



Regional Capitals Alliance

WESTERN AUSTRALIA

Regional Capitals Alliance Western Australian
Meeting

Minutes
18th February 2021

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Agenda

1 OFFICIAL OPENING

Meeting opened at: 14:05

2 RECORD OF ATTENDANCE

Attendees:

Dennis Wellington	Mayor City of Albany (Chair)
Andrew Sharpe	CEO City of Albany
Malcolm Osborne	CEO City of Bunbury
Mike Archer	CEO City of Busselton
Ian Mickel	Shire President of Esperance
Shane Burge	CEO Shire of Esperance
John Bowler	Mayor City of Kalgoorlie-Boulder
John Walker	CEO City of Kalgoorlie-Boulder
Peter Long	Mayor City of Karratha
Chris Adams	CEO City of Karratha
Jason Whiteaker	CEO Shire of Northam
Peter Carter	Mayor Town of Port Hedland
Carl Askew	CEO Town of Port Hedland
Paul Rosair	Executive Officer, RCAWA
Jane Lewis	Executive Assistant, RCAWA

Dial in:

Grant Henley	Mayor City of Busselton
Rachel Sweeney	Chair RCA
Shannyn Peterson	Secretariat Services RCA
Troy Reves	Policy Officer RCA
Gary Brennan	Mayor City of Bunbury

Guests:

Nic Sloan	Chief Executive Officer, WALGA
Tracey Roberts	Mayor City of Wanneroo, President WALGA
Peter Forbes	Chairman LGIS

Apologies:

Shane van Styn	Mayor City of Greater-Geraldton
Ross McKim	CEO City of Greater Geraldton

Harold Tracey
Sam Mastrolembo
Chris Antonio

Shire President of Broome
CEO Shire of Broome
Shire President Shire of Northam

3 DECLARATIONS OF INTEREST

Nil

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

Attachment: 1. Outstanding Business Arising Items and Actions Sheet

Resolution :

That the Minutes of the Western Australian Regional Capitals Alliance Meeting held on Thursday, 10th December 2020, be confirmed as a true and correct record of proceedings.

Moved: Peter Carter

Second: Peter Long

5 CORRESPONDENCE

Date of Report:	18th February 2021
Report Author:	Executive Officer – Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	2. Example of Regional Investment Framework Letter 3. Letter Hon. Mia Davies MLA

Note, there has been numerous email correspondence between the Executive Officer, Executive Assistant and Ministerial offices, departmental staff and industry bodies which do not form part of this formal correspondence item as they are considered administrative in nature.

Correspondence Out:

Date: 11 December

To: Hon Marino
Hon McGowan
Mr Josh Frydenberg
Mia Davies
Hon MacTiernan
Mr Barnes
Mr Zak Kirkup

Title: Regional Investment Framework

Correspondence In:

Date: 13 January 2021
From: Hon. Mia Davies MLA
Title: Regional Investment Framework

Resolution:

- **That the correspondence be received.**

Moved: Ian Mickel

Second: Peter Carter

6 TREASURER’S REPORT JANUARY 2021

Date of Report:	18th February 2021
Author	Mayor – City of Greater Geraldton
Disclosure of Interests:	Nil
Attachments:	4. RCAWA December Balance Sheet
	5. RCAWA December Profit and Loss Statement
	6. RCAWA January Balance Sheet
	7. RCAWA January Profit and Loss Statement

Purpose:

To inform the Alliance members of the RCAWA financial situation.

The following notes are provided an explanation to the attached statements:

Nil

Discussion:

As required.

Resolution:

- **That the members receive and note the Treasurer’s Report for the periods ending 31st December and 31st January 2021 and the accompanying financial documents.**

Moved: Andrew Sharpe

Second: John Walker

7 EXECUTIVE OFFICER BI-MONTHLY REPORT (DECEMBER - JANUARY 2021)

Date of Report:	18th February 2021
Report Author:	Executive Officer – Paul Rosair
Disclosure of Interest:	Nil
Attachment(s):	8. Executive Officer Bi-Monthly Report – December 2020 - January 2021

Purpose:

To update RCAWA on the Executive Officer services provided for the period December 2020 to January 2020 inclusive.

Background:

The attached report provides information about the services provided, activities undertaken and time allocation over the past two months.

Discussion:

As required.

Link to Strategic Directions:

Advocacy and policy Influence
Partnership and collaboration
Representation

Budget Implications:

As per 2020/21 approved RCAWA budget.

Resolution:

- **That the information be received**
- **That the Executive Officer work in conjunction with Brian Sharp to produce a strategic submission to Infrastructure WA**

Moved: Chris Adams

Second: Peter Long

8 FORMAL PRESENTATIONS

Date of Report:	18th February 2021
Report Author:	Executive Officer, Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	9. LGIS Annual Report 2020 10. WALGA Annual Report 2019-2020

Purpose:

The Alliance to receive presentations from:

- Rachael Sweeney; RCA Executive Officer
- Nic Sloan; Chief Executive Officer, WALGA
- Tracey Roberts; Mayor City of Wanneroo, President WALGA
- Peter Forbes; Chairman LGIS

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. Andrew Sharpe, Chris Adams and John Walker met with the LGIS Chair and the CEO of WALGA on 12th Feb 2021 – a briefing of this meeting was forwarded before the 18th Feb RCAWA meeting.

Discussion:

Thursday 18th February 2021

2.15 -2.25 Welcome:

- Basil Zempilas; *Lord Mayor, City of Perth*

2.30 – 2.45 Presentation:

- Rachel Sweeney; *Chair RCA*
- Shannyn Peterson; *Secretariat Services RCA*
- Troy Reves; *Policy Officer RCA*

3.30 – 4.15 Presentation:

- Nic Sloan; *Chief Executive Officer, WALGA*
- Tracey Roberts; *Mayor City of Wanneroo, President WALGA*
- Peter Forbes; *Chairman LGIS*

Andrew Sharpe, Chris Adams and John Walker to continue discussions with LGIS and WALGA.

9 RCA UPDATE

Date of Report:	18th February 2021
Report Author:	Grant Henley, Mayor City of Busselton
Disclosure of Interest:	Nil
Attachment(s)	11. Regional Capitals Australia Notes 12. Aviation SESSION REPORT 15 Dec (2) 13. Presentation Post-release Population Statement Tuesday 15 Dec

Purpose:

To provide an overview of items and issues from RCA which pertain to RCAWA business and to canvass Alliance members as to matters which they believe warranted to raise with RCA.

Discussion:

Rachel Sweeny Shannyn Peterson and Troy Reves provided an update on RCA activities and priorities as per the attached documents.

Link to Strategic Directions:

Partnership and collaboration
Representation

Budget Implications:

Nil

Resolution:

Nil

10 RCAWA BENCHMARKING FRAMEWORK

Date of Report:	18th February 2021
Report Author:	Executive officer, Paul Rosair and Brian Sharp
Disclosure of Interest:	Nil
Attachment(s)	14. RCAWA Corporate Benchmarking Report Feb 2021

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:

At the February 2020 Alliance meeting the initial WA Regional Capitals Alliance Corporate Benchmarking Report was presented following work led by the City of Albany. This included graphs on a number of financial and non-financial indicators for the 2018-2019 financial year.

To advance this work further Brian Sharp was engaged until September 2021 to:

- Update the indicators to include the 2019-2020 financial year;
- Look for opportunities to value add to the model and align it with members' needs;
- Provide regular updates and reports to Alliance members bi-monthly meetings;
- Analyse the data and providing key insights into the results;
- Focus on opportunities to improve service delivery based on learnings from others.

Brian has eight years' experience in local government with the City of Canning and has the requisite data and Excel modelling skills to update and extend the benchmarking analysis.

Discussion

Attached to this report is the updated Corporate Benchmarking Report for the 2019-2020 financial year including, where appropriate, 2021 budget data.

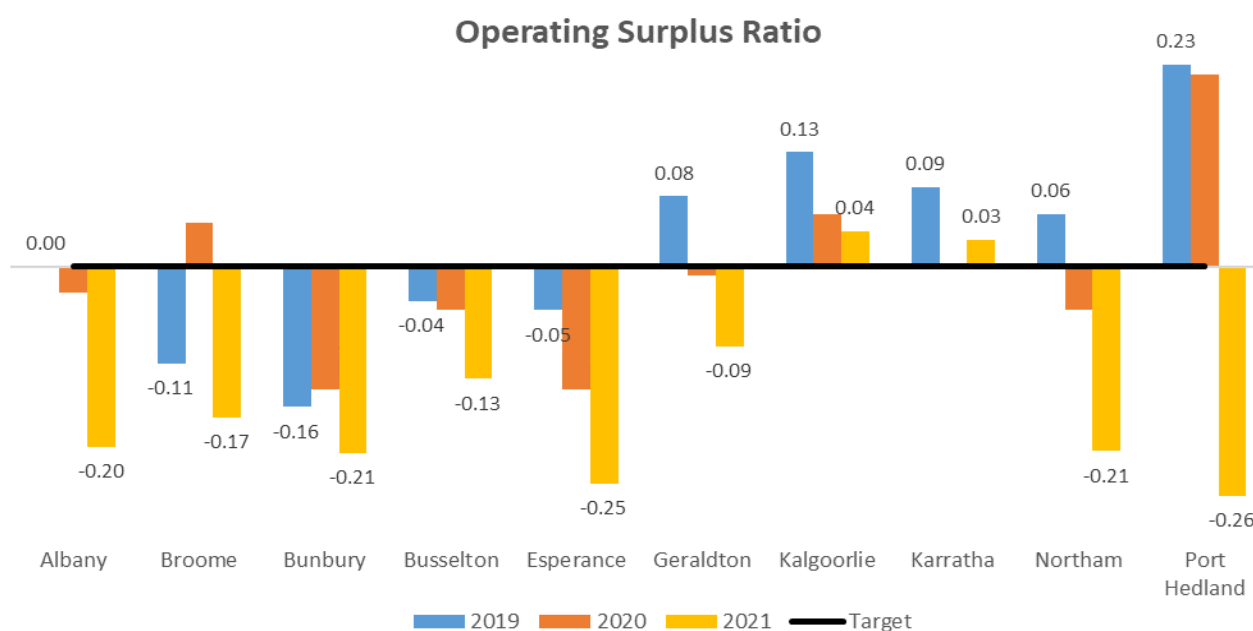
The report contains comparative charts and tables grouped into the following four main sections:

- Financial Results
- Financial Ratios
- Employees
- Business Activities

The report will be discussed in more detail with members at the Strategic Planning session on Friday 19 February 2021.

The most significant change in any of the charts is the Operating Surplus Ratio. This highlights two issues:

- The impact of Covid-19 on 2020 actuals. All members, except for Broome and Bunbury had a lower Operating Surplus Ratio in 2020 versus 2019 with six members having operating deficits. This highlights how sensitive members' operations can be to external shocks.
- Most members budget to utilise a surplus carried forward from the prior financial year, as opposed to 'zero' budget. This method of budgeting creates large budgeted operating deficits each year as shown in the chart below. This is not a problem provided there is an actual surplus each year to carry into the next budget i.e. actual expenditure/revenue is below/above budget. The risk for those members is that should be surplus not materialise the following year's budget will require significant change.



Further discussion points are contained within Section 3 of the attached report.

Link to strategic Direction:

Partnership and collaboration

Resolution:

- a) **The report to be received.**
- b) **Ongoing priorities for the Benchmarking project will be discussed and agreed at the strategic planning session on Friday 19 February 2021**

Moved: Peter Long

Second: Andrew Sharpe

11 MACWA

Date of Report:	18th February 2021
Report Author:	Executive Officer, Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	Nil

Purpose:

To inform RCAWA members of the MACWA Awards process progress.

Background:

The MACWA Awards were conducted in 2018 and 2019, however in 2020 it was deemed inappropriate to impose further work on Local Governments in a time when they were impacted with COVID-19.

Feedback on the awards was gathered at the completion of 2019, resulting in a streamlining and simplification of the application process.

Discussion:

The new format for the awards includes the following changes:

- Entrants can now enter either one, two or all three of the categories
- Word restrictions have been put in place to make the application less onerous and provide direction for the Local Government staff
- Sponsors have been sourced for the three categories, with the overall winner still receiving a \$500 prize and certificate from RCAWA
 - **Digital and technology accessibility initiatives: sponsor ALYKA**
 - **Infrastructure and public open space inclusion and accessibility: sponsor ADARSH**
 - **Leadership - Accessible and inclusive Council services, programs and events: sponsor NAJA Business Consulting Services**
- A new judge, Amanda Mace; WebKeyIT, has been invited onto the judging panel for the digital category

The flyer will be distributed mid-March through WALGA, Department of Communities, Ambassador; Melissa Northcott, the City of Bunbury and the RCAWA Executive Officer and Assistant. Entries will be available online via the RCAWA website – with a free service from Bernard Chia, Managing Director of ALYKA who is sponsoring the Digital Awards. Closing date will be July 31st 2021, allowing ample time to enter. All RCAWA members are encouraged to enter.

Link to strategic Direction:

Partnership and collaboration

Advocacy

Representation

Resolution: Nil

12 RCAWA STRATEGIC PLANNING

Date of Report:	18th February 2021
Report Author:	Executive Officer, Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	Nil

Purpose:

Alliance members to continue with the implementation of the RCAWA Strategic Planning Workshop.

Background:

In 2017 a high-level Strategic Plan was developed to guide the Alliance actions from 2017/18 -2021/22. It outlined the vision, focus and priorities and explained “what we do” and “how we work”. This Strategic Plan has been circulated to nearly every Minister and Director General in WA, a number of Federal Ministers and Politicians and has been discussed with a myriad of Government Agencies, industry bodies and associations.

Following on from this, a Strategic Planning workshop was held on 7th August 2020 in which members made decisions regarding key stakeholders and focus areas going forward.

Discussion:

As a result of the workshop, key focus areas and stakeholders were identified. The following Strategic Planning Document has been updated and will be used to assist discussion and delegation of actions at strategic planning meetings.

It should be recognised that key stakeholders should be aligned with the focus areas chosen by the members and that the list may evolve in line with project priorities. Possible priorities for tomorrow’s strategic planning session include:

- Research project(s), some suggestions include
 - Metro vs regional local government – where is the level playing field;
 - Statistical research on the Capitals capability/ Prospectivity justification;
 - Covid-19 – impacts and opportunities;
 - Amalgamation case studies and models;
 - Governance;
 - UWA ABS census data program.
- Development of a strategic approach for WALGA engagement, continuation on discussion regarding WALGA state councils, zones and amalgamation.
- Benchmarking – next steps

FOCUS AREAS	ACTION TAKEN/REQUIRED	NOTES/ KEY STAKEHOLDERS
State election strategy	Infrastructure Framework (IF) was presented to all political parties. The Executive Officer held one-on-one meetings with a number of politicians, chiefs of staff and policy officers briefing them about the IF and other RCAWA priorities.	No further action, election March 2021.
Regional Investment Framework	Letter to key stakeholders posted with flyer. Investment Framework report on RCAWA Website and EO briefing a range of key stakeholders.	EO will continue to promote with stakeholders
Annual Report	Report printed and distributed to members at the February 18 th meeting.	No further action required.
MACWA	Update paper on February 18 th agenda. Award nomination invitations to be sent out mid-March.	WALGA, Department of Communities, Alliance members.
Research	<p>Topics to be chosen. Possible topics:</p> <ul style="list-style-type: none"> • Metro vs regional local government – where is the level playing field; • Statistical research on the Capitals capability/ Prospectivity justification; • Covid-19 – impacts and opportunities; • Amalgamation case studies and models; • Governance; • UWA ABS census data program. 	Discussion to be held during February 19 th strategic planning session.
Advocacy and communications strategy	Alliance needs to develop a strategic approach to its future engagement with WALGA.	Matter up for discussion on February 19 th .
Benchmarking and baselining	Ongoing.	Paper presented February 18 th and discussions to be held on February 19 th strategic planning session. Brian Sharp
Federal election strategy	TBD.	Nola Marino attending Feb 19 meeting.
State aviation strategy	No further action at this point.	

MINISTERIAL STAKEHOLDERS	LATEST CONTACT	NOTES
Mark McGowan; Premier; Minister for Public Sector Management; State Development, Jobs and Trade; Federal-State Relations	3 Dec 2020	EO spoke with the Premier and invited him to attend Alliance meeting and he informally accepted. EO will follow up.
Alannah MacTiernan; Minister for Regional Development; Agriculture and Food; Ports; Minister assisting the Minister for State Development, Jobs and Trade	10 Dec 2020	Attended 10 th Dec 2020
Mia Davies; Leader of the Nationals WA	15 Jan 2021	Email sent and phone call received regarding Infrastructure Framework announcement. Letter received. Met with Josh Nyman at the Pivot in the Park Offices on two occasions.
Zak Kirkup; Leader of the Opposition	28 Jan 2021	Email received from his office - unavailable until after election but keen to meet. EO met with Deputy, Hon. Dr Steve Thomas at the Pivot in the Park offices on 20 th January 2021, he will be attending February 19 th meeting.
Roger Cook; Deputy Premier; Minister for Health; Mental Health	3 Dec 2020	EO spoke with the Minister and invited him to attend Alliance meeting and he informally accepted. Email with 2021 meeting dates to follow – EO to follow up.
Ben Wyatt; Treasurer Minister for Finance; Aboriginal Affairs; Lands	15 Nov 2020	Resigning – replacement to be contacted. Spoke to Hannah Beazley, Ben's local member replacement at Pivot in the Park.
Michael Barnes; Under Treasurer	In progress	EO to contact the Under Treasurer and arrange meeting and RCAWA attendance.
David Templeman; Minister for Local Government; Heritage; Culture and the Arts	10 Dec 2020	EO in regular contact to endeavour to get the Minister to future meeting. Meeting was booked with EO at the Pivot in the Park offices, however David apologised at the last minute.
Nola Marino; Assistant Minister for Regional Development and Territories	31 Jan 2021	Invitation letter sent, return phone call 31 Jan. Attending February 19 th meeting.
Rita Saffioti; Minister for Transport; Planning	3 Dec 2020	EO spoke with the Minister and invited her to attend Alliance meeting and she informally accepted. Email with 2021 meeting dates to follow.
Paul Papalia; Minister for Tourism; Racing and Gaming; Small Business; Defence Issues; Citizenship and Multicultural Interests	In progress	EO in regular contact to endeavour to get the Minister to future meeting.
Peter Tinley; Minister for Housing; Fisheries; Veterans Issues; Asian Engagement	In progress	EO in regular contact to endeavour to get the Minister to future meeting.

INDUSTRY/ASSOC. STAKEHOLDERS	LATEST CONTACT	NOTES
Kitty Prodonovich, CEO Regional Chamber of Commerce and Industry	15 Oct 2020	Attended 15 th October 2020 meeting
Chamber of Minerals and Energy	4 Dec 2020	EO met with Warren Pearce, CEO Association of Mining and Exploration Companies (AMEC). EO to follow up future meeting attendance with Paul Everingham, CEO CME.
WALGA	18 Feb 2020	Attending Feb 18 th , 2021 meeting
Brendon Hammond	30 Jan 2021	EO made contact.
Mining companies – Rio, FMG, Hancock Prospecting	14 Dec 2020	Meeting held with Katherine Savage, Government Relations Manager, Hancock Prospecting at Pivot in the Park offices. EO contacted Andrew Forrest to update him on RCAWA matters and subsequently met with the FMG CIO, John Hartman from the Fortescue Tattarang Group.
CBH	In progress	
Airlines – Qantas, Virgin and Rex	In progress	
2021 Meeting Dates	Location	Notes
18 th and 19 th February 15 th and 16 th April 17 th and 18 th June 5 th August 14 th October 9 th December AGM	Perth Perth Broome Perth Zoom Perth	Level 11, City of Perth 15 th : Level 10 1 William St 16 th : TBD – industry visit? Organisation by Shire of Broome Level 10 1 William St Level 10 1 William St

Link to strategic Direction:

Partnership and collaboration

Advocacy

Representation

Resolution: Nil

13 OTHER BUSINESS

ITEM	RESPONSIBLE
Election update and commitments provided	Andrew
Annual report and annual return	Paul / Shane
COVID-19 Vaccination Centres: Attachment 15	Paul
Industry and Local Government tour 16 th April	Paul

Discussion:

As required

Resolution:

Nil

MEETING CLOSED: 17:15