



15 MARCH 2019

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**Shire of Esperance**

**ORDINARY COUNCIL MEETING**

**26 MARCH 2019**

**ATTACHMENTS**



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# PLANNING ASSESSMENT REPORT

## Development Application for

The installation of a Telecommunications Facility at

Lot 100 Downes St, Pink Lake, WA 6450

(Lot 100 on Deposited Plan 226440)

Document prepared by Visionstream Pty Ltd

On behalf of Telstra Corporation Ltd

Project Name: Esperance Pink Lake

Project No.: WA07953.01

December 2018







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## 1.0 Executive Summary

### 1.1 Site and Proposal Details

<b>Address of Site</b>	Lot 100 Downes Street, Pink Lake, WA 6450
<b>Legal Property Description</b>	Lot 100 on Deposited Plan 226440
<b>Local Authority</b>	Shire of Esperance
<b>Planning Instrument</b>	Shire of Esperance LPS No. 24
<b>Zone and Overlay</b>	Rural Residential   Heritage – No heritage overlays
<b>Use</b>	Telecommunications Facility
<b>Owner</b>	Shaun Alexander Meares & Megan Sarah McManis

### 1.2 Applicant Details

<b>Applicant</b>	Telstra Corporation Limited ABN 051 775 556 C/- Visionstream Pty Ltd	
<b>Contact Person</b>	Matthew Fletcher	08 6555 8500 Matthew.fletcher@Visionstream.com.au
<b>Our Reference</b>	WA07953.01 Esperance Pink Lake	



## 2.0 Introduction

This report has been prepared by Visionstream on behalf of Telstra as supporting information to a Planning Permit Application for the installation of a 40m high telecommunications facility at Lot 100 Downes St, Pink Lake, WA 6450, which is more formally known as Lot 100 on Deposited Plan 226440.

**Refer to Appendix 1 for Title details**

All mobile phone network operators are bound by the operational provisions of the federal *Telecommunications Act 1997* ("The Act") and the *Telecommunications Code of Practice 2018*. The *Telecommunications (Low-Impact Facilities) Determination 2018* allows for the upgrade of existing mobile phone network infrastructure without the consent of a relevant statutory authority.

In this instance the proposed development does not comply as a "Low Impact facility" under the definitions contained in the Commonwealth legislation. Therefore, it is subject to the provisions of the *WA Planning and Development Act 2005* and the provisions of the Shire of Esperance's *Local Planning Scheme No. 24*.

## 3.0 Proposed Scope of Works

The proposal is inclusive of the following scope of works:

- Installation of one (1) 40m high monopole;
- Installation of one (1) triangular headframe;
- Installation of six (6) new panel antennas (no greater than 2.8m in length);
- Installation of one (1) Telstra Equipment Shelter that is not more than 3m high with a base area of not more than 7.5m<sup>2</sup> at the base of the aforementioned tower;
- Installation of associated ancillary cabling and equipment;
- Installation of 11m by 9m chain-link fence with a 3m wide gate.

**Refer to Plans attached in Appendix B for further details.**

## 4.0 Purpose of the Proposal

The purpose of the application is to receive development approval for the installation of a telecommunications facility at Lot 100 Downes Street in Pink Lake on behalf of Telstra.

By way of a background:

Mobile phones and mobile broadband devices continue to play an important role in the lives of Australians. This includes providing the fundamental ability to be in contact with family and friends, operating businesses more efficiently and effectively as well as dialling triple 0 during a natural disaster or other emergency.

Because of the ever growing demand for more data and better reception, mobile phone carriers such as Telstra continually have to upgrade and expand mobile phone networks to eliminate coverage blackspots and to keep up with the demands and expectations placed upon them by the community.

Recently Telstra has identified the need to increase the coverage and capacity of the mobile phone network in Pink Lake due to demands placed upon the existing network by people in the locality.

As the incumbent telco Telstra knows how important access to modern telecommunications infrastructure is and in order to remedy the lack of mobile phone coverage in the aforementioned area Telstra wishes to establish a new mobile telecommunications base station facility at Lot 100 Downes Street.

## 5.0 Mobile Telecommunications Networks

A mobile telecommunications network is made up of multiple base stations covering a geographic area. They work by sending and receiving radio signals from their antennas to mobile phones and other mobile



devices such as tablet computers, wireless dongles etc. Base stations are designed to provide service to the area immediately surrounding the base station which can be up to several kilometers in distance. Depending on the technical objectives of a base station, the physical characteristics of each telecommunications facility; such as its height, number and size of antennas, equipment, cabling etc. will vary.

As a general rule, the higher the antennas of a base station the greater the range of coverage and the ability to relieve capacity issues. If this height is compromised then additional facilities, and thus more infrastructure, will be required for any given locality. The further a facility is located away from its technically optimum position the greater the compromise of the service. This may result in coverage gaps and require additional or taller base stations to provide adequate service.

Each base station transmits and receives signals to and from mobile devices in the area. As the mobile device users move around their devices will communicate with the nearest base station facility to them at all times. If the users cannot pick up a signal, or the nearest base station is congested because it is already handling the maximum number of phone calls or maximum level of data usage, then the users may not be able to place a call, they may experience call "drop outs" or they might experience a slow data rate while attempting to download content.

There are three main factors that can cause the above:

- One may be too far away from a facility to receive a signal, or there may be objects blocking the signal from the nearest facility; such as hills and large trees. To ensure optimum service the radio signals transmitted between the facility's antennas and mobile devices need to be unimpeded, maintaining a "line-of-sight" between them.
- The facility may be transmitting as much data and calls as it can handle. This can result in call drop-outs and slower data rates when too many users are connected to a facility at once.
- The depth of coverage, which affects the ability to make calls inside buildings, may be insufficient in some local areas.

The current proposal will form part of Telstra's 4GX network solution to the Pink Lake locality and will deliver essential mobile services (voice calling, SMS), as well as live video calling, video-based content including; news, finance and sports highlights, and high-speed wireless internet – wireless broadband. With a coverage footprint of more than 2.1 million square kilometers and covering more than 99% of the Australian population. Telstra's 4GX is Australia's largest and fastest national mobile broadband network and as such requires more network facilities, located closer together to ensure a high-quality signal strength to achieve reliable service and the fastest possible data transfer rates.

## 6.0 Site Selection Process

Telstra commences the site selection process with a search of potential sites that meet the network's technical requirements, with a view to also having the least possible impact on the amenity of the surrounding locality. Telstra applies and evaluates a range of criteria as part of this site selection process.

Telstra assesses the technical viability of potential sites through the use of computer modelling tools that produce predictions of the coverage that may be expected from these sites as well as from the experience and knowledge of the radio engineers.

There are also a number of other important criteria that Telstra uses to assess options and select sites that may be suitable for a proposed new facility. These take into account factors other than the technical performance of the site, and include:

- The potential to co-locate on an existing telecommunications facility.
- The potential to locate on an existing building or structure.
- Visual impact and the potential to obtain relevant town planning approvals.
- Proximity to community sensitive locations and areas of environmental heritage.
- The potential to obtain tenure at the site.





- The cost of developing the site and the provision of utilities (power, access to the facility and transmission links).

In making the proposal for this site at Lot 100 Downes Street in Pink Lake, Telstra has carefully weighed all of the aforementioned criteria. This analysis is detailed in the next section.

## 7.0 Candidate Sites

Telstra carefully examined a range of possible deployment options in the area before concluding that a new telecommunications facility at Lot 100 Downes Street in Pink Lake would be the most appropriate solution to provide necessary mobile phone coverage to the Pink Lake locality.

Accordingly, this section of the report will demonstrate the following:

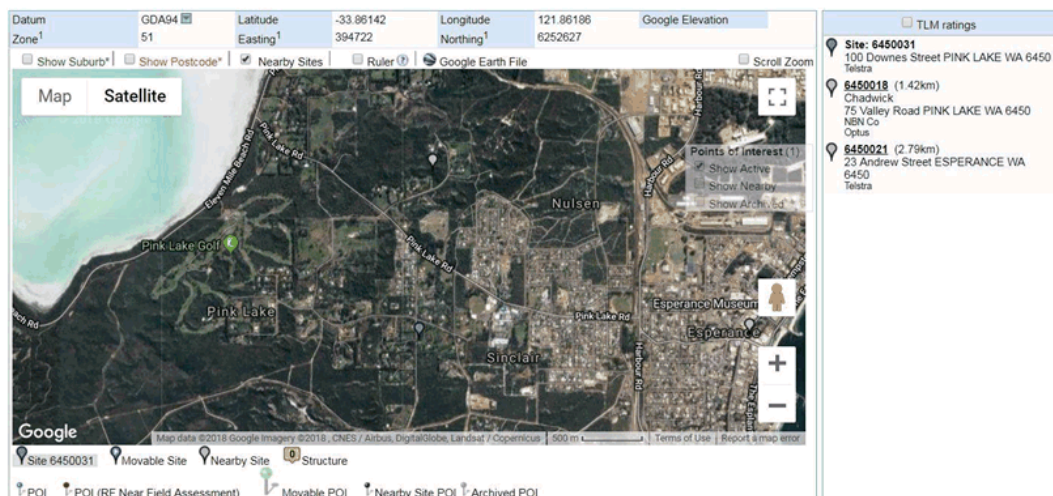
- Colocation opportunities and existing telecommunications infrastructure within proximity to the proposed installation; and
- An analysis of the locations considered when determining an appropriate location for a new telecommunications installation within the required coverage area.

### Colocation opportunities

The Communications Alliance Ltd. (formerly Australian Communications Industry Forum Ltd. - ACIF) *Industry Code C564:2011 – Mobile Phone Base Station Deployment* promotes the use of existing sites in order to mitigate the effects of the facilities on the landscape. It should also be noted that as a first preference Telstra attempts to utilise, where possible, any existing infrastructure or co-location opportunities.

Below is a map of existing and proposed telecommunications facilities surrounding the Pink Lake locality – the blue marker indicates the location of the proposed telecommunications facility at Lot 100 Downes Street in Pink Lake.

The grey marker to the North indicates where an NBN tower is and the grey marker to the East indicates where an existing Telstra facility is located. However, the existing Telstra site is too far away to meet the coverage requirements of the project and the existing NBN proposal will also not meet the coverage requirements of the project. Furthermore, there are no other nearby telecommunications facilities within the locality that would be capable of meeting the needs of the proposal. Accordingly, there is an identified lack of suitable telecommunications facilities within the vicinity of the proposed installation. As a result, there were no suitable colocation opportunities to provide the required service coverage objectives.





**Figure 1: Location of nearby existing telecommunications facilities – Source: RFNSA, [www.rfnsa.com.au](http://www.rfnsa.com.au)**

Candidates considered

The site selected is deemed to be the most optimal location to achieve the required coverage requirements and requires a 40m high telecommunications facility at Lot 100 Downes Street in Pink Lake (Candidate C). This is further outlined below along with the balance of alternative candidates considered as part of the site selection process.

Candidate	Location	Proposal	Zoning	Description
Candidate A	4 Downes St, Pink Lake, WA 6450 Lat: -33.857370 Long: 121.863320	Greenfield 40.0m monopole	Rural Residential	This candidate was investigated. However, tenure was not able to be obtained.
Candidate B	75 Valley Rd, Pink Lake, WA 6450 Lat: -33.848218 Long: 121.863026	Existing 40m Optus lattice tower	Rural Residential	This candidate was investigated. However, it was concluded that this site would not meet the coverage requirements of the project.
Candidate C	100 Downes St, Pink Lake, WA 6450 Lat: -33.861423 Long: 121.861863	Greenfield 40.0m monopole	Rural Residential	This candidate has been chosen as the subject of this Development Application. This location would deliver the required technical coverage for the area with a 40m monopole. The site is the preferred candidate as it achieves an adequate separation from surrounding uses, and is well screened by existing vegetation.
Candidate D	103 Cherry Well Rd, Pink Lake, WA 6450 Lat: -33.859440 Long: 121.857950	Greenfield 40.0m monopole	Rural Residential	This candidate was investigated. However, it was concluded that this site would not meet the coverage requirements of the project.



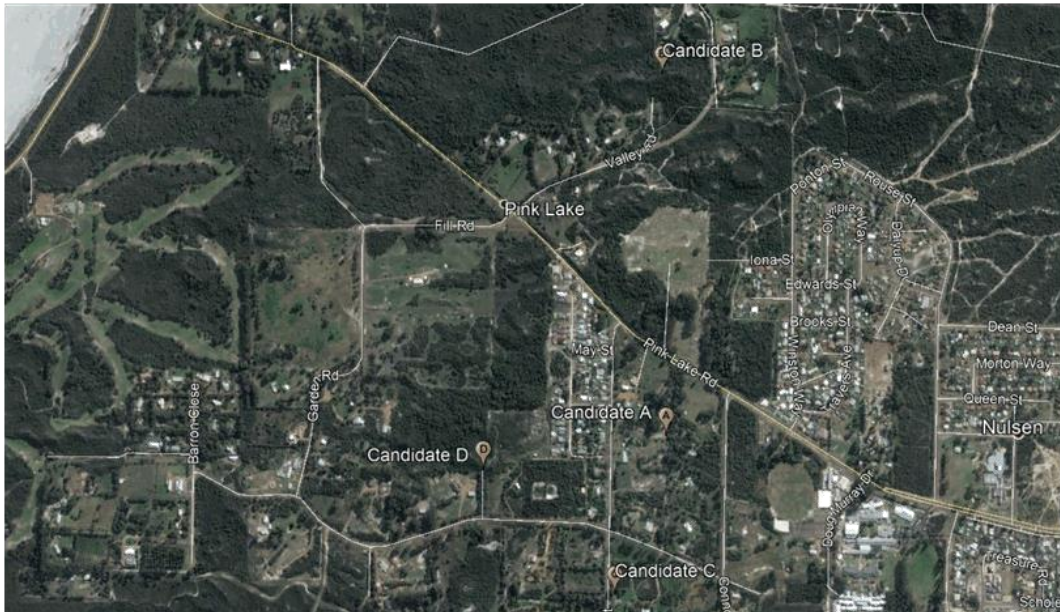


Figure 2: Location of Proposed Candidates

## 7.1 Nominated Candidate

A preferred nominated candidate was selected for the proposed facility based on the radiofrequency objectives, planning and environmental issues, potential community sensitive uses and engineering criteria as noted above. In this case, Candidate C (a new 40m monopole located at Lot 100 Downes St) was considered the best option. This was based on the following:

- The site is appropriately located and sited to minimise visual and environmental impacts on the immediate and surrounding areas;
- Well setback from sensitive uses;
- The site will achieve the required coverage objectives for the area;
- The site will meet design and construction considerations; and
- The proposal operates within the regulatory framework of Commonwealth, State and Local Government.
- There is a willing land owner.

As stated above, the site selection process carefully considered environmental and visual constraints, existing and future land use characteristics, the orderly planning of the area and the design of the facility. On balance, it is considered that the location and height of the facility ensure optimal service provision to the area whilst minimising any perceived impacts.

The proposed Telstra site has been sited and designed to minimise any adverse impact on the amenity of the surrounding locality. The site is located on Rural Residential zoned land towards the rear of the lot where it is away from sensitive sites such as Aboriginal heritage sites, schools and child care centres. In addition, there is low housing density within close proximity to the proposed facility and there is mature vegetation on the subject lot and surrounding lots which will provide screening.

As a result of the aforementioned points it is considered that the siting and design effectively responds to the landscape setting in the area.



## 7.2 The Site

The subject site is located at Lot 100 Downes Street in Pink Lake, WA 6450. The legal description of the property is Lot 100 on Deposited Plan 226440. A copy of the Certificate of Title has been attached for information purposes (**Appendix 1 – Certificate of Title**).

The land is owned by Shaun Alexander Meares & Megan Sarah McManis.

The aforementioned land is zoned 'Rural Residential' under the provisions of the Shire of Esperance's *Local Planning Scheme No. 24* – refer to **Section 10.1** for additional information on planning schemes and map images.

The site will be accessed through the existing access track off Downes Street (subject to Council's approval). The adjoining properties are characterised by Rural Residential land uses.



**Figure 3: Proposed Telstra Site – Lot 100 Downes St, Pink Lake, WA** (Source: Google Earth)

Appropriate setbacks to any identified sensitive sites such as schools and heritage areas have been considered and achieved during the detailed siting of the facility.

The site is located outside of areas of environmental significance as defined by The *Telecommunications (Low-Impact Facilities) Determination 2018*.

In addition, the proposed base station has been sited towards the rear of the lot in order to mitigate visual impact of the proposal upon the surrounding land. Furthermore, the proposal will be surrounded by mature trees which will provide visual screening which in turn will lessen potential impacts upon the visual amenity of the area and help to keep the facility hidden away from public view.

## 8.0 Federal Regulatory Framework

The following information provides a summary of the Federal legislation relevant to telecommunications development proposals.



## 8.1 Telecommunications Act 1997

The *Telecommunications Act 1997* (the Act) came into operation on 1<sup>st</sup> July 1997. The Act provides a system for regulating telecommunications and the activities of carriers and service providers.

Under the Act, telecommunications carriers are no longer exempt from State and Territory planning laws except in three limited instances:

1. There are exemptions for the inspection of land, maintenance of facilities, installation of "low impact facilities", subscriber connections and temporary defense facilities. These exemptions are detailed in the *Telecommunications (Low-impact Facilities) Determination 2018* and these exemptions are subject to the *Telecommunications Code of Practice 2018*;
2. A limited case-by-case appeals process exists to cover the installation of facilities in situations of national significance; and
3. There are some specific powers and immunities from the previous *Telecommunications Act 1991*.

## 8.2 Telecommunications (Low-impact Facilities) Determination 2018

The *Telecommunications (Low-impact Facilities) Determination 2018* came into effect in March 2018.

The *Determination* contains a list of Telecommunications Facilities that the Commonwealth will continue to regulate. These are facilities that are essential to maintaining telecommunications networks and are unlikely to cause significant community disruption during their installation or operation. These facilities are therefore considered to be 'Low-impact' and do not require planning approval under State or Territory laws.

The proposed facility at Lot 100 Downes Street in Pink Lake does not fall under the *Determination* and, therefore, requires approval under State Planning Legislation.

## 8.3 Communications Alliance Ltd. Code C564: 2011 Industry Code – Mobile Phone Base Station Deployment

The new Communications Alliance Ltd. C564:2011 *Industry Code – Mobile Phone Base Station Deployment* (referred to as the *Deployment Code*) replaced the Australian Communications Industry Forum (ACIF) '*Industry Code - Deployment of Mobile Phone Network Infrastructure*' (more commonly referred to as the *ACIF Code*) in July 2012. The purpose of the revisions incorporated in the new *Deployment Code* is to provide certainty and clarity for all parties in the implementation of the Code. For example, with regard to the consultation process with councils and communities, and with regard to providing and updating RF EMR Health and Safety information, reports and signage in keeping with relevant standards.

Similar to the *ACIF Code*, the new *Deployment Code* can not change the existing regulatory regime for telecommunications at Local, State or Federal levels. However, it supplements the existing obligations on Carriers, particularly in relation to community consultation and the consideration of exposure to radio signals, sometimes known as electromagnetic energy (EME or EMR).

The *Code* imposes mandatory levels of notification and community consultation for sites complying with the *Telecommunications (Low-impact Facilities) Determination 2018*. It identifies varying levels of notification and/or consultation depending on the type and location of the proposed infrastructure.

The subject proposal, not being designated a 'Low-impact' Facility, is not subject to the notification or consultation requirements associated with the *Deployment Code*. These processes are handled within the relevant State and Local consent procedures.

Nevertheless, the intent of the *Code* is to ensure Carriers follow a 'precautionary approach' to the siting of infrastructure away from sensitive land uses and this approach has been followed in the selection of this site, as demonstrated in the *Deployment Code* section 4.1 Precautionary Approach Checklist. This checklist will be uploaded to the RFNSA website, reference number 6450031.





Included in the section 4.1 Checklist is a statement of how the public's exposure to EME from the site has been minimised. All emissions from the site will be well within the requirements of the relevant Australian Standard. Details of this standard are contained in the following section.

This site has been selected and designed to comply with the requirements of the *Deployment Code* in so much as the precautionary approach has been adhered to and, as a result, the best design solution has been achieved.

## 9.0 State Regulatory Framework

The following information provides a summary of the State legislation/guidelines relevant to telecommunications development proposals.

### 9.1 Planning and Development Act 2005

The Minister of Planning and Infrastructure has ultimate authority for town planning in Western Australia. Development within Western Australia is controlled by the *Planning and Development Act 2005* through the application of environmental planning instruments. Under the *Planning and Development Act 2005*, the Western Australian Planning Commission (WAPC) is the responsible authority for land use planning and development matters and this report seeks to demonstrate compliance with the WAPC and other items of relevant legislation which pertain to the subject application.

### 9.2 Statement of Planning Policy No. 5.2 – Telecommunications Infrastructures (WAPC)

The WAPC *Statement of Planning Policy No. 5.2 – Telecommunications Infrastructure* (SPP 5.2) provides a framework for the preparation, assessment and determination of applications for planning approval of telecommunications facilities within the context of the planning system of Western Australia. *Planning Policy 5.2* states that 'telecommunications infrastructure should be located, sited and designed in accordance with the following Guiding Principles'.

Principles	Comments	Complies
There should be a co-ordinated approach to the planning and development of telecommunications infrastructure, although changes in the location and demand for services require a flexible approach.	Telstra undertakes a carefully co-ordinated and planned approach to the development of their network.	✓
Telecommunications infrastructure should be strategically planned and co-ordinated, similar to planning for other essential infrastructure such as networks and energy supply.	The proposed facility is strategically planned and co-ordinated to ensure that the facility will provide high level coverage to the Pink Lake locality.	✓
Telecommunications facilities should be located and designed to meet the communication needs of the community.	The proposed facility is strategically planned and co-ordinated to ensure that the facility will provide high level coverage to the Pink Lake locality.	✓
Telecommunications facilities should be designed and sited to minimise any potential adverse	The proposed 40m monopole has been sited to maintain the primary use of the land whilst considering the impact to the surrounding locality.	✓



visual impact on the character and amenity of the local environment, in particular, impacts on prominent landscape features, general views in the locality and individual significant views.	The site carefully considered environmental and visual constraints, existing and future land use characteristics, the orderly planning of the area and the design of the facility. On balance, it is considered that the location and height of the facility ensure optimal service provision to the area whilst minimising any perceived impacts.	
Telecommunications facilities should be designed and sited to minimise impacts on areas of natural conservation value and places of heritage significance or where declared rare flora are located.	A desktop study of the proposed site indicated that it is not affected by any heritage listings nor is it in close proximity to any heritage listings. As the land is already cleared there should be no impact on the natural environment or its surrounds.	✓
Telecommunications facilities should be designed and sited with specific consideration of water catchment protection requirements and the need to minimise land degradation.	Prior to the commencement of work Telstra will undertake such measures as deemed necessary by Council to effectively protect water catchments within the immediate area.	✓
Telecommunications facilities should be designed and sited to minimise adverse impacts on the visual character and amenity of residential area.	Telstra has selected a site and location that seeks to minimise any perceived negative impacts on the visual amenity of the area, particularly when viewed from residential areas. The proposed 40m monopole will remain unpainted (dull grey in colour) which blends in with the sky. Furthermore, the proposed subject site maintains suitable separation distance from surrounding residential areas.	✓
Telecommunications cables should be placed underground, unless it is impractical to do so and there would be no significant effect on visual amenity or, in the case of regional areas, it can be demonstrated that there are long-term benefits to the community that outweigh the visual impact.	Overhead cabling is not proposed for this site.	✓
Telecommunications cables that are installed overhead with other infrastructure such as electricity cables should be removed and placed underground when it can be demonstrated and agreed by the carrier that it is technically feasible and practical to do so.	This principle does not apply to the subject of this application.	N/A
Unless it is impractical to do so telecommunications towers should be located within commercial, business, industrial and rural areas and areas outside identified conservation	The proposed site is zoned 'Rural Residential' as identified by the Shire of Esperance's <i>Local Planning Scheme No. 24</i> . Given the rural nature of the land the proposed facility will be located in the desired zoning.	✓



areas.		
The design and siting of telecommunications towers and ancillary facilities should be integrated with existing buildings and structures, unless it is impractical to do so, in which case they should be sited and designed so as to minimise any adverse impact on the amenity of the surrounding area.	As per Section 7 of this report, no suitable opportunities for co-location were identified in the area and it has been identified that the proposed Telstra site location is seen as the preferred site location. Colocation was investigated; however, the locations were either an existing Telstra site which is too far from the subject area to meet the coverage objectives of the proposal or the proposed NBN structure which is not built yet and will not meet the coverage objectives of this project.	✓
Co-location of telecommunications facilities should generally be sought, unless such an arrangement would detract from local amenities or where operation of the facilities would be significantly compromised as a result.	As per Section 7 of this report, no suitable opportunities for co-location were identified in the area and it has been identified that the proposed Telstra site location is seen as the preferred site location. Colocation was investigated; however, the locations were either an existing Telstra site which is too far from the subject area to meet the coverage objectives of the proposal or the proposed NBN structure which is not built yet and will not meet the coverage objectives of this project.	✓
Measures such as surface mounting, concealment, colour co-ordination, camouflage and landscaping to screen at least the base of towers and ancillary structures, and to draw attention away from the tower, should be used, where appropriate, to minimise the visual impact of telecommunications facilities.	Telstra has selected a site and location that seeks to minimise any perceived negative impacts on the visual amenity of the area, particularly when viewed from residential areas. The monopole will remain unpainted (dull grey in colour) which blends in with the sky. Furthermore, the proposed subject site maintains suitable separation distance from surrounding residential areas and is surrounded by mature vegetation which will provide screening.	✓
Design and operation of a telecommunications facility should accord with the licensing requirements of the Australian Communications Authority, with physical isolation and control of public access to emission hazard zones and use of minimum power levels consistent with quality services.	Telecommunications facilities include radio transmitters that radiate electromagnetic energy (EME) into the surrounding area. The levels of these electromagnetic fields must comply with safety limits imposed by the Australian Communications and Media Authority (ACMA, previously ACA). All Telstra installations are designed to operate within these limits.	✓
Construction of a telecommunications facility (including access to a facility) should be undertaken so as to minimise adverse effects on the natural environment and the amenity of users or occupiers of adjacent property and to ensure compliance with relevant health and safety standards.	During construction Telstra contractors will endeavour to minimise the impact of their works on the amenity of nearby residents and on the surrounding environment. As the proposed site is located in a Rural Residential area, adverse effects on nearby properties will be minimal. Following construction, maintenance (excluding emergency repair work) activities should not interfere with the amenity of users. All Health and Safety standards will be adhered to.	✓



Under section 5.1.1 of the *State Planning Policy 5.2: Telecommunications Infrastructure Policy* the West Australian Planning Commission provides a set of measures in assessing the visual impact of a proposed telecommunications facility.

An assessment of these guidelines below has found that the proposed Telstra Mobile Phone Base Station is compliant with the intent and requirements of the *State Planning Policy 5.2: Telecommunication Infrastructure Policy*.

Measures	Comments	Complies
Be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;	The proposed 40m monopole has been sited to maintain the primary use of the land whilst considering the impact to the surrounding locality. The site carefully considered environmental and visual constraints, existing and future land use characteristics, the orderly planning of the area and the design of the facility. On balance, it is considered that the location and height of the facility ensure optimal service provision to the area whilst minimising any perceived impacts.	✓
Be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;	Telstra has selected a site and location that seeks to minimise any perceived negative impacts on the visual amenity of the area, particularly when viewed from residential areas. The monopole will remain unpainted (dull grey in colour) which blends in with the sky. Furthermore, the proposed subject site maintains suitable separation distance from surrounding residential areas and is surrounded by mature vegetation which will provide screening.	✓
Not be located on sites where environmental, cultural heritage, social and visual landscape values may be compromised;	There are no known items of environmental, cultural or social significance located on the proposed site. Any visual impact has been mitigated through a variety of design elements.	✓
Display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;	The proposed 40m monopole has been sited to maintain the primary use of the land whilst considering the impact to the surrounding locality. The site carefully considered environmental and visual constraints, existing and future land use characteristics, the orderly planning of the area and the design of the facility. On balance, it is considered that the location and height of the facility ensure optimal service provision to the area whilst minimizing any perceived impacts	✓
Be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community;	Telstra has identified mobile phone coverage blackspots in the Pink Lake locality.  The proposed location at Lot 100 Downes Street in Pink Lake will provide improved and continuous coverage to the locality and will also provide other carriers with the opportunity to co-locate their infrastructure in the future which will reduce the need for more structures to be built.	✓





<p>Telecommunications infrastructure should be co-located and whenever possible: Cables and lines should be located within an existing underground conduit or duct; and Overhead lines and towers should be co-located with existing infrastructure and/or within an existing infrastructure corridor and/or mounted on existing or proposed buildings.</p>	<p>As per Section 7 of this report, no suitable opportunities for co-location were identified in the area and it has been identified that the proposed Telstra site location is seen as the preferred site location. Colocation was investigated; however, the locations were either an existing Telstra site which is too far from the subject area to meet the coverage objectives of the proposal or the proposed NBN structure which is not built yet and will not meet the coverage objectives of this project.</p> <p>Therefore, it has been identified that the proposed Telstra site location is seen as the preferred site location. As mentioned previously, the proposed Telstra monopole will also provide other carriers with the opportunity to co-locate their infrastructure in the future which will reduce the need for more structures to be built.</p> <p>As this is a greenfield site there is no option to utilise existing underground conduit or ducts. Overhead lines are not applicable to this application.</p>	<p>✓</p>
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## 10.0 Local Regulatory Framework

The following information provides a summary of the local provisions relevant to telecommunications development proposals.

### 10.1 Shire of Esperance Local Planning Scheme No. 24

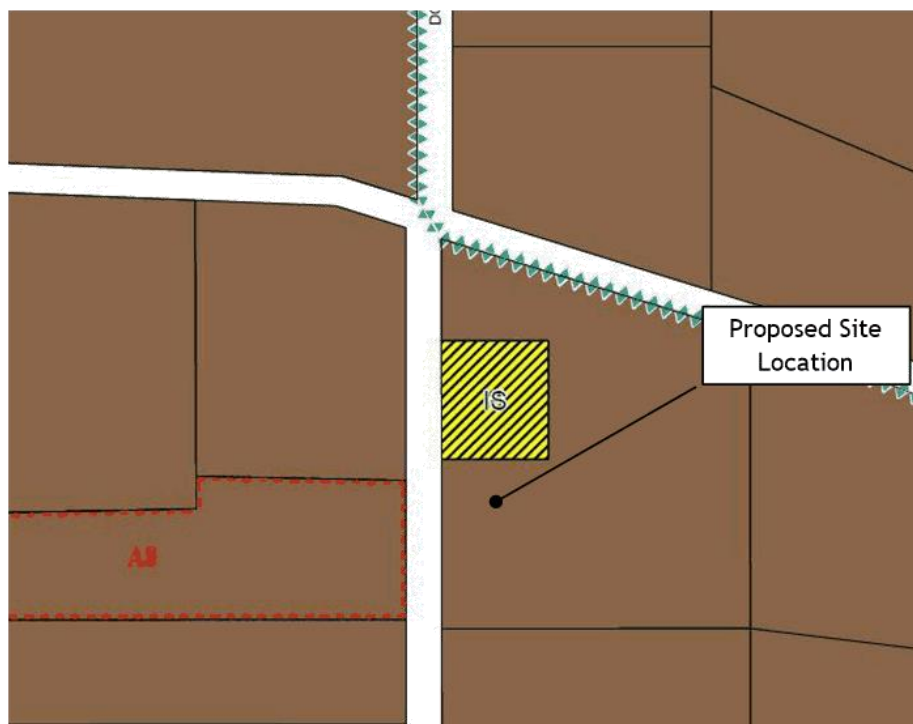
The *Shire of Esperance Local Planning Scheme No. 24* provides the legal basis for planning in the Shire of Esperance's local government area.

The proposed site and the surrounding area have large portions which are zoned 'Rural Residential' as shown in **Figure 4** below.

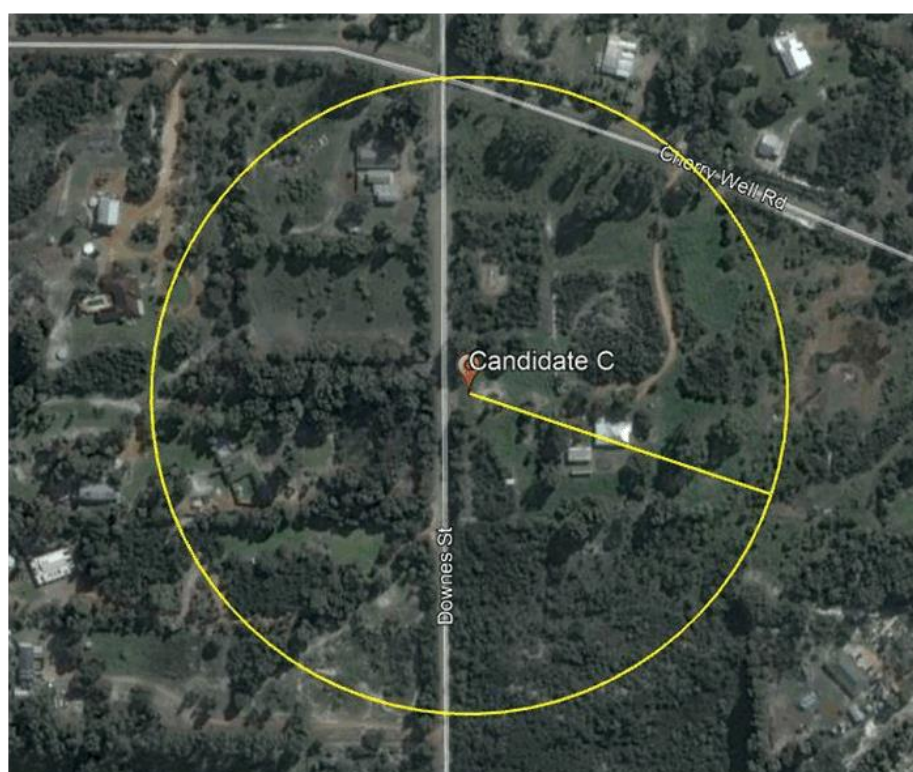
For the purposes of this proposal the Principal Designated Use of the property is 'Rural'.

Telecommunications infrastructure is listed as an 'A' use activity in the Shire of Esperance's *Local Planning Scheme* text; however, the use will not be permitted unless Council has exercised its discretion by granting development approval. Nonetheless, the proposed telecommunications facility at Lot 100 Downes Street in Pink Lake complies with the objectives of the *Scheme*. Moreover, the proposed facility will be sited in an ideal zone (Rural Residential) where the housing density is low and where there is mature vegetation which helps to limit negative impacts on the amenity of the area.





**Figure 4: Zoning Map 1** (*Shire of Esperance Local Planning Scheme No. 24* (Source: Dept. of Planning))



**Figure 5: Aerial Photo of Proposed Site Showing 200m Radius** (Source: Google Earth)



The proposal has been sited to retain the land for its current use and minimises visual impact upon the amenity of the area by being placed towards the rear of the lot where it is further away from dwellings and where it is also surrounded by mature vegetation. The detailed siting has been undertaken to ensure the primary use of the land and any potential future use of surrounding land is not negatively impacted upon.

Overall the proposed development application is consistent with the intent and requirements of the *Western Australian Planning Commission SSP 5.2* and the *Shire of Esperance's Local Planning Scheme No. 24*.

## 11.0 General Provisions

This proposal is for the establishment of a Telstra Mobile Base Station Facility in the Pink Lake locality.

Telstra considers that the proposal is appropriate for the locality given the rural nature of the proposed site and the nature of existing and anticipated uses of the surrounding land.

Environmental considerations such as visual impact, heritage, flora and fauna, traffic, flooding, bushfire, social and economic aspects, health and safety have been discussed within the below sub sections.

### 11.1 Visual Impacts

The site has been identified as being located within the 'Rural Residential' zone. In this regard, the detailed siting and design of the proposed facility has been taken into consideration in conjunction with the aims of the *City's Local Planning Scheme No. 24*.

Telstra has selected a site and location that seeks to minimise any impacts on the visual amenity of the area. The proposed subject site maintains suitable separation distance to surrounding residential areas and takes advantage of the shielding provided by nearby mature vegetation which limits the structure's visibility from the residential dwellings and thoroughfares.

The site selection carefully considered environmental and visual constraints, existing and future land use characteristics, the orderly planning of the area and the design of the facility. On balance, it is considered that the location and height of the facility ensure optimal service provision to the area whilst minimising any visual impact. Moreover, as previously mentioned the site will also provide other carriers with the opportunity to co-locate their infrastructure in the future.

### 11.2 Heritage

In order to determine any possible natural or cultural values of state or national significance associated with the site a search was conducted through the relevant Heritage Registers.

No heritage sites, including Aboriginal heritage sites, of significance were identified within the subject land holding or within close proximity.

### 11.3 Flora and Fauna

In order to determine any possible natural Flora and Fauna significance associated with the site, a search was conducted through the relevant environmental searches.

Searches identified the potential of 1 wetlands of international importance, 1 threatened ecological community, 12 threatened species and 11 migratory species of Flora and Fauna significance located in the vicinity of the proposed site. See **Appendix G** – Environment Analysis Report for further information.

As per the drawings, no trees are planned to be removed as part of this proposal.

The site is not located in an area of environmental significance as defined by The *Telecommunications (Low-Impact Facilities) Determination 2018*.



## 11.4 Traffic

Mobile phone base stations are not a significant generator of pedestrian or vehicular traffic.

The site will be visited on a quarterly basis throughout the year for maintenance purposes.

During the construction phase various vehicles will be used to deliver equipment and construct the Telstra Mobile Base Station Facility. Any traffic impacts associated with construction and establishment will be of a short-term duration (i.e. approximately five weeks over non-consecutive periods) and are not anticipated to adversely impact on the surrounding road network.

Adequate parking will be available on site for these vehicles and these movements would not impact the local traffic.

Traffic from this construction would only occur from the hours of 7am to 6pm. If a road closure is required for the erection and installation of equipment, the appropriate approvals will be obtained from the Department of Transport (DoT).

The mobile base station facility is unmanned would require maintenance checks approximately 3-4 times per year as required. Routine maintenance would involve one vehicle per visit and parking would be available close to the proposed site for this purpose.

## 11.5 Access

Access to the proposed site will be through the proposed new access track off Downes Street (Refer to **Appendix B** – Proposal Plans (S1) for more information)

The proposed site access is considered to be appropriate given the Telstra facility will not be a significant generator of traffic. Once operational, the facility will require maintenance visits approximately 3-4 times per year as required but will remain unattended at all other times. As the facility generates minimal visits per year it is considered that traffic interference will be negligible.

During the construction phase various vehicles will be used to deliver equipment and construct the Telstra Mobile Base Station Facility. Any traffic impacts associated with construction and establishment will be of a short-term duration (i.e. approximately five weeks over non-consecutive periods) and are not anticipated to adversely impact on the surrounding road network. Adequate parking would be available in the vicinity for vehicles used during construction and these movements would not impact local traffic. In the unlikely event that road closure is required Telstra will apply to the relevant authorities for permission.

## 11.6 Utilities

An application has been made to the local utility company confirming route and availability of power supply for this site. The proposed site does not require any additional permits for the connection of a sewer/roadway.

## 11.7 Construction

The construction of the mobile base station will take approximately five weeks over non-consecutive periods, subject to weather.

Noise and vibration emissions associated with the Telstra Mobile Base Station Facility will be limited to the construction phase. Noise generated during the construction phase will be of short duration and will be in accordance with the standards outlined in the *Environmental Protection (Noise) Regulations 1997*. Construction works will only occur between the hours of 7am and 6pm.



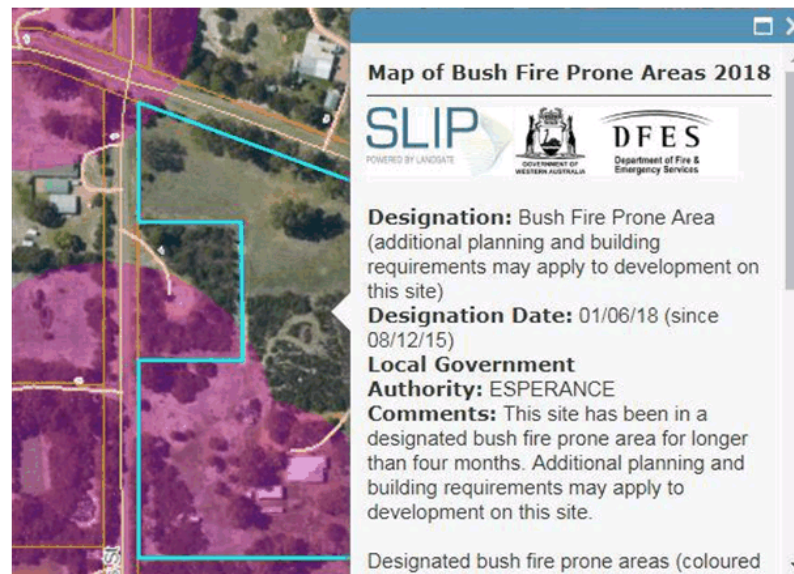


There will be some low-level noise from the ongoing operation of air conditioning equipment associated with the equipment shelter once it is installed. Noise emanating from the air conditioning equipment is at a comparable level to a domestic air conditioning installation and will generally accord with the background noise levels prescribed by *Australian Standard AS1055*.

The proposed site is appropriately setback from residential properties so that the noise related impacts will be negligible.

## 11.8 Bushfire

The specific site location is identified as being in a Bush Fire Prone Area by the Fire and Emergency Services Commissioner (See **Figure 6**).



**Figure 6 – Bushfire Prone Areas Mapping** (Source DFES Slip Mapping)

Natural disasters, including the continuing threat of bushfires, have served to highlight the critical importance of effective telecommunications. Previous bushfire incident reviews have demonstrated effective telecommunications networks are essential for disaster response management, allowing emergency services providers to be alerted to medical or fire emergencies.

In its *Communications Report 2014-2015* the Australian Communications and Media Authority reported that in 2014 -15, 66.9% of calls to the 000 emergency number were made from mobile phones. Therefore, in addition to day-to-day personal and business applications, effective telecommunications networks can be the difference between life and death in disaster situations.

The entirety of the facility will be earthed in accordance with the Australian Standard. Earthing draws any lightning strike underground away from combustible material. It is submitted that contrary to being a risk factor for fires, the site in this case could reduce the risk of lightning strike causing fires, by attracting the strike and earthing it underground.

The *State Planning Policy 3.7* provides the foundation for land use planning to address bushfire risk management in Western Australia. Notwithstanding the Department of Planning updated [Planning Bulletin 111/2016](#) to clarify that for telecommunications infrastructure, *SPP 3.7* should be applied pragmatically.

The Planning Bulletin states:

*"Exemptions from the requirements of SPP 3.7 and the deemed provisions should be applied pragmatically by the decision maker. If the proposal does not result in the intensification of development*



*(or land use), does not result in an increase of residents or employees; or does not involve the occupation of employees on site for any considerable amount of time, then there may not be any practicable reason to require a BAL Assessment. Exemptions may apply to infrastructure including roads, telecommunications and dams; and to rural activities, including piggeries and chicken farms which do not involve employees on site for a considerable amount of time."*

With respect to the above, Visionstream on behalf of Telstra believes that all necessary design measures have been undertaken to ensure the facility does not increase or affect the bushfire risk to the area.

## 11.9 Health and Safety

Telstra acknowledges some people are genuinely concerned about the possible health effects of electromagnetic energy (EME) from mobile phone base stations and is committed to addressing these concerns responsibly.

Telstra, along with the other mobile phone carriers, must strictly adhere to Commonwealth Legislation and regulations regarding mobile phone facilities and equipment administered by the Australian Communications and Media Authority (ACMA).

In 2003 the ACMA adopted a technical standard for continuous exposure of the general public to RF EME from mobile base stations. The standard, known as the *Radiocommunications (Electromagnetic Radiation – Human Exposure) Standard 2003*, was prepared by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and is the same as that recommended by ICNIRP (International Commission for Non-Ionising Radiation Protection), an agency associated with the World Health Organisation (WHO). Mobile carriers must comply with the Australian Standard on exposure to EME set by the ACMA.

The Standard operates by placing a limit on the strength of the signal (or RF EME) that Telstra can transmit to and from any network base station. The general public health standard is not based on distance limitations or the creation of "buffer zones". The environmental standard restricts the signal strength to a level low enough to protect everyone at all times. It has a significant safety margin, or precautionary approach, built into it.

In order to demonstrate compliance with the standard, the ARPANSA created a prediction report using a standard methodology to analyse the maximum potential impact of any new telecommunications facility. Carriers are obliged to undertake this analysis for each new facility and make it publicly available.

Importantly, the ARPANSA-created compliance report demonstrates the maximum signal strength of a proposed facility, assuming that it is handling the maximum number of users 24-hours a day.

In this way, the ARPANSA requires network carriers to demonstrate the greatest possible impact that a new telecommunications facility could have on the environment to give the community greater peace of mind. In reality, base stations are designed to operate at the lowest possible power level to accommodate only the number of customers using the facility at any one time. This design function is called "adaptive power control" and ensures that the base station operates at minimum, not maximum, power levels at all times.

Using the ARPANSA standard methodology, Telstra is required to complete and make available an EME report which predicts the maximum environmental EME level the facility will emit. Telstra has undertaken a compliance report that predicts the maximum levels of radiofrequency EME from the proposed installation at Lot 100 Downes Street in Pink Lake to be **0.22%** of the public exposure limit. The maximum environmental EME level predicted from this proposed facility is substantially within the allowable limit under the ARPANSA standard.

**Refer to the EME Report attached at Appendix C.**

Telstra relies on the expert advice of national and international health authorities such as the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and the World Health Organisation (WHO) for overall assessments of health and safety impacts.



The WHO advises that all expert reviews on the health effects of exposure to radiofrequency fields have concluded that no adverse health effects have been established from exposure to radiofrequency fields at levels below the international safety guidelines that have been adopted in Australia.

Telstra has strict procedures in place to ensure its mobile phones and base stations comply with these guidelines. Compliance with all applicable EME standards is part of Telstra's responsible approach to EME and mobile phone technology.

### 11.10 Erosion, Sediment Control and Waste Management

All erosion and sediment control mitigation measures will be detailed in construction plans and will comply with the *Building Code of Australia* and Local Council Standards. On completion of the installation, the site will be restored and reinstated to an appropriate standard. No waste which requires collection or disposal will be generated by the operation of the facility.

### 11.11 Social and Economic Impact

Reliable mobile phone coverage is important to ensure the economic growth of communities. It is not expected to have any adverse social or economic impacts as a result of the development. Indeed, it is anticipated that there would be positive impacts because of the mobile telephone coverage, and the proposed facility could also be utilised in the event of an emergency with reference to mobile phone and internet use.

The proposed development is essential to enable Carriers to remain competitive and increase the choice of mobile telephone services to consumers. Additional competition in the market will have economic benefits for individual consumers and the community as a whole. The development is consistent with the objectives of the *Telecommunications Act 1997*, namely:

- To promote "the efficiency and international competitiveness of the Australian telecommunications industry" (s.3 (1)); and
- To ensure that telecommunications services "are supplied as efficiently and economically as practicable" (s.3 (2) (a) (ii)).

## 12.0 Conclusion

This application is a direct result of the community's requests for reliable telecommunications to be provided to the Pink Lake locality. There is strong State policy support for telecommunications facilities if, when balancing improved telecommunications services with environmental impacts; including for example, visual impact and flood or fire hazard, a particular proposal provides a net community benefit.

The proposed works provide the community with reliable 4G access which in turn supports the various rural, residential and tourist industries in the region and form part of a wider plan to ensure reliable and accessible coverage during emergency situations such as in the event of bush fires.

The proposed telecommunications facility will form an integral component in Telstra's national 4GX network. This 4G service brings higher speeds and extra 4G coverage to a range of communities across the nation. 4GX will include services provided over Telstra's new 700MHz spectrum and deliver higher typical mobile speeds on compatible devices, allowing more Australians to experience more reliable connections and ultra-fast mobile internet.

Telstra has undertaken an assessment of the relevant matters as required by the *Telecommunications Act 1997*, State Legislation and the Shire of Esperance's *Local Planning Scheme No. 24*. The proposal is considered appropriate in light of the relevant legislative, environmental, technical, radio coverage and public safety requirements.

The proposed facility is considered appropriate for the subject site for the following reasons:

- The facility will provide reliable mobile phone service to the growing Pink Lake area. It will deliver mobile coverage to regional and remote communities who will be able to access fast mobile voice





and data services. The improved coverage is increasing access to new technologies for key regional sectors and communities, which rely on a fast, reliable and affordable mobile network.

- Public views to the facility are adequately contained due to the presence of mature vegetation.
- The proposal is consistent with the relevant provisions of the *Shire of Esperance's Local Planning Scheme No. 24*.
- The proposal will improve Telstra 4GX communications services to the area, including voice calls, video calling and Wireless Broadband – a high speed wireless internet service via the 3G/4G phone network.
- The proposed facility is appropriately located on low density 'Rural Residential' land, providing good separation from residential properties.
- Overall it is considered that the proposed facility is acceptable and will not cause a considerable loss of visual amenity to the surrounding area due to the facility's design, siting to in the 'Rural Residential' zone and extensive mature vegetation present on the subject and surrounding properties. It is submitted that a reasonable balance has been struck between the technical requirements for a new facility in this area, the need to deliver an optimum level of service based on the level of coverage delivered by a facility of this height and the need to minimise visual and other environmental impacts.
- The proposed installation will provide possible opportunities for future co-location on the monopole by other Carriers.
- Emissions from the proposed facility will be significantly below the Australian Radiation Protection and Nuclear Safety Agency standards adopted by the Australian Communications and Media Authority.

The assessment of the proposal demonstrates that the proposal represents sound and proper town planning and it is respectfully requested that consent is granted for this development application.

Should Council have any further queries regarding the subject application, please do not hesitate to contact the nominated representative outlined within this document.



## **Appendix A – Certificate of Title**





## **Appendix B – Plans of the Proposal**



## Appendix C – Environmental EME Report



## Appendix D – Site Photographs

View facing North towards the proposed site





View facing East towards the proposed site





View facing West towards the proposed site









## **Appendix E – Fact Sheets**



## **Appendix F – Environment Analysis Report (EPBC)**





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## Executive Management Summary

**February 2019**

## Corporate Resources

**Outcome:** 16.1 A financially sustainable and supportive organisation achieving operational excellence

**Strategy:** 16.1.1 Provide responsible resource and planning management for now and the future

### ACTION

#### 16.1.1.6 Manage Corporate Resources

#### Director Corporate Resources

Budget review document completed and agenda sent out for Audit Committee Meeting in early March .

Employee Enterprise Agreement negotiations are continuing with offers being considered for future year % increases.

Planning currently happening for the upgrade of Corporate Software. Significant testing will be required between now and a go-live date expected in early September.

Rates are doing considerable debt collection and resolving debt collection issues.

A number of leases are either being advertised, terminated or signing new leases.

**Last Updated** 07/03/2019

## Council Priorities - Executive Summary July 2018 to June 2019

**Chief Executive Officer****Outcome:** 15.1 Community confidence and trust in Council**Strategy:** 15.1.1 Provide transparent and accountable leadership**ACTION****15.1.1.1 Represent and communicate community priorities at Federal, State, Regional and Local level****Chief Executive Officer**

Meet with Assistant Minister Ley and Rick Wilson MP with Council, who subsequently announce the Shire's successful \$4m BBRF funding. Meet with State Emergency Minister Logan and DFES Commissioner in relation to bushfire event. Attended WARCA to discuss tourism opportunities with TWA Director. Attended Heritage Council meeting regarding final jetty concept design.

**Last Updated** 13/03/2019**15.1.1.2 Facilitate regular public Council meetings****Chief Executive Officer**

Provided briefings to Council on the following matters:  
 UCL Fire Mitigation progress  
 Ocean Grown Abalone  
 James Street Jetty  
 Road Verges  
 participatory Budgeting process  
 Local Tourism  
 2050 Cycling Strategy  
 Coronial Inquest  
 EPA Briefing  
 Local Planning Scheme Amendment no.4

**Last Updated** 13/03/2019**15.1.1.5 Provide Leadership and Direction to Implement the Corporate Business Plan****Chief Executive Officer**

Attending IMT and ISG daily meeting in relation bushfire complex event. Held several discussions with Ocean Grown Abalone in relation to possible land tenure. Attended various external meetings including Heritage Council, WARCA and Country Arts WA. Meet with representatives from TWA. Attended Depot End of Year BBQ with Council. Met several time with legal representation for Coronial Inquest.

**Last Updated** 13/03/2019

## Council Priorities - Executive Summary July 2018 to June 2019

**Chief Executive Officer****Outcome:** 16.1 A financially sustainable and supportive organisation achieving operational excellence**Strategy:** 16.1.1 Provide responsible resource and planning management for now and the future**ACTION****16.1.1.3 Advocate for improved access to non-local government services****Chief Executive Officer**

Attended Port User meeting. Progressed request from REX to increase community fare to Council.

**Last Updated** 13/03/2019**Outcome:** 16.2 An organisational and community culture that encourages innovation and embraces change**Strategy:** 16.2.1 Proactively lead the community through innovation and change**ACTION****16.2.1.1 Facilitate Councillors requirements to represent the community****Chief Executive Officer**

Prepared and attended Council meetings and briefings. Attended several community engagement opportunities for the community perception survey.

**Last Updated** 13/03/2019

## External Services

**Outcome:** 16.1 A financially sustainable and supportive organisation achieving operational excellence

**Strategy:** 16.1.1 Provide responsible resource and planning management for now and the future

### ACTION

#### 16.1.1.11 Manage External Services Directorate

#### Director External Services

Internal secondment of staff from the BOILC during the forthcoming pool closure has negated the immediate need to replace the External Services PA position.

Similarly, internal redeployment within the Ranger/Compliance areas has enabled very effective management of leave and staff absence without the need to employ additional staff.

The first small business friendly event, explaining the opportunities to be involved on specialist services panels for Council and state Govt agencies proved to be a very good start to expand upon.

**Last Updated** 14/03/2019



## Asset Management

**Outcome:** 16.1 A financially sustainable and supportive organisation achieving operational excellence

**Strategy:** 16.1.1 Provide responsible resource and planning management for now and the future

### ACTION

#### 16.1.1.1 Manage Asset Management Directorate

#### Director Asset Management

The Indoor Sports Stadium tenders have come in and the evaluation has commenced.

The Esperance Bay Coordinated Dredging & Sand Back Passing Development has commenced, with the preliminary design complete and consultation with DoT has been very positive..

**Last Updated** 07/03/2019

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## Council Priorities Summary

**February 2019**

## Executive Services

**Outcome:** 12.3 Esperance is a vibrant and welcoming tourism town

**Strategy:** 12.3.1 Promote awareness in Esperance on the value of tourism

### ACTION

#### 12.3.1.2 Promote Esperance as a Tourism Destination

#### Manager Executive Services

Esperance featured on the 4WD Caravan and Camping Show during February, the segment included driving along Wylie Bay beach and meeting the kangaroos out at Lucky Bay. A local family accompanied the crew to provide the locals 4WD and camping perspective. The West Australian featured Esperance in the Travel section as part of AGO's Road to Esperance campaign. Stephen Scourfield (Travel editor of the West Australian) spent 4 nights in town and wrote a fantastic piece on why people should head our way as a destination of choice. Esperance has been featured in several on line social media sites and blogs.

AGO hosted Tourism WA's market managers in Esperance for a famil visit. Approximately 15 people from multiple countries visited some of our major tourism attractions and attended a tourism industry networking event where we were able to highlight more of the fantastic features Esperance has and showcase why they should recommend our region for future vacations.

A promotional poster was developed for the March long weekend in conjunction with local sporting and community groups to forward out to all people registered in the individual events (encouraging them to explore Esperance and potentially stay a little longer). The poster was also circulated around town for locals and visitors to see what was coming up in Esperance.

The multiple fires in Esperance may have prevented some potential visitors from heading to town, particularly due to beach closures east of Esperance, however all accommodation facilities were busy.

**Last Updated** 13/03/2019

## Council Priorities - Executive Summary July 2018 to June 2019

## External Services

**Outcome:** 5.1 Services, infrastructure and public places that meet and adapt to community needs and changing priorities

**Strategy:** 5.1.1 Ensure services, infrastructure and public places are aligned to community needs now and in the future

## ACTION

## 5.1.1.3 Manage the Wylie Bay Landfill Closure Plan

Manager Council Enterprises

Phase 2 is currently being filled and the extended footprint has been cleared and prepared ready for landfilling

**Last Updated** 14/03/2019

## 5.1.1.4 Plan for and construct new landfill site

Manager Council Enterprises

The EPA released an endorsed ESD late in December 2018. Council resolved during the February 2019 OCM to continue through the PER process in priority order. Each priority, once complete will be presented to Council before being released to the public.

**Last Updated** 14/03/2019

**Outcome:** 10.3 A community that actively avoids single use products

**Strategy:** 10.3.1 Build capacity and raise awareness of individual responsibility to minimise packaging waste

## ACTION

## 10.3.1.1 Implement the Community Waste Strategy

Manager Council Enterprises

Nominations for the Community Waste Action Group & internal Sustainability Working Group have closed and the first meeting on the SWG has been held.

**Last Updated** 14/03/2019

**Outcome:** 12.3 Esperance is a vibrant and welcoming tourism town

**Strategy:** 12.3.1 Promote awareness in Esperance on the value of tourism

## ACTION

## 12.3.1.1 Manage the Esperance Visitor Centre

Manager Community &amp; Economic Development

Over 10,000 people visited the Visitor Centre during February at an average of 52 people per hour. This is a small increase on February 2018. Over 550 phone enquiries were also received which is slightly lower than previous years.

## External Services

**Outcome:** 12.3 Esperance is a vibrant and welcoming tourism town

**Strategy:** 12.3.1 Promote awareness in Esperance on the value of tourism

### ACTION

Only 7 online reviews of the service were received from visitors to the Visitor Centre over January with an average rating of 3.6/5 achieved. This is the lowest rating that has been received since this has been measured, however off a lower than normal sample size this month.

Accommodation and Tour Bookings were significantly up in February (by over \$25%) when compared with the same period last year, with souvenir sales also slightly up. TRANSWA bus tickets were down by just under \$2,000 while sales of National Park Passes were up by over \$2,000.

An informal Visitor Centre Committee meeting was held to enable committee members to meet with Marcus Falconer - CEO of Australia's Golden Outback. Only 2 committee members were able to attend, however the intention is that they will be able to feed the information they received back to the rest of the committee.

**Last Updated** 11/03/2019

**Outcome:** 16.1 A financially sustainable and supportive organisation achieving operational excellence

**Strategy:** 16.1.1 Provide responsible resource and planning management for now and the future

### ACTION

#### 16.1.1.4 Manage the Esperance Seafront Caravan Park

**Manager Community & Economic Development**

Income for February was consistent with last year while the trend so far this financial year is well up on last year. Arrival numbers for the were well up for the month up with the park occupancy rate also being significantly higher.

The EOI for lease or contract management of the park is has issued with the submission period closing on the 26th of March.

**Last Updated** 11/03/2019



## Asset Management

**Outcome:** 5.1 Services, infrastructure and public places that meet and adapt to community needs and changing priorities

**Strategy:** 5.1.1 Ensure services, infrastructure and public places are aligned to community needs now and in the future

### ACTION

#### 5.1.1.6 Design and Construct New Indoor Sports Stadium

**Project Officer**

Detailed Design Documentation complete, Request for Tender documents prepared in anticipation of release date of the 4 January 2019. Community Sporting Infrastructure application completed and submitted.

Indoor Sports Stadium Construction Drawings (operating bid)-Mar 18 - Minor adjustments made to concept plans after user group consultation. Have now gone to construction drawings stage.

Apr 18 - Construction drawings underway. Currently sorting thru design issues.

May 18 - The project is at the Construction Drawings Phase.

Jun 18 - Wells Building Design is approx. 4 weeks from having the draft detailed design drawings completed. Also awaiting confirmation of additional funding.

Jul 18 - The construction drawings will be finalised early Aug. The additional funding was not successful. Restructuring of the Noel White part of the project is under discussion.

Aug 18 - The Draft Detailed Design is now being completed.

Sep 18 - Still waiting for completed Detailed Design Drawings prior to going to Tender.

Oct 18 - Wells Building Design are completing the construction drawings. The Shire will then be going to Tender for the construction in mid November.

Nov 18 - Wells Building Design had promised the plans for early December but there is still a problem and it will now be mid December. Unfortunately this delays the tender process.

Dec 18 - Received the completed construction drawings from Wells on the 14/12/18. As the deadlines for advertising the tender had closed for December it will go to tender in early January. The closure to be 21st February 2019.

Jan 19 - The tender closes 21/2/19

Feb 19 - Tender closed 21/2/19. Tenders submitted now being evaluated. A recommendation to Council will be submitted in March.

**Last Updated** 05/03/2019

**Outcome:** 5.2 Active, attractive and affordable town which the community is proud of

**Strategy:** 5.2.1 Create a vibrant, modern and safe built environment that reflects the community's identity

### ACTION

5.2.1.1 Plan for and seek funding for Esperance Waterfront Stage 3 – New Esperance Jetty

**Director Asset Management**

## Asset Management

**Outcome:** 5.2 Active, attractive and affordable town which the community is proud of

**Strategy:** 5.2.1 Create a vibrant, modern and safe built environment that reflects the community's identity

### ACTION

The Final Concept Design has been endorsed, detailed design will now commence.  
BBRF application was successful for \$4 Million, we now have a fully funded project.

**Last Updated** 07/03/2019

**Outcome:** 7.1 Sustainable, high quality assets which meet the needs of the community

**Strategy:** 7.1.1 Maintain the Shire's robust asset management practices and maintenance programs

### ACTION

#### 7.1.1.6 Manage Tanker Jetty

#### Project Officer

Esperance Tanker Jetty is currently being monitored via drone and boat inspections periodically . Continue with agreed watch and act with relevant agencies.

Pile 133 North complete failure and Pile 56 North is continuing to fail, Manager Projects Monitoring.

Pile Group 94 showing new signs of deterioration, Manager Projects monitoring.

Jan 19 - Pile group 94 is being monitored as the deterioration progresses.

Feb 19 - Jetty being monitored especially the different pile groups showing significant degradation .

**Last Updated** 05/03/2019



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## Annual Road Program Monthly Report

**February 2019**

## Council Priorities - Executive Summary July 2017 to June 2018

**Asset Management**

**Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users

**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

ACTION	Status	Progress	Last Update
<b>6.1.1.2 Renew, upgrade and build new rural infrastructure</b>	Manager Asset Operations		
Clare Road - Gravel Resheet SLK 0 to 6	Not Started	0	1/11/2017
Yallambee Road - Gravel Resheet SLK 0 to 0.38	Completed	100	8/10/2018
Neds Corner Road - Resheet	Not Started	0	5/09/2018
Sunrise Hill Road - Resheet	Not Started	0	28/08/2018
Grass Patch Road - Repairs	Completed	100	5/02/2019
Ainsworth Road - Limestone Resheet SLK 4.9 to 8.1	Not Started	0	6/06/2018
ELD Road - Resheet	Not Started	0	28/08/2018
Salmon Gums West Road - Construction SLK 2.3 to 4.4	Completed	100	8/01/2019
Parmango Road - Construction	Not Started	0	28/08/2018
Norwood Road - Resheet	In Progress	10	7/11/2018
Cascade Road - Patching	Not Started	0	30/08/2018
Neds Corner Road - Reseal	Not Started	0	5/09/2018
Cascade Road - Reseal	Not Started	0	5/09/2018
Dempster Road - Reconstruction SLK 5.12 to 8.05	In Progress	10	8/10/2018
Rancho X Road - Resheet	Completed	100	5/02/2019
Starcevich Road - Limestone Resheet SLK 5.64 to 11.58	Completed	100	8/10/2018
Belgian Road - Limestone Resheet SLK 21.15 to 26.15	Completed	100	8/10/2018
Orleans Bay Road - Construction	In Progress	90	5/02/2019
Kents Road - Resheet	Not Started	0	30/08/2018

## Council Priorities - Executive Summary July 2017 to June 2018

**Asset Management****Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

ACTION	Status	Progress	Last Update
Mt Ridley Track - Resheet	In Progress	10	4/12/2018
Shao Lu Road - Resheet	Not Started	0	28/08/2018
Cascade Road - Gravel Patching SLK 97 to 156	In Progress	90	8/10/2018
Raszyk Road - Limestone Resheet SLK 0 to 4.75	Completed	100	8/10/2018
Neds Corner Road - Limestone Resheet SLK 53.84 to 59.44	Completed	100	8/10/2018
Reseal Program - TBA	In Progress	10	7/11/2018
Coomalbidgup Road - Gravel Resheet SLK 20.82 to 25.82	Not Started	0	1/11/2017
Great Ocean Drive / Tourist Signage	In Progress	90	5/02/2019
Heywood Road - Resheet	In Progress	10	5/02/2019
Dempster Road - Reconstruction	Not Started	0	30/08/2018
Old Kens Road - Resheet	In Progress	10	4/12/2018
Grass Patch Road - Construction	In Progress	70	5/02/2019
Muntz Road - Gravel Resheet SLK 27.54 to 28.98	Not Started	0	8/02/2018
Coolinup Road - Reseal	Completed	100	4/12/2018
Karl Berg Road - Limestone Resheet SLK 0 to 5	Completed	100	8/10/2018
Kau Rock Road - Gravel Resheet SLK 8 to 13	Completed	100	8/10/2018
Sunrise Hill Road - Limestone Resheet SLK 29.81 to 32.81	Completed	100	8/10/2018
Kau Rock Road - Resheet	Not Started	0	30/08/2018
Bishops Road - Floodway	Not Started	0	28/08/2018
Logan Road - Limestone Resheet SLK 8.17 to 17.87	Completed	100	7/11/2018



## Council Priorities - Executive Summary July 2017 to June 2018

**Asset Management****Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

ACTION	Status	Progress	Last Update
Logans Road - Resheet	Not Started	0	30/08/2018
Neds Corner Road - Construction SLK 27.96 to 32.96	Completed	100	8/10/2018
Power Line Tree Clearing	Completed	100	4/12/2018
Kumarl Road - Limestone Resheet SLK 6.39 to 11.44	Completed	100	8/10/2018
Swan Road - Resheet	Not Started	0	28/08/2018
Loffler Road - Limestone Resheet SLK 0 to 8.27	Completed	100	8/10/2018
McCall Road - Gravel Resheet SLK 0 to 5	Completed	100	8/10/2018
Dalyup Road - Resheet	In Progress	20	5/02/2019
Myrup Road - Repairs	Not Started	0	30/08/2018
Savages Road - Resheet	Completed	100	8/01/2019
Hobby Road - Resheet	Not Started	0	28/08/2018
Kendall Road - Gravel Resheet SLK 8.93 to 11.43	In Progress	90	8/10/2018
Fisheries Road - Resheet	In Progress	60	5/02/2019
Circle Valley Road - Limestone Resheet SLK 19.88 to 22.88	Completed	100	8/10/2018
Loffler Road - Resheet	Not Started	0	30/08/2018
Fisheries Road - Culvert Widening SLK 23.57 to 23.58	Completed	100	8/10/2018
Grass Patch Road - Shoulder Repairs SLK 0 to 2	Not Started	0	1/05/2018
Griffith Road - Limestone Resheet SLK 59.29 to 71.12	Completed	100	8/10/2018
Shao - Lu Road - Gravel Resheet SLK 0 to 4	Completed	100	8/10/2018
Parmango Road - Resheet	Completed	100	8/01/2019

## Council Priorities - Executive Summary July 2017 to June 2018

**Asset Management****Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

ACTION	Status	Progress	Last Update
Ridley Road - Resheet	In Progress	80	5/02/2019
Raszyk Road - Resheet	Not Started	0	28/08/2018
Myrup Road - Shoulder Repairs SLK 0.7 to 2.7	Completed	100	8/10/2018
Starcevich Road - Resheet	Not Started	0	28/08/2018
Jims Oven Road - Gravel Resheet SLK 3.3 to 7.1	Completed	100	8/10/2018
Field Road - Resheet	Not Started	0	28/08/2018
Rolland Road - Resheet	Completed	100	7/11/2018
Parmango Road - Construction	Completed	100	4/12/2018
White Road - Gravel Resheet SLK 0 to 1	Completed	100	8/10/2018
Fisheries Road - Reseal	In Progress	40	5/02/2019
Merivale Road - Resheet	Completed	100	5/02/2019
Salmon Gums West Road - Construction	Completed	100	8/01/2019
Savages Road - Resheet	Completed	100	5/02/2019
Parmango Road - Limestone Resheet SLK 42.72 to 70.49	Completed	100	8/10/2018
Kendall Road - Resheet	Not Started	0	28/08/2018
Holt Road - Resheet	Not Started	0	28/08/2018
Fagan Road - Resheet	Not Started	0	30/08/2018
Beltana Road - Resheet	Not Started	0	28/08/2018
Speddingup Road East - Gravel Resheet SLK 7.9 to 17.9	Completed	100	8/01/2019
Fagan Road - Limestone Resheet SLK 6.47 to 13.68	Completed	100	8/10/2018

## Council Priorities - Executive Summary July 2017 to June 2018

**Asset Management****Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

ACTION	Status	Progress	Last Update
Cascades Road - Construction	In Progress	10	5/02/2019
Crisp Road - Gravel Resheet SLK 0 to 5	Completed	100	8/10/2018
Circle Valley Road - Resheet	Not Started	0	30/08/2018
Napier / Sampson / Old Ford Road - Resheet	Not Started	0	28/08/2018
Jims Oven Road - Resheet	Completed	100	5/02/2019
Fisheries Road - Stabilisation	Not Started	0	5/09/2018
Kent Road - Limestone Resheet SLK 0 to 4.5	Completed	100	8/10/2018
Speddingup East Road - Resheet	Completed	100	8/01/2019
Salmon Gums West Road - Construction SLK 0 to 2.3	Completed	100	8/01/2019
Muntz Road - Limestone Resheet SLK 33.64 to 42.24	Completed	100	8/10/2018
Muntz Road - Resheet	Completed	100	8/01/2019
Alexander Road - Resheet	Completed	100	5/02/2019
Boydell Road - Gravel Resheet SLK 15.86 to 27.82	Completed	100	8/10/2018
Baring Road - Resheet	In Progress	90	5/02/2019
Kumarl Road - Resheet	Not Started	0	30/08/2018
Well Road - Gravel Resheet SLK 0 to 3	Completed	100	8/10/2018
Neds Corner Road - Limestone Resheet SLK 42.63 to 46.18	Completed	100	8/10/2018
Merivale Road - Floodway	In Progress	10	5/02/2019
Belgan Road - Resheet	Completed	100	7/11/2018
Gibson Road - Construction SLK 15.08 to 16.15	Completed	100	8/10/2018

## Council Priorities - Executive Summary July 2017 to June 2018

**Asset Management****Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

ACTION	Status	Progress	Last Update
Truslove Road - Limestone Resheet SLK 0 to 3.5	Completed	100	8/10/2018
Rawlinson Road - Resheet	In Progress	10	5/02/2019
Backmans Road - Resheet	Completed	100	4/12/2018
Orleans Bay Road - Construction SLK 7.36 to 11.36	In Progress	90	5/02/2019
Wittenoon Road - Gravel Resheet SLK 24.3 to 32.71	Completed	100	8/10/2018
Truslove Road - Resheet	Not Started	0	28/08/2018
Howick Road - Construction	Completed	100	5/02/2019
<b>6.1.1.3 Renew, upgrade and build new urban infrastructure</b>	Manager Asset Operations		
Andrew Street Landscape - Town Improvements	Not Started	0	5/09/2018
Sims Street / Harbour Road - Footpath	Not Started	0	28/08/2018
Tuart Street - Reseal	Completed	100	8/10/2018
11 Mile Beach Road - Footpath	In Progress	90	4/12/2018
Town Entry Statements - Town Improvements	Not Started	0	1/11/2017
Esperance Care Services - Carpark	Not Started	0	28/08/2018
Eggling Street - Drainage	Completed	100	8/10/2018
Willowtree Avenue - Reseal	Completed	100	8/10/2018
Dual Use Path Lighting Upgrade - Town Improvements	In Progress	90	7/11/2018
Decomission Padbury Street Pump - Drainage	In Progress	80	5/02/2019
Downes Street Foot/Dual Use Path - Construction	Completed	100	8/10/2018
Emily Street - Drainage	Completed	100	8/10/2018

## Council Priorities - Executive Summary July 2017 to June 2018

**Asset Management****Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

ACTION	Status	Progress	Last Update
Butler Street - Reseal	Not Started	0	5/09/2018
Cemetary - Carpark	In Progress	90	7/11/2018
Goldfields Road - Reseal	Not Started	0	5/09/2018
Douglas Street - Reseal	Not Started	0	30/08/2018
John Street - Reseal	Completed	100	8/10/2018
Dean Street - Reseal	Completed	100	8/10/2018
Simpson Street - Reseal	Completed	100	8/10/2018
Twilight Beach - Car Park 2	Not Started	0	28/08/2018
Stormwater Pump Monitoring - Drainage	Not Started	0	28/08/2018
Twilight Beach - Car Park 1	In Progress	60	8/10/2018
Hill Street - Reseal	Completed	100	8/10/2018
Industrial Area - Kerbing Works	In Progress	20	5/02/2019
Crack Seal - Reseal	Not Started	0	30/08/2018
Dempster Street - Reseal	Not Started	0	3/04/2018
Parking Strategy - Town Improvements	Not Started	0	5/09/2018
Padbury Street / Leak Street - Intersection	In Progress	10	7/11/2018
CBD Bin Surrounds - Town Improvements	Not Started	0	5/09/2018
Dempster Street - Footpath	Completed	100	8/10/2018
Industrial Area - Kerbing Works	In Progress	20	5/02/2019
Foreshore - Footpath	Not Started	0	7/03/2018



## Council Priorities - Executive Summary July 2017 to June 2018

**Asset Management****Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

ACTION	Status	Progress	Last Update
Elysium Road – Reseal	Not Started	0	1/11/2017
Frearson Street - Reseal	Not Started	0	30/08/2018
Urban Area - Kerbing Works	Not Started	0	5/09/2018
Iona Street - Drainage	Not Started	0	28/08/2018
Sims Street / Harbour Road - Footpath	Not Started	0	28/08/2018
John Street - Reseal	Not Started	0	30/08/2018
Reynolds Street / Straker Street / Goldfields Road - Footpath	In Progress	60	4/12/2018
Fisheries Road - Reseal	Not Started	0	7/03/2018
Wegner Drive - Reseal	Completed	100	8/10/2018
William Street - Construction	Not Started	0	5/09/2018
Andrew Street / Dempster street - Roundabout	In Progress	10	7/11/2018
Drainage Modelling	In Progress	20	8/10/2018
Daw Drive - Footpath	In Progress	90	7/11/2018
Padbury/Gull Streets - Drainage	Completed	100	8/10/2018
Salmon Gums West Road - Construction	Completed	100	5/02/2019
Gladston Street - Reseal	Not Started	0	5/09/2018
Travers Avenue - Reseal	Completed	100	8/10/2018
Urban Area - Kerbing Works	Not Started	0	1/05/2018
Windich Street - Footpath	In Progress	10	5/02/2019
Fisheries Road - Reseal	Not Started	0	5/09/2018

## Council Priorities - Executive Summary July 2017 to June 2018

**Asset Management****Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

ACTION	Status	Progress	Last Update
Effie Turner Drive - Reseal	Not Started	0	5/09/2018
Chapman Point - Carpark	Not Started	0	28/08/2018
Retention Basin Cleaning - Drainage	In Progress	20	8/01/2019
Doak Place - Reseal	Not Started	0	30/08/2018
Langham Lane - Drainage	Completed	100	8/10/2018
Westmacott Street - Drainage	In Progress	80	7/11/2018
Pink Lake Slip Road - Reseal	Completed	100	8/10/2018
Eyre Street - Drainage	Completed	100	5/02/2019
Council Place - Reseal	Completed	100	8/10/2018
Adventure Land Park - Footpath	In Progress	10	5/02/2019
Effie Turner Drive - Reseal	Completed	100	8/10/2018
Pink Lake Road Foot/Dual Use Path - Construction	Not Started	0	28/08/2018
Brazier Street - Reseal	Not Started	0	30/08/2018
10 Mile Lagoon - Car Park	Completed	100	8/10/2018
Retention Basin Cleaning - Drainage	Completed	100	8/10/2018
Foreshore DUP - Footpath	Not Started	0	28/08/2018
Sampson Street - Reseal	Completed	100	8/10/2018
Taylor Street Bus Rank - Town Improvements	Completed	100	8/10/2018
Norseman Road Footpath - Upgrade	Completed	100	8/10/2018
Dempster Street - Drainage	Completed	100	4/12/2018

## Council Priorities - Executive Summary July 2017 to June 2018

**Asset Management****Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

ACTION	Status	Progress	Last Update
Easton Road Footpath - Upgrade	Completed	100	8/10/2018
James/Windich Streets Roundabout - Town Improvements	Completed	100	8/10/2018
Beech Street - Reseal	Completed	100	8/10/2018
Sims Street - Reseal	Not Started	0	30/08/2018
Eleven Mile Beach Road - Construction	In Progress	10	5/02/2019
Foreshore Lighting - Town Improvements	Completed	100	4/12/2018
11 Mile Beach Road - Footpath	In Progress	90	7/11/2018
Dempster Street/Brazier Street Intersection - Reseal	Completed	100	8/10/2018
Padbury / Gull Streets - Drainage	In Progress	90	5/02/2019
Cemetery - Carpark	In Progress	80	4/12/2018
10 Mile Lagoon - Car Park	Completed	100	7/11/2018
Rotary Lookout Foot/Dual Use Path - Construction	Completed	100	8/10/2018
Sims Street - Reseal	Completed	100	8/10/2018
Twilight Beach - Car Park 1	Not Started	0	28/08/2018
Various Urban Roads - Reseal	Not Started	0	6/06/2018
Foreshore Lighting - Town Improvements	Completed	100	4/12/2018
Elysum Road - Road Construction	Completed	100	8/10/2018
Chaplin Street - Reseal	Not Started	0	7/03/2018
William Street - Footpath	Completed	100	8/10/2018
Rotary Lookout Foot/Dual Use Path - Construction	Not Started	0	28/08/2018

## Council Priorities - Executive Summary July 2017 to June 2018

**Asset Management****Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

ACTION	Status	Progress	Last Update
Twilight Beach/John Street - Reseal	Completed	100	8/10/2018
Dual Use Path Lighting Upgrade - Town Improvements	Completed	100	7/11/2018
Eyre Street - Drainage	Not Started	0	28/08/2018
Esperance Oval Boundary Fence Replacement (operating bid)	Completed	100	5/10/2018
Jacaranda Drive to Wildcherry Avenue - Drainage	In Progress	40	5/02/2019
Sims Street - Reseal	Not Started	0	30/08/2018
Walnut Grove Footpath - Upgrade	Completed	100	8/10/2018
Town Entry Statements - Town Improvements	Not Started	0	5/09/2018
Drainage Modelling	Not Started	0	28/08/2018
Pink Lake Road Foot/Dual Use Path - Construction	Completed	100	8/10/2018
McDonald/Flinders/Beckworth Road Works - Alsbury Nominees Contribution	Not Started	0	5/09/2018
McLarty Street - Reseal	Completed	100	8/10/2018
Winston Way – Drainage	Completed	100	8/10/2018
Parking Strategy - Town Improvements	In Progress	60	8/10/2018
McDonald/Flinders/Beckworth Road Works - Alsbury Nominees Contribution	Completed	100	8/10/2018
Gladston Street - Reseal	Not Started	0	7/03/2018
William Street - Construction	In Progress	70	5/02/2019
Twilight Beach - Car Park 2	Not Started	0	7/12/2017
Goldfields Road/Castletown IGA Footpath - Miscellaneous	In Progress	90	8/10/2018
Rodgers Street - Reseal	Not Started	0	30/08/2018

## Council Priorities - Executive Summary July 2017 to June 2018

**Asset Management****Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

ACTION	Status	Progress	Last Update
Cook Street - Drainage	Completed	100	8/10/2018
Goldfields Road - Reseal	Not Started	0	1/11/2017





# **Regional Capitals Alliance**

WESTERN AUSTRALIA

## **Western Australian Regional Capitals Alliance Meeting**

# **MINUTES**

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## MINUTES

### 1 OFFICIAL OPENING

10.33am

### 2 RECORD OF ATTENDANCE

**Members:**

Peter Long	Mayor City of Karratha (Chair)
Chris Adams	CEO City of Karratha
Dennis Wellington	Mayor City of Albany
Andrew Sharpe	CEO City of Albany
Harold Tracey	Mayor Shire of Broome
Malcolm Osbourne	CEO City of Bunbury (arrived 10.44am)
Grant Henley	Mayor City of Busselton
Mike Archer	CEO City of Busselton
Victoria Brown	Shire President Shire of Esperance
Matthew Scott	CEO Shire of Esperance
Shane van Styn	Mayor City of Greater-Geraldton
Ross McKim	CEO City of Greater Geraldton
Chris Antonio	Shire President Shire of Northam
Jason Whiteaker	CEO Shire of Northam
Paul Rosair	Executive Officer RCAWA
Jane Lewis	EA to Executive Officer

**Dial in:**

Camilo Blanco	Mayor Town of Port Hedland
John Walker	CEO City of Kalgoorlie-Boulder

**Apologies:**

Sam Mastrolembo	CEO Shire of Broome
Gary Brennan	Mayor City of Bunbury
John Bowler	Mayor City of Kalgoorlie-Boulder
David Pentz	CEO Town of Port Hedland

### 3 DECLARATIONS OF INTEREST

Nil

### 4 CONFIRMATION OF MINUTES AND + BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

DATE	ITEM	ACTION	STATUS	PRIORITY
			OS=Outstanding I=In Progress C=Complete OG=ON GOING	1=Urgent 2=high 3=moderate 4=low
13/12/18	6. RCAWA Annual Report	1. Treasurer to seek quotes to provide book-keeping services and appoint an appropriate firm to undertake this task, with the maximum value of the contract being \$2000 pa. 2. Annual Report be produced in a format where it can be used as a marketing/promotional tool for RCAWA.	OS	2
13/12/18	8. General Business	RCAWA members provide statistical data/input as requested by the EO to enable the development of a comprehensive, compelling Federal Election flyer.	C	1

#### RCAWA Resolution

**That the Minutes of the Western Australian Regional Capitals Alliance Meeting held on Thursday, 13 December 2018, be confirmed as a true and correct record of proceedings.**

**MOVED:** Dennis Wellington - Mayor City of Albany  
**SECONDED:** Harold Tracey - Shire President Shire of Broome

**CARRIED**

## 5 CORRESPONDENCE

**Date of Report:** 31 January 2019  
**Report Author:** Paul Rosair  
**Disclosure of Interest:** Nil  
**Attachment(s)** Correspondence In and Out

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**Correspondence In:**

Premier of Western Australia, Mark McGowan MLA

**Re: Albany City Deal**

**Correspondence Out:**

Hon. Francis Logan MLA

Minister for Emergency Services; Corrective Services

**Re: Rural Fire Division**

Melissa Northcott

Disability Services Commission Board Member

Ability Centre Australasia Ltd Board Director

**Re: Awards Ambassador Role MACWA Awards**

The Honourable Rita Saffioti MLA

**Re: Infrastructure WA**

The Honourable Mark McGowan

Premier of Western Australia

**Re: Infrastructure WA**

Rick Wilson MP,

Member for O'Connor

**Re: Showcase WA 2018**



## Premier of Western Australia

Our Ref: 59-075022  
Your Ref: OCR168559

CITY OF KARRATHA  
RECEIVED

- 2 OCT 2018

Action By: Tishka Hanlon  
File No: GR-94  
Document ID: 10194007  
CC:

Mr Peter Long  
Chair  
Regional Capitals Alliance WA  
PO Box 219  
KARRATHA WA 6714

*Peter*  
Dear Mr Long

Thank you for your letter of 7 August 2018, regarding the Regional Capitals Alliance of Western Australia's (RCAWA) interest in submitting a proposal for an Albany City Deal, for consideration under the Commonwealth's City Deals agenda.

The State and Commonwealth Governments signed a Memorandum of Understanding on 27 April 2018 to work together on City Deals, beginning with a City Deal focused on the Perth metropolitan region. Since this time, the State has been engaged with the Commonwealth to determine how best to deliver a prospective City Deal to achieve optimal outcomes for the State.

The State Government will continue to work with the Commonwealth to ensure that Western Australia is in the best position to take advantage of possible future City Deals or similar Commonwealth initiatives, including for regional cities, towns and communities. Any proposal developed by the RCAWA or its member councils will be given consideration as part of these ongoing deliberations, and I would welcome further information about any developing proposals. I can also assure you that the State is working with the Commonwealth to seek funding for priority initiatives such as the Albany Ring Road.

I appreciate that you have taken the time to inform me of your interest and commend the RCAWA's collaborative approach to regional development.

Yours sincerely

Mark McGowan MLA  
**PREMIER**

25 SEP 2018

2 Havelock Street, West Perth, Western Australia 6005  
Telephone: +61 8 6552 5000 Facsimile: +61 8 6552 5001 Email: WA-Government@dpc.wa.gov.au  
www.premier.wa.gov.au





Our Ref: OCR178168  
Enquiries: Paul Rosair [paul@naja.com.au](mailto:paul@naja.com.au)

Hon. Francis Logan MLA  
Minister for Emergency Services; Corrective Services  
10th Floor  
Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

Dear Minister,

**Rural Fire Division**

The Regional Capitals Alliance of Western Australia (RCAWA) welcomes the Government's 2018-19 state budget announcement of the creation of a new rural fire division within the revamped Department of Fire and Emergency Services. We understand that this will recognise the expertise and experience of WA's bushfire volunteers and enable them to have greater input into fire management.

As part of your exciting announcement, we also noted your commitment to a \$18M Bushfire Centre of Excellence to enhance bushfire management practices across the state, and provide a specialised facility for volunteers to train other volunteers in bushfire firefighting. An additional \$15m to be invested in bushfire management plans to help local governments identify and manage their bush fire risks is also welcomed.

The Alliance is keen to engage with the state on all of these initiatives and, in particular, offers collaborative support to locate either the division or Centre of Excellence within one of its jurisdictions. If you have already committed to a locality, we are still keen to be involved with the development of policy and practices, given that many of our Alliance members have been impacted by fires recently within their jurisdictions. The Alliance represents over half of the state's regional population, so is uniquely placed to provide information and support to the state to assist it progressing these initiatives.

We would welcome the opportunity to meet with you to discuss these opportunities further. Contact can be made through myself, Peter Long at <mailto:mayor@karratha.wa.gov.au>, or RCAWA's Executive Officer Paul Rosair at <mailto:paul@naja.com.au>

I have attached a copy of our Strategic Plan for your perusal, and further information can be found on our website: [www.waregionalcapitals.com.au/](http://www.waregionalcapitals.com.au/).

Yours faithfully

A handwritten signature in blue ink, appearing to read "Peter Long".

Peter Long  
CHAIR

30 January 2019



Our Ref: OCR178383  
Enquiries: Paul Rosair paul@naja.com.au

Ms Melissa Northcote  
Email: northcott\_mel@westnet.com.au

Dear Melissa

**Awards Ambassador Role MACWA Awards**

Following on from your conversation with Paul Rosair the other day, I would like to once again thank you for your outstanding passion and commitment to the inaugural MACWA Awards. The awards themselves proved to be well received, so will be continuing on next year.

The members of the RCAWA would like to extend an offer of the position of 'Awards Ambassador' to you. This role includes an honorarium of \$500 for transport and out-of-pocket expenses. We have made note of your commitments in May, and will keep them in mind when making arrangements for this year's event.

Looking forward to working with you once again

Yours faithfully

Peter Long  
Chair

1 February 2019



Our Ref: OCR178170  
Enquiries: Paul Rosair paul@naja.com.au

The Honourable Rita Saffioti MLA  
Minister for Transport and Planning  
9<sup>th</sup> Floor Dumas House  
2 Havelock St  
West Perth 6005

Dear Minister,

**Infrastructure WA**

I would like to wish you well for 2019 and take this opportunity to also follow-up on our discussions last year recognising the significant contribution regional capitals make to the economy and prosperity of Western Australia.

It is an exciting time ahead for regional Western Australia as it prepares for the next phase in the economic cycle. Trends show that a number of regional capitals are experiencing very significant growth over the past five years. This is because each regional capital offers a unique well-connected community with well-developed infrastructure, services and lifestyle opportunities that makes them ideal locations for Government and private sector investment.

Regional capitals are connected by global supply chains and are now interacting with emerging global economies, each with capacity and prospects to grow. Indeed, the combined value of trade exports from and through Western Australia's regional capitals continues to significantly contribute to the national economy. In terms of port production alone regional capitals account for 74% (705 million tonnes) of WA's exports share, valuing almost \$71 billion in 2017.

However, leveraging this momentum requires a focused and tailored approach to infrastructure planning, funding and delivery in a way that enables and unlocks the productive capacity of each regional capital. The Alliance already collaborates to deliver transformative 'cross-regional' projects and has developed a regional investment framework to assist with infrastructure planning and coordination in regional capitals.

For these reasons the Alliance is uniquely placed to advise Government on what, when and how physical and community infrastructure can be delivered to best match the strategic needs and productive capacity of Western Australia's regional capitals. Accordingly, I invite you to consider the appointment of the RCAWA as a member of Infrastructure WA.

RCAWA's pursuit of the sustainable strategic growth of regional capitals is outlined in the attached Strategic Plan and more information can be found at: [www.waregionalcapitals.com.au](http://www.waregionalcapitals.com.au)

On behalf of the Alliance, I look forward to collaborating with you on future regional infrastructure matters.

Yours faithfully



Peter Long  
CHAIR

30 January 2019



Our Ref: OCR178178  
Enquiries: Paul Rosair paul@naja.com.au

The Honourable Mark McGowan  
Premier of Western Australia  
Dumas House  
2 Havelock St  
West Perth 6005

Dear Premier,

**Infrastructure WA**

I would like to wish you well for 2019 and take this opportunity to also follow-up on our discussions last year recognising the significant contribution regional capitals make to the economy and prosperity of Western Australia.

It is an exciting time ahead for regional Western Australia as it prepares for the next phase in the economic cycle. Trends show that a number of regional capitals are experiencing very significant growth over the past five years. This is because each regional capital offers a unique well-connected community with well-developed infrastructure, services and lifestyle opportunities that makes them ideal locations for Government and private sector investment.

Regional capitals are connected by global supply chains and are now interacting with emerging global economies, each with capacity and prospects to grow. Indeed, the combined value of trade exports from and through Western Australia's regional capitals continues to significantly contribute to the national economy. In terms of port production alone regional capitals account for 74% (705 million tonnes) of WA's exports share, valuing almost \$71 billion in 2017.

However, leveraging this momentum requires a focused and tailored approach to infrastructure planning, funding and delivery in a way that enables and unlocks the productive capacity of each regional capital. The Alliance already collaborates to deliver transformative 'cross-regional' projects and has developed a regional investment framework to assist with infrastructure planning and coordination in regional capitals.

For these reasons the Alliance is uniquely placed to advise Government on what, when and how physical and community infrastructure can be delivered to best match the strategic needs and productive capacity of Western Australia's regional capitals. Accordingly, I invite you to consider the appointment of the RCAWA as a member of Infrastructure WA.

RCAWA's pursuit of the sustainable strategic growth of regional capitals is outlined in the attached Strategic Plan and more information can be found at: [www.waregionalcapitals.com.au](http://www.waregionalcapitals.com.au)

On behalf of the Alliance, I look forward to collaborating with you on future regional infrastructure matters.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'P. Long', with a stylized flourish at the end.

Peter Long  
CHAIR

30 January 2019





Our Ref: OCR178383  
Enquiries: Paul Rosair paul@naja.com.au

Rick Wilson MP,  
Member for O'Connor  
PO Box 10415  
Kalgoorlie, WA, 6430

Dear Rick,

**Re: Showcase WA 2018**

Dear Rick,

On behalf of the Regional Capitals Alliance of Western Australia (RCAWA), I would like to acknowledge the initiative behind, and organisation of, the inaugural "Showcase WA" in Canberra late last year. I believe that it was a very successful event and that the regional producers and other stakeholders who were afforded the opportunity to exhibit to new interstate and overseas markets were very appreciative.

RCAWA represents the ten regional capitals which make up half the population of regional Western Australia. The Alliance Board is comprised of the ten elected Mayors and 10 CEOs across the regional capitals. We believe that we can (as does the Parliamentary Friends of WA) play an important role in ensuring our produce, tourism and business assets are promoted. We are strong advocates for regional growth and strengthening of our diverse regional economies; providing strategic advice to government on the social and economic issues, impacting on, and often unique to, regional locations and requesting fair consideration of these needs at State and Federal levels.

One of the Alliances priorities is partnership and collaboration; hence, as well as congratulating you on the Showcase event, we would like to extend an invitation for you to engage with us in any projects which would be deemed mutually beneficial.

I have attached a copy of our Strategic Plan for your perusal, and further information can be found on our website: [www.waregionalcapitals.com.au/](http://www.waregionalcapitals.com.au/).

Contact can be made through myself, Peter Long at <mailto:mayor@karratha.wa.gov.au>, or RCAWA's Executive Officer Paul Rosair at <mailto:paul@naja.com.au>

Yours faithfully

Peter Long  
Chair

1 February 2019

## 6 TREASURERS REPORT JANUARY 2019

<b>Date of Report:</b>	<b>31 January 2019</b>
<b>Report Author:</b>	<b>Mayor – City of Greater Geraldton</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>1. Balance Sheet as at 31<sup>st</sup> of January 2019</b> <b>2. Budgeted Profit and Loss for the period ending</b> <b>31 01 2019</b>

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### **Purpose**

The following notes are provided as an explanation to the attached statements:

1. Executive Support: NAJA invoice processed in January for services in December.
2. No Membership Fees outstanding as at 31 January 2019.

### **RCAWA Resolution**

**That the Board receive and note the Treasurers Report for the period ending 31 December 2019 and the accompanying financial statements.**

**MOVED:** Grant Henley - Mayor City of Busselton  
**SECONDED:** Victoria Brown - Shire President Shire of Esperance

**CARRIED**

---

**WA Regional Capitals Alliance Inc**  
**Balance Sheet**  
As of January 31, 2019

	<u>Jan 31, 19</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
WARCA Cheque Account	217.35
WARCA Savings Account	93,554.57
Total Chequing/Savings	<u>93,771.92</u>
Total Current Assets	<u>93,771.92</u>
<b>TOTAL ASSETS</b>	<u><u>93,771.92</u></u>
<b>LIABILITIES</b>	
Current Liabilities	
Other Current Liabilities	
Tax Payable	-2,857.52
Total Other Current Liabilities	<u>-2,857.52</u>
Total Current Liabilities	<u>-2,857.52</u>
<b>TOTAL LIABILITIES</b>	<u>-2,857.52</u>
<b>NET ASSETS</b>	<u><u>96,629.44</u></u>
<b>EQUITY</b>	
Opening Bal Equity	136,570.00
Retained Earnings	-111,755.95
Net Income	71,815.39
<b>TOTAL EQUITY</b>	<u><u>96,629.44</u></u>

**WA Regional Capitals Alliance Inc**  
**Profit & Loss Budget vs. Actual**  
 July 2018 through January 2019

	<u>Jul 18 - Jan 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Interest received	182.42	100.00	82.42
Membership Fee 2018/19	117,000.00	117,000.00	0.00
Total Income	<u>117,182.42</u>	<u>117,100.00</u>	<u>82.42</u>
Gross Profit	117,182.42	117,100.00	82.42
Expense			
Accountancy fees	0.00	1,100.00	-1,100.00
Audit fees	400.00		
Executive Support	43,181.92	85,909.00	-42,727.08
Meetings & Functions	1,709.10	2,000.00	-290.90
Miscellaneous/ Sundry	76.01		
Projects	0.00	25,000.00	-25,000.00
Travelling expenses	0.00	3,000.00	-3,000.00
Total Expense	<u>45,367.03</u>	<u>117,009.00</u>	<u>-71,641.97</u>
Net Ordinary Income	<u>71,815.39</u>	<u>91.00</u>	<u>71,724.39</u>
Net Income	<u><u>71,815.39</u></u>	<u><u>91.00</u></u>	<u><u>71,724.39</u></u>

## 7 EXECUTIVE OFFICER TRI MONTHLY REPORT (NOV 2018 – JAN 2019)

**Date of Report:** 31 January 2019  
**Report Author:** EO – Paul Rosair  
**Disclosure of Interest:** Nil  
**Attachment(s):** Tri-Monthly Report – Nov 2018 – Jan 2019

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### **Purpose**

To update RCAWA on the Executive Officer services provided for the period November 2018 – January 2019.

### **Background**

I have been performing the Executive Officer role for over 22 months and have had further meetings with alliance members (one-on-one and as a group) and key government, industry and political stakeholders. This report provides information about the services provided under the following main headings:

- Summary of tri-monthly actions
- Stakeholder engagement
- Issues and Opportunities
- Time Allocation

### **Discussion**

As required.

### **Link to Strategic Directions**

Advocacy and policy Influence  
Partnership and collaboration  
Representation

### **Budget Implications**

As per 2018/19 approved RCAWA budget.

### **RCAWA Resolution**

1. That the information be received.
2. EO write to the Premier seeking commitment to ministerial engagement with RCAWA.

**MOVED:** Chris Adams - CEO City of Karratha  
**SECONDED:** Dennis Wellington - Mayor City of Albany

**CARRIED**

---

# Tri-Monthly Update

## RCAWA Executive Officer Services

**Prepared for WA Regional Capitals Alliance**

November 2018 – January 2019



*Business Consulting Services*  
ABN 42 759 221 541

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E	<a href="mailto:info@naja.com.au">info@naja.com.au</a>
W	<a href="http://naja.com.au">naja.com.au</a>





### Section 1: Summary of Tri-Monthly Actions

I have been performing the Executive Officer role for over 22 months. Over the past 3 months I have had further meetings with Alliance members (one-on-one and as a group) and key government, industry and political stakeholders. On behalf of the group, I have been working on the following:

- Modernising the WA Planning System: Identified key issues contained within the RCAWA submission document and collated a summary document that highlights the key initiatives that RCAWA members would like to see as part of this reform process. See Agenda Item.
- Review of Local Government Act 1995 – As an ongoing activity, I continued to liaise and advocate with relevant government and industry bodies regarding the Local Government Act Review reiterating the agreed upon four principles (as per meeting 12/4/18).
- Investment Framework Strategy – continuing to promote the Alliance’s stance on regional investment. Have delivered frameworks to numerous stakeholders, as per Stakeholder Engagement Report, with the aim of influencing government to incorporate IFS into government planning.
- Strategic Plan Implementation Strategy – continuing to work on Action Plan 2018, adopted at the meeting in February 2018, and commencing work on refreshing the 2018 Action Plan for 2019.
- Communications Plan – continuing to work on progressing actions from the plan, adopted at the meeting in December 2017, and commencing work on refreshing the 2018 Communications Plan for 2019.
- Actions and Business Arising - a report collating all Actions and Business Arising from RCAWA meetings has been established. This report will be tabled as an agenda item in this and future meetings, reflecting updates as they occur. Letters written as part of the Action Plan have been reviewed by appropriate Alliance members/Secretariat and will also be tabled as ‘correspondence out’ in this and future meetings.
- MACWA Awards – 2019 awards process has commenced and an appointment letter written to Melissa Northcott inviting her to be the ambassador of the awards.
- Election Pitch flyer – collated information/feedback from members and produced an info-graphic flyer for tabling at this meeting. See Agenda Item.
- LGIS workers compensation – a meeting was held with Johnathon Seth (CEO of LGIS) on 22/1/19 to further negotiate workers compensation premiums for the Alliance. An update will be provided under general business at today’s meeting.
- Annual General Meeting – preparations were made for the RCAWA AGM, at which office bearers were appointed for 2019, and the Annual Report was tabled as per constitution.
- Annual Report – prepared in a format suitable for publishing. See Agenda Item.
- Tourism Round-Table – preparations were made for the tourism round-table meeting held on 7/2/19, including meeting with, or contacting, stakeholders in the tourism industry, inviting them to participate and setting attached agenda.
- A) Service Priority Review    B) Public Library System    C) Review of Heritage Act 1990    D) Local Government Act – watching brief and liaison with appropriate stakeholders as required.
- Stakeholder Engagement: Regular meetings with relevant stakeholders as per Section 3.



Section 2: Details of Tri-Monthly Actions

KEY OBJECTIVES		OVERVIEW OF MONTHLY ACTIONS
ADVOCACY & POLICY INFLUENCE	Engagement with Relevant Political Leaders, Industry and Senior Government Executive	Refer Section 3
	Preparation of Submissions and Delegations	<p>Currently working on:</p> <ul style="list-style-type: none"> <li>• Developing Federal Election Alliance strategy and Pitch</li> <li>• Planning Institute of Australia - National Settlements Strategy</li> <li>• Green Paper for Planning Reform</li> <li>• Energy Strategy</li> <li>• LG Professionals Benchmarking Project</li> <li>• Most Accessible Community in Western Australia (MACWA)</li> <li>• Service Priority Review</li> <li>• Investment Framework</li> <li>• Local Government Act Review</li> <li>• Heritage Act Review</li> <li>• Inquiry into the Indicators of, and Impact of Regional Inequality in Australia, requesting attendance at a hearing.</li> </ul>
	Advocacy on Key Issues	<p>Continuing to contact relevant stakeholders to further the work being done by RCAWA on all key issues.</p> <p>Secured the attendance of the following at upcoming meetings:</p> <ul style="list-style-type: none"> <li>• <b>Hon. Ben Wyatt</b> (<i>Treasurer; Minister for Finance; Energy; Aboriginal Affairs</i>) to attend meeting in new year. Invitation accepted - Date to be confirmed</li> <li>• <b>Lynn Craigie</b> (<i>President WALGA</i>) Invitation accepted - Date to be confirmed</li> <li>• <b>Mike Rowe</b> (<i>DG Department of Water</i>) Invitation accepted - Date to be confirmed</li> <li>• <b>Hon Paul Papalia</b> (<i>Minister for Tourism; Racing and Gaming; Small Business; Defence Issues; Citizenship and Multicultural Interests</i>) Invitation accepted - Date to be confirmed</li> <li>• <b>Zaeen Khan</b> (<i>Director – Public Utilities Office</i>). Invitation accepted - Date to be confirmed</li> <li>• <b>Robert Taylor</b> (CEO WAITOC) Attending 7/2/19</li> <li>• <b>LandCorp: George McCullagh</b> (<i>CEO – LandCorp</i>) <b>Frank Marra</b> (<i>Chief Financial Officer/Executive General Manager Finance &amp; Strategy – LandCorp</i>) June 2019</li> </ul>



KEY OBJECTIVES		OVERVIEW OF MONTHLY ACTIONS
		<ul style="list-style-type: none"> <li>• <b>Nathan Harding</b> (<i>Chairman of Tourism WA</i>) Attending 7/2/19</li> <li>• <b>Derryn Belford</b> (<i>Executive Director Tourism WA</i>) Attending 7/2/19</li> <li>• <b>Peter Yu</b> (<i>Board Member of the North Australian Indigenous Land and Sea Management Alliance Ltd</i>) Invitation accepted - Date to be confirmed</li> <li>• <b>Minister Bill Johnston</b> (<i>Minister for Mines and Petroleum, Energy, Industrial Relations</i>) Invitation accepted - Date to be confirmed</li> <li>• <b>Dean Blakemore</b> (<i>WA Building Better Regions Fund</i>) Invitation accepted - Date to be confirmed</li> <li>• <b>WALGA Conference and AGM</b></li> <li>• <b>Rebecca Brown</b> (<i>Director General of the Department of Jobs, Tourism, Science and Innovation</i>) Invitation accepted - Date to be confirmed</li> <li>• <b>Australian Hotel Association WA: Bradley Woods</b> (<i>Chief Executive Officer</i>), <b>Victoria Jackson</b> (<i>Government relations Manager</i>). Attending 7/2/19</li> <li>• <b>Ian Johnson</b> (<i>Executive services Manager, tourism</i>) Attending 7/2/19</li> <li>• <b>Brodie Carr</b> (<i>Tourism Western Australia Managing Director</i>) Invitation accepted - Date to be confirmed</li> <li>• <b>Deb Carr</b> (<i>Branch Manager western Australia: Australian Tourism Export Council</i>) Attending 7/2/19</li> <li>• <b>Ralph Addis</b> (<i>Director General Primary Industries and Regional Development</i>) Invitation accepted - Date to be confirmed.</li> </ul>
ADVOCACY & POLICY INFLUENCE	Development of Policy Position Papers	<ul style="list-style-type: none"> <li>• Completed submission to a Green Paper on Modernising Western Australia's planning system. (Refer Agenda)</li> <li>• Sent email on behalf of Alliance to the Senate Economics References Committee - Inquiry into the Indicators of, and Impact of Regional Inequality in Australia, requesting attendance at a hearing.</li> </ul>
PARTNERSHIP & COLLABORATION	Insurance Services	Continuing to negotiate with LGIS. Met with Jonathon Seth on 22/1/19 to further negotiate workers compensation premiums.
	Development of <i>WA Regional Capitals Platform</i>	In the 2018-19 Stage Budget (Page 189) there is a budget allocation of \$4.5m for Regional Centres Development Plans – Stage 2. This was carried forward from the 2017-18 budget. There is little clarity around the purpose of this fund and the process for applying. With the Regional Investment Framework / Growth Planning paper now complete. The EO is looking at how this budget allocation may be best applied in light of the RCAWA adopted investment framework.



KEY OBJECTIVES		OVERVIEW OF MONTHLY ACTIONS
	Development of Bids	Similarly, the EO is looking at opportunities to develop bids for accessing the Innovation Fund to Drive Regional Jobs ( <i>a \$16.7 million fund over four years that will support and accelerate new and emerging businesses to diversify the Western Australian economy and create new WA jobs and industries</i> )
	Federal Government – City Deals and Smart Cities	Letter written to Premier of WA notifying him of the Alliance Position and seeking the State's support to progress the Alliance's nomination to the next stage. Letter of reply received. To be discussed as General Business.
GOVERNANCE	Establishment of Not-For-Profit Inc. Association	13 <sup>th</sup> December 2018: Annual General Meeting was held for election of new office bearers and tabling of Annual Report. Publishable Annual Report completed (Refer Agenda item).
	Communications Support	EO, Secretary and EA are continuing to implement actions contained within the Communications Plan and are now refreshing for 2019.
	Development of Strategic Plan	Continuing to implement the 2018 Action Plan developed from the Strategic Plan. Commencement of review to form the 2019 Action Plan.
	Meetings and Reporting	<ul style="list-style-type: none"> <li>• RCAWA CEO teleconference 4 December 2018</li> <li>• RCAWA Alliance Meeting (Perth) 12 December 2018</li> <li>• AGM (Perth) – 17 December 2018</li> <li>• RCAWA CEO teleconference 30 January 2018</li> </ul>

### Section 3: Stakeholder Engagement

Stakeholder representatives	Meeting Date	Key Meeting Outcomes
<b>Peter Zadeian</b> <i>Former Executive Director Department of Planning &amp; Lands</i>	2 November 2018	Overview of RCAWA Alliance and providing induction to Executive Officer Support Role
<b>David Hunter</b> <i>Executive Director Racing and Wagering WA (RAWWA)</i>	5 November 2018	RCAWA Overview and general discussion about RAWWA
<b>Adrian Murphy</b> <i>Principle of Social-Licence Former Premier in Cabinet Officer</i>	5 November 2018	RCAWA Overview and general discussion regarding native title and industry
<b>Prendiville Group:</b> <b>Peter Prendiville</b> <i>Chairman of Prendiville Group &amp; former Chairman Tourism WA</i> <b>Tony Dichiera</b>	5 November 2018	RCAWA Overview and general discussion regarding hotel and tourism industries.



Stakeholder representatives	Meeting Date	Key Meeting Outcomes
<i>CEO Prendiville Group</i>		
<b>David Menzel</b> <i>President Shire of Wyndham East Kimberley</i> <i>Board Member Kimberley Regional Group</i>	12 November 2018	General discussion regarding development issues in the Kimberley area.
<b>Tim Frazer</b> <i>Chief of Staff for Paul Papalia-Minister for Tourism; Racing and Gaming; Small Business; Defence Issues; Citizenship and Multicultural Interests</i>	13 November 2018	RCAWA Overview and general discussion regarding portfolio matters.
<b>Bill Johnson</b> <i>Minister for Mines and Petroleum; Energy; Industrial Relations</i>	13 November 2018	RCAWA Overview and general discussion regarding portfolio matters. Invitation offered to attend a RCAWA meeting.
<b>Ralph Addis</b> <i>Director General Primary Industries and Regional Development</i>	14 November 2018	RCAWA Overview and general discussion regarding portfolio matters. Invitation offered to attend a RCAWA meeting.
<b>Peter Yu</b> <i>Board Member of the North Australian Indigenous Land and Sea Management Alliance</i>	27 November 2018	RCAWA Overview and general discussion about engagement opportunities in Northern Australia. Invitation offered to attend a RCAWA meeting.
<b>Paul Ferrante</b> <i>Executive Director LandCorp</i> <b>Tony Engelbrecht</b> <i>Executive Director LandCorp</i>	28 November 2018	RCAWA Overview and general discussion regarding opportunities with Alliance members areas, in particular industrial estates.
<b>Cole Thurley</b> <i>Chief of Staff for Alanna MacTiernan</i>	29 November 2018	RCAWA Overview and general discussion regarding portfolio. Invitation offered to attend a RCAWA meeting.
<b>Chris Adams</b> <i>RCAWA secretariat</i>	4 December 2018	General secretariat matters
<b>Almetra Bethlemea</b> <i>Finance City of Kalgoorlie-boulder</i>	11 December 2018	RCAWA Statistics collation
<b>Craig Starcevich</b> <i>CEO Goldfields Esperance Development Commission (GEDC)</i>	11 December 2018	RCAWA Overview and general discussion
<b>Melissa Murphy</b> <i>Executive Director Department of Primary Industries and Regional Development (DPIRD)</i>	20 December 2018	RCAWA Overview and general discussion
<b>Tiffany Allen</b> <i>Director Land and Housing, Construction, Department of Communities</i>	23 December 2018	RCAWA Overview and general discussion
<b>Minister Paul Papalia</b> <i>Minister for Tourism, Racing and Gaming, Small Business, Defence Issues, Citizenship and Multicultural Interests</i>	14 January 2019	RCAWA Overview and general discussion Meeting invitation
<b>George McCullagh</b> <i>Chairman LandCorp</i> <b>Frank Marra</b> <i>CEO LandCorp</i>	15 January 2019	RCAWA Overview and general discussion Land tenure Policy Framework in the context of red and green tape reduction. Meeting invitation





Stakeholder representatives	Meeting Date	Key Meeting Outcomes
<b>Joe Ostojich (in lieu of Director General Rebecca Brown)</b> <i>Deputy Director General Policy Planning and Economic Development, Department of Jobs, Tourism, Science and Innovation</i>	15 January 2019	RCAWA Overview and general discussion including Regional Investment Framework, Land tenure Policy Framework. Meeting invitation to Rebecca Brown
<b>Jonathan Seth</b> <i>CEO LGIS</i>	22 January 2018	Discussed LGIS Role and Services and in particular Workers Compensation Insurance. Refer to General Business
<b>Mike Rowe</b> <i>Director General Department of Environment and Regulation (DER)</i>	29 January 2019	RCAWA Overview and general discussion
<b>Brodie Carr</b> <i>Managing Director Tourism Western Australia</i>	30 January 2019	RCAWA Overview and general discussion
<b>RCAWA Members</b>	Regularly	General discussions around RCAWA issues

#### Section 5: Issues and Opportunities

Overview of Issue/Opportunity	Update
Federal Election	Take advantage of the opportunity for the Alliance to put its profile and agenda to both sides of politics. Federal Election Pitch flyer to be completed and promoted accordingly. Refer Agenda at today's meeting.
Workers compensation Premiums (LGIS)	Following on from the November meeting, Paul met with Johnathon Seth (LGIS) on 22 <sup>nd</sup> January with the aim of negotiating lower premiums for workers compensation insurance. LGIS are considering what, if any, concessions they can offer the group. EO will follow up. Refer General Business at today's meeting.
Marketing and Communications	Continuing to implement activities identified on the 2018 Action Plan. Revisiting works agenda for 2019 accordingly.
Strategic Planning	Continuing to implement activities identified on the 2018 Strategic Plan. Revisiting works agenda for 2019 accordingly.
Administrative Support	Some difficulties experienced in transferring new administrative arrangements and responsibilities however new arrangements now in place for February 2019 meeting onwards.
Regionalising Government Services	<p>A letter has been prepared seeking membership to Infrastructure WA, an independent advisory body that will provide expert advice to Government on the infrastructure needs and priorities to support WA's growth. EO will monitor this initiative to ensure the Alliance is informed about any progress and opportunities to pursue their infrastructure needs.</p> <p>Continuing to participate in State Government's Service Priority review by regular contact with Michelle Andrews (Deputy DG – DPC) to keep abreast of the review and monitor opportunities to participate further.</p>





**Time allocation summary**

Allocated total annual hrs	Total hrs billed	YTD hrs
May 2018 – April 2019 400 hrs	Total hours for November 2018 – January 2019 85hrs billed (hrs actual)	2018-19 295 hrs billed (312.5 hrs actual)

## 8 TOURISM ROUND-TABLE

**Date of Report:** 31 January 2019  
**Report Author:** EO – Paul Rosair  
**Disclosure of Interest:** Nil  
**Attachment(s):** Tourism Round-Table Agenda

---

### **Purpose**

To identify key tourism issues or opportunities for Alliance Members and to gain exposure to key tourism leaders, both in government and industry sectors, in a Round-Table discussion.

### **Background**

A meeting between the Executive Officer and Nathan Harding, Chairman of Tourism WA, on 22/8/2018 resulted in an invitation to host a RCAWA tourism-based meeting to be held at Tourism WA. It was deemed appropriate that other key tourism leaders be invited so that an overview of each organisation's priorities, strategies and issues could be presented to the Alliance members and that the Alliance had an opportunity to provide feedback and concerns regarding tourism throughout the regions.

### **Discussion**

An agenda was developed (attached) in consultation with Alliance CEOs and Industry participants. It is envisaged that the Round-table discussion is primarily a meet and greet and open dialogue between all parties into the opportunities and challenges facing regional tourism and the development of any collaborative actions which may resolve them.

### **Link to Strategic Directions**

Advocacy and policy influence.  
Partnership and collaboration.

### **Budget Implications**

Nil

### **RCAWA Resolution**

**That the information from the Round-table discussion be summarised and any forthcoming actions be prioritised accordingly.**

**RCAWA TOURISM ROUND-TABLE  
AGENDA  
FEBRUARY 7<sup>TH</sup> 2019 11AM  
Boardroom of Tourism WA Offices  
2 Mill St Perth**



Time	Topic	Presenter/Convenor
11.00 am	Welcome and introductory remarks	Peter Long: <i>Chair RCAWA</i>
11.05 am	Tourism WA overview	Nathan Harding: <i>Chairman Tourism WA</i>
11.15 am	RCAWA tourism opportunities and issues	Paul Rosair: <i>Executive Officer RCAWA</i>
11.20 am	Minister for Tourism agenda	Ian Johnson: <i>Minister for Tourism Policy Officer</i>
11.30 am	Round-table discussion	Key government and industry leaders <ul style="list-style-type: none"> <li>• Brodie Carr: <i>Managing Director Tourism Western Australia</i></li> <li>• Evan Hall: <i>Chief Executive Officer Tourism Council of WA - TBC</i></li> <li>• Deb Carr: <i>WA Branch Manager Australian Tourism Export Council</i></li> <li>• Robert Taylor: <i>CEO WAITOC</i></li> <li>• AHA representatives: Bradley Woods: <i>CEO/ Executive Director AHA</i> Victoria Jackson: <i>Gvnt Relations Manager AHA</i></li> </ul>
12.10 am	Q &A and general discussion	All: convened by Peter Long
12.25 am	Close and actions	Peter Long
12.30 am	Lunch	All

## 9 RCAWA ANNUAL REPORT 2017/2018

**Date of Report:** 31 January 2019  
**Report Author:** EO – Paul Rosair  
**Disclosure of Interest:** Nil  
**Attachment(s):** RCAWA 2017/2018 Annual Report

---

### **Purpose**

To present the Annual Report to members in a format that is suitable for publication.

### **Background**

At the meeting on 13 December 2018, the RCAWA 2017/2018 Annual Report was presented to the members and was duly noted and received. At that point, the information was provided in a simple word document format. In order to present the Annual Report in a manner that reflects the RCAWA style guide, the EO requested funding of up to \$1500 to engage the services of a suitable person to complete the task.

This was endorsed by the Alliance and delegated to Chris Adams and Executive Officer to undertake the work with the following resolution (Meeting 13 December 2018 Item 6): That the annual report be produced in a format where it can be used as a marketing/promotional tool for RCAWA.

### **Discussion**

Redit Research was engaged to edit, add content and produce the formatted version. The final version of the Annual Report is attached.

### **Link to Strategic Directions**

Partnership and collaboration.  
Representation

### **Budget Implications**

Maximum \$1500  
Actual \$1350 to date

### **RCAWA Resolution**

**That the Annual Report be received and endorsed for publication on website and filed with Secretariat.**

**MOVED:** Harold Tracey – Shire President Shire of Broome  
**SECONDED:** Ross McKim - CEO City of Greater-Geraldton

**CARRIED**

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## Welcome to the 2017-2018 RCAWA Annual Report







## Regional Capitals Alliance Western Australia



- ✓ Unity
- ✓ Participation
- ✓ Communication

*The Regional Capital Alliance of western Australia is home to over 250,000 people; that is half the population of regional Western Australia and the engine room of the nation.*

*Peter Long RCAWA Chair*

### 1. Forward: Peter Long - RCAWA Chair

Western Australia's ten regional capitals play a pivotal role in both strengthening the Western Australian economy, and supporting the growth of their region's economy. The Regional Capital Alliance of Western Australia (RCAWA) is home to over **250,000 people**; that is half the population of regional WA.

Together, regional capitals represent the most significant concentration of employment in regional Western Australia. The combined value of trade exports from and through Western Australia's regional centres has consistently performed above expectations.

Regional Western Australia is growing and we plan to see it reach its full potential. Trends show that regional capitals have capacity to grow, with a number experiencing very significant growth over the past five years, while the growth in State capital cities has slowed.

We know that regional growth is critical to the future of our whole state. Consequently, the Alliance has been formed to ensure regional centres work together with a common voice to lead sustainable, strategic regional growth.

RCAWA members do not reflect the stereotyped rural idea of a regional centre. Rather, each centre offers a unique, vibrant community with well-developed infrastructure, services and opportunities. Harnessing these assets and building the regions of Western Australia is at the core of The Alliance's vision for the State.

We advocate so that government policy and private sector investment match our growth needs in a way that enables our regional communities to prosper.

Each of the regional capitals has high capability and prospects, positioning them as ideal locations in which to grow both the population base and economic diversity of the state.

Leveraging this momentum and building communities that offer a real alternative to the metropolitan area requires a focused and tailored approach.

I believe this Alliance has become a trusted advisor to Government and to the private sector on the issues impacting on, and often unique to, regional areas of Western Australia. Building outcomes that benefit regional communities also provides growth opportunities for all of Western Australia and indeed the entire nation.

I would like to thank Alliance members, Chief Executives, the Executive Officer and all our stakeholders in working towards greater investment in the regional capitals of Western Australia.

**Peter Long,  
Chair**





The banner features a header with the title "Regional Capitals Alliance Western Australia" and the organization's logo. Below the header is a portrait of Paul Rosair, Executive Officer, on the left. To his right is a dark box containing a list of three items: "✓ Advocacy", "✓ Partnership", and "✓ Representation". Below this list is a quote from Paul Rosair: "It is an exciting time for regional Western Australia as it prepares for the next phase in the economic cycle". The background of the banner includes a large, stylized graphic of a triangle composed of orange, yellow, and blue segments.

## 2. Overview: Paul Rosair – Executive Officer

Western Australia's sustained population and economic growth relies on the ongoing existence of strong and resilient regions. Indeed, regional Western Australia continues to contribute significantly to the national economy.

I am pleased to report that RCAWA's pursuit to secure more investment into the strategic growth of Western Australia's regional capitals is gaining support and momentum.

Through this Alliance, strong and resilient regions are possible because each regional capital has committed to pool their resources in the pursuit of cross-regional opportunities, or when responding to challenges as they arise.

This Annual Report contains information about RCAWA's activities and finances as a non-for-profit organisation during the 2017 / 18 financial year.

Specifically, it outlines key strategic priorities and actions undertaken during the 2017/18 year, organised into three key focus areas:

- Advocacy and Policy Influence
- Partnership and Collaboration
- Representation

It is an exciting time ahead for regional Western Australia as it prepares for the next phase in the economic cycle. The combined productivity (currently \$26 Billion and 10% of WAGSP) of WA's regional capitals, is picking-up speed.

Research shows a correlation between population and economic growth in regional Western Australia. There is a need to build capacity for growth knowing that each region has its own competitive advantage with some regional capitals growing faster than others.

I would like to thank our strategic partners. During 2017/18 the alliance engaged with senior Cabinet Ministers, public servants, business executives all interested in the views and advice of the Alliance.

That is why the alliance is uniquely placed into the future to become a trusted advisor to Government, collaborator with regional communities and to develop entrepreneurship with the private sector. It is best placed to advise on how and when to best match the needs and harness the capacity of regional capitals.

The success of the alliance relies on a diverse network of stakeholders reaching common ground. It has been my pleasure working individually and collectively with the ten Mayors and Presidents of each regional capital and their Chief Executives in the pursuit of sustainable strategic growth for our regional communities.

**Paul Rosair**  
**Executive Officer**

## Regional Capitals Alliance Western Australia



### WHAT WE DO

*We lead the sustainable, strategic growth of Western Australia's regional capitals, with a focus on excellence and opportunity creation.*

#### Our Vision:

Vibrant, sustainable regional capitals across Western Australia that are attractive places to live, work, visit and invest.

#### Our Focus:

##### Advocacy and Policy Influence

RCAWA provides strategic advice to Government on the social and economic issues impacting on, and often unique to, regional locations. RCAWA advocates for fair consideration of these needs at a State and Federal level – that legislation, policy, planning, strategy and investment matches the growth needs of the regions and builds thriving regional communities.

##### Partnership and Collaboration

While RCAWA members may have diverse local contexts they also share much common ground. RCAWA members partner and collaborate on opportunities to innovate and develop new ways of working to accelerate the growth of regional communities.

#### How We Work:

##### Unity

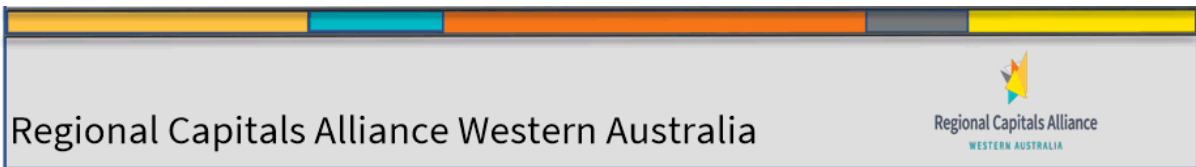
Acting as a strong cohesive alliance to lead change and implement projects aligned with the RCAWA mission.

##### Participation

Active engagement at national, state and regional level forums, providing strategic and considered contribution to the development of regional capitals across Australia.

##### Communication

Effectively communicating the value of RCAWA and its members with key stakeholders.



### **Strategic Goal: Advocacy and Policy Influence**

*Highly liveable, sustainable regional capitals offering a real alternative to the metropolitan area.*

**We Will:**

- ✓ Advocate for equitable access to regional services and infrastructure
- ✓ Drive the development of a clear, consistent regional investment strategy based on capability and business prospects
- ✓ Advocate for and enable decentralisation of the workforce across government and industry
- ✓ Campaign for legislation and government policy that supports sustainable regional growth

### **Strategic Goal: Partnership and Collaboration**

*Innovative and sustainable networked system of regional capitals that are that are good places to live, work, visit and invest.*

**We Will:**

- ✓ Share best practice in community building, leadership and place making
- ✓ Partner to facilitate decentralisation of the workforce to the regions
- ✓ Highlight investment opportunities across the regions
- ✓ Deliver alliance-wide and niche group projects
- ✓ Foster collaboration and entrepreneurialism to accelerate the growth

### **Strategic Goal: Representation**

*Regional capitals are represented by a common voice.*

**We Will:**

- ✓ Collaborate with our members and our regional partners to understand, and communicate about, strategic issues and opportunities
- ✓ Build brand awareness, and the reputation of, RCAWA
- ✓ Exemplify excellence in stakeholder engagement and corporate communications.

## Regional Capitals Alliance Western Australia



### 2017/18 Strategic Actions

*In accordance with the RCAWA Strategic Plan 2017-2022 a range of actions were undertaken during the 2017-18 year, organised into three key focus areas.*

#### 1. Advocacy and Policy Influence:

##### Key Outputs:

- Public policy participation
- Advocating RCAWA's regional Investment Framework
- Input into Government's Regional Service Delivery Model

##### Highlights:

- ✓ Local Government Act Review Submission
- ✓ Planning reform Green Paper Submission
- ✓ Land Tenure Policy review
- ✓ Regional Growth Fund policy and guidelines
- ✓ Senate Economic References Committee submission
- ✓ Local government professionals benchmarking
- ✓ Regional airfare review submission
- ✓ Public libraries review submission

#### 2. Partnerships and Collaborations:

##### Key Outputs:

- Regional investment framework developed with stakeholders
- Investment attraction strategy developed with stakeholders
- Synergies/opportunities identified in current regional projects

##### Highlights:

- ✓ MACWA Awards established and run
- ✓ Regional City Deals and Smart Cities collaborations
- ✓ Workers compensations claims review
- ✓ Growing profile of the RCAWA brand
- ✓ Regional Investment Framework delivered to Government
- ✓ Growth Planning paper prepared

## Regional Capitals Alliance Western Australia



### 3. Representations:

#### Key Outputs:

- Cost-effective Board governance
- Regular CEO's group conferences
- Publicly available RCAWA reports and minutes

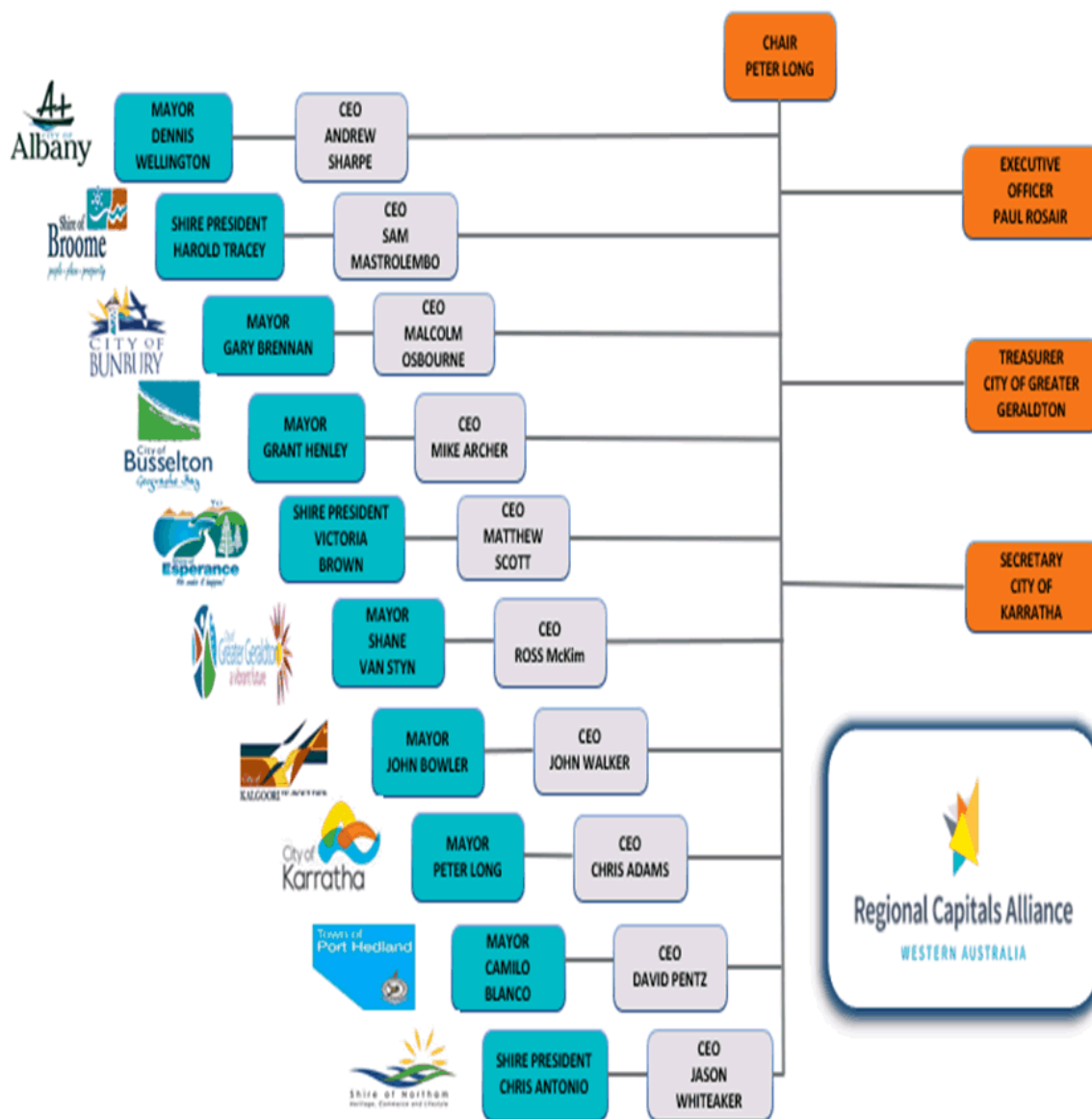
#### Highlights:

- ✓ RCAWA meetings, communications and reporting schedule
- ✓ Ministerial attendance at RCAWA meetings
- ✓ Election of new office bearers
- ✓ Meetings with senior Cabinet Ministers
- ✓ Meetings with senior Public Servants
- ✓ Strategic Plan implementation
- ✓ Communications Plan activated
- ✓ Presentation to Segra (Sustainable Economic Growth in Regional Australia)

## Regional Capitals Alliance Western Australia



### RCAWA BOARD STRUCTURE





## Regional Capitals Alliance Western Australia



### RCAWA MEMBERSHIP

#### CITY OF ALBANY

As the oldest permanently settled town in WA, the City of Albany is a picturesque community featuring heritage buildings enhanced by a dramatic coastline and surrounding pockets of natural beauty. Tourism is a key industry, with cruise ships regularly boosting the already strong tourist visitation numbers. Other key drivers include agriculture, timber production, fishing and aquaculture, with the Port also providing an essential export facility.



#### SHIRE OF BROOME

The iconic tourist town of Broome is a dynamic and exciting community that is projected to experience high permanent population growth over the next ten years. In addition to tourism, Broome's economy is centred on servicing the pastoral, horticultural, aquaculture and the minerals and energy sectors. As a thriving services hub, Broome blends commercial and economic activity whilst retaining its natural beauty where the wilderness meets the ocean.



#### CITY OF BUNBURY

As the key commercial and administrative hub of the South West region, Bunbury offers a well-served community in an attractive beach side setting. With key industries including mining, manufacturing, agriculture, timber production, retail and services, and tourism, Bunbury has a diverse economy.

Its port is one of Australia's largest regional facilities, exporting significant quantities of bulk commodities.





## Regional Capitals Alliance Western Australia



### CITY OF BUSSELTON

As one of the fastest growing towns in Western Australia, Busselton's population is expected to double by 2026. This modern beach side community has a strong tourism sector, including cruise ship visitation, along with a range of significant industries such as construction, agriculture, education and services, and manufacturing.



### SHIRE OF ESPERANCE

Esperance offers the advantage of a compact regional centre, combined with the natural beauty of its pristine coastline. The area's key industry activity centres in agriculture, manufacturing, fishing, and tourism, while it also plays a pivotal support role to the nearby mining area of the goldfields as the main export port for the region.



### CITY OF GREATER GERALDTON

Servicing the Midwest region, Geraldton's natural coastal assets are an iconic feature of the city. With industries including mining, fishing, manufacturing, agricultural, construction, retail and tourism, the City has a diverse economy. The Port of Geraldton is the major seaport for the region, significant as both an export and import point as well as welcoming cruise ships.



### CITY OF KALGOORLIE-BOULDER

With a rich heritage as a gold-rush town, Kalgoorlie-Boulder is Australia's largest outback city. The local economy continues to be based on mining, with the region being a significant contributor to Western Australia's \$30 billion mining industry, in 2015-16 the total value of mineral production in the region totalling nearly \$9 billion.



## Regional Capitals Alliance Western Australia



### CITY OF KARRATHA

Karratha is a 'City of the North' and is the largest contributor to the national economy of all local governments in Western Australia, and the sixth largest contributor in Australia. Known best as a major service and extraction hub, Karratha also offers modern, first-class community facilities and a vibrant and exciting lifestyle.



### SHIRE OF NORTHAM

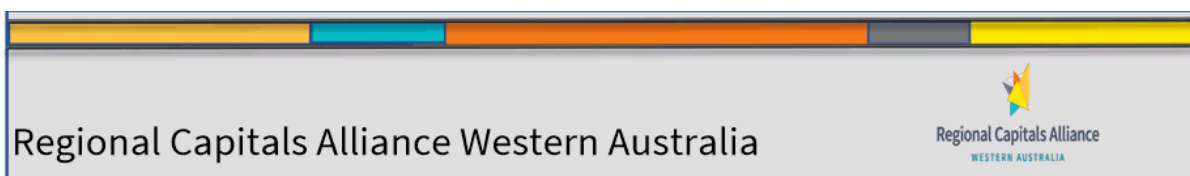
As the regional hub of the Avon Valley and Central Wheatbelt, Northam offers the charm of a historic rural community with modern services, just a short distance from the metro area. Nestled alongside the Avon River, this traditionally agricultural focused hub is rapidly diversifying into industries such as retail, health, education and tourism, including recreational aviation.



### TOWN OF PORT HEDLAND

Port Hedland is a global economic hub, with an ancient heartbeat, rich cultural heritage and dramatic natural beauty. Located on Kariyarra country it is known as the Gateway to the Pilbara. A vibrant community, it is the second largest town in the area, and is home to the world's largest bulk tonnage export port, an international airport and major industry leaders.





## BALANCE SHEET

AS OF JUNE 30, 2018

### ASSETS

#### Current Assets

##### Chequing/Saving

WARCA Cheque Account 100.54

WARCA Saving Account 29,572.15

Total Chequing/Savings 29,672.69

**Total Current Assets** **29,672.69**

### LIABILITIES

#### Current Liabilities

##### Other current Liabilities

Accrued Charges 7,159.09

Tax Payable -2,300.45

Total Other Current Liabilities 4,858.64

**Total Current Liabilities** **4,858.64**

**NET ASSETS** **24,814.05**

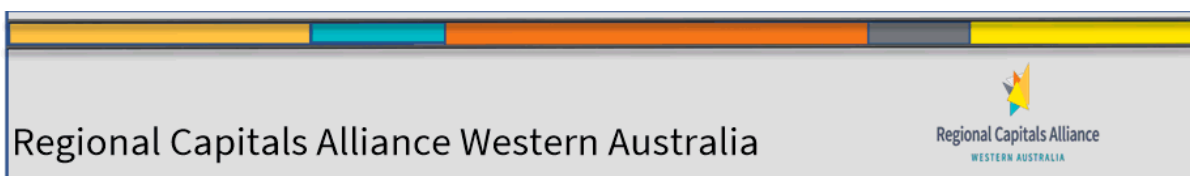
### EQUITY

Opening Bal Equity 136,570.00

Retained Earnings -101,968.85

Net income -9,787.10

**Total Equity** **\$ 24,814.05**



## PROFIT AND LOSS

JULY 2017 THROUGH JUNE 2018

### ORDINARY EXPENSES

Income	
Interest Received	107.43
Memberships 2017/2018	<u>85,000.00</u>
<b>Total Income</b>	<b><u>85,107.43</u></b>

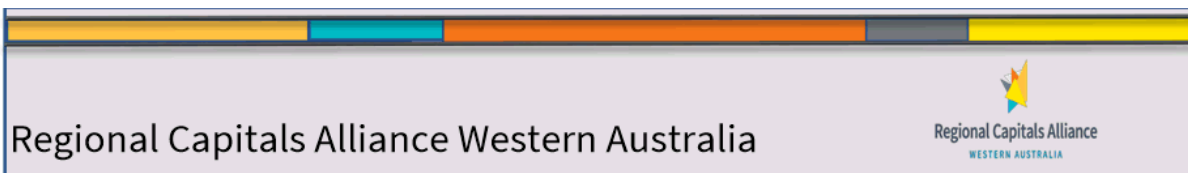
### GROSS PROFIT

Expense	
Accounting fees	400.00
Executive Support	80,532.88
General expenses	220.00
Interest Paid	66.05
Meetings and Functions	1,585.82
Miscellaneous/sundry	220.23
Supplies	
Marketing	<u>11,869.55</u>
Total Supplies	<u>11,869.55</u>
<b>Total Expenses</b>	<b><u>94,894.53</u></b>

**Net Ordinary Income** **-9,787.10**

**NET INCOME** **\$-9,787.10**





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P.O. Box 99 Geraldton Western Australia 6531  
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**AUDIT REPORT  
WESTERN AUSTRALIAN REGIONAL CAPITALS ALLIANCE**

**SCOPE**

I have audited the accompanying 30th June 2018 financial statements for the Western Australian Regional Capitals Alliance. The City of Greater Geraldton is responsible for the preparation and presentation of the statements and the information contained therein. I have conducted an independent audit of the financial statements in order to express an opinion to the Members of the Western Australian Regional Capitals Alliance so as to comply with the association's constitution.

These Statements have been prepared for the purpose of fulfilling the Western Australian Regional Capitals Alliance reporting requirements under the terms of the constitution. I disclaim any assumption of responsibility for any reliance on this report or on the statements to which it relates to any person other than the Members of the Western Australian Regional Capitals Alliance, or for any other purpose other than that for which it is prepared.

My audit has been conducted in accordance with the Australian Auditing Standards to provide a reasonable level of assurance as to whether the statement is free of material misstatement. My procedures included examination on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial report is presented fairly in accordance with the conditions of the constitution.

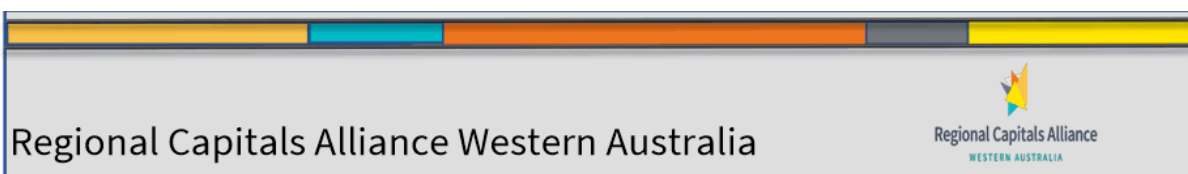
**AUDIT OPINION**

In my opinion, the attached financial statements are to the best of my knowledge and belief, true and fair, and are in agreement with proper records and accounts of the Western Australian Regional Capitals Australia.

A handwritten signature in blue ink, appearing to read "Jim Dillon".

Jim Dillon, CPA  
Dated at Geraldton this 10th day of September 2018





## RCAWA OUTLOOK

During the 2017/18 financial year period the combined productivity of WA's regional capitals strengthened and pick up speed. The success of the alliance during this period relied on a diverse network of stakeholders reaching common ground.

The Alliance engaged with senior Cabinet Ministers, public servants and business executives, all interested in the views of the Alliance in its pursuit of greater investment in the regional capitals of Western Australia.

Notwithstanding some short-term volatility in the global economy, it is an exciting time ahead for regional Western Australia as it prepares for the next phase in the economic cycle.

In this context there is an on-going need to build capacity for growth knowing that each region has its own competitive advantage with some regional capitals growing faster than others.

In 2018/19 the Alliance is uniquely place as a trusted advisor to Government, a collaborator within regional communities and developer of local entrepreneurships with the private sector. It is best placed to advise on how and when to harness the capacity of Western Australia's regional capitals.

## 10 RCAWA - FEDERAL ELECTION PITCH

**Date of Report:** 31 January 2019  
**Report Author:** EO – Paul Rosair  
**Disclosure of Interest:** Nil  
**Attachment(s):** Info-graphic Flyer

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### **Purpose**

To present the RCAWA's Info-Graphic flyer to members.

### **Background**

At the next Federal election, it is important that WA's regional capitals are recognised not only as the economic engine room of the nation, but also for many other things of national importance.

Accordingly, the Alliance should be clear about why more Commonwealth investment is needed in the national interest. For example, the combined productivity and potential economic growth of WA's regional capitals, within a global economy that is picking up speed, is an attractive infrastructure-funding proposition because of its national economic importance.

RCAWA's combined collaborative advantage, in relation to a particular strategic issue, is a basis from which to justify why the Commonwealth should invest more in the strategic growth of regional capitals. Members were asked to provide one key fact about the combined collaborative advantage of the Alliance.

### **Discussion**

Members need to review final draft and Federal Election flyer for final endorsement and discuss printing requirements. Note, the flyer can be produced as two A4/A3flyers or a duplex version. Alternatively, it can be produced as an A4 trifold flyer. The flyer has been produced in RCAWA style guide colours and has also been designed to be updated regularly as both statistics and audiences change. For example, it can be updated to meet changing priorities and focus areas for the next state election.

Members to also note the excellent work of Almetra and Katie from Kalgoorlie whose time was kindly provided by John Walker, at no cost, as a development opportunity for his staff. A great collaborative gesture by the City of Kalgoorlie-Boulder

### **Link to Strategic Directions**

Advocacy and policy influence.  
Representation



RCAWA Meeting – Minutes

Date 7 February 2019

**Budget Implications**

Flyer produced within existing budget, however some printing costs may be necessary.

**Recommendation**

**That the Federal Election Pitch flyer be circulated to CEO's for final review before publication and that printing costs (to a maximum of \$300) be endorsed if deemed necessary.**

**MOVED:** Chris Adams - CEO City of Karratha

**SECONDED:** Victoria Brown – Shire President Shire of Esperance

**CARRIED**



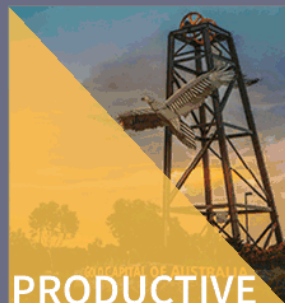
Established communities with well developed infrastructure, services and lifestyle opportunities.

WA's regional capitals are well established centres and are now home to over 250,000 people; that is half the population of regional WA.



Although each regional capital has a unique local context they share much in common.

WA's regional capitals are connected by global supply chains and are interacting with emerging global economies, each with capacity and prospects to grow.



Together regional capitals continue to contribute significantly to the national economy.

WA's regional capitals have high concentrations of employment with a number experiencing significant growth over the past five years.



Each regional capital has a high capability to grow its population base and economic diversity.

WA's regional capitals collaborate to deliver transformative projects positioning them as ideal locations to focus Government and industry investment.

## ADVOCACY COLLABORATION REPRESENTATION

*We lead the sustainable strategic growth of Western Australia's regional capitals, with a focus on excellence and opportunity creation.*



### CONTACT US

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0419 930 467

[admin@waregionalcapitals.com.au](mailto:admin@waregionalcapitals.com.au)

*"Western Australia's ten regional capitals are 'home to over 250,000 people; that is half the population of regional Western Australia and the engine room of the nation.'"*

- Chairman, Peter Long  
Mayor City of Karratha

## OUR MEMBERS



*Images courtesy of our members and Freepik.com*

## AGENDA FOR GROWTH

### *Regional Capitals in the National Interest*

#### RED TAPE

1. Reform Local Government for better regional decision making.
2. Streamline land tenure and native title processes.
3. Integrate project approvals. A single integrated land, planning, environment and development system.

#### EMPLOYMENT

1. Support skilled migration into regional capitals to match skill-based needs.
2. Reform FBT in remote regional Australia to incentivise work and living regionally.
3. Develop a National Settlement Strategy that focuses on regional capitals.

#### TOURISM

1. Provide more support to promote iconic attractions in regional capitals.
2. Reduce cost of regional airfares.
3. Build better collaboration between regional capitals and Tourism Australia.
4. Build tourism related infrastructure and facilities.

#### INFRASTRUCTURE

1. Fast track regional capitals funding deals.
2. Adopt the Regional Investment Framework approach.
3. Include regional capitals in National Energy Policy discussions.
4. Establish arts and cultural facilities funding program.

## REGIONAL CAPITALS ALLIANCE WESTERN AUSTRALIA: A BREAKDOWN

“The combined value of trade exports from and through Western Australia’s regional centres has consistently performed above expectations.”

**POPULATION**  
**250,000**

50% of WA’s Regional Population



**GROSS REGIONAL PRODUCT**  
**\$33BILLION**

13% of WA’s GSP



**PORT PRODUCTION**  
**\$71 BILLION**

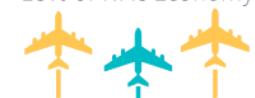
74% of WA’s total exports



**EMPLOYMENT**  
11% of WA’s Employment

**TOURISM**  
**\$2+ BILLION**

18% of WA’s Economy



**\$365K AVERAGE HOUSE PRICE**

Significantly below the national average house price of \$571k

**\$4 BILLION AGRICULTURE**

14% of WA’s economy



Sources: Australian Bureau of Statistics; ABS Census Data 2016; REMPLAN; Tourism Research Australia (International, Domestic, Overnight and Domestic Day); and CoreLogic.

## 11 UPDATE – MODERNISING THE WA PLANNING SYSTEM

<b>Date of Report:</b>	<b>31 January 2019</b>
<b>Report Author:</b>	<b>EO – Paul Rosair</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s):</b>	<b>Position on WA Planning Reforms – Summary Paper</b>

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### **Purpose**

To produce a short summary document highlighting the key initiatives that RCAWA members would like to see as part of the Reform Process.

### **Background**

In November 2017 the Hon Rita Saffioti MLA, Minister for Planning, commissioned an independent review of the planning system to identify ways to make it more efficient, open and understandable to everyone. In 2018 the Minister released for comment a Green Paper developed by Even Jones who has since left the program. The Green Paper proposed 5 key focus areas of strategic planning: legibility; transparency; efficiency; and smart growth.

On 27 July 2018, the RCAWA submitted a combined submission to this reform process. In August 2018 the Minister discussed with the Alliance a range of matters including; the Green Paper, simplifying land tenure, regional airfare inquiry, infrastructureWA, and development assessment panels. By the end of 2018 the collation of responses to the Green Paper is expected to be completed by the Government. This assessment of submissions will manifest into a White Paper complete with recommendations for regulatory reform that will be released for public comment before a Bill is drafted and debated in Parliament. During each stage in the reform pathway, RACWA will have an opportunity to participate and reinforce its position.

At the meeting of 15 November 2018, the Alliance asked that the Executive Officer identify key issues contained within the RCAWA submission document and collate a short summary document that highlights the key initiatives that RCAWA members would like to see as part of this reform process. This will be the focus of the White Paper consultation process.

### **Discussion**

As required

### **Link to Strategic Directions**

Advocacy and policy influence.  
Partnership and collaboration.

RCAWA Meeting – Minutes

Date 7 February 2019

**Budget Implications**

Nil

**Recommendation**

**Defer consideration of position until the White Paper on Planning Reform is released.**

**MOVED:** Chris Adams - CEO City of Karratha

**SECONDED:** Malcolm Osborne - CEO City of Bunbury

**CARRIED**



## Regional Capitals Alliance

WESTERN AUSTRALIA

### Position on WA Planning Reforms

In the following ways the Alliance supports the Government's proposed reforms to the Western Australian landuse planning and development system:

#### 1. A STRATEGICALLY LED PLANNING SYSTEM

RCAWA supports a strategically-led landuse planning and development system achieved through a combination of new and/or revised administrative procedures that:

- Sets State strategic planning objectives and regulates the strategic planning process
- Defines sustainability for consistent application across government
- Limits complex planning scheme amendments to only those that challenge a strategic objective or direction in a prevailing planning scheme
- Ensures planning strategies lead-into planning schemes

#### 2. A LEGIBLE PLANNING SYSTEM

RCAWA supports a legible landuse planning and development system achieved through a combination of new and/or revised administrative procedures that:

- Sets a clear '*line of sight*' between State and local planning objectives / directions
- Reshapes State Planning Policies for brevity and simplicity
- Sets the form and scope but not the content of planning strategies / schemes
- Enables Local Government to adopt planning strategies and schemes
- Requires the WAPC local planning scheme manual to be reviewed annually
- Clearly defines the hierarchy and inter-relationship between structure plans, activity centre plans, local development plans and local planning policies
- Streamlines administrative procedures for environmental assessment (s.38 & s.48 EP Act,)
- Requires local housing strategies to form part of local planning strategies
- Establishes a single online portal for land mapping systems, the e-lodgement of planning applications, and automatic amendments to planning instruments



### **3. A TRANSPARENT PLANNING SYSTEM**

RCAWA supports a transparent landuse planning and development system achieved through a combination of new and/or revised administrative procedures that:

- ⦿ Sets a Community engagement charter which harnesses suite of social media platforms
- ⦿ Updates and consolidates Public notification and engagement regulations
- ⦿ Enables the concurrent preparation of planning strategies and schemes
- ⦿ Require reasons for a decision to be written directly into planning approvals
- ⦿ Advertises WAPC planning decisions including responses to submissions
- ⦿ Administrative fees and charges for DAP's includes the cost of holding meetings
- ⦿ DAP practice notes are updated and DAP meetings are recorded and published

### **4. AN EFFICIENT PLANNING SYSTEM**

RCAWA supports an efficient landuse planning and development system achieved through a combination of new and/or revised administrative procedures that:

- ⦿ Creates a 'single point of assessment' in accordance with the Development Assessment Forum's leading practice model
- ⦿ Delegates authority to local government for subdivisions, structure plans, development plans, and minor scheme amendments
- ⦿ Regulates prelodgement procedures and fees for planning approvals
- ⦿ Sets 'fast-track' planning approval pathways for minor Residential-code variations
- ⦿ Strengthens and streamlines regional planning and development procedures
- ⦿ Establishes a Development Contributions Infrastructure Panel
- ⦿ Requires greater regional membership on WAPC
- ⦿ Establishes a Planning Reform Team within the DPLH
- ⦿ Requires WAPC's Coastal Planning Committee to provide greater guidance to local government on coastal risk hazards

### **5. PLANNING FOR CONSOLIDATED AND CONNECTED GROWTH**

RCAWA supports consolidated and smart growth achieved through a combination of new and/or revised administrative procedures that:

- ⦿ Promotes infill development where there is sufficient infrastructure capacity
- ⦿ Regularly updates Growth Management Policies in response to prevailing conditions
- ⦿ Coordinates and tracks physical and community infrastructure investment in accordance with rezoning and land development approvals
- ⦿ Regularly updates the liveable neighbourhoods policy for subdivisions, including regional variations across the State

## 12 OTHER BUSINESS

- City Deals: Andrew Sharpe to write letter to the Premier reiterating WA Government support.
- MACWA Awards
- Update on Workers Compensation
- Regional Investment Strategy
- PWC Report

## 13 ACTION LIST

DATE	ITEM	ACTION	STATUS	PRIORITY
			OS=Outstanding I=In Progress C=Complete OG=ON GOING	1=Urgent 2=high 3=moderate 4=low
13/12/18	6. RCAWA Annual Report	2. Treasurer to seek quotes to provide book-keeping services and appoint an appropriate firm to undertake this task, with the maximum value of the contract being \$2000 pa. 2. Annual Report be produced in a format where it can be used as a marketing/promotional tool for RCAWA.	OS	2
13/12/18	8. General Business	RCAWA members provide statistical data/input as requested by the EO to enable the development of a comprehensive, compelling Federal Election flyer.	C	1
15/11/18	6. EO Tri Monthly Report (Aug-October)	A RCAWA letter be written to the Hon. Rick Wilson congratulating him on the successful WA Regional Showcase event held in Canberra.	C	3
15/11/18	7. RCA Annual Report	The EO to finalise the Annual Report 2017/18 with out-of-session consultations, for consideration at the Annual General Meeting.	C	2
15/11/18	8. RCAWA – Federal Election Pitch	EO, in consultation with the Chair and Secretary, proceed to produce an 'info-graphic' flyer about RCAWA's collaborative arrangements.	C	1
15/11/18	9. National Settlement Strategy	Chair to write to the Hon. Allen Tudge Minister for Cities, Urban Infrastructure and Population; the Hon. Shayne Neumann Shadow Minister for immigration and border Protection, and the Planning Institute of WA informing them of the importance of WA's Regional Capitals and our interest in being actively involved in the discussions regarding the National Settlement Strategy.	I	3
15/11/18	10. Update – Modernising the WA Planning System	The EO to identify key issues contained within the RCAWA submission document and collate a short summary document that highlights the key initiatives that RCAWA members would like to see as part of this reform process.	C	3

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15/11/18	11. Workers Compensation Claims Analysis	That the information be noted and the EO to arrange a further meeting immediately prior to the December RCAWA meeting with the LGIS to specifically discuss premiums and claims history for RCAWA members.	OG	3
15/11/18	12. Update MACWA Awards and Proposed Framework	Appoint Melissa Northcott as ambassador of the MACWA Awards. Increase the budget to \$1500 for the 2019 awards.	C	3
15/11/18	15. Other Business: Regional Investment Framework	1. 1.EO and the City of Busselton work on developing a proposed implementation plan for the proposed 'Future Funding Strategy' paper. (Being cognisant of RCAWA Regional Investment Framework) 2. 2.LG Professionals -Members signed program on 7/10. EO to follow up discounts.	OS	3
1/8/18	6. EO Bi monthly Report (June-July 2018)	1. EO to draft a letter for the RCAWA President signature to the Premier and Minister for Planning, Lands and Transport seeking RCAWA representation on the board of the Infrastructure WA. 2. EO to undertake investigations regarding the application and approvals process associated with the State's "Innovation Fund to Drive Regional Jobs."	C	3
1/8/18	7. Federal City Deals Selection	1. Letter to Premier of WA notifying him of the Alliance position and seeking the State's support to progress the Alliance's nomination to the next stage. 2. EO to request a meeting with the Premier (with a delegation from RCAWA) to discuss the City Deal proposal.	C	2
01/08/18	8. LG Professionals- discount for RCAWA Members.	Alliance to decide on acceptance of LG offer by 15/8/18. EO to further this arrangement with the CEO of LG Professionals.	C	3
01/08/18	9. Modernising the WA Planning System	EO to submit a joint response to the Planning Submission Green Paper after circulation to Alliance members out-of-session.	C	2
01/08/18	10. Alternative Energy Strategy	1. EO to progress discussions with stakeholders with the aim of: a) developing a MOU between the parties pertaining to alternative energy b) developing a RCAWA policy position/statement regarding renewable energy	I	2

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01/08/18	12.1 Other Business	<ol style="list-style-type: none"> <li>1. RCAWA write to the Minister for Fire and Emergency Services, Fran Logan, indication RCAWA's strong preference for the proposed new Rural Fire division to be located in a RCAWA location.</li> <li>2. Seek a meeting with the Minister to discuss this matter.</li> </ol>	C	2
01/08/18	12.2 Workers compensation collaborative Insurance opportunities	RCAWA to forward their 10-year premium payments and claims history data to the EO and/or Secretariat as a pre-cursor to a report to the October RCAWA meeting on this matter.	C	2
14/6/18	6. EO Bi Monthly Report	EO to seek a meeting with the Minister for Regional Development to discuss: <ol style="list-style-type: none"> <li>a) Regional Centres Development Plan</li> <li>b) Innovation fund</li> <li>c) Investment Framework</li> </ol>	C	2
14/6/18	9. Senate Economics References Committee – invitation to submit to an inquiry into indicators of, and impact of, regional inequality in Australia	EO, (on behalf of the Alliance) to follow up with the Senate Economics Reference Committee for an opportunity to attend a hearing	I	1
12/04/18	7. Local GVT Act Review – Update	EO to continue to advocate on behalf of the Alliance regarding the Local Government Act review noting that the four key principles as previously agreed by the group be strongly reiterated: <ol style="list-style-type: none"> <li>1. IPR forms the framework</li> <li>2. Consistent and easy to read</li> <li>3. “general Competence” principle based</li> <li>4. Local Gov requirements are comparable to State Gov requirements.</li> </ol>	OG	2
12/4/18	9. Regional Investment Framework	<ol style="list-style-type: none"> <li>1. Letter for submission to the Premier of WA with a copy to the Treasurer and Ministers of Planning, Local Gov and Regional Development</li> <li>2. EO to pursue follow up meetings to progress advocacy on this matter</li> <li>3. Copy of letter to be sent to the opposition party spokesperson on Regional Development</li> </ol>	C	2
12/04/18	10. Review of the Heritage of WA Act 1990	<ol style="list-style-type: none"> <li>1. EO continue to liaise with the Assistant Director General, Heritage Services on the framing of the new regulations under the Act.</li> </ol>	C	3

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		2. EO to provide a brief submission from the Alliance to the Heritage Services division, reflecting the concerns of the alliance, to influence the framing of regulations under the Act.		
12/04/18	11. Review of Public Libraries System	1. four remaining councils send in responses. 2. EO to modify the submissions as necessary to reflect additional comments 3. EO to send submissions to the review team.	C	3
12/04/18	12 Senate Economics References Committee – invitation to submit to an inquiry into indicators of, and impact of, regional inequality in Australia	EO to work with member CEO's and RCA to develop and submit a response to the Senate Inquiry into the Indicators of, and impact of, regional inequality in Australia.	C	2
12/04/18	13. Service Priority Review – Update	A workshop to be run at the meeting in Kalgoorlie re: a) Best practice eggs of gov service delivery b) Specific initiatives that should/could be implemented in RCAWA locations re State Gov services	C	3
12/04/18	16. Other Business - Alternative Energy Strategy	Information on current status of renewable energy initiative within the various RCAWA member localities be periodically updated/reviewed with the aim of updating and sharing on best-practice examples. EO to invite Energy Proponents working on the Albany project to present to the RCAWA members at the Kalgoorlie meeting.	I	2
12/4/18	16 Other Business	EO to devise a process whereby RCAWA members can “pitch” to other members re why they should be selected as the first WA location for a City Deal with the aim of RCAWA nomination which location it supports and advocating on that basis.	C	3
08/02/18	10. Review of the Heritage of WA Act 1990	EO continue to liaise with the Assistant Director General, Heritage Services to identify opportunities to reflect Alliance member concerns in the drafting of regulations and procedures. EO to prepare a paper for RCAWA on the Heritage Act Review.	C	3
08/02/18	11. Review of Public Libraries System	Alliance to consider the submission of a joint response to the survey on the Public Library Strategy	C	3



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08/2/18	13. Service Priority Review – Update	EO to continue to liaise with the review custodians to look for opportunities for the Alliance to influence implementation.	C	2
08/02/18	14. Regional Investment Framework	Covering letter (to be signed by the Chair) is sent to Premier of WA with a copy to the Treasurer and Ministers of Planning and Regional Development briefly explaining the framework and linkages to the 2017 State Budget.	C	2
08/02/18	15	EO to write to relevant State Ministers seeking their support for WA regional cities to be engaged/involved in the Federal Gov City Deal Programme	C	3
06/12/17	7 Local GVT Act Review – Update	1. EO provides information to the Department of Local Gov, Sports and Cultural Industries and continues to liaise and advocate with relevant gov and industry bodies throughout the legislative drafting process.	OG	3
		2. EO to undertake a “cross checking” exercise to ensure that the RCAWA’s submission to WALGA/DLGC appropriately addresses all issues that are canvassed in the recently release DLGC discussion paper.	C	2
06/12/17	Review of the Heritage of WA Act 1990	EO to prepare a paper for RCAWA on the Heritage Act Review.	C	3
06/12/17	7. EO Quarterly report (Sept-Nov 2017)	1. 1.RCAWA to send letter to Duncan Ord thanking him for attending meeting	C	3
		2. EO to prepare a paper on options for benchmarking/best practice review amongst the RCAWA members.	C	3
06/12/17	9. Regional Investment Framework	RCAWA members to provide feedback to EO on Regional Investment Framework asap EO to provide final report to Feb meeting.	C	2
06/12/17	10. Service Priority Review – Update	EO to continue to liaise with Service Priority review Officials and panel to influence the implementation of the government’s final report, ensuring opportunities for the Alliance are considered.	C	2
01/8/17	6. EO Bi-Monthly Update	1. Write to Minister MacTiernan regarding engagement with WARCA and Innovation Hubs 2. Prepare a template questionnaire regarding what each WARCA member is doing in way of Innovation Hubs	C	3
15/6/17	8. WARCA Rules of Association.	WARCA to apply to the Dept for Commerce to become an incorporated association.	C	3

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15/6/17	10. WARCA Website and Communications Strategy	NAJA to create a high-level Communications Plan as part of the EO role	C	3
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## **14 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at 1.25pm.