

COUNCIL ACTION ITEMS

Meeting	Responsible Officer	Item	Resolution	Progress Comment	Date Actioned	Completed	Minute Number
OCM 20/12/16	Director Infrastructure	Proposed closure of Jandami Lane	That Council approves: 1. The closure of a 3.2 km section of Jandami Lane as shown on Attachment 1 – Jandami Lane, section proposed for closure November 2016, in accordance with section 3.50 of the Local Government Act 1995, until the long term future of the lane is finalised, 2. A Shire application to the Department of Lands to relinquish the 3.2 km section of Jandami Lane road reserve, 3. The disposal of the road reserve, road and drainage assets on the 3.2 km section of Jandami Lane, as an exempt disposition in accordance with section 30(2)(c) of the Local Government (Functions and General) Regulations 1996 noting that the section of road and drainage has a written down value of \$1.9M as at 31/10/2016. 4. The permanent closure of a 3.2 km section of Jandami Lane, in accordance with section 3.50 of the Local Government Act 1995, when necessary to facilitate the transfer of that part of the road reserve to another party, and 5. The removal from the Shire's asset register of the 3.2 km section of Jandami Lane, when that section of the lane is permanently closed.	The Shire has requested the closure of the road in accordance with the Council resolution, and is awaiting the Department of Planning, Lands and Heritage (DPLH) to complete the process to permanently close the road. The DPLH has advised that the proposed road closure is pending other land tenure actions, being the creation of proposed easements.	14-Aug-17	In progress	
OCM 22/11/16	Felicity Heading, Acting Director Corporate Services	Update on the Recovery of Outstanding Rates - Assessments A2574, A2569 and A411	That Council, with reference to Matters Behind Closed Doors Item 8.2 "Update on the Recovery of Outstanding Rates - Assessments A2574, A2569 and A411", notes: 1. The further investigations and actions undertaken regarding options for the recovery of outstanding rates for Assessments A2574, A2569, and A411 in accordance with relevant legislation; and 2. That a further updated report will be included in the next Audit (Finance and Risk) Committee Agenda.	These matters were considered at the Audit (Finance and Risk) Committee on 11 May 2020 and will be reported again at the 10 August 2020 meeting. Shire Officers continue to follow up on these outstanding amounts. In Regards to A411, Shire Officers continue to work with legal advisors in the acquisition and disposal of the property. The remaining two properties have nothing substantial to report that has not been covered by the minutes of the Audit (Finance and Risk) Committee meeting. The next update will be provided after the Audit Committee meeting of 10 August 2020.	11-May-20	In progress	
Mar-18	Carl Askew, Chief Executive Officer	Development of Ord Biosecurity Group	That Council 1. Acknowledges the proposal from Ord Land and Water Inc. to update the Biosecurity Plan for the Ord Irrigation Area. 2. Supports in principle the proposal, subject to the involvement of relevant industry representatives, State Government agencies, and cross-border integration with the Northern Territory Regional Biosecurity Emergency Response Plan currently being developed by the NT Government. 3. Refers the request for consideration in the 2018/19 Budget an allocation of up to \$15,000 to assist in the update of the Biosecurity Plan for the Ord Irrigation Area, with a preference that Ord Land and Water obtains matching funding from State Government agencies and other sources if possible. 4. Supports Ord Land and Water as the coordinator for the development and implementation of the updated Biosecurity Plan, in partnership with industry representatives and State Government. 5. Considers through the budget process the request for a small percentage (7.5%) of the rates raised from Rural Ag 1 and Rural Ag 2 properties for the ongoing management and delivery of the operational plan developed for the Ord, subject to the involvement of relevant industry representatives and State Government agencies, and with the intention of supporting Ord Land and Water to secure matching State funding. 6. Retains the current Biosecurity Reserve for any emergency plant, pest or disease response as required and approved by Council.	Advice delivered to the Ord Land and Water Inc. 2018/2019 Budget approved an allocation of \$15,000 for this project. No funds were required during the financial year and no further requests were made to have funds available for updating the plan. Funds will be made available should the need arise in future. Calculations for a 7.5% of the rates for Rural Ag1 and Rural Ag 2 show that a total amount of rates is \$1,054,061 meaning 7.5% of this is \$79,054. Since the Shire has had 0% rate increases for two financial years and this amount would have to be recovered from existing funds, a contribution of this amount should not be considered at this stage. Acting CEO to review the status of this action.	13-Apr-18	In progress	
Jul-18	Nick Kearns, Director Planning and Community Development	Community Lease - Ord River Magpies	That Council authorises the Chief Executive Officer to offer a 21 year lease to the Ord River Magpies Football Club Inc. for Part Lot 504 on Plan 61898, Part Reserve 29799, 199 Coolbah Drive, Kununurra, as detailed in Attachment 2, subject to the approval of the Minister for Transport: Planning: Lands.	Copies of the final lease document have been provided to the Club for signing, however have not been returned to the Shire to date.	31-Jan-20	In progress	
Aug-18	Carl Askew, Chief Executive Officer	Local Law Review	That Council 1) Undertake a review of the following: a) Shire of Wyndham East Kimberley Dogs Local Law 2003 b) Shire of Wyndham East Kimberley Parking and Parking Facilities Local Law 2003 c) Shire of Wyndham East Kimberley Activities in Thoroughfares and Public Places and Trading Local Law 2005 d) Local Government Property Local Law 2003 2) Give State-wide public notice of the proposal to review the above Local Laws.	All four local laws have been reviewed and are in drafting stage. Postponed due to Covid-19	01-Jun-19	In progress	

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Sep-18	Stuart Dyson, Director Infrastructure	Partial Degazetting of Carlton Hill Road	That Council approves: 1. Advertising the proposed permanent closure of a 18.5 km section of Carlton Hill Road as shown on Attachment 1 – Carlton Hill Road, in accordance with section 58 of the Land Administration Act 1997. 2. A Shire application to the Department of Lands to relinquish the 18.5 km section of Carlton Hill Road reserve (subject to completion of item 1 above). 3. The disposal of the road reserve, road and drainage assets on the 18.5 km section of Carlton Hill Road, as an exempt disposition in accordance with section 30(2)(c) of the Local Government (Functions and General) Regulations 1996 noting that the section of road and drainage has a written down value of \$1.12M as at 31/07/2018. 4. The removal from the Shire's asset register of the 18.5 km section of Carlton Hill Road, when that section of the road is permanently closed.	Discussed at the September OCM and endorsed by Council. Public notice to be issued and then a letter to the Department of Lands. Submission period has closed and all information has been collated and proposal is being reviewed. July 2019 - Meeting to be arranged with KAI to assess their appetite to continue with the process. Meeting held and discussed at the Aug Briefing Session. Community to be provided with an update in March 2020 from the Shire, CPC and KAI. On hold pending the Covid - 19 Pandemic.	11-Jun-19	In progress	
Sep-18	Stuart Dyson, Director Infrastructure	Management of Runway Strip, East Kimberley Regional Airport	That Council: 1. Endorses the outlined program to undertake geotechnical investigations and a trial program for the improved management of the Runway Strip at the East Kimberley Regional Airport. 2. Subject to section 6.8 of the Local Government Act 1995, approves funding of \$100,000 from the Airport Reserve for the three year investigations and trial program to improve management of the Runway Strip at East Kimberley Regional Airport.	Soil testing completed and a trial is underway. 3 trial sites being established by GHD in November 2019 to commence testing of suitable materials. Trial sites being excavated in February 2020. Trial site to be monitored over the next 12 months.	01-Apr-19	In progress	
Apr-19	Stuart Dyson, Director Infrastructure	Bandicoot Drive And Various Locations Drainage Upgrade - Stage 2	That Council; 1. Endorses the preparation and release of tender documentation for Stage 2B of Bandicoot Drive Drainage Upgrade Works; and 2. Notes that the tender outcomes will not be presented until after Council adopts the 2019-20 budget.	Stage 2B will require a revisit of the technical design. To be actioned upon completion of Stage 1, which was completed in August 2019. Stage 2B construction to occur in the dry season of 2020. RFQ being worked on by the Manager Assets & Engineering. Detailed design underway.	01-Apr-19	In progress	30/04/2019 - 118011
OCM 27/08/19	Nick Kearns, Director Planning and Community Development	12.3.1. Lease of Reserve 50120 - Ewin Early Learning Centre	That Council: 1. Offers the Ewin Early Learning Centre a three year lease, with a two year option, on a commercial lease basis, over Reserve 50120, Lot 506 on Deposited Plan 61898, Chestnut Avenue Kununurra, effective from 1 July 2019, subject to: a. The commencing rent being as per the previous annual rent with rent review applied, and b. The consent of the Minister for Lands. 2. Delegates to the Chief Executive Officer the responsibility for undertaking and finalising lease arrangements directly with the Ewin Early Learning Centre Lease.	Draft Lease has been provided to the Ewin Early Learning Centre to review. Shire Officers are reviewing draft annexure to the lease to cover maintenance responsibilities, particularly related to air conditioners.	31-Jan-20	In progress	27/08/2019 - 118076
OCM 27/08/19	Nick Kearns, Director Planning and Community Development	12.3.2. Lot 509 Commercial Boat Facility	That Council: 1. Obtains a current market valuation for Lot 509 of the Commercial Boating Facility in Kununurra with a view to leasing for a term of 10 years. 2. Advertises for Expressions of Interest for a suitable business or community group to lease Lot 509 of the Commercial Boating Facility, Kununurra for a term of 10 years.	Officers are finalising Expression of Interest information with the intent to start the EOI process in March.	31-Jan-20	In progress	27/08/2019 - 118077
OCM 27/08/19	Nick Kearns, Director Planning and Community Development	12.3.5. Kununurra PCYC	That Council delegates to the Chief Executive Officer the responsibility of negotiating and finalising lease arrangements and initiating works for the purpose of assisting with the establishment of a PCYC and for offices for the WIA Police at the former Shire administrative building in Kununurra, subject to: 1. Any refurbishment works being externally funded. 2. Agreement on design and scope of works. 3. A peppercorn community lease being entered into within a lease term of 5 years (3 plus 2) and subject to future redevelopment of the building.	Shire assisting PCYC to identify potential sites for them to operate from and in the interim accommodating the PCYC manager at the Kununurra Leisure Centre.	18-Feb-20	In progress	27/08/2019 - 118080

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OCM 27/08/19	Stuart Dyson, Director Infrastructure	12.5.3. Wyndham Boat Launching Facility Update	That Council: 1. Endorse Shire Officers to proceed with the process to plan for the replacement of the floating pontoon jetty and boat ramp facilities at the existing Wyndham location. 2. Endorse continued future applications to the Recreational Boating Facility Scheme in subsequent financial years with co-contributions from the Shire to progressively redevelop the Wyndham Boat Launching Facilities.	Endorsed by Council, funding application submitted and the Shire has secured \$200k in grant funding and will contribute \$78k from its reserves. The money will be used to produce a detailed design. Grant was approved 18 December 2019. Design due to commence in April 2020. Status report going to Council at the March 2020 OCM. Design kick off meeting scheduled for 17 April 2020. Design works have commenced.	16-Sep-19	In progress	27/08/2019 - 118086
OCM 27/08/19	Stuart Dyson, Director Infrastructure	12.5.4. Landfill Management	That Council: 1. Approves the following option for Wyndham Landfill: Option 1a - New landfill on the existing site in Wyndham (by diverting the surface water running through the existing site) 2. Authorises Shire Officers to action the preferred option.	Endorsed by Council, Officers progressing item 2. Site visited by Ask Waste Management to look at how the creek can be diverted. Works have stalled at the moment due to resource constraints. The Shire is investigating whether or not to appoint a dedicated Waste Manager due to the work load in this area. Survey works have commenced. Survey works being undertaken.	16-Sep-19	In progress	27/08/2019 - 118087
OCM 29/10/19	Stuart Dyson, Director Infrastructure	12.5.2. Kununurra Townsite Drainage Study	That Council: 1. Receives and endorses the Cardno Flood Model Report, Kununurra Stormwater Study 2019 and its identified priority works 2. Supports the following actions for funding consideration in the 2020/2021 budget deliberations: a. A budget provision of \$100,000 for survey and design for construction of projects D03 (Weaber Plain cut-off drain), D06 (Cut-off drainage at the industrial area), D05 (Ironwood Drive Western end) and D02 (Messmate Way), with staff to develop a 5 year plan for Council consideration based on project staging. b. Provision of \$30,000 into research and modelling of cut off drains to previous Public Works Department design, so that maintenance can occur on Ivanhoe and Weaber Plains cut off drains, with a survey mounted excavator. c. Development of planning controls to be undertaken in house by Shire Staff. d. Water sampling at drainage water outlet points to be undertaken in house, with a budgetary allowance of approximately \$10,000 per annum. e. Proposed funding of \$259,000, to be utilised to engage contractors to undertake a recorded inspection of all piped network, and in-house development of a 5-10 year piped drainage maintenance/replacement plan, subject to Council approval. f. Desilting of existing cut off drains, noting that combined, the proposed level of funding is \$81,000 in year 1 of the 5 year plan, and \$81,000 in year 2 of the 5 year plan. 3. Engage with both Ord Irrigation Cooperative and the Water Corporation to obtain a formal response regarding their commitment to fund future drainage works. 4. Work with Ord Irrigation Cooperative and the Water Corporation on joint submissions to the State Government to obtain funding for drainage improvements and new drainage assets.	Council resolution passed, officers working on asset management plans. Emails issued to OIC and Water Corporation regarding their asset contributions. Survey works completed and a scope of work is being drafted for Bandicoot and Nutwood/Rosewood. Also looking at existing Drains in and around town with a view to re-profiling them back to their original design. Design contract awarded in preparation for construction works in the 2020/2021 financial years. Construction to commence in June 2020.	29-Oct-19	In Progress	29/10/2019 - 118116
OCM 19/11/19	Stuart Dyson, Director Infrastructure	12.5.1. Moonamang Road, surface condition	That Council approves the transfer of \$80,000 from the Goomig Farmlands Road Reserve to fund repairs to Moonamang Road.	RFQ issued to the market place for repairs prior to the onset of the wet season. Responses due back late November 2019. Only 1 response received which was double the budget, the Shire is now investigating self performing the works. Meeting scheduled in late January 2020 with MRWA. Works to be undertaken in May 2020.	18-Nov-19	In progress	19/11/2019 - 118134
OCM 10/12/19	Nick Kearns, Director Planning and Community Development	12.3.4 Proposed Lease - Wyndham Child Care Centre	That Council: 1. Offers LM Hill, trading as Wyndham Child Care Centre, a new three (3) year lease, plus a two (2) year option, for the lease of the Wyndham Childcare Facility at Lot 200 (44) Koolama Street, Wyndham, effective from 21 March 2020 and consistent with the existing lease, subject to the consent of the Minister for Lands. 2. Delegates to the Chief Executive Officer the responsibility for undertaking and finalising lease arrangements directly with LM Hill.	Draft lease document is being prepared to be provided to Lessee for review.	31-Jan-20	In progress	10/12/2019 - 118144

Meeting	Responsible Officer	Item	Resolution	Progress Comment	Date Actioned	Completed	Minute Number
OCM 10/12/19	Carl Askew, Chief Executive Officer	15.1. Vacancy - Chief Executive Officer	That Council: 1. Accepts the Chief Executive Officer's written notice of resignation as provided to the Shire President on 9 December 2019 and in accordance with section 11.4 of his Contract of Employment, with an effective resignation date of close of business 31 January 2020; 2. Agrees to the Terms and Conditions contained in the Chief Executive Officer's letter of resignation; 3. Appoints the Director Corporate Services, Vernon Lawrence, as Acting Chief Executive Officer from 27 January 2020, for a period not exceeding 6 months or upon the commencement of a new Chief Executive Officer, whichever is sooner, and that the Director Corporate Services position be backfilled; 4. Requests the Chief Executive Officer start the recruitment process for a new Chief Executive Officer by acquiring a minimum of three quotations for the provision of Chief Executive Officer Recruitment Services to be considered by the CEO Review and Selection Panel; 5. Delegate to the CEO Review and Selection Panel the authority to determine and engage a suitable Recruitment Consultant to assist in the advertising search, shortlisting of candidates and contract development for the upcoming vacancy of CEO and commence that process; and 6. Makes provision in its mid-year budget review process for the cost of the CEO recruitment process and any adjustment to the new CEO Total Remuneration Package in accordance with Section 5.39 (7) of the Local Government Act 1995.	The terms and conditions of CEO's resignation have been implemented. The Director Corporate Services has assumed the position of Acting CEO. Felicity Heading, a Shire Officer with considerable finance and management experience has been appointed the Acting Director Corporate Services. The recruitment process has commenced to the extent that a procurement process has been undertaken to appoint an independent consultant to conduct the recruitment process once Council has adopted such a process. The Shire has in its Mid Year Budget Review allocated an amount of \$40k from Executive Salaries to Recruitment and Relocation in order to fund the recruitment process. Advertising for the position has been released and the closing date for applications is 25 May 2020.	12-Dec-19	In progress	10/12/2019 - 118150
OCM 25/02/2020	Chief Executive Officer	12.2.3. Annual General Meeting of Electors 12 December 2019	That Council: 1. In line with the Local Government Amendment Act 2019 and associated guidelines, draft a Shire of Wyndham East Kimberley Code of Conduct for Council Members, Committee Members and Election Candidates; 2. Authorise the CEO to draft a separate Code of Conduct for Employees in line with Section 5.51(a) of the Local Government Act 1995 and; 3. Ensure the provisions of each Code of Conduct are consistent with the regulations, which provide for the protection of residents against all forms of bullying and harassment.	The Senior Governance Officer will commence this body of work once the regulations and guidelines from the Department of Local Government, Sport and Cultural Industries have been published. In the interim the current Code of Conduct still applies.	26-Feb-20	In progress	25/02/2020 - 118165
OCM 25/02/2020	Stuart Dyson, Director Infrastructure	12.2.3. Annual General Meeting of Electors 12 December 2019	That Council undertakes a review of gardening and slashing activities and whether or not it is cost effective to outsource them.	Under review as of March 2020.	25-Feb-20	In progress	25/02/2020 - 118167
OCM 25/02/2020	Chief Executive Officer	12.2.3. Annual General Meeting of Electors 12 December 2019	That Council confirms the current position on Shire vehicle logos following a review of vehicle badging on the Shire fleet.	Senior Procurement Officer is implementing this resolution.	26-Feb-20	In progress	25/02/2020 - 118168
OCM 24/03/2020	Felicity Heading, Acting Director Corporate Services	12.4.3. 2020/21 Budget - Strategic Rating Policy, Rates Modelling and Local Public Notice	That Council: 1. Endorse the revised Council Policy CP/FIN-3200 Strategic Rating; 2. Endorse the 2020/21 Rating Model as follows, with the intention of seeking public submissions thereon and thereafter reporting to Council before striking the rates as part of the 2020/21 Budget adoption, subject to receiving Ministerial approval where required by legislation; 3. Endorse for advertising for a minimum of twenty-one (21) days and seek public submissions on: a. Council Policy CP/FIN-3200 Strategic Rating (Attachment 1) that outlines the principles which underpin the proposed 2020/21 rating model, including the Object of and Reasons for Differential Rates; b. The 2020/21 Rating Model (Attachment 2) which incorporates the Object of and Reasons for Differential Rates, along with the proposed differential rates and minimum payments to be applied from 1 July 2020 for the 2020/21 financial year in accordance with section 6.36 of the Local Government Act 1995. 4. Hold a Special Council Meeting on 2 June 2020 to: a. Consider Public Submissions received in relation to the Proposed Differential General Rates and Minimum Payments and Strategic Rating Policy; b. Endorse Council Policy CP/FIN-3200 Strategic Rating Including the 2020/21 Rating Model, with the intention of striking rates as part of the 2020/21 Budget adoption; c. Request the CEO, or their delegate to seek Ministerial approval where required by legislation.	Council Policy implemented. The commencement of Advertising was postponed following a recommendation from the Department of Local Government, Sport and Cultural Industries that local governments do not commence advertising pending the announcement of a Ministerial Order regarding amendments to the <i>Local Government Act 1995</i> . The amendments were gazetted on 8 May 2020 effective from that date. Advertising of the Proposed Differential General Rates and Minimum Payments along with the Strategic Rating policy incorporating the Objects and Reasons for Differential rates commenced on 14 May with a closing date for submissions on 5 June 2020.	14-May-20	In progress	24/03/2020 - 118183
OCM 24/03/2020	Felicity Heading, Acting Director Corporate Services	12.4.9. Schedule of Fees and Charges for 2020/21	That Council: 1. Pursuant to section 6.16 and 6.18 of the Local Government Act 1995, adopt the proposed Schedule of Fees and Charges for 2020/21 outlined in attachment 1 to be effective from either 1 July 2020 or 1 January 2021, whichever date is applicable as indicated in the attachment, subject to: • All Fees and Charges that have been increased by 1.5% from the 2019/20 Fee or Charge be amended to reflect a 0% increase; and 2. Request the Chief Executive Officer to give local public notice of Council's intention to impose the Schedule of Fees and Charges 2020/21, to apply from 1 July 2020 or 1 January 2021 as applicable, in accordance with section 6.19 of the Local Government Act 1995; and 3. Pursuant to Section 6.13 of the <i>Local Government Act 1995</i> , impose interest at 9% on any amount of money (other than rates and service charges) which is owed to Shire and has been owed for a period of 35 days in accordance with Council Policy CP/FIN-3214-Sundry Debt Collection.	The Schedule of Fees and Charges has been amended to reflect a 0% increase for all existing Fees and Charges and with new fees and charges as presented to Council. Advertising of the Schedule of Fees and Charges was postponed pending the announcement of amendments to the <i>Local Government Act 1995 (LGA)</i> . These amendments were gazetted on 8 May 2020. The Schedule of Fees and Charges will be presented to Council at the 26 May OCM for consideration incorporating changes required as a result of the LGA amendments. Advertising of Fees and Charges for public comment will commence following consideration of the amended Schedule of Fees and Charges by Council. Additional work is being done to ensure that an appropriate response to COVID-19 in relation to Fees and Charges is incorporated in the 2020/21 budget.	08-May-20	In progress	24/03/2020 - 118190

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OCM 24/03/2020	Chief Executive Officer	16.3. MELBOURNE TO KUNUNURRA DIRECT FLIGHT TRIALS	That Council: 1. Note the success in the progress of the Melbourne - Kununurra direct flight trial prior to the impact of the COVID-19 virus on the trial; and 2. Endorse the position that the 2020 Melbourne - Kununurra direct flight trial be deferred to 2021; and 3. Provide the Acting CEO the authority to engage with all stakeholders to assess the implications of current events relating to restrictions on travel on the direct flight trial for the 2020 year including seeking advice from the Shire's legal advisors; and 4. Provide the Acting CEO the authority to negotiate with and seek agreement from the relevant partners in the trial to agree in principle to defer the trial to 2021 on terms and conditions to be agreed upon; and 5. Agree that should the trial be deferred to 2021 and if the direct flight trial is considered to be a success in 2021, then provide conditional and "in principle" support for the continuation of the direct flight trial air service between Kununurra and Melbourne in years two (2022) and three (2023); and 6. Endorse the amended Terms of Reference for the Air Access Coordination Group.	The Acting CEO notified Alliance to suspend the current trial and defer it to 2021. Alliance has accepted this proposal and will advise the Shire of any costs incurred to date. The Shire has had correspondence from Alliance indicating that they do not require any payment for costs incurred in the deferred flight trial. They have stated that they are willing to resume the trial in 2021 and request that we consider a three year trial. Shire Officers will provide Council with an update on this once the Annual Budget process has been concluded.	30-Mar-20	In progress	24/03/2020 - 118196
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 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	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	12.3.3. 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 Margaret 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	12.4.4.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
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 outgoings, 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

Meeting	Responsible Officer	Item	Resolution	Progress Comment	Date Actioned	Completed	Minute Number
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