



WEROC Inc. CEO Committee Meeting

Thursday 13 October 2022

Kellerberrin Shire Council Chambers

MINUTES

WEROC | Wheatbelt East Regional Organisation of Councils

Incorporating the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia, Tammin and Yilgarn

A PO Box 5, MECKERING WA 6405

E rebekah@150square.com.au

M 0428 871 202

CONTENTS

1.	OPENING AND ANNOUNCEMENTS	3
2.	RECORD OF ATTENDANCE AND APOLOGIES	3
2.1	ATTENDANCE.....	3
2.2	APOLOGIES.....	3
2.3	GUESTS	3
3.	DECLARATIONS OF INTEREST	3
4.	MINUTES OF MEETINGS	3
4.1	BUSINESS ARISING.....	4
5.	PRESENTATIONS.....	4
5.1	MR. DANIEL HAY-HENDRY, MANAGER PROJECTS & ASSETS, SHIRE OF MERREDIN.....	4
6.	MATTERS FOR CONSIDERATION	5
6.1	WEROC INC. STRATEGIC WASTE MANAGEMENT	5
6.2	WHEATBELT BUSINESS NETWORK PROCUREMENT PROPOSAL.....	6
6.3	LOCAL GOVERNMENT RESOURCE SHARING	8
6.4	WHEATBELT MEDICAL STUDENT IMMERSION PROGRAM 2023.....	9
6.5	WHEATBELT WORKFORCE & HOUSING DISCUSSION PAPER	9
7.	OTHER MATTERS FOR NOTING	10
7.1	DELIVERING WA'S LOCAL CLIMATE OPPORTUNITIES	10
8.	FUTURE MEETINGS	10
9.	CLOSURE	10

WEROC Inc.

Wheatbelt East Regional Organisation of Councils Inc.

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

Minutes of the CEO Committee Meeting held in Kellerberrin on Thursday 13 October 2022.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Mr. Raymond Griffiths as Chair of the WEROC Inc. CEO committee welcomed members and opened the meeting at 9.40am.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Mr Raymond Griffiths, CEO Shire of Kellerberrin (Chair)

Ms Lisa Clack, CEO Shire of Merredin

Mr Darren Mollenoyux, CEO Shire of Bruce Rock

Mr Bill Price, CEO Shire of Westonia

Ms Joanne Soderlund, CEO Shire of Tammin

Ms Rebekah Burges, Executive Officer WEROC Inc.

2.2 Apologies

Mr Nic Warren, CEO Shire of Yilgarn (provided comment via email)

2.3 Guests

Mr Julian Goldacre, Environmental Health Officer, Shire of Bruce Rock

Mr Daniel Hay-Hendry, Manager Projects & Assets, Shire of Merredin

Mr Fabian Houbrechts, Manager of Works & Services, Shire of Tammin

3. DECLARATIONS OF INTEREST

Nil

4. MINUTES OF MEETINGS

Attachment 1. WEROC Inc. CEO Committee Meeting Minutes 20042022

The Minutes of the previous WEROC Inc. CEO Committee Meeting held via videoconference on Wednesday 20 April 2022, were presented at the WEROC Inc. Board Meeting held on 2 May 2022 and confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Ms. Joanne Soderlund

That the Minutes of the WEROC Inc. Committee Meeting held on Wednesday 20 April 2022 be confirmed as a true and correct record.

CARRIED

4.1 Business Arising

Actions Arising from the WEROC Inc. CEO Committee Meeting held on 20 April 2022.

Agenda Item	Action(s)	Status
5.1 WHS Advisory Service	WEROC Inc. to write to Mr. Chris Gilmour, Regional Risk Coordinator, LGIS, and request that he clarify the scope of services he can offer and the additional activities that fall outside of his role that are required to achieve compliance with WHS legislation.	Completed
5.2 WEROC Inc. Tourism Projects	The Shire of Merredin will investigate an expanded service offering for the Central Wheatbelt Visitors Centre and present a proposal, inclusive of financial implications, to the WEROC Inc. Board.	In progress

5. PRESENTATIONS

5.1 Mr. Daniel Hay-Hendry, Manager Projects & Assets, Shire of Merredin

Mr. Daniel Hay-Hendry attended the WA Waste & Recycle Conference in September 2022 and as a lead in to the discussion on the WEROC Strategic Waste Management Plan, will provide an update on relevant developments in waste for Local Government.

Comments from the meeting:

Mr. Hay-Hendry provided the following summary of key messages and opportunities for WEROC:

- Regional WA has approximately 25% of the State’s population and produces around 25% of the waste, and as such regional waste management does not draw as much attention the Metro area. However, as the state approaches 2030, to address the State’s targets set out in the Waste Avoidance and Resource Recovery Strategy 2030 more pressure may be places on regional Local Governments to improve waste management practices. There is therefore an opportunity for WEROC set its own targets in line with the Waste Strategy and to lobby State and Federal government for increased funding to enable regional areas to better meet the targets of the waste strategy by improving infrastructure.
- DWER are currently in the process of completing regulatory reform. Part of this reform includes the review of waste levies, which should be a consideration in WEROC Local Governments long-term planning. The levy currently only applies to the metropolitan region, but consideration is being given to expanding the geographical area of the levy, to apply it to waste generated in locations outside Perth. Although the likelihood is still limited larger regional centres (e.g., Busselton, Geraldton, etc.) would be considered for inclusion before smaller regional Local Governments.
- Resource sharing and collaboration will be very important in how we manage waste into the future. There is an opportunity for WEROC Shires to:
 - a. Work together to develop best practice for the operation of our landfill sites; and
 - b. Use the collective bargaining power of the group to achieve a better rate from the contractors Shires use and improve current practices by setting clear and consistent KPI’s.
- The Roads to Reuse (RtR) Local Government Incentives Program provides a payment of \$5 for each tonne of RtR product used by a local government which is sourced from an accredited RtR supplier. A local government must provide evidence of RtR material being purchased from an accredited supplier and used in a local government project. As there is limited RtR accredited suppliers in the wheatbelt, the WEROC Local Governments should consider lobbying for changes to the incentive program to allow regional Local Governments to trial processing suitable stockpiles construction and demolition (C&D) waste. As gravel supplies continue to become harder to source the supplementation of crushed concrete may be provide a solution. A crushing and screening program across the WEROC Local Governments may be a cost-effective approach.
- Implementation of food organics and garden organics (FOGO) systems are a priority in the WA Waste Strategy, but the infrastructure is largely lacking in regional Local Governments at this time. There may

be an opportunity for WEROC Shires to push for an incentive to develop regional infrastructure to enable the use of FOGO derived waste. Additionally, regional Local Governments, should take the lead in utilising FOGO derived products, such as soil conditioner and compost in projects to support the development of the market.

6. MATTERS FOR CONSIDERATION

6.1 WEROC Inc. Strategic Waste Management

Author:	Rebekah Burges, Executive Officer
Disclosure of Interest:	No interest to disclose
Date:	30 September 2022
Attachments:	<i>Attachment 2. WEROC Strategic Waste Management Plan (Final)</i> <i>Attachment 3. WEROC Landfill Consolidation Report (Final)</i> <i>Attachment 4. Regional Waste Coordinator</i>
Financial Implications:	Unknown
Voting Requirement:	Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 5 September 2022, the final draft of the WEROC Strategic Waste Management Plan (SWMP) was presented for discussion. Mr. Giles Perryman, Director ASK Waste Management joined the meeting via videoconference to discuss two particular recommendations:

- 1) Introduction of consistent waste data collection; and
- 2) Investigating the feasibility of a regional waste team and regional waste coordinator

Mr. Perryman emphasised the importance of waste data collection and recommended that this should be a high priority for WEROC Shires. Mr. Perryman also strongly recommended that the Shire's consider co-funding a regional waste coordinator and suggested that once the position is established it could then be made a requirement of the incumbent to pursue grant funding to support the role going forward.

The Board resolved that the matter be referred to the WEROC Inc. CEO Committee for further discussion.

Executive Officer Comment:

As one of the priority recommendations, the Executive Officer requested from ASK Waste Management, a case study of a regional waste management coordinator. Mr. Sam Green, Senior Consultant with ASK Waste Management, previously occupied such a position with the South West Regional Group of Councils and has provided an overview of his role, the key achievements during his two-year term and lessons learnt (refer to Attachment 4).

In addition to the information supplied by Mr. Green, the Executive Officer has researched some other examples of groupings of councils that have adopted a regional approach to waste management:

- 1) *Western Sydney Regional Organisation of Councils (WSROC):* WSROC employ a regional waste coordinator who works with the ten member councils on research, policy development and resource sharing activities. The coordinator is also responsible for the coordination, administration and project management of regional waste projects arising from the regional waste avoidance and resource recovery strategy and the identification of grant opportunities.
- 2) *Far North Queensland Regional Organisation of Councils (FNQROC):* FNQROC formed a Regional Waste Management Group to coordinate waste management and resource recovery solutions. The objectives of the group include maintaining existing and further developing joint procurement and resource sharing, providing a forum for sharing new technology/techniques and, facilitating inter-

government relations with State and Federal agencies responsible for waste. Representatives from relevant agencies regularly attend the quarterly meetings.

- 3) *Canberra Region Joint Organisation (CRJO)*: CRJO consists of eight member councils across south-east NSW and the ACT government. CRJO employ a regional waste and resource recovery coordinator who is responsible for sourcing funding, planning, and implementing regional waste projects.

Recommendation:

That the CEO Committee discuss and agree on next steps for implementation

Comments from the meeting:

- Mr. Nic Warren provided the following comments via email prior to the meeting:
 - The Shire of Yilgarn agrees with the recommendations of the Landfill Consolidation Report regarding option 2 - Two regional landfills (Merredin and Southern Cross) and transfer stations
 - Happy to consider transfer stations but Yilgarn would also consider complete closure of the rural sites. This would require some additional services to be implemented which would need to be looked at – possibly a job for a Waste Coordinator
 - Would consider a waste coordinator responsible for actioning recommendations, a sound investment and required given the amount of work in the recommendations. Understand that some Shire’s would obtain greater benefit than others, so cost allocations may need to be looked at. A fixed term (2 years) full time employee would be required. As such a paid employee rather than a contractor would likely be more beneficial.
- Ms. Lisa Clack indicated that before the Shire of Merredin could commit to a regional waste coordinator, the scope of the regional waste coordinator role and funding model for the position, would need to be made very clear.
- Mr. Darren Mollenoyux suggested that improving waste data collection will be essential if WEROC move toward regional landfills, and better data collection will not be possible without a waste coordinator because all Shires are short staffed. The Shire of Bruce Rock therefore support the concept of a regional waste coordinator.
- Mr. Raymond Griffiths emphasized that the regional waste coordinator would not make decisions about what Local Governments do with their individual landfill sites. Rather they would focus on implementing regional waste solutions, improved waste data collection and securing grant funding for future projects.
- It was requested that the Executive Officer prepare a position description and funding model, to be distributed to WEROC CEOs for comment prior to being tabled at the November meeting of the WEROC Inc. Board.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Mr. Bill Price

That WEROC Inc. progress in engaging a regional waste coordinator to implement the recommendations of the Strategic Waste Management Report and to facilitate improved waste data collection, subject to a position description and funding model being approved by the WEROC Inc. Board.

CARRIED

6.2 Wheatbelt Business Network Procurement Proposal

Author:	Rebekah Burges, Executive Officer
Disclosure of Interest:	Nil
Date:	30 September 2022
Attachments:	<i>Nil</i>
Financial Implications:	Unknown
Voting Requirement:	Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 5 September 2022, Mr. Rik Soderlund, CEO of the Wheatbelt Business Network presented a proposal for the creation of a WEROC preferred supplier panel. Mr. Soderlund advised that WEROC would be able to determine the parameters for the preferred supplier panel and WBN will assist in discussions around thresholds and key industries to be included.

Members determined that further discussion was warranted and resolved to refer the matter to the WEROC Inc. CEO Committee for further consideration.

Executive Officer Comment:

As a reminder of the requirements to establish a panel of pre-qualified suppliers, the Local Government (Functions and General) Regulations 1996 states that:

- 1) A written policy must be adopted before establishing a preferred supplier panel. The policy should outline how the Local Government will:
 - a) Procure goods or services including any process for obtaining quotations.
 - b) Ensure that each pre-qualified supplier on the panel will be invited to quote for the goods and services that they will be expected to supply
 - c) Ensure clear, consistent and regular communication between the Local Government and suppliers
 - d) Detail any factors that will be taken into account when distributing work among suppliers
 - e) Record and retain written information in respect of quotations received and purchases made from suppliers
- 2) If a preferred supplier panel is to be established, it is a requirement that public notice of the invitation to apply be given. Before the public notice is issued, the criteria for deciding which applications will be accepted, must be established, and documented.
- 3) The process to accept or reject an application must follow a similar process to a tender evaluation and all applicants must be notified of the outcome.
- 4) A contract entered into with a preferred supplier who is part of the preferred supplier panel must not be for a term exceeding 12 months.

Recommendation:

That the matter be discussed, and consideration given to how the preferred supplier panel, if established, is to be administered.

Comments from the meeting:

- Mr. Nic Warren advised via email prior to the meeting that the Shire of Yilgarn would consider utilisation of the WBN Procurement proposal but questioned if WALGA had provided comment.
- Ms. Joanne Soderlund advised that the Shire of Tammin is looking at setting up some panels and are supportive of a regional approach. Ms. Soderlund also advised that based on a brief discussion with Mr. James McGovern, WALGA’s Manager Governance and Procurement, it is understood that establishing a regional preferred supplier panel could be achieved by developing a single policy that is adopted individually by each Local Government.
- Mr. Raymond Griffiths noted that the idea has merit but was concerned that we could go to a lot of effort and then find that local trades are not interested in being part of a panel. Mr. Griffiths suggested that before proceeding any further each Shire should canvas local businesses to gauge their interest in a regional preferred supplier panel.
- It was requested that the Executive Officer prepare a brief on what a preferred supplier panel is and what is being proposed in terms of establishing a regional panel, to be sent out by each Council to their local trades.

RESOLUTION:

Moved: Ms. Lisa Clack

Seconded: Ms. Joanne Soderlund

That WEROC Councils engage with local trades to gauge interest in being part of a regional preferred supplier panel before making any further determinations on this proposal.

CARRIED

6.3 Local Government Resource Sharing

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: Nil
Date: 30 September 2022
Attachments: Nil
Financial Implications: Nil
Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board meeting held on 5 September 2022, Ms. Glenice Batchelor suggested that in the current environment where labour shortages are impacting on every industry, including Local Government, there is a need to better utilise the resources that exist within the Member Shires. Ms. Batchelor suggested that formalising inter-council resource sharing through an MoU might be worthwhile investigating.

Executive Officer Comment:

Local Government Professionals Australia in a 2021-22 pre-budget submission to then Treasurer, the Hon Josh Frydenberg MP, recommended that Government fund a pilot Local Government Skills Sharing Program:

The collective experience of COVID-19 has disrupted local government administration but also illustrated how agile the local government workforce can be in meeting the needs of Australian communities. Collaboration in training opportunities and the sharing of skilled workers between organisations through the proposed Local Government Skill Share program would directly benefit local governments in managing this change as skill requirements continue to change. Such a program could enable local governments to collaborate to manage their workforces at a regional level, would help them meet their current and future skills needs, provide opportunities to increase individuals' breadth of work experiences, and provide surge capacity and the development of a greater bank of regional talent. The program could also directly address current and projected skills shortages. Such shortages exist particularly in the professional areas of engineering, planning, and environmental health. The program would specifically address known challenges within the sector including skills portability, the ageing workforce, regional collaboration for training, and increased uptake in Australian Government funded programs.

An online search shows no evidence of this program having been implemented. Given the alignment of this concept with the suggestion made by Ms. Batchelor, it may be worthwhile the Executive Officer contacting LG Professionals to gain further information and suggest WEROC as a potential pilot region.

Recommendation:

That the matter be considered, and any further action discussed.

Comments from the meeting:

- Members did not feel that there was a need for a formal structure or agreement (i.e., an MoU) but agreed that there is an opportunity for inter-council skills development between WEROC Shires. This could involve coordinating training within the WEROC area and using experienced staff from one Shire to teach/mentor staff in other Shires.

RESOLUTION: **Moved:** Mr. Darren Mollenoyux **Seconded:** Ms. Joanne Soderlund

That WEROC Councils will investigate opportunities for inter-council training and development for critical roles.

CARRIED

6.4 Wheatbelt Medical Student Immersion Program 2023

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 30 September 2022

Attachments: Nil

Financial Implications: Nil

Voting Requirement: Simple Majority

Background:

On Thursday 29 September 2022, the Executive officer received an email from Rural Health West with a request that WEROC Inc. consider supporting the University of Notre Dame’s 2023 Wheatbelt medical student immersion program.

It is proposed that for the 2023 program, Notre Dame students will visit WEROC Shires and Narrogin from Tuesday 14 to Friday 17 March. The program will revert to the previous format of students staying with local families for a period of three nights.

Rural Health West and the University of Notre Dame are requesting confirmation that WEROC Shires are once again happy to provide in-kind support including:

- Complimentary use of a daily meeting venue for the group
- Complimentary use of a function venue for the community thank you dinner
- Local transport
- Assistance in recruiting host families
- Assistance in developing activities for the students during their visit.

Recommendation:

That WEROC Member Councils provide in-kind support to the proposed Wheatbelt Medical Student Immersion Program for 2023.

RESOLUTION: **Moved:** Mr. Bill Price **Seconded:** Ms. Lisa Clack

That WEROC Member Councils provide in-kind support to the proposed Wheatbelt Medical Student Immersion Program for 2023.

CARRIED

6.5 Wheatbelt Workforce & Housing Discussion Paper

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 30 September 2022

Attachments: *Attachment 5. Wheatbelt Workforce and Housing Discussion Paper*

Financial Implications: Nil

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 5 September 2022, the Executive Officer advised that after considerable research and discussion, the working group looking to establish a Designated Area Migration Agreement (DAMA) for the Wheatbelt, had determined that pursuing a DAMA was not plausible at this time and rather the focus for the group should now be on addressing the barriers to workforce participation, attraction, and retention. The Board endorsed the recommendation to not proceed with a DAMA.

Executive Officer Comment:

The WEROC Executive Officer in conjunction with the NEWROC Executive Officer, RDA Wheatbelt and the Wheatbelt Business Network have prepared a draft workforce and housing discussion paper. The draft paper is presented for discussion.

Recommendation:

That the recommendations of the draft discussion paper be considered.

Comments from the meeting:

- Members felt that WEROC should continue to support and advocate for a worker housing solution but because the Central East Aged Care Alliance (CEACA) already operates in this space it is best positioned to lead the process.

RESOLUTION:

Moved: Mr. Bill Price

Seconded: Ms. Joanne Soderlund

That WEROC provide support to CEACA in progressing with a worker housing solution for the Eastern Wheatbelt.

CARRIED

7. OTHER MATTERS FOR NOTING

7.1 Delivering WA's Local Climate Opportunities

The Cities Power Partnership are delivering two free climate-focussed events - *Delivering WA's local climate opportunities* - for WA Local Governments on the 3rd and 4th of November, in Busselton and Perth respectively.

The free full-day events are open to Local Government officers, elected members and executive staff from across WA. More information and registration details can be found at the links below:

- [Busselton event](#): Thursday, 3 November – Hosted by the City of Busselton
- [Perth event](#): Friday, 4 November – Hosted by the Town of Victoria Park

The events will assist WA Councils in fast-tracking their climate change mitigation efforts and aligning their local climate plans with the latest science. The events will focus on opportunities for Local Governments to act on climate change and capitalise on the benefits of the emerging clean economy. The program will feature the latest expertise regarding climate solutions and communications, including presentations on best-practice case studies. It will also provide an important opportunity to network, identify collaboration opportunities, and engage with the State Government on climate issues.

8. FUTURE MEETINGS

The next meeting of the WEROC Inc. Board will take place in Bruce Rock on Monday 21 November 2022. There are no further scheduled meetings of the WEROC Inc. CEO Committee at this time.

9. CLOSURE

There being no further business the Chair closed the meeting at 11.06am.

DECLARATION

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

Signed _____

Person presiding at the meeting at which these minutes were confirmed