

# WHEATBELT COMMUNITIES INC

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## Meeting of Wheatbelt Communities Inc

Wednesday 1 May 2019

Shire of Bruce Rock Council Chambers, commencing at  
10.03am

## MINUTES



Shire of Bruce Rock



Shire of Kellerberrin



Shire of Merredin



Shire of Westonia



Shire of  
YILGARN

Shire of Yilgarn

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# Wheatbelt Communities Inc

An In-person Meeting of Wheatbelt Communities Inc held at the Shire of Bruce Rock Council Chambers, commencing at 10.03am

## MINUTES

### 1. OPENING AND ANNOUNCEMENTS

The Chair, Onida Truran, opened the meeting at 10.03am welcoming all in attendance.

### 2. RECORD OF ATTENDANCE AND APOLOGIES

#### 2.1 Attendance

Ms Onida Truran, Chair  
Mr Jamie Criddle, Treasurer  
Mr Peter Clarke, Member  
Ms Karin Day, Member  
Mr Ken Hooper, Member  
Mr Greg Powell, Member

Mr Ram Rajagopalan, Deputy Member for Stephen Strange and voting delegate in his absence

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

#### 2.2 Apologies

Mr Rod Forsyth, Member  
Mr Raymond Griffiths, Member  
Mr Darren Mollenoyux, Secretary

#### 2.3 Guests

Mr Ian Dolton

### 3. DECLARATION OF INTEREST

Pursuant to Clause 18 of the Wheatbelt Communities Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before Wheatbelt Communities Inc as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Wheatbelt Communities Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 18.4 of the Constitution which states:

**18.4 When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon.**

Nil

## 4. PRESENTATIONS/MEETINGS

Nil

## 5. MINUTES OF MEETINGS

### 5.1 Minutes from the Wheatbelt Communities Inc Meeting held Wednesday 27 February 2019 (Attachment)

Minutes of the Wheatbelt Communities Inc Meeting held Wednesday 27 February 2019 have previously been circulated.

#### RECOMMENDATION:

That the Minutes of the Meeting of Wheatbelt Communities Inc held Wednesday 27 February 2019 be confirmed as a true and accurate record of the meeting.

#### RESOLUTION:

Moved: Ram Rajagopalan

Seconded: Karin Day

**That the Minutes of the Meeting of Wheatbelt Communities Inc held Wednesday 27 February 2019 be confirmed as a true and accurate record of the meeting.**

**CARRIED**

### 5.2 Business Arising from Meeting of Wheatbelt Communities Inc held Wednesday 27 February 2019

#### 7.4 Demos from the Wheatbelt

#### RESOLUTION:

Moved: Jamie Criddle

Seconded: Greg Powell

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

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

**CARRIED**

The Executive Officer has contacted West Australian Music (WAM) to seek answers on the questions raised by Member Councils.

WAM has advised that WAM sought funding from all Wheatbelt Councils and businesses across the region to help in undertaking the project "Demos from the Wheatbelt". WAM was looking to raise \$14,000 but prior to Easter had only been able to secure \$5,000.

WAM has, however, since secured some funding from Collgar Windfarm.

None of the funding received to date has come from any Councils across the Wheatbelt. Neither did the Wheatbelt Development Commission (WDC) provide any funding for the project. Given the grassroots nature of both Local Government and the WDC this is disappointing, particularly since the total amount of funding required to successfully complete the project was small.

Despite the shortfall in funding WAM went ahead with the project, with recording recently taking place in the Cummins Theatre. The "Demos from the Wheatbelt" cd launch will also take place at Cummins Theatre on Friday 30th August 2019, where acts will be performing with their full bands.

Should WEROC proceed with contributing to the WAM project its logo can be placed on the cd cover.

The Executive Officer seeks permission to make WEROC's contribution and redress the lack of Local Government participation in this valuable contribution to supporting local Wheatbelt musicians.

**It was agreed that the donation to the WAM project should proceed.**

## **6. MATTERS FOR NOTING**

### **6.1 Complying with the Associations Incorporation Act 1987 – Self-Check (Attachment)**

The Department of Commerce publishes a self-check for incorporated bodies such as Wheatbelt Communities Inc (Wheatbelt Communities). The purpose of the self-check is to assist in determining whether a group such as Wheatbelt Communities Inc (WCI) is complying with each section of the *Associations Incorporation Act 2015*.

A copy of the self-check forms an attachment to the meeting agenda.

In relation to record keeping, the Executive Officer will have available for inspection at each in-person meeting of Wheatbelt Communities Inc the following records:

- A copy of the certificate of incorporation;
- A copy of the Wheatbelt Communities Inc Constitution;
- The Members Register; and
- The Record of Office Bearers.

These records are available for inspection at this meeting of WCI.

The Executive Officer has also contacted all WCI's members to confirm their preferred contact details. All members have responded to the request for confirmation.

No action is required.

**7. MATTERS FOR DECISION****7.1 Wheatbelt Communities Inc Financial Statement at 31 March 2019**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 23 April 2019

**Attachments:** Nil

**Background:**

Presenting the Wheatbelt Communities Inc (Wheatbelt Communities) Statement of Receipts and Payments for the period ending 31 March 2019

**Executive Officer Comment:**

<b>Note 1</b>	Annual Subscriptions for the 2018/2019 have all been paid.
<b>Note 2</b>	Accounts 1723 and 1725 relate to the financial management and audit of the organisation.

**Voting Requirement:** Simple majority

**RECOMMENDATION:**

That the Wheatbelt Communities Inc Financial Report for the period ending 31 March 2019 be received.

**RESOLUTION:** Moved: Ken Hooper

Seconded: Karin Day

**That the Wheatbelt Communities Inc Financial Report for the period ending 31 March 2019 be received.**

**CARRIED**

Wheatbelt Communities Inc				
ABN 28 416 957 824				
1 July 2018 to 31 March 2019				
		Budget 2018/2019	Actual to Date	Notes
	<b>Committee Income</b>			
500	General Subscriptions	\$ 10,000	\$ 14,000.00	1
0575	Wheatbelt Community Interest	\$ 10	\$ 19.78	
	<b>Project Income</b>			
519	Project and Consultancy Fund	\$ -		
	GST Output Tax		\$ 1,400.00	
	GST Refunds			
	<b>Total Receipts</b>	\$ 10,010	\$ 15,419.78	
	<b>Committee Expenses</b>			
1724	Bank Fees & Charges	\$ 100	\$ -	
	Executive Services	\$ 5,000	\$ -	
	Meeting Expenses	\$ 500	\$ -	
	Chair Expenses		\$ -	
1723	Financial Services	\$ 1,000	\$ 1,068.00	2
1725	Audit Fees	\$ 750	\$ 525.00	2
	Insurance	\$ 2,000		
	Committee Training Expenses	\$ -		
	<b>Project Expenses</b>			
1842	Consultancy General	\$ 2,000		
	Sundry			
	GST Input Tax		\$ 159.29	
	Ato Payments		\$ 1,860.00	
		\$ 11,350	\$ 3,612.29	
	<b>Net Position</b>	-\$ 1,340	\$ 11,807.49	
	<b>OPENING CASH 1 July</b>	\$ 7,905	\$ 16,094.35	
	<b>CASH BALANCE</b>	\$ 6,565	\$ 27,901.84	

**7.2      List of Accounts Paid****Author:** Helen Westcott, Executive Officer**Disclosure of Interest:** No interest to disclose**Date:** 23 April 2019**Attachments:** Nil**Executive Officer Comment:**

Accounts paid during the period 16 February 2019 to 15 April 2019

**Accounts Paid:**

Cheque/EFT	Date	Payee	For		Amount incl GST
EFT	120319	Up to Date Accounting	Accounting February 2019	Services	39.60
EFT	050419	Up to Date Accounting	Accounting March 2019	Services	79.20
					<b>Total \$118.80</b>

**RECOMMENDATION:**

That the list accounts paid for the period 16 February 2019 to 15 April 2019 totalling \$118.80 be endorsed.

**RESOLUTION:**      **Moved: Karin Day****Seconded: Ken Hooper**

That the list accounts paid for the period 16 February 2019 to 15 April 2019 totalling \$118.80 be endorsed.

**CARRIED**



### **7.3 Wheatbelt Communities Inc/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

**Executive Officer's Comment:**

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 have 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 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 WEROC App.
5. This is a new allocation as it may 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 WEROC is formally adopting the budget.

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

**Voting Requirement:** Simple majority

**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.

**RESOLUTION:****Moved: Greg Powell****Seconded: Karin Day**

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**

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	

## **8. OTHER MATTERS**

Nil

## **9. FUTURE MEETINGS**

To be advised

## **10. CLOSURE**

There being no further business the Chair closed the meeting at 10.16am

### DECLARATION

These minutes were confirmed by the Wheatbelt Communities Inc at the meeting held \_\_\_\_\_

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