



Regional Capitals Alliance

WESTERN AUSTRALIA

**Regional Capitals Alliance Western Australian
Meeting**

Minutes 21 February 2024

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1 OFFICIAL OPENING

MEETING OPENED AT: 2:23PM

RECORD OF ATTENDANCE

Attendees:

Attendee	Position	Method
Greg Stocks	Mayor City of Albany	In Person
Andrew Sharpe	CEO City of Albany	In Person
Chris Mitchell	President Shire of Broome	Video
Sam Mastrolembro	CEO Shire of Broome	Video
Jaysen de San Miguel	Mayor City of Bunbury	In Person
Alan Ferris	CEO City of Bunbury	In Person
Phill Cronin	Mayor City of Busselton	In Person
Ron Chambers	Shire President of Esperance	In Person
Shane Burge	CEO Shire of Esperance	In Person
Jerry Clune	Mayor City of Greater Geraldton – left at 3:27pm	In Person
Ross McKimm	CEO City of Greater Geraldton – left at 3:27pm	In Person
Glenn Wilson	Mayor City of Kalgoorlie-Boulder – left at 3:54pm	In Person
Alex Wiese	Acting CEO City of Kalgoorlie-Boulder	In Person
Daniel Scott	Mayor City of Karratha	In Person
Virginia Miltrup	CEO City of Karratha	In Person
Chris Antonio	Shire President of Northam – left at 3:13pm	In Person
Debbie Terelinck	CEO Shire of Northam – left at 3:13pm	In Person
Peter Carter	Mayor Town of Port Hedland	In Person
Carl Askew	CEO Town of Port Hedland	In Person
Paul Rosair	Executive Officer, RCAWA	In Person
Jane Lewis	Executive Assistant, RCAWA	In Person
Rebecca Billing	Administrative Assistant	In Person

Visitors:

Attendee	Position	Method
Rachel Sweeney Cr Kylie King	RCA Secretariat RCA Chair; Mayor, Albury City Council	In Person
Minister Stephen Dawson	Minister for Emergency Services; Innovation and the Digital Economy; Science; Medical Research; Minister Assisting the Minister for State and Industry Development, Jobs and Trade	In Person
Mathew Dixon	Senior Policy Advisor for Emergency Services	In Person
Anthony Vuleta	CEO, Town of Victoria Park	In Person
Cr Karen Chappel	CEO WALGA	In Person

Apologies:

Name	Position
Andrew Brien	CEO City of Kalgoorlie-Boulder
Tony Nottle	CEO City of Busselton

2 DECLARATIONS OF INTEREST

Daniel Scott, Mayor City of Karratha: Possible perceived conflict of interest Item 9.

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 15 th December 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:	Andrew Sharpe	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 4 - Correspondence Letter sent to Premier Cook requesting meeting attendance	In Progress	Medium	Email sent. Office responded unavailable for February meeting but requested alternative meeting dates. Email included an invitation to attend the June Government Forum. Waiting a reply.
3/10/23	Letter sent to Minister Templeman regarding a Performing Arts forum	In Progress	Medium	Response received in December Meeting
15/12/23	Item 3 – Confirmation of Minutes and Business Arising	Complete	High	Invite sent to Hannah Beazley to attend a meeting and forum. Members met with Minister Beazley 21/02/24 and Minister scheduled to attend the forum
15/12/23	Item 13 – Around the Grounds	In Progress	Medium	EO to follow up with Anthony Kannis DLPH regarding Local Government Scheme changes by State Government without consultation. (In consultation with Shire of Broome)
15/12/23	Item 15 – Other Business	Complete	High	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 . *
15/12/23	AGM	Complete	Medium	Members to sign member list*

Actionable				
Date	Item and Resolution / Action	Status	Priority:	Comments *= will be archived
REGIONAL PERFORMING ARTS AND ENTERTAINMENT CENTRES REVIEW				
15/12/23	<p>Refer to item 15 – Other Business Performing Arts and Entertainment Centres Review</p> <ul style="list-style-type: none"> 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	<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 Circuit West.</p>
RCAWA HOUSING SOLUTIONS AND ACTION PLAN				
24/08/23	<p>RCAWA Housing Solutions and Action Plan</p> <ul style="list-style-type: none"> 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	To be discussed in other business
BUSINESS SERVICE REVIEWS				
24/08/23	<p>Item 11 - Service Delivery Reviews</p> <ul style="list-style-type: none"> 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. Executive Officer contact DLGSC to understand status of Business Review regulations 	In Progress	High	<p>For Discussion Item 11</p> <p>Met with DLGSC Reform Team, Amy Noon (Senior Project Officer, Regulatory Reform Project) and Ethan Redshaw (Director Regulatory Reform) & consultant Jo Swan</p>
ELECTION STRATEGY FRAMEWORK				
15/12/23	<p>Item 15 - Executive Officer to present an election strategy framework at the December meeting</p>	In Progress	Medium	<p>For Discussion Item 15</p> <p>Treasurer to confirm allocation of budget.</p>

Actionable				
Date	Item and Resolution / Action	Status	Priority:	Comments * = will be archived
	<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		<p>Executive Officer to commence data collection.</p> <p>Prospectus to include regional performing arts and entertainment centre, housing information and LG projects</p> <p>An email was sent out on the 18th of January asking for information to produce a project prospectus.</p> <p>Information required by Wednesday 28th February.</p>
Other Business				
15/12/23	Partnership and precincts funding Executive Officer to research	In Progress	Medium	EO to speak to Greg Cash about potential funding through the partnership and precincts funding for a housing plan.
15/12/23	Legislative Reform Expenses Impacts	In Progress	Medium	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.
MACWA				
15/12/23	<p>Item 12 – MACWA</p> <p>That RCAWA continue to run the MACWA Awards in 2024.</p> <p>The Executive Team to seek funding from the Department of Communities, Department of Local Government and Cultural Industries and WALGA to pay for the additional hours required to run the awards.</p> <p>The members to review in 1 year.</p>	In Progress	Medium	<p>Executive Officer to seek funding.</p> <p>Letters sent 13/02/2024</p>

Actionable				
Date	Item and Resolution / Action	Status	Priority:	Comments *= will be archived
Banned Drinkers Register				
15/12/23	Item 9 - 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.	In progress	Medium	Executive Officer to draft a letter for approval by all members before sending. Letter attached

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 provided update at 24/08/23 government forum. Erin Gauntlett invited to February meeting – Awaiting response. Met with Hannah Beazley 21/02/2024
24/08/23	Aboriginal Cultural Heritage	On Going	Low	Anthony Kannis spoke at Government Forum 24/08/23 – waiting reforms

4 CORRESPONDENCE

Date of Report:	21 February 2024
Report Author:	Executive Officer – Paul Rosair
Disclosure of Interest:	Nil
Attachment(s)	3. Correspondence In: Adrian Talbot, Homes for Homes WA 4. Correspondence In: Minister Dawson 5. Correspondence In: Premier Roger Cook 6. Correspondence Out: Australian Hotels Association WA (AHAWA), February meeting request 7. Correspondence Out: Minister Beazley, Meeting and Forum invitation 8. Correspondence Out: Premier Roger Cook, Invitation to February Meeting 9. Correspondence Out: Minister Dawson, Invitation to February Meeting 10. Correspondence Out: Mr Mike Rowe, Department of Communities, MACWA Sponsorship 11. Correspondence Out: Ms Lanie Chopping, Director General, MACWA Sponsorship 12. Correspondence Out: Mr Nick Sloan, WALGA, MACWA Sponsorship 13. Correspondence Out: Minister Beazley, Congratulations on your appointment as Minister 14. Correspondence Out: Premier Roger Cook, 2024 Meeting dates and 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 In:

Date: 12/12/2023
To: Jane Lewis, Executive Assistant, RCAWA
Subject: Homes for Homes update 2023

Date: 05/02/2024
To: Rebecca Billing, Administrative Assistant, RCAWA
Subject: Minister Dawson attend February Meeting

Correspondence Out:

Date: 05/01/2024
To: Australian Hotels Association WA (AHAWA),
Subject: February meeting request

Date: 09/01/2024
To: Hon. Hannah Beazley MLA, Minister for Local Government; Youth

Subject: Invitation to attend the February Meeting and Forum

Date: 01/02/2024

To: Premier Roger Cook

Subject: Invitation to attend the February Meeting

Date: 01/02/2024

To: Minister Dawson, the Minister for Emergency Services; Innovation and the Digital Economy; Science; Medical Research; Assisting the Minister for State and Industry Development

Subject: Invitation to attend the February Meeting

Date: 13/02/2024

To: Mr Mike Rowe, Department of Communities

Subject: MACWA Sponsorship

Date: 13/02/2024

To: Ms Lanie Chopping, Director General

Subject: MACWA Sponsorship

Date: 13/02/2024

To: Mr Nick Sloan, WALGA

Subject: MACWA Sponsorship

Date: 01/02/2024

To: Hon. Hannah Beazley MLA, Minister for Local Government; Youth

Subject: Congratulations on your appointment as Minister

Date: 16/02/2024

To: Premier Roger Cook

Subject: 2024 Meeting dates and 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:	Peter Carter	Responsible:	-
Seconded:	Chris Antonio	Due date:	-

Attachment 3: Correspondence In: Adrian Talbot

Homes for Homes update 2023

External

Adrian Talbot <atalbot@homesforhomes.org.au>

Tue, 12 Dec,
16:33 (3 days
ago)

Good afternoon, Jane.

I hope that this email finds you well. I am the partnerships Manager for Homes for Homes WA. We are a NFP working to end Homelessness in Australia. Please have

a look at our website when you get an opportunity.

<https://homesforhomes.org.au/>

I just wanted to give you an update on Homes for Homes in 2023. I have an attached impact statement from the Youth Futures project that we supported with a grant in 2022.

I have also attached a link to an advertisement that the UDIA WA has created as part of the partnership we created with them this year.

The link to the full edition is here:

<https://www.calameo.com/read/0061667211f557824375e?authid=N3UDonHprlfc>

This year has been successful from an operational perspective. We have secured property partnerships with Development WA partnering with Homes for Homes on 8 Developments throughout WA. They are treating this as a pilot. If the pilot proves to be a success, they have said they would like to include Homes for Homes on all future developments. We have also secured additional partnerships with ADC, Celsius and Satterley

I wish you all the best during the holiday season. Hopefully, we can catch up in the New year to discuss Homes for Homes and Regional Capitals Alliance.

Kind regards

Adrian Talbot

Partnerships Manager WA | Homes for Homes

atalbot@homesforhomes.org.au M: 0448 791 520

249 Hay Street, East Perth, WA, 6004

www.homesforhomes.org.au

Attachment 4: Correspondence In: Minister Dawson

Meeting with the Regional Capitals Alliance Western Australia 21st February

Appointments.Dawson <Appointments.Dawson@dpc.wa.gov.au>

to me, Paul, Jane

Our Ref: 62-36029

Good afternoon Bec,

On behalf of Minister Dawson, I would like to thank you for your correspondence.

The Minister would be delighted to meet with the RCAWA Members however, he is only available from 4:45 – 5:15pm on Wednesday 21 February. I understand the meeting is being held at 2pm, is there a possibility for a meeting to be held after?

Kind Regards

PIA LAZARIDIS Appointments Secretary

Office of the **Hon. Stephen Dawson MLC**

Minister for Emergency Services; Innovation and the Digital Economy; Science; Medical
Research;

Minister Assisting the Minister for State and Industry Development, Jobs and Trade

Deputy Leader of the Government in the Legislative Council

Member for the Mining and Pastoral Region

[+61 8 6552 5800](tel:+61865525800)

[12th Floor, Dumas House 2 Havelock Street WEST PERTH WA 6005 Australia](#)

minister.dawson@dpc.wa.gov.au


Acknowledgement of Country

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community.


We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

Attachment 5: Correspondence In: Premier Roger Cook

60-084763 - Office of the Hon Roger Cook MLA
External
For Rec - Accounts/Action RCAWA x


PremiersAppointments <PremiersAppointments@dpc.wa.gov.au>
to me

Fri, 9 Feb, 16:14 (6 days ago)
★
↩
⋮


Images are not displayed. [Display images below](#) - Always display images from PremiersAppointments@dpc.wa.gov.au

Our Reference: 60-084763


Good afternoon

On behalf of the Premier of Western Australia, the Hon Roger Cook MLA, I would like to thank you for your meeting request.

Unfortunately, the Premier is unable to meet on Wednesday 21 February 2024 due to Parliamentary commitments and has asked me to pass on his sincere apologies.

The Premier would be happy to consider your other meeting dates for 2024, so please send them through for consideration.

Many thanks



Government
of
Western
Australia

LISA CURRIE A/Appointments Secretary

Office of the **Hon. Roger Cook MLA**
Premier of Western Australia
Minister for State and Industry Development, Jobs and Trade;
Public Sector Management; Federal-State Relations

[13th Floor, Dumas House, 2 Havelock Street WEST PERTH WA 6005 Australia](#)

Attachment 6: Correspondence Out: Bradley Wood and Neil Randall

From: Paul Rosair <paul@naja.com.au>
Date: 5 January 2024 at 7:51:03 am AWST
To: exec@ahawa.asn.au
Subject: RCAWA and KRG meeting requests

Dear Bradley and Neil,

I'll try calling you later today

Trust you had a happy and safe festive season.

As you may know I'm the Executive Officer for the Regional Capitals Alliance WA (RCAWA) - comprising the 10 regional capitals local governments and also the Kimberley Regional Group (KRG) comprising the 4 Kimberley Local Governments

We are meeting in Perth on the 16th and 21st of February and are wondering whether we can meet with you - there are a few topics of interest such as Banned Drinkers legislation, Tourism and Airbnb that we have in common

We are also looking for a venue close to Parliament House to hold our meetings

Please give me a ring or I will follow up later today

Kind Regards
Paul

Paul Rosair

Principal
NAJA Business Consulting Service

Executive Officer
Regional Capitals Alliance
Western Australia RCAWA

Attachment 7: Correspondence Out: Minister Beazley



Our Ref: Minister Beazley RCAWA Meeting and Forum Invitation

Enquiries: Paul Rosair:
Executive Officer RCAWA
0419 930 467

To Hon. Hannah Beazley, MLA
Minister.Beazley@dpc.wa.gov.au

Date: 9 January 2024

Dear Minister

Re: Invitation to attend the Regional Capitals Alliance WA Meeting and Forum

Further to our LinkedIn exchanges and conversations at the recent LBR function in December, as the Executive Officer of the Regional Capitals Alliance WA (RCAWA), I would like to formally invite you to attend the RCAWA meeting on Wednesday, the 21st of February, to be held in Perth from 9am to 12pm, as well as the Government Forum on Thursday, the 20th of June 2024, to be held at the City of Vincent from 12pm to 2pm.

I have also been in touch with Ms Rebecca Stephens, MLA for Albany, who advised that she will be in contact with your office about the possibility of you hosting a function for the RCAWA Alliance members at Parliament House on the day of its meeting (February 21st).

The RCAWA is a peak body comprising 10 regional Cities and Shires and representing over half of the State's regional population. Its members advocate for strategic planning of growth and investment in regional Western Australian. Each of the capitals is considered to have high capability and business prospects, positioning them as locations in which to focus the attention of government to grow both the population base and economy of the state.

The members believe that as a collaborative group they provide a unified voice for strategic commonalities on social and economic issues and a consistent regional investment framework and strategy that supports sustainable regional growth.

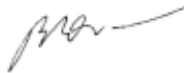
Our office will be in touch shortly to confirm your availability and provide further details regarding the agendas and attendees. Alternatively, please contact Paul Rosair, the Executive Officer for RCAWA or Jane Lewis, Executive Assistant to confirm details.

Contact details are:

Paul: PH 0419 930 467, email: paul@naja.com.au

Jane: PH 0419 322 779, email: jane@reditresearch.com.au

Kind regards,



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

Attachment 8: Correspondence Out: Premier Roger Cook MLA

Meeting with the Regional Capitals Alliance Western Australia 21st February

NAJA Administration <info@naja.com.au> Thu, 1 Feb, 12:41 ☆ ↩ ⋮

to wa-government ▼

Dear Premier

I hope things are going well and you had a lovely Christmas and New Year.

Members of the Regional Capitals Alliance WA (RCAWA) will be in Perth on Wednesday, the 21st of February. The Presidents, Mayors and CEOs of the City of Albany, Bunbury, Busselton, Greater Geraldton, Kalgoorlie-Boulder, Karratha, Shire of Northam, Broome, Esperance and Town of Port Hedland would welcome the opportunity to meet with you while they are in Perth to discuss areas of common interest.




Our RCAWA meeting is on the afternoon of the 21st at 2.00pm and we cordially invite you to attend this, otherwise members will be available in the morning of the 21st to attend parliament house if that is more convenient.

Can you advise if it is possible to meet with you or if you can attend our meeting on the 21st. A brief agenda and background notes will be sent through prior to the meeting.

Further information on the Regional Capitals Alliance WA can be found at www.waregionalcapitals.com.au.

All the best and kind regards

Bec Billing
Finance Officer: NAJA Business Consulting Services
Administrative Officer: Regional Capitals Alliance WA (RCAWA)
Administrative Officer: Kimberley Regional Group (KRG)



www.naja.com.au
info@naja.com.au

Attachment 9: Correspondence Out: Minister Dawson

Meeting with the Regional Capitals Alliance Western Australia 21st February

to Minister. Dawson, Paul, Jane

Dear Minister

I hope things are going well and you had a lovely Christmas and New Year.

Further to your recent discussions with our Executive Officer, Paul Rosair, please be advised that members of the Regional Capitals Alliance WA (RCAWA) will be in Perth on Wednesday, the 21st of February. The Presidents, Mayors and CEOs of the City of Albany, Bunbury, Busselton, Greater Geraldton, Kalgoorlie-Boulder, Karratha, Shire of Northam, Broome, Esperance and Town of Port Hedland would welcome the opportunity to meet with you to discuss areas of common interest.

Our RCAWA meeting is on the afternoon of the 21st at 2.00pm and we cordially invite you to attend this, otherwise members will be available in the morning of the 21st to attend parliament house if that is more convenient.

Can you advise if it is possible to meet with you or if you can attend our meeting on the 21st. A brief agenda and background notes will be sent through prior to the meeting.

Further information on the Regional Capitals Alliance WA can be found at www.waregionalcapitals.com.au.

All the best and kind regards

Bec Billing

Finance Officer:

NAJA Business Consulting Services

Administrative Officer: Regional Capitals Alliance WA (RCAWA)

Administrative Officer: Kimberley Regional Group (KRG)



www.naja.com.au
info@naja.com.au

459 Albany Highway,
Victoria Park, WA, 6100

Attachment 10: Correspondence Out: Mr Mike Rowe; Department of Communities



Enquiries: Paul Rosair:
Executive Officer RCAWA
0419930467

To: Mr Mike Rowe
Director General
Department of Communities

13/02/2024

Dear Mike

Re: Most Accessible Communities WA (MACWA) Awards – Sponsorship Request

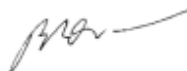
Thank you for your support of the Most Accessible Communities of WA (MACWA) Awards held in December of 2023. The Department's assistance greatly increased the profile and the nomination numbers of the awards last year and, with the Minister's attendance at the Award Ceremony and his endorsement of the awards going forward, we are hopeful that the momentum keeps going.

As mentioned by myself, the work required to facilitate the awards increases with extra promotion and with extra nominations. Consequently, there is additional cost to the Regional Capitals Alliance Western Australia for our staff outside of their support hours.

For 2024, we are asking whether you would consider helping to subsidise the cost currently being borne by the Alliance. We are hoping to split this three ways between the Department of Communities, WALGA and the Department of Local Government, Sport and Cultural Industries. We are seeking a contribution from the Department to support this successful celebration of the work carried out by Local Governments to facilitate accessibility and inclusion in their communities. In addition to your current employee support, we are asking if you could provide a financial contribution of \$2,000 to underpin this critical initiative, noting that we will not require the \$500 for the development of an on-line application form as per 2023.

If the Department is willing to assist with this sponsorship request, can you please provide confirmation by the end of February. Your consideration of this matter would be greatly appreciated.

Kind regards,



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

Attachment 11: Correspondence Out: Ms Lanie Chopping; Director General



Enquiries: Paul Rosair:
Executive Officer RCAWA
0419930467

To: Ms Lanie Chopping
Director General
Department of Local Government, Sport and Cultural Industries

13/02/2024

Dear Lanie

Re: Most Accessible Communities WA (MACWA) Awards – Sponsorship Request

Thank you for your support of the Most Accessible Communities of WA (MACWA) Awards held in December of 2023. The Department's assistance greatly increased the profile and the nomination numbers of the awards last year and, with the Minister's attendance at the Award Ceremony and his endorsement of the awards going forward, we are hopeful that the momentum keeps going.

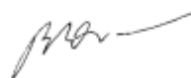
As mentioned by myself, the work required to facilitate the awards increases with extra promotion and with extra nominations. Consequently, there is additional cost to the Regional Capitals Alliance Western Australia for our staff outside of their support hours.

For 2024, we are asking whether you would consider helping to subsidise the cost currently being borne by the Alliance. We are hoping to split this three ways between the Department of Local Government, Sport and Cultural Industries, the Department of Communities and WALGA. We are seeking a contribution from the Department to support this successful celebration of the work carried out by Local Governments to facilitate accessibility and inclusion in their communities. In addition to your current employee support, we are asking if you could provide a financial contribution of \$2,000 to underpin this critical initiative.

If the Department is willing to assist with this sponsorship request, can you please provide confirmation by the end of February.

Your consideration of this matter would be greatly appreciated.

Kind regards,



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

Attachment 12: Correspondence Out: Mr Nick Sloan; WALGA



Enquiries: Paul Rosair:
Executive Officer RCAWA
0419 930 467

To: Mr Nick Sloan
Chief Executive Officer
Western Australian Local Government Association

13/02/2024

Dear Nick

Re: Most Accessible Communities WA (MACWA) Awards – Sponsorship Request

Thank you for your support of the Most Accessible Communities of WA (MACWA) Awards held in December of 2023. The Association's assistance greatly increased the profile and the nomination numbers of the awards last year and, with the Minister's attendance at the Award Ceremony and his endorsement of the awards going forward, we are hopeful that the momentum keeps going.

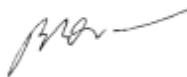
As mentioned by myself, the work required to facilitate the awards increases with extra promotion and with extra nominations. Consequently, there is additional cost to the Regional Capitals Alliance Western Australia for our staff outside of their support hours.

For 2024, we are asking whether you would consider helping to subsidise the cost currently being borne by the Alliance. We are hoping to split these three ways between WALGA, the Department of Communities and the Department of Local Government, Sport and Cultural Industries. We are seeking a contribution from WALGA to support this successful celebration of the work carried out by Local Governments to facilitate accessibility and inclusion in their communities. In addition to your current employee support, we are asking if you could provide a financial contribution of \$2,500 to underpin this critical initiative. This amount would include your \$500 sponsorship of an award.

If WALGA is willing to assist with this sponsorship request, can you please provide confirmation by the end of February.

Your consideration of this matter would be greatly appreciated.

Kind regards,



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

Attachment 13: Correspondence Out: Minister Beazley



Our Ref: Congratulation on your appointment
Enquiries: Paul Rosair:
Executive Officer RCAWA
0419 930 467

To Hon. Hannah Beazley, MLA
Minister.Beazley@dpc.wa.gov.au

Date: 15 February 2024

Dear Minister

Re: Congratulations on your appointment

On behalf of the Regional Capitals Alliance Western Australia (RCAWA), I would like to congratulate you on your appointment as Minister for Local Government; Youth; Minister Assisting the Minister for Training and Workforce Development.

As communicated in previous correspondence, the RCAWA is a peak body comprising 10 regional Cities and Shires and representing over half of the State's regional population. Its members advocate for strategic planning of growth and investment in regional Western Australia. Each of the capitals is considered to have high capability and business prospects, positioning them as locations in which to focus the attention of government to grow both the population base and economy of the state.

The members believe that as a collaborative group they provide a unified voice for strategic commonalities on social and economic issues and a consistent regional investment framework and strategy that supports sustainable regional growth.

The Regional Capitals Alliance WA look forward to meeting with you on Wednesday, the 21st of February, to discuss your policy priorities and how we can work in partnership with your office to deliver greater outcomes across regional communities. Paul Rosair, our Executive Officer, will be in touch to provide further details regarding the agendas and attendees.

Congratulations again on your appointment. We look forward to working with you.

Your sincerely,



Jaysen De San Miguel
Chair
Regional Capitals Alliance WA (RCAWA)

Attachment 14: Correspondence Out: Premier Roger Cook MLA

Good morning Lisa,

We would be delighted if the Premier was able to join us at the meeting being held on the 20th of June at the City of Vincent as we will also be hosting an informal lunch and open forum for discussion with local government members and other guests from 12pm until 2pm.

RCAWA's meeting dates for 2024

Date	Time	Venue
19/04/2024	9am – 12pm	Video Conference
20/06/2024 Government Forum and General Meeting	12pm – 5pm	City of Vincent
22/08/2024	9am – 12pm	Video Conference
17/10/2024	2:30pm – 5:30pm	City of Bunbury
13/12/2024 (AGM and General Meeting)	9am – 12:30pm	Video Conference

Thank you

Bec Billing

Finance Officer: NAJA Business Consulting Services

Administrative Officer: Regional Capitals Alliance WA (RCAWA)

Administrative Officer: Kimberley Regional Group (KRG)



www.naja.com.au
info@naja.com.au

459 Albany Highway,
Victoria Park, WA, 6100

5 TREASURER'S REPORT

Date of Report:	21 February 2024
Author	Treasurer, CEO City of Busselton
Disclosure of Interest:	Nil
Attachments:	15. RCAWA January Profit and Loss Statement 16. RCAWA January Balance Sheet 17. RCAWA January Accounts Receivable

Purpose:

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

Discussion:

Following discussions in January in relation to additional and further work to be undertaken by the Secretariat for the Annual Report at the meeting held on 15 December 2023, further broad analysis of the Budget was undertaken in comparison to Budget v Actuals.

Forward projections indicate that there is sufficient budget for the extra work being undertaken as well as the remaining costs of the projects committed to over the next 4 months. There is likely to be a surplus in excess of 50-60k within this line item alone.

RCAWA will need to consider in future how it funds its projects as these are essentially funded through carry over surplus funds.

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 January 2024 and the accompanying financial documents. That the members note the Treasurers comment that the commitments made in the last meeting particularly around the election strategy are catered for in the existing budget 		Nil	
Moved:	Peter Carter	Responsible:	-
Seconded:	Chris Antonio	Due date:	As appropriate

Attachment 15: RCAWA January 2024 Profit and Loss Statement

WA Regional Capitals Alliance Inc Profit & Loss Budget vs. Actual July 2023 through January 2024			
	<u>Jul 23 - Jan 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
Interest Received	335.93	50.00	285.93
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>150,335.93</u>	<u>250,495.00</u>	<u>-100,159.07</u>
Expense			
Accountancy Fees	975.00	1,100.00	-125.00
Audit Fees	1,000.00	1,100.00	-100.00
Bank Charges	80.91	150.00	-69.09
Contingency	720.00	7,579.00	-6,859.00
Executive Support	63,636.37	110,000.00	-46,363.63
MACWA	890.00	2,600.00	-1,710.00
Meetings and Functions	1,553.48	2,200.00	-646.52
Projects	2,512.66	118,700.00	-116,187.34
Rent	1,895.81	3,566.00	-1,670.19
Travelling Expenses	0.00	3,000.00	-3,000.00
Website	0.00	500.00	-500.00
Total Expense	<u>73,264.23</u>	<u>250,495.00</u>	<u>-177,230.77</u>
Net Income	<u>77,071.70</u>	<u>0.00</u>	<u>77,071.70</u>

Attachment 16 January 2024 Balance Sheet

WA Regional Capitals Alliance Inc Balance Sheet

As of January 31, 2024

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Chequing/Savings	
WARCA Cheque Account	123,096.29
WARCA Savings Account	48,316.80
Total Chequing/Savings	171,413.09
Accounts Receivable	
Trade Receivables	560.00
Total Accounts Receivable	560.00
Total Current Assets	171,973.09
TOTAL ASSETS	<u>171,973.09</u>
LIABILITIES	
Current Liabilities	
Accounts Payable	
Trade Creditors	143.00
Total Accounts Payable	143.00
Other Current Liabilities	
Tax Payable	-4,186.30
Total Other Current Liabilities	-4,186.30
Total Current Liabilities	-4,043.30
TOTAL LIABILITIES	<u>-4,043.30</u>
NET ASSETS	<u>176,016.39</u>
EQUITY	
Opening Bal Equity	136,570.00
Retained Earnings	-37,625.31
Net Income	77,071.70
TOTAL EQUITY	<u>176,016.39</u>

Attachment 17: January Accounts Receivable

WA Regional Capitals Alliance Inc A/R Ageing Summary As of January 31, 2024						
	<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	0.00	280.00	280.00
City of Busselton	0.00	0.00	0.00	0.00	140.00	140.00
Shire of Northam	0.00	0.00	0.00	0.00	140.00	140.00
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>560.00</u>	<u>560.00</u>

6 EXECUTIVE OFFICER BI-MONTHLY REPORT (DECEMBER – JANUARY 2024)

Date of Report: 21 February 2024
Report Author: Executive Officer – Paul Rosair
Disclosure of Interest: Nil
Attachment(s): 18. Executive Officer Bi-Monthly Report –
December – January 2024

Purpose:

To update RCAWA on the Executive Officer services provided for the period December 2023 – January 2024 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.
Recommendation/s	Action(s)
For information only	As per Outstanding Actions

Attachment 18: Executive Officer Bi-Monthly Report December 2023 – January 2024

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 8
Housing Solutions and Action Plan	In Progress, Report Supplied by Greg Cash December Meeting	Item 3
Service Delivery Reviews	In Progress.	Item 11
Benchmarking	Complete	Item 10
MACWA	In Progress, sponsorship letters sent out	Item 12
2024 Meeting Planning	Complete	Other Business
State and Federal Election Strategy	Planning	Other Business

2. Stakeholder Engagement

Stakeholders	Date	Purpose
Project work with Jo Swan, Rebecca Billing	Throughout October to January	Project work and updates
Department of Communities, DLGSCI, WALGA	January	MACWA Awards sponsorship
Office of the Premier	February	RCAWA Meeting
Office of the Minister for Local Government and Youth	February	RCAWA Meeting / Congratulations on appointment
Office of the Minister for Police; Corrective Services; Racing and Gaming; Defence Industry; Veterans Issues	February	RCAWA Meeting
Office of the Minister for Regional Development	February	RCAWA Meeting
Office of the Minister for Emergency Services	February	RCAWA Meeting
Rachel Sweeney & Cr Kylie King	February	RCAWA Meeting
Anthony Vuleta, CEO, Town of Victoria Park	January	RCAWA Meeting
DLGS Regulatory Reform team, the Manager, Board Governance and Reporting DLGSC (Leah Horton) and Acting Director Policy and Legislation (Caren Chia)	January	RCAWA Benchmarking Tool presentation
DLGSC Reform Team, Amy Noon (Senior Project Officer, Regulatory Reform Project) and Ethan Redshaw (Director Regulatory Reform) & consultant Jo Swan	January	Local Government Reform Project and any potential impact to the RCAWA Service Delivery project.

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	3
Nov 23	35	34	30	35	12	1.75
Dec 23	25	30.5	15	33	10	27
Jan 24	25	25.5	15	15	10	20.25
Feb 24	35		30		12	
Mar 24	35		30		12	
Apr 24	35		30		12	
Running Totals	695	689	570	656.5	244	210
Full Term Totals	800		660		280	
Overall	Contract 1,509 Actual: 1,555.5					

¹ 30 hours carried forward to 2022/24 contract

² Includes 30 hours credited from 2020/22 contract

7 FORMAL PRESENTATIONS

Date of Report: 21 February 2024
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
2:30 To 3:00	Rachel Sweeney Cr Kylie King	RCA Secretariat RCA Chair; Mayor, Albury City Council	Regional Capitals Australia Update
3:45 To 4:30	Minister Stephen Dawson	Minister for Emergency Services; Innovation and the Digital Economy; Science; Medical Research; Minister Assisting the Minister for State and Industry Development, Jobs and Trade	As per Minister Agenda
4:30 To 4:45	Cr Karen Chappel	CEO WALGA	WALGA Update

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 CENTRES

Date of Report: 21 February 2024
Report Author: Paul Rosair, Executive Officer
Disclosure of Interest: Nil
Attachments: 19. 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 IPSA 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. This was endorsed at the December meeting and signed by members.

Forum progression

Duncan Ord met with Fiona De Garis Chair of CircuitWest on Wednesday 13 December to discuss the Regional Arts Centres Ministerial forum. Since then, he has been liaising with the Ministers office and other key stakeholders, and sent an email on 14/02/2024 to the Executive Officer advising of the following:

The Minister's office has suggested June Moorhouse as a facilitator, not known if they expect RCAWA to engage the facilitator. (Executive Officer to follow up with the Minister's Policy Officer and advise members if there is a budget implication).

The Minister's policy to arrange the booking of the venue through DLGSC. (Executive Officer to contact Caroline O'Neil the Minister's policy officer).

Circuit West can send out the invites if DLGSC or RCAWA would find that easier. (Approved)

Philippa Maughan the CEO of Circuit West is keen to meet with the RCAWA board to establish a contact. (Executive Officer to contact)

The proposed agenda is below, noting the allowance for a RCAWA Mayor to follow the Ministers opening comments.

AGENDA

PRESENTING THE ARTS IN WA REGIONAL PERFORMING ARTS CENTRES FORUM

Convenors

Circuit West
PAC Australia
DLGSC
RCAWA

Date

20 March 2024

Location

Proposed venue
Kings Street Arts Centre

Facilitator

June Moorhouse

Attendees (31)

Minister for the Arts Hon David Templeman
Arts Advisor Minister for the Arts Caroline O'Neill
PAC Australia (Katherine Connor +1)
Circuit West (Fiona de Garis, Philippa Maughan +1)
DLGSC (Lanie Chopping, Exec Director Arts,)
Lotterywest (Lorna Pritchard)
Regional Venue managers (x 5 + Mandurah) Busselton (Sharon), Albany (Drew), Hedland (Jo),
Kal (Julie), Geraldton (Andrew)
Artists YUCK Circus (Georgia Deguara), Gina Williams, Kyle Morrison,
Commercially oriented producer Bourby Webster
Producers and Arts Orgs Barking Gecko Theatre (Ryan Taffe), Performing Lines (Jeremy Smith), WA Opera (Carolyn Chard), Black Swan (Ian Booth), Marrugeku (Dalisa Pigram)
Local Government (CEO and elected member representatives) A RCAWA Mayor, Alan Ferris, Andrew Sharpe
Naja Projects (RCAWA secretariate) Paul Rosair
Arts and Culture Trust (Janis Carren)

Introductions (10 minutes)

1. Acknowledgement of Country
2. Minister opening comments
3. Introduction by Local Government on the importance of Arts centres to regional communities and importance of equity in the support of access to State cultural content. (Mayor or Allan or Andrew)

Forum Themes (40 minutes)

Theme one: Why promoting arts attendance and supporting the audiences is important. What does the national research tell us? (Katherine Connor)

Theme two: Telling regional WA stories and creating the audiences of the future; (Speaker Fiona De Garis)

Theme three: What are the critical issues facing the WA Regional arts centre presenting ecology? (Speaker Philippa Maughan)

Facilitated open forum discussion (all invitees) (50 minutes)

Minister summation (10 minutes) (Minister leaves)

Break

Possible Forum outcome discussions (60 minutes)

Conclusion (Facilitator)

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)	
<ol style="list-style-type: none"> 1. That the RCAWA note the progression of the Regional Performing Arts centres forum to be held in March 2024. 2. That any budget implications as a result of the forum be addressed out of session via email 3. That RCAWA members appoint a representative to address the Forum. 		<p>Executive Officer to contact:</p> <ul style="list-style-type: none"> • Caroline O'Neil, Minister's policy officer • Philippa Maughan the CEO of Circuit West <p>Executive Team to send out details to members once finalised and members to discuss and appoint a representative and report to Executive Officer</p>	
Moved:	Daniel Scott	Responsible:	Executive Officer / Members
Seconded:	Andrew Sharpe	Due date:	As appropriate

9 BANNED DRINKERS REGISTER AND EXTENDED LEGISLATION

Date of Report: 21 February 2024
Report Author: Executive Officer, Paul Rosair
Disclosure of Interest: Nil
Attachment(s) 20. Draft letter to Director of Liquor Licensing

Purpose:

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

Background:

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.

A discussion was had in the December 2023 meeting on the new legislation introduced by the State Government to strengthen the effectiveness of the Banned Drinkers Register trial in reducing alcohol related harm in the localities where it operates.

The resolution was for an advocacy letter to be sent to the appropriate stakeholders, supporting the new BDR legislation and requesting that no further liquor restrictions. A draft letter was to be produced and endorsed by members prior to sending. Refer to attachment 20.

Link to Strategic Directions:		Budget Implications	
Advocacy and Policy Influence Partnership and collaboration		Nil	
Resolution(s)		Action(s)	
<p>That the RCAWA members endorse the draft letter to the Director of Liquor Licensing.</p> <p>Executive Officer will work with the KRG and the AHA on a consistent advocacy position.</p>		Executive Officer to send the letter to the Director of Liquor Licensing	
Moved:	Glenn Wilson	Responsible:	Executive Officer
Seconded:	Peter Carter	Due date:	As appropriate

Attachment 20 Draft letter to Director of Liquor Licensing



Our Ref: Banned Drinkers Register
Enquiries: Paul Rosair:
Executive Officer RCAWA
0419 930 467

To Ms Lanie Chopping;
Director of Liquor Licensing
Department of Local Government, Sport and Cultural

Date: 21 February 2024

Dear Lanie,

Re: Banned Drinkers Register and Extended Legislation

I am writing to you on behalf of the Regional Capitals Alliance Western Australia (RCAWA) in relation to concerns raised by members regarding the Banned Drinkers Register.

Members of the Regional Capitals Alliance Western Australia (RCAWA) held a meeting on Friday, the 15th of December and the impacts and benefits that the liquor legislation will have on the regional communities were discussed at length.

It was noted during this meeting that there have been discussions in recent times about expanding this legislation to include further restrictions on the sale of alcohol and whether the restrictions will be widened to include other areas in regional Western Australia.

It is a strong position of the members that they would prefer the current legislative arrangements be maintained while a comprehensive evaluation of the enhanced Banned Drinkers Register (BDR) is undertaken to inform its future beyond the next 2 years.

The enhancements to the BDR that were introduced in December across the Kimberley provide police, health professionals and social workers with a mechanism to place or refer individuals onto the register disqualifying them from buying takeaway alcohol for periods of 3 months (1st offence), 6 months (2nd offence) and 12 months (3rd offence).

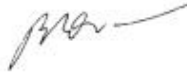
Applying these bans to those individuals who commit alcohol related offences in the community delivers immediate consequences for their behaviour and is considered to be a far more effective enabler of change than broader restrictions across the entire community. When applied in conjunction with other strategies, these bans will deliver immediate respite to victims of alcohol related crimes and to the community more broadly.

With this in mind, we seek that you consider no additional restrictions be introduced for the foreseeable future whilst we bed down and monitor the impacts and benefits current legislation provides to regional Western Australia.

Thank you for your consideration of this request.



Kind regards,



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

10 BENCHMARKING

Date of Report:	21 February 2024
Report Author:	Executive Officer, Paul Rosair and Benchmarking Officer
Disclosure of Interest:	Nil
Attachment(s)	21. 2023 Benchmarking Report (attached separately)

Purpose:

To update the Alliance on the Benchmarking Report that has been developed, to provide meaningful information that can be used to inform and improve the performance of all participants.

Background:

Rebecca Billing was engaged as Benchmarking Officer to continue the work previously completed by Josh Turner:

- Update benchmarking indicators to include the 2022-2023 financial year Actuals and 2023-24 Budgeted figures where applicable;
- Look for opportunities to value add to the model and align it with members' needs;
- Analyse the data and provide key insights into the results;
- Focus on opportunities to improve service delivery based on learnings from others.

Throughout the reporting process the Benchmarking Officer has been in consultation with Brian Sharp and Paul Rosair to ensure the validity of results.

Discussion:

The 2023 Benchmarking Report (the Report) is attached for members to read and review. The report builds on the previous four years' reports, areas of note include:

1. **Visitor Centres and Government Services**
2. **Financial Ratios**
3. **Graphical output**

The Report contains continued discussion on Capital Expenditure by members comparing actual versus budgeted capital expenditure for the 2019, 2020, 2021, 2022 and 2023 financial years. In addition, the Report compares Development Applications and Building Applications for 2019, 2020, 2021, 2022 and 2023 and provides a link to the Alliance's Housing Solutions and Action Plan. Discussions surrounding these areas have been continued in this report due to the minimal change in results from previous years.

Visitor Centres and Government Services:

After initial collation of data surrounding each members Visitor Centres and Government Services in the 2020-21 report, these areas have not been updated for the 2022-23 report. The information from the 2020-21 report has been retained as to provoke discussion. Due to the inconsistency of information in Government Services reporting, it would be suggested to reduce the number of wider services reported each year to reduce allocated workload.

Financial Ratios:

Due to the changing requirements for the reporting of Financial Ratios within Local Governments, a comprehensive update of Section 7: Financial Ratios has not been provided. Upon request, five members provided ratios for 2023, and four for 2024.

The Executive Officer recently met with DLGS Regulatory Reform team, the Manager, Board Governance and Reporting DLGSC (Leah Horton) and Acting Director Policy and Legislation (Carmen Chia) to demonstrate the RCAWA Benchmarking tool.

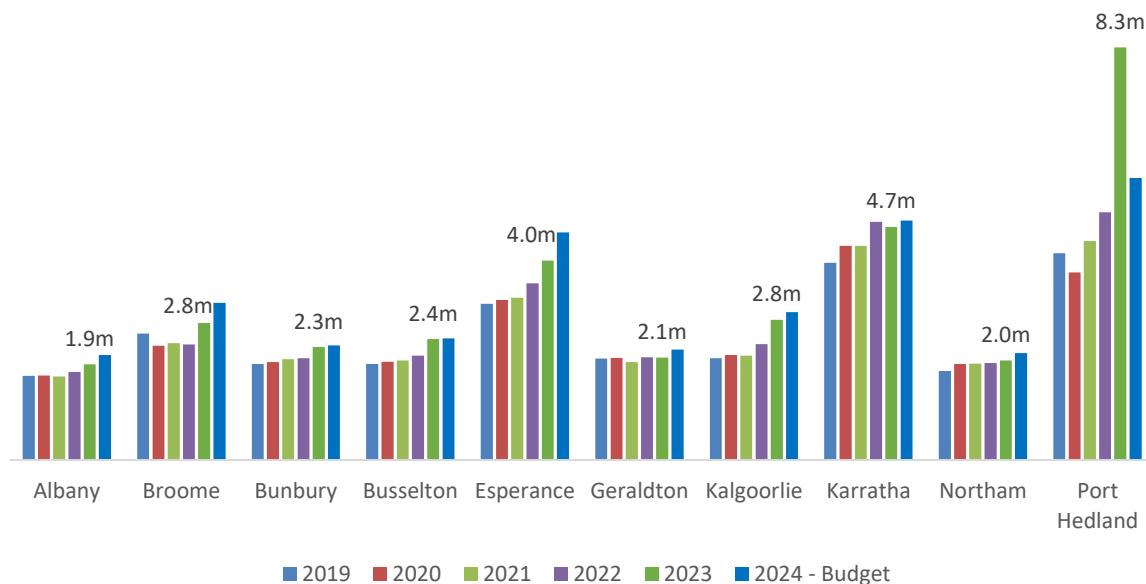
DLGSC advised that the MyCouncil tool was currently on hold and has not been updated for some time due to pending changes to the way in which the Financial Health Indicators are calculated. A briefing note is currently before the Minister to endorse a new FHI. Should the recommendation be endorsed, DLGC advised the data in MyCouncil should be updated by the end of the year.

Graphical Output:

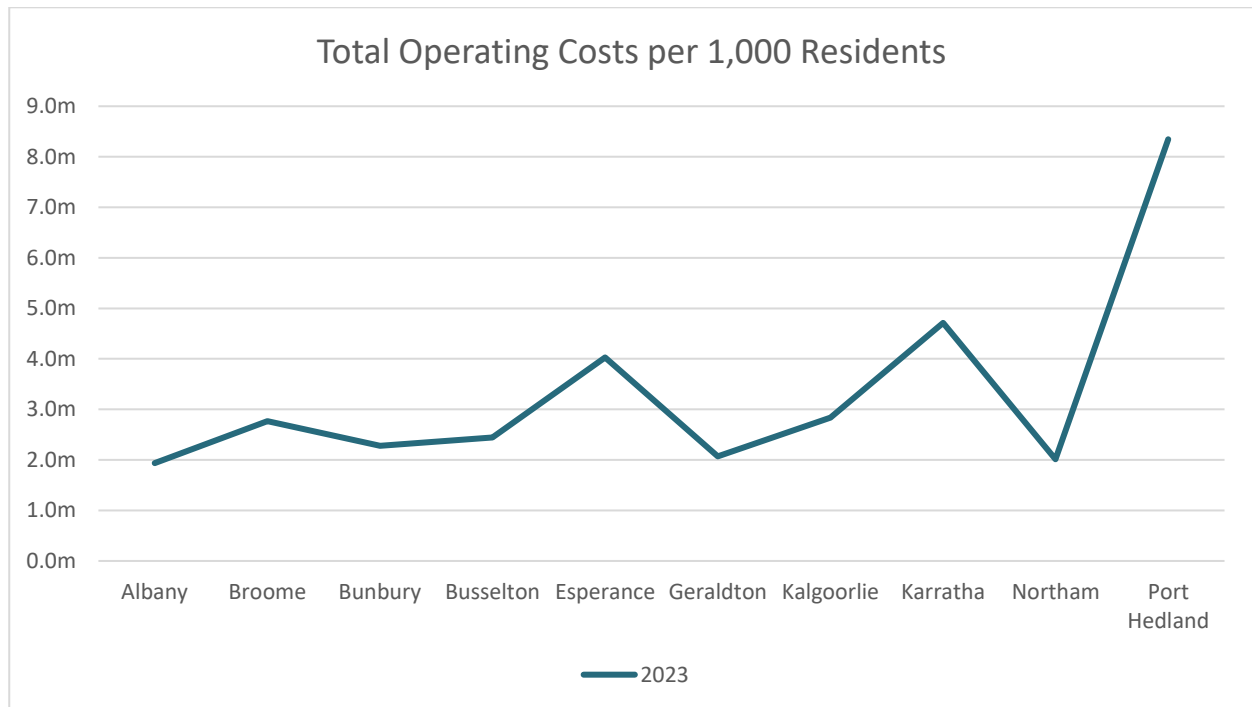
For future reports we believe that it would be beneficial to introduce a further breakdown of results so as to show long term trends graphically. Examples as per below.

Current

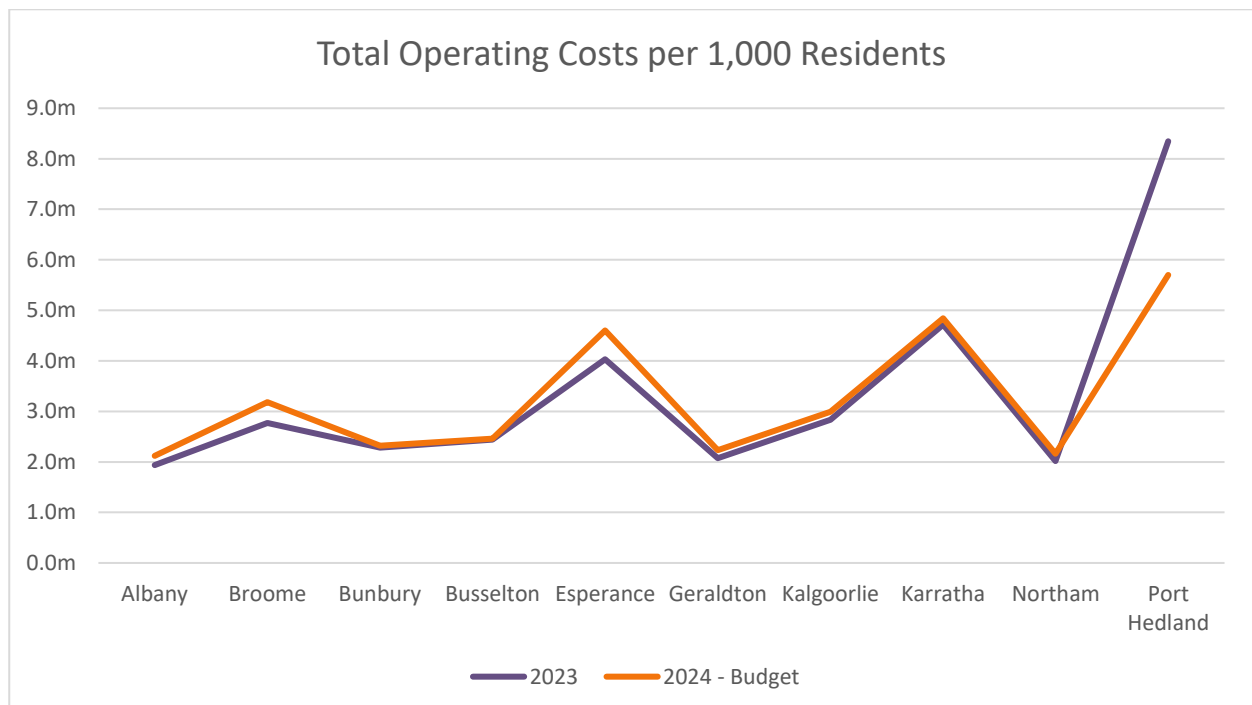
Total Operating Costs per 1,000 Residents



Breakdown of each region over a 1-year period



Breakdown of each region comparing 2 years. Can be adjusted to show any combination.



Link to Strategic Directions:		Budget Implications	
Partnership and collaboration		As per approved budget	
Resolution(s)		Action(s)	
That the Final Benchmarking Report 2022-2023 be received		Executive Team to send the benchmarking spreadsheet to Virginia Miltrup.	
Moved:	Peter Carter	Responsible:	Executive Team
Seconded:	Virginia Miltrup	Due date:	As appropriate

11 SERVICE DELIVERY PROJECT

Date of Report:	21 February 2024
Report Author:	Executive Officer, Paul Rosair Naja Associate, Jo Swan
Disclosure of Interest:	Nil
Attachment(s)	22. Extract from the <i>Local Government Reform – Summary of Proposed Reforms</i> document issues by the DLGSC

Purpose:

To update the Alliance on the Service Delivery Review Project.

Background:

The Alliance has previously agreed to engage the services of a consultant, working with the Executive Officer, to support Alliance members in developing and implementing meaningful review documents to improve service delivery reviews as well as potentially develop useful data to enhance the RCAWA Benchmarking tool.

The consultant engaged to deliver the project advised the Alliance in the December meeting they were unable to complete the contract due. At the December meeting, the Alliance agreed the Executive Officer will continue with the existing contract utilising the services of an alternative consultant, Jo Swan.

Current situation:

A meeting was held with the Department of Local Government Department of Local Government, Sport and Cultural Industries (DLGSC) on 18 January 2024 to discuss the Local Government Reform Project and any potential impact to the RCAWA Service Delivery project. The meeting was attended by the Executive Officer, consultant Jo Swan and representatives from the DLGSC Reform Team, Amy Noon (Senior Project Officer, Regulatory Reform Project) and Ethan Redshaw (Director Regulatory Reform).

An overview of the RCAWA Service Delivery project was provided to DLGSC along with an offer to be more involved with the project with a view to adopt the work, provide input, use RCAWA to pilot any work in this area, or take the RCAWA service delivery templates into account with the work the DLGSC are doing.

The Reform team are currently working on the Policy Positions and Preliminary Drafting Instructions for the Regulatory amendments. These changes are focussing on the Strategic Planning Framework. Service Reviews are not in the scope of the Reform Project.

There are plans to create templates for the Council Plan and any documents that would feed into the plan or be presented with the budget e.g. Service Plans, Project Plans, Resource plans etc. However, there are no plans to create templates for Service Reviews or regulate how Service Reviews are to be conducted. Service Plans are likely to include the cost to deliver, KPI's and targets. (Refer to Attachment 22 for extract from the Local Government Reform – Summary of Proposed Reforms document issued by the DLGSC, describing these changes.)

With regards to timing, the Reform team are hoping to be able to share proposed concepts and wording that might be in the regulations with local governments mid 2024 for feedback and input before feeding the changes back into the drafting finalisation process. LGA's will then be invited to pilot the new planning templates through an opt-in process, with no exclusions.

The Reform team advised the best way to keep abreast of the changes and progress of the Reform project was through the monthly webinars and LG alerts. The team were also interested in receiving further updates from RCAWA on the Service Delivery project.

A subsequent meeting was held with the DLGS Regulatory Reform team, the Manager, Board Governance and Reporting DLGSC (Leah Horton) and Acting Director Policy and Legislation (Carmen Chia) to demonstrate the RCAWA Benchmarking tool. The alignment of the Service Delivery Review templates with the Benchmarking tool was also discussed.

DLGSC advised the My Council tool was currently on hold and has not been updated for some time due to pending changes to the way in which the Financial Health Indicators are calculated. A briefing note is currently before the Minister to endorse a new FHI. Should the recommendation be endorsed, DLGSC advised the data in MyCouncil should be updated by the end of the year. The Executive Officer and consultant have been discussing the approach going forward in light of the above.

Next steps will be to finalise a template that incorporates the work completed to date, is cognizant of the introduction of a Service Plan template from the Reform project and can feed into the Benchmarking tool.

The revised template will be trialled with members to review one agreed service within each LGA. Learnings from the reviews will be incorporated into the template and a second round of service reviews will be conducted on two or three other services and so on.

DLGSC will be provided with regular updates and the project team will keep abreast of the progress of the Service Plan templates by the Reform project.

Discussion:

Alliance members to agree on a service to trial the new template and provide contact details for a representative to form a working group.

The service to be included in the first trial should be one that is generic to all members and the simplest to review. Examples could include *library services*, *ranger services*, *environmental health*, *waste services*.

Link to Strategic Directions:		Budget Implications	
Partnership and collaboration			
Resolution(s)		Action(s)	
1. Note the Service Delivery Review update; and 2. Agree on library services to be trialled		Members to provide contact details for a representative to work with the consultant to trial the proposed template	
Moved:	Andrew Sharpe	Responsible:	Executive Officer, Members & Swan Professional Services
Seconded:	Alan Ferris	Due date:	As appropriate

Attachment 22 Extract from the *Local Government Reform – Summary of Proposed Reforms* document issues by the DLGSC

CURRENT REQUIREMENTS	PROPOSED REFORMS
	<ul style="list-style-type: none"> • Simpler Strategic and Financial Planning (item 6.2) would also improve the budgeting process.
6.2 Simplify Strategic and Financial Planning	
<ul style="list-style-type: none"> • Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations. • There is also the Integrated Planning and Reporting (IPR) framework. • While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments. 	<ul style="list-style-type: none"> • Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making. • The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public. • In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers. • Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments. • It is proposed that the plans that are required are: <ul style="list-style-type: none"> ○ Simplified Council Plans that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short form plans, with a template available from the DLGSC ○ Simplified Asset Management Plans to consistently forecast costs of maintaining the local government's assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape ○ Simplified Long Term Financial Plans will outline any long term financial management and sustainability
CURRENT REQUIREMENTS	PROPOSED REFORMS
	<p>issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years</p> <ul style="list-style-type: none"> ○ A new Rates and Revenue Policy (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years) ○ The use of simple, one-page Service Proposals and Project Proposals that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become Service Plans and Project Plans added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments.

12 MACWA

Date of Report: 21 February 2024
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:

A full background of MACWA Awards was presented in Item 11 of the December 2023 agenda. At this meeting, the hours taken to facilitate the awards was discussed and a resolution was passed as follows:

- That RCAWA continue to run the MACWA Awards in 2024.
- The Executive Team to seek funding from the Department of Communities, Department of Local Government and Cultural Industries and WALGA in order to pay for the additional hours required to run the awards.
- The members to review in 1 year.

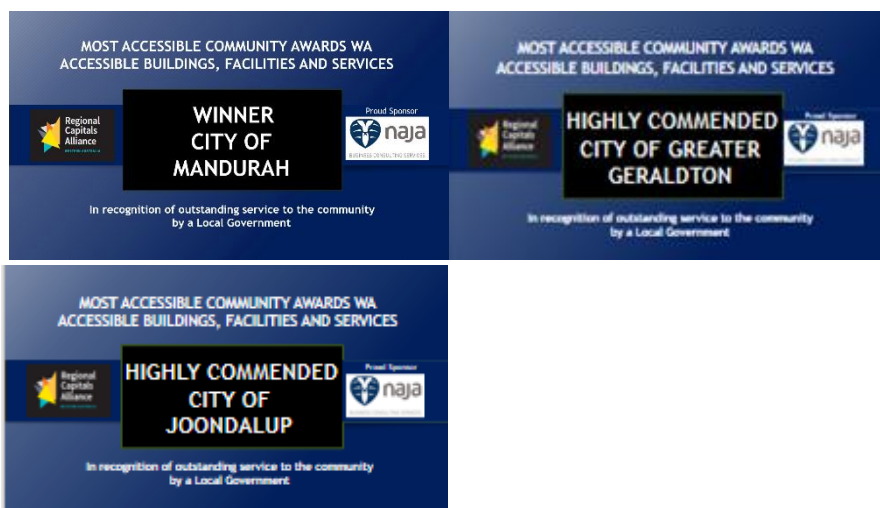
The winners of the Awards were also to be tabled at the February meeting.

Discussion:

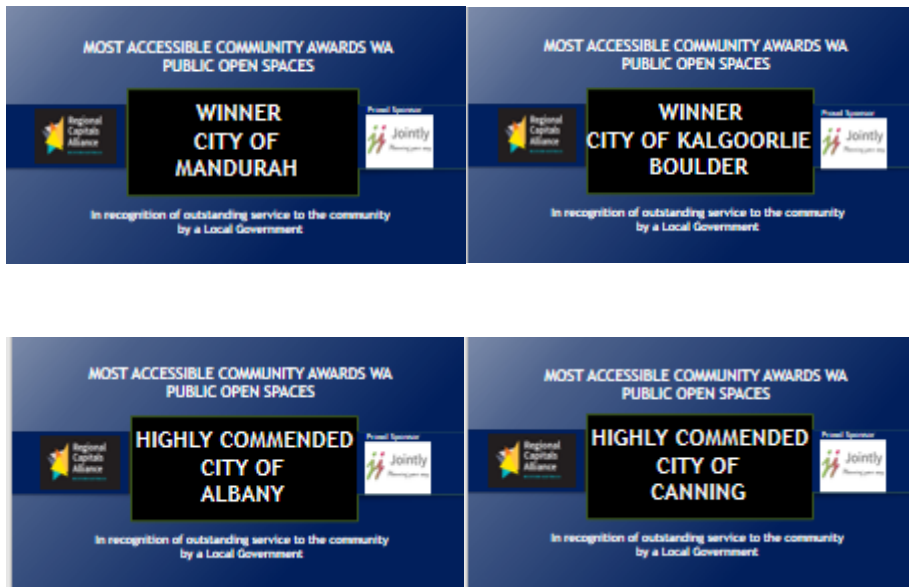
Letters were written seeking funding for the program to the below (see correspondence out)

- Mike Rowe, Director General, Department of Communities
- Lanie Chopping, Director General, DLGSC
- Nic Sloan, CEO WALGA

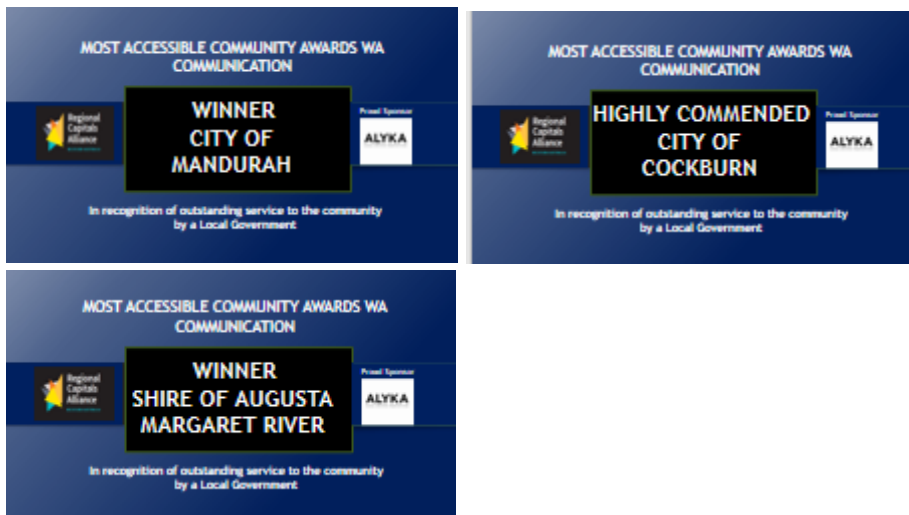
Award Winners: Category 1



Award Winners: Category 2



Award Winners: Category 3



Award Winners: Category 4



Feedback from the Awards has been very positive. In particular, hosting a stand-alone event for the award ceremony was a major success and well received by all. The Minister emphasised the importance of raising the profile for inclusion and the good work being conducted by local governments.

The ABC radio contacted the RCAWA Executive Assistant regarding information on the awards, and subsequently interviewed ambassador Melissa Northcott. A link to the interview is below:

<https://mail.google.com/mail/u/0?ui=2&ik=68de845e73&attid=0.1.1&permmsgid=msg-f:1787221272570315804&th=18cd7c473e93441c&view=att&disp=safe>

Work on the 2024 MAWA Awards will begin again in February. There are still some adjustments required in regard to category specifications for 2024 as the judges found it difficult to compare major infrastructure projects which required many years of planning and capital injections by state and federal governments against events or programs.

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)
For information only	Awaiting outcome of funding requests from Department of Communities, WALGA and DLGSC

13 AROUND-THE-GROUNDS

Date of Report: 21 February 2024
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:

On 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	Nil

14 RCAWA EXECUTIVE OFFICER CONTRACT

Date of Report:	21 February 2024
Report Author:	Paul Rosair, Executive Officer
Disclosure of Interest:	Nil
Attachment	23. EO Extension of contract Proposal 2024-2027 (attached separately)

Purpose:

To advise the members of the upcoming contract end-term date for NAJA Business Consulting Services and to offer an extension of contract for the role of Executive Services for the RCAWA.

Background:

RCAWA (formerly known as WARCA) members entered into a five-year research partnership with the University of Western Australia (UWA) in December 2011. This agreement required the UWA and WARCA to collaboratively develop strategic planning needs and for UWA to undertake detailed economic analysis and research in areas relevant to the needs of WARCA members.

The quality of work prepared by UWA was of an exemplary academic and standard but did not meet the advocacy and administrative needs of members so, on 1 August 2016 it was resolved to terminate the agreement with the University of Western Australia and delegate authority to the CEO of the Shire of Broome and the CEO of the City of Greater Geraldton to negotiate a termination settlement.

After a tender process for provision of Executive Officer Services, Paul Rosair, through NAJA Business Consulting was engaged on 17/4/2017 on a 1 + 2-year contract. Since then, Paul has tabled 2x 2-year contract extension proposals which have been accepted by the members.

The current contract is valid until 30/04/2024.

Discussion:

Paul is keen to see RCAWA continue to grow as a leader in the regions and would be delighted to have the opportunity to continue working with the organisation in the capacity of Executive Officer for a two-year period commencing 1 May 2024. This would allow for continuation of some key projects which he has been instrumental in progressing, implementation of actions arising from some other projects, and finalisation of others.

In 2023, the RCAWA group was impacted with a change of 10 out of its 20 members, and Paul believes that another term for NAJA would provide continuity and stability while the new members become acclimatised to the Alliance. This is also an important year in terms of upcoming state and federal elections, and Paul would like very much to be involved in delivering the vision and key messages of the RCAWA to key stakeholders.

In putting forward this proposal, NAJA Principal, Paul Rosair has reflected on past contracts in terms of remuneration, what is able to be achieved within the hours afforded by the contract, and duties performed by each of the NAJA associates. A review of the above has determined the following:

- The contract rate has not been subject to a CPI increase in 7 years. Over this time, there has been an average inflation rate of 3.12% per year, producing a cumulative price increase of 20.24%.³ NAJA is requesting that this be taken into account when the RCAWA members assess this proposal.

³ <https://www.in2013dollars.com/australia/inflation/2017?amount=100000>

- A review of the hours and the duties performed by each of the NAJA Executive Team has resulted in a proposed restructure of time and duties allocation. This is mainly due to:
 - An increase of in-person meetings over the last few years to include strategic planning exercises (including associated planning); government forums (extensive stakeholder engagement and planning and catering planning for up to 2 meals/functions at each face to face meeting), and extra involvement in the regional visit preparations. It is understood from strategic planning exercises that members would like the in-person meetings to include opportunities to send delegations to key stakeholders either before or after meetings. This has involved more organisational hours.
 - Annual report needing to be covered in core hours. This work generally takes approximately 25-30 hours of collation and content writing. The graphic artist costs have been absorbed into the current contract; however, these rates have now increased, so some hours for graphic design have been incorporated into this proposal.
 - Strategic Planning indicated that Members would like a higher profile, with more media releases and on-line presence. This has not been possible within the current contract due to time constraints. See page 6 of the proposal.
 - MACWA – working with the Ministers Office, Department of Communities, DLGSCI and WALGA in an attempt to raise the profile of the awards increased hours from approximately 30 to 75. This has caused an overrun of hours for the Executive Assistant, which was advised at the October and December meetings. See page 7 of the proposal.
 - No fixed venue for meetings. Previously, the meetings were held at the Tourism board room, then City of Perth. Both of these options are now not readily available, and it takes many hours to research and secure new venues that are suitable for RCAWA purposes and that do not compromise the budget. Unless it is a commercial venue, hosts are generally unwilling to offer their space more than once.

With these considerations, NAJA would like to make a proposal to reflect the changing nature of its executive services. The attached proposal outlines any changes and cost implications, but in summary they are as follows:

Pricing: \$126,416 exc. GST or \$139,057.60 inc. GST

Rational: NAJA has evaluated the requirements of the RCAWA and has deliberated over a range of models for service delivery. NAJA recommends that the best value approach this project is to offer a package of base services to deliver these core requirements of the Executive Officer role.

It has taken into account CPI increases, the increased time required to deliver some of the services currently provided, and has included extra tasks and specialist service providers within the contract (as opposed to billing for them separately). The offered lump sum price is made up of:

Pricing Element	Price \$ (Exc. GST)	Price \$ (Inc. GST)
Executive Officer services: Hours: 360 per annum (transfer of 40 hours (as per previous contract) to EA and admin services) Rate: \$211.60 ph plus GST. This is a dollar per hour increase, which is still well below the expected CPI increases over the last 7 years.	\$76,176	\$83,793.60
Executive Assistant, administrative services and benchmarking: Hours: previously 470 hours per annum combined. Now to include 40 hours from EO saving plus 60 for increased media presence. Total: 570 hrs per annum Rate: \$80 ph plus GST. This is an increase, however the range of duties have been extended to include higher strategic documentation including the benchmarking report, media releases, increased research, record keeping, finance and submission collation	\$ 45,600	\$50,160
Specialist services it is proposed that NAJA include provision for the following service allowance Eclipse Design: 20 hours p.a. @ \$120 ph plus GST (minor changes to position papers, annual report graphic work, website updates and other duties as required) Brian Sharpe: 6 hours p.a. @ \$140 ph plus GST (benchmarking spreadsheet QA and updates) Michelle McKenzie 10 hrs p.a. @ \$140 ph plus GST	\$ 4,640	\$5,104
Total	\$126,416	\$139,057.60

The addition of specialist services into the contract will allow for NAJA to proceed with administrative actions required to complete some aspects of work without the need to request additional funding from the Alliance as has been done in the past.

So, while the proposed increase in cost is slightly higher than the 20% accrued CPI since the original contract came into place, the services have increased and will now allow for a greater role in advocacy via LinkedIn and media releases, reduction in additional payments for specialised services, and greater time to ensure that all in-person meetings are suitably catered for in terms of ability for advocacy and policy influence; partnership and collaboration and representation.

NAJA's extensive network of Associates has also proven to be beneficial for the Alliance, with people such as Duncan Ord, Greensted Consulting; Kelly Hick, KJH Consulting; and Greg Cash, Elysian Consulting being engaged to carry out such tasks as the Regional Performing Arts and Entertainment Centre Review, Strategic Planning workshop and the Housing Action and Solution Plan and subsequent implementation.

While the proposal suggests a two-year period, NAJA suggests that an option of a third-year extension may be advisable to ensure continuity if the Chair position changes at the end of 2026. NAJA's preference is for a three-year term with a 1 year option for extension.

Link to Strategic Directions:		Budget Implications	
Advocacy and Policy Influence Partnership and collaboration		\$126,416 plus GST per annum	
Resolution(s)		Action(s)	
<p>RCAWA members endorse the NAJA Business Consulting Services's Proposal for an Extension of Contract to provide Executive Services for the RCAWA from 1/5/2024 until 30/4/2026 with an option for a further one year extension.</p> <p>Executive Officer contract shall be subject to a yearly performance review.</p>		<p>Members to discuss appropriate KPI's and an annual review and report back to the Executive Officer by the April Meeting.</p> <p>Executive Officer to provide members with a draft service level agreement</p>	
Moved:	Peter Carter	Responsible:	Members / Executive Officer
Seconded:	Alan Ferris	Due date:	April Meeting

15 OTHER BUSINESS

ITEM	RESPONSIBLE	INFORMATION	ACTIONS REQUIRED
State and Federal Government election strategy	Executive Officer	An email was sent out on the 18 th of January asking for information to produce a project prospectus.	Information required by Wednesday 28 th February.
RCAWA Membership standards and guiding principles		EA received an email from the Shire of East Pilbara asking to be considered in becoming a member of the alliance.	Discuss with RCA what they constitute regarding membership Jane has emailed back letting them know it is being discussed and will advise of the outcome. EO to work with CEO's on a position paper on what constitutes a member before decisions are made on new members
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 send any case studies to Executive Officer for collation
Banned Drinkers Register	Executive Officer	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.	Letter attached for approval. See item 9
Housing Advocacy		Executive Officer to provide a verbal update	EO to follow up and set achievable and timelines for Elysian Consulting. KRG Housing and Advocacy Paper to be shared with RCAWA members
RAI National Summit Canberra		Executive Officer to discuss	EO to follow up with Liz Ritchie and send calendar placeholder to members
Housing			KRG Homewest Housing Paper to be shared with the RCAWA members

Attachment 24 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	17/10/24	12 – 2.30pm	City of Bunbury	Strategic Planning
			2.30 – 5.30pm		Meeting
			6-9pm		Dinner
		18/10/24	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

MEETING CLOSED: 5:28PM