



Regional Capitals Alliance

WESTERN AUSTRALIA

**Western Australian Regional Capitals Alliance
Meeting**

**MINUTES
28 NOVEMBER 2019**

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Agenda

1 RCAWA ANNUAL GENERAL MEETING

Date of Report:	28 November 2019
Report Author	CEO – City of Karratha
Disclosure of Interests:	Nil
Attachment(s):	Nil

Meeting opened: 10.15 by Peter Long

Purpose

To vote for the positions of Chairperson, Deputy Chairperson, Secretary and Treasurer of RCAWA for a one-year period.

Background

Under the adopted rules of association, any person, association or corporation who supports the objectives or purposes of the Association is eligible to apply to become a member. Having said that, the committee of RCAWA must consider each application for membership of the Association and decide whether to accept or reject the application.

Currently RCAWA has ten corporate members. Under the terms of the rules of association, a corporate member is eligible to nominate two (2) individuals as general committee members of the association. Each individual corporate nominee has full voting rights and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the committee.

The rules of association require the appointment of the following office holders of the Association:

- (a) the Chairperson
- (b) the Deputy Chairperson
- (c) the Secretary
- (d) the Treasurer

No person may hold two of the above position consecutively.

Full details of the rules and process of appointment of committee members follow below

The following extracts from the rules of association detail the process of appointment of committee members.

31. How members become Committee members

A member becomes a committee member if the member –

- (a) is elected to the committee at a general meeting; or*
- (b) is appointed to the committee by the committee to fill a casual vacancy under rule 38.*

32. Nomination of committee members

- (1) **At least 42 days** before an annual general meeting, the secretary must send written notice to all the members –*
 - (a) calling for nominations for election to the committee; and*
 - (b) stating the date by which nominations must be received by the secretary to comply with subrule (2).*
- (2) A member who wishes to be considered for election to the committee at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary at least 28 days before the annual general meeting.*
- (3) The written notice must include a statement by another member in support of the nomination.*
- (4) A member may nominate for one specified position of office holder of the Association or to be an ordinary committee member.*
- (5) A member whose nomination does not comply with this rule is not eligible for election to the committee unless the member is nominated under rule 33(2) or 34(2)(b).*

33. Election of office holders

- (1) At the annual general meeting, a separate election must be held for each position of office holder of the Association.*
- (2) If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary members at the meeting.*
- (3) If only one member has nominated for a position, the chairperson of the meeting must declare the Member elected to the position.*
- (4) If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide who is to be elected to the position.*
- (5) Each ordinary member present at the meeting may vote for one member who has nominated for the position.*
- (6) A member who has nominated for the position may vote for himself or herself.*
- (7) On the member's election, the new chairperson of the Association may take over as the chairperson of the meeting.*

34. Election of ordinary committee members

- (1) *At the annual general meeting, the Association must decide by resolution the number of ordinary committee members (if any) to hold office for the next year.*
- (2) *If the number of members nominating for the position of ordinary committee member is not greater than the number to be elected, the chairperson of the meeting –*
 - (a) *must declare each of those members to be elected to the position; and*
 - (b) *may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).*
- (3) *If –*
 - (a) *the number of members nominating for the position of ordinary committee member is greater than the number to be elected; or*
 - (b) *the number of members nominating under subrule (2)(b) is greater than the number of positions remaining unfilled,*

the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide the members who are to be elected to the position of ordinary committee member.
- (4) *A member who has nominated for the position of ordinary committee member may vote in accordance with that nomination.*

35. Term of office

- (1) *The term of office for the Chairperson shall be for two (2) consecutive years with a new chair elected at every second annual general meeting.*
- (2) *The term of office of a committee member begins when the member –*
 - (a) *is elected at an annual general meeting or under subrule 36(3)(b); or*
 - (b) *is appointed to fill a casual vacancy under rule 38.*
- (3) *Subject to rule 37, a committee member holds office until the positions on the committee are declared vacant at the next annual general meeting.*
- (4) *A committee member may be re-elected.*

36. Resignation and removal from office

- (1) *A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the chairperson.*

- (2) *The resignation takes effect –*
 - (a) *when the notice is received by the secretary or chairperson; or*
 - (b) *if a later time is stated in the notice, at the later time.*
- (3) *At a general meeting, the Association may by resolution –*
 - (a) *remove a committee member from office; and*
 - (b) *elect a member who is eligible under rule 27(4) to fill the vacant position.*
- (4) *A committee member who is the subject of a proposed resolution under subrule (3)(a) may make written representations (of a reasonable length) to the secretary or chairperson and may ask that the representations be provided to the members.*
- (5) *The secretary or chairperson may give a copy of the representations to each member or, if they are not so given, the committee member may require them to be read out at the general meeting at which the resolution is to be considered.*

37. When membership of committee ceases

A person ceases to be a committee member if the person –

- (a) *dies or otherwise ceases to be a member; or*
- (b) *resigns from the committee or is removed from office under rule 36; or*
- (c) *becomes ineligible to accept an appointment or act as a committee member under section 39 of the Act;*
- (d) *becomes permanently unable to act as a committee member because of a mental or physical disability; or*
- (e) *fails to attend 3 consecutive Committee meetings, of which the person has been given notice, without having notified the Committee that the person will be unable to attend.*

38. Filling casual vacancies

- (1) *The committee may appoint a member who is eligible under rule 27(4) to fill a position on the committee that –*
 - (a) *has become vacant under rule 37; or*
 - (b) *was not filled by election at the most recent annual general meeting or under rule 36(3)(b).*
- (2) *If the position of secretary becomes vacant, the committee must appoint a member who is eligible under rule 27(4) to fill the position within 14 days after the vacancy arises.*
- (3) *Subject to the requirement for a quorum under rule 45, the committee may continue to act despite any vacancy in its membership.*
- (4) *If there are fewer committee members than required for a quorum under rule 45, the committee may act only for the purpose of –*
 - (a) *appointing committee members under this rule; or*
 - (b) *convening a general meeting.*

Resolution:

The members voted for the following Office Holder positions for the Regional Capital Alliance Western Australia:

- (a) the Chairperson – Dennis Wellington, Mayor City of Albany**
- (b) the Deputy Chairperson – Peter Long, Mayor City of Karratha**
- (c) the Secretary- Andrew Sharpe, CEO City of Albany**
- (d) the Treasurer- Shane Van Styn, Mayor City of Greater Geraldton**
- (e) the General Committee Members:**

Chris Adams	CEO City of Karratha
Harold Tracey	Mayor Shire of Broome
Sam Mastrolembo	CEO Shire of Broome
Ross McKim	CEO City of Greater Geraldton
Ian Mickel	Shire President of Esperance
Matthew Scott	CEO Shire of Esperance
John Walker	CEO City of Kalgoorlie-Boulder
John Bowler	Mayor City of Kalgoorlie-Boulder
Chris Antonio	Shire President Shire of Northam
Jason Whiteaker	CEO Shire of Northam
Fredrick Riebeling	Commissioner Town of Port Hedland
David Pentz	CEO Town of Port Hedland
Gary Brennan	Mayor City of Bunbury
Malcolm Osborne	CEO City of Bunbury
Grant Henley	Mayor City of Busselton
Mike Archer	CEO City of Busselton

Moved: Peter Long
Second: Chris Antonio

Carried Unanimously (Broome only non-financial members at this point of time (have subsequently paid), however, were not present for the vote)

Resolution:

The members reappointed Midwest Financials as the RCAWA’s financial auditor for the next 12 months

Moved: Shane Van Styn
Second: Andrew Sharpe

Carried Unanimously

Meeting Closed 10.25 by Dennis Wellington

2 OFFICIAL OPENING

Meeting opened by the newly elected Chair, Dennis Wellington at 10.25am

3 RECORD OF ATTENDANCE

Members:

Peter Long	Mayor City of Karratha (Chair)
Dennis Wellington	Mayor City of Albany
Andrew Sharpe	CEO City of Albany
Shane van Styn	Mayor City of Greater-Geraldton
Ian Mickel	Shire President of Esperance
Matthew Scott	CEO Shire of Esperance
John Walker	CEO City of Kalgoorlie-Boulder
John Bowler	Mayor City of Kalgoorlie-Boulder
Chris Antonio	Shire President Shire of Northam
Grant Henley	Mayor City of Busselton
Paul Rosair	Executive Officer RCAWA
Jane Lewis	Executive Assistant to the Executive Officer RCAWA

Dial in:

Fredrick Riebeling Commissioner Town of Port Hedland
 David Pentz CEO Town of Port Hedland
 Chris Adams CEO City of Karratha
 Malcolm Osborne CEO City of Bunbury
 Mike Archer CEO City of Busselton

Proxy

Arron Minchin Director Community Services Karratha

Guests:

Hon. Mia Davis MLA, Leader of the National Party
Ian Blaney MLA, Spokesperson for Regional Cities;
Josh Nyman, Chief of Staff/ Hon Mia Davies MLA
Nicole Lockwood, Deputy Chair Infrastructure WA,
 Independent Chair Westport Taskforce, Chair Freight and
 Logistics council of WA, Board Member Water Corporation
Tiffany Allen, Director Land and Housing Construction
 Department of communities WA

Apologies:

Harold Tracey	Mayor Shire of Broome
Sam Mastrolembo	CEO Shire of Broome
Ross McKim	CEO City of Greater Geraldton
Gary Brennan	Mayor City of Bunbury
Jason Whiteaker	CEO Shire of Northam

4 DECLARATIONS OF INTEREST

Nil

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

Attachment: 1. Outstanding Business Arising Items and Actions Sheet

Resolution :

The Minutes of the Western Australian Regional Capitals Alliance Meeting held on Wednesday, 1 August 2019, were confirmed as a true and correct record of proceedings.

Moved: Shane Van Styn

Second: Andrew Sharpe

Carried Unanimously

BUSINESS ARISING:

Outstanding Business Arising Items and Actions Sheet

DATE	ITEM	ACTION	STATUS	PRIORITY	COMMENTS
			OS= Outstanding IP= In Progress C=Complete OG=ON GOING	1=Urgent 2=high 3=moderate 4=low	* = will be archived and will not show in future reports
ADMINISTRATION, CORRESPONDENCE, ANNUAL REPORT, GENERAL BUSINESS					
10/7/19	8. Executive Officer Tri Monthly Report	That RCAWA write a letter to the State Government seeking an update on the status of the implementation of Machinery of Government reform initiatives	OG	3	
11/4/19	11. Productivity Commission study into remote area tax concessions and payments	That the EO, in conjunction with RCAWA members, prepare a brief submission to the Productivity commission	OG	3	Time constraints precluded initial submission. Report released 4 September-submissions due 11 October with the final report scheduled Feb 2020. EO reviewed report and in consultation with Alliance members who put in submissions it was decided not to proceed with an RCAWA submission. Refer Other Business 28 November Agenda
WALGA WORKING GROUP – REVIEW OF STATE COUNCIL AND ZONES, STRUCTURES AND PROCESSES					
1/8/19	8. WALGA Working Group – Review of state council and zones, structures and processes	1. Mayor Dennis Wellington be endorsed as RCAWA representative of the WALGA review process in the event that Cr Harold Tracey is unable to participate. 2. The RCAWA position on the review of WALGA Governance structure is that the WALGA board should be structured around the following principals: <ul style="list-style-type: none"> o A board of 10 representatives with eight (8) LGA Elected reps and 2 independent Board members. o The eight (8) LGA elected should be made up of four (4) city-based Councillors and four (4) regional based Councillors who all represent the LG industry rather than specific localities/districts. o The SAT banding structure should be used as the basis for selecting the eight (8) LG representatives. 	OG		Mayor Wellington attended WALGA Working Group meeting and presented RCAWA's position paper on preferred State Council and Zone structures. Refer Other Business in 28 November Agenda

DATE	ITEM	ACTION	STATUS	PRIORITY	COMMENTS
BENCHMARKING AND BASELINING					
10/7/19	10. Benchmarking and Baseline Proposal	1. The Alliance adopts the proposal for the City of Albany to provide a benchmarking service on the basis of a \$1500 contribution per participant per year for the next 3 years. 2. that this program is run as a RCAWA program and funded via the annual budget on a cost recovery basis 3. The RCAWA receive an annual presentation on trends, future improvements and on-going project delivery	OG	2	Refer Item 11 in 28 November Agenda
TOURISM					
7/2/19	8. Tourism Round-Table	Information from the Round-Table discussion be <u>summarised</u> and any forthcoming actions be prioritised accordingly.	OG	2	EO continuing to liaise with Kym Francesconi and RTO network accordingly.
MACWA AWARDS					
11/4/19	13. Update MACWA Awards and Proposed Framework	Advised of update	OG	2	Update. See item 13 in 28 November Agenda
MODERNISING THE WA PLANNING SYSTEM					
11/4/19	14. Planning Reform	Letter to be sent to the Director General of Planning requesting an update on where the white paper is currently	OG	3	Letter sent, EO met with Premier 18-9-19 and raised this matter. Subsequently received email from Kathy Bonus. See Other Business 28 November.
7/2/19	11. Update – Modernising the WA Planning System	Defer consideration of position until the White Paper on planning Reform is released	OG	3	Refer previous action - EO to consulted with Evan Jones.
15/11/18	10. Update – Modernising the WA Planning System	The EO to identify key issues contained within the RCAWA submission document and collate a short summary document that highlights the key initiatives that RCAWA members would like to see as part of this reform process.	OG	1	Refer previous item - EO met with Kathy Bonus from Dept of Planning who is now leading the reform process.
1/8/18	9. Modernising the WA Planning System	EO to submit a joint response to the Planning Submission Green Paper after circulation to Alliance members out-of-session.	C	2	Submission complete.
WORKERS COMP AND INSURANCE					
10/7/19	7. Formal Presentations	Continue to liaise with LGIS re insurance matters affecting the Alliance	OG	2	EO met with Scott Cole: Honan independent insurance brokers to discuss industry trends and get an alternative perspective for the Alliance. Refer Item 12, 28 November Agenda
11/4/19	14. LGIS Workers Compensation	Reject offer Delegation to LGIS Invite Chair, CEO and WALGA to meeting	OG	2	Nick Sloan, CEO WALGA and Lynne Craigie, President WALGA attended July 10 meeting. Awaiting outcome of meeting before arranging LGIS delegation
FEDERAL CITY DEALS					
1/8/18	7. Federal City Deals Selection	1. Letter to Premier of WA notifying him of the Alliance position and seeking the State's support to progress the Alliance's nomination to the next stage. 2. EO to request a meeting with the Premier (with a delegation from RCAWA) to discuss the City Deal proposal.	OG OG	2 2	Letter drafted EO met with Premier on 18-9-19 and updated him the Alliances submission
REGIONAL INVESTMENT FRAMEWORK					
1/8/19	7. Investment Framework and Implementation Strategy and expression of interest document	That the EO work with RCAWA CEO's to revise the proposed EOI consultants brief with the key outcomes of the EOI's being: <ul style="list-style-type: none"> A compelling case for additional investment in RCAWA locations A clear list of projects/initiatives within RCAWA member localities that should be funded Alternative models for funding the agreed projects (ie not using existing, traditional grant methods)	C		EO has modified EOI accordingly however needs further direction from CEOs to move forward. Refer Item 13
10/7/19	9. RCA Update	RCAWA prepare an EOI for a consultant to prepare a compelling business case that illustrates to State and Federal Governments why investing in RCAWA communities makes sound economic sense, noting that funds to implement this work are contained within the 2019/20 RCAWA Budget.	C	1	EO completed an EOI which was presented at the 1/8/19 meeting

DATE	ITEM	ACTION	STATUS	PRIORITY	COMMENTS
<p>REVIEW OF HERITAGE OF WA ACT 1990</p>					
12/4/18	10. Review of the Heritage of WA Act 1990	1. EO continue to liaise with the Assistant Director General, Heritage Services on the framing of the new regulations under the Act. 2. EO to provide a brief submission from the Alliance to the Heritage Services division, reflecting the concerns of the alliance, to influence the framing of regulations under the Act.	OG C	3 3	EO has spoken with Vaughan Davies, Assistant DG Heritage to understand the latest legislation update. Refer to EO report
<p>ALTERNATIVE ENERGY STRATEGY</p>					
1/8/18	10. Alternative Energy Strategy.	EO to progress discussions with stakeholders with the aim of: a) developing a MOU between the parties pertaining to alternative energy b) developing a RCAWA policy position/statement regarding renewable energy	I	3	EO to address when time permits. EO to reengage with energy stakeholders to develop an MOU between the parties.
12/4/18	16.	Information on current status of renewable energy initiative within the various RCAWA member localities be periodically updated/reviewed with the aim of updating and sharing on best-practice examples. EO to invite Energy Proponents working on the Albany project to present to the RCAWA members at the Kalgoorlie meeting.	I	2	EO to address
<p>LOCAL GOVERNMENT ACT REVIEW</p>					
12/4/18	7. Local GVT Act Review – Update	EO to continue to advocate on behalf of the Alliance regarding the Local Government Act review noting that the four key principles as previously agreed by the group be strongly reiterated: 1. IPR forms the framework 2. Consistent and easy to read 3. “general Competence” principle based 4. Local Gov requirements are comparable to State Gov requirements.	OG	2	EO met with Duncan Ord 12 April 2019 and received update re Act review. Will follow up with Jodie Holbrook and Damien Carbon who are taking over from Nick Sloan on Local Gov Act Reform. EO to follow up with Duncan Ord.
6/12/17	8.	1. EO provides information to the Department of Local Gov, Sports and Cultural Industries and continues to liaise and advocate with relevant gov and industry bodies throughout the legislative drafting process. 2. EO to undertake a “cross checking” exercise to ensure that the RCAWA’s submission to WALGA/DLGC appropriately addresses all issues that are canvassed in the recently release DLGC discussion paper.	OG C	3 2	

6 CORRESPONDENCE

Date of Report: 28 November 2019
Report Author: Executive Officer – Paul Rosair
Disclosure of Interest: Nil
Attachment(s) Correspondence In and Out

Correspondence In:

Date: 14 August 2019
Received from: Vaughan Davies, A/Director General
Topic: Planning Reform Paper

Date: 20 August 2019
Received from: Richard Struik, Senior Policy & Planning Officer
 Disability Services Department of Communities
Topic: MACWA

Date: 10 October 2019
Received from: Hon Paul Papalia CSC MLA, Minister for Tourism
Topic: Tourism Strategy Notification

Date: 15 October 2019
Received from: Kathy Bonus
Topic: State Government’s Action Plan for reform of the Western Australian planning system: invitation to join the Local Government Stakeholder Reference Group.

Correspondence Out:

Date: 16 October 2019
Sent to: Kathy Bonus
Topic: State Government’s Action Plan for reform of the Western Australian planning system: acceptance to join the Local Government Stakeholder Reference Group.

Date: 20 August 2019
Sent to: Richard Struik, Senior Policy & Planning Officer
 Disability Services Department of Communities
Topic: MACWA

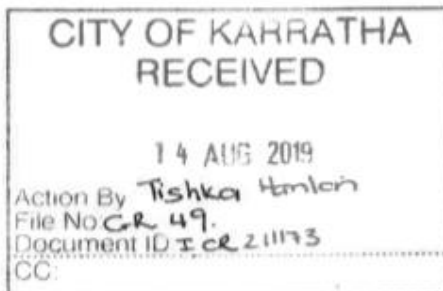
Correspondence received and noted



**Department of Planning,
Lands and Heritage**

Your ref: OCR183351
 Our ref: PLH2018P0337 (A10186130)
 Enquiries: Kathy Bonus, 6551 9388

Mr Peter Long
 Chair
 Regional Capitals Alliance
 PO Box 219
 KARRATHA WA 6714



Dear Mr Long

PLANNING REFORM PAPER

Thank you for your letter of 8 July 2019 seeking clarification on the current state of the planning reform process.

I understand that Regional Capitals Alliance WA Executive Officer, Paul Rosair, met with the Department’s Chief Planning Advisor, Kathy Bonus, on 5 July 2019 and received an update on the progress of the reform process during that meeting. Since then, I am pleased to advise that the summary of submissions received on the Green Paper has been released and is available on the Department’s website www.dplh.wa.gov.au. The Minister for Planning will be releasing the government’s Action Plan for Planning Reform on 13 August 2019, the Action Plan and a background paper will then be available on the website.

Implementation of the Action Plan initiatives will be undertaken through a collaborative approach with stakeholders and further information on those opportunities will be available following the release. Regional representation on the various stakeholder and working groups is strongly encouraged to ensure the range of perspectives are considered as we work through the implementation programme.

If you require any further information, please contact Kathy Bonus on 6551 9388.

Thank you for your continued interest in this matter.

Yours sincerely

Vaughan Davies
 A/ Director General

7 August 2019

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000
 Tel: (08) 6551 8002 info@dplh.wa.gov.au www.dplh.wa.gov.au
 ABN 68 565 723 484
 wa.gov.au

<https://www.dplh.wa.gov.au/planning-reform>

Richard Struik <Richard.Struik@communities.wa.gov.au>

Aug 20, 2019, 3:37 PM

Hi Jane

I'm working on this year's Minister's DAIP Progress Report which highlights the achievements of public authorities on access and inclusion. Last year we included a short write up on the MACWA awards and Dawn Rouse kindly assisted. I understand she was unwell at the time and I hope she is ok.

I understand the awards would have been presented at the WALGA convention. I am not sure if RCAWA is preparing any media release, but I was wondering in any case whether you have any write up about who won, for what, etc..

Kind regards

Richard Struik


Senior Policy & Planning Officer
 Disability Services
 Department of Communities
 P 08 6217 6263
 W communities.wa.gov.au

Jane Lewis <janeredz1@gmail.com>

Aug 21, 2019, 7:33 PM

Hi Richard

Happy to help. Please find attached a document which may assist with the briefing. Just letting you know I have taken over the role as EA now, unfortunately the lovely Dawn passed away last year. She is sorely missed, but fondly remembered by everyone that knew her.



2018-2019 MOST ACCESSIBLE COMMUNITY IN WESTERN AUSTRALIA AWARDS (MACWA)

Following the success of the inaugural MACWA awards for 2017-18, the Regional Capital Alliance of Western Australia (RCAWA), as stewards of the MACWA awards, once again invited nominations from local councils around the state. In order to retain consistency, the nominations were again assessed on the following criteria:

- Accessibility of Council infrastructure and public open space
- Inclusive communication technology and information initiatives
- Accessible and inclusive Council services, programs and events
- Exercises leadership and influences community attitudes and perceptions

The awards were promoted by RCAWA, WALGA, Ryan Campbell (City of Bunbury community partnerships officer, disability and seniors), Disability Services Board and Melissa Northcott (Ambassador for Most Accessible Communities WA awards, Disability Services Commission Board Member).

Judges this year were Julie Waylen (State Manager NDIS), Bruce Langoulant (Chair Disability Services Commission Board), Kirstie Davis (WALGA and Melissa Northcott, as above).

Entries for the 2018-2019 round, while still under where we would like them to be, were 30% up on last year, and the quality of nominations was certainly raised, with some fantastic examples of ability access, programs and community collaborations.

Comments made by the judges included:
 "The physical access elements are to be commended but also anticipated in this modern world. When looking at nominations, judges were aware that buildings conforming to accessible infrastructure legislation is just biding by the rules and doing what is necessary. This really doesn't score highly.

Examples of Inclusion and Inclusive activities and creative and enduring practices are a newer frontier and celebrate how we live together- with and without disability. There were



some great examples of this in the nominations, and particular mention was made to activities, relationships and partnerships that were mutually beneficial in the community.

List of winners

- Most Accessible Metropolitan Council: City of Cockburn
- Most Accessible Regional City / Capital: City of Greater Geraldton
- Most Accessible Regional Shire / Town: Shire of Augusta Margaret River
- OVERALL WINNER: City of Greater Geraldton
- Judges Commendations: City of Wanneroo and City of Mandurah

Judges' comments regarding winners:

Winner Overall and Regional Capital: Geraldton

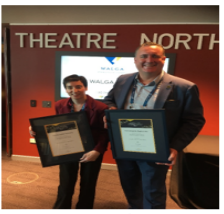
- Inclusive font size in submission
- Good initiatives such as passport, website, 10 sponsors, public open space was impressive
- 8 employees who identify with having a disability

Winner Metropolitan: Cockburn

- Upgrade to Administration building, website improvements and accessible information key strengths
- Reference to employment and public open space as new initiatives
- "know numbers and constituents well"
- Increased partnerships for e.g. WAPOL and Autism WA
- Good testimonials

Winner Regional Town/Shire: Augusta Margaret River

- Uplifting and well written application with reference to broad and active programs and initiatives
- Co-design evidence throughout
- Strong employment focus



Dawn Rouse, Mayor City of Greater Geraldton and Judge Melissa Northcott

Richard Struik <Richard.Struik@communities.wa.gov.au>

Aug 22, 2019,
9:59 M

Hi Jane

I'm sorry to hear of Dawn's passing, I understand she was an important and loved member of the community and I could tell she was passionate about the MACWA awards.

The Minister for Disability Services is aware of and very supportive of the awards and we have prepared a couple of briefings about them over the last year. I know that the City of Bunbury also heavily promotes the awards to the Minister. I believe Paul Rosair may have had a meeting with the Minister as well.

This is why I will be pushing for recognition of them in this years' DAIP Progress Report again. Thank you for the text, I have pretty much taken it word for word for inclusion. I like the judges' comments. Two things- would you best describe Melissa's participation as being `a member of the Ministerial Advisory Council for Disability', or more privately as a `leading disability advocate'?

I would very much like to include the photo as well. Our Comms is always very strict on photo permissions. Do you know whether there are already any photo permission forms in place? Alternatively, would it be possible for you to contact Shane and Melissa just by email and double check that they are comfortable for us to use the photo for the purposes of the Minister's DAIP Report? I'm sure it will be fine its just for accountability.

If this is inconvenient, I can see about following up with them directly. I know Melissa, no problem.

Kind regards **Richard Struik**
Senior Policy & Planning Officer
Disability Services

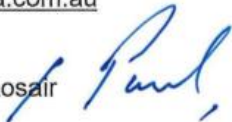
**MINISTER FOR TOURISM; RACING AND GAMING; SMALL BUSINESS;
DEFENCE ISSUES; CITIZENSHIP AND MULTICULTURAL INTERESTS**

Our Ref: 70-16728

Mr Paul Rosair
Director
NAJA Business Consulting Services

paul@naja.com.au

Dear Mr Rosair



The McGowan Government recognises that tourism is a key economic driver for the State and it forms a vital part of our plan to create jobs, develop business opportunities and diversify the economy. The Government has recently endorsed Tourism Western Australia (Tourism WA) progressing the development of a long term Tourism Strategy 2020-2030.

The plan, once finalised, will continue the great work and results achieved through the *Two-Year Action Plan for Tourism Western Australia 2018 and 2019*.

To develop the themes, actions and priorities of the long term Tourism Strategy, Tourism WA will shortly be seeking to engage with, and harness the views and considerations of, all key stakeholders across government and industry.

I encourage you to become involved in the process when contacted by Tourism WA. Your views and feedback will be critical in identifying and shaping Western Australia's tourism strategy through to 2030.

Tourism WA will provide further advice regarding how you can become involved shortly. In the meantime, should you have any queries about participating in the development of the Strategy please contact Tourism WA Managing Director, Brodie Carr, by email at brodie.carr@westernaustralia.com.

Yours sincerely



**HON PAUL PAPALIA CSC MLA
MINISTER FOR TOURISM**

10 OCT 2019

From: Kathy Bonus <Kathy.Bonus@dplh.wa.gov.au>
Sent: Tuesday, 15 October 2019 9:46 AM
To: Mayor <Mayor@cgg.wa.gov.au>
Subject: Possible involvement of the Regional Capital Cities in WA planning reform

Dear Shane,

You may recall that we met at the recent PIA Rural and Regional Conference in Cairns, Queensland. I am not sure if I mentioned this at the time, however I am currently working on the State Government's Action Plan for reform of the Western Australian planning system which was released by the Minister for Planning, the Hon Rita Saffioti MLA, on 13th August. We are in the very early stages of rolling out this reform programme, a copy of the Action Plan and other supporting information is available on the DPLH website: <https://www.dplh.wa.gov.au/planning-reform>.

The Action Plan establishes the State government's vision for the planning system of the future and a key component of the delivery model is collaboration with key stakeholders to confirm opportunities, identify and test potential solutions and make recommendations to Government on the reform initiatives. Three specific stakeholder groups are being established as well as (initially) three initiative working groups. I have attached a short paper which outlines the purpose of these groups and their anticipated contribution to the planning reform programme. Following our brief discussion at the PIA Cairns conference, I am of the view that it is important to have the regional capital cities of WA specifically represented in the Local Government Stakeholder Reference Group in addition to WALGA and the Local Government Planners Association as there are some very different considerations and requirements for these local governments.

The Local Government Stakeholder Reference Group will be comprised of elected members and senior local government officers and will generally provide a higher level local government focussed perspective to the consideration of the reform initiatives. While there are currently representatives nominated from several non-metropolitan local governments in this group, I believe that there is significant value in also having a specific regional cities perspective contributing within the group. The membership of this Stakeholder Reference Group is specifically comprised of elected members and senior officers so I am hoping that someone such as yourself (or an elected member or senior officer from a member council) may be able to join the Local Government Stakeholder Reference Group.

With regard to the practicalities, while there are certainly advantages in having face-to-face meetings, remote attendance is possible and the Department has the facilities to run meetings in this way as required. In any case, the exact timing and dates of meetings will be determined by the Group itself during an early meeting. The arrangements for the first meeting will be made following this weekend's local government elections and the first meeting will likely be sometime during November (subject to the availability of members of course).

I am aware that you may not be in a position to confirm representation until after the local government elections on Saturday however it would be appreciated if you were able to indicate whether this was something that the Regional Capital Cities Group would be interested in being involved with.

We are also encouraging anyone who is interested to join the community testing group and stakeholder register (see <https://www.dplh.wa.gov.au/projects-and-initiatives/planning-reform/delivery-model-and-stakeholder-register>). This is for everyone who has an interest in planning reform and wants to be kept updated. The community testing group will be an on-line group only with members asked to respond to short surveys or provide e-mail feedback on various proposals from time to time.

If you would like any further information on planning reform, please do not hesitate to contact me by return e-mail or on the number below.

I look forward to hearing further from you.

Regards,

Kathy

Kathy Bonus | Chief Planning Advisor | Office of the Director General
140 William Street, Perth WA 6000
6551 9388 |
www.dplh.wa.gov.au

From: Cr Peter Long [<mailto:cr.long@karratha.wa.gov.au>]
Sent: Wednesday, 16 October 2019 4:02 PM
To: Kathy Bonus <Kathy.Bonus@dplh.wa.gov.au>
Cc: Mayor <Mayor@cgg.wa.gov.au>; Chris Adams <chris.adams@karratha.wa.gov.au>
Subject: FW: Possible involvement of the Regional Capital Cities in WA planning reform

Hello Kathy,

I am the Chair of Regional Capitals Alliance WA and I was forwarded your email by Mayor Shane Van Styn of Greater Geraldton.

I can confirm that RCAWA would be very keen to be a part of the Local Government Stakeholder Reference Group: participating in such initiatives was one of the primary reasons for which the Alliance was formed.

Thank you for involving us,

Peter Long

Mayor – City of Karratha
Chair – Regional Capitals Alliance WA

7 TREASURER’S REPORT NOVEMBER 2019

Date of Report: 28 November 2019
Report Author Mayor – City of Greater Geraldton
Disclosure of Interests: Nil
Attachments:

Purpose

To inform the members of any relevant information regarding the attached statements

Discussion

Noted that Broome was the only member to have outstanding fees.

Resolution:

The Board received and noted the Treasurer’s Report for the period ending 31 October 2019 and the accompanying financial documents.

Moved: Shane Van Styn
Second: Peter Long

Carried Unanimously

10:33 AM

03/11/19

Accrual Basis

**WA Regional Capitals Alliance Inc
 Profit & Loss Budget vs. Actual
 July through October 2019**

	<u>Jul - Oct 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Interest received	30.32	100.00	-69.68
Membership Fee 2019/20	150,000.00	150,000.00	0.00
Total Income	<u>150,030.32</u>	<u>150,100.00</u>	<u>-69.68</u>
Gross Profit	150,030.32	150,100.00	-69.68
Expense			
Accountancy fees	220.00	1,100.00	-880.00
Administration costs	2,272.72		
Audit fees	0.00	500.00	-500.00
Bank charges	44.08		
Donations	1,520.00		
Executive Support	28,636.36	85,909.00	-57,272.64
Meetings & Functions	261.45	2,000.00	-1,738.55
Projects	0.00	58,000.00	-58,000.00
Travelling expenses	39.80	2,500.00	-2,460.20
Total Expense	<u>32,994.41</u>	<u>150,009.00</u>	<u>-117,014.59</u>
Net Ordinary Income	<u>117,035.91</u>	<u>91.00</u>	<u>116,944.91</u>
Net Income	<u><u>117,035.91</u></u>	<u><u>91.00</u></u>	<u><u>116,944.91</u></u>

10:32 AM
03/11/19
Accrual Basis

WA Regional Capitals Alliance Inc
Balance Sheet
As of October 31, 2019

	Oct 31, 19
ASSETS	
Current Assets	
Chequing/Savings	
WARCA Cheque Account	110,638.29
WARCA Savings Account	47,525.94
Total Chequing/Savings	158,164.23
Accounts Receivable	
Trade receivables	16,500.00
Total Accounts Receivable	16,500.00
Total Current Assets	174,664.23
TOTAL ASSETS	174,664.23
LIABILITIES	
Current Liabilities	
Accounts Payable	
Trade creditors	9,565.00
Total Accounts Payable	9,565.00
Other Current Liabilities	
Tax Payable	-870.42
Total Other Current Liabilities	-870.42
Total Current Liabilities	8,694.58
TOTAL LIABILITIES	8,694.58
NET ASSETS	165,969.65
EQUITY	
Opening Bal Equity	136,570.00
Retained Earnings	-87,636.26
Net Income	117,035.91
TOTAL EQUITY	165,969.65

8 FORMAL PRESENTATIONS

Date of Report: 28 November 2019
Report Author: Executive Officer – Paul Rosair
Disclosure of Interest: Nil
Attachment(s)

Purpose:

The Alliance to receive a presentation at 10.35-11.00 from:

- **Hon. Mia Davis MLA**, Leader of the National Party
- **Ian Blaney MLA**, Spokesperson for Regional Cities; Fisheries; Veterans and Defence Issues; Asian Engagement
- **Josh Nyman**, Chief of Staff/ Hon Mia Davies MLA

Topics:

- The recently announced Regional Cities Portfolio
- The future of the Royalties for Regions and
- Other related RCAWA matters

Then a presentation at 11.40 – 12.00 from:

- **Tiffany Allen**, Director Land and Housing Construction Department of Communities WA

Topics:

- 10-year Housing Strategy

Then a presentation at 12.00 -12.30 from:

- **Nicole Lockwood**, Deputy Chair Infrastructure WA, Independent Chair Westport Taskforce, Chair Freight and Logistics Council of WA, Board Member Water Corporation

Topics:

- Infrastructure WA and Australia
- Freight Logistics Council
- West Ports

Background:

Leading up to this meeting, Alliance members were canvassed about issues pertinent to the portfolios of the presenters: a consolidated list is provided in the discussion and has been forwarded to the relevant presenters as appropriate.

Link to Strategic Directions:

Advocacy and Policy Influence
Representation
Partnership and Collaboration

Budget Implications:

Nil

Resolution:

Nil.

Actions:

RCAWA EO to continue to liaise with Ian Blaney MLA, Department of Communities and Infrastructure WA re matters that are pertinent to the organisation.

A copy of Ms. Allen's and Ms. Lockwood's presentation be circulated to members.

Nicole Lockwood to forward through details of the regional freight strategy session to be held at the end of January 2020 for distribution to Alliance members

9 EXECUTIVE OFFICER FOUR MONTHLY REPORT (JUL 2019–OCT 2019)

Date of Report:	28 November 2019
Report Author:	Executive Officer – Paul Rosair
Disclosure of Interest:	Nil
Attachment(s):	Executive Officer Four Monthly Report – July 2019–Oct 2019

Purpose:

To update RCAWA on the Executive Officer services provided for the period July 2019 to October 2019 inclusive.

Background:

The Executive Officer has been engaged for 40 months and has had further meetings with Alliance members (one-on-one and as a group) and key government, industry and political stakeholders. This report (attached) provides information about the services provided under the following:

- Summary of four-monthly actions
- Stakeholder engagement
- Issues and Opportunities
- Time Allocation

Discussion:

As required.

Link to Strategic Directions:

Advocacy and policy Influence
Partnership and collaboration
Representation

Budget Implications:

As per 2018/19 approved RCAWA budget.

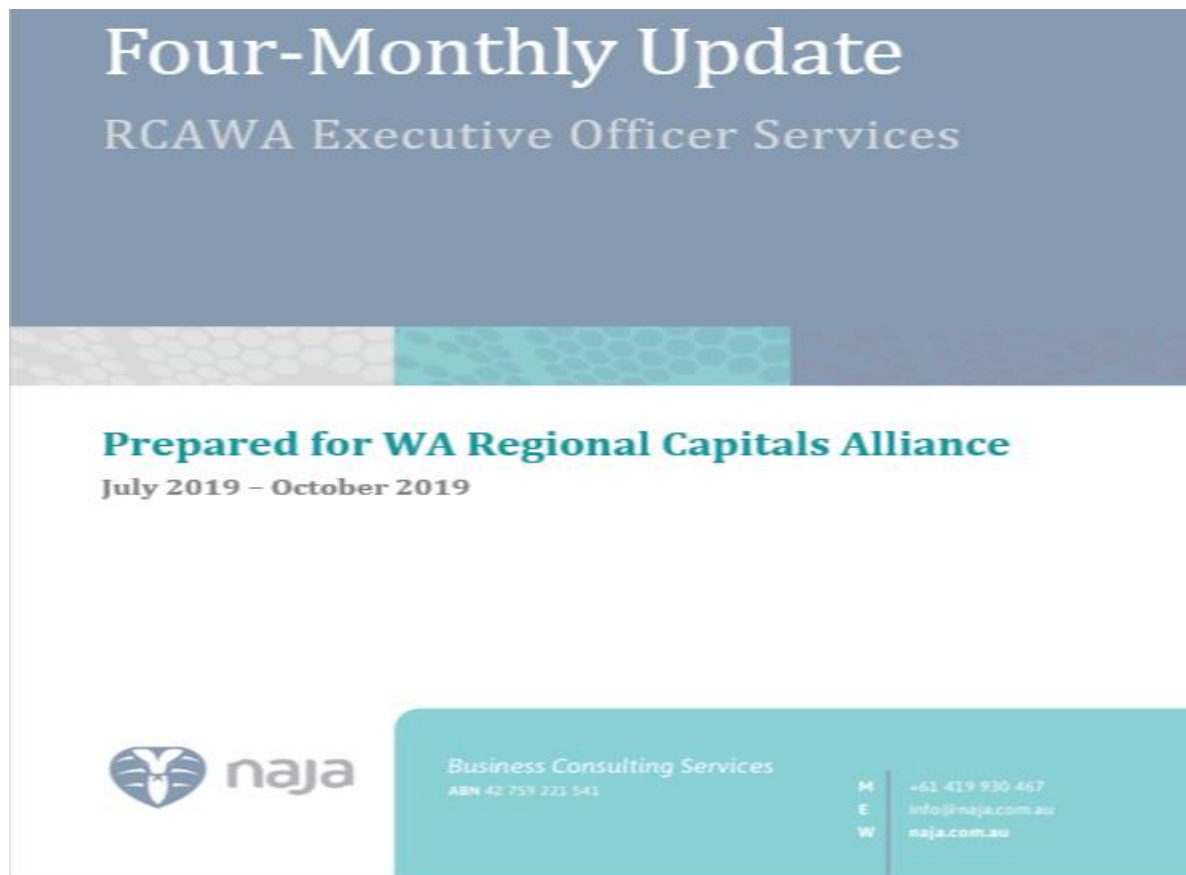
Resolution:

The information be received.

Moved: Fredrick Riebeling

Second: Peter Long

Carried Unanimously



Section 1: Summary of Four-Monthly Actions

I have been performing the Executive Officer role for over 3 and ½ years. Over the past 4 months I have had further meetings with Alliance members (one-on-one and as a group), key government, industry and political stakeholders. On behalf of the group, I have been working on the following:

- Investment Framework Strategy – as requested by the Alliance the EO developed an EOI for the provision of services to refine the Alliances investment framework as a basis of a submission to the State Government. The focus of the EOI was the following:
 - Incorporating Busselton’s implementation strategy
 - Aligning the investment themes with the Government’s 6 priorities in the Governments “our Priorities – sharing prosperity” directions paper
 - Highlighting the fact that regional centres have full responsibility for their local infrastructure which is often at odds with metropolitan councils where the state provides and maintains a lot of this infrastructure.
 - Identifying and quantifying the total investment in the Alliance members forward capital investment plans, themed along the Governments six priorities to demonstrate the significant amount of investment the Alliance members are contributing to the state agenda.

The modified EOI has been included as item 13 in today's agenda.

The EO has been continuing to promote the Alliance's stance on regional investment. Have delivered frameworks to numerous stakeholders, as per Stakeholder Engagement Report, with the aim of influencing government to incorporate the IFS into planning.

- Working Group - Review of WALGA's state council, zone structure and processes. Following on from the July meeting, the EO, on behalf of the Alliance developed a proposed State Council and Zone model, based around the Salary and Tribunals band structure. New RCAWA working group representative, Dennis Wellington, subsequently tabled this proposed structure for the working groups consideration – to no effect. The matter is being considered in other business at today's meeting.
- RCAWA Benchmarking Framework. Following on from the July meeting, the EO has been working with Steve Grimmer from Albany and the Alliance members representatives to finalise the Benchmarking Reporting Framework and populate data into the benchmarking system. An update will be provided in Item 11 of this meeting.
- Modernising the WA Planning System: Letter written requesting explanation of current review process sent to DG Planning. A response was received in August 2019 from the acting DG describing the planning process and the different tack the government was taking in lieu of not producing a white paper. The EO has spoken with Kathy Bonus, Manager, Planning Reform at the Department of Communities to understand the current status of the reform agenda.
- Review of Local Government Act 1995 – As an ongoing activity, I continue to liaise and advocate with relevant government and industry bodies regarding the Local Government Act Review. Met with Director General Duncan Ord on 12th April 2019 and reiterated the agreed upon four principles (as per meeting 12/4/18). Followed up with Kathy Bonus who has taken on Nick Sloan's previous role of Legislative Reform Officer. Scheduled to meet with Duncan Ord and Jodie Holbrook to maintain the Alliances involvement in the reform agenda and to pursue opportunities to influence it.
- Actions and Business Arising - Updating all Actions and Business Arising from RCAWA. This report is tabled as an agenda item in this and future meetings, reflecting updates as they occur. Completed items have now been archived and are available on request. Letters written have been reviewed by appropriate Alliance members/Secretariat and will also be tabled as 'correspondence out' in this and future meetings.
- The EO and the Executive Assistant have taken full responsibility for all agenda papers and secretariat responsibilities.
- MACWA Awards – the 2019 awards process completed. Consultations are underway with key players to continuously improve the program for next year. Refer to Agenda Item 13 this meeting.
- LGIS workers compensation – EO has been gathering information on options for the Alliance. Met with Honan Insurance brokers to understand the Industry in more detail. Refer to Agenda Item 12 this meeting.
- A) Streamlining WA – State Government initiative, met again with Mike Rowe B) Service Priority Review C) Public Library System D) Review of Heritage Act 1990 E) Local Government Act F) Planning Reform G) Productivity Commission Report – watching brief and liaison with appropriate stakeholders as required.

- Stakeholder Engagement: Regular meetings with relevant stakeholders as per Section 3.

Section 2: Details of Four-Monthly Actions

KEY OBJECTIVES		OVERVIEW OF MONTHLY ACTIONS	
ADVOCACY & POLICY INFLUENCE	Engagement with Relevant Political Leaders, Industry and Senior Government Executive	Refer Section 3	
	Preparation of Submissions and Delegations	<p>Currently working on:</p> <ul style="list-style-type: none"> • Planning Reform • Energy Strategy • Study into Remote Area Tax Concessions and Payments • Most Accessible Community in Western Australia • Streamlining WA • Investment Framework and Implementation Strategy • Local Government Act Review • Heritage Act Review • WALGA working group on council/ zone review • State’s review of the regulations under the new Public Health Act 2016 TBA see Other Business • Inquiry into the Indicators of, and Impact of Regional Inequality in Australia, attendance at recent hearing. 	
	Advocacy on Key Issues	<p>Continuing to contact relevant stakeholders to further the work being done by RCAWA .</p> <p>Secured the attendance of the following at upcoming meetings:</p> <ul style="list-style-type: none"> • Hon Dave Kelly BA MLA (<i>Minister for Water; Fisheries; Forestry; Innovation and ICT; Science</i>) Invitation accepted. Date to be confirmed • Ralph Addis (<i>Director General Primary Industries and Regional Development</i>) • Hon Paul Papalia (<i>Minister for Tourism; Racing and Gaming; Small Business; Defence Issues; Citizenship and Multicultural Interests</i>) Invitation accepted - Date to be confirmed • Mark Webb (<i>Director General - Department of Biodiversity Conservation and Attractions</i>) Invitation accepted - Date to be confirmed 	

KEY OBJECTIVES		OVERVIEW OF MONTHLY ACTIONS
		<ul style="list-style-type: none"> • Zaeen Khan (<i>Director – Public Utilities Office</i>). Invitation accepted - Date to be confirmed • LandCorp: George McCullagh (<i>Chairman – LandCorp</i>) Frank Marra (<i>CEO LandCorp</i>) Date to be confirmed • Rebecca Brown (<i>Director General of the Department of Jobs, Tourism, Science and Innovation</i>) Invitation accepted - Date to be confirmed • Brodie Carr (<i>Tourism Western Australia Managing Director</i>) Invitation accepted - Date to be confirmed • Mathius Cormann (<i>Federal Minister for Finance and Federal WA Senator</i>) Invitation Accepted – Date TBC. • Ken Wyatt (<i>Federal Minister for Indigenous Australians</i>) Invitation Accepted – Date TBC. • Nola Marino (<i>Federal Minister Assisting the Minister of Regional Development</i>) Invitation Accepted –TBC. • Mark McGowan (<i>Premier, Western Australia</i>) Invitation Accepted – Date TBC. • Alannah McTeirnan (<i>Minister of Regional Development</i>) - Invitation Accepted – Date TBC. • Numerous other Ministers, Directors General meetings being confirmed.
ADVOCACY & POLICY INFLUENCE	Development of Policy Position Papers	<ul style="list-style-type: none"> • Completed submission to a Green Paper on Modernising Western Australia’s planning system. Now participating in Reform Projects. • On behalf of the Alliance to the Senate Economics References Committee: Inquiry into Indicators of, and Impact of Regional Inequality in Australia, requested attendance at hearing and attended Panel session in Perth.
PARTNERSHIP & COLLABORATION	Insurance Services – Workers Compensation	Continuing to negotiate with WALGA and LGIS.
	Development of <i>WA Regional Capitals Platform</i>	In the 2018-19 Stage Budget (Page 189) there is a budget allocation of \$4.5m for Regional Centres Development Plans – Stage 2). There is little clarity around the purpose of this fund and the process for applying. With the RIF / Growth Planning paper now complete, EO is looking at how this budget allocation may be best applied considering the

KEY OBJECTIVES		OVERVIEW OF MONTHLY ACTIONS
		RCAWA adopted investment framework. Questions raised with Niegel Grazier at April meeting.
	Development of Bids	Similarly, the EO is looking at opportunities to develop bids for accessing the Innovation Fund to Drive Regional Jobs (<i>a \$16.7 million fund over four years that will support and accelerate new and emerging businesses to diversify the Western Australian economy and create new WA jobs and industries</i>). Questions raised with Niegel Grazier at April meeting.
	Federal Government – City Deals and Smart Cities	Letter written to Premier of WA notifying him of the Alliance Position and seeking the State’s support to progress the Alliance’s nomination to the next stage. Letter of reply received. Another letter has been sent seeking a meeting. Again, the EO raised the matter directly with the Premier face to face and explained the collaborative process the Alliance undertook to self-select Albany as its City’s Deals nominee.
GOVERNANCE	Establishment of Not-For-Profit Inc. Association	28 November 2019: Annual General Meeting to be held for election of new office bearers and tabling of Annual Report. Publishable Annual Report completed (Refer Agenda item).
	Communications Support	EO, Secretary and EA are continuing to implement actions contained within the Communications Plan and are now refreshing for 2019.
	Development of Strategic Plan	Continuing to implement the 2018 Action Plan developed from the Strategic Plan. Commencement of review to form the 2020 Action Plan.
	Meetings and Reporting	<ul style="list-style-type: none"> • RCAWA Alliance Meeting (Karratha) 10 July 2019 • RCAWA Alliance Meeting (Perth) 1 August 2019 • RCAWA CEO teleconference 6 November 2019

Section 3: Stakeholder Engagement

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
Mark Levitt <i>(RAAF Squadron Leader)</i>	2 nd July 2019	Mark provided information to the Alliance regarding the 100 th Anniversary of the RAAF in Australia and events across the State in 2020, and possible involvement of Alliance members

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
Kathy Bonus <i>(Chief Planning Advisor, Office of Director General, Department of Planning, Lands and Heritage)</i>	5 th July 2019	RCAWA overview and general discussion. Discussed the Planning reform process which has been underway for well over 18 months and further involvement of the Alliance. Refer Agenda today for update.
Hon Darren West MLC <i>(Parliamentary Secretary to the Minister for Regional Development and Minister for State Development)</i>	7 th July 2019	RCAWA update and general matters. Discussed a variety of Regional Development matters and invited Darren to a future RCAWA meeting.
Romilly Madew <i>(CEO, Infrastructure Australia)</i>	11 th July 2019	RCAWA update and general matters. Discussed Regional Development matters. Provided overview of Investment Framework. EO was referred to the August 2019 Infrastructure Audit and February 2019 Project Priorities. (Refer to Nicole Lockwood presentation today)
Alannah McTeirnan <i>(Minister for Regional Development, Agriculture and Food, Ports and Minister Assister the Minister for State Development, Jobs and Trade)</i>	11 th July 2019	RCAWA update and general matters. Discussed Regional Development matters. Invited the Minister to one of the Alliance Meetings in 2020.
Richard Aspinall <i>(Regional Manager, Greater Western Australia, National Indigenous Australians Agency)</i>	11 th July 2019	RCAWA update and general matters. Discussed Regional Development matters relating to Indigenous affairs.
Andrew Sharpe, Chris Adams and John Walker <i>(RCAWA CEO's)</i>	11 th July 2019	Discussed and defined a WALGA State Council model for RCAWA's consideration.
Jeff Gooding <i>(CEO, Kimberley Development Commission)</i>	15 th July 2019	RCAWA. Discussed Regional Development matters relating to the Kimberley and outlined the RCAWA's investment framework.
Mike Rowe <i>(Director General, Department of Water and Environmental Regulation)</i>	18 th July 2019	RCAWA update and general matters. Discussed Regional Development matters relating to Mike's portfolio and the Streamlining WA project he jointly chairs.

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
Shane Van Styn <i>(Mayor City of Greater Geraldton)</i>	25 th July 2019	Discussed a variety of RCAWA matters.
Sam Mastrolembo <i>(CEO Shire of Broome)</i>	25 th July 2019	Discussed a variety of RCAWA matters.
Niegel Grazia <i>(Deputy Director General, DPIRD)</i> Brett Sabien <i>(Manager Infrastructure Investment)</i>	26 th July 2019	RCAWA update. Discussed Regional Development matters relating to the Department’s portfolios and the proposed Infrastructure Framework
Tiffany Allen and Natalia Gemmell <i>(Executive Director and Manager, Department of Communities)</i>	6 th August 2019	General RCAWA matters discussed. Tiffany and Natalia provided an overview of the 10-year housing strategy which will be presented to Cabinet in February. Ms Allen invited to present to the Alliance today
Nick Sloan and Tony Brown <i>(CEO and Manager WALGA)</i>	6 th August 2019	Discussed the RCAWA’s proposed State Reference Committee and Zone model.
Fiona Fischer and Rachel Green <i>(Regional Executive Director and Manager Department of Communities)</i>	15 th August 2019	RCAWA update. Discussed Regional Development matters relating to Communities portfolio.
Tourism WA <i>(“A conversation with Tourism WA” Event)</i>	15 th August 2019	Attended a Tourism WA Marketing event providing an update on tourism initiatives statewide.
Andrew Sharpe <i>(CEO, City of Albany)</i>	16 th August 2019	Discussion over the EOI seeking quotes to further enhance the Investment Framework to incorporate suggestions tabled at the August meeting.
Sustainable Economic Growth in Regional Australia (SEGRA) Conference Barooga, Victoria	17 th to 19 th August	Networking opportunity with numerous Councils, Politicians and Public Servants on regional matters facing the RCAWA
Hon Minister Simone McGurk <i>(Minister for Child Protection; Women’s Interests; prevention of family and domestic violence; Community Services)</i>	26 th August 2019	RCAWA update. Discussed Community portfolio matters. Invited the Minister to one of the Alliance Meetings in 2020.

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
Hon Minister Mathais Cormann <i>(Minister for Finance and Senator for Western Australia)</i>	29 th August 2019	RCAWA update. Provided an overview of the Alliance's Agenda for growth. Invited the Minister to one of the Alliance Meetings in 2020.
Steve Grimmer <i>(Manager, City of Albany)</i>	3 rd September 2019	Discussed RACA Baseline Project and commenced paper for November meeting.
Hon Minister Ken Wyatt <i>(Minister for Indigenous Australians and Member for Hasluck Western Australia)</i>	5 th September 2019	RCAWA update. Provided an overview of the Alliance's Agenda for growth. Also discussed Land Tenure Policy. Invited the Minister to one of the Alliance Meetings in 2020.
Hon Mia Davies <i>(Leader of National Party and Member for Wheatbelt for Western Australia)</i>	9 th September 2019	RCAWA update. Provided an overview of the Alliance's Agenda for growth. Invited Mia to the November Alliance meeting to provide overview for the Party's new Regional Cities Portfolio.
Melissa Murphy <i>(Executive Director, Department of Regional Development and Primary Industries)</i>	11 th September 2019	RCAWA update. Overview of Agenda for Growth and Investment Framework.
Ian Johnson <i>(Policy Officer, Minister Tourism Office)</i>	13 th September 2019	General discussions around RACA tourism opportunities and Ministers meeting with RACA.
Melissa Northcott <i>(MACWA Ambassador and Disabilities Commission Board Member)</i>	18 th September 2019	Discussed MACWA awards feedback surrounding criteria, processes and marketing.
Hon Mark McGowan <i>(Premier, Western Australia)</i>	18 th September 2019	RCAWA overview of the Alliance's Agenda for growth, Investment Framework, Land Tenure Policy, Planning Reform delays. Premier interested in the Alliance approach to strategic investment and alignment with the State's Our Priorities – Sharing Prosperity Agenda.

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
Tiffany Allen <i>(Director Housing, Department of Communities)</i>	19 th September 2019	Discussed the 10yr Housing Strategy being developed by Department and potential engagement of Alliance members. Attending today's meeting.
Michelle Andrews and Executive <i>(Director General, Department of Communities)</i>	19 th September 2019	RCAWA Update. Discussed MACWA, Homelessness, Housing Strategy, Disabilities and Youth Strategies. Invited Michelle to attend future Alliance Meeting.
Scott Cole <i>(Director, Honan Insurance Brokers}</i>	25 th September 2019	Discussed Insurance options in the marketplace. Scott provided an overview of the National Insurance Industry and products available. Refer Agenda item 12.
Paddi Creevey <i>(Chair, Peel Development Commission)</i>	4 th October 2019	Met on unrelated matters. However, Paddi, as the former Mayor City of Mandurah, raised the prospect of involvement of the Peel Region in the Alliance as she could see the Strategic benefits it is proving to be to its existing members.
Vaughan Davies <i>(Executive Director, Heritage, Department of Lands, Heritage and Planning)</i>	31 st October 2019	RCAWA update. Discussed the latest status of the Heritage Legislation reform. And potential for the Alliance to participate in policy and By-law development. Also Discussed Aboriginal Heritage Act amendments.
Mike Rowe <i>(Director General, Department of Water and Environmental Regulation)</i>	31 st October 2019	RCAWA Update and general matters. Discussed progress on the Streamlining WA Project.
RCAWA Members	Regularly	General discussions around RCAWA issues

Section 4: Issues and Opportunities

Overview of Issue/Opportunity	Update
Federal Election and Agenda for Growth	Alliance profile and agenda promoted to both sides of politics. Moving from a Federal Election Pitch flyer to an Agenda for Growth drive. Letters written to all elected and current WA Federal members.
Workers compensation Premiums (LGIS)	Engagement with LGIS continuing to endeavour to negotiate cheaper premiums for Alliance members. Alliance members will individually negotiate 2019 contracts with the view to renegotiating as a group in 2020. EO researching topic.
Marketing and Communications	Continuing to implement activities identified on the 2018 Action Plan. Revisiting works agenda for 2020 accordingly.
Strategic Planning	Continuing to implement activities identified on the 2018 Strategic Plan. Revisiting agenda for 2020 accordingly.
Administrative Support	New administrative arrangements now operating effectively and efficiently.
Regionalising Government Services	A letter was sent, and a response received seeking membership to Infrastructure WA EO met with Chair Designate, John Langoulant (and Nicole Lockwood, Infrastructure Australia) to discuss mechanisms for RCAWA to engage with Infrastructure WA moving forward. Nicole Lockwood presenting today. Continuing to participate in the State Government’s Service Priority review and Streamlining WA by keeping in regular contact with relevant stakeholders to keep abreast of the review and monitor opportunities to participate further.

Time allocation summary

Contract Year	Budgeted Total Annual Contract hrs	Total Billed hrs and Total Actual hrs	YTD Total Billed hrs and YTD Total Actual hrs
May 2018-April 2019 (Incl) Completed	400 hrs	Total billed hours for April 2019 35 hrs. (35.5 hrs. actual)	400 hrs billed (408.5 hrs actual)
May 2019-April 2020 In Progress (Incl)	400 hrs	Total billed hours for July 2019 – Oct 2019 (Incl) 140 hrs. (144 hrs. actual)	210 hrs billed (221.5 hrs actual)

10 RCAWA 2018-19 ANNUAL REPORT

Date of Report:	28 November 2019
Report Author:	Executive Officer – Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	2018-19 Annual Report

Purpose:

For the Alliance to receive and consider its Annual Report 2018-2019.

Background:

RCAWA is a not-for-profit organisation and under its's Association Rules requires an annual report to be tabled at its Annual General Meeting on 28 November 2019.

The Annual Report contains information about RCAWA's activities, strategic priorities, key actions, finances and stakeholder engagement during the 2018-19 year.

Discussion:

Given the growing profile of RCAWA and the interest of senior government in activities of the Alliance, this year's Annual Report has been graphically designed to allow for members and the Executive Officer to share with key stakeholders. Regional photos were requested for inclusion, and the capitals who responded have been well represented in the document.

Link to Strategic Directions:

Partnership and Collaboration
Representation

Budget Implications:

\$1850 including graphic design

Resolution:

The Alliance members noted and received the Annual report and approved a maximum of \$400 be allocated for quality printing of the Annual Report to be used for Stakeholder Engagement

Moved: Shane Van Styn

Second: Ian Mickel

Carried Unanimously

11 RCAWA BENCHMARKING FRAMEWORK

Date of Report:	28 November 2019
Report Author:	City of Albany and Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	Minutes and Action Items – Performance Benchmarking at the City of Albany 12 Sept 2019 via teleconference

Purpose:

To update the Alliance on the Benchmarking Framework that has been developed in order to provide meaningful information that can be used to inform and improve the performance of all participants.

Background:

The City of Albany held a workshop on the 28th May in Albany. This workshop was attended in person or on-line by 8 of the 10 RCAWA Local Governments. At this workshop the purpose and objectives for the program were agreed and included in a draft MOU. A table was also provided which summarised the resourcing required to deliver the Benchmarking Program and the associated cost.

Discussion:

A Performance Benchmarking meeting was held via teleconference on 12 September 2019, hosted by Stephen Grimmer and attended by representatives from 8 Capitals. Completed Benchmarking worksheets were scheduled to be returned to the City of Albany by 10 November, and a finalised report will be provided to each LG, tabled and discussed at the February 2020 RCAWA meeting.

Link to strategic Direction:

Partnership and collaboration

Resolution:

The information be received.

Moved: John Walker

Second: Shane Van Styn

Carried Unanimously

WA Regional Capital Alliance

Minutes and Action Items – Performance Benchmarking Held at the City of Albany 12 Sept 2019 via Teleconference

Attendance

Alysa McCall (Shire of Northam), Cynthia Cabugas (City of Greater Geraldton) Henry Eaton (City of Karratha), James Watt (Shire of Broome) Jordan Hunt, (City of Bunbury), Laura Dwyer, (City of Kalgoorlie Boulder), Sarah Pierson (City of Busselton), Stephen Grimmer, (City of Albany), Steve van Nierop (City of Albany)

Purpose Statement			
“To share key benchmarking measures in a manner that will help each participant deliver improved performance and value for money for our regional communities”			
Objectives			
<ol style="list-style-type: none"> 1. Provide a simple practical framework which is suitable for the size and scale of each participant; 2. Minimise effort while maximising the value of information shared; 3. Improve regional co-operation and our ability to advocate for regional funding through the RCAWA. 			
Summary of Discussion			
<ul style="list-style-type: none"> • Participants discussed metrics which were open to interpretation and agreed guidance which will be added as notes to the Benchmarking Worksheet. • Participants agreed there may be a need for a deeper dive for areas of common focus. This would be considered after the base information is collected and Steve committed to sharing an example for Library services. • It was agreed where practical participants should provide past, present and projected population figures to indicate growth. • It was agreed to add a metric for local spend, for those who can access this information. • It was agreed that where information is not available or applicable for participants they will leave those fields blank. 			
Actions Arising	Who	Due	Status
Update the Benchmarking Worksheet based on discussions and circulate with the minutes	Steve G	16/09/19	
Circulate the Library Report as an example of how we can take a deeper dive into strategic areas	Steve G	16/09/19	
Return completed Benchmarking Worksheet to City of Albany by November 10	LG Reps	10/11/19	
Collate information and provide reporting options to LG Reps	Steve G	30/11/19	
Finalise report and provide to each participating LG so it can be tabled and discussed at the Feb 2020 RCAWA Meeting	Steve G	Feb 2020	

Spreadsheets:

TITLE	2018/19	User Comments	Guidelines	
Current Ratio			All ratios as per annual report	
Asset Consumption Ratio				
Asset Renewal Ratio				
Asset Sustainability Ratio				
Debt Service Cover Ratio				
Operating Surplus Ratio				
Own Source Revenue Coverage Ratio				
ORGANISATION	2018/19	User Comments	Guidelines	
Total FTE			Excludes casuals	
Total Headcount			Includes casuals	
SERVICE AREAS	2018/19			
Airport			For all Service Areas exclude casuals	
Assets				
Building				
CEO & Executive (plus support)				
Community Development (including youth, culture, arts)				
Customer Service				
Economic / Business Development / Events				
Engineering Design				
Environment / Sustainability				
Facilities				
Finance & Rates				
Fleet				
Governance Risk and Legal				
Health				
HR & Payroll				
IT				
Library				
Maint & Construction				
Major Projects				
Parks & Gardens				
Planning / Compliance / Development Control				
PR / Communications				
Procurement / Contracts				
Property / Leasing				
Rangers				
Records				
Recreation / Leisure Centres				
Waste Management				
ACTIVITY	MEASURE	2018/19	User Comments	Guidelines
Turnover	# of separations			
Recruitment	Average number of applications per vacancy			
Training	Total spend on employee training			
Absenteeism	Total personal leave days taken			
Safety	LTIFR			No of LTI's for the year x 1,000,000/total number of hours wor
Customer Requests	Total # received			
	Total # received - Rangers			
	Total # received - Operations / Works			
	Total # received - Other			
	Average days to resolve			
Complaints	Total # received			
	Average days to resolve			
Social Media	# of Facebook followers			
	Engagement - # likes, comments, shares			
	# of Instagram followers			
Website	Engagement - # likes, comments, shares			
	# of website page views			
	Population as at 30/06/17			

Economy	Population as at 30/06/18				
	Population as at 30/06/19				
	Projected Population 30/06/20				
	Projected Population 30/06/21				
	Gross Regional Product				
	Number of Registered Businesses				
	Unemployment rate as at 30 June				
Development Applications	Total # received				
	Total value				
	Average working days to approve - Delegated				
	Average working days to approve - Non-Delegated				
Building Applications	Total # received				
	Total value				
	Average working days to approve -Council				
	Average working days to approve - Private Cert				
Health	# of food premises in district				
	# of food premises inspected				
	# of infringement notices issued				
	# of improvement notices issued				
	# of prohibition orders issued				
Bushfire	# of brigades				
	# of volunteers				
	# of fire incidents				
Waste	Tonnes of waste processed				
	% of waste diverted from landfill				
Systems					
Finance				IT Platform used for each fuction	
HR					
Payroll					
OSH					
Risk					
Governance					
Records					
Procurement					
Contract Management					
Project Management					
IPR					
COMMUNITY SATISFACTION MEASURE		Rating	User Comments	Guidelines	
Community buildings and halls					
Local roads					
Waste Collection services					
Sport & Recreation services					
Library services					
Economic development & job creation					
Festivals, events and cultural activities					
FTE / Headcount	Output / Trend	Result	Activity / Service	Output / Trend	Result
FTE	# FTE	0	Turnover	# of separations / headcount (%)	#DIV/0!
Headcount	# of employees	0	Recruitment	Average number of applications received per vacancy	
	Airport	0	Training	Average spend per employee	#DIV/0!
	Assets	0		# of LTI's	
	Building	0	Safety	Lost Time Injury Frequency Rate (LTIFR)	0
	CEO & Executive (plus support)	0			
	Community Development (including youth, culture, arts)	0	Absenteeism	Personal leave - total hours	0
	Customer Service	0		Personal leave - average hours per employee	#DIV/0!
	Economic / Business Development / Events	0		Total # received	0
	Engineering Design	0	Customer Service Requests	Total # received - Rangers	0
	Environment / Sustainability	0		Total # received - Operations / Works	0
	Facilities	0		Total # received - Other	0
	Finance & Rates	0		Average days to resolve	
	Fleet	0	Complaints	# received	0
	Governance Risk and Legal	0		Average days to resolve	0
	Health	0		# of Facebook followers	0
	HR & Payroll	0	Social Media	Total Engagement	0
	IT	0		# of Instagram followers	0
	Library	0			
	Maint & Construction	0			
	Major Projects	0			

	Parks & Gardens	0
	Planning / Compliance / Development Control	0
	PR / Communications	0
	Procurement / Contracts	0
	Property / Leasing	0
	Rangers	0
	Records	0
	Recreation / Leisure Centres	0
	Waste Management	0
Financial Results	Output / Trend	Result
Revenue	# of rate assessments	0
	Total rate revenue	\$0
	Rates as a % of total income	#DIV/0!
	Fees and charges as a % of total income	#DIV/0!
Expenditure	Grant revenue as a % of total income	#DIV/0!
	OPEX as a % of total expenditure	#DIV/0!
	CAPEX as a % of total expenditure	#DIV/0!
	Employee costs as a % of total expenditure	#DIV/0!
	Salaries and wages as a % of total expenditure	#DIV/0!
	Salaries and wages as a % of rates revenue	#DIV/0!

	Total Engagement	0
Website	Website page views	0
Economy	Population	0
	Gross Regional Product	0
	Number of Registered Businesses	0
	Unemployment rate as at 30 June	0
Development Applications	# of	0
	Total value	0
	Average days to approve - Delegated	0
	Average days to approve - Non-Delegated	0
Building Applications	# of	0
	Total value	0
	Average days to approve - Council	0
	Average days to approve - Private Cert	0
Health	# of food premises within district	0
	# of food premises inspected	0
	# of infringement notices issued	0
	# of improvement notices issued	0
	# of prohibition orders issued	0
Bushfire	# of brigades	0
	# of volunteers	0
	# of fire incidents	0
Recycling	Tonnes of waste	0
	% waste diverted from landfill	0

Systems usage	Finance	0
	HR	0
	OSH	0
	Risk	0
	Governance	0
	Records	0
	Procurement	0
	Contract Management	0
	Project Management	0
IPR	0	
Reporting Ratios	Output / Trend	Result
Financial Ratios	Current ratio	0
	Debt service cover ratio	0
	Operating surplus ratio	0
	Own source coverage ratio	0
Asset Ratios	Asset consumption ratio	0
	Asset renewal ratio	0
	Asset sustainability ratio	0
Community Satisfaction	Result of Survey Question	Result

Leadership	City as a Governing organisation	0
	City as a place to live	0
	Value for money from rates	0
	Council's leadership	0
Customer Service	City has communicated a clear vision	0
	Customer Service	0
Core Services	City Web-site	0
	Footpaths, cycle ways and trails	0
	Playgrounds, parks and reserves	0
	Community buildings and halls	0
	Local roads	0
	Waste Collection services	0
	Sport & Recreation services	0
	Library services	0
	Economic development and job creation	0
	Festivals, events and cultural activities	0

12 WORKERS COMPENSATION AND INSURANCE

Date of Report:	28 November 2019
Report Author:	Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	Nil

Purpose

To discuss the Alliances' position on an approach to renegotiating new workers compensation premiums and conditions with LGIS and the advantages of Alliance members considering undertaking a joint tender for workers compensation insurance.

Background

In 2018 a representative from the Local Government Insurance Scheme (LGIS) provided information about the status and future directions of the LGIS.

For some time, Alliance members have examined Worker's Compensation insurance claims and premiums history and have found some interesting data with premium payments significantly exceeding the claims paid out.

For example, the Shire of Esperance has indicated that their premiums over the last 10yrs to be \$2.7M with \$1.7M in claims actually paid. Similarly, the City of Karratha over the last 10years has paid a total of \$4.3M in premiums but with \$1.7M total claims paid; this being a \$2.6M difference.

In fact, over the last two years Karratha has renegotiated the basis of premium structure with LGIS but still considers it to be paying over the odds. As a result the City of Karratha commenced preparing to tender for this service in 2019/20 and many Alliance members have indicated a willingness to join at the offer of the City. This tender never went ahead.

There is significant collaborative advantage for RACWA members to join this cross regional effort because, if nothing else, it would enable greater influence and buying-power within the diversifying Australian insurance market. It may result in more-balanced insurance products for local government.

Discussion

The Executive Officer has subsequently met with Scott Cole, Honan Insurance services, who provide advice and support across insurance risk and financial services (covering insurance program design, placement and management to claims management) to gain a better understanding of the insurance industry particularly as it relates to local government.

By way of further background:

*Note Jardine Lloyd Thompson (JLT) is an insurance broker and the scheme manager for LGIS WA. Below are excerpts from the following links.

<https://www.jltclassaction.com.au/> and <https://insurancenews.com.au/daily/victorian-councils-mount-another-jlt-class-action>

“On 3 December 2018 Quinn Emanuel Urquhart & Sullivan (Quinn Emanuel) filed class action proceedings against Jardine Lloyd Thompson Pty Limited (JLT) on behalf of the plaintiff, Richmond Valley council, and other local councils in NSW who suffered losses as a result of JLT’s failure to properly provide insurance broking services to NSW councils (the JLT Local Council Class Action (NSW)).”

“JLT is now facing a second class action brought by local councils, with law firm Quinn Emanuel Urquhart & Sullivan filing a writ in the Victorian Supreme Court after already launching a similar case in NSW.

The Victorian action is led by Moira Shire Council in the state’s north, with Hobsons Bay City Council another of at least seven local governments participating. Moira Shire GM Simon Rennie says the council believes it paid excessive premiums while part of the mutual insurer the JLT Municipal Asset Protection Plan (JMAPP), and the class action seeks damages going back to 2009.

The council says the evidence suggests local councils overpaid premiums by 30-50% when compared to what would have been available in the open market.

JLT, which was acquired by Marsh & McLennan this year, provides insurance services to more than 500 councils across Australia and has repeatedly highlighted the benefits of its mutual schemes.”

Link to Strategic Directions

Partnership and collaboration
Advocacy and policy influence

Budget Implications

Nil

Conflict of Interest

John Walker – Declared a potential conflict of interest arising from his role as CEO of Richmond Valley Council who are taking JLT to court. John is a lead witness in this case and so will refrain from voting on any resolutions relating to this matter.

Resolution

The Alliance send a delegation of members (as a minimum Karratha, Kalgoorlie and Albany) to meet with WALGA and LGIS Executives (2) to discuss and refine their earlier offer and in light of those discussions, report back to the RCAWA board with recommendations.

Moved: Chris Adams

Second: Andrew Sharpe

Carried Unanimously – John Walker refrained from voting.

13 INVESTMENT FRAMEWORK AND IMPLEMENTATION STRATEGY AND EXPRESSION OF INTEREST DOCUMENT

Date of Report:	28 November 2019
Report Author:	Executive Officer – Paul Rosair and CEO City of Busselton
Disclosure of Interest:	Nil
Attachment(s)	Investment Framework EOI

Purpose:

To update the Alliance members on the current status of the Investment Framework paper expression of interest.

Background:

At the RCAWA July meeting a discussion was held regarding the proposed combining of the Alliance’s Investment Framework and Busselton’s Implementation Strategy. It was considered that by building the paper around the state governments Agenda for Growth and the nine priorities outlined within, a more solid submission to government would be achieved.

By combining the RCAWA members forward capital investment plans, and totalling the investments of all ten Alliance members themed along the lines of the state government’s nine priorities (demonstrating growth in jobs, tourism and other themes), the submission could be made to government to match that investment in order to achieve a much better integrated outcome and chance of success.

In addition, the paper could highlight the fact that regional communities are also responsible for their own infrastructure such as art centres, performing arts centres, racecourses, airports and other community facilities which metropolitan councils often have funded from the state or commonwealth.

The expectation by the Alliance members was for the Executive Officer to:

- Write an Expression of Interest for the provision of services to develop an infrastructure paper and submission on behalf of the Alliance to the state government using project funds within the alliance budget.
- Provide a quote for consideration by Alliance members from NAJA Business Consulting Services (NAJA) for carrying out the work outlined in the expression of interest.
- Manage the contract accordingly, if the Alliance wishes to seek external quotes and does not engage NAJA to carry out the services.

At the August meeting, the Executive Officer was asked to leave the room whilst discussions took place regarding the Expressions of Interest document and NAJA quotation. The Alliance members decided that the Executive Officer should work with RCAWA CEO's to revise the proposed EOI Consultants brief with the key outcomes of the EOI's being:

- A compelling case for additional investment in RCAWA locations.
- A clear list of projects/initiatives within RCAWA member localities that should be funded.
- Alternative models for funding the agreed projects (i.e. not using existing, traditional grant methods)

Discussion:

The Executive Officer has modified the EOI according but would like further direction from the Alliance members in order to move forward in accordance with the background and previous recommendations provided to the Alliance.

NAJA Business Consulting Services believes that it can develop, in concert with Mann Advisory Services, the submission to government in the vicinity of \$22,000. If the Alliance wishes to pursue this option, a more detailed quote will be made available. If, however, an EOI process is undertaken, than an Alliance member would have to administer that process as NAJA would be putting a bid into the process.

If NAJA was unsuccessful in that process, the Executive Officer would still be able to administer the contract however this administrative role and intellectual property transfer would considerably impact on the Executive Officer's one day a week resource allocation. Members need to discuss the attached expression of interest and agree on the scope of works and the procurement model they would like to adopt.

In light of the recent State Government corruption scandal an opportunity to emphasise the rigorous financial controls and accountabilities the Alliance members have in place, to manage major projects and operations, now exists. This emphasis should be incorporated into the revamped Investment Framework in time for 2020, a pre-election year.

Link to Strategic Directions:

Advocacy and Policy Influence
Partnership and Collaboration

Budget Implications:

Nil at present

Resolution:

The EO to oversee the issuing of the EOI with a budget allocation of \$50k for the project.

Moved: John Walker

Second: Mike Archer

Carried Unanimously



Expression of Interest

Consultancy to develop a strategy to advocate to State Government for the establishment of a dedicated Regional Fund(s) to assist and develop growth for the Regional Capitals Alliance Western Australia (RCAWA) members

DOCUMENT ID NUMBER:	XXXXXXXX
EXPRESSION OF INTEREST:	RCAWA Strategy for Regional Funding Program
DEADLINE:	XXXXXXXX
DELIVERY METHOD:	RCAWA PO Box 219 Karratha WA 6714 Or Email to admin@waregionalcapitals.com.au
CONTACT PERSON:	XXXXXXXXXXXX

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1. Conditions of Responding

The Regional Capitals Alliance Western Australia (RCAWA) (the Principal) will not be liable for payment to the Respondent for any costs, losses or expenses incurred by the Respondent in preparing their Response to this Expression of Interest, regardless of the outcome.

The Respondent shall have satisfied themselves as to the correctness and sufficiency of their Response, including prices which will be deemed to cover the cost of complying with all the Conditions of Responding and of all matters and things necessary for the due and proper performance and completion of the work described in this Expression of Interest.

2. Specification

2.1 Introduction to RCAWA

The RCAWA local governments represent the most significant concentrations of employment in regional Western Australia. With diverse economies and lifestyles, they offer exciting places to live, work, visit and invest.

RCAWA advocates for strategic planning for growth and investment in Western Australia's regional capitals.

The RCAWA Alliance is comprised of membership from City of Albany, Shire of Broome, City of Busselton, City of Bunbury, Shire of Esperance, City of Greater Geraldton, City of Kalgoorlie-Boulder, City of Karratha, Shire of Northam and Town of Port Hedland.

When it comes to leveraging maximum value from investment, the RCAWA members are uniquely positioned to optimise impact. Each has a well-developed capacity – in terms of their organisation, their community and their local industries. Combine this with their significant business prospects; opportunities abound.

RCAWA members are adept at achieving results – even where there are many potential obstacles. Alliance members face challenges ranging from booming populations through to meeting the needs of a vast geographic catchment operating as a service hub with a relatively small population. Some members have seen rapid industry growth and significant expenditure on infrastructure to accommodate this, in parallel, other Alliance members have grappled with transitioning key industries.

What sets RCAWA members apart is their ability to proactively respond as circumstances evolve. Alliance members provide an enabling environment where industry can develop efficient and innovative ways of work. They build cohesive communities with quality services and strong social fabric. Even in circumstances of geographic isolation, this has not been a barrier to developing a thriving community and economy. Alliance members may not all follow the same approach but are unified by their ability to recognise opportunities and facilitate positive outcomes for their communities, with flow on benefits across the regions.

RCAWA proposes a new approach to investment in the regions. Development of Perth as a modern capital is important, but to achieve real growth as a State, a network of sophisticated, well serviced regional capitals is vital. RCAWA's Regional Investment Framework (RI Framework) centres on excellence and opportunity making. The RI Framework proposes the development of a multi-formula approach with a combination of merit and a needs-based funding pool(s) to support strategic growth and development in the regions. RCAWA highlights the opportunity to use the RI Framework to inform decision making regarding the allocation of these funds marked for investment in the regions. RCAWA advocates for the allocation of funds to allow the strategic initiatives laid out in the RI Framework to be fully realised.

RCAWA highlights the potential to utilise this RI Framework to be used as model for investment in sectors such as infrastructure, education, social services and health. Using this RI Framework, RCAWA supports the establishment of several contestable Funds supported from the State Government's Royalties for Regions Fund that support outcomes-based initiatives. The merit criteria for such funds should incorporate consideration of a range of factors, as identified by the Western Australian Regional Development Trust (WARDT) in its review of the Country Local Government Fund.

Unfortunately, the recommendations of this review were never adopted nor implemented by the former government. Specifically, RCAWA supports criteria for funding including:

- closer alignment between the intended outcomes of the fund and the Royalties for Regions Act;
- being based on the local governments' actual infrastructure and development needs;
- including a factor for remoteness and the vast size of some local governments;
- taking into account DIDO and FIFO effects;
- taking into account transient population pressures such as by tourists; and
- taking into account economic and population growth prospects and patterns.

2.2 Background

The WA State Government has been in power since March 2017. During this time, there have been no major competitive State Government funding rounds for local government significant infrastructure; only the likes of “Local Projects, Local Jobs” which were essentially pre-election commitments, and CSRFF and Reds grants.

Any major funding opportunities have come about through the Federal government, such as Regional Growth Fund and the Building Better Regions Fund. These rounds predominantly come with a requirement of significant co contributions of funds, usually at least 50%, meaning Councils need to have capacity to leverage such funds from their own sources.

There has been little activity from Royalties for Regions funding which was legislated in 2009 for specified programs in the regions, of up to \$1 billion annually. The RCAWA proposes that up to \$100 million of this fund is directly funded to RCAWA Councils through a new funding program.

2.3 The Proposal

Objective

To provide a recurring funding program to Regional Cities and Centres in Western Australia that enables each community to achieve comparability in the provision of community facilities and services to that of the Perth Metropolitan Area.

Proposal

- Annual allocation, over a ten-year period, to be indexed annually, used to deliver regional infrastructure and services to our cities and towns; to facilitate economic and social development and improve liveability and opportunity for our cities and towns outside of the metropolitan area.
- It is suggested that there is an initial investment of approximately \$100 million funding, provisionally a two-tier system to be apportioned according to the population base of the RCAWA Councils; and an additional funding stream made available for other smaller regional councils on a competitive basis.
- There are many potential programs within our regional communities that are not capital works based - for example health services, supporting for homeless. It is suggested that the funding may be formulated to apportion funds, so they can be used for operating purposes as well as capital works. This is in recognition of each council being geographically different, varying proximity to existing services and infrastructure, differing community needs.
- Funding will be subject to individual Councils developing and providing to the Minister; through the Department of Primary Industries and Regional Development; an initial four-year fixed business plan, with a longer term ten-year aspirational plan as an audit of future funding requirements.
- No requirement for matching funding.
- Suggest that those Councils who have not yet received Regional Growth Funding for development of such plans be allocated money for development of their initial plan.

Commitments

- Participating Councils receiving funds through an agreement will commit to using this funding instead of making application to the State for the larger pools of funding, such as those available through CSRFF or RADS and only be eligible for smaller rounds of grants, perhaps anything up to \$500,000.
- Participating Councils will commit to not cross subsidising the rate base and using State funds as a “top up”; maintaining a baseline capital works program for roads, buildings etc.
- There should be an undertaking of Government that for the benefit of the State as a whole, that this approach has bipartisan support and that funding is not dependant on electorates and elections, giving regional Western Australia confidence to plan for the future with the means to deliver on those plans.

Advantages

- Participating Councils will have a level of certainty in State Funding allocation to leverage Federal Funding and funding from the private sector.
- This program will create a sense of certainty with a fixed funding allocation to work more effectively, as part of our long-term integrated planning process, not on an annual budget or grant availability basis.
- Better accessibility to services in regional centres will provide incentive for decentralisation of population from Perth metro area.
- Councils will be able to divert resources from preparation of extensive and onerous submissions, to instead focus on business plan preparation and project management. Councils can work together to ensure necessary skills are enhanced throughout our organisations in these disciplines.
- It will provide for local government communities to work more closely with State government service providers to identify and fund “gaps” in the local community.
- Councils will be more inclined to work together, collaborate and share learnings as a strategic State-wide approach, rather than as at present competing against each other for funding.
- Currently the State government funds and operates major infrastructure in the City such as stadiums, theatres, hospitals. This program will be a fairer process by which regional capital cities and centres can too provide for their community - serving to strengthen our communities and provide consistent levels of facilities and other infrastructure (e.g. sport and leisure centres, performing arts centres, galleries, roads, parks etc) that is comparable with what is accessible in the metropolitan area.

Suggested funding allocation per WA Regional Council

Local Government	Population (2017)	Proposed Funding Allocation (Indexed p.a. over 10 years)
City of Albany	37,686	\$12,000,000
City of Bunbury	32,244	\$12,000,000
City of Busselton	38,300	\$12,000,000
City of Greater Geraldton	39,046	\$12,000,000

City of Kalgoorlie Boulder	30,695	\$12,000,000
City of Karratha	22,205	\$12,000,000
Shire of Broome	17,002	\$6,000,000
Shire of Esperance	14,414	\$6,000,000
Shire of Northam	11,259	\$6,000,000
Town of Port Hedland	14,979	\$6,000,000
	TOTAL	\$96,000,000

The philosophy behind the funding levels apportioned above is that regional cities generally provide a higher and greater range of level of service and facilities to a higher population base, both resident and visitor.

Larger centres generally have greater capacity, both human and financial, to deliver the programs. It is important that if the State government was inclined to support this proposal that Councils can deliver the projects and services, so as to uphold the reputation of the funding program.

2.4 Scope of Works

The RCAWA seeks the support of a consultant to develop a strategy to enable the RCAWA to advocate to the State Government and the Opposition of Western Australia for a new approach to funding for its Regional Capital local governments under a newly badged funding program, that aligns with the RCAWA's agenda for growth and its regional investment framework.

The Strategy should take the form of a written report of suitable quality and complexity for use by the RCAWA to support a range of uses including advocacy to all levels of government and industry for investment and funding.

In developing this strategy, the consultant will be expected to:

- Review the existing RCAWA Agenda for Growth and Regional Investment Framework against the proposal outlined in this EOI and advise on any improvements or inconsistencies;
- As part of the strategy show how these documents and proposal are linked together;
- Show how these documents and the proposal can align to the State Government's Our Priorities Sharing Prosperity Plan that highlights the following key themes:
 - A strong economy
 - A bright future
 - A liveable environment
 - A safer community
 - Aboriginal wellbeing
 - Regional prosperity
- Review each of the RCAWA members forward capital works infrastructure plans to determine which projects fit the State Government's priorities and the RCAWA Agenda for Growth and Regional Investment Framework.

- Assess the dollar value of these projects against the suggested funding allocations per annum over 10 years in the table on the previous page and provide a summary of whether the funding being sought will meet these needs.
- Utilise the information above to prepare a strategic plan and approach for advocating to the State Government for a new fund to meet its requirements. This should include a potential submission document to State Government.
- Prepare a marketing document/flyer to promote the RCAWA and the proposed benefits of the new funding arrangement to the State Government.

The Consultant is also expected to provide a program for approval by the RCAWA that encompasses the total strategic design, tasks, deliverables, and critical path as outlined above to inform the overall strategy and project timeframe.

2.5 EOI Outcomes

A Report and enhanced Investment Framework which addresses the scope of works (refer Section 2.4) which also outlines:

- A compelling case for additional investment in RCAWA locations.
- A clear list of projects/initiatives within RCAWA member localities that should be funded.
- Alternative models for funding the agreed projects (i.e. not using existing, traditional grant methods)

2.6 Supporting Documentation

- RCAWA – Regional Investment Framework
- RCAWA – Agenda for Growth
- State Government – Our Priorities Sharing Prosperity Plan

Contract award is indicated as XXXXXXX 2019 with completion by 5.00pm, XXXXXXXX 2019.

The Consultant will engage with, resolve and develop solutions, in order to determine appropriate design, staging and prioritisation to achieve maximum impact for spend, in close consultation with the RCAWA.

Contract award will include an agreed Tasks and Deliverables plan that documents key milestones and a payment schedule.

3. Contractors Responsibilities

The appointed Consultant will be required to nominate a Lead, who will assemble and coordinate a team (as necessary) to complete the requirements of the brief, and act as the key liaison and sole point of contact for the duration of the project. The project lead is to be of Director/Associate level, capable of decision making on the team's behalf.

The Consultant is to provide a proposal, methodology and timeline to undertake the work as per the scope of works and responsibilities as detailed in this Expression of Interest.

4. RCAWA's Responsibilities

The RCAWA will provide:

- An inception teleconference with the Preferred Consultant to discuss the Proposal and Refine the Proposal/Brief of the Project.
- On final appointment:
 - Assign a designated single contact point (Project Manager) to have oversight of the project from Appointment to Final Delivery.
 - Establish and assemble a Project Control Group consisting of the Project Manager, three CEO's and three Mayors of the relevant RCAWA Local Government Authorities.
 - Liaison with the Contractor regarding required Client Liaison Activities.
 - Relevant background documentation and contacts to the appointed Consultant to assist undertaking the required works. Note: the Consultant should allow for a thorough investigation of the region capitals and subject matter necessary to achieve the stated outcomes. It must not solely rely on the information provided above from the RCAWA. The Consultant will be required to fill any information gaps.

The RCAWA contact person for the quotation period is XXXXXXXX (email: XXXXXXXX or phone XXXXXXXXXXXX).

The RCAWA will manage financial payments on an agreed Milestone basis for the contract. Payment will be in accordance with the RCAWA's standard thirty (30) day terms.

5. General Conditions of Contract

The General Conditions of Contract will be in accordance with Standards Australia AS4122.

This Request for Quotation does not contain a copy of any Australian Standards. It is the responsibility of the Respondent to obtain a copy if required.

5.1 Contract Duration

The Contract will be complete on supply of the goods and/or services as negotiated and agreed with RCAWA. However, in the event of the successful Contractor failing in any manner to carry out the Contract to the RCAWA's satisfaction, the RCAWA may forthwith terminate the Contract by written notice to the Contractor.

The RCAWA reserves the right to claim cost/time penalties should the Contract not be completed on time, if it can be shown that the RCAWA has made every reasonable effort to maintain the schedule agreed by both parties at the commencement of the Contract.

5.2 Insurances

The Contractor is required to maintain the following insurance and minimum level of cover for the Contract duration:

Type	Insured Amount
Public Liability	\$20,000,000 any one occurrence
Workers Compensation or Personal Accident Insurance	If applicable, the Contractor shall insure against liability for death of or injury to persons employed by the Contractor including liability by statute and at common law to a limit of not less than \$20,000,000. Cover extended to include Principals Indemnity Clause.
Professional indemnity	\$1,000,000 any one claim and in the aggregate

6. Evaluation Criteria

The RCAWA has adopted a best value for money approach and will assess each Response to determine the most advantageous outcome. The RCAWA is not bound to accept the lowest Response and may reject any or all Responses submitted. Failure to address any of the Compliance and Qualitative criteria may eliminate the submission from consideration.

6.1 Compliance Criteria

In order to submit a compliant quotation, the following requirements need to be addressed:

DESCRIPTION	SELECT	
a. Compliance with the Conditions of Responding as per Part 1 of this Request.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Compliance with the Specification contained in the Request.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Completion of the Offer Form, including the signature of the Authorised Signatory	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. Pricing schedules submitted in the format requested by the Principal.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

6.2 Qualitative Criteria

In determining the most advantageous Response, the following qualitative criteria will be point scored:

A. Relevant Experience & Capacity	Weighting 25%
1. Provide the information regarding proposed personnel to be allocated to this project, including: (a) Role; and (b) Current commitment and availability.	Tick if attached <input type="checkbox"/>

2. Outline the Company/Practice expertise, skills and capacity to undertake this work including experience on other projects of a similar nature	
B. Methodology & Timeline	Weighting 45%
Quotation submissions are to provide the following information with regard to the project approach, methodology and proposed timeline: a) Acknowledgement of Scope of Services and demonstrated understanding of the key elements. Identify the key opportunities/risks particular to this project and how these will be managed; b) Outline your approach to the scope of services; and c) A proposed timeline for completion.	Tick if attached <input type="checkbox"/>
C. Fees and Value for Money	Weighting 30%
Submissions are to provide the following information with regard to professional Development Consultant fees that are aligned with the Scope of Service’s nominated within the RFQ. The Consultant fees are to be GST inclusive. Personnel fees and project disbursements are to be listed within separate tables and GST inclusive.	Tick if attached <input type="checkbox"/>

7. Price Information

7.1 Price

Prices quoted are to be on a lump sum basis. All prices for goods and/or services offered are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST). Any charge not stated in the Quotation as being additional will not be allowed as a charge for any transaction under any resultant Contract.

7.2 Price Schedule

Respondents are requested to provide a breakdown of the costs to deliver the work. The following price schedule may be used, or a separate document should be attached to your response:

No	Item Description	Unit	Price \$ (ex GST)	Price \$ (inc GST)
TOTAL				

Expected Completion of Services as detailed above	Weeks	Days

8. Respondents Offer

I/We (Registered Entity Name): _____

Registered Entity Street Address: _____

Registered Entity Postal Address: _____

ABN: _____

ACN (if any): _____

Telephone No: _____

Facsimile No: _____

Email: _____

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of my/our Response to this Request for Quotation irrespective of its outcome. I/We confirm that I/we will comply with this Request for Quotation and my/our Response and the Response consideration is provided in the prescribed format and is submitted with this Response. I/We agree that by submitting this Response I/we authorise the Principal to disclose my/our identity and the lump sum consideration to any person/organisation requesting such information, but only if my/our Response is successful.

Dated this: _____

Day of: _____

Year: _____

Name of Authorised Signatory: _____

14 MACWA AWARDS

Date of Report:	28 November 2019
Report Author:	Executive Officer – Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	Nil

Purpose:

To advise the Alliance members on the status of the MACWA Awards.

Background:

The MACWA Awards have been completed for 2018-19, with the winners being announced at the WALGA AGM on Wed 7 August. Since that time, the Executive Officer has sourced feedback regarding the criteria and processes involved with the Awards in order to gain an understanding as to possible changes going forward.

Discussion:

Initial feedback has been categorised into the process and the content.

Process:

- Entry form does not “wrap around” and so is difficult to enter text
- Clearer guidelines and expectations are required
- Feedback was appreciated
- Ability of the authorised officer to sign instead of the CEO

Content:

- Ability to nominate for one or more category rather than be judged on an aggregate of all four
- Refine categories – suggestions include:
 - access/infrastructure/public open space
 - inclusion – programs, employment
 - improvement on previous year
- possible alignment with national awards to save LG time

Although the number of entrants increased this year, there probably should be more direct marketing and advertising in order to increase the number of nominations in 2020.

Link to Strategic Directions:

Partnership Collaboration
Representation

Budget Implications:

Nil

Resolution:

The Executive Officer, in consultation with the City of Bunbury, the MACWA ambassador and WALGA, continues to:

- **Refine the MACWA Awards process -provide more support to nominees in the way of clearer expectations, guidelines and updated forms**
- **Review the categories, compare them to National Accessibility Awards and make recommendations concerning the categories for 2019-20.**
- **Review the advertising and marketing of the MACWA Awards**

Moved: Chris Antonio

Second: Grant Henley

Carried Unanimously

15 RCA UPDATE

Date of Report:	24 November 2019
Report Author:	Grant Henley, Mayor City of Busselton
Disclosure of Interest:	Nil
Attachment(s)	RCA Board Papers

Purpose:

To update RCAWA members on RCA matters

Discussion:

From the Mayor, Grant Henley – City of Busselton, WA Board Representative:

Mayor/CEO City of Busselton attended the RCA meeting via Video conference call on 15 October 2019.

Issues of discussion/note for WA Regional Capital Cities Members:

- A presentation was given by Jess Wilson, Executive Director of Policy, and Clare Gunning, Director of Campaigning at the Business Council of Australia. See attachments for A Plan for a Stronger Australia Vol 1 and A Plan for a Stronger Australia Vol 2 - Extract on Regions (included in the RCA Board Papers attachment).
- ALGA CEO Beresford-Wylie spoke on ALGA's position on the national population framework (ALGA website) which will be discussed at the COAG meeting in December
- Chair Samantha McIntosh stood down having failed to be re-elected as Mayor in Ballarat.
- RCA AGM is being held Tuesday 26th: nominations for Board membership are open.

Link to Strategic Directions:

Partnership and collaboration
Representation

Budget Implications:

Nil

Recommendation

That the information be received.

16 OTHER BUSINESS

- **Meeting with Premier (Executive Officer)**

The Premier's office rang on 25 July requesting dates of RCAWA meetings in 2020 as he and Alannah MacTiernan would like to attend a meeting together. Note; EO met with Premier and provided an interim update.

- **Planning Reform (Mayor City of Karratha)**

Peter Long, on behalf of RCAWA attended the inaugural Local Government Stakeholder Reference Group on 27 November.

Action: EO to monitor the reform agenda

- **Productivity commission – study into remote area tax concessions and payments (all members)**

Time constraints precluded initial submission. Report released 4 September-submissions due 11 October with the final report scheduled Feb 2020. EO reviewed report and in consultation with Alliance members who put in submissions it was decided not to proceed with an RCAWA submission. Discussion needs to be held as to how the Alliance may advocate their position directly with Federal members.

Action: John Walker to distribute his submission to other members.

- **WALGA Working Group - Review of state council and zones, structures and processes (Mayor City of Albany)**

Mayor Dennis Wellington attended WALGA Working Group meeting and presented RCAWA's position paper on preferred State Council and Zone structures. Dennis to advise on the meeting outcomes. Alliance members to discuss what, if any, further action to take.

Dennis advised that the RCAWA's position paper was not well received by the WALGA Working Group. No further action at this time.

- **Consideration for Peel Region representation in the Alliance membership (Executive Officer)**

Alliance members decided not to pursue this option.

- **Administrative Arrangements as a result of change in Secretariat (Executive Officer)**

EO and EA to liaise with Albany, meeting scheduled on 22 January 2020 to establish new arrangements.

- **Changes to Health Act Regulations (CEO City of Greater Geraldton) See City of Greater Geraldton Paper below. For noting.**

EMT855 HEALTH ACT 1911 - STATE REGULATIONS REVIEW

TRIM REFERENCE:	D-19-075608
AUTHOR:	H Williamson, Coordinator Environmental Health and Waste
EXECUTIVE:	P Melling, Director Development and Community Services
DATE OF REPORT:	4 October 2019
FILE REFERENCE:	GO/15/0001 – Confidential
ATTACHMENTS:	Yes x 1 Local Government Implementation of the Public Health Act 2016 – TRIM reference

SUMMARY:

This report provides EMT with an update on the State’s review of the regulations under the Health Act 1911 to be proclaimed under the new Public Health Act 2016.

MANAGER / OFFICER RECOMMENDATION:

1. APPROVE the City to submit a letter to Department of Health addressing the implications of the Acts and Regulation changes on regional Local Governments; and
2. APPROVE the City to lobby WALGA specifically on the changes to the events, swimming pool and pesticides regulation changes.

BACKGROUND:

In 2016 the Department of Health (DoH) undertook a much needed review of the Health Act 1911. Royal Assent was approved for the new and improved Public Health Act 2016 but its implementation will be done in a staged manner. This means the old Health Act and all the regulations made under that Act, will continue to be the main enforcement tool until the provisions of the Public Health Act are proclaimed over the coming years.

The staged approach provides the DoH the opportunity to undertake a review of all 22 regulations made under the old Health Act which is currently taking place. A substantial part of the regulation review has been undertaken as the below discussion papers have been presented to the industry for consultation.

- Drinking water
- Offensive trades
- Cooling tower/Water Systems
- Events
- Commercial Garden Soils
- Public Buildings
- Morgues
- Construction sites, temporary or remote worksites
- Cloth materials
- Temporary toilets and design and construction

- Hairdressing establishments
- Body art and personal appearance
- Asbestos

Currently Open for Consultation

- Housing
- Pesticides

The proposal under the new Public Health Act is to reduce the number of regulations under the Act from 22 to 7 regulations. The proposed regulations are:

Event Regulations – Aims to manage the public health risk associated with public events and mass gatherings. This is a newly proposed regulation.

Body art and personal appearance regulations – Aim to protect persons who participate in a body art or personal appearance procedure from infectious diseases and other infections.

Built environment regulation – Aims to protect persons from public health risks related to the built environment which includes asbestos, cooling towers, aquatic facilities, public buildings, laundries, garden soil and may include lodging houses, houses unfit for Occupation and Morgues.

Pest and vector regulation – Aims to protect persons from the public from the health risks from biting insects and pesticides used to control pest numbers.

Water regulation – Aim to protect a risk based legislative framework to all water such as drinking water, waste water, recycled water and recreational waters.

Through the consultation period DoH developed and provided discussion papers outlining their proposals for each regulation review to the industry.

The City has provided responses to the following discussion papers:

- Offensive trades
- Cooling tower/Water Systems
- Events x 2 (Governance team provided their own submission and Event and Environmental Health teams provided another)
- Commercial Garden Soils
- Public Buildings
- Morgues
- Construction sites, temporary or remote worksites
- Cloth materials
- Temporary toilets and design and construction

Each discussion paper provided future options to manage the public health risks in WA with standard options such as the following:

‘retain the status quo and keep the reviewed regulation, self-regulate the industry, repeal the legislation and make new local laws or guidelines, repeal the legislation and replace with only a guideline or develop new regulations’.

In most of the discussion papers, DoH have proposed what their preferred option would be to implement for the industry. DoH have provided consultation summary reports following the discussion papers consultation period with an agreed way forward as per the below:

- Commercial garden soil – repeal of legislation.
- Public buildings – new regulations to be developed.
- Morgues – Develop guidelines to be enforced under the general public health duty of the Act.
- Construction sites, temporary or remote worksites – repeal legislation and development of a guideline.
- Cloth material – repeal legislation and development of a guideline to be enforced under the general public health duty of the Act.
- Temporary toilets and design and construction - repeal legislation and development of a guideline to be enforced under the general public health duty of the Act.
- Hairdressing – repeal legislation.
- Body Art and personal appearance services – develop new regulation.
- Asbestos – develop new regulation.

Throughout the regulation review there appears to be a subtle shift of responsibilities from State to Local Government. The State proposes the following changes which will impact the City through increased services or reduced revenue:

- undertake sampling of drinking water from rain water tanks at commercial premises;
- decrease in revenue from fees and charges associated with offensive trades and hairdressers;
- increased compliance on cooling towers, increased administrative compliance for community events;
- undertake construction approvals for commercial swimming pools previously completed by DoH; and
- Undertake regulatory activities for all pest control premises within the City.

Currently, the City undertakes activities on behalf of DoH due to their lack of availability within the regional areas. An example of this is where the City undertakes all new pesticide premises inspections as DoH offices are situated in Perth and cannot attend within the required timeframes to undertake the initial inspection. In the past, the City has undertaken the 13 annual pesticides premises routine inspections within the City for DoH, but ceased this approximately 3 years ago, as a DoH officer became available to attend Geraldton for these routine inspections.

Please view this [Link](#) to see all discussion papers and consultation summary outcomes. Another major implication under the new Public Health Act will be that the Crown is now bound by the legislation. This means any previously exempt premises and properties will need to be registered, routinely inspected or sampled and investigated when complaints are submitted. The Act then goes on to state that nothing in the Act makes the Crown in any capacity liable to be prosecuted for an offence. An example of how this would be applied is that the City would have to investigate any Department of Housing complaints submitted and an Officer can issue a notice to clean up the property, but cannot prosecute them if they fail to do so.

CONSULTATION:

The City’s Environmental Health team have provided submissions to DoH with the assistance from the City’s Governance and Events team.

RESOURCE IMPLICATIONS:

Although the State proposes to increase responsibility to Local Government they also propose to repeal associated compliance activities such as the need to register and undertake annually, inspections of offensive trade and hairdresser premises. Therefore, reducing revenue through fees and charges associated with these activities.

Increased responsibilities under the legislation review will require further officer training, increased time to undertake the activities, development and implementation of correct procedures and the City having to take on the cost of enforcement.

It is difficult to put a dollar cost on the actual shift in responsibilities as it is unknown how much time the Health Department spent on such activities in each local government. It is also unknown as to whether the Department had been ensuring compliance in these areas and if not there could be significant effort required to ensure the regulatory requirements are then bought up to standard.

COMPLIANCE ISSUES:

If the City chose to not undertake the intended regulatory activities the DoH could issue the City with a notice to undertake the associated legislative activities.

RISK MANAGEMENT:

If the City was to not undertake the regulatory activities implemented from the review there could potentially be an increase in public health incidences within the community. Taking on the activities exposes the City to an increased risk level to things like litigation and safety requirements.

ALTERNATIVE OPTIONS CONSIDERED:

The other option is to not advocate for regional Local Governments as the DoH appear to already have their course set on the outcome of the regulations reviews. This is not supported as the proposals could see further cost shifting to local governments if not enough submissions are provided during the consultation phase of the reviews.

TRIM Reference:	[if applicable]
Recommendation:	For review/discussion
Date:	
EMT OUTCOME:	
Actions:	

RESOLUTION:

EO to follow up invitation for Hon. Roger Cook, Minister for Health; Mental Health to attend an RCAWA meeting. EO to prepare a formal submission on behalf of the Alliance.

Moved: Mike Archer
Second: Shane Van Styn
Carried Unanimously

- **SpendMap – Dennis Wellington**

Resolution:

Dennis Wellington to investigate the possibility of obtaining a regional deal for SpendMap

Moved: Peter Long

Second: John Bowler

Carried Unanimously

- **Electoral Office performance during recent elections**

Action:

Albany to gather issues on behalf of the Alliance outlining problems with the recent local election processes.

- **Leases**

The issues surrounding leases and licences on public reserves was raised and discussed. The EO had previously dealt with this matter in his consultancy role and had raised these issues with the Department of Lands. He will table a summary report at a future meeting.

- **Expression of gratitude to Peter Long and Chris Adams for their work as RCAWA Chair and Secretariat**

17 CLOSURE OF MEETING

Meeting Closed 1.00pm