



Action Sheet

Council Meeting

16/03/2022

Item No	Subject	Council Decision	Action Officer	Action Completed
9.1.1	Monthly Financial Reports to 28 February 2022	That Council receive the following Monthly Financial Reports as presented: • Monthly Financial Reports to 28 February 2022	Manager Corporate	No further action required
9.1.2	Schedule of Accounts Paid to 28 February 2022	That Council endorse the payments from the Municipal Fund and Trust Fund for the period ending 28 February 2022: Municipal Fund \$247,245.28 Trust Fund \$ 0.00 Direct Debits \$184,334.90 TOTAL \$431,580.18	Manager Corporate	No further action required
9.1.3	Status of Council Decisions February 2022	That the following be received by the Council: 1. The Action Sheet for the Council Meeting 9 February 2022; 2. The Outstanding Matters list dated 16 March 2022.	Manager Corporate	
9.1.4	2021/2022 Budget Review	That Council review and adopt the statutory report Shire of Kent Budget Review Report for the Period Ended 28 February 2022 (as attached) and amend all variations contained within accordingly.	Manager Corporate	Lodge with DLGSC & update Synergy
9.1.5	Nyabing Caravan Park Concept Plan	That Council: 1. Receives the Concept Plan for the Nyabing Caravan Park as developed by Sally Malone Design in 2019; and 2. Considers making a financial commitment in the 2022/23 Annual Budget for detailed design and planning of the Nyabing Caravan Park.	CEO	Complete. To be considered as part of Annual Budget
9.1.6	Request to use Nyabing Kart Track - Great Southern Street Machine Association	That Council: 1. Supports the Draft proposal submitted by Great Southern Street Machine Association Inc. (GSSMA) to host an event at the Nyabing Go Kart Track being Reserve 39189; 2. Authorises the Chief Executive Officer to formalise details of the event with GSSMA including final dates of the event and programming; 3. Authorises the Chief Executive Officer to have developed an appropriate legal instrument to permit the use of the subject premises and associated facilities for use in a one-off capacity, including, the removal of both the Shire and State from any associated risk as a result of the proposed event. 4. Authorises the Shire President and Chief Executive Officer to sign and apply the Shire common seal to all legal agreements accordingly; 5. Request the Chief Executive Officer to keep Council informed on the progress of the event planning and associated actions.	CEO	Ongoing with GSSMA. Council has been updated.
11.1.1	Audit Committee Minutes and 2021 Compliance Audit Return	1. Adopts the Compliance Audit Return 2021, as presented; 2. The Chief Executive Officer and the Shire President be authorised to sign the Compliance Audit Return 2021; 3. The Compliance Audit Return 2021 be submitted to the Department of Local Government, Sport and Cultural Industries by the 31 March 2022 deadline.	Manager Corporate	Submit CAR 2021

Item No	Subject	Council Decision	Action Officer	Action Completed
11.1.2	Adoption of Annual Report	<p>1. Receives the Auditors Report for inclusion in the 2020/2021 Annual Report;</p> <p>2. Accepts the 2020/2021 Annual Report; and</p> <p>3. Hold the Shire of Kent Annual Electors Meeting in accordance with 5.27 (2) of the Local Government Act 1995, at Council Chambers, Richmond Street, Nyabing on Wednesday 20 April 2022 at 6.30pm</p>	Manager Corporate	Advertise Electors Meeting
12.1.1	CEO Interim Probation Review and Performance Criteria	<p>That Council:</p> <p>1. Notes that an interim probationary review for the period of November 2021 to February 2022 is satisfactory and "Meets Performance Criteria".</p> <p>2. Schedules a further interim/probationary review to be undertaken by Council no later than the May 2022 Ordinary Meeting of Council, in accordance with contractual requirements.</p> <p>3. Adopts the Performance Criteria (contractual and additional) developed by Council and the CEO on 9 February 2022, for the 2022 review period.</p> <p>4. Considers and accepts the draft contract clauses as developed by John Philips Consulting to relevantly update the contract of employment between Council and Mr Majid.</p> <p>5. Schedules the annual review of performance to be commenced by 1 September 2022 and completed by the October 2022 Ordinary Meeting of Council.</p>	CEO	
12.1.2	Unbudgeted Expenditure - Purchase lots 43, 44 & 45 Sanderson Street	<p>That the Council:</p> <p>1. Authorises the Chief Executive Officer to make an offer for the purchase from Mr M Hawley Lots 43, 44 & 45 on Deposited Plan 163648 Sanderson Street, Pingrup for \$10,000 per lot and authorise any legal fees associated with the purchase.</p> <p>2. Authorises the Chief Executive Officer to engage an appropriate property conveyancer to perform settlement duties on behalf of the Shire of Kent.</p> <p>3. Authorises the Chief Executive Officer and Shire President to sign and apply the Common Seal to all necessary documentation to facilitate the purchase.</p>	CEO/Manager Corporate	Proceed with purchase; amend budget in Synergy