

**COUNCIL ACTION ITEMS**

Meeting	Responsible Officer	Item	Resolution	Progress Comment	Date Actioned	Completed	Minute Number
OCM 26/04/16	Carl Askew, Chief Executive Officer	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 s.3.16</i> and give statewide and local public notice of its intent to undertake a review.	Internal audit is now complete and Local Laws are being drafted.	20-Mar-19	In progress	
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.	Dept of Lands advised on 9 January 2017. Statutory public notice was published on 23 February 2017  Awaiting advice from Lands department; they would prefer to wait until we have the KAI lease in place and amalgamation of the land into the lease can be undertaken at the same time as registration of the road closure.	14-Aug-17	In progress	
OCM 25/08/15	Nick Kearns, Director Planning and Community Development	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 I837493, 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 20/12/16	Vernon Lawrence, Director Corporate Services	Request for write off of penalty interest; waiver of penalty interest; and for a self supporting loan - rates debtor A501	That Council authorises the CEO to advise rates debtor A501 that:  1. The outstanding interest on rates and service charges will be written off on the condition: 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	The history of actions taken by Shire Officers with respect to this debt are contained within the minutes of the Audit (Finance and Risk) Committee. The lease agreement has been concluded and a payment plan has been forwarded to be signed before presenting it for authorisation by Council. Payments have been received in accordance with the payment plan. Further updates will be made at the next Audit (Finance and Risk) Committee meeting on 13 May 2019 and reported to council at the OCM on 28 May 2019.	20-Mar-19	In progress	
OCM 25/08/15	Director Community Development	Transient Accommodation - Lot 411 Minijirrga 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.	This action will change now that the new Planning Scheme (LPS9) is in place. Officers are discussing implications for approval of rural workers accommodation which may still require research preparation of an amendment to the new Scheme and/or a new policy.	15-Aug-16	In progress	
OCM 22/11/16	Vernon Lawrence, 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.	This matters were considered at the Audit (Finance and Risk) Committee on 24 February 2019 and will be followed up again at the 13 May 2019 meeting. Shire Officers continue to follow up on these outstanding amounts. In the instance of A411, steps to acquire the property and dispose of it have commenced with the Shires legal advisors. The remaining two properties have nothing substantial to report that have not been covered by the minutes of the Audit (Finance and Risk) Committee meeting.	20-Mar-19	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	13-Apr-18	In progress	
Jun-18	Nick Kearns, Director Planning and Community Development	Community Lease East Kimberley Volunteer Sea Rescue Group	That Council authorises the Chief Executive Officer to offer the East Kimberley Volunteer Sea Rescue Group a 21 year lease for Reserve 51156, Lot 500 on Deposited Plan 73840, Foreshore Road Wyndham, as detailed in Attachment 1, subject to the approval of the Minister of Transport: Planning: Lands.	Section 18 approval received and lease document referred to the organisation	05-Jul-18	In progress	

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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: <u>Planning: Lands</u>	Section 18 approval received and lease document referred to the organisation	10-Aug-18	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.	Advertising to take place.		In progress	
Aug-18	Nick Kearns, Director Planning and Community Development	Ongoing Support for Kununurra Visitor Centre	That Council: 1. Offers the Kununurra Visitor Centre a five 5 year lease, plus a five year option on a community lease within Tourism House, effective from 30 December 2018. 2. Agrees to the Kununurra Visitor Centre's request to take up the lease on (part) Suite 3 within its Community Lease arrangement, provided the Kununurra Visitor Centre can provide a valid use for this area of the building for "Tourism Related Purposes" as well as to retain funds it receives as a sub-lease arrangement with El Questro for part Suite 4 and subject to meeting all applicable cost outgoings, inclusive of utility and building and property maintenance expenses. 3. Delegates to the Chief Executive Officer the responsibility for undertaking and finalising lease arrangements directly with the Kununurra Visitor Centre. 4. Agrees to consider on-going annual funding for the Kununurra Visitor Centre as part of the Shire's annual budget process. 5. Refers any shortfall in the Shire's annual contribution to the Kununurra Visitor Centre for the period 30 December 2018 to 30 June 2019 to the Council's mid-year budget review process.	Leases being prepared	05-Sep-18	In progress	30
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.  Currentlt being publically advertised Feb 2019.  Paper being taken to the April OCM.		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.	Business Plan Rev 5 signed off currently implementing recommendations. MOU Signed with Boaz to look at the runway extension.		In progress	
Dec-18	Carl Askew, Chief Executive Officer	Additional Flight Options	That Council: 1. Note that the timeline to fully investigate and conclude commercial arrangements for Council to financially contribute to and/or support a trial of an air service proposed between Kununurra and Melbourne for forty (40) return services between May and October 2019 cannot be achieved in time for the service to commence in 2019; 2. Authorise the CEO and Administration to further investigate the business case, potential risk exposure and any possible broader impacts on the community, to financially contribute to and/or support a trial of an air service between Kununurra and Melbourne for forty (40) return services between May and October 2020 and report back to Council before Mid 2019; 3. Reaffirm its support for the trial and request the CEO to continue negotiations with the East Kimberley Marketing Group and their partners to develop an Agreement to deliver the proposal as outlined in point 2 above.	The Administration has commenced a number of the tasks required. Officers have prepared a project plan with milestones to be achieved. They have further consulted with interested parties to progress the trial. Council will continue to be briefed as and when it is necessary to convey important information. Officers have also included a question in its Community Survey related to the flight trial.	17-Dec-18	Ongoing	
Dec-18	Stuart Dyson, Director Infrastructure	East Kimberley Regional Airport - Runway Extension Project Business Case and Cost Benefit Analysis	That Council endorses the key directions identified in the draft East Kimberley Regional Airport Runway Extension Project - Business Case and Cost Benefit Analysis with: 1. The document to be utilised as part of dialogue with other levels of government and private sector on funding and marketing opportunities. 2. A further report to be submitted to Council with any refinements to the document and consideration for its formal adoption.	Endorsed by Council and BP actions being investigated. Working with Senior Economic Advisor re investment opportunities.		In progress	
Dec-18	Stuart Dyson, Director Infrastructure	Safer Communities Project - CCTV	That Council: 1. Accept the quotation from Calibre Professional Services One Pty Ltd of 50 St Georges Terrace, Perth WA for RFQ 10-18/19 Safer Communities Project - CCTV for the fixed lump sum price as follows: a. Kununurra CCTV - \$639,343 b. Wyndham CCTV - \$122,296 c. East Kimberley Regional Airport CCTV - \$67,874 d. Kununurra Landfill CCTV - \$23,600 e. Kununurra Leisure Centre CCTV - \$23,354 f. Wyndham Youth Centre CCTV - \$2,600 g. Kununurra Police Station Integration - \$18,695 h. Licencing / Spares - \$17,263 TOTAL - \$915,025 excluding GST  2. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to execution of the Contract. 3. Approves the allocation of additional funds as listed in the financial section of the confidential report, from a combination of the identified savings within the Mid Year Budget Review, the Shire's Asset Management Reserve and operational funds approved in the 2018/19 Annual Budget.	Contract awarded, site visit completed, mobilisation to site late March 2019 with completion scheduled for June 2019.  Works ongoing with installation, due for completion June 2019.	01-Jan-19	In progress	

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Dec-18	Nick Kearns, Director Planning and Community Development	Tourism House - Proposed Lease of Suite 5	That Council: 1. Offers Ting Huang a five year lease, plus a five year option on a commercial lease within Tourism House (Suite 5), Kununurra, effective from 30 December 2018, subject to: a. The commencing rent being as per the current market rent determined by a licenced valuer; b. The tenant meeting all applicable cost outgoings, inclusive of utility, building and property maintenance expenses; c. Local public notice of the proposed disposition being given in accordance with the Local Government Act 1995, and d. The consent of the Minister for Lands. 2. Delegates to the Chief Executive Officer the responsibility for undertaking and finalising lease arrangements directly with Ting Huang.	Local public notice was given in the Kimberley Echo, at the Shire Administration Offices in Kununurra and Wyndham, and at the Kununurra School and Community Library on 31 January 2019, giving until Friday 15 February 2019 for any submissions to be received. No submissions were received and the draft lease is being finalised for review by the Lessee and to be forwarded to the Department of Planning, Lands and Heritage for the consent of the Minister for Lands.	31-Jan-19	In progress	
Feb-19	Stuart Dyson, Director Infrastructure	Annual General Meeting of Electors 5 December 2018	That Council supports the Elector Motion and: 1. Requests the Kununurra Post Office remark the lines, signs and directional arrows in the car park for which they are responsible. 2. Request the CEO to investigate car parking areas within the Kununurra Post Office/Leisure Centre area that fall under the Shire's responsibility and remark the lines, signs and directional arrows.	Investigations underway with the depot and airport to undertake the line marking activities.  Works to commence in May 2019.	05-Dec-18	In progress	
Feb-19	Stuart Dyson, Director Infrastructure	Annual General Meeting of Electors 5 December 2018	That Council requests the CEO to: 1. Undertake a review of street pavement signage on all one-way streets; and 2. Paint large directional arrows on all roads and streets that are one way in accordance with Main Roads (MRWA) guidelines and standards.	Investigations underway with the depot and airport to undertake the line marking activities.  Works to commence in May 2019.	05-Dec-18	In progress	
Feb-19	Carl Askew, Chief Executive Officer	Developing Northern Australia Conference	That Council endorse the attendance of Shire President Cr David Menzel, Cr T Chafer and the Chief Executive Officer to the Developing Northern Australia Conference in Karratha from 11 - 12 July 2019.	Flights researched. To be booked as soon as possible to ensure best rate	19-Mar-19	In progress	
Feb-19	Nick Kearns, Director Planning and Community Development	East Kimberley Regional Airport - Proposed Lease	That Council: 1. Offers Northern Airport Services Pty Ltd a three year lease, plus a two year option, on a commercial lease within the East Kimberley Regional Airport Terminal, Kununurra, subject to: a. The commencing rent being \$48,135 (excluding GST) as per the current market rent; b. The tenant meeting all applicable outgoings, inclusive of rates, utility charges, building and property maintenance expenses; c. 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 Northern Airport Services Pty Ltd. 3. Authorises the Shire President and Chief Executive Officer to sign the finalised lease and affix the Shire's Common Seal.	Northern Airport Services have been advised of the OCM outcome. Notice is currently in the paper with submissions open until 29 March 2019. Once this advertising period has concluded, steps will be taken to finalise the lease agreements.	01-Mar-19	In progress	
Feb-19	Stuart Dyson, Director Infrastructure	East Kimberley Regional Airport - Runway Extension Project Update	That Council: 1. Endorses the final document "EKRA Business Case and Cost Benefit Analysis Final Report 2018" and the recommendations of the Business Case.  2. Instructs Officers to continue work on the delivery model for the proposed runway extension project and to commence work on other growth opportunities for the East Kimberley Regional Airport.	Endorsed by Council and BP actions being investigated. Working with Senior Economic Advisor re investment opportunities.  Presentation to council due in early April 2019.	05-Dec-18	In progress	
Feb-19	Stuart Dyson, Director Infrastructure	Lake Argyle Road - Stage 4	That Council:  1. Note the terms of the Agreements (Service Agreement & MOU), for the Provision of Works and Services by Main Roads Western Australia for the shoulder widening, culvert extensions, pavement repair and resealing commencing at SLK 2.50 and continuing to, or before an estimated, terminal point of SLK 6.19 on Lake Argyle Road; and  2. Authorise the Chief Executive Officer to execute the Agreements for the Provision of Works and Services by Main Roads Western Australia for the shoulder widening, culvert extensions, pavement repair and resealing commencing at SLK 2.50 and continuing to, or before an estimated, terminal point of SLK 6.19 on Lake Argyle Road.	Meeting arranged with MRWA in March 2019, MOU signed by both parties. MRWA have asked the Shire to look at increasing the Scope of Supply.  Stage 4 and 5 to be combined, commencement in September 2019.	01-Dec-18	In progress	
Mar-19	Nick Kearns, Director Planning and Community Development	Kununurra Waringarri Aboriginal Corporation MOU	That Council: 1. Endorses the agreement reached between the Shire and Kununurra Waringarri Aboriginal Corporation (KWAC) as reflected in the Memorandum of Understanding (MOU) and approves the Kununurra Integrated Youth Model and the establishment of a Youth Partnership Facilitator. 2. Authorises the Chief Executive Officer to negotiate formal terms based on the details in the MOU to achieve the purpose. 3. Authorises the Chief Executive Officer under delegated authority to execute a Deed of Agreement reflecting the terms within the MOU.	• The MOU has been signed by both parties, a signed copy was sent to KWAC and lawyers 18/04/19. (Yet to receive a response) • The Deed of Agreement is being drafted by lawyers • KWAC have employed Youth Coordinator - Sherie Lethbridge	18-Apr-19	In progress	26/03/2019 - 115955
Mar-19	Carl Askew, Chief Executive Officer	Additional Flight Options	That Council: 1. Note the confidential advice provided, including the commercial sensitivities of the proposal at this time, and endorse the investigations to date for Council to support the trial flights business case, noting the potential risk exposure and broader beneficial impacts on the local community; including evidence to strengthen the business case and funding options for the lengthening of the runway. 2. Financially contribute to and support the trial of an air service between Kununurra and Melbourne for three flights per week between May and August 2020, based on the confidential proposals received and amounts determined in the most likely scenario contained in the confidential financial modelling attached 3. Levy all applicable Passenger Service Fees for Screening, Terminal Passenger Handling Fees and Landing Fees in accordance with the Shire's Fees and Charges Schedules 4. Authorise the CEO to continue negotiations with the East Kimberley Marketing Group and proposal Partners to develop associated Contracts and/or agreement(s) to deliver the proposal as outlined above and in the confidential attachments 5. Delegates authority to the Chief Executive Officer to negotiate the finalisation and execution of the agreement(s) and contracts as required and in accordance with the details and terms provided in the confidential attachments 6. Refer for consideration in the 2019/20 and 2020/21 budgets the costs associated with the financial underwriting of the trial service as outlined above and using funds from the Airport Reserve as required	Steps towards Additional Flight Options continue.		In progress	26/03/2019 - 115963
Mar-19	Stuart Dyson, Director Infrastructure	RFT 02 18/19 - BANDICOOT DRIVE AND VARIOUS LOCATIONS DRAINAGE UPGRADE - STAGE 1	1. Accepts the Tender submitted by Roadline Contracting Pty Ltd of 13 McDaniel Road, Broome WA 6725, for Tender T02-18/19 - Bandicoot Drive and Various Locations Drainage Upgrade - Stage 1, as the most advantageous Tender to form a Contract, for the fixed lump sum price of \$989,860.98 (Pricing Tables 1 and 2) excluding GST;  2. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract; and  3. Refers for consideration in the 2019/20 Budget a transfer of \$200,000 from the Drainage Reserve to the Bandicoot Drive - Road and Drainage upgrade (GL 104120328) project.	Contract awarded to Roadline who have mobilised to site, completion due in August 2019.	01-Apr-19	In progress	26/03/2019 - 115966

Meeting	Responsible Officer	Item	Resolution	Progress Comment	Date Actioned	Completed	Minute Number
Apr-19	Vernon Lawrence, Director Corporate Services	2019/20 Budget - Strategic Rating Policy, Rates Modelling and Local Public Notice	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the revised Council Policy CP/FIN-3200 Strategic Rating;</li> <li>2. Endorse the 2019/20 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 2019/20 Budget adoption, subject to receiving Ministerial approval where required by legislation; <b>(Please refer to table in March meeting minutes).</b></li> <li>3. Endorses for advertising for a minimum of twenty-one (21) days and seeks public submissions on: <ol style="list-style-type: none"> <li>a. Council Policy CP/FIN-3200 Strategic Rating (Attachment 2) that outlines the principles which underpin the proposed 2019/20 rating model, including the Object of and Reasons for Differential Rates;</li> <li>b. The 2019/20 Rating Model (Attachment 3) 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 2019 for the 2019/20 financial year in accordance with section 6.36 of the Local Government Act 1995.</li> </ol> </li> </ol>	Advertisement has been drafted for publication. Notices are to be placed at various sites as per the communication engagement plan from 1 May.	18-Apr-19	In progress	16/04/2019 - 118000