

# Executive Officer BI-MONTHLY REPORT

**PREPARED FOR RCAWA  
JUNE - JULY 2020**



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The Executive Officer (EO) has been performing his RCAWA role for over four years. Over the past two months the EO has had further meetings with Alliance members (one-on-one and as a group), key government, industry, business, community and political stakeholders. On behalf of the group, the EO has 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 Alliance's investment framework as a basis of a submission to the State and Federal Governments. After considerable deliberations and several meetings and a presentation by the two proponents (on the 7<sup>th</sup> of May 2020) the Alliance resolved to appoint Mainsheet Capital to undertake the contract.

Mainsheet Capital contacted all members soliciting the necessary financial and project information for the submission. They provided a project update at the 18<sup>th</sup> June Alliance meeting, where they received feedback and guidance from members. Mainsheet Capital produced the first draft of the report on the 24<sup>th</sup> July, which the EO reviewed and modified. A final draft was circulated on the 31<sup>st</sup> July and is up for ratification at the 6<sup>th</sup> August 2020 Alliance meeting. The Executive Officer continues to maintain regular contact with the consultants and provides oversight, advice and guidance to the contract.

***RCAWA Benchmarking Framework:*** Following on from the February 2020 meeting, where the first Benchmarking Framework was presented to the members, the EO has been working with Steve Grimmer from Albany and Alliance member representatives, which now also includes figures received from Esperance and Port Hedland. With the recent resignation of Mr Grimmer, the Alliance needs to consider how this framework will be managed going forward. A Benchmarking Input Sheet for future years for each of the Benchmarking participants (including Esperance and Port Hedland) was distributed. A deeper dive into nominated service area(s) is now being undertaken.

***WA Planning System Review:*** This matter continues to be on the table. After numerous attempts to develop a white paper for consultation the Government decided to change tact. It formed a working group and developed several priority areas to look at reform issues. The EO and Mayor of Karratha City have attended several task force meetings to provide input from RCAWA. Subsequently, after speaking to the DG Department of Local Government and Planning, Heritage and Lands, the Executive Officer has some reservations as to the effort he deploys to this activity. A letter to the Ministers of Local Government and Planning highlighting this position was subsequently drafted by the Executive Officer and sent as a result.

Subsequently WALGA has been asked to provide nominations from Local Governments to participate in three focus working groups, namely, Local Planning Frameworks, Structure (& Precinct) Plans and DA Processes and Consultation. Seven Alliance members are represented on these focus groups, with Karratha, Port Hedland and Geraldton having no representation. The EO is working across the three working groups, in liaison with RCAWA Representatives, Mark Batty, Executive Manager and Vanessa Jackson, Policy Manager, Strategy Policy and Planning, WALGA, to ensure the Alliance is well briefed and has the opportunity to influence the outcomes from these deliberations.

**Infrastructure Western Australia (IWA) – Discussion Paper:** The EO is preparing a submission to IWA which is due by Friday 21 August 2020. The EO is canvassing CEO's who are also making submissions to access their material to ensure alignment and consolidation with the Alliances paper.

The Alliance's Investment Framework and Strategy principals will be ideal to be fed into the discussion paper's response so to ensure alignment with the State's infrastructure policy and approach.

**COVID-19 Response CEO Group:** The EO, in conjunction with the Secretariat, facilitated weekly CEO ring-arounds including agendas, information tabulation, creation of a shared drop box and the EO worked on a press release/communique on behalf of the RCAWA. A media statement was finalised and released as a consequence, outlining the Alliance response. The EO continues to maintain a watching brief, and liaises with Jodi Cant as necessary, on this matter, and will raise issues and explore opportunities as they arise. Will be covered in General Business at 6<sup>th</sup> August meeting.

**Review of Local Government Act 1995:** As an ongoing activity, the EO continues to liaise and advocate with relevant government and industry bodies regarding the Local Government Act Review. Met with the DG of Local Government, Friday 29<sup>th</sup> May and again on the 25<sup>th</sup> June 2020. The EO is detecting a subtle change in Government strategy and approach to this matter and a refocussing of priorities because of the Government's COVID-19 response. The EO elaborated further at the 18<sup>th</sup> June Alliance meeting.

**RCAWA Secretariat Arrangements:** The new secretarial and executive officer's 2-year contractual arrangements, commenced in May. The first three months of operations has been a smooth transition to the new arrangements and has resulted in an efficient and streamlined process which has enhanced Secretariat operations.

Website update – the website upgrade has now been completed resulting in an excellent product and allowing for easier uploading of reports, minutes and information in a timelier manner.

**MACWA Awards:** Given the suspension of the awards last financial year, as a result of the COVID-19 outbreak, it has been decided to run the awards to cover a period of 18 months from 1<sup>st</sup> July 2019 till the 31<sup>st</sup> December 2020 and then a calendar year award from then on.

The EO and EA are preparing new categories, procedures and guidelines, with the assistance of the City of Bunbury, targeting a launch date in October 2020 coinciding with the next Alliance meeting.

**LGIS workers compensation:** This matter requires resolution as to the RCAWA stance on the issue going forward and is listed under general business item for August 6<sup>th</sup> meeting.

**RCAWA Perth Office Sub-Lease:** The Alliance agreed to enter a sub-lease arrangement with NAJA Business Consulting Services for a period of 12<sup>th</sup> months within the Victoria Park “Pivot in the Park” offices. The EO arranged signage and the EA booking systems for visiting Alliance staff. Numerous meetings and Alliance members visits have since occurred.

The Office will be formally opened by the Hon Minister Ben Wyatt MLA, on the 6<sup>th</sup> of August 2020. In the absence of the Chair and Secretary, the Treasurer will be attending the function to represent the Alliance.

**Reviews and Submissions** – EO continues to monitor progress after the Alliance made submissions for the following.

A) Streamlining WA – State Government initiative, 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 - H) EPBC Act Review - Completed I) Aboriginal Heritage Act – J) Regional Airline Airfares Review – K) Infrastructure Western Australia (IWA) discussion paper submission.

**Actions and Business Arising:** Continuous updating of all Actions and Business Arising from RCAWA.

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

## Section 2: Details of Two-Monthly Actions

KEY OBJECTIVES		OVERVIEW OF MONTHLY ACTIONS
<b>ADVOCACY &amp; POLICY INFLUENCE</b>	Preparation of Submissions and Delegations	<p>Currently working on:</p> <ul style="list-style-type: none"> <li>• Investment Framework and Implementation Strategy</li> <li>• Infrastructure WA – Discussion Paper</li> <li>• Planning Reform</li> <li>• COVID-19 Response</li> <li>• Energy Strategy</li> <li>• Streamlining WA</li> <li>• Local Government Act Review</li> <li>• Heritage Act Review</li> <li>• State’s review of the regulations under the new Public Health Act 2016 TBA see Other Business</li> </ul>

KEY OBJECTIVES		OVERVIEW OF MONTHLY ACTIONS
	Advocacy on Key Issues	<p>Upcoming meetings:</p> <ul style="list-style-type: none"> <li>• <b>Sue Ellery</b> (<i>Minister for Education and Training Leader of the Government in the Legislative Council</i>) Invitation accepted – 16 April 2020 – deferred</li> <li>• <b>Stephen Dawson</b> (<i>Minister for Environment, Disability Services and Electoral Affairs</i>) Invitation accepted – August 2020, Deferred to December</li> </ul> <p>Dates yet to be confirmed:</p> <ul style="list-style-type: none"> <li>• <b>Hon Paul Papalia</b> (<i>Minister for Tourism; Racing and Gaming; Small Business; Defence Issues; Citizenship and Multicultural Interests</i>)</li> <li>• <b>Mark Webb</b> (<i>Director General - Department of Biodiversity Conservation and Attractions</i>)</li> <li>• <b>LandCorp: George McCullagh</b> (<i>Chairman – LandCorp</i>) and <b>Frank Marra</b> (<i>CEO LandCorp</i>) - Meeting 6<sup>th</sup> August 2020</li> <li>• <b>Rebecca Brown</b> (<i>Director General Department of Premier and Cabinet</i>)</li> <li>• <b>Mathius Cormann</b> (<i>Federal Minister for Finance</i>)</li> <li>• <b>Ken Wyatt</b> (<i>Federal Minister for Indigenous Australians</i>)</li> <li>• <b>Mark McGowan</b> (<i>Premier, Western Australia</i>) and <b>Alannah McTeirnan</b> (<i>Minister of Regional Development</i>)</li> </ul>
<b>ADVOCACY &amp; POLICY</b>	Development of Policy Position Papers	<ul style="list-style-type: none"> <li>• Investment Framework Report and Submission</li> <li>• EPBC Act Review Submission submitted 17 April</li> <li>• Infrastructure WA – Discussion Paper Submission</li> </ul>
<b>PARTNERSHIP &amp; COLLABORATION</b>	Insurance Services – Workers Compensation	Continuing to negotiate with WALGA and LGIS. Meeting held 16 April 2020.
	RCAWA Investment Framework	Investment Framework being developed with Mainsheet Capital to prepare a cogent submission to all major political parties in the lead up to the 2021 State Election in an endeavour to secure an election commitment from all.
	COVID-19	Working with Alliance members in collaborating responses to the outbreak. Conducting weekly ring-around meetings and developed a media release from the Alliance accordingly. Also created a drop box repository sharing key documents, policy and practices.

KEY OBJECTIVES		OVERVIEW OF MONTHLY ACTIONS
Communications Support	EO, Secretary and EA are continuing to implement actions contained within the Communications Plan. Website was recovered and repaired and updated with all previous and new information, including meeting minutes and annual reports.	
Development of Strategic Plan	Continuing to implement the 2018 Action Plan developed from the Strategic Plan. Strategic planning workshop was scheduled for June meeting – dependent on COVID-19 priorities, rescheduled to Friday 7 <sup>th</sup> August 2020.	
RCAWA Meetings and Reporting	<ul style="list-style-type: none"> <li>• CEO Ring Around 11-6-2020</li> <li>• Chair, Secretary and Executive Officer Review 15-6-2020</li> <li>• RCAWA Meeting (Zoom) 18-6-2020</li> <li>• Mainsheet Capital and EO Mid-Project Review 24-6-2020</li> <li>• EO, Secretary and Mainsheet Capital Meeting 14-7-2020</li> <li>• EO and Secretary Catch Up Meeting 28-7-2020</li> <li>• EO and Mainsheet IF draft review 28-7-2020</li> <li>• CEO Ring Around 29-07-2020</li> </ul>	

### Section 3: Stakeholder Engagement

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
<b>Hon David Honey:</b> <i>Shadow Minister for Water; Industrial Development; Lands; LA Opposition Policy Co-ordinator</i>	2 <sup>nd</sup> June 2020	RCAWA briefing, Investment framework, RCAWA meeting briefing. Doctor Honey accepted invitation and attended the 18 <sup>th</sup> June 2020 meeting.
<b>Colin Slattery:</b> <i>CEO, Indigenous Land and Sea Corporation ILSC</i>	2 <sup>nd</sup> June 2020	Provided overview of RCAWA and potential for collaboration on Aboriginal land and development.
<b>John Walker:</b> <i>CEO City of Kalgoorlie Boulder</i>	2 <sup>nd</sup> June 2020	Planning reform.
<b>Gail McGowan:</b> <i>Director General Department of Planning, Lands and Heritage</i>	3 <sup>rd</sup> June 2020	Provided overview of RCAWA and Alliance position and feedback on Planning Reform.
<b>Shane Van Styn,</b> <i>Mayor, City of Greater Geraldton</i>	3 <sup>rd</sup> June 2020	Discussed Planning reform.

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
<p><b>Richard Sellers:</b> Director General, Department of Jobs, Tourism, Science and Innovation. <b>Chris Clark:</b> Executive Director, Strategic Projects, DJTSl. <b>Derryn Belford:</b> Executive Director Destination Development Tourism WA</p>	4 <sup>th</sup> June 2020	<p>Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Discussed RCAWA position on the LG and Planning reviews, the reform agenda of government and the role RCAWA may play. Richard committed to attend August 6<sup>th</sup> meeting but then subsequently declined.</p>
<p><b>Tracey Roberts:</b> President and <b>Nick Sloan:</b> CEO, WALGA</p>	4 <sup>th</sup> June 2020	<p>Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Discussed RCAWA position on the LG and Planning reviews, the reform agenda of government and the role RCAWA may play. Discussed State Council and Zone structures and reiterated the Alliance stance on both.</p>
<p><b>Nicole Lockwood;</b> Deputy Chair Infrastructure WA and Chair Freight Logistics Council</p>	4 <sup>th</sup> June	<p>Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Discussed a review of the Regional Freight Strategy and how RCAWA may input. Impact of COVID-19 on transport and place of work- regional living with use of technology discussed. Infrastructure WA discussion paper reviewed.</p>
<p><b>Jodi Cant:</b> Director General Department of Finance/ COVID Response Team- Regions</p>	5 <sup>th</sup> June 2020	<p>Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Discussed the Covid-19 recovery regional response group which Jodi chairs, Overviewed the Alliance's Investment Framework. Jodi accepted invitation and attended the 18<sup>th</sup> June meeting.</p>
<p><b>Commissioner Fred Reibling:</b> Commissioner Shire of Port Hedland</p>	5 <sup>th</sup> June 2020	<p>RCAWA matters.</p>
<p><b>Reece Waldock:</b> Board Member Infrastructure WA and Chair, Kimberley Ports</p>	9 <sup>th</sup> June 2020	<p>Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Infrastructure WA discussion paper reviewed.</p>

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
<b>Andrew Sharpe:</b> <i>CEO, City of Albany</i>	9 <sup>th</sup> June 2020	RCAWA meeting planning.
<b>CEO ringaround</b>	11 <sup>th</sup> June 2020	Planning for 18 <sup>th</sup> June 2020 meeting.
<b>Kym Francesconi:</b> <i>Partnership Manager, Tourism WA</i>	17 <sup>th</sup> June 2020	Covid -19 recovery plan, visitor centres, regional aviation and new “wander out yonder” marketing plan.
<b>Gerard Moody:</b> <i>MainSheet Capital, Director</i>	25 <sup>th</sup> June 2020	Investment framework Midpoint review
<b>Duncan Ord:</b> <i>Director General Local Government, Sports and Cultural Industries</i>	25 <sup>th</sup> June 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Discussed Letter to Minister Saffioti regarding Planning Legislation.
<b>Nick Sloan:</b> <i>CEO WALGA</i>	2 <sup>nd</sup> July 2020	General catch up on RCAWA matters.
<b>Chris Adams:</b> <i>CEO City of Karratha</i>	9 <sup>th</sup> July	RCAWA strategic workshop planning.
<b>Andrew Sharpe:</b> <i>CEO city of Albany</i>	14 <sup>th</sup> July 2020	Meeting and workshop planning and Investment Framework project update. Action Sheet review and update.
<b>Mark Batty and Vanessa Jackson:</b> <i>Executive Manager and Manager, Policy and Reform, WALGA</i>	16 <sup>th</sup> July 2020	Discussed WALGA’s approach to planning reform and how RCAWA count progress its stance.



## Section 4: Issues and Opportunities

Overview of Issue/Opportunity	Update
COVID-19	Teleconferences were initially held weekly with the EO and CEOs to provide support, share and collate information and look at ways forward.
State Election and Agenda for Growth	Alliance profile and agenda promoted to all sides of politics. Agenda for Growth document to be updated from the Investment Strategy report for the 2021 State Election.
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.
Marketing and Communications	Continuing to implement activities identified in the 2018 Action Plan. Revisiting works agenda for 2020 accordingly.
Strategic Planning Workshop	Continuing to implement activities identified on the 2018 Strategic Plan. Revisiting action agenda and strategic plan as part of workshop to be held on Friday the 7 <sup>th</sup> of August.
Administrative Support	New Secretariat arrangements in place.
Regionalising Government Services	EO met with Chair Designate, John Langoulant (and Nicole Lockwood, Infrastructure Australia). Continuing to participate in the State Government's Service Priority review and Streamlining WA by keeping in contact with relevant stakeholders (new Manager Emily Roper) to keep abreast of the review and monitor opportunities to participate further.

**Time allocation summary: Executive Officer**

Contract Year	Budgeted Total Annual Contract hrs	Total Billed hrs and Total Actual hrs	YTD Total Billed hrs and YTD Total Actual hrs
<b>May 2018-April 2019</b> (Incl) Completed	400 hrs	Total billed hours for April 2019 35 hrs. (35.5 hrs. actual)	400 hrs billed (408.5 hrs actual)
<b>May 2019-April 2020</b> (Incl) Completed	400 hrs	Total billed hours for April 2020 35 hrs. (48 hrs. actual)	400 hrs billed (433 hrs actual)
<b>May 2020-April 2021</b> In Progress	400 hrs	Total billed hours for June 2020 – July 2020 (Incl) 70 hrs (69 hrs actual)	105 hrs billed (99 hrs actual)

**Time allocation summary: Executive Assistant**

Contract Year	Budgeted Total Annual Contract hrs	Total Billed hrs and Total Actual hrs	YTD Total Billed hrs and YTD Total Actual hrs
<b>May 2020-April 2021</b> In Progress	330 hrs	Total billed hours for June-July 2020 60 hrs. (63.75 hrs. actual)	90 hrs billed (97.75 hrs actual)