



Western Australian  
**Regional Capitals Alliance**

**Western Australian Regional Capitals  
Alliance Meeting**

**MINUTES**

# MINUTES

## 1. OFFICIAL OPENING

Meeting opened at 11.02am

## 2. RECORD OF ATTENDANCE / APOLOGIES / ABSENCE

### Members:

Peter Long	Mayor City of Karratha (Chair)
Chris Adams	CEO City of Karratha
Dennis Wellington	Mayor City of Albany
Andrew Sharpe	CEO City of Albany
Andrew Brien	CEO City of Bunbury
Ken Diehm	CEO City of Greater Geraldton
John Bowler	Mayor City of Kalgoorlie-Boulder
John Walker	CEO City of Kalgoorlie-Boulder

### Dialed in:

Gary Brennan	Mayor City of Bunbury ( <i>left after consideration of Item 7</i> )
Camilo Blanco	Mayor Town of Port Hedland
Chris Linnell	Acting CEO Town of Port Hedland
Ron Johnston	Mayor Shire of Broome ( <i>from 12.30pm</i> )
Sam Mastrolembo	Acting CEO Shire of Broome ( <i>from 12.30pm</i> )

### Apologies:

Shane van Styn	Mayor City of Greater-Geraldton
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### Presentations:

David Saunders	Deputy Director General, Department of Planning
Paul Crape	AON Insurance

### 3. DECLARATIONS OF INTEREST

Andrew Sharpe requested that it be noted that he is a Board Member of LGIS. AON, a direct competitor to LGIS, presented to the meeting.

### 4. PRESENTATIONS

#### **Department of Planning: David Saunders**

Discussion re the status of RCDP Stage I and potential for funding for the delivery of RCDP Stage II. Announcement re RCDP II anticipated in the near future. Discussion held re linkages between plans and opportunities to collaborate amongst WARCA Council's

*Noted. No Decision made*

#### **AON Insurance: Paul Crapper**

Discussed AON current service provision to Local Governments in eastern Australia and outlined his/AON's view of possible costs savings that may be generated through WA Local Governments competitively tendering for insurance Services as opposed to current practise of solely using LGIS.

#### ***WARCA Resolution***

***That City of Kalgoorlie Boulder (on behalf of WARCA Members) formally writes to WARCA Member Council's to determine their level of interest/support in calling for Expressions of Interest and/or Tenders for insurance broking or insurance services from 2017/18***

***Moved: Ken Diehm***

***Second: John Walker***

***Carried Unanimously***

***(NB: Andrew Sharpe abstained from voting due to his declaration of interest)***

### 5. CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

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Recommendation:

That members note the outcomes of the informal discussions of the Western Australian Regional Capitals Alliance members held on Tuesday, 25 October 2016.

***Noted.***

## 6. WARCA STRATEGIC DIRECTIONS – STATUS OF 2016 ACTIONS AND ‘HIGH LEVEL’ DIRECTION FOR 2017

<b>Date of Report:</b>	<b>16 November 2016</b>
<b>Report Author:</b>	<b>Chief Executive Officer, City of Karratha</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>WARCA Strategic Directions Status Report – Dec 2016</b>

### Purpose

For WARCA to

1. Consider the current status of implementation of agreed actions listed within the WARCA Strategic Directions 2016 document.
2. Consider the Strategic Direction for the organization in 2017

### Background

WARCA agreed on specific actions that it would like to achieve in the 2016 calendar year. The attached Status Report updates on the progress towards achieving the actions listed within the document. The following table briefly summarises the action status:

Area of Activity	In progress/On Track	No Action Taken/Behind	Total Actions
Advocacy and Policy Influence	3	2	5
Research	1	1	2
Promotion	4	2	6
Information Sharing	3	0	3
<b>Total</b>	<b>11</b>	<b>5</b>	<b>16</b>

Informal discussions were held amongst WARCA members prior to SEGRA in Albany regarding the perception of WARCA by its members and how WARCA could/should operate into the future. A summary of the key points discussed is listed below:

- WARCA is operating better than previously but could/should be doing more.
- Focus needs to move away from research into more outcome focused/tangible results.
- Potential to position WARCA as a regional group in Local Government that works collaboratively to get things done.
- Discussion re the focus is 2017 being on:
  - Advocacy on key WARCA issues
  - Developing WARCA regional project up (selling regional cities) linked to Growth Plans

**Link to WARCA Strategic Directions/Establishment Agreement**

The WARCA Strategic Directions 2016 Document includes the following statement that is relevant to this matter:

Review and Reporting: A brief snapshot report on the status of the above listed 2016 Actions will be prepared and distributed as a component of each WARCA Agenda

A new plan for 2017 will need to be developed.

**Budget Implications**

Nil

**Options**

Option 1: Officer Recommendation

Option 2: That WARCA notes the WARCA Strategic Directions: Status of Implementation Document (as attached), and modifies the document by \_\_\_\_\_

**Conclusion**

For discussion and review.

***WARCA Resolution******That WARCA:***

- 1. Notes the WARCA Strategic Directions: Status of Implementation Document (as attached)***
- 2. Agrees that the key focus areas for 2017 for the organization will be:***
  - a. Advocacy on agreed matters.***
  - b. Developing priority projects that are consistent across Regional Capitals.***
  - c. CEO and organizational cooperation/collaboration on issues and projects of common interest.***
- 3. Requests that a Strategic Directions document be prepared for 2017 detailing the activities that will be undertaking by the organization.***

***Moved: John Walker***

***Second: Mayor Dennis Wellington***

***Carried Unanimously***

## 7. EXECUTIVE OFFICER

<b>Date of Report:</b>	<b>2 December 2016</b>
<b>Report Author:</b>	<b>Chief Executive Officer, City of Albany</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>Example General Conditions of Engagement</b>

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### **Purpose**

To Consider the appointment of a part time executive officer to support WARCA, Review and approve the terms of engagement and Approve the position description.

### **Background**

At previous WARCA meetings it has been suggested we call for expressions of interest for the position of Executive Officer to provide a higher level of administrative and executive support to the Alliance.

The City of Albany Chief Executive Officer, Andrew Sharpe was requested to prepare a report for the December 2016 WARCA Meeting in order to determine the potential Executive Officer role and method of engagement.

WARCA has the option to appoint a dedicated Executive Officer or alternatively continue to support the Alliance operations from within Member Councils existing staff resourcing.

### **Discussion**

It is recommended that the Executive Officer is engaged as a consultant under a “General Conditions of Engagement Contract”. From a good governance perspective – any recruitment process undertaken by the Alliance must demonstrate full transparency and a compliant equitable process.

It is recommended that the Alliance determines the method of seeking expressions of interest and the skill and experience required of the incumbent. The recruitment options being either; an open market expression of interest or a select number of applications sourced from existing contractors that are received via Alliance Member recommendations.

The following has been prepared for review by the Alliance board:

### **Proposed Expression of Interest:**

Exclusive Opportunity with the Western Australian Regional Capitals Alliance (WARCA).

The Alliance is looking for a part time Executive Officer to help lead and enable the alliances vision:

*“WARCA will enable the member regional capital communities to evolve into fully-fledged alternatives to the Perth metropolitan areas with populations of at least 50,000 by 2026”*

### **Position Description:**

The Executive Officer provides the Chairman and members of the Alliance with high level strategic and executive leadership and support.

The position undertakes research, prepare reports and other papers, and regularly represents the Alliances in discussions with key external Stakeholders, in particular Government Ministers and senior Advisors.

The Executive Officer will work in co-operation with the Alliance's Secretariats administrative assistant to provide administrative and operational support to the Alliance in-particular preparing agendas and business papers.

The Executive Officer will also shape this new role so that it demonstrably adds to the effectiveness of the Alliance. This will include preparing a strategic plan with key goals and deliverables. The strategic plan is to be prepared in direct liaison with the Alliance members and then presented for formal adoption.

**Key Responsibilities will include:**

- Responsible for developing and implementing a strategic plan with the Alliance board.
- Proactively advocate, build and maintain effective working relationships with internal and external stakeholders.
- Advocate on behalf of the Alliance to both industry, state and federal government.
- Provide strategic leadership to the Alliances as required.
- Provide advice and information to the Alliance, Chair and Members to position and enable the WARCA vision.
- Prepare high quality reports, speeches, presentations, briefings, correspondence and other papers for the Alliance.
- Prepare and settle the WARCA agenda and business papers in consultation with the Chairperson and Members.

**About You:**

To be successful, you will be able to demonstrate the following skills and experience:

- Excellent stakeholder management skills including both internal and external stakeholders.
- Operations Management – A minimum of five years demonstrating accountability for ensuring effective operations for an organisation including finance, administration, marketing, reporting and relationship management.
- Ability to implement governance and provide the required reporting to monthly Alliance Board meetings.
- A strong focus on customer service and service delivery to members.
- Experience in advocacy and regional development would be highly desirable.
- Demonstrated ability in policy development and strategic planning.

This is an outstanding part-time position for the right candidate and will provide the opportunity for someone to take ownership and deliver real outcomes to the Alliance and its participant members, being:

- City of Albany
- Sire of Broome
- City of Bunbury
- City of Greater Geraldton
- City of Kalgoorlie-Boulder
- City of Karratha
- Town of Port Headland

**Remuneration:**

There are a number of options that can be explored, however it is recommended that the alliance consider:

- Retainer for fixed period of contract; and/or
- Explore the possibility of reverting to an hourly rate.

For example – the contractor would be engaged on an hourly rate to be costed against a set retainer amount. Then any additional hours worked above the retainer amount that have been pre-approved would be paid at the set hourly rate.

**Method of seeking interest to fulfil the position:**

A number of options are available and should be considered by the Alliance at the December 2016 meeting:

- Targeted recruitment (maximum of four minimum of three potential consultants); or
- Full open market.

**Financial implications**

- The Alliance will be responsible for determining the consultant's financial remuneration.
- Currently the City of Greater Geraldton are responsible for the alliances financial reporting and management.
- Unless otherwise agreed, it is recommended that the Executive Officer be engaged under a general conditions of engagement contract administered by the City of Greater Geraldton as the auspicing Member Council.

**Legal implications**

- There are no direct legal implications related to report.
- It is recommended that the Executive Officer is engaged under a "General Conditions of Contract for Engagement of Consultants" (see attached for an example), by the City of Greater Geraldton as the auspicing Member Council.



**Conclusion**

It is recommended WARCA consider recruiting a dedicated Executive Officer under the terms and conditions detailed in this report.

As an alternative option the alliance may consider not appointing a dedicated Executive Officer and scale back its meetings and activities. Under this option member Councils could continue to meet collectively for a set purpose and provide the staff resourcing from within the existing membership base.

***WARCA Resolution******That WARCA:***

- 1. Agrees to the recruitment of dedicated Executive Officer resource.***
- 2. Delegates to role of scope development, selection process and recruitment to the WARCA CEO's (led by City of Albany)***
- 3. Receives a report on the recruitment process at WARCA's first meeting in 2017***

***Moved: Ken Diehm***

***Second: Mayor John Bowler***

***Carried Unanimously***

Mayor Gary Brennan left the meeting (via teleconference)

## 8. ENDORSEMENT OF MEMORANDUM OF UNDERSTANDING.

<b>Date of Report:</b>	<b>5 December 2016</b>
<b>Report Author:</b>	<b>Chief Executive Officer, City of Bunbury</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Memorandum of Understanding</b>

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**Purpose:**

For members of the Western Australian Regional Capitals Alliance to receive the Draft Memorandum of Understanding prior to referring the matter to each respective Council for endorsement.

**Background:**

Due to the finalised agreement with UWA and to allow WARCA to transition into the new phase the development of a MOU is considered the most appropriate way to progress this.

At the discussion forum of 25 October 2016 and at the CEO teleconference of 15 November 2016, the matter of the appointment of Executive Officer for WARCA was discussed. It was noted, that the Memorandum of Understanding would incorporate the role of Executive Officer and Secretariat which are contained at items 6.8 and 6.9 of the MOU.

**Comment:**

The MOU details the purpose and objectives of WARCA. It also references that Western Australian Regional Capitals Alliance is to initially prepare and subsequently review a Strategic and Financial Plan every two years.

**1. Cooperation**

To provide a strong and cohesive regional group that has the capacity to provide leadership and practical projects that will enhance the regional capitals within Western Australia

**2. National Participation**

To promote and participate in national forums which seek to enhance the role, stature and effectiveness of regional cities and regional capitals across Australia.

**3. Resource Sharing**

To promote inter-council cooperation and resource sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities.

These opportunities can include but are not limited to the following;

- i. Undertake joint and mutually beneficial projects; and

The Purposes for which the Western Australian Regional Capitals Alliance is established are to:

- a) Provide a framework for the assessment of common themes and delivery options of projects and outcomes identified through the development of the Regional Centres Growth Planning Process;
- b) Participate in State and National activities or forums where they relate to West Australian regional centres;
- c) To provide a forum for sharing of information and consolidation of positions to assist State Government in the development of policy relevant to regional centres.

The objectives of the Western Australian Regional Capitals Alliance shall be:

- a) To achieve the organisational vision
- b) To endeavour to carry out the Purposes in manner which enhances and assists in the advancement of the Region
- c) To encourage cooperation and information sharing; and
- d) Not to detract from the relationships a Participant holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

**Policy Implications**

Nil

**Legislative Implications**

Nil

**Financial Implications**

Nil

***WARCA Resolution***

***That:***

- 1. WARCA agrees to investigate establishing a Regional Subsidiary in lieu of the pre-existing and proposed updated Memorandum of Understanding.***
- 2. The City of Geraldton prepare a report, including a draft Charter, for WARCA's consideration at the first WARCA meeting in 2017.***

***Moved: Chris Adams***

***Second: Dennis Wellington***

***Carried Unanimously***

## 9. NEW MEMBERS UPDATE

<b>Date of Report:</b>	<b>2 December 2016</b>
<b>Report Author:</b>	<b>Chief Executive Officer, City of Karratha</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>Nil</b>

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### **Purpose**

To update on discussions with potential new WARCA members.

### **Background**

Given the research undertaken by UWA, WARCA elected to invite the following three (3) additional LGA's to become members of WARCA:

- City of Busselton
- Shire of Northam
- Shire of Esperance

Formal letters were sent from the Chair to the Mayor/Shire President of each LGA on the 29/9/16. In addition, follow up phone calls have been made with each organisation. To date the following feedback has been received:

- City of Busselton – *Advised they will take the matter to council for consideration*
- Shire of Northam – *Advised they will take the matter to council for consideration*
- Shire of Esperance – *Yet to advise direction they will take*

### **Link to Strategic Directions**

Nil

### **Budget Implications**

Additional members will bring some additional revenue to WARCA

### **Options**

N/A

### **Conclusion**

For information

***Noted.***

## 10. APPOINTMENT OF CHAIRMAN AND DEPUTY CHAIRMAN FOR WARCA

<b>Date of Report:</b>	<b>05 December 2016</b>
<b>Report Author:</b>	<b>Chief Executive Officer, City of Bunbury</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>

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### **Purpose**

Nominations are called for the following Western Australian Regional Capitals Alliance positions:

- Chairman
- Deputy Chairmain

### **Background:**

Peter Long, Mayor of the City of Karratha previously held the position of Chairman for the Western Australian Regional Capitals Alliance and Shane van Styn, Mayor of the City of Greater Geraldton held the Deputy Chairman position during 2016.

Nominations are sought from interested members for these positions for the 2017 calendar year.

Section 6.3 and 6.4 of the draft Memorandum of Understanding notes:

#### **6.3 Election of chairman and deputy chairman**

- (1) The members of the Western Australian Regional Capitals Alliance shall elect a chairman and a deputy chairman at the first meeting of Western Australian Regional Capitals Alliance following each local government election.
- (2) If the office of chairman or deputy chairman becomes vacant then the members of the Western Australian Regional Capitals Alliance shall elect a new chairman or deputy chairman, as the case requires.

#### **6.4 Tenure of chairman and deputy chairman**

*The chairman and deputy chairman hold office until:*

- a) *no longer eligible to be a member; or*
- b) *the election of a new chairman and deputy chairman.*

It was discussed at the meeting of October 25<sup>th</sup> 2016 that an item would be prepared calling for nominations of a Chairman and Deputy Chairman.

### **Comment:**

All members are welcome to nominate for these positions for the 2017 calendar year.

The Role of chairman as detailed in the MOU is:

- a) *Presides at meetings of the Western Australian Regional Capitals Alliance;*
- b) *Carries out civic and ceremonial duties on behalf of Western Australian Regional Capitals Alliance;*
- c) *Speaks on behalf of Western Australian Regional Capitals Alliance;*
- d) *Performs such other functions as are given to the chairman by the Act, any other written law or this Agreement; and*

- e) *Liaises with the Secretariat of the Western Australian Regional Capitals Alliance regarding the affairs and the performance of its functions.*

The Role of deputy chairman is:

- (1) *The deputy chairman performs the functions of the chairman, when authorised to do so, under this clause.*
- (2) *The deputy chairman may perform the functions of chairman if;*
- a) *The office of chairman is vacant; or*
  - b) *The chairman is not available or is unable or unwilling to perform the functions of chairman,*

It should also be noted that the Council from which the Chairman is elected will provide the administrative secretariat role.

There are two options available moving forward in relation to the matter a motion and alternative motion have been provided for consideration.

**Policy Implications**

Nil

**Legislative Implications**

Nil

**Financial Implications**

Nil

***WARCA RESOLUTION***

***That Mayor Peter Long and Mayor Shane van Styn remain in the positions of Chairman and Deputy Chairman until after the 2017 Local Government elections.***

***Moved: Mayor John Bowler***

***Second: Mayor Dennis Wellington***

***Carried Unanimously***

## 11. UWA CONTRACT CONCLUSION

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<b>Date of Report:</b>	<b>7 December 2016</b>
<b>Report Author:</b>	<b>Chief Executive Officer – City of Greater Geraldton</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>UWA – WARCA Cooperation Agreement</b>

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### **Purpose**

This report provides an update on the termination of the research partnership and the impacts on the current and future budget.

### **Background**

WARCA members entered into a five year research partnership with the University of Western Australia (UWA) in December 2011. This agreement required the UWA and WARCA to collaboratively develop strategic planning needs and for UWA to undertake detailed economic analysis and research in areas relevant to the needs of WARCA members.

The quality of work prepared by UWA has been of an exemplary academic and standard but has not meet the needs of WARCA members.

At its meeting held on 1 August 2016 WARCA resolved to terminate the agreement with the University of Western Australia and delegated authority to the CEO of the Shire of Broome and the CEO of the City of Greater Geraldton to negotiate a termination settlement.

On Friday 26<sup>th</sup> September 2016 the CEO of the Shire of Broome and I met with Fiona McKenzie of UWA and at that meeting it was agreed:

1. The Partnership between UWA and WARCA would cease as of 31<sup>st</sup> October 2016.
2. Secretariat services would cease as at 31<sup>st</sup> October 2016.
3. WARCA will pay fees for secretariat services on a pro-rate basis to 31<sup>st</sup> October 2016.

### **Policy Implications**

Nil

### **Legislative Implications**

Nil

### **Financial Implications**

The agreement was entered into in 2011, the first payment was made in July 2012 and the effective commencement date was October 2012. Payments were originally paid in advance but the payment cycle was subsequently amended to be paid in arrears by the City of Kalgoorlie Boulder when they were responsible for managing WARCA's finances.

A final payment (year 4) of \$198,639 as per the agreement is now due and payable. No payments with regard to the provision of secretariat services are required.

The following draft 2017/18 Budget has been developed that incorporates the termination of the UWA agreement and a \$50,000 provision for secretarial type services:

2016-17	Proposed Budget	Budget Comments
<b>Income</b>		
Memberships 2015/16	\$113,900	Membership Contributions
Interest received	\$100	Interest from cash balances
<b>Total Income</b>	<b>\$114,000</b>	
<b>Expenses</b>		
RCA Memberships 2015/16	\$56,000	Membership of WARCA members @\$8,000 each
Accountancy fees	\$2,000	Audit fees
Meetings & Functions	\$2,000	Meeting room fees and catering
Secretariat	\$50,000	To be negotiated
Travel and Accommodation	\$4,000	Provision of secretariat travel cost associated with WARCA Meetings
<b>Total Expense</b>	<b>\$114,000</b>	
<b>Profit (loss)</b>	<b>\$0</b>	

Based upon the above draft Budget, the relative contribution of each WARCA member would reduce from \$44,934 paid during the 2015/16 year to \$16,272.

***WARCA Resolution***

***That the Board receive and consider the Treasurers report dated 7<sup>th</sup> December 2016 in relation to the termination of the UWA-WARCA Co-operation Agreement effective 31<sup>st</sup> October 2016 and resolve to Delegate authority to the Treasurer:***

- 1. To make the final payment to UWA under the UWA-WARCA Cooperation agreement,***
- 2. Bring the agreement to a legally binding conclusion.***

***Moved: Andrew Brien***

***Second: Mayor Dennis Wellington***

***Carried Unanimously***



## **12. ECONOMIC DEVELOPMENT – REGIONAL SPEAKERS**

Andrew Sharpe CEO City of Albany advised that, subsequent to the success of SEGRA in Albany, the COA is planning on pursuing further opportunities in relation to engaging speakers in the field of Economic Diversification and that there may be some opportunity for WARCA collaboration.

*Noted*

### 13. TREASURERS REPORT

<b>Date of Report:</b>	<b>29 November</b>
<b>Report Author:</b>	<b>Chief Executive Officer, City of Greater Geraldton</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>1. Balance Sheet – As of 25<sup>th</sup> November 2016</b> <b>2. Profit &amp; Loss Budget v Actual 1 July – 25 November 2016</b>

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#### **Purpose**

The following financial reports for the consideration of the Board:

1. Balance Sheet as at 25<sup>th</sup> November 2016
2. Budgeted Profit and Loss for the period ending 25<sup>th</sup> November 2016

The following notes are provided as an explanation to significant variances in the Budgeted Profit and Loss Statement:

1. Accountancy fees are underspent as the audit of the accounts has not yet taken place.
2. Meetings and Functions expenses are underspent due to these costs being incorporated into UWA's charges
3. RCA Memberships are underspent due to a reduction in membership subscriptions from \$8,000 to \$7,000.
4. UWA Media Relations, Secretariat and Web Development expenses are underspent due to the termination of their service.
5. UWA Research Contribution expenses have not yet been paid for 2016/17.

#### ***WARCA Resolution***

***That the Board receive and note the Treasurer's Report for the period ending 25<sup>th</sup> November 2016 and accompanying financial statements.***

***Moved: Chris Adams***

***Second: Mayor John Bowler***

***Carried Unanimously***

**BALANCE SHEET (As of 25 November 2016)**

<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
<b>Cash at Bank</b>	<u>351,532.71</u>
<b>Total Chequing/Savings</b>	<u>351,532.71</u>
<b>Total Current Assets</b>	<u>351,532.71</u>
<b>TOTAL ASSETS</b>	<b><u>351,532.71</u></b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>Income in advance</b>	60,309.00
<b>Tax Payable</b>	<u>40,544.34</u>
<b>Total Other Current Liabilities</b>	<u>100,853.34</u>
<b>Total Current Liabilities</b>	<u>100,853.34</u>
<b>TOTAL LIABILITIES</b>	<u>100,853.34</u>
<b>NET ASSETS</b>	<b><u>250,679.37</u></b>
<b>EQUITY</b>	
<b>Opening Bal Equity</b>	136,570.00
	-
<b>Retained Earnings</b>	134,023.94
<b>Net Income</b>	<u>248,133.31</u>
<b>TOTAL EQUITY</b>	<b><u>250,679.37</u></b>

	<u>Jul 1 - Nov 25, 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest received	0.00	100.00	-100.00	0.0%
Memberships 2016/2017	314,538.00	314,539.00	-1.00	100.0%
<b>Total Income</b>	<u>314,538.00</u>	<u>314,639.00</u>	<u>-101.00</u>	<u>99.97%</u>
<b>Gross Profit</b>	314,538.00	314,639.00	-101.00	99.97%
<b>Expense</b>				
Accountancy fees	0.00	2,000.00	-2,000.00	0.0%
Meetings & Functions	71.36	2,000.00	-1,928.64	3.57%
RCA Memberships 2016/2017	49,000.00	56,000.00	-7,000.00	87.5%
Travelling expenses	0.00	4,000.00	-4,000.00	0.0%
UWA - Media Relations	1,666.67	5,000.00	-3,333.33	33.33%
UWA - Secretariat	13,000.00	39,000.00	-26,000.00	33.33%
UWA - Website Development	2,666.66	8,000.00	-5,333.34	33.33%
UWA Research Contribution	0.00	198,639.00	-198,639.00	0.0%
<b>Total Expense</b>	<u>66,404.69</u>	<u>314,639.00</u>	<u>-248,234.31</u>	<u>21.11%</u>
<b>Net Ordinary Income</b>	<u>248,133.31</u>	<u>0.00</u>	<u>248,133.31</u>	<u>100.0%</u>
<b>Net Income</b>	<u><b>248,133.31</b></u>	<u><b>0.00</b></u>	<u><b>248,133.31</b></u>	<u><b>100.0%</b></u>

## 14. WARCA: 2017 MEETING DATES

<b>Date of Report:</b>	<b>2 December 2016</b>
<b>Report Author:</b>	<b>Chief Executive Officer, City of Karratha</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>Nil</b>

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### Purpose

To set the dates and locations for WARCA meetings in 2017.

### Background

During 2016 WARCA held five (5) meetings and one informal catch up on the following dates.

- 16 February – Perth
- 2 March - Perth
- 1 June – Perth
- 1 August - Perth
- 25 October – Albany (informal meeting)
- 9 December – Perth

In addition, the CEO's held both pre and post meeting teleconferences.

Assuming that WARCA continues to operate as per discussions in Albany, it is suggested that a similar meeting cycle be established in 2017. The following indicative dates and location have been listed for the purpose of stimulating discussion on potential timing and location/s for meetings:

Month	Comment	Location
February	Early Feb: Select EO and confirm agenda for 2017	Perth
April	Annual Meeting with Premier (post election)	Perth
June	Regional Meeting.	Karratha?
August	Coincide with WALGA Week?	Perth
November	Post LGA elections: Coincide with RCA event/activity.	Canberra

### Link to Strategic Directions

The 2016 WARCA Strategic Directions document included the following Strategy under the heading of information Sharing:

*At least one meeting per year to be held at a regional capital with a field visit to be arranged to a local organisation which showcases innovation.*

### Budget Implications

There are costs associated to member in attending WARCA. The indicative meeting schedule listed above attempts to tie WARCA dates in/around other activities so that members can get great value for money from attending.

**Options**

N/A

**Conclusion**

For information/discussion

**WARCA Resolution****That WARCA set the following meeting dates and locations for 2017:**

<b>Month</b>	<b>Comment</b>	<b>Location</b>
<b>10<sup>th</sup> February</b>	<b>Early Feb: Select EO and confirm agenda for 2017</b>	<b>Perth</b>
<b>April</b>	<b>Annual Meeting with Premier (post-election)</b>	<b>Perth</b>
<b>June</b>	<b>Regional Meeting.</b>	<b>Karratha</b>
<b>August</b>	<b>Coincide with WALGA Week</b>	<b>Perth</b>
<b>November</b>	<b>Coincide with RCA event/activity</b>	<b>Canberra</b>

**Moved: Ken Diehm****Second: Andrew Sharpe****Carried Unanimously**

## **15. RCA UPDATE**

Attachment provided with Agenda.

*Noted*

## **16. OTHER BUSINESS**

WARCA Website: Discussion regarding hosting arrangements for WARCA website.

*WARCA Resolution*

*That the City of Karratha assume management responsibility for the WARCA website*

*Moved: Mayor John Bowler*

*Second: Andrew Brien*

## **17. CLOSURE & DATE OF NEXT MEETING**

The meeting closed at 1.30pm

The next meeting date will be **Friday, 10<sup>th</sup> February 2017.**