

Executive Officer BI-MONTHLY REPORT

**PREPARED FOR RCAWA
OCTOBER - NOVEMBER 2020**



Business Consulting Services

ABN 42 759 221 541

M	+61 419 930 467
E	info@naja.com.au
W	naja.com.au

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:

The Investment Framework Document was reviewed and finalised following the October 2020 meeting and planning workshop. As a result, a four-page brochure was subsequently produced, published and distributed to all members. This brochure has also been distributed to external stakeholders through the Chair and Executive Officer. It was decided to omit reference to a \$ commitment but to emphasise the Bi-partisan nature of the framework and significant leveraging opportunity (\$3.6b) such a framework would be able to illicit. Numerous stakeholders have been briefed on the Framework and its objectives.

RCAWA Benchmarking Framework:

Since the last RCAWA meeting in October, the following has been completed:

- Modified the existing master Excel file
- All 2018-2019 financial values have been updated to match those in each Council's published 2018-2019 Annual Report.
- Included the published 2020-2021 financial budget data and
- Commenced analysis of potential focus areas to conduct trend analysis

Insurance comparison and incorporation

The following two step process has commenced.

1. Compare each member to a similar interstate council.

The purpose of this is to see if the cost of insurance provided by LGIS is significantly more or less than comparative interstate providers. It is noted that it is difficult to find exact comparative councils across states.

2. Develop a process to enable each Alliance member to assess their insurance costs by adjusting levels of cover and excess levels.

It is possible to assess the effectiveness of each Alliance member's current insurance levels using claim data from previous financial years and requesting a quote from LGIS for alternative cover and/or excess levels.

RCAWA 2019/2020 Annual Report:

The EO and EA have been finalising and coordinating the publication of a working Draft Annual report to be tabled at the December AGM for endorsement.

RCAWA AGM December 2020:

The EO and EA have been finalising and coordinating the 2020 AGM. Nominations for the new Board was received from all Alliance members in accordance with the constitution. An amendment to the constitution relating to proxy members was also received.

RCAWA Potential Research Project:

As a result of the RCAWA strategic planning workshop in August and further discussion at the October meeting the Executive Officer has commenced scoping of a Project to undertake research to support the Alliance's objectives, projects and its focus for future activities. The initial areas for this work could include :

- Regional Capitals vs. Metropolitan Councils – Is there a level playing field
- Are Regional Capitals demonstrably capable
- Justification of Regional Capitals unique prospects
- Impacts and opportunities from the COVID-19 pandemic
- Review of UWA's Census Data program work

It was agreed a scope of works and then the engagement of a suitable Researcher was an important initiative moving forward.

COVID-19 Response CEO Group:

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.

Review of Local Government Act 1995:

As an ongoing activity, the EO had continued to liaise and advocate with relevant government and industry bodies regarding the Local Government Act Review. 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 2020. The first seven months of operations has seen a smooth transition to the new arrangements and has resulted in an efficient and streamlined process which has enhanced the Secretariat operations. The Executive Officer and Executive Assistant met with the Chair and Secretariat to review and reassess work priorities and plan the next 12 months.

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 continue to new categories, procedures and guidelines, with the assistance of the City of Bunbury, targeting a launch date in January 2021.

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. Members are encouraged to advise Staff and Elected Members of the free use of this facility when visiting Perth – noting also the Head Lessee, Freemasons Victoria Park, have kindly offered access to their large and adjacent Board room free of charge subject to availability.

Brian Smart, the Benchmarking Contractor is now 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>Has worked 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 • Alannah McTeirnan (<i>Minister of Regional Development</i>) Invitation accepted – December 2020 <p>Dates yet to be confirmed:</p> <ul style="list-style-type: none"> • Mark McGowan (<i>Premier, Western Australia</i>)
ADVOCACY & POLICY INFLUENCE	Development of Policy Position Papers	<ul style="list-style-type: none"> • Investment Framework Report and Submission
PARTNERSHIP & COLLABORATION	Insurance Services – Workers Compensation	Continuing to negotiate with WALGA and LGIS.
	RCAWA Investment Framework	The Investment Framework Document was reviewed and finalised following the October 2020 meeting and planning workshop. As a result, a four-page brochure was subsequently produced, published and distributed to all members.

KEY OBJECTIVES		OVERVIEW OF MONTHLY ACTIONS
	COVID-19	The EO continues to maintain a watching brief, and liaises with Jodi Cant as necessary and will raise issues and explore opportunities as they arise.
	Communications Support	EO, Secretary and EA are continuing to implement actions contained within the Communications Plan. A shared Drop Box has been enabled for agendas, minutes and other large documents.
	Development of Strategic Plan	Strategic planning workshop was held on Friday 7 th August 2020. Report tabled at the 15 th August and actions now being implemented
	RCAWA Meetings and Reporting	<ul style="list-style-type: none"> • CEO Ring Around 8-10-2020 • RCAWA Meeting CEO Institute and Zoom 15-10-2020 • RCAWA Meeting JTSI Board Room and Zoom 16-10-2020 • Secretary and Executive Officer Review 2-11-2020 • Executive Officer and Brian Sharp 6 -11-2020 • Executive Officer and Mayor Port Hedland 16-11-2020 • Chair, Secretary and Executive Review 18-11-2020 • CEO Ring Around 2-12-2020

Section 3: Stakeholder Engagement

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
Mal Osborne: <i>CEO and Staff, City of Bunbury</i>	1 st October 2020	Discussed MACWA awards and Bunbury's support. Also provided staff with overview of RCAWA and priorities including the Investment framework.
Grant Henley and Mike Archer: <i>Mayor and CEO, City of Busselton</i>	3 rd October 2020	Discussed RCAWA matters in light of the Strategic Planning Workshop. Also developed an engagement model with RCA moving forward.
Naomi Searle: <i>A/CEO, City of Busselton</i>	5 th October 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework.
Wayne Nannup: <i>CEO, South West Land and Sea Council (SWALSC)</i>	7 th October 2020	As part of a separate meeting provided Wayne an overview of the RCAWA and its priorities for land tenure reform.

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
Cole Thurley: <i>Chief of Staff, Minister for Regional Development and Primary Industries</i>	7 th October 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Mr Thurley provided positive feedback on the framework and locked in the Minister for the December meeting.
Kitty Prodonovich: <i>CEO, Regional CCI Western Australia</i>	8 th October 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Discussed models to better engage with the CCI at a Regional and Alliance level. Reviewed items to be covered at the October meeting.
Hon Mia Davies: <i>Leader of the National Party Western Australia</i>	15 th October 2020	Mia rang to discuss the progress of the Alliance's Investment Framework leading up to the National Party's conference in Albany on the weekend.
Tony Brown: <i>General Manager, WALGA</i>	28 th October 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Received commitment to support MACWA and discussed regional capability
Adrian Duca and David Edelman: <i>Director and Policy Officer, Land Enterprise and Economic Development Department of Premier and Cabinet</i>	2 nd November 2020	Spoke on an unrelated matter but provided overview/update of RCAWA agenda and priorities incl. Investment Framework.
Hon Jessica Shaw MLA, <i>MLA West Swan and Chair of the Economics and Industry Standing Committee</i>	2 nd November 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Also discussed the Regional Airlines Policy and Energy Microgrids review and how the Alliance can be consulted moving forward.
Hannah Beazley: <i>Director, Hawker Britton, Government Relations Strategy</i>	6 th November 2020	As part of a separate meeting provided an overview/ update of RCAWA agenda and priorities incl. Investment Framework. Hannah identified avenues to assist with promoting the

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
		Investment Framework by navigating the State Government political process.
Peter Carter: <i>Mayor, Town of Port Hedland</i>	6 th November 2020	Provided Peter with an induction and overview/ update of the RCAWA agenda and priorities incl. Investment Framework.
Brad Jolly: <i>Former Executive Director Local Government and Communities</i>	13 th November 2020	As part of a separate meeting a catch up on RCAWA matters. Discussed RCAWA agenda and priorities and gained an insight into the Department's agenda and view of the Alliance.
Melissa Murphy: <i>Former Executive Director Department of Primary Industries and Regional Development</i>	13 th November 2020	As part of a separate meeting a catch up on RCAWA matters. Discussed RCAWA agenda and priorities and gained an insight into the Department's agenda and view of the Alliance.
Chris Adams: <i>CEO, City of Karratha</i>	18 th November 2020	Discussed strategy around Investment Framework and Insurances.
Chris Wade, Rebecca Cass: <i>CEO and Executive Director Northern Australia Investment Fund (NAIF)</i>	24 th November 2020	At Developing Northern Australian Conference in Rockhampton – Provided overview of RCAWA and its Investment Framework. Peter Long in attendance.
Candy Choo: <i>CEO, Local Governments Professional Association (LGPRO)</i>	30 th November 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework.

Numerous phone calls with Alliance members and other Stakeholders as necessary

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.
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 2020 Strategic Plan. Revisiting action agenda and strategic plan as part of workshop held on Friday the 7 th of August.
Regionalising Government Services	Continuing to participate in the State Government's Service Priority review and Streamlining WA by keeping in contact with relevant stakeholders.

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 October – November 2020 70 hrs (69 hrs actual)	245 hrs billed (238 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 October - November 2020 60 hrs. (54.0 hrs. actual)	210 hrs billed (210.75 hrs actual)

Time allocation summary: Benchmarking Contract

Contract Year	Budgeted Total Annual Contract hrs	Total Billed hrs and Total Actual hrs	YTD Total Billed hrs and YTD Total Actual hrs
Oct 2020-Sept 2021 In Progress	150 hrs	Total billed hours for October - November 2020 30 hrs. (29.75 hrs. actual)	30 hrs billed (29.75 hrs actual)