



WEROC INC



BOARD MEMBER INDUCTION PACK

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ABOUT WEROC INC.



THE WHEATBELT EAST REGIONAL ORGANISATION OF COUNCILS (WEROC) INC. IS A NOT-FOR-PROFIT ORGANISATION, INCORPORATED UNDER THE ASSOCIATIONS INCORPORATION ACT 2015.

WEROC'S MEMBERSHIP IS COMPRISED OF REPRESENTATIVES FROM THE EASTERN WHEATBELT SHIRE'S OF BRUCE ROCK, KELLERBERRIN, MERREDIN, TAMMIN, WESTONIA AND YILGARN.

BACKGROUND

The Wheatbelt East Regional Organisation of Councils (WEROC) was formed in 2004 and operated under a Memorandum of Understanding between the six inaugural Local Government Members – the Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn.

In 2013 the Members of WEROC (which by this stage had been reduced to five Member Local Governments after the departure of the Shire of Tammin), commenced discussion around a transition from operating as a voluntary regional organisation of councils, to an incorporated association. The intent behind this transition was to remove the constraints imposed by operating under the Local Government Act and to enable access to a broader range of private and Government funding opportunities.

In 2014 WEROC formed a subsidiary called Wheatbelt Communities, which held its inaugural meeting in November of that year and become incorporated on 15 April 2015. Several years later, in 2019 a decision was made by the WEROC Council to merge the two entities and to continue operating only as an incorporated body. On 29 January 2020, the former WEROC and Wheatbelt Communities Inc. were joined to form the Wheatbelt East Regional Organisation of Councils Inc.

The Shire of Tammin re-joined WEROC Inc. in October 2020.

MISSION, VISION & VALUES



OUR VISION

For the Wheatbelt East to grow and prosper

OUR MISSION:

Working together to enhance the regions sustainability through investment and innovation.

OUR VALUES

Commitment to our Region: We will ensure that in everything we do, we consider the best interests of the people that live and work in or visit the communities of the Eastern Wheatbelt.

Collaboration: We will work together as a united group to prioritise and address important issues impacting on our region, and to achieve outcomes that cannot be accomplished individually.

Regional Leadership: We will be a strong partner and voice representing our region.

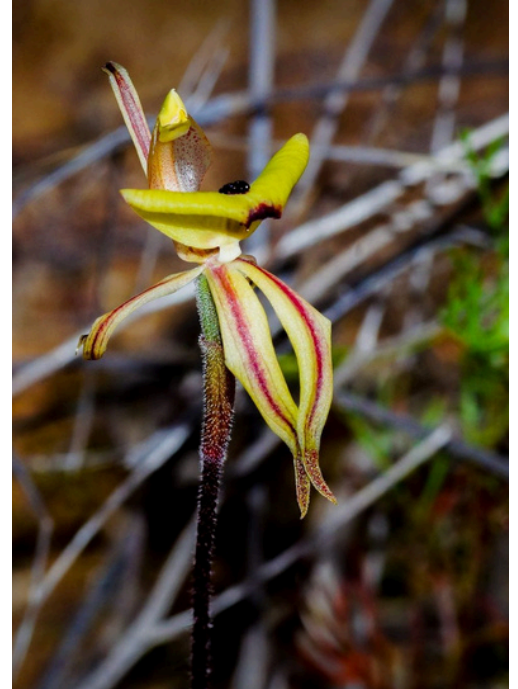
Integrity: We will act with integrity, building lasting partnerships based on honesty and trust.

Accountability: We are committed to good governance and accountability in delivering outcomes for our region. We will ensure our stakeholders have genuine involvement in decision making and that we communicate openly, accurately, and effectively with all those who are impacted by the decisions or actions that we take.

Innovation & Excellence: We value innovation and strive for continuous improvement in delivering positive outcomes for our region.

OUR PRIORITIES

In 2020 the Board of WEROC Inc. developed a Strategic Plan, which identified five strategic focus areas aligned to state, regional and local priorities. In 2022 the Board revised the Strategic Plan to have an increased focus on creating a socially, economically and environmentally sustainable region. These priorities will provide the focus for action over the next three years.



1

SUSTAINABILITY

A socially, economically and environmentally sustainable region.

2

TOURISM PRODUCT DEVELOPMENT

Increase the WEROC regional visitor economy.

3

STRENGTHENING OUR ECONOMY THROUGH LOCAL BUSINESS DEVELOPMENT

Sustained economic growth.

4

DIGITAL CONNECTIVITY

High capacity telecommunications network and linkages that support digital access and connectivity.

5

INTER-COUNCIL COOPERATION

Achieve greater efficiency and cost savings for WEROC Member Councils through resource sharing.

GOVERNANCE



COMPOSITION OF THE BOARD

The management and control of WEROC Inc. and its affairs and property are vested in the Board. The Board is comprised of a Chairperson, a Deputy Chairperson, a Secretary/Treasurer and ten Board Members.

The role of Chair will be rotated through each Member Council every two years as follows:

Shire of Bruce Rock 2020 & 2021
Shire of Kelleberrin 2022 & 2023
Shire of Merredin 2024 & 2025
Shire of Tammin 2026 & 2027
Shire of Westonia 2028 & 2029
Shire of Yilgarn 2030 & 2031

The Deputy Chairperson will be from the Council who will succeed the incumbent Chair.

ROLE OF THE WEROC CHAIR

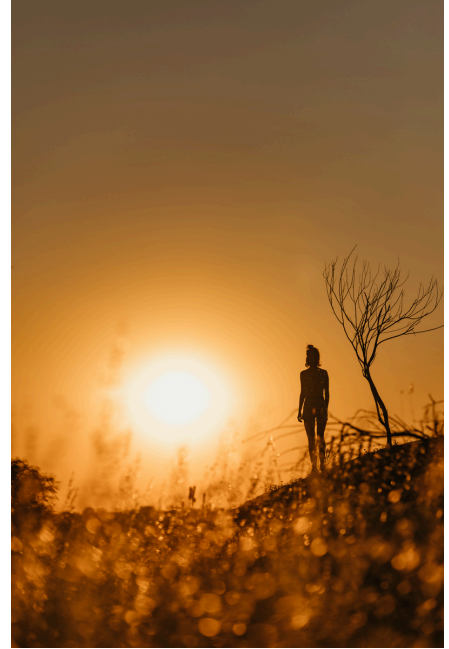
The role of the WEROC Chair is to:

- Preside at meetings of the WEROC Board
- Conduct meetings in a manner that is conducive to effective decision-making and ensures that all Board Members are given the opportunity to be heard
- Meet with stakeholders on behalf of WEROC as necessary, together with the Executive Officer
- Liaise with the Executive Officer on WEROC affairs and performance of its function

ROLE OF THE WEROC DEPUTY CHAIR

The role of the WEROC Deputy Chair is to perform the functions of the Chair if the office of Chair is vacant or if the Chair is not available or is unable or unwilling to perform the functions of Chair.

GOVERNANCE



ROLE OF WEROC BOARD MEMBERS

The role of all WEROC Board Members is to:

- Attend all meetings of the WEROC Board or if unable, appoint an appropriate proxy to attend in their absence
- Participate in discussion and decision making at meetings
- Contribute to setting the strategic direction for WEROC
- Contribute to the achievement of WEROC's strategic priorities and vision
- Work collaboratively with other Members
- Promote the activities and achievements of WEROC
- Represent the interests of the communities and residents of the Eastern Wheatbelt
- Participate in sub-committees of WEROC as required

ROLE OF THE WEROC EXECUTIVE OFFICER

The Executive Officer acts as Secretary, Treasurer and non-voting member of the WEROC Board. The duties of the Executive Officer include:

- Keep the accounts of WEROC, including paying and issuing invoices, maintaining sound financial records, facilitating an annual audit of WEROC finances and preparing financial reports for all meetings of the Board
- Manage the day-to-day operations of WEROC Inc. and be the principal point of contact for all WEROC business
- Adhere to all financial and legal requirements
- Prepare agendas, minutes, correspondence and other documentation as directed by the WEROC Board
- Action directives of the WEROC Board and CEO Committee
- Have custody of all books, documents, records, and registers of WEROC

BOARD MEMBERS

The WEROC Inc. board is comprised of two representatives from each of its six member councils. Our members as of 1 July 2024 are:



TBA

Chief Executive Officer

ceo@brucerock.wa.gov.au

RAMESH RAJAGOPALAN

President

cr.ram.rajagopalan@brucerock.wa.gov.au



RAYMOND GRIFFITHS

Chief Executive Officer

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EMILY RYAN

Deputy President

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CRAIG WATTS

Chief Executive Officer

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RENEE MANNING

Deputy President

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JOANNE SODERLUND

Chief Executive Officer

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CHARMAINE THOMSON

President

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BILL PRICE

Chief Executive Officer

ceo@westonia.wa.gov.au

MARK CREES

President

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NIC WARREN

Chief Executive Officer

ceo@yilgarn.wa.gov.au

WAYNE DELLA BOSCA

President

cr_wdellabosca@yilgarn.wa.gov.au

PROXY DELEGATES

The nomination of a proxy to attend a meeting in place of a Board Member is allowed for under Rule 6.2 of the WEROC Inc. Constitution. The process for nominating a proxy is to notify the Executive Officer in writing, in advance of the meeting for which the proxy is being appointed.

BOARD MEMBERS CODE OF CONDUCT



The standard of conduct expected of all WEROC Members when participating in Board Meetings or representing WEROC in any other capacity is as follows:

- Act with honesty, integrity, and fairness
- Always disclose a personal or professional interest that could now or in the future be seen as influencing the performance of WEROC
- Be polite and show respect towards all persons
- Maintain the confidentiality of information you have access to that is not publicly available
- Exercise proper diligence, care and attention when making decisions
- Actively contribute to all aspects of the Board's roles and functions
- Commit to using WEROC resources in an effective and accountable way
- Respect decisions made by the WEROC Board
- Refrain from publicly criticizing fellow Board Members, Councils or WEROC
- Do not cause any harm or detriment to the public image of WEROC
- Act in the interests of your Council and the broader Eastern Wheatbelt region

SUB- COMMITTEES



In accordance with Rule 13 of the WEROC Inc. Constitution, the Board may appoint committees to provide advice to the Board. Any such committee must consist of at least four Members.

WEROC currently have one sub-committee, the WEROC Inc. CEO Committee. This committee consists of the six Member Council CEO's and operates under a Terms of Reference. The CEO Committee is accountable to the Board and meet only as required.

CONFIDENTIALITY & USE OF INFORMATION

All new members will be asked to sign a confidentiality agreement at the commencement of their term. This agreement sets out an expectation that Board Members will:

- 1) Not disclose any confidential information to any person not entitled to be in possession of such information
- 2) Not use the confidential information for any purpose other than in the performance of their duties as a member of the Board
- 3) Not copy or duplicate the confidential information except in the ordinary course of their appointment to the Board
- 4) Return all confidential information immediately upon request by the Board and in any event upon the termination or completion or their appointment to the Board.

KEY OBLIGATIONS UNDER THE ACT



As an incorporated not-for-profit organisation WEROC Inc. is required to comply with the *Associations Incorporation Act 2015*.

Key requirements under the Act that Board Members should be aware of include:

Annual General Meeting:

- Must be held each year within six months after the end of the association's financial year
- Annual accounts must be prepared and presented to members at each Annual General Meeting

Special Resolutions:

- Special resolutions are needed to amend the rules, voluntarily cancel or amalgamate the association.
- A special resolution must be approved by 75% of the members who attend and vote at a general meeting that has been properly convened under the rules.
- Details of the special resolution must be lodged with Consumer Protection for it to have legal effect.

Records:

- Accounting records must be kept in such a way that true and fair accounts of the association can be prepared from time to time according to the requirements for the association's financial reporting Tier.
- An up-to-date members' register must be maintained and made available to any member to inspect and copy on request.
- The rules of association must be kept up-to-date and made available to any member to inspect and copy on request.
- A copy of the rules must be provided to each member when they join the association.
- A list of committee members and office bearers, together with their residential, postal, business or email address must be maintained and made available to any member to access or copy on request.

Notifying Consumer Protection:

- Notify Consumer Protection of any change in the association's address within 28 days of the change occurring.
- Submit annual information statements within 6 months after the end of each financial year.