



WEROC Inc. Board Meeting MINUTES

Wednesday 23 June 2021

Shire of Bruce Rock Council Chambers
54 Johnson Street, Bruce Rock

Commencing at 10.00am

WEROC Inc. | Incorporating the Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn

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WEROC Inc.

Wheatbelt East Regional Organisation of Councils Inc.

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

Minutes of the Board Meeting held in the Bruce Rock Council Chambers on Wednesday 23 June 2021 commencing at 10.00am.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Mr. Ram Rajagopalan as Chair of WEROC Inc. welcomed Members of the Board and opened the meeting at 10.05am.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Mr. Ram Rajagopalan (Chair)

Mr. Rod Forsyth (Deputy Chair)

Mr. Jamie Criddle

Mr. Mark Dacombe

Ms. Karin Day

Mr. Wayne Della Bosca

Ms. Julie Flockart

Mr. Raymond Griffiths

Mr. Fabian Houbrechts, proxy and voting delegate for Mr. Michael Greenwood

Mr. Darren Mollenoyux

Mr. Nic Warren, proxy and voting delegate for Mr. Peter Clarke

Ms. Rebekah Burges, Executive Officer

2.2 Apologies

Mr. Peter Clarke

Mr. Neville Hale

Mr. Michael Greenwood

2.3 Guests

Ms. Natalie Kilminster, Councillor Shire of Bruce Rock (joined the meeting at 10.00am and left the meeting at 12.02pm)

Mr. Tony Crooks, Councillor Shire of Bruce Rock (joined the meeting at 10.00am and left the meeting at 12.02pm)

Mr. Samuel Green, Senior Consultant ASK Waste Management (joined the meeting at 10.00am and left the meeting at 10.40am)

Mr. Alan Briggs, President – Geoparks WA Incorporated (joined the meeting at 10.41am and left the meeting at 11.25am)

Professor Ross Dowling, Foundation Professor of Tourism at the School of Business and Law, Edith Cowan University (joined the meeting at 10.41am and left the meeting at 11.25am)

Mr. Gordon Houston, Senior Environmental Consultant, Dallywater Consulting (joined via videoconference at 11.50pm and left at 12.02pm)

3. DECLARATIONS OF INTEREST

NIL

4. PRESENTATIONS

4.1 Mr. Samuel Green, Senior Consultant ASK Waste Management, 10.15am

Attachment 1. ASK Waste Management proposal for a WEROC Strategic Waste Management Plan & Feasibility Study

At the WEROC Inc. Board meeting held on 27 April 2021, Mr. Darren Simmons, CEO of NEWROC and Ms. Caroline Robinson, EO of NEWROC presented on the NEWROC Strategic Waste Management Plan. Following this presentation, the Board resolved as follows:

RESOLUTION: *Moved: Mr. Jamie Criddle* **Seconded: Ms. Julie Flockart**

That the Executive Officer invite ASK Waste Management and Dallywater Consulting to present to the WEROC Inc. Board at the meeting to be held on 23 June 2021.

The Executive Officer extended an invitation to both ASK Waste Management and Dallywater Consulting.

The proposal submitted by ASK Waste Management to complete a Strategic Waste Management Plan (SWMP) and landfill rationalization study was provided as an attachment.

Comments from the meeting:

- Mr. Green provided an overview of the work currently being undertaken by ASK Waste Management on behalf of the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC). Mr. Green summarized that:
 - Uncontrolled access to landfill sites and the resultant dumping of waste from outside of the region (primarily Perth) was the major concern for NEWROC.
 - ASK Waste Management reviewed their current operations and identified an opportunity to close the majority of landfill sites and convert to automated transfer stations with waste then being transferred to one regional landfill.
 - It is being recommended to NEWROC that they employ a Regional Waste Manager to provide a dedicated resource to manage the transition and ongoing operations of the new waste structure.
- Mr. Green advised that the Department of Water and Environmental Regulation (DWER) are looking to apply their risk-based regulatory framework to all landfill sites and at changing their category 89 licence to a category 64 license, which means that the rural landfill regulations (which are much easier to adhere to), will no longer apply.
- Mr. Jamie Criddle questioned whether there was an opportunity for inter-regional collaboration between WEROC and NEWROC given the overlapping geography and obvious synergies in what is trying to be achieved. Mr. Green advised that the greatest challenge would be working out runs from transfer stations to landfill sites (i.e., how many towns trucks can collect from before needing to be emptied) over such a large geographical area. Developing an equitable funding model will also be difficult but not unachievable.

- Mr. Wayne Della Bosca advised that the Shire of Yilgarn have a 25-year lifespan remaining for their landfill site so for them, recycling is the major challenge. Mr. Green acknowledged that yellow-bin recycling had become more difficult and expensive, since the introduction of a ban on recyclables being sent offshore.

Mr. Green left the meeting at 10.40am and did not return.

4.2 Mr. Alan Briggs, President Geoparks WA and Professor Ross Dowling Edith Cown University, 10.45am

Attachment 2. Australian Geoparks Network Newsletter June 2021

Over the past five-to-six years, Mr. Alan Briggs, President of Geoparks WA, has been working with the Shire's of Tammin, Kellerberrin, Bruce Rock and Quairading to research the possibility of establishing a Geopark in the Wheatbelt. The focus has been on revitalising the Granite Way scenic drive trail as a means to increase the number of tourists visiting the area.

The Geoparks concept proposed by Mr. Briggs has previously been discussed at the WEROC Board meetings held on 27 August 2020, 26 November 2020, and 22 February 2021.

On 30 April 2021, the Executive Officer received an email from Mr. Briggs advised that in response to an email he had sent to Local Governments, he was directed to contact WEROC and request an opportunity to present to the Board.

The Executive Officer requested that Mr. Briggs clearly outline to the Board what is being asked of them and what investment would be required to make the concept a reality.

Comments from the Meeting:

- Professor Ross Dowling provided the following overview to the meeting:
 - Geoparks are about sustainable regional development achieved through tourism;
 - Geoparks offer exposure to international travellers as they are cross promoted globally;
 - There are no National Geoparks in Australia but there are several "Aspiring" Geoparks;
 - Geoparks start with geology but leverage cultural and other attractions;
 - Work on the Murchison Geo Region commenced in 2009 and cost \$120,000 to develop. Since its launch it has attracted a huge number of visitors.
- Mr. Alan Briggs advised that the following would be required in order to establish the proposed Wheatbelt Geopark:
 - A local champion (i.e., Coordinator) funded by stakeholders to drive the initiative;
 - An MoU between the Local Governments within the proposed Geopark boundaries;
 - A catalogue of geo assets and other tourism infrastructure in the region;
- The expense of establishing an Aspiring Geopark will include travel and accommodation associated with Professor Dowling and Mr. Briggs visiting the region, updating signage to delineate the Geopark boundaries and costs associated with bringing two UNESCO Geopark assessors to Australia initially and then every four years for a re-evaluation.

Mr. Briggs and Professor Dowling left the meeting at 11.25am and did not return.

4.3 Mr. Gordon Houston, Senior Environmental Consultant, Dallywater Consulting, 11.30am

Attachment 3. Dallywater Consulting proposal for a WEROC Strategic Waste Management Plan

As per Agenda item 4.1, Dallywater Consulting were invited to submit a proposal to complete a SWMP for WEROC. A copy of the proposal is provided as an attachment.

Dallywater Consulting has been invited to join the meeting, via videoconference to answer any questions the Board may have in relation to their proposal.

Comments from the meeting:

- Mr. Houston advised that Dallywater Consulting had written the original Strategic Waste Management Plan for WEROC.
- Mr. Houston was asked to comment on any funding that he was aware of, for waste projects. It was suggested that the Waste Authority might have some funding available although it was not clear what their future direction and focus for these funds might be. Mr. Houston commented that regional groupings of Councils have a greater chance of securing funding.

Ms. Natalie Kilminster, Mr. Tony Crooks, and Mr. Houston left the meeting at 12.02pm and did not return.

5. MINUTES OF MEETINGS

5.1 Minutes of the WEROC Inc. Board Meeting held on Tuesday 27 April 2021

Minutes of the WEROC Inc. Board Meeting held via Zoom videoconference on Tuesday 27 April 2021 have previously been circulated.

Recommendation:

That the Minutes of the WEROC Inc. Meeting held Tuesday 27 April 2021 be confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Rod Forsyth

Seconded: Ms. Karin Day

That the Minutes of the WEROC Inc. Meeting held Tuesday 27 April 2021 be confirmed as a true and correct record.

CARRIED

5.2 Decisions made via a “flying email” dated Friday 28 April 2021

At the WEROC Inc. Board meeting held on 27 April 2021, a proposal from the Customer Service Institute of Australia to deliver their customer service excellence program was considered and the Board resolved as follows:

RESOLUTION:

Moved: Ms. Karin Day

Seconded: Ms. Julie Flockart

Subject to confirmed costs and clarity on the delivery of the program, WEROC will progress with a collaboration with the Wheatbelt Business Network to deliver the CSIA customer service program across the six WEROC Local Government areas.

On Wednesday 28 April 2021, Board Members received an email from the Executive Officer confirming that:

1. If six sessions were to be held (i.e., one in each WEROC Shire), rather than the five originally quoted, the cost would be \$19,500 + GST.
2. The full content of the program is delivered in a single session.

The Executive Officer requested that Board Members advise if they were happy to proceed based on the understanding that:

- a. Five sessions will be held – one in each Local Government area with the exception of Tammin who will join the session in Kellerberrin. The Executive Officer will work with Shires to develop a schedule for these workshops.
- b. Shires will assist in promoting the program to their local businesses.
- c. Shires will be responsible for covering the costs of venue hire and catering.

- d. In addition to the program delivery cost, WEROC will be responsible for covering travel and accommodation expenses (ex-Perth) for the presenters.

Responses confirming support of the CSIA customer service training based on the above conditions, was received from the following Board Members:

- Mr. Neville Hale
- Mr. Peter Clarke
- Mr. Raymond Griffiths
- Mr. Darren Mollenoyux
- Ms. Karin Day
- Mr. Ram Rajagopalan

For recording purposes, the decision to proceed with the CSIA training based on the additional information provided via email on 28 April 2021, is presented for endorsement.

Recommendation:

That the decision made by the WEROC Inc. Board via a “flying email” sent on 28 April 2021, be endorsed.

RESOLUTION:

Moved: Ms. Karin Day

Seconded: Mr. Raymond Griffiths

That the decision made by the WEROC Inc. Board via a “flying email” sent on 28 April 2021, be endorsed.

CARRIED

5.3 Decisions made via a “flying email” dated Friday 7 May 2021

On Friday 7 May 2021, the Executive Officer sent a request on behalf of NEWTravel via a “flying email”, for WEROC Inc. to make a financial contribution of \$500 toward a Wheatbelt Agri-Tourism workshop in collaboration with Roe Tourism, NEWTravel and Australia’s Golden Outback.

The workshop will take place in Merredin on 28 July 2021. It is intended that the workshop be free to attend and the \$500 contributed by WEROC will be used toward the costs of catering.

The Executive Officer noted that the \$500 contribution would be in addition to the \$3,000 allocated for collaborative marketing initiatives in the 2021-22 budget.

Support for the recommendation was provided via email from the following Board Members:

- Mr. Ram Rajagopalan
- Mr. Peter Clarke
- Mr. Raymond Griffiths
- Ms. Karin Day
- Ms. Julie Flockart
- Mr. Darren Mollenoyux
- Mr. Rod Forsyth
- Mr. Neville Hale

As this constituted a majority of Members, the recommendation was accepted.

For recording purposes, the decision is presented for endorsement.

Recommendation:

That the decision made by the WEROC Inc. Board via a “flying email” sent on 7 May 2021, be endorsed.

RESOLUTION:

Moved: Mr. Wayne Della Bosca

Seconded: Mr. Jamie Criddle

That the decision made by the WEROC Inc. Board via a “flying email” sent on 7 May 2021, be endorsed.

CARRIED

5.4 Business Arising – Status Report as of 10 June 2021

Actions Arising from the WEROC Inc. Board Meeting held on 27 April 2021.

Agenda Item	Action(s)	Status
7.2 Local Business Development	<ol style="list-style-type: none"> 1) Confirm costs and program delivery with CSIA; 2) Progress with CSIA customer service training in collaboration with the Wheatbelt Business Network. 	<p>The CSIA customer service training has been confirmed for 26 – 30 July 2021. Five workshops will be held as per the following schedule:</p> <p>26 July 2021 – Southern Cross</p> <p>27 July 2021 – Westonia</p> <p>29 July 2021 – Bruce Rock (morning) & Merredin (afternoon)</p> <p>30 July 2021 – Kellerberrin</p>
7.3 Regional Ranger Service	The Executive Officer and Mr. Mark Dacombe to provide an update on the discussions with WA Contract Ranger Services prior to the next meeting of the WEROC Inc. Board and if necessary, convene a meeting of the WEROC Inc. CEO Committee to consider the next steps.	<p>The Executive Officer spoke with Mr. Matthew Sharpe from WA Contract Ranger services on 6 May 2021, who advised that the Shire of Merredin would be considering a proposal from WA Contract Ranger Services at their Council meeting being held on 18 May 2021.</p> <p>This item will be discussed further under Agenda item 7.2.</p>
7.5 Renewal of MoU with the Central Wheatbelt Visitors Centre	<p>Advise Ms. Robyn McCarthy, Manager Central Wheatbelt Visitors Centre (CWVC) that:</p> <ol style="list-style-type: none"> 1. WEROC Inc. support the renewal of the MOU for visitor servicing provided by the CWVC; and 2. Are happy for the mail out service provided by CWVW to continue. 	The Executive Officer advised Ms. Robyn McCarthy via email on 7 May 2021 that WEROC Inc. agreed to renew the Memorandum of Understanding between the Shire of Merredin, WEROC and the Shire of Cunderdin for visitor servicing and regional promotion through the Central Wheatbelt Visitors Centre, for a period of three (3) years, commencing 1 July 2021 and are happy for the mail out service to continue.
7.8 Decisions arising from NEWROC presentation	Invite ASK Waste Management and Dallywater Consulting to present to the WEROC Inc. Board at the meeting to be held on 23 June 2021.	Both ASK Waste Management and Dallywater Consulting will present to the WEROC Board at the meeting to be held on 23 June 2021.

<p>8.2 Elected Member Code of Conduct</p>	<ol style="list-style-type: none"> 1. Investigate the opportunity to formulate a WEROC complaints assessment panel; 2. Each Local Government to take the proposal back to their Councils and ask for nominations to participate on the panel. 	<p>On 4 May 2021, Mr. Peter Clarke sent an email to WEROC CEO's advising that:</p> <p><i>Following on from the WEROC meeting last week and discussion regarding the Draft WALGA Template - Code of Conduct Behaviour Complaints Management Policy, and the proposed Complaints Assessor Panel consisting of WEROC Members, I referred the proposed wording below that would relate to Clause 3.8, Appointment of Complaint Assessor, to WALGA for comment:-</i></p> <p><i>"If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a Complaints Assessor from a panel of names submitted by the Wheatbelt East Regional Organisation of Councils (WEROC) Inc., (updated from time to time) who are deemed by individual WEROC participating Member Councils to have the necessary experience to undertake the Complaint Assessor role in an impartial manner".</i></p> <p>Mr. Clarke advised that Mr. Tony Brown had responded to his enquiry, indicating that the wording appears consistent with how some other groups of Councils intend to manage assessment of complaints.</p> <p>On 7 May 2021, Mr. Clarke provided CEOs with a Draft Behaviour Complaints Policy, Behaviour Complaints Committee Terms of Reference and delegation for consideration by their Council's.</p>
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Comments from the meeting:

- The matter of fees contributed by WEROC Members to the Central Wheatbelt Visitors Centre was discussed. It was determined that as the Shire of Tammin is now a Member of WEROC their fees should be equal to that of all other WEROC Shires.

- It was requested that the MoU be updated to explain the difference in service offered to a WEROC Shire and a “Member Shire” (i.e., Cunderdin) so that it is clear why there is a discrepancy in the fees contributed.
- Executive Officer to contact Ms. Robyn McCarthy to clarify if a “Member Shire” receives the same display space, pamphlets, co-operative marketing, etc.
- The Executive Officer to bring the revised MoU to the next meeting.

Recommendation:

That the status report as of 10 June 2021 be received.

RESOLUTION:

Moved: Mr. Jamie Criddle

Seconded: Mr. Rod Forsyth

That the status report as of 10 June 2021 be received.

CARRIED

6. WEROC INC. FINANCE

6.1 WEROC Inc. Financial Report as of 31 May 2021

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 June 2021

Attachments: Nil

Voting Requirement: Simple Majority

At the WEROC Inc. Board Meeting held on 28 May 2020 the budget for the financial year commencing 1 July 2020 and ending 30 June 2021 was adopted. The WEROC Inc. Budget 2020-21 is used as the basis for the financial report.

An explanation for each of the notations on the financial report is provided below.

Note 1	Annual Financial contributions paid by the Shire’s of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn. The one-off joining fee associated with new members of \$30,000 was also paid by the Shire of Tammin.
Note 2	GST on the Annual Financial Contributions and new member fee.
Note 3	GST Refunds for Q4 BAS 2019-2020 and Q3 BAS 2020-21.
Note 4	Executive Officer services for the months of July to December 2020.
Note 5	Executive Officer travel to Board and WMSIP meetings.
Note 6	Monthly subscription fee for Xero accounting software.
Note 7	Payment to Audit Partners Australia for the audit of WEROC Inc. finances for the 2019-20 financial year.
Note 8	Includes payments to 150 Square for WEROC Inc. Strategic Planning, WALGA for Associate Membership, the first instalment to the Customer Service Institute of Australia for the customer service training that will take place in July 2021, and Australia’s Golden Outback for the co-operative digital marketing campaign in June 2020, a wildflower print advertising campaign in September 2020 and the Caravan and Camping Show in March 2021.

Note 9	Payments to PWD for the redevelopment of the WEROC Inc. website and monthly hosting fee.
Note 10	Insurances for WEROC Inc. including workers compensation, Cyber insurance, Public and Products Liability, Associations and Officials Liability and Personal Accident – Volunteer Workers.
Note 11	Payments to the ATO resulting from the Business Activity Statements for Q1 and Q2 2020-21. The actual expenditure on this item is more than double the budgeted amount due to the additional income received as a result of the Shire of Tammin joining WEROC Inc.

WEROC Inc.
ABN 28 416 957 824
1 July 2020 to 31 May 2021

	Budget 2020/2021	Actual to 31/05/2021	Notes	
INCOME				
0501	General Subscriptions	\$60,000.00	\$102,000.00	1
504.01	Consultancy & Project Reserve	\$0.00	\$0.00	
0575	Interest received	\$141.67	\$64.09	
584	Other Income	\$0.00	\$0.00	
	GST Output Tax	\$6,000.00	\$10,200.00	2
	GST Refunds	\$5,771.24	\$2,102.00	3
	Total Receipts	\$71,912.91	\$114,366.09	
EXPENSES				
1545	Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Inc. Executive Services	\$30,450.00	\$27,317.72	4
1661.02	Executive Officer Travel and Accommodation	\$2,162.40	\$1,163.26	5
1661.03	WEROC Executive Officer Recruitment	\$0.00	\$0.00	
1687	WEROC Financial Services Accounting	\$795.40	\$363.60	6
1687.03	WEROC Financial Services Audit	\$1,300.00	\$879.95	7
1585	WEROC Consultant Expenses	\$40,000.00	\$10,280.29	8
1850	WEROC Management of WEROC App & Website	\$6,860.00	\$6,800.00	9
1801	WEROC Meeting Expenses	\$500.00	\$0.00	
1851	WEROC Insurance	\$5,056.67	\$4,998.86	10
1852	WEROC Legal Expenses	\$2,000.00	\$0.00	
1853	WEROC Incorporation Expenses	\$0.00	\$0.00	
1930	WEROC Sundry	\$300.00	\$0.00	
3384	GST Input Tax	\$8,693.78	\$4,980.42	
	ATO Payments	\$3,117.28	\$7,237.00	11
	Total Payments	\$101,235.53	\$64,021.10	

Net Position	-\$29,322.62	\$50,344.99
OPENING CASH 1 July	\$136,811.40	\$143,177.70
CASH BALANCE	\$107,488.78	\$193,522.69

Recommendation:

That the WEROC Inc. financial report for the period 1 July 2020 to 31 May 2021, be received.

RESOLUTION:

Moved: Ms. Karin Day

Seconded: Mr. Darren Mollenoyux

That the WEROC Inc. financial report for the period 1 July 2020 to 31 May 2021, be received.

CARRIED

6.2 Income & Expenditure

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 June 2021

Attachments: Nil

Voting Requirement: Simple Majority

A summary of income and expenditure for the period 1 April 2021 to 31 May 2021 is provided below.

Date	Description	Reference	Credit	Debit	Running Balance	Gross
WEROC Inc. Transactions for the period 1 April 2021 to 31 May 2021						
Opening Balance			205,652.50			
01 Apr 2021	Payment: PWD Australia	INV-23187	0.00	33.00	205,619.50	(33.00)
06 Apr 2021	Payment: Australia's Golden Outback	INV-3684	0.00	302.50	205,317.00	(302.50)
16 Apr 2021	ATO	Q3 BAS 2020-21	837.00	0.00	206,154.00	837.00
16 Apr 2021	Payment: PWD Australia	INV-23549	0.00	198.00	205,956.00	(198.00)
16 Apr 2021	Payment: 150 Square Pty Ltd	INV-0029	0.00	3,835.50	202,120.50	(3,835.50)
23 Apr 2021	Payment: Shire of Merredin	M11470	0.00	469.06	201,651.44	(469.06)
04 May 2021	Payment: PWD Australia	INV-23596	0.00	33.00	201,618.44	(33.00)
10 May 2021	Payment: Australia's Golden Outback	INV-3685	0.00	500.00	201,118.44	(500.00)
18 May 2021	Payment: 150 Square Pty Ltd	INV-0033	0.00	3,127.00	197,991.44	(3,127.00)
24 May 2021	Payment: Customer Service Institute of Australia	INV-9774	0.00	4,468.75	193,522.69	(4,468.75)
Total Westpac Community Solution One			837.00	12,966.81	193,522.69	(12,129.81)
Closing Balance			193,522.69			

Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 April 2021 to 31 May 2021 be received.

That the Accounts Paid by WEROC Inc. for the period 1 April 2021 to 31 May 2021 totalling \$12,966.81 be approved.

RESOLUTION: **Moved:** Mr. Raymond Griffiths **Seconded:** Ms. Julie Flockart

That the WEROC Inc. summary of income and expenditure for the period 1 April 2021 to 31 May 2021 be received.

That the Accounts Paid by WEROC Inc. for the period 1 April 2021 to 31 May 2021 totalling \$12,966.81 be approved.

CARRIED

7. MATTERS FOR DECISION

7.1 Associate Membership of WALGA 2021/22

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 10 June 2021

Attachments: Attachment 4. Letter from WALGA RE: Associate Membership for 2021-22

Financial Implications: The cost of Membership will be \$740 + GST.

Voting Requirement: Simple Majority

Background:

At the WEROC Board meeting held on 30 April 2020, a proposal for WEROC Inc. to become an Associate Member of WALGA was discussed. Benefits of associate membership according to the marketing brochure supplied by WALGA were said to include:

- Access to WALGA preferred suppliers.
- Professional services offered at below market prices.
- Employee relations service.
- Insurance, risk management and broking services.
- ICT infrastructure and on-line service delivery.
- Strategic procurement services.
- Taxation support.
- Complimentary subscription to WALGA publications.

In addition, it was thought that through associate membership WEROC Inc. would be eligible for insurance coverage under LGIS.

At the time the Board resolved as follows:

RESOLUTION: **Moved:** Mr. Darren Mollenoyux **Seconded:** Ms. Julie Flockhart

That:

- 1) *WEROC Inc. become an Associate Member of WALGA.*
- 2) *Upon acceptance of the application, request a quote for the following forms of insurance cover from LGIS and at least two other insurance providers:*

Public and professional indemnity insurance.

Officers and director's insurance.

Workers compensation.

Voluntary workers Insurance.

Cyber/internet insurance.

As per the resolution, the Executive Officer contacted LGIS to enquire about WEROC's eligibility for insurance cover in light of the associate membership with WALGA and was advised that because "WEROC Inc. was

formed under the Incorporations Act it does not meet the current guidelines of the Trust Deed and LGISWA Scheme Rules” and therefore is not eligible for cover with LGIS.

Executive Officer Comment:

On 2 June 2021, the Executive Officer received (via email) a letter from Mr. Nick Sloan, Chief Executive Officer of WALGA, inviting WEROC Inc. to renew its Associate Membership for the 2021/22 financial year.

The cost of Membership will be \$740 + GST.

Recommendation:

That given the original intent of associate membership of WALGA was to enable access to insurance coverage with LGIS and it has since been advised that this is not possible, WEROC Inc. does not renew its membership with WALGA.

RESOLUTION:

Moved: Mr. Jamie Criddle

Seconded: Mr. Wayne Della Bosca

The Executive Officer to advise WALGA that WEROC Inc. does not wish to renew its Associate Membership for the 2021-22 financial year.

CARRIED

7.2 Regional Ranger & Emergency Services

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 10 June 2021

Attachments: Nil

Consultation: Mr. Matt Sharpe, WA Contract Ranger Services

Financial Implications: NIL

Voting Requirement: Simple Majority

Background:

Priority five of the WEROC Inc. Strategic Plan - Ranger and regulatory services solution, identifies the following actions:

1. Complete a review of existing ranger service delivery arrangements and costing across Member Councils
2. Investigate avenues to fund and engage a Regional Community Emergency Services Manager.
3. Implement a ranger and regulatory service solution for WEROC Member Councils. The solution will include a provision to train additional Shire staff to support the ranger.

Under agenda item 8.1 of the WEROC Inc. Board Meeting held 22 February 2021, Mr. Mark Dacombe advised that the Ranger employed by the Shire of Merredin had recently left and suggested that it would be timely to undertake the actions identified under Priority Five of the WEROC Inc. Strategic Plan to determine the viability of a WEROC Ranger Service. The Board resolved as follows:

RESOLUTION:

Moved: Mr. Mark Dacombe

Seconded: Mr. Darren Mollenoyux

That the Executive Officer complete a desktop audit of existing ranger services and requirements across the WEROC Member Councils.

On Monday 19 April 2021, a meeting of the WEROC Inc. CEO Committee was held via videoconference, to discuss the options outlined in an audit summary report prepared by the Executive Officer and to consider alternative suggestions. The CEO Committee resolved as follows:

RESOLUTION: Moved: Mr. Jamie Criddle Seconded: Mr. Raymond Griffiths

That the Executive Officer contact WA Ranger Services to enquire about a regional service for WEROC Local Governments and present back to the WEROC Inc. Board.

At the WEROC Inc. Board meeting held on 27 April 2021, the Executive Officer advised that contact had been made with Mr. Matthew Sharpe, from WA Contract Ranger Services and was aware that a meeting between Mr. Sharpe and the Shire of Merredin would be taking place on Wednesday 28 April 2021 to discuss the possibility of a Ranger being based in Merredin. Mr. Mark Dacombe advised that after the meeting with Mr. Sharpe, he would make contact with the WEROC CEO's to discuss how they can move forward with a regional Ranger solution. In response the Board resolved as follows:

RESOLUTION: Moved: Mr. Rod Forsyth Seconded: Ms. Karin Day

That the Executive Officer and Mr. Mark Dacombe provide an update on the discussions with WA Contract Ranger Services prior to the next meeting of the WEROC Inc. Board and if necessary, convene a meeting of the WEROC Inc. CEO Committee to consider the next steps.

Executive Officer Comment:

The Executive Officer was contacted by Mr. Sharpe on 6 May 2021 with an update on his discussions with the Shire of Merredin. It is the Executive Officer's understanding from this conversation that the Shire of Merredin at its Council meeting being held on 18 May 2021, would be considering a proposal from WA Contract Ranger Services to engage them to deliver a part-time Ranger service at an agreed contract rate. The Ranger would be based in Merredin and could be utilised to provide services to adjoining Shires.

Recommendation:

That the Board note the information and agree that, at this stage no further action is required.

Comments from the meeting:

- Mr. Mark Dacombe advised that the Shire of Merredin have entered into a one-year contract with WA Contract Ranger Services for the period 1 July 2021 to 30 June 2022. The contract involves a 22 hour per week Ranger Service in Merredin, which will be reviewed mid-term.
- The contract Ranger will be based in Merredin, making it easier to service other Shires in the region.
- If the Shire of Merredin are happy with the service and want to continue down that path, they will look at tendering the contract for an additional period of 3 years.
- Mr. Sharpe has indicated that if they secure a longer-term contract then he will look at buying a house in Merredin.
- Mr. Darren Mollenoyux advised that while the ranger solution might be satisfactory for now, there is still a need to delve further into emergency management service delivery.

RESOLUTION: Moved: Mr. Rod Forsyth Seconded: Mr. Wayne Della Bosca

That:

1. No further action in regard to the delivery of a regional ranger service is required at this stage; and
2. Avenues to support improved emergency management services will continue to be investigated by WEROC and individual Local Governments.

CARRIED

7.3 Regional Climate Alliance Program

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date:	10 June 2021
Attachments:	<i>Attachment 5: WEROC Inc. Application to the Regional Climate Alliance Program</i> <i>Attachment 6: Letter to the Regional Climate Alliance Program Coordinator on behalf of the WEROC Inc. Board</i>
Financial Implications:	If the application is successful, a \$35,000 cash co-contribution from WEROC will be allocated to the Alliance, from the consultancy line item of the 2021-22 and 2022-23 budgets
Consultation:	Ms. Gemma Cook and Mr. Garry Middle, WALGA
Voting Requirement:	Simple Majority

Background:

A meeting of the WEROC CEO's was held in Kellerberrin on Tuesday 25 May 2021 to discuss a possible application to the Regional Climate Alliance Program being administered by WALGA. Ms. Gemma Cook, Program Coordinator-Regional Climate Alliances; and Mr. Garry Middle, Environment Policy Advisor attended the meeting and provided an overview of the program and guidance on addressing the application criteria.

Based on the discussion and advice of WALGA it was determined that:

- 1) WEROC Inc. would provide an ideal governance structure for the alliance and therefore, that the applicant should be WEROC rather than one of the Member Local Governments;
- 2) If the application is successful, the Regional Risk Coordinator (RRC) will be appointed by and accountable to the WEROC Board;
- 3) WEROC will make a cash contribution of up to \$35,000 per annum to cover the employment costs and activities of the RRC. It is proposed that this amount be taken from the consultancies line item in the budget;
- 4) The two initial priorities for the Alliance will be:
 - (a) Planning and delivering resilient sport and recreation infrastructure to adapt to a hotter and drier climate; and
 - (b) Reducing our carbon footprint through climate smart waste management practices that mitigate greenhouse emissions.

Executive Officer Comment:

On Monday 31 May 2021, the Executive Officer sent, via email to all Members, the above meeting summary along with a request from NEWROC to consider a joint application to the Regional Climate Alliance Program. Responses were received from the following Members:

- Mr. Jamie Criddle
- Mr. Darren Mollenoyux
- Mr. Ram Rajagopalan
- Ms. Karin Day
- Ms. Julie Flockart
- Mr. Rod Forsyth

The consensus from responses was that cross-regional collaboration is encouraged, however one Regional Risk Coordinator and the pool of project funding would be spread too thinly over 13 Local Governments and therefore on this occasion, WEROC should pursue an application independently of NEWROC.

A copy of the application to the Regional Climate Alliance Program submitted on behalf of WEROC Inc., and the accompanying letter of endorsement on behalf of the WEROC Board, are provided as attachments.

Recommendation:

That:

- 1) The WEROC Inc. Board endorse the recommendations of the WEROC Inc. CEO meeting held in Kellerberrin on Tuesday 25 May 2021;
- 2) Ratify the provision of a letter endorsing the application to the Regional Climate Alliance Program signed by the Chair on behalf of the WEROC Inc. Board;
- 3) Ratify the application submitted by WEROC Inc. to the Regional Climate Alliance Program.

Comments from the Meeting:

- The Executive Officer advised that Ms. Gemma Cook Program Coordinator-Regional Climate Alliances at WALGA, had enquired as to whether WEROC or any of its Member Shires would be interested in joining the “Climate Change Collaborative”, a working group that WALGA has recently set up to progress climate change action across WA Local Governments.
- The Executive Officer will contact Ms. Cook to advise that WEROC are interested in the concept and will review its involvement in the Collaborative after the outcome of its application to the Regional Climate Alliance Program is known.

RESOLUTION: **Moved:** Ms. Julie Flockart **Seconded:** Ms. Karin Day

That:

- 1) The WEROC Inc. Board endorse the recommendations of the WEROC Inc. CEO meeting held in Kellerberrin on Tuesday 25 May 2021;
- 2) Ratify the provision of a letter endorsing the application to the Regional Climate Alliance Program signed by the Chair on behalf of the WEROC Inc. Board;
- 3) Ratify the application submitted by WEROC Inc. to the Regional Climate Alliance Program

CARRIED

7.4 Tier 3 Rail

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 11 June 2021

Attachments: *Attachment 7: Shire of Narrogin Letter of Support for Tier 3 Rail*

Consultation: Ms. Jane Fuchsbichler

Voting Requirement: Simple Majority

Background:

The Wheatbelt Railway Retention Alliance was formed in December 2010 bringing together 26 Local Governments, WA Farmers, and other stakeholders with the aim to keep grain freight on rail for a safe and efficient path to port.

On Thursday 10 June 2021, the WEROC Executive Officer and Chair, attended a meeting of the Wheatbelt Railway Retention Alliance (WRRRA) after receiving an invitation from the WRRRA Coordinator Ms. Jane Fuchsbichler. The principal purpose of this meeting was to receive an update from the Australian Rail, Tram and Bus Industry Union (RTBIU) following the infrastructure funding announcement in the Australian Government budget on 11 May 2021.

According to the Department of Infrastructure, Transport, Regional Development and Communications website, the WA Agricultural Supply Chain Improvements - Package 1, is a \$200 million investment (\$160

million from the Australian Government and \$40 million from the State) that will involve various rail upgrades and associated adjustments to local roads impacted by longer trains loading grain in the Wheatbelt and Great Southern region of Western Australia. It will also include various upgrades on roads used by the agricultural sector in the Wheatbelt, Midwest and Goldfields-Esperance regions. The project is expected to commence in mid-2022 and be finished by mid-2027.

The RTBIU Western Australian branch secretary, Mr. Craig McKinley, advised the WRRRA that he had met with the Hon. Rita Saffioti MLA, Minister for Transport; Planning; Ports and has been verbally assured that the funding would be allocated to one of the Tier 3 upgrade proposals for which, according to a media statement released by Minister Saffioti's office in September 2020, business cases were being prepared. The proposals were:

- Quairading to York (estimated cost of \$110.91 million)
- Kulin to Narrogin (estimated cost of \$164.41 million)
- Kondinin (via Narembeen) to West Merredin (estimated cost of \$210.67 - \$238.08 million)

Mr. McKinley advised that it is likely the Quairading to York line will be the first project funded and that additional Tier 3 lines would be considered when the anticipated second and third funding packages are announced. Mr. McKinley also advised that the project would not involve a refurbishment of the lines but rather an entire new build.

Executive Officer Comment:

Mr. McKinley advised that while the agricultural supply chain improvements package is likely to be used toward Tier 3 rail this is not set in stone and to ensure these funds are directed to Tier 3, it will be essential for Local Governments to show their support for the initiative and to present a united front. It is anticipated that forums will be held in the Central Wheatbelt within two months to provide the Government with an opportunity to engage with Councils, communities, and farmers in the region.

Mr. McKinley requested that Local Governments write to Minister Saffioti's office demonstrating their support of Tier 3 rail renewal and outlining the social and economic benefits it is anticipated to bring to the region. A letter sent by the Shire of Narrogin was mentioned as a good example of the type of endorsement required. A copy of this letter is provided as an attachment.

Recommendation:

That WEROC Inc. send a letter to Minister Saffioti indicating our support of the WA Agricultural Supply Chain Improvements - Package 1, being invested in Tier 3 rail renewal.

Comments from the Meeting:

- Mr. Rod Forsyth in his capacity as President of the Agricultural Freight Group suggested that this motion should be supported but in the context that it is not all about rail and road maintenance is equally as important.
- Ms. Julie Flockart noted that strategic freight routes are important and should receive WEROC support; and asked that the considerable volunteer effort of the Wheatbelt Railway Retention Alliance be acknowledged.

RESOLUTION: **Moved:** Ms. Julie Flockart **Seconded:** Mr. Rod Forsyth

That WEROC Inc. send a letter to Minister Saffioti indicating its support of the WA Agricultural Supply Chain Improvements - Package 1, being invested in sustainable rail and road infrastructure.

CARRIED

7.5 WEROC Inc. Strategic Projects Status Report & Next Steps

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 10 June 2021

Attachments: Nil

Voting Requirement: Simple Majority

Background:

The WEROC Inc. Strategic Plan 2020, identifies five priorities and associated actions. An update on progress against the five strategic priorities is provided below and the next steps will be discussed.

Priority	Actions	Progress	Next Steps (For Discussion)
Regional waste management	<ol style="list-style-type: none"> 1) Undertake a review of existing waste management service delivery across the WEROC region including: <ul style="list-style-type: none"> • Local Government Waste Management Plans; • Waste management services and infrastructure; • Recycling activities and capabilities; • Contract arrangements; and cost of delivery. 2) Complete a cost-benefit analysis for ownership of a shared truck for municipal waste and recycling collection. 3) Develop a WEROC Waste Management Plan. 	<ul style="list-style-type: none"> • A quote was provided by ASK Waste Management for the development of a revised WEROC Strategic Waste Management Plan and a feasibility study into the establishment of a regional landfill site. A decision on this quote has been deferred until the Board have a better understanding of the Tammin Waste Disposal report, which was recently completed by the Wheatbelt Development Commission • Mr. Grant Arthur and Mr. Rob Cossart from the Wheatbelt Development Commission have been invited to present to the WEROC Inc. Board on the Tammin Waste Disposal report. • NEWROC CEO and EO have been invited to present to the WEROC Board on their regional waste management planning. 	As per discussion under agenda item 7.6 and 7.8
Tourism Product Development	<ol style="list-style-type: none"> 1) Conduct an audit of physical and digital tourism assets across the WEROC region. 2) Undertake desktop research and consultation with regional tourism groups to better understand: <ul style="list-style-type: none"> - The existing tourism market; 	<ul style="list-style-type: none"> • An application was submitted on 7 July 2020 to the Regional Economic Development grant scheme to undertake an “Activating Tourism in the Eastern Wheatbelt” project”. This application was unsuccessful. • A quote submitted by 150 Square Strategic Solutions to undertake a tourism asset audit 	The Executive Officer will have a final draft of the tourism audit for consideration at the next WEROC Inc. Board meeting

	<ul style="list-style-type: none"> - Trends in tourism product development; and - Future target markets for visitors to the Eastern Wheatbelt. <p>3) Develop a list of priorities for investment inclusive of cost estimates and possible funding opportunities for new product development.</p>	<p>was accepted at the WEROC Inc. Board Meeting held on 22 February 2021. Work on the tourism audit is ongoing.</p>	
Local business development	<p>1) In partnership with the Wheatbelt Business Network, Chambers of Commerce and Community Resource Centres, develop a targeted business improvement program with a focus on:</p> <ul style="list-style-type: none"> • Online reputational management (e.g. how to respond to negative reviews); and • Improved frontline customer experience (both physical and digital). <p>2) Develop a project plan/business case to support an application for funding to implement the program.</p>	<ul style="list-style-type: none"> • The CEO of the Wheatbelt Business Network (WBN) presented a business development program proposal to the WEROC Inc. Board on 27 August 2020. It was decided that the timing was not right for a business development program and the concept would be revisited in mid-2021. • The WBN submitted an alternative proposal for a customer service excellence to be delivered by the Customer Service Institute of Australia (CSIA) at the WEROC Inc. Board meeting held on 27 April 2021. The proposal was accepted. 	<p>CSIA will deliver their customer service excellence program to WEROC Local Governments in July 2021.</p>
Digital connectivity	<p>1) Establish partnerships to collaboratively address deficiencies in digital connectivity and capacity across the Eastern Wheatbelt.</p> <p>2) Work with telecommunications providers (e.g. Telstra, Optus, NBN Co.) to target improvements in fixed and mobile connectivity.</p> <p>3) Lend support to existing initiatives that have the potential to improve digital connectivity across the WEROC region (e.g. Crisp wireless, WA SuperNet).</p>	<ul style="list-style-type: none"> • WEROC Inc. have provided letters of support for the CRISP wireless application to the Regional Connectivity Program and Digital Farms Grants Program. The application to the Digital Farm Grants Program was successful and the project will include two WEROC Member Councils – Tammin and Yilgarn. • The Hon Melissa Price MP was asked to comment on support/funding available for digital connectivity initiatives. The Minister provided a written response which includes details of the Regional Connectivity Program, WA Grain belt 	<p>Executive Officer to contact CRISP wireless for an update on progress with the network expansion enabled by the Digital Farm Grants Program</p>

		Connectivity Program and the Mobile Blackspot Program.	
Ranger and regulatory services solution	<ol style="list-style-type: none"> 1) Complete a review of existing ranger service delivery arrangements and costing across Member Councils 2) Investigate avenues to fund and engage a Regional Community Emergency Services Manager. 3) Implement a ranger and regulatory service solution for WEROC Member Councils. The solution will include a provision to train additional Shire staff to support the ranger. 	<ul style="list-style-type: none"> • An enquiry into the possibility of a regional CESM for WEROC Inc. Local Governments has been sent to the Department of Fire and Emergency Services and a response has been received advising that it is not possible at this time. • Mr. Darren Brown, Executive Officer of Bushfire Volunteers WA was invited to present to the WEROC Inc. Board and as a result of his presentation WEROC has requested that the Great Eastern Country Zone consider a review of the Emergency Services Levy. • The WEROC Ranger and Emergency Services Audit has been completed. 	As per discussion under agenda item 7.2

Recommendation:

That the Strategic Projects status report be received and discussed.

RESOLUTION: **Moved:** Ms. Karin Day **Seconded:** Mr. Raymond Griffiths

That the Strategic Projects status report be received.

CARRIED

7.6 Discussion and Decisions Arising from the Presentation by Mr. Samuel Green

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 10 June 2021

Voting Requirement: Simple Majority

Executive Officer Comment:

Following the presentation from Mr. Samuel Green it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

Recommendation:

That the information as presented by Mr. Green be considered, and the matter discussed.

RESOLUTION: **Moved:** Mr. Raymond Griffiths **Seconded:** Mr. Darren Mollenoyux

That the quote from ASK Waste Management to develop a Strategic Waste Management Plan and landfill rationalisation study be accepted.

CARRIED

7.7 Discussion and Decisions Arising from the Presentation by Mr. Alan Briggs & Professor Ross Dowling

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 10 June 2021

Voting Requirement: Simple Majority

Executive Officer Comment:

Following the presentation from Mr. Alan Briggs and Professor Ross Dowling it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

Recommendation:

That the information as presented by Mr. Briggs and Professor Dowling be considered, and the matter discussed.

Comments from the meeting:

- The Board felt that while the concept of a Geopark has merit, WEROC should not be the driver.
- WEROC will await the outcome of the tourism product audit before progressing with any new initiatives. In the interim the WEROC website can be updated to include mention of a “potential Geopark”

RESOLUTION: **Moved:** Mr. Jamie Criddle **Seconded:** Ms. Julie Flockart

That the Executive Officer thank Mr. Briggs and Professor Dowling for their presentation and advise that as WEROC are currently undertaking an audit of tourism product, no further action will be taken at this time.

CARRIED

7.8 Discussion and Decisions Arising from the Presentation by Mr. Gordon Houston

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 10 June 2021

Voting Requirement: Simple Majority

Executive Officer Comment:

Following the presentation from Ms. Nahrel Dallywater and Mr. Gordon Houston it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

Recommendation:

That the information as presented by Ms. Dallywater and Mr. Houston be considered, and the matter discussed.

RESOLUTION: **Moved:** Ms. Karin Day **Seconded:** Mr. Rod Forsyth

That the Executive Officer thank Dallywater Consulting for presenting to the WEROC Inc. Board and advise that we will not be progressing with their proposal.

CARRIED

8. EMERGING ISSUES

NIL

9. OTHER MATTERS (FOR NOTING)

9.1 Wheatbelt Medical Student Immersion Program (WMSIP)

On 27 May 2021, Ms. Betony Dawson, Project Coordinator Workforce Solutions at Rural Health West, provided an update on conversations between Curtin University and the University of Notre Dame with regard to the future delivery of WMSIP.

Ms. Dawson advised that Rural Health West had met with the Deans of the Curtin and Notre Dame medical schools the week prior and were in the process of completing a project plan for their approval. In essence the two Universities have agreed to commit to running the program together again in the same 10 towns at the same time, however they will be allocating all Curtin students to 5 towns and all Notre Dame students to the other 5 towns.

The Universities will each be responsible for the planning and delivery of the program in their allocated towns.

Comments from the meeting:

- Executive Officer to request that WEROC work with only one University per year in order to reduce duplication.

9.2 Future Drought Funds Science to Practice Innovation Forum

The Future Drought Fund's first annual *Science to Practice Innovation Forum* is taking place from June 29 to July 1, 2021. The is a nationwide event taking place both in-person and online, and is aimed at connecting researchers, farmers, agribusinesses, and communities who are committed to making Australia more drought resilient. Each day's session will begin at 8.00am and conclude by 3.00pm.

Each of the eight new Drought Resilience Adoption and Innovation Hubs, will present their region's co-design priorities and how they plan to address these issues over the next 4years. For the full program and to register for the in-person event at the Merredin Dryland Research Institute visit:

[Building the Foundations of Drought Resilience Forum Tickets, Tue 29/06/2021 at 8:00 am | Eventbrite](#)

Comments from the meeting:

- The Executive Officer to register for the forum to access information and circulate to the Board.

10. FUTURE MEETINGS

As per the approved schedule of meetings for 2021, the next meeting of the WEROC Inc. Board will be held in Westonia or Southern Cross on Wednesday 1 September, commencing at 10.00am.

Comments from the meeting:

- As Mr. Peter Clarke is leaving on 12 August 2021 the next meeting will be brought forward to Wednesday 11 August and will be held in Southern Cross. The meeting will be held in the Council Chambers and commence at 10.30am.

The revised schedule of meeting dates and locations for 2021 is as follows:

Date	Time	Host Council
Monday 22 February	1.00pm	Shire of Kellerberrin
Tuesday 27 April	1.00pm	Zoom videoconference
Wednesday 23 June	10.00am	Shire of Bruce Rock

Wednesday 11 August	10.30am	Shire of Yilgarn
Monday 22 November	1.00pm	Shire of Tammin*

*The location of the meeting scheduled for 22 November may need to be altered to align with the Great Eastern Country Zone meeting, which is also taking place on this day.

11. CLOSURE

There being no further business the Chair closed the meeting at 1.30pm.

DECLARATION

These minutes were confirmed by the WEROC Inc. Board at the meeting held _____

Signed _____

Person presiding at the meeting at which these minutes were confirmed