

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 suitable payment plan has been entered into, with payments commenced. Draft Lease has been forwarded for the Club's review.	Ongoing	In progress
OCM 24/02/15	Louise Gee	Management of Proposed Reserve - Packsaddle Creek	That item 13.4.7 Management of Proposed Reserve – Packsaddle Creek be deferred to a briefing session.	Matter was discussed at March Briefing Session. Update on situation being sought from Department of Lands so further information can be presented to Council.	19-Sep-16	In progress
OCM 24/03/15	Louise Gee	Unnamed Creek Crossing - Victoria Highway	That Council: 1. Directs the Acting Chief Executive Officer to write to the MG Corporation to seek advice from the relevant Traditional Owners on the proposed formal naming of 'Philchowski Crossing', and potential indigenous naming of the creek. 2. Directs the Acting Chief Executive Officer to undertake research and compile supporting documentation to demonstrate Philchowski's contribution to the community or historical significance. 3. Endorses the proposed formal naming of 'Philchowski Crossing', and advises the Geographic Names Committee of its endorsement, subject to adequate supporting documentation being compiled and no objection being received from Traditional Owners.	Letter sent to MG Corporation dated 20 April to seek advice from relevant Traditional Owners. Correspondence received from MG Corporation dated 1 March 2016 advising that the board does not support the formal naming of "Philchowski Crossing", and have nominated an alternative name. Report presented to the August 2016 Councillor Briefing. Officers are undertaking further research, prior to the matter being considered at a future OCM.	09-Aug-16	In progress
OCM 28/04/15	David Klye	Confidential - Legal Claim	That Council: 1. Notes the officer's confidential report and the progress of the General Procedure Claim, 2. Directs the CEO, or their delegate, to legally defend the matter on behalf of the Shire in the abovementioned General Procedure Claim, 3. Approves sufficient provision in the budget to allow for associated legal fees, and 4. Directs the CEO, or their delegate, to provide a report to Council on the status of the matter at the earliest opportunity.	The Claimant has filed a Notice of Discontinuance of Claim with the Court. The Shire has made application to the court for costs. The Court ruled that costs are awarded to the Shire. An account for costs has been forwarded to the claimant.	26-Jun-15	In Progress
OCM 28/07/15	Louise Gee	Request for Lease – Kununurra Dragon Boat Club Inc.	That Council request the Chief Executive Officer to enter into negotiations with the Kununurra Dragon Boat Club Inc. for a 10 year lease over a portion of Reserve 41812, Lot 2371 Old Darwin Road Kununurra, subject to the approval of the Minister of Lands.	Letter has been forwarded to Kununurra Dragon Boat Club Inc. advising of Council resolution. Draft Lease sent to Dragon Boat Club 10 February 2016.	17-Aug-15	In progress
OCM 28/07/15	Carl Askew	Mediterranean Fruit Fly Eradication Program	That Council consider entering into a Memorandum of Understanding with DAFWA and industry on the following basis: 1. DAFWA continues to fund and maintain the current medfly surveillance program. 2. SWEK will fund medfly eradication programs from its biosecurity reserve, with a maximum exposure being those funds available in the reserve in excess of \$200,000 i.e. currently approximately \$67,000. 3. If an eradication program reduces the reserve balance to below \$200,000, industry will make good the difference to restore the reserve to a balance of \$200,000 (mechanism yet to be determined). 4. The biosecurity reserve be maintained with a balance for now of a minimum \$200,000, to serve as a form of insurance against future pest or disease incursions. 5. A reference group to be established with members from SWEK, DAFWA and industry. The role of the group would be to recommend expenditure from the reserve and to formulate policy in the event of future pest crises. SWEK Council approval would still be required before the reserve could be accessed for response to threats other than medfly.	Letter sent to DAFWA advising of the decision and requesting advice on how to proceed with the eradication program, including indicative cost, and an invoice. Advice also given that SWEK will be in contact shortly to commence the consideration of entering into a MOU. The baiting program is complete and area freedom was reinstated for the area on 5th October. Industry has been notified. Invoice has been paid. In relation to the MOU, DAFWA have requested for an interim group to be formed to progress this - feedback from industry has been minimal. ORDCO are interested in assisting where possible and have volunteered to talk with growers to get some industry participation. Incident debrief was held 19 November 2015. Discussions have occurred in early September regarding the establishment of biosecurity reference group. Department of Agriculture currently liaising with stakeholders.	20-Feb-17	In progress

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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 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 25/08/15	Louise Gee	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.	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 relevant organisations also being sought.	19-Sep-16	In progress
OCM 29/03/16	David Klye	Airport Sculpture	That Council; 1. That the sculpture be placed airside at a site determined by the CEO in accordance with the discussion at Council on 29 March 2016. 2. Note that on completion of the associated signage the sculpture be installed and a formal unveiling organised that includes representatives from Waringarri Aboriginal Arts and local Aboriginal groups.	The sculpture has been installed. The sign has been delivered and arrangements are being made to install the sign .	20-Feb-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.	21-Apr-16	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 s.3.16</i> 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 in progress. Seeking quotes for audio and video recording systems	19-Jul-16	In progress
OCM 28/06/16	David Klye	Ivanhoe Crossing	That Council; 1. Request a regulatory review of the crossing by Main Roads Western Australia with a view to implementing; a. A speed limit of 10 km/h on the crossing. b. The Installation of "Give Way" signs on the crossing. c. Prohibition of stopping on the crossing other than for stopping at the passing bay to allow the passage of oncoming vehicles. 2. Notes that establishment of the speed limit referred to in the decision above may necessitate the establishment of step down limits on both sides of Ivanhoe Crossing. 3. Prohibit the use of the crossing by pedestrians. 4. Prohibit the public from alighting from vehicles on the crossing. 5. Designate Ivanhoe crossing as a single lane crossing. 6. Install signage advising of risks associated with, fast flowing water and strong currents, a slippery or slippery when wet road surface, unprotected edges and drop offs and to drive into the water slowly. 7. Erect appropriate signage to advise and manage the implementation of decisions 1, 3, 4, 5, 6 and 7 above including the meaning and use of the depth markers on the crossing, at an estimated cost of \$6,500 which shall be charged to the Ivanhoe Crossing Reconstruct account. 8. Notes that the additional signage referred to in decisions 1, 3, 4, 5, 6 and 7 above will cost an estimated \$6,500 which shall be funded from the 2015/16 forecast budget surplus. 9. Request the CEO to formally acknowledge and thank the representatives from Water Corporation, Department of Parks and Wildlife and Main Roads Western Australia for their attendance at the public forum and for assisting the Shire in its community consultation.	Awaiting Main Roads Western Australia response to a request for speed limit assessment of the crossing. Acknowledgement and thank you letters sent to representatives from Water Corporation, Department of Parks and Wildlife and Main Roads Western Australia for their attendance at the public forum and for assisting the Shire in its community consultation. Main Roads Regional manager to provide advice and assistance with the warning and advisory signs. Final layout of signage currently under consideration. Signage to be installed prior to opening the crossing when the water level at the crossing allows.	29-Jun-16	In progress

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OCM 28/06/16	David Klye	Disposal of Asset; Weed Harvester	That Council authorise the disposal of the Shire's Weed Harvester (Boat Licence C1471, Plant Number P485) by tender in accordance with the Local Government Act 1995 Section 3.58 with the funds going into the Foreshore Reserve.	The tender for the sale of the Weed Harvester was advertised on 15 February with a closing date of 3 March. It is expected that the outcome of the tender will be presented to Council's March ordinary meeting. Tenders received, the matter will be presented to Council for determination.	29-Jun-16	In progress
OCM 28/06/16	David Klye	Roadwise	That Council; 1. Approve the installation of two (2) Headlights Save Lives signs on each of the following roads: <ul style="list-style-type: none"> • Kalumburu Road, • Parry Creek Road, and • Duncan Road. 2. Note that the cost of the sign boards will be met by the Roadwise program. 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. 4. Elects not to install Roadwise Entry signage at this time.	Roadwise coordinator notified of Council's decision. Awaiting production and delivery of signs for installation.	29-Jun-16	In progress
OCM 5/10/2016	Carl Askew	Motion from Cr Perry 13.1 Review of System of Representation	Minute No: 5/10/16-11513 Commissioner resolved: That the incoming Council, to be elected in October 2017, consider a review of its system of representation, exploring whether the current system of no wards in the Shire of Wyndham East Kimberley serves the best interests of their diverse communities.	Deferred until new Council in place	05-Oct-16	On Hold
OCM 5/10/2016	Vernon Lawrence	16.2. - Authority to issue a rental garnishee on A1099	Minute No: 5/10/16-11516 Commissioner resolved: That the Council requests the CEO or their delegate, to advise the Shire's debt collection agent to: 1. Serve notice to the lessee of Assessment A1099 in accordance with section 6.60 of the Local Government Act 1995 requiring the lessee to pay to the Shire the rent due that they would otherwise pay under the lease/tenancy agreement as it falls due in satisfaction of the rates and charges; 2. Provide to the lessor a copy of the notice with an endorsement that the original has been given to the lessee.	1st letter has been issued in accordance with section 6.60 of Local Government Act 1995. The mortgage holder (CBA) has proceeded with action on this property. Officers expect the outstanding amounts will be paid once the property has been disposed of by the bank.	03-Feb-17	In progress
OCM 22/11/16	Carl Askew	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.	Updates provided to the Audit (Finance and Risk) Committee on 27 February 2017.	27-Feb-17	In progress
OCM 22/11/16	Carl Askew	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 provided a draft letter which was amended and sent back for update. Currently awaiting new draft letter from agency.	23-Mar-17	In progress

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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.		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	1st quarterly report due to Council at April OCM	11-Jan-17	In progress
OCM 20/12/16	Louise Gee	Community Lease - Kununurra Race Club	That Council authorises the Chief Executive Officer to offer Kununurra Race Club a 21 year lease for a portion of Reserve 30290, part Lot 707 Drovers Road, Kununurra, as detailed in Attachment 3, subject to:- a) The lease requirements outlined in Schedule 1, Item 13 - Lessee's Buildings and Fixtures, being completed by The Kununurra Race Club; and b) The Minister for Lands consent.	Department of Lands Minister's consent received with 3 copies of the lease mailed to Kununurra Race Club for signing on 21/02/17, noting that Schedule 1, Item 13 -Lessee Buildings and Fixtures requirements have been highlighted to lessee for execution of the lease.	19-Jan-17	In progress
OCM 20/12/16	David Klye	Review of Ron Hodnett Drive Access	That Council: 1. Close Ron Hodnett Drive at its intersection with Chestnut Avenue and at its intersection with the service lane off the end of Agate Lane in accordance with section 3.50 of the Local Government Act 1995. 2. Consider the allocation of \$6,000 at the mid-year budget review for the construction of mountable kerbing to the road closure at the intersection of Ron Hodnett Drive and the service lane off the end of Agate Lane in accordance with Council's Road Construction Policy CP/OPS 3655.	Statutory public notice was published on 23 February 2017	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	09-Jan-17	In progress
OCM 20/12/16	Carl Askew	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	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	24-Mar-17	In progress

Meeting	Responsible Officer	Item	Resolution	Progress Comment	Date Actioned	Completed
OCM 31/01/17	David Klye	Council Policy Review - Roadside Advertising	<p>That Council:</p> <ol style="list-style-type: none"> 1. Rescind Minute No: 20/12/2016-11576 2. Adopt the draft policy CP/OPS-3658 Roadside Advertising Signage (Attachment 1) effective from 2 February 2017 3. Establish and maintain a roadside advertising signage register to: <ol style="list-style-type: none"> a. ensure that roadside advertising signage is up to date and accurate; and, b. ensure that roadside advertising signage is maintained in an acceptable and safe condition in accordance with the Shire's policy CP/OPS-3658 Roadside Advertising Signage. 4. In accordance with section 6.16 of the Local Government Act 1995, apply an application fee to cover the cost of processing an application for business roadside advertising signage and for directional signage. The fee to cover the cost of processing an application for signage shall be included in the Shire's 2016/17 Fees and Charges schedule at \$120.00 per application. 5. In accordance with section 6.16 of the Local Government Act 1995, apply an annual fee to cover the cost of managing signage and maintaining the business roadside advertising register. The annual fee to cover the cost of managing signage and maintaining the register shall be included in the Shire's 2016/17 Fees and Charges schedule at \$85.00 per annum per sign. 6. In accordance with section 6.16 of the Local Government Act 1995, apply a fee to cover the cost of purchasing and installing roadside advertising signage. The fee to cover the cost of purchasing and installing roadside advertising signage shall be included in the Shire's 2016/17 Fees and Charges schedule at "Actual Costs +15%" which will be a Full Cost Recovery fee. 7. In accordance with section 6.19 of the Local Government Act 1995, give local public notice of its intention to apply a fee to process an application, to manage signage and maintain the business roadside advertising register and to apply a fee to purchase and install roadside advertising signage. 8. Accept existing roadside advertising signs onto the roadside advertising signage register and apply the new annual fee to those signs. 	<p>Updated policy loaded to website and current policies folders. Public notice expected to be made in March 2017. Register being established.</p> <p>Accounts for annual fees are currently being prepared.</p>	16-Feb-17	In progress
OCM 31/01/17	David Klye	Council Policy Review - Directional Signage Policy	<p>That Council adopt the amended draft Policy CP/OPS-3655 - Directional Signage as attached, noting the addition to the policy of the paragraph;</p> <p>"A maximum of two (2) directional signage locations per business shall be permitted within a township. Directional signs existing on 1 January 2017 shall be permitted to remain."</p>	<p>Updated policy loaded to website and current policies folders. Public notice expected to be made in March 2017. Register being established.</p> <p>Public notice published on 10/3/17, Establishment of register in progress.</p> <p>Accounts for annual fees are currently being prepared.</p>	16-Feb-17	In progress