



Regional Capitals Alliance

WESTERN AUSTRALIA

Regional Capitals Alliance Western Australian
Meeting

Minutes 15 December 2023

9am – 12:30pm

Zoom Meeting

<https://us02web.zoom.us/j/81860055566?pwd=bnREV05BQVI4bFhTSnQyRit3K1U5QT09>

Meeting ID: 818 6005 5566
Passcode: 815522

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1 OFFICIAL OPENING

MEETING OPENED AT: 9:20

RECORD OF ATTENDANCE

Attendees:

Attendee	Position	Method
Greg Stocks	Mayor City of Albany	Zoom
Andrew Sharpe	CEO City of Albany	Zoom
Chris Mitchell	President Shire of Broome	Zoom
Sam Mastrolembo	CEO Shire of Broome	Zoom
Jaysen de San Miguel	Mayor City of Bunbury	Zoom
Phill Cronin	Mayor City of Busselton	Zoom
Tony Nottle	CEO City of Busselton	Zoom
Ron Chambers	Shire President of Esperance	Zoom
Shane Burge	CEO Shire of Esperance	Zoom
Jerry Clune	Mayor City of Greater Geraldton	Zoom
Ross McKimm	CEO City of Greater Geraldton	Zoom
Andrew Brien	CEO City of Kalgoorlie-Boulder	Zoom
Daniel Scott	Mayor City of Karratha	Zoom
Lee Reddell	Director Development Services	Zoom
Chris Antonio	Shire President of Northam	Zoom
Debbie Terelinck	CEO Shire of Northam	Zoom
Ash Christensen	Deputy Mayor Town of Port Hedland	Zoom
Carl Askew	CEO Town of Port Hedland	Zoom
Paul Rosair	Executive Officer, RCAWA	Zoom
Jane Lewis	Executive Assistant, RCAWA	Zoom
Rebecca Billing	RCAWA Admin Officer	Zoom

Visitors:

Attendee	Position	Method
Greg Cash	Principal Elysian	Zoom
Cr Tony Chafer	Deputy Shire President, Shire of Wyndham East Kimberley	Zoom

Apologies:

Name	Position
Virginia Miltrup	CEO City of Karratha
Peter Carter	Mayor Town of Port Hedland
Alan Ferris	CEO City of Bunbury
Glenn Wilson	Mayor City of Kalgoorlie-Boulder

2 DECLARATIONS OF INTEREST

Daniel Scott, Mayor City of Karratha: Possible perceived conflict of interest Item 12.

3 INTRODUCTION OF NEW DELEGATES

4 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 3 rd October 2023, be confirmed as a true and correct record of proceedings.		See Attachment 1 – Outstanding Business Arising Items and Actions. EO to invite Hannah Beazley to meeting in 2024. EA to follow up with Premier’s Office re invitation to meeting	
Moved:	Andrew Sharpe	Responsible:	See Attachment
Seconded:	Andrew Brien	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				
3/10/23	Item 8 – Correspondence Letter sent to Premier Cook requesting meeting attendance	In progress	Medium	No official response, however EO received text message from the Premier to say he would follow up the invitation
3/10/23	Item 8 – Correspondence Letter sent to Minister Templeman regarding a Performing Arts forum	In Progress	Medium	Response received see Item 4 and update in Item 10
REGIONAL PERFORMING ARTS AND ENTERTAINMENT CENTRES REVIEW				
24/08/23	Item 8 - Performing Arts and Entertainment Centres Review • 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.	In progress	Medium	Documents formatted ready for signing. See Item 10
RCAWA HOUSING SOLUTIONS AND ACTION PLAN				
24/08/23	Item 9 RCAWA Housing Solutions and Action Plan • The Executive Officer to continue to work with Elysian Consulting on an hourly basis in progressing the scope of works as tabled for feedback and approval by the Alliance.	In Progress	High	In Progress. Greg Cash provided an update at the meeting. See item 8
BUSINESS SERVICE REVIEWS				
24/08/23	Item 9 Service Delivery Reviews • That a draft template be circulated to the RCAWA member's representatives and CEOs for comment and endorsement out of session. • 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.	In Progress	High	Discussed under Item 13 Email sent to Amy Noon, Senior Project Officer DLGSCI to arrange meeting with Ethan Redshaw, Director.

Actionable				
Date	Item and Resolution / Action	Status	Priority:	Comments *= will be archived
	<ul style="list-style-type: none"> Executive Officer contact DLGSC to understand status of Business Review regulations 			
ELECTION STRATEGY FRAMEWORK				
3/10/2023	<p>Executive Officer to present an election strategy framework at the December meeting</p> <p>Executive officer to work with members to:</p> <ul style="list-style-type: none"> update the investment framework develop an investment prospectus of each capitals highest project priorities (maximum of 3 per capital). To be delivered by April 2024. Prepare a communications plan for delivery of the investment framework and prospectus 	In progress		Proposal for works discussed under Item 9
Other Business				
3/10/2023	<p>Partnership and precincts funding</p> <p>Executive Officer to research</p>			See other business resolution.

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	<p>Darelle Merritt attended 20/10/22 meeting.</p> <p>Erin Gauntlett provided update at 24/08/23 government forum.</p> <p>Erin Gauntlett invited to February meeting – Awaiting response.</p>
24/08/23	Aboriginal Cultural Heritage	On Going	Low	Anthony Kannis spoke at Government Forum 24/08/23 – waiting reforms

5 CORRESPONDENCE

Date of Report:	15 December 2023
Report Author:	Executive Officer – Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	3. Correspondence Out: Minister Punch, MACWA Award invitation 4. Correspondence Out: Minister Templeman, RPAEC Forum

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 Out:

Date: 19/10/2023
To: Minister Punch,
Subject: Invitation to attend the MACWA Awards

Correspondence In:

Date: 2/11/2023
To: Minister Templeman
Subject: Regional Performing Arts and Entertainment Centre Forum

Link to Strategic Directions:		Budget Implications	
Advocacy and policy Influence Partnership and collaboration Representation		Nil	
Resolution(s)		Action(s)	
That the correspondence be received and noted.		Nil	
Moved:	Tony Nottle	Responsible:	-
Seconded:	Chris Mitchell	Due date:	-

Attachment 3: Correspondence Out: Minister Punch



Our Ref: Minister Punch MACWA Award Invitation
Enquiries: Paul Rosair:
Executive Officer RCAWA
0419930467

To Hon. Don Punch, MBA MLA
Minister.Puch@dpc.wa.gov.au

Date: 19 October 2023

Dear Minister Punch,

Re: Invitation to present the Most Accessible Communities WA (MACWA) Awards

As you may be aware, the MACWA Awards were launched in August this year, with the closing date set at 13th October 2023.

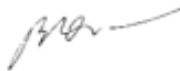
This year, the awards have received a higher profile, with the engagement of the Department of Communities, the Department of Local Government, Sport and Culture and WALGA, and, as anticipated, this has had a beneficial impact on the number of nominations. Of course, our wonderful ambassador, Melissa Northcott also worked tirelessly to ensure that Local Governments were aware of the Awards and were encouraged to nominate.

In keeping with raising the profile, it has been decided to hold a special event for the Award presentations and we would like to formally invite you to present this year's winners of the Most Accessible Communities WA Awards.

Date: Monday 13th December
Time: 1pm – 2pm
Venue: WALGA Offices (TBC)

We would really appreciate your attendance, as I am sure the category winners would. A list of attendees and further information will be forwarded closer to the event.

Kind regards,



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

Attachment 4: Correspondence In: Minister Templeman



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

Our Ref: 66-23426

Mr Paul Rosair
Executive Officer
Regional Capitals Alliance WA
jane@reditresearch.com.au

Dear Mr Rosair

WA REGIONAL PERFORMING ARTS TOURING FORUM

Thank you for your letter dated 25 September 2023 regarding the Regional Arts and Entertainment Review and, more specifically, requesting for myself, with the Department of Local Government, Sport and Cultural Industries (DLGSC), to convene a WA Regional Performing Arts touring forum.

I applaud the concept you have presented and am especially interested in participating in such a forum. The Cook Government is heavily invested in the arts and strongly believes in the importance of the sector in contributing to vibrant regional communities.

Through the Regional Arts and Cultural Investment Program (RACIP) the Cook Government will deliver almost \$20 million over four years (2023-24 to 2026-27) to regional WA, of which over 40 per cent is specifically allocated to the regional performing arts sector. This includes funding for capacity building programs through CircuitWest, direct support to venues, and the touring and commissioning of performing arts work.

CircuitWest is the service organisation for the performing arts sector in WA and it is supported by DLGSC through RACIP to convene the WA Showcase Forum. This is a forum that brings the performing arts sector together and is held annually in August.

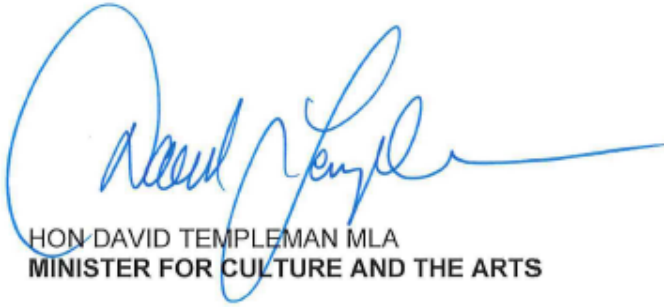
Furthermore, in April 2024, CircuitWest will be working closely with Performing Arts Connections Australia to ensure regional representation at the International Society for the Performing Arts (ISPA) Congress in Perth.

- 2 -

Both WA Showcase and ISPA are supported by the State Government and provide opportunities to unite the WA regional performing arts sector. I encourage you to partner with CircuitWest to align your forum with their work at either of these existing gatherings.

I would be pleased to attend as I already look forward to both WA Showcase and ISPA.

Yours sincerely



HON DAVID TEMPLEMAN MLA
MINISTER FOR CULTURE AND THE ARTS

02 NOV 2023

6 TREASURER'S REPORT

Date of Report:	15 December 2023
Author	Treasurer, CEO City of Bunbury
Disclosure of Interest:	Nil
Attachments:	5. RCAWA November Profit and Loss Statement 6. RCAWA November Balance Sheet 7. RCAWA November Accounts Payable

Purpose:

To inform the Alliance members of the RCAWA financial situation and to table the last available financial reports.

Discussion:

As required

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 November 2023 and and the accompanying financial documents. 		Nil	
Moved:	Chris Mitchell	Responsible:	
Seconded:	Tony Nottle	Due date:	As appropriate

Attachment 5: RCAWA November 2023 Profit and Loss Statement

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

	<u>Jul - Nov 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
Interest Received	272.13	50.00	222.13
Membership Fee 2023/24	150,000.00	150,000.00	0.00
Sponsorship	0.00	1,500.00	-1,500.00
Surplus Carried Forward	0.00	98,945.00	-98,945.00
Total Income	<u>150,272.13</u>	<u>250,495.00</u>	<u>-100,222.87</u>
Expense			
Accountancy Fees	682.50	1,100.00	-417.50
Audit Fees	1,000.00	1,100.00	-100.00
Bank Charges	57.63	150.00	-92.37
Contingency	720.00	7,579.00	-6,859.00
Executive Support	45,454.55	110,000.00	-64,545.45
MACWA	0.00	2,600.00	-2,600.00
Meetings and Functions	1,553.48	2,200.00	-646.52
Projects	1,777.52	118,700.00	-116,922.48
Rent	1,354.15	3,566.00	-2,211.85
Travelling Expenses	0.00	3,000.00	-3,000.00
Website	0.00	500.00	-500.00
Total Expense	<u>52,599.83</u>	<u>250,495.00</u>	<u>-197,895.17</u>
Net Income	<u><u>97,672.30</u></u>	<u><u>0.00</u></u>	<u><u>97,672.30</u></u>

Attachment 6: November Balance Sheet

WA Regional Capitals Alliance Inc	
Balance Sheet	
As of November 30, 2023	
	<u>Nov 30, 23</u>
ASSETS	
Current Assets	
Chequing/Savings	
WARCA Cheque Account	145,682.09
WARCA Savings Account	48,253.00
Total Chequing/Savings	<u>193,935.09</u>
Accounts Receivable	
Trade Receivables	560.00
Total Accounts Receivable	<u>560.00</u>
Total Current Assets	<u>194,495.09</u>
TOTAL ASSETS	<u><u>194,495.09</u></u>
LIABILITIES	
Current Liabilities	
Other Current Liabilities	
Tax Payable	-2,121.90
Total Other Current Liabilities	<u>-2,121.90</u>
Total Current Liabilities	<u>-2,121.90</u>
TOTAL LIABILITIES	<u><u>-2,121.90</u></u>
NET ASSETS	<u><u>196,616.99</u></u>
EQUITY	
Opening Bal Equity	136,570.00
Retained Earnings	-37,625.31
Net Income	97,672.30
TOTAL EQUITY	<u><u>196,616.99</u></u>

Attachment 7: November
Accounts Payable

WA Regional Capitals Alliance Inc						
A/R Ageing Summary						
As of November 30, 2023						
	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
City of Bunbury	0.00	0.00	0.00	280.00	0.00	280.00
City of Busselton	0.00	0.00	0.00	140.00	0.00	140.00
Shire of Northam	0.00	0.00	0.00	140.00	0.00	140.00
TOTAL	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>560.00</u></u>	<u><u>0.00</u></u>	<u><u>560.00</u></u>

7 EXECUTIVE OFFICER BI-MONTHLY REPORT (OCTOBER – NOVEMBER 2023)

Date of Report: 15 December 2023
Report Author: Executive Officer – Paul Rosair
Disclosure of Interest: Nil
Attachment(s): 8. Executive Officer Bi-Monthly Report – October - November 2023

Purpose:

To update RCAWA on the Executive Officer services provided for the period October 2023 – November 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 2023/24 approved RCAWA budget.	
Resolution/s		Action(s)	
That the members receive and note the Executive Officers report		As per Outstanding Actions	
Moved:	Chris Mitchell	Responsible:	Executive Officer
Seconded:	Andrew Brien	Due date:	As appropriate

Attachment 8: Executive Officer Bi-Monthly Report – October 2023 – November 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	Item 10
Housing Solutions and Action Plan	In Progress, Report Supplied by Greg Cash	Item 8
Service Delivery Reviews	In Progress.	Item 13
Benchmarking	In Progress	Other Business
MACWA	In Progress	Item 11
2024 Meeting Planning	In Progress	Other Business
State and Federal election strategy	Planning	Item 9
New RCAWA member Induction	Nearly complete	Other Business

2. Stakeholder Engagement

Stakeholders	Date	Purpose
Project work with Greg Cash, Duncan Ord and Bronte Mac Millan / Jo Swan, Rebecca Billing	Throughout October and November	Project work and updates
MACWA work with Department of Communities, DLGSCI, WALGA, MACWA judges and local government nominees	Throughout October and November	MACWA Awards

3. Time Allocation

Historic Contract: May 2018 – April 2022

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

Current Contract: May 2022 – April 2024

	Paul Rosair		Jane Lewis		Support	
	Contract	Actual	Contract	Actual	Contract	Actual
May 22	35	70 ²	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	45	30	72	12	9.5
Sept 23	35	22	30	10	12	3
Oct 23	35	27	30	22	12	7
Nov 23	35	34	30	35	12	1.75
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	
Running Totals	645	633	540	608.50	224	166.75
Full Term Totals	800		660		280	
Overall	Contract 1,409 Actual: 1,408.25					

¹ 30 hours carried forward to 2022/24 contract

² Includes 30 hours credited from 2020/22 contract

8 FORMAL PRESENTATIONS

Date of Report: 15 December 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
10:00 to 10:15	Greg Cash	Elysian Consulting	Housing Project
10.30 To 10.45	Tony Chafer	Deputy President, Shire of Wyndham East Kimberley	Banned Drinkers Register and Alcohol Restrictions

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

9 STATE AND FEDERAL GOVERNMENT ELECTION STRATEGY

Date of Report: 15 December 2023
Report Author: Paul Rosair, Executive Officer
Disclosure of Interest: Nil
Attachment(s): Nil

Purpose:

To provide the members with an election strategy framework as per the resolution at the October meeting.

Background:

The RCAWA Action Plan includes the following:

Election Strategy	<ul style="list-style-type: none"> Prepare State and Federal Election Strategies 	<ul style="list-style-type: none"> Members and Executive Team Graphic design (if required) 	<p>State Election March 2025</p> <p>Federal election September 2025</p> <p>Budget implications: TBD</p>
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The next WA State Government election is scheduled for the 8th of March 2025 and the next the next Federal election is likely to be held during or before 2025. As a pre-election year, 2024 provides the opportunity to put forward policy and funding proposals to shape pre-election commitments by political parties and candidates.

For the previous election, RCAWA engaged Mainsheet Capital to produce a Regional Capitals Investment Framework (July 2020) and Eclipse Design to produce a 4-page flyer which was sent to all Ministers leading up to the election, and then to all new Ministers post-election.

At the October meeting it was agreed that the Executive Officer present an election strategy framework to the members which includes:

- An update of the investment framework
- Development of an investment prospectus of each capitals highest project priorities (maximum of 3 per capital). To be delivered by April 2024.
- Preparation of a communications plan for delivery of the investment framework and prospectus

Discussion:

In planning the framework, the Executive Officer estimated the number of hours to complete the necessary tasks. It has been determined that it is not possible to carry out this scope of works under the current NAJA contract. Please see table below for estimations of effort and financial implications.

Note: A suggested action which was not tabled at the October meeting is the addition of Policy Position Papers as part of the election strategy. These were included in the NAJA 2022-2024 contract proposal as follows:

“Paul can provide strategic advice and guidance to the RCAWA on the development of policy approaches related to key issues and in gaining traction with developed policy position papers.

It is considered that the development of detailed and well-researched policy position papers would form a significant body of work, some which would fall outside of the scope of the remit of the Executive Officer core role (based on a part-time position as described in the Request for Quotation). As part of the Executive Officer role, NAJA can offer to project manage and peer review this work, and in addition to facilitating:

Provision of services to develop policy position papers, using the NAJA team on a case-by case basis, with NAJA providing a proposal based on scope developed by the RCAWA; or Support to the RCAWA to develop a scope for an EOI to seek quotes from NAJA and other providers to develop a policy position paper on a case-by-case basis; or Support to the RCAWA to develop a scope for an alternative procurement method proposed by RCAWA.”

It is believed that the timing of the development of these position papers would not only align well with the election strategy, but that they would also be useful going forward for future media releases. Given the understanding NAJA has of the RCAWA, it is believed that these papers could be developed in a more economical way than outsourcing and having to provide a supervisory role. Suggested topics and costings for the development of these position papers have been included in the table below.





**Regional
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Alliance**
WESTERN AUSTRALIA

INVESTMENT PROSPECTUS
2024/25

• www.waregionalcapitals.com.au



Table 1: Election Strategy Actions and Financial Implications

Suggested Action	When	Assumptions / comments	Financial implications
Update of the investment framework	April 2024	<p>Assumptions: Research officer/s is/are available from one or more of the Capitals to assist with data analysis across the membership (as per Kalgoorlie’s contribution last time). If not, this will need to be costed.</p>	<p>With data analysis from an Alliance staff member there will only be costs associated with graphic design changes: up to 4 hours @\$120 per hour = \$480 plus supervision costs of 1 hour@ \$120. If EO team is to do the research: up to 10 hours @ \$120 per hour = \$1,200 (plus graphic design as above)</p>
Development of an investment prospectus of each capitals highest project priorities (maximum of 3 per capital). The projects will have a prelude describing the importance of Regional Capitals. Housing will be covered in a separate section and will incorporate some of the work from the Housing Implimentation project.	April 2024	<p>Assumptions:</p> <ul style="list-style-type: none"> • Each project will need to fit on 1 page. Template to be provided by EO • Project details and costings to be provided by members. • Projects chosen should be shovel ready, preferably with a completed business case available upon request. <p>Comments: This document needs to be professionally presented in a way which encourages government to invest in strategic projects. Depending on which projects are put forward by the Capitals, the layout may either be segmented into each capital’s projects or themed eg housing, aged care, sport and recreation, coastal care etc</p>	<p>External to contract – will involve information extraction and graphic design work. Information extraction and design - estimation up to 80 hours @ \$120 = \$9,600 Printing: approx. \$450 + GST for 25 copies or \$800 + GST for 50 copies or \$1000 for 100 copies</p>
Preparation of a communications plan for delivery of the investment framework and prospectus		Given that the communications strategy has only recently been updated, this should only require minimal work and could be completed in core contracted hours	Nil - covered under existing contractual arrangements
Proposed additional work:	June 2024	It is proposed that as part of the information packs, media releases, website inclusions etc. that the RCAWA	Development of content Estimation up to 10 hours per paper + 60 hours @ \$140 per hour = \$8,400

Suggested Action	When	Assumptions / comments	Financial implications
Development of Policy Position Papers		develops policy position papers on the following topics: <ul style="list-style-type: none"> Performing arts Housing Aviation strategy Local government reform Regional Investment framework / funding requirements Regional development strategy 	Graphic design: up to 2 hours per paper @ \$120 = \$1,400 plus printing costs TBD
Develop a Pre-Election Summary document to front the election pack	June 2024	2–4-page document summarising RCAWA statistics and compelling election asks from the prospectus and position papers	External to contract: Estimated up to 15 hours @ \$120 = \$1,800 Graphic design up to 5 hours @ \$120 = \$600 plus printing costs TBD.
Launch Pre-Election document	June 2024	Potential to launch at the Forum meeting	Nil – covered under existing contractual arrangements
Undertake advocacy and engagement	July 2024 – March 2025		Nil – covered under existing contractual arrangements

Link to Strategic Directions:		Budget Implications	
Advocacy and Policy Influence Partnership and collaboration		Hourly Rate: Up to \$25K plus GST and printing costs	
Resolution(s)		Action(s)	
Executive Officer to proceed with works as set out in Table 1 above, subject to the Treasurer’s budget confirmation		Treasurer to confirm allocation of budget. Executive Officer to commence data collection. Prospectus to include regional performing arts and entertainment centres, housing information and LG projects.	
Moved:	Daniel Scott	Responsible:	Members and Executive Officer
Seconded:	Chris Mitchell	Due date:	As appropriate

10 REGIONAL PERFORMING ARTS AND ENTERTAINMENT CENTRES

Date of Report:	15 December 2023
Report Author:	Paul Rosair, Executive Officer
Disclosure of Interest:	Nil
Attachments:	9 RPAEC MOU
	10 RPAEC MOU Governance Framework

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. RCAWA members seek to ensure the centres operate effectively and efficiently and are supported adequately by their stakeholders including the WA 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

Mr Paul Rosair and Duncan Ord met with the Hon David Templeman Minister for Culture and Arts on 23rd August 2023. The focus of this meeting was on the 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 Minister advised that the DLGSC was evaluating the report and that he was prepared to support the recommendation that a Ministerial forum on regional Arts Centres and Performing arts touring be convened. He requested that the Mandurah Performing Arts Centre be included as he was very supportive of their operating model.

The RCAWA secretariate wrote to Minister Templeman 25th September 2023 proposing the forum focus on three themes agreed as priorities by the project steering group.

Theme one: Skills and workforce development

Regional venues and touring companies are critically dependent on a skilled workforce being available locally. In their absence touring costs escalate dramatically with travel and accommodation costs and allowances for touring technical staff.

This workforce needs to be inclusive of part time and casual Labor leading to a requirement for the delivery of training skill sets customised to workers who work in related industries. We understand that ACT WA is engaged in looking at this issue for their own venues and seek expansion to cover needs of all regional arts centres.

Theme two: Touring programs and presentation

The best of Western Australian performing arts productions is not consistently reaching Regional WA. Much of this production is created by small to medium companies with few resources to organise and staff tours and with no capacity to take risk on venue rental. Equally the smaller regional venues have few presenting resources to buy in shows and build local production capacity. Federal touring support also disadvantages the State limiting the touring of WA created shows and tours within WA.

Theme three: Access to industry standard equipment

In 2014 the WA Government provided support for equipment upgrades of some regional venues under a matching funding scheme. A decade later the venues are in need of further upgrades to ensure they are technically capable, within contemporary OHS standards, of hosting touring productions. In the absence of technically capable venues touring producers need to tour their own equipment at great cost and inefficiency. We acknowledge Lotterywest has in the past assisted with such a program.

The Minister responded on 2 November 2023 supporting the forum and suggesting it be co-convened with Circuit West. The Minister outlined current Government support and it should be noted that DLGSC have responded to the report with revised touring program support for 2024 which is benefiting RCAWA member venues.

The Minister also advised that in April 2024, CircuitWest will be working closely with Performing Arts Connections Australia to ensure regional representation at the International Society for the Performing Arts (ISPA) Congress in Perth. The IPASA conference is the world's most significant for Performing arts production and touring and it will be Australia's first time to host the event.

In August 2023 the RCAWA committee agreed 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.

Next Steps

Duncan Ord is meeting with Fiona De Garis Chair of CircuitWest on Wednesday 13 December to discuss the Regional Arts Centres Ministerial forum. It is proposed that a date in late February suitable to the Minister be identified and that the forum if possible be held in a regional centre. As suggested by the Minister Circuit West will be approached to act as convenor of the forum with DLGSC being asked to provide administrative and financial support.

The forum provides an opportunity to address regional arts issues ahead of the IPASA congress which itself should be a highlight of the Minister's term in office.

A draft RCAWA Regional Performing Arts and Entertainment Centre MOU and MOU governance framework has been completed for review by members. (See Attachment 9 and 10).

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>1. That the RCAWA note the Minister's support for a Regional Performing Arts centres forum to be held early 2024.</p> <p>2. That the MoU and Governance framework be signed by those RCAWA members who wish to commit to the objectives of the MoU.</p>		<p>Executive Officer to:</p> <ul style="list-style-type: none"> • Organise signing of the MOU • Keep the Minister informed <p>RPAEC group to proceed with organisation of a Regional Arts Centres Ministerial forum in conjunction with CircuitWest.</p>	
Moved:	Greg Stocks	Responsible:	Members and Executive Officer
Seconded:	Chris Mitchell	Due date:	As appropriate

Attachment 9 RPAEC MoU



Memorandum of Understanding

RPAEC Governance Framework 2023-2027



REGIONAL CAPITALS ALLIANCE WA

Regional Performing Arts and Entertainment Centre's Memorandum of Understanding

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 Northam, 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.

10 RPAEC MoU Governance Framework



Regional Performing Arts and Entertainment Centres

GOVERNANCE FRAMEWORK

RPAEC Governance Framework 2023-2027



Memorandum of Understanding: Status

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

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.

RPAEC Governance Framework 2023-2027



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

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.

RPAEC Governance Framework 2023-2027



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;
- c) 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;
- d) Any other information that the Board directs to be included; and
- e) Any other report the Participants may reasonably require to comply with their reporting obligations

RPAEC Governance Framework 2023-2027



Financial resources

Purpose

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

Requirements under the MOU

- 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.

11 MACWA

Date of Report: 15 December 2023
Report Author: Jane Lewis, Executive Assistant
Disclosure of Interest: Nil

Purpose:

To update the members regarding the 2023 Most Accessible Community WA Awards (MACWA).

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.

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.

The awards were launched at the August meeting during the Government forum, and have been advertised by the WALGA communications team (and announced at the WALGA AGM), the Department of Communities, Department of Local Government, Sport and Cultural Industries and direct contact by ambassador, Melissa Northcott.

Discussion

Award nominations closed on the 13 October 2023 and judging was conducted over 2 sessions in early November. Entry numbers were encouraging with 22 local governments providing 36 nominations across the 4 categories. This is a significant increase from previous years, and provides a baseline understanding of the effort required to raise the profile of the awards.

An award ceremony will be held in Scarborough on the 13 December 2023, attended by 45 guests including Hon. Don Punch, MLA, Mike Rowe Director General Department of Communities, Paul Kelly Deputy Chair WALGA, department and WALGA representatives, members of the local government access and inclusion group, judges, finalists, sponsors and members of the RCAWA. ***In recent discussions with the Minister, the Executive Officer was advised that the RCAWA's contribution in the disabilities sector has been most appreciated.***

Time and resources were dedicated from:

- Department of Communities, including work by Christine Smart, Manager Strategic Policy – Access and Inclusion, George Cherian, (former) Principal Policy Officer Access and Inclusion Team, Anna Davis, Office of Disability Strategy and Partnerships. The Department organised and hosted meetings, took minutes, and promoted the awards through identification of high standard Disability, Access and Inclusion Plans. The Department also liaised with the Ministers Office and provided \$500 to fund the development of an online nomination form for the RCAWA site.
- Department of Local Government, Sport, Culture and Industry, including input from Mustafa Yildiz who assisted with award promotion with the Department’s contact lists.
- WALGA, including work by Alina Hobson (former Policy Officer), Rebecca Hicks Policy Officer Communities, Michelle Dayman Senior Advisor Events. WALGA have provided \$500 for sponsorship, funding the award function on the 13th December (venue hire and catering). They will also provide a photographer for the event. During the year they promoted the awards through their networks and via the WALGA AGM, provided input at the meetings and Alina was part of the judging panel.
- Melissa Northcott – MACWA ambassador provided content input and strategic direction for the awards and has been tireless in her promotion of the awards to local governments. She also sat on both judging panels and assessed every entry. She will play an integral part of the award ceremony.
- Terina Grace, Disability Services Commission Board – judge
- Bruce Langoulant, Council Member Disability Assembly WA, D-Dads convenor, Meningitis Centre Australia Inc, Chair – judge
- Julie Waylen, Diversity South CEO – judge

This year, with the involvement of the departments and WALGA and the planning of an awards event, resources provided by the RCAWA executive team have totalled 75 hours as opposed to previous years which have generally taken approximately 35 hours to facilitate. This has included:

- Attending meetings and actioning outcomes
- Provision of material for the awards – content for website, for distribution and for the awards event
- Administration of the awards including fielding emails and phone calls from nominees, organisation of nominations, facilitation of judging panel, organisation of the award event, liaison with the Ministers Office

It is envisioned that this level of effort will need to be applied in future years, especially if the profile of the awards is raised further and more nominations are received. As this is not core RCAWA work, a decision from the members is being sought regarding the future involvement of the Executive Team as it is now impacting on other work.

Possible options for 2024:

- Continue as per this year, recognising that other work may be impacted
- Provide an additional 40 hours in the Executive Officers budget to complete the additional work needed to run the awards at this year’s level:
 - Funding to be provided by RCAWA or
 - Seek funding from WALGA, DLGSC and/or the Department of Communities for 40 hours, noting that they are already providing time and resources for this project
- Hand the awards back to WALGA

As the Award winners will not be announced until 13 November, members will be notified of the results at the meeting on the 15 December and will be reported on at the February meeting.

Link to Strategic Directions:		Budget Implications	
Advocacy and Policy Influence Partnership and collaboration		Consideration for future budget allocation to be discussed.	
Resolution(s)		Action(s)	
<p>That RCAWA continue to run the MACWA Awards in 2024.</p> <p>An additional 40 hours be allocated to the Executive Assistant to administer and run the awards.</p> <p>The Executive Team to seek funding contributions from the Department of Communities, Department of Local Government, Sport and Cultural Industries and WALGA in order to recover costs for the additional hours required to run the awards.</p> <p>The members to review in 1 year.</p>		<p>Executive Officer to work with Treasurer to allocate additional hours in the budget.</p> <p>The Executive Officer prepare correspondence from Departments and WALGA as discussed.</p> <p>Executive Team to invite Melissa Northcott to invoice RCAWA for her Ambassador honourarium and travel costs.</p>	
Moved:	Andrew Sharpe	Responsible:	EO
Seconded:	Chris Mitchell	Due date:	As appropriate

12 BANNED DRINKERS REGISTER AND EXTENDED LEGISLATION

Date of Report:	15 December 2023
Report Author:	Executive Officer, Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	Nil

Purpose:

To discuss the implications of the banned drinkers register and any further liquor regulations/restrictions for regional capitals.

Background:

The State Government introduced new legislation to strengthen the effectiveness of the banned Drinkers Register trial in reducing alcohol related harm in the localities where it operates.

The new laws create a clear framework for when and where a Banned Drinker Area (BDA) can be designated and provide additional pathways, including new Banned Drinker Orders (BDOs), for individuals to be placed on the register for behaviour stemming from harmful levels of alcohol consumption.

Individuals subject to Prohibition Orders and Barring Notices are also placed on the Banned Drinkers Register (BDR) and prevented from buying alcohol where the BDR is in effect.

Participation by licensees of packaged liquor (takeaway alcohol) outlets in BDAs will be mandatory, and retail staff must scan the ID to check if the purchaser is on the register. If the purchaser is registered on the BDR, the sale must not proceed. Penalties for non-compliance will apply.

Anyone purchasing takeaway alcohol in a BDA must provide an eligible photo ID every time they make a purchase. Retail staff must scan the ID to check if the purchaser is on the register.

WA Police officers will have/have powers to issue BDOs for alcohol-related offences, including driving under the influence and family violence incidents where alcohol is a contributing factor.

Summary of legislative changes

Establishes the BDR in law

- Establishes a legal register of people prohibited from purchasing packaged liquor.
- Establishes head of power for the establishment of Banned Drinkers Areas.

New pathways onto the BDR

- Includes a new pathway with the establishment of a Banned Drinkers Order, which can be made on application to the Director of Liquor Licensing by a medical practitioner, social worker or other prescribed persons.

- BDOs can be issued by the police for any alcohol-related offence, including driving under the influence (DUI) and when police orders are issued at family violence incidents when alcohol is involved.
- Police BDOs are an automatic 3-, 6- or 12-month ban, escalating based on number of offences.

Combatting secondary supply

- An offence is created for the supply of packaged liquor to someone known to be on the BDR.
- The supplier can be prosecuted or infringed, if charged a BDO can be issued (limiting their ability to further supply).

Requirements on licensees

- Licensees in BDR areas will be required to check the purchaser's ID against the register on every sale of packaged liquor.
- It will be an offence for licensees to sell or supply to a known banned drinker.
- It will be an offence for licensees to deliver to a banned drinker inside a banned drinker area.

Implications of the BDO

- A banned drinker cannot purchase, possess or consume packaged liquor in a Banned Drinker Area.
- Police have powers to seize and dispose of alcohol found in possession of banned drinkers.
- Breaching of a BDO can result in the order being extended.

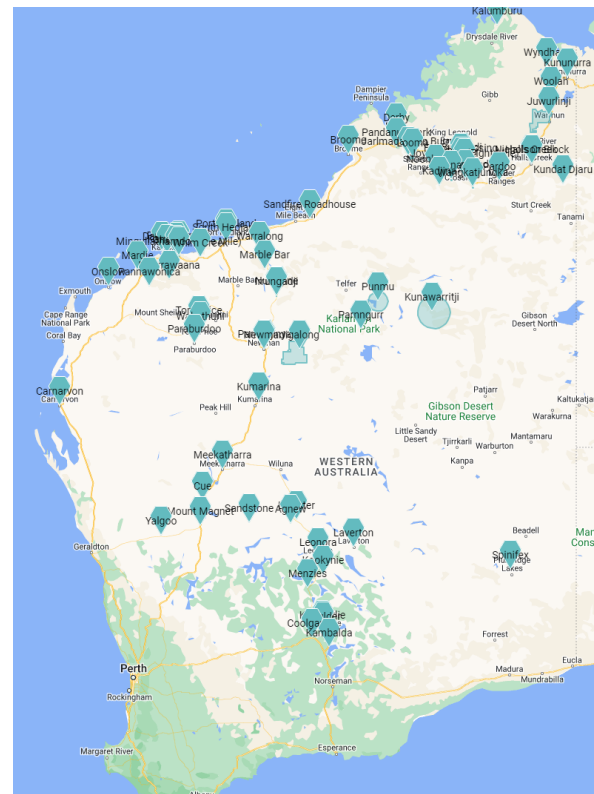
The Bill addresses the secondary supply of packaged liquor (buying takeaway alcohol for someone else) and makes it an offence to supply takeaway alcohol to someone known to be on the BDR. Penalties of up to \$10,000 may apply.

Strict measures have also been introduced to secure the privacy of people on the register and prevent the unlawful disclosure of BDR-related information. The unlawful disclosures or misuse of information by any person attracts a penalty of up to \$10,000.

The Department of Local Government, Sport and Cultural Industries continues to engage with key stakeholders about the BDR, providing education and support about the program and the new legislative changes. A comprehensive evaluation of the enhanced BDR will be undertaken to inform its future beyond the next 2 years.

Liquor restrictions are also in place in some areas (see map):

Restrictions are provided for different sections. Section 64 Restrictions are imposed by the Director of Liquor Licensing, where it is in the public interest. These restrictions:



- may limit or prohibit the sale of alcohol from licensed premises by imposing conditions on liquor licences; and
- can be imposed on all licensed premises within a particular area of the State.

The following members are impacted by the liquor restrictions:

Broome:



Department of
**Local Government, Sport
and Cultural Industries**

LIQUOR RESTRICTIONS KIMBERLEY WIDE

This fact sheet provides information about purchasing and consuming liquor in the Kimberley, Western Australia.

Major towns in the Kimberley include Broome, Derby, Fitzroy Crossing, Halls Creek, Kununurra and Wyndham.

Consuming liquor...

... **on public roads and in private vehicles** is an offence (except where a permit or licence applies). This includes drinking in a motor vehicle on any public road or street.

... **in parks and other public places** is an offence without the consent of the owner or controlling authority. This includes areas such as parks, reserves, beaches and so on.

... Kimberley wide

- Takeaway liquor may not be sold:
 - in individual containers of more than one litre of liquor with an alcohol content of 6% or more (for example, wine casks of more than one litre); and
 - in glass bottles of 400ml or more of beer.

Kalgoorlie Boulder



Department of
**Local Government, Sport
and Cultural Industries**

LIQUOR RESTRICTIONS GOLDFIELDS

EFFECTIVE 29 OCTOBER 2012

This fact sheet provides information about purchasing and consuming liquor in Kalgoorlie, Boulder, Coolgardie and Kambalda, Western Australia.

Consuming liquor...

... on public roads and in private vehicles is an offence (except where a permit or licence applies). This includes drinking in a motor vehicle on any public road or street.

... in parks and other public places is an offence without the consent of the owner or controlling authority. This includes areas such as parks, reserves, beaches and so on.

Trading Hours

- Takeaway liquor may only be sold:

	Liquor Stores	Hotels , Taverns and Clubs
Monday to Saturday	11am to 10pm	11am to 12 midnight
Sunday	Alcohol cannot be purchased	11am to 10pm
ANZAC Day	12 noon to 10pm (where ANZAC Day falls on a Monday to Saturday)	12 noon to 10pm

Product Restrictions

Takeaway liquor may not be sold in the following quantities:

- In glass bottles of 750ml or more of beer (king browns).
- Fortified wine (i.e. port, sherry) in containers of more than one litre of alcohol.
- In individual containers of more than two litres of liquor with an alcohol content of 6% or more (e.g. wine casks of more than two litres).

Karratha

LIQUOR RESTRICTIONS
KARRATHA
EFFECTIVE 8 OCTOBER 2012

This fact sheet provides information about purchasing and consuming liquor in Karratha, Western Australia.

Consuming liquor...

... **on public roads and in private vehicles** is an offence (except where a permit or licence applies). This includes drinking in a motor vehicle on any public road or street.

... **in parks and other public places** is an offence without the consent of the owner or controlling authority. This includes areas such as parks, reserves, beaches and so on.

Trading Hours

- Takeaway liquor can be purchased:

	Liquor Stores	Hotels and Taverns
Monday to Saturday	11am to 8pm	11am to 8pm
Sunday	Alcohol cannot be purchased	12 noon to 6pm
ANZAC Day	Midday to 8pm (where ANZAC Day falls on a Monday to Saturday)	Midday to 8pm (where ANZAC Day falls on a Monday to Saturday and midday to 6pm where ANZAC Day falls on a Sunday).

- The sale and supply of liquor for consumption at hotels/taverns is prohibited before 11am, except where it is sold or supplied ancillary to a meal or to a lodger residing at a licensed hotel.

Product Restrictions

Takeaway liquor may not be sold in the following quantities:

- In glass bottles of 750ml or more of beer (king browns)
- In individual containers of more than two litres of liquor with an alcohol content of 6% or more (for example, wine casks of more than two litres)
- Fortified wine in containers greater than one litre

Port Hedland



DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

LIQUOR RESTRICTIONS IN PORT HEDLAND & SOUTH HEDLAND

EFFECTIVE 27 SEPTEMBER 2019

This fact sheet provides information about purchasing and consuming liquor in Port Hedland & South Hedland, Western Australia.

Consuming liquor...

... **on public roads and in private vehicles** is an offence (except where a permit or licence applies). This includes drinking in a motor vehicle on any public road or street.

... **in parks and other public places** is an offence without the consent of the owner or controlling authority. This includes areas such as parks, reserves, beaches and so on.

Trading Hours

Takeaway liquor may only be sold at liquor stores, hotels, taverns and clubs (members only):

Monday to Saturday

12noon to 8pm

Sunday

Takeaway liquor cannot be purchased on a Sunday, Good Friday or Christmas Day.

ANZAC Day

12 noon to 8pm

Product Restrictions

Takeaway liquor may only be sold in the following quantities from liquor stores, hotels, taverns or clubs (members only):

- (1) The sale of cask wine is prohibited.
- (2) The sale of beer in glass bottles of 750 mls or more is prohibited.

LIQUOR RESTRICTIONS IN PORT & SOUTH HEDLAND CONT.
EFFECTIVE 27 SEPTEMBER 2019

- (3) Takeaway liquor may only be sold or supplied knowingly by a licensee in the following quantities:
- (a) low alcohol liquor where the liquor contains less than 3.6 per cent concentration of ethanol at 20 degrees Celsius in any quantity is unrestricted;
 - (b) where the liquor contains from 3.6 per cent to 7 per cent concentration of ethanol at 20 degrees Celsius a maximum cumulative quantity of 12 litres per customer per day, e.g. one carton of 30 cans at 375 mls each;
 - (c) where the liquor contains greater than 7 per cent but no more than 19.9 per cent concentration of ethanol at 20 degrees Celsius a maximum cumulative quantity of 2.25 litres per customer per day, e.g. three bottles of wine at 750 mls each;
 - (d) where the liquor contains greater than or equal to 20 per cent concentration of ethanol at 20 degrees Celsius, a maximum cumulative quantity of one litre per customer per day;
 - (e) in the case of fortified wine nothing below a \$25 price point.

A person may purchase liquor in more than one category provided the limit for each category is not exceeded.

Exemptions

Exemption 1

The sale and supply of takeaway liquor is only permitted to a person who is present at the time of purchase on the licensed premises conducting the sale unless the person is:

- (a) the liquor merchant;
- (b) the station owner, pastoralist, person operating a remote work site or seafarers. The sale can be to an employee that places and/or collects the order on behalf of the business and only on the conditions that:
 - (i) the person confirms that the liquor is to be consumed at a station, the pastoral property, remote work site or on a ship;
 - (ii) the licensee maintains on the licensed premises a register of purchase which must be made for inspection at the request of an authorised officer; and
 - (iii) the register contains the following information in relation to the person, name, address, address to which the liquor is being delivered/taken, description and quantity of liquor ordered.
- (c) a person who has pre-ordered the liquor at least three days in advance of pick-up and delivery and only on the conditions that:
 - (i) the person has personally completed and signed a bulk purchase order form; a bulk purchase order is any order above that allowed to be purchased under clause 3;
 - (ii) the bulk purchase order form contains the following information in relation to bulk purchase, name of purchaser, address and phone number of purchaser, address to which the liquor is being delivered/taken, description and quantity of liquor ordered and the reason for the bulk purchase, purchaser's signature; and
 - (iii) the bulk purchase order form is retained by the licensee for six months and made available for inspection at the licensed premises at the request of an authorised officer within 48 hours and a copy is provided to the local police within 48 hours of receipt.

The sale of liquor under 'Exemption 1' is not subject to the quantity restriction set out above.

LIQUOR RESTRICTIONS IN PORT & SOUTH HEDLAND CONT.
EFFECTIVE 27 SEPTEMBER 2019

Exemption 2

The quantity restrictions set out above do not apply to the sale and supply of takeaway liquor to a person whom the licensee reasonably believes to be a *bona fide* tourist. The licensee must record the following information where a sale is made under this exemption:

- (a) the name of purchaser;
- (b) the local address or residential address and phone number of the purchaser;
- (c) the vehicle registration of the purchaser;
- (d) the address/location at which the liquor is being taken to;
- (e) the description and quantity of liquor ordered;
- (f) the purchaser's signature.

This information is to be provided to the local police within 24 hours and retained by the licensee for six months for inspection at request of an authorised officer.

Other Restrictions

The sale and supply of liquor for consumption on the premises is prohibited before 11 am except where it is sold ancillary to a meal or to a lodger.

Taxi and bus drivers cannot purchase packaged liquor on behalf of their passengers/customers.

Discussion:

At the RCAWA incoming members induction meeting held on 6 December, the BDR and possible further sale of liquor restrictions was brought up as a topic by one of the members. Impacts on further restrictions on the sale of alcohol and whether the restrictions will be widened to include other areas is a matter for discussion – particularly if enacted before the impacts of the improved BDR are assessed.

The Kimberley Regional Group, who are all affected by the Kimberley wide restrictions have placed a great deal of importance on this topic and have welcomed the improvements to the BDR. Tony Chafer from the Shire of Wyndham East Kimberley has been the main media spokesperson for the KRG regarding this topic, and has been invited to attend the meeting for this discussion.

Link to Strategic Directions:		Budget Implications	
Advocacy and Policy Influence Partnership and collaboration		Nil	
Resolution(s)		Action(s)	
An advocacy letter to be sent to the appropriate stakeholders, supporting the new BDR legislation and requesting that no further liquor restrictions be legislated before the program has run for 2 years.		Executive Officer, in consultation with relevant members, draft a letter for approval by all members before sending.	
Moved:	Sam Mastrolembo	Responsible:	EO
Seconded:	Carl Askew	Due date:	As appropriate

13 SERVICE DELIVERY PROJECT

Date of Report:	15 December 2023
Report Author:	Executive Officer, Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	Nil

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

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.

Discussion:

Unfortunately, Bronte Macmillan, the project consultant has had to withdraw from the project due to personal reasons. She sent an email to all CEOs on the 10 November as follows:

Dear CEO's,

I hope this email finds you all well. Unfortunately, due to unforeseen personal circumstances, I am no longer able to continue with the Service Delivery project assigned to me by the Regional Capital Alliance.

Recently, I experienced a health setback in the form of a stroke, and as a result, my focus and energy must be directed towards my recovery. As a result of this, I have made the difficult but necessary decision finalise all of my consulting work. I am truly sorry for any inconvenience this may cause to the project and the alliance.

In light of this, I would like to express my commitment to ensuring a smooth transition for the project. I believe that Paul has identified a suitable person to take over the responsibilities of this work and will be presenting this to the alliance in due course. I am more than willing to collaborate with whoever is appointed to facilitate this transition and to ensure the project's success.

I have attached the work that I had completed to date. Below is a brief summary of the thoughts behind these documents:

1. Needs and Risk Assessment

The Needs and Risk Assessment spreadsheet comprises of two simple assessment tools that could be used to provide a comparison year to year on how a service area is performing, or it could be used as a tool to assist which service areas to focus on first. The "needs" and "risks" can be developed further in relation to each of the priorities of the local government.

This assessment could also be used as an easy comparative tool between the alliance members to highlight any service areas that potentially are low performers (or high risk) within each Local Government and potentially could justify a collaborative project to implement solutions.

2. Service Delivery Review Template

The questions on this template were generated through:

- the ACELG template
- research I conducted (both Local Government and other industries)
- reviews I had undertaken in the past
- feedback from Local Governments who had undertaken reviews

Consistently, the feedback regarding the ACELG template was that it was overwhelming and hindered buy in from staff within the organisation. I tried to simplify the questions while focusing on the areas that really mattered. My thoughts were that if there were areas that raised lots of questions/concerns after the review was undertaken, a further review/investigation could be undertaken into those areas. At least this way it wouldn't slow down the overall review process from being (hopefully) meaningful and less of a burden to staff – as ideally you want these reviews to be undertaken by Managers of the relevant work areas.

I want to thank you all very much for the opportunity to work on this project, and once again I apologise for my departure and any impact this has. As I mentioned above, I am committed to doing everything in my power to ensure a seamless transfer of responsibilities.

I appreciate your understanding in this matter and am grateful for the support the Regional Capital Alliance provided me. I am hopeful my path will cross with many of you again, however I wish you (and your Local Governments) every success in the future.

Kind regards, Bronte Macmillan

The Needs and Risk Assessment spreadsheet provided by Ms Macmillan was as follows:

SERVICE NEEDS		
Community Wellbeing	20% Weighting	
	Score	%
To what extent does this service impact the wellbeing of the community? 1. Negative impact on community wellbeing 2. Little to no impact on community wellbeing 3. Positive impact on community wellbeing 4. Significant positive impact on community wellbeing	2	50%
Environmental Wellbeing	20% Weighting	
	Score	%
To what extent does this service contribute to the environmental wellbeing of the community? 1. Negative impact on environmental wellbeing 2. Little to no impact on environmental wellbeing 3. Positive impact on environmental wellbeing 4. Significant positive impact on environmental wellbeing	4	100%
Economic Wellbeing	20% Weighting	
	Score	%
To what extent does this service enhance the economic wellbeing of the community? 1. Negative impact 2. Little to no impact 3. Positive impact 4. Significant positive impact	3	75%
Performance	40% Weighting	
	Score	%
How well does the service meet relevant City corporate objectives? (strategic plans, policy's, Community Plan) 1. Contradicts 2. No links 3. Partially complies 4. Consistently complies	1	25%
How well does the service meet relevant service provision standards or legislation? 1. Under requirements 2. Just meets requirements 3. Meets requirements 4. Exceeds requirements	1	25%
TOTAL	55%	

SERVICE RISK		
Financial Risk		
1. Low Risk		25%
2. Medium Risk		
3. High Risk		
4. Very High Risk	1	
Reputational Risk		
1. Low Risk		50%
2. Medium Risk		
3. High Risk		
4. Very High Risk	2	
Legal Risk		
1. Low Risk		75%
2. Medium Risk		
3. High Risk		
4. Very High Risk	3	
Environmental Risk		
1. Low Risk		75%
2. Medium Risk		
3. High Risk		
4. Very High Risk	3	
Legislative Risks		
1. Low Risk		100%
2. Medium Risk		
3. High Risk		
4. Very High Risk	4	
TOTAL SERVICE RISK		65%

Template

Service Area: Date of Review: Manager: Director:	Participants involved:
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1 Service Area <i>(including sub-services, if any)</i>	
2 Why does this service area exist? <i>Try to link this to the Strategic Plan if possible.</i>	
3 Is it mandatory for council to provide this service? <i>If yes, specify why (legislation, contractual requirements etc.)</i> <i>If the service isn't mandatory, what are the impediments or impacts of stopping or reducing the service?</i>	
4 What does the service deliver or produce? (outputs)	<ul style="list-style-type: none"> •
5 What is the expected level of service for this service area? <i>How do you know that this is the expected level of service?</i>	
6 What is the current level of service for this service area? <i>How is this measured?</i>	
7 What is the current level of usage of this service? <i>Has this increased or decreased? How is this measured?</i>	
8 What is the current satisfaction from customers relating to this service? <i>How is this measured? Has the improved or decreased?</i>	

<p>9 Does the Local Government have a monopoly on this service?</p> <p><i>Can the customer access an alternative service provider?</i></p> <p><i>Can the Local Government outsource responsibility for the provision of the service?</i></p>	
<p>10 To what extent does this service duplicate and/or compete with any other service providers? (Internally or externally)</p>	
<p>11 What are the overarching processes that this service are responsible for?</p> <p><i>Have these been adequately mapped or documented? Has the corporate knowledge been captured?</i></p>	
<p>12 How many people are employed to deliver this service?</p> <p><i>Assuming the service is fully resourced, is this an adequate number of employees to provide the service? If no, what deliverables have not been achieved?</i></p>	
<p>13 What are the existing constraints of this service? Are there any risks?</p>	
<p>14 Are there any changes occurring in the next 12 months that could impact this service?</p> <p><i>If yes, what can be done?</i></p>	
<p>15 What are opportunities for efficiencies within this service?</p> <p><i>How will these opportunities create efficiencies?</i></p>	
<p>16 Financial Data</p> <ul style="list-style-type: none"> • Total expenditure • Total revenue • How is the service funded? Are there alternative funding options or methods? 	

<p>17 Comparative Data</p> <ul style="list-style-type: none"> • FTE to deliver service • Cost for delivering the service 	<p>Data from RCA benchmarking</p>
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RECOMMENDATIONS		
RECOMMENDATION	EXPECTED OUTCOME (financial saving, process improvement, increase in service level)	RESPONSIBLE OFFICER

At the August meeting it was agreed that the Executive Officer and the consultant would progress the use of a template for 1 agreed key business service area, which will then follow with 2 others.

Note: Ms McMillan used a total of 16 hours for work completed to date.

Further discussion is required out of session with members and their representatives on:

- whether they are amenable to progress the template as tabled by Ms Macmillan or whether changes need to be made
- decide on a key business service area

Please note, in subsequent out of session discussions with the secretary, the Executive Officer is continuing the existing contract utilising the services of Jo Swan.

Jo Swan – Senior Consultant: Research and Project Management

Jo has over 20 years' experience working with and for local, state and federal government agencies/departments and private enterprise, across different industries including Information Technology, Banking and Finance, Housing, Mining and Regional Development. , Jo has gained a diverse set of skills including stakeholder engagement; managing projects of various sizes and complexities; strategic, operational and business planning; preparing corporate documents; economic development, technical writing, financial management and business analysis.



Education: Bachelor of Science in Computer Science and Mathematics

Experience:

- Managed the end-to-end delivery of a \$22.25 million Public Private Partnership housing project for the Housing Authority including Business Case development, stakeholder management, project management and complex reporting
- Successfully managed the delivery of numerous complex software development projects from Business Case development through to implementation
- Identification, development and delivery of various regional development and community initiatives in the Goldfields Esperance region as the Director Regional Development for Regional Development Australia Goldfields Esperance. This included the development of business case development, grant applications, stakeholder engagement, project management and financial tracking
- Evaluation of the WA Housing Authorities Employment Related Accommodation facilities in the Kimberley region
- Strategic and Operational planning for a not-for profit organisation in the Goldfields-Esperance region
- Development of a business case and complex project plan for the acquisition of critical spares for milling operations for a WA based gold mine

Jo has extensive stakeholder engagement experience through her previous roles and the Director Regional Development/CEO, RDA Goldfields-Esperance and Assistant Director, Goldfields Esperance Development Commission.

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)	
That the Members note the information		Executive Office to review work and provide further updates at the February meeting.	
Moved:	Andrew Sharpe	Responsible:	EO
Seconded:	Tony Nottle	Due date:	As appropriate

14 AROUND-THE-GROUNDS

Date of Report: 15 December 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:

General topics including transition of new Council elected members.

Link to Strategic Directions:	Budget Implications
Partnership and collaboration	Nil
Resolution(s)	Action(s)
For information only	EO to follow up with Anthony Kannis DLPH regarding Local Government Scheme changes by State Government without consultation. (In consultation with Shire of Broome)

15 OTHER BUSINESS

ITEM	RESPONSIBLE	INFORMATION	ACTIONS REQUIRED
Benchmarking	Executive Officer	Verbal update by Executive Officer Resolution Benchmarking template to be shared with the Kimberley Regional Group Moved: Tony Nottle Second: Andrew Brien	7 out of 10 members have provided Information Advise KRG of template decision.
2024 Meetings	Executive Assistant	Feedback received on initial draft and amendments made. See attachment 11.	Calendar invites to be sent for 2024. Invitations to be sent to Ministers, DG's and other key stakeholders to secure meeting attendance. October meeting dates to be changed to 17 th and 18 th .
New member induction	Executive Officer	Induction presentation offered to new members as part of a group session on 6/12/2023 or individually.	EO to follow up with anyone still requiring an induction session.
Partnership and precincts funding	Executive Officer and CEO Albany	Research on the program provided below. See attachment 12.	Members to determine if there is an avenue for project collaboration EO to speak to Greg Cash about potential funding through the partnership and precincts funding for a housing planning
Impact of legislative reform on cost of delivering services	CEO Busselton and CEO Karratha	With additional legislative responsibilities being added to local government delivery of services, additional costs are having to be incurred. e.g. puppy farming, dog pound. This is being exacerbated by lack of new, and reduction in revenue sources e.g. charitable purposes and rates exemption	Members to provide a list of legislative changes that are impacting expenditure. EO to invite the Electoral Commissioner and Minister to a meeting in 2024.

Attachment 11 meeting dates 2024

CEO Ringaround

In Person Meetings

Zoom meetings

Month	Meeting	Date	Time	Location	Notes
February	CEO Ringaround	14/2/24	8.30 - 9.00am	Zoom	
	RCAWA	21/2/24	9am - 5pm	Perth - TBD	Parliament sitting 20-22/2/24 In discussion with Rebecca Stevens regarding timing of meetings and dinner at Parliament House on the Wednesday. Some meetings may be arranged for Thursday 22/2/24, but not sure at this stage. The RCAWA meeting will be on the Wednesday at a venue close to Parliament House
	Dinner		6pm - 9pm		
April	CEO Ringaround	12/4/24	8.30 -9.00am	Zoom	
	RCAWA	19/4/24	9am-12	Zoom	
June	CEO Ringaround	13/6/24	8.30 -9am	Zoom	
	Government forum	20/6/24	12 - 2pm	City of Vincent	
	RCAWA	20/6/24	2 - 5 pm	City of Vincent	
	Dinner		6.30-9.30pm	Le Vivant or similar	

Month	Meeting	Date	Time	Location	Notes
August	CEO Ringaround	15/8/24	8.30-9.00am	Zoom only	
	RCAWA	22/8/24	9-12	Zoom only	
October	CEO Ringaround	8/10/24	9 -9.30am	Zoom only	
	RCAWA	16/10/24	12 - 2.30pm	City of Bunbury	Strategic Planning
			2.30 - 5.30pm		Meeting
			6-9pm		Dinner
	17/10/24	9am - 1pm		City presentation, tour and lunch	
December	CEO Ringaround	6/12/24	8.30-9.00am	Zoom only	CEO Ringaround
	RCAWA	13/12/24	9-12.30	Zoom only	AGM and General Meeting

Attachment 10 Regional Precincts and Partnerships Program: Precinct Development and Planning Information

Link to information:

<https://www.grants.gov.au/Go/Show?GoUuid=83C95A78-0CF0-47BA-9CBD-D3A2A54F1A61>

GO ID:

GO6311

Agency:

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Close Date & Time:

Ongoing

Primary Category:

141000 - Community Development

Publish Date:

24-Aug-2023

Location:

ACT, NSW, VIC, SA, WA, QLD, NT, TAS, Administered Territories

Selection Process:

Open Non-competitive

Description:

The program will focus on a partnership approach, bringing together governments and communities to plan and deliver regional precincts that are tailored to local needs and have a shared vision in how the precinct connects to the region. Partners can be from government, First Nations groups, community organisations, regional universities or private enterprise.

Regional precincts or 'places with a purpose' are user-defined geographic areas with a specific shared need or theme. Regional precincts may include business districts, neighbourhoods, activity centres, commercial hubs or community and recreational areas. They will be located in renewal areas and growth areas in regional centres, regional corridors, regional cities, as well as smaller town centres that serve as service hubs in more remote communities.

There are two streams of the regional Precincts and Partnerships Program which are delivered as two separate grant opportunities.

The objective of stream one is to activate partnerships to jointly deliver precinct plans.

The intended outcomes of stream one are to:

- establish partnerships comprised of relevant government entities, community organisations and businesses that have a shared vision for a regional precinct

- deliver precinct plans that are tailored to their local contexts and based on community feedback and engagement
- support precinct plans to become investment ready
- contribute to the Australian Government's current policy priorities, including but not limited to Closing the Gap, transition to a net zero economy, Australia's emission reduction goals, social and affordable housing, and National Cultural Policy.

Eligibility:

You can apply if you:

- have an Australian business number (ABN) or Office of the Registrar of Indigenous Organisations (ORIC) registration

and are one of the following entity types:

- an Australian State/Territory Government agency or body
- an Australian local government agency or body
- a Regional University which may be for-profit
- an incorporated not-for-profit organisation. As a not-for-profit organisation you must demonstrate your not-for-profit status through one of the following:
 - current Australian Charities and Not-for-profits Commission's (ACNC) registration
 - state or territory incorporated association status
 - constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.

You can't apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's list of [Institutions that have not joined or signified their intent to join the Scheme](#)
- an employer of 100 or more employees that has [not complied](#) with the Workplace Gender Equality Act (2012)
- a for-profit organisation (unless you are a regional university)
- any organisation that is not included in section 4.1 of the grant opportunity guidelines.

Find the full eligibility criteria in the grant opportunity guidelines.

Grant Activity Timeframe:

You can apply at any time while the grant opportunity remains open. Applications will be batched and assessed periodically.

The program will run over 3 years from 2023-24 to 2025-26.

Total Amount Available (AUD):

\$80,000,000.00

Estimated Grant Value (AUD):

From \$500,000.00 to \$5,000,000.00

Instructions for Application Submission:

To apply, go to <https://business.gov.au/rppdp>

Other Instructions:

business.gov.au provides information and advice to customers via a range of channels including phone (13 28 46), email and web chat. [Contact us](#) for assistance.

MEETING CLOSED: 12:15