Combined Kimberley Zone of WALGA and Regional Collaborative Group Meeting

MINUTES

9.00am Wednesday 2 October 2013

Shire of Derby West Kimberley Council Chambers, Coleman Centre Loch Street DERBY
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Kimberley Zone of WALGA / RCG

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The chairperson opened the meeting at 9.03am.

2. RECORD OF ATTENDANCE / APOLOGIES

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<tr>
<td>Cr Chris Mitchell</td>
<td>Shire of Broome</td>
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<tr>
<td>Sam Mastrolembo</td>
<td>Shire of Broome</td>
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<tr>
<td>Rebecca Herbert</td>
<td>Kimberley Zone of WALGA</td>
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<tr>
<td>Cr Elsia Archer</td>
<td>Shire of Derby West Kimberley</td>
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<tr>
<td>Cr Paul White</td>
<td>Shire of Derby West Kimberley</td>
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<tr>
<td>Cr Peter Kneebone</td>
<td>Shire of Derby West Kimberley</td>
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<tr>
<td>Gary Martin</td>
<td>Shire of Derby West Kimberley</td>
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<tr>
<td>Cr Malcolm Edwards</td>
<td>Shire of Halls Creek</td>
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<tr>
<td>Cr Sciona Browne</td>
<td>Shire of Halls Creek</td>
</tr>
<tr>
<td>Cr John Moulden</td>
<td>Shire of Wyndham East Kimberley</td>
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<tr>
<td>Gary Gaffney</td>
<td>Shire of Wyndham East Kimberley</td>
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<tr>
<td>Tim Bray</td>
<td>Kimberley Development Commission</td>
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<tr>
<td>Katelyn Hegarty</td>
<td>WALGA - RoadWise</td>
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<tr>
<td>Troy Pickard</td>
<td>WALGA</td>
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<tr>
<td>Zac Donovan</td>
<td>WALGA</td>
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<tr>
<td>Greg Comiskey</td>
<td>Whelan’s Town Planning</td>
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<td>Vern Buttery</td>
<td>Whelan’s Town Planning</td>
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<td>Paul Maynard</td>
<td>Regional &amp; Remote Training Solutions</td>
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<tr>
<td>Vicki Newton</td>
<td>Regional &amp; Remote Training Solutions</td>
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<tr>
<td>Andrew Chambers</td>
<td>Kimberley Performing Arts Council</td>
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<td>Wayne Gregson</td>
<td>DFES</td>
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<tr>
<td>Grant Pipe</td>
<td>DFES</td>
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<table>
<thead>
<tr>
<th>APOLOGIES:</th>
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<tr>
<td>Kenn Donohoe</td>
<td>Shire of Broome</td>
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<tr>
<td>Cr Jane Parker</td>
<td>Shire of Wyndham East Kimberley</td>
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<tr>
<td>Warren Olsen</td>
<td>Shire of Halls Creek</td>
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<tr>
<td>Cr Foo Kee Heng</td>
<td>Shire of Christmas Island</td>
</tr>
<tr>
<td>Kelvin Matthews</td>
<td>Shire of Christmas Island</td>
</tr>
<tr>
<td>Martin Cuthbert</td>
<td>Shire of Derby West Kimberley</td>
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<tr>
<td>Cr Peter McCumstie</td>
<td>Shire of Derby West Kimberley</td>
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<td>Cr Chris Travis</td>
<td>Shire of Derby West Kimberley</td>
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<td>Martin Cuthbert</td>
<td>Shire of Derby West Kimberley</td>
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<td>Cr Ross Sullivan</td>
<td>Shire of Derby West Kimberley</td>
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<tr>
<td>Cr Andrew Twaddle</td>
<td>Shire of Derby West Kimberley</td>
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<tr>
<td>Kelvin Barr</td>
<td>Kimberley Development Commission</td>
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<tr>
<td>Jeff Gooding</td>
<td>Kimberley Development Commission</td>
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<tr>
<td>Glen Chidlow</td>
<td>Australia’s North West Tourism</td>
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<tr>
<td>Gary Angel</td>
<td>Department Local Government</td>
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<tr>
<td>Gwyn Dolphin</td>
<td>Tourism WA</td>
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3. DECLARATION OF INTEREST

- Financial Interest
  Nil

- Impartiality Interest
  Nil

- Proximity Interest
  Nil

4. CONFIRMATION OF MINUTES

**RESOLUTION:**
(RECOMMENDATION)

That the Minutes of the combined Kimberley Zone of WALGA / RCG Meeting held on 6 August 2013 be confirmed as a true and accurate record of that meeting.

Moved: Cr John Moulden  
Seconded: Cr Elsia Archer  
Carried Unanimously

5. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

6. PRESENTATIONS FROM REPRESENTATIVES

6.1 Greg Comiskey & Vern Butterly - Whelan’s Town Planning

6.2 Andrew Chambers – Kimberley Performing Arts Council

6.3 Paul Maynard - Regional & Remote Training Solutions

6.4 Wayne Gregson and Grant Pipe – DFES

Cr John Moulden thanked and congratulated Cr Peter Kneebone for his contribution in assisting to implement the changes to Fire fighting responsibilities in the Kimberley.

The meeting was adjourned for lunch at 11.45am.

The meeting reconvened at 12.30pm.
7. REPORTS FROM ZONE / RCG

7.1 KIMBERLEY ZONE OF WALGA & RCG MEETING RESOLUTION STATUS REPORT

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<td>Nil</td>
</tr>
<tr>
<td>FILE:</td>
<td>OGS03 &amp; RCG01</td>
</tr>
<tr>
<td>AUTHOR:</td>
<td>Rebecca Herbert</td>
</tr>
<tr>
<td>CONTRIBUTOR/S:</td>
<td>Nil</td>
</tr>
<tr>
<td>RESPONSIBLE OFFICER:</td>
<td>Project Manager, Kimberley Zone of WALGA</td>
</tr>
<tr>
<td>DISCLOSURE OF INTEREST:</td>
<td>Nil</td>
</tr>
<tr>
<td>DATE OF REPORT:</td>
<td>19 September 2013</td>
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SUMMARY: The report provides the resolution status report from the Kimberley Zone of WALGA and Regional Collaborative Groups meetings held from February 2013.

BACKGROUND

Previous Considerations

Nil

COMMENT

This report has been established to ensure proactive completion of meeting resolution items in a timely manner.

CONSULTATION/STAKEHOLDERS

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Resolution Status Report contains financial implications however they do not record discussion on funding applications which may lead to further financial implications in the future. Where financial implications are relevant these will be presented to the zone meetings for approval.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS
RESOLUTION:
(REPORT RECOMMENDATION)

That the Kimberley Zone of WALGA & Regional Collaborative Group:

1. Receives the attached Resolution Status Report;

2. Authorises the Secretariat to proceed with co-ordinating the finalisation of outstanding action items arising from meeting resolutions.

Moved: Cr John Moulden        Seconded: Cr Elsia Archer

Carried Unanimously

Attachment: 4 pages
7.2 2014 SCHEDULE OF MEETINGS FOR KIMBERLEY ZONE OF WALGA & RCG

LOCATION/ADDRESS: Kimberley Region
APPLICANT: Nil
FILE: OGS03 & RCG01
AUTHOR: Rebecca Herbert
CONTRIBUTOR/S: Nil
RESPONSIBLE OFFICER: Project Manager, Kimberley Zone of WALGA
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 18 September 2013

SUMMARY: This report presents the 2014 Schedule of Meetings for the Kimberley Zone of WALGA & RCG.

BACKGROUND

Previous Considerations
Nil

COMMENT
Nil

CONSULTATION/STAKEHOLDERS

Consultation has occurred between the four individual Kimberley Shire Councils, the Pilbara Regional Council, WALGA and ALGA to determine the dates for the 2014 Schedule of Meetings for the Kimberley Zone of WALGA and RCG.

STATUTORY ENVIRONMENT
Nil

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

STRATEGIC IMPLICATIONS
Nil

VOTING REQUIREMENTS
Simple Majority
REPORT RECOMMENDATION:

That the Kimberley Zone of WALGA & Regional Collaborative Group:

Adopt the attached 2014 Schedule of Meetings:

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<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<td>MAR 14-17</td>
<td>Pilbara/Kimberley Joint Annual Forum and</td>
<td>Jakarta</td>
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<td>Kimberley Zone/RCG Meeting</td>
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<td>APR 28-29</td>
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<td>JUN 23-24</td>
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<td>AUG 4-5</td>
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<td>OCT 6-7</td>
<td>Zone &amp; RCG Meeting</td>
<td>Derby</td>
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<tr>
<td>DEC 4-5</td>
<td>Zone &amp; RCG Meeting</td>
<td>Halls Creek</td>
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RESOLUTION:

That consideration of Item 7.2 be deferred to the next meeting of the Kimberley Zone of WALGA and Regional Collaborative Group to develop a meeting schedule to allow the Zone/RCG to consider the State Council Agenda.

Moved: Cr John Moulden  Seconded: Cr Sciona Browne

Carried Unanimously

The report recommendation was altered to have further consideration of aligning Zone/RCG meetings prior to State Council meetings.
7.3 REGIONAL BUSINESS PLAN PROJECT PRIORITISATION

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<td>AUTHOR:</td>
<td>Rebecca Herbert</td>
</tr>
<tr>
<td>CONTRIBUTOR/S</td>
<td>Nil</td>
</tr>
<tr>
<td>RESPONSIBLE OFFICER:</td>
<td>Project Manager, Kimberley Zone of WALGA</td>
</tr>
<tr>
<td>DISCLOSURE OF INTEREST:</td>
<td>Nil</td>
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<td>DATE OF REPORT:</td>
<td>20 September 2013</td>
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SUMMARY: This report provides the prioritised list of projects from the Regional Business Plan 2012-2015.

BACKGROUND

Previous Considerations

Nil

COMMENT

The Regional Business Plan 2012-2015 developed an Action Plan structured on the Strategic Community Plan 2012-2021 with identification of action linkages to the strategies and outcomes within the 5 key areas of; Governance, Natural Environment, Built Environment, Community and Economy.

This Action plan indicated timeframes, however, many of these are now no longer relevant.

These projects have been prioritised based on external funding availability, recent priorities as established at the TAG’s and other discussions at the Executive group level.

These projects will be worked on in order of priority, however they will all be endeavoured to be completed within the allocated timeframe.

CONSULTATION/STAKEHOLDERS

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The prioritised list of projects from the Regional Business Plan 2012-2015 contains financial implications. As a budget has not been developed, these figures may change and as there has been a change of federal government, many funding sources may change.
Where financial implications are relevant these will be presented to the zone meetings for approval.

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

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**RESOLUTION:**

(REPORT RECOMMENDATION)

That the Kimberley Zone of WALGA & Regional Collaborative Group:

1. Receives and endorses the attached Regional Business Plan Project Prioritisation;

2. Authorises the Secretariat to proceed with co-ordinating the projects prioritised for the 13/14 financial year.

Moved: Cr John Moulden    Seconded: Cr Elsia Archer

Carried Unanimously

Attachment: 4 pages
8. REPORTS FROM KIMBERLEY ZONE OF WALGA

8.1 RESPONSES TO YOUTH SERVICES

LOCATION/ADDRESS: Kimberley Region
APPLICANT: Nil
FILE: OGS03
AUTHOR: Wayne Richards
CONTRIBUTOR/S: Nil
RESPONSIBLE OFFICER: Manager Community and Youth
Shire of Wyndham East Kimberley
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 19 September 2013

SUMMARY: There are a number of issues affecting the delivery of services to young people within Shire of Wyndham East Kimberley. It is believed that these issues extend across the Kimberley. While the responsibility with regard to these issues lies across the whole of government and the community, collaboration of Local Governments would be beneficial.

BACKGROUND

Previous Considerations
Nil

COMMENT

Recently it was announced that local not for profit service provider “Save the Children” was unsuccessful in a grant application funding their Youth Service delivery in Kununurra. Combined with the conclusion of an additional funding source through the Ord Enhancement Scheme, it was reported that Save the Children’s entire Youth program could potentially be closed.

This situation, as well as the delivery of services by external Not for Profit agencies, highlighted a number of issues with regard to the delivery of services to young people in Kununurra.

The concerns raised include:
- Reliance on external funding for essential services
- An absence in key information sharing
- Not for Profit agencies working without collaboration with the wider community
- External agencies operating in a manner contrary to long term Community needs

In addition, the manner in which funding is provided and distributed has been highlighted as an ongoing issue in achieving and maintaining a strategic and coordinated service across the community. These issues include:
- Narrow funding focus
- Short term funding, lack of concurrent funding
- Lack of local input into funded programs

The issues are detailed below:
Service Delivery

Reliance on funding for essential services: The Shire of Wyndham East Kimberley will receive approximately $325,000 contribution towards its 2013/14 Youth Service program. The Shire will contribute an additional $250,000, predominantly towards Facility and equipment maintenance and operating costs. In contrast, local service providers are 100% reliant on external funding to provide their services. This highlights that the level of service provided is directly influenced by the amount of funding available and potentially, if funding was reduced completely, the provision of services to young people could be non-existent.

Despite several “Youth Service Reviews”, a base level of service required has not been established, nor how this minimum level of service would be provided if external funding was removed.

Absence of key information sharing: While there is a high level of sharing of information about the programs that are in place, sharing of the finer details is minimal. The lead to the recent ‘crisis’ situation where Save the Children announced that due to an unsuccessful grant application and the cessation of the Ord Enhancement Scheme funding, their entire Youth Services program, and up to 20 staff (albeit many of these positions casuals) would no longer be funded. Until this information was presented at the Working in Partnership meeting, no other agency was aware that Save the Children’s entire Youth activity program was dependant on two funding sources, or that this funding was not assured.

Not for Profit agencies working without consultation with the wider community: Currently there is no mechanism in place to review programs or activities prior to commencement. Agencies therefore, are essentially able to apply for and run any program they choose whether or not it is in the interest of the wider community or if it clashes with another organisation. As an example, there are several not for Profit organisation dependant on funding for their operations and in turn, their staff are reliant of this funding for their continued employment. There have been several instances of organisations applying for and receiving funding for activities that at face value, are not aligned with their core service nor the bigger picture goals of the community.

External agencies operating in a manner contrary to long term Community goals: As mentioned above, there are cases of agencies implementing programs that are not necessarily of benefit to the community. There is also an issue in the manner in which these programs operate. As an example there is a push from a variety of areas to provide more activities at all times outside school hours. Many of these programs are made available to all young people, whether they have attended school, are on bail conditions or have other background issues. At face value this is providing a positive diversion to these young people however it also takes away the ability of other agencies to use these types of activities as rewards for positive behaviour. In essence this undermines the key strategic goal of engaging these young people into the community as they no longer need to engage in a positive way in the community to gain the rewards usually associated with this behaviour.

Funding

Narrow Funding Focus: The funding available for Youth Service programs tends to have a narrow focus. For example, the Shire of Wyndham East Kimberley funding from Department for Child Protection is to deliver programs to young people at risk aged 12 to 18. Even when multiple agencies are funded for a variety of demographics and targets, this model will inevitably leave gaps. Under this funding model it is highly unlikely to establish clear pathways through programs and coverage of all service gaps.
Short term funding, lack of concurrent funding: Funding for programs is often 1 to 3 years. This can exacerbate the issues caused by the narrow funding focus. Not only is it difficult to establish pathways and fill gaps but with the uncertainty of long term funding the model is always changing.

Lack of Coordination of this funding: Linked to the agencies providing services not consulting with the community regarding their programs, the lack of coordinated funding is what makes this possible. Funding is distributed project by project in isolation to other programs that are in place making the agency applying for the funding responsible for avoiding duplication and the community as a whole responsible for identifying and filling service gaps. Currently this is not working well.

Within the Shire of Wyndham East Kimberley there are mechanisms in place to assist with these issues including the Working in Partnership group that feeds into the Kimberley Interagency Working Group (KIWG). At this point however, the issues still exist and little progress appears to have been made.

The Shire of Wyndham East Kimberley seeks to find out whether these issues are duplicated across the Kimberley and if this is the case, what mechanisms have been used to deal with these issues?

If the issues are shared by the Kimberley Local Governments and no mechanisms are in place to resolve them, is there a zone approach that would assist in this process?

CONSULTATION/STAKEHOLDERS

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority
RESOLUTION:
(REPORT RECOMMENDATION)

That the Kimberley Zone of WALGA notes the report.

Moved: Cr John Moulden  Seconded: Cr Elsia Archer

Carried Unanimously

Attachment: Nil
8.2 LATE ITEM: UPDATE ON HANDOVER AUDIT

**LOCATION/ADDRESS:** Kimberley Region  
**APPLICANT:** Nil  
**FILE:** OCG03  
**AUTHOR:** Janet Takarangi – SWEK  
**CONTRIBUTOR/S:** Nil  
**RESPONSIBLE OFFICER:** Economic Development and Remote Service Delivery Officer  
**DISCLOSURE OF INTEREST:** Nil  
**DATE OF REPORT:** 2 October 2013

**SUMMARY:** This report is an update on the financial handover audit from the Shire Wyndham/East Kimberley to the Shire of Broome.

**BACKGROUND**

**Previous Considerations**

Nil

**COMMENT**

It is now some 12 months since the previous Executive Officer left the position. Since that time work has continued on the following matters:

**Department of Local Government and Communities**

Conclusion of all contractual work under Department of Local Government and Communities five separate contracts. Reporting on work undertaken by four Shires to the Department, reporting on the online tool on work completed and linking the financial reporting for Department of Local Government and Communities (DLGC) to the acquittal and audit process. Posting all Shires Strategic Community Plans and Corporate Business Plans online and as many Asset Plans and Long Term Financial plans as received along with a final outcome report. The new Project Officer Rebecca Herbert has been given the login details for this tool and a briefing telephone session held as the Shire of Broome will need to do quarterly reporting for all new funding held such as the ICT TAG funding. Once the audit has been received and accepted the DLG online reports will be closed.

All contracts are now linked to the final handover audit being undertaken by AMD. All contracts expired April 28th 2013.

Originally it was expected that these would have been assigned to the Shire of Broome but given the complexity of the contracts and the division of funding over four Shires it was agreed that the contracts would be undertaken by Shire of Wyndham East Kimberley.

**Aboriginal Housing Trust**

Concluding the Aboriginal Housing Trust business as instructed by Kimberley Development Commission (KDC) writing the final report for KDC and organising all acquittal materials for the main contract and the transactions for the three sub-contracts. Contracting Haines Norton to complete the audit in April 2013. At time of writing report they have one final matter relating to MG Corporation to resolve before the audit can be concluded.
Housing Construction contract RDL
This funding has been held by Shire of Wyndham East Kimberley waiting instructions from the funder Regional Development and Lands. The funding is linked to the ongoing regional agenda for key worker housing which is being driven by the Shire of Broome. At the time of writing no decision has been made on what will happen with the funding. The contract requires an end of year report (11/12 and 12/13 both submitted) and audit and this has been added to the agenda for AMD to make it complete. Relationships with the contract monitoring group inside RDL have been maintained and all contractual obligations will have been met when they complete the audits for 11/12 and 12/13.

The current balance as at the roll over date of 25 September is $2,738,225.62 it is held in an on call account pending the RDL decision as agreed with the Shire of Broome Secretariat.

Handover audit
This was contracted to AMD and a 3 day onsite visit was concluded end of July. Further matters were identified by AMD in an email dated 18 September 2013 and while most of these have been resolved some require archival searches. Staff availability is impacting on getting this finally resolved. AMD are working to get a report to the ZONE/RCG by 2 October 2013.

ZONE car
The car has been in Broome since April 2013 where it underwent some maintenance work covered by the warranty. The lease expired in 9 July 2013 and while it was hoped that the car could have been re-leased by the Shire of Broome after much discussion with SGFleet it proved too difficult to organise. The car has been shipped back to Perth by SGFleet at a cost of $1200.00

Filing
A decision is still pending from the ICT TAG as to a Cloud based solution. Phones discussions with the Project Officer Rebecca Herbert have been used to ensure all key documents are available to her and information has been emailed. Previous handover files have been sent at the time of the handover to the Secretariat. During the audit process research required for the audit has been used to get together a full set of minutes as the auditors required evidence of decisions made. These for example should be placed in the Cloud so that all current and future staff in all four Shires has easy access to minutes and key documents.

It is anticipated that goodwill continues for any Shire acting on behalf of the Kimberley region as effort has been made to ensure that all funding relationships have continued to be positive and professional despite staff and structures changing in both the Kimberley Shires and the funding agencies. The original decision made for the Shire of Wyndham East Kimberley to conclude all outstanding ZONE and RCG business remains the correct one as it has enabled the Shire of Broome to pursue new agenda items and maintain ongoing business as usual, it was not anticipated that the process would take so long.

CONSULTATION/STAKEHOLDERS
Nil

STATUTORY ENVIRONMENT
The process involved has had to comply with Local Government audit requirements.

POLICY IMPLICATIONS
Nil
FINANCIAL IMPLICATIONS

The audit will identify the final amount owed to Shire of Wyndham East Kimberley for the period since the Executive Officer left until 30 June 2013 which may be offset by any 13/14 contribution yet to be invoiced. There will also need to be a wash up on expenses incurred since 1 July 2013 until final handover following the audit.

STRATEGIC IMPLICATIONS

The audit process has highlighted the complexity of handling funding from multiple sources requiring different reporting and acquittal processes and the need for staffing consistency in meeting these obligations to the standard required. One off funding to meet political agenda where assumptions made about the ZONE acting as a bank and where transactions continued past the period of the original contract requiring variations and letters exempting the ZONE from contractual obligations they could not meet is an example. It is recommended that ad hoc agreement leading to high transaction costs for the agency acting as contract holder on behalf of the region is carefully entered into.

The structure of having both a Kimberley ZONE and the RCG and the need to keep these separate for funding purposes has made the audit complicated. For example no Department of Local Government funding can be used for any ZONE activities at all and with one person undertaking an administrative and project management role for both RCG and ZONE projects clear cost allocation systems have been required. For staff involved in this on a daily basis it is business as usual but to ensure external people understand the context briefings have had to be done with the auditors. It is hoped that when the RCG contract expires and the region moves to one governance entity future audits will be much easier to undertake.

VOTING REQUIREMENTS

Simple Majority

RESOLUTION:
(REPORT RECOMMENDATION)

That the Kimberley Zone of WALGA notes the report and that copies of full audit reports will be made available to the Kimberley ZONE and RCG once they are received.

Moved: Cr Elsia Archer Seconded: Cr John Moulden

Carried Unanimously

Attachment: Nil
9. REPORTS FROM REGIONAL COLLABORATIVE GROUP

9.1 REGIONAL WASTE TECHNICAL ADVISORY GROUP (TAG)

LOCATION/ADDRESS: Kimberley Region
APPLICANT: Nil
FILE: RCG01 & ENH92
AUTHOR: Shire of Broome Waste Coordinator
CONTRIBUTOR/S: Nil
RESPONSIBLE OFFICER: Chairperson Regional Waste TAG
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 18 September 2013

SUMMARY: This report provides the minutes from the Regional Waste Technical Advisory Group (TAG) meeting held 12 August 2013.

BACKGROUND

Previous Considerations

Regional Collaborative Group Meeting 23 February 2013 Item 7.1
Kimberley Zone/ Regional Collaborative Group Meeting 5 June 2013 Item 7.1
Kimberley Zone/ Regional Collaborative Group Meeting 6 August 2013 Item 7.1

The Kimberley Zone / Regional Collaborative Group at its meeting 23 February 2013 resolved that

“The secretariat be authorised to establish a Kimberley Regional Waste Technical Advisory Group (TAG) to investigate and progress Waste issues for the Kimberley Region.”

The Kimberley Regional Waste TAG was established with the first meeting held on 5 April 2013. In accordance with the adopted Terms of Reference, the TAG meets every 2 months.

COMMENT

The most recent TAG meeting was held via tele conference on Monday 12 August 2013 and was participated in by each of the zone member councils.

Attached are the minutes from the 12 August 2013 meeting for endorsement.

CONSULTATION/STAKEHOLDERS

All members of the group have been provided with the unofficial minutes from the 12 August 2013 meeting.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil
FINANCIAL IMPLICATIONS

Nil – The minutes do not contain any financial implications however they do record discussion on funding applications which may lead to financial implications in the future. Where financial implications are relevant these will be presented to the zone meetings for approval.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RESOLUTION:
(REPORT RECOMMENDATION)

That the Kimberley Regional Collaborative Group receives the minutes from the Regional Waste TAG.

Moved: Cr John Moulden Seconded: Cr Sciona Browne

Carried Unanimously

Attachment: 3 pages
9.2 REGIONAL INFORMATION TECHNOLOGY TECHNICAL ADVISORY GROUP (IT TAG)

LOCATION/ADDRESS: Kimberley Region
APPLICANT: Nil
FILE: RCG01
AUTHOR: Manager Information Services, Shire of Broome
CONTRIBUTOR/S: Nil
RESPONSIBLE OFFICER: Chairperson, Regional IT TAG
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 23 September 2013

SUMMARY: This report presents the minutes from the Kimberley Regional Information Technology Technical Advisory Group (TAG) meetings held 9 September 2013.

BACKGROUND

Previous Considerations

Kimberley Zone / Regional Collaborative Group Meeting 5 June 2013 Item 7.7
Kimberley Zone / Regional Collaborative Group Meeting 5 June 2013 Item 7.8
Kimberley Zone / Regional Collaborative Group Meeting 6 August 2013 Item 7.2
Kimberley Zone / Regional Collaborative Group Meeting 6 August 2013 Item 7.3

COMMENT

The Kimberley Zone Regional Collaborative Group at its meeting 23 February 2013 resolved that:

"The Kimberley Regional Collaborative Group requests the Secretariat to establish a Kimberley Information Technology Technical Advisory Group (TAG) to investigate and develop a proposed video conferencing service for the member Councils."

Following the meeting the TAG was established with core membership comprising the following from the four member Councils.

- James Watt, Manager Information Services, Shire of Broome
- Warren Olsen, CEO, Shire of Halls Creek
- Robbie Meerman, Information Technology Coordinator, Shire Derby West Kimberley
- Richard Bianco, Manager Information Services, Shire of Wyndham East Kimberley

The Kimberley Zone Regional Collaborative Group at its meeting 5 June 2013 resolved to:

"Endorse the Terms of Reference for the Kimberley Regional IT TAG subject to an amendment to exclude all reference to the Shire of Halls Creek."

The IT TAG have met once since the Zone meeting of 6 August. Attached are the minutes from this meeting.

CONSULTATION

All members of the group were invited to all scheduled meetings and have subsequently been emailed the minutes of the meetings.
STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil. The minutes contain discussion on projects and funding applications which may lead to financial implications in the future. Where financial implications are relevant these will be presented to the zone via a separate agenda item for approval.

STRATEGIC IMPLICATIONS

Governance
Goal 1: A collaborative group demonstrating strong Regional Governance

Outcome 1.4 Business efficiency and improved services through collaboration
Strategy 1.4.1 Promote and facilitate mutually beneficial, cost efficient shared services arrangements

- Action 1.4.1.1 Identify key services requiring further collaborative effort to enhance delivery outcomes across the region, dependent on business cases as opportunities arise.

VOTING REQUIREMENTS

Simple Majority

RESOLUTION:
(REPORT RECOMMENDATION)

That the Kimberley Regional Collaborative Group receives the minutes from the Kimberley Regional IT TAG.

Moved: Cr John Moulden        Seconded: Cr Elsia Archer

Carried Unanimously

Attachments: IT TAG Minutes 9 September 2013 2 pages
9.3 REGIONAL WASTE COLLECTION

LOCATION/ADDRESS: Kimberley Region
APPLICANT: Nil
FILE: RCG01
AUTHOR: Shire of Broome Waste Coordinator
CONTRIBUTOR/S: Nil
RESPONSIBLE OFFICER: Chairperson Regional Waste TAG
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 19 September 2013

SUMMARY: This report updates the Kimberley Regional Collaborative Group on the progress of the waste collection tender process for the respective member Councils.

BACKGROUND

Previous Considerations

Kimberley Zone/ Regional Collaborative Group Meeting 6 August 2013 Item 7.4

COMMENT

At its meeting on 6 August 2013 the Kimberley Zone of WALGA and Regional Collaborative Group resolved:

That the Kimberley Zone Regional Collaborative Group:

1. Instruct the Regional Waste Technical Advisory Group to proceed with individual Council tender processes for waste collection services with;
   (a) identical tender period timing;
   (b) identical Contract start dates; and
   (c) identical Contract durations and extension options.

2. Authorises the Regional Waste Technical Advisory Group to coordinate the unified approach and requests that the Regional Waste Technical Advisory Group provide updates to the Kimberley Zone Regional Collaborative Group at each meeting through to Contract award.

Through the Regional Waste Technical Advisory Group (TAG) members are coordinating to achieve the following timeline;
### Agenda – Combined Kimberley Zone / RCG meeting 2 October 2013

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertise RFT (including Tender briefing session)</td>
<td>October / November 2013</td>
</tr>
<tr>
<td>Tenders Close</td>
<td>Late November 2013</td>
</tr>
<tr>
<td>Tender Evaluations / Shortlisted Tenderers</td>
<td>Early December 2013</td>
</tr>
<tr>
<td>Due Diligence (referees, clarifications, financial analysis report)</td>
<td>Early December 2013</td>
</tr>
<tr>
<td>Delivery of Recommendation Report to Council</td>
<td>December Ordinary Council meetings</td>
</tr>
<tr>
<td>Notifications to Tenderers</td>
<td>After December Ordinary Council meeting</td>
</tr>
<tr>
<td>Contract Commencement</td>
<td>01 July 2014</td>
</tr>
<tr>
<td>Contract Period</td>
<td>5 Years plus option for 5 further years</td>
</tr>
</tbody>
</table>

Each Council is working very hard to review and update their individual specifications and each member Council has chosen to engage WALGA to manage the procurement process. WALGA will be assisting with the entire procurement process through to award which means WALGA will be:

- assisting with the preparation phase for the specification and tender document;
- managing the request open period;
- managing the evaluation period and providing two procurement consultants to perform the tender evaluations in conjunction with Shire staff;
- preparing the recommendation report for Council;
- preparing notification letters the successful tenderer and all unsuccessful tenderers;
- preparing Contract documentation; and
- carrying out the tender debriefs for the unsuccessful tenderers.

To ensure the timeline is followed the Chairperson of the TAG is maintaining regular contact which each of the member Councils so that the alignment of the tenders will be achieved.

**CONSULTATION**

Of the Regional Waste TAG members Halls Creek are not going to tender for waste collection so the participating Councils therefore include the Shire of Broome, Shire of Derby / West Kimberley and Shire of Wyndham / East Kimberley

WALGA have been engaged separately by each of the three Councils to provide Procurement Services.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil
STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

**RESOLUTION:**
(Report Recommendation)

That the Kimberley Regional Collaborative Group receives the update on the Waste Collection tenders.

Moved: Cr Elsia Archer  
Seconded: Cr John Moulden

Carried Unanimously

Attachment: Nil
BACKGROUND

Previous Considerations

Kimberley Zone/ Regional Collaborative Group Meeting 5 June 2013 Item 7.2

COMMENT

The Kimberley Regional Collaborative Group has applied to the Waste Authority under Phase 1 of its Regional Funding Program for funds to undertake regional collaboration.

Review - Regional Waste Management Plan

In 2009 the Shire of Broome, Shire of Derby / West Kimberley and Shire of Halls Creek collaborated as a Regional Council Group (RCG) to produce a Regional Waste Management Plan (RWMP) in alignment with the Waste Authority of Western Australia’s Zero Waste Plan Development Scheme. The RWMP provides strategies and actions to guide the regional council group to improve waste management practices consistent with the State’s vision of Toward Zero Waste.

At that stage the Shire of Wyndham East/Kimberley did not collaborate to join the Regional Council Group and the RWMP was developed without their inclusion. Therefore the current round of funding only applied to the local governments in our RCG which currently excludes the Shire of Wyndham East/Kimberley.

However as a part of Phase 1 of the funding program funds where are available to assist regional council groups to review there waste management plans and an application was made to review the RWMP with a view to include the Shire of Wyndham / East Kimberley. The value of the funding was $5,000 and the application was for the full $5,000.

It was also resolved that to support the RWMP the member Councils would contribute a further $10,000 each. A scope was developed for the review and quotations were obtained in line with the Shire of Broome Purchasing Policy with the work subsequently awarded to ASK Waste Management at the value of $29,000 + GST. Already ASK Waste Management have significantly progressed the review to the point that a workshop is planned in Broome on the 15 October 2013 to review the first draft. Following the workshop a final draft of the RWMP will be prepared to be brought to the zone meeting 26 November 2013. Following approval of the final draft by the RCG the RWMP will be submitted to the Waste Authority prior to 20 December 2013 in preparation for Phase 2 of the Regional Funding Program.
The Waste Authority is still reviewing our RIP and a response is anticipated near the end of September.

**Implementing Actions - Concrete Crushing**

Also as a part of Phase 1 of the Regional Funding Program funds were available for a regional project that implemented actions from the current RWMP. It was decided and resolved by the zone at its meeting 05 June 2013 that the RIP be for Concrete Crushing and an application was made for the full $101,585 that was available to the Kimberley Region.

The Waste Authority is still reviewing our RIP and a response is anticipated near the end of September.

**CONSULTATION/STAKEHOLDERS**

Consultation has been carried between the members of the RCG for both the implementation actions and for the review of the RWMP through the Regional Waste TAG group.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The RIP makes allowances for in kind support and cash support.

The In Kind figure has been estimated based on the likely number of hours that will be required to assist with the implementation of Concrete Crushing to prepare the tender, review and award the Contract, supervise the crushing contractor, make progress claims and complete the final report. Additionally an allowance has been made for the preparation of a community engagement strategy surrounding concrete recycling.

The Cash support has been resolved at $10,000 per member Council to coincide with the $5,000 available through the funding. That totals $45,000 for the RWMP review of which $29,000 has already been committed to ASK Waste Management for the work. The funds will also be utilised to cover the transportation of staff, the accommodation and the facilitation of the workshop in Broome on 15 October 2013 for the review of the draft RWMP. Should any surplus funds still remain an item will be brought back to the zone to resolve how to proceed with those funds.

**STRATEGIC IMPLICATIONS**

The Regional Funding Program is provided for RCGs to achieve the targets set out in the Waste Authority Western Australian Waste Strategy “Creating the Right Environment”. This strategy sets targets for metropolitan and major regional centres for Municipal Solid Waste (MSW), Construction and Demolition Waste (C&D) and Commercial and industrial Waste (C&I) for 30 June 2015 and 30 June 2020.

The targets relating to major regional centres are;
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<th></th>
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<tbody>
<tr>
<td>MSW</td>
<td>15</td>
<td>30</td>
<td>50</td>
</tr>
<tr>
<td>C&amp;D</td>
<td>29</td>
<td>60</td>
<td>75</td>
</tr>
<tr>
<td>C&amp;I</td>
<td>46</td>
<td>55</td>
<td>70</td>
</tr>
</tbody>
</table>

**VOTING REQUIREMENTS**

Simple Majority

**RESOLUTION:**

(REPORT RECOMMENDATION)

That the Kimberley Regional Collaborative Group:

1. Notes the progress of the Regional Investment Plan submitted to the Waste Authority of Western Australia; and

2. Requests the Regional Waste TAG to provide updates to the Kimberley Regional Collaborative Group regarding the determination made by the Waste Authority of Western Australia on our Regional Investment Plan.

Moved: Cr Elsia Archer  
Seconded: Cr John Moulden  
Carried Unanimously

Attachment: Nil
9.5 DEVELOPMENT OF A REGIONAL TOURISM PLAN

LOCATION/ADDRESS: Kimberley Region
APPLICANT: Nil
FILE: RCG01
AUTHOR: Rebecca Herbert
CONTRIBUTOR/S: Nil
RESPONSIBLE OFFICER: Project Manager, Kimberley Zone of WALGA
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 23 September 2013

SUMMARY: This report considers the development of a regional level Tourism Plan. This project is specified in the Regional Business Plan 2012-2015, Action 5.3.1.

BACKGROUND

Previous Considerations

Nil

COMMENT

The Regional Business Plan was structured on the Strategic Community Plan with identification of action linkages to the strategies and outcomes across the 5 core businesses; Governance, Natural Environment, Built Environment, Community and Economy. The Action Plan for outcome 5.3 is below:

<table>
<thead>
<tr>
<th>ECONOMY</th>
</tr>
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<tbody>
<tr>
<td>Outcome</td>
</tr>
<tr>
<td>Str No</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>5.3.1</td>
</tr>
</tbody>
</table>

As this Regional Business Plan was developed in early 2012, the reference to a funding share of $48.5 million from the Tourism Industry Regional Development Fund is no longer possible as Round 2 grants of $50k-$250k, 50% contribution closed in August 2013. There is no confirmation on whether a round 3 will be made available next year.

Having said this, the state budget has indicated Royalties for Regions will be funding $5 million in 2013-14 and $40 million over 4 years to the Caravan and Camping Project and Parks for People programs.

There is also $1 million available through Tourism 2020-T-Qual Grants- Strategic Tourism Investment Grant- 50% Contribution for 2013-14. There may also be access to $100k in funding in 2014-15 through Tourism 2020-T-Qual Grants- Tourism Quality Projects.

It is suggested that a consultant be employed to host a forum to enable the development of a regional Tourism Plan in February 2014 with the purpose of developing a series of the regions strategic goals and outcomes with stakeholder alignment and funding sources. The
workshop needs to focus on ensuring links are made between the new state and
commonwealth derived plans and the Zone Strategic Community Plan and Regional
Business Plan.

Following on from this, the consultant will develop a document that identifies the key
regional projects with an assessment of their impact, funding sources, stakeholder
alignment and action plan.

CONSULTATION/STAKEHOLDERS

Consultation will occur between the four individual Kimberley Shire Councils and invited
representatives from Tourism WA, Australia’s Northwest and the 4 regional visitor centres to
develop a regional Tourism Plan for the Kimberley Zone of WALGA and RCG.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The development of the regional Tourism Plan will incur financial implications. Pricing has
not yet been finalised. It is proposed to consider funding this project within the Zone budget
in the first instance.

The development of a Tourism Plan will record discussion on funding applications which
may lead to further financial implications in the future. Where financial implications are
relevant these will be presented to the zone meetings for approval.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority
**REPORT RECOMMENDATION:**

That the Kimberley Regional Collaborative Group:

1. Notes the report;

2. Authorises the Secretariat to proceed with obtaining two quotes for the preparedness of the Tourism Plan including travel and expenses.

3. Authorises the Secretariat to include the Tourism Plan project within the draft annual budget, subject to sufficient funding.

**RESOLUTION:**

That consideration of Item 9.5 be deferred to the next meeting of the Kimberley Zone of WALGA and Regional Collaborative Group.

Moved: Cr John Moulden  
Seconded: Cr Chris Mitchell  
Carried Unanimously
9.6  REVIEW OF STRATEGIC COMMUNITY PLAN & REGIONAL BUSINESS PLAN

LOCATION/ADDRESS: Kimberley Region
APPLICANT: Nil
FILE: RCG01
AUTHOR: Rebecca Herbert
CONTRIBUTOR/S: Nil
RESPONSIBLE OFFICER: Project Manager, Kimberley Zone of WALGA
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 19 September 2013

SUMMARY: This report considers a review of the Strategic Community Plan 2012-2021 and Regional Business Plan 2012-2015 be conducted in March 2014 with the purpose of developing a revised series of the regional strategic goals and outcomes with renewed stakeholder alignment.

BACKGROUND

Previous Considerations

Nil

COMMENT

In July 2009, Bessen Consulting Services was employed to conduct a workshop for the Zone representatives and CEO’s of the 4 Kimberley Shires to consolidate a strategic approach towards opportunities arising for the Kimberley Zone. What ensued was a rejuvenated structure of the zone, a disciplined meeting regime and a strategic plan for guidance.

Following on from this, CAM Management Solutions was employed to draw on this Strategic Planning Outcomes Report produced by Bessen Consulting Services and develop a document that identified the aspirations and set the priorities for the Kimberley Regional Group. A workshop was held in February 2012 in which strategic drivers were identified, together with an assessment of their impact and what role the Zone could play regionally. A series of the regions strategic goals and outcomes with stakeholder alignment was formulated which formed the Strategic Community Plan 2012-2021.

The Strategic Community Plan 2012-2021 then drove the development of the Regional Business Plan 2012-2015, also produced by CAM Management Solutions. The development of the Regional Business Plan was structured on the Strategic Community Plan with identification of action linkages to the strategies and outcomes across the 5 core businesses; Governance, Natural Environment, Built Environment, Community and Economy.

Since these plans were developed, target timeframes are no longer valid, funding sources have ceased on both state and commonwealth levels with the majority of government funding opportunities in caretaker mode with the recent change of federal government. The alignment of key stakeholder plans with the strategies developed in the Strategic Community Plan are in some cases no longer relevant with many State and Commonwealth department plans currently being reviewed, with the intention of release early next year.

It is suggested that a forum to enable a review of the Strategic Community Plan 2012-2021 and Regional Business Plan 2012-2015 be conducted in March 2014 with the purpose of
developing a revised series of the regional strategic goals and outcomes with renewed stakeholder alignment and funding sources. The workshop needs to focus on a gap analysis and ensure new links are made between the new state and commonwealth derived plans and the Zone Strategic Community Plan and Regional Business Plan.

CONSULTATION/STAKEHOLDERS

Consultation will occur between the four individual Kimberley Shire Councils to develop a renewed Strategic Community Plan and Regional Business Plan for the Kimberley Zone of WALGA and RCG.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The review of the Strategic Community Plan 2012-2021 and Regional Business Plan 2012-2015 will incur financial implications. Pricing has not yet been finalised. It is proposed to consider funding this project within the Zone budget in the first instance.

The report review will record discussion on funding applications which may lead to further financial implications in the future. Where financial implications are relevant these will be presented to the zone meetings for approval.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RESOLUTION:
(REPORT RECOMMENDATION)

That the Kimberley Regional Collaborative Group:

1. Notes the report;

2. Authorises the Secretariat to proceed with obtaining two quotes for the preparedness of the reports review including travel and expenses.

3. Authorises the Secretariat to include the reviews within the draft annual budget, subject to sufficient funding.

Moved: Cr John Moulden           Seconded: Cr Elsia Archer

Carried Unanimously
## 10. REPORTS FROM REPRESENTATIVES

### 8.1 Kimberley Development Commission – Tim Bray
Tim Bray made a presentation on the Kimberley Regional Investment Blueprint.

### 8.2 Australia’s North West – Presented by Chris Mitchell on behalf of Glen Chidlow
- Filming commenced on the second campaign: Characters of the Kimberley – starting in East Kimberley
- Wotif Campaign
- Perth promotion on Mix 94.6 FM on Shinju Matsuri festival in Broome
- ‘Weekend Sunrise’ presented from Broome
- Jenny Kloss, Derby Visitor Centre, now appointed to board of Visitor Centre Association
- Derby won the Cultural Award
- Nominations for ANW board closed on 25/26 September 2013
- West Live promotion occurring shortly (WA Newspapers) travel section promoting Pilbara and Kimberley regions over 11th – 13th November
- ANW AGM to be held 31 October at Cable Beach Club, Broome
- Episode of ‘The Living Room’ program aired on 13 September promoting Bungle Bungles, East Kimberley and Horizontal Falls, etc.

### 8.3 Regional Development Australia – Cr Chris Mitchell
- Currently waiting for advice from the Commonwealth re status of RDA Funds round 5A and 5B
- Round 5A for Local Governments maybe in doubt with change of government – will update once aware of what is happening.
- Waiting for new direction on Regional Development from new Government.

### 8.4 Department Local Government – Gary Angel not present

### 8.5 WALGA- Troy Pickard
- Discussed the need to acquit grant funds.
- Outlined WALGA’s formal request for an independent review on the Road Safety Council of WA, RoadWise Program.
- Outlined WALGA is in the process of preparing a business case to the Hon Brendan Grylls MLA for the need to continue the Country Local Government Fund.
- Discussed WALGA’s position at the State Council Agenda of opposing the removal of Pole Provisions.
- Discussed the Country Reform Policy pertaining to the Southwest and Wheat belt Council’s amalgamations.

### 8.6 WALGA - Katelyn Hegarty
Discussed the current status of the RoadWise Program.

## 11. CORRESPONDENCE

The Secretariat tabled Incoming and outgoing correspondence to the Group.
12. GENERAL BUSINESS

12.1 Review of pastoralists land usage – Cr Elsia Archer advised that submissions were being sought.

12.2 The Group thanked Cr Sciona Browne for her contribution as this was her last meeting.

12.3 The Group thanked Peter Kneebone for his contribution to the group and NRM as this was his last meeting.

13. MEETING CLOSURE

The combined meeting of the Kimberley Zone of WALGA and Regional Collaborative Group closed at 3.15pm.
Western Australian Local Government Association Zone Standing Orders

1. **INTERPRETATIONS**
   For the purposes of these Standing Orders, if not inconsistent with the context, the following words shall have the following meanings:

1.1 "**Absolute Majority**" means:
    a total majority of delegates for the time being of the Zone whether present and voting or not.

1.2 "**Association**" means:
    the Western Australian Local Government Association.

1.3 "**Constitution**" means:
    the Constitution of the Western Australian Local Government Association.

1.4 "**Delegate or Deputy Delegate**" means:
    those persons duly elected, from time to time, for a fixed term to represent a Council at a Zone of the Western Australia Local Government Association.

1.5 "**Deputy President or Chairman**" means:
    the Deputy President or Chairman for the time being of the Zone.

1.6 "**Meeting**" means:
    a meeting of a Zone of the Western Australia Local Government Association.

1.7 "**President or Chairman**" means:
    the President or Chairman for the time being of the Zone.

1.8 "**Simple Majority**" means:
    a majority comprising enough of the delegates for the time being of the Zone for their number greater than 50% of the number of voting delegates that are present

1.9 "**State Council**" means:
    the Executive of the Western Australian Local Government Association.

1.10 "**Zone**" means:
    a geographically based subdivision containing Councils and incorporated within a country and metropolitan constituency as listed in Schedule three of the Constitution.

1.11 "**Zone Secretary**" means:
    a person or persons nominated or appointed by the Zone or the Association to undertake Zone secretarial functions as required.

2. **ORDINARY AND SPECIAL MEETINGS**
   Meetings of the Zone shall be of two kinds: "ordinary" and "special". No business shall be transacted at a special meeting other than for which the meeting was called.

3. **CONDUCT OF MEETINGS**
   The proceedings and business of meetings of the Zone shall be conducted according to these Standing Orders.

4. **NOTICE OF MEETING**
   The Zone Secretary shall give at least 7 days notice of a meeting to all delegates of the Zone unless all of the delegates have agreed in writing to shorter notice.

   Notice shall be given at the destinations appearing in the records of the Zone Secretary. Notice shall include the agenda for the meeting and will be deemed to have been delivered immediately if transmitted electronically or on the second working date after posting.
4.2 Ordinary Meetings of the Zone shall be called by the Zone Secretary pursuant to sub-clause 4.1.

4.2 Special Meetings of the Zone shall be called by the Zone Secretary on the written request of the President or Chairman or at least one quarter of the delegates.

5. QUORUM

5.1 The Zone shall not conduct business at a meeting unless a quorum is present.

5.2 At any meeting of the Zone, greater than 50% of delegates present and entitled to vote shall form a quorum.

5.3 If a quorum has not been established within the 30 minutes after a meeting is due to begin then the meeting can be adjourned –

(a) by the President or Chairman of the meeting;
(b) if the President or Chairman is not present, by the Deputy President or Deputy Chairman of the meeting;
(c) if the President or Chairman or Deputy President or Deputy Chairman is not present, by a majority of delegates present;
(d) if only one delegate is present, by that delegate; or
(e) if no delegate is present by the Zone Secretary.

The business that could have been transacted had there been a quorum at the meeting may be transacted at the resumption of the adjourned meeting.

5.4 If at any time during a meeting a quorum is not present, the President or Chairman shall suspend proceedings for five (5) minutes and if a quorum is not present after that period, the meeting shall be deemed to have been adjourned and the person presiding is to reschedule it to some future time.

5.5 Notice of a meeting adjourned because of the absence of a quorum shall be given to all delegates.

6. MEETINGS OPEN TO THE PUBLIC

The business of the Zone shall be open to the public except upon such occasions as the Zone may by resolution otherwise decide.

7. ORDER OF BUSINESS

Unless the meeting should decide otherwise, the order of business at Zone meetings, with the exception of special meetings or an adjourned meeting, shall be as follows:

(a) Recording of attendance and apologies;
(b) Announcements;
(c) Adjourned business (if any);
(d) Confirmation of minutes of previous meetings;
(e) Matters for decision;
(f) Reports – President or Chairman and Zone Representative to State Council;
(g) State Council agenda items;
(h) General business.

8. SPECIAL URGENT BUSINESS

At any time during a meeting a delegate may, with the approval of an absolute majority, introduce a motion relating to special urgent business that calls for an expression of opinion from the meeting.

In presenting an item of special urgent business, a delegate shall have sufficient copies of the motion in writing for distribution to all delegates present at the meeting and, where practicable, give prior notice to the President or Chairman of such intention.

9. PRESIDENT OR CHAIRMAN

In the construction of these Standing Orders unless the context requires otherwise, the word "President or Chairman" shall in the absence of the Chairman or President include the Deputy President or Deputy Chairman or the delegate chosen by resolution to preside at any meeting.

10. DELEGATE AND DEPUTY DELEGATE
10.1 In the construction of these Standing Orders unless the context requires otherwise, the word “delegate” shall in the absence of the delegate include the deputy delegate.

10.2 A deputy delegate elected to act in the capacity of a delegate unable to attend a meeting shall exercise all rights of that delegate.

11. PRESIDENT OR CHAIRMAN TO PRESIDE

11.1 The Chairman or President shall preside at all meetings of the Zone but in absence of the President or Chairman, the Deputy President or Deputy Chair shall preside.

11.1.1 In the absence of the President or Chairman and the Deputy President or Deputy Chairman, the Zone shall choose by resolution a delegate present to preside at the meeting.

12. DEBATE PROCEDURES

12.1 A delegate moving a substantive motion may speak for –
(a) 10 minutes in his or her opening address; and
(b) 5 minutes in exercising the right to reply.

12.2 Other speeches for or against motions are to be limited to 5 minutes.

12.3 No delegate, except the mover of a motion in reply, is to speak more than once on the same motion except by way of personal explanation.

12.4 As soon as the right of reply has been exercised, the motion is to be forthwith put to the vote without further comment.

12.5 No discussion shall take place on any motion unless it is moved and seconded. Only one amendment on any one motion shall be received at a time, and such amendment shall be disposed of before any further amendment can be received. Any number of amendments may be proposed.

12.6 The provisions of these Standing Orders applicable to motions apply mutatis mutandis to amendments, except that the mover of an amendment shall have no right of reply.

12.7 When a motion has been moved and seconded, the person presiding shall at once proceed to take a vote thereon unless a delegate opposes it or an amendment is proposed.

12.8 No more than two delegates shall speak in succession on one side, either for or against the question before the Zone, and if at the conclusion of the second speaker’s remarks, no delegate speaks on the other side, the motion or amendment shall at once be put to the Zone.

12.9 Notwithstanding clause 12.7, where a composite motion is moved which embodies the core aspects of subsequent motions listed on the agenda, a delegate whose motion has been superseded shall have the opportunity to speak on the question of the composite motion before it is put. Once a composite motion has been carried, no further debate shall be permitted in respect of the superseded motions.

12.10 At any time during a debate, but after the conclusion of a delegate’s comments, a delegate who has not spoken during the debate may move, without discussion, “that the question be now put”. If that motion is seconded and carried by a majority, the question shall be submitted at once to the Conference, after the mover has replied.

13. QUESTIONS
Any delegate seeking to ask a question at any meeting of the Zone shall direct the question to the President or Chairman.

14. DELEGATES TO ADDRESS THE PRESIDENT OR CHAIRMAN
A delegate moving or seconding a motion or amendment or taking part in a discussion thereon shall address the President or Chairman.

15. POINT OF ORDER
A delegate who is addressing the President or Chairman shall not be interrupted except on a point of order, in which event the delegate shall wait until the delegate raising the point of order has been heard
and the question of order has been disposed of, whereupon the delegate so interrupted may, if permitted, continue.

16. **MOTION - SUBSTANCE TO BE STATED**
A delegate seeking to propose an original motion or amendment shall state its substance before addressing the meeting thereon and, if so required by the President or Chairman, shall put the motion or amendment in writing.

17. **PRIORITY OF SPEAKERS**
If two or more delegates wish to speak at the same time the President or Chairman shall decide who is entitled to priority.

18. **PRESIDENT OR CHAIRMAN TO BE HEARD**
Whenever the President or Chairman signifies a desire to speak during a debate, any delegate speaking or offering to speak is to be silent, so that the President or Chairman may be heard without interruption.

19. **PRESIDENT OR CHAIRMAN MAY CALL TO ORDER**
The President or Chairman shall preserve order, and may call any delegate to order when holding an opinion that there shall be cause for so doing.

20. **RULING BY PRESIDENT OR CHAIRMAN**
The President or Chairman shall decide all questions of order or practice, whose decision shall be final and be accepted by the Zone without argument or comment unless in any particular case the Zone resolves that a different ruling shall be substituted for the ruling given by the President or Chairman. Discussions shall be permitted on any such motion.

21. **LIMITATION OF SPEECHES**

21.1 A delegate shall not speak upon any motion or amendment or in reply for a longer period than five (5) minutes without consent of the Zone which shall be signified without debate.

21.2 No delegate shall speak more than once on any motion unless in exercising a right to speak in closing the debate on a motion which the delegate has moved.

22. **RESOLUTIONS**

22.1 Except as otherwise provided in these Standing Orders, all motions concerning the affairs of the Zone shall be passed by a simple majority.

22.2 Any matter considered by the Zone at a Special Meeting shall not be passed unless having received an absolute majority.

23. **NO DISCUSSION**
Where there is no discussion on a motion, the President or Chairman may deem the motion to be passed unless the meeting resolves otherwise.

24. **PERMISSIBLE MOTIONS DURING DEBATE**

24.1 When a motion is under debate, no further motion shall be moved except the following:
(a) that the motion be amended;
(b) that the meeting be adjourned;
(c) that the debate be adjourned;
(d) that the question be now put;
(e) that the meeting proceed with the next business;
(f) that the meeting sits behind closed doors.

24.2 Any delegate who has not already spoken on the subject of a motion at the close of the speech of any other delegate may move without notice any one of the motions listed in clause 23.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.

24.3 When a debate is adjourned, the delegate who moves the adjournment shall be the first to speak on the motion when the debate is resumed unless the delegate advises of no desire to speak on the motion. Where this occurs, the President or Chairman shall then call for further speakers.
25. **METHOD OF TAKING VOTES**
   The President or Chairman shall, in taking a vote on any motion or amendment, put the question first in the affirmative, and then in the negative and may do so as often as is necessary to enable formation and declaration of an opinion as to whether the affirmative or the negative has the majority on the voices or by a show of hands.

26. **DIVISION**
   The result of voting openly is determined on the voices or by a show of hands and, immediately upon a vote being taken, a delegate may call for a division.

27. **WITHDRAWAL OF MOTION**
   A motion or amendment may be withdrawn by the mover, with the consent of the meeting, which shall be signified without debate. No delegate may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

28. **ALL DELEGATES TO VOTE**

   28.1 At meetings of the Zone, a delegate present at the meeting when a question is put shall vote on the question.

   28.2 Each delegate shall be entitled to exercise one deliberative vote on any matter considered by the Zone.

   28.3 The President or Chairman shall exercise a deliberative vote in respect of a matter considered by the Zone. In the event of there being an equality of votes in respect of a matter, the President or Chairman shall exercise a second vote.

   28.4 Where the Deputy President or Deputy Chairman is required to preside at a meeting, the Deputy President or Deputy Chairman shall exercise a deliberative vote in respect of a matter considered by the Zone. In the event of there being an equality of votes in respect of a matter, the Deputy President or Deputy Chairman shall exercise a second vote.

   28.5 In the absence of the President or Chairman and Deputy President or Chairman, the delegate chosen by resolution to preside over the meeting shall exercise a deliberative vote in respect of a matter considered by the Zone. In the event of there being an equality of votes in respect of a matter, the presiding delegate shall exercise a second vote.

29. **RESCISSION OF RESOLUTION**

   29.1 At the same meeting
   Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Zone may, by simple majority at the same meeting at which it is passed, rescind or alter a resolution if all the delegates who were present at the time the original resolution was passed are present in their seats when the rescission or alteration is proposed.

   29.2 At a Future Meeting
   Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Zone may rescind or alter a resolution made at an earlier meeting:
   (a) by simple majority, where the delegate intending to move the motion has, through the Zone Secretary, given written notice of the intended motion to each of the other delegates at least seven (7) days before the meeting; or
   (b) by absolute majority, in any other case.

30. **SUSPENSION OF STANDING ORDERS**

   30.1 In cases of urgent necessity or whilst the Zone is sitting behind closed doors, any of these Standing Orders may be suspended on a motion duly made and seconded, but that motion shall not be declared carried unless a simple majority of the delegates voting on the question have voted in favour of the motion.
30.2 Any delegates moving the suspension of a Standing Order shall state the object of the motion, but discussion shall not otherwise take place.

31. **NO ADVERSE REFLECTION ON ZONE**
   A delegate of the Zone shall not reflect adversely upon a resolution of the Zone, except on a motion that the resolution be rescinded.

32. **NO ADVERSE REFLECTION ON DELEGATE**
   A delegate of the Zone shall not reflect adversely upon the character or actions of another delegate nor impute any motive to a delegate unless the Zone resolves, without debate, that the question then before the Zone cannot otherwise be adequately considered.

33. **MINUTES**
   Minutes of meetings shall be permanently recorded and copies supplied to all delegates.

34. **CONFIRMATION OF MINUTES**
   The minutes of any preceding meeting, whether ordinary or special, not previously confirmed shall be submitted at the next Ordinary Meeting of the Zone and no discussion thereon shall be permitted except as to their accuracy as a record of the proceedings.

35. **GENERAL BUSINESS**
   A delegate may under general business introduce a motion relating to any item of interest to Local Government, but not otherwise.

36. **AMENDMENTS**
   These Standing Orders may be altered, added to or repealed subject to a resolution passed by not less than 75% of delegates present at a meeting of the Zone. Copies of proposed alterations, additions or amendments shall be forwarded to all delegates by the Zone Secretary prior to the meeting.