

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 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	On hold
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 Minjiljirga 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

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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 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 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	Director Infrastructure	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
OCM 5/10/2016	Carl Askew	Motion from Cr Perry 13.1 Review of System of Representation	<p>Minute No: 5/10/16-11513</p> <p>Commissioner resolved:</p> <p>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.</p>	Deferred until new Council in place	05-Oct-16	On Hold

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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. EKMG 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	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.	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	Director Infrastructure	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 has been sought prior to advertising, including confirmation of spelling of proposed alternate name, and supporting information. Community Consultation anticipated to commence in late November 2017.	20-Nov-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 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.	Ongoing		In progress

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OCM 22/08/2017	Acting Director Community Development	East Kimberley Community Beautification (Inc.)	<p>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:-</p> <p>a. A letter from the Department of Biodiversity, Conservation and Attractions confirming that all works will be undertaken under their direction and supervision.</p> <p>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.</p> <p>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</p>	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 /Senior Governance Officer	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	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 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:-	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
OCM 26/09/2017	Director Corporate Services	Self-Supporting Loan - Ord River Sports Club Inc.	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:	The lease has been signed and application has been made for the loan. A draft loan agreement has been prepared.	01-Oct-17	In progress
OCM 26/09/2017	A/Director Community Development	Provision of External Certification Service	That Council:	In Progress		In progress
OCM 19/10/2017	Director Community Development	Warringari Radio in White Gum Park	That Council	Community Consultation commenced 2 November 2017 and will close on 30 November 2017.	20-Nov-17	In Progress