

Meeting	Responsible Officer	Item	Resolution	Progress Comment	Date Actioned	Completed
Aug-12	Louise Gee	Matters arising from committees of council	That the Audit (Finance and Risk) Committee recommends to Council to require A501 to: 1. Either a. meet their outstanding rates debt on assessment A501 within 60 days; or b. enter into a suitable payment plan approved by the Chief Executive Officer; and 2. Formalise the lease of Lot 472 Great Northern Highway, Wyndham with the Shire within 90 Days	Correspondence provided to A501 and a payment plan has been entered into, with payments commenced. Draft Lease has been forwarded for the Club's review.	Ongoing	In progress
OCM 25/08/15	Louise Gee	Proposed Gravel Reserves	That Council: 1. Requests the Chief Executive Officer to consult with the Darwulah Aboriginal Corporation to obtain written consent for the surrender of the proposed 'King River' gravel area from Lease l837493, and support the realignment of the dedicated road reserve to correspond with the physical location of the constructed King River Road. 2. Requests the Chief Executive Officer to advise the Department of Lands that the Shire of Wyndham East Kimberley: a. agrees to proceed with a future act process to facilitate the creation of reserves for the purpose of gravel supply for road building purposes over the sites identified as 'Afghan Cemetery', 'Mount Albany' and 'Parry Creek', and proposed easement to provide legal access to the 'Afghan Cemetery'. b. indemnifies the Minister for Lands against any costs arising from the future act process. 3. Requests the Chief Executive Officer to advise the Department of Lands that the Shire of Wyndham East Kimberley agrees to pay survey costs associated with: a. the creation of 'Gravel' reserves over the four areas referred to as 'King River', 'Afghan Cemetery', Mt Albany and 'Parry Creek', b. the creation of an easement to provide access to the area referred to as 'Afghan Cemetery'; and c. the realignment of the dedicated road reserve to correspond with the physical location of the constructed King River Road. d. that the estimated total survey costs be acknowledged as \$19,600.	Correspondence sent to DoL advising of Council resolution. Correspondence also sent to Darwulah Aboriginal Corporation in relation to the gravel source along King River Road and the proposed realignment of the dedicated road reserve. The Senior Planning Officer met with Darwulah representatives on 6 October 2015 to discuss the matter. The Senior Planning Officer and Director Infrastructure met again with representatives of the Darwulah Aboriginal Corporation on 18 March 2016. Darwulah Aboriginal Corporation have requested another meeting with the Senior Planning Officer and Shire President. Meeting to be arranged between representatives of Darwulah, the Shire and Department of Lands.	14-Oct-16	In progress
OCM 25/08/15	Louise Gee	Transient Accommodation - Lot 411 Minjiljirra Lane, Kununurra	That Council request the Chief Executive Officer to undertake further investigation as part of the Local Planning Scheme review, to consider the introduction of a new or amended use class to appropriately provide for rural workers accommodation and preparation of a subsequent Local Planning Policy.	Land Use definition for Rural Workers Accommodation included in draft Local Planning Scheme No. 9. Officers have commenced desktop audit of accommodation on rural properties, prior to preparation of draft Local Planning Policy.	15-Aug-16	In progress
OCM 23/02/16	Louise Gee	Dual Naming - Barnett River Gorge	That Council resolve to undertake community consultation in relation to the proposal for dual naming or renaming of the Barnett River Gorge.	Community Consultation commenced 22 April 2016. Comment from neighbouring landowners/lessees also being sought.	01-Jul-17	In progress
OCM 29/03/16	Louise Gee	Request for extension of Development Approval - Lot 507 Chestnut Ave - 2	That Council: 3. Request the Chief Executive Officer to investigate alternate options for expansion of the Child Care facility on lot 506, Chestnut Drive; and 4. Request the Chief Executive Officer to investigate alternate options for the construction of a new Kununurra Neighbourhood House facility. 5. Request the Chief Executive Officer to bring the report on future expansion of child care facilities to Council at a future Briefing Session.	Priority focus has been given to the finalisation of lease negotiations with Kununurra Neighbourhood House. Discussions have commenced with the Ewin Centre to discuss proposed extensions to the childcare centre.	19-Apr-17	In progress
OCM 26/04/16	Carl Askew	Intent to Review Local Laws	That Council undertake a review of all of its Local Laws in accordance with the <i>Local Government Act 1995</i> s.3.16 and give statewide and local public notice of its intent to undertake a review.	Advertising has taken place and review is under way.	26-May-16	In progress
OCM 28/06/16	Carl Askew	Recording of Council, Committee and Elector Meetings	That Council: 1. Adopt the draft policy (as per Attachment 1) for Recording of Council, Committee and Electors Meetings for public advertising for a period of 28 days; 2. Subject to the feedback received in the public advertising period proceed with the acquisition of a wireless audio recording system at a cost of approximately \$35,000 with the inclusion video recording	Public advertising xcompleted. Seeking quotes for audio and video recording systems. Allocation being made in 2017/18 draft budget. Investigations current being undertaken into software and hardware. Policy to go back to Council in July	19-Jul-16	In progress

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OCM 28/06/16	David Klye	Roadwise	<p>That Council;</p> <p>1. Approve the installation of two (2) Headlights Save Lives signs on each of the following roads:</p> <ul style="list-style-type: none"> • Kalumburu Road, • Parry Creek Road, and • Duncan Road. <p>2. Note that the cost of the sign boards will be met by the Roadwise program.</p> <p>3. Note that the cost of the posts, hardware, installation and ongoing maintenance of the signs will be funded by the Shire from the appropriate maintenance accounts.</p> <p>4. Elects not to install Roadwise Entry signage at this time.</p>	Roadwise coordinator notified of Council's decision. Awaiting production and delivery of signs for installation.	29-Jun-16	In progress

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OCM 22/11/16	Vernon Lawrence	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.	This matter was considered at the Audit (Finance and Risk) Committee on 22 May 2017 and will be followed up again at the 21 August 2017 meeting. The matter has been considered at the August meeting and actions detailed in the report. Shire Officers continue to follow up on these outstanding amounts.	27-Feb-17	In progress
OCM 22/11/16	Vernon Lawrence	Update on Request to Revest Rates Assessments A5594 and A5595 Back to the Crown	That Council, with reference to Matters Behind Closed Doors Item 8.3 "Update on Request to Revest Rates Assessments A5594 and A5595 Back to the Crown": 1. Authorise the CEO, or their delegate, to request lawyers acting for the Shire to conduct negotiations with the ratepayer on the following basis: a. That the ratepayer will fund the cost of any works required by the Department of Environment Regulation for the investigation and any remediation required to their property; b. Recognising that the Shire will be required to undertake investigations and potential remediation of Parcel 69070 Pearse Street road reserve (Pin # 11413027) and offer the ratepayer an arrangement whereby the consultants costs could be shared; c. That the Shire will execute the Deed of Settlement and Transfer of Land only upon the ratepayer undertaking the investigations and remediating, or funding the investigations and remediation of their land, to the satisfaction of the Department of Environment Regulation. 2. Authorise expenditure in advance for an additional purpose in the 2016/17 budget of \$20,000, being to initiate the investigations and possible remediation process for Parcel 69070 Pearse Street road reserve (Pin # 11413027) and source these funds from savings (or additional revenue) identified in the 2016/17 Mid-Year Budget Review.	Debt Collection agency has sent letter to owners lawyers 20 April 2017. An expression of interest has been received to acquire one of the properties. The enquirer has been advised that the current process needs to be completed before the Shire can consider any other actions. The process is proceeding and there nothing further to report. Two extensions have been sought and granted and the matter is proceeding albeit slowly.	23-Mar-17	In progress
OCM 22/11/16	Carl Askew	Additional flight options from East Kimberley Regional Airport	That Council: 1. Provide in principle support for a trial of an air service proposed by East Kimberley Marketing Group between Kununurra and Melbourne for forty (40) return services between May and October 2017 and authorise the CEO to enter into negotiations with the East Kimberley Marketing Group and their partners on the basis of the following: a. Consideration of a supporting financial package comprising: i. Waiver of Passenger Service Fees for screening and terminal usage. ii. Operational subsidy to maximum of \$200,000 (acknowledging an additional contribution from the local community of at least \$100,000). iii. Marketing campaign funded and professionally resourced to promote the commencement and for the duration of the trial service. b. Advise the East Kimberley Marketing Group that Landing Fees should be met for flights as they comprise a contribution towards the asset management and maintenance of the runway and other airside infrastructure. c. Further negotiate with East Kimberley Marketing Group regarding pricing structure, landing fees, marketing, key performance indicators, underwriting and "claw back" mechanism and Council's assistance with the proposed trial. 2. Refer the cost of the trial for consideration in both the Mid-Year Budget Review 2016-17 and Annual Budget 2017-18.	Potentially occurring in 2018. EKMKG negotiating with Airline and partners	14-Dec-16	In progress
OCM 20/12/16	Carl Askew	Review of Risk Management, Legislative Compliance and Internal Controls	That Council endorses the proposed Audit (Finance & Risk) Committee recommendation to: 1. Note the results of the Chief Executive Officer's review on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance; and 2. Note that the implementation of the improvements outlined will continue in a staged approach. 3. Quarterly report to Council on the progress of the recommendations from the review	Report going to Council at July OCM	11-Jan-17	In progress
OCM 20/12/16	David Klye	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.	Dept of Lands advised on 9 January 2017. Statutory public notice was published on 23 February 2017 Awaiting advice from Lands department.	09-Jan-17	In progress

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OCM 20/12/16	Vernon Lawrence	Request for write off of penalty interest; waiver of penalty interest; and for a self supporting loan - rates debtor A501	<p>That Council authorises the CEO to advise rates debtor A501 that:</p> <ol style="list-style-type: none"> 1. The outstanding interest on rates and service charges will be written off on the condition: <ol style="list-style-type: none"> a. that the rates and services debt is fully paid by 30 June 2017 b. a lease with the Shire has been executed inclusive of a business plan by 30 June 2017 2. the Shire will consider an application for a rates concession for the 2017/18 if the above conditions are met 	<p>Letter sent to rate payer advising of Council decision on 15/02/2017. Followup phone made 23/03/2017 with no answer. Follow-up email sent 24/03/2017. Lease negotiation being undertaken. This debtor has been contacted by the Commissioner, CEO and Director Corporate Services to follow up on progress with settling the outstanding amounts. An amount of \$10k was paid prior to year end but the balance remains outstanding. The agreement has now lapsed and direction will be sought at the Audit Finance and Risk Meeting on 21 August 2017. Additional funds have been paid by the debtor since year end on both the rates outstanding and the sundry debts. The Administration has been in contact with the debtor in an attempt to get a commitment for a repayment schedule to present to Council.</p>	24-Mar-17	In progress

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OCM 28/02/17	David Klye	Air Conditioning Plant Replacement - East Kimberley Regional Airport	1. That the Air Conditioning Plant Replacement at East Kimberley Regional Airport include the heavy equipment being installed in a low prominence ground level location close to the Terminal. 2. The Officer's report be redacted and added to the minutes without budget figures.	Air conditioning plant procurement proceeding Redacted report included in minutes of 17 February ordinary Council meeting.	03-Mar-17	In progress
OCM 28/03/17	Louise Gee	Community Lease - Ord River Sports Club	That Council authorise the Chief Executive Officer to offer a 21 year lease to the Ord River Sports Club for Lot 2313 Chestnut Avenue Kununurra as detailed in Attachment 1, subject to the following:- a. All outstanding roof works being completed by the Ord River Sports Club. b. Certification by a suitably qualified consultant that all roof works have been completed in accordance with the Pritchard Francis Ord River Sports Club Roof Structural Condition Report dated 24 May 2016. c. The approval of the Minister of Lands.	Section 18 Consent received 5 April 2017 from Minister for Lands. Lease documents will now be forwarded to the Ord River Sports Club for signing, compliant on roof works being completed and certified. Documents are to be returned to Council for execution. The ORSC have advised the Shire that they wish to apply for a self-funded Shire loan of \$50,000 to replace the existing roof to fully rectify all existing issues.	19-Apr-17	In progress
OCM 28/03/17	Louise Gee	Unnamed Creek Crossing, Victoria Highway	That Council resolve to undertake community consultation in relation to the proposal for naming an unnamed creek crossing on the Victoria Highway, previously signposted as "Philchowski's Crossing" to Gulberang Creek	Further information being sought prior to advertising.	19-Apr-17	In progress
OCM 26/04/17	Louise Gee	Community Lease - Ord River Magpies	That Council authorise the Chief Executive Officer to offer a 10 year lease to the Ord River Magpies Football Club for Part Lot 504 on Plan 61898, Part Reserve 29799, 199 Coolibah Drive Kununurra, subject to the approval of the Minister of Lands.	Lease has been forwarded to Ord River Magpies with no response received with a formal written request re the lease to follow. The Ord River Magpies have a range of issues with the generic lease and a written response from the club will be referred to the August 2017 OCM.	10-Apr-17	In progress

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OCM 23/05/17	Louise Gee	Community Lease Kununurra Dragon Boat Club	That Council authorise the Chief Executive Officer to offer a 10 year lease to the Kununurra Dragon Boat Club for Part Reserve 41812 on Plan 217491, Part Lot 668 Old Darwin Road Kununurra, subject to the approval of the Minister of Lands.	Section 18 Approval received and Lease Documentation now with Kununurra Dragon Boat Club. Club has reported back some concerns with the leases proposed boundaries which are being resolved.	01-Jun-17	In progress
OCM 13/06/17	Louise Gee	Community Lease - Ewin Centre	That Council authorise the Chief Executive Officer to defer the existing lease expiry date of 17 July 2017 for a period of 1 year and consider a further optional 1 year extension if required after this date, to the lease currently held by the Ewin Centre for Lot 506 on Deposited Plan 61898, Reserve 50120, 1 Chestnut Avenue, Kununurra, subject to the approval of the Minister of Lands.	Lease extension approved at June 2017 OCM. Documentation to be sent to Department of Lands for Section 18 Approval.	13-Jun-17	In progress
OCM 18/07/2017	Sean Sibly	Appointment of an Independent Facilitator	That Council appoint JCP Consulting to act as Independent Facilitator in the completion of the CEO Performance Review.	JCP Consulting has been advised pursuant to minute no 18/07/2017-11720 that they have succeeded in being appointed as Independent Facilitator. JPC Consulting undertook to liaise with CEO and Commissioner on or after 3 August to confirm KPIs. CEO has been requested to confirm planned phone meeting of Monday September 25 with JPC and Commissioner to be able to have results endorsed at Council the following day.	01-Aug-17	In Progress
OCM 18/07/2017	Louise Gee	4 Year Corporate Business Plan	That Council, pursuant to the provisions of section 5.56 of the Local Government Act 1995 and Regulation 19DA of the Local Government (Administration) Regulations 1996, adopt the Corporate Business Plan 2017/18 to 2020/21 as contained in Attachment 1, for the Shire of Wyndham East Kimberley which: 1. Incorporates Council's consideration of the community comments received; 2. Reflects key programs and projects to be undertaken in 2017/18 in accordance with the 2017/18 Annual Budget.			

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OCM 22/08/2017	Sean Sibly	Local Fencing Law	That Council; 1. advise the general public via the Shire website that the Shire has electronic copies of: a. AS/NZS 1170.0:2002 Structural Design Actions - General principles, and b. AS2870-2011 Residential Slabs and Footings 2. provide at the Kununurra Administration Office, 20 Coolibah Drive Kununurra and the Wyndham Administration Office, Koolama Street Wyndham, access for viewing by the public of AS/NZS 1170.0:2002 and AS2870-2011 at no cost.			
OCM 22/08/2017	Acting Director Community Development	Community Lease - Speedway	That Council authorise the Chief Executive Officer to offer a 21 year lease to the Kununurra Speedway Club for Lot 735 on Deposited Plan 190116, Reserve 41793, off Victoria Highway, Kununurra as detailed in amended Attachment 1, tabled 22 August 2017, subject to the lodging of an updated Business Plan and the approval of the Minister of Transport, Planning and Lands.	Section 18 Consent received from Lands, Community Lease posted to club for signing	06-Oct-17	In progress
OCM 22/08/2017	Acting Director Community Development	Community Lease - MotorCross	That Council authorise the Chief Executive Officer to offer a 21 year lease to the Kununurra Motocross Club for Portion of Reserve 39391, Lot 633 on Plan 186723, Ivanhoe Road, Kununurra as detailed in Attachment 1, subject to the approval of the Minister of Transport; Planning and Lands.	Section 18 Consent received from Lands, Community Lease posted to Club for signing	06-Oct-17	In progress
OCM 22/08/2017	Acting Director Community Development	East Kimberley Community Beautification (Inc.)	1. Provides consent to the East Kimberley Community Beautification Inc. to remove all rubbish, dead trees, non-native trees and vegetation from Reserve 41812 subject to the following:- a. A letter from the Department of Biodiversity, Conservation and Attractions confirming that all works will be undertaken under their direction and supervision. b. A meeting with the Director Community Development to assist with the development of a Site Plan, Risk Management Plan and associated documentation to ensure required legislative requirements for the safety of the volunteers are met. 2. Request the Chief Executive Officer to ensure that the Shire provide an Induction Session for the East Kimberley Community Beautification (Inc.) volunteers on occupational safety and health duties and responsibilities	Consent provided to undertake works as requested. Area has since been impacted by a large fire which burnt the vegetation and rubbish that was detailed for removal.		In progress
OCM 26/09/2017	CEO Carl Askew /S	Delegations register	That Council adopt the revised Delegations Register for the 2017/2018 financial year with amendments made to Section 5 and 8.	Delegations Register to receive ammedment at the 19 October OCM		In Progress
OCM 26/09/2017	Acting Director Community Development / Coordinator recreation and Leisure	Trails Master Plan	1. Notes the submissions received on the draft Trails Master Plan contained in Attachment 1, and the late submission received from the Department of Water and Environmental Regulation. 2. Adopt the revised Trails Master Plan as contained in Attachment 2, with amendments to identify the Department of Water and Environmental Regulation as the management body for Reserve 50425, being portion of the Kununurra Water Reserve.	Trails Master Plan adopted by Council	26-Sep-17	In Progress
OCM 26/09/2017	Acting Director Community Development / Coordinator recreation and Leisure	Coordinator Recreation and Leisure	That Council endorse the employment of a Club Development Officer for an initial period of 12 months in accordance with the terms and conditions outlined in the proposal from the Department of Local Government, Sport and Cultural Industries and authorise the CEO to sign the funding agreement.	Club Development Officer and funding proposal endorsed by Council	26-Sep-17	In Progress
OCM 26/09/2017	Acting Director Community Development/ Manager of Community Services	Community Lease Lake Kununurra Golf Club	1. That Council authorise the Chief Executive Officer to: a. Offer a 21 year lease to the Lake Kununurra Golf Club for Lot 312 on Deposited Plan 210825 and Lot 734 on Deposited Plan 217489, being portion of Reserve 29167, off Victoria Highway, Kununurra as detailed in Attachment 1, subject to the approval of the Minister for Lands. b. Offer a licence for non-exclusive use of Lot 3002 on Plan 046759, part Reserve 41812, and Lot 692 on Plan 188509, part Reserve 29167.	Community Lease for Lake Kununurra Golf Club endorsed by Council. Lease forwarded to Lands for Section 18 Approval	26-Sep-17	In Progress
OCM 26/09/2017	Acting Director Community Development / Manager community Services	Community Lease - Kununurra Water Ski Club	That Council authorise the Chief Executive Officer to offer a 21 year lease to the Kununurra Water Ski Club for Part Reserve 29297, Lot 551 on Deposited Plan 410547, Millington Drive Kununurra, as detailed in Attachment 1, subject to the approval of the Minister for Lands.	Community Lease for the Kununurra Water Ski Club endorsed by Council. Lease forwarded to Lands for Section 18 Approval.	26-Sep-17	In Progress
OCM 26/09/2017	Acting Director Community Development / Manager community Services	Community Lease - Ord River Sports Club	That Council authorise the Chief Executive Officer to offer a 21 year lease to the Ord River Sports Club for Lot 2313 Chestnut Avenue Kununurra as detailed in Attachment 1, subject to the following:- a. The Ord River Sports Club utilise the self supporting loan facility made available by the Shire to erect a new roof structure over the existing main roof. b. The approval of the Minister of Lands.	Community Lease for the Ord River Sports Club endorsed by Council. Lease sent to Lands for Section 18 Consent which was received with Lease now forwarded to the club for signing.	26-Sep-17	In Progress

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OCM 26/09/2017	Director Corporate Services	Self-Supporting Loan - Ord River Sports Club Inc.	<p>That Council approve a Self-Supporting Loan of \$50,000 repayable over a five year term to the Ord River Sports Club Inc. on the following conditions:</p> <p>1. That a lease agreement is concluded to the satisfaction of the Council and the WA Treasury Corporation provides the necessary borrowings for the self-supporting loan;</p> <p>2. A 'Deed of Loan' for the period of loan repayments is prepared and executed as contractual evidence for repayment of the loan;</p> <p>3. For each year of the loan an independently audited end of year financial statement must be supplied to the Shire;</p> <p>The Ord River Sports Club will reimburse the Shire for the costs associated with the loan including any advertising costs, Deed of Loan preparation costs, any stamp duties payable and any fees as prescribed in the Fees and Charges approved in the 2017/18 Annual Budget.</p>	The lease is awaiting final signatures after which the loan will be applied for.	01-Oct-17	In progress
OCM 26/09/2017	A/Director Community Development	Provision of External Certification Service	<p>That Council:</p> <p>1. Supports the provision of a Certification Service for all Classes of buildings in addition to the legislated mandated provision of Certification of Uncertified Class 1 and Class 10 structures.</p> <p>2. Pursuant to section 6.16 of the Local Government Act 1995 adopts the following fees in the 2017/2018 budget for the purpose of provision of a Certification Service</p> <p>a. Certificate of Design Compliance (CDC - BA3) - 0.09% of Estimated Value of Construction (Minimum \$300)</p> <p>b. Certificate of Construction Compliance (CCC - BA17) - Minimum \$400 (includes 1st hour) then \$150 per hour thereafter.</p> <p>c. Certificate of Building Compliance (CBC - BA18) - Minimum \$400 (includes 1st hour) then \$150 per hour thereafter.</p> <p>Endorse the advertising of the amended fees and charges for the additional Certification Service, as per the section 6.19 of the Local Government Act 1995.</p>	In Progress		In progress
OCM 26/09/2017	Director Infrastructure	Wyndham Boat Ramp Planning Concept	<p>That Council;</p> <p>1. Receive the Wyndham Boat Launching Facility Planning and Concept Design Report;</p> <p>2. Acknowledge the Community engagement highest voted concept is Option 1: Floating Pontoon Option;</p> <p>3. Adopt Option 1: Floating Pontoon Option as the preferred redevelopment option for the Wyndham Boat Launching Facility subject to confirmation of whole of life costs over required 25 design life and associated maintenance costs.</p> <p>4. Endorse continued future application submissions to the Recreational Boating Facility Scheme in subsequent financial years with co-contributions from the Shire to progressively redevelop the Wyndham Boat Launching Facility.</p> <p>5. Clarify the Department of Transport's requirements in relation to a management plan for Option 1.</p>	Clarification email to the Department of Transport drafted.	03-Oct-17	In Progress