



Shire of Derby /  
West Kimberley



SHIRE OF  
COCOS  
ISLANDS

# Kimberley Regional Group Meeting

# MINUTES

2.40pm Tuesday 21 November 2017

**Darwin Room  
DoubleTree by Hilton Darwin,  
116 The Esplanade, Darwin, NT**

<b>Item No</b>	<b>Description</b>	<b>Page No</b>
1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	3
2.	ELECTION OF CHAIR.....	3
3.	RECORD OF ATTENDANCE / APOLOGIES.....	3
4.	DECLARATION OF INTEREST .....	4
5.	CONFIRMATION OF MINUTES .....	4
6.	BUSINESS ARISING FROM PREVIOUS MEETING.....	4
7.	PRESENTATIONS FROM REPRESENTATIVES .....	4
7.1	Rebecca Brown - WALGA .....	4
8.	REPORTS FROM REPRESENTATIVES .....	5
8.1	KIMBERLEY DEVELOPMENT COMMISSION .....	5
8.2	AUSTRALIA'S NORTH WEST .....	5
8.3	REGIONAL DEVELOPMENT AUSTRALIA .....	5
8.4	DEPARTMENT OF COMMUNITIES.....	5
8.5	WALGA ROADWISE.....	5
8.6	WALGA.....	5
9.	REPORTS FROM KIMBERLEY COUNTRY ZONE.....	7
9.1	STATE COUNCIL MEETING AGENDA AND PRESIDENTS REPORT.....	7
9.2	2018 SCHEDULE OF MEETINGS FOR KIMBERLEY REGIONAL GROUP .....	9
9.3	ENERGY AND NATURAL GAS VALUE CHAIN .....	11
9.4	KIMBERLEY INDUSTRY ROAD SAFETY ALLIANCE.....	13
10.	REPORTS FROM KIMBERLEY REGIONAL GROUP .....	15
10.1	KIMBERLEY REGIONAL GROUP MEETING RESOLUTION STATUS REPORT.....	15
10.2	KIMBERLEY REGIONAL GROUP 17/18 FINANCIAL ACTIVITY REPORT.....	17
10.3	PRELIMINARY REPORT FROM THE SHIRE OF DERBY WEST KIMBERLEY TO THE KIMBERLEY REGIONAL GROUP FOR THE TRANSFER OF SECRETARIAT .....	20
10.4	REGIONAL WASTE TECHNICAL ADVISORY GROUP (TAG) – MINUTES OF MEETING24	
10.5	LAND TENURE BUSINESS CASE UPDATE.....	27
11.	CORRESPONDENCE.....	31
12.	GENERAL BUSINESS .....	31
13.	MEETING CLOSURE.....	31

# Kimberley Regional Group

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Deputy Chairperson opened the meeting at 2.40pm.

## 2. ELECTION OF CHAIR

As the Kimberley Zone Chair is now vacant, the group seeks nominations for the role of Chair and Deputy Chair.

### **(REPORT RECOMMENDATION)**

#### **RESOLUTION:**

***That the combined Kimberley Zone of WALGA and Kimberley Regional Group Meeting endorse Cr Mitchell to the position of Chair/ WALGA State Council Representative and Cr Menzel to the position of Deputy Chair/ Deputy WALGA State Council Representative.***

**Moved: Cr White**

**Seconded: Cr Edwards**

**CARRIED UNANIMOUSLY 5/0**

WALGA to be notified of the new Chair and Deputy Chair.

## 3. RECORD OF ATTENDANCE / APOLOGIES

### **ATTENDANCE:**

Cr Paul White	Shire of Derby West Kimberley
Cr Chris Kloss	Shire of Derby West Kimberley
Rebecca Herbert	Kimberley Regional Group
Sam Mastrolembo	Shire of Broome
Cr Chris Mitchel	Shire of Broome
Cr Harold Tracey	Shire of Broome
Steven Harding	Shire of Broome
Carl Askew	Shire of Wyndham East Kimberley
Cr David Menzel	Shire of Wyndham East Kimberley
Rodger Kerr-Newell	Shire of Halls Creek
Cr Malcolm Edwards	Shire of Halls Creek
Aaron Bowman	Shire of Cocos (Keeling) Islands
Cr Jan Young	Shire of Cocos (Keeling) Islands
Rebecca Brown	WALGA

### **APOLOGIES:**

Stephen Gash	Shire of Derby West Kimberley
Greg Hayes	WALGA Roadwise
Glen Chidlow	Australia's North-West Tourism
Tim Bray	Kimberley Development Commission
Kelly McIntyre	Department of Communities
Cr Tony Lacy	Shire of Cocos (Keeling) Islands
David Price	Shire of Christmas Island
Cr Gordon Thomson	Shire of Christmas Island
Cr Kee Heng Foo	Shire of Christmas Island

Chair Cr Mitchell congratulated Cr Dave Menzel and Cr Harold Tracey on their new appointments as Shire Presidents.

#### 4. DECLARATION OF INTEREST

- **Financial Interest**  
Nil
- **Impartiality Interest**  
Nil
- **Proximity Interest**  
Nil

#### 5. CONFIRMATION OF MINUTES

##### **(RECOMMENDATION)**

***That the Minutes of the combined Kimberley Regional Group Meeting held on 1 September 2017 be confirmed as a true and accurate record of that meeting.***

**Moved: Cr White**

**Seconded: Cr Edwards**

**CARRIED UNANIMOUSLY 5/0**

#### 6. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

#### 7. PRESENTATIONS FROM REPRESENTATIVES

##### 7.1 Rebecca Brown - WALGA

##### **Incorporation of waste management into emergency event planning and recovery:**

There have been a number of situations in Western Australia where recovery efforts have been hampered by challenges associated with waste management. Ineffective waste management has the potential to significantly delay recovery efforts, present a considerable risk to human health and the environment and increase the costs of recovery. Through the Office of Emergency Management, WALGA has received funding to work on embedding waste management considerations within the local emergency management planning and response mechanisms.

Waste and Emergency Management Report available from -

<http://www.wastenet.net.au/local-waste.aspx>

State Waste Strategy Review Paper available from -

<http://www.wasteauthority.wa.gov.au/about/waste-strategy/review-of-waste-strategy>

##### **Progress of the Environmental Standard:**

Rural Landfills and the development of the Container Deposit Scheme.

## **8. REPORTS FROM REPRESENTATIVES**

### **8.1 KIMBERLEY DEVELOPMENT COMMISSION**

Tim Bray - Apology

### **8.2 AUSTRALIA'S NORTH WEST**

Glen Chidlow - Apology

### **8.3 REGIONAL DEVELOPMENT AUSTRALIA**

Chris Mitchell

- The RDA contracts have been extended to December 2020.
- A new RDA Charter has been adopted.
- A new Chair is to be appointed 1 January 2018.
- The Executive Officer will transition to a Regional Director position.
- Launch of the Northwest Aging Strategy 11 December 2017 in Broome.
- The Building Better Regions Fund BBRF has opened with the Infrastructure and Community Investment Funds to close applications on 19 December 2017.

### **8.4 DEPARTMENT OF COMMUNITIES**

Apology

### **8.5 WALGA ROADWISE**

Greg Hayes - Apology

Attachment 8.5 Roadwise Network Summary October 2017

### **8.6 WALGA**

Rebecca Brown

Attachment 8.6 Kimberley Country Zone Status Report November 2017



**9. REPORTS FROM KIMBERLEY COUNTRY ZONE****9.1 STATE COUNCIL MEETING AGENDA AND PRESIDENTS REPORT**

<b>LOCATION/ADDRESS:</b>	Kimberley Region
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Project Manager, Kimberley Regional Group
<b>CONTRIBUTOR/S</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Project Manager, Kimberley Regional Group
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	17 November 2017

**SUMMARY:** The State Council Agenda and Presidents Report has been received on the 17 November 2017 and are attached for member consideration. It is important to note that member Councils should consider this item and provide instruction to the Chairperson as delegate to the State Council on matters that have regional significance.

**BACKGROUND**

Previous Considerations

Nil

**COMMENT**

For Member consideration

**CONSULTATION/STAKEHOLDERS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

*Simple Majority*

**(REPORT RECOMMENDATION)**

**RESOLUTION:**

***That the Kimberley Zone of WALGA notes the State Council Meeting Agenda and Presidents Report.***

**Moved:**

**Seconded:**

**FOR:**

**AGAINST:**

Attachment 1: 179 pages

Attachment 2: 4 pages

The Shire of Derby West Kimberley will be making an individual submission to the Local Government Act Review.



**9.2 2018 SCHEDULE OF MEETINGS FOR KIMBERLEY REGIONAL GROUP**

<b>LOCATION/ADDRESS:</b>	Kimberley Region
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Project Manager, Kimberley Regional Group
<b>CONTRIBUTOR/S</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Project Manager, Kimberley Regional Group
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	30 October 2017

**SUMMARY:** This report presents the 2018 Schedule of Meetings for the Kimberley Zone of WALGA and Kimberley Regional Group.

**BACKGROUND**Previous Considerations

Nil

**COMMENT**

At the 3 October 2014 Zone/RCG Meeting in Derby, a resolution was made to schedule four face to face Zone/KRG meetings per year, in addition to holding video conference meetings as required for consideration of the WALGA State Council Agenda.

It has been on the agenda for many years to hold a Zone meeting on Cocos (Keeling) Islands. It is proposed that the March 2018 meeting be held on Cocos (Keeling) Island.

The 2018 Kimberley Zone Meeting Schedule is presented which includes dates that in the most part align with the WALGA State Council Meetings. The 2018 meetings are scheduled for;

- 3 - 6 March 2018 – Cocos Is                      Aligns with SC
- 30 April – 1 May 2018- Kununurra              Aligns with SC
- 2 July 2018    Video Conference for SC
- 31 July 2018 - Perth                                Local Government Week
- 3 September 2018                                  Video Conference for SC
- 3-4 December 2018 - Broome                   Aligns with SC  
Joint Kimberley/NT Forum

**CONSULTATION**

Consultation has occurred between the individual Kimberley Shire Councils, the Pilbara Regional Council, Northern Territory Councils, LGANT, WALGA, LGMA, ALGA and the Parliamentary sitting dates to determine the dates for the 2018 Schedule of Meetings for the Kimberley Regional Group.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS***Simple Majority***(REPORT RECOMMENDATION)****RESOLUTION:*****That the Kimberley Zone of WALGA endorses the 2017 Schedule of Meetings.***

<b>3 - 6 March 2018</b>	<b>Cocos Is</b>	<b>Aligns with SC</b>
<b>30 April – 1 May 2018</b>	<b>Kununurra</b>	<b>Aligns with SC</b>
<b>2 July 2018</b>		<b>Video Conference for SC</b>
<b>31 July 2018</b>	<b>Perth</b>	<b>Local Government Week</b>
<b>3 September 2018</b>		<b>Video Conference for SC</b>
<b>3-4 December 2018</b>	<b>Broome</b>	<b>Aligns with SC Joint Kimberley/NT Forum</b>

***Moved: Cr Young******Seconded: Cr Menzel******CARRIED UNANIMOUSLY 5/0***

Attachment: 2 pages

**9.3 ENERGY AND NATURAL GAS VALUE CHAIN**

<b>LOCATION/ADDRESS:</b>	Kimberley Region
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Project Manager, Kimberley Regional Group
<b>CONTRIBUTOR/S</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Project Manager, Kimberley Regional Group
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	30 October 2017

**SUMMARY:** This report seeks support for the development of an Energy and Natural Gas value chain to connect remote Kimberley communities.

**BACKGROUND**Previous Considerations

Nil

**COMMENT**

The Joint Select Committee Northern Australia held an event on 21 August 2017 in Broome to raise the awareness of the potential to develop an Energy and Natural Gas value chain to connect remote Kimberley communities.

At the event, it was urged that all key regional bodies collaborate and champion this regional development prospect. Mr Graeme Campbell, Chair, Regional Development Australia Kimberley committed to kick-starting the discussion with a view to seeking public and community support.

Graeme approached the Secretariat, seeking the Secretariat to ask for individual local government support of this initiative from their respective Councils and that the matter be tabled at the 21 November 2017 Zone meeting in Darwin.

Regional Development Australia Kimberley believe this initiative will not only have vast benefits for stakeholders who have already listed their support, but the potential to create further opportunities for other industries in the region.

Attached is a memo from Bruce McFadzean, Managing Director, Sheffield Resources regarding the development of an energy and natural gas value chain, the regions current and potential power usage requirements and proposed regional development and safety benefits.

**CONSULTATION**

CEO's of the four Kimberley Local Government Authorities

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

*Simple Majority*

**(REPORT RECOMMENDATION)**

**RESOLUTION:**

***That the Kimberley Zone of WALGA refer this matter to each Councils next ordinary Council meeting to seek support for the project and its concepts.***

***Moved: Cr Edwards***

***Seconded: Cr White***

**FOR:**

**AGAINST:**

Attachment 1: 3 pages

Attachment 2: 1 pages

**9.4 KIMBERLEY INDUSTRY ROAD SAFETY ALLIANCE**

<b>LOCATION/ADDRESS:</b>	Kimberley Region
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Project Manager, Kimberley Regional Group
<b>CONTRIBUTOR/S</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Project Manager, Kimberley Regional Group
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	30 October 2017

**SUMMARY:** This report seeks the nomination of one member to be the local government representative on the Kimberley Industry Road Safety Alliance (KIRSA).

**BACKGROUND**Previous Considerations

Nil

**COMMENT**

The Industry Road Safety Alliances are developed by the Commission's Partnership program to focus the efforts of main industry bodies and local and state government agencies on working collaboratively to improve road safety in their region. There are currently six Industry Road Safety Alliances operating in WA regions: Kimberley, South West, Midwest, Pilbara, Goldfields-Esperance and the Great Eastern Highway in the Wheatbelt. All have the primary goal of improving road safety and reducing road trauma within their own regions.

Meetings are held quarterly, predominantly they will be scheduled to be held in Broome. The second quarterly KIRSA meeting was held in October 2017, which triggered Greg Hayes from Roadwise to recommend zone participation.

Attached is the Alliance Document of Intent for members consideration.

**CONSULTATION**

The four Kimberley Local Government Authorities

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

*Simple Majority*

**(REPORT RECOMMENDATION)**

**RESOLUTION:**

***That the Kimberley Zone of WALGA nominate Cr Chris Kloss of the Kimberley Zone to be the local government representative on the Kimberley Industry Road Safety Alliance (KIRSA).***

***Moved: Cr Mitchell***

***Seconded: Cr White***

***CARRIED UNANIMOUSLY 5/0***

Attachment: 2 pages

**10. REPORTS FROM KIMBERLEY REGIONAL GROUP**

**10.1 KIMBERLEY REGIONAL GROUP MEETING RESOLUTION STATUS REPORT**

**LOCATION/ADDRESS:** Kimberley Region  
**APPLICANT:** Nil  
**FILE:** KRG01  
**AUTHOR:** Project Manager, Kimberley Regional Group  
**CONTRIBUTOR/S** Nil  
**RESPONSIBLE OFFICER:** Project Manager, Kimberley Regional Group  
**DISCLOSURE OF INTEREST:** Nil  
**DATE OF REPORT:** 1 November 2017

**SUMMARY:** This report provides the outstanding resolution status report from the Kimberley Regional Group meetings held.

**BACKGROUND**

Previous Considerations

Kimberley Regional Group Meeting 1 December 2016	Item 9.1
Kimberley Regional Group Meeting 24 February 2017	Item 9.1
Kimberley Regional Group Meeting 28 April 2017	Item 9.1
Kimberley Regional Group Meeting 30 June 2017	Item 9.1
Kimberley Regional Group Meeting 31 July 2017	Item 9.1
Kimberley Regional Group Meeting 1 September 2017	Item 9.1

**COMMENT**

This report has been established to ensure proactive completion of meeting resolution items in a timely manner. The following meeting resolutions are outstanding.

<b>KRG - 24 February 2017 – Halls Creek</b>					
<b>Item</b>	<b>Zone/ RCG</b>	<b>Title</b>	<b>Resolution</b>	<b>Action Items</b>	<b>Status</b>
9.3	KRG	TAKEAWAY ALCOHOL MANAGEMENT SYSTEM UPDATE	That the Kimberley Regional Group; 1. Notes the MOU extension period regarding the Kununurra Wyndham Takeaway Alcohol Management System use, 2. Refer the matter back to the CEO group to scope up a proposal for a regional solution and seek external funding opportunities.	1. Noted. 2. Prepare a project scope for the CEO group.	1. Complete 2. In progress

<b>KRG - 30 June 2017 – Broome</b>					
<b>Item</b>	<b>Zone/ RCG</b>	<b>Title</b>	<b>Resolution</b>	<b>Action Items</b>	<b>Status</b>
11.2	General Business	Liquid Waste	The CEO group are to investigate a liquid waste partnership with the Water Corporation.	Matter to be discussed at the next Waste TAG	In progress

**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 Kimberley Regional Group meetings for approval.

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

*Simple Majority*

**(REPORT RECOMMENDATION)****RESOLUTION:**

***That the Kimberley Regional Group:***

- 1. Notes the outstanding Resolution Status Report;***
- 2. Authorises the Secretariat to proceed with co-ordinating the finalisation of outstanding action items arising from meeting resolutions.***

***Moved: Cr Edwards***

***Seconded: Cr White***

***CARRIED UNANIMOUSLY 4/0***

Attachment: Nil



**10.2 KIMBERLEY REGIONAL GROUP 17/18 FINANCIAL ACTIVITY REPORT**

<b>LOCATION/ADDRESS:</b>	Kimberley Region
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Project Manager, Kimberley Regional Group
<b>CONTRIBUTOR/S</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Project Manager, Kimberley Regional Group
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	31 October 2017

**SUMMARY:** This report recommends that the Kimberley Regional Group adopt the Financial Activity Report for the period ended 31 October 2017.

**BACKGROUND**Previous Considerations

Nil

**COMMENT**

As at the 30 October 2017, the Kimberley Regional Group have a surplus of \$244,835.

<b>Kimberley Regional Group</b>	Budget Income	Budget Expenditure	Actual Income	Actual Expenditure
Opening Surplus Carry Forward	153,109	0	153,109	0
\$55,000 contribution from each of the 4 Shires	220,000	0	165,000	0
Regional Project Manager	0	-142,000	0	-44,214
Vehicle Expenses	0	-18,244	0	-1,445
Forums & Conferences	0	-2,500	0	0
Kimberley Zone & RCG Meeting Expenses	0	-52,000	0	-7,983
Reimbursement of Kimberley Zone & RCG Meeting Expenses	48,000	0	8,702	0
Meeting Expenses	0	-7,000	0	0
Reimbursement of Meetings	3,000	0	0	0
Legal advice	0	-5,000	0	0
Audit Fees	0	-5,000	0	-4,951
Office Expenses	0	-10,569	0	-2,363
IT Support	0	-1,000	0	-188
Sundry Expenses	0	-1,000	0	0
Training & Development	0	-11,700	0	-1,404
Kimberley Waste Management Plan	0	-14,710	0	0
Savannah Way Membership	0	-5,000	0	-5,000
Land Tenure Policy Implementation	0	-13,388	0	-13,388
AWARE Emergency Management Training	20,000	-36,890	20,000	-21,042
Interest on Reserve	10,000	0	0	0
<b>OPERATING TOTAL</b>	<b>301,000</b>	<b>-326,001</b>	<b>193,702</b>	<b>-101,977</b>
<b>Surplus / Deficit Carry Forward</b>		<b>-25,001</b>		<b>91,725</b>
<b>TOTAL Surplus Carry Forward with Carryover</b>		<b>128,108</b>		<b>244,835</b>

## CONSULTATION/STAKEHOLDERS

Nil

## STATUTORY ENVIRONMENT

### **Local Government (Financial Management) Regulation 1996**

34. Financial activity statement required each month (Act s. 6.4)

- (1A) In this regulation —
  - committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) budget estimates to the end of the month to which the statement relates; and
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

These are detailed above.

## STRATEGIC IMPLICATIONS

Nil

**VOTING REQUIREMENTS**

*Simple Majority*

**(REPORT RECOMMENDATION)**

**RESOLUTION:**

***That the Kimberley Regional Group adopts the Financial Activity Report for the period ended 31 October 2017.***

***Moved: Cr Edwards***

***Seconded: Cr White***

***CARRIED UNANIMOUSLY 4/0***

Attachment: Nil

### **10.3 PRELIMINARY REPORT FROM THE SHIRE OF DERBY WEST KIMBERLEY TO THE KIMBERLEY REGIONAL GROUP FOR THE TRANSFER OF SECRETARIAT**

<b>LOCATION/ADDRESS:</b>	Kimberley Region
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Project Manager, Kimberley Regional Group
<b>CONTRIBUTOR/S</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Project Manager, Kimberley Regional Group
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	13 November 2017

**SUMMARY:** This is the preliminary handover report from the Shire of Derby West Kimberley to the Kimberley Regional Group outlining handover matters.

#### **BACKGROUND**

##### Previous Considerations

Nil

#### **COMMENT**

The proposal to move the Secretariat role from the Shire of Derby West Kimberley to the Shire of Broome was made at the 1 September 201 meeting. The Shire of Derby West Kimberley has formally held the position as Secretariat for the Kimberley Zone of WALGA and Kimberley Regional Group since 15 February 2016.

For the transfer of Secretariat to proceed, the Project Manager has developed a checklist of all works to be completed to ensure all legal contractual obligations held by the Shire of Derby West Kimberley on behalf of the region have been discharged.

Following the receipt of the Moore Stephens 2017-18 audits and the completion of letters of variation for each open grant to transfer Secretariat, the Shire of Derby West Kimberley can hand over all regional matters to the Shire of Broome. This transfer of Secretariat will officially occur on 31 December 2017.

#### **COMPLETED PROJECTS**

- Acquittal of the Department of Local Government and Communities Business Intelligence system – Corporate Performance Management Project
- Acquittal of the Department of Local Government and Communities Kimberley Youth Strategy – Stage 2 Strategy and Action Plan Project
- Acquittal of the Department of Local Government and Communities Kimberley Volunteering Strategy – Stage 1 Consultation Project
- Acquittal of the Department of Regional Development 2011-12 DRD R4R Country Local Government Fund (CLGF) Key Worker Housing Project
- Acquittal of the Department of Regional Development 2012-13 DRD R4R Country Local Government Fund (CLGF) Key Worker Housing Project
- Land Tenure Stage 1 – Workshop
- Land Tenure Stage 2 – Policy Position
- Land Tenure Stage 3 – Policy Implementation
- Kimberley Drive Market Tourism Initiative
- 2016 Regional Planning Session
- Elected Member Training – Phase 5
- Takeaway Alcohol Management System – East Kimberley Trial

- AWARE Emergency Management Training

## **CONTRACTS AND FUNDING PARTNERS**

### **Office of Emergency Management**

- AWARE Emergency Management Training
  - Grant funding of \$20,000 was received by the Shire of Derby West Kimberley on 19 July 2017.
  - As 2 November 2017, not all expenditure has occurred.
  - Reporting requirements are for a quarterly report to be prepared by 31 December 2017, followed by a Final Report which is due 28 April 2018.

## **CURRENT PROJECTS**

- Submission to Department of Communities- Better Choices Youth Strategy
  - Submission due 18 December 2017.
- Takeaway Alcohol Management System
  - A project proposal is still being prepared for an expansion of the trial to all of the Kimberley.
  - Grant funding has not been sourced, but preliminary investigations indicate 'Proceeds of Crime' could be a source.
  - Consultation has not been commenced.
- Volunteering Strategy – Stage 2 Strategy and Action Plan Project
  - A grant application has been prepared and submitted to the Department of Local Government, Sport and Cultural Industries. Approval and funding is still pending following the machinery of government changes.
- Service Delivery Workshops
  - The Department of Local Government, Sport and Cultural Industries has been provided funding through the Royalties for Regions Country Local Government Fund to deliver Service Delivery Workshops in the Kimberley
  - Training will take place in Broome 4-5 December 2017 for CEOs, managers and other local government officers.
- Regional Value for money for procurement
  - Working with WALGA to develop a model of best practice. First meeting was held on 1 Aug 17 between Andrew Casella WALGA, Tim Bray KDC and Stephen Gash SDWK.
  - This project will incorporate the development of a regional LGA MOU on Aboriginal employment.
- Waste TAG
  - Beingthere Video Conference Meetings are held 2-monthly.

## **PENDING PROJECTS**

- KRG Governance Agreement
  - A new KRG Governance Agreement will need to be prepared (current agreement expires 23 February 2018)
  - Changes to the agreement can be made without requiring McCleod's Lawyers to amend at a fee.
- A workshop for Zone elected members to review SCP& RBP needs to be scheduled for one of the face to face Zone meetings in 2018.

## **GENERAL MATTERS**

### **Vehicle**

- The current vehicle is the property of the Shire of Derby West Kimberley.
- A new vehicle lease with Easifleet will need to be taken out by the Shire of Broome.

**Office Space**

- The Kimberley Regional Group has been leasing office space for the Project Manager at the RDA Kimberley office at Unit 4, 20 Hamersley St since February 2015.

**IT**

- The computer is the property of the Kimberley Regional Group, it was purchased new in mid-2015.
- There is no mobile phone, if Shire of Broome want the Project Manager to have one, then they will need to make those arrangements.
- The Shire of Broome to make arrangements for IT requirements for the Project Manager including access to SynergySoft and upload of chart of accounts.

**Financial**

- The 2016-17 Annual Zone Audit is yet to be completed.
- A handover audit to 31 December 2017 will be conducted by Moore Stephens. Once this report is complete, the residual budget surplus will be transferred to the Shire of Broome.
- Once the Project Manager is setup under the Shire of Broome, all open projects will have new purchase orders created.
- The credit card with SDWK will need to be cancelled and SOB to issue a new credit card.
- SOB to complete a budget amendment to go to Council.

**Human Resources**

- SDWK to arrange termination paperwork for the Project Manager.
- A new Project Manager is to be recruited with the Shire of Broome to take effect from 8 January 2018.
- The Shire of Broome to make all arrangements for the new Project Manager's recruitment.

**CONSULTATION/STAKEHOLDERS**

Nil

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The final financial position of the Kimberley Regional Group will be presented once the Secretariat transfer audit is completed.

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

*Simple Majority*

**(REPORT RECOMMENDATION)**

**RESOLUTION:**

***That the Kimberley Regional Group notes the preliminary Secretariat transition report.***

***Moved: Cr Mitchell***

***Seconded: Cr Menzel***

***CARRIED UNANIMOUSLY 4/0***

Attachment: Nil

The CEO group will meet on 15 December 2017 via Beingthere Video Conference to review the resourcing requirements of the remainder of KRG Projects.

**10.4 REGIONAL WASTE TECHNICAL ADVISORY GROUP (TAG) – MINUTES OF MEETING**

<b>LOCATION/ADDRESS:</b>	Kimberley Region
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Project Manager, Kimberley Regional Group
<b>CONTRIBUTOR/S</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Project Manager, Kimberley Regional Group
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	1 November 2017

**SUMMARY:** This agenda item provides the minutes from the Regional Waste Technical Advisory Group (TAG) meeting held 2 October 2017.

**BACKGROUND**Previous Considerations

Waste TAG Meeting 6 June 2017  
Waste TAG Meeting 30 June 2017  
Waste TAG Meeting 14 August 2017  
Waste TAG Meeting 2 October 2017

**COMMENT**

The Kimberley Region Waste TAG held its first meeting on the 6 June 2017.

The next scheduled meeting of the group is 6 November 2017 to be held via Beingthere Video Conference.

**CONSULTATION/STAKEHOLDERS**

All members of the group have been provided with the minutes of the meeting held.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

*Simple Majority*



**(REPORT RECOMMENDATION)**

**RESOLUTION:**

***That the Kimberley Regional Group receives the minutes from the Regional Waste TAG meeting held 2 October 2017.***

***Moved: Cr White***

***Seconded: Cr Edwards***

***CARRIED UNANIMOUSLY 4/0***

Attachment: 2 pages



**10.5 LAND TENURE BUSINESS CASE UPDATE**

<b>LOCATION/ADDRESS:</b>	Kimberley Region
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Project Manager, Kimberley Regional Group
<b>CONTRIBUTOR/S</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Project Manager, Kimberley Regional Group
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	2 November 2017

**SUMMARY:** This report provides the final report on the Land Tenure Implementation Plan for the Kimberley Regional Group.

**BACKGROUND**Previous Considerations

Chief Executive Officers Meeting 2 December 2015	
Kimberley Regional Group Meeting 3 December 2015	Item 8.11
Kimberley Regional Group Meeting 26 February 2016	Item 9.11
Kimberley Regional Group Meeting 29 April 2016	Item 9.13
Kimberley Regional Group Meeting 5 July 2016	Item 9.8
Kimberley Regional Group Meeting 1 December 2016	Item 9.4
Kimberley Regional Group Meeting 24 February 2017	Item 9.4
Kimberley Regional Group Meeting 28 April 2017	Item 9.5
Kimberley Regional Group Meeting 30 June 2017	Item 9.3
Kimberley Regional Group Meeting 31 July 2017	Item 9.3

At the Chief Executive Officers Meeting 2 December 2015, the group discussed the potential projects to be implemented with the Kimberley Regional Group surplus seed funding of approximately \$50,000. The two projects deferred from the 3 August Zone meeting were Tourism Branding and a Land tenure business case. The CEO group resolved that;

1. That \$25,000 of RCG Surplus funds be used to prepare a business case for a Savannah Way Infrastructure project.  
Motion: K. Donohoe                      Seconded: C. Askew
2. That;
  - a. \$25,000 of RCG Surplus funds be used to prepare a business case for a Land Tenure review.
  - b. A consultant meet with the CEO group to produce a scope to promote land tenure opportunities.

Motion: R. Kerr-Newell                      Seconded: S. Gash

At its meeting 3 December 2015, the Kimberley Regional Group resolved that:

1. Authorize the Secretariat to utilise surplus seed funds towards a business case for a Savannah Way Infrastructure project.
2. Appoint a consultant to work with the Kimberley Zone to develop the scope for a government engagement strategy for promoting land tenure opportunities in the Kimberley.
3. Adopt the following budget amendments for 2015/16;
  - a) Project 1, Income \$25,000-Transfer from reserve, Expenditure \$25,000
  - b) Project 2, Income \$25,000-Transfer from reserve, Expenditure \$25,000

At a CEO's meeting on 8 January 2016, the CEO's recommended that a consultant, preferably Paul Rosair be appointed to work with the group to develop the scope of the

request for proposal for a government engagement strategy for promoting land tenure opportunities in the Kimberley. A project briefing paper was circulated to CEO's for comment, followed by a proposal from Paul Rosair to conduct a scoping workshop.

A CEO's meeting was then conducted on 1 February 2016 to discuss the proposal. At this meeting, it was agreed that Paul Rosair be engaged to facilitate the development of a project scope.

A workshop between the CEO group was held on 9 February 2016 in Broome. At this workshop the following areas were discussed;

- Workshop purpose
- Project background
- Project challenges and opportunities
- Strategies
- Next steps

At its meeting 26 February 2016, the Kimberley Regional Group noted the workshop report.

A recommendations report was issued to the CEO group on 24 February 2016. From these, three grant applications were made to the Kimberley Development Commission seeking funding to implement all five proposed stages of the project, those being;

- Stage 1      Develop a Kimberley open for business investor portal concept for the Kimberley with existing information.
- Stage 2      Development of a policy position on future freehold land tenure access for the Kimberley.
- Stage 3      Develop a political engagement strategy.
- Stage 4      Develop a business case to access government funding for the further development of the investor portal.
- Stage 5      Develop a business case for a local Kimberley based infrastructure fund for investors to access for beadworks (from the R4R seizing the Opportunities in Agriculture state fund)

Following a CEO video conference meeting on 1 April 2016, the CEO Group decided to progress the Land Tenure Project by using the RCG surplus seed funds of \$25,000 to progress Stage 1. A progress report was tabled at the 29 April 2016 video conference Zone meeting with the Group resolving that: *'That the Kimberley Regional Group defer the Land Tenure project to the 5 July Zone meeting.'*

At its meeting 5 July 2016, the Kimberley Regional Group resolved that:

1. That the Kimberley Regional Group notes the progress of the Land Tenure project.
2. That the CEO's group further expand and develop the scope and policy position for approval of the Kimberley Regional Group.
3. That the Kimberley Regional Group seek the endorsement of the Pilbara Regional Council on the agreed policy position for use in future political discussions.

The Kimberley Land Tenure Policy proposal was developed in August 2016 in consultation with the executive group, followed by a detailed project scope. Naja Business Consulting Services was engaged to develop the policy. The Land Tenure Framework Policy Position Summary and Statement policy was completed and endorsed at the 24 February 2017 Zone meeting.

At its meeting 24 February 2017, the Kimberley Regional Group resolved that:

1. Receives the Land Tenure reports;
2. Endorse Policy Option 3; and
3. CEO's to report back to the Zone with an implementation Plan.

At its meeting 28 April 2017, the Kimberley Regional Group resolved that:

1. Receives the Land Tenure implementation strategy; and

2. Authorises the Secretariat to proceed with engaging Naja Business Consulting to co-ordinating the Implementation Strategy for a fixed fee of \$26,775 ex GST.

## COMMENT

NAJA Business Consulting were engaged to co-ordinate the implementation strategy by undertaking a series of stakeholder engagement meetings. The outcomes of the meetings have identified further opportunities for the KRG to influence changes in legislation, policy and process.

A stakeholder engagement summary report with recommendations has been provided for members consideration.

## CONSULTATION

Chief Executive Officers of the four Kimberley Shires  
NAJA Business Consulting

## STATUTORY ENVIRONMENT

Nil

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The Land Tenure Implementation Plan 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 Kimberley Regional Group meetings for approval.

## STRATEGIC IMPLICATIONS

### ***The Kimberley Regional Business Plan 2014-2018***

#### **Goal 3 - Built Environment: Improved and secure transport, communications, community and essential services**

- Outcome 3.3 Adequate land supply
- Strategy 3.3.1 Advocate and Investigate land development alternatives in partnership with Local Government and relevant stakeholders
- Action 3.3.1.1 Develop an alternative land release strategy involving Local Government as a service provider
- Action 3.3.1.5 Establish dialogue with indigenous agencies and corporations to develop a model of transitioning to appropriate land tenure

#### **Goal 5 - Economy: A sustainable and diverse economy**

- Outcome 5.4 Sustainable primary industries
- Strategy 5.4.2 Protection of prime agricultural land

## VOTING REQUIREMENTS

*Simple Majority*

**(REPORT RECOMMENDATION)**

***That the Kimberley Regional Group receives the Final Kimberley Land Tenure Policy - Implementation Strategy Report.***

**Moved:**

**Seconded:**

**FOR:**

**AGAINST:**

**RESOLUTION:**

***That the Kimberley Regional Group;***

- 1. Receives the Final Kimberley Land Tenure Policy - Implementation Strategy Report,***
- 2. Note Recommended Actions 1,***
- 3. Note Recommended Actions 2,***
- 4. Take action and write to the Premier, Hon. Ben Wyatt, Hon. Rita Saffioti, Hon MacTiernan and any other relevant Members, and***
- 5. Direct the CEO's to consider commencing work on the proposed changes.***

**Moved: Cr Edwards**

**Seconded: Cr Menzel**

**CARRIED UNANIMOUSLY 4/0**

Attachment: 74 pages

## 11. CORRESPONDENCE

The following incoming and outgoing correspondence was tabled at the Meeting.

Date	Type of Correspondence	To/From	Subject Matter
14/09/2017	Outgoing letter	Kimberley LGA CEO's	Development of an Energy and Natural Gas Chain
26/09/2017	Incoming letter	Hon Alan Tudge MP	Cashless Debit Card Trial
24/10/2017	Outgoing letter	Kimberley LGA CEO's	Calling for the Nomination of the positions of Zone Member and Deputy Zone Member
8/11/2017	Incoming letter	Hon Peter Tinley AM MLA	Better Choices: Youth in WA
14/11/17	Incoming letter	WALGA and WACOSS	Children in the early years program briefing

## 12. GENERAL BUSINESS

### 12.1 Retirement of Cr Elsia Archer OAM

The Kimberley Regional Group wish to thank former Shire of Derby West Kimberley President Elsia Archer OAM for her contribution to the Kimberley Zone. Elsia devoted 27 years to Local Government in the Kimberley, of which 17 years were spent as Shire President.

A letter of thanks and certificate of appreciation will be presented to her at the SDWK presentation before Christmas, with invites to be forwarded to the Zone Elected Members and CEO's.

### 12.2 Service Delivery Review Training Workshop

The Department of Local Government, Sport and Cultural Industries are delivering a two-day (Monday and Tuesday, 4-5 December 2017) 'Service Delivery Review Training Workshop' for Kimberley Local Government CEOs, managers and staff through the University of Technology Sydney, Centre for Local Government.

Funding has been provided through the Royalties for Regions Country Local Government Fund for the department's Local Government Capacity Building Program for country local governments.

### 12.3 Resignations

Chair Cr Mitchell thanked KRG Project Manager, Rebecca Herbert and Shire of Cocos (Keeling) Islands CEO, Aaron Bowman for their contribution to the Kimberley Zone and both will be resigning at the end of the year.

## 13. MEETING CLOSURE

The Chair closed the meeting at 4.12pm



## Western Australian Local Government Association

### Zone Standing Orders

- 
- |     |  |     |      |  |
|-----|--|-----|------|--|
| 1.  | <b>INTERPRETATIONS</b>   | 1.9 | 1.9  | <b>“State Council”</b> means:  |
|     | For the purposes of these Standing Orders, if not inconsistent with the context, the following words shall have the following meanings:                            |     |      | the Executive of the Western Australian Local Government Association.  |
| 1.1 | <b>“Absolute Majority”</b> means:  |     | 1.10 | <b>“Zone”</b> means:   |
|     | a total majority of delegates for the time being of the Zone, whether present and voting or not.   |     |      | a geographically based subdivision containing Councils and incorporated within a country or metropolitan constituency as listed in Schedule three of the Constitution.   |
| 1.2 | <b>“Association”</b> means:  |     | 1.11 | <b>“Zone Secretary”</b> means:   |
|     | the Western Australian Local Government Association.   |     |      | a person or persons nominated or appointed by the Zone or the Association to undertake Zone secretarial functions as required.   |
| 1.3 | <b>“Chairman”</b> means:   |     | 2.   | <b>ORDINARY AND SPECIAL MEETINGS</b>   |
|     | the Chairman for the time being of the Zone.   |     |      | 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.  |
| 1.4 | <b>“Constitution”</b> means:   |     | 3.   | <b>CONDUCT OF MEETINGS</b>   |
|     | the Constitution of the Western Australian Local Government Association.   |     |      | The proceedings and business of meetings of the Zone shall be conducted according to these Standing Orders.  |
| 1.5 | <b>“Delegate or Deputy Delegate”</b> means:  |     | 4.   | <b>NOTICE OF MEETING</b>   |
|     | 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.            |     |      | 4.1 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.   |
| 1.6 | <b>“Deputy Chairman”</b> means:  |     | 4.2  | 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. |
|     | the Deputy Chairman for the time being of the Zone.  |     |      | 4.3 Ordinary Meetings of the Zone shall be called by the Zone Secretary pursuant to sub-clause 4.1.  |
| 1.7 | <b>“Meeting”</b> means:  |     | 4.4  | Special Meetings of the Zone shall be called by the Zone Secretary on the written request  |
|     | a meeting of a Zone of the Western Australia Local Government Association.   |     |      |  |
| 1.8 | <b>“Simple Majority”</b> 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. |     |      |  |



of the 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 Chairman of the meeting;
- (b) if the Chairman is not present, by the Deputy Chairman of the meeting;
- (c) if the Chairman 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 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) Confirmation of minutes of previous meetings;

(d) Business arising from minutes;

(e) Deputations;

(f) Elections of Delegates/Chair;

(e) State Council agenda items;

(f) Matters for decision;

(g) Reports – Zone Representatives to State Council; and

(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 Chairman of such intention.

## 9. CHAIRMAN

In the construction of these Standing Orders unless the context requires otherwise, the word "*Chairman*" shall in the absence of the Chairman or include the 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 acting in the capacity of a delegate unable to attend a meeting shall exercise all rights of that delegate.

## 11. CHAIRMAN TO PRESIDE

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

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

## 12. DEBATE PROCEDURES

12.1A 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 vote.

**12.9** 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 Zone, 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 Chairman.

### **14. DELEGATES TO ADDRESS THE CHAIRMAN**

A delegate moving or seconding a motion or amendment or taking part in a discussion thereon shall address the Chairman.

### **15. POINT OF ORDER**

A delegate who is addressing the 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 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 Chairman shall decide who is entitled to priority.

### **18. CHAIRMAN TO BE HEARD**

Whenever the Chairman signifies a desire to speak during a debate, any delegate speaking or offering to speak is to be silent, so that the Chairman may be heard without interruption.

### **19. CHAIRMAN MAY CALL TO ORDER**

The 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 CHAIRMAN**

The 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 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 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 item of 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 24.1 (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 Chairman shall then call for further speakers.

**25. METHOD OF TAKING VOTES**

The 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 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 Chairman shall exercise a second vote.

**28.4** Where the Deputy Chairman is required to preside at a meeting, the 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 Chairman shall exercise a second vote.

**28.5** In the absence of the Chairman and Deputy 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, 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 by a simple majority.

**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 (except as provided for in clause 8) 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 Executive Officer prior to the meeting.