



Executive Meeting

Wednesday 27 March 2019

Council Chambers, Shire of Kellerberrin

commencing at 9.57am

MINUTES

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WEROC

Wheatbelt East Regional Organisation of Councils

Shires of Bruce Rock, Kellerberrin, Merredin, Westonia, Yilgarn

An in-person Executive Meeting commencing at 9.57am

MINUTES

1. OPENING AND ANNOUNCEMENTS

Opening the meeting at 9.57am, Peter Clarke, WEROC's CEO, welcomed all in attendance.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Mr Peter Clarke, CEO Shire of Yilgarn and CEO WE-ROC (Chair)
Mr Darren Mollenoyux, CEO Shire of Bruce Rock
Mr Raymond Griffiths, CEO Shire of Kellerberrin
Mr Greg Powell, CEO Shire of Merredin
Mr Jamie Criddle, CEO Shire of Westonia

Ms Helen Westcott, Joint Executive Officer
Mr Bruce Wittber, Joint Executive Officer

2.2 Apologies

Nil

2.3 Guests

Mr Matt Shepherd, Regional Manager Easigroup (joined the meeting at 11.37am)
Ms Jen Bow, Manager Finance Shire of Bruce Rock
Mr Mick Jones, Manager Works & Services Shire of Kellerberrin (joined the meeting at 11.37am and left the meeting at 12.18pm)
Mr Brett Taylor, Senior Finance Officer Shire of Kellerberrin (joined the meeting at 11.37am and left the meeting at 12.18pm)
Ms Miranda Wallace, Media and Communications Officer Shire of Merredin
Ms Jasmine Geier, Executive Support Officer Shire of Westonia

3. PRESENTATIONS/MEETINGS

3.1 Meeting with Mr Matt Shepherd, National Business Development Manager Easigroup (Attachment)

At the WEROC Executive Meeting held Wednesday 28 November 2018 it was agreed that an invitation should be extended to Mr Matt Shepherd from the fleet management company Easigroup.

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An invitation was extended with the March meeting of the WEROC Executive the first available opportunity for the group to meet with Mr Shepherd.

A copy of the PowerPoint used during the presentation forms an attachment to the minutes of the meeting.

4. MINUTES OF MEETINGS

4.1 Minutes from the Executive Meeting held Wednesday 13 February 2019 (Attachment)

Minutes of the Executive Meeting held Wednesday 13 February 2019 have previously been circulated to Member Councils.

RECOMMENDATION:

That the Minutes of the Executive Meeting held Wednesday 13 February 2019 be confirmed as a true and correct record.

RESOLUTION: **Moved: Darren Mollenoyux** **Seconded: Greg Powell**

That the Minutes of the Executive Meeting held Wednesday 13 February 2019 be confirmed as a true and correct record.

CARRIED

4.2 Business Arising – Status Report for March 2019 (Attachment)

Executive Meeting Wednesday 25 July 2018

5.9 Future WEROC Projects

RESOLUTION: **Moved: Darren Mollenoyux** **Seconded: Greg Powell**

That:

1. *WE-ROC writes to the Department of Local Government and WALGA requesting that they jointly conduct a survey to determine the areas of concern for the sector with respect to local government compliance and auditing requirements, including the proposed changes to the Australian Accounting Standards and the impact of the role of the Auditor General in undertaking local government audits and performance management requirements; and*
2. *Following the conduct of the survey, WE-ROC requests the Department, WALGA and Local Government Professionals develop the appropriate Policy templates to assist local governments in addressing any new requirements imposed by the Auditor General.*

CARRIED

Since providing a report to the WEROC Council on 27 February 2019 there has been no further advice from either WALGA or the Department of Local Government, Sport and Cultural Industries (the Department).

The Executive Officer will follow up with both WALGA and the Department ahead of the next WEROC Council Meeting.

Executive Meeting Wednesday 28 November 2018

5.3 Australian Local Government Association Election Initiative Summary (Attachment)

RESOLUTION: **Moved: Greg Powell** **Seconded: Jamie Criddle**

That the Executive Officer write to all Federal Members of Parliament and the major political parties seeking their support for initiatives outlined in the ALGA Federal Election Initiatives titled "All Politics is Local – 12 ways to deliver for Australian communities". Specifically, WEROC should seek support for the following issues:

- *The Secondary Freight Network Project;*

- *Work on the National Highway, emphasis on the need for further work on the Great Eastern Highway;*
- *Roads to Recovery funding;*
- *Increased FAGs funding;*
- *Funding for health-related issues, including GPs, nurses, nurse practitioners and aged care packages;*
- *Blackspot funding;*
- *Funding for the replacement of aging infrastructure;*
- *Emergency Management – specifically for changing to the rules so that in rearing damaged roads etc LG can rebuild a road, bridge or whatever to withstand the next event rather than just replacement which will lead to another failure the next time an event occurs;*
- *LG/WEROC Support for ALGA’s climate change policy;*
- *Alternate power generation eg localised power generation through solar panel “farms” or wind farms; and*
- *Any issues related to life within rural and remote WA.*

CARRIED

Correspondence from the Premier, Hon Mark McGowan, has been received. A copy of the Premier’s letter forms an attachment to the meeting agenda.

The Executive Officer advised the meeting that she had also recently received correspondence from Senator Hon Bridget McKenzie in her capacity as Minister for Local Government and Denaturalisation. Her letter was prepared in response to a request from Senator Matthias Corman whom WEROC had written to on this matter.

Whilst circulated ahead of the meeting, a copy of the correspondence also forms an attachment to the minutes of the meeting.

5.6 The Country Ambulance Strategy

RESOLUTION: Moved: Darren Mollenoyux Seconded: Jamie Criddle

That WE-ROC’s submission on the draft Country Ambulance Strategy be submitted, subject to any amendment, on or before Monday 10 December 2018.

CARRIED

WEROC’s submission was submitted by the due date, with copies distributed to Member Councils.

The Executive Officer recently received advice from the Country Ambulance Strategy Project Team that WEROC’s submission will soon become publicly available on the WA Country Health Service Country Ambulance Strategy webpage located [here](#) (Permission to publish was provided during the submission process).

Work is well underway to finalise the Strategy, with further updates to be provided on the Strategy’s webpage as this progresses.

Executive Meeting Wednesday 13 February 2019

5.2 2018 Regional Telecommunications Review

RESOLUTION: Moved: Greg Powell Seconded: Jamie Criddle

That the Executive Officer write to all Western Australian Federal Members of Parliament and the major political parties seeking their support and implementation of the recommendations contained in the 2018 Report of the Regional Telecommunications Independent Review Committee.

CARRIED

By the time the WEROC Executive meets on 27 March 2109 the Executive Officer will have prepared all correspondence relating to 2018 Regional Telecommunications Review.

5.4 Access to Instructors for Training and Assessment for HR and HC Licences

RESOLUTION: *Moved: Jamie Criddle* *Seconded: Darren Mollenoyux*

That the information provided by Heavy Vehicle Training with respect to provide training courses and licencing testing across the communities in WEROC be referred to each Member Council's Community Resource Centre for the information and possible action.

CARRIED

At the time of preparing the meeting agenda the Executive Officer had received contact details from all but the Shire of Kellerberrin, noting that for the Shire of Yilgarn contact does not need to be made as it already has an arrangement in place with Heavy Vehicle Training.

By the time the WEROC Executive meets on Wednesday 27 March 2019 the Executive Officer will have made contact with the CRCs in the Shires of Bruce Rock, Merredin and Westonia.

5.5 Permits Allowing Movement of Towed Agricultural Implements on Public Roads

RESOLUTION: *Moved: Greg Powell* *Seconded: Darren Mollenoyux*

That WEROC write to the Local Government Agricultural Freight Group to seek an update the matter of permits allowing movement of towed agricultural implements on public roads.

CARRIED

The Executive Officer has emailed the Local Government Agricultural Freight Group (LGAFG), with a response received from the LGAFGs Executive Officer on Wednesday 6 March 2019. The LGAFG is unable to provide any further information on the matter. The LGAFG's Executive Officer also advised that WALGA had no new information either. WEROC will be advised as soon as any new information comes to hand on the matter.

6.1 Wheatbelt Region Parks and Reserves Draft Management Plan 2019

It was agreed that WEROC would look to prepare a submission on the Wheatbelt Region Parks and Reserves Draft Management Plan 2019.

Work on WEROC's submission has yet to commence.

Meeting Comment:

Jamie Criddle advised that the Shire of Westonia has reviewed the Draft Management Plan and found several matters of concern, particularly in relation to the details of reserves listed in Appendix 4 that may be impacted by the proposals.

There was general consensus that WEROC should make a submission and to assist the process the Shire of Westonia will provide a copy of its submission to the Executive Officer.

It was suggested that the WEROC submission should reinforce the fact that before any reserves are added to the conservation reserve system there needs to be consultation with the affected local governments to ensure consistency of approach between local governments.

RESOLUTION: *Moved: Jamie Criddle* *Seconded: Greg Powell*

That WEROC make a submission in respect to the Wheatbelt Region Parks and Reserves Draft Management Plan 2019.

CARRIED

Wheatbelt Communities Inc Meeting Wednesday 27 February 2019

7.4 Demos from the Wheatbelt

RESOLUTION: Moved: Jamie Criddle Seconded: Greg Powell

That Wheatbelt Communities Inc make a donation of \$1,000 to West Australian Music (WAM) in support for one of its projects, Demos from the Wheatbelt, subject to WAM providing advice on:

- a) The level of funds being sought from participating Councils across the Wheatbelt; and*
- b) What happens to a donation should the project not proceed due to lack of sufficient funding.*

CARRIED

The Executive Officer has yet to contact WAM.

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6.3 Ongoing Development of the WEROC App and Website (Attachments)

RESOLUTION: Moved: Mr Clarke Seconded: Mr Mollenoyux

That WEROC:

- 1. Subject to successful grant funding applications to assist it in resourcing the WEROC App Marketing Project, WEROC look to fund the project in the 2019/2020 financial year and beyond; and*
- 2. Go2GUIDES be advised of WEROC's decision.*

CARRIED

The Executive Officer has advised go2Guides of WEROC's decision and is working with them to identify funding opportunities.

6.5 Partnering Agreement for the Provision of Mutual Aid for Recovery during Emergencies (Attachment)

RESOLUTION: Moved: Mr Clarke Seconded: Cr Rajagopalan

That, subject to any amendment, the Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery be adopted for a period of three years from the date of signing.

CARRIED

The finalised document will be tabled for noting at the WEROC Council Meeting scheduled for Wednesday 1 May 2019.

6.6 Wheatbelt to Goldfields Sports Trail Proposal from Naja Business Consulting Services (Attachments)

RESOLUTION: Moved: Cr Forsyth Seconded: Mr Criddle

That Naja Business Consulting Services be:

- 1. Thanked for preparing a costing to develop a business case for the development of a Wheatbelt to Goldfields Sports Trail; and*
- 2. Advised that at this point WEROC does not wish to pursue the project.*

CARRIED

Naja Business Consulting Services have been advised of WEROC's decision.

RECOMMENDATION:

That the Status Report for March 2019 be received.

RESOLUTION: Moved: Darren Mollenoyux Seconded: Jamie Criddle

That the Status Report for March 2019 be received.

CARRIED

4.3 Matters for Noting (Attachments)

The following matters are presented for noting:

- The last of the AGO/Wheatbelt co-operative marketing campaigns for the 2018/2019 financial year appeared the Wheatbelt Feature of the West Australian on Saturday 16 March 2019. A copy of the article forms an attachment to the meeting agenda.
- The Executive Officer advised the meeting that a facilitated workshop to seek feedback from the medical students who participated in the most recent Wheatbelt Medical Students Immersion Project on Monday 25 March and that she had been invited to participate as one of the facilitators.
A further meeting of the planning group was scheduled for Thursday 4 April at which there would be a debriefing on how the visits went across each of the various communities participating in the project. Any feedback from the Executive Group would be taken to the meeting on 4 April.

RECOMMENDATION:

That the matters listed for noting be received.

Noted.

5. MATTERS FOR DECISION

5.1 Review of the Local Government Act 1995

File Reference:	031-4 Intergovernment Relations
Author:	Helen Westcott, Executive Officer
Portfolio:	CEO/Governances (Governance Shire of Yilgarn) Advocacy (Shared Portfolio)
Disclosure of Interest:	No interest to disclose
Date:	19 March 2019
Attachments:	Final Draft of WEROC's Submission into the review of the <i>Local Government Act 1995</i>

RECOMMENDATION:

That the WEROC's submission to the Local Government Act Review, as finalised by the WEROC Executive, be lodged prior to close of the public consultation period on 31 March 2019.

Executive Officer's Report:

The matter of WE-ROC preparing a submission on the review of the *Local Government Act 1995* (the Act) was considered by the WEROC Executive at a meeting held 26 September 2018, with the Executive resolving as follows:

RESOLUTION: Moved: Greg Powell Secoded: Raymond Griffith

That the Executive Officer prepare a template submission for discussion by the WE-ROC Executive at the meeting scheduled to be held Wednesday 28 November 2018.

CARRIED

Work around preparing a submission has been ongoing since that time with WEROC Council resolving as shown below on Wednesday 27 February 2019:

RESOLUTION: Moved: Mr Mollenoyux Secoded: Cr Forsyth

That:

- 1. The WEROC Executive be granted delegated authority to finalise WEROC's submission into the review of the Local Government Act 1995;*
- 2. The Executive Officer finalise and distribute the draft submission for comment by the WEROC Executive by close of business Friday 8 March 2019;*
- 3. The Executive Officer receive comments on the draft submission from the WEROC Executive by close of business Friday 15 March 2019;*
- 4. WEROC's submission be finalised and provided to WEROC Executive for "sign-off" at the WEROC Executive Meeting on Wednesday 27 March 2019; and*
- 5. WEROC's submission be lodged prior to close of the public consultation period on 31 March 2019.*

CARRIED

WEROC's submission has now been completed with input provided by all Member Councils. The Executive must review the final draft prepared prior to its lodgement on or before 31 March 2019.

Outlined below is a collation of the responses to the individual survey questions that have been received from the Shires of Bruce Rock (B), Kellerberrin (K), Merredin (M), Westonia (W) and Yilgarn (Y).

Each survey question that has had a response from the five Councils has been identified with a B, K, M, W and Y. As a result of the collation it will be noted there are a number of questions on which there is consensus from the four Councils

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and equally it is shown where there is a difference of opinion in a large number of questions. Whilst it is recognised that “Supportive” and “Very Supportive” and “Unsupportive” and “Very Unsupportive” are simply a matter of the level of opinion there are also a number of questions where the variation is between Support and Unsupported.

The answer to descriptive questions has been highlighted in yellow with the identifier of B, K, M, W and Y to show which Council has supported the position.

For ease of review the question numbers have “run on” starting with “1”.

It will be necessary for the WEROC Executive to review the questions where there is a significant difference of opinion and determine the WEROC position. Those questions have been highlighted in red. This can be done in a variety of ways as explained below:

1. Go through each of the red highlighted questions and seek a majority decision
2. List the different opinions naming the Council in the submission with an introductory comment – There was no consensus on this question so the position/comment/view of each member Council is shown below; or
3. Say because there was a divergence of opinion on the question/topic no response is provided by WEROC.

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

RESOLUTION: Moved: Greg Powell Seconded: Darren Mollenoyux

That the WEROC’s submission to the Local Government Act Review, be lodged prior to close of the public consultation period on 31 March 2019, subject to the submission being amended to show that in the response to the survey questions, on which there is no general consensus between WEROC Member Councils, no response is to be provided and advise that these matters will be covered by individual Member Councils own submission.

CARRIED

5.2 Future WEROC Projects – Asset Management Project

File Reference:	013-2 Strategic and Future Planning 135-5 Economic Sustainability
Author:	Helen Westcott, Executive Officer
Portfolio:	Shared Function (Economic Development)
Disclosure of Interest:	No interest to disclose
Date:	19 March 2019
Attachments:	Nil

RECOMMENDATION:

That the Executive Officer's Report be noted.

Executive Officer's Report:

Representatives from Accingo, an asset management consultancy, first met with WEROC early in March 2018 to discuss its asset management concept and the potential value it may offer Member Councils.

Since that time Accingo developed a project brief and costing for WEROC's consideration, with approval for the project's "go ahead" being given at the WEROC Council Meeting held Wednesday 27 June 2018. At this time, WEROC Council resolved as follows:

RESOLUTION: *Moved: Mr Clarke* *Seconded: Cr Forsyth*

That WE-ROC request Accingo to undertake an asset audit for each of WE-ROC's Member Councils, as outlined in Accingo's Phase 1 Costing provided to WE-ROC and considered at the WE-ROC Council Meeting held 2 May 2018, at a total cost of \$17,500 excl GST.

CARRIED

Footnote: Details of what is provided in the asset audit is explained in the costing provided by Accingo. This information is provided below so that Member Councils have an understanding of what the audit entails. To quote from Accingo's costing:

"Phase 1 (b)

Asset audit

This entails a full review of all assets of Plant & Machinery and any assets associated with maintaining plant and equipment such as workshops, tooling etc.

The purpose of this review is to provide the following information;

- *Identification of asset including current location*
- *Reconciliation to Asset register*
- *Full report of condition, hours etc which also assists in the valuation of plant*
- *Understand & report on utilisation, availability, requirements etc*

This data serves several purposes being;

- *Market valuation of current plant & equipment*
- *Ability to forecast potential net cash inflows & savings under Phase 2*
- *Data in which to base decisions on Sale, replacement and ultimately pooling of asset base amongst the WE-ROC shires*
- *Potentially replaces need for asset audit for compliance (to be understood whether this can be achieved)*

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Review will be performed by Neil Marsh & Accingo asset consultant which can be partly performed on weekends where a more efficient asset audit process can take place. Accingo will require full asset register and current location (if off site). Some time with CEO's & works managers will also be required both prior & during visit however this time will be kept to a minimum as not to disrupt existing operations.

An initial scoping meeting with CEO / works managers to understand what is to be included / excluded from review should take place prior to audit.

Time assigned to this review is;

2 contractors

14 days in total at \$125 per hour for 10 hours per day = \$17,500"

Following further discussions with Accingo, the WEROC Executive resolved as follows when it met on Wednesday 25 July 2018:

RESOLUTION: *Moved: Greg Powell* *Seconded: Jamie Criddle*

That:

1. WE-ROC advise Accingo of its agreement to enter into a Contract for the purposes of undertaking an Asset Audit only for each of WE-ROC's Member Councils as outlined in Accingo's Phase 1 Quotation at a total cost of \$17,500 excl GST; and
2. With respect to accommodation and travelling costs for the conduct of the Asset Audit, Member Councils provide these expenses at their own cost.

CARRIED

Following further discussion of the project WEROC Council resolved as shown below on Wednesday 22 August 2018:

RESOLUTION: *Moved: Mr Criddle* *Seconded: Cr Forsyth*

That the Executive Officer liaise with Accingo and Member Councils to develop a schedule for works associated with the conduct of an asset audit that meets needs of both Member Councils and Accingo and allows for Accingo to have its asset audit report available for the WE-ROC Executive Meeting scheduled for Wednesday 6 February 2019.

CARRIED

Following still further discussions with Accingo, WEROC Council resolved as follows on Wednesday 24 October 2018:

RESOLUTION: *Moved: Mr Clarke* *Seconded: Mr Griffiths*

That:

1. WE-ROC accepts the change/alteration of the scope of works to include the cut-off figure of \$2,000 for the value of assets being considered in the review being undertaken by Accingo;
2. As a condition of contract Accingo be requested to demonstrate that it carries Workers Compensation Insurance, Public Liability Insurance (\$10M) and Professional Indemnity Insurance (\$1M); and
3. The Executive Officer advise Accingo of WE-ROC's decision and arrange a new exchange of letters.

CARRIED

As Member Councils are aware, Accingo has accepted the offer made by WEROC to undertake an asset audit for its Member Councils, with work commencing mid-February.

Blake Read of Accingo provided a report to the WEROC Council Meeting held Wednesday 27 February 2019. A further update has been requested. It is likely this will come after the agenda has been finalised and distributed as representatives from Accingo will be visiting the Shire of Kellerberrin on Wednesday 20 March 2019.

Member Councils may also wish to provide comment on how their visits/inspections have gone to date.

Meeting Comment:

The Executive Officer advised that she had received the following comments by email on Monday 25 March 2019:

Completed asset review of Kellerberrin:

Assets have been 100% input into our system, additional reporting on hours and depreciation have been gathered during our visit. These were initially difficult to get due to Shire losing a key member of staff

Learnings - Reporting and information tracking is not uniform between Shires (opportunity to review & implement standardised reporting & practices)

Some desktop reviews can be done for assets that are working remotely prior to visit which will assist Accingo and works manager schedule the work more efficiently

The team at Kellerberrin were extremely helpful and we continue to increase our knowledge of the asset system and approach as we proceed

Shires of Merredin and Bruce Rock will have emails this week confirming date of visit, likely to be Monday/Tuesday of next week.

The WEROC CEOs asked for a copy of the email to be sent to them.

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

Noted

5.3 The Future Governance for WEROC and Wheatbelt Communities Inc (Attachments)

File Reference:	013-2 Strategic and Future Planning 031-1 WEROC Memorandum of Understanding 135-5 Economic Sustainability
Author:	Helen Westcott, Executive Officer
Portfolio:	Shared Function
Disclosure of Interest:	No interest to disclose
Date:	19 March 2019
Attachments:	Current WEROC Memorandum of Understanding Wheatbelt Communities Inc Constitution

The matter is presented for discussion and decision.

Executive Officer's Report:

At the time of adopting the 2018/2019 WEROC and Wheatbelt Communities Inc (WCI) Budgets there was agreement that prior to discussions for the 2019/2020 budgets for both organisations that the governance structure around both organisations should be reviewed.

Whilst an in-depth discussion was not undertaken at the WEROC Council Meeting held in Southern Cross on Wednesday 27 February 2019 though there was agreement that there should only be one organisation as is shown below:

RESOLUTION: *Moved: Mr Clarke* *Seconded: Cr Hooper*

That:

- 1. WEROC's Member Councils look to work cooperatively through a single entity rather than the two currently established entities, WEROC and Wheatbelt Communities Inc;*
- 2. In accordance with Clause 8.1 of its Memorandum of Understanding, WEROC cease to exist on 30 June 2019, that being the day upon which the current WEROC Memorandum of Understanding terminates.*
- 3. That Wheatbelt Communities Inc become the entity through which the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn continue to work cooperatively;*
- 4. That the Wheatbelt Communities Inc Constitution be reviewed to recognise that it is the sole vehicle for the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn cooperatively working;*
- 5. That as part of reviewing the Wheatbelt Communities Inc Constitution that the organisation be renamed WEROC; and*
- 6. That in preparing the 2019/2020 Wheatbelt Communities Budget recognition is given to the fact that it is the major vehicle for regional cooperation between the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn.*

CARRIED

The WEROC Executive must now give consideration as to whether the constitution for Wheatbelt Communities Inc (WCI) is fit for purpose or whether changes are required so that anything within the current WEROC Memorandum of Understanding but not within the WCI constitution should be included in what will become the WEROC Constitution. There may be additional activities that Member Councils wish to be included within the new body's remit.

Part 5 of the above resolution will require an amendment to the WCI even if no other changes are made.

The Executive Officer believes that as a matter of good governance the WCI constitution should be rewritten, even though the current WCI Constitution is compliant with the *Associations Incorporation Act 2015*. Furthermore, the Executive Officer also believes the review/rewrite should commence without delay in order that the "new" organisation can be

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operational from 1 July 2019 otherwise until a new constitution is developed and adopted WEROC and WCI will have to continue to operate, as two separate entities.

There are funds available in both the WCI or WEROC accounts to do it this should that be an agreed course of action. As a fall-back position an amount has been included in the 2019/2020 draft budget to complete the task of reviewing and lodging an amended/new constitution.

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

RESOLUTION: Moved: Jamie Criddle Seconded: Greg Powell

That the report be noted and CEOs be requested to review the WEROC 2018/2019 MOU and current Wheatbelt Communities Inc Constitution and provide comment back to the Executive Officer, by Friday 12 April 2019, on any issues that need to be considered/amended in developing the proposed WEROC Inc Constitution.

CARRIED

5.4 WEROC 2019/2020 Budget (Attachment)

File Reference:	042-2
Author:	Helen Westcott, Executive Officer
Disclosure of Interest:	No interest to disclose
Date:	19 March 2019
Attachments:	Draft WEROC Budget 2019/2020

RECOMMENDATION:

That the Executive recommend to the next meeting of both Wheatbelt Communities Inc and WEROC that the Draft Budget for the year ending 30 June 2020, as presented, with a general subscription for each Member Organisation set at \$12,000 (excluding GST) and in accordance with the Wheatbelt Communities Inc Constitution be referred to Member Organisations for comment, with all comments to be submitted to the Executive Officer no later than Friday 31 May 2019.

Executive Officer's Report:

At the WEROC Council Meeting held in Southern Cross on Wednesday 27 February 2019 it was resolved in part as follows:

“...

3. *That Wheatbelt Communities Inc become the entity through which the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn continue to work cooperatively;*
4. *That the Wheatbelt Communities Inc Constitution be reviewed to recognise that it is the sole vehicle for the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn cooperatively working; ...”*

As a consequence a draft budget has been developed in line with clause 18 of the Wheatbelt Communities Inc (WCI) Constitution.

Clause 18 requires that a draft budget is prepared at least two months before the end of the financial year and then forwarded to each Member Organisation for comment prior to adoption.

In drafting the budget, the WEROC 2018/2019 and WCI 2018/2019 budgets have been combined to provide a consolidated document from which a new WEROC 2019/2020 draft budget, as outlined below, has been developed. As the WCI is the continuing organisation with a name change to WEROC the ABN for WCI has been retained.

In reviewing the draft budget the WEROC and WCI income and expenditure for the 2018/2019 year has been shown as separate line items with the WCI line items highlighted in yellow.

In considering the draft budget, the following notes may assist Member Organisations:

Income

- A. Based on the estimates as at 30 June 2019 the balance in the WEROC account will be approximately \$160,000. It is therefore proposed that the total annual subscription be retained at \$12,000 per Member Organisation (including the previous contribution to the Consultancy and Project Reserve).
- B. In regard to the Consultancy and Project Reserve this amount has been incorporated into the General Subscription.
- C. Interest accrued on general operating WEROC funds. The amount of interest is slowly declining due to interest rates “falling”.

Expenditure

1. The allocations relate to the WEROC Executive Officer services. The allocations cover professional services including office expenses and travel and accommodation. With the winding up of WEROC on the 30 June 2019 it is proposed that the expenditure for Executive Services for the June 2019 will be paid during June to avoid having any outstanding creditors.
2. This allocation covers the cost of managing the financial management and the conduct of the annual audit. It should be noted that it will be necessary to carry out audits for both WEROC and WCI as at 30 June 2019. An allocation has been made for this expenditure.
3. This allocation is to enable the WEROC to undertake special projects or consultancies.
4. This allocation is to provide funding for the management of the WE-ROC App.
5. This is a new allocation as it will be necessary, as an incorporated body, to “take out” similar insurance to CEACA. No estimate of costs has been received.
6. This is a general allocation for legal expenses to simply cover any eventuality.
7. This is a specific allocation to cover the cost of developing a new WEROC Constitution using the WCI Constitution as a base. It provides for legal fees and costs associated with lodging the change of name and new Constitution with the Department of Mines, Industry Regulation and Safety. If the work is undertaken during the current financial year this allocation can be deleted when the WEROC is formally adopting the budget.

It is anticipated that the proposed budget will leave the newly formed WEROC with a balance at the 30 June 2020 of around \$90,000.

Voting Requirement: Simple majority

RESOLUTION: Moved: Greg Powell Seconded: Darren Mollenoyux

That the Executive recommend to the next meeting of both Wheatbelt Communities Inc and WEROC that the Draft Budget for the year ending 30 June 2020, as presented, with a general subscription for each Member Organisation set at \$12,000 (excluding GST) and in accordance with the Wheatbelt Communities Inc Constitution be referred to Member Organisations for comment, with all comments to be submitted to the Executive Officer no later than Friday 31 May 2019.

CARRIED

5.5 Group Valuation Services

File Reference:	042-2 Finance Audit and Compliance
Author:	Peter Clarke, CEO Shire of Yilgarn/Helen Westcott, Executive Officer
Portfolio:	CEO/Governance (Shire of Yilgarn)
Disclosure of Interest:	Nil
Date:	19 March 2019
Attachments:	Project Costing provided by Griffin Valuation Advisory

The matter is presented for consideration and decision.

Executive Officer's Report:

At the WEROC Executive Meeting held 13 February 2019 it was agreed that the Shire of Yilgarn would arrange a to obtain a costing for a group valuation to be undertaken, with the Executive Officer to circulate the costing once obtained.

A costing provided by Griffin Advisory (Griffin) has been circulated, with a copy also forming an attachment to the meeting agenda. The costing provided offers Member Councils the following discount:

- Acceptance of 2 asset classes, Griffin will offer a 5% discount on the professional fees
- Acceptance of 3 asset classes, Griffin will offer a 10% discount on the professional fees

Griffin has also advised that where it can complete 2 or more WEROC Member Council asset inspections in a single trip, it would pass on any cost savings on travelling expenses to the participating Councils.

Discussion is sought on whether further work should be undertaken to decide whether this is an activity that should be undertaken on a group basis which may help to reduce the costs associated with obtaining valuations such as those described above.

RESOLUTION: **Moved: Jamie Criddle** **Seconded: Raymond Griffiths**

That subject to obtaining a further quotation and Member Councils being satisfied as to the cost comparisons with previous valuations, the WEROC Executive supports WEROC Member Councils undertaking a group valuation of the 3 asset classes.

CARRIED

11.04am meeting adjourned for morning tea

11.14am meeting reconvened after morning tea

5.6 Risk and Compliance – a Joint Approach

File Reference: 042-2 Finance Audit and Compliance
Author: Peter Clarke, CEO Shire of Yilgarn/Helen Westcott, Executive Officer
Portfolio: CEO/Governance (Shire of Yilgarn)
Disclosure of Interest: Nil
Date: 19 March 2019
Attachments: Nil

The matter is presented for consideration and decision.

Executive Officer’s Report:

At the WEROC Council Meeting held Wednesday 22 August 2018 it was agreed that representatives from Moore Stephens and Civic Legal be invited to the October Meeting of WEROC Council to discuss the services the respective organisations provide to assist Councils meeting their governance and compliance obligations.

Moore Stephens presented to WEROC Council at its October meeting, with representatives from Civic Legal at the WEROC Council Meeting held in Southern Cross on Wednesday 27 February 2019.

Member Councils may wish to discuss ways in which a joint approach to compliance issues can be undertaken.

RESOLUTION: **Moved: Greg Powell** **Seconded: Jamie Criddle**

That the information be noted.

CARRIED

11.37am meeting moved to Item 3.1

Mr Matt Shepherd joined the meeting.

12.18pm meeting returned to Item 5.7

5.7 Raising Brand Awareness – Raising WEROC’s Public Profile

File Reference:	013-2 Strategic and Future Planning 135-5 Economic Sustainability
Author:	Greg Powell, CEO Shire of Merredin/Helen Westcott, Executive Officer
Portfolio:	Shared Function
Disclosure of Interest:	Nil
Date:	20 March 2019
Attachments:	Nil

The matter is presented for consideration and decision.

Executive Officer’s Report:

The Executive Officer was contacted by Miranda Wallace, the Shire of Merredin’s Media and Communications Officer to discuss the potential for WEROC to increase its social media presence. Miranda believes that in not having a social media presence (via Facebook, Twitter, Snapchat and Instagram) WEROC is not allowing its brand to become known and one of the reasons the WEROC app is underutilised.

Whilst in Merredin for the Wheatbelt Medical Students Immersion Program during the week commencing Monday 15 March 2019 the Executive Officer took the opportunity to meet with Miranda and Greg Powell and further consider the potential for WEROC to develop a social media presence.

From the Executive Officer’s perspective, the discussion on how WEROC becomes more widely known and recognised was timely given the review of the group’s governance arrangements and its decision to operate through a single entity via the *Associations Incorporations Act 2015*. Because of this the Executive Officer (with approval from Greg Powell as the Shire of Merredin’s CEO) has invited Miranda to meet and speak with the Executive on ways WEROC’s profile could be raised.

Miranda has provided the Executive Officer with some dots points which will form the basis for discussions at the March meeting of the WEROC Executive. These are provided below.

- Having a presence on social media will increase the use of the WEROC app and visits to the website leading to an increase in business sales for businesses on the app, attendance at current local events, etc. This is something that WEROC has not been able to achieve to date. There is a lot of data out there supporting why the use of social media is so important for branding.
- Currently the WEROC brand has minimal exposure with little advertising to attract new users for its app aside from the Central Wheatbelt Visitor Centre staff, other Visitor Centres and CRCs operating across WEROC. This is a problem because the purpose of the WEROC brand is for the collective promotion of its 5 Member Councils both locally and to tourists for business, accommodation, attractions, food, events, etc. If the brand is not engaging its target market via the platforms its market is using then how does it expect to become known and utilised? It also does not provide a means for WEROC to highlight its achievements. The outstanding success in re-establishing the Wheatbelt Medical Students Immersion Project is a case in point.
- Currently any WEROC activity of project is advertised via each Member Council’s individual efforts. For example, currently Merredin uses its ‘Share It – Blare It’ campaign to promote events from the other WEROC shires on Facebook. If WEROC had its own Facebook page and was doing this itself, then Merredin wouldn’t need to. It would just share WEROC’s posts. This would be the same for all the other members in WEROC.

WEROC Executive Meeting Wednesday 27 March 2019 - Minutes

- With increased social media presence WEROC could also be an advocate for various issues which impact upon the lives of those who live within WEROC, Wheatbelt tourism, shop local, 'Act, Belong, Commit', etc.
- A big problem for rural areas is keeping or attracting youth and families. These groups are heavily into social media but without a social media presence WEROC isn't engaging with them and highlighting what the region as a collective has to offer.

Miranda will develop further the above dot points during her meeting with the Executive.

RESOLUTION: **Moved: Greg Powell** **Seconded: Jamie Criddle**

That the WEROC Executive gave in-principle agreement to proceed utilising social media more effectively.

CARRIED

6. EMERGING ISSUES

6.1 Local Government Amendment Bill 2019

The Minister for Local Government introduced into Parliament on Thursday 14 March 2019 the Local Government Amendment Bill 2019.

A copy of his media release can be accessed as follows:

<https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/03/Parliament-introduces-mandatory-training-laws-for-councillors.aspx>

It may be of interest for the WEROC Executive to review the intent of some of the amendments to see whether there needs to be any advocacy undertaken.

Noted

6.2 Implementation Sequence for the Proposed Framework for the New Tiered Model to Support Public Library Service Delivery in WA (Attachment)

The Executive Officer advised that Greg Powell had requested that this matter be raised for discussion, with a copy of the discussion papers on the proposed changes being circulated ahead of the Executive Meeting.

A copy of the paper also forms an attachment to the minutes of the meeting.

Greg Powell requested that Member Councils read through the proposed feedback and provide any feedback to him so that any issues raised can be addressed during the development of the new model.

6.3 Invitation to Nominate for the 2019 Western Australian Regional Achievement and Community Awards

The Executive Officer advised that she had received correspondence from the organisers of the Western Australian Regional Achievement and Community Awards inviting WEROC to nominate for the 2019 awards, noting WEROC had been nominated in 2018 for its involvement in the Wheatbelt Medical Students Immersion Project.

As such, did WEROC wish to be nominated again in 2019? Member Councils agreed they were happy for WEROC to be nominated again.

6.4 Productivity Commission Inquiry into the Costs of Mental Health in Australia

The Executive Officer advised Member Councils that the Productivity Commission is currently undertaking an inquiry into the costs of mental health in Australia. Given the discussion in the past around mental health issues facing communities across the Wheatbelt, the Executive Officer sought direction from the Executive as to whether it wished to provide some comment to the Commission on this issue.

It was agreed that consideration should be given to providing comment.

6.5 Damage to Roads within the Shires of Merredin and Westonia

Greg Powell raised the issue of local farmers causing damage to local roads due to carting of mallee soil from one part of their property to another part of the same property, with large volumes of soil being carted and causing extensive damage to affected roads. The problem was affecting local roads within both the Shires of Merredin and Westonia.

Jamie Criddle agreed that the problem was considerable and increasing.

It was agreed that the Executive Officer would contact Mark Bondietti at WALGA to see what could be done to halt this activity.

7. OTHER MATTERS

Nil

8. FUTURE MEETINGS

WEROC Council Wednesday 1 May 2019 (Shire of Bruce Rock)

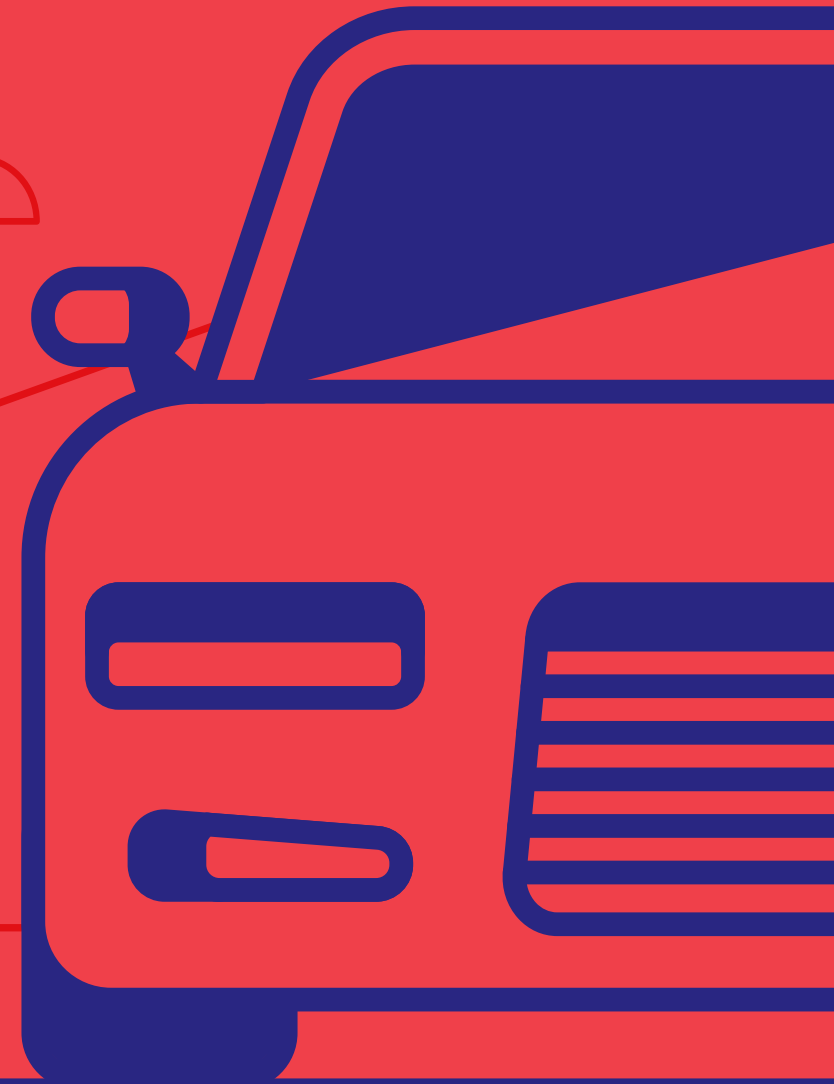
WEROC Executive Wednesday 29 May 2019 (Shire of Merredin)

9. CLOSURE

There being no further business the Chair closed the meeting at 12.45pm

Is your light vehicle
fleet costing
council valuable
time and money?

easi.



800 
presentations
given every year


employee owned
and operated

Australian
owned 


industry
innovators

30 
years
in business

48 
hour car
delivery

why *easi.*


excellent
customer
service

\$3,150 
per annum
average tax savings
per Novated Lease

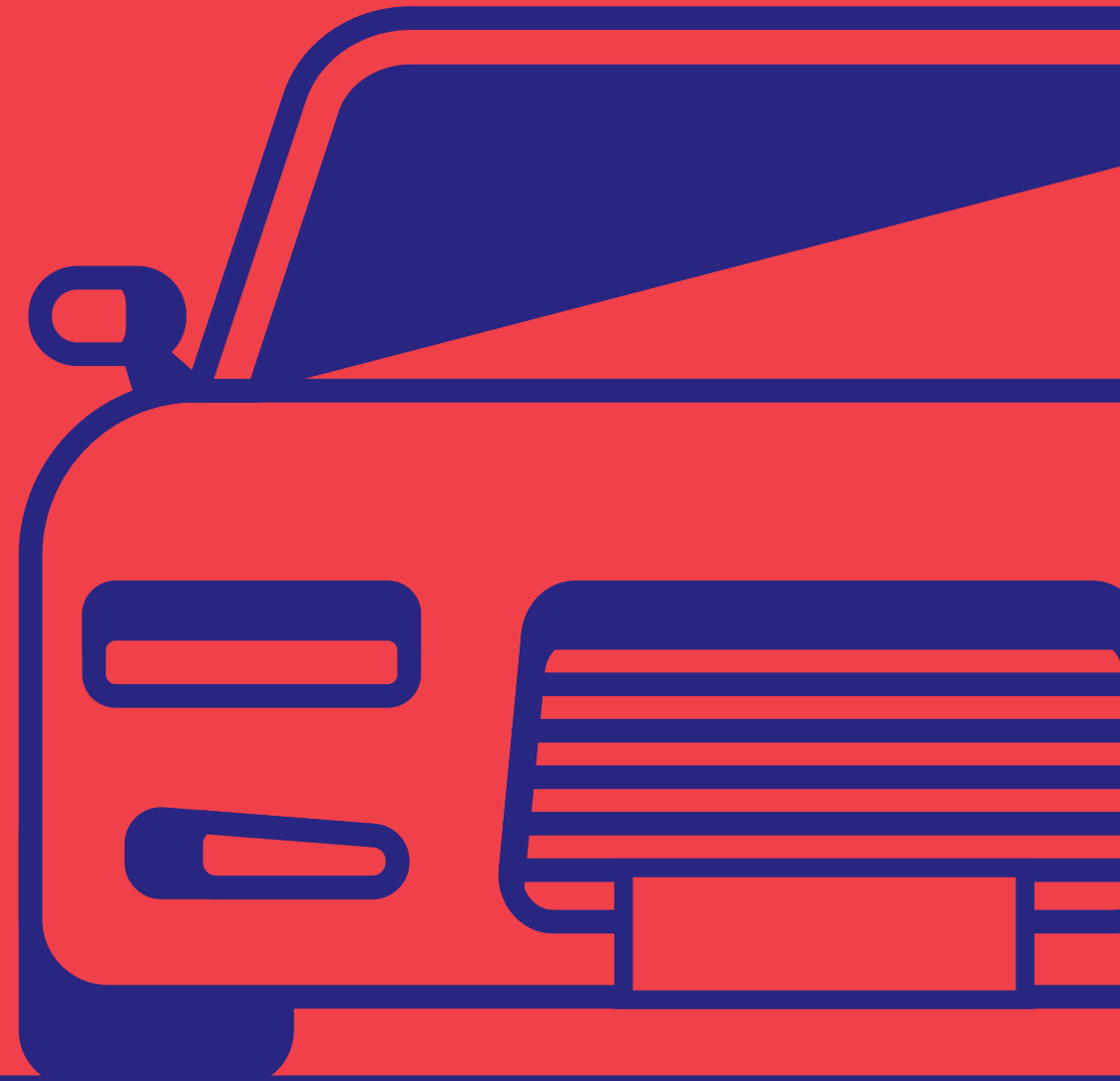
70% 
lease
renewal rate

412 
Employers currently
partnering with us

20% 
Salary Packaging
take up rate

Executive Fleet

Corporate vs Local Government



Why?

Reduce Companies FBT Exposure



Why?

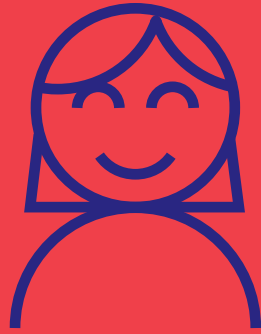
Employees
want a choice



Why? Fairer Remuneration

Sarah and Kelly work for the City of Lakeside as Managers.

They are both on the same salary, \$80,000 and both have a company car as part of their package. Sarah lives a lot closer to work than Kelly.



Sarah drives 15,000km's per year

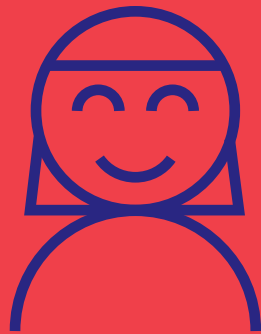
Variables

 \$4,420

 \$2,998

 \$1,060

\$8,478



Kelly drives 40,000km's per year

 \$12,420

 \$5,278

 \$2,120

-\$11,340

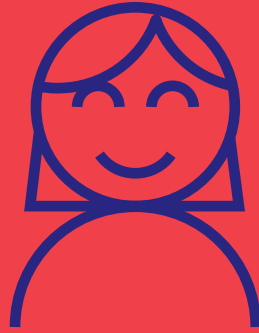
\$19,818

*Based on a 2019 MAZDA CX-5 MAXX (4x2) MY19 (KF SERIES 2) 4D WAGON 6 SP AUTOMATIC over a 3 year term

Why? Fairer Remuneration

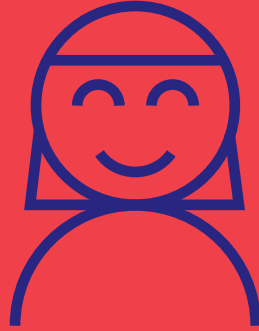
Sarah and Kelly work for the City of Lakeside as Managers.

They are both on the same salary, \$80,000 and both have a company car as part of their package. Sarah lives a lot closer to work than Kelly.



Sarah's car sells at auction for

\$20,000



Kelly's car sells at auction for

\$15,000

-\$16,340

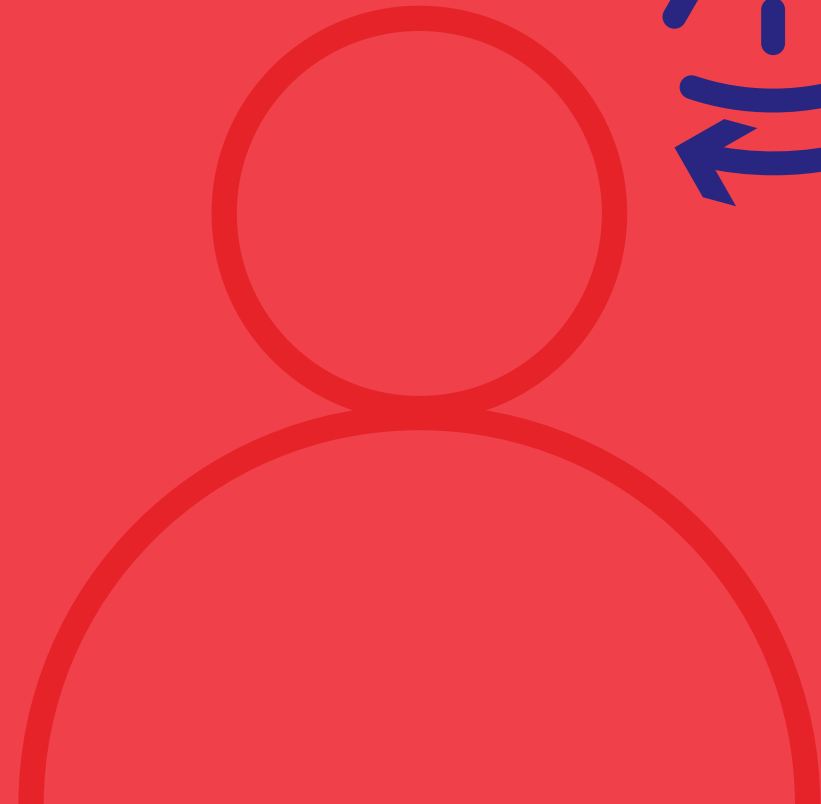
*Based on a 2019 MAZDA CX-5 MAXX (4x2)
MY19 (KF SERIES 2) 4D WAGON 6 SP
AUTOMATIC over a 3 year term

Why?

Reduce internal fleet administration time

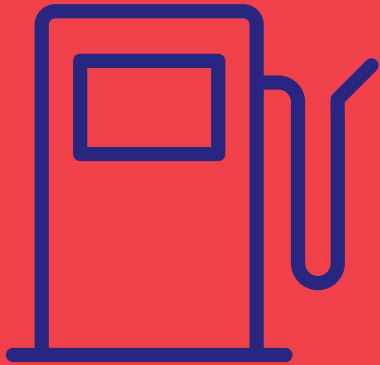


Registration

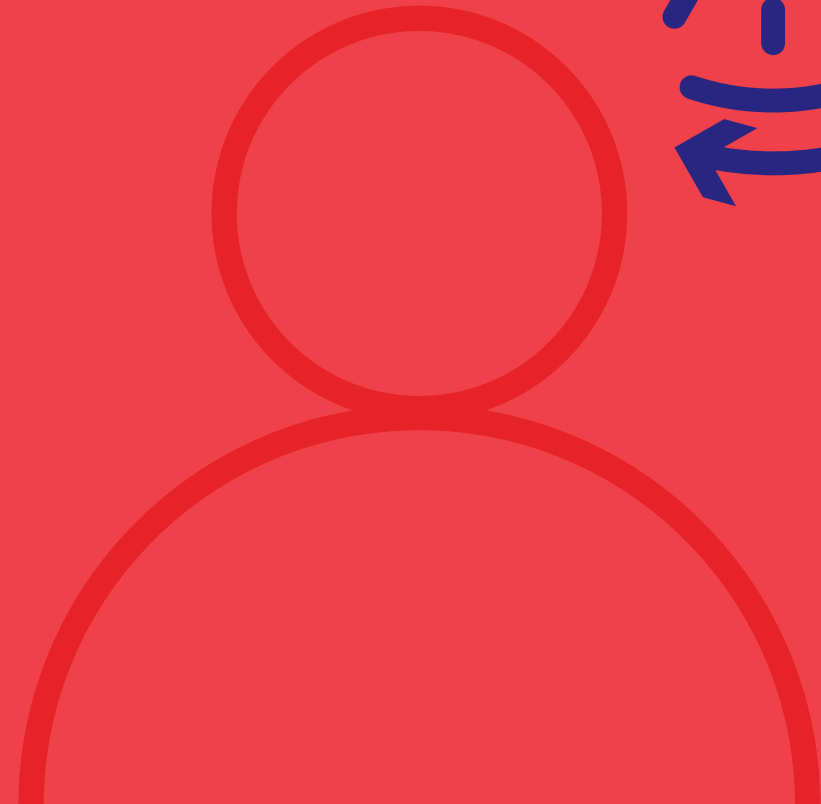


Why?

Reduce internal fleet administration time



Fuel card
administration

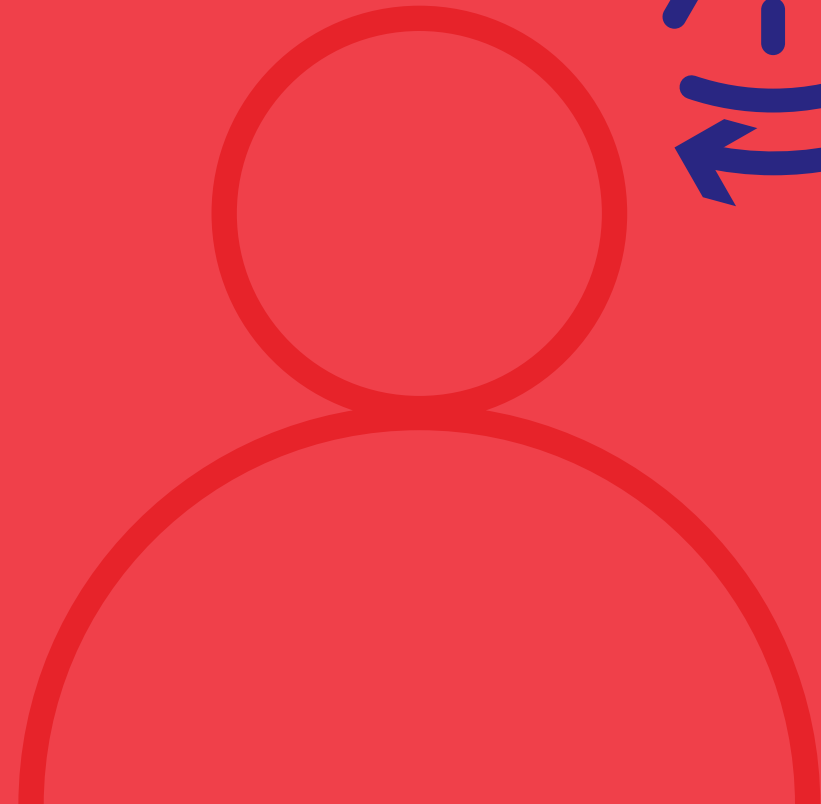


Why?

Reduce internal fleet administration time



Service and maintenance

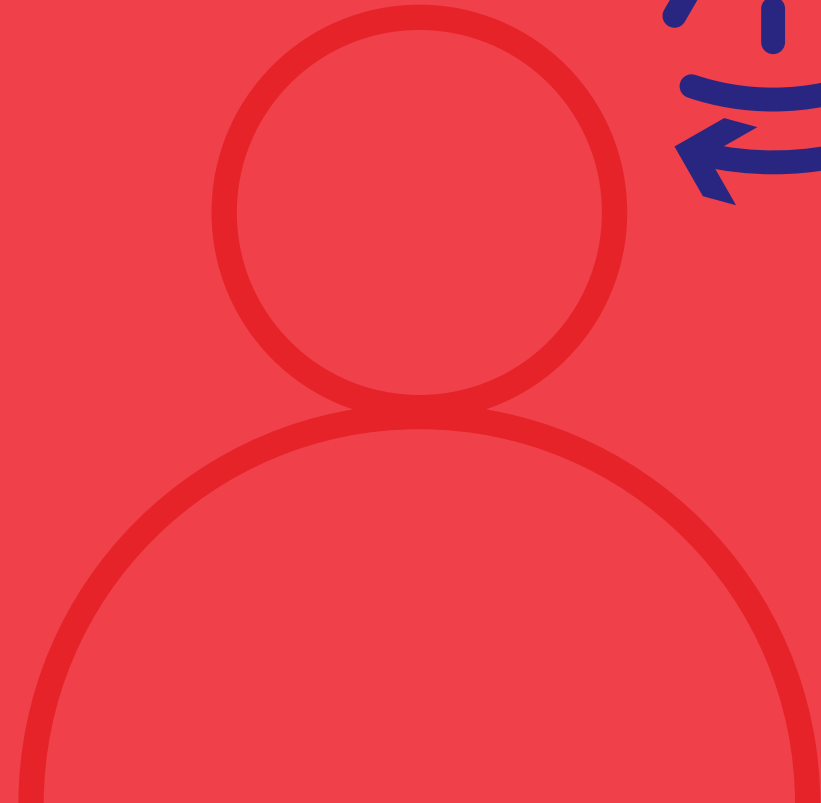


Why?

Reduce internal fleet administration time

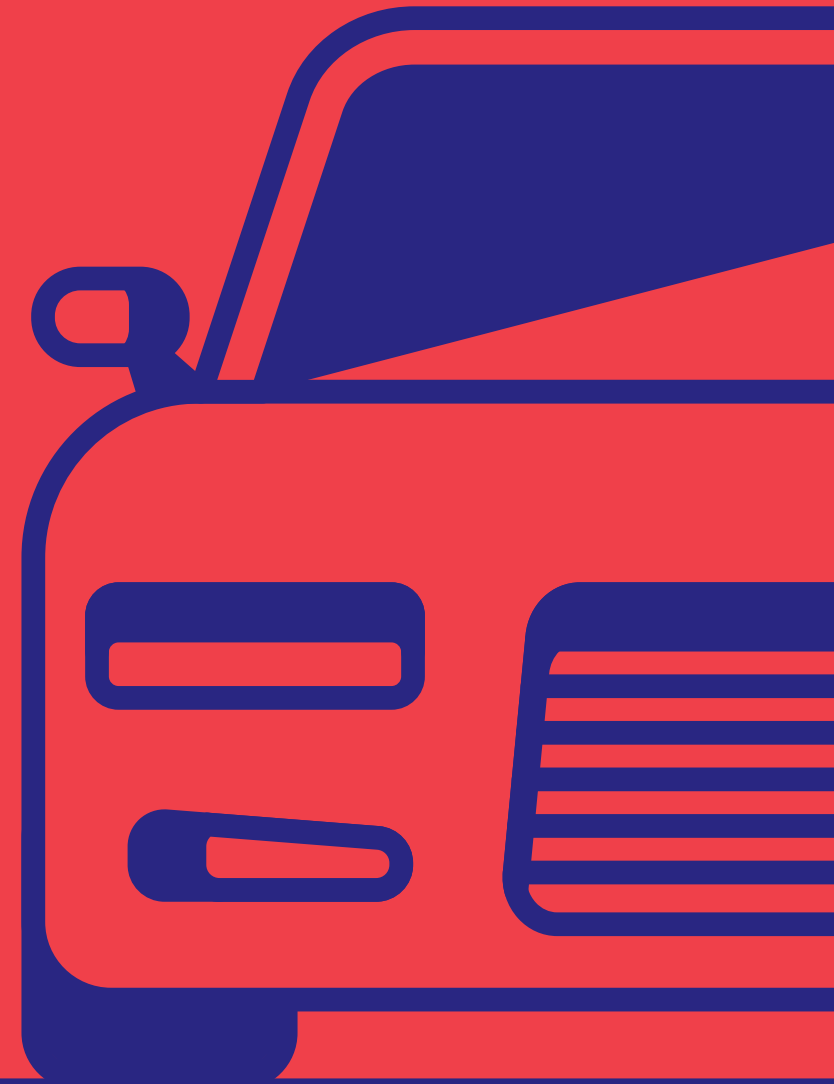


Disposal and acquisition



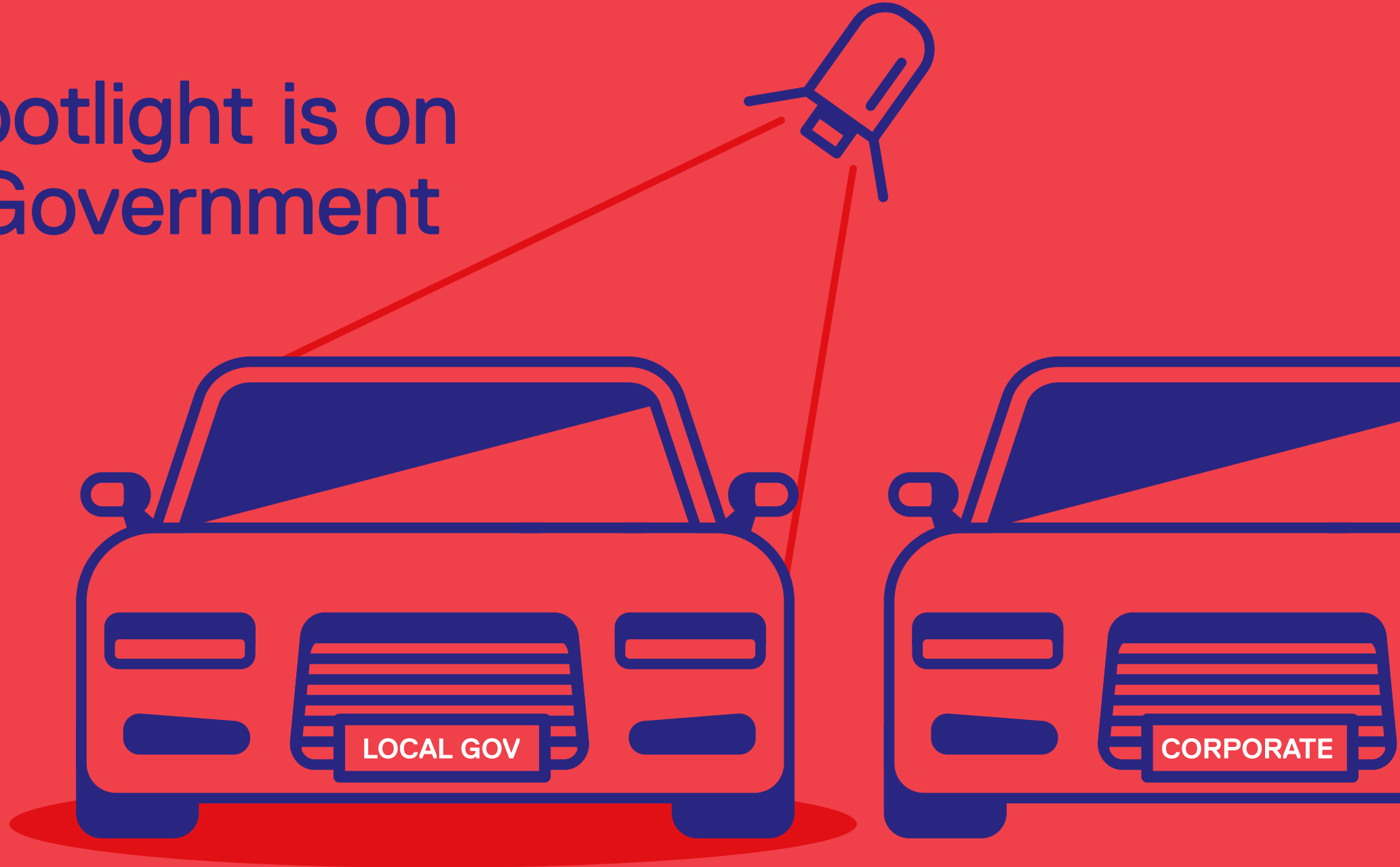
Why?

No surplus vehicles if the employee is to leave council



Why?

The Spotlight is on Local Government



What's the solution?

Establish the current cost of fleet



FBT

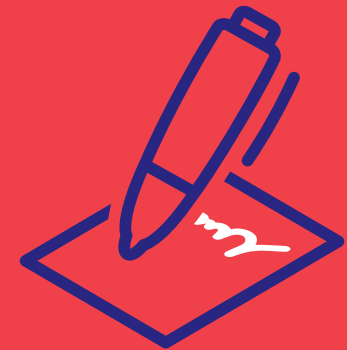


Running costs



Depreciation

(cash variance between purchase and sale)

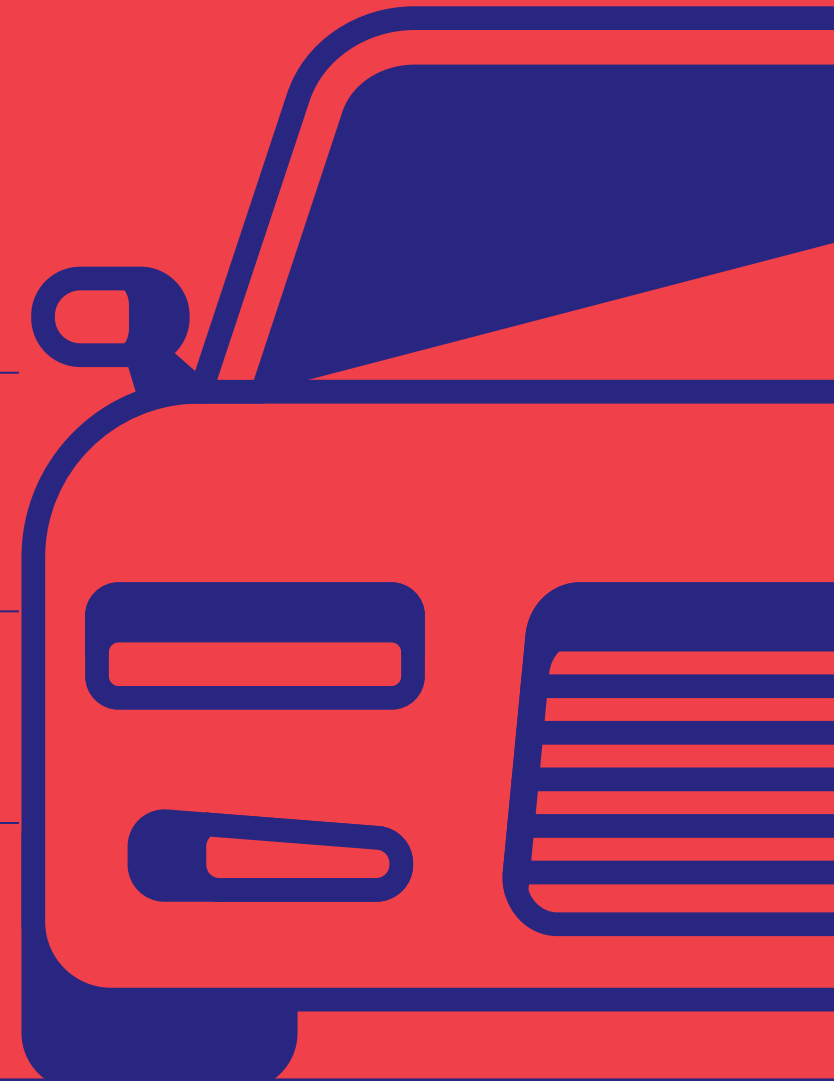


Administration

What's the solution?

Establish car allowance

Type		Salary over \$90,000 Unrestricted Private Use
Medium	Skoda Octavia 110 TSI Ambition, Mazda 6 Sport 6C, Hyundai i40 Active VF4 Series 2, Hyundai Sonata Active LF3, Toyota Camry Ascent Sport, Subaru Liberty 2.5i, Toyota Camry Ascent Sport ASV70R, Kia Optima Si JF, Volkswagen Passat 123 TSI, Ford Mondeo Ambiente MD.	\$13,273
Large	Holden Commodore Turbo 4, Skoda Superb 162 TSI, Holden Commodore V6 3649, Toyota Camry SL V6, Kia Stinger 200S, Kia Stinger 330S.	\$16,468
Large - luxury	Audi A6 1.8 TFSI 4GL, BMW 5 20d Luxury Line G30, Mercedes-Benz E200.	\$27,774



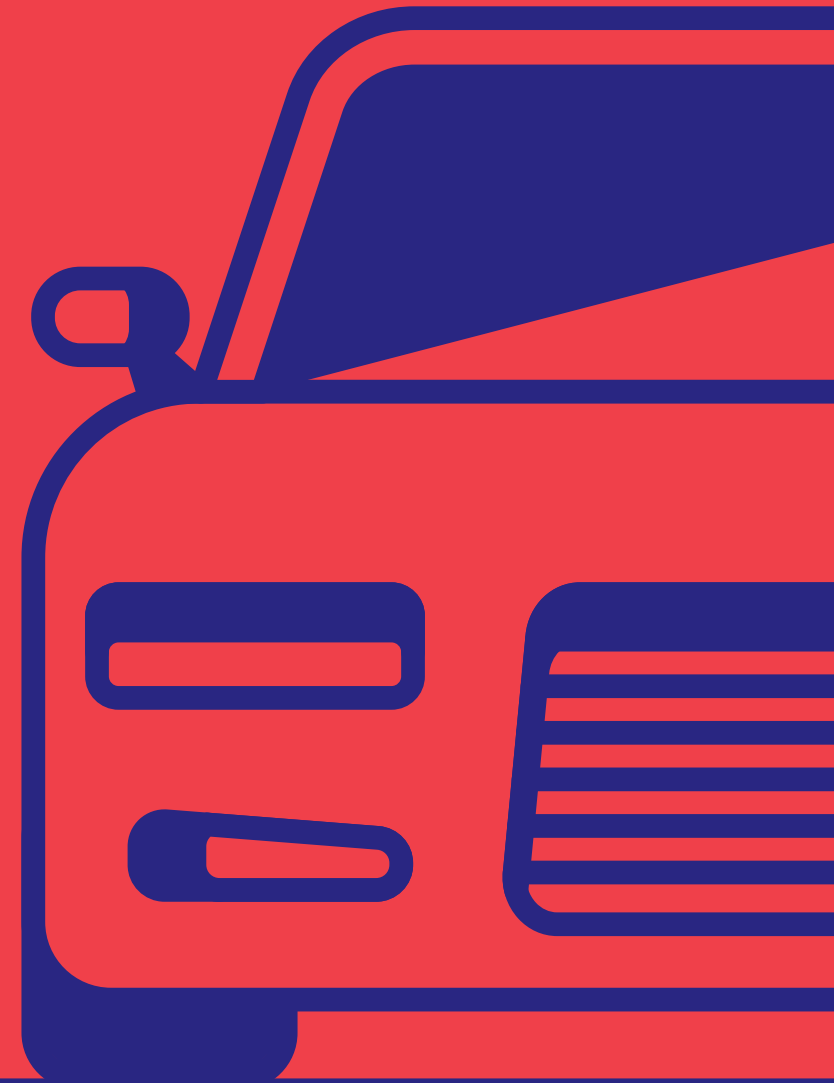
*These values are issued from data by the RACWA and do not take into consideration FBT.

The cost-effective solution

What is a Novated Lease?

A Novated Lease is an arrangement between an employee, their employer and Easi to salary package the leasing and running expenses of a car.

Lease repayments and running costs are deducted from your gross salary, effectively reducing your tax.



The cost-effective solution

What is a Prestige Novated Lease?

A Prestige Novated Lease has all the benefits of a standard Novated along with the added benefits of:

- Get government fleet pricing
- Skip vehicle stamp duty
- Concessional rego rate



The cost-effective solution

Cost comparison



Ford Ranger

XLS 3.2 4x4 Dual Cab Manual

Purchase Savings

	Recommended Retail	Prestige Novated Lease	Purchase Saving
Vehicle Price	\$54,283	\$44,091	\$10,192
GST	\$5,428	\$0	\$5,428
Licence	\$800	\$450	\$350
Stamp Duty	\$3,788	\$0	\$3,788
Total	\$64,299	\$44,541	\$19,758

The cost-effective solution

Cost comparison



Ford Ranger

XLS 3.2 4x4 Dual Cab Manual

Tax Savings

Gross annual salary	\$80,000
Term of lease	60 months
Annual kms	20,000 kms
Amount financed	\$44,665
Residual value	\$13,820
Tax saving	\$16,200

*Based on the Redbook future valuations, you could also expect to profit a further \$15,200 above the residual value when the time comes to sell the vehicle at lease end.

The cost-effective solution

The Process

Application stage



The cost-effective solution

The Process

Contract stage



* This document is **pre-signed by the employee** and retained by Easi. This is only actioned in the event that the employee leaves the council.

The cost-effective solution

The Process

Settlement stage



The cost-effective solution

The Process

Events of the
employee leaving



Case Study

Fleet costing										
Employee	Salary	Vehicle	KM per year	Purchase Value	Expected Sale Price	Term	Estimated Annual Depreciation	Average annual operational cost	FBT Estimate based on purchase value +GST	Total cost to the City of Lakeside
CEO	250,000	TOYOTA FORTUNER CRUSADE	20,000 km	54,747	24,379	3	10,123	9,794	11,776	
Director 1	147,000	HYUNDAI SANTA FE	20,000 km	53,779	23,427	3	10,117	7,096	11,568	
Director 2	196,000	HYUNDAI VF4, I40	20,000 km	32,377	14,104	3	6,091	7,096	6,964	
Manager 1	152,000	MAZDA 6 SPORT	20,000 km	34,435	13,334	3	7,034	7,096	7,407	
Manager 2	154,000	HYUNDAI SANTA FE	20,000 km	41,233	17,960	3	7,758	7,096	8,869	
Manager 3	144,000	MAZDA CX-5 G 6AUTO	20,000 km	38,734	17,248	3	7,162	7,096	8,331	

Case Study

Fleet costing

Employee	Salary	Vehicle	KM per year	Purchase Value	Expected Sale Price	Term	Estimated Annual Depreciation	Average annual operational cost	FBT Estimate based on purchase value +GST	Total cost to the City of Lakeside
CEO	250,000	TOYOTA FORTUNER CRUSADE	20,000 km	54,747	24,379	3	10,123	9,794	11,776	31,692
Director 1	147,000	HYUNDAI SANTA FE	20,000 km	53,779	23,427	3	10,117	7,096	11,568	28,781
Director 2	196,000	HYUNDAI VF4, I40	20,000 km	32,377	14,104	3	6,091	7,096	6,964	20,151
Manager 1	152,000	MAZDA 6 SPORT	20,000 km	34,435	13,334	3	7,034	7,096	7,407	21,537
Manager 2	154,000	HYUNDAI SANTA FE	20,000 km	41,233	17,960	3	7,758	7,096	8,869	23,723
Manager 3	144,000	MAZDA CX-5 G 6AUTO	20,000 km	38,734	17,248	3	7,162	7,096	8,331	22,590

City of Lakeside - CEO

Case Study



Toyota Fortuner Crusade

Car Allowance

Gross annual salary	\$250,000
Allowance	\$28,500
Total salary	\$278,500
Km per year	20,000
Purchase value	\$54,747
Term (years)	3
Current take home pay (net)	\$6,128
Revised take home pay	

City of Lakeside - CEO

Case Study



Toyota Fortuner Crusade

Car Allowance

Gross annual salary	\$250,000
Allowance	\$28,500
Total salary	\$278,500
Km per year	20,000
Purchase value	\$54,747
Term (years)	3
Current take home pay (net)	\$6,128
Revised take home pay	\$6,158

In Summary



Government
Pricing



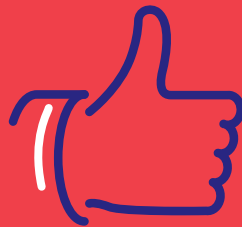
Choice



Administration



Reduction in
FBT liability



Fairer remuneration
package for employees



Potential Tax Free
profit over and above
the residual value

Implementation Sequence

Proposed Framework for new tiered model to support public library service delivery in WA including the support regional and remote public library services

Action	Date	Responsibility
Proposed new model endorsed by PLWG	11 March 2019	Public Library Strategy Manager (SLWA) on behalf of the Reference Group
Briefing prepared for Minister	Week commencing 11 March 2019	SLWA
Communication with public libraries	March – June 2019 (PLWA meeting 12 April)	SLWA PLWA
Proposed new model submitted to the Library Board for endorsement	2 May 2019	SLWA
Proposed new model submitted to WALGA State Council for endorsement	8 May 2019	WALGA
Proposed implementation of tiered framework	1 July 2019	SLWA All Local Governments and Public Libraries

Context

- The Western Australian Public Libraries Strategy Consultation Report was endorsed by WALGA State Council and the Library Board of WA in July 2018.
- The Public Libraries Working Group (PLWG), with representatives from State and Local Governments, was established to guide the implementation of the Strategy.
- The PLWG identified the development of a new tiered model for public library service delivery across WA and support for regional and remote public library services as the initial priority.

Development and Endorsement of the New Model

- A framework for the new model, developed by a Reference Group with representatives from State and Local Governments, has been endorsed by the PLWG (Appendix 1)
- The framework for the new model will go out to all local governments as part of the WALGA State Council process.
- Members of PLWG and the Reference group are available to discuss the new model (Appendix 2).

Framework for Tiered Model

- The framework contains three tiers primarily based on population and capacity.
- The tiers apply to a local government not a library, i.e. all libraries within a local government will fall into the tier selected by that local government.
- Local governments will be able to choose what tier they go into based on the requirements for each tier and will be offered the opportunity to move between tiers on an annual basis if local circumstances change.
- Where a local government has an agreement with the Library Board to provide a library service in partnership with another local government, all participating local

governments will fall into one tier, e.g. Cottesloe, Mosman Park and Peppermint Grove all contribute to delivering The Grove Library and will potentially fall into Tier One.

- Standards (Appendix 4) align with the Guidelines, Standards and Outcome Measures for Australian Public Libraries developed for the Australian Public Library Alliance and the Australian Library and Information Association.
- **The current allocation model for the distribution of funding from the State to local government for public library services has not changed.**
- In order to move to a new grants based model, further work is required on the repurposing of existing capital State Government funding and its accounting treatment to enable a transition of stock ownership and the introduction of grants.
- SLWA is continuing to liaise with the Department of Treasury on this.
- SLWA will continue to broker consortia purchasing for print and electronic materials purchased with State Government funding.
- The Inter-library loans system continues state-wide with the participation of all local government libraries.
- When endorsed by WALGA State Council and the Library Board of Western Australia (both meeting in May), SLWA will work with all local governments to identify which tier the local government wants to opt in to.
- **Pending endorsement, the intention is to move to the new Tiered Framework from 1 July 2019.**

Regional Model

- Members of both PLWG and the Reference Group agreed that support for regional and remote libraries should be incorporated into the tiered model.
- The proposed new model (Appendix 3) covers support across five areas in response to the consultation feedback received from both current regional libraries and those in smaller regional and remote centres. These include:
 - Library materials
 - Communication, networking and support
 - Training and professional development
 - Advocacy and collaboration
 - Programs and services
- In this new model, all regional and remote public library services in local governments in tiers one, two and three will be eligible to apply for grant funding for travel bursaries and regional conferences and training.
- SLWA will facilitate additional support to libraries in tier two and three local governments.
- **Pending endorsement, the intention is to move to the new Tiered Framework from 1 July 2019.**

Realignment of regional boundaries

- In response to consultation feedback, public library regional boundaries will be aligned with the WA Regional Development boundaries.

Appendix 1: Proposed Framework for Tiered Model

Tier	Guide Population	Criteria	Key Features
Tier One	Generally, local governments with a population of over 10,000	<ul style="list-style-type: none"> Offers an advanced library service that operates independently of support from SLWA. Governance, community engagement and service practices that meet or exceed minimum standards for Tier One libraries. *Minimum of one library qualified FTE with staff level sufficient to deliver services. **Offers a full range of library services and programs that support reading, literacy, learning, wellbeing, cultural and creative pursuits. 	<ul style="list-style-type: none"> Receives an annual cash grant allocated by SLWA for the purchase of materials (at least 80% of the grant must be spent on library materials) and/or identified library priorities (up to 20% may be spent on identified priorities). Develops own profile for Supplier Assisted Selection. Stock remains the property of the local government ***Does not participate in a system to rotate stock, i.e. Exchange System ##May apply for (proposed future) innovation grants for Tier One libraries.
Tier Two	Generally, local governments with a population of between 1,000 and 10,000	<ul style="list-style-type: none"> Offers a mature contemporary library service that provides at least some of the services and programs provided by Tier 1 libraries, e.g. weekly storytime, digital literacy support, etc., with support from SLWA. Governance, community engagement and service practices that meet or exceed minimum standards for Tier 2. #Staffed by employees of the local government or contracted service, e.g. CRC, as per minimum standards for Tier 2. 	<ul style="list-style-type: none"> Receives a notional annual grant allocated by SLWA for the purchase of library materials. May apply for (future) grant funding for Tier Two libraries to advance promising practices for regional and remote public library services. Materials provided via SLWA supplier selection process via a generic profile Participates in system to rotate stock (currently the Exchange System) Has access to additional SLWA facilitated services for regional and remote public library services (this does not apply to metropolitan local governments in Tier 2)
Tier Three	Generally, local governments with a population of fewer than 1,000	<ul style="list-style-type: none"> Offers a lending service of physical and on-line materials and distributes resources for state-wide programs with SLWA support. Governance, community engagement and service practices that meet or exceed minimum standards for Tier 3. Library service is managed and overseen by paid staff but access during opening hours may be facilitated by volunteers. 	<ul style="list-style-type: none"> Receives a notional annual grant allocated by SLWA for the purchase of library materials. Materials provided via SLWA supplier selection process via a generic profile. Participates in system to rotate stock (currently the Exchange System). Is not eligible to apply for innovation or grant funding. Has access to additional SLWA facilitated services for regional and remote public library services.

Appendix 2: Members of the Reference Group

Sue North	Public Library Strategy Manager, State Library of Western Australia Sue.north@slwa.wa.gov.au
Viv Barton	President of PLWA and Service Lead, Library Services, City of Stirling Viv.barton@stirling.wa.gov.au
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Paul Nielsen	Manager Precinct, City of Albany pauln@albany.wa.gov.au
Kirsty Davis	Policy Manager Community, WALGA kdavis@walga.asn.au

Members of the Public Libraries Working Group

Margaret Allen	CEO and State Librarian Margaret.allen@slwa.wa.gov.au
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Jodie Holbrook	Director Local Government Policy & Engagement, Department of Local Government, Sport and Cultural Industries Jodie.holbrook@dlgsc.wa.gov.au

Appendix 3: Support for Regional and Remote Public Library Services

At the workshop for members of the Reference Group and PLWG on Wednesday 31 October 2018, it was proposed that rather than undertaking a separate project to develop a new model to support regional and remote libraries, their needs should be incorporated into a tiered model. This has been accomplished with the proposed model.

Consultation findings have been analysed to identify requirements and the initiatives below respond to these across five key areas:

- supply and circulation of library materials;
- enhanced communication, networking and support;
- advocacy;
- training and professional development; and
- establishing new programs and services.

Key Elements of Support

1. Supply and circulation of library materials

Libraries in all local governments in tiers two and three will continue to:

- have new print materials selected and provided to them via SLWA; and
- participate in a system to circulate library materials (currently the Exchange System provided via SLWA).

There are future opportunities to explore floating collections within regional areas such as that piloted by the South West consortia as well as collection management within a region.

2. Enhanced communication, networking and support

For regional and remote library services in tiers two and three, SLWA will provide:

- Centralised support via PLO helpdesk and phone (currently in place).
- A regular virtual meeting forum facilitated by region to encourage networking and discuss issues specifically related to regional and remote public library services.
- Webinar facilities for library staff to participate in discussions about issues and challenges relating to library services, for example, inter-library loans, collection development, etc.
- Regular contact to ensure that new staff are identified and supported.
- An e-newsletter to provide information, profile new initiatives and encourage sharing and networking.
- Details of library management systems used by local governments/libraries and a list of LMS help desk contacts.

There is feedback that the development of LMS consortiums has had a positive impact on the capability and capacity of staff in regional and remote libraries, e.g. South West, Great Southern and Mid-West. This will be further explored as part of the implementation of Priority four in the Strategy – A Single Access Card System.

SLWA will work with PLWA to:

- Establish a 'buddy system' available to library staff working in libraries in tiers two and three to provide opportunities to visit larger libraries, e.g. rural staff placement/induction program and be mentored by staff experienced in areas of relevance and interest.

- Identify libraries willing to support staff in tiers two and three to address LMS use and reporting.

3. Training and Professional Development

For regional and remote library services in tiers two and three (and also Tier 1 where indicated), SLWA will:

- Provide travel bursaries to staff in local governments in regional and remote WA (also applies to Tier 1) to participate in training and professional development. These will be offered according to criteria to enable equitable opportunities for library staff in regional and remote libraries throughout the State.
- Offer grants to support local government library services in regional and remote WA (also applies to Tier 1) to host regional conferences and training.
- Update current Moodle courses to provide the knowledge and skills required to provide an efficient and effective public library service. A new course will be developed for local governments in Tier Three to provide the basic information required to manage their library service.
- Initiate webinar training that will also be uploaded to the internet (e.g. vimeo or youtube) so that it can be viewed on-line at any time.
- Work with ALIA to promote participation in their online sessions and ALIAWest to encourage local sessions that address public library priorities.
- Collaborate with PLWA to develop and deliver an annual training and professional development plan that is promoted to all local governments, particularly those in regional and remote libraries and provide travel bursaries to encourage participation.
- Continue to pursue opportunities to work with DPIRD to include library training in CRC development sessions.

4. Advocacy and Collaboration

For regional and remote library services in all tiers, SLWA will work with stakeholders to:

- Develop resources that highlight modern library practice, service trends and showcase good practice in regional and remote public libraries.
- Encourage collaboration by identifying opportunities to align programs and services with wider government and community priorities.
- Profile strategic issues on state and local government agendas including the WALGA Community and Place Newsletter and DLGSC's Local Matters.

5. Establishing new programs and services

For regional and remote library services in all tiers, SLWA will:

- Identify priorities for programs and services and investigate the allocation of funds to libraries with strengths in these areas to enable the development of training, toolkits, etc. to support regional and remote libraries establish learning programs and value added services.
 - Investigate opportunities for funding to facilitate the development of collaborative regional projects.

Appendix 4: Proposed Minimum Standards

The standards below provide a minimum set of operational requirements for Western Australian public libraries in Tiers One, Two and Three. They are designed to enable the community equitable access to a relevant, effective and efficient public library service wherever in the State they live. These minimum standards should be considered in conjunction with the *Guidelines, Standards and Outcome Measures for Australian Public Libraries, 2016* that provides a recommended and aspirational guide across:

- Best practice guidelines to improve library performance;
- Standards for benchmarking, comparison and attainment; and
- Outcome measures indicating the impact that public library services have on an individual and/or community.

Tiers	Governance & Reporting	##Opening Hours	Services	Staffing	Collections	Technology
Tier One	<ul style="list-style-type: none"> • Governed by a participating body or via a formal agreement with the participating body (under the Library Board of WA Act 1951) • Governance, community engagement and service practices that strive to meet or exceed <i>Guidelines, Standards and Outcome Measures for Australian Public Libraries, 2016</i> • Reporting data must be collected and reported to align with the annual acquittal to SLWA. 	As per G12.5 <i>Guidelines, Standards and Outcome Measures</i> with a minimum of 30 designated and staffed hours/week over at least 5 days for each library.	<p>**Offers a full range of services and programs that support reading, literacy, learning, wellbeing, cultural and creative pursuits including free:</p> <ul style="list-style-type: none"> • Entrance to the library • State-wide membership for all WA residents • Borrowing access to physical and digital collections • Assistance to use library facilities and resources 	<p>***All staff employed should be supported so that they are skilled and knowledgeable in providing a library service.</p> <p>As per G13 and S2 <i>Guidelines, Standards and Outcome Measures</i></p> <p>*Minimum of one library qualified FTE with staff level sufficient to deliver the services agreed.</p>	As per G7 <i>Guidelines, Standards and Outcome Measures</i>	<ul style="list-style-type: none"> • As per G 6.4, G10 and G12.4 <i>Guidelines, Standards and Outcome Measures</i> • Automated Library Management System (LMS) to manage and facilitate access to services • Provision of a library website or web based library catalogue

	<ul style="list-style-type: none"> Ensures details of the library service and local government are provided and updated on SLWA's directory of public libraries Ensures a knowledge of and compliance with state-wide systems, procedures and programs to ensure the integrity of the WA public library system, e.g. circa, VDX, Better Beginnings 		<ul style="list-style-type: none"> Access to an Online Public Access Catalogue, electronic collections and on-line information Access to the internet on library devices and wi-fi for customers using their own devices Interlibrary loans with other WA public libraries Participation in State-wide library initiatives, e.g. Better Beginnings 			Able to count library visits in person and online.
Tier Two	<ul style="list-style-type: none"> Governed by a participating body or via a formal agreement with the participating body (under the Library Board of WA Act 1951) Reporting data must be collected and reported to align with the annual acquittal to SLWA. Ensures details of the library service and local government are provided and updated on SLWA's directory of public libraries Promote the library service to the community Ensures a knowledge of and compliance with state-wide systems, procedures and programs to ensure the integrity of the WA public 	Dependent on population: Fewer than 1,000 = 12 designated hours/week 1-3,000 = 16 hours/week 3-5,000 = 21 hours/week 5-10,000 = 30 for each library	At a minimum, Tier Two libraries offer free: <ul style="list-style-type: none"> Entrance to the library Membership for all WA residents Access to physical and digital collections Assistance to use library facilities and resources Access to an Online Public Access Catalogue, electronic collections and on-line information Access to the internet on library devices and wi-fi for customers using their own devices 	*1 FTE per 3,000 population or part thereof or for populations of <1,000, a minimum of 12 hours/week. <ul style="list-style-type: none"> #Staffed by employees of the local government or contracted service, e.g. CRC, to a level sufficient to deliver the services agreed. Staff employed in the local government must complete the following training, available via Public Libraries Online http://plo.slwa.wa.gov.au/services/training/moodle_training_courses within three 	Print and electronic resources for reading, listening and viewing >1,000 physical items per local government	<ul style="list-style-type: none"> Automated Library Management System (LMS) to manage and facilitate access to services Web site or significant presence on the local government web site to provide access to on-line library services and collections.

	library system, e.g. circa, exchanges, VDX, Better Beginnings		<ul style="list-style-type: none"> • Interlibrary loans with other WA public libraries • Participation in State-wide library initiatives, e.g. Better Beginnings • **Offers some services and programs that support reading, literacy, learning, wellbeing, cultural and creative pursuits. 	<p>months of taking on the library role:</p> <ul style="list-style-type: none"> • Introduction to SLWA • Public Libraries Online • My Library Card • Exchanges • Better Beginnings • VDX 		
Tier Three	<ul style="list-style-type: none"> • Governed by a participating body or via a formal agreement with the participating body (under the Library Board of WA Act 1951) • Reporting data must be collected and reported to align with the annual acquittal to SLWA. • Ensures details of the library service and local government are provided and updated on SLWA's directory of public libraries • Promote the library service to the community • Ensures a knowledge of and compliance with state-wide systems, procedures and programs to ensure the integrity of the WA public library system, e.g. circa, exchanges, VDX, Better Beginnings 	Minimum of 12 designated hours/week for each library.	<p>At a minimum, Tier Three libraries offer free:</p> <ul style="list-style-type: none"> • Entrance to the library • Membership for all WA residents • Safe, attractive and accessible physical space that provides universal, welcoming access to a collection of physical materials and digital collections for library customers regardless of age or mobility in a building that meets legislated standards. • Public access to an Online Public Access Catalogue and the internet. • Interlibrary loans with other WA public libraries 	<p>###Library service must be managed by a staff member (0.2 FTE at a minimum) employed by the local government or contracted service, e.g. CRC, and undertake core duties including maintaining and providing community access to the collection. Paid staff or volunteers can open the service for minimum required opening hours.</p>	Print and electronic resources for reading, listening and viewing <1,000 physical items per local government	<ul style="list-style-type: none"> • System available to track borrowing and return of library resources. • On-line public access to state-wide catalogue and WA Public Library Digital Media Collection (WAPLDMC).

			<ul style="list-style-type: none"> • Participation in State-wide library initiatives, e.g. Better Beginnings. 			
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**Guidelines, Standards and Outcome Measures for Australian Public Libraries*, July 2016 (S3 Number of Qualified Staff, p 64). “Qualified Staff means staff members who possess formal library qualifications or other qualifications that are directly relevant to service delivery in the library, e.g. ALIA recognised library and information science qualification at under-graduate or post-graduate level; ALIA recognised library technician qualification; undergraduate or post-graduate qualification in education, community services or program management.”

** *Guidelines, Standards and Outcome Measures for Australian Public Libraries*, July 2016, p18 Service Offering. “A modern library offers a range of services to meet the recreational, educational, social, information and employment related needs of library users of all ages and interests. These include:

- Physical and digital content and collections, including specialist collections
- Information and reference services
- Reading, literacy, learning, wellbeing, cultural and creative programs
- Access to technology and support in developing digital literacy
- Places and spaces (both onsite and online) where people can relax, work, meet, learn, connect and create.”

Page 39 (G9 A) Program Offer “Libraries, regardless of size, should endeavour, wherever practical, to offer a wide range of programs to encourage and enhance effective and productive use of the library”.

Guidelines, Standards and Outcome Measures for Australian Public Libraries, July 2016 (G13 Staffing, p.53) “The library has paid and/or experienced managers and staff, appropriately trained to discharge their particular job responsibilities. Staffing levels are sufficient to deliver the services set out in the relevant library legislation, the library’s strategy or plan and are appropriate for the library’s community.”

Where a local government or other participating body has more than one library service point, the standard applies to the population served by the service point rather than the local government except where it is a secondary library serving a population of fewer than 10,000 people where it should meet the minimum standard of a Tier 2 library.

The participating body must have a written policy defining tasks that may be undertaken by volunteers working in the library and commit to providing suitable training and support for volunteers used. Volunteers should not be used as a substitute for appropriately payed and trained library staff overseeing the delivery of the service.

*** At least one staff member from each local government in tier two MUST complete all introductory on-line training modules provided by SLWA within two months of commencing the role. These modules provide the basic knowledge and skills required to participate in the Western Australian public library system including:

- An introduction to SLWA
- Public Libraries On-line
- My Library Card
- Exchanges
- Better Beginnings
- VDX (inter-library loans)

At least one staff member from each local government in tier three must complete a basic introduction to public library services in Western Australia course provided by SLWA within two months of commencing coordinating the library service.



Received 22.03.19

Senator the Hon Bridget McKenzie

Deputy Leader of The Nationals
Minister for Regional Services
Minister for Sport
Minister for Local Government and Decentralisation
Senator for Victoria

Ref: MC19-000502

Ms Helen Westcott
Executive Officer
Wheatbelt East Regional Organisation of Councils
PO Box 6456
EAST PERTH WA 6892

14 MAR 2019

Dear Ms Westcott

Thank you for your correspondence of 29 January 2019 to Senator the Hon Mathias Cormann, Minister for Finance and the Public Service, regarding the Wheatbelt East Regional Organisation of Councils' support for the proposals outlined in *All Politics Is Local – 12 ways to deliver for Australian communities*, released by the Australian Local Government Association. This matter has been referred to me as the Minister for Regional Services, Sport, Local Government and Decentralisation.

The challenges facing regional councils, such as Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn, related to maintaining financial sustainability and the delivery of infrastructure and services to meet local community needs, are well understood by the Liberal and Nationals Government. The Liberal and Nationals Government is committed to supporting and working in partnership with local government to help build and maintain local communities.

In 2018-19, the Liberal and Nationals Government will provide \$2.4 billion through the Financial Assistance Grant program to local councils across Australia, which includes \$293.6 million provided to Western Australia. This funding is untied, so local councils are able to direct this funding towards local priorities. This funding is in addition to a range of regional grants programs, through which councils can seek funding to address specific local needs.

The 2018-19 Budget delivers additional funding, including \$200 million for the Building Better Regions Fund, and \$22.5 million for the Stronger Communities Programme to help improve economic and social infrastructure.

The Budget continues to fund tried and proven programs that deliver for regional Australia, such as the \$1 billion Community Development Grants Programme, \$612.2 million National Stronger Regions Fund, \$219.6 million Regional Jobs and Investment Packages, and \$7 billion for the Liberal and Nationals Government drought support initiatives. The Regional Growth Fund is also providing \$272.2 million in funding for major transformational projects, which support long term economic growth and create jobs in regions.

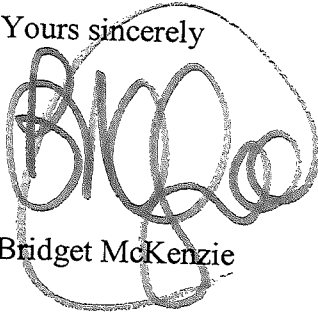
In addition to funding to support regional development, the Liberal and Nationals Government has committed \$75 billion towards transport infrastructure over the next decade to better connect people to jobs and communities, and improve business access to domestic and global markets.

This investment includes the commitment of \$24.5 billion to new transport infrastructure priorities in the 2018-19 Budget, of which \$2.6 billion was committed to projects in Western Australia. The new commitments provide certainty around a longer-term pipeline of projects to be delivered in partnership with the states and territories well into the future. This will support the development of economic opportunities for communities across Australia.

The Liberal and Nationals Government is always interested in hearing the ideas of local leaders on how we can continue to support communities. The *All Politics Is Local* document provides a comprehensive set of proposals for local government investment and policy. These ideas will help inform our view on how the Liberal and Nationals Government can best support councils.

Thank you for bringing your concerns to my attention and I trust this is of assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bridget McKenzie', enclosed within a circular scribble.

Bridget McKenzie