



Western Australian
Regional Capitals Alliance

**Western Australian Regional Capitals
Alliance Meeting**

MINUTES

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Minutes

1 OFFICIAL OPENING

Meeting opened at 11.00am

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
Ron Johnston	Mayor Shire of Broome
Sam Mastrolembo	CEO Shire of Broome
Andrew Brien	CEO City of Bunbury
Matthew Scott	CEO Shire of Esperance
Shane van Styn	Mayor City of Greater-Geraldton
Ken Diehm	CEO City of Greater Geraldton
John Bowler	Mayor City of Kalgoorlie-Boulder
John Walker	CEO City of Kalgoorlie-Boulder
Jason Whiteaker	CEO Shire of Northam
Paul Rosair	Executive Officer WARCA

Dial in:

Camilo Blanco	Mayor Town of Port Hedland
David Pentz	CEO Town of Port Hedland

Guests:

David Templeman	Minister for Local Government; Heritage; Culture and the Arts Leader of the House
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Apologies:

Gary Brennan	Mayor City of Bunbury
Steven Pollard	Shire President Shire of Northam

Absent:

3 DECLARATIONS OF INTEREST

CEO City of Albany Andrew Sharpe declared an interest in the following item:
Item 12 - Insurance Services as he is a Board Member of LGIS.

4 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

WARCA Resolution

That the Minutes of the Western Australian Regional Capitals Alliance Meeting held on Friday, 10 February 2017, be confirmed as a true and correct record of proceedings and appoint the position of EO to NAJA Consulting with the Principal Consultant being Mr Paul Rosair.

MOVED: Andrew Sharpe - CEO City of Albany

SECONDED: Chris Adams – CEO City of Karratha

CARRIED UNANIMOUSLY

5 TREASURERS REPORT APRIL 2017

Date of Report:	27 April 2017
Report Author:	CEO - City of Greater Geraldton
Disclosure of Interest:	Nil
Attachment(s)	1. Balance Sheet as at 27 April 2017. 2. Budgeted Profit and Loss for the period ending 27 April 2017. 3. Letter of resignation from the Treasurer

Below are the financial reports for the consideration of the members:

1. Balance Sheet as at 27 April 2017.
2. Budgeted Profit and Loss for the period ending 27 April 2017.

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 cost considerably less than expected. Next year's Budget will be adjusted accordingly.
2. General Expenses are over budget due to sundry meeting costs that should have been allocated to the Meetings and Functions Budget item.
3. Meetings and Functions are underspent due to the use of free meeting space for Board meetings. Next year's budget will be adjusted accordingly.
4. Travel Expenses are under budget as we have not had to pay for travel costs associated with secretariat travelling to regional centres for Board Meetings.
5. UWA Secretariat and Website Development are underspent due to the termination of the agreement with UWA.

With respect to the Balance Sheet, I intend to return the advance contributions paid by the City of Greater Geraldton to avoid any confusion in relation to these balances subsequent to my resignation.

WARCA Resolution

That the Board receive and note the Treasurer’s Report for the period ending 27 April 2017 and accompanying financial statements. Formally thank Ken Diehm for his work with WARCA, particularly his role as Treasurer.

Note that the City of Greater Geraldton will continue to act as Treasurer for WARCA

MOVED: Andrew Brien - CEO City of Bunbury

SECONDED: Dennis Wellington – Mayor City of Albany

CARRIED UNANIMOUSLY

Balance Sheet as at 27 April 2017

	<u>Apr 30, 17</u>
ASSETS	
Current Assets	
Chequing/Savings	
Cash at Bank	132,025.56
Total Chequing/Savings	<u>132,025.56</u>
Total Current Assets	<u>132,025.56</u>
TOTAL ASSETS	<u>132,025.56</u>
LIABILITIES	
Current Liabilities	
Other Current Liabilities	
Income in advance	60,309.00
Tax Payable	<u>20,589.14</u>
Total Other Current Liabilities	<u>80,898.14</u>
Total Current Liabilities	<u>80,898.14</u>
TOTAL LIABILITIES	<u>80,898.14</u>
NET ASSETS	<u>51,127.42</u>
EQUITY	
Opening Bal Equity	136,570.00
	-
Retained Earnings	134,023.94
Net Income	<u>48,581.36</u>
TOTAL EQUITY	<u>51,127.42</u>

Budgeted Profit and Loss for the period ending 27 April 2017

	Jul 16 - Apr 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Interest received	0.00	100.00	-100.00
Memberships 2016/2017	314,538.00	314,539.00	-1.00
Total Income	314,538.00	314,639.00	-101.00
Gross Profit	314,538.00	314,639.00	-101.00
Expense			
Accountancy fees	400.00	2,000.00	-1,600.00
General expenses	512.95	0.00	512.95
Meetings & Functions	71.36	2,000.00	-1,928.64
RCA Memberships 2016/2017	49,000.00	56,000.00	-7,000.00
Travelling expenses	0.00	4,000.00	-4,000.00
UWA - Media Relations	1,666.67	5,000.00	-3,333.33
UWA - Research Contribution	198,639.00	198,639.00	0.00
UWA - Secretariat	13,000.00	39,000.00	-26,000.00
UWA - Website Development	2,666.66	8,000.00	-5,333.34
Total Expense	265,956.64	314,639.00	-48,682.36
Net Ordinary Income	48,581.36	0.00	48,581.36
Net Income	48,581.36	0.00	48,581.36



Our Ref:
Your Ref:
File Ref:
Enquiries:

24 April 2017

Mayor Peter Long
President
Western Australia Regional Capitals Alliance
PO Box 219
KARRATHA WA 6714

Dear Mayor Long,

LETTER OF RESIGNATION

It is with mixed emotions that I tender my resignation as Treasurer and Board Member of Western Australia Regional Capitals Alliance (WARCA) as of 14 June 2017, as I will be taking up the position of Chief Executive Officer (CEO) at Fraser Coast Regional Council in Queensland.

Whilst I am excited about my new role, I am genuinely disappointed that I will no longer be able to participate in WARCA as I feel that it is on the cusp of becoming a significant policy influencer for regional Western Australia.

Prior to my departure I will provide a handover to the Acting CEO of the City of Greater Geraldton who can undertake the duties of Treasurer, until such time that the Board determine how best to handle the financial affairs of WARCA.

Finally, I would like to express my sincere thanks and gratitude to all Board Members of WARCA, and especially the CEO's, for all the help and support they have provided to me over the last few years.

Yours sincerely

Ken Diehm
CHIEF EXECUTIVE OFFICER



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Mullewa Office T 08 9956 6643 F 08 9961 1206
E council@cgg.wa.gov.au W www.cgg.wa.gov.au
ABN 55 907 677 173

7 AUDIT REPORT

Date of Report: 27 April 2017
Report Author: CEO - City of Greater Geraldton
Disclosure of Interest: Nil
Attachment(s) Nil

Below is the 2016/17 unqualified Audit report for the consideration of the members:



Telephone: 9964 4700
 Facsimile: 9964 4760
 Suite 2, 201 Foreshore Drive
 P.O. Box 99 Geraldton
 Western Australia 6531
 Email: reception@midwestfinancial.com.au

AUDIT REPORT

WESTERN AUSTRALIAN REGIONAL CAPITALS ALLIANCE

SCOPE

I have audited the accompanying 30th June 2016 financial statements for the Western Australian Regional Capitals Alliance. The City of Greater Geraldton is responsible for the preparation and presentation of the statements and the information contained therein. I have conducted an independent audit of the financial statements in order to express an opinion to the Members of the Western Australian Regional Capitals Alliance so as to comply with the association's constitution.

These Statements have been prepared for the purpose of fulfilling the Western Australian Regional Capitals Alliance reporting requirements under the terms of the constitution. I disclaim any assumption of responsibility for any reliance on this report or on the statements to which it relates to any person other than the Members of the Western Australian Regional Capitals Alliance, or for any other purpose other than that for which it is prepared.

My audit has been conducted in accordance with the Australian Auditing Standards to provide a reasonable level of assurance as to whether the statement is free of material misstatement. My procedures included examination on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial report is presented fairly in accordance with the conditions of the constitution.

AUDIT OPINION

In my opinion, the attached financial statements are to the best of my knowledge and belief, true and fair, and are in agreement with proper records and accounts of the Western Australian Regional Capitals Australia.



Jim Dillon, CPA

Dated at Geraldton this 17th day of January 2017

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D-17-05819

WARCA
Balance Sheet
As of June 30, 2016

	Jun 30, 16
ASSETS	
Current Assets	
Chequing/Savings	
Cash at Bank	59,520
Total Chequing/Savings	59,520
Other Current Assets:	
Prepayments	17,333
Total Other Current Assets	17,333
Total Current Assets	76,853
TOTAL ASSETS	76,853
LIABILITIES	
Current Liabilities	
Accounts Payable	
Trade and Other Creditors	13,998
Total Accounts Payable	13,998
Other Current Liabilities	
Income in advance	60,309
Total Other Current Liabilities	60,309
Total Current Liabilities	74,307
TOTAL LIABILITIES	74,307
NET ASSETS	2,546
EQUITY	
Opening Bal Equity	136,570
Retained Earnings	-157,101
Net Income	23,077
TOTAL EQUITY	2,546

D-17-0581

WARCA
Profit & Loss
 July 2015 through June 2016

	<u>Jul 15 - Jun 16</u>
Ordinary Income/Expense	
Income	
Interest received	337
Memberships 2015/16	320,470
Total Income	320,807
Gross Profit	320,807
Expense	
Accountancy fees	1,500
Meetings & Functions	1,980
RCA Memberships 2015/16	56,000
Secretariat	11,160
Strategic Planning	7,080
UWA - Secretariat	34,666
UWA Research Contribution	185,344
Total Expense	297,730
Net Ordinary Income	23,077
Net Income	23,077

WARCA Resolution

That WARCA receives and notes the unqualified WARCA Audit opinion

MOVED: John Bowler - CEO City of Kalgoorlie-Boulder

SECONDED: Andrew Sharpe – CEO City of Albany

CARRIED UNANIMOUSLY

8 DRAFT BUDGET 2017/18

Date of Report: 27 April 2017
Report Author: CEO - City of Greater Geraldton
Disclosure of Interest: Nil
Attachment(s): Nil

Below is the Draft 2017/18 Budget for the operations and activities of WARCA.

2017/18	Proposed Budget	Budget Comments
Income		
Membership fees 2017/18	\$68,000	8 Membership Contributions @ \$8,500 each
Interest received	\$100	Interest from cash balances
Total Income	\$68,100	
Expenses		
Accountancy fees	\$1,000	Audit fees
Meetings & Functions	\$2,000	Meeting room fees and catering
Secretariat	\$90,000	NAJA Consulting
Travel and Accommodation	\$2,000	Provision of secretariat travel cost associated with WARCA Meetings
Total Expense	\$95,000	
Profit (loss)	-\$26,900	

The Draft Budget includes the additional membership of the Shire of Northam and excludes any contributions to Regional Capitals Australia, which it is proposed be a matter for each WARCA member to consider separately to their RCA membership.

While the Draft Budget projects an operating loss of \$26,900, this deficit will be funded from existing cash balances held by WARCA as shown below, leaving an estimated cash balance of \$6,100 as at 30th June 2018:

Current Cash Balance	\$132,000
2017/18 Income	\$68,100
Less	
April, May & June 2017 NAJA expenses	\$18,000
Current Liabilities (Tax & CGG Pre-payment)	\$81,000
2017/18 Expenses	\$95,000
Estimated Cash at 30th June 2018	\$6,100

The strategy of funding a major part of WARCA's operating expenses was raised with Board members by email on 12th April 2017, and was approved by the majority of the membership. In effect, this means that the Shire of Northam will benefit from the excess funds currently held by RCA. Importantly, it also means that if RCA is to continue, the likely membership cost beyond the 2017/18 year would increase by approximately \$3,500 to \$12,000 (assuming the same membership base).

WARCA Resolution

That the Board adopt the 2017/18 Budget as detailed in the Treasurer’s Report dated 27 April 2017.

MOVED: John Bowler - Mayor City of Kalgoorlie-Boulder
SECONDED: Ron Johnston – Mayor Shire of Broome

CARRIED UNANIMOUSLY

9 WARCA STRUCTURE

Date of Report:	1 May 2017
Report Author:	CEO – City of Karratha
Disclosure of Interest:	Nil
Attachment(s)	Nil

Purpose

To update on the process and timeframe for WARCA becoming an Incorporated Association.

Background

At the February meeting WARCA considered a report on the preferred legal structure for the group and resolved to:

1. Establish itself as a not for profit incorporated association,
2. Direct the Treasurer to prepare the necessary documentation for the consideration of the WARCA Board.
3. Chair to write to the Minister to advise the current Regional Subsidiary regulations have been determined to be too restrictive and bureaucratic for an organisation like WARCA hence alternative legal structures are being considered.

Preliminary investigations have been undertaken on key steps required to become incorporated.

Three simple, key steps are required:

1. Choose a name.
2. Adopt a set of rules which comply with the requirements of the Act. An association can choose to prepare its own rules or adopt the prescribed model rules; and
3. Lodge an application for incorporation with the required accompanying documentation. Cost of lodgement varies depending whether model rules or own rules are utilised

Link to Strategic Directions

Becoming an Incorporated Association is a key action listed in the 2017 WARCA Strategic Directions Document.

Budget Implications

Minor costs will be incurred in becoming an Incorporated Association (Under \$300)

Options

N/A

Conclusion

The process for establishing WARCA as a formal, incorporated association (in lieu of becoming a regional subsidiary under the LG Act) is yet to proceed.

WARCA Resolution

That WARCA:

- 1. Adopt the name West Australian Regional Capitals Association (Inc) in its application for incorporation; and**
- 2. Receive a report at the next available meeting with Draft Association rules that are compliant with the Associations Incorporation Act 2015.**

MOVED: Dennis Wellington - Mayor City of Albany

SECONDED: Shane Van Styn - Mayor City of Greater-Geraldton

CARRIED UNANIMOUSLY

10 WARCA: 2017 ADVOCACY PROGRAM PRIORITIES

Date of Report:	21 April 2017
Report Author:	CEO – City of Karratha
Disclosure of Interest:	Nil
Attachment(s)	Labor Party Letter dated 31 January17

Purpose

For WARCA to consider how it wishes to proceed with advocacy on agreed issues over the coming months.

Background

At its February meeting WARCA agreed on a list of topics/issues that it wished to pursue from an advocacy perspective in the coming months/year. The table below lists the issues and the policy position or statements made by the current WA Labor Government in relation to each matter.

Issue	WARCA' Position	Labor Policy Statement/ Response
Local Government Act Review	Revised act to recognize Regional Capitals and provide greater autonomy.	'Committed to undertaking a review of the Local Government Act
Regional Centres Growth Plans	Commitment to continuing to pursue RCDP's – including funding	"The RCDP Framework will provide the guide towards greater economic diversity for regional centres"
Decentralisation of Government Agencies	Increased Government Office/Department presence in WARCA locations.	"Commitment to providing government resources closer to where people live." "The degree to which we can increase staff in regional areas is very dependent on the State's finances."
Royalties for Regions	Increased focus on WARCA as economic benefit of investing in WARCA locations exceeds	"We will retain R4R and ensure that it is focused on investment attract, creating skilled jobs and delivering regional roads"
LGA Rating of Charities and NFP's	Seeking to close the 'loophole' that exists re rating exemptions	No specific comment other than a commitment to review the LG Act
Airline Ticket Pricing	Seeking intervention to ensure regional travel is more affordable.	"Committed to a parliamentary inquiry into regional airport pricing"
Crime and Policing	Additional resourcing to WARCA locations.	General policy positions given re policing. No specific commentary/feedback on WARCA resourcing.

Some WARCA advocacy matters are being progressed/pursued by the WA government and others have lesser amount of commitments made to them.

Link to Strategic Directions/Establish Agreement

Issues tabled above were agreed to by WARCA member at the February WARCA meeting when considering the 2017 Strategic Directions document

Budget Implications

Nil

Options

Clarity is required in relation to if and/or how WARCA proposes to progress its advocacy platform

Conclusion

For discussion and review

WARCA Resolution

1. That, in relation to agreed advocacy positions, WARCA confirm the following policy positions:

Issue	WARCA Position
Local Government Act Review	<ul style="list-style-type: none"> Comprehensive review of the Act is required WARCA should be extensively engaged in the review process
Regional Centres Growth Plans	<ul style="list-style-type: none"> Funds are required to implement completed RCDP's and develop RCDP's in Regional Capitals that are yet to go through this planning process Regional Capitals should have a 'base level' of services and facilities that are supported by the State Government.
Decentralisation of Government Agencies	<ul style="list-style-type: none"> Baseline data is required re the number of Government employees in Regional Capitals No further cuts to State Government employee numbers in regional capitals The current Machinery of Government review should be used as an opportunity for the Labor Government to demonstrate its commitment to decentralising government services
Royalties for Regions	<ul style="list-style-type: none"> Investing in Regional Cities makes financial/economic sense – we have capacity, experience and track records and evidence demonstrates there is good value for money.
LGA rating of Charities and NFP's	<ul style="list-style-type: none"> The current 'loopholes' that exist in relation to rate exemption need to be closed as a component of the LG Act review.
Airline Ticket Pricing	<ul style="list-style-type: none"> WARCA members have WA's largest regional airports located within their districts. Engage with us during the review process.
Crime and Policing	<ul style="list-style-type: none"> No cuts to resources in WARCA locations (ideally increases) Need for greater government coordination on Crime and Safety matters.

2. A report on the Cashless Welfare Card system be prepared for WARCA's consideration at the June meeting.

MOVED: Camilo Blanco – Mayor Town of Port Hedland
SECONDED: Shane Van Styn - Mayor City of Greater-Geraldton

CARRIED UNANIMOUSLY

11 MINISTERIAL TARGETS

Date of Report:	1 May 2017
Report Author:	CEO – City of Karratha
Disclosure of Interest:	Nil
Attachment(s)	Nil

Purpose

To seek clarity re which Ministers WARCA would like to meet with during 2017.

Background

At each meeting, WARCA aims to meet with a key/relevant government Minister to discuss issues relevant WARCA issues. For this May meeting, contact was made with the offices of Premier McGowan, Minister MacTiernan and Minister Templeman. All Ministers indicated an interest in attending WARCA, but given the relative newness of the government and competing priorities, none were available to attend.

Listed below is the current WA Government Ministry. Clarity is being sought on which Ministers WARCA would most like to meet with during 2017.



[Hon Mark McGOWAN BA LLB MLA](#)

Premier; Minister for Public Sector Management; State Development, Jobs and Trade; Federal-State Relations

1 Parliament Place
WEST PERTH WA 6005
Telephone: (08) 6552-5000 / Fax: (08) 6552-5001
e-Mail: wa-government@dpc.wa.gov.au



[Hon Roger H COOK BA GradDipBus MBA MLA](#)

Deputy Premier; Minister for Health; Mental Health

13th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Telephone: (08) 6552-6500 / Fax: (08) 6552-6501
e-Mail: Minister.Cook@dpc.wa.gov.au



[Hon Sue M ELLERY BA MLC](#)

Minister for Education and Training

13th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Phone: (08) 6552-5700 / Fax: (08) 6552-5701
e-Mail: Minister.Ellery@dpc.wa.gov.au



[Hon Stephen N DAWSON MLC](#)

Minister for Environment; Disability Services

12th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Telephone: (08) 6552-5800 / Fax: (08) 6552-5801
e-Mail: Minister.Dawson@dpc.wa.gov.au



[Hon Michelle H ROBERTS BA DipEd MLA](#)

Minister for Police; Road Safety

12th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Telephone: (08) 6552-6900 / Fax: (08) 6552-6901
e-Mail: Minister.Roberts@dpc.wa.gov.au



[Hon Alannah MacTIERNAN MLC](#)

**Minister for Regional Development; Agriculture and Food;
Minister assisting the Minister for State Development, Jobs and Trade**

11th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Telephone: (08) 6552-6200 / Fax: (08) 6552-6201
e-Mail: Minister.MacTiernan@dpc.wa.gov.au



[Hon Francis M LOGAN BA\(Hons\) MLA](#)

Minister for Emergency Services; Corrective Services

10th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Telephone: (08) 6552-6300 / Fax: (08) 6552-6301
e-Mail: Minister.Logan@dpc.wa.gov.au



[Hon David A TEMPLEMAN Dip Tchg BEd MLA](#)

Minister for Local Government; Heritage; Culture and The Arts

7th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Telephone: (08) 6552-5400 / Fax: (08) 6552-5401
e-Mail: Minister.Templeman@dpc.wa.gov.au



[Hon John R QUIGLEY LLB JP MLA](#)

Attorney General

10th Floor, London House
216 St Georges Terrace, PERTH WA 6000
Telephone: (08) 6552-6800 / Fax: (08) 6552-6801
e-Mail: Minister.Quigley@dpc.wa.gov.au



[Hon Mick P MURRAY MLA](#)

Minister for Seniors and Ageing; Volunteering; Sport and Recreation

7th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Telephone: (08) 6552-6400 / Fax: (08) 6552-6401
e-Mail: Minister.Murray@dpc.wa.gov.au



[Hon Ben S WYATT LLB MSc MLA](#)

Treasurer; Minister for Finance; Energy; Aboriginal Affairs

11th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Telephone: (08) 6552-5900 / Fax: (08) 6552-5901
e-Mail: Minister.Wyatt@dpc.wa.gov.au



[Hon Paul PAPALIA CSC MLA](#)

**Minister for Tourism; Racing and Gaming; Small Business;
Defence Issues; Citizenship and Multicultural Interests**

10th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Telephone: (08) 6552-5600 / Fax: (08) 6552-5601
e-Mail: Minister.Papalia@dpc.wa.gov.au



[Hon Bill J JOHNSTON MLA](#)

**Minister for Mines and Petroleum; Commerce and Industrial Relations;
Electoral Affairs; Asian Engagement**

9th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Telephone: (08) 6552-6700 / Fax: (08) 6552-6701
e-Mail: Minister.Johnston@dpc.wa.gov.au



[Hon Rita SAFFIOTI BBus MLA](#)

Minister for Transport; Planning; Lands

9th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Telephone: (08) 6552-5500 / Fax: (08) 6552-5501
e-Mail: Minister.Saffioti@dpc.wa.gov.au



[Hon Peter C TINLEY AM MLA](#)

Minister for Housing; Veterans Issues; Youth

7th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Telephone: (08) 6552-5300 / Fax: (08) 6552-5301
e-Mail: Minister.Tinley@dpc.wa.gov.au



[Hon Simone F McGURK BA\(Arts\) BA\(Comms\) MLA](#)

**Minister for Child Protection; Women's Interests;
Prevention of Family and Domestic Violence; Community Services**

8th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Phone: (08) 6552-6600 / Fax: (08) 6552-6601
e-Mail: Minister.McGurk@dpc.wa.gov.au



[Hon Dave J KELLY BA MLA](#)

Minister for Water; Fisheries; Forestry; Innovation and ICT; Science

8th Floor, Dumas House
2 Havelock Street, WEST PERTH WA 6005
Phone: (08) 6552-6100 / Fax: (08) 6552-6101
e-Mail: Minister.Kelly@dpc.wa.gov.au

Link to Strategic Directions

Advocacy is one of the key issues/action of the WARCA group.

Budget Implications

Nil

Options

N/A

Conclusion

To be successful, WARCA needs to be influencing government policy. Meeting with Ministers is a key avenue to achieve this outcome.

WARCA Resolution

That the WARCA Executive Officer:

1) Attempt to get the following Ministers to attend WARCA Meetings throughout 2017:

PRIMARY:

- **Mark McGowan - Premier; Minister for Public Sector Management; State Development, Jobs and Trade; Federal-State Relations**
- **Rita Saffioti - Minister for Transport Planning and Lands**
- **Alannah MacTiernan - Minister for Regional Development; Agriculture and Food; Minister assisting the Minister for State Development, Jobs and Trade**
- **Ben Wyatt - Treasurer; Minister for Finance; Energy; Aboriginal Affairs**

SECENDARY:

- **Roger Cook - Deputy Premier; Minister for Health; Mental Health**
- **Paul Papalia - Minister for Tourism; Racing and Gaming; Small Business; Defence Issues; Citizenship and Multicultural Interests**
- **Bill Johnston - Minister for Mines and Petroleum; Commerce and Industrial Relations; Electoral Affairs; Asian Engagement**

2) Attempt to arrange meetings with opposition members for relevant portfolios

MOVED: Ron Johnson - Mayor Shire of Broom

SECONDED: John Bowler - Mayor City of Kalgoorlie-Boulder

CARRIED UNANIMOUSLY

12 INSURANCE TENDER

Andrew Sharpe CEO City of Albany declared an interest in item 12 - Insurance Services as he is a Board Member of LGIS.

Memorandum



WARCA – Insurance Broker Tender Update

On behalf of the WARCA group of councils (excluding The City of Albany), Risk Advisory Services (RAS) are facilitating an insurance broking tender. The three brokers invited to participate in the tender are;

- LGIS – Existing provider
- Marsh
- Aon Risk Services

The brokers were required to submit their proposals to RAS at 1pm (WST) on 28 April 2017. Proposals were received from both Marsh and Aon within the above timeframe. LGIS did not provide a proposal and advised RAS after the deadline that they will not be participating in the tender.

The initial review of the proposals have shown the following premium savings for each of the councils based on the lowest cost proposal. This is compared to the expiring premiums for the 2016/2017 policy year.

Council	Savings
City of Kalgoorlie-Boulder	\$472,000
City of Karratha	\$78,000
City of Bunbury	\$510,000
Shire of Broome	\$104,000
Town of Port Hedland	\$101,000

In regards to City of Greater Geraldton, the tender has not closed. The brokers proposals are due to be submitted at 12pm on 15 May 2017.

RAS is currently reviewing all the proposals and will provide a summary of the review to each council shortly.

WARCA Resolution

That WARCA note:

- 1. The status and outcome of the WARCA insurance tender.**
- 2. That individual WARCA members will consider whether they will select insurance services from the WARCA tender responses or elect to remain with LGIS**

MOVED: John Walker - CEO City of Kalgoorlie-Boulder
SECONDED: John Bowler - Mayor City of Kalgoorlie-Boulder

CARRIED UNANIMOUSLY

13 WARCA STRATEGIC PLANNING – DESIGN & APPROACH

Date of Report:	1 May 2017
Report Author:	EO - Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	Nil

Purpose

To support the development of a strategic plan that will effectively guide the decision making of WARCA, it is recommended consideration be given to the functions of this document and the organisation's preferences in terms of form.

Discussion

13.1 STRATEGIC PLAN PURPOSE

It is anticipated that a strategic plan would have the following purposes:

- Provide a shared understanding of the long-term priorities and approach of the WARCA;
- Guide high-level decision making by WARCA;
- Offer a communication tool to share the long-term priorities and approach of the WARCA with stakeholders;
- Underpin an operational plan to guide strategies executed in the short term; and
- Any additional purposes as identified by WARCA.

13.2 STRATEGIC PLAN SCOPE

The strategic plan scope could encompass:

- An Alliance-wide approach, focusing on common goals; or
- An Alliance-wide approach, supplemented by a Capital's level approach.

13.3 STRATEGIC PLAN FORM

When developing a strategic plan, there is a range of options available as outlined below (with Option 1 recommended by NAJA):

1. Three- to five-year plan, providing a high-level overview of the vision, priorities and strategies accompanied by an annual operational plan detailing the approach to implement the strategies (for example, unpacking how the key focus areas will be addressed on an operational level); or
2. Three- to five-year plan providing a detailed overview of the vision, priorities, strategies and a comprehensive analysis of the current context; or
3. An alternative approach preferred by WARCA.
4. Size of document 4 or 6 pages or more substantial.

13.4 ENGAGEMENT & RESEARCH

In developing a strategic plan, WARCA could engage to varying depths of stakeholder engagement and background research as outlined below (with Option 2 or 3 recommended by NAJA) :

1. Extensive – consultation with relevant external stakeholders by EO, workshop with WARCA members conducted by EO or another facilitator, desktop review of relevant plans and documentation; or
2. Moderate – workshop with WARCA members conducted by EO or another facilitator, desktop review of relevant plans and documentation; or
3. Individual – interview based engagement with individual WARCA members conducted by EO, desktop review of relevant plans and documentation; or
4. Limited – individual WACRA members engage with EO if this level of engagement is a priority for them, desktop review of relevant plans and documentation.

13.5 OTHER CONSIDERATIONS

To further assist with developing an approach, it would be important to understand:

- Preferred timelines for completion of the strategic plan;
- Level of focus that should be given to reviewing the UWA research materials and incorporating them into the approach;
- Currency/applicability of existing strategic direction documents and elements (for example, vision and priorities);
- Any issues or opportunities which have not yet been flagged to the EO.

13.6 DEVELOPMENT OF STRATEGIC PLAN

As per NAJA's offer, the EO is able to undertake the development of the strategic plan if significant work in developing the content of this document has already been completed and task to prepare the final plan is largely a collation and shaping exercise. If this has not been undertaken, NAJA is available to project manage and peer review this piece of work as part of the EO, in addition to facilitating:

- Provision of services to develop a strategic, using the NAJA team, with NAJA providing a proposal based on scope developed by the WARCA; or
- Support to the WARCA to develop a scope for an EOI to seek quotes from NAJA and other providers to develop a strategic plan; or
- Support to the WARCA to develop a scope for an alternative procurement method proposed by WARCA.

Budget Implications

As per discussion – Development of Strategic Plan section

Options

As per discussion – Development of Strategic Plan section

WARCA Resolution

That WARCA agree to prepare a relatively simple three-year Strategic Plan that builds on the previous annual WARCA Strategic Directions documents that have been previously been used as the basis for action/activity by the organisation.

MOVED: Andrew Brien - CEO City of Bunbury

SECONDED: Andrew Sharpe - CEO City of Albany

CARRIED UNANIMOUSLY

14 MONTHLY REPORT

Date of Report: 1 May 2017
Report Author: EO - Paul Rosair
Disclosure of Interest: Nil
Attachment(s) Monthly Report Template

Purpose

To table the executive officers monthly report template.

WARCA Resolution

That WARCA adopt the monthly report format.

MOVED: Chris Adams – CEO city of Karratha
SECONDED: Andrew Sharpe – CEO City of Albany

CARRIED UNANIMOUSLY

Monthly Update

WARCA Executive Officer Services

Prepared for WA Regional Capitals Alliance

XXX 2017



Business Consulting Services

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W naja.com.au



1. Objectives and Monthly Actions

KEY OBJECTIVES		OVERVIEW OF MONTHLY ACTIONS
ADVOCACY & POLICY INFLUENCE	Engagement with Relevant Political Leaders and Senior Government Executive	
	Preparation of Submission and Delegations	
	Advocacy and Lobbying on Key Issues	
	Development of Policy Position Papers	
PARTNERSHIP & COLLABORATION	Insurance Services	
	Development of <i>WA Regional Capitals Platform</i>	
	Development of Bids	
	Engagement with Federal Government – City Deals and Smart Cities	
GOVERNANCE	Establishment Of Not-For-Profit Incorporated Association	
	Communications Support	
	Meetings and Reporting	
	Development Of Strategic Plan	
ADDITIONAL OUTPUTS		

2. Stakeholder Engagement

Stakeholder representatives	Meeting Date	Key Meeting Outcomes



Stakeholder representatives	Meeting Date	Key Meeting Outcomes

3. Issues and Opportunities

Overview of Issue/Opportunity	Recommendations

4. Time allocation summary

Allocated total annual hours	Month total hours	YTD hours
400		

15 NEW WARCA MEMBERS UPDATE

Date of Report:	1 May 2017
Report Author:	CEO – City of Karratha
Disclosure of Interest:	Nil
Attachment(s)	Correspondence from Shire of Northam

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 – *Have advised that they do not wish to be a WARCA Member at this time.*
- Shire of Northam – *Attended Feb WARCA meeting and subsequently advised that they would like to be a fully-paid up member (for one year) effective from 1/7/17 (See attachment)*
- Shire of Esperance – *Representative attended Feb WARCA meeting. No correspondence since that date despite several calls from Chair*

Link to Strategic Directions

Nil

Budget Implications

The Draft 2017/18 Budget has been prepared on the presumption that:

- The Shire of Northam is a full WARCA member
- Neither Shire of Esperance or City of Busselton are WARCA members
- There are no other new WARCA members and existing WARCA members remain.

Options

N/A

Conclusion

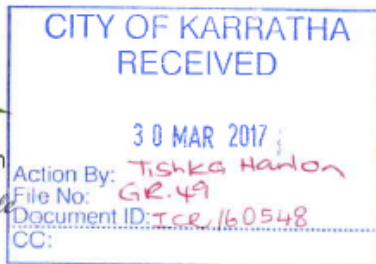
Northam's involvement with WARCA is subject to their 2017/18 Budget approval. Given their indication of support for the grouping, it is suggested that it may be beneficial to invite them to participate in WARCA activities up until the time that they officially join, at no cost to their organization.

WARCA Resolution

That WARCA offer the Shire of Northam, Shire of Esperance and the City of Busselton the opportunity to be involved in all WARCA related activities until 30/6/17 without paying a membership fee on the basis that all three LGA's have indicated some interest in being WARCA members during the 2017/18 Calendar year.

MOVED: Sam Mastrolembo – CEO Shire of Broome
SECONDED: Dennis Wellington – Mayor City of Albany

CARRIED UNANIMOUSLY



WA Regional Capitals Alliance
 C/-City of Karratha
 PO Box 219
 KARRATHA WA 6714

Our ref: 2.1.1.8/O44410
 Enquiries: Jason Whiteaker

Dear Mayor Long

Regional Capitals Alliance – Shire of Northam Acceptance of invitation to join

Thank you for allowing myself and the Shire President, Cr Steven Pollard, to attend your most recent Regional Capitals Alliance meeting on February 10, 2017.

As indicated at the February 10 meeting the Shire of Northam has given consideration to the invitation to become a member of the Regional Capitals Alliance. I am pleased to advise that in giving the matter consideration the Shire of Northam has resolved to accept the invitation. The Shire of Northam is going through an exciting period of development currently which will further strengthen the position of Northam as a Regional Capital. The opportunity to join a strong alliance of other Regional Capitals is viewed as a significant opportunity to leverage what is currently occurring, and build on what we believe is an exciting future.

At this point the Shire of Northam is committing to a twelve month membership, from April 2017, with the subscription to be paid in August 2017 (to allow Council to make budget provision in the 2017/18 budget). In the initial year the Shire of Northam would not propose to join Regional Capitals Australia, preferring to focus on the Regional Capitals Alliance.

The Shire of Northam very much looks forward to being part of the Regional Capitals Alliance with the view of ensuring our regions, and their Capitals, remain strong, vibrant and valued.

Should you have any queries in relation to this matter, please do not hesitate to contact the undersigned.

Yours faithfully

JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

JBWAM

24 March 2017

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 395 Fitzgerald Street - PO Box 613, Northam WA 6401
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16 NEXT WARCA MEETING

Date of Report:	1 May 2017
Report Author:	CEO – City of Karratha
Disclosure of Interest:	Nil
Attachment(s)	Nil

Purpose

To confirm the date and location of the future WARCA meetings.

Background

At the December WARCA meeting it was resolved to set the following meeting dates for 2017.

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	Coincide with RCA event/activity	Canberra

There has been some slippage in timeframes in the appointment of the EO and the ability to attract the new Premier to a WARCA meeting. Given the recent appointment of the EO and the expressed desire of members that WARCA needs to become more relevant and achieve more meaningful outcomes in the near term, there may be a need for WARCA to meet more than three (3) more times in 2017.

Additionally, given the increased focus on advocacy of WARCA, hosting the next meeting in Karratha may not be strategically appropriate as we are less likely to be able to attract the Premier or a senior Minister to travel regionally to attend a WARCA meeting.

Link to Strategic Directions

Nil

Budget Implications

Nil

Options

N/A

Conclusion

If WARCA is to be effective, it needs to be meeting semi-regularly and be having influence and input into the new Government policy agenda. The timeframe and location of meetings adopted at the December 2017 meeting does not seem to be ideal to achieving this outcome.

WARCA Resolution

That WARCA:

1. Hold its next meeting in Mid June in Perth at a date and time that is agreed by the majority of CEO's.
2. Hold a total of four further WARCA meetings in 2017 (including the June meeting)

MOVED: Andrew Brien - CEO City of Bunbury

SECONDED: John Bowler - Mayor City of Kalgoorlie-Boulder

CARRIED UNANIMOUSLY

17 OTHER BUSINESS

18 CLOSURE & DATE OF NEXT MEETING

The meeting closed at 12.50pm

The next meeting date will be in 15th June 2017, venue to be advised.