

EXECUTIVE OFFICER RCAWA

BI-MONTHLY REPORT



Prepared for RCAWA

DECEMBER 2020 - JANUARY 2021



naja

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1. OVERVIEW

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. The EO has been briefing a number of Politicians, both government and opposition, Industry Bodies and Government Departments and agencies. The EO was also invited to a workshop session hosted by DPIRD and attended by staff from Infrastructure WA and the Regional Development Council to provide an overview of the Framework and a list of key Alliance projects to the group. Working with IWA to ensure key Alliance projects are prioritised during the next phase of IWA's work.

RCAWA Benchmarking Framework:

Assisted the Research Officer and peer reviewed 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.

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.

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 finalised and published the Annual report for distribution at the February 2021 meeting.

RCAWA AGM December 2020:

The EO and EA finalised and coordinated the 2020 AGM. Nominations for the new Board were received and accepted from all Alliance members in accordance with the constitution. An amendment to the constitution relating to proxy members was also dealt with.

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. This topic is to be discussed at the Friday 19th February strategic planning session.

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.

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 in the final stage of formatting procedures and guidelines and are targeting a launch date in March 2021.

RCAWA Perth Office Sub-Lease:

The Alliance agreed to enter a sub-lease arrangement with NAJA Business Consulting Services for a period of 12 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 – also noting the Head Lessee, Freemasons Victoria Park, have kindly offered access to their large and adjacent Board room free of charge subject to availability.

Brian Sharp, the Benchmarking Contractor is now working from the RCAWA Office two-part days a week (4 Hours) whilst undertaking his contract. He has completed 55 hours of his 150-hour contract.

LGIS workers compensation:

Chris, Andrew, Sam and EO to organise a survey of Alliance members and to meet with LGIS prior to February meeting.

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.

2. DETAILS OF BI-MONTHLY ACTIONS

KEY OBJECTIVES		OVERVIEW OF BI MONTHLY ACTIONS
ADVOCACY & POLICY INFLUENCE	Preparation of Submissions and Delegations	Has worked on: <ul style="list-style-type: none"> • Investment Framework and Implementation Strategy • Infrastructure WA – Briefing Sessions on IF • Planning Reform • COVID-19 Response • Energy Strategy • Streamlining WA • Local Government Act Review
	Advocacy on Key Issues	Upcoming meetings: Working on priority stakeholders set at the Strategic Planning Session Aug 2020
ADVOCACY & POLICY INFLUENCE	Development of Policy Position Papers	Investment Framework Report and Submission to IWA and distribution to numerous external stakeholders. Attended workshop with IWA, DPIRD and the Regional Development Council to ensure key alliance projects are being considered.
PARTNERSHIP & COLLABORATION	Insurance Services/Workers Compensation	Continuing to negotiate with WALGA and LGIS. CEO Albany leading discussions. Meeting scheduled with LGIS CEO, WALGA CEO and LGIS Board Chair on February 18 th meeting
	RCAWA Investment Framework	The Investment Framework Document was reviewed and finalised. A brochure was subsequently produced, published and distributed to all members.
	COVID-19	The EO continues to maintain a watching brief and liaises with Jodi Cant as necessary (14 th December) 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 and minutes.
	Strategic Planning	Standing item at meetings with next workshop session scheduled for Friday 18 th February 2021 at City of Perth
	RCAWA Meetings and Reporting	<ul style="list-style-type: none"> • CEO Ring Around 2-12-2020 • RCAWA AGM JTSI Board Room and Zoom 10-12-2020 • Ongoing Secretary and Executive Officer Discussions • Executive Officer and Brian Sharp Discussions

3. STAKEHOLDER ENGAGEMENT

STAKEHOLDER REPRESENTATIVES	MEETING DATE	KEY MEETING OUTCOMES
John Hartman: <i>CFO FMG Tattarang Investments</i>	2 nd December 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Discussed Harvest Road venture and RCAWA opportunities.
Labor Round Table XMAS Sundowner: <i>Premier McGowan and Ministers Cook, Saffioti, Wyatt, Ellery, Roberts, Quigley, Dawson and Kelly</i>	3 rd December 2020	Provided brief update on RCAWA matters individually to Premier and Ministers. Offered invitation to an upcoming meeting which all informally accepted.
Katherine Savage: <i>Government Relations Officer – Hancock Prospecting</i>	4 th December 2020	Provided overview/ update of RCAWA agenda, strategic plan and priorities incl. Investment Framework.
Declan Morgan: <i>Program Director, Department of Primary Industries and Regional Development</i>	10 th December 2020	Provided overview/ update of RCAWA. Discussed Aquaculture Precincts.
Jodi Cant: <i>Director General, Department of Finance</i>	14 th December 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework (IF). Jodi offered advice on the IF. Received update on COVID response projects and in particular its focus on regional Digital upgrades.
Dr David Honey MLA: <i>Shadow Minister for Energy; Renewables & Hydrogen, Water, Industrial Development and Lands</i>	18 th December 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Discussed the Energy Microgrids review and how the Alliance can be consulted moving forward.
Katherine Savage: <i>Manager Government Relations, Hancock Prospecting</i>	22 nd December 2020	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework.
Cara Kenyon: <i>Manager CEO Institute</i>	16 th January 2021	Meeting venue options.

STAKEHOLDER REPRESENTATIVES	MEETING DATE	KEY MEETING OUTCOMES
Daniel High: <i>Manager, Economic Development, City of Perth</i>	18 th January 2021	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Discussed nature of RCAWA meeting and potential connections.
Brian Sharp: <i>Consultant, RCAWA Benchmarking Project</i>	19 th January 2021	Conducted Benchmarking Brainstorming session.
Philip Helberg: <i>CEO, Infrastructure WA</i> Lance Glare: <i>Deputy CEO, Infrastructure WA</i> Ryan Victa: <i>Senior Policy, Infrastructure WA</i> Brett Sabien: <i>Director, DPIRD</i> Andrew Ward: <i>Regional Development Council</i>	20 th January 2021	Attended a workshop, organised by DPIRD and IWA, to engage with the RCAWA to better understand the Alliance's Investment Framework and key project priorities. IWA outlined their schedule and Evaluation framework and process for formally submitting projects.
Dr Steve Thomas MLC: <i>Shadow Minister for Finance; Agriculture & Food; Regional Development; Royalties for Regions</i>	20 th January 2021	Provided overview RCAWA agenda and priorities. Steve outlined Liberal Party election commitments. Invited Steve to the February meeting as proxy for Zak Kirkup, who was not available.
CEO Institute of WA: <i>20 Industry CEO's across the State</i>	27 th / 28 th January 2021	Addressed breakfast sessions of the CEO Institute and included an outline of business opportunities across Alliance membership.
Hon Nola Marino MP: <i>Assistant Minister for Regional Development and Territories</i>	31 st January 2021	Provided overview/ update of RCAWA agenda and priorities incl. Investment Framework. Accepted invitation to the February meeting.

Numerous phone calls with Alliance members and other Stakeholders as necessary

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 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. Revisited works agenda for 2021 in light of Strategic Planning Session.
Strategic Planning Workshop	Revisited action agenda and strategic plan as part of workshop held on Friday the 7 th of August and initiated a standing agenda item as a result.

5. 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 (Inc.) 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 (Inc.) 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 December 2020 – January 2021 50 hrs (49.5 hrs actual)	295 hrs billed (287.5 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 December 2020 – January 2021 30 hrs. (32.5 hrs. actual)	240 hrs billed (243.25 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 December 2020 – January 2021 24.75 hrs. (25.00 hrs. actual)	54.75 hrs billed (54.75 hrs actual)