



THE
KIMBERLEY
REGIONAL GROUP

MEETING MINUTES

DATE	5TH OCTOBER 2022
TIME	10 AM - 1PM
LOCATION	City of Perth Council House Level 9 27 St Georges Terrace

CONTENTS

PRELUDE:	3
1. MEETING OPEN: 10:15	4
2. ATTENDANCE AND APOLOGIES	4
3. DISCLOSURES, CONFLICTS AND DECLARATIONS OF INTEREST: ..	5
4. MINUTES OF THE LAST MEETING	5
4.1 Confirmation of Previous Minutes	5
4.2 Kimberly Regional Group Calendar	7
5. CORRESPONDENCE:	9
6. FINANCIAL REPORTS:	12
7. EXECUTIVE SUPPORT ARRANGEMENTS:	13
7.1 Background	13
7.2 Discussion	16
8. GENERAL BUSINESS	17
9. MEETING CLOSURE: 12:55	17

Prelude:

This meeting was an introductory meeting between the KRG members and the recently appointed Executive Support Team. Although minutes were taken, no formal resolutions were voted on as this meeting was not part of the regular cycle of KRG and/or Zone meetings.

Although Sam Mastrolembo and Chris Mitchell are listed as apologies for this meeting the Executive Officer provided them with a one on one meeting debrief at 5.00 pm the same afternoon at the Crown Towers Waiting Room.

Reporting of the meeting has been kept in accordance with general minute taking apart from the use of the word "Agreement" replacing "Resolution" in this instance.

1. Meeting Open: 10:15

2. Attendance and Apologies

Name	Shire / Council / Organisation	Method
Members		
Cr Malcolm Edwards	President, Shire of Halls Creek	In person
Cr David Menzel	President, Shire of Wyndham East Kimberley	In person
Observers		
Amanda Dexter	CEO, Shire of Derby West Kimberley	In person
Phillip Cassell	CEO, Shire of Halls Creek	Zoom
Vernon Lawrence	CEO, Shire of Wyndham East Kimberley	In person
Nick Kearns	Shire of Wyndham East Kimberley	Zoom
Executive Support Team		
Paul Rosair		In person
Michelle Mackenzie		In person
Jane Lewis		In person
Guests		
Apologies		
Cr Harold Tracey	President, Shire of Broome	
Cr Chris Mitchell	Councillor, Shire of Broome	Post Meeting Briefing
Cr Philip Matsumoto	Councillor, Shire of Broome	
Sam Mastrolembo	CEO, Shire of Broome	Post Meeting Briefing
Cr Geoff Haerewa	President, Shire of Derby West Kimberley	
Cr Chris Loessl	Councillor, Shire of Halls Creek	
Cr Virginia O'Neil	Councillor, Shire of Halls Creek	
Cr Angeline Bedford	Councillor, Shire of Halls Creek	

3. Disclosures, Conflicts and Declarations of Interest:

Financial Interest

Member	Item Number	Item	Nature of Interest
Nil			

Impartiality

Member	Item Number	Item	Nature of Interest
Nil			

4. Minutes of the last meeting

4.1 Confirmation of Previous Minutes

Agreement		Action(s) / Budget Implications	
No action required at this stage		See Attachment 1 – Matters Arising and Outstanding Business	
Moved:	-	Responsible:	See Attachment
Seconded:	-	Due date:	As appropriate
Carried: - / -			

Attachment 1 Matters Arising and Outstanding Business

Date / Item	Action / Progress	Responsible
Census Population Data in WA		
24/8/2022 Item 8.3	The ABS to present at the upcoming State Council Strategic Forum meeting, Friday, 9 September. WALGA will advise the LG sector of any updates.	WALGA / RDA
Government Services in the Kimberley		
24/8/2022 Item 11.2	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.	Members and Executive Officer
North West Defence Alliance (NWDA) Funding Request		
24/8/2022 Item 11.4	The KRG approves, in principle, a contribution up to \$50,000 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.	Members and Executive Officer
State Government Funding to Address Juvenile Crime in the Kimberley		
21/6/2022 Item 9.1	Updates to be received from the relevant working groups Funding initiatives implementation and outcomes to be monitored Minister MacTiernan to be invited to meeting	Members and Executive Officer
Kimberley Regional Group Memorandum of Understanding		
21/6/2022 Item 9.4	MOU to be finalised prior to 31 st August	Members and Executive Officer

4.2 Kimberly Regional Group Calendar

Attachment 2 Kimberley Regional Group Calendar

This calendar will be populated with known events before the November meeting

Date Due	Action	Progress	Responsible
August 2022			
31/8/2022	Performance Report as per MOU	Completed	Host Shire Executive Officer or their delegate in consultation with the Board
September 2022			
28/9/2022	KRG Meeting Agenda	Agenda Distributed	Secretariat and Executive Officer
October 2022			
3/10/2022 and 4/10/2022 5/10/2022	WALGA Conference KRG Meeting	Agenda Distributed	Secretariat and Executive Officer
November 2022			
20/11/2022	KRG and Zone Meeting and Workshop	Scheduled for Kununurra	Secretariat and Executive Officer
December 2022			
7/12/2022	State Council Meeting WALGA		
January 2023			
27/1/2023	Deadline for State Agenda Items		
February 2023			
9/2 – 20/2 2023	Preferred dates for Zone meetings		
March 2023			
1/3/2023	State Council Meeting WALGA		
31/3/2023	Deadline for State Agenda Items		
April 2023			
13/4 – 24/4 2023	Preferred dates for Zone meetings		

Date Due	Action	Progress	Responsible
May 2023			
3/5/2023	State Council Meeting South East Metropolitan Zone		
31/5/2023	Preparation of KRG Annual Budget		
June 2023			
2/6/2023	Deadline for State Agenda Items		
15/6 - 26/6 2023	Preferred dates for Zone meetings		
July 2023			
5/7/2023	State Council Meeting WALGA		
August 2023			
4/8/2023	Deadline for State Agenda Items		
17/8 - 28/8 2023	Preferred dates for Zone meetings		
31/8/2022	Performance Report as per MOU		Host Shire Executive Officer or their delegate in consultation with the Board
September 2023			
7/9 - 8/9 2023	State Council Meeting Great Southern County Zone		
October 2023			
November 2023			
3/11/2023	Deadline for State Agenda Items		
16/11 - 27/11 2023	Preferred dates for Zone meetings		
December 2023			
6/12/2023	State Council Meeting WALGA		

5. Correspondence:

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

Correspondence In	
Date	15/9/2022
From	Roz Lipscombe; Senior Partnerships Officer, Industry Partnerships and Development Culture and Arts
Topic	Culture and the Arts- Request to attend a KRG meeting regarding LGA funding opportunities
Attachment	3
Correspondence Out	
Date	30/8/2022
From	Vernon Lawrence
Topic	RFQ11-21/22 Quotation Acceptance to Paul Rosair, NAJA Business Consulting Services
Attachment	4

Agreement		Action(s) / Budget Implications	
That the Correspondence be received and noted, and that the Executive Officer be directed on a response, if required.		Executive support team to invite Roz Lipscombe to present to the KRG at the November meeting	
Moved:		Responsible:	Executive Support Team
Seconded:		Due date:	As appropriate
Carried: - / -			

Attachment 3 Roz Lipscombe: Request for Meeting Attendance

From: Roz Lipscombe <roz.lipscombe@dlgsc.wa.gov.au>
Sent: Thursday, 15 September 2022 1:33 PM
To: Krissie Dickman <krissie.dickman@dlgsc.wa.gov.au>; Tim Lane <tlane@walga.asn.au>
Subject: RE: Culture and the Arts

Hi Tim,

We were hoping to give a brief talk to the Kimberley CEO's about arts and culture funding available to LGA's, in the interests of following up with key members of their respective teams separately, to talk about their needs in more detail. Do you have time for a brief conversation about how this might work?

Best regards

Roz

Roz Lipscombe

Senior Partnerships Officer, Industry Partnerships and Development | Culture and Arts
08 6552 7338

Department of Local Government, Sport and Cultural Industries
140 William Street, Perth WA 6000
PO Box 8349, Perth Business Centre WA 6849

Email roz.lipscombe@dlgsc.wa.gov.au

Web www.dlgsc.wa.gov.au

Attachment 4 RFQ11-21/22 Quotation Acceptance

SHIRE of WYNDHAM | EAST KIMBERLEY

Our Ref: CM.02.219 / O-56036
 Enquiries: Lani Levi, Senior Procurement and Contracts Officer



PO BOX 614 KUNUNURRA WA 6743
 T | 08 9168 4100
 F | 08 9168 1798
 E | mail@swek.wa.gov.au
 W | www.swek.wa.gov.au
 ABN | 35 447 145 756

30 August 2022

Paul Rosair
 NAJA Business Consulting Services
 459 Albany Highway
 VICTORIA PARK WA 6100

Dear Paul,

QUOTATION ACCEPTANCE – RFQ11-21/22
 FACILITATION SERVICES – KIMBERLEY ZONE OF WALGA AND KIMBERLEY
 REGIONAL GROUP

Thank you for your submission for the above Quotation. The Kimberley Regional Zone has accepted your Quotation in accordance with the conditions of the advertised Request at the below quoted price basis.

Price:	██████████ (ex GST) annually and schedule of rates (as attached)
Basis:	Fixed lump sum and schedule or rates (as attached)
Payment Basis:	On Purchase Order and Monthly Invoice

A Contract document will be sent to you via Adobe within the next 5 business days. You will need to sign this Contract to formally accept the Contract.

The Principal's Representative for the Contract will be the undersigned, whom can be contacted via telephone on (08) 9168 4100, or via email yemon.lawrence@swek.wa.gov.au.

We look forward to establishing and maintaining a conducive business relationship with NAJA Business Consultancy Services.

Yours sincerely,

Vernon Lawrence
Vernon.Lawrence (Aug 26, 2022 1:54:48 GMT+8)

Vernon Lawrence
 Chief Executive Officer

KUNUNURRA 20 GOULBURN DRIVE	WYNDHAM KIDDLARA STREET	LOCATIONS HOURS 8:00AM - 4:00PM MON-FRI	SWEK
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6. Financial Reports:

Next reporting to be November meeting.

Agreement		Action(s) / Budget Implications	
For Noting Only		Nil	
Moved:	-	Responsible:	-
Seconded:	-	Due date:	As appropriate
Carried:	-		

7. Executive Support Arrangements:

7.1 Background

NAJA Business Consulting Services was appointed to provide Executive Services for the Kimberley Regional Group and the Kimberley Regional Zone on the 8th September 2022. The appointment is for a 2-year term with annual performance outcomes linked to possible 2 x 1 year extensions. There may also be a requirement to extend hours dependant on workload. The RFQ contained the following scope of works:

The Consultant will work in cooperation with the:

- KRG Secretariat (host Shire) to provide business facilitation services for the KRG; and
- WALGA to ensure continuity between the Zone and the KRG.

MEETING COORDINATION

Currently Zone and KRG meetings are scheduled every two months alternating between in person and video conference meetings. The Consultant is required to:

- a) Prepare the KRG meeting agenda items and business papers in consultation with the Chair,
- b) KRG Members and WALGA.
- c) Provide all KRG agenda items to WALGA for inclusion in the agenda within the specified
- d) timeframes;
- e) Liaise with WALGA in relation to meeting arrangements including guest speakers; and
- f) Attend a minimum of 6 meetings per year.
- g) Ensure KRG meeting resolutions are captured and actioned appropriately.

MEMBER SUPPORT

- a) Provide support on KRG business matters to KRG members, member Councils and other stakeholders.
- b) Deliver projects identified in the Strategic Community Plan, Regional Business Plan and other strategic documents.
- c) Coordinate meeting arrangements.
- d) Provide strategic advice to the KRG as required.
- e) Develop and maintain effective relationships across the KRG network.

ADVOCACY AND POLICY INFLUENCE

The Consultant will provide support to enable the KRG to:

- a) Meaningfully influence the policy agendas of the State and Federal governments to gain recognition of Kimberley local government issues and opportunities at a regional, state and national level.

- b) Advocate on behalf of the KRG to State and Federal governments, industry bodies and communities across the region for outcomes based on the KRG Strategic Community Plan, Regional Business Plan and other strategic documentation.
- c) Engage and collaborate with local and regional stakeholders to champion the interests of the KRG and the region.
- d) Develop and update advocacy documentation including the Advocacy Agenda, Infrastructure Prospectus and other documents as required.
- e) Prepare reports, speeches, presentations, briefings, correspondence and other documents as required to progress the strategic vision of the KRG.
- f) Liaise with media on agreed policy positions, noting the Chair of the KRG is the spokesperson.
- g) Provide advice and information that will facilitate the KRG vision.
- h) Where not undertaken by WALGA for the Zone, facilitate meetings with Ministers, Director Generals, external agencies, elected representatives and other stakeholders.
- i) Plan and organise approved KRG events, conferences and meetings to promote the advocacy agenda.

GOVERNANCE

The KRG operates under a Memorandum of Understanding between the four member Shires. The Consultant will:

- a) Ensure compliance against the KRG MOU and any supporting documentation, including the KRG Governance Manual.
- b) Preparation and updating of KRG governance and corporate documentation including the KRG Annual Performance Report, Strategic Community Plan and the Strategic Business Plan and other governance and corporate documents as required.
- c) Assist the Secretariat with the treasury function through the identification and costing of budget items such as estimated approved project delivery costs.

PROJECT DELIVERY AND PROJECT MANAGEMENT

Zone and KRG members will collaboratively work on projects that address common issues to achieve meaningful, tangible outcomes for the region. These may include grant funded projects or projects undertaken in collaboration between KRG members such as the development and monitoring of the Regional Waste Management Plan.

PROJECT FACILITATION

The Consultant will be required to undertake the following duties:

- a) Project management and related contract supervision, including oversight of procurement documentation, finances, consultants and other resources, in conjunction with specialised Shire officers as nominated by their CEOs.
- b) Identification of funding opportunities, preparation and acquittal of funding submissions and liaison with funding bodies.
- c) Deliver prioritised outcomes derived from the KRG Strategic Community Plan, Regional Business Plan and agreed scope of work.

REPORT PREPARATION

Reports that are requested by the KRG may be undertaken within the scope of this Contract or, for larger projects outsourced where the role of the Consultant provides project management.

OTHER CONSIDERATIONS

- KRG host shire responsibilities: The Shire in which the Chair of the KRG originates from provides a Secretariat function to the KRG board (Host Shire). The Secretariat is responsible for:
 - Approval of the KRG meeting agenda papers and attachments prior to forwarding to WALGA for inclusion in agendas.
 - Ensuring that records, minutes and KRG documents are properly kept.
 - The treasury function for KRG finances including:
 - The development of budgets;
 - Coordination of audit requirements and financial reporting in line with relevant policies, legislation and regulations applicable to the Shire.
- WALGA Administration Support: The successful Consultant will be supported by the Western Australia Local Government Association (WALGA) who provide a range of administrative support activities for the Kimberley Regional Zone. The successful Respondent will liaise with WALGA to ensure that there is an interrelated approach to achieving correlated objectives between the Zone and the KRG. WALGA will assist with:
 - A dedicated Zone Executive Officer as the principal point of contact for all Zone business;
 - Liaison with the President and Executive as required;
 - Preparation of agendas and minutes of all meetings;
 - Organisation of meeting logistics, in relation to meeting room bookings and setup;
 - Preparation of correspondence and action items;
 - Arrangement of guest speakers for Zone meetings; and
 - Organisation of any other meetings or deputations including Ministerial appointments.

SERVICE LEVEL AGREEMENT (CONTRACT KPIS)

The Principal will establish a Service Level Agreement (SLA) with the Consultant within three (3) months of Contract award. The SLA is developed on award to ensure that it is suitable to both Parties. The SLA will provide performance measures based on the requirements within the Contract, with particular attention to meeting the requirements contained within the specifications. The SLA will form part of the Contract once the SLA is formally executed.

Where an SLA cannot be agreed to, the Contract may be terminated and the Consultant must assist the Principal in transitioning any services already provided under the Contract to a new arrangement. The SLA will be reviewed at regular intervals to ensure that the Consultant is meeting the standards set out within the SLA. Where the Principal determines that the Consultant is at risk of breaching or has already breached the SLA the Principal will provide the Consultant written notice. The Consultant must remedy the issues within at least 7 days, from the date the notice was delivered, or as otherwise agreed to by the Principal in writing.

The Principal will conduct a major review of the SLA annually. The Contractor must ensure that they participate in the review without inhibiting the process. Where the Principal deems that the Contractor has performed services to a satisfactory standard, the Contractor will be entitled to an annual price increase calculated at the percentage agreed to at the time of Contract award. Where the Contractor has failed to satisfactorily meet the requirements of the SLA the Principal may terminate the Contract.

7.2 Discussion

Since the appointment of the NAJA team, the following administrative meetings have been held:

Date	Attendees	Purpose
8/9/2022	Vernon Lawrence Paul Rosair	Contract and general KRG discussion
9/9/2022	Deborah Goostrey Paul Rosair	General KRG discussion and meeting arrangements
9/9/2022	Vernon Lawrence Paul Rosair	Contract and meeting arrangements
13/9/2022	Paul Rosair Michelle Mackenzie Jane Lewis	Administrative arrangements and contract management
19/9/2022	Tim Lane Nick Kearns Deborah Goostrey Paul Rosair Michelle Mackenzie Jane Lewis	WALGA Zone Administrative arrangements and contract management KRG arrangements and discussion
20/9/2022	Deborah Goostrey	Transfer of Literature
23/9/2022	Vernon Lawrence Nick Kearns Paul Rosair Michelle Mackenzie Jane Lewis	Administrative arrangements and contract management

Proposed schedule of works until the end of December 2022:

- Review KRG MOU or alternative
 - Gain an understanding of the status of the KRG MOU and discuss options
- Refine administrative and reporting arrangements
 - Members to be advised on discussions to date
 - NAJA will prepare all agendas and insert Zone paperwork
 - Paul Rosair to be principal contact for KRG members apart from administrative tasks
 - Paul Rosair to attend all meetings if possible; to be accompanied by Michelle Mackenzie and or Jane Lewis
 - Minutes to be recorded by NAJA
- Prepare for November Zone and KRG meeting
 - Liaise with Tim Lane, WALGA ○ Prepare agenda and papers
- Convene November KRG Strategic Workshop
 - Using the Strategic Community Plan and Business Plan as a basis, prioritise key pieces of work and stakeholders for the 2023 year
- Further review of previous literature
- Service level agreement
- Potential introduction of Around the Grounds

8. General Business

Business without notice:

Current and potential areas of focus for the KRG – Strategic Planning Workshop to be held in November 2023

9. Meeting Closure: 12:55