

**COUNCIL ACTION REGISTER - Completed - November 2022**

Meeting	Minute Number	Responsible Officer	Item	Resolution	Progress Comment	1. Date of First Action 2. Date of Completion If First Action and Date of Completion is the same, please write date twice so I know when to move it	Status
OCM 26/04/2022	26/04/2022 - 118625	Felicity Heading, Director Corporate Services	12.2.3. Annual General Meeting of Electors - 17 March 2022	That Council reviews procurement processes to assist in the improvement of participation from local business in Shire procurement activities.	<b>May 2022</b> - A review of the following procurement policies is planned for completion by September 2022: CP FIN-3204 Purchasing CP FIN-3217 Regional Price Preference CP FIN-3218 Pre-Qualified Supplier Panel Policy Feedback will be sought from suppliers on how procurement processes and systems can be improved while ensuring that statutory requirements relating to local government procurement continue to be met. Officers will continue to engage with suppliers and with organisations supporting local business including EKCCI, Kimberley Small Business Support and Binarrri Binjya Yarrawoo to assist businesses in navigating the Shire's procurement processes and the online systems. <b>June 2022</b> - No further progress due to other priorities. To be progressed in in new financial year. <b>August 2022</b> - No further progress due to other priorities. <b>September 2022</b> - Review of policies has commenced with plan to present to October Briefing and OCM. <b>October 2022</b> - The following policies revised policies were adopted at the 25 October OCM - Council Minute 118740: CP FIN-3204 Purchasing CP FIN-3213 Credit Cards CP FIN-3217 Regional Price Preference CP FIN-3218 Pre-Qualified Supplier Panel Policy The revised Purchasing policy is aligned with the WALGA Template Purchasing Policy and incorporates provisions designed to provide increased support for local businesses. The revised Policies have been implemented for all procurement effective from 26 October 2022.	1. 27/04/2022 2. 26/10/2022	Completed
OCM 31/05/2022	31/05/2022 – 118651	Felicity Heading, Director Corporate Services	16.2. QUOTATION AWARD FOR RFQ03-20/21 MANAGED ICT SERVICES	That Council: 4. Note the recommendation in the Evaluation Report for RFQ03-21/22 Managed ICT Services (Attachment 1); and 5. Accept the quotation from Managed IT as the most advantageous quotation; and 6. Authorise the Chief Executive Officer; c) To negotiate and sign a contract with Managed IT, or d) Where a contract cannot be executed with the preferred respondent, begin negotiations with the second or third preferred respondent, and after ensuring that all appropriate financial due diligence is undertaken, sign a contract with the second or third preferred respondent.	<b>June 2022</b> - Negotiations have commenced with Managed IT. A Kick off meeting was held on 9th June. <b>August 2022</b> - Finalisation of the contract is expected by the end of August. <b>September 2022</b> - Final draft of contract completed and is with Managed IT for review. <b>October 2022</b> - Contract has been signed, final review of Service Level Agreement has been undertaken and finalised.	1. 01/06/2022 2. 31/10/2022	Completed
OCM 27/09/2022	27/09/2022 - 118026	Felicity Heading, Director Corporate Services	12.4.2. Annual Review of Council Delegations	That Council: 1. adopts the Register of Delegations 2022/23, at Attachment 2 2. delegates the functions and responsibilities in the Delegations Register 2022/23.	<b>October 2022</b> - The Delegations Register has been implemented and all Shire Officers with Delegations/Sub Delegations have been advised.	1. 28/09/2022 2. 01/10/2022	Completed
OCM 25/10/2022	25/10/2022 - 118736	Vernon Lawrence, Chief Executive Officer	12.2.4. Local Government Reform - Election of Shire President	That Council: 1. Notes that the Department of Local Government, Sport and Cultural Industries has advised the Shire of the need to change to a directly elected Shire President and consequently reduce the size of the elected Council by one, to eight elected Councillors; 2. Direct the Chief Executive Officer to advise the Department of Local Government, Sport and Cultural Industries of its intention to undertake a voluntary process to address the local government reform of directly electing the Shire President; 3. Reluctantly resolves to change the method of electing the Shire President to a vote of electors of the district at the next election and reduce the number of elected Councillors by one; and 4. Endorses that a ward and representation review only be undertaken if advised to do so in a reply from the Minister to correspondence requesting clarification on the need to do so.	<b>November 2022</b> - Notice given 10 November 2022	1. Date of First Action 10 November 2022 2. Date of Completion 10 November 2022	Completed
OCM 25/10/2022	25/10/2022 - 118737	Vernon Lawrence, Chief Executive Officer	12.2.5. East Kimberley Regional Airport Car Parking Licence	That Council licences portion of land at the East Kimberley Regional Airport (Lot 200 P066654, Peter Reid Drive Kununurra) for car parking, in association with the lease of the Airport Cafe, with an annual fee of \$1,200 per car space per year, with the licence terminating at the end of the Airport Cafe lease term unless otherwise terminated beforehand.	<b>November 2022</b> - Licence signed	1. Date of First Action 1 October 2022 2. Date of Completion 30 October 2022	Completed
OCM 25/10/2022	25/10/2022 - 118738	Nick Kearns, Director Planning and Community Development	12.3.1. Temporary Caravan Park and Camping Ground Application - Kununurra Agricultural Society	That Council 1. Authorises the Chief Executive Officer to sign the application form for the Temporary Caravan Park and Camping Ground Licence for the Kununurra Agricultural Society at Reserve 29799, 199 (Lot 504) Coolbah Drive, Kununurra. 2. Grants a temporary caravan park licence to Kununurra Agricultural Society for 40 short stay sites at the Kununurra Agricultural Grounds from 8 July 2023 to 18 July 2023 subject to the following conditions: a. The existing licence for a Caravan Park and Camping Ground located at the site will be suspended for the duration of the Kununurra Agricultural Show. b. Only event staff associated with the Kununurra Agricultural Show are to be accommodated in the park. c. The following minimum ablution facilities are to be available for the duration of the licence: 4 toilets, 2 hand basins, and 2 showers. d. All wastewater (including sullage water) is to be collected and removed from the site to be disposed of at an approved wastewater dump point. e. Rubbish bins are to be sealed and provided within 90 metres of every site. All rubbish is to be removed from the site. f. Fire extinguishers are to be located within 90 metres of every site.	<b>November 2022</b> - Application form signed by CEO and Temporary Caravan Park and Camping Ground Licence issued.	1. Date of First Action 31 October 2022 2. Date of Completion 31 October 2022	Completed
OCM 25/10/2022	25/10/2022 - 118739	Nick Kearns, Director Planning and Community Development	12.3.2. Proposed Hotel Redevelopment at Lot 655 (47) Victoria Highway and Messmate Way Road Reserve, Kununurra	That Council grants development approval for the staged redevelopment and extension of an existing Hotel at Lot 655 (47) Victoria Highway, and part Road Reserve (Messmate Way) Kununurra, subject to the following conditions: 1) Development must be in accordance with the attached approved plan(s) and subject to any modifications required as a consequence of any conditions of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the Shire. 2) Prior to the commencement of construction, a stormwater management plan must be submitted to and approved by the Shire. Stormwater will not be permitted to pond on the site or against any building or structure and shall not cause additional runoff to adjacent properties. The approved stormwater management plan is to be implemented during construction, in accordance with any conditions imposed, and thereafter maintained to the satisfaction of the Shire. 3) Prior to the occupation of Stage 2 of the redevelopment: a) A Parking Management Plan must be prepared and submitted to the Shire for approval. Once approved the Parking Management Plan must be implemented and adhered to. The Parking Management Plan must detail, at a minimum, Parking management arrangements during: (i) Peak occupation and tourist periods; and (ii) Localised events where patrons attending the site may not be staying within the accommodation. 4) The approved Parking Management Plan: a) Must be reviewed: (i) After twelve (12) months of operation of stage 2 and 3 of development on a rolling basis; and/or (ii) After twelve (12) months of operation following final completion of the development in the event that development is not staged. b) Following each review, the Parking Management Plan must be revised (Revised Parking Management Plan) to include recommendations to address any car parking deficiencies or other traffic issues which may have arisen during operation of the facility, and be submitted to the Shire for approval. c) The Shire may, in its absolute discretion, include any further review conditions it deems necessary as part of the approval of the Revised Parking Management Plan including, but not limited to, requiring a further revised parking management plan if it deems further reviewing is required. 5) A deed of agreement must be prepared and executed, at the owners cost, between the owner and the Shire prior to the commencement of	<b>November 2022</b> - Development Approval issued	1. Date of First Action 1 November 2022 2. Date of Completion 1 November 2022	Completed

