

Our Ref: B Sharp Letter of Engagement  
Enquiries: Paul Rosair  
Executive Officer RCAWA  
0419930467

Brian Sharp  
Principal – Brian Sharp Consulting  
Western Australia

24<sup>th</sup> September 2020

Dear Brian,

Following on from our meeting on Monday the 21<sup>st</sup> September 2020, I am pleased to advise that the RCAWA would like to engage your services. As discussed, these services will be for the provision of 150 hours, at an hourly rate of \$100, totalling \$15,000 (Excl of GST) over a period of 12 Months, commencing Tuesday the 29<sup>th</sup> September 2020.

The tasks will entail, but not be limited to, the following:

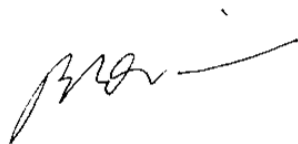
- Liaising with Alliance members and local contacts and convening regular project catch ups to capture data, refine and improve the benchmarking model
- Maintaining the benchmarking database and data content
- Looking for opportunities to value add to the model and align it with members needs
- Providing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

I will supervise the contract, on behalf of the RCAWA and provide an office, internet and job related printing facilities as part of this engagement. It is expected that you will apply approximately 15 hours per month (excluding December and January) and base yourself in the Alliances Perth headquarters in Victoria Park when undertaking the work.

We welcome you on board and look forward to working with you to assist the Alliance develop this exciting project to the benefit of all members state-wide.

I have attached AS 4122-2010 General Conditions of Contract which outlines the Alliance Standard conditions for engagement. Please sign this letter and return at your earliest convenience.

Kind regards,



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Regional Capitals Alliance WA (RCAWA)  
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