



## **KIMBERLEY REGIONAL GROUP Meeting**

# **UNCONFIRMED MINUTES**

**2:00PM, 9 OCTOBER 2018**

**Shire of Broome Function Room,  
Corner Weld and Haas Streets,  
Broome**

**SHIRE OF BROOME**  
**KIMBERLEY REGIONAL GROUP**  
**TUESDAY 9 OCTOBER 2018**  
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**MINUTES OF THE KIMBERLEY REGIONAL GROUP OF THE SHIRE OF BROOME,  
HELD IN THE FUNCTION ROOM, CORNER WELD AND HAAS STREETS, BROOME, ON  
TUESDAY 9 OCTOBER 2018, COMMENCING AT 2:00PM.**

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairman welcomed Members and Officers and declared the meeting open at 2:00pm.

**2. RECORD OF ATTENDANCE / APOLOGIES**

**ATTENDANCE:**

Sam Mastrolembo	Shire of Broome
Cr Chris Mitchell	Shire of Broome
Stephen Gash	Shire of Derby West Kimberley
Cr Geoff Haerewa	Shire of Derby West Kimberley
Cr Chris Kloss	Shire of Derby West Kimberley
Cr Paul White	Shire of Derby/West Kimberley
Nick Kearns	Shire of Wyndham East Kimberley
Cr David Menzel	Shire of Wyndham East Kimberley
Cr Narelle Brook	Shire of Wyndham East Kimberley
Cr Debra Pearce	Shire of Wyndham East Kimberley
Steven Deckert	Shire of Halls Creek
Cr Malcolm Edwards	Shire of Halls Creek
Debra Goostrey	ATEA Consulting
Neil Thomson	ATEA Consulting
Greg Hayes	WALGA Roadwise
Natasha Mahar	Australia's North West
Tim Bray	Kimberley Development Commission
Emma White	CEO, Kimberley Pilbara Cattlemen's Association
Kevin Schellack	CEO, Kimberley Ports Authority
Krissie Dickman	Regional Manager, Department of Local Government, Sport & Cultural Industries
Grant Pipe	Superintendent, Operations Command, Kimberley Region, DFES



**6. PRESENTATIONS FROM REPRESENTATIVES**

- 6.1 KIMBERLEY PILBARA CATTLEMENS ASSOCIATION UPDATE - EMMA WHITE**
  
- 6.2 DEPARTMENT OF LOCAL GOVERNMENT, SPORT & CULTURAL INDUSTRIES UPDATE - KRISSIE DICKMAN**
  
- 6.3 KIMBERLEY REGIONAL WASTE MANAGEMENT PLAN UPDATE - ASK**
  
- 6.4 DEPARTMENT OF FIRE AND EMERGENCY SERVICES UPDATE - GRANT PIPE**
  
- 6.5 KIMBERLEY PORTS AUTHORITY UPDATE - KEVIN SCHELLACK**
  
- 6.6 NEW WASTE STRATEGY OVERVIEW / WALGA UPDATE - REBECCA BROWN**

**7. REPORTS FROM REPRESENTATIVES**

- 7.1 WALGA ROADWISE UPDATE - GREG HAYES
- 7.2 REGIONAL DEVELOPMENT AUSTRALIA UPDATE - CHRIS MITCHELL
- 7.3 KIMBERLEY DEVELOPMENT COMMISSION UPDATE - TIM BRAY
- 7.4 AUSTRALIA'S NORTHWEST - NATASHA MAHAR

**8. REPORTS FROM KIMBERLEY COUNTRY ZONE**

Nil.

**9. REPORTS FROM KIMBERLEY REGIONAL GROUP**

<b>9.1 KIMBERLEY REGIONAL GROUP ANNUAL FINANCIAL REPORT 2017/18</b>	
<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Director Corporate Services
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	18 September 2018

**SUMMARY:** The Kimberley Regional Group (KRG) Governance Agreement dictates that the Host Shire must arrange to have the KRG's accounts and records for each accounting period audited and prepare an annual financial report of the KRG that represents a true and fair view of the financial position of the KRG. This item presents the 2017/18 Audit and Annual Financial Report for member consideration.

**BACKGROUND**

Previous Considerations

Nil.

The KRG Governance Agreement dictates that the Host Shire must prepare an annual financial report of the KRG that represents a true and fair view of the financial position of the KRG. The report must include the results of its operation for the Accounting Period in compliance with, and in the form required by, the Local Government Act 1995 (the Act) and associated regulations including the *Local Government (Financial Management) Regulations 1996 (FMR)*.

Additionally, the Host Shire must arrange to have the KRG's accounts and records for each Accounting Period audited by the Host Shire's auditor in accordance with the requirements of the Act and the *Local Government (Audit) Regulations 1996 (WA)*, and have the auditor's report delivered to the Participants. The audit may form part of the Host Shire's annual auditing of its own accounts.

The Host Shire must also arrange for the KRG's auditor to conduct an audit review of the KRG's accounts and records once a year.

It should be noted that Moore Stephens are the auditors for the current and previous Host Shire, and the KRG.

## **COMMENT**

Moore Stephens were engaged by the Shire of Derby West Kimberley (SDWK) to undertake an independent Audit of the 2017/18 Financials for the Kimberley Zone Secretariat and Kimberley Regional Group. Additionally, Moore Stephens were requested to undertake the following audits:

- Acquittal Audit for the AWARE Emergency Management Training Project
- Acquittal Audit for the Department of Local Government, Sport and Cultural Industries (DLGSC) Business Intelligence Project
- Acquittal Audit for the DLGSC Youth Strategy Project
- Audit of the Savannah Way Membership Project
- Audit of the Savannah Way Business Case Project
- Audit of the Land Tenure Project
- Audit of the Department of Communities Volunteering Strategy Project
- Audit of the Waste Management Plan Project
- Audit of the Regional Planning Session.

Members should note that while the transition of the administrative functions of the Secretariat was finalised early in 2018, responsibility for the financial administration of the KRG remained with SDWK until the 2017/18 audit had been finalised.

In the auditor's opinion, the financial report presents fairly in all material respects, the income and expenditure of the Secretariat, and each project of the group for the year ending 30 June 2018.

The audit was undertaken in accordance with the Australian Auditing Standards with responsibilities required under that standard described further in the Auditor's Responsibilities for the Audit of the Financial Report section of the attached Audit Report.

Moore Stephens are independent of the Secretariat, the KRG and the Shire's in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's Code of Ethics.

## **CONSULTATION**

Moore Stephens  
Shire of Derby West Kimberley  
Shire of Broome

## **STATUTORY ENVIRONMENT**

Chairperson.....Date.....

## Local Government Act 1995

**FINANCIAL IMPLICATIONS**

As at the 30 June 2018 the Kimberley Regional Group carry-forward surplus was \$292,216.

	Budget Income	Budget Expenditure	Actual Income	Actual Expenditure
Opening Surplus carry forward	(153,109)	0	(154,990)	0
Member Contributions	(220,000)	0	(220,038)	0
Regional Project Manager	0	142,000	0	84,402
Other Employment Expenses	0	0	0	6,219
Vehicle Expenses	0	18,244	0	5,518
Forums & Conferences	0	2,500	0	1,758
Kimberley Zone & RCG Meeting Expenses	0	52,000	0	17,643
Reimbursement of Kimberley Zone & RCG Meeting Expenses	(48,000)	0	(10,276)	0
Meeting Expenses	0	7,000	0	2,226
Reimbursement of Meetings	(3,000)	0	0	0
Legal advice	0	5,000	0	0
Audit Fees	0	5,000	0	4,500
Office Expenses	0	10,569	0	8,789
IT Support	0	1,000	0	188
Sundry Expenses	0	1,000	0	0
Training & Development	0	11,700	0	32,720
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
Interest on Reserve	(10,000)	0	(4,262)	0
Grants to Kimberley Zone	0	0	(85,000)	0
<b>OPERATING TOTAL</b>	<b>(281,000)</b>	<b>289,111</b>	<b>(319,576)</b>	<b>182,350</b>
Surplus / Deficit Carry Forward		8,111		(137,226)
<b>TOTAL Surplus Carry Forward with Carryover</b>		<b>(144,998)</b>		<b>(292,216)</b>

**STRATEGIC IMPLICATIONS****Governance Goal – A collaborative group demonstrating strong regional governance:**

Effective governance protocols and systems for business efficiency and improved services through collaboration

**VOTING REQUIREMENTS**

*Simple Majority*

**KIMBERLEY REGIONAL GROUP RESOLUTION:**  
**(REPORT RECCOMENDATION)**

**That the Kimberley Regional Group:**

- 1. Notes the report and receives the Annual Financial Statement for the period ending 30 June 2018 as attached; and**



**2. Notes the carry-forward surplus as at 30 June 2018 of \$292,216.00.**

**Moved: Cr Geoff Haerewa**

**Seconded: Cr David Menzel**

**CARRIED UNANIMOUSLY 4/0**

**Attachments**

1. Kimberley Zone of WALGA and Kimberley Regional Group Signed Annual Financial Report

<b>9.2 STRATEGIC PLAN UPDATE</b>	
<b>LOCATION/ADDRESS:</b>	Kimberley Region
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Director Corporate Services
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	26 September 2019

**SUMMARY:** This report presents a progress update on the Kimberley Regional Group Strategic Plan review for member's information.

**BACKGROUND**

An initial review of the strategic planning documentation, being the Kimberley Strategic Community Plan 2014-2024 (updated 2016) and the Kimberley Regional Business Plan 2018-2022, was undertaken at the March 2018 meeting hosted by the Shire of Cocos Keeling Islands. It was agreed that a more comprehensive review be undertaken.

A Strategic Planning session was undertaken at the September 2018 meeting hosted by the Shire of Kununurra, with a final session scheduled in October 2018.

**COMMENT**

Modern principles of strategic planning underpinned the review of the documentation with the focus on outcomes being:

- Specific
- Measurable
- Achievable
- Realistic
- Time based

The challenge within the existing documentation was the inability to “close out” matters as they were not achievable within the remit of the organisation and normally involved making representation to third parties.

The approach taken was to convert, where applicable, open ended actions to the development of a procedure, which would ensure that the action was enduring however the item in the strategic planning documentation could be closed out.

A formal process for the management of advocacy was developed with the following steps:

- Discussion Paper (Issue overview) \*
- Agenda item

- Resolution of a position
- Add to the position register
- Advocacy Position paper\*
- Communications Plan\*
- Business Case/Funding Application\*

\*Optional steps

Each step is "closed out" enabling precise, up to date information on the status of the item.

Duplication within the documentation was, as far as practicable, removed.

Some items were merged within an advocacy grouping to avoid duplication when developing positioning documentation.

The Business Plan was accompanied by a works program casting forward four years to assist with the budgetary process and smooth workflows.

## **CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

### **Governance Goal – A collaborative group demonstrating strong regional governance:**

Effective governance protocols and systems for business efficiency and improved services through collaboration

Secure funding for regional initiatives

Effective engagement with Aboriginal governance structures

Recognition of Kimberley Local Government issues and opportunities

Alignment and integration of regional and local priorities for member Councils.

### **Natural Environment Goal – Responsible management of the environment:**

Secure quality water supply

Integrated waste management

Reuse of waste water

Recognition of significant heritage areas.

**Built Environment Goal – Improved and secure transport, communications, community and essential services:**

Liveable towns supporting regional communities

Improved regional arterial road network, ports and airports

Adequate land supply

High standard of infrastructure planning

Reliable and adequate power and communications.

**Community Goal – A vibrant community based on equity, inclusion and opportunity for all:**

Innovative and joined up approach to housing development, ownership and design through community participation

Improved Kimberley regional outcomes in health

Improved Kimberley regional outcomes in education

Greater participation in the community and workforce

Better alcohol management across the Kimberley.

**Economy Goal – A sustainable and diverse economy:**

Generational advantage that captures the wealth for the region

Improved outcomes in employment

Sustainable tourism market and tourism experiences

Sustainable primary industries

Energy sustainability

Sustainable Local Government revenue

Improved regional infrastructure

**VOTING REQUIREMENTS**

*Simple Majority*

**KIMBERLEY REGIONAL GROUP RESOLUTION:**  
**(REPORT RECCOMENDATION)**

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

- 1. Notes the status of the review of the strategic planning documents;***
- 2. Supports the approach taken; and***

**3. Gives in principle support for the document, with appropriate revisions, to be circulated to members for comment and feedback with a view to adoption at the December 2018 meeting.**

**Moved: Cr David Menzel**

**Seconded: Cr Geoff Haerewa**

**CARRIED UNANIMOUSLY 4/0**

**Attachments**

Nil

<b>9.3 CONSULTANT'S REPORT 1 SEPTEMBER 2018 TO 30 SEPTEMBER 2018</b>	
<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RCG01
<b>AUTHOR:</b>	Director Corporate Services
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	3 October 2018

**SUMMARY:** This report provides an overview of the activity undertaken by the consultant to support the activities of the Zone.

**BACKGROUND**

Previous Considerations

The Kimberley Zone of WALGA (Zone) and the Kimberley Regional Group (KRG) appointed ATEA Consulting on the 22 July 2018 to perform the role of part-time Executive Officer. This report provides an overview of the activities undertaken by ATEA Consulting in the period 1 September to 30 September 2018 and is attached for member’s information.

**CONSULTATION**

Nil.

**STATUTORY ENVIRONMENT**

Nil.

**FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

**Governance Goal – A collaborative group demonstrating strong regional governance:**

Effective governance protocols and systems for business efficiency and improved services through collaboration

Secure funding for regional initiatives

Effective engagement with Aboriginal governance structures

Recognition of Kimberley Local Government issues and opportunities

Chairperson.....Date.....

Alignment and integration of regional and local priorities for member Councils.

**Natural Environment Goal – Responsible management of the environment:**

Secure quality water supply

Integrated waste management

Reuse of waste water

Recognition of significant heritage areas.

**Built Environment Goal – Improved and secure transport, communications, community and essential services:**

Liveable towns supporting regional communities

Improved regional arterial road network, ports and airports

Adequate land supply

High standard of infrastructure planning

Reliable and adequate power and communications.

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Innovative and joined up approach to housing development, ownership and design through community participation

Improved Kimberley regional outcomes in health

Improved Kimberley regional outcomes in education

Greater participation in the community and workforce

Better alcohol management across the Kimberley.

**Economy Goal – A sustainable and diverse economy:**

Generational advantage that captures the wealth for the region

Improved outcomes in employment

Sustainable tourism market and tourism experiences

Sustainable primary industries

Energy sustainability

Sustainable Local Government revenue

Improved regional infrastructure

**VOTING REQUIREMENTS**

*Simple Majority*

**KIMBERLEY REGIONAL GROUP RESOLUTION:**  
**(REPORT RECCOMENDATION)**  
*That the Kimberley Regional Group notes the report provided by ATEA Consulting.*  
**Moved: Cr Geoff Haerewa      Seconded: Cr David Menzel**  
**CARRIED UNANIMOUSLY 4/0**

**Attachments**

1. ATEA Consulting Report - 1 September to 30 September



**10. CORRESPONDENCE**

- Minister for Tourism; Racing and Gaming – banned drinkers register letter

**11. GENERAL BUSINESS**

- Cattle on Roads – the KRG have requested a letter be sent to the Minister for Transport and the Premier to request a policy review in relation to the Main Roads fencing policy, and seek funding from the Road Transport Trauma Trust to support the development of a strategy to reduce and mitigate the risk of cattle on the roads.
- State Waste Strategy Submission – the KRG request the Secretariat prepare an out of session submission on the State Waste Strategy to inform the WALGA submission.
- Appointment of CEO to the Shire of Halls Creek – Noel Mason has been appointed to the role of CEO of Halls Creek and will commence in December. The work of Steve Deckert was acknowledged.

**12. MEETING CLOSURE**

The Chairperson closed the meeting at 4:15pm.