



# Council Meeting

Wednesday 26 June 2019

Kellerberrin Recreation and Leisure Centre

## MINUTES

The meeting will commence at 10.04am

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# WEROC

## Wheatbelt East Regional Organisation of Councils

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

An in-person Council Meeting commencing at 10.04am

# MINUTES

## 1. OPENING AND ANNOUNCEMENTS

The WEROC Chair opened the meeting at 10.04am, welcoming all in attendance.

## 2. RECORD OF ATTENDANCE AND APOLOGIES

### 2.1 Attendance

Cr Onida Truran (Chair)	President, Shire of Yilgarn
Cr Stephen Strange	President, Shire of Bruce Rock
Mr Darren Mollenoyux	CEO, Shire of Bruce Rock
Cr Rod Forsyth	President, Shire of Kellerberrin
Mr Raymond Griffiths	CEO, Shire of Kellerberrin
Cr Ken Hooper	President, Shire of Merredin
Cr Julie Flockhart	Councillor, Shire of Merredin
Ms Kellie Bartley	A/CEO, Shire of Merredin
Cr Karin Day	President, Shire of Westonia
Mr Jamie Criddle	CEO, Shire of Westonia
Mr Peter Clarke	CEO, Shire of Yilgarn
Mr Bruce Wittber	Joint Executive Officer

### 2.2 Apologies

Mr Greg Powell, CEO Shire of Merredin  
Ms Helen Westcott, Joint Executive Officer  
Mr Tony Brown, Executive Manager Governance and Organisational Services, WALGA

### 2.3 Guests

Ms Caren McLaren	Business Development and Sales Executive Powerledger
Mr Mark Imrie	Managing Director BSC Solar
Mr Peter Van Der Merwe	BSC Solar
Mr Kevin Poynton	

### **3. PRESENTATIONS/MEETINGS**

#### **3.1 Establishment of Solar Farms – Presentation by BSC Solar and Power Ledger (11.00am)**

At the WEROC Council Meeting held in Bruce Rock on 1 May 2019 Greg Powell, CEO Shire of Merredin, advised the meeting he had recently met with a local representative from BSC Solar. BSC Solar are seeking expressions of interest from local governments across the Wheatbelt to be involved in small scale solar farm projects which would see participating local governments develop a revenue stream through the sale of power generated by the solar farms established on Council owned land.

It was agreed that an invitation should be extended to representatives of BSC Solar to meet with the WEROC Executive.

Representatives from BSC Solar and Power Ledger met with the WEROC Executive on Wednesday 29 May 2019.

Following a general discussion on the information presented to the WEROC Executive it was resolved as shown below:

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

*That representatives from BSC Solar and Power Ledger be invited to address the WEROC Council on Wednesday 26 June to explain the potential benefits to Member Councils in developing small scale solar farms on Council owned land to assist in the development of a revenue stream through the sale of power generated by the solar farms.*

*CARRIED*

Representatives from BSC Solar include:

- Mr Mark Imrie, Managing Director, BSC Solar - Mark is Founder and Managing Director of BSC Solar in Western Australia;
- Mr Peter Van Der Merwe, local BSC Solar representative; and
- Ms Caren McLaren, Business Development and Sales Executive – Australia with Power Ledger

#### **3.2 Changing Local Government Compliance and Auditing Requirements**

Tony Brown Executive Manager Governance and Organisational Services, WALGA was an apology for the meeting

## 4. MINUTES OF MEETINGS

### 4.1 Minutes from the Council Meeting held Wednesday 1 May 2019 (Attachment)

Minutes of the Council Meeting held Wednesday 1 May 2019 have previously been circulated to Member Councils.

**RECOMMENDATION:**

That the Minutes of the Council Meeting held Wednesday 1 May 2019 be confirmed as a true and correct record.

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

**That the Minutes of the Council Meeting held Wednesday 1 May 2019 be confirmed as a true and correct record.**

**CARRIED**

### 4.2 Minutes from the Executive Meeting held Wednesday 29 May 2019 (Attachment)

Minutes of the Executive Meeting held Wednesday 29 May 2019 have previously been circulated to Member Councils.

**RECOMMENDATION:**

That the Minutes of the Executive Meeting held Wednesday 29 May 2019 be received.

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

**That the Minutes of the Executive Meeting held Wednesday 29 May 2019 be received.**

**CARRIED**

### 4.3 Business Arising – Status Report as at 17 June 2019

**Council Meeting Wednesday 27 February 2019**

#### 6.3 Ongoing Development of the WEROC App and Website

**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.

A report on this matter will be presented to the WEROC Executive Meeting scheduled to be held Wednesday 24 July 2019.

#### 6.7 Raising Brand Awareness – Raising WEROC's Public Profile

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

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

**CARRIED**

The Executive Officer has had some discussions with the Shire of Merredin on this issue. It is hoped that a report will be available for the Executive Meeting scheduled for Wednesday 24 July 2019.

**Council Meeting Wednesday 1 May 2019**

**6.5 Wheatbelt Medical Student Immersion Program (WMSIP) (Attachments)**

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

*That the:*

- 1. The Executive Officer's report be noted;*
- 2. The Minutes from the Meeting of the Wheatbelt Medical Student Immersion Program Steering Group held Thursday 4 April 2019 be received; and*
- 3. The WEROC Executive Officer when attending the next meeting of the Wheatbelt Medical Students Immersion Program Steering Group Meeting seek clarification on the benefits of adding to the Steering Group's membership, including how the additional members would be funded if the appointments were to be paid positions.*

**CARRIED**

Presenting a number of papers that will be considered at the next WMSIP Steering Committee Meeting.

**Meeting Comment:**

The Executive Officer was requested to obtain on the issues such as racism and alcohol to see how WEROC Member Councils may be able to assist.

It was also noted by Member Councils that the students needed more time with their billets.

**Executive Meeting Wednesday 29 May 2019**

**5.1 Future WEROC Projects – Asset Management Project**

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

- 1. That feedback be provided to Accingo on its draft asset audit report, with a request that the following issues be further reported on:
  - a) Provision of data for the Shire of Merredin be made available as soon as possible;*
  - b) An explanation as to why the asset audit report contained no information on trucks. If the data is available a request be made for it to be included in the final report provided to WEROC;*
  - c) A request for the inclusion of information on the frequency an asset is used; and*
  - d) Clarification of the data provided for the Shire of Bruce Rock, with details on the differences shown and why these differences occurred.**
- 2. That Accingo be requested to have a further draft of its report variable for consideration by the WEROC Executive at its next meeting, scheduled for Wednesday 24 July 2019.*

**CARRIED**

The Executive Officer has advised Accingo of WEROC's request for additional information.

A visit to the Shire of Merredin has been arranged.

A final report should be available for the Executive Meeting on 24 July 2019.

**5.2 Curtin Wheatbelt Community Health Study**

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

- 1. That WEROC provide in-kind and financial support to a maximum of \$5,000 to Dr Andrew Harper, Adjunct Clinical Professor at the Curtin Medical School, to assist in the conduct of the "Curtin Wheatbelt Community Health Study: An exploratory research proposal".*
- 2. That the Executive Officer provide Dr Andrew Harper with a copy of the Verso Report.*

**CARRIED**

Andrew Harper has been advised of WEROC's decision and is now working with the Shires of Merredin and Westonia to get the pilot study underway.

**7.1 LGIS Co-Ordinator**

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

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*That:*

1. *Mr Ben Galvin from LGIS be invited to attend the next meeting of the WEROC Executive to discuss concerns Member Councils have with their region's current LGIS coordinator; and*
2. *That should Mr Galvin be available to meet with the WEROC Executive on 24 July, Member Councils' Works Supervisors also be invited to attend the meeting.*

**CARRIED**

Ben Galvin and Jordan Reid from LGIS have accepted an invitation to meet with the WEROC Executive on Wednesday 24 July 2019.

**7.4 Cyber Security and WEROC**

The Executive Officer tabled an article in her local newspaper regarding a recent cyber-attack on the City of Bayswater.

*It was agreed that each Member Council would seek an update from their respective IT staff and then discuss the matter at a future meeting of the Executive.*

At this point the Executive Officer has had no feedback from Member Councils.

**RECOMMENDATION:**

That the Status Report for June 2019 be received.

**RESOLUTION:** *Moved: Cr Day* *Seconded: Cr Strange*

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**That the Status Report for June 2019 be received.**

**CARRIED**

**4.4 Matters for Noting (Attachment)**

The following matters are presented for noting:

- National Caravans Rally e-Newsletter – refer to page 5 of the newsletter for the Australia's Golden Outback (AGO)/Wheatbelt co-op advert showing WEROC marketing info. The AGO has advised that they will pay for the advertisement.

**RECOMMENDATION:**

That the matters listed for noting be received.

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

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**That the matters listed for noting be received.**

**CARRIED**

## 5. WEROC FINANCE

### 5.1 WEROC Finance Report as at 31 May 2019

**File Reference:** 042-2  
**Author:** Bruce Wittber, Executive Officer  
**Disclosure of Interest:** Nil  
**Date:** 20 June 2019  
**Attachments:** Nil

**RECOMMENDATION:**

**That the WE-ROC Financial Report for the period ending 31 May 2019 be received.**

**Executive Officer’s Report:**

Presenting the WE-ROC Statement of Receipts and Payments for the period ending 31 May 2019.

The Statement has a notes column added as per a request from Member Councils. An explanation for each of the notes is provided below.

<b>Note 1</b>	All annual subscriptions have been paid
<b>Note 2</b>	All general consultancy subscriptions have been paid
<b>Note 3</b>	WE-ROC interest to date
<b>Note 4</b>	Other income relates to an outstanding invoice from the Shire of Cunderdin for Contribution towards the 2018 AGO Holiday Planner Central Wheatbelt Self-Drive Page
<b>Note 5</b>	This allocation covers the expenditure on Executive Services for the year to 30 April 2019 and reimbursements to 31 March 2019.
<b>Note 6</b>	This allocation covers the expenditure on Financial Services including the annual audit
<b>Note 7</b>	The expenditure includes a contribution to the Discover the Wheatbelt Self Drive Campaign, business listing in Eastern Wheatbelt Visitor Guide, contribution to the Discover the Central Wheatbelt Self Drive Campaign, Exhibitor Space 2019 Caravan and Camping Show and sponsorship of Demos from the Wheatbelt.
<b>Note 8</b>	Cost of Executive Meeting teleconference
<b>Note 9</b>	The cost of annual fee website CRM database & content management, added “global search” to WEROC App and WEROC App ongoing annual technology administration and maintenance
<b>Note 10</b>	Cost of posting letters to MPs and Senators
<b>Note 11</b>	Transfer to Wheatbelt Communities of amount incorrectly paid to WE-ROC in June 2018 and transferred in July 2018.

**Consultation:** Nil  
**Financial Implications:** WE-ROC adopted Budget for 2018/2019  
**Voting Requirement:** Simple Majority

**RESOLUTION:** **Moved: Cr Forsyth** **Seconded: Cr Day**

**That the WE-ROC Financial Report for the period ending 31 May 2019 be received.**

**CARRIED**



<b>Wheatbelt East Regional Organisation of Councils</b>				
<b>ABN 44 861 684 875</b>				
<b>1 July 2018 to 31 May 2019</b>				
		<b>2018/2019</b>	<b>Actual to</b>	
		<b>Budget</b>		<b>Notes</b>
	<b>Income</b>			
0501	General Subscriptions	\$ 50,000.00	\$ 50,000.00	<b>1</b>
0504	Consultancy & Project Reserve	\$ 10,000.00	\$ 10,000.00	<b>2</b>
0509	R2R Regional Housing 2012/2013 Interest	\$ -	\$ -	
0575	WE-ROC Interest received	\$ 1,000.00	\$ 737.08	<b>3</b>
	Other Income		\$ 100.72	<b>4</b>
	GST Output Tax		\$ 6,010.07	
	GST Refunds		\$ 4,900.00	
	<b>Total Receipts</b>	<b>\$ 61,000.00</b>	<b>\$ 71,747.87</b>	
	<b>Expenses</b>			
1545	Bank Fees & Charges	\$ 100.00	\$ -	
1661	Executive Services	\$ 52,500.00	\$ 46,103.19	<b>5</b>
1687	Financial Services	\$ 11,000.00	\$ 5,159.97	<b>6</b>
1585	Consultant Expenses	\$ 40,000.00	\$ 4,732.27	<b>7</b>
1801	Meeting Expenses	\$ 500.00	\$ 86.71	<b>8</b>
1850	WE-ROC App Development & Maintenance	\$ 5,000.00	\$ 13,800.00	<b>9</b>
1930	Sundry	\$ 500.00	\$ 59.19	<b>10</b>
3384	GST Input Tax		\$ 6,994.15	
	Ato Payments		\$ 3,270.00	
	Suspense		\$ 2,200.00	<b>11</b>
	<b>Total Payments</b>	<b>\$ 109,600.00</b>	<b>\$ 82,405.48</b>	
	<b>Net Position</b>	<b>-\$ 48,600.00</b>	<b>-\$ 10,657.61</b>	
	<b>OPENING CASH 1 July</b>	<b>\$ 172,805.00</b>	<b>\$ 167,779.84</b>	
	<b>CASH BALANCE 31 May 2019</b>	<b>\$ 124,205.00</b>	<b>\$ 157,122.23</b>	
			\$ 3,360.27	
			\$ 153,761.96	
			<b>\$ 157,122.23</b>	

**5.2 List of Accounts**

**File Reference:** 042-2  
**Author:** Bruce Wittber, Executive Officer  
**Disclosure of Interest:** Nil  
**Date:** 20 June 2019  
**Attachments:** Nil

**RECOMMENDATION:**

**That the Accounts Paid for the period 1 April 2019 to 31 May 2019 totalling \$21,417.58 be approved.**

**Executive Officer’s Report:**

Accounts paid during the period 1 February 2019 to 31 March 2019.

The list of accounts paid is submitted to each WE-ROC Council Meeting.

**Accounts Paid:**

Cheque/EFT	Date	Payee	For	Amount incl GST
EFT	030419	BHW Consulting	Professional Services, Accommodation and Travel March 2019	4,620.75
EFT	050419	Up to Date Accounting	Accounting Services March 2019	92.40
EFT	240419	Up to Date Accounting	Accounting Services November 2018	66.00
EFT	260419	Australian Golden Outback	Exhibitor Space 2019 Caravan and Camping Show and Contribution to Eastern Wheatbelt Self Drive Campaign	843.50
EFT	090519	Go 2 Guides	WEROC App ongoing annual technology administration and maintenance	10,285.00
EFT	090519	BHW Consulting	Professional Services, Accommodation and Travel April 2019	4,158.33
EFT	090519	Up to Date Accounting	Accounting Services April 2019	171.60
EFT	210519	WA Music Industry	Demos of the Wheatbelt	1,000.00
EFT	210519	Shire of Merredin	Visitor Centre Brochures	180.00
<b>Total</b>				<b>\$21,417.58</b>

**Consultation:** Nil  
**Financial Implications:** WE-ROC adopted Budget for 2018/2019  
**Voting Requirement:** Simple Majority

**Meeting Comment:**

Cr Day enquired as to when the arrangement/contract for the App with go2 Guides expired.

The Executive Officer took the question in notice as he was unsure of the details.

**RESOLUTION:**

**Moved: Cr Day**

**Seconded: Cr Hooper**

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**That the Accounts Paid for the period 1 April 2019 to 31 May 2019 totalling \$21,417.58 be approved.**

**CARRIED**

### 5.3 WEROC 2019/2020 Budget

**File Reference:** 042-2  
**Author:** Bruce Wittber, Executive Officer  
**Disclosure of Interest:** No interest to disclose  
**Date:** 20 June 2019  
**Attachments:** Nil

#### **RECOMMENDATION:**

**That the combined Wheatbelt Communities Inc and WEROC 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 adopted.**

#### **Executive Officer's Report:**

At the WEROC Council Meeting held on Wednesday 1 May 2019 it was resolved as follows:

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

1. *That the combined Wheatbelt Communities Inc and WEROC 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 by no later than Friday 31 May 2019.*
2. *That a budget review be undertaken early in the 2019/2020 financial year following the commencement of the newly formed organisation.*

*CARRIED 6/1*

By way of additional background 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, as outlined below, was developed in line with clause 18 of the Wheatbelt Communities Inc (WCI) Constitution and submitted to the WEROC Council Meeting on 1 May 2019 at which time it was referred to Member organisations for comment (as required by clause 18 of the WCI Constitution) prior to adoption.

The responses received from Member organisations are as follows:

#### **Shire of Bruce Rock**

##### Wheatbelt Communities Resolution

*That Council receives the minutes of the Wheatbelt Communities Inc. Meeting held on the 1st May 2019 at the Shire of Bruce Rock.*

*And*

*Council defers its decision to consider the Wheatbelt Communities/WEROC annual membership of \$12,000 until further direction is received in relation to the proposed new constitution.*

**Shire of Kellerberrin**

*That Council includes \$12,000 in the 2019/2020 Budget for Wheatbelt Communities subscriptions.*

**Shire of Merredin**

The Shire has advised that it will be including \$12,000 in its 2019/2020 budget for WEROC/WCI operations.

**Shire of Westonia**

The Shire has advised that it will be including \$12,000 in its 2019/2020 budget for WEROC/WCI operations.

**Shire of Yilgarn**

*That Council includes annual contributions of \$2,000 for Wheatbelt Communities Inc., and \$10,000 for WEROC in the Shire of Yilgarn's Draft 2019/2020 Budget acknowledging that the financial contributions may change following a review of both organisations by the Member Councils in late June 2019.*

As explained at a previous meeting 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. It should also be noted that the budget has been titled "WEROC Inc" to reflect the proposed name of the combined entity.

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

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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: Cr Day** **Seconded: Cr Forsyth**

**That the combined Wheatbelt Communities Inc and WEROC 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 adopted.**

**CARRIED**

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WEROC Inc						
ABN 28 416 957 824						
Draft Budget 1 July 2019 to 30 June 2020						
		2018/2019 Budget	Actual to 28-Feb-19	Est Income & Expenditure to 30 June 2019	Proposed Budget 2019/2020	Notes
<b>Income</b>						
0501	General Subscriptions WEROC	\$ 50,000.00	\$ 50,000.00	\$ 50,000	\$ 60,000	A
	WCI General Subscriptions	\$ 10,000.00	\$ 14,000.00	\$ 14,000	\$ -	
504.01	Consultancy & Project Reserve	\$ 10,000.00	\$ 10,000.00	\$ 10,000		B
0575	WE-ROC Interest received	\$ 1,000.00	\$ 670.25	\$ 900	\$ 900	C
	WCI Interest	\$ 10.00	\$ 17.57	\$ 25	\$ -	
584	Other Income					
	GST Output Tax		\$ 6,010.07	\$ 6,010		
	WCI GST Output Tax		\$ 1,400.00	\$ 1,400		
	GST Refunds		\$ 3,546.00	\$ 3,546		
	WCI GST Refunds					
	<b>Total Receipts</b>	\$ 71,010.00	\$ 85,643.89	\$ 85,881	\$ 60,900	
<b>Expenses</b>						
1545	WEROC Bank Fees & Charges	\$ 100.00	\$ -	\$ -	\$ 100	
	WCI Bank Fees & Charges	\$ 100.00		\$ -		
1661.01	WEROC Executive Services Professional Services	\$ 46,500.00	\$ 29,708.46	\$ 48,400	\$ 55,000	1
	WCI Executive Services	\$ 5,000.00		\$ 1,000		
1661.02	WEROC Executive Officer Travel and Accommodation	\$ 6,000.00	\$ 4,100.77	\$ 7,300	\$ 8,000	1
1687	WEROC Financial Services Accounting	\$ 8,000.00	\$ 2,223.44	\$ 4,500	\$ 7,000	2
	WCI Financial Services	\$ 1,000.00	\$ 1,032.00	\$ 1,600		
1687.03	WEROC Financial Services Audit	\$ 3,000.00	\$ 2,436.58	\$ 2,436	\$ 3,000	2
	WCI Audit Fees	\$ 750.00	\$ 525.00	\$ 525	\$ 750	
1585	WEROC Consultant Expenses	\$ 40,000.00	\$ 2,893.15	\$ 25,000	\$ 30,000	3
	WCI Consultancy General	\$ 2,000.00		\$ -		
1850	WEROC Management of WE-ROC App	\$ 5,000.00	\$ 4,450.00	\$ 5,000	\$ 5,000	4
1801	WEROC Meeting Expenses	\$ 500.00		\$ 500	\$ 500	
	WCI Meeting Expenses	\$ 500.00		\$ -		
	WCI Insurance	\$ 2,000.00		\$ -		
	WEROC Insurance				\$ 5,000	5
	WEROC Legal Expenses				\$ 2,000	6
	WEROC Incorporation Expenses (including legal fees)				\$ 15,000	7
1930	Reimbursement					
	WEROC Sundry	\$ 500.00	\$ -	\$ 500	\$ 500	
	Suspense account				\$ -	
3384	GST Input Tax		\$ 4,581.32	\$ 4,581		
	WCI GST Input Tax		\$ 155.69	\$ 156		
	Ato Payments		\$ 3,270.00	\$ 3,270		
	WCI ATO Payments		\$ 1,860.00	\$ 1,860		
	Suspense Account		\$ 2,200.00	\$ 2,200		
	<b>Total Payments</b>	\$ 120,950.00	\$ 59,436.41	\$ 108,828	\$ 131,850	
	<b>Net Position</b>	-\$ 49,940.00	\$ 26,207.48	-\$ 22,947	-\$ 70,950	
	OPENING CASH 1 July	\$ 172,805.00	\$ 167,779.84	\$ 167,780	\$ 160,927	
	Opening CASH 1 July WCI	\$ 7,905.00	\$ 16,094.35	\$ 16,094		
	<b>CASH BALANCE</b>	\$ 130,770.00	\$ 210,081.67	\$ 160,927	\$ 89,977	

## 6. MATTERS FOR DECISION

### 6.1 The Future Governance for WEROC and Wheatbelt Communities Inc

<b>File Reference:</b>	031-4 Intergovernment Relations
<b>Author:</b>	Bruce Wittber, Executive Officer
<b>Portfolio:</b>	CEO/Governances (Governance Shire of Yilgarn) Advocacy (Shared Portfolio)
<b>Disclosure of Interest:</b>	No interest to disclose
<b>Date:</b>	23 June 2019
<b>Attachments:</b>	Wheatbelt Communities Inc Constitution with WEROC MOU and Warren Blackwood Alliance Constitution incorporated (apologies for the formatting)

#### RECOMMENDATION:

##### That

1. the Executive Officers Report be received;
2. the representatives from each community, to be appointed to the WEROC Inc, be left to the discretion of each local government on the understanding that at least one elected member is a representative and the CEO is not precluded from being appointed a voting member; and
3. the report and Wheatbelt Communities Inc Constitution with WEROC MOU and Warren Blackwood Alliance Constitution incorporated be referred to the WEROC Executive Committee for review and presentation to the WEROC Council Meeting on Wednesday 21 August 2019.

#### Executive Officer's Report:

At the outset in preparing this report and attachment it should be noted that a direct comparison between the Wheatbelt Communities Constitution (WCI), WEROC MOU and Warren Blackwood Alliance of Councils Constitution (WBAC) has not been easy as all three documents were prepared for different purposes. That said some similarities exist between WCI and WBAC as they have been developed under the Associations Incorporations Act.

It is proposed to analyse key clauses in the combined document to identify any significant differences.

Heading	Comment
Name	The term WEROC Inc has been used for the purpose of this working paper
Definitions and Interpretation	Definitions used need to be updated once the body of the document is finalised
Vision	Has been expanded to take account of the WEROC MOU terminology
Objects	The objects for the three groups have been included in the working paper The WCI objects seem to be sufficiently broad enough to meet the ongoing needs of WEROC Inc with perhaps some minor tweaking to add some points from both the WEROC MOU eg. strategic alliance and the WBAC eg. to establish a rapport with civic, business, ethnic and other sectors of the Community.
Powers	Similar provisions exist between the WCI and WBAC.
Property and Income	Similar provisions exist between the WCI and WBAC
Membership and Chair	This is where the major differences occur between WCI, WEROC MOU and WBAC.  WCI provides for 2 persons from each of the five shires without specifying who



	<p>they will be. Traditionally this has been the President and CEO of the Shire but is not required to be so.</p> <p>WEROC MOU sets out that it is the President and CEO.</p> <p>WBAC clearly sets out that the Board is two Councillors from each local government. CEO is designated to attend Board meetings but has no voting rights.</p>
Subscriptions	<p>WCI provides for no membership fee or subscriptions but there is no restriction on an annual contribution.</p> <p>WEROC MOU provides for annual and capital contributions.</p> <p>WBAC has an annual subscription as determined by the Board.</p>
Disputes and Mediations	<p>Similar clauses appear in both the WCI and WBAC. WEROC MOU also has a dispute settlement process.</p>
Elections	<p>WCI are held annually and include Chair, Secretary and Treasurer.</p> <p>WEROC MOU is held every two years following the local government elections.</p> <p>WBAC held annually and include Chair, Deputy Chair and Secretary/Treasurer</p>

An overall assessment shows that there are not major differences between WCI and WBAC Constitutions with the exception of who represents the members. In the case of WCI it is the President and CEO, but does not have to be and in respect to the WBAC it is set out in the Constitution that it is two Councillors with preference for one to be the President. CEOs have no voting role in the organisation.

Who represents the various communities seems to be the major point of difference between the WCI and WBAC. It would be helpful for future discussions if the WEROC Council could determine its attitude or position on this point. Once this is determined most other issues will flow naturally along the lines of the WCI and WBAC.

Even though there appears to be considerable similarity between the documents the Executive Officer is however still of the view that it would be in the long term interests of WEROC Inc for a new Constitution to be developed by a legal firm so that it is modern and adequately reflects the future needs of the new organisation.

**Consultation:** Nil

**Financial Implications:** As yet unknown

**Voting Requirement:** Simple Majority

**Meeting Comment:**

Mr Griffiths indicated that he understood that the Shire of Tammin may be interested in joining WEROC/WCI.

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

**That the Shire of Tammin be approached to ascertain whether the Shire may wish to join/rejoin WEROC.**

**CARRIED**

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

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- a) The Executive Officers Report be received;
- b) That two members from each local government as appointed by the individual Member Councils be the appointed to the WEROC Committee and the draft constitution be amended to reflect that arrangement in regard to membership;
- c) That a draft constitution be developed and referred to Member Councils for comment prior to the WEROC Council Meeting on 21 August 2019; and
- d) That WEROC Executive Committee only meet on an as needs basis.

**CARRIED**

10.58am Mr Mark Imrie, Ms Caren McLaren and Mr Peter Van Der Merwe entered the meeting

## 6.2 Records Management in Local Government (Attachment)

<b>File Reference:</b>	013-2 Strategic and Future Planning 042-2 Finance, Audit and Compliance
<b>Author:</b>	Bruce Wittber, Executive Officer
<b>Portfolio:</b>	CEO/Governance (Shire of Yilgarn)
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 June 2019
<b>Attachments:</b>	Western Australian Auditor General's Report: Records Management in Local Government

### RECOMMENDATION:

**That WEROC seek quotations from suitably qualified records management consultants to undertake a review of Member Councils' recordkeeping policies and procedures to ensure they adequately support their respective Record Keeping Policies.**

### Executive Officer's Report:

Western Australia's Auditor General recently released a report on the topic of records management in Local Government.

The audit objective was to determine if local government entities effectively manage their records to promote accountable and transparent decision making.

A copy of the report forms an attachment to the meeting agenda.

Key findings of the report were that:

- Recordkeeping plans are approved but lack supporting policies and procedures;
- Recordkeeping plans are current and approved;
- Recordkeeping plans are not supported by adequate Local Government policies and procedures;
- Implementation of recordkeeping plans is poor;
- More regular and thorough records training is needed;
- Local Governments do limited monitoring of staff records management practice;
- Records are often held too long;
- Important records are not properly managed;
- Some records were missing or difficult to find;
- Records were often stored outside records management systems;
- Protection of records is mixed;
- Physical records were generally well managed; and
- Digital records recovery could be better.

Based on these findings the Auditor General made the following recommendations:

*All LGs, including those not sampled in this audit, should review their recordkeeping policies and procedures to ensure they adequately support their RKP. LGs should implement:*

- *regular and thorough records training*
- *regular reviews of staff recordkeeping practices*
- *timely disposal of records*

- *adequate protection over digital records.*

*Under section 7.12A of the Local Government Act 1995, all sampled LGs are required to prepare an action plan addressing significant matters relevant to their entity for submission to the Minister for Local Government within 3 months of this report being tabled in Parliament and for publication on the entity's website. The action plan for every LG in our sample should address each point above.*

The WEROC Executive considered whether a review of recordkeeping policies and procedures as recommended by the Auditor General should be undertaken as a group project when it met on 29 May 2019, resolving as shown as shown below:

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

*That the WEROC Executive recommend to the WEROC Council that WEROC seek quotations from suitably qualified records management consultants to undertake a review of Member Councils' recordkeeping policies and procedures to ensure they adequately support their respective Record Keeping Policies.*

**CARRIED**

**RESOLUTION:** **Moved: Mr Mollenoyux** **Seconded: Mr Clarke**

**That WEROC seek quotations from suitably qualified records management consultants to undertake a review of Member Councils' recordkeeping policies and procedures to ensure they adequately support their respective Record Keeping Policies.**

**CARRIED**

### 6.3 **Support for Ramelius Resources Green Finch Mine Clearing Project (Attachment)**

**File Reference:** 013-2 Strategic and Future Planning  
042-2 Finance, Audit and Compliance

**Author:** Bruce Wittber, Executive Officer

**Portfolio:** Environment (Shire of Merredin)  
Shared Function (Advocacy)

**Disclosure of Interest:** Nil

**Date:** 19 June 2019

**Attachments:** Greenfinch Clearing Proposal

#### **RECOMMENDATION:**

**That WEROC engage the services of a suitably qualified lobbyist to assist in efforts to have the decision to prohibit clearing of vegetation required for the development of the proposed Greenfinch Open Pit operated by Ramelius Resources.**

#### **Executive Officer's Report:**

At the WEROC Executive Meeting held Wednesday 29 May 2019 the Shire of Westonia sought assistance from Member Councils in its efforts to have a decision to prohibit clearing at the Greenfinch Open Pit overturned.

In discussing how WEROC could assist the Shire of Westonia it was agreed that WEROC should approach WALGA for assistance as the inability to clear at the Greenfinch site was impacting upon the economic development of some of WEROC's Member Councils.

Consideration was also given to the value of engaging a lobbyist to assist WEROC in its efforts to have the State Government overturn its decision with respect to the Greenfinch Open Pit, with the meeting resolving as shown below:

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

*That the WEROC Executive recommend to the WEROC Council that WEROC engage the services of a suitably qualified lobbyist to assist in efforts to have the decision to prohibit clearing of vegetation required for the development of the proposed Greenfinch Open Pit operated by Ramelius Resources.*

**MOTION: Moved: Cr Day Seconded: Mr Criddle**

**That WEROC engage the services of a suitably qualified lobbyist to assist in efforts to have the decision to prohibit clearing of vegetation required for the development of the proposed Greenfinch Open Pit operated by Ramelius Resources over ruled.**

**MOTION LOST**

#### **Reason for Decision**

Members considered that engaging and paying for lobbyists was not a role that WEROC should be involved with and that WALGA's Environmental section was best placed to undertake this task on behalf of the Shire of Westonia.

## *WEROC Council Meeting Wednesday 26 June 2019 - Minutes*

11.05am the meeting returned to Agenda item 3.1 - Establishment of Solar Farms – Presentation by BSC Solar and Power Ledger

12.05pm Presentation concluded and Mr Mark Imrie, Ms Caren McLaren and Mr Peter Van Der Merwe left the meeting

**7. EMERGING ISSUES**

**7.1 Establishment of Solar Farms – Presentation by BSC Solar and Power Ledger**

Following the presentation it was agreed that the Executive Officer make contact with Mr Jason Buckley (through the City of Kalamunda) and Mr Steve Mason CEO Central Midland Construction to ascertain if they were in a position to assist WEROC in developing a strategy related to solar farms.

The Executive Officer raised the possibility of having a conversation during Local Government Week. It was agreed to leave this as an option for a meeting.

**8. OTHER MATTERS**

Nil

**9. FUTURE MEETINGS**

WEROC Executive            Wednesday 24 July 2019 (Shire of Westonia) (leave to the discretion of the CEOs)

WEROC Council            Wednesday 21 August 2019 (Shire of Merredin)

**10. CLOSURE**

There being no further business the Chair closed the meeting at 12.18pm

DECLARATION

These minutes were confirmed by the WE-ROC Council at the meeting held Wednesday 21 August 2019

Signed \_\_\_\_\_  
Person presiding at the meeting at which these minutes were confirmed