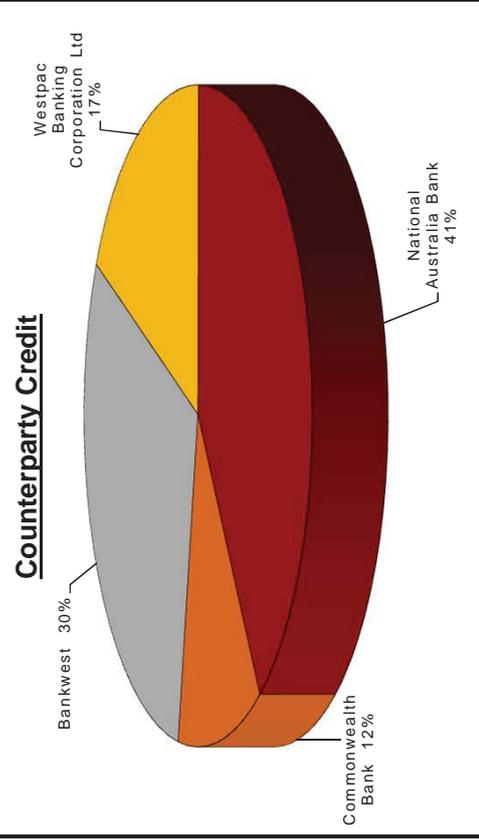
Shire of Wyndham East Kimberley

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

	YTD Actual 2016/17 \$	Annual Budget 2016/17 \$	Budget Remaining (Revised Budget less 2016/17 \$	%	
Revenue					
General Purpose Funding	40,575	0	(40,575)	0%	▲
Governance	3,831	0	(3,831)	0%	▲
Law, Order, Public Safety	1,450	0	(1,450)	0%	▲
Health	1,731	0	(1,731)	0%	▲
Education and Welfare	1,829	0	(1,829)	0%	▲
Housing	10,175	0	(10,175)	0%	▲
Community Amenities	46,924	0	(46,924)	0%	▲
Recreation and Culture	135,313	0	(135,313)	0%	▲
Transport	115,802	0	(115,802)	0%	▲
Economic Services	3,182	0	(3,182)	0%	▲
Other Property and Services	5,938	0	(5,938)	0%	▲
	366,749	0	(366,749)		▲
Expenses					
General Purpose Funding	4,072	0	(4,072)	0%	▼
Governance	(40,470)	0	40,470	0%	▲
Law, Order, Public Safety	(24,377)	0	24,377	0%	▲
Health	(12,893)	0	12,893	0%	▲
Education and Welfare	363	0	(363)	0%	▼
Housing	(2,294)	0	2,294	0%	▲
Community Amenities	(74,558)	0	74,558	0%	▲
Recreation & Culture	(130,032)	0	130,032	0%	▲
Transport	(158,253)	0	158,253	0%	▲
Economic Services	(9,206)	0	9,206	0%	▲
Other Property and Services	(377,037)	0	377,037	0%	▲
	(824,683)	0	824,683		▲
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Revenue					
(Profit)/Loss on Asset Disposals	0	0	0	0%	▲
Movement in Accruals and Provisions	0	0	0	0%	▼
Depreciation on Assets	0	0	0	0%	▼
Capital Expenditure and Revenue					
Purchase Land Held for Resale	0	0	0	0%	▼
Purchase Land and Buildings	0	0	0	0%	▲
Purchase Infrastructure Assets - Roads	0	0	0	0%	▲
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Purchase Furniture and Equipment	(1,065)	0	1,065	0%	▲
Grants / Contributions for Development of Assets	0	0	0	0%	▼
Proceeds from Disposal of Assets	144,000	0	(144,000)	0%	▲
Proceeds from Sale of Land Held for Resale	0	0	0	0%	▼
Repayment of Debentures	(66,803)	0	66,803	0%	▲
Proceeds from New Debentures	0	0	0	0%	▼
Transfers to Reserves (Restricted Assets)	0	0	0	0%	▲
Transfers from Reserves (Restricted Assets)	0	0	0	0%	▼
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	197,606	0	(197,606)	0%	▲
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	(640,939)	0	640,939	0%	▼
Amount Required to be Raised from Rates	0	0	0	0%	▼

REPORT ON INVESTMENT PORTFOLIO AS AT 31 July 2016

INVESTMENT POLICY - CP FIN - 3203			
S&P Rating	Portfolio Credit Framework	Counterparty Credit Framework	Counterparty Credit Framework
Long Term	Short Term	Direct Investment Maximum %	Counterparty Credit Framework
AAA	A-1+	100%	45%
AA	A-1	100%	35%
A	A-2	60%	20%
<i>Note: "S & P" relates to Standard & Poors credit rating agency</i>			
TERM TO MATURITY FRAMEWORK			
Overall Portfolio Term to Maturity Limits			
Portfolio % < 1 year		100% max 40% min	
Portfolio % > 1 year		60%	
Portfolio % > 3 year		35%	
Individual Investment Maturity Limits			
Authorised Deposit Institution		12 Months	
State/Commonwealth Government Bonds		3 years	



Institution Name	S&P Rating	Term to Maturity	Interest Rate	Maturity Date	Principal	Interest on Maturity	% of portfolio
MUNICIPAL FUNDS							
NAB		3 Months	3.00%	31-Aug-16	1,015,868.58	7,514.65	12%
Bankwest	A- 1+/AA	1 Month	2.70%	25-Aug-16	1,021,266.03	2,266.37	12%
TOTAL MUNICIPAL INVESTMENTS					2,037,134.61	9,781.02	23%
RESERVE FUNDS							
NAB		3 Months	3.00%	11-Sep-16	765,187.08	5,660.29	9%
CBA		2 Months	2.67%	5-Sep-16	1,049,040.24	4,604.28	12%
NAB		3 Months	3.00%	25-Sep-16	1,820,149.04	13,464.12	21%
Westpac		3 Months	3.02%	26-Oct-16	1,106,177.45	8,328.76	13%
Bankwest	A-1+/AA	2 Months	2.80%	22-Aug-16	550,578.58	2,576.41	6%
Bankwest		2 Months	2.80%	15-Aug-16	1,048,420.78	4,986.46	12%
TOTAL RESERVE INVESTMENTS					6,339,553.17	39,620.31	72%
TRUST FUNDS - T292							
Westpac	A-1+/AA	4 Months	2.70%	29-Nov-16	448,661.66	4,115.40	5%
TOTAL TRUST INVESTMENTS					448,661.66	4,115.40	5%
TOTAL INVESTMENTS HELD & INTEREST PAID					8,825,349.44	53,516.73	100%