



Regional Capitals Alliance

WESTERN AUSTRALIA

Regional Capitals Alliance Western Australian Meeting

Minutes 20th October 2022

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1 OFFICIAL OPENING

Meeting opened at:

RECORD OF ATTENDANCE

Attendees:

Attendee	Position	Method
Dennis Wellington	Mayor City of Albany (Chair)	In person
Andrew Sharpe	CEO City of Albany (Secretary)	In person
Cr Sandie Smith	Deputy Mayor City of Albany	In Person
Harold Tracey	Shire President of Broome	In person
Sam Mastrolembo	CEO Shire of Broome	Zoom
Jaysen de San Miguel	Mayor City of Bunbury	In person
Malcolm Osborne	CEO City of Bunbury	In person
Grant Henley	Mayor City of Busselton	In person
Oliver Darby	CEO City of Busselton	In person
Ian Mickel	Shire President of Esperance	In person
Shane Burge	CEO Shire of Esperance	In person
Shane Van Styn	Mayor City of Greater Geraldton (Treasurer)	In person
Ross McKim	CEO City of Greater Geraldton	In person
John Bowler	Mayor City of Kalgoorlie-Boulder	In person
Andrew Brien	CEO City of Kalgoorlie-Boulder	In person
Peter Long	Mayor City of Karratha	In person
Arron Minchin	A/CEO City of Karratha	In person
Peter Carter	Mayor Town of Port Hedland	In person
Carl Askew	CEO Town of Port Hedland	In person
Paul Rosair	Executive Officer, RCAWA	In person
Jane Lewis	Executive Assistant, RCAWA	In person

Visitors:

Attendee	Position	Method
Duncan Ord	Greensted Consulting	In person
Karen Chappell TBC	President WALGA	Zoom
Davina Hunter	Employee Relations Service Manager WALGA	Zoom
Tania Steinbeck	CEO, UDIA WA	Zoom
Greg Cash	Elysian	In person
Darrelle Merritt	A/Executive Director – Regulatory Reform Local Government and Liquor Reform	Zoom

Apologies:

Name	Position
Chris Antonio	Shire President of Northam
Jason Whiteaker	CEO Shire of Northam

2 DECLARATIONS OF INTEREST

Nil

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		Action(s)	
<p>That the Minutes of the Western Australian Regional Capitals Alliance Meeting held on Thursday, 19th August 2022, be confirmed as a true and correct record of proceedings.</p>		<p>See Attachment 1 - Outstanding Business Arising Items and Actions</p>	
Moved:	Peter Carter	Responsible:	See Attachment
Seconded:	Peter Long	Due date:	As appropriate

Attachment 1: Outstanding Business Arising Items and Actions Sheet

DATE	ITEM	ACTION	STATUS OS=Outstanding I=In Progress C=Complete OG=ON GOING	PRIORITY 1=Urgent 2=high 3=moderate 4=low	COMMENTS * = will be archived and will not show in future reports
------	------	--------	--	---	--

Date	Item and Resolution / Action	Status	Priority:	*= will be archived
ADMINISTRATION				
19/8/22	Item 5 - Correspondence – WA Country Health Service <ul style="list-style-type: none"> EO to respond 	Complete	Mod	*Email sent
19/8/22	Item 7 – Executive Officer Bi-Monthly Report <ul style="list-style-type: none"> EO to contact the Federal Minister for Regional Development, Local Government and Territories Office to invite them to a future RCAWA meeting. 	In Progress	Low	EO spoke to Amy Crawford and Kelly McManus (Senior Advisor for Minister Bain). Email to follow regarding attendance at future meetings (unable to attend October)
17/2/22	Item 16 – Regional Cities Program	In Progress	Mod	EO contacted Lawrence Coleman – awaiting response
20/10/22	Item 6 – Treasurers Report Treasurer to have the Independent Auditor’s Report amended in OPINION i. to replace “Access to Leisure and Sport Inc” with “RCAWA”	In Progress	Mod	Email to treasurer
LOCAL GOVERNMENT REFORM				
20/10/22	Follow up on reform status	On Going	Mod	EO spoke with Tim Fraser 14 th October in relation to attending the meeting to discuss the voluntary pathway process and other reform matters

RCAWA MEETING 20th October 2022

Date	Item and Resolution / Action	Status	Priority:	* = will be archived
ABORIGINALCULTURAL HERITAGE BILL				
16/6/22	<p>Item 10 - Aboriginal Cultural Heritage Bill</p> <ul style="list-style-type: none"> • 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. • Members of the Alliance are encouraged to send officers to the consultation workshops. • The Executive Officer will continue to review guidance material and draft regulations as they become available. 	In Progress	Mod	Last meeting was 3 rd June 2022. Next meeting booked for 31 st October 2022.
REGIONAL PERFORMING ARTS AND ENTERTAINMENT CENTRES REVIEW				
16/6/22	<p>ITEM 11 - Performing Arts and Entertainment Centres Review</p> <ul style="list-style-type: none"> • Draft report to be presented at the October RCAWA meeting 	In Progress	Mod	Duncan Ord, Greensted Consulting to table the draft report and present findings from review. Item 11
RCAWA HOUSING SOLUTIONS AND ACTION PLAN				
19/8/22	<p>Item 12 - RCAWA Housing Solutions and Action Plan</p> <ul style="list-style-type: none"> • Formation of a CEO working group to scope a housing project 	In Progress	Mod	Discussed with the CEO Group on 14 th Oct and will form group in light of Greg Cash presentation. EO spoke to Tanya Steinbeck, CEO UDIA about latest issues confronting the development industry – will present to this meeting.
16/6/22	<p>Item 12 - RCAWA Housing Solutions and Action Plan</p> <ul style="list-style-type: none"> • Executive Officer continues to work in consultation with Greg Cash and in accordance with the approved \$5k budget for the project 	In Progress	Mod	See Item 12
BENCHMARKING				
17/2/22	<p>Item 15 – Other Business</p> <ul style="list-style-type: none"> • EO to include provision of benchmarking data collection and initial high- level reporting within his new 2022/2024 contract proposal. 	Ongoing	Low	Benchmarking Officer has sent an email requesting contact details from members.

RCAWA MEETING 20th October 2022

Date	Item and Resolution / Action	Status	Priority:	*= will be archived
STRATEGIC PLANNING				
19/8/22	Item 13 – RCAWA Strategic Planning <ul style="list-style-type: none">• That the Executive Officer work with the Secretary to engage suitable external resources to assist in the development of a new Strategic Plan.	In Progress	Mod	Executive Officer to engage Redit Research and Kelly Hick to complete a draft report by December 2022.

5 CORRESPONDENCE

Date of Report: 20th October 2022
Report Author: Executive Officer – Paul Rosair
Disclosure of Interest: Nil
Attachment(s) Attachment 2: Correspondence Out: Laura Dwyer

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. Most of the correspondence for this period centered around the Most Accessible Community WA Awards.

Correspondence Out:

Date: 22nd July 2022

To: Laura Dwyer, Regional Procurement and Contract Manager WA Country Health Service - Goldfields

Re: CUA Waste Service expansion to regional locations

Link to Strategic Directions:		Budget Implications	
Advocacy and policy Influence Partnership and collaboration Representation		Nil	
Resolution		Action(s)	
That the correspondence be received		Nil	
Moved:	Peter Carter	Responsible:	
Seconded:	Peter Long	Due date:	

Attachment 2: Correspondence out

From: Jane Lewis <jane@reditresearch.com.au>
Sent: Monday, 1 August 2022 4:08 PM
To: Dwyer, Laura <Laura.Dwyer@health.wa.gov.au>
Cc: Paul Rosair <paul@naja.com.au>
Subject: Re: RCAWA- CUA Waste Services Expansion to Regional Locations



Jane Lewis <jane@reditresearch.com.au>

26 Sept
2022, 14:36

to Laura, Paul

Dear Laura,

Trust you are well,

Just letting you know that your correspondence was tabled at the RCAWA August meeting, and that the members had a good discussion around their current waste contracts and the potential benefits of not having to prepare tenders for waste collection into the future. Because of the varied contracts throughout the Alliance group, Paul has suggested that you either ring him directly on 0419 930 467 to further discuss this issue, or ring each of the Alliance members individually to gather information.

Many thanks and kind regards,

Jane Lewis

--

Jane Lewis

Principal: Redit Research,
Associate: NAJA Business Consulting Services,
Executive Assistant: Regional Capitals Alliance WA

0419 322 779
Pivot in the Park
459 Albany Highway
Victoria Park 6100

www.reditresearch.com.au



6 TREASURER’S REPORT OCTOBER 2022

Date of Report:	20th October 2022
Author	Mayor – City of Greater Geraldton
Disclosure of Interests:	Nil
Attachments:	<ul style="list-style-type: none"> 3. RCAWA August Profit and Loss Statement 4. RCAWA August Balance Sheet 5. RCAWA August Accounts Payable 6. RCAWA September Profit and Loss Statement 7. RCAWA September Balance Sheet 8. RCAWA September Accounts Payable 9. Annual Audit Invoice 10. 2022 Management Letter 11. 2022 Financial Report

Purpose:

To inform the Alliance members of the RCAWA financial situation.

Discussion:

As required. Mayor Van Styn has sent out invoices for 2022-23 membership.

Link to Strategic Directions:		Budget Implications	
Partnership and collaboration		Nil	
Resolution		Action(s)	
<p>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.</p> <p>That the members receive and note the Treasurer’s Report for the periods ending 31st August 2022 and 30th September 2022 and the accompanying financial documents, noting the need for correction as above.</p>		Treasurer to contact MidWest Financial.	
Moved:	Andrew Sharpe	Responsible:	Shane Van Styn
Seconded:	Ian Mickel	Due date:	Amendment to be tabled December meeting

Attachment 3: RCAWA August Profit and Loss Statement

5:16 PM

06/09/22

Accrual Basis

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

	Jul - Aug 22	Budget	\$ Over Budget
Income			
Interest Received	16.81	50.00	-33.19
Membership Fee 2021/22	0.00	100,000.00	-100,000.00
Total Income	<u>16.81</u>	<u>100,050.00</u>	<u>-100,033.19</u>
Expense			
Accountancy Fees	120.00	1,100.00	-980.00
Administration Costs	0.00	18,000.00	-18,000.00
Audit Fees	0.00	1,100.00	-1,100.00
Bank Charges	22.78	150.00	-127.22
Donations	0.00	1,000.00	-1,000.00
Executive Support	18,181.81	85,000.00	-66,818.19
Meetings and Functions	611.53	2,200.00	-1,588.47
Projects	0.00	35,000.00	-35,000.00
Rent	541.66	3,500.00	-2,958.34
Travelling Expenses	0.00	3,000.00	-3,000.00
Total Expense	<u>19,477.78</u>	<u>150,050.00</u>	<u>-130,572.22</u>
Net Income	<u><u>-19,460.97</u></u>	<u><u>-50,000.00</u></u>	<u><u>30,539.03</u></u>

Attachment 4: August Balance Sheet

5:17 PM

06/09/22

Accrual Basis

WA Regional Capitals Alliance Inc
Balance Sheet
 As of August 31, 2022

	Aug 31, 22
ASSETS	
Current Assets	
Chequing/Savings	
WARCA Cheque Account	50,168.94
WARCA Savings Account	47,594.69
Total Chequing/Savings	<u>97,763.63</u>
Total Current Assets	<u>97,763.63</u>
TOTAL ASSETS	<u><u>97,763.63</u></u>
LIABILITIES	
Current Liabilities	
Accounts Payable	
Trade Creditors	11,838.67
Total Accounts Payable	<u>11,838.67</u>
Other Current Liabilities	
Tax Payable	-2,045.72
Total Other Current Liabilities	<u>-2,045.72</u>
Total Current Liabilities	<u>9,792.95</u>
TOTAL LIABILITIES	<u><u>9,792.95</u></u>
NET ASSETS	<u><u>87,970.68</u></u>
EQUITY	
Opening Bal Equity	136,570.00
Retained Earnings	-29,138.35
Net Income	-19,460.97
TOTAL EQUITY	<u><u>87,970.68</u></u>

Attachment 5: August Accounts Payable

5:17 PM

06/09/22

WA Regional Capitals Alliance Inc
A/P Ageing Summary
 As of August 31, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Midwest Financial	1,100.00	0.00	0.00	0.00	0.00	1,100.00
NAJA Business Consulting Services	10,672.67	0.00	0.00	0.00	0.00	10,672.67
Pam Weston's Bookkeeping	66.00	0.00	0.00	0.00	0.00	66.00
TOTAL	11,838.67	0.00	0.00	0.00	0.00	11,838.67

Attachment 6: September Profit and Loss Statement

5:01 PM

04/10/22

Accrual Basis

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

	Jul - Sep 22	Budget	\$ Over Budget
Income			
Interest Received	36.75	50.00	-13.25
Membership Fee 2022/23	0.00	150,000.00	-150,000.00
Total Income	36.75	150,050.00	-150,013.25
Expense			
Accountancy Fees	210.00	1,100.00	-890.00
Audit Fees	0.00	1,100.00	-1,100.00
Bank Charges	33.78	150.00	-116.22
Donations	500.00	1,000.00	-500.00
Executive Support	27,272.72	100,000.00	-72,727.28
Meetings and Functions	674.85	2,200.00	-1,525.15
Projects	2,950.00	47,100.00	-44,150.00
Rent	812.49	3,500.00	-2,687.51
Travelling Expenses	0.00	3,000.00	-3,000.00
Total Expense	32,453.84	159,150.00	-126,696.16
Net Income	-32,417.09	-9,100.00	-23,317.09

Attachment 7: September Balance Sheet

5:01 PM
04/10/22
Accrual Basis

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

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Chequing/Savings	
WARCA Cheque Account	38,021.26
WARCA Savings Account	47,614.63
Total Chequing/Savings	<u>85,635.89</u>
Total Current Assets	<u>85,635.89</u>
TOTAL ASSETS	<u>85,635.89</u>
LIABILITIES	
Current Liabilities	
Accounts Payable	
Trade Creditors	13,913.65
Total Accounts Payable	<u>13,913.65</u>
Other Current Liabilities	
Tax Payable	-3,292.32
Total Other Current Liabilities	<u>-3,292.32</u>
Total Current Liabilities	<u>10,621.33</u>
TOTAL LIABILITIES	<u>10,621.33</u>
NET ASSETS	<u>75,014.56</u>
EQUITY	
Opening Bal Equity	136,570.00
Retained Earnings	-29,138.35
Net Income	-32,417.09
TOTAL EQUITY	<u>75,014.56</u>

Attachment 8: September Accounts Payable

5:02 PM
04/10/22

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
KLH Consulting	0.00	3,245.00	0.00	0.00	0.00	3,245.00
Melissa Northcott	500.00	0.00	0.00	0.00	0.00	500.00
NAJA Business Consulting Services	10,069.65	0.00	0.00	0.00	0.00	10,069.65
Pam Weston's Bookkeeping	99.00	0.00	0.00	0.00	0.00	99.00
TOTAL	<u>10,668.65</u>	<u>3,245.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,913.65</u>

Attachment 9: Audit Invoice



TAX INVOICE

Regional Capitals Alliance Western Australia
 PO Box 101
 Geraldton
 WA 6531

Date
 26 August 2022

Invoice Number
 INV-0645

Client Order No.

Midwest Financial
 66 Chapman Road
 PO Box 99
 GERALDTON WA 6530

Phone: 08 9964 4700

Audit

Job No: J000513

Tasks

Tasks	Amount
Annual Audit Annual Audit for year ended 30 June 2022 for Regional Capitals Alliance Western Australia	1,000.00

Subtotal 1,000.00

GST 100.00

Total 1,100.00

Amount Due 1,100.00

Due Date: 9 September 2022

PAYMENT ADVICE

Midwest Financial

EFT Details:
 National Australia Bank
 Midwest Financial
 BSB: 086-643
 ACCT: 580 624 062

Customer Regional Capitals Alliance Western Australia
Invoice Number INV-0645
Amount Due 1,100.00
Due Date 9 September 2022
Amount Enclosed

Enter the amount you are paying above

Attachment 10: Management Letter



Accountants and Business Advisors

A.B.N.: 16 112 842 994

PO Box 99, Geraldton WA 6531
66 Chapman Road, Geraldton WA 6530
Phone: 08 9964 4700
reception@midwestfinancial.com.au

25 August 2022

The Committee Members
Regional Capitals Alliance Western Australia Inc.
PO Box 101
GERALDTON WA 6531

Dear Committee Members

MANAGEMENT LETTER FOR YEAR ENDING 30 JUNE 2022

We advise that we have recently completed the audit of Regional Capitals Alliance Western Australia Inc for the year ended 30 June 2022.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. While our procedures are designed to identify any material weaknesses and detect misstatements from fraud and error, there is an unavoidable risk that even some material misstatements may remain undiscovered. This unavoidable risk is due to the test nature and other inherent limitations of an audit, together with the inherent limitations of any accounting and internal control system.

During the review, we noted no matters that we believe need to be brought to your attention.

If you have any queries for the above, please do not hesitate to contact us.

We would like to take this opportunity to thank you for your assistance provided during the course of our audit.

Yours sincerely

JIM DILLON
CPA AUSTRALIA 699724
Director
Midwest Financial



Trusted
160402





Regional Capitals Alliance

WESTERN AUSTRALIA

REGIONAL CAPITALS ALLIANCE
WESTERN AUSTRALIA INCORPORATED

ABN 67 979 701 579

FINANCIAL REPORT

For the year ended 30 June 2022

REGIONALCAPITALS ALLIANCE WESTERN AUSTRALIA INCORPORATED

COMMITTEE'S REPORT

The committee members submit the financial report of Regional Capitals Alliance Western Australia Incorporated for the financial year ended 30 June 2022.

Committee Members

The names of the committee members in office at the end of the year are:

Chairperson
Mayor Dennis Wellington - City of Albany
Andrew Sharpe - CEO City of Albany Harold Tracey —
Shire President of Broome
Sam Mastrolembo — CEO Shire of Broome
Jaysen de San Miguel — Mayor City of Bunbury
Malcolm Osborne — CEO City of Bunbury
Grant Henley — Mayor City of Busselton
Mike Archer — CEO City of Busselton
Ian Mickel — Shire President of Esperance
Shane Burge — CEO Shire of Esperance
Shane Van Styn - Mayor City of Greater Geraldton
Ross McKim — CEO City of Greater Geraldton
John Bowler — Mayor City of Kalgoorlie-Boulder
Andrew Brien — CEO City of Kalgoorlie-Boulder
Peter Long — Mayor City of Karratha
Chris Adams — CEO City of Karratha
Chris Antonio — Shire President Shire of Northam
Jason Whiteaker — CEO Shire of Northam
Peter Carter — Mayor Town of Port Hedland
Carl Askew — CEO Town of Port Hedland

Significant Changes

No change in the nature of these activities occurred during the financial year.

Operating Result

The net profit for the year amounted to \$32,843.

Signed in accordance with a resolution of the members of the committee:

Signature



Name:

Shane Van Styn

Dated this

25th

day of August 2022

<p>REGIONAL CAPITALS ALLIANCE WESTERN AUSTRALIA INCORPORATED</p>
--

PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 30 JUNE 2022

	2022	2021
INCOME		
Interest Income	5	15
Memberships	<u>150,000</u>	<u>150,000</u>
	150,005	150,015
	<hr/>	<hr/>
LESS EXPENDITURE		
Accountancy Fees	960	928
Administration Costs	14,927	18,150
Audit Fees	1,100	1,300
Bank Fees	139	144
Donations	500	
Executive Support	81,932	77,273
Meetings and functions	-	2,727
Projects	11,520	38,397
Rent	3,250	6,449
Travelling expenses	2,834	1,958
	<u>117,162</u>	<u>147,326</u>
NET OPERATING PROFIT (LOSS)	32,843	2,689
Liability limited by a scheme approved under Professional Standards Legislation		

REGIONALCAPITAIS ALLIANCEWESTERN AUSTRALIA INCORPORATED

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2022

	2022	2021
ASSETS BANK		
Regional Capitals Alliance Western Australia Inc	68,204	34,657
Regional Capitals Alliance Saver	47,578	47,573
TOTAL Bank	<u>115,782</u>	<u>82,230</u>
TOTAL CURRENT ASSETS		
Trade Receivables	<u>0</u>	<u>1,292</u>
TOTAL ASSETS	115,782	83,522
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	10,132	11,969
Provision for audit fees	1,000	900
Tax Payable	-2,782	-3,935
TOTAL CURRENT LIABILITIES	<u>8,350</u>	<u>8,934</u>
TOTAL LIABILITIES		8,934
NET ASSETS	<u>107,432</u>	<u>74,588</u>
EQUITY		
Opening Bal Equity	136,570	136,570
Retained Earnings	-61,981	-64,671
Net income	32,843	2,689

TOTAL EQUITY
107,432

74,588

Liability limited by a scheme approved under Professional Standards Legislation

REGIONAL CAPITALS ALLIANCE WESTERN AUSTRALIA INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

1. Summary of Significant Accounting Policies

This special purpose financial report has been prepared for distribution to the members to fulfil the Committee of Management's financial reporting requirements of the Associations Incorporation Act 2015. The accounting policies used in the preparation of this report, as described below, are consistent with the financial reporting requirements of the Group's constitution, and are, in the opinion of the Committee of Management, appropriate to meet the needs of members.

- (a) The financial report has been prepared on a cash basis of accounting, including the historical cost convention and the going concern assumption.
- (b) The requirements of Accounting Standards and other professional reporting requirements do not have mandatory applicability to Regional Capitals Alliance Western Australia Inc. because it is not a "reporting entity". The Committee of Management has, however, prepared the financial report in accordance with all the measurement but not disclosure requirements of Accounting Standards and other professional reporting requirements.

2. Events after the reporting date

COVID-19 was declared a Pandemic by the World Health Organisation on 11 March 2020. The situation has been and continues to evolve very quickly. Significant economic damage has been seen globally and locally in Australia. The final financial impact of this Pandemic is unknown but maybe significant to the operation of the Organisation.

REGIONAL CAPITALS ALLIANCE WESTERN AUSTRALIA JNCORPORATED

STATEMENT BY MEMBERS OF THE COMMITTEE

The committee has determined that the association is not a reporting entity and that this special purpose financial report is prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In accordance with a resolution of the committee of Regional Capitals Alliance Western Australia Inc. the members of the committee declare that the financial statements as set out:

1. present a true and fair view of the financial position of Regional Capitals Alliance Western Australia Inc. as at 30 June 2022 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 2015; and
2. at the date of this statement there are reasonable grounds to believe that Regional Capitals Alliance Western Australia Inc. will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the committee by:

Position on Committee Treasurer

Signature



Name: Shane Van Styn

Dated this

25th day of August 2022

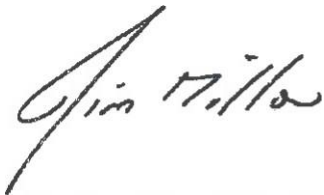
REGIONAL CAPITALS ALLIANCE WESTERN AUSTRALIA INCORPORATED

AUDITOR'S INDEPENDENCE DECLARATION

TO THE BOARD OF REGIONAL CAPITALS ALLIANCE WESTERN AUSTRALIA

I declare that to the best of my knowledge and belief, during the year ended 30 June 2022, there have been no contraventions of:

1. The auditor independence requirements as set out in section 80 of the Associations Incorporation Act (WA) 2015 in relation to the audit; and
2. Any applicable code of professional conduct in relation to the audit.



JIM DILLON - CPA AUSTRALIA 699724

DIRECTOR
MIDWEST FINANCIAL

Geraldton WA

Dated this 25th day of August 2022



Accountants and Business Advisors

A.B.N.: 16 112 842 994

PO Box 99, Geraldton WA 6531
66 Chapman Road, Geraldton WA 6530

Phone: 08 9964 4700

reception@midwestfinancial.com.au

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF REGIONAL CAPITALS ALLIANCE WESTERN AUSTRALIA INCORPORATED

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Regional Capitals Alliance Western Australia Incorporated, which comprises the statement of financial position as at 30 June 2022 and the income statement, statement of changes in equity, statement of cash flows for the year then ended, notes to the financial statements, including a summary of significant accounting policies, and the declaration by those charged with governance.

In our opinion, the accompanying financial report has been prepared in accordance with the *Associations Incorporation Act (WA) 2015* including:

- i. Giving a true and fair view, in all material aspects, of the financial position of Access to Leisure and Sport Inc as at 30 June 2022, and of its financial performance for the year then ended; and
- ii. Complying with the accounting policies described in Note 1 and the *Associations Incorporation Act (WA) 2015*.

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of Regional Capitals Alliance Western Australia Incorporated in accordance with the *Associations Incorporation Act (WA) 2015* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter-Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Access to Leisure and Sport Inc to meet the requirements of the *Associations Incorporation Act (WA) 2015*. As a result, then financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Associations Incorporation Act (WA) 2015 and the need of the members. Management's responsibility also includes such internal control as determined necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management are responsible for assessing Access to Leisure and Sport Inc's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intend to liquidate Regional Capitals Alliance Western Australia or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Access to Leisure and Sport Inc 's financial reporting process.

Auditor's Responsibility for the Audit Review of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's review report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit review in order to design audit review procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made.
- Conclude on the appropriateness of the use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Jim Dillon

JIM DILLON

JIM DILLON

3.1.1.1 DIRECTOR

MIDWEST FINANCIAL

CPA AUSTRALIA: 699724

66 Chapman Road, Geraldton WA

Dated this 25th day of August 2022

7 EXECUTIVE OFFICER BI-MONTHLY REPORT (AUG 2022 – SEPT 2022)

Date of Report:	20th October 2022
Report Author:	Executive Officer – Paul Rosair
Disclosure of Interest:	Nil
Attachment(s):	12. Executive Officer Bi-Monthly Report – August 2022 - September 2022

Purpose:

To update RCAWA on the Executive Officer services provided for the period August 2022 – September 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)		Action(s)	
For information		As per Outstanding Actions	
Moved:	Grant Henley	Responsible:	Executive Officer
Seconded:	Harold Tracey	Due date:	As required

Attachment 12: Executive Officer Bi-Monthly Report – August/September 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	General Business
Aboriginal Cultural Heritage Bill	Ongoing meetings with Department and Duncan Ord re engaged to assist	-
Performing Arts and Entertainment Centres Review	Ongoing project management	11
Housing Solutions and Action Plan	Ongoing project management and stakeholder engagement	12
Benchmarking	Ongoing project management and data collection	General Business
MACWA	Finalised for 2021/22	10
DAP	Pending State Government response	-
Regional Cities Program	Ongoing stakeholder engagement	Business Arising
Strategic Plan	Planning workshop complete. Draft Strategic Plan in progress	13

2. Stakeholder Engagement

Stakeholders	Date	Purpose
Kelly Hick	5/8/22	Strategic Planning
RCAWA CEOs	11/8/22	CEO Ring around
Mayor Shane Van Styn	14/8/22	Budget Modelling
Mayor Dennis Wellington & Andrew Sharpe	15/8/22	Strategic Planning Discussion
Helen Mark; City of Belmont	15/8/22	City of Belmont Logistics
SEGRA Conference Devonport	31/8/22 – 2/9/22	Networking
Nic Sloan	7/9/22	MACWA and general matters
Tony Brown	7/9/22	MACWA and general matters
Bruce Langoulant; Disability Services Commission Julie Waylen; Diversity South Kelly McManus; WALGA Melissa Northcott; MACWA Ambassador Christine Smart; Department of Communities	12/9/22	MACWA judging
Corne Lombard; City of Busselton	13/9/22	Busselton Organisation
Duncan Ord; Greensted Consulting	15/9/22	PAEC Review
RCAWA Mayors and CEOs	August – Sept 2022	General 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		30		12	
Nov 22	35		30		12	
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	
TOTALS	175	173	150	162	60	37
OVERALL	CONTRACT: 385 ACTUAL: 372					

8 FORMAL PRESENTATIONS

Date of Report: 20th October 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
For Item 11	Duncan Ord	Principal Consultant, Greensted Consulting	Regional Arts and Entertainment Centre Draft Report Presentation
For Item 12	Greg Cash	Principal; Elysian Consulting	Housing Project Scope of Works
3.00- 3.30	Darrelle Merritt	A/Executive Director – Regulatory Reform Local Government and Liquor Reform	Local Government Reform
3.30-4.00	Cr Karen Chappell Davina Hunter	President WALGA Employee Relations Service Manager WALGA	Local Government Reform WALGA Review
4.00-4.20	Tania Steinbeck	CEO, UDIA WA	Development Industry Issues and Housing

Link to Strategic Directions:		Budget Implications	
Advocacy and policy Influence Partnership and collaboration Representation		Nil	
Resolution(s)		Action(s)	
For information only			
Moved:	-	Responsible:	
Seconded:	-	Due date:	

9 RCA UPDATE

Date of Report:	20th October 2022
Report Author:	Grant Henley, Mayor City of Busselton
Disclosure of Interest:	Nil
Attachment(s)	NIL

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 are warranted to raise with RCA.

Discussion:

Rachael Sweeney, RCA Executive Officer unavailable to attend this meeting.

Link to Strategic Directions:		Budget Implications	
Partnership and collaboration Representation		Nil	
Resolution(s)		Action(s)	
For information only			
Moved:	Grant Henley	Responsible:	-
Seconded:	John bowler	Due date:	-

10 MACWA

Date of Report:	20th October 2022
Report Author:	Paul Rosair, Executive Officer
Disclosure of Interest:	Nil
Attachment(s)	NIL

Purpose:

To update the Alliance on the progress of the 2022 MACWA Awards.

Background:

The Most Accessible Communities WA (MACWA) Awards are a celebration of the work carried out by Local Governments to facilitate accessibility and inclusion in their community. The aim of the awards is to drive and recognise best practice, acknowledge relationships between LGs and people with disability and provide opportunities for collaboration and awareness-raising with decision makers in these sectors.

The Regional Capitals Alliance of WA (RCAWA) is proud to have provided background administration and support since the inaugural awards in 2017- 2018. In 2019, the decision was made to postpone the awards, so as not to add extra pressure to LGs already under duress dealing with the pandemic.

This gave time for a revamp of the structure, with the nomination format being simplified into three categories: digital/technology; infrastructure and leadership and then an overall winner. In 2021 there were 26 nominations across the categories; the best response since the inception of the awards. A report was provided to Richard Struik from the Department of Communities at his request, to be included in the Minister's DAIP Report to Parliament.

Discussion

All local governments in Western Australia were contacted three times via email by RCAWA support, and the ambassador, Melissa Northcott contacted many councils separately. Only 13 entries were received this year, which was disappointing and prompted discussion by the judges on the future of the Awards and its roll-out for the future. This will be further explored with the judges, the Department for Disability, Disability Service Commission and WALGA.

The Executive Officer intends (together with the MACWA ambassador) to meet with the Minister for Disabilities, Director General of Department of Communities and CEO of WALGA with the express intent to get more solid commitment and buy in for the Awards in 2023. Failing this, a decision will need to be made whether it is a cost effective and priority activity for the Alliance.

That being said, the entries received were of a high quality and showcased some very worthwhile community projects. Winners were presented with certificates at the WALGA AGM:

Digital Category Winner: City of Kalgoorlie-Boulder
Commendation: City of Kalamunda

Infrastructure Category Winner: Shire of Gingin
Commendation: City of Fremantle

Leadership Category Winner: Shire of Augusta Margaret-River
Commendation: City of Perth

Overall Winner: Shire of Gingin

Sponsorship for 2022 of \$500 was generously donated by Alyka, Idea2Life, NAJA Business Consulting Services, with RCAWA sponsoring the overall winner and WALGA providing the framed certificate. The judging panel consisted of:

- Melissa Northcott; MACWA ambassador, Ability Centre Australasia Ltd Board Director, City of Armadale Elected Member 2019-2023, Member Local Government Access Inclusion Groups, Cecil Andrews College Patron and School Board Member, PATCHES Therapy Services Project Advisor, Disability Services Commission Board Member 2014-2020
- Julie Waylen; CEO Diversity South
- Bruce Langoulant AM; Chair Disability Services Commission Board, Chairperson of the Meningitis Centre Australia, Asia Pacific Region Leader of the International Confederation of Meningitis Organisations.
- Vikki Barlow; WALGA
- Christine Smart; Department of Communities

Link to Strategic Directions:		Budget Implications	
Advocacy and Policy Influence		\$500 Award prize from overall winner \$500 payment to Melissa Northcott, Ambassador as per budget.	
Resolution(s)		Action(s)	
For information only		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.	
Moved:	Peter Long	Responsible:	EO
Seconded:	Peter Carter	Due date:	As appropriate

11 PERFORMING ARTS AND ENTERTAINMENT CENTRE REVIEW (PAEC)

Date of Report:	20th October 2022
Report Author:	Paul Rosair, Executive Officer, Duncan Ord, Greensted Consulting
Disclosure of Interest:	Paul Rosair, Jane Lewis
Attachment(s)	13. Draft Regional Arts and Entertainment Centre Review Executive Summary 14. Draft Regional Arts and Entertainment Centre Review (full report separately attached)

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.

In August, Greensted Consulting advised that the decision to commission the review has been welcomed by key stakeholders including the State Government, Department for Local Government and Cultural Industries (DLGSC), Lotterywest, Circuit west, WALGA, Performing Arts Centres Australia, State Arts organisations, and corporate sponsors of the Arts.

At that stage, Greensted had completed most of its stakeholder engagement including:

- initial discussions with each Alliance council and venue management team
- commencement of collection of operational data
- venue-user surveys
- interviews with most key stakeholders including State funded performing arts organisations, festivals, funding bodies, peak bodies and people representing Aboriginal, multicultural and disability interests.

Large amounts of intra and interstate literature research had also been conducted and metropolitan case studies had commenced.

Discussion:

A comprehensive draft Regional Arts and Entertainment Centre Report has been provided to the RCAWA members for their review and feedback. The Executive Summary has been included in this Paper in order to give a high-level overview of the full report. The report includes 54 recommendations in the body of the report, and 5 overarching recommendations that RCAWA can take collectively to improve the outcomes from their RAECs.

Link to Strategic Directions:		Budget Implications	
Advocacy and Policy Influence Partnership and collaboration		\$29,535 Inc. GST. (plus travel and accommodation allowances) to be allocated from the 2021/22 approved RCAWA projects budget.	
Resolution(s)		Action(s)	
Members to provide consolidated feedback to Greensted Consulting through the Executive Officer by November 5th 2022 for incorporation into the final report.		Members to provide feedback to Executive Officer for consolidation by 5 th November. Greensted Consulting to incorporate feedback and provide final report to the December meeting. EO to initiate final payment process. Actions as a result of the report to be determined at the December meeting.	
Moved:	Andrew Brien	Responsible:	Alliance members and EO
Seconded:	Arron Minchin	Due date:	Final report to be presented at the December 2022 RCAWA meeting

Attachment 13: Draft Regional Arts and Entertainment Centre Review Executive Summary



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.

12 RCAWA HOUSING SOLUTIONS AND ACTION PLAN

Date of Report:	20th October 2022
Report Author:	Executive Officer, Paul Rosair and Greg Cash, Elysian Consulting
Disclosure of Interest:	Nil
Attachment(s)	14: Draft Scope of Works for the RCAWA Housing and Actions Plan

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

Proposed Discussion:

In response to that decision, the attached draft scope of works has been developed for consideration of Alliance Members.

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.	
Resolution(s)		Action(s)	
<p>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.</p> <p>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.</p>		As per resolution	
Moved:	Andrew Brien	Responsible:	EO and Greg Cash
Seconded:	Arron Minchin	Due date:	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.

13 RCAWA STRATEGIC PLANNING

Date of Report:	20th October 2022
Report Author:	Executive Officer, Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	Nil

Purpose:

To advise the Alliance members of the progress of focus areas, stakeholder engagement and actions arising from previous strategic planning sessions; and to advise of a future change in reporting for this item.

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. Subsequently, another workshop was held in February 2021 at the City of Perth to refine priorities.

A Strategic Planning Workshop, facilitated by Kelly Hick was conducted on 18th August 2022. The purpose of this was to reassess the strategic direction of the Alliance for the Strategic Plan for the next five years, make commentary on the content of the new Strategic Plan, and to prioritise strategic topics and stakeholders going forward.

Given that the Executive Officer and Executive Assistant’s time, under contract, has been fully committed to other tasks and activities, including the annual report (which is now incorporated into the new contractual arrangements), the Alliance passed a resolution at the August meeting to engage suitable external resources to assist in the development of the 2023 – 2028 RCAWA Strategic Plan. The estimated budget was \$8-\$10k including production.

Discussion:

The Executive Officer is working with the Executive Assistant and Kelly Hick who facilitated the Strategic Planning workshop to progress the development and publication of the 2023-2028 Strategic Plan.

Link to Strategic Directions:		Budget Implications	
Advocacy and policy Influence Partnership and collaboration Representation		\$10,000 (Excl. GST.) has been allocated from the 2022/23 approved RCAWA projects budget.	
Resolution(s)		Action(s)	
For Information only		The EO to work with Redit Research and Kelly Hick to progress the development and publication of the 2023-2028 Strategic Plan.	
Moved:	John Bowler	Responsible:	EO
Seconded:	Peter Carter	Due date:	Feb 2023

14 AROUND-THE-GROUNDS

Date of Report:	20th October 2022
Report Author:	Executive Officer, Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	Nil

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 18th 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:

Time constraints precluded this Item.

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

15 OTHER BUSINESS

ITEM	INFORMATION	ACTIONS REQUIRED
State Industrial Relations Award and EBA Matters	Andrew Sharpe to speak to this item	Nil
WALGA Governance Framework Review	Andrew Sharpe to speak to this item	Nil
Local Government Reform	Executive Officer to speak to this item	Nil
Benchmarking	Executive Officer to speak to this item	Provision of Contact Officers names from each Council
2022 Meeting Dates	Location	Notes
15 th December	Zoom	General meeting and AGM
2023 Meeting Dates	TBA	EO to send out a list of possible 2023 meeting dates and locations including possible trip to Canberra in March and regional trip to Port Hedland in June

Link to Strategic Directions:		Budget Implications	
Advocacy and policy Influence Partnership and collaboration Representation		Nil	
Resolution		Action(s)	
TBD		Actions as required above	
Moved:	-	Responsible:	
Seconded:	-	Due date:	

MEETING CLOSED: 5:20PM