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| Shire of Wyndham East Kimberley - Stakeholder Advisory Group | |  |
| MINUTES of Meeting | | |
| Meeting of: | 30 January 2017 | |
| Location: | Shire of Wyndham East Kimberley Council Chambers | |
| File No.: | CR.07 M1-2017 | |

| No. | Item | Minutes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | Meeting opening | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Chair: | Commissioner Ron Yuryevich welcome everyone and opened the meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Present: | <table border="0"> <tr> <td>Ahmuth Bin Omar</td> <td>MG Corporation</td> </tr> <tr> <td>Heidi Mippy</td> <td>Wunan</td> </tr> <tr> <td>Trisha Birch</td> <td>Balangarra Aboriginal Corporation</td> </tr> <tr> <td>Derek Gallagher</td> <td>Balangarra Aboriginal Corporation</td> </tr> <tr> <td>Maria Morgan</td> <td>Ngnowar-Aerwah Aboriginal Corporation</td> </tr> <tr> <td>Pam Barrett</td> <td>Joongari House</td> </tr> <tr> <td>Kathryn Radford</td> <td>Kununurra Neighbourhood House</td> </tr> <tr> <td>Michele Pucci</td> <td>Kununurra Chamber of Commerce and Industry</td> </tr> <tr> <td>Lee Guymmer</td> <td>Apex Club of Kununurra</td> </tr> <tr> <td>Leigh Pedler</td> <td>SWEK Ratepayers Association</td> </tr> <tr> <td>Fritz Bolten</td> <td>Ord River District Co-operative Ltd (ORDCO)</td> </tr> <tr> <td>Keith Wright</td> <td>The immediate past Deputy Shire President.</td> </tr> <tr> <td>Vivienne McEvoy</td> <td>Kununurra Visitors Centre</td> </tr> <tr> <td>Carl Askew</td> <td>Shire of Wyndham East Kimberley</td> </tr> <tr> <td>Louise Gee</td> <td>Shire of Wyndham East Kimberley</td> </tr> <tr> <td>Ron Yuryevich</td> <td>Shire of Wyndham East Kimberley</td> </tr> <tr> <td>Chris Grant</td> <td>Shire of Wyndham East Kimberley</td> </tr> <tr> <td>Jesse Johnson</td> <td>Shire of Wyndham East Kimberley</td> </tr> </table> | Ahmuth Bin Omar | MG Corporation | Heidi Mippy | Wunan | Trisha Birch | Balangarra Aboriginal Corporation | Derek Gallagher | Balangarra Aboriginal Corporation | Maria Morgan | Ngnowar-Aerwah Aboriginal Corporation | Pam Barrett | Joongari House | Kathryn Radford | Kununurra Neighbourhood House | Michele Pucci | Kununurra Chamber of Commerce and Industry | Lee Guymmer | Apex Club of Kununurra | Leigh Pedler | SWEK Ratepayers Association | Fritz Bolten | Ord River District Co-operative Ltd (ORDCO) | Keith Wright | The immediate past Deputy Shire President. | Vivienne McEvoy | Kununurra Visitors Centre | Carl Askew | Shire of Wyndham East Kimberley | Louise Gee | Shire of Wyndham East Kimberley | Ron Yuryevich | Shire of Wyndham East Kimberley | Chris Grant | Shire of Wyndham East Kimberley | Jesse Johnson | Shire of Wyndham East Kimberley |
| Ahmuth Bin Omar | MG Corporation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Heidi Mippy | Wunan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trisha Birch | Balangarra Aboriginal Corporation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Derek Gallagher | Balangarra Aboriginal Corporation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Maria Morgan | Ngnowar-Aerwah Aboriginal Corporation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pam Barrett | Joongari House | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kathryn Radford | Kununurra Neighbourhood House | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Michele Pucci | Kununurra Chamber of Commerce and Industry | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lee Guymmer | Apex Club of Kununurra | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leigh Pedler | SWEK Ratepayers Association | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fritz Bolten | Ord River District Co-operative Ltd (ORDCO) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Keith Wright | The immediate past Deputy Shire President. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vivienne McEvoy | Kununurra Visitors Centre | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Carl Askew | Shire of Wyndham East Kimberley | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Louise Gee | Shire of Wyndham East Kimberley | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ron Yuryevich | Shire of Wyndham East Kimberley | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chris Grant | Shire of Wyndham East Kimberley | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jesse Johnson | Shire of Wyndham East Kimberley | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Apologies: | <table border="0"> <tr> <td>Elisabeth Stewart</td> <td>Warringarri Aboriginal Corporation</td> </tr> <tr> <td>Jill Williams</td> <td>Kununurra Chamber of Commerce and Industry</td> </tr> <tr> <td>Victoria Baird</td> <td>Save the Children Australia</td> </tr> <tr> <td>Deb Pearce</td> <td>Community Resource Centre – Kununurra</td> </tr> <tr> <td>Maria Geier</td> <td>East Kimberley Sports Association</td> </tr> <tr> <td>Michael McConachy</td> <td>East Kimberley Marketing Group</td> </tr> <tr> <td>Colin Kuiper</td> <td>Rotary Club of Kununurra</td> </tr> </table> | Elisabeth Stewart | Warringarri Aboriginal Corporation | Jill Williams | Kununurra Chamber of Commerce and Industry | Victoria Baird | Save the Children Australia | Deb Pearce | Community Resource Centre – Kununurra | Maria Geier | East Kimberley Sports Association | Michael McConachy | East Kimberley Marketing Group | Colin Kuiper | Rotary Club of Kununurra | | | | | | | | | | | | | | | | | | | | | | |
| Elisabeth Stewart | Warringarri Aboriginal Corporation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jill Williams | Kununurra Chamber of Commerce and Industry | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Maria Geier | East Kimberley Sports Association | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Michael McConachy | East Kimberley Marketing Group | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Colin Kuiper | Rotary Club of Kununurra | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Stakeholder Advisory Group Guidelines | Louise Gee discussed the Stakeholder Advisory Group Guidelines with the group Key points raised included the objectives of the Stakeholder Advisory Group, To encourage community engagement by developing a sense of community between the Council, Shire and the community, to provide a formal system of information transfer between key stakeholders and the Shire, to encourage key stakeholders' contribution to the Shire's and Council's decision making process. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | Group Members and representation | Members were requested to review information provided in Item 2.1 – Group Members and Representation; and provide feedback/amendments to Chris Grant. Commissioner Ron Yuryevich invited each member to introduce themselves | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Election of Stakeholder Advisory Group Rotating Chairperson | Commissioner Ron Yuryevich invited those present to take the Chair of the group for the next 2 months and chair the meeting. Commissioner Ron Yuryevich advised that the Chairperson is responsible for guiding and controlling the meeting and ensuring that decisions made, are achieved after fair and reasonable debate has taken place. The Chairperson is also responsible for approving the Agenda for each meeting. Keith Wright nominated Derrick Gallagher. Derrick Gallagher accepted the Chair and Michele Pucci offered to support Derrick Gallagher. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 4 | Matters Referred by the Shire | |
| 4.1 | Procurement - Work with Us | <p>Jesse Johnson presented resent changes to online electronic tendering using Vendor Panel www.vendorpanel.com.au/swek</p> <p>Questions raised:</p> <p>What ongoing training will be available for suppliers and new comers to town? <i>There are online training videos for the vendor panel and there will be an annual face to face training in the Shire</i></p> <p>How does a new company register to participate? <i>Registration is online via the vendor panel website, enter your company details, once registered you will receive notice to quote on works within your registered category</i></p> <p>How will the Shire communicate the new process? <i>The change to online electronic Quoting was advertised in the West Australian Newspaper and local newsprint and on the shire's website. Existing suppliers were also notified individually. Training sessions have been held and were open to all to attend.</i></p> <p>Suggestion that the Shire should have a sign on the information bays advising people where they can get information. An example was a SWEK sign with the website address on it and mobile tagging bar code.</p> <p>Is the Shire going to support local suppliers? <i>Yes we have adopted a regional pricing preference policy that aims to support local suppliers</i></p> <p>How committed is Shire in supporting the Commonwealth Government's Indigenous Procurement Policy to stimulate Indigenous entrepreneurship and business development, providing Aboriginal people with more opportunities to participate in the economy? <i>Taken on Notice Response:</i> <i>Section 10 of the Shire's Purchasing Policy relates to purchasing from Aboriginal Business: PURCHASING FROM ABORIGINAL BUSINESSES sets out:</i> <i>Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.</i> <i>Where possible, Aboriginal businesses are invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.</i> <i>A large portion of our procurement is sought through public tender which is an open invitation to quote, including aboriginal businesses. As out lined in the Shires Purchasing Policy there is an opportunity for Council to consider using a qualitative weighting to favour local aboriginal businesses.</i></p> <p>The Chair thanked Jesse for information provided and opportunity to provide input</p> |

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| 4.2 | <p>Process for Election of Council 2017</p> | <p>Commissioner Ron Yuryevich raised that Council is considering how best to conduct the next Local Government Elections to increase participation. The Commissioner invited the group to advise on the options of an in person election or a postal election.</p> <p>Concerns about the quality of the service provided by Australia Post was raised especially remote communities that rely on mail plane services. The length of time it would take for a ballot paper to be sent to a remote community and then sent back could mean votes would not arrive in time to be counted.</p> <p>Concerns about some resident's ability to correctly fill in the ballot paper was raised. There a number of people in the community with poor literacy, that would need assistance.</p> <p>The group also saw benefits in postal voting. The ability to vote at your own convenience. For many people going to a polling station on polling day is not possible because of distance, access to transport, employment and holidays.</p> <p>Postal voters are able to ask loved ones to assist to correctly complete the ballot paper in the convenience of their own home. Attending a polling station can be daunting for Aboriginal people, as people have experienced being" herded" through the process. There is limited assistance in how to fill in the ballot paper at the polling station.</p> <p>To help make postal voting work we will need to see what processes need to be put in place and how we could help people complete the form correctly. Educating voters with newspaper or TV adds, training for community leaders and support workers.</p> <p>It was suggested that candidate's photos should be on the ballot paper to help people identify the correct candidate.</p> <p>The Chair was asked to defer the item to the next meeting to allow members the opportunity to investigate options further.</p> <p>Additional Information Provided by WA Electoral Commission (WAEC):</p> <p><i>Has postal voting impacted participation rates in other Elections?</i></p> <p><i>Postal elections for local government were first trialled by four local governments in 1995. This increased to eight in 1997, 34 in 1999, 47 in 2001, 55 in 2003, 50 in 2005, 64 in 2007, 69 in 2009, 74 in 2011 and 76 in 2013. Postal elections are more convenient for many electors and typically result in a higher rate of voter participation than in person ballots.</i></p> <p><i>Can people access to replacement "replacement voter packs"?</i></p> <p><i>There will be appointed "electoral officials" in both Kununurra and Wyndham with access to software and spare vote packs to issue replacement voter packs.</i></p> <p><i>Who can help people in Kalumburu with the poling process?</i></p> <p><i>In relation to indigenous communities away from our centres (such as Kalumburu), WAEC have advised they would not have an issue with appointing a local person as an electoral official to be able to issue replacement voter packs. The person would need to be trained and given access to WAEC software.</i></p> <p><i>An electoral Official would have a ballot box and be able to issue replacement voter packs and assist people with voting for about 3 weeks prior to the election day.</i></p> <p><i>The benefit, as highlighted by SAG members, of having a Postal Election is that the votes can be lodged in the weeks leading up to the election day.</i></p> |
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| 5 | General Business | |
| | Community engagement about dogs | <p>Stray dogs in Wyndham is currently a focus of Rangers in the town. The issue of informing the community about the ranger's activities. It was alleged that Rangers were acting suspiciously and no one knew what they were doing. It was suggested that the Rangers should tell the Wyndham SWEK office what they are doing.</p> <p><i>CEO to take on notice Response:</i></p> <p><i>Report from the Rangers: WA Rangers have been conducting an Animal Audit to ensure animals in Wyndham and Kununurra are registered. All dogs over the age of three months old residing in the Shire of Wyndham East Kimberley must be registered in accordance with the State Dog Regulations 2013. Rangers have been contacting residents in person where possible and if nobody is home have left a letter at the property outlining the responsibilities of owners. Dog registration fee helps Rangers reunite lost dogs with their owners, contributes to the maintenance of the Animal Care Facility and supports Ranger patrol services within the Shire.</i></p> <p><i>Shire rangers have a difficult task and are often criticised for undertaking their duties however the Shire acknowledges that there can be better community engagement through the Wyndham Office for future visits and activities</i></p> |
| | Dogs in Kununurra | <p>Comment was made about dogs being taken into custody and later released being in poor health and died.</p> <p><i>CEO If there is an issue people need to raise the issue immediately with the Shire so the matter can be investigated.</i></p> |
| | Acknowledging Country | <p>It was suggested that as part of the opening of the meeting an Acknowledgement of Country should be included.</p> <p>Acknowledgement of Country is a way of showing awareness of and respect for the traditional Aboriginal people of the land on which a meeting is being held, and of recognising the continuing connection of Aboriginal people to Country.</p> <p>The Chair asked if the group agreed with the recommendation</p> <p>Group to accept the recommendation and that the following be included in the meeting opening:</p> <p><i>I would like to pay my respect and acknowledge to the traditional custodians of the land on which this meeting takes place, and also pay respect to Elders both past and present</i></p> |
| | Wet weather | The shire was commended for its work during the wet weather and helping to drain water away from the town and working with the agricultural community |
| 6 | Next Meeting | Monday 27th March 2017, 5pm to 7pm to be held at Shire Offices, Wyndham |
| | Meeting Close | 6:50pm |

| Administration of Minutes | |
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| Administrative item | Action |
| <i>A copy of the minutes is to be sent to the Shire's Chief Executive Officer electronically within 10 working days of the meeting.</i> | Sent: 3/02/2017 |
| <i>Disputes as to the accuracy of the minutes are to be put to a vote and changes if agreed to by the majority of members in attendance.</i> | Disputes Notes: |
| <i>Minutes are ratified at the following Stakeholder Advisory Group meeting by two people who can verify the accuracy of those minutes.</i> | Minutes Ratified: 27/03/2017 |