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MINUTES

NWDA Meeting 8

08 March 2024

MS Teams

Meeting started – 10:05am Meeting finished – 10:40am

Attachments:

- Revised Terms of Reference (Rev 6)
- Minutes – North West Defence Alliance Meeting 7
- Agenda – North West Defence Alliance Meeting 8

1. Opening

Chair Peter Long welcomed members to the meeting, thanked them for their attendance and outlined the agenda for the day.

He noted that this was an important meeting because of the fundamental changes to the North West Defence Alliance (NWDA) Terms of Reference and Objectives that were to be considered. These changes involved a major restructure of the organisation itself, its objectives and membership. The intent is to change our membership from local governments alone to include the State Government, private industry, educational institutions, private & government not-for-profits plus the local resource industry. Our primary objective moves from advocating the necessity for more Defence infrastructure and manning in our region, to supporting local businesses to obtain Defence-related work.

Peter also noted the recent decision of the Shire of East Pilbara to remove itself from the NWDA. He said this was unfortunate because the power of our organisation derives from its coverage of all northern LGs.

The reasons for both Ashburton and East Pilbara's resignation was their belief they could get greater advantage from their \$5000 investment by individually advocating to Defence.

2. Record of Attendance and Col

Peter Long – Chair, NWDA

Geoff Haerewa – Deputy Chair NWDA, Deputy President, SDWK

Peter McCumstie - Shire President, SDWK

Matt Niikkula – Shire President, Shire of Exmouth

Benjamin Lewis – CEO, Shire of Exmouth

Vernon Lawrence – CEO, SWEK

Chris Mitchell – Deputy Shire President, Shire of Broome

Jeremy Hall – CEO, Shire of Broome

Virginia Miltrup – CEO, City of Karratha

Peter Carter – Mayor, Town of Port Hedland

Elsia Archer – RDA Kimberley

Apologies

Michael Hadlow - Director and Principal Consultant, AMCER Consulting Pty Ltd

Janine Hatch – RDA Kimberley

Tony Simpson – RDA Pilbara

Daniel Scott – Mayor, City of Karratha

Conflicts of Interest

None advised by those present.

Quorum

Six of the seven member Shires are present, so a quorum (currently 4 councils) is met.

3. Review of the proposed Terms of Reference

Chair Peter Long went through each of the ToR sections and asked for comments.

The only comment was that the sentence under **Finances** reading: “The NWDA will take **no** membership fees from its member local governments” be changed to read “The NWDA **will** take membership fees from its member local governments”.

It was considered essential that local governments continue to support the NWDA financially for the time being.

The Terms of Reference will be dated 08 March 2024 and the Ashburton and East Pilbara local governments will be removed from the membership list.

With regards the AGM date (first bullet point under the heading **Steering Committee Meetings**) it was considered that the next Annual General Meeting would occur at the WALGA Local Government Convention in Perth, which generally occurs in September.

The Chair noted that we are required to have an AGM by November 2024, so this arrangement appears to meet that requirement, but the November date will be recorded in the ToR as: "The Steering Committee must conduct an AGM by November 2024 and thereafter annually".

4. Financial Report

Chair Peter Long noted that the Proposed 2024 Budget presented at Meeting 7 was still relevant but did not cover all the new activities proposed in the revised ToR. This budget will need to be modified as the NWDA 2024 income becomes clear and the activities that can be accommodated are determined and costed.

Following the advice in Meeting 7, Peter noted that the SDWK invoice for the Avalon Defence advocacy trip in March 2023 has been paid, leaving only \$292 in the account.

He also indicated that we have since received two more invoices: \$7,036 for the SDWK Sydney trip expenses and an invoice from AMCER Consulting for \$4730. The NWDA therefore currently owes its creditors some \$12k (we have on-going Zero expenses).

The 2024 membership dues will bring \$35,000 into the account, which will enable payment of these invoices and leave a balance of around \$20,000. This will enable us to continue the AMCER work, including negotiations with Defence West.

We are also hopeful of getting continuing support from the RDAs.

Matthew Niikkula made a brief report on Exmouth's recent meeting with WA Defence Industry Minister Paul Papalia, which indicated the Minister's positivity about the NWDA being effectively the northern branch of Defence West.

We hope this translates into financial support as it is impossible to proceed with the current proposed activities without a suitable budget.

5. Executive Positions for 2024

In accordance with our revised Terms of Reference, there are now three positions to be voted on by the members. The results were as follows:

Chair: Matthew Niikkula – Nominated by Geoff Haerewa; Seconded by Peter Long

Elected unopposed.

Deputy Chair: Geoff Haerewa – Nominated by Peter Long; Seconded by Matt Niikkula

Elected unopposed.

Secretary: Virginia Miltrup - Nominated by Peter Carter; Seconded by Matt Niikkula

Elected unopposed.

6. Other Business

What we will Offer

Broadening the membership of NWDA to the business community means the Alliance needs to offer services that are seen as real value. It is intended these would include:

- A local defence industry capability directory
- Visibility of local businesses to prime defence contractors
- Assistance in upgrading local business capabilities to service Defence
- Defence activity update briefings
- Defence tendering training courses
- Ongoing submissions to Defence

For businesses in Shires that are NWDA members, these services would be either free or heavily subsidised.

Membership Options

The Executive has considered options for the various private membership fees – it is believed companies in member local governments should receive reduced membership fees, but fees should also reflect the size and capability of the member companies' ability to pay.

Possible annual membership fees are:

- Major Pilbara Resource Companies (BHP, Rio Tinto, Woodside etc) - \$20,000
- Prime Defence Contractors (BAE, Thales, Boeing, Raytheon etc) - \$10,000
- Large principal contractors (Bechtel, Monadelphous, Perdaman etc) - \$5000
- Large (>200 staff) Local Companies (Yara, United, GHD etc) - \$2000
- Medium-sized (20 – 200 staff) Local Companies (KBSS, KAW Engineering, Camco etc.) - \$1000
- Small (1 – 20 staff) Local Companies - \$200

Non-member Local Governments

For companies in the Shires who have resigned from NWDA, we could still offer membership at say \$2500, which would provide:

- Representation in the NWDA defence industry capability directory
- Notification of any defence related projects or activities that present a business opportunity

- Inclusion in defence activity update briefings organised by the NWDA
- Access to NWDA 'defence ready' material to assist with RFQ/RFP preparation
- Consultation in any NWDA submission to Defence on local industry involvement in projects

Handover to new Secretariat

There needs to be a handover from Chair Peter Long to new Chair Matthew Niikkula and to Secretary Virginia Miltrup.

There are substantial files from the past 5 years that need to be put into better order so a successful handover can occur.

Peter said that he will complete this work over the coming weeks, then transfer them to the secretariat at a mutually convenient time.

Action: Peter to complete the Meeting 8 minutes, organise the files and documentation to enable convenient handover and complete the next Financial Report (after the 2024 membership dues are received). Peter to contact Virginia and Matthew to organise a handover meeting.

Peter noted he will still be available to complete certain tasks for the NWDA that may be necessary, such as advocacy to local resource and contracting companies.

7. Close

There being no other business, Chair Peter Long closed the meeting at 1040 am