

**COUNCIL ACTION ITEMS**

Meeting	Responsible Officer	Item	Resolution	Progress Comment	Date Actioned	Completed	Minute Number
OCM 28/04/2020	Chief Executive Officer	12.2.2.National Redress Scheme (Participation of WA Local Governments)	That Council: 1.Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments; 2.Notes that the Shire of Wyndham East Kimberley will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Wyndham East Kimberley makes a specific and formal decision to the be included; 3.Endorses the participation of the Shire of Wyndham East Kimberley in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration; 4.Grants authority to the Acting Chief Executive Officer to execute a service agreement with the State, if a Redress application is received; and 5.Notes that a confidential report will be provided if a Redress application is received by the Shire of Wyndham East Kimberley.	Information relating to the facilities the Shire has operated is being compiled and will be sent before the closing date of 31 May 2020.	01-May-20	In progress	28/04/2020 - 118200
OCM 28/04/2020	Chief Executive Officer	12.2.3.eMeetings and Procedures	That Council: 1.Suspends the operation of clauses Part 13 section 4 Method of Taking a Vote in the Shire of Wyndham East Kimberley Meeting Procedures Local Law for the duration of this electronic meeting and that these matters be determined at the discretion of the Presiding Member; 2.Adopts a revised Council Policy CP GOV 3105 Public Question Time (Attachment 1) and Public Question Time Form (Attachment 2) as contained in this report; 3.Endorses the Guidelines for eMeetings as contained in Attachment 3 of this report as a guiding document to manage Ordinary Council Meetings, Special Council Meetings and Committee Meetings; and 4.Acknowledges correspondence from the Shire President to the Chief Executive Officer determining the method for meetings of Council during the COVID-19 pandemic as contained in Attachment 4 of this report.	eMeetings process has been implemented with the April OCM being the first. This process will continue until such time as restrictions are sufficiently relaxed to hold a normal Council Meeting.	28-Apr-20	Completed	28/04/2020 - 118201
OCM 28/04/2020	Nick Kearns, Director Planning and Community Development	12.3.1.COVID-19 Business Continuity and Response	That Council: 1.Acknowledges that the Shire's Business Continuity Plans are being activated as required and that the associated Risk Management Analysis has been updated; 2.Acknowledges the work of the Shire administration in implementing new and updated measures in response to State and Federal Government directions and determinations relevant to the COVID-19 (Coronavirus) emergency and in undertaking associated initiatives; 3.Adopts the new COVID-19 (Coronavirus) Emergency Response and Recovery Policy; 4.Adopts the updated Policy Management Policy (CP/GOV 3112) to enable the Shire to make minor amendments to an existing policy directly in response to an emergency and in line with the COVID-19 (Coronavirus) Emergency Response and Recovery Policy; 5.Authorises the Acting Chief Executive Officer to undertake a Community Impact Survey and seek views from business and community organisations (including sporting associations) for the purpose of better understanding the impact of the COVID-19 (Coronavirus) event to recommend appropriate and relevant measures to address localised impacts; and 6.Supports the establishment of a COVID-19 Volunteer Register.	All recommendations actioned with the exception of the Community Impact Survey which will be confirmed soon	28-Apr-20	In progress	28/04/2020 - 118202
OCM 28/04/2020	Nick Kearns, Director Planning and Community Development	12.3.2.Corporate Business Plan Quarterly Progress review	That Council: 1.Receives the Corporate Business Plan Quarterly Progress Report (Q3) for January to March 2020; and 2.Adopts modifications to the Corporate Business Plan to include a Business Continuity Service area to reflect the Shire's activities relating to business continuity and the current COVID-19 Business Continuity Risk Framework.	Document updated	30-Apr-20	Completed	28/04/2020 - 118203
OCM 28/04/2020	Nick Kearns, Director Planning and Community Development	12.3.3.Proposed Lease - Portion of Airport Land - Lot 200 on Plan 66654	That Council resolves: 1.That, on the basis of the valuation dated 13th of February 2018, in which the market value of the land was determined to be \$100 per hectare per annum, Council adopts an amount of \$400 per annum per hectare to be a true indication of the fair market value of the land as at 28 April 2020. 2.Offers Margret Conley a three year land only lease on a portion of Lot 200 on Deposited Plan 66654, being a portion of the East Kimberley Regional Airport landholdings, Kununurra, subject to: a)The commencing rent being \$400 (excluding GST) per hectare per annum; b)The tenant meeting all applicable outgoings, inclusive of rates, and irrigation water rates and charges; and c)Local public notice of the proposed disposition being given in accordance with the Local Government Act 1995. 3.Delegates to the Chief Executive Officer the responsibility for undertaking and finalising lease arrangements directly with Margaret Conley or her authorised representative. 4.Authorises the Shire President and Chief Executive Officer to sign the finalised lease and affix the Shire's Common Seal.	Local public notice given 7 May 2020	07-May-20	In progress	28/04/2020 - 118204
OCM 28/04/2020	Felicity Heading, Acting Director Corporate Services	12.4.3.CP/FIN-3217 Regional Price Preference Policy Review	That Council adopts the reviewed CP/FIN-3217 Regional Price Preference.	Policy Implemented	28-Apr-20	Completed	28/04/2020 - 118207
OCM 28/04/2020	Felicity Heading, Acting Director Corporate Services	12.4.4.COVID-19 Financial Hardship Policy	That Council adopt the draft policy CP/FIN-3219 COVID-19 Financial Hardship - Rates and Sundry Debtors.	Policy Implemented.  Minor amendments to Policy being undertaken administratively to incorporate changes to the Local Government Act 1995 gazetted on 8 May 2020.  Criteria and process for the assessment of applications for financial hardship under development.	20-May-20	In progress	28/04/2020 - 118208

Meeting	Responsible Officer	Item	Resolution	Progress Comment	Date Actioned	Completed	Minute Number
OCM 28/04/2020	Stuart Dyson, Director Infrastructure	12.5.1.EKRA Lease - Busby Investments Pty Ltd T/A Budget Rent A Car	That Council: 1.Offers BUSBY INVESTMENTS PTY LTD T/A BUDGET RENT A CAR a five (5) plus five (5) year lease of being the office Booth 2 within Lot 200 on Deposited Plan 66654, being the whole of the land contained in Certificate of Title Volume 2760 Folio 199 and being commonly known as "East Kimberley Regional Airport", on a commercial lease within the East Kimberley Regional Airport Terminal, Kununurra, subject to: a.The commencing rent determined to be the greater of \$5,000.00 as adjusted by Clause 5.2(a) pa or 8.5% of gross turn-over a month (excluding GST) as per the current market rent; b.The commencing car park bays six (6) known as 13-18 on the planned Annexure B' and determined to be \$1,200.00 per annum plus GST per car park bay; c.The tenant meeting all applicable outgoing, inclusive of rates, utility charges, building and property maintenance expenses; and d.Local public notice of the proposed disposition being given in accordance with the Local Government Act 1995. 2.Delegates to the Chief Executive Officer the responsibility for undertaking and finalising lease arrangements directly with BUSBY INVESTMENTS PTY LTD T/A BUDGET RENT A CAR. 3.Authorises the Shire President and Chief Executive Officer to sign the finalised lease and affix the Shire's Common Seal.	Approved at the April OCM.	12-May-20	In Progress	28/04/2020 - 118209
OCM 28/04/2020	Stuart Dyson, Director Infrastructure	12.5.2.EKRA Lease - Territory Rent-A-Car Pty Ltd	That Council: 1.Offers TERRITORY RENT-A-CAR PTY LTD a five (5) plus five (5) year lease of being the office Booth 1 within Lot 200 on Deposited Plan 66654, being the whole of the land contained in Certificate of Title Volume 2760 Folio 199 and being commonly known as "East Kimberley Regional Airport", on a commercial lease within the East Kimberley Regional Airport Terminal, Kununurra, subject to: a.The commencing rent determined to be the greater of \$5,000.00 as adjusted by Clause 5.2(a) pa or 8.5% of gross turn-over a month (excluding GST) as per the current market rent; b.The commencing car park bays six (6) known as 1-6 on the planned Annexure B' and determined to be \$1,200.00 per annum plus GST per car park bay; c.The tenant meeting all applicable outgoing, inclusive of rates, utility charges, building and property maintenance expenses; and d.Local public notice of the proposed disposition being given in accordance with the Local Government Act 1995. 2.Delegates to the Chief Executive Officer the responsibility for undertaking and finalising lease arrangements directly with TERRITORY RENT-A-CAR PTY LTD. 3.Authorises the Shire President and Chief Executive Officer to sign the finalised lease and affix the Shire's Common Seal.	Approved at the April OCM.	12-May-20	In Progress	28/04/2020 - 118210
OCM 28/04/2020	Stuart Dyson, Director Infrastructure	12.5.3.EKRA Lease - WTH Pty Ltd Trading as AVIS Australia Pty Ltd	That Council: 1.Offers WTH PTY LTD TRADING AS AVIS AUSTRALIA PTY LTD a five (5) plus five (5) year lease of being the office Booth 4 within Lot 200 on Deposited Plan 66654, being the whole of the land contained in Certificate of Title Volume 2760 Folio 199 and being commonly known as "East Kimberley Regional Airport", on a commercial lease within the East Kimberley Regional Airport Terminal, Kununurra, subject to: a.The commencing rent determined to be the greater of \$5,000.00 as adjusted by Clause 5.2(a) pa or 8.5% of gross turn-over a month (excluding GST) as per the current market rent; b.The commencing car park bays six (6) known as 7-12 on the planned Annexure B' and determined to be \$1,200.00 per annum plus GST per car park bay; c.The tenant meeting all applicable outgoing, inclusive of rates, utility charges, building and property maintenance expenses; and d.Local public notice of the proposed disposition being given in accordance with the Local Government Act 1995. 2.Delegates to the Chief Executive Officer the responsibility for undertaking and finalising lease arrangements directly with WTH PTY LTD TRADING AS AVIS AUSTRALIA PTY LTD. 3.Authorises the Shire President and Chief Executive Officer to sign the finalised lease and affix the Shire's Common Seal.	Approved at the April OCM.	12-May-20	In Progress	28/04/2020 - 118211
OCM 28/04/2020	Stuart Dyson, Director Infrastructure	16.1.REQUEST FOR QUOTATION RFQ24-19/20 KALUMBURU AREA ROADWORKS (PLANT AND LABOUR)	That Council: 1.Accepts the Schedule of Rates submitted by Guerinoni & Sons of 9 Mango Street, Kununurra WA 6743 for RFQ 24 - 19/20, as the most advantageous submission to form a Contract for the provision of wet plant and equipment hire to undertake roadworks on Gibb River-Kalumburu Road. 2.Delegates the formation and execution of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract. 3.Delegates authority to the Chief Executive Officer to postpone or terminate commencement of works under contract, based on the developing situation of COVID-19. 4.Should a Contract not be formed within thirty (30) business days with Guerinoni & Sons, that the Chief Executive Officer may review the offers to form a Contract with Buckleys Earthworks & Paving in accordance with the schedule of rates.	Approved at the April OCM.	12-May-20	In Progress	28/04/2020 - 118213
OCM 28/04/2020	Chief Executive Officer	16.2. ACTING CHIEF EXECUTIVE OFFICER KPIS	That Council adopt the interim Key Performance Indicators for the Position of Acting Chief Executive Officer as located in attachment 1 of this report, with the April 2020 deadlines extended to May 2020.	The Acting CEO has received the interim KPI's and has discussed with the Shire President. The KPI's have been accepted and are being actioned.	28-Apr-20	In progress	28/04/2020 - 118214