



Council Meeting

Wednesday 1 May 2019

Council Chambers, Shire of Bruce Rock, commencing at 10.18am

MINUTES

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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 10.18am

MINUTES

1. OPENING AND ANNOUNCEMENTS

The WEROC Chair opened the meeting at 10.18am, welcoming all in attendance.

2. RECORD OF ATTENDANCE AND APOLOGIES

Cr Onida Truran (Chair)	President, Shire of Yilgarn
Cr Ram Rajagopalan	Deputy President, Shire of Bruce Rock
Cr Ian Dolton	Councillor, Shire of Bruce Rock
Mr Darren Mollenoyux	CEO, Shire of Bruce Rock (entered the meeting at 10.52am)
Cr Ken Hooper	President, Shire of Merredin
Mr Greg Powell	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
Ms Helen Westcott	Joint Executive Officer
Mr Bruce Wittber	Joint Executive Officer

2.1 Apologies

Cr Stephen Strange, President Shire of Bruce Rock
Cr Rod Forsyth, President, Shire of Kellerberrin
Mr Raymond Griffiths, CEO Shire of Kellerberrin

2.2 Guests

Nil

3. PRESENTATIONS/MEETINGS

Nil

4. MINUTES OF MEETINGS

4.1 Minutes from the Council Meeting held Wednesday 27 February 2019 (Attachment)

Minutes of the Council Meeting held Wednesday 27 February 2019 have previously been circulated to Member Councils.

Hi Helen

Apologies for not sending a paragraph through earlier.

Changing Local Government Compliance and Auditing Requirements

Further to the request from WEROC requesting a sector survey on the Local Government compliance and audit requirements following the Office of the Auditor General having responsibility for Local Government auditing. WALGA is undertaking a survey of the sector looking at the effect of the audit and compliance requirements on Local Governments and a review of pricing structure pre and post OAG involvement.

A review of the Performance Audits that have been undertaken will also be surveyed to see if there are any issues and/or benefits coming from these audits.

Apologies for the delay in carrying out this work, WALGA staff had prioritised the Local Government Act review process over the last 6 months.

Any queries let me know

Cheers

Tony

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.

Executive Meeting Wednesday 27 March 2019

5.3 The Future Governance for WEROC and Wheatbelt Communities Inc

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

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

CARRIED

At the time of preparing the WEROC Council meeting agenda the Executive Officer had only received written comment from the CEO Shire of Yilgarn.

Cr Rajagopalan advised the meeting that the Shire of Bruce Rock had become disillusioned with WEROC and had resolved not to support any further contributions to its operations believing that there were other areas/activities (for example CEACA) where this funding would achieve greater benefit.

Cr Day did not share this view, believing the incorporated body currently in place was appropriate. She believed that the current constitution did not require any amendment other than a change in name as per the group's previous decision.

Peter Clarke, CEO Shire of Yilgarn, commented that he believed that a review of the constitution was required noting that that Executive Officer had received little feedback from Member Councils. He noted that if Member Councils were not satisfied with how WEROC was operating they should make comment to this effect and allow a full discussion of WEROC and its future to take pace.

He also believed that the constitution of the Blackwood Warren Alliance (BWA) was one that should be considered By WEROC as a possible way forward. Copies of the BWA's constitution had been previously circulated to Member Councils.

In discussing a way forward there was discussion around how a review could be undertaken. One way for this to be done was for a discussion paper to be prepared which would include comparison of the current Wheatbelt Communities Inc Constitution (WCI) with the WBA constitution. This discussion paper would be circulated to Member Councils for consideration at their respective Councils and any comments received be included in an agenda item for discussion at the WEROC Council Meeting scheduled for Wednesday 26 June 2019.

Cr Day reiterated her view that the current WCI constitution was perfectly suited to what Member Councils wished to achieve for their respective communities.

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

- 1. The Executive Officer prepare a discussion paper on WEROC's future governance which would include a comparison of the Wheatbelt Communities Inc and Warren Blackwood Alliance constitutions;**
- 2. A comparison of the Wheatbelt Communities Inc and Warren Blackwood Alliance constitutions be distributed to all Member Councils for comment, with all comments to be received by close of business on Friday 7 June 2019; and**
- 3. The discussion paper be tabled for discussion at the WEROC Council Meeting to be held in Kellerberrin on Wednesday 26 June 2019.**

CARRIED 6/1

5.5 Group Valuation Services

RESOLUTION:	Moved: Jamie Criddle	Seconded: Raymond Griffiths
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That subject to obtaining a further quotation and Member Councils being satisfied as to the cost comparisons with previous valuations, the WEROC Executive supports WEROC Member Councils undertaking a group valuation of the 3 asset classes.

CARRIED

A further quote has yet to be obtained.

Peter Clarke advised the meeting that the Shire of Yilgarn had sought two (2) other quotes as requested but had as yet received no response from the organisations contacted. He undertook to try and obtain additional quotations as had been previously agreed to.

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

Member Councils agreed they were happy for WEROC to be nominated again.

Rural Health West has advised that the invitation to nominate will be listed for discussion at the Wheatbelt Medical Student Immersion Program Steering Group Meeting to be held on Thursday 9 May 2019.

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

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

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

The Executive Officer provided a copy of the issues paper released by the Productivity Commission's Issues Paper on "The Social and Economic Benefits of Improving Mental Health" to the WEROC CEOs on 29 March 2019 but as yet has not received any feedback. No other work has been undertaken on this matter.

10.52am Mr Darren Mollenoyux entered the meeting

6.5 Damage to Roads within the Shires of Merredin and Westonia

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

The Executive Officer is hoping that Mark Bondiotti will be able to attend the next meeting of the WEROC Executive to work through this issue with the WEROC CEOs.

The Executive Officer reported that she had received an email from Mark Bondiotti just ahead of the meeting's commencement.

The email was read to the meeting and detailed below:

Hi Helen

I have not had any experience with this particular issue but have been involved in numerous other incidents of extraordinary loading causing damage to Local Roads. To assist Local Governments to manage these issues we have developed methodologies to calculate the cost of road wear on both sealed and unsealed roads and have also developed policy guidelines to assist in structuring cost recovery agreements with proponents. We have done substantial work with Main Roads to prepare guidelines for Local Government to assist them in understanding the role they can play in managing RAV access.

I am happy to attend the meeting and present on these issues and see what role they may play in resolving the issues.

In advance it would be useful to know:

- *What type of vehicles are being used?*
- *What is the RAV designation of the affected roads?*
- *Whether they are sealed or unsealed?*
- *What are the typical road lengths?*

If you would like me to attend the meeting please send me an invite.

Regards

The Executive Officer undertook to finalise arrangements for Mark Bondiotti to attend the next meeting of the WEROC Executive, scheduled to be held in Merredin Wednesday 29 May 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 not had any further discussions with the Shire of Merredin on this issue.

RECOMMENDATION:

That the Status Report for April 2019 be received.

RESOLUTION: **Moved: Cr Rajagopalan** **Seconded: Cr Day**

That the Status Report for April 2019 be received.

CARRIED

4.4 Matters for Noting (Attachment)

The following matters are presented for noting:

- FACET Wildflower Workshop to be held 22 May 2019 at Fraser’s Function Centre Kings Park. Information on the workshop has been provided by the Manager of the Central Wheatbelt Visitor Centre, who advises that the workshop could be useful for members of regional partners because of its potential to value add to the visitor experience at VC’s, CRC’s and tourism businesses during wildflower seasons.

RECOMMENDATION:

That the matters listed for noting be received.

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

That the matters listed for noting be received.

CARRIED

5. WEROC FINANCE

5.1 WEROC Finance Report as at 31 March 2019

File Reference: 042-2

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 23 April 2019

Attachments: Nil

RECOMMENDATION:

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

Executive Officer's Report:

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

Note 1	All annual subscriptions have been paid
Note 2	All general consultancy subscriptions have been paid
Note 3	WE-ROC interest to date
Note 4	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
Note 5	This allocation covers the expenditure on Executive Services for the year to 28 February 2019
Note 6	This allocation covers the expenditure on Financial Services including the annual audit
Note 7	The expenditure includes a contribution to the Discover the Wheatbelt Self Drive Campaign, business listing in Eastern Wheatbelt Visitor Guide and contribution to the Discover the Central Wheatbelt Self Drive Campaign
Note 8	Cost of Executive Meeting teleconference
Note 9	The cost of annual fee website CRM database & content management
Note 10	Cost of posting letters to MPs and Senators
Note 11	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: Mr Powell Seconded: Cr Day

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

CARRIED

Wheatbelt East Regional Organisation of Councils				
ABN 44 861 684 875				
1 July 2018 to 31 March 2019				
		2018/2019	Actual to	
		Budget		Notes
	Income			
0501	General Subscriptions	\$ 50,000.00	\$ 50,000.00	1
0504	Consultancy & Project Reserve	\$ 10,000.00	\$ 10,000.00	2
0509	R2R Regional Housing 2012/2013 Interest	\$ -	\$ -	
0575	WE-ROC Interest received	\$ 1,000.00	\$ 623.77	3
	Other Income		\$ 100.72	4
	GST Output Tax		\$ 6,010.07	
	GST Refunds		\$ 3,546.00	
	Total Receipts	\$ 61,000.00	\$ 70,280.56	
	Expenses			
1545	Bank Fees & Charges	\$ 100.00	\$ -	
1661	Executive Services	\$ 52,500.00	\$ 38,199.47	5
1687	Financial Services	\$ 11,000.00	\$ 4,782.66	6
1585	Consultant Expenses	\$ 40,000.00	\$ 2,893.17	7
1801	Meeting Expenses	\$ 500.00	\$ 86.70	8
1850	WE-ROC App Development & Maintenance	\$ 5,000.00	\$ 4,450.00	9
1930	Sundry	\$ 500.00	\$ 59.19	10
3384	GST Input Tax		\$ 5,047.21	
	Ato Payments		\$ 3,270.00	
	Suspense		\$ 2,200.00	11
	Total Payments	\$ 109,600.00	\$ 60,988.40	
	Net Position	-\$ 48,600.00	\$ 9,292.16	
	OPENING CASH 1 July	\$ 172,805.00	\$ 167,779.84	
	CASH BALANCE 31 March 2019	\$ 124,205.00	\$ 177,072.00	
			\$ 9,137.55	
			\$ 167,934.45	
			\$ 177,072.00	

5.2 List of Accounts

File Reference: 042-2

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 23 April 2019

Attachments: Nil

RECOMMENDATION:

That the Accounts Paid for the period 1 February 2019 to 31 March 2019 totalling \$9,533.81 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	070219	BHW Consulting	Professional Services, Accommodation and Travel January 2019	4,158.33
EFT	070219	Up to Date Accounting	Accounting Services January 2019	250.80
EFT	120319	BHW Consulting	Professional Services, Accommodation and Travel February 2019	4,936.90
EFT	120319	Up to Date Accounting	Accounting Services February 2019	92.40
EFT	260319	Redback Conferencing	Teleconference Facilities Executive Meeting	95.38
				Total \$9,533.81

Consultation: Nil

Financial Implications: WE-ROC adopted Budget for 2018/2019

Voting Requirement: Simple Majority

RESOLUTION: Moved: Mr Clarke Seconded: Mr Powell

That the Accounts Paid for the period 1 February 2019 to 31 March 2019 totalling \$9,533.81 be approved.

CARRIED

5.3 WEROC 2019/2020 Budget

File Reference: 042-2

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 23 April 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 referred to Member Organisations for comment, with all comments to be submitted to the Executive Officer by no later than Friday 31 May 2019.

Executive Officer's Report:

At the WEROC Executive Meeting held on Wednesday 27 March 2019 it was resolved as follows:

RESOLUTION: Moved: Greg Powell Seconded: Darren Mollenoyux

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

CARRIED

By way of 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, has been developed in line with clause 18 of the Wheatbelt Communities Inc (WCI) Constitution.

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

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

In reviewing the draft budget, the WEROC and WCI income and expenditure for the 2018/2019 year has been shown as separate line items with the WCI line items highlighted in yellow. It should also be noted that the budget has been titled "WEROC Inc" to reflect the 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 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 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

WEROC Council Meeting Wednesday 1 May 2019 - Minutes

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
Income						
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					
	Total Receipts	\$ 71,010.00	\$ 85,643.89	\$ 85,881	\$ 60,900	
Expenses						
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		
	Total Payments	\$ 120,950.00	\$ 59,436.41	\$ 108,828	\$ 131,850	
	Net Position	-\$ 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		
	CASH BALANCE	\$ 130,770.00	\$ 210,081.67	\$ 160,927	\$ 89,977	

6. MATTERS FOR DECISION

6.1 Review of the Local Government Act 1995

File Reference:	031-4 Intergovernment Relations
Author:	Helen Westcott, Executive Officer
Portfolio:	CEO/Governances (Governance Shire of Yilgarn) Advocacy (Shared Portfolio)
Disclosure of Interest:	No interest to disclose
Date:	25 April 2019
Attachments:	WEROC's Submission into the review of the <i>Local Government Act 1995</i>

RECOMMENDATION:

That the WEROC's submission to the Local Government Act Review, as finalised by the WEROC Executive, be endorsed.

Executive Officer's Report:

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

RESOLUTION:	<i>Moved: Greg Powell</i>	<i>Seconded: Raymond Griffith</i>
<i>That the Executive Officer prepare a template submission for discussion by the WE-ROC Executive at the meeting scheduled to be held Wednesday 28 November 2018.</i>		

CARRIED

Work around preparing a submission has been ongoing, with the WEROC Executive granted delegated authority to finalise WEROC's submission at the Council Meeting held Wednesday 27 February 2019.

A final draft of the WEROC submission was considered by the WEROC Executive at a meeting held Wednesday 27 March 2019 at which time it was resolved as shown below:

RESOLUTION:	<i>Moved: Greg Powell</i>	<i>Seconded: Darren Mollenoyux</i>
<i>That the WEROC's submission to the Local Government Act Review, be lodged prior to close of the public consultation period on 31 March 2019, subject to the submission being amended to show that in the response to the survey questions, on which there is no general consensus between WEROC Member Councils, no response is to be provided and advise that these matters will be covered by individual Member Councils own submission.</i>		

CARRIED

The submission was completed and lodged ahead of the close of the public consultation period on 31 March 2019.

A copy of the WEROC submission forms an attachment to the meeting agenda.

Consultation:	Nil
Financial Implications:	As yet unknown
Voting Requirement:	Simple Majority

RESOLUTION: **Moved: Cr Hooper** **Seconded: Cr Day**

That the WEROC's submission to the Local Government Act Review, as finalised by the WEROC Executive, be endorsed.

CARRIED

6.2 Wheatbelt Region Parks and Reserves Draft Management Plan 2019

File Reference:	031-4 Intergovernment Relations
Author:	Helen Westcott, Executive Officer
Portfolio:	104 -1 NRM General Matters (Environment Shire of Merredin) Advocacy (Shared Portfolio)
Disclosure of Interest:	No interest to disclose
Date:	25 April 2019
Attachments:	WEROC's Submission to Department of Conservation and Biodiversity on the Wheatbelt Region Parks and Reserves Draft Management Plan 2019

RECOMMENDATION:

That the WEROC's submission to Department of Conservation and Biodiversity on the Wheatbelt Region Parks and Reserves Draft Management Plan 2019 be endorsed.

Executive Officer's Report:

At the WEROC Executive Committee Meeting held Wednesday 13 February 2019 the Executive Officer drew to Member Councils' attention a call for comment by the Department of Conservation and Biodiversity (DBC) on its Wheatbelt Region Parks and Reserves Draft Management Plan 2019.

Raised as a late item, it was agreed that WEROC would look to prepare a submission on the Wheatbelt Region Parks and Reserves Draft Management Plan 2019.

The submission prepared reinforced that before any reserves are added to the conservation reserve system there needed to be consultation with the affected local governments to ensure consistency of approach between local governments.

The submission was lodged with the DBC ahead of the close of the public consultation period in late March.

A copy of WEROC's submission forms an attachment to the meeting agenda.

Consultation:	Nil
Financial Implications:	As yet unknown
Voting Requirement:	Simple Majority

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

That the WEROC's submission to Department of Conservation and Biodiversity on the Wheatbelt Region Parks and Reserves Draft Management Plan 2019 be endorsed.

CARRIED

6.3 Partnering Agreement for the Provision of Mutual Aid for Recovery during Emergencies

File Reference:	013-2 Strategic and Future Planning 135-5 Economic Sustainability
Author:	Helen Westcott, Executive Officer
Portfolio:	Shared Function
Disclosure of Interest:	No interest to disclose
Date:	25 April 2019
Attachments:	Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery

RECOMMENDATION:

That the Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery be noted.

Executive Officer's Report:

At the September meeting of the WEROC Executive the Executive Officer tabled a document titled "Partnering Agreement for the Provision of Mutual Aid for Recovery during Emergencies". The partnering agreement was established prior to the current Executive Officer's employment and to the Executive Officer's knowledge the agreement had not been renewed since it was first established. The Executive Officer suggested Member Councils should look to reviewing and renewing the document.

Following discussion, the meeting resolving as shown below:

RESOLUTION: Moved: Greg Powell Seconded: Raymond Griffiths
That the WE-ROC Executive Officer prepare a revised agreement for consideration at the WE-ROC Council Meeting on Wednesday 24 October 2018, with the draft to take into account contemporary views with respect to recovery procedures following an emergency.

CARRIED

Since that time work has been undertaken to prepare a Memorandum of Understanding (MoU) that meets the needs of WEROC.

A draft MoU was considered by the WEROC Council when it met on Wednesday 27 February 2019 at which time it was resolved as shown below:

RESOLUTION: Moved: Mr Clarke Seconded: Cr Rajagopalan
That, subject to any amendment, the Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery be adopted for a period of three years from the date of signing.

CARRIED

A copy of the finalised MoU forms an attachment to the meeting agenda.

It is presented for noting.

Consultation:	Nil
Financial Implications:	As yet unknown

Voting Requirement: Simple Majority

RESOLUTION: Moved: Mr Clarke Seconded: Cr Rajagopalan

That the Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery be noted.

CARRIED

6.4 Future WEROC Projects – Asset Management Project

File Reference:	013-2 Strategic and Future Planning 135-5 Economic Sustainability
Author:	Helen Westcott, Executive Officer
Portfolio:	Shared Function (Economic Development)
Disclosure of Interest:	No interest to disclose
Date:	25 April 2019
Attachments:	Report provided by Blake Read of Accingo

RECOMMENDATION:

That the Executive Officer's Report be noted.

Executive Officer's Report:

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

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

RESOLUTION:	<i>Moved: Mr Clarke</i>	<i>Seconded: Cr Forsyth</i>
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That WE-ROC request Accingo to undertake an asset audit for each of WE-ROC's Member Councils, as outlined in Accingo's Phase 1 Costing provided to WE-ROC and considered at the WE-ROC Council Meeting held 2 May 2018, at a total cost of \$17,500 excl GST.

CARRIED

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

"Phase 1 (b)

Asset audit

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

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

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

This data serves several purposes being;

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

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

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

Time assigned to this review is;

2 contractors

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

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

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

That:

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

CARRIED

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

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

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

CARRIED

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

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

That:

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

CARRIED

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

The Executive Officer will provide a verbal report to the meeting. Member Councils may also wish to provide comment on how their visits/inspections have gone to date.

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

Meeting Comment:

The Executive Officer advised that Accingo had provided a written report ahead of the meeting. A copy of the report had been circulated ahead of the meeting but a copy will also form an attachment to the minutes of the meeting.

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

That the Executive Officer's Report be noted.

CARRIED

6.5 Wheatbelt Medical Student Immersion Program (WMSIP)

File Reference:	075-1 Local Hospitals 013-2 Strategic and Future Planning
Author:	Helen Westcott, Executive Officer
Portfolio:	Social (Shire of Kellerberrin)
Disclosure of Interest:	Nil
Date:	12 April 2019
Attachments:	Papers from the WMSIP Planning Group Debrief Meeting held Thursday 4 April 2019

RECOMMENDATION:

That:

1. The Executive Officer's report be noted; and
2. The Minutes from the Meeting of the Wheatbelt Medical Student Immersion Program Steering Group held Thursday 4 April 2019 be received.

Executive Officer's Report:

At the WEROC Executive Meeting held Wednesday 13 April 2016 the Shire of Kellerberrin raised the issue of the cessation of visits to the Wheatbelt by first year medical students from the University of Notre Dame Australia's Fremantle Campus. At that time the Executive resolved as shown below:

RESOLUTION: Moved: Raymond Griffiths Seconded: Greg Powell

That the Executive Officer prepare a report on the cessation of visits to the Wheatbelt by first year medical students from the University of Notre Dame Australia's Fremantle Campus.

CARRIED

Following considerable effort, the program was introduced across all of WEROC's communities in March 2018, with medical students from Notre Dame and Curtin Universities participating in what has become known as the "Wheatbelt Medical Student Immersion Program" (WMSIP).

Agencies involved in re-establishing the WMSIP include:

- Rural Health West;
- WA Primary Health Network (WAPHA);
- Notre Dame University Australia;
- Curtin University; and
- WEROC.

A second group of students visited the region during the week commencing Monday 12 March 2019.

The Executive Officer participated in a facilitated workshop to seek feedback from the medical students who participated in the most recent series of visits on Monday 25 March, having been invited to participate as one of the facilitators.

A meeting of the planning group was held on Thursday 4 April 2019. At this meeting there was a debriefing session on how the visits went across each of the various communities participating in the project. A copy of the minutes from this meeting form an attachment to the meeting agenda as does some more detailed feedback received from participating staff.

Results of evaluations conducted by Notre Dame were also presented. The surveys, conducted on both students and billet families overwhelmingly shows the positive impact and views the program has. The PowerPoint presentations used during the presentation of these results also form attachments to the meeting agenda.

Arising from comments received during the facilitated workshop with students and the reports provided by staff from Curtin and Notre Dame the following issues are to be raised at the WMSIP Steering Group to be held Thursday 9 May 2019:

- Alcohol Policy – Notre Dame students are permitted to consume alcohol whilst participating in the WMSIP visit. Curtin students are not;
- Racism;
- Mixing and billeting Curtin and Notre Dame students together – there is a view that billeting should be mixed rather than the current situation where there is no mixing between the two universities;
- Invitation to Nominate for the 2019 Western Australian Regional Achievement and Community Awards (refer also to Agenda Item 4.3); and
- A WMSIP Planning Group proposal for additional members to join the Steering Group - it has been suggested that invitations be extended to Peter Kenyon and David Collard to join the Steering Group.
Peter Kenyon is the founder and current Director of the Bank of I.D.E.A.S., an international community and economic development consultancy based in Kalamunda.
David Collard is the Principal Consultant at David Collard and Associates, an indigenous consultancy that works to facilitate strong linkages across business, government and the Aboriginal community.

The Executive Officer seeks comment from Member Councils in order that WEROC's views can be put to the Steering Group meeting on 9 May.

Consultation:	Nil
Financial Implications:	As yet unknown
Voting Requirement:	Simple Majority

Mr Clarke left the meeting at 11.10am

Mr Clarke returned to the meeting at 11.12am

Additional Meeting Comment:

In discussing the upcoming Steering Group Meeting, Member Councils made comment around the following issues:

- Logistics – students need more time with their host families (the Shire of Bruce Rock commented that with students billeted in Bruce Rock arriving on Tuesday this did not provide them with sufficient time to do activities with their host families);
- Whilst recognising that how the students were allocated across each of the WEROC communities was ultimately the responsibility of both Curtin and Notre Dame Universities, Member Councils believed that keeping students from the same university together was the best way for billeting to be arranged.
- Whilst not opposed to the idea of increasing the Steering Group's Membership, Member Councils suggested a number of matters needed to be clarified ahead of any appointments, including:
 - a) Clarification of the role the consultants would play in the advancement/implementation of the program;
 - b) What is the envisaged benefit from having additional members on the Steering Group?
 - c) Would the consultants be paid or would they be undertaking the work on a pro bono basis? If a fee was to be paid, how would that fee be funded and would expressions of interest be sought for the work to be undertaken?

The tragic passing of Dr Sally Bradley was also discussed, with the Executive Officer reporting that she was liaising with Rural Health West on how best to acknowledge her contribution to the WMSIP.

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

7. EMERGING ISSUES

7.1 Establishment of Solar Farms by BSC Solar

Greg Powell 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.

Greg Powell commented that he believed WEROC should hold discussions with BSC Solar to see whether there was an opportunity to work with the organisation as it was a way for Councils to diversify their revenue base, reducing its reliance on rates income.

It was agreed that an invitation would be extended to representatives of BSC Solar to meet with the WEROC Executive at its next meeting to be held in Merredin on Wednesday 29 May 2019.

8. OTHER MATTERS

Nil

9. FUTURE MEETINGS

WEROC Executive Wednesday 29 May 2019 (Shire of Merredin)

WEROC Council Wednesday 26 June 2019 (Shire of Kellerberrin)

10. CLOSURE

There being no further business the Chair closed the meeting at 11.38am

DECLARATION

These minutes were confirmed by the WE-ROC Council at the meeting held Wednesday 26 June 2019

Signed _____
Person presiding at the meeting at which these minutes were confirmed

To: Helen Westcott

From: Blake Read

Phone: 0439 591 631

Date: 30th Apr 2019

Re: Update

cc:

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Helen

As an update to the asset review program undertaken by Accingo the following is a status update to our findings so far. I am staying away from any financials at this point until the final report mid May as I am awaiting some data, particularly on depreciation rates and an clarity on hours report from 1 shire which I am following up.

As of close of business 31st April all 5 shires will have had the physical assets reviewed, located & auditable photos taken which provides the basis for stocktake purposes. Yilgarn, Merredin & Westonia are the last of them occurring tomorrow. Due to the Easter break with many on leave we have had to defer the visit to ensure we had the works managers present to assist.

We have uploaded all photos & matched data to the asset reports given for the assets within scope.

Findings so far;

- Works managers and administration staff have been particularly helpful in providing information and further discussions around management of plant as they relate to shire works have been both helpful and informative to assist us in our review & supporting the initial assumptions that were put to the WeRoc council last year.
- Reporting – Our initial review has seen an opportunity to standardize reporting and asset management processes across the 5 shires which would assist each CEO to make informed decisions around their fleet management & financial performance. This work would be relatively simple but would have benefits which would be valuable. Areas such as Revaluation procedures, depreciation of equipment, maintenance & replacement data are areas we see could be standardized to provide consistency .
- Fleet costs – a high level of variance in costings dependent on location when we look at utilization vs holding costs and maintenance costs which may assist the CEO's post exercise to review and make potential changes in the

management of their equipment. This piece is particularly relevant to ensure value is obtained for WeRoc by committing to this external review. The report will be focusing on cost of capital, maintenance and utilization of equipment matched up to potential best practice methods however we look to balance that with local requirements and works programs.

We will aim to have the final report for the 15th of May so this can be shared with the CEO's to review prior to your next meeting.

Kind Regards

Blake Read