

Executive Officer BI-MONTHLY REPORT

**PREPARED FOR RCAWA
AUGUST - SEPTEMBER 2020**



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Overview:

The Executive Officer (EO) has been performing his RCAWA role for well 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:

Mainsheet Capital contacted all members soliciting the necessary financial and project information for the submission and finalised the report which was tabled at the August 2020 meeting. Mainsheet Capital produced the first draft of the report on the 24th July, which the EO reviewed and modified. A final draft was circulated on the 31st July and was considered for ratification at the 6th August 2020 Alliance meeting, resulting in the following resolution – “That the draft Investment Framework Report be accepted subject to further refinement following feedback from Government and political stakeholders”.

The EO is now working on a draft flyer which will incorporate the Alliances “Agenda for Growth” and key elements of the Investment Framework including a request for a longer term contestable Regional Development fund.

The Executive Officer has held numerous discussions with Mainsheet Capital Pty Ltd and the Alliance Secretary and other members regarding finalising the Investment Framework report. This matter is being dealt with at the 15th October 2020 meeting.

RCAWA Benchmarking Framework:

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. With Steve Grimmer no longer available to manage the project the EO proposed that Brian Sharp be engaged using the approved 2020 -2021 budget to undertake the work previously sourced through Albany City. This proposal was approved out of session by all ten CEO’s and Mr Sharp was subsequently engaged to perform the following tasks:

- Liaise with Alliance members and local contacts and convening regular project catch ups to capture data, refine and improve the benchmarking model
- Maintain the benchmarking database and data content
- Look for opportunities to value add to the model and align it with members needs
- Provide regular updates and reports to Alliance members Bimonthly meetings
- Analyse the data and providing key insights into the results
- Focus on opportunities to improve service delivery based on learnings from others
- Other duties as required

An Agenda item has been tabled for the 15th October meeting.

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.

As a result of the Strategic Planning session held at the August meeting this topic was rated as a low priority by members so therefore the EO is now only applying a watching brief over the topic unless the situation changes

Infrastructure Western Australia (IWA) – Discussion Paper:

The EO is finalised and made a submission to IWA which on the 17th August 2020. The EO canvassed all CEO's, some of whom also making submissions, to access their material to ensure alignment and consolidation with the Alliance's submission.

The Alliance's Investment Framework and Strategy principals were also 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 therefore, 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 on 15th October 2020 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 29th May and again on the 25th 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 18th June and 6th August Alliance meeting.

As a result of the Strategic Planning session held at the August meeting this topic was rated as a low priority by members so therefore the EO is now only applying a watching brief over the topic unless the situation changes

RCAWA Secretariat Arrangements:

The new secretarial and executive officer's 2-year contractual arrangements commenced in May. The first five 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.

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 1st July 2019 till the 31st 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 January 2021.

As a result of the Strategic Planning session held at the August meeting this topic was rated as a low priority by some members. The MACWA awards have gained traction and considerable interest with a number Councils and the Department of Communities requesting that they continue. This activity is largely carried out by the EA, in conjunction with Melissa Northcott (ambassador) and was supported by Bunbury. Given its increasing take up and profile these Awards should continue under the "advocacy and communications" theme, which rated as the number 5 on the priority list.

RCAWA Perth Office Sub-Lease:

The Alliance agreed to enter a sub-lease arrangement with NAJA Business Consulting Services for a period of 12th 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 was formally opened by the Hon Minister Ben Wyatt MLA, on the 6th of August 2020, with the Alliance Treasurer, in the absence of the Chair and Secretary, representing and speaking on behalf of the Alliance.

Brian Smart, the Benchmarking Contractor is working from the RCAWA Office two part days a week (4 Hours) whilst undertaking his contract.

LGIS workers compensation:

Chris, Andrew, Sam and EO to organise a survey of Alliance members

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
ADVOCACY & POLICY INFLUENCE	Preparation of Submissions and Delegations	<p>Currently working on:</p> <ul style="list-style-type: none"> • Investment Framework and Implementation Strategy • Infrastructure WA – Discussion Paper • Planning Reform • COVID-19 Response • Energy Strategy • Streamlining WA • Local Government Act Review • Heritage Act Review • State’s review of the regulations under the new Public Health Act 2016
	Advocacy on Key Issues	<p>Upcoming meetings:</p> <ul style="list-style-type: none"> • Sue Ellery (<i>Minister for Education and Training Leader of the Government in the Legislative Council</i>) Invitation accepted – 16 April 2020 – deferred • Stephen Dawson (<i>Minister for Environment, Disability Services and Electoral Affairs</i>) Invitation accepted – August 2020, Deferred to December <p>Dates yet to be confirmed:</p> <ul style="list-style-type: none"> • Hon Paul Papalia (<i>Minister for Tourism; Racing and Gaming; Small Business; Defence Issues; Citizenship and Multicultural Interests</i>) • Mark Webb (<i>Director General - Department of Biodiversity Conservation and Attractions</i>) • LandCorp: George McCullagh (<i>Chairman – LandCorp</i>) and Frank Marra (<i>CEO LandCorp</i>) - Meeting 6th August 2020 • Rebecca Brown (<i>Director General Department of Premier and Cabinet</i>) • Ken Wyatt (<i>Federal Minister for Indigenous Australians</i>) • Mark McGowan (<i>Premier, Western Australia</i>) and Alannah McTeirnan (<i>Minister of Regional Development</i>)
ADVOCACY & POLICY	Development of Policy Position Papers	<ul style="list-style-type: none"> • Investment Framework Report and Submission • EPBC Act Review Submission submitted 17 April • Infrastructure WA – Discussion Paper Submitted
PARTNER	Insurance Services –	Continuing to negotiate with WALGA and LGIS.

KEY OBJECTIVES		OVERVIEW OF MONTHLY ACTIONS
	Workers Compensation	
	RCAWA Investment Framework	Investment Framework developed with Mainsheet Capital. Preparing 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	Worked with Alliance members and collaborated responses to the outbreak. Conducted weekly ring-around meetings and developed a media releases from the Alliance accordingly. Activity now in abeyance given the current state of play.
	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	Strategic planning workshop was held on Friday 7 th August 2020. Report tabled at the 15 th
	RCAWA Meetings and Reporting	<ul style="list-style-type: none"> • RCAWA Meeting JTSI Board room and Zoom 6-8-2020 • RCAWA Strategic Planning Workshop 7-8-2020 • Mainsheet Capital and EO Final Review 11-8-2020 • Secretary and Executive Officer Review 12-8-2020 • Secretary and Executive Officer Review 24-8-2020 • EO, Secretary and Mainsheet Capital Meeting 14-7-2020 • Mainsheet Capital and EO four-page flyer 18-8-2020 • Secretary and Executive Officer Review 16-9-2020 • CEO Ring Around 8-10-2020

Section 3: Stakeholder Engagement

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
Jennifer Mathews: <i>Trade Commissioner Indonesia</i>	11 th August 2020	Discussed engagement of overseas trade offices with RCAWA whilst Trade Commissioners were in Perth as a result of COVID-19.
Mike Rowe: <i>Director General, Department of Water and Environmental Regulation</i>	18 th August 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Discussed the Government's "we're all in this together campaign" and its \$5.1Bn Covid-19 response.
Ralph Addis: <i>Director General, Department of Primary Industries and Regional Development</i>	18 th and 25 th August 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Discussed Ralph arranging a meeting with relevant DGs and soliciting feedback from them.
Gerard Moody: <i>Director, MainSheet Capital</i>	25 th June 2020	Investment framework feedback from Alliance meeting final review of submission. Discussed content and layout of Flyer.
Business News Breakfast: <i>Nev Power, COVID-19</i>	21 st August 2020	Mr Power provided overview of the Federal Government's response to the COVID-19 pandemic.
Margaret Butcher: <i>General Manager, Local Government, Sports and Cultural Industries – Perth Theatre Trust</i>	20 th August 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Discussed the Alliance's models for building and managing entertainment, performing arts and theatre centres and opportunity for better coordination and State funding.
Liam O'Connell: <i>Executive Director (Open for Business), Department of Primary Industries and Regional Development</i>	24 th August 2020	General catch up on RCAWA matters. Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework.
Jodi Cant: <i>Director General, Department of Finance</i>	31 st August 2020	Spoke on an unrelated matter but provided a quick update on status of Investment framework. .

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
Cara Kenyon: <i>Membership Officer, CEO Institute of WA</i>	2 nd September 2020	Discussed holding the 15 th October 2020 Alliance meeting at the CEO Institute board room.
Brian Sharp: <i>Brian Sharp Consulting</i>	17 th and 21 st September 2020	Discussed potential contract to perform services relating to RCAWA Benchmarking.
Joshua Nyman: <i>Policy Coordinator, National Party WA</i>	25 th September 2020	General catch up on RCAWA matters. Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework.
Shane Van Styn: <i>Mayor, City of Greater Geraldton and Treasure RCAWA</i>	25 th September 2020	General catch up on RCAWA matters. Discussed RCAWA agenda and priorities.
WALGA Annual General Meeting	25 th September 2020	Attended AGM and networked with numerous Alliance members, WALGA and Government Officers and politicians.
Brian Sharp: <i>Brian Sharp Consulting</i>	29th September 2020	Brian commenced work on Benchmarking project. Provided initial guidance and advice.
Cole Thurley: <i>Chief of Staff, Minister Primary Industries and Regional Development</i>	30 th September 2020	Spoke on an unrelated matter but provided a quick update on status of Investment framework and arranged to meet 7 th October 2020.

Section 4: Issues and Opportunities

Overview of Issue/Opportunity	Update
COVID-19	Watching Brief
State Election and Agenda for Growth	Alliance profile and agenda promoted to all sides of politics. Agenda for Growth and Investment Framework documents to be combined 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 held on Friday the 7 th 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
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 (Incl) Completed	400 hrs	Total billed hours for April 2020 35 hrs. (48 hrs. actual)	400 hrs billed (433 hrs actual)
May 2020-April 2021 In Progress	400 hrs	Total billed hours for August – September 2020 70 hrs (70.5 hrs actual)	175 hrs billed (169.5 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
May 2020-April 2021 In Progress	330 hrs	Total billed hours for August - September 2020 60 hrs. (60.0 hrs. actual)	150 hrs billed (157.75 hrs actual)