



# Regional Capitals Alliance

WESTERN AUSTRALIA

Regional Capitals Alliance Western Australian  
Meeting

**Minutes**  
**15<sup>th</sup> December 2022**

## Contents

<b>1 OFFICIAL OPENING .....</b>	<b>3</b>
<b>2 DECLARATIONS OF INTEREST.....</b>	<b>4</b>
<b>3 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS .....</b>	<b>4</b>
<b>4 CORRESPONDENCE.....</b>	<b>7</b>
<b>5 TREASURER’S REPORT NOVEMBER 2022 .....</b>	<b>11</b>
<b>6 EXECUTIVE OFFICER BI-MONTHLY REPORT (OCT 2022 – NOV 2022) .....</b>	<b>15</b>
<b>7 FORMAL PRESENTATIONS .....</b>	<b>20</b>
<b>8 PERFORMING ARTS AND ENTERTAINMENT CENTRE REVIEW (PAEC).....</b>	<b>21</b>
<b>9 RCAWA HOUSING SOLUTIONS AND ACTION PLAN .....</b>	<b>27</b>
<b>10 AROUND-THE-GROUNDS.....</b>	<b>33</b>
<b>11 OTHER BUSINESS.....</b>	<b>34</b>

# 1 OFFICIAL OPENING

Meeting opened at: 2.18

## RECORD OF ATTENDANCE

### Attendees:

Attendee	Position	Method
Dennis Wellington	Mayor City of Albany (Chair)	Zoom
Andrew Sharpe	CEO City of Albany (Secretary)	Zoom
Sam Mastrolembro	CEO Shire of Broome	Zoom
Jaysen de San Miguel	Mayor City of Bunbury	Zoom
Malcolm Osborne	CEO City of Bunbury	Zoom
Grant Henley	Mayor City of Busselton	Zoom
Tony Nottle	CEO City of Busselton	Zoom
Ian Mickel	Shire President of Esperance	Zoom
Shane Burge	CEO Shire of Esperance	Zoom
Shane Van Styn	Mayor City of Greater Geraldton	Zoom
John Bowler	Mayor City of Kalgoorlie-Boulder	Zoom
Andrew Brien	CEO City of Kalgoorlie-Boulder	Zoom
Peter Long	Mayor City of Karratha	Zoom
Virginia Miltrup	CEO City of Karratha	Zoom
Chris Antonio	Shire President of Northam	Zoom
Jason Whiteaker	CEO Shire of Northam	Zoom
Peter Carter	Mayor Town of Port Hedland	Zoom
Jane Lewis	Executive Assistant, RCAWA	Zoom
Josh Turner	Benchmarking Officer RCAWA	Zoom

### Visitors:

Attendee	Position	Method
Christine Comer	Assistant Director WA and SA Engagement Branch, National Emergency Management Agency	Zoom
Paul Kelly	Deputy President, WALGA	Zoom

### Apologies:

Name	Position
Ross McKim	CEO City of Greater Geraldton
Harold Tracey	Shire President of Broome
Carl Askew	CEO Town of Port Hedland
Hon. Kristy McBain	Federal Minister for Regional Development
Kelly McManus	Advisor, Federal Minister for Regional Development
Karen Chapple	President, WALGA
Paul Rosair	Executive Officer, RCAWA

## 2 DECLARATIONS OF INTEREST

TBA

## 3 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

Attachment: 1. Outstanding Business Arising Items and Actions Sheet

Link to Strategic Directions:		Budget Implications	
Partnership and collaboration		Nil	
Resolution/s		Action(s)	
That the Minutes of the Western Australian Regional Capitals Alliance Meeting held on Thursday, 20 <sup>th</sup> October 2022, be confirmed as a true and correct record of proceedings.		See Attachment 1 – Outstanding Business Arising Items and Actions	
<b>Moved:</b>	Grant Henley	<b>Responsible:</b>	See Attachment
<b>Seconded:</b>	Peter Carter	<b>Due date:</b>	As appropriate

**Attachment 1: Outstanding Business Arising Items and Actions Sheet**

Date	Item and Resolution / Action	Status	Priority:	Comments * = will be archived
<b>ADMINISTRATION</b>				
19/8/22	Item 7 – Executive Officer Bi-Monthly Report <ul style="list-style-type: none"> <li>EO to contact the Federal Minister for Regional Development, Local Government and Territories Office to invite them to a future RCAWA meeting.</li> </ul>	In Progress	Medium	Attending December meeting
20/10/22	Item 6 – Treasurer’s Report <ul style="list-style-type: none"> <li>That the Treasurer contact the auditors to have their report amended to reflect that it relates to RCAWA, not Access to Leisure and Sport Inc.</li> </ul>	Complete	High	* Amended report tabled in AGM Agenda
<b>LOCAL GOVERNMENT REFORM</b>				
20/10/22	Follow up on reform status	On Going	Medium	Darelle Merritt attended 20 October meeting
<b>ABORIGINALCULTURAL HERITAGE BILL</b>				
16/6/22	Item 10 - Aboriginal Cultural Heritage Bill <ul style="list-style-type: none"> <li>Department will maintain contact with RCAWA and have agreed to attend a future meeting of the Alliance to discuss the draft regulations and management code.</li> <li>Members of the Alliance are encouraged to send officers to the consultation workshops.</li> <li>The Executive Officer will continue to review guidance material and draft regulations as they become available.</li> </ul>	In Progress	Medium	EO met with Anthony Kannis Director General DPLH 31/10/2022 and discussed status of the Bill’s progress.
<b>REGIONAL PERFORMING ARTS AND ENTERTAINMENT CENTRES REVIEW</b>				
20/10/22	ITEM 11 - Performing Arts and Entertainment Centres Review <ul style="list-style-type: none"> <li>Members to provide consolidated feedback to Greensted Consulting through the Executive Officer by November 5th 2022 for incorporation into the final report.</li> </ul>	In Progress	Medium	EO has finalised report as a result of feedback o the draft. Final payment process initiated. Actions as a result of the report to be determined at the December meeting

Date	Item and Resolution / Action	Status	Priority:	Comments * = will be archived
<b>RCAWA HOUSING SOLUTIONS AND ACTION PLAN</b>				
20/10/22	Item 12 - RCAWA Housing Solutions and Action Plan <ul style="list-style-type: none"> <li>• That the EO meet with Mike Rowe, Director General of Communities and Emma Colombera, Principal Policy Adviser (Office of the Hon. John Carey MLA Minister for Housing; Lands; Homelessness; Local Government) regarding the Housing Solution and Action Plan.</li> <li>• Members appoint a CEO subcommittee to work with the EO to finalise a scope of works and oversee the procurement and management of the project.</li> </ul>	In Progress	High	EO met with Mike Rowe 3/11/2022. Email recieved from Emma Colombera 8/12/22 – attendance at Residential Lands and Housing Delivery Ministerial Oversight Committttee to be arranged with Julian Wright.  Discussed at CEO ringaround 7/12/22. Jo Swan and EO to facilitate a workshop in January to finalise scope of works
<b>MACWA</b>				
20/10/22	Item 10 MACWA <ul style="list-style-type: none"> <li>• EO to meet with Minister for Disabilities and CEO of WALGA regarding ways to communicate the awards with a view to increasing nominations and recommend that one last attempt to be made.</li> </ul>	In Progress	Low	EO met with Mike Rowe, DG Department of Communities. EO spoke to Don Punch, Minister for Disabilities to arrange a meeting
<b>BENCHMARKING</b>				
17/2/22	Item 15 – Other Business <ul style="list-style-type: none"> <li>• EO to include provision of benchmarking data collection and initial high- level reporting within his new 2022/2024 contract proposal.</li> </ul>	Ongoing	Low	Benchmarking Officer advised that there are a number of data sets outstanding
<b>STRATEGIC PLANNING</b>				
20/10/22	Item 13 – RCAWA Strategic Planning <ul style="list-style-type: none"> <li>• The EO to work with Redit Research and Kelly Hick to progress the development and publication of the 2023-2028 Strategic Plan.</li> </ul>	In Progress	Medium	In progress, draft will be sent out of session before the February meeting

## 4 CORRESPONDENCE

<b>Date of Report:</b>	<b>15th December 2022</b>
<b>Report Author:</b>	<b>Executive Officer – Paul Rosair</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>Attachment 2: Correspondence In: Mike Rowe – MACWA</b> <b>Attachment 3: Correspondence In: Colleen Morris: Meeting Apology</b> <b>Attachment 4: Correspondence In: Tanya Morris: CBA LG Relationship Executive introduction</b>

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 In:

<b>Date:</b>	11 November 2022
<b>From:</b>	Mike Rowe, Director General Department of Communities
<b>Re:</b>	MACWA Awards
<b>Date:</b>	24 October 2022
<b>From:</b>	Colleen Morris, Appointments Secretary Office of the Hon. Rita Saffioti
<b>Re:</b>	Inability to attend meeting
<b>Date:</b>	17 October 2022
<b>From:</b>	Tanya Morris, Local Government Relationship Executive, Commonwealth Bank
<b>Re:</b>	Introduction

Link to Strategic Directions:		Budget Implications	
Advocacy and policy Influence Partnership and collaboration Representation		Nil	
Resolution/s		Action(s)	
<b>That the correspondence be received</b>		EA to contact Christine Smart, Manager Office of Disability in the new year regarding Departmental support of MACWA	
<b>Moved:</b>	Andrew Sharpe	<b>Responsible:</b>	EO
<b>Seconded:</b>	Grant Henley	<b>Due date:</b>	ASAP

**Attachment 2: Correspondence In: Mike Rowe - MACWA**



Government of **Western Australia**  
Department of **Communities**

Our ref: 2022/44875

Mr Paul Rosair  
Executive Officer  
Regional Capitals Alliance Western Australia  
[Jane@reditreaserach.com.au](mailto:Jane@reditreaserach.com.au)

Dear Mr Rosair

**MOST ACCESSIBLE COMMUNITIES WA AWARDS (MACWA)**

Thank you for the email sent on your behalf by Ms Jane Lewis, Executive Assistant, on 4 November 2022 regarding your concerns about the MACWA Awards.

Firstly, I appreciate the vision and dedication of the Regional Capitals Alliance Western Australia (RACWA) to the MACWA Awards. I believe it is an important initiative and it has been a privilege for me and others to be involved in judging or promoting the Awards over the years.

I acknowledge the ongoing efforts of local government authorities to their Disability Access and Inclusion Plans (DAIPs) and the wide range of activities undertaken each year to implement DAIPs.

The State Government is committed to creating a welcoming and inclusive Western Australia, and the Department of Communities (Communities), along with the Western Australia Disability Advisory Council, have important roles to oversee the 'A Western Australia for Everyone: State Disability Strategy 2020-2030'.

I am open to ways in which Communities could support raising the profile of the MACWA Awards moving forward, including suggestions RACWA have about the presenting of Awards.

I invite you to contact Ms Christine Smart, Manager Office of Disability, to arrange a suitable time to meet early in 2023. Ms Smart can be contacted at [Christine.Smart@communities.wa.gov.au](mailto:Christine.Smart@communities.wa.gov.au) or on 0408 951 243.

Yours sincerely

Mike Rowe  
Director General

11 November 2022



**Attachment 3: Correspondence In: Colleen Morris – Meeting Apology**

**Morris, Colleen <Colleenv.Morris@dpc.wa.gov.au>**

24 Oct 2022,  
15:33 (1 day  
ago)

to me

Our Ref: 72-37849

Dear Jane

On behalf of the Hon Rita Saffioti MLA, Minister for Transport; Planning; Ports, I thank you for your request to meet regarding matters pertaining to the portfolio.

Unfortunately, due to heavy diary commitments, the Minister is unable to meet with you on this occasion. Please accept the Minister's apologies.

Kind regards  
Colleen

**COLLEEN MORRIS**  
Appointments Secretary

Office of the **Hon. Rita Saffioti MLA**  
Minister for Transport; Planning; Ports  
Member for West Swan

6552 5500  
9<sup>th</sup> Floor, Dumas House: 2 Havelock Street WEST PERTH WA 6005 Australia  
[minister.saffioti@dpc.wa.gov.au](mailto:minister.saffioti@dpc.wa.gov.au)

**Attachment 4: Correspondence In: Tanya Morris: CBA LG Relationship Executive introduction**

CBA Local Government Banking - Your New Relationship Manager!

External  
Inbox

T

Tanya Morris <Tanya.Morris@cba.com.au>

Mon, 17 Oct,  
11:13 (8 days  
ago)

to me, James

As you are closely aligned to the Local Government Sector and are a big contributor to building and growing strong communities much like the Local Governments, we thought it a good idea to move you into my specialist portfolio so we can provide you with the highest level of service and support your long-term community goals.

Should you have any day-to-day enquiries, including CommBiz, Merchants, or transactional queries, our IB Government Client Service team (1800 008 747) is available to support your service needs.

Contact details for myself and my support team is listed below but please don't hesitate to get in touch with me directly if you have any questions, feedback or comments.

Name	Contact Details	Responsibility
Tanya Morris Relationship Executive	Level 14, 300 Murray St Perth WA 6000	Senior Manager responsible for overall relationship between Client Government

My available dates are below – if any of these work for you please let me know and I will send a calendar invite.

- Monday 14<sup>th</sup> Nov 1.30
- Wednesday 16<sup>th</sup> Nov 10.30, 12.30 or 2pm
- Wednesday 23<sup>rd</sup> Nov anytime from 10 to 2

Thank you and have a great day!

**Tanya Morris**  
Relationship Executive - Local Government Banking Group WA  
Commercial Banking

Commonwealth Bank  
Level 14, 300 Murray Street  
Perth WA 6000

**Mobile:** 0459 881 212  
**Email:** [tanya.morris@cba.com.au](mailto:tanya.morris@cba.com.au)

## 5 TREASURER’S REPORT NOVEMBER 2022

<b>Date of Report:</b>	<b>15th December 2022</b>
<b>Author</b>	<b>Mayor – City of Greater Geraldton</b>
<b>Disclosure of Interests:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>3. RCAWA November Profit and Loss Statement</b> <b>4. RCAWA November Balance Sheet</b> <b>5. RCAWA November Accounts Payable</b> <b>6. RCAWA November Accounts Receivable</b>

### **Purpose:**

To inform the Alliance members of the RCAWA financial situation.

### **Discussion:**

As required.

<b>Link to Strategic Directions:</b>		<b>Budget Implications</b>	
Partnership and collaboration		Nil	
<b>Resolution/s</b>		<b>Action(s)</b>	
<b>That the members receive and note the Treasurer’s Report for the periods ending 30th November 2022 and the accompanying financial documents.</b>			
<b>Moved:</b>	Shane Van Styn	<b>Responsible:</b>	
<b>Seconded:</b>	Mal Osborne	<b>Due date:</b>	

**Attachment 3: RCAWA November Profit and Loss Statement**

5:13 AM

08/12/22

Accrual Basis

**WA Regional Capitals Alliance Inc  
Profit & Loss Budget vs. Actual  
July through November 2022**

	<u>Jul - Nov 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
Interest Received	90.38	50.00	40.38
Membership Fee 2022/23	150,000.00	150,000.00	0.00
<b>Total Income</b>	<u>150,090.38</u>	<u>150,050.00</u>	<u>40.38</u>
<b>Expense</b>			
Accountancy Fees	360.00	1,100.00	-740.00
Audit Fees	0.00	1,100.00	-1,100.00
Bank Charges	56.82	150.00	-93.18
Donations	954.55	1,000.00	-45.45
Executive Support	45,454.54	100,000.00	-54,545.46
Meetings and Functions	674.85	2,200.00	-1,525.15
Projects	7,950.00	47,100.00	-39,150.00
Rent	1,354.15	3,500.00	-2,145.85
Travelling Expenses	809.30	3,000.00	-2,190.70
<b>Total Expense</b>	<u>57,614.21</u>	<u>159,150.00</u>	<u>-101,535.79</u>
<b>Net Income</b>	<u><u>92,476.17</u></u>	<u><u>-9,100.00</u></u>	<u><u>101,576.17</u></u>

**Attachment 4: November Balance Sheet**

5:14 AM

08/12/22

Accrual Basis

**WA Regional Capitals Alliance Inc**  
**Balance Sheet**  
As of November 30, 2022

	<u>Nov 30, 22</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
WARCA Cheque Account	108,791.57
WARCA Savings Account	<u>47,668.26</u>
Total Chequing/Savings	156,459.83
Accounts Receivable	
Trade Receivables	<u>66,000.00</u>
Total Accounts Receivable	<u>66,000.00</u>
Total Current Assets	<u>222,459.83</u>
<b>TOTAL ASSETS</b>	<b><u>222,459.83</u></b>
<b>LIABILITIES</b>	
Current Liabilities	
Accounts Payable	
Trade Creditors	<u>10,066.00</u>
Total Accounts Payable	10,066.00
Other Current Liabilities	
Tax Payable	<u>12,486.01</u>
Total Other Current Liabilities	<u>12,486.01</u>
Total Current Liabilities	<u>22,552.01</u>
<b>TOTAL LIABILITIES</b>	<b><u>22,552.01</u></b>
<b>NET ASSETS</b>	<b><u>199,907.82</u></b>
<b>EQUITY</b>	
Opening Bal Equity	136,570.00
Retained Earnings	-29,138.35
Net Income	<u>92,476.17</u>
<b>TOTAL EQUITY</b>	<b><u>199,907.82</u></b>

**Attachment 5: November Accounts Payable**

5:14 AM

08/12/22

**WA Regional Capitals Alliance Inc  
A/P Ageing Summary  
As of November 30, 2022**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
NAJA Business Consulting Services	10,000.00	0.00	0.00	0.00	0.00	10,000.00
Pam Weston's Bookkeeping	66.00	0.00	0.00	0.00	0.00	66.00
<b>TOTAL</b>	<b><u>10,066.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>10,066.00</u></b>

**Attachment 6: November Accounts Receivable**

5:15 AM

08/12/22

**WA Regional Capitals Alliance Inc  
A/R Ageing Summary  
As of November 30, 2022**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
City of Busselton	0.00	0.00	16,500.00	0.00	0.00	16,500.00
City of Karratha	0.00	0.00	16,500.00	0.00	0.00	16,500.00
Shire of Broome	0.00	0.00	16,500.00	0.00	0.00	16,500.00
Town of Port Hedland	0.00	0.00	16,500.00	0.00	0.00	16,500.00
<b>TOTAL</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>66,000.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>66,000.00</u></b>

## 6 EXECUTIVE OFFICER BI-MONTHLY REPORT (OCT 2022 – NOV 2022)

**Date of Report:** 15th December 2022  
**Report Author:** Executive Officer – Paul Rosair  
**Disclosure of Interest:** Nil  
**Attachment(s):** 7. Executive Officer Bi-Monthly Report –  
 October 2022 - November 2022

### Purpose:

To update RCAWA on the Executive Officer services provided for the period October 2022 – November 2022 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:		Budget Implications	
Advocacy and policy Influence Partnership and collaboration Representation		As per 2022/23 approved RCAWA budget.	
Resolution/s(s)		Action(s)	
For information		As per Outstanding Actions	
<b>Moved:</b>	Mal Osborne	<b>Responsible:</b>	Executive Officer
<b>Seconded:</b>	Virginia Miltrup	<b>Due date:</b>	As required

## Attachment 7: Executive Officer Bi-Monthly Report – October/November 2022

### Overview

Following the extension of the Executive Officer’s contract, and the subsequent review of agenda formatting, a decision has been made to streamline this report in order to avoid information duplication: 1. All project work / activity to be listed and referenced to the appropriate Item number; 2. Stakeholders to be listed; 3. Time allocation to be tabled.

### 1. Project Work / Activity

Project / Activity	Status	Item
Local Government Reform	Pending outcome of response to the State Government Reform Paper	Business Arising
Aboriginal Cultural Heritage Bill	Ongoing meetings with Department and Duncan Ord re engaged to assist	Business Arising
Performing Arts and Entertainment Centres Review	Report completed and distribution process underway	Item 8
Housing Solutions and Action Plan	Project management and stakeholder engagement – CEO subgroup formed	Item 9
Benchmarking	Data collection and collation	General Business
MACWA	Discussions held re 2023 Awards	Business Arising
Administration	October Meeting (Busselton), Annual Report, AGM and 2023 Schedule finalised	Other Business
Regional Cities Program	Ongoing stakeholder engagement	Business Arising
Strategic Plan	2023 – 2028 Drafting in Progress	Business Arising

### 2. Stakeholder Engagement



<b>Stakeholders</b>	<b>Date</b>	<b>Purpose</b>
<b>WALGA Conference AGM and MACWA Awards</b>	2/10/2022	Networking and Promotion
<b>Duncan Ord – Greensted Consulting Jane Lewis – Redit Research</b>	7/10/2022	PAEC Contract Project Management
<b>Mayor Shane Van Styn</b>	8/10/2022	Financial Processes
<b>Mayor Dennis Wellington &amp; Andrew Sharpe</b>	9/10/2022	Secretariat Matters
<b>SEGRA Conference Devonport</b>	31/8/22 – 2/8/22	Networking and Pomotion
<b>Greg Cash – Elysian Consulting</b>	10/10/2022	Housing Contract Project Management
<b>Brian Sharp and Josh Turner</b>	14/10/2022	Benchmarking Project Management
<b>RCAWA CEOs</b>	14/10/2022	Busselton RCAWA Meeting Preparation
<b>Andrew Sharpe</b>	14/10/2022	Secretariat Matters
<b>Kelly McManus – Principal Advisor, Federal Minister Regional Development</b>	15/10/2022	RCAWA Overview and Ministerial Meeting Invitation
<b>Greg Cash – Elysian Consulting</b>	17/10/2022	Housing Contract Project Management
<b>Kelly Hick</b>	19/10/2022	RCAWA Strategic Plan
<b>RCAWA Alliance Members</b>	20 <sup>th</sup> and 21 <sup>st</sup>	RCAWA October Meeting –

<b>Stakeholders</b>	<b>Date</b>	<b>Purpose</b>
	October 2022	Busselton
<b>Nick Sloan – CEO WALGA</b>	26/10/2022	Meeting Schedule and WALGA matters
<b>Ms Sabin Winton MLA</b> <b>Parliamentary Secretary to the Premier;</b> <b>Treasurer; Minister for Public Sector</b> <b>Management; Federal-State Relations</b>	27/10/2022	RCAWA Overview and Ministerial Meeting Invitation
<b>Christine Comer</b> <b>State Director – National Emergency</b> <b>Management Agency (NEMA)</b>	28 <sup>th</sup> October and 11 <sup>th</sup> November	Discussed role of new Agency and Funding Opportunities
<b>Anthony Kannis</b> <b>Director General DPLH</b>	31/10/2022	Update on Aboriginal Cultural Heritage Act
<b>Andrew Sharpe</b>	1/11/2022	Secretariat Matters
<b>Mike Rowe</b> <b>Director General</b> <b>Department of Communities</b>	3/11/2022	GROH and Social Housing Collaboration Opportunities
<b>Andrew Sharpe</b>	4/11/2022	Secretariat Matters
<b>Mal Osborne</b>	10/11/2022	PAEC Discussions
<b>Tanya Steinbeck</b> <b>CEO UDIA</b>	25/11/2022	RCAWA Overview and Housing Collaboration Opportunities
<b>RCAWA Mayors and CEOs</b>	October – November 2022	Regular RCAWA matters

### 3. Time Allocation

#### Historic Contract: May 2018 – April 2022

Name	Billed Hrs.	Actual Hrs.
Paul Rosair	1,600	1,630.00
Jane Lewis	660	660.25

#### Current Contract: May 2022 – April 2024

	Paul Rosair		Jane Lewis		Josh Turner	
	Contract	Actual	Contract	Actual	Contract	Actual
May 22	35	40	30	23	12	1
June 22	35	34.5	30	31.5	12	30
July 22	35	32	30	51.5	12	2
Aug 22	35	55	30	33.5	12	2
Sept 22	35	12.5	30	22.5	12	2
Oct 22	35	48.5	30	56	12	15
Nov 22	35	19	30	20	12	6
Dec 22	25		15		10	
Jan 23	25		15		10	
Feb 23	35		30		12	
Mar 23	35		30		12	
Apr 23	35		30		12	
May 23	35		30		12	
June 23	35		30		12	
July 23	35		30		12	
Aug 23	35		30		12	
Sept 23	35		30		12	
Oct 23	35		30		12	
Nov 23	35		30		12	
Dec 23	25		15		10	
Jan 24	25		15		10	
Feb 24	35		30		12	
Mar 24	35		30		12	
Apr 24	35		30		12	
<b>TOTALs</b>	<b>245</b>	<b>241.5</b>	<b>210</b>	<b>238</b>	<b>84</b>	<b>58</b>
<b>Overall</b>	<b>Contract: 539 Actual: 537.5</b>					

## 7 FORMAL PRESENTATIONS

**Date of Report:** 15th December 2022  
**Report Author:** Executive Officer, Paul Rosair  
**Disclosure of Interest:** Nil  
**Attachment(s)** Nil

---

### Purpose:

The Alliance to receive presentations from key stakeholders.

### 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.

### Discussion:

Time	Name	Position	Topics for discussion
2.30 – 2.50	Paul Kelly	Deputy President WALGA	Governance Review Update
<b>Link to Strategic Directions:</b>		<b>Budget Implications</b>	
Advocacy and policy Influence Partnership and collaboration Representation		Nil	
<b>Resolution/s(s)</b>		<b>Action(s)</b>	
<b>For information only</b>		Follow up with: <ul style="list-style-type: none"> <li>Hon. Kristie McBain, Federal Minister for Regional Development: sent apologies due to Parliament being recalled.</li> <li>Christine Comer, Assistant Director WA and SA Engagement Branch, NEMA: sent apologies due to agency changing over to Home Affairs – systems not up in time.</li> </ul>	
<b>Moved:</b>	-	<b>Responsible:</b>	Executive Assistant
<b>Seconded:</b>	-	<b>Due date:</b>	ASAP

## 8 PERFORMING ARTS AND ENTERTAINMENT CENTRE REVIEW (PAEC)

<b>Date of Report:</b>	<b>15th December 2022</b>
<b>Report Author:</b>	<b>Paul Rosair, Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>8. Regional Arts and Entertainment Centre Review Executive Summary</b> <b>9. Final Regional Arts and Entertainment Centre Review (attached separately)</b>

---

### **Purpose:**

To update the Alliance on the review of the operational performance and future direction of Regional Cities Performing Arts Centres.

### **Background:**

The Regional cities Performing arts centres play a critical role in supporting the vibrancy of the community, those who live within the city and those for whom the city is a services centre. The COVID pandemic has significantly impacted the Arts sector and placed significant financial pressure on the viability of Performing arts infrastructure throughout Australia.

The Alliance appointed Greensted Services to undertake a review of the operating model of these centres and to make recommendations to assist COVID impact recovery, identify potential operational improvements and options for potential negotiations with the State Government for increased financial support as part of ongoing Regional Arts funding arrangements.

The Draft report was presented to RCAWA members at the October meeting. It included 54 recommendations in the body of the report, and 5 overarching recommendations that RCAWA can take collectively to improve the outcomes from their RAECs. Feedback was invited to be submitted by 5<sup>th</sup> November 2022.

### **Discussion:**

Given the extent of the report and the number of recommendations, it would be prudent to decide on the next steps of this project. Options include, but are not limited to:

- Decide on approach:
  - EO to propose a way forward;
  - RCAWA project group to work on strategy or
  - all RCAWA members workshop approach during a meeting
- Decide on priorities and actions
- Decide on staged approach versus working through priorities

- Decide on what could be delivered “in-house” versus engagement of consultant
- Develop a scope of works
- Allocate a budget
- Decide on timing

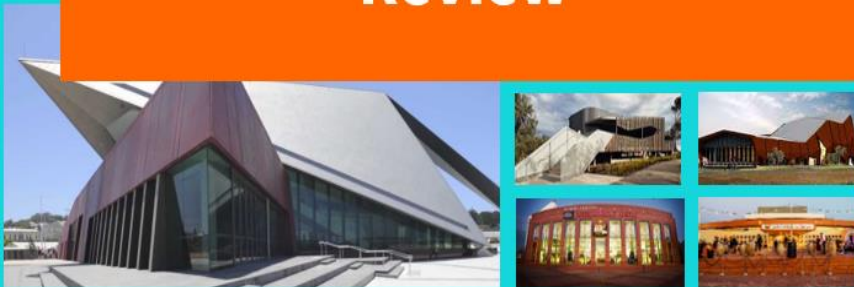
Depending on the approach taken, the Members can direct the Executive Officer to take the appropriate steps for project initialisation.

Link to Strategic Directions:		Budget Implications	
Advocacy and Policy Influence Partnership and collaboration		\$29,535 Inc. GST. (plus travel and accommodation allowances) was allocated from the 2021/22 approved RCAWA projects budget. Now spent.  Consideration for future budget allocation to be discussed	
Resolution/s(s)		Action(s)	
<ul style="list-style-type: none"> <li>• <b>EO to have the document printed for circulation to Ministers, Departments, Arts Groups, RCAWA members and the media</b></li> <li>• <b>EO and CEO working group to develop an implementation plan</b></li> </ul>		As per resolution.	
<b>Moved:</b>	Andrew Sharpe	<b>Responsible:</b>	Alliance members and EO
<b>Seconded:</b>	Virginia Miltrup	<b>Due date:</b>	As appropriate

**Attachment 8: Final Regional Arts and Entertainment Centre Review Executive Summary**



# Regional Arts and Entertainment Centres Review



## Executive Summary.

The Regional Performing Arts and Entertainment Centres (RAEC) have been a feature of the development of our cities as a representation of cultural identity and growing sophistication. The centres serve many interests from providing pure entertainment, education opportunities, early childhood development, cultural expression, social inclusion, artistic employment, a home for community arts groups and the more traditional role of the Town Hall as a meeting and conference space and civic centre.

The replacement value of the 10 centres included in this study would exceed \$600m and their current direct economic impact is more than \$25m per year which, if aggregated, would place the centres alongside the WA Symphony Orchestra and Perth Festival as the State's largest Performing Arts organisations.

The centres are a major part of the State cultural ecology but are not well integrated into State arts policy, programs, or support. In acting to review their RAEC infrastructure, the Regional Capital Alliance WA (RCAWA) members are in a position to act collectively and with the support of Circuitwest, to negotiate with the State on improvements to current funding and administrative arrangements that would be of benefit to the Arts sector and community of Western Australia.

The capital to build these centres has been provided by Local Government and State Government in the main; with more recent projects receiving Commonwealth contributions through Regional Infrastructure funding.

Many of these projects have been linked to the electoral cycle placing pressure on design and functionality to serve Iconic objectives as well as those of their intended users. Compromises on design can, and have, led to high asset maintenance costs, high operating costs and reduced functionality that impacts revenue and usage.

The State has from time to time provided capital assistance to upgrade most RAEC venues but these arrangements are ad hoc and the State lacks a Community Arts and Culture Facilities Fund similar to the highly successful Community Sport and Recreation Facilities Fund (CSRFF) that has provided for a shared State and Local Government responsibility for the provision and upgrade of jointly capital funded sporting infrastructure.

The Operating Business model for the centres is based on the premise that earned income will not be sufficient to meet the capital costs of the asset nor, in most cases, to meet the overheads of maintaining and administering the building and its services. The gap between earned revenue and fixed costs are rising as buildings age, energy prices escalate, labour costs increase, and family discretionary spending is impacted by the rapid rise in the cost of living.

The demographic of those using centres is likely to further shift to younger people as Covid and public health and community safety issues see a decline in older age attendance.



Responding to these pressures by further commercialising the activities of the RAEC, risks losing the public value of having quality arts experiences in regional communities.

The State and Commonwealth Governments recognise the relative disadvantage of regional centres and offer touring funding assistance that offsets logistics costs for producers mostly in the not-for-profit arts sector.

These programs have had increased investment over the past four years but are mired in red tape, inflexibility, and exclusions to the point that they do not achieve the intended outcomes for either the funded arts organisations as producers or the RAEC as presenters. The programs put an unrealistic administrative and financial burden on RAEC venues and staff.

The Covid 19 pandemic has had a profound impact on the arts and entertainment sector which has been mitigated to some extent through Covid recovery funding programs offered by both the State and Federal Government.

This constitutes stimulus funding, and the resulting activity has contributed to a rebound in RAEC programming and audiences in 2022. Covid recovery funding will end by 2023 and the apparent loss of 25% of audiences, across the arts in 2022 compared to pre Covid 2019 is likely to lead to a major contraction in arts production in Australia going forward.

Research has also found a major loss of mid-career artists and arts support workers during the three-year pandemic, to other industries, reflecting the fragility of low waged arts workers in insecure employment that was already a risk prior to Covid. Staffing of RAEC venues is a critical issue that can be improved through collaboration on training and development.

There are clear inequities in the distribution and provision of both State and Federal funding that unreasonably impacts the performance of some of the RAEC venues and increases operating deficits that Local Government are required to fund.

This review outlines the history of current funding arrangements and identifies the four yearly State Government Regional Arts and Culture Investment Program (RACIP) which will be due for reconsideration by Cabinet in 2023 as a suitable opportunity for consultation and negotiation over reforms to touring programs and direct support of RAEC operations.

Included are many recommendations resulting from State and Federal touring programs. The Arts industry itself is calling for reforms and a Minister led forum would be an appropriate mechanism to gain agreement from all parties on a reform agenda.

The recently formed Arts and Culture Trust (WA) (ACT) is legislated to support cultural infrastructure across the State and engagement with ACT on the future performing arts infrastructure needs of the regional cities



will be important to prevent the mistakes of the past but also to ensure regions that need new arts infrastructure for valid social and economic reasons are included in the new State infrastructure planning priorities.

In 2026 in Albany and 2029 as a State we will acknowledge 200 years of colonisation in Western Australia. This review recognises the role the RAEC play in the recognition and valuing of Aboriginal culture and the social and economic contribution the arts make to regional WA and the Aboriginal community.

The State Government has committed \$50m towards the planning and development of a State Aboriginal Cultural Centre and this project needs to build on the Aboriginal cultural traditions and language groups of Regional WA. The Bilya Koort Boodja Cultural centre in Northam would be an appropriate node for a hub and spoke model of regionally based infrastructure and capacity.

## Key Recommendations

This review is focused on actions the RCAWA can take collectively to improve the outcomes from their Regional Performing Arts and Entertainment Centres. There are also recommendations for collective or individual action by venue managers and council administrations. There are 54 recommendations in the body of the review and five key recommendations.

- 1.** RCAWA request the Minister for Culture and the Arts convene a WA Regional Performing Arts touring forum led by DLGSC and inclusive of DIPRD, Lotterywest, the Australia Council, Circuitwest, PAC Australia, commercial and subsidised touring arts organisations. The forum to address the future direction of touring support programs, funding and access and equity in touring to regional and remote WA.
- 2.** RCAWA members agree to create a formal alliance between their RAEC's to improve coordination and cooperation on programming, staffing, touring and marketing and to increase the influence of the alliance in funding policy priorities.
- 3.** RCAWA to seek agreement of DLGSC and DIPRD to negotiate within the (RACIP) a direct funding allocation to those RAEC venues not already in receipt of State funding support. This funding to support staffing costs of the venues in recognition of the critical role venue staff play in the delivery of State touring services and increased risks associated with public health, security and occupational health and safety.
- 4.** RCAWA support the development of the WALGA Cultural development framework policy and submission to the State budget process for the establishment of a Community Arts and Culture Facilities Fund (CACFF).
- 5.** RCAWA seek to meet with the Board of the Arts and Culture Trust of WA to establish protocols for ongoing cooperation between the regional cities and ACT (WA) on the planning, construction and operations of regional cultural infrastructure inclusive of museums, galleries, aboriginal cultural centres and performing arts centres.

# 9 RCAWA Housing Solutions and Action Plan

<b>Date of Report:</b>	<b>15th December 2022</b>
<b>Report Author:</b>	<b>Executive Officer, Paul Rosair</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>9: Draft Scope of Works for the RCAWA Housing and Actions Plan</b>

---

## **Purpose:**

To agree a scope of works for key initial activities aimed at increasing housing investment and supply consistent with the Housing Solutions and Action Plan.

## **Background:**

During 2021, the Alliance commissioned the development of a Housing Solutions and Action Plan to identify options and actions that could be taken by Regional Capitals Alliance members to address housing availability issues across regional WA.

The Plan identified a practical approach to how the Alliance could work with Governments and others to implement short- and longer-term actions to improve housing availability in regional WA. The Plan was endorsed by the Alliance in late 2021. In addition, the Alliance committed funds to progress initial actions, to create momentum and to commence implementation of the Plan during 2022.

## **Current Situation**

The housing availability and supply challenges across Regional WA continues to deteriorate with all markets now experiencing unprecedented low vacancy rates and no improvements in sight. At the August 2022 meeting, Alliance members agreed that due to the ongoing housing crisis across their communities, further investment of effort was required to stimulate housing activity and supply across Regional Capitals.

Following discussions, it was agreed that a proposed scope of works would be developed for consultancy support to progress activities associated with the following priority actions:

**Action 1:** Advocating for a Commitment to ongoing Regional Land Supply Funding

**Action 2:** Unlocking potential in underutilised Regional Land Availability

**Action 3:** Undertaking a Housing Partnerships Expression of Interest

**Action 4:** Conducting Regional Capitals Housing Supply Roadshow events across Regional WA

**Action 5:** Jointly Hosting/Sponsoring a Regional Housing Industry Breakfast/Lunch Event

**Action 6:** Advocating for improved Regional Housing Data and Planning

In response to that decision, a draft scope of works was presented to member at the October meeting and a resolution to appoint a CEO subcommittee to work with the EO to finalise the scope and oversee the procurement and management of the project.

A video conference held on 8<sup>th</sup> December was attended by the following CEOs:

- Andrew Sharpe
- Shane Burge
- Andrew Brien
- Jason Whittaker
- Mal Osborne

(Tony Nottle and Sam Mastrolembo have also indicated that they would like to participate in this process but were unavailable to attend the meeting.)

The group was introduced to Jo Swan, who has been engaged by the EO, (in consultation with the Secretary and CEOs) to assist with the preparation of the scope of works. Jo has a background working in the Department of Housing, Goldfields RDA, Goldfields Esperance RDC and City of Albany and has experience in tender writing.

Discussions included:

- Whether known issues such as the cost of capital works have been adequately addressed (and how should they be actioned) in the scope of works. (Members to be canvassed at the December meeting)
- Finalisation of CEO subcommittee group (to be addressed at December meeting)
- EO and Jo Swan to complete a draft tender document including scope of works to be workshopped by the CEO subcommittee in January, with the view to having it ratified at the February meeting.

In order to provide guidance to the working group and the EO, it is recommended that the members briefly assess the Actions in attachment 9 and determine if they:

- Agree with the broad scope
- Decide if the scope is specific enough in its deliverables
- Agree to provide resources (staff and information) to assist in the completion of the project

N.B. The Mayor of Karratha has subsequently spoken with the EO about a financial funding model that may align with the scope of works and future project. He may brief the meeting on his idea.

This process can proceed out of session.

Link to Strategic Directions:		Budget Implications	
Advocacy and policy Influence Partnership and collaboration Representation		[REDACTED] (Excl. GST. plus travel and accommodation allowances) has been allocated from the 2022/23 approved RCAWA projects budget.  Note a component of this budget (\$2,000 - \$3,000 Excl GST) will be used to engage the services of Jo Swan	
Resolution/s(s)		Action(s)	
<b>Workshopped Scope of works to be presented to the Alliance at the February meeting for discussion and ratification and subsequent EOI process.</b>		As per resolution	
<b>Moved:</b>	Mal Osborne	<b>Responsible:</b>	EO and Jo Swan
<b>Seconded:</b>	Grant Henley	<b>Due date:</b>	TBA

## Attachment 14: Draft Scope of Works for the RCAWA Housing and Actions Plan

### Scope of Works for Regional Capitals Alliance of Western Australia Housing Solutions and Action Plan

#### Introduction to RCAWA

The Regional Capitals Alliance of WA is comprised of the major regional local governments of Western Australia. Membership consists of the City of Albany, Shire of Broome, City of Busselton, City of Bunbury, Shire of Esperance, City of Greater Geraldton, City of Kalgoorlie-Boulder, City of Karratha, Shire of Northam and Town of Port Hedland.

Collectively, they represent the most significant concentrations of employment in regional Western Australia. With diverse economies and lifestyles, they offer exciting places to live, work, visit and invest.

RCAWA advocates for coordinated and aligned strategic planning for growth and investment in Western Australia's regional capitals. Through the Alliance members seek to leverage their capacities and experiences to enable, advocate and facilitate investment in the social, economic, and physical development of a network of functional, sustainable and growing Regional capitals throughout Western Australia. Importantly, their focus is on ensuring that the development of their Regional centres is focused on enabling and unlocking greater access and potential to the broader development of WA's regional communities.

#### Background and Context

In the post Covid 19 environment, Western Australia's regional areas have seen a resurgence in economic activity, population growth and housing demand driven by a number of interrelated and independent global, national and local factors. Western Australia's major regional locations are struggling to respond to significant shifts in demand and are now suffering a housing availability crisis. The lack of access to appropriate housing options is limiting access to workers, increasing business and living costs, discouraging investment, and constraining business activity across regional WA. This is hindering the social and economic development of WA, constraining the State's economic growth and harming Australia's long term international competitiveness.

This problem is not isolated to individual Regional Capitals and is significantly affecting the effective functioning of the communities of Alliance members. In response to this issue, in 2021 the Alliance commissioned the development of a *Housing Solutions and Action Plan* to identify options and actions that could be taken by Regional Capitals Alliance members to address housing availability issues across regional WA.

The Plan identifies rather than simply being a short term issue, there are structural issues that impact the supply and availability of housing in regional WA.

Recognising that regional housing supply is a critical enabler of Western Australia's future growth, and for the effective development of their communities, the Alliance is keen to provide leadership on addressing the housing crisis impacting their communities.

The Plan proposed a number of strategies and actions focused improving the availability and supply of housing in regional WA by targeting three Objectives:

Objective 1: Increase awareness of Housing Issues, Challenges and Opportunities in Regional WA

Objective 2: Removing Barriers to Investment in new Housing supply in Regional WA

Objective 3: Increasing Housing Investment in Regional WA

The Alliance is currently looking to progress its collective efforts associated with the Plan and has identified a number priority actions that it is looking to undertake. The proposed actions are contextual to the current housing, economic and Government policy environment and as priority actions, they will aim to address some but not all of the issues identified in the Plan.

### Scope of Works

To support its efforts to implement actions under the Housing Solutions and Action Plan the Alliance is seeking consultancy services to help Alliance members increase Land and Housing Investment and Supply in Regional WA through delivery of the following services:

#### Activity 1: Opportunity Identification

**Works Required:** Engagement with key staff of Alliance Members to identify critical Land and Housing Supply Opportunities within their Local Government boundaries that have the potential to meaningfully increase land and housing supply in their communities. This should include identification of:-

1. Priority DevelopmentWA or Department of Communities project opportunities;
2. Underutilised State Government or Local Government controlled land suitable for residential development;
3. Private Sector projects in need of support and assistance.

#### Activity 2: Encouraging investment

**Works Required:** Strategic Advice, support and guidance in the development of mechanisms and approaches to encourage increased investment in land and housing supply in Regional Capitals. This should include:

1. State Government Engagement  
Strategic advice and support to assist the Alliance in its efforts to encourage State Government increased investment in regional housing by:
  - a. Developing a collective proposal for investment in land development projects under the Regional Development Assistance Program;
  - b. Progressing collective advocacy proposals for DevelopmentWA or Department of Communities Projects;
  - c. Advocating for inclusion of identified underutilized land in future Housing Pipeline Proposals;
  - d. Development of a Government Regional Officers Housing/WA Country Health Service Housing Business Case Template for use by Alliance Members seeking to invest in housing for Government employees.
2. Engagement with Non-Government Housing Providers

- a. Designing and Facilitating a Housing Partnerships Expression of Interest for Alliance Members looking to partner with the Community Housing Sector, local Indigenous Organisations or other providers to deliver affordable or key worker housing within their communities.
3. Encouraging General Market Investment  
Working with the Alliance and its members to undertake regionally appropriate housing market engagement activities to encourage local housing investment including:
  - a. Supporting the Alliance to engage with Housing Industry Bodies to Jointly Host/Sponsor a Regional Housing Industry Breakfast or Lunch Event early in 2023.
  - b. Working with Alliance Members to develop locally appropriate Housing Supply Roadshow events across Regional WA.



## 10 AROUND-THE-GROUNDS

<b>Date of Report:</b>	<b>15th December 2022</b>
<b>Report Author:</b>	<b>Executive Officer, Paul Rosair</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>Nil</b>

---

### **Purpose:**

For Alliance members to share information that may have an impact on other regional capitals either in the form of a collaborative opportunity, a win or a warning.

### **Background:**

At the 18<sup>th</sup> February 2021, Alliance members showed an interest in incorporating an around-the-grounds item into future meetings. A Recommendation was passed at the April meeting that the format of the around-the-grounds item will be 2-3 minutes per capital per meeting for a maximum total of 30 minutes. If members wish to pursue a topic in more detail, they can pursue it out of session or raise it as an agenda item for the next meeting.

### **Discussion:**

As required.

<b>Link to Strategic Directions:</b>		<b>Budget Implications</b>	
Partnership and collaboration		Nil	
<b>Resolution/s</b>		<b>Action(s)</b>	
<b>For information only</b>		Nil	
<b>Moved:</b>	-	<b>Responsible:</b>	
<b>Seconded:</b>	-	<b>Due date:</b>	

## 11 OTHER BUSINESS

ITEM	INFORMATION	ACTIONS REQUIRED
<b>Benchmarking</b>	Executive Officer to speak to this item	Information required from each Council
<b>Strategic Plan</b>	Draft to be presented at February meeting	Noted
<b>Collaboration Opportunities – Business Operation Reviews etcetera</b>	Andrew Sharpe	To be taken offline to CEO group
<b>Industrial Relations – State Transition</b>	Andrew Sharpe	To be taken offline to CEO group

AGREED 2023 MEETING DATES	LOCATION	NOTES
Friday 17 Feb 9-9.30am	Zoom	CEO Ringaround
Friday 24 Feb 9-12am	Zoom	RCAWA meeting
Friday 14 April 9-9.30am	Zoom	CEO Ringaround
Thursday 20 April 1-5pm and Friday 21 April 9-12am	Regional Visit Port Hedland	RCAWA meeting
Friday 16 June 9-9.30am	Zoom	CEO Ringaround
Friday 23 June 9-12am	Zoom	RCAWA meeting
Friday 18 August 9-9.30am	Zoom	CEO Ringaround
Thursday 24 August 1-5pm (and Dinner)	Perth	RCAWA meeting

AGREED 2023 MEETING DATES	LOCATION	NOTES
Tuesday 26 September 9-9.30am	Zoom	CEO Ringaround
Tuesday 3 October 1-5	Perth	RCAWA meeting coinciding with WALGA AGM
Friday 8 December 9-9.30 am	Zoom	CEO Ringaround
15 December 9-12 am	Zoom	RCAWA meeting

Link to Strategic Directions:		Budget Implications	
Advocacy and policy Influence Partnership and collaboration Representation		Meeting Costs as per 2022/23 budget	
Resolution/s		Action(s)	
<b>For information only</b>		Actions as required above. EA to book calendar meetings for 2023 and issue invites to key Ministers asap.	
<b>Moved:</b>	-	<b>Responsible:</b>	
<b>Seconded:</b>	-	<b>Due date:</b>	

**MEETING CLOSED: 3.46**