



Regional Capitals Alliance

WESTERN AUSTRALIA

Regional Capitals Alliance Western Australian Meeting

Minutes

24th August 2023

2pm – 5:30pm

In Person

City of Vincent, 244 Vincent Street, Leederville WA 6007

or

Zoom Meeting

<https://us02web.zoom.us/j/83935804278?pwd=aStZTnY2d2ZoeVBQNDFPUTJ2RTZpQT09>

Meeting ID: 839 3580 4278

Passcode: 335614

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1 OFFICIAL OPENING

MEETING OPENED AT: 2:10

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
Desiree Male	Shire President of Broome	In Person
Sam Mastrolembo	CEO Shire of Broome	In Person
Nicole Roukens	Manager Community Engagement and Projects, Broome	In Person
Malcolm Osborne	CEO City of Bunbury (Treasurer)	Zoom
Tesslyn Smith	Deputy Mayor City of Bunbury	In Person
Marina Quain	Councillor City of Bunbury	In Person
Paul Carter	Deputy Mayor City of Busselton	Zoom
Tony Nottle	CEO City of Busselton	In Person
Ian Mickel	Shire President of Esperance	Zoom
Mat Walker	Acting CEO, Shire of Esperance	Zoom
Shane Van Styn	Mayor City of Greater Geraldton	In Person
John Bowler	Mayor City of Kalgoorlie-Boulder	In Person
Andrew Brien	CEO City of Kalgoorlie-Boulder	In Person
Virginia Miltrup	CEO City of Karratha	In Person
Chris Antonio	Shire President of Northam	In Person
Jason Whiteaker	CEO Shire of Northam	In Person
Peter Carter	Mayor Town of Port Hedland	In Person
Carl Askew	CEO Town of Port Hedland	Zoom
Paul Rosair	Executive Officer, RCAWA	In Person
Jane Lewis	Executive Assistant, RCAWA	In Person

Visitors:

Attendee	Position	Method
Boyd Brown	Boyd Brown, Regional General Manager WA Telstra Retail & Regional: 2.05 – 2.25	In Person
Eva Colic	Eva Colic Community Engagement Telstra Retail & Regional 2.05 – 2.25	In Person
Paul Kelly	Paul Kelly, Deputy President WALGA 2.30 – 2.50	In Person
Nick Sloan	Nick Sloan, CEO, WALGA 2.30 – 2.50	In Person
Duncan Ord	Greensted Consulting 2.55 – 3.15	In Person
Greg Cash	Elysian Consulting 3.20 – 3.45	In Person
Bronte Macmillan	BMac Consulting 4.00 – 4.20	In Person

Apologies:

Name	Position
Peter Long	Mayor City of Karratha
Jaysen de San Miguel	Mayor City of Bunbury
Grant Henley	Mayor City of Busselton
Shane Burge	CEO Shire of Esperance
Ross McKim	CEO City of Greater Geraldton

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
 2. Watching Brief Table

Link to Strategic Directions:		Budget Implications	
Partnership and collaboration		Nil	
Resolution(s)		Action(s)	
That the Minutes of the Regional Capitals Alliance Western Australian Meeting held on 23 rd June 2023, be confirmed as a true and correct record of proceedings.		See Attachment 1 – Outstanding Business Arising Items and Actions	
Moved:	Peter Carter	Responsible:	See Attachment
Seconded:	Chris Antonio	Due date:	As appropriate

Attachment 1: Outstanding Business Arising Items and Actions Sheet

Actionable				
Date	Item and Resolution / Action	Status	Priority:	Comments *= will be archived
ADMINISTRATION				
23/06/23	Item 4 – Correspondence <ul style="list-style-type: none"> Letter to Premier Cook requesting a meeting at Parliament House, to be signed by all members and a copy to be forwarded by each member to their local Member of Parliament. 	In progress	High	To be signed at meeting. Email requesting e-signatories from non-attending members sent 20/8/23
23/06/23	Item 3 – Treasurer’s Report May 23 <ul style="list-style-type: none"> Mal Osborne and Executive Officer coordinate approval status for payments with the CSB for Malcolm Osborne, Tony Nottle, Andrew Sharpe and Virginia Miltrup 	In progress	High	Mal Osborne and Andrew Sharpe signed up; however, Mal is retiring. Tony Nottle requested to follow up at CEO Ringaround. Virginia to action
20/04/23	Item 12 – Other Business <ul style="list-style-type: none"> Letter to the Premier, Minister and Attorney General to be drafted by the Executive Officer in consultation with the CEO Broome and Mayor of Kalgoorlie Boulder – advising of the issues 	Complete	High	Auditor General attending meeting 24/8/23
REGIONAL PERFORMING ARTS AND ENTERTAINMENT CENTRES REVIEW				
23/06/23	Item 8 - Performing Arts and Entertainment Centres Review <ul style="list-style-type: none"> Greensted Consulting to continue stakeholder engagement and invite appropriate people to the next meeting. Members to nominate a representative staff to join the Working Group 	In progress	Medium	Update Item 8 Duncan Ord and Executive Officer attended meeting with Minister Templeman on 23 rd August 2023
RCAWA HOUSING SOLUTIONS AND ACTION PLAN				
23/06/23	Item 9 RCAWA Housing Solutions and Action Plan <ul style="list-style-type: none"> Executive Officer to invite all CEOs to join the CEO Working Group by 30 June 2023. 	In Progress	High	Update Item 9

Actionable				
Date	Item and Resolution / Action	Status	Priority:	Comments *= will be archived
	<ul style="list-style-type: none"> Executive Officer and Elysian Consulting to organise a workshop to be attended by the CEO working group and will send out appropriate documentation beforehand. Results of the workshop (actions, priorities and requirements of the members) will be sent out of session for feedback and approval by the Alliance. 			
BUSINESS SERVICE REVIEWS				
23/06/23	Item 12 – Other Business <ul style="list-style-type: none"> CEO's to confirm representation for their Local Government. Executive Officer and Ms Macmillan commence project and convene Advisory Committee meeting. CEOs to be invited at the appropriate meeting 	In Progress	High	See update Item 10
ABORIGINAL CULTURAL HERITAGE BILL 2021				
23/06/23	Item 11 – Aboriginal Cultural Heritage Bill 2021 Executive Officer to work with Greensted Services to continue to engage with State Government in ascertaining the impacts of the ACH Act legislation to local governments.	Complete	High	Anthony Kannis to attend Government Forum 24/08/23
OFFICE OF THE AUDITOR GENERAL				
23/06/23	Item 12 – Office of the Auditor General <ul style="list-style-type: none"> Executive Officer to write to the Office of Auditor General and WALGA, endorsing WALGA's State Council position. Executive Officer to invite the Auditor General to RCAWA meeting 	Complete	High	Auditor General to attend Government Forum 24/08/23

Attachment 2: Watching Brief Table

Watching brief				
Date	Item and Resolution / Action	Status	Priority:	Comments * = will be archived
LOCAL GOVERNMENT REFORM				
20/10/22	Follow up on reform status	On Going	Medium	Darelle Merritt attended 20/10/22 meeting. Erin Gauntlett to provide update at 24/08/23 government forum

4 CORRESPONDENCE

Date of Report:	24th August 2023	
Report Author:	Executive Officer – Paul Rosair	
Disclosure of Interest:	Nil	
Attachment(s)	3. Correspondence In:	Peter Kift, Stakeholder letter acknowledgement
	4. Correspondence In:	Ryan Taafe, Stakeholder letter acknowledgement
	5. Correspondence In:	Jenny Simpson, Stakeholder letter acknowledgement
<hr/>		
	6. Correspondence In:	Evan Kennea, Stakeholder letter acknowledgement
	7. Correspondence Out:	Ryan Taaffe, CEO and Executive Producer Barking Gecko Theatre Carolyn Chard, CEO WA Opera Peter Kift, General Manager Yirra Yaakin Theatre Company Jenny Simpson, DEO/Artistic Director AWESOME Arts Australia Evan Kennea, Executive Manager, Artistic Planning West Australian Symphony Orchestra
	8. Correspondence Out:	Minister Templeman, RPEAC Review
	9. Correspondence Out:	Minister Punch, RPEAC Review
	10. Correspondence Out:	Morgan Solomon, RPEAC Review
	11. Correspondence Out:	Katherine Connor, RPEAC Review
	12. Correspondence Out:	Shelagh Magadza, RPEAC Review
	13. Correspondence Out:	Nick Sloan, RPEAC Review

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

Correspondence In:

Date:	26/6/2023
From:	Peter Kift, General Manager Yirra Yaakin Theatre Company
Subject:	Acknowledgement of thankyou letter
Date:	27/6/2023
From:	Ryan Taafe, CEO Executive Producer Barking Gecko Theatre
Subject:	Acknowledgement of thankyou letter
Date:	27/6/2023
From:	Jenny Simpson, DEO/Artistic Director AWESOME Arts Australia
Subject:	Acknowledgement of thankyou letter

Date: 27/6/2023
From: Evan Kennea, Executive Manager, Artistic Planning West Australian Symphony Orchestra
Subject: Acknowledgement of thankyou letter

Correspondence Out:

Date: 26/6/2023
To: Ryan Taaffe, CEO and Executive Producer Barking Gecko Theatre
 Carolyn Chard, CEO WA Opera
 Peter Kift, General Manager Yirra Yaakin Theatre Company
 Jenny Simpson, DEO/Artistic Director AWESOME Arts Australia
 Evan Kennea, Executive Manager, Artistic Planning West Australian Symphony Orchestra
Subject: RPAEC Review Stakeholder Appreciation Letter

Date: 28/6/2023
To: Hon. David Templeman MLA
Subject: Regional Performing Arts and Entertainment Centre Review – request for meeting.

Date: 28/6/2023
To: Hon. Don Punch MLA
Subject: Regional Performing Arts and Entertainment Centre Review – request for follow-up meeting.

Date: 25/7/2023
To: Morgan Solomon, Chairman Arts and Culture Trust
Subject: Review of Regional Arts and Entertainment Centres

Date: 25/7/2023
To: Katherine Connor Executive Director PAC (Australia)
Subject: Review of Regional Arts and Entertainment Centres

Date: 25/7/2023
To: Shelagh Magadza Executive Director Culture and the Arts, DLGSCI
Subject: Review of Regional Arts and Entertainment Centres

Date: 25/7/2023
To: Nick Sloan, Chief Executive Officer WALGA
Subject: Review of Regional Arts and Entertainment Centres

Link to Strategic Directions:		Budget Implications	
Advocacy and policy Influence Partnership and collaboration Representation		Nil	
Resolution(s)		Action(s)	
Nil		Nil	
Moved:	Chris Antonio	Responsible:	-
Seconded:	Peter Carter	Due date:	-

Attachment 3: Correspondence In: Peter Kift, General Manager Yirra Yaaking Theatre Company

Yes, I do remember this & thank you for the report!

Happy to help! I look forward to reading it, when I get a chance!

Cheers, Pete

Attachment 4: Correspondence In: Ryan Taafe, CEO Executive Producer Barking Gecko Theatre

27/06/2023

Ryan Taaffe, CEO and Executive Producer Barking Gecko Theatre

Thanks Leisa

It was a pleasure to be involved and I look forward to reading the report and seeing how we can be involved in the recommendations and success.

Thank you , Ryan

Attachment 5: Correspondence In: Jenny Simpson, DEO/Artistic Director AWESOME Arts Australia

27/06/2023

Jenny Simpson, DEO/Artistic Director AWESOME Arts Australia

Thanks for sending this report through Leisa – it is extraordinary!

Attachment 6: Correspondence In: Evan Kennea, Executive Manager, Artistic Planning West Australian Symphony Orchestra

28/06/2023

Evan Kennea, Executive Manager, Artistic Planning West Australian Symphony Orchestra

Dear Leisa

Thanks so much – look forward to reading this. Hope you and Duncan are both well.

Evan

Attachment 7: Correspondence Out: Ryan Taaffe, CEO and Executive Producer Barking Gecko Theatre, Carolyn Chard, CEO WA Opera, Peter Kift, General Manager Yirra Yaaking Theatre Company, Jenny Simpson, DEO/Artistic Director AWESOME Arts Australia, Evan Kennea, Executive Manager, Artistic Planning West Australian Symphony Orchestra

Dear...

You may recall that in late 2021 Greensted Services was contracted by the Regional Cities Alliance WA to undertake a Review into the operations of Regional Performing Arts and Entertainment Centres with a focus on identifying the impact on operations of the Covid Pandemic

The Review was completed in 2022 and launched formerly at the Rising Regions Conference in Bunbury earlier this year

I would like to express our appreciation for your contribution and a pdf of the Review is available at the following link

<https://www.dropbox.com/t/3X9SMrbkh6tZ0ibh>

We are confident that the issues raised in the review are being addressed by Key Stakeholders inclusive of State and Local Government and with the support and leadership of Circuitwest.

Kind Regards,

Paul Rosair, Duncan Ord and Leisa Landre on behalf of RCAWA

Attachment 8: Correspondence Out: Hon. David Templeman MLA



Enquiries: Paul Rosair:
Executive Officer RCAWA
paul@naja.com.au
0419930467

Hon. David Templeman MLA
Minister for Culture and the Arts; Sport and Recreation;
International Education; Heritage

Date: 28 June 2023

Attention Minister Templeman,

Dear David,

Re: Regional Performing Arts and Entertainment Centre Review – request for meeting.

In 2021 the Regional Cities Alliance (WA) representing 10 major WA regional town and city Local Governments, commissioned a review of the operations of their Performing Arts and Entertainment Centres that had been significantly impacted by the Covid pandemic.

Duncan Ord former Director General of Culture and Arts agreed to lead the review.

You may be aware the review report was launched at the Rising Regions conference in Bunbury earlier this year with Minister Don Punch in attendance. I previously briefed Samantha Rowe, your Parliamentary Secretary, on the review's findings and actions for implementation.

The report has been well received by RCAWA members and key stakeholders and on their behalf, I am seeking to arrange a meeting with you, me and Duncan to discuss some aspects of the review that fall within your Ministerial responsibility.

It is well understood that as a Regional Minister with direct experience of performing in a regional theatre, you have a great appreciation of the role these centres play in their communities inclusive of supporting employment, education, entertainment, tourism, and local creativity.

The review is premised on the principle that all Western Australians should have access to the arts and particularly those unique stories created by our own artists with the assistance of State funding.

We believe policy initiatives at State and Federal level could enhance current outcomes and deal with unintended inequities.

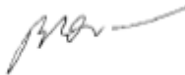


Please find a copy of the Review report at the following link:

<https://www.dropbox.com/t/3X9SMrbkh6tZ0ibh>

We look forward to meeting with you at your convenience.

Kind regards,



Paul Rosair
Executive Officer
Regional Capitals Alliance WA (RCAWA)
paul@naia.com.au

Attachment 9: Correspondence Out: Hon. Don Punch MLA



Enquiries: Paul Rosair:
Executive Officer RCAWA
paul@naja.com.au
0419930467

Hon. Don Punch MLA
Minister for Regional Development; Disability Services;
Fisheries; Seniors and Ageing; Volunteering

Date: 28 June 2023

Dear Minister Punch,

Re: Regional Performing Arts and Entertainment Centre Review – request for follow up meeting.

In 2021 the Regional Capitals Alliance WA (RCAWA) commissioned a review of the operations of their Performing Arts and Entertainment Centres that had been significantly impacted by the Covid pandemic. Duncan Ord, former Director General of Culture and Arts, agreed to lead the review.

You may recall the review report was launched at the Rising Regions conference in Bunbury earlier this year.

The report has been well received by RCAWA members and key stakeholders and on their behalf, I am seeking to arrange a meeting with you, myself and Duncan to discuss some aspects of the review that fall within your Ministerial responsibility.

Being a long-standing champion of the Creative industries, you will appreciate that the 11 Regional Performing Arts and Entertainment Centres included in this study, having an asset value of \$600m and annual turnover of \$25m, play a critical role in regional communities supporting employment, education, entertainment, tourism, and local creativity.

The Regional Culture and Arts Investment program has been critical to the operations of the centres since 2008 and we would value discussing with you some improvements to the scheme by way of policy adjustments.

In addition, regional development commissions have been instrumental in the planning of cultural infrastructure and the review makes recommendations on gaps in regional capacity that would be of interest to you.

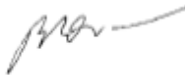


Please find a copy of the Review report at the following link:

<https://www.dropbox.com/t/3X9SMrbkh6tZ0ibh>

We look forward to meeting with you at your convenience.

Kind regards,



Paul Rosair
Executive Officer
Regional Capitals Alliance WA (RCAWA)
paul@naia.com.au

Attachment 10: Correspondence Out: Morgan Solomon



Enquiries: Paul Rosair
Executive Officer RCAWA
paul@naja.com.au
0419930467

**Mr Morgan Solomon
Chairman
Arts and Culture Trust**

25/07/2023

Dear Morgan

Re: Review of Regional Arts and Entertainment Centres

Further to your recent conversation with consultant Duncan Ord I am pleased to forward a link to the Regional Cities Alliance (RCAWA) review report concerning their Performing arts and entertainment centres. <https://www.dropbox.com/t/vok5Ba0JOGFqYcq6> or on the RCAWA website: <https://waregionalcapitals.com.au/wp-content/uploads/simple-file-list/Reports/Regional-Performing-Arts-and-Entertainment-Centres-RPAEC-FINAL-3-WEB.pdf>

The report was commissioned in late 2021 to assess the impact of the Covid pandemic on the centres and inform the alliance on ways to improve the operational performance of these centres to the benefit of their communities and the arts sector they serve.

The review identified the new Arts and Culture Trust legislation as an opportunity to improve the planning and delivery of regional arts infrastructure and mutually beneficial cooperation on programming, touring and audience development.

Specifically, the report suggested engagement between RCAWA and the ACT board.

- RCAWA engage with the new Arts and Culture Trust WA board on the potential for cooperation and support of venues managed by Local Government with the intention of building capacity, coordinating programming, increasing efficiency, and reducing risk.
- 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.



In addition, the review recommends that RCAWA venues review ticketing systems compatibility with the ACT Tessitura system to potentially enhance audience development strategies.

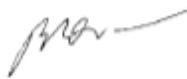
The review identified the potential for new Performing arts infrastructure in Port Hedland and Broome and the opportunities that arise from the Busselton centre due to open in 2025.

The review also notes the impact of skills shortages on the capacity to support touring and live performance and recommended the establishment of a regional skills training hub. Following consultation with Circuit West a preferred model has emerged developed by the Victorian Arts Centre which is now supporting training for arts centres across Victoria. Circuit West will seek the support of ACT to potentially adopt the same model in WA.

RCAWA are engaging with Circuit West as the peak body for Performing Arts centres in WA with the intent that they lead on implementation of the report.

We would welcome an introduction to your recently appointed CEO and potential of a discussion at one of our monthly Alliance meetings.

Kind regards,



Paul Rosair
Executive Officer
Regional Capitals Alliance WA (RCAWA)
paul@naia.com.au

Attachment 11: Correspondence Out: Katherine Connor



Enquiries: Paul Rosair:
Executive Officer RCAWA
paul@naja.com.au
0419930467

Ms Katherine Connor
Executive Director
PAC (Australia)

25/07/2023

Dear Ms Connor,

Re: Review of Regional Arts and Entertainment Centres

Further to your recent meeting with consultant Duncan Ord I am pleased to provide the following information from the Regional Capitals Alliance (WA).

The report was commissioned in late 2021 to assess the impact of the Covid pandemic on the centres and inform the alliance on ways to improve the operational performance of these centres to the benefit of their communities and the arts sector they serve.

The review acknowledged the leadership of PAC Australia in the support of Performing arts centres and national and regional touring.

Specifically, the report proposed engagement with PAC (Australia) on the following matters.

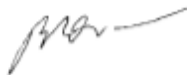
- RCAWA seek PAC Australia support to lobby the Australia Council to lift the quantum of funding caps on touring grant categories in view of Covid related and world economic crisis cost inflation.
- Seek PAC Australia support to lobby the Office of the Arts and Australia Council to amend the Playing Australia funding criteria to fund intrastate touring to venues 250km or more from the capital city. This would better reflect remote disadvantage, assist the WA Indigenous arts sector, and encourage touring circuits to develop between WA and NT, SA and North Queensland



Duncan has advised the RCAWA board of the proposed submission by PAC Australia to the Federal Office of the Arts (OFTA) on the future of *Playing Australia*. The submission would appear to address the national touring issues raised in the review and RCAWA would be pleased to support the PAC Australia submission by allowing reference to this review and by way of a letter of support to the Federal Minister Tony Burke.

We appreciate your ongoing support for regional arts and look forward to discussing your OFTA submission in due course.

Kind regards,



Paul Rosair
Executive Officer
Regional Capitals Alliance WA (RCAWA)
paul@naja.com.au

Attachment 12: Correspondence Out: Shelagh Magadza



Enquiries: Paul Rosair:
Executive Officer RCAWA
paul@naja.com.au
0419930467

Ms Shelagh Magadza
Executive Director
Culture and the Arts
Department of Local Government, Sports, and Cultural Industries

25/07/2023

Dear Ms Magadza,

Re: Review of Regional Arts and Entertainment Centres

Further to your recent meeting with consultant Duncan Ord I am pleased to provide the following information from the Regional Capitals Alliance (WA).

The report was commissioned in late 2021 to assess the impact of the Covid pandemic on the centres and inform the alliance on ways to improve the operational performance of these centres to the benefit of their communities and the arts sector they serve.

The review acknowledged the leadership of DLGSC in the development of cultural policy and the delivery of cultural services and infrastructure to regional communities.

Specifically, the report proposed engagement with DLGSC on the following matters:

- RCAWA engage with DLGSC on the findings and recommendations of the Arts and Culture monitor survey that identified the need to improve access to the arts for regional audiences.
- The RCAWA advise DLGSC that direct funding of arts organisations designated for regional touring would release resources at the venue level that could be applied to greater investment in cultural diversity, first nations arts and arts for vulnerable communities.
- RCAWA engage with DLGSC and seek a review of current touring programs and arrangements that could be considered prior to the State considering the next tranche of the Regional Arts and Culture Investment program (RACIP).
- Seek State Government support to lobby the Office of the Arts and Australia Council to amend the Playing Australia funding criteria to fund intrastate touring to venues 250km or more from the capital city. This would better reflect remote disadvantage, assist the WA Indigenous arts sector, and encourage touring circuits to develop between WA and NT, SA and North Queensland



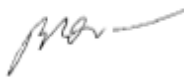
- That RCAWA engage with DLGSC and DPIRD and seek the restoration of the Fit for Purpose capital funding program within RACIP and or the establishment of a Culture and Arts Facilities Fund.

The review has identified new Performing Arts Centre infrastructure is in the planning stage in Port Hedland and Broome with the Busselton Arts, Entertainment, and Conferencing Centre due to open in 2025. This significant investment in the future of the professional arts sector warrants close engagement with DLGSC and the Australia council to ensure optimal outcomes for the community, artists are achieved.

We have sought to brief the Minister for Culture and Arts Hon David Templeman on the review findings and would like to invite you to attend via a Teams meeting of the Board of the Regional Capitals Alliance and provide any comments on Departmental initiatives in regional arts and the matters included in this letter.

We appreciate your ongoing support for Regional arts and look forward to discussing this further.

Kind regards,



Paul Rosair
Executive Officer
Regional Capitals Alliance WA (RCAWA)
paul@naja.com.au

Attachment 13: Correspondence Out: Nick Sloan



Enquiries: Paul Rosair:
Executive Officer RCAWA
paul@naja.com.au
0419930467

Mr Nick Sloan
Chief Executive Officer
Western Australian Local Government Association

25/07/2023

Dear Nick,

Re: Review of Regional Arts and Entertainment Centres

Further to your recent meeting with consultant Duncan Ord I am pleased to provide the following information from the Regional Capitals Alliance (WA).

The report was commissioned in late 2021 to assess the impact of the Covid pandemic on the centres and inform the alliance on ways to improve the operational performance of these centres to the benefit of their communities and the arts sector they serve.

The review acknowledged the leadership of WALGA in the development of a WA Cultural Development Framework policy and the importance of WALGA engagement with the State Government for a more equitable sharing of the funding of community arts and arts infrastructure.

Specifically, the report suggested engagement with WALGA on the following matters:

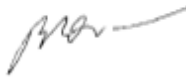
- RCAWA support the development of the WALGA Cultural development framework policy and submission to the State budget process for the establishment of a Community Arts and Culture Facilities Fund (CACFF)
- RCAWA to seek WALGA support through their Cultural development policy initiative to have the State address the inequities of current funding arrangements.
- RCAWA seek to engage with WALGA in supporting within their cultural development framework policies and guidelines on contributions from Local Governments that currently do not contribute but benefit from regional arts centre infrastructure and operations.



In regard to the proposed CACFF the benefit of such a program extends beyond the regions to include outer metropolitan Perth which suffers from similar disadvantages as the regional capitals in not benefitting from State funded and operated cultural infrastructure.

The RCAWA would appreciate the referencing of this review within the WALGA budget submission and any support you can provide through the Minister of Local Government in improved State support of cultural services in Regional WA.

Kind regards,



Paul Rosair
Executive Officer
Regional Capitals Alliance WA (RCAWA)
paul@naia.com.au

5 TREASURER'S REPORT

Date of Report:	24th August 2023
Author	Treasurer, CEO City of Bunbury
Disclosure of Interest:	Nil
Attachments:	14. RCAWA July Profit and Loss Statement 15. RCAWA July Balance Sheet 16. RCAWA July Accounts Payable 17. Proposed Budget

Purpose:

To inform the Alliance members of the RCAWA financial situation and to table the draft 2023/24 budget.

Discussion:

Banking authorisation has been extended to Andrew Sharpe and Mal Osborne. Virginia Miltrup and Tony Nottle still to carry out authorisation process.

Draft 2023-24 budget tabled for discussion and approval. This budget:

- Assumes current membership numbers and cost of \$15K for each of the 10 RCAWA members.
- Takes into account a carry forward surplus from 2022/23 of \$98,945
- Takes into account current project allocations (of which \$0 have been paid YTD)
- Includes a line item of \$35,000 uncommitted project funds and \$7,579 contingency
- Results in a Zero balance

A draft 2024/25 budget has also been tabled so that members can see the projected surplus of \$27,216 for project funding that will result if there is no carry forward from the 2023/24 budget.

Link to Strategic Directions:		Budget Implications	
Partnership and collaboration		Nil	
Resolution(s)		Action(s)	
<ul style="list-style-type: none"> • That the members receive and note the Treasurer's Report for the period July 2022 to June 2023 and the accompanying financial documents. • That the 2023/24 draft budget be adopted 		Executive Officer to inform RCAWA Book keeper of adopted budget for 2023/24.	
Moved:	Mal Osborne	Responsible:	Mal Osborne
Seconded:	Andrew Sharpe	Due date:	As appropriate

Attachment 14: RCAWA June 2022 – July 2023 Profit and Loss Statement

11:41 AM

08/07/23

Accrual Basis

WA Regional Capitals Alliance Inc
Profit & Loss Budget vs. Actual
July 2022 through June 2023

	<u>Jul 22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
Interest Received	402.99	50.00	352.99
Membership Fee 2022/23	150,000.00	150,000.00	0.00
Sponsorship	500.00		
Total Income	<u>150,902.99</u>	<u>150,050.00</u>	<u>852.99</u>
Expense			
Accountancy Fees	1,262.50	1,100.00	162.50
Audit Fees	0.00	1,100.00	-1,100.00
Bank Charges	138.38	150.00	-11.62
Donations	954.55	1,000.00	-45.45
Executive Support	90,909.08	100,000.00	-9,090.92
Meetings and Functions	4,136.70	2,200.00	1,936.70
Projects	57,929.48	47,100.00	10,829.48
Rent	3,249.96	3,500.00	-250.04
Travelling Expenses	809.30	3,000.00	-2,190.70
Total Expense	<u>159,389.95</u>	<u>159,150.00</u>	<u>239.95</u>
Net Income	<u><u>-8,486.96</u></u>	<u><u>-9,100.00</u></u>	<u><u>613.04</u></u>

Attachment 15: June Balance Sheet

WA Regional Capitals Alliance Inc
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Chequing/Savings	
WARCA Cheque Account	48,126.13
WARCA Savings Account	47,980.87
Total Chequing/Savings	96,107.00
Accounts Receivable	
Trade Receivables	550.00
Total Accounts Receivable	550.00
Total Current Assets	96,657.00
TOTAL ASSETS	96,657.00
LIABILITIES	
Current Liabilities	
Accounts Payable	
Trade Creditors	2,406.19
Total Accounts Payable	2,406.19
Other Current Liabilities	
Tax Payable	-4,693.88
Total Other Current Liabilities	-4,693.88
Total Current Liabilities	-2,287.69
TOTAL LIABILITIES	-2,287.69
NET ASSETS	98,944.69
EQUITY	
Opening Bal Equity	136,570.00
Retained Earnings	-29,138.35
Net Income	-8,486.96
TOTAL EQUITY	98,944.69

Attachment 16: June Accounts Payable

WA Regional Capitals Alliance Inc						
A/P Ageing Summary						
As of June 30, 2023						
	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Greensted Services	2,227.50	0.00	0.00	0.00	0.00	2,227.50
NAJA Business Consulting Services	0.00	0.00	-0.06	0.00	0.00	-0.06
Pam Weston's Bookkeeping	178.75	0.00	0.00	0.00	0.00	178.75
TOTAL	<u>2,406.25</u>	<u>0.00</u>	<u>-0.06</u>	<u>0.00</u>	<u>0.00</u>	<u>2,406.19</u>

Attachment 16: June Accounts Receivable

WA Regional Capitals Alliance Inc						
A/R Ageing Summary						
As of June 30, 2023						
	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Department of Communities	0.00	550.00	0.00	0.00	0.00	550.00
TOTAL	<u>0.00</u>	<u>550.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>550.00</u>

Attachment 17: Draft 2023/24 (with 2024/25 included to show projected surplus)

Budget Item	Budget 2023/2024	Budget 2024/2025
Income		
<i>Interest Received</i>	\$50	\$50
<i>Membership Fee 2023/2024</i>	\$150,000	\$150,000
<i>Sponsorship (for MACWA prizes)</i>	\$1,500	\$1,500
Operating Income	\$151,550	\$151,550
Surplus 2023/20224 (Carry Forward)	\$98,945	\$0
Total Income	\$250,495	\$151,550
Expenses		
<i>Accountancy Fees</i>	\$1,100	\$1,100
<i>Audit Fees</i>	\$1,100	\$1,100
<i>Bank Charges</i>	\$150	\$150
<i>Executive Support</i>	\$110,000	\$110,000
<i>Meetings and Functions</i>	\$2,200	\$2,200
<i>Projects – Current Commitments</i>		
• <i>Performing Arts and Entertainment Centre Review</i>	\$10,000	
• <i>Housing</i>	\$48,700	
• <i>Business Service Reviews</i>	\$25,000	
<i>Project Funds - Uncommitted</i>	\$35,000	
<i>Website</i>	\$500	\$500
<i>Rent</i>	\$3,566	\$3,566
<i>Travel Expenses</i>	\$3,000	\$3,000
<i>MACWA</i>	\$2,600	\$2,600
<i>Contingency</i>	\$7,579	
Total Expenses	\$250,495	\$124,216
Projected Budget Surplus/Deficit	\$0	\$27,334

6 EXECUTIVE OFFICER BI-MONTHLY REPORT (JUNE 2023 – JULY 2023)

Date of Report: 24th August 2023
Report Author: Executive Officer – Paul Rosair
Disclosure of Interest: Nil
Attachment(s): 12. Executive Officer Bi-Monthly Report – June 2023 – July 2023

Purpose:

To update RCAWA on the Executive Officer services provided for the period June 2023 – July 2023 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 only	As per Outstanding Actions

Attachment 18: Executive Officer Bi-Monthly Report – June 2023 – July 2023

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
Performing Arts and Entertainment Centres Review	In Progress, report supplied by Duncan Ord	Item 8
Housing Solutions and Action Plan	In Progress, Report Supplied by Greg Cash	Item 9
Service Delivery Reviews	In Progress. Report supplied by Bronte McMillan	Item 10
Aboriginal Cultural Heritage Act	Anthony Kannis, DPLH attending meeting	-
Office of the Auditor General	Caroline Sencer, OAG attending meeting	-
Benchmarking	In Progress	Other Business
MACWA	In Progress	Item 11
RCAWA August Meeting	Prepared for August 2023, RCAWA Bi-Monthly meeting	-

2. Stakeholder Engagement

Stakeholders	Date	Purpose
Project work with Greg Cash, Duncan Ord and Bronte Mac Millan	Throughout June and July	Project work and updates
Hon. Steven Dawson MLA	1/6/2023	RCAWA matters and invitation to meeting
Tayanah O'Donnell	7/6/2023	WA Briefing: Independent Disaster Funding Review
Mike Rowe, Dept of Communities	8/6/2023	RCAWA and MACWA matters, invitation to meeting
Ken Wyatt	13/6/2023	Cultural Heritage
RCAWA CEOs	16/6/2023	CEO Ringaround
Josephine Bianchi, Town of Port Hedland	16/6/2023	Explanation of service review project
Andrew Sharpe, Dennis Wellington, City of Albany	21/6/2023	Secretariat meeting
George Cherian, Department of Communities Melissa Northcott, MACWA Ambassador	21/6/2023	MACWA
RCAWA members	23/6/2023	RCAWA meeting
Nick Sloan, Tony Brown WALGA	3/7/2023	RCAWA matters and meeting arrangements
Regional arts Centres Review Steering Committee	19/7/2023	RPAEC
David MacLennan, CEO City of Vincent Stacey Hutt, EO Inner City Councils	19/7/2023	August meeting
Candy Choo, LGPro	20/07/2023	August meeting

Stakeholders	Date	Purpose
Andrew Ryan, Le Vivant Owner	22/7/2023	August meeting
Bernard Chia, Alyka	25/07/2023	MACWA
Nic Sloan, WALGA	26/7/2023	ACHA, August meeting
George Cherian, Department of Communities Melissa Northcott, MACWA Ambassador Alena Hobson, WALGA Mustafa Yildiz, DLGSCI	27/7/2023	MACWA
Local Government Focus Group: Deloitte	28/7/2023	Independent Review into Disaster Funding
Numerous Ministers, DGs	Throughout June and July	August meeting invitations and scheduling

3. Time Allocation

Historic Contract: May 2018 – April 2022

Name	Billed Hrs.	Actual Hrs.
Paul Rosair	1,600	1,630
Jane Lewis	660	660.25

	Paul Rosair		Jane Lewis		TBD	
	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	29.5	15	18.5	10	32.5
Jan 23	25	23	15	17	10	45
Feb 23	35	28	30	29	12	10
Mar 23	35	20	30	21	12	0
Apr 23	35	37.5	30	35.5	12	0
May 23	35	20.5	30	18	12	0
June 23	35	38	30	58	12	0
July 23	35	37	30	34.5	12	0
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	505	475	420	469.5	176	145.5
Overall	Contract 1101 Actual: 1090					

Current Contract: May 2022 – April 2024

Note: August hours will cover current shortfall.

7 FORMAL PRESENTATIONS

Date of Report: 24th August 2023
Report Author: Executive Officer, Paul Rosair
Disclosure of Interest: Nil
Attachment(s) Nil

Purpose:

The Alliance receives 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
2:05 to 2:25	Boyd Brown Eva Colic	Regional General Manager WA Telstra Retail & Regional Community Engagement Telstra Retail & Regional	Regional Communications
2:30 to 2:50	Paul Kelly Nick Sloan	Deputy President WALGA CEO, WALGA	WALGA Update
2:55 to 3:15	Duncan Ord	Greensted Consulting	RPEAC
3:20 to 3:45	Greg Cash	Elysian Consulting	Housing Project
4:00 to 4:20	Bronte McMillan	BMac Consulting	Business Service Reviews

Link to Strategic Directions:	Budget Implications
Advocacy and policy Influence Partnership and collaboration Representation	Nil
Resolution(s)	Action(s)
For information only	

8 REGIONAL PERFORMING ARTS AND ENTERTAINMENT CENTRE REVIEW (RPAEC)

Date of Report:	24th August 2023
Report Author:	Paul Rosair, Executive Officer, Greensted Services
Disclosure of Interest:	Nil
Attachment(s)	Nil

Purpose:

To update the Alliance on the implementation of the findings from the Regional Arts and Entertainment Centres review.

Background:

The Regional capitals Performing arts and entertainment 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. Longstanding inequities in State and commonwealth funding support and the COVID 19 pandemic has significantly impacted the performance and viability of the centres placing increasing financial burden on local government.

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.

Status of implementation of the review findings

The implementation steering group has been expanded to include representation from the City of Greater Geraldton, Shire of Esperance, and Shire of Broome. The expansion led to greater focus on the capital works aspects of the report, and these have been included in revised priorities for implementation.

Circuit West attended the steering group meeting on the 19th July represented by Ms Phillipa Maughan the new CEO. Circuit West is a State funded Not for Profit peak organisation that supports both metropolitan and regional arts centres and facilitates and promotes touring. Circuit West has agreed to act as a facilitator for discussions with DLGSC on touring reforms. As the Chair of Circuit West is Ms Fiona De Garis CEO of BREC there is a strong alignment of interests between the RCAWA consortium of venues and Circuit West.

Engagement with WALGA through Nick Sloan CEO confirmed alignment between the RPAEC review and the WALGA Cultural Development Framework and Nick has undertaken to seek the inclusion of the proposed Community Arts and Culture Facilities Fund (CACFF) in the 2024 State budget submission. This will give strong local Government support to the DLGSC budget submission to establish such a program alongside the CSRFF program for sport and recreation.

Correspondence from RACWA to the Hon Don Punch Minister for Regional Development has led to a meeting set for 17th August. The focus of this meeting will be the Fit for Purpose capital funding and the recommended policy changes to the Regional Arts Investment Program funded through Royalties for Regions.

Correspondence to Hon David Templeman Minister for Culture and Arts has led to a meeting set for 23rd August. The focus of this meeting will be proposed reforms to regional touring funding, the Community Arts and Culture Facilities Fund, and State support for national reform of touring programs being progressed by PAC Australia.

The RACWA board requested a summary of actions arising and these are at attachment 21.

Key stakeholder engagement will be completed by the 23rd August.

Next Steps

It is proposed that RCAWA members enter a MOU to establish an ongoing cooperative forum for the 11 Regional Performing Arts and Entertainment Centres subject to the review.

The MOU will facilitate enhanced cooperation between RCAWA member venues and provide a single point of contact for Circuit West and DLGSC as they apply responses to operational and funding issues. Draft MOU attachment 19.

Link to Strategic Directions:		Budget Implications	
Advocacy and Policy Influence Partnership and collaboration		Initial budget of up to \$10k. Consideration for future budget allocation to be discussed.	
Resolution(s)		Action(s)	
<p>That the RCAWA notes the progress in the implementation of the Regional performing arts and entertainment centres review.</p> <p>That the Draft MOU and Governance wording be accepted, and that these documents be formatted and branded ready for signing at, or before the next meeting.</p>		As per next steps	
Moved:	Andrew Sharpe	Responsible:	Executive Officer and Greensted Services
Seconded:	Sam Mastrolembo	Due date:	As appropriate

Attachment 19: Draft MOU

REGIONAL CAPITALS ALLIANCE (WA)

Arts and Entertainment Centre's Memorandum of Understanding

DRAFT ONE

Background

In February 2023, the Regional Capitals Alliance (WA) inclusive of the City of Albany, Shire of Broome, City of Bunbury, City of Busselton, Shire of Esperance, City of Greater Geraldton, City of Kalgoorlie Boulder, City of Karratha, Shire of Northan, Town of Port Hedland agreed to come together as Collaborative Group for the purpose of supporting the delivery of cultural services through their Arts and Cultural centres infrastructure. This collaboration is sought to address historic State funding inequities, improved performance through cooperative programming and the sharing of skills and capacity.

Purpose of this MOU

This MOU outlines the vision, mission, objectives and shared values and principles of the RCAWA Arts and Entertainment Centres Group. This MOU is to be read in conjunction with the Arts and Entertainment Centres Governance Agreement which outlines the governance and operational arrangements for the functioning of the RCAWA Arts and Entertainment Centres Group to deliver on its vision, mission, and objectives.

Our Vision

To support the rich Cultural diversity of our regions and enhance the liveability of the Regions for its people, artists, and visitors.

Our Mission

To work collaboratively for the benefit of the community, our councils and the people engaged as artists and participants in our Arts and Entertainment Centres.

Our Objectives

- To provide leadership on behalf of Regional Arts and Entertainment Centres.
- To advocate on regional issues including State and Federal funding as they are identified and supported by RCAWA members.
- To encourage and foster cooperation, data collection and analysis and resource sharing on a regional basis.
- To strive to achieve the Strategic Goals and Outcomes of the Regional Arts and Entertainment Centres as defined in the community development plans of RCAWA members, in a manner that enhances and assists the economic sustainability and performance of the network of venues.

Our Principles

- Respecting the diversity of people, environment, and culture
- Working proactively
- Collective action
- Communicating effectively
- Valuing success
- Fostering innovation
- Adaptability
- Working efficiently
- Outcome and impact focussed.
- Consideration of the interests of all Shires

Our values

- Collaboration
- Respect
- Integrity
- Openness
- Trust

Term of the MOU

The term of this MOU mirrors the term of the Arts and Entertainment Centres Governance Agreement which is four years from the date of the signing of the Agreement.

Attachment 20: Draft Governance Framework

Draft

REGIONAL CAPITALS ALLIANCE (WA) Arts and Entertainment Centre's Memorandum of Understanding

GOVERNANCE FRAMEWORK

Status of the Memorandum of Understanding

The Arts and Entertainment Centres MOU is established under the authority of the Regional Capitals Alliance (WA) Board of management.

Role and Function of the MOU Working Group

Membership

A Chair nominated from the Board of RCAWA, nominated council or venue officers representing a minimum of 60% of the participating RCAWA members.

Purpose

Ensure clarity by all parties about the purpose of the MOU and to report on outcomes to the RCAWA Board.

Requirements under the MOU

4.2 The primary functions of the Working group are to:

- a) lead and provide strategic direction under the MOU;
- b) be the custodian of the objectives of the MOU;
- c) facilitate collaboration between RCAWA members in meeting the objectives of the MOU;
- d) provide a discussion forum for engagement with key stakeholders;
- e) establish the composition and nature of the work to be undertaken by any technical advisory committee.
- f) advise on the appointment of any independent consultants to assist in delivering the MOU.
- g) report to the RCAWA board on progress in delivery of MOU objectives.

Role of Technical Advisory Committee

Membership

Managers and nominated staff from each of the RCAWA member Performing Arts and Entertainment centre venues. Invited members from Circuit West, Regional Arts WA and PAC Australia.

Purpose

To enact the objectives of the MOU under the guidance of the working group and to provide technical and operational advice.

Requirements under the MOU

The role of the Technical Advisory committee is to:

- (a) provide a forum for discussion and joint action amongst the venue managers from each Participant;
- (b) provide operational advice and problem solutions as requested by the working group;
- (c) have a high level of awareness of emerging issues that affect the MOU, and of knowledge exchange;
- (d) contribute significantly to the achievement of the Strategic Goals and Outcomes of the MOU;
- (e) improve group cohesion; and
- (f) facilitate engagement with industry representative bodies and funding agencies.

Role of RCAWA Secretariate

Purpose

To administratively support the MOU working group

Requirements under the MOU

8.1 The role of the RCAWA secretariate or delegate is to:

- (a) convene all meetings of the MOU working group;
- (b) attend all meetings of the working group;
- (c) organise the selection of personnel from the Participants to act as members of the MOU Working Group as determined by the Board and in consultation with the CEO's of the other Participants;
- (d) advise the Board in relation to the functions of the working group;
- (e) ensure that advice and information is available to the chair of the working group so that informed decisions can be made;
- (f) liaise with the chairperson of the working group on any resourcing of the MOU.

- (g) speak on behalf of the working group if the chairperson agrees;
- (h) facilitate the role of industry peak bodies such as Circuit west in support of the working group and implementation of the MOU.

Meetings of the MOU Working Group

Purpose

To accomplish its purpose the Working group will establish an annual agenda in support of the objectives of the MOU.

Requirements under the MOU

Convening of Meetings

- a) A meeting of the working group will be held once every three months or as agreed by members.
- b) The RCAWA secretariate or their delegate is responsible for convening meetings of the working group.

Notice of Meetings

- a) The RCAWA secretariate or their delegate will provide each Delegate with at least 10 Business Days' notice of a meeting of the working group.
- b) The notice will specify the date, time and venue (or online) and include an agenda of the business to be considered.
- c) A Delegate may include an item on the agenda
- d) No notice or agenda is necessary if Delegates who represent each Participant and make up a quorum are present at a Board meeting and unanimously agree that a meeting be held and the business to be considered at that meeting.
- e) Delegates can request the invitation of key stakeholders to working group meeting to advance the objectives of the MOU.

Working Group Reporting

Purpose

Prepare a report annually on the progress of the MOU to inform the Board of RCAWA

Requirements under the MOU

The RCAWA secretariate or their delegate must, in consultation with the Board, prepare and provide to each Participant an end of year report setting out the progress of the MOU and addressing the matters referred to below:

- (a) a description of the activities carried out by the Working group with reference to the objectives of the MOU;
- (b) a reasonable estimation of benefits derived from the operation of the MOU;
- (d) a brief description of the working groups planned activities for the next period, including details of any Projects anticipated to commence in the next 12 months;
- (e) any other information that the Board directs to be included; and
- (f) any other report the Participants may reasonably require to comply with their reporting obligations

Financial resources

Purpose

To ensure that there is no unauthorised commitment of member finances to the MOU.

Requirements under the MOU

Requirements

- (a) The RCAWA Board must approve any financial resources applied to the convening of the working group or technical advisory committee or actions arising.
- (b) The RCAWA Board must approve any applications for external funding associated with progressing the objectives of the MOU.

Attachment 21: Summary of Actions

STAKEHOLDER	RECOMMENDATIONS	CONTACT	ACTIONS TO DATE	OUTCOMES
Minister for Culture and the Arts	RACWA 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.	David Templeman	Letter of request to meet forwarded through RCAWA secretariate, awaiting reply	Meeting set for 23 rd August
RCAWA	RCAWA members agree to create a formal alliance between their RPAEC's to improve coordination and cooperation on programming, staffing, touring and marketing and to increase the influence of the alliance in funding policy priorities.	Paul Rosair	Draft MOU prepared for consideration by steering group	Steering group to provide comment on draft MOU
WALGA / DLGSC	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).	Nick Sloan	Meeting held with CEO WALGA	Agreed with report and supports recommendations. Will include recommendations in the WALGA state budget submission as the CACFF will benefit all LGA.
Arts and Culture Trust	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.	Morgan Solomon	Meeting held with Chair ACT (WA) Morgan Solomon	Agreed to place the report before the ACT (WA) board. Agreed to support the proposed recommendations. Agreed to introduce incoming CEO Janis Carren to RCAWA. Indicated ACT (WA) was considering implementing the Victorian Arts Centre Skills training model that provides a skills training program for Melbourne and regional arts centres.

	RCAWA should seek to engage with DLGSC and CircuitWest on strategies to increase regional access to WA produced Aboriginal drama, dance and music.	Phillipa Maughan		
	RCAWA seek CircuitWest and PAC Australia support to seek reforms to the current DLGSC touring programs with the intention of strengthening touring circuits and increase availability of programming funding at the venue level			
Circuit West	Seek CircuitWest and DLGSC support to engage Department of Education in a review of opportunities to improve in-school and out-of-school participation in arts programming and the relationship with RPAEC venues. Consideration to be given to barriers such as school policies, price, timing, transport and logistics and curriculum.		Meeting with Phillipa Maughan	Agreed subject to Circuit West board support to propose Circuit West lead on the implementation of the review as the peak body for Performing Arts Centres. Supported the recommendations in general and agreed to engage on priorities. Noted engagement with ACT WA on establishing a training hub for venue technical staff. Also noted Circuit West has previously offered marketing assistance and this could be re-established.
	RPAEC mangers and CircuitWest review opportunities for regionally based technical and front of house training and skill set courses to increase pool of available casual labour and ensure venue staff remain fully trained on public health measures and covid prevention work practices.			
	RPAEC mangers and CircuitWest review opportunities for regionally based technical and front of house training and skill set courses to increase pool of available casual labour and ensure venue staff remain fully trained on public health measures and covid prevention work practices.			

DLGSC	<p>RCAWA engage with DLGSC and seek a review of current touring programs and arrangements that could be considered prior to the State considering the next tranche of the Regional Arts and Culture Investment program.</p> <p>The funding pool for In the House funding should be increased and offered as multiyear funding to REAC who have a well-established and assessable programming policy. This would reduce administrative burden, increase time for planning and marketing and attracting sponsorship income.</p> <p>RCAWA engage with DLGSC on direct funding support (minimum \$100k per year) through the Regional Arts Investment Program to be applied to increased staffing in Broome, Esperance, and Geraldton.</p>	Shelagh Magazda	Meeting held with Shelagh Executive Director DLGSC	DLGSC welcomed the report and are preparing briefing for the Minister. Strong support for the establishment of a Cultural Infrastructure Facilities Fund with a budget submission in development. Strong support for touring reforms and increase in the Regional Arts Investment Framework funding programs. Agreed to review OIP funding decision on Bunbury and Geraldton Art Galleries to see if supplementary CPI could be applied.
Australia Council	Seek State Government support to lobby the Office of the Arts and Australia Council to amend the Playing Australia funding criteria to fund intrastate touring to venues 250km or more from the capital city. This would better reflect remote disadvantage, assist the WA Indigenous arts sector and encourage touring circuits to develop between WA and NT, SA and North Queensland.	Mario D'orazio / Christine Stokes / Stephen Found (Board members of the Australia Council	Meeting held with Mr D'orazio, correspondence sent to Mr Found	Agreed to promote report to the Australia Council. Indicated additional funding for Indigenous arts high priority. Noted current restructure of Australia Council into new Creative Australia inclusive of Creative Partnerships Australia.

DPIRD	That RCAWA engage with DLGSC and DPIRD and seek the restoration of the Fit for Purpose capital funding program as part of the next tranche of Regional Arts Investment Program funding	Don Punch	Letter of request to meet forwarded through RCAWA secretariate, awaiting reply	Meeting has been set 17th August.
Creative Partnerships Australia	RCAWA engage with Creative Partnerships Australia on strategies to increase sponsorship, donations and the potential of advising on the establishment of arts foundations.	James Boyd	Meeting held with Mr Boyd	Agreed to promote the report to the new CEO of CPA which will be a division of Creative Australia. Currently working with Albany and Karratha on sponsorship funding support. Is willing to extend this to other RCAWA member venues.
Regional Arts WA	City of Albany and Great Southern shires engage with DLGSC on expansion of the Regional Arts WA Hub towards long term establishment of a regional arts council model.	Dr Pilar Kasat	Meeting held with Pilar Kasat	Welcomed the review report and will promote to the Regional Arts WA Board. Supports building the funding and capacity of the Albany Arts Hub as a priority.
Regional Arts WA	RCAWA seek Circuitwest and Regional Arts WA support in developing a volunteering in the arts program for those RPAEC that do not engage volunteers in their operations.	Dr Pilar Kasat	Meeting held with Pilar Kasat	Noted that CircuitWest is engaging with Volunteering WA on expanding volunteer support services to more regional arts centres. RAWA will support.
LotteryWest / Healthway	That RCAWA consider applying to Healthway as a network for arts funding in support of community participation programs for vulnerable youth.	Lorna Pritchard	Review report provided ahead of a future meeting with Lorna.	Meeting set for 17th August.
Performing Arts Centres (Australia)	RCAWA seek CircuitWest and PAC Australia support to seek reforms to the current DLGSC touring programs with the intention of strengthening touring circuits and increase availability of programming funding at the venue level	Katherine Connor	Meeting held with Katherine Connor CEO	PAC welcomed the review. The recommendations align with national policy objectives. PAC preparing a submission on National touring for submission to the Federal Office of the Arts and will use the RACWA review as support. Will seek RCAWA input into the submission. The submission if successful will address the Federal recommendation on touring reforms proposed in the review.
DLGSC	Shire of Northam engage with DLGSC on a skills training and incubation program for emerging Aboriginal curators, exhibition designers, arts centre administrators, front line staff, education support officers and arts tourism officers.	Kate Alderton ED (Aboriginal Cultural Centre Project)	Discussion with Shire of Northam CEO and subsequent Report provided to Kate	Kate visiting Northam to consider collaboration on the Hub and Spoke model of Cultural centre service delivery
DLGSC / ACTWA	DLGSC and ACTWA support a Mid Life upgrade of the Queens Park Theatre to ensure full BCA compliance and capability enhancements to enable full day and night utilisation of the facility.	CEO ACTWA and ED Culture and Arts DLGSC	Forwarded advice and Fiona Contact to DLGSC infrastructure Clint Klymovich	Correspondence sent to Clint on future Capital projects for Port Hedland, Broome and Greadlton to add to the GAC and AEC capital works priorities already included in the DLGSC cultural infrastructure plan.

9 RCAWA HOUSING SOLUTIONS AND ACTION PLAN

Date of Report: 24th August 2023
Report Author: Executive Officer, Paul Rosair
Disclosure of Interest: Nil
Attachment(s) 21. Draft Scope of Works

Purpose:

To update the Alliance on the Housing Solutions and Action Plan

Background:

At the June 23 Meeting, RCA agreed to convene a workshop to establish a proposed Scope of Works for the Housing Solutions and Action Plan.

Discussion:

A Workshop meeting was held on 5 July 2023 with participants from most RCA members.

During the Workshop it was agreed that an effective pathway forward would be for Elysian Consulting to work with RCA members to identify key priority housing opportunities across RCA locations. This would allow the RCA to develop a Prospectus of Housing Opportunities through which the RCA could promote and advocate for additional housing investment from the Private, Non-Government and the State and Federal Governments.

Since the workshop, Elysian Consulting has developed a Draft Scope of Works covering the activities required to produce the Prospectus. The Draft Scope of Works is attached for discussion during the meeting. Greg Cash will attend the meeting to present the Scope of Works and to discuss the Prospectus in the context of the continuing housing crisis across the Country.

Link to Strategic Directions:		Budget Implications	
Advocacy and policy Influence Partnership and collaboration Representation		Elysian Consulting Costing is \$48,700 (Excl. GST. Plus travel and accommodation allowances if required)	
Resolution(s)		Action(s)	
The Executive Officer to continue to work with Elysian Consulting on an hourly basis in progressing the scope of works as tabled.		As per resolution	
Moved:	Sam Mastrolembo	Responsible:	Executive Officer, CEO working group and Elysian Consulting
Seconded:	Peter Carter	Due date:	As appropriate

Attachment 21: Draft Scope of Works

Draft Scope of Works

RCAWA - Regional Housing Opportunities Prospectus

Phase 1: Priority Housing Opportunity Identification

This Phase will be focused on direct engagement with key personnel of Alliance Members to identify priority Land and Housing Supply Opportunities and Projects within their Local Government boundaries that have the potential to:

- a) Bring forward available supply of land for urban development in the short term (2-4 years);
- b) Expedite the delivery of dwellings for:-
 - Social, affordable or specialist housing;
 - Key workers including low to moderate workers, emerging local industries and/or non-government workers;
 - Critical government service workers through Government Regional Officers Housing and Western Australian Country Health Service workers;
- c) Deliver general market housing supply for rental or home purchase.
- d) Enhance housing supply, increase housing diversity and revitalise Regional Centres through urban renewal and infill development.

This Phase will produce a comprehensive list of priority Land and Housing Supply Opportunities across Western Australia's Regional Capitals.

Phase 2: Project and Opportunity Analysis

This Phase will involve working with key personnel of Alliance Members to conduct analysis of each Project or Opportunity to identify:

- The scale and quantum of lots or dwellings to be produced.
- The housing and community outcomes to be delivered.
- Critical barriers or enablers required to facilitate Project or Opportunity development.
- Potential timeframe for delivery.

For this Phase, an individual project snapshot will be developed for each opportunity providing indicative base case project numbers and outputs. This will also allow for an overall snapshot of the potential statewide impact of the collective portfolio of projects.

Phase 3: Regional Housing Opportunity Prospectus

The Phase will seek to bring together an individual and collective view of all priority Land and Housing Supply Opportunities into a *Regional Capitals's Housing Opportunity Prospectus*.

The Prospectus will provide detail on individual opportunities and provide an overview of the collective impact potential of targeted investment in housing projects in Regional Capitals.

This will provide RCAWA with a key strategic document for engagement and advocacy for individual and collective investment in regional housing supply. It will support RCAWA in:

- Advocating to the State Government for investment in specific Land Development, Social Housing or Key Worker Housing Projects;
- Attracting investment in social and affordable housing through the Community Housing sector;
- Advocating for and promoting investment in Regional Housing projects to private sector development industry;
- Identifying pathways to attract State or Federal Government housing and infrastructure investment;
- Engaging with relevant Parties in the lead up to the 2024 State and Federal Government election campaigns.

10 SERVICE DELIVERY REVIEWS

Date of Report:	24th August 2023
Report Author:	Executive Officer and Bronte Macmillan
Disclosure of Interest:	Nil
Attachment(s)	Power point presentation to be tabled

Purpose:

To update the Alliance on the Service Delivery Review Project

Background:

At the June meeting it was agreed that

1. CEO's confirm representation for their Local Government.
2. Executive Officer and Ms Macmillan commence project and convene advisory committee meeting.
3. CEOs to be invited to an appropriate meeting

Discussion:

Engagement with RCAWA Local Governments

BMac Consulting has conducted outreach to all ten RCAWA Local Governments to ensure a well-informed and effective template. Initial communication aimed to gather preliminary information concerning current service delivery practices. Subsequently, a review of the obtained information, including follow-up questions where necessary to ensure precision and clarity. For the Local Governments who had undertaken reviews, the feedback was relatively consistent that it is/was difficult to keep the momentum going with the reviews, or difficult to resource. It is also worth noting that 8 of the 10 Local Governments confirmed that they conduct community perception survey through Catalyse.

Insights from ACELG's Service Delivery Reviews

Discussions were held with a number of Local Governments over east who participated in the ACELG's "Service Delivery Reviews in Australian Local Government" in 2012. The purpose was to gain insights from their experiences with their review processes (noting that they weren't all using the same methodology), and to ask questions around alignment with Strategic Community Plans (SCP) and Corporate Business Plans (CBP). Feedback from these conversations consistently highlighted a common concern: the challenge of effectively tracking improvement of service delivery and the limited linkage to the SCP and CBP. This feedback has significantly influenced the objectives of the enhanced template.

Proposed Objectives of the Enhanced Template

Taking into account all of the feedback received to date, it would be beneficial to structure the template around the following key objectives:

1. Strategic Alignment

Acknowledging the importance of integration, the template could provide a structured method for aligning service delivery initiatives with the overarching SCP and CBP of each Local Government.

2. Meaningful Customisation

Incorporating SCP and CBP priorities would allow the template to be customised to the distinctive characteristics and priorities of each Local Government.

3. Progress Tracking

Addressing the received feedback, the template could incorporate mechanisms to monitor progress and improvement over time. This would offer a transparent and tangible means of showcasing improvements.

Next Steps

BMac Consulting will use the allocated time at the upcoming RCAWA meeting to host a mini workshop with CEO's to gather insights, suggestions, feedback and input before developing the draft template.

Following the workshop, the feedback and insights gathered from CEO's will be integrated into the template. A draft version will then be presented to the group for collective feedback and amendment. This process aims to ensure the final template is comprehensive and reflective of the collective vision.

Link to Strategic Directions:		Budget Implications	
Partnership and collaboration		\$120 per hour up to \$20,280 for a 6-month contract. Provision is also made for \$4,500 for the Executive Officer for supervision if time cannot be covered under contractual hours.	
Resolution(s)		Action(s)	
<p>That a draft template be circulated to the RCAWA member's representatives and CEOs for comment and endorsement out of session.</p> <p>Agreed that Executive Officer and Consultant will progress the use of this template for 1 agreed key business service area, which will then follow with 2 others.</p>		As per recommendations.	
Moved:	Shane Van Styn	Responsible:	Executive Officer and BMAC Consulting
Seconded:	Tony Nottle	Due date:	

11 MACWA

Date of Report: 24th August 2023
Report Author: Jane Lewis, Executive Assistant
Disclosure of Interest: Nil

Purpose:

To advise the members about the opening of the Most Accessible Community WA Awards (MACWA) and to encourage nominations.

Background:

At the August 2016 WALGA AGM, the City of Bunbury recommended that WALGA:

1. Develop assessment criteria to formally recognise the contribution that Western Australian Local Governments are taking to promote and improve accessibility within their jurisdictions.
2. Conduct an annual awards process coinciding with Local Government Week to recognise Local Governments nominated for work undertaken in no. 1 above based on metropolitan, regional, and remote categories.
3. Nominate the winning Local Government from each category for the National Awards for Local Government – Disability Access and Inclusion Awards conducted by the Department of Infrastructure and Regional Development.

This item was carried and State Council resolved that the item be forwarded to the Planning and Community Development Policy Team for consideration. By August 2017, RCAWA had been asked to take carriage of this Award.

Discussion

The RCAWA Executive Assistant has been working with the Department of Communities, The Department of Local Government, Sport, Culture and Industry and WALGA since January this year – with the aim to get buy in for the promotion of the awards and ultimately to increase nominations from the sector. During this time Minister Punch has been briefed and has requested updates on the process.

Communities donated \$500 towards the design and input of the awards onto the RCAWA website and sponsors have been secured for award winners. An official launch was held at the lunch forum by the RCAWA Chair, Dennis Wellington.

The Departments and WALGA are now committed to communicate the awards over the next 3 months using the following information:

The 2023 MACWA awards are now open for nominations from Local Governments who wish to showcase their commitment to inclusive and accessible communities.

Based on Local Government Disability Access Inclusion Plans, the MACWA Awards seek to recognise those Cities, Towns and Shires who demonstrate that they have exceeded minimum legislative requirements with a creative and innovative approach to buildings and services, public open spaces, communication, and employment.

Important Information

Opening Date: 15/8/2023
 Closing Date: Close of Business 13/10/2023
 Awards Event: Information coming soon

Online nominations: Regional Capitals Alliance WA (RCAWA Website:
<https://waregionalcapitals.com.au/documents-research/>)

Award categories (Nominations invited for 1 or more of the following):

- 1 – Accessible Buildings / Facilities / Services. \$500 sponsorship by Jointly Planning
- 2 – Public Open Spaces. \$500 sponsorship by NAJA Business Consulting Services
- 3 – Communication. \$500 sponsorship ALYKA
- 4 – Employment. \$500 sponsorship by WALGA

Judging Panel:

- Bruce Langoulant AM, Board and Council Member, Disability Assembly WA
- Julie Waylen: CEO Diversity South
- Melissa Northcott: MACWA Ambassador
- Terina Grace: Western Australian Disability Advisory Council
- Alina Hobson: Western Australian Local Government Association
- TBC: Department of Local Government, Sport, and Cultural Industries

Facilitator: Regional Capitals Alliance WA.
 Contact: Jane Lewis, Executive Assistant.
 Email: jane@reditresearch.com.au .
 Phone: 0419322779



Members of the RCAWA are encouraged to nominate their Local Government in order to gain recognition for their work in the access and inclusion space.

Link to Strategic Directions:	Budget Implications
Advocacy and policy Influence Partnership and collaboration Representation	Nil
Resolution(s)	Action(s)
For information only	Executive Assistant to continue with Award process.

12 AROUND-THE-GROUNDS

Date of Report: 24th August 2023
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:

As required.

Link to Strategic Directions:	Budget Implications
Partnership and collaboration	Nil
Resolution(s)	Action(s)
For information only	Nil

13 OTHER BUSINESS

ITEM	INFORMATION	ACTIONS REQUIRED
Benchmarking	Information is now required in order to start this year's benchmarking. An email will be sent out with the meeting minutes to request a contact name and details for the Executive team to liaise with	Members to advise contact details
October Meeting	The WALGA AGM has been moved to mid-September. The RCAWA meeting date in October will change to a Zoom format.	Nil

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

MEETING CLOSED: