



Western Australian Regional Capitals Alliance Minutes

Notice is hereby given that the WARCA Meeting was held at the Council Chambers, Civic Centre in the City of Port Hedland at 1:30pm on 3rd June 2014

Mayor Ron Yuryevich
Chairperson

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1. Official Opening

The meeting of the Western Australia Regional Council Alliance was declared open by the Chairman at 1:30pm.

2. Attendance

Attendees	Mayor Ron Yuryevich Mr Don Burnett Mayor Ian Carpenter Mr Ken Diem President Peter Long President Graeme Campbell Mr Ken Donohoe Mr Mal Osborne Mr Andrew Brien Mayor Kelly Howlett Deputy Mayor Gloria Jacobs Deputy Mayor Greg Stocks Mr Tony Friday Ms Myra Demonteverde	Mayor, City of Kalgoorlie and Chairperson, WARCA CEO, City of Kalgoorlie Mayor, City of Geraldton CEO, City of Geraldton President, Shire of Roebourne President, Shire of Broome CEO, Shire of Broome CEO, Town of Port Hedland CEO, City of Bunbury Mayor, Town of Port Hedland Deputy Mayor, Town of Port Hedland Deputy Mayor City of Albany CEO Pilbara Regional Council Support Officer, Pilbara Regional Council
Guest/Invitee	Mr. Paul Plummer	Professor of Geography, Center for Regional Development School of Earth and Environment University of Western Australia
Apologies	Mr. Chris Adams Deputy Mayor Brendan Kelly	CEO, Shire of Roebourne Deputy Mayor, City of Bunbury

3. WARCA Planning Outputs

Responsible Officer: Mayor Ron Yuryevich, Chairman
 Action Officer: Mayor Ron Yuryevich , Chairman
 Disclosure of Interest: Nil
 Attachments : WARCA Planning Outputs

Voting Requirement: Simple Majority

Moved: Mayor Ian Carpenter

Seconded: Mayor Kelly Howlett

Result: 12/0

Action Arising :

That the PRC-

1. Query the proposed date for adoption of the State Planning Strategy.
2. Seek meetings with Ministers Redman, Simpson and Day with their Chiefs of Staff regarding WARCA’s proposed definition of regional capitals. Delegation of WARCA members to attend.
3. Develop policy position with respect to equity in the arts, focusing on State Subsidies.

4. Develop common policy for staffing museums, art galleries, cultural centres, etc.
5. Collect paper from CEO of Broome regarding Landcorp Subdivisions and table at next meeting.
6. Note concerns towards cost shifting to NFP of homelessness issues.
7. Develop a roster of Ministers and DGs to be invited to subsequent WARCA meetings.
8. Develop a WARCA communication strategy to better engage with RCA, ALGA, WALGA and ACELG.
9. Email all WARCA members seeking volunteers to develop position statements for various policy portfolios.
 - a. Town of Port Hedland – Off peak power tariffs
10. Seek a 'being there' meeting with Minister Redman to clarify definition of and funding for 'growth centres'; especially purpose of funds, allocation model, timing of funding release, etc.
11. Schedule time with Paul Plummer to determine some early releasable materials to start building WARCA's public profile
12. Write to the RSPCA seeking the development of a statewide policy for animal welfare; creating clarity in the approach for animal protection and recommended division of duties between police, local government and RSPCA (or other service providers).
13. PRC to collect copies of impact spreadsheets from Ian Carpenter and include in a letter to all Ministers expressing concerns about the removal of indexation from local government grants. PRC to promote this via external advocacy initiatives.

4. Overview of WARCA Productivity

Responsible Officer : Mayor Ron Yuryevich, Chairman
 Action Officer : Mayor Ron Yuryevich, Chairman
 Author: Mr. Paul Plummer, Professor of Geography, Centre Development School of Earth and Environment University of Western Australia
 Disclosure of Interest : Nil
 Attachments: WARCA Productivity

Mr Plummer briefed the members regarding WARCA Productivity 2013

Voting Requirement: Nil

Action Arising : Nil

5. Significant Correspondence

Responsible Officer: Mayor Ron Yuryevich, Chairman
 Action Officer: Mayor Ron Yuryevich, Chairman
 Disclosure of Interest: Nil
 Attachments: Attachment 5.1 Department of Fire and Emergency Services Capital Grants
 Attachment 5.2 Outstanding Capital Grants

Comments:

The purpose of the letter was to inform the members regarding a letter received from the Department of Fire and Emergency Services regarding capital grants.

Voting Requirement: For noting only

Action Arising: Nil

6. WARCA Financials

Responsible Officer: Mayor Ron Yuryevich, Chairman

Action Officer: Mr Don Burnett

Disclosure of Interest: Nil

Attachments: Nil

The Financial Summary of WARCA was tabled at the meeting for discussion.

Officer Recommendation

That the financial statements be received, with each member to do a check on their Financial Report and Projected Budget13-14.

Voting Requirement : Simple Majority

Resolution: That the WARCA financial statement was received as presented.

Moved: President Peter Long

Seconded: President Graeme Campbell

Result: 12/0

7. PRC Secretariat and other support

WARCA currently has an MOU with the PRC to provide secretariat support, encompassing:

Services	Estimated Hours per Month	Cost per Month
Meeting Support: <ul style="list-style-type: none">→ Scheduling and facilities management→ Agenda (call for items, drafting, attendance, minutes distribution and publication)	-25 HRS @ 30/HR	→ \$750 ^l
Marketing Support: <ul style="list-style-type: none">→ Website hosting→ Website management and maintenance→ Social media support (building facebook, twitter, etc)	-13 HRS @ 30/HR	→ \$390 ^l

Administrative Support: ¶ <ul style="list-style-type: none"> • → Mail handling/processing Travel arrangement (flights/accommodation/facilities as required) ¶ • → Grant Writing ¶ • → Application writing ¶ • → Funding acquittal ¶ • → Financial management system ¶ • → Transactional processing and reconciliation ¶ • → Reporting to statutory standard ¶ • → Records management ¶ • → Archival storage ¶ • → UWA liaison re partnership agreement ¶ 	—55 HRS @ 30/HR (excl Grant Writing) ¶	\$1,650 ¶
Total Secretariat Support Package (monthly) ¶	—88 HRS @ \$30/HR →	\$2,790

It is noted that the PRC has managed to acquire sufficient twitter followers to be in the top 10% of twitter influencers (globally) within a relatively short period. It is also noted that the PRC facilitate and undertake a body of advocacy work and have attracted some degree of in house expertise in this function.

It is proposed that the PRC, over and above secretariat support, also undertake to deliver:

1. Develop engagement framework and guiding principles for Alliance
2. Refine definition of advocacy/focus areas
3. Refinement of messages for each focus area
4. Commissioning of briefing papers within each focus area
5. Targeting of advocacy activities with nominated political figures and other influential stakeholders
6. Develop high level marketing and communications plan (incl. communications, media, public relations)
7. Roll out of communications plan (incl. media, PR activities)

Whilst costs have not yet been confirmed, an additional budget of circa \$30,000 is proposed + the cost of engaging any external specialist expertise to draft briefing papers specific to each defined focus area.

Voting Requirement : Simple Majority

Resolutions:

1. That the WARCA transition handling of accounts and financial reporting to the PRC effective 1 July 2014.
2. That WARCA prepare a handover trial balance for the PRC and facilitate the transfer of funds to a PRC nominated bank account.
3. That WARCA do not require the financial accounts to be audited on handover.
4. That WARCA request the PRC to include the WARCA account within the PRC annual audit program.
5. That WARCA engage the PRC to conduct activities described above on a cost+ basis to a maximum annual budget of \$30,000

Moved: President Peter Long
Secinded: President Graeme Campbell
Result: 12/0

7. Proposed Meeting Dates for FY2014

Date	Venue
September	City of Kalgoorlie-Boulder

December	To be determined at September meeting.
March	To be determined

8. Meeting Closure

The meeting was declared closed by the Chairperson at 3:40pm.

Date Initiated	Action	Responsible	Updates	Status
	Query the proposed date for adoption of the State Planning Strategy.	PRC		
	Seek meetings with Ministers Redman, Simpson and Day with their Chiefs of Staff regarding WARCA's proposed definition of regional capitals. Delegation of WARCA members to attend.	Tony Friday		
	Develop policy position with respect to equity in the arts, focusing on State subsidies.	PRC		
	Collect paper from CEO of Broome regarding Landcorp Subdivisions and table at next meeting	PRC		
	Note concerns towards cost shifting to NFP of homelessness issues.	PRC		
	Develop a roster of Ministers and DGs to be invited to subsequent WARCA meetings.	PRC		
	Develop a WARCA comms strategy to better engage with RCA, ALGA, WALGA and ACELG.	PRC		
	Email all WARCA members seeking volunteers to develop position statements for various policy portfolios.	PRC		
	Town of Port Hedland – Off peak power tariffs			
	Seek a 'being there' meeting with Minister Redman to clarify definition of and funding for 'growth centres'; especially purpose of funds, allocation model, timing of funding release, etc.	Tony Friday		
	Schedule time with Paul Plummer to determine some early releasable materials to start building WARCA's public profile	PRC		
	Write to the RSPCA seeking the development of a statewide policy for animal welfare; creating clarity in the approach for animal protection and recommended division of duties between police, local government and RSPCA (or other service providers).	PRC		
	PRC to collect copies of impact spreadsheets from Ian Carpenter and include in a letter to all Ministers expressing concerns about the removal of indexation from local government grants. PRC to promote this via external advocacy initiatives.	PRC		