



THE  
**KIMBERLEY**  
REGIONAL GROUP

Meeting Minutes

17 February 2023

Zoom

<https://us02web.zoom.us/j/84478816286?pwd=LzhYYIIZSG5yZk1PQURqSk5pOXIJUT09>

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## Meeting Open: 11:48

- Chair acknowledged the Traditional Custodians of the different lands on which people are meeting today, and paid respect to all the Elders past, present and emerging.

## 2. Attendance and Apologies

Name	Shire / Council / Organisation	Method
<b>Members</b>		
Cr Chris Mitchell	Shire of Broome	Zoom
Cr Geoff Haerewa	President, Shire of Derby West Kimberley	Zoom
Cr Malcolm Edwards	President, Shire of Halls Creek	Zoom
Cr Tony Chafer	Deputy Shire President, SWEK	Zoom
<b>Observers</b>		
Sam Mastrolembo	CEO, Shire of Broome	Zoom
James Watt	Director Corporate Services, Shire of Broome	Zoom
Peter McCumstie	Deputy President, Shire of Derby West Kimberley	Zoom
Phillip Cassell	CEO, Shire of Halls Creek	Zoom
Nick Kearns	Director of Planning / Community SWEK	Zoom
Alfred Nagaiya	Senior Economic Development Officer SWEK	Zoom
<b>Executive Support Team</b>		
Paul Rosair	Principal, NAJA Business Consulting	Zoom
Michelle Mackenzie	Principal, Mira Consulting	Zoom
Jane Lewis	Principal, Redit Research	Zoom
<b>Apologies</b>		
Cr Harold Tracey	President, Shire of Broome	
Amanda Dexter	CEO, Shire of Derby West Kimberley	
Cr David Menzel	President, Shire of Wyndham East Kimberley	
Vernon Lawrence	CEO, Shire of Wyndham East Kimberley	
Ashley Randell Thomas Della Vedova	Director Regional Planning Policy Coordination Principal Planning Officer, DPLH	

Name	Shire / Council / Organisation	Method
Guests		
Hon. Stephen Dawson MLC	Minister for Emergency Services; Innovation and ICT; Medical Research; Volunteering	Zoom: 10:45 – 11:15 am
Ms Divina D’Anna MLA	Member for the Kimberley	
Mathew Dixon	Senior Policy Adviser – Emergency Services	
Christine Comer	Assistant Director, WA and SA Engagement Branch, National Emergency Management Agency	Zoom

### 3. Disclosures, Conflicts and Declarations of Interest:

Financial Interest / Impartiality			
Member	Item Number	Item	Nature of Interest
Nil			

### 4. Minutes of the last meeting

#### Item for Decision

Submitted by: Secretariat

Attachment 1: Matters Arising and Outstanding Business

### Confirmation of Previous Minutes

Resolution(s)		Action(s) / Budget Implications	
That the Minutes of the Kimberley Regional Group held on 21 November 2022, as published and circulated, be confirmed as a true and accurate record of that meeting.		See Attachment 1 – Matters Arising and Outstanding Business	
Moved:	Shire of Broome	Responsible:	See Attachment
Seconded:	Shire of Halls Creek	Due date:	As appropriate
Carried: 4/0			

## Attachment 1 Matters Arising and Outstanding Business

Date / Item	Action / Progress	Responsible
<b>Government Services in the Kimberley</b>		
24/8/2022 Item 11.2	<p><b>Action:</b> Development of an advocacy paper, utilising past inquiries, research and reports, highlighting the inadequacy of the centralisation of government services to the Kimberley region, and particularly the impact on the Aboriginal population, to be a priority once the new secretariat service is established.</p> <p><b>Progress:</b> After the strategic planning session workshop, it was decided to provide a position paper that can be used for advocacy purposes with external stakeholders. Tabled in meeting agenda, Item 12</p>	Members and Executive Officer
<b>North West Defence Alliance (NWDA) Funding Request</b>		
24/8/2022 Item 11.4	<p><b>Action:</b> The KRG approves, in principle, a contribution up to \$40,000 from the KRG surplus for the 2022-23 financial year, towards the lobbying and advocacy efforts of the North West Defence Alliance, subject to the development of a formal budget to be considered by circular resolution.</p> <p><b>Progress:</b> An allocation of \$40k will be funded from the 2022/23 budget. Awaiting further action</p>	Members and Executive Officer
<b>State Government Funding to Address Juvenile Crime in the Kimberley</b>		
21/6/2022 Item 9.1	<p><b>Action:</b> Updates to be received from the relevant working groups Funding initiatives implementation and outcomes to be monitored</p> <p><b>Progress:</b> This matter was considered at the Priority Planning Workshop. Raised by Executive Officer with the new Minister for Regional Development, Don Punch – who has been invited to the KRG meeting.</p>	Members and Executive Officer
<b>Kimberley Regional Group Memorandum of Understanding</b>		
21/6/2022 Item 9.4	<p><b>Action:</b> MOU to be finalised prior to 31<sup>st</sup> August</p> <p><b>Progress:</b> Received some feedback regarding complexity of the document, to be discussed at the February meeting.</p>	Members and Executive Officer

Date / Item	Action / Progress	Responsible
<b>Banned Drinking Register</b>		
21/11/2022 Items 5 and 8	<p><b>Action:</b> EO to follow up with Nicola Perry re Covid State Emergency Powers Removal - Rescinding of Section 31 additional powers under the Liquor Act</p> <p><b>Progress:</b> Liquor Licencing sent directive to licensees reinforcing Section 31 for West Kimberley. Email sent re Section 64 submission: <b>Resolved</b></p> <p><b>Action:</b> EO to follow up with the Department on the outcome of the BDR evaluation.</p> <p><b>Progress:</b> emailed: <b>Watching Brief</b></p>	Executive Team
<b>Western Australian Development Index (WADI)</b>		
21/11/2022 Item 9	<p><b>Action:</b> EO to Write to WALGA to express their support for the progression of the WA Development Index; and write to the Minister for Local Government expressing support for the development of the WADI.</p> <p><b>Progress:</b> Letters, signed by Cr Menzel sent.</p> <p><b>Resolved:</b> <b>Watching Brief</b></p>	Executive Team
<b>Strategic Operational Planning</b>		
21/11/2022 Item 10	<p><b>Action:</b> EO team to formulate an action plan, based on the results of the planning workshop; to be submitted for ratification at the February meeting.</p> <p><b>Progress:</b> Draft complete and tabled for discussion and ratification, Item 12.</p> <p>Six policy priorities:</p> <ol style="list-style-type: none"> <li>1. Housing</li> <li>2. Community safety and crime prevention</li> <li>3. Juvenile Justice</li> <li>4. Prosperous diverse economy</li> <li>5. Management of alcohol and other drugs</li> <li>6. Provision of Government services: housing, emergency management, health, education and training, justice and public safety</li> </ol> <p>Priority Action Plan Stakeholder Engagement Strategy</p>	Executive Team

Date / Item	Action / Progress	Responsible
<b>Service Level Agreement</b>		
21/11/2022 Item 11	<p><b>Action:</b> EO and Secretariat to finalise the SLA and set a date for assessment.</p> <p><b>Progress:</b> Secretariat and EO signed the final agreement and agreed a review date at the October in-person meeting: <b>Resolved</b></p>	Executive Team and Secretariat
<b>Kimberly Zone and Kimberley Regional Group Calendar and Proposed Meeting Dates</b>		
21/11/2022 Item 12	<p><b>Action:</b> EO team to circulate audited statements as soon as they are released for ratification and so that KRG funds can be transferred from SOB to SWEK</p> <p><b>Progress:</b> Dates agreed, calendars booked for members and Zone attendees for 2023: <b>Resolved</b></p>	Executive Team
<b>Kimberley Regional Group Annual Financial Report 2021-22 and Kimberley Regional Group Financial Activity Statements</b>		
21/11/2022 Item 13	<p><b>Action:</b> EO team to circulate audited statements as soon as they are released for ratification and so that KRG funds can be transferred from SOB to SWEK</p> <p><b>Progress:</b> Audited statements included in Feb agenda, Item 6</p>	Secretariat and EO team
<b>Other Business and Incidentals</b>		
16/12/2022	<p><b>Action:</b> Send letters of congratulations (signed by Chair) to new state ministers:</p> <ul style="list-style-type: none"> <li>• Hon Jackie Jarvis MLC; Minister for Agriculture and Food, Forestry, and Small Business</li> <li>• Hon Don Punch, MLA; Minister for Regional Development; Disability Services; Fisheries; Seniors and Ageing</li> <li>• Hon Sabine Winton, MLA; Minister for Early Childhood Education; Child Protection; Prevention of Family and Domestic Violence; Community Services</li> </ul> <p><b>Progress:</b> Letters sent: <b>Resolved</b></p>	Executive Team

Date / Item	Action / Progress	Responsible
21/11/2022 Strategic Workshop	<b>Action:</b> Develop a stakeholder engagement plan <b>Progress:</b> Draft strategy and stakeholder list included in agenda, Item 12	Executive Team
21/11/2022 Strategic Workshop	<b>Action:</b> Invite Executive Staff to next in-person meeting <b>Progress:</b> CEOs to share invite for April meeting with relevant staff	CEOs
As at 10/2/2023 Aboriginal Heritage Act	<b>Action:</b> Watching brief on Aboriginal Heritage Act third round approx. Feb 2023. EO spoke to Anthony Kannis, DG DPLH	Executive Team
As at 10/2/2023 Minister McBain – Kimberley Tour arrangements	<b>Action:</b> Watching brief on sitting dates for Parliament	Executive Team
As at 10/2/2023 Federal Grant (Growing regions)	<b>Action:</b> Watching brief on grant announcements	Executive Team
Regional Planning Infrastructure Framework	<b>Action:</b> EO to liaise with Thomas Della Vedova, DPLH regarding Kimberley workshop.	Executive Team



## 5. Correspondence

### Item for Noting

Submitted by: Secretariat

**Attachment 2: Correspondence In: Nicola Perry; BDR Evaluation and Review**  
**Attachment 3: Correspondence Out: Nicola Perry; BDR Evaluation and Review**  
**Attachment 4: Correspondence Out: Hon Jackie Jarvis MLC; Congratulations**  
**Attachment 5: Correspondence Out: Hon Don Punch, MLA; Congratulations**  
**Attachment 6: Correspondence Out: Hon Sabine Winton, MLA; Congratulations**  
**Attachment 7: Correspondence Out: Hon John Carey, MLA; Support for WADI**  
**Attachment 8: Correspondence Out: Nic Sloan, CEO WALGA; Support for WADI**

Note: Correspondence considered of an administrative nature, will not be tabled.

Correspondence In	
Date	23/12/22
From	Nicola Perry, DLGSC
Topic	BDR Evaluation and Review
Attachment	2
Correspondence Out	
Date	23/12/22
From	Paul Rosair, on behalf of the KRG
To	Nicola Perry, DLGSC
Topic	BDR Evaluation and Review
Attachment	3
Date	4/1/2023
From	CR David Menzel, KRG Chair
To	Hon Jackie Jarvis MLC; Minister for Agriculture and Food, Forestry, and Small Business
Topic	Congratulations on your appointment
Attachment	4
Date	4/1/2023
From	CR David Menzel, KRG Chair
To	Hon Don Punch, MLA; Minister for Regional Development; Disability Services; Fisheries; Seniors and Ageing
Topic	Congratulations on your appointment
Attachment	5

Correspondence Out	
Date	4/1/2023
From	CR David Menzel, KRG Chair
To	Hon Sabine Winton, MLA; Minister for Early Childhood Education; Child Protection; Prevention of Family and Domestic Violence; Community Services.
Topic	Congratulations on your appointment
Attachment	6
Date	12/1/2023
From	CR David Menzel, KRG Chair
To	Hon John Carey, MLA; Minister for Housing; Lands; Homelessness; Local Government
Topic	Kimberley Regional Group - Support for the WA Development Index
Attachment	7
Date	4/1/2023
From	CR David Menzel, KRG Chair
To	Nic Sloan, CEO WALGA
Topic	Kimberley Regional Group - Support for the WA Development Index
Attachment	8

Resolution(s)		Action(s) / Budget Implications	
<b>That the Correspondence be received and noted, and that the Executive Officer be directed on a response, if required.</b>		Nil	
<b>Moved:</b>	Shire of Wyndham East Kimberley	<b>Responsible:</b>	N/A
<b>Seconded:</b>	Shire of Halls Creek	<b>Due date:</b>	N/A
<b>Carried: 4/0</b>			

Attachment 2 Correspondence Out: BDR Evaluation and Review

**From Nicola Perry 23/12/2022**

Hi Paul

Thank you for your email.

In respect of the Section 64 inquiry, the following link [www.dlgsc.wa.gov.au/department/news/news-article/2022/12/15/inquiries-into-kimberley-and-pilbara-packaged-liquor-availability](http://www.dlgsc.wa.gov.au/department/news/news-article/2022/12/15/inquiries-into-kimberley-and-pilbara-packaged-liquor-availability) will take you to the Department of Local Government, Sport and Cultural Industries website which provides additional information.

However, in summary, the Director of Liquor Licensing has written to affected licensees in the Kimberley to notify them that it is the intent to impose conditions on their liquor licence consistent with those conditions prescribed in the Liquor Control (Section 31) (Kimberley) Notice 2021 and to afford them an opportunity to provide submissions. An excerpt from the website is below:

The Director of Liquor Licensing is expecting to make a final decision in late February 2023. In respect of the BDR, I acknowledge your requests and a response will be provided in the new year.

Kind regards

Nicola

Nicola Perry  
A/Executive Director – Racing, Gaming and Liquor  
Department of Local Government, Sport and Cultural Industries  
Gordon Stephenson House, Level 2, 140 William Street, Perth WA 6000  
PO Box 8349, Perth Business Centre WA 6849  
Tel (08) 6551 4872  
Email [nicola.perry@dlgsc.wa.gov.au](mailto:nicola.perry@dlgsc.wa.gov.au)

Attachment 3 Correspondence Out: BDR Evaluation and Review

**From Executive Officer 23/12/2022**

Hi Nicola

Thank you again for the information you provided on the Section 64 review and the BDR.

The Kimberley Regional Group, comprised of the four Kimberley Shires, met on the 21st of November. The Group expressed the critical need for:

A briefing from the Department on the outcomes of the Kimberley BDR evaluation and how the Shires can be further engaged with the BDR review to inform the government's policy response  
A regionally consistent approach to the management of alcohol in the Kimberley with the removal of the Covid State Emergency Powers - the best way for the Shires to progress this with the Department. For example, given the focus on local Liquor Accords is there a greater opportunity to develop some foundational principles and to share knowledge to support more consistent and better Kimberley-wide outcomes.

It would be appreciated if you could advise when the Kimberley BDR evaluation will be received, if the Kimberley Regional Group is able to get a copy of the evaluation, and how this work will inform the BDR review. Also, if you could advise of the time frame for the Section 64 review, and how we can work with your Department to drive some consistency to deliver better outcomes across the Kimberley.

If you have any questions regarding the above, please let me know

Kind Regards,

Paul

Paul Rosair

Attachment 4 Correspondence Out: Congratulations on your appointment

From KRG Chair, Cr David Menzel 4/1/2023



Hon Jackie Jarvis MLC  
Minister for Agriculture and Food, Forestry, and Small Business  
Level 7 Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

Via Email – [Minister.jarvis@dpc.wa.gov.au](mailto:Minister.jarvis@dpc.wa.gov.au)

4<sup>th</sup> January 2023

Dear Minister

Congratulations on your appointment

The Kimberley Regional Group would like to congratulate you on your Ministerial appointment.

The Kimberley Regional Group (KRG) is an alliance of the four Shires in the Kimberley, being the Shires of Broome, Derby West-Kimberley, Halls Creek and Wyndham East-Kimberley. Our vision is to maintain and enhance the rich diversity and liveability of the Kimberley for its people and the world. Collectively we support positive outcomes across the Kimberley through improved social, economic and cultural development.

The KRG can only achieve our vision through strong partnerships and the WA Government is a key partner in driving our vision. The work of the Department of Primary Industries and Regional Development is a critical in unlocking the economic and social opportunities that agriculture affords across the Kimberley region. This not only contributes to Western Australia's overall prosperity, but to the support and the growth of small businesses in our region.

The Kimberley Regional Group would welcome the opportunity to meet with you, to discuss your policy priorities and how we can work in partnership with your office to deliver great outcomes across the Kimberley and WA. Our executive team will be in touch to progress a time to meet.

Congratulations again on your appointment. We look forward to working with you.

Yours sincerely



Cr David Menzel  
Chair  
Kimberley Regional Group



Kimberley Regional Group and Kimberley Zone  
459 Albany Hwy Victoria Park | 0419 930 467 | [info@naja.com.au](mailto:info@naja.com.au)

Attachment 5 Correspondence Out: Congratulations on your appointment

From KRG Chair, Cr David Menzel 4/1/2023



Hon Don Punch, MLA  
Minister for Regional Development; Disability Services; Fisheries; Seniors and Ageing  
7<sup>th</sup> Floor Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

Via Email – [Minister.punch@dpc.wa.gov.au](mailto:Minister.punch@dpc.wa.gov.au)

4<sup>th</sup> January 2023

Dear Minister

Congratulations on your appointment

The Kimberley Regional Group would like to congratulate you on your appointment as Minister for regional development.

The Kimberley Regional Group (KRG) is an alliance of the four Shires in the Kimberley, being the Shires of Broome, Derby West-Kimberley, Halls Creek and Wyndham East-Kimberley. Our vision is to maintain and enhance the rich diversity and liveability of the Kimberley for its people and the world. Collectively we support positive outcomes across the Kimberley through improved social, economic and cultural development.

The KRG can only achieve our vision through strong partnerships. The Department of Primary Industries and Regional Development, and the Kimberley Development Commission, are key partners in driving our vision. This partnership with government is a critical if we are to harness and to build on the regional development opportunities across the Kimberley region.

The Kimberley Regional Group would welcome the opportunity to meet with you, to discuss your policy priorities and how we can work in partnership with your office to deliver great outcomes across the Kimberley region. Our executive team will be in touch to progress a time to meet.

Congratulations again on your appointment. We look forward to working with you.

Yours sincerely



Cr David Menzel  
Chair  
Kimberley Regional Group



Kimberley Regional Group and Kimberley Zone  
459 Albany Hwy Victoria Park | 0419 930 467 | [info@naja.com.au](mailto:info@naja.com.au)

Attachment 6 Correspondence Out: Congratulations on your appointment

From KRG Chair, Cr David Menzel 4/1/2023



Hon Sabine Winton, MLA  
Minister for Early Childhood Education; Child Protection;  
Prevention of Family and Domestic Violence; Community Services.  
7<sup>th</sup> Floor Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

Via Email – [Minister.winton@dpc.wa.gov.au](mailto:Minister.winton@dpc.wa.gov.au)

4<sup>th</sup> January 2023

Dear Minister

Congratulations on your appointment

The Kimberley Regional Group would like to congratulate you on your Ministerial appointment.

The Kimberley Regional Group (KRG) is an alliance of the four Shires in the Kimberley, being the Shires of Broome, Derby West-Kimberley, Halls Creek and Wyndham East-Kimberley. Our vision is to maintain and enhance the rich diversity and liveability of the Kimberley for its people and the world. Collectively we support positive outcomes across the Kimberley through improved social, economic and cultural development.

The KRG can only achieve our vision through strong partnerships. The WA Government is a key partner in driving our vision. The work of the Department of Communities is a critical given the systemic disadvantage faced by many Kimberley towns and remote communities, and the opportunity to drive economic and social opportunity through the provision of targeted community services.

The Kimberley Regional Group would welcome the opportunity to meet with you, to discuss your policy priorities and how we can work in partnership with your office to deliver great outcomes across the Kimberley region. Our executive team will be in touch to progress a time to meet.

Congratulations again on your appointment. We look forward to working with you.

Yours sincerely



Cr David Menzel  
Chair  
Kimberley Regional Group

Kimberley Regional Group and Kimberley Zone  
459 Albany Hwy Victoria Park | 0419 930 467 | [info@naja.com.au](mailto:info@naja.com.au)

Attachment 7 Correspondence Out: KRG Support for WADI

From KRG Chair, Cr David Menzel 4/1/2023



Hon John Carey, MLA  
Minister for Housing; Lands; Homelessness; Local Government  
7th Floor Dumas House 2 Havelock Street  
WEST PERTH WA 6005

Via Email – [Minister.Carey@dpc.wa.gov.au](mailto:Minister.Carey@dpc.wa.gov.au)

4<sup>th</sup> January 2023

Dear Minister

**Kimberley Regional Group - Support for the WA Development Index**

I write to express the Kimberley Regional Group's support for the work being undertaken by the WA Government to progress the WA Development Index (WADI).

Wellbeing indexes are becoming common across progressive jurisdictions to present a broader view of the ways in which societies are progressing, or regressing, that goes beyond traditional economic indicators. These indexes enable all spheres of government, in partnership with their communities, to better plan and measure the effectiveness of public policy and programmes.

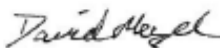
The Kimberley Regional Group supports the progression of the Western Australian Development Index as a significant state project. We are pleased that agencies such as the WA Local Government Association, the University of Western Australia, the Telethon Kids Institute and the WA Council of Social Service are working to progress the WADI, in partnership with the Department of Local Government, Sport and Cultural Industries.

We believe that the WADI will improve the capability of State and Local Governments, and the non-government sector, to measure the wellbeing of their communities and to implement effective evidence-based responses. This is critical in the Kimberley region, where data from WADI will facilitate greater alignment of effort, delivering more targeted and better outcomes for our communities.

This Index could also inform and be incorporated into calculation formulae of the Financial Assistance Grants and other State and Federal funding programs to Local Government.

We look forward to further development of the WA Development Index and of its progression to the next stage.

Yours sincerely



Cr David Menzel  
Chair  
Kimberley Regional Group



Attachment 8 Correspondence Out: KRG Support for WADI

From KRG Chair, Cr David Menzel 4/1/2023



Nick Sloan  
Chief Executive Officer  
WALGA  
PO Box 1544,  
West Perth WA 6872

Via Email – [nsloan@walga.asn.au](mailto:nsloan@walga.asn.au)

4<sup>th</sup> January 2023

Dear Nick

**Kimberley Region Support for the WA Development Index**

I write to express the Kimberley Regional Group's support for the work being undertaken by WALGA to progress the WA Development Index.

Wellbeing indexes are becoming common across progressive jurisdictions to present a broader view of the ways in which societies are progressing, or regressing, that goes beyond traditional economic indicators. These indexes enable all spheres of government, in partnership with their communities, to better plan and to measure the effectiveness of public policy and programs.

The Kimberley Regional Group supports the progression of the Western Australian Development Index (WADI) by WALGA as a significant state project. We believe that the WADI will improve the capacity of State and Local governments, and the non-government sector, to measure the wellbeing of communities and to implement effective evidence-based policy, program and funding responses.

The Kimberley Regional Group would appreciate the opportunity for representation on the WALGA WADI Sector Reference Group and input into its development through zone meetings and elected member forums. Also, engagement with WALGA on how the WADI data may link in with, inform and be incorporated into calculation formulae of the Financial Assistance Grants and other State and Federal funding programs to Local Government.

We wish you all the best in progressing this important initiative and look forward to our involvement in WADI as it progresses.

Yours sincerely



Cr David Menzel  
Chair  
Kimberley Regional Group

## 6. Financial Report

### Item for Decision

Submitted by: Vernon Lawrence, KRG Secretariat and James Watt

Attachment 9: Kimberley Zone Financials 2021-22 Signed Final

### Purpose

To update the KRG members on the financial position of the Group.

### Details

The 2021-22 finalised Audit Report (attached) indicates a final surplus position of \$298,453 and is in line with budget.

Current year to date figures will be reported on at the April meeting – Nick Kearns to discuss.

Resolution(s)		Action(s) / Budget Implications	
<p><b>That the Kimberley Zone Financials 2021-22 Signed Final, as published and circulated, be confirmed as a true and accurate record.</b></p>		<p>Secretariat to provide a standard financial reporting item commencing at the April meeting.</p> <p>Executive Officer to follow up Item 11.4 from 24<sup>th</sup> August 2022 pertaining to the following action:</p> <p><i>“The KRG approves, in principle, a contribution up to \$40,000 from the KRG surplus for the 2022-23 financial year, towards the lobbying and advocacy efforts of the North West Defence Alliance, subject to the development of a formal budget to be considered by circular resolution.”</i></p> <p>Peter Long and Nick Kearns to be contacted.</p>	
<b>Moved:</b>	Shire of Broome	<b>Responsible:</b>	Secretariat and Executive Officer
<b>Seconded:</b>	Shire of Wyndham East Kimberley	<b>Due date:</b>	As appropriate
<p><b>Carried: 4/0</b></p>			

Attachment 9 Kimberley Zone Financials 2021-22 Signed Final

**KIMBERLEY ZONE OF WALGA  
AND KIMBERLEY REGIONAL GROUP**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED 30TH JUNE 2022**

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Summary of Accounting Policies	8
Independent Audit Report	9
Principal place of business: Address 27 Weld Street Broome WA 6725	

**KIMBERLEY ZONE OF WALGA AND KIMBERLEY REGIONAL GROUP  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2022**


**STATEMENT BY CHIEF EXECUTIVE OFFICER**

In the opinion of the Chief Executive Officer, the financial report set out in this document:

- (i) presents fairly the results of its operations for the year ended 30 June 2022.
- (ii) confirms the projects of the Kimberley Zone of Walga and Kimberley Regional Group have been carried out in accordance with respective funding agreements.

This statement is made and signed by the Chief Executive Officer on behalf of the Shire of Broome.

Signed as authorisation of issue on the 18<sup>th</sup> day of NOVEMBER 2022

  
\_\_\_\_\_  
Sam Mastrolembo  
Chief Executive Officer

**Kimberley Zone of WALGA and Kimberley Regional Group  
Statement of Surplus/(Deficit)  
for the year ended 30 June 2022**

	2022	2021
	\$	\$
<b>Opening Balance as at 1 July Surplus/(Deficit)</b>	<b>278,365</b>	<b>327,907</b>
Kimberley Zone Secretariat	23,650	78,113
Kimberley Zone Interest on Reserves	1,293	2,345
Adjustment related to the Shire of Broome Interest	(4,855)	
Kimberley Zone - Alcohol Management Initiatives	-	(130,000)
Kimberley Zone - Volunteer Strategy	-	-
<b>Closing Balance as at 30 June Surplus/(Deficit)</b>	<b>298,453</b>	<b>278,365</b>

**Kimberley Zone of WALGA and Kimberley Regional Group  
Kimberley Zone Secretariat  
Statement of Income and Expenditure  
for the year ended 30 June 2022**

	2022	2021
	\$	\$
<b>Operating Income</b>		
Kimberley Zone - Reimbursement Zone & RCG Meetings Expenses	3,809	731
Kimberley Zone - Members Contribution Secretariat Costs	164,320	200,000
<b>Operating Income Total</b>	<u>168,129</u>	<u>200,731</u>
<b>Operating Expenditure</b>		
Kimberley Zone - Executive Consultancy	(132,724)	(89,441)
Kimberley Zone - Administrative Consultancy	-	(21,150)
Kimberley Zone - Zone & RCG Meeting Expenses	(6,755)	(4,196)
Kimberley Zone - Annual Financial Audit	(5,000)	(4,050)
Kimberley Zone - IT Support	-	(2,774)
Kimberley Zone - Sundry Expenses	-	(1,007)
<b>Operating Expenditure Total</b>	<u>(144,479)</u>	<u>(122,618)</u>
<b>Net Operating Surplus/(Deficit)</b>	<u>23,650</u>	<u>78,113</u>

**Kimberley Zone of WALGA and Kimberley Regional Group  
Alcohol Management Project  
Statement of Income and Expenditure  
for the year ended 30 June 2022**

	2022	2021
	\$	\$
Opening Balance as at 1 July Surplus/(Deficit)	-	-
<b>Operating Income</b>		
Kimberley Zone - Alcohol Management Initiatives Grant	-	-
<b>Operating income Total</b>	<u>-</u>	<u>-</u>
<b>Operating Expenditure</b>		
Kimberley Zone - Alcohol Management Initiatives	-	(130,000)
<b>Operating Expenditure Total</b>	<u>-</u>	<u>(130,000)</u>
<b>Kimberley Regional Group Volunteer Strategy Surplus/(Deficit)</b>	<u>-</u>	<u>(130,000)</u>

**Kimberley Zone of WALGA and Kimberley Regional Group  
Volunteer Strategy  
Statement of Income and Expenditure  
for the year ended 30 June 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
Opening Balance as at 1 July Surplus/(Deficit)	650	650
<b>Operating Income</b>		
Kimberley Zone - Kimberley Volunteer Strategy DLGC Grant		
<b>Operating Income Total</b>	-	-
<b>Operating Expenditure</b>		
Kimberley Zone - Volunteer Strategy	-	-
<b>Operating Expenditure Total</b>	-	-
<b>Kimberley Regional Group Volunteer Strategy Surplus/(Deficit)</b>	<b>650</b>	<b>650</b>



**Kimberley Zone of WALGA and Kimberley Regional Group  
DLGC Youth Strategy  
Statement of Income and Expenditure  
for the year ended 30 June 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
Opening Balance as at 1 July Surplus/(Deficit)	2,636	2,636
<b>Operating Income</b>		
Kimberley Zone - Youth Strategy DLGC Grant	-	-
<b>Operating Income Total</b>	-	-
<b>Operating Expenditure</b>		
Kimberley Zone - Youth Strategy - Op Exp	-	-
<b>Operating Expenditure Total</b>	-	-
<b>Kimberley Regional Group DLGC Youth Strategy Surplus/(Deficit)</b>	<b>2,636</b>	<b>2,636</b>

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**Kimberley Zone of WALGA and Kimberley Regional Group  
Notes to the Financial Statements  
for the year ended 30 June 2022**

**1. Summary of Accounting Policies**

The accounting policies adopted by the Group are stated in order to assist in a general understanding of the financial statements. These policies have been consistently applied except as otherwise indicated.

**Reporting Entity**

The group is not a reporting entity because in the committee's opinion there are unlikely to exist users who are unable to command the preparation of reports tailored so as to satisfy all of their information needs, and these accounts are therefore "special purpose accounts" that have been prepared solely to meet the requirements of the Accounting Standards.

**Accounting Policies**

The financial report has been prepared under the historical cost and cash basis of accounting conventions and does not take into account changing money values except to the extent that they are reflected in the revaluation of certain assets.

In order for the financial report to present fairly the state of affairs of the Association and the results of the Association for the year, Australian Accounting Standards have been adopted to the extent disclosed in this note.

**Income Tax**

The Group is of the opinion that it is not subject to income tax.



**Moore Australia Audit (WA)**

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**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF  
KIMBERLEY ZONE OF WALGA AND REGIONAL COLLABORATIVE GROUP  
AND THE SHIRE OF BROOME**

**Report on The Financial Report**

**Opinion**

We have audited the accompanying financial report of Kimberley Zone of WALGA and Regional Collaborative Group ("the Group") comprising the statement of income and expenditure of the Secretariat and the statements of income and expenditure for each individual project being undertaken by the Group for the year ended 30 June 2022, a summary of significant accounting policies and statement by chief executive officer. The financial report has been prepared by the Shire of Broome (the Shire) for the purpose of reporting on the income and expenditure by the Secretariat to the Group.

In our 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 ended 30 June 2022.

**Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Secretariat, the Group and the Shire in accordance with the ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia, and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Emphasis of Matter – Basis of Accounting and Restriction on Distribution**

The financial report is prepared to assist the Shire of Broome (the Shire) in reporting to the Group on the income and expenditure of the Secretariat and each individual project. As a result, the financial report may not be suitable for another purpose. Our report is intended solely for the Shire and members of the Group and should not be distributed to or used by parties other than the Shire and members of the Group.

**Responsibilities of the Shire of Broome for the Financial Report**

The Shire, on behalf of the Group, is responsible for the preparation of the financial report in accordance with the accrual basis of accounting; this includes determining that the accrual basis of accounting is an acceptable basis for the preparation of the financial statement and for such internal control as the Shire determined is necessary, to enable the preparation of the financial statement that is free from material misstatement, whether due to fraud or error.

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**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF  
KIMBERLEY ZONE OF WALGA AND REGIONAL COLLABORATIVE GROUP  
AND THE SHIRE OF BROOME (CONTINUED)**

**Auditor's Responsibility for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standard Board website at [http://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf). This description forms part of our audit report.



WEN-SHIEN CHAI  
PARTNER



MOORE AUSTRALIA AUDIT (WA)  
CHARTERED ACCOUNTANTS

Signed at Perth this 23<sup>rd</sup> day of November 2022.

## 7. Formal Presentations

Submitted by: Executive Officer

### Purpose

To receive presentations from key stakeholders.

### Background:

In accordance with the priorities of the KRG, stakeholders have been secured to present and discuss relevant topics with the members.

### Details:

Due to the recent flooding event in the Kimberley, Hon. Stephen Dawson MLC, Minister for Emergency Services; Innovation and ICT; Medical Research; Volunteering was invited to address the Kimberley Regional Group on the following items:

1. Update on the status of the government's response and recovery effort and future plans.
2. Role for the Kimberley Regional Group in the state recovery plan.
3. WA Disaster Relief Funding Arrangements
4. Kimberley wide impact on the floods

Due to diary commitments, the Minister's attendance fell within the Zone meeting time. The Zone meeting was suspended between 10:45 and 11:30 during which time the KRG convened; with all Zone representatives apart from Nic Sloan and Tim Lane suspending their attendance until the conclusion of this item.

Time	Name	Position	Topics for discussion
10:45 11:30	Hon. Stephen Dawson MLC  Ms Divina D'Anna MLA  Mathew Dixon	Minister for Emergency Services; Innovation and ICT; Medical Research; Volunteering  Member for the Kimberley  Senior Policy Adviser – Emergency Services	See notes above
11.30 11.50	Christine Comer	Assistant Director, WA and SA Engagement Branch, National Emergency Management Agency	

Last minute apology	Ashley Randell	Director Regional Planning Policy Coordination	DPLH Strategic Planning information
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Link to Key Pillar/s and Strategies:		Budget Implications	
<b>People Place</b> Prosperity Performance	<b>Advocate Partner</b> Promote	<b>Facilitate Fund Monitor</b>	Nil
Resolution(s)		Action(s)	
For information only		Executive Team to: <ul style="list-style-type: none"> <li>• contact Rob Cossart, State Recovery Coordinator</li> <li>• look at opportunities to be involved with the review of DRFAWA</li> <li>• Send thankyou letter to guests</li> </ul>	
<b>Moved:</b>	N/A	<b>Responsible:</b>	Executive Team
<b>Seconded:</b>	N/A	<b>Due date:</b>	As appropriate
<b>Carried:</b>	N/A		

## 8. Around the Grounds

### Matter for Discussion – Impact of the floods on the Kimberley.

Submitted by: Secretariat

#### Purpose:

This session provides an opportunity for Group members to discuss the recent floods; the impact on communities and Local Government Infrastructure and any actions required by the KRG as a group going forward.

The

Link to Key Pillar/s and Strategies:		Budget Implications	
<b>People</b> <b>Place</b> Prosperity Performance	<b>Advocate</b> Partner Promote	<b>Facilitate</b> Fund Monitor	Nil
Resolution(s)		Action(s)	
For Information Only		As required	
<b>Moved:</b>	N/A	<b>Responsible:</b>	As required
<b>Seconded:</b>	N/A	<b>Due date:</b>	As required
<b>Carried:</b>	N/A		

## 9. Investment Prospectus 2022/23 Review

### Item for Decision

Submitted by: KRG Executive Team

**Attachment 10: 2022/23 Kimberley Investment Prospectus (separately attached)**

### Purpose

That Kimberley Regional Group's Investment Prospectus 2022/23 is updated with projects and costs reviewed by Shires, to drive advocacy for investment into agreed priority projects.

### In summary

- The Kimberley Investment Prospectus 2022/23 contains projects that will generate jobs and investment growth as the region recovers from the impact of COVID-19.
- A number of the projects in the prospectus have received funding.
- With a new Federal government and regional development priorities, and new State and Federal Minister's for regional development, it is timely to update investment projects, and the document's framing, to facilitate government interest and investment in projects.
- The prospectus review was identified as a priority at the KRG's November 2022 planning workshop.
- With government's focus on the region as a result of the floods, and the KRG is planning to visit key stakeholders in Canberra, updating this document is time critical.
- KRG members are asked to review their projects and costs to inform an updated prospectus.
- Once reviewed an updated prospectus will be presented to the KRG for endorsement.
- Projects should deliver jobs and business opportunities, be shovel ready and relate to local government, leverage partnerships and facilitate resilience.
- With new State and Federal funding pools for social and affordable housing, it is recommended that Shires consider housing opportunities in the prospectus.

### Background:

- The KRG is a powerful voice for the Kimberley region taking a whole of region perspective on social and economic issues.
- The language in the 2022/23 prospectus is not contemporary i.e. it refers to the May 2022 State Budget. Also, it contains projects that have received funding. With a new Federal Government there is the opportunity to update the document's framing to speak more strongly to Federal (and State) policy priorities, showing how project investment will drive government objectives. This will make investment more attractive to government.
- KRG members are asked to review their projects, and costs, so the prospectus can be updated; this will inform discussions with Government and other key stakeholders.
- With the focus on the region due to the floods, and as the KRG is planning to visit Canberra this should be done as a priority as agreed at the November 2022 KRG planning workshop.



## Details:

The following projects are in the 2022/23 Investment Prospectus and need to be reviewed by Shires:

### **Economic**

- Tanami Road Upgrade
- East Kimberley Regional Airport Runway Extension
- Derby Wharf Precinct Masterplan and Redevelopment
- Sanctuary Road Housing Project
- Cable Beach Foreshore Redevelopment

### **Social**

- Broome Boating Facility
  - Wyndham Foreshore Redevelopment And Boating Facility
  - Ewin Early Learning Centre Expansion
  - Fitzroy Crossing Recreation Centre Rebuild And Precinct Masterplan
  - Halls Creek Town Development Masterplan
  - Great Northern Highway to Looma Road Reconstruction & Seal
- Regional Resource Recovery Park

## Risk:

Reputational – the prospectus is not contemporary or reflective of need.

Financial - lack of agreement on projects, and alignment with government priorities, may reduce government's confidence to invest.

Link to Key Pillar/s and Strategies:		Budget Implications			
<table border="1"> <tr> <td> <b>People</b>  <b>Place</b>  <b>Prosperity</b>                      Performance                 </td> <td> <b>Advocate</b> Facilitate                      Partner Fund  <b>Promote</b> Monitor                 </td> </tr> </table>	<b>People</b> <b>Place</b> <b>Prosperity</b> Performance	<b>Advocate</b> Facilitate Partner Fund <b>Promote</b> Monitor		Funding for graphic design work and printing. Consideration for additional hours for Executive Team beyond standard contract.	
<b>People</b> <b>Place</b> <b>Prosperity</b> Performance	<b>Advocate</b> Facilitate Partner Fund <b>Promote</b> Monitor				
Resolution(s)		Action(s)			
<ul style="list-style-type: none"> <li>• That the Kimberley Regional Group members as a priority review and update their projects and costs for the investment prospectus</li> <li>• That a budget of up to \$6k plus printing costs be allocated for work to update the prospectus. This is to include a refresh of content and graphic design.</li> </ul>		Executive Team to contact individual Shires with requirements. <ol style="list-style-type: none"> <li>1. Confirmation of projects to be included and those to be deleted from original Prospectus</li> <li>2. Updates for any projects already included</li> <li>3. Provision of information for new projects to be included</li> <li>4. Information to be received by Friday 3<sup>rd</sup> March at the latest</li> <li>5. New layout and copy to be integrated and graphically designed by 18<sup>th</sup> March 2022 so that it is ready for the KRG trip to Canberra.</li> </ol>			
<b>Moved:</b>	Shire of Broome	<b>Responsible:</b>	Executive Team and Shire Officers		
<b>Seconded:</b>	Shire of Wyndham East Kimberley	<b>Due date:</b>	As above		
<b>Carried:</b>	4/0				

## 10. Communication and media policy

### Item for Decision

Submitted by: KRG Executive Team

**Attachment 11: Draft Communication and media policy**

### Purpose

That Kimberley Regional Group communications are proactive, timely, professional and accurately represent the KRG's policy and advocacy agenda.

### In summary

- Communications and media are critical components of KRG policy and advocacy.
- A communications and media policy has been developed using a WA Local Government Association (WALGA) template.
- This policy outlines protocols on who can speak on behalf of the KRG.
- The policy recommends a KRG website, and LinkedIn as the group's digital and social media platforms to target key stakeholders.
- It recommends the Executive provide key messages to spokespeople engaging with media, to support them to drive the KRG policy and advocacy agenda.

### Background:

The KRG is a powerful voice for the Kimberley region taking a whole of region perspective on social and economic issues. To maximize opportunities to drive the KRG agenda, a communications and media policy has been developed based on a WALGA template.

### Details:

As above.

### Risk:

Reputational - Without a policy, there is the potential to lose media opportunities, and lack of alignment with KRG policy and advocacy agenda when engaging with media.

Link to Key Pillar/s and Strategies:		Budget Implications	
<p><b>People</b> Place Prosperity Performance</p>	<p><b>Advocate</b> Facilitate Partner Fund <b>Promote</b> Monitor</p>	Funding to establish a website, See Item 11	
Resolution(s)		Action(s)	
<p>The Draft Communications and media policy (with a modification to <i>“Speaking on behalf of the Kimberley Regional Group”</i> to include the Secretariat.) is endorsed by the Kimberley Regional Group.</p>		Executive Team to update the Draft Communication and media policy.	
<b>Moved:</b>	Shire of Broome	<b>Responsible:</b>	Executive Team
<b>Seconded:</b>	Shire of Halls Creek	<b>Due date:</b>	As appropriate
<b>Carried:</b>	4/0		

## Attachment 11 Draft Kimberley Communication and Media Policy

# Communications and Media Policy



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## Policy Objective

This policy establishes protocols for the Kimberley Zone and Kimberley Regional Group's official communications to ensure the Kimberley Regional Group is professionally and accurately represented and to maximise a positive public profile and maintain relationships with key stakeholders.

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## Policy Scope

This policy applies to:

1. Communications initiated or responded to by the Kimberley Regional Group; and
2. Elected Members when making comment in either their Kimberley Regional Group role or in a personal capacity.

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## Policy Statement

### Official Communications

The purposes of the Kimberley Regional Group's official communications include:

- Sharing information that is of interest and benefit to key stakeholders
- Driving the Kimberley Regional Group's policy and advocacy agenda
- Answering questions and responding to requests for information relevant to the role of the Kimberley Regional Group
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Kimberley Regional Group's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Group. The aim of official communications is to raise awareness and endorsement of Kimberley Regional Group's policy and advocacy positions and activities.

Communications will take a Kimberley-wide perspective and be respectful, professional, solution focussed, and ensure that our positions are appropriately represented, building understanding and endorsement of our strategic objectives. The Kimberley Regional Group will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the specific audience, including:

- Letters / Emails;
- Website;
- Advertising and promotional materials;
- Media releases;
- Opinion pieces;

- Speeches and presentations;
- Social media; and
- Newsletters or other modes of communications undertaken as approved by the Kimberley Regional Group.

## Speaking on behalf of the Kimberley Regional Group

The Chair is the official spokesperson for the Kimberley Regional Group and may represent the Group in official communications, including speeches, comment, print, electronic and social media. Where the Chair is unavailable, the Deputy or another Elected Member of the Group may act as the spokesperson. The Executive Officer may speak on behalf of the Kimberley Regional Group where authorised to do so by the Chair.

Communications by Kimberley Regional Group members, whether undertaken in an authorised official capacity or as a personal communication, must not:

- Bring the Kimberley Regional Group into disrepute;
- Compromise the person's effectiveness in their role with the Kimberley Regional Group;
- Imply the Kimberley Regional Groups' endorsement of personal views; or
- Disclose, without authorisation, confidential information.

## Initiating and Responding to Media Enquiries

All enquiries from the Media for an official Kimberley Regional Group comment, whether made to an individual Elected Member, Employee, or Contractor, must be directed to the Chair or a person authorised by the Chair. Information will be coordinated to support the Chair, Elected Member, Executive Officer or a CEO (where authorised) to make an official response on behalf of the Kimberley Regional Group. This support may include key messages and speaking points.

Media commentary will be relevant, objective, balanced, accurate, informative and timely. All four Kimberley Shire Presidents will be listed at the end of media statements to show Kimberley-wide solidarity.

## Website

The Kimberley Regional Group will maintain an official website, as a key resource to access to the Kimberley Regional Group's official communications.

## Social Media - LinkedIn

The Kimberley Regional Group will use LinkedIn as the professional social media platform to facilitate interactive information sharing. LinkedIn will not however, be used by the Kimberley Regional Group to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Kimberley Regional Group expect participants to behave in a respectful manner and will moderate its LinkedIn account to address and where necessary delete content which is deemed as:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Kimberley Regional Group.

Where a third-party contributor to the Kimberley Regional Group's social media account is identified as posting content which is deleted in accordance with the above, the Kimberley Regional Group may at its complete discretion block that contributor for a specific period of time or permanently.

The Kimberley Regional Group may also post and contribute to social media hosted by others, so as to ensure that the Kimberley Regional Group's views are presented. Consideration must be given to when commenting on or reposting information, if the original poster is an individual or organisation that the Kimberley Regional Group would be happy to associate itself with.

## Personal Communications

Personal communications and statements made privately in conversation, written, recorded email or posted in personal social media have the potential to be made public, whether it was intended to be made public or not. Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, Kimberley Regional Group Members must ensure that their personal or private communications do not bring the Kimberley Regional Group into disrepute.

**Document date -**

## 11.KRG Website

### Item for Decision

Submitted by: KRG Executive Team

**Attachment 12: Website Quote – Total Web Solutions**

**Attachment 13: Website Quote – Eclipse Design Solutions**

### Purpose

That a website is developed for the Kimberley Regional Group as a tool to raise the profile of the KRG and to drive the KRG's policy and advocacy agenda.

### In summary

- Communications and media are critical components of KRG policy and advocacy.
- A website will assist key stakeholders and media better understand the role of the KRG and policy priorities.
- A website will facilitate a greater profile for the KRG and be a place to upload KRG documents including the strategic plan and media statements and include links to member websites.
- Quotes have been sought for the cost of developing a website for the KRG.
- It is recommended that the KRG endorse the development of a website.

### Background:

The KRG is a powerful voice for the Kimberley region taking a whole of region perspective on social and economic issues. To maximize opportunities to drive the KRG agenda, a communications and media policy has been developed for KRG endorsement. This policy recommends a website as a tool to raise the profile of the KRG and the KRG's policy and advocacy agenda.

### Details:

The benefit of website is to tell the KRG story, establish KRG authority by becoming an information source, boost awareness of the role of the KRG. The recent floods showed that there was media interest in a whole of Kimberley perspective. A website would have been a good tool to link to KRG media, and link to media from KRG members.

Quotes have been sourced from two reputable companies, both of whom have completed website work for the Executive Team and for the Regional Capitals Alliance WA. The same scope was provided to both companies. A comparison of services and costs is provided in the table below.



Service	Total Web Solutions	Eclipse Design Solutions
Concepts Design main theme in HOME PAGE, within client branding and all features	\$5,100 (includes upload of 50 documents)	\$2,898
Website Development & Coding		
Upload and Test Site to Live		
Hosting Costs	\$450 per annum	\$660 per annum
Domain Name Purchase	Variable depending on supplier	\$39 (variable)
Document Control Plugin	Not specified	\$78 (plus updates if required)
Licences	\$339 per annum	Not specified
Quarterly software updates to theme, core, plugins, backups	\$340	Not specified
Training to input information (if required)	\$85 standard \$150 travel and on-client-site work	\$103.50 per hour

**Risk:**

Reputational - Without a website, the profile of the KRG is diminished

Financial – the operational cost to keep the website contemporary is addressed by having a website that can be updated by the Executive.

Link to Key Pillar/s and Strategies:		Budget Implications													
<table border="1"> <tr> <td>People</td> <td>Advocate</td> <td>Facilitate</td> </tr> <tr> <td>Place</td> <td>Partner</td> <td>Fund</td> </tr> <tr> <td>Prosperity</td> <td>Promote</td> <td>Monitor</td> </tr> <tr> <td>Performance</td> <td></td> <td></td> </tr> </table>	People	Advocate	Facilitate	Place	Partner	Fund	Prosperity	Promote	Monitor	Performance				Up to \$8,000 to establish a website, including licensing and updates for the first year, and then ongoing costs of approximately \$1,000 - \$2,000 per year for licenses and software updates if required.	
People	Advocate	Facilitate													
Place	Partner	Fund													
Prosperity	Promote	Monitor													
Performance															
Resolution(s)		Action(s)													
<p><b>The Kimberley Regional Group endorses up to \$8,000 for Eclipse Design Solutions, as the preferred supplier, to develop a KRG website, including the cost of licencing and updates for the first year</b></p>		Executive Team and Secretariat to negotiate a contract and purchase order with the chosen web developer.													
<b>Moved:</b>	Shire of Wyndham East Kimberley	<b>Responsible:</b>	Executive Team and Secretariat												
<b>Seconded:</b>	Shire of Broome	<b>Due date:</b>	As required												
<b>Carried:</b>	4/0														

Attachment 12 Website Design – Total Web Solutions



## Quotation

Date: 09/02/2023  
 QUOTATION # 106191  
 Expiration Date:  
 09/06/2023

TO: Kimberley Regional Group

Attn KRG,

Please find the quotation as requested.

### Item #1 – Main website

Creation of a website for the Kimberley Regional Group. The website will have the following characteristics and functionality:

Be styled in a way typical of a local regional government grouping websites with main theme colours taken from the logo unless a style sheet or graphic design information is supplied.

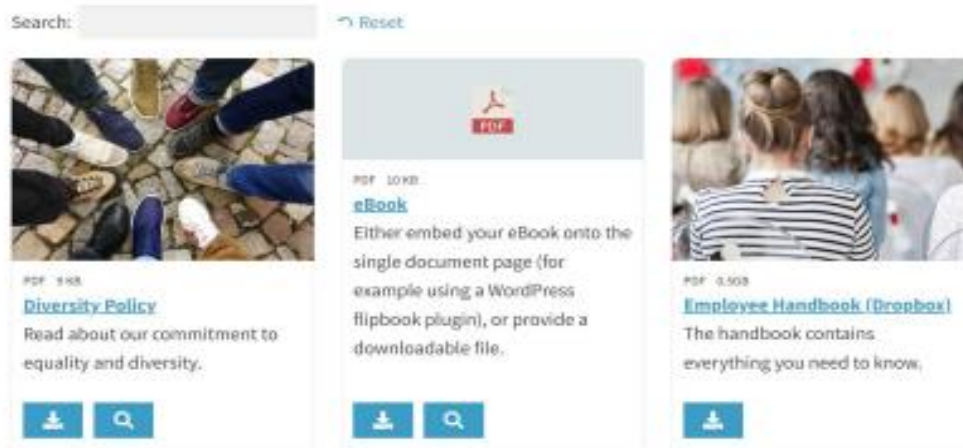
Have document download areas based on document type. Document download areas can be lists or be article style images with associated text. Which is used can depend on the context – for example media releases may have an image associated with the file, whereas meeting agendas may simply be in a list with document descriptions and dates.

Here is an example of a list of documents:

Title	Summary	Categories	Size	Type	Link
<a href="#">Diversity Policy</a>	Read about our commitment to equality and diversity.	<a href="#">Policies</a> , <a href="#">Staff</a>	9 KB	PDF	<a href="#">Download</a> <input type="checkbox"/>
<a href="#">Employee Handbook (Dropbox)</a>	The handbook contains everything you need to know.	<a href="#">Staff</a>	0.5GB	PDF	<a href="#">Download</a>
<a href="#">Presentation - Employee Dress Code</a>	All employees are expected to look professional and well presented at all times.	<a href="#">Staff</a>	33 KB	pptx	<a href="#">Download</a> <input type="checkbox"/>
<a href="#">Sales Leads</a>	A list of current sales leads for the sales team to process.	<a href="#">Staff</a>	85 B	txt	<a href="#">Download</a> <input type="checkbox"/>
<a href="#">Sales Pitch Template</a>	You can upload PowerPoint and other presentations to the document library.	<a href="#">Sales</a>	460 KB	key	<a href="#">Download</a> <input type="checkbox"/>

8 documents (16 in total) 1 2 [Download Selected Documents](#)

Here is an example of an article style document display such as a media release:



It's not necessary to use both – either can be used.

The website will have the following pages with downloadable documents being on these pages:

- Strategic planning and other documents
- Meeting agendas
- Government submissions and media releases

Content will be supplied to aid in the creation of a home page with description text detailing the 'what, why and where' typical of an 'about' page.

The website will have a contact page with a contact form utilising Google reCAPTCHA v3 to assist in eliminating spam from the website form whilst being invisible to the user.

Up to 50 documents will be uploaded including images where appropriate for up to 10 of the documents. A name and short description will need to be supplied for each document where appropriate, along with the document category/type.

### Item #2 – Board or members

Optional page for the board to be listed. This area can be titled as required with a description area and photo/title/name for each member such as the Chair, CEO, Mayor and so on.

### Item #3 – Projects or news

Optional page for a projects/news area. Each project or news item will have its own page, and all pages will be summarised with excerpt text and the article image which will display similar to this:



### Vivamus suscipit tortor eget felis porttitor

Michelle Nov 23 Food 0 comments

Proin eget tortor risus. Vivamus magna justo, lacina egi coniectetur sed, conwallis at tellus. Nulla porttitor accumsan tincidunt. Sed porttitor lectus nibh. Praesent sapien massa, conwallis a pellentesque nec, egestas non nisi. Vestibulum ac diam sit amet quam...

[READ MORE](#)



### Nulla porttitor accumsan tincidunt

Michelle Nov 23 Fashion 1 comment

Proin eget tortor risus. Vivamus magna justo, lacina egi coniectetur sed, conwallis at tellus. Nulla porttitor accumsan tincidunt. Sed porttitor lectus nibh. Praesent sapien massa, conwallis a pellentesque nec, egestas non nisi. Vestibulum ac diam sit amet quam...

[READ MORE](#)

#### Item #4 – Recurring costs

Yearly recurring costs necessary for ongoing use of the website and its software, due up front, then yearly.

#### Item #5 – Training, tuition, and initial support

Training, tuition, and initial support can be purchased up front in multiples of hourly rates, or purchased as required at a later date. Costs are currently \$85/hr for remote work, or \$150/hr for travel and on-site work.

**Cost breakdown**

Item	Description	Unit price	Qty	Total
#1	Main website including document uploads	5,100.00	1	5,100.00
#2	Board or members	680.00	1	680.00
#3	Projects or news	680.00	1	680.00
#4	Recurring costs due up front and every 12 months thereafter			
	Hosting - Medium traffic SSD website hosting, 12 months	450.00	1	450.00
	License - Theme, Elegant Themes builder per 12 months	89.00	1	89.00
	License - Document library per 12 months	250.00	1	250.00
	Quarterly software updates to Theme, Core, Plugins, Backups	340.00	1	340.00
#5	Training, tuition, and initial support			
	Currently \$85/hr for standard work	85.00	n	tbd
	Currently \$150/hr for travel and on-client-site work	150.00	n	tbd

**NOTE:** It has not yet been confirmed whether the domain name will be supplied or will require purchasing, so has not been included in the quotation.

*Thank you for your consideration. Please do not hesitate to contact me on 0433 408 644 if you have any questions.*

**Matthew Ford**

**Total Web Solutions Perth**

Phone 0433 408 644

**ABN 62185636870**

1/24 Frederick Street, Belmont, WA 6104

[matthew@totalwebsolutions.com.au](mailto:matthew@totalwebsolutions.com.au)

[www.totalwebsolutions.com.au](http://www.totalwebsolutions.com.au)

Attachment 13 Website Design – Eclipse Design Solutions



**Jacqueline Limb**  
 GRAPHIC DESIGN & DIGITAL MEDIA MARKETING  
 m: 0488 080 779  
[jacquie@eclipsedesigns.com.au](mailto:jacquie@eclipsedesigns.com.au) | [www.eclipsedesigns.com.au](http://www.eclipsedesigns.com.au)

ABN: 7227 0420 010

**QUOTE**

Attention: Jane Lewis  
 RCAWA  
 Perth, Western Australia

**Quote Number**  
 Q2076

**Date**  
 7 February 2023

**Job Number**

**Website Development | Kimberley Regional Group - Responsive Wordpress**

Provide a modern and fully responsive website, as per client specifications to include document control and upload/download.

Site will be developed using best practice, to allow for further SEO marketing and Google ranking (prepped for search engine optimisation - further costs do apply for getting the site to rank on google).

**SCOPE**

- Built on Wordpress CMS - Customised Layout and Easy Admin Functionality
- Social media links active
- Images included - also to be provided by the client if required
- Coverage: Up to 5 pages included

**INVESTMENT - Project Essentials**

- Client consult to build initial sitemap
- Optimise for user experience and user interface
- Develop working HTML/CSS website to best practice web standards
- Develop responsive breakpoints for tablet and mobile/iphone experience
- Integrate website into WordPress content management system
- Test site against all browsers
- Launch live website

\* IMPORTANT NOTES: Once client has signed off on initial wire-frame/menu and page layouts, further charges will apply for further changes once site is under development @ 85 per/hour. \*\* When the website is made live, further costs are expected to begin to rank on Google, this is called SEO (search engine optimisation) and is a different industry skill set. Preferred SEO partners contact details can be shared upon request.

Tasks	Amount
Concepts Design main theme in HOME PAGE, within client branding and all features from the latest wordpress updates, We require copy/content, logo, specialised images and colour scheme.	621.00
Website Development & Coding Includes customised coding and styling within the Wordpress interface, utilising all digital features and clients specific branding.	1,863.00
** Includes adding in specialised document control puglin.	
Upload and Test Site to Live Ensure site is active and live across all platforms.	414.00

Subtotal	2,898.00
10 % Rate	289.80
<b>Total</b>	<b>3,187.80</b>

Options	Quantity	Rate	Amount
TRAINING IN ELEMENTOR - 2 Hours If required for a new interface, we can use a similar plugin to RCAWA	2.00	103.50	207.00
Hosting Costs - PER MONTH 12 MONTHS - Ongoing cost for hosting, again you can get cheaper but this allows for SSL Security with WP-Engine and auto updates. I recommend this option for longevity of the website.	1.00	55.00	55.00
Purchase Domain Name - Ongoing Cost of Approx Yearly Cost - Varies depending of provider	1.00	39.00	39.00
Document Control Plugin - One Off Payment One-off purchase then occasional updates required	1.00	78.00	78.00

Valid To: 7 March 2023

## 12. Strategic Operational Planning – Workshop Outcomes and Actions

### Matter for Noting

#### Submitted by: Executive Officer

**Attachment 14:** Draft Priority Action List (attached separately)

**Attachment 15:** Draft Policy Position - Management of Alcohol and other Drugs (attached separately)

**Attachment 16:** Draft Policy Position – Community Safety and Crime Prevention (attached separately)

**Attachment 17:** Draft Policy Position – Housing (attached separately)

**Attachment 18:** Draft Policy Position – Juvenile Justice (attached separately)

**Attachment 19:** Draft Policy Position – Prosperous Diverse Economy (attached separately)

**Attachment 20:** Draft Policy Position – Provision of Government Services (attached separately)

**Attachment 21:** Draft Stakeholder Engagement Strategy (attached separately)

### Purpose:

That the Kimberley Regional Group notes the outcomes from the planning workshop. The Action List and Policy Priorities that came from this workshop will be presented as items for endorsement at the April 2023 KRG meeting. Prior to seeking endorsement, the Executive will seek feedback from KRG members and Shire CEOs on the action list, policy positions, stakeholder engagement strategy and key stakeholders and incorporate feedback into the documents.

### Summary:

- In November 2022 the KRG held a workshop to determine its priority focus areas
- Based on the workshop, a draft action plan has been developed
- Draft policy positions have been developed for each priority focus area identified at the workshop and in the Action Plan. These are;
  1. Management of alcohol and other drugs;
  2. Community safety and crime prevention;
  3. Housing;
  4. Juvenile Justice;
  5. Prosperous diverse economy; and
  6. Provision of government services.
- These draft policy positions are informed by the KRG workshop, Strategic Community Plan and Business Plan, along with contemporary research and ALGA and WALGA policy positions and will form the basis of advocacy.
- Engagement with stakeholders is critical to the KRG's policy and advocacy agenda - a draft Stakeholder Engagement Strategy has been developed to frame engagement.
- There are Kimberley wide non-government organisations whose policy and advocacy agendas align with the KRG. Also, Kimberley wide committees who work with government and other stakeholders to develop a collaborate response to social and economic issues.



- It is recommended that a stakeholder analysis session is undertaken to understand the KRG’s current relationship with key stakeholders, where the KRG would like this relationship to sit and tactics to work with key stakeholders.
- The Executive will work out of session with the CEOs on a stakeholder analysis exercise to identify key stakeholders, relationship status and tactics to influence them.

## Background:

As above

## Details

As above

## Risk:

Reputational – lack of alignment on key policy positions

Reputational – engagement is not informed by strategy.

Link to Key Pillar/s and Strategies:		Budget Implications													
<table border="1"> <tr> <td><b>People</b></td> <td><b>Advocate</b></td> <td><b>Facilitate</b></td> </tr> <tr> <td>Place</td> <td>Partner</td> <td>Fund</td> </tr> <tr> <td>Prosperity</td> <td><b>Promote</b></td> <td>Monitor</td> </tr> <tr> <td><b>Performance</b></td> <td></td> <td></td> </tr> </table>	<b>People</b>	<b>Advocate</b>	<b>Facilitate</b>	Place	Partner	Fund	Prosperity	<b>Promote</b>	Monitor	<b>Performance</b>				Publishing costs of up to \$5,000	
<b>People</b>	<b>Advocate</b>	<b>Facilitate</b>													
Place	Partner	Fund													
Prosperity	<b>Promote</b>	Monitor													
<b>Performance</b>															
Resolution(s)		Action(s)													
<ol style="list-style-type: none"> <li><b>The KRG noted the draft action plan, policy positions and stakeholder engagement strategy and that these will be endorsed by the KRG out of session in time for publication for Canberra visit scheduled for the end of March 2023.</b></li> <li><b>The KRG allocated a budget of up to \$5,000 for the graphic design and publishing (including printing) of the Policy Positions.</b></li> </ol>		<p>Members to provide feedback on the Policy Position Papers by 25<sup>th</sup> February.</p> <p>Executive Team to incorporate feedback and have the papers graphically designed and printed ready to take to Canberra at the end of March.</p> <p>Members are to advise the Executive Officer if they represent the KRG on any external committees or working groups.</p>													
<b>Moved:</b>	Shire of Broome	<b>Responsible:</b>	KRG members and Executive Team												
<b>Seconded:</b>	Shire of Wynham East Kimberley	<b>Due date:</b>	As required												
<b>Carried:</b>	<b>4/0</b>														

## 13. Executive Officer Report

### Item for Noting

Submitted by: Executive Officer

Attachment 23: EO Report November, December and January

### Purpose:

To update the KRG on the Executive Officer services provided for the period November 2022 – January 2023 inclusive.

### Background:

The attached report provides information about the services provided, activities undertaken and time allocation over the past three months.

### Details:

As in included attachment.

### Risk:

Nil

Link to Key Pillar/s and Strategies:		Budget Implications	
People Place Prosperity <b>Performance</b>	<b>Advocate</b> Partner <b>Promote</b>	<b>Facilitate</b> Fund <b>Monitor</b>	As per 2022/23 approved KRG budget.
Resolution(s)		Action(s)	
<b>That the Executive Officers Report be received and endorsed</b>		As per Outstanding Actions	
<b>Moved:</b>	Shire of Broome	<b>Responsible:</b>	Executive Officer
<b>Seconded:</b>	Shire of Wynham East Kimberley	<b>Due date:</b>	As required
<b>Carried:</b>	<b>4/0</b>		

## Attachment 23: EO Report –September - October 2022

## Project Work / Activity

Project / Activity	Status	Item
Administrative Matters and Meetings	Continuing	-
Banned Drinker Register	Followed up with Nicola Perry – now watching brief	-
WA Development Index	Letter written to the Minister and WALGA – now watching brief	-
Strategic Planning	<p>Workshop held 21/11/2022. Resultant papers to be presented at 17/2/2023 meeting:</p> <ul style="list-style-type: none"> <li>• Workshop summary</li> <li>• Strategic Operational Planning</li> <li>• Policy Positions - Draft</li> <li>• Stakeholder List -Draft</li> </ul>	<ul style="list-style-type: none"> <li>• 12</li> <li>• 12</li> <li>• 12</li> <li>• 12</li> </ul>

## Stakeholder Engagement

Date	Stakeholders	Purpose
9/11/2022	Christine Comer, Director Western Australia, National Emergency Management Authority	Understanding the funding opportunities for disaster preparedness, response and recovery. Invited Christine to attend November meeting in Kununurra.
14/11/2022	David Menzel, Chair of the KRG	General KRG discussion and draft Agenda overview.
14/11/2022	KRG CEO's	KRG CEO Ringaround – Finalising November Agenda
15/11/2022	Kim, RDA Kimberley	General Executive Officer introduction and KRG Overview.
16/11/2022	Prue Jenkins, CEO Wunan	General Executive Officer introduction and KRG Overview.
19/11/2022	Vernon Lawrence, CEO SWEK and KRG Secretary	KRG Secretariat Arrangements.
20/11/2022	Prue Jenkins, CEO Wunan	Catch up in Kununurra.
21/11/2022	KRG Members, Executive & Presenters	Strategic Workshop in Kununurra KRG and Zone Meeting.
23/11/2022	Michelle Pucci, Director, KDC	General Executive Officer introduction and KRG Overview.
26/11/2022	Phillip Cassell, CEO Shire of Halls Creek	General discussion around Halls Creek priorities and expectations of KRG.
16/12/2022	Vernon Lawrence, CEO SWEK and KRG Secretary	Financial matters.
11/01/2023	Thomas Della Vedova, Executive Director, DPLH	Discussed KRG role in the development of the Kimberley Regional Planning Infrastructure Framework (RPIF).
25/01/2023	Hannah, ABC Kimberley	Flood discussion and coordinating speaking notes.
30/01/2023	Samantha Rowe, Parliamentary Secretary to Minister Culture and the Arts and Sport and Recreation	General Executive Officer introduction and KRG Overview. Invitation for Minister to attend future meeting. 1/02/2023.

Date	Stakeholders	Purpose
27/10/2023	Frank Mills, CEO, Cocos Island	General discussion around Cocos Island priorities and expectations of KRG.
3/02/2023	Phillip Cassell, CEO Shire of Halls Creek	Discussion re WALGA agenda items for Zone Meeting.
6/02/2023	Vernon Lawrence, CEO SWEK and Secretary KRG  Alfred Nagaiya, Program Manager, SWEK	General discussion around KRG financial and agenda matters for February meeting. Discussion around KRG Canberra visit in March 2023.

## Time Allocation September 2022 – August 2023

Total Yearly Contract: 864 Hours: Monthly from 8<sup>th</sup> of the month to 7<sup>th</sup> of the next month

	Paul Rosair		Michelle Mackenzie		Jane Lewis		Joshua Turner	
	Contract	Actual	Contract	Actual	Contract	Actual	Contract	Actual
Sept 22	32	34	20	18	23	29	4	2
Oct 22	32	22	20	8	23	24	4	1
Nov 22	32	40	20	36	23	28	4	0
Dec 22	10	12.5	10	26.25	10	1.5	2	0
Jan 23	10	19	10	11	10	36	2	0
Feb 23	32		20		23		4	
Mar 23	32		20		23		4	
Apr 23	32		20		23		4	
May 23	32		20		23		4	
June 23	32		20		23		4	
July 23	32		20		23		4	
Aug 23	32		20		23		4	
<b>TOTALS</b>	<b>116/350</b>	<b>128/116</b>	<b>80/220</b>	<b>99.25/80</b>	<b>89/250</b>	<b>118.5/89</b>	<b>16/44</b>	<b>3/16</b>
<b>OVERALL CONTRACT: 301 / 864 ACTUALS: 348.75/ 301</b>								

## 14. General Business

Item	Responsible	Actions Arising
KRG MOU	Executive Officer	Executive Team to rewrite the KRG MOU in a succinct fashion, referencing the KRG Governance Manual and Communications Plan
Insurance Costs	Executive Officer	EO to discuss with CEO Broome and talk to Jonathan Seth, CEO LGIS regarding relief on Insurances as a result of impact of the floods.
Canberra Visit	Members and Alfred Nagaiya	Members to contact Alfred Nagaiya regarding arrangements
Meeting Dates – calendar invites sent for entire year – see dates below	Executive Team	April meeting to be changed to a Perth venue. Executive Team to organise
Lord Mayors Distress Relief Fund	Executive Team	Letter to be sent on behalf of the KRG to request that funding from the Lord Mayors Distress Relief Fund be directed to evacuation centres across the Kimberley.

Date	Time	KRG
17/2/2023	10-1pm	KRG and Zone Meeting - ZOOM
6/4/2023	9-9.30 am	CEO Ringaround
13/4/2023	1-5 pm then dinner	KRG and Zone Meeting – Derby
8/6/2023	9-9.30 am	CEO Ringaround
15/6/2023	9-12 noon	KRG and Zone Meeting – Zoom
9/8/2023	9-9.30 am	CEO Ringaround
16/8/2023	1-5 pm then dinner	KRG and Zone Meeting – Halls Creek
27/9/2023	9-9.30 am	CEO Ringaround
To coincide with the WALGA AGM – date to be determined. 4/10/23?	TBD	KRG and Zone Meeting – Metropolitan Venue TBD
17/11/2023	9-9.30 am	CEO Ringaround
24/11/2023	9-12 noon	KRG and Zone Meeting – Zoom

**Notes**

Canberra visit 27 - 29 March 2023

Derby meeting to be rescheduled to a venue in Perth

**15. Meeting Closure: 1:38**