

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</i> s.3.16 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.	July 2019 - Letter received from Lands confirming that no action has been undertaken to date. They will now open a case file on the project. Planning and Community Development are now working on a submission to DWER.	14-Aug-17	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.	These matters were considered at the Audit (Finance and Risk) Committee on 4 November 2019 and will be followed up again at the 10 February 2020 meeting. Shire Officers to continue to follow up on these outstanding amounts. In Regards to A411, Shire Officers continue to work with legal advisors in the acquisition and disposal of the property. The remaining two properties have nothing substantial to report that has not been covered by the minutes of the Audit (Finance and Risk) Committee meeting. The next update will be provided after the Audit Committee meeting of 10 February 2020.	04-Nov-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. No funds were required during the financial year and no further requests were made to have funds available for updating the plan. Funds will be made available should the need arise in future. Calculations for a 7.5% of the rates for Rural Ag1 and Rural Ag 2 show that a total amount of rates is \$1,054,061 meaning 7.5% of this is \$79,054. Since the Shire has had 0% rate increases for two financial years and this amount would have to be recovered from existing funds, a contribution of this amount should not be considered at this stage.	13-Apr-18	In progress	
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 Coolibah Drive, Kununurra, as detailed in Attachment 2, subject to the approval of the Minister for Transport: Planning: Lands.	Section 18 approval received and lease document referred to the organisation. Copies of the final lease document have recently been provided to the Club and is expected to be signed soon.	12-Nov-19	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.	All four local laws have been reviewed and are in drafting stage.	01-Jun-19	In progress	

Meeting	Responsible Officer	Item	Resolution	Progress Comment	Date Actioned	Completed	Minute Number
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. Submission period has closed and all information has been collated and proposal is being reviewed. July 2019 - Meeting to be arranged with KAI to assess their appetite to continue with the process. Meeting held and discussed at the Aug Briefing Session. Community to be provided with an update in November/December 2019 from the Shire, CPC and KAI.	11-Jun-19	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.	Soil testing completed and a trial is underway. 3 trial sites being established by GHD in November 2019 to commence trials.	01-Apr-19	In progress	
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. Professional advice has been provided for a review of funding model options available. July 2019 - Legal advice received on the preferred delivery model, presentation to be given to the EMT in Aug 2019. RFQ to go to market on in Nov 2019 for detailed design.	01-Apr-19	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.	Extension of time issued to the Contractor, completion scheduled for September 2019. Police and OD going to the August OCM. OD and policy endorsed at the August OCM, completion still due Sept 2019. Media and launch being reviewed by officers. System handed over to the Shire and a Practical Completion Certificate has been issued. Calibre have been put on notice regarding paint issues. Paint rectification to commence in Nov 2019.	01-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.	July 2019 Investigations completed with the depot and airport to undertake the line marking activities. Issues with the Airport machine hence officers will have to go to market thus delaying the project. Contractors (Downer EDI) will be on site in November 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.	Downer EDI to commence the Works in November 2019.	05-Dec-18	In progress	

Meeting	Responsible Officer	Item	Resolution	Progress Comment	Date Actioned	Completed	Minute Number
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 given to Council in early April 2019. Working group established. RFQ being issued for Detailed Design in Nov 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. July 2019 - Stage 4 and 5 to be combined. New MO endorsed at the July OCM. Works commenced 9 Sept 2019. Works will be completed in October 2019.	01-Dec-18	In progress	
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	Additional Flight Options are secured for the trial to commence May 2020. Tickets have now been loaded onto the GDC and are available for sale.	25-May-19	In progress	26/03/2019 - 115963
Apr-19	Stuart Dyson, Director Infrastructure	Bandicoot Drive And Various Locations Drainage Upgrade - Stage 2	That Council; 1. Endorses the preparation and release of tender documentation for Stage 2B of Bandicoot Drive Drainage Upgrade Works; and 2. Notes that the tender outcomes will not be presented until after Council adopts the 2019-20 budget.	Stage 2B will require a revisit of the technical design. To be actioned upon completion of Stage 1. Stage 2B construction to occur in the dry season of 2020.	01-Apr-19	In progress	30/04/2019 - 118011
OCM 23/07/19	Stuart Dyson, Director Infrastructure	16.1 Delivery of Lake Argyle Road Project- Stage 4 & 5	That Council: 1. Notes the terms of the Agreement for the Delivery of Lake Argyle Road Widening Project Stages 4 and 5 by Main Roads Western Australia, and 2. Authorises the Chief Executive Officer to execute the Agreement for the Delivery of Lake Argyle Road Widening Project Stages 4 and 5 by Main Roads Western Australia.	Adopted by Council at the July OCM. Works completed other than Line Marking which is due in late Nov 2019.	23-Jul-19	In progress	23/07/2019 - 118065
OCM 23/07/19	Stuart Dyson, Director Infrastructure	16.2 Request for Tender T06-18/19: Bituminous Sealing and Line Marking	That Council: 1. Accepts the tender submitted by Downer EDI Works Pty Ltd of 5 Marion Road, Maddington WA 6109, for Tender T06-18/19 Bituminous Sealing and Line Marking, in accordance with the Schedule of Rates for the initial contract period of one (1) year, with two (2) possible successions of one (1) year contract extension terms. 2. Enters into a contract with Downer EDI Works Pty Ltd of 5 Marion Road, Maddington WA 6109, for Tender T06-18/19 Bituminous Sealing and Line Marking, in accordance with the Schedule of Rates for the initial contract period of one (1) year. 3. Authorises the Chief Executive Office to approve the two (2) possible successions of one (1) year contract extension terms, following the cessation of the initial contract term, providing Downer EDI Works Pty Ltd has successfully satisfied contract requirements.	Adopted by Council at the July OCM. Contract in place, three year project. List of works being formalised. Contractor will be on site in November 2019.	23-Jul-19	In progress	23/07/2019 - 118066
OCM 27/08/19	Nick Kearns, Director Planning and Community Development	12.3.1. Lease of Reserve 50120 - Ewin Early Learning Centre	That Council: 1. Offers the Ewin Early Learning Centre a three year lease, with a two year option, on a commercial lease basis, over Reserve 50120, Lot 506 on Deposited Plan 61898, Chestnut Avenue Kununurra, effective from 1 July 2019, subject to: a. The commencing rent being as per the previous annual rent with rent review applied, and b. The consent of the Minister for Lands. 2. Delegates to the Chief Executive Officer the responsibility for undertaking and finalising lease arrangements directly with the Ewin Early Learning Centre Lease.	Draft Lease has been provided to the Ewin Early Learning Centre to review. Shire Officers are preparing an annexure to the lease to cover maintenance responsibilities, particularly related to air conditioners.	11-Nov-19	In progress	27/08/2019 - 118076

Meeting	Responsible Officer	Item	Resolution	Progress Comment	Date Actioned	Completed	Minute Number
OCM 27/08/19	Nick Kearns, Director Planning and Community Development	12.3.2. Lot 509 Commercial Boat Facility	That Council: 1. Obtains a current market valuation for Lot 509 of the Commercial Boating Facility in Kununurra with a view to leasing for a term of 10 years. 2. Advertises for Expressions of Interest for a suitable business or community group to lease Lot 509 of the Commercial Boating Facility, Kununurra for a term of 10 years.	Land valuation recently completed and Officers are awaiting additional paperwork (valuation report) following which the Expression of Interest will be finalised and released.	06-Nov-19	In progress	27/08/2019 - 118077
OCM 27/08/19	Nick Kearns, Director Planning and Community Development	12.3.5. Kununurra PCYC	That Council delegates to the Chief Executive Officer the responsibility of negotiating and finalising lease arrangements and initiating works for the purpose of assisting with the establishment of a PCYC and for offices for the WA Police at the former Shire administrative building in Kununurra, subject to: 1. Any refurbishment works being externally funded. 2. Agreement on design and scope of works. 3. A peppercorn community lease being entered into within a lease term of 5 years (3 plus 2) and subject to future redevelopment of the building.	PCYC examining options to utilise parts of the existing Shire admin building including plan preparation and funding submissions.	06-Nov-19	In progress	27/08/2019 - 118080
OCM 27/08/19	Stuart Dyson, Director Infrastructure	12.5.3. Wyndham Boat Launching Facility Update	That Council: 1. Endorse Shire Officers to proceed with the process to plan for the replacement of the floating pontoon jetty and boat ramp facilities at the existing Wyndham location. 2. Endorse continued future applications to the Recreational Boating Facility Scheme in subsequent financial years with co-contributions from the Shire to progressively redevelop the Wyndham Boat Launching Facilities.	Endorsed by Council, Officers progressing funding applications.	16-Sep-19	In progress	27/08/2019 - 118086
OCM 27/08/19	Stuart Dyson, Director Infrastructure	12.5.4. Landfill Management	That Council: 1. Approves the following option for Wyndham Landfill: Option 1a - New landfill on the existing site in Wyndham (by diverting the surface water running through the existing site) 2. Authorises Shire Officers to action the preferred option.	Endorsed by Council, Officers progressing item 2. Site visited by Ask Waste Management to look at how the creek can be diverted.	16-Sep-19	In progress	27/08/2019 - 118087
OCM 29/10/19	Stuart Dyson, Director Infrastructure	12.5.2. Kununurra Townsite Drainage Study	That Council: 1. Receives and endorses the Cardno Flood Model Report, Kununurra Stormwater Study 2019 and its identified priority works 2. Supports the following actions for funding consideration in the 2020/2021 budget deliberations; a. A budget provision of \$100,000 for survey and design for construction of projects D03 (Weaber Plain cutoff drain), D06 (Cutoff drainage at the industrial area), D05 (Ironwood Drive Western end) and D02 (Messmate Way), with staff to develop a 5 year plan for Council consideration based on project staging. b. Provision of \$30,000 into research and modelling of cut off drains to previous Public Works Department design, so that maintenance can occur on Ivanhoe and Weaber Plains cut off drains, with a survey mounted excavator. c. Development of planning controls to be undertaken in house by Shire Staff. d. Water sampling at drainage water outlet points to be undertaken in house, with a budgetary allowance of approximately \$10,000 per annum. e. Proposed funding of \$259,000, to be utilised to engage contractors to undertake a recorded inspection of all piped network, and in-house development of a 5-10 year piped drainage maintenance/replacement plan, subject to Council approval. f. Desilting of existing cut off drains, noting that combined, the proposed level of funding is \$81,000 in year 1 of the 5 year plan, and \$81,000 in year 2 of the 5 year plan. 3. Engage with both Ord Irrigation Cooperative and the Water Corporation to obtain a formal response regarding their commitment to fund future drainage works. 4. Work with Ord Irrigation Cooperative and the Water Corporation on joint submissions to the State Government to obtain funding for drainage improvements and new drainage assets.	Council resolution passed, officers working on asset management plans. Emails issued to OIC and Water Corporation regarding their asset contributions.	29-Oct-19	In Progress	29/10/2019 - 118116
OCM 29/10/19	Stuart Dyson, Director Infrastructure	12.5.3. East Kimberley College Parking	That Council declare the area identified on attached plans Mangaloo Proposed and Coolbah Proposed as a 'parking area' under the provision of its Parking and Parking Facilities Local Law 2003.	Final signage being erected in November 2019.	29-Oct-19	In progress	29/10/2019 - 118117