



Council Meeting

Wednesday 30 October 2019

Council Chambers, Shire of Westonia, commencing at 10.18am

MINUTES

WEROC | Wheatbelt East Regional Organisation of Councils

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

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WEROC

Wheatbelt East Regional Organisation of Councils

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

An In-person Council Meeting held in the Shire of Westonia's Council Chamber, commencing at 10.18am

MINUTES

1. OPENING AND ANNOUNCEMENTS

The Executive Officer opened the meeting at 10.18am

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr Stephen Strange	President Shire of Bruce Rock
Cr Ram Rajagopalan	Deputy President, Shire of Bruce Rock
Mr Darren Mollenoyux	CEO, Shire of Bruce Rock
Cr Rod Forsyth	President, Shire of Kellerberrin
Mr Raymond Griffiths	CEO, Shire of Kellerberrin
Cr Julie Flockart	President, Shire of Merredin
Cr Karin Day	President, Shire of Westonia
Cr Bill Huxtable	Deputy President, Shire of Westonia
Cr Wayne Della Bosca	President, Shire of Yilgarn
Mr Peter Clarke	CEO, Shire of Yilgarn
Helen Westcott	Joint Executive Officer

2.2 Apologies

Mr Greg Powell, CEO, Shire of Merredin
Mr Jamie Criddle, CEO, Shire of Westonia

Mr Bruce Wittber, Joint Executive Officer

2.3 Guests

Nil

RESOLUTION: Moved: Cr Forsyth Seconded: Cr Della Bosca

That WEROC acknowledge the appointment of the following Council representatives to WEROC:

Shire of Bruce Rock:
Cr Ram Rajagopalan, Member
Mr Darren Mollenoyux, Member
Cr Stephen Strange, Deputy Member
Mr Alan O'Toole, Deputy Member

Shire of Kellerberrin: Cr Rod Forsyth, Member
Mr Raymond Griffiths, Member
Cr Matt Steber, Deputy Member

Shire of Merredin Cr Julie Flockart, Member
Mr Greg Powell, Member

Shire of Westonia Cr Karin Day, Member
Mr Jamie Criddle, Member
Cr Bill Huxtable, Deputy Member

Shire of Yilgarn Cr Wayne Della Bosca, Member
Mr Peter Clarke, Member
Cr Linda Rose, Deputy Member

CARRIED

3. EXTENSION OF THE CURRENT WEROC MOU

With the reform of Wheatbelt Communities Inc through the development of a new constitution, including its renaming to WEROC Inc, not yet finalised it is necessary to extend the WEROC Memorandum of Understanding, which expired on 30 June 2019, for a short time. This extension would only be until such time as approval from the of Department of Mines Industry and Regulation has been received for the new constitution and the group's name change (refer to Agenda Item 8.1).

The extension will allow for various tasks to be undertaken relating to the transfer of funds etc to the renamed incorporated body (refer to Agenda Item 8.1).

RECOMMENDATION:

That the current WEROC Memorandum of Understanding be extended until such time as the Department of Mines Industry and Regulation has approved the new constitution for Wheatbelt Communities Inc, which includes the renaming of the organisation to WEROC Inc.

RESOLUTION: Moved: Cr Day Seconded: Cr Huxtable

That the current WEROC Memorandum of Understanding be extended until such time as the Department of Mines Industry and Regulation has approved the new constitution for Wheatbelt Communities Inc, which includes the renaming of the organisation to WEROC Inc.

CARRIED

4. ELECTION OF WEROC OFFICE BEARERS

Clause 5.3 of the current WEROC Memorandum of Understanding reads as follows:

5.3 Election of Chairman and Deputy Chairman

- (1) *The members of the WE-ROC shall elect a President from a Participant as Chairman and another Participant as Deputy Chairman following the biennial local government election, with each appointment being on a rotational alphabetical basis.*
- (2) *If the office of Chairman or Deputy Chairman becomes vacant then the members of WE-ROC shall elect a new Chairman or Deputy Chairman, as the case requires.*

It should be noted that the CEO of the Shire from which the Chairman, is elected, automatically assumes the role of CEO of WEROC.

4.1 Election of Chair

Cr Day nominated Cr Rajagopalan for the position of WEROC Chair.

Cr Rajagopalan accepted the nomination.

There being no other nominations, Cr Rajagopalan was elected unopposed as the WEROC Chair.

Cr Rajagopalan assumed the Chair.

4.2 Election of Deputy Chair

Cr Day nominated Cr Forsyth for the position of WEROC Deputy Chair.

Cr Forsyth accepted the nomination.

There being no other nominations, Cr Forsyth was elected unopposed as the WEROC Deputy Chair.

5. PRESENTATIONS/MEETINGS

Nil

6. MINUTES OF MEETINGS

6.1 Minutes from the Council Meeting held Tuesday 27 August 2019 (Attachment)

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

RECOMMENDATION:

That the Minutes of the Executive Meeting held Tuesday 27 August 2019 be confirmed as a true and correct record.

RESOLUTION:

Moved: Cr Della Bosca

Seconded: Mr Mollenoyux

That the Minutes of the Executive Meeting held Tuesday 27 August 2019 be confirmed as a true and correct record.
CARRIED

6.2 Minutes from the Executive Meeting held Wednesday 25 September 2019 (Attachment)

Minutes of the Council Meeting held Wednesday 25 September 2019 have previously been circulated to Member Councils.

RECOMMENDATION:

That the Minutes of the Executive Meeting held Wednesday 25 September 2019 be received.

RESOLUTION:

Moved: Mr Clarke

Seconded: Mr Griffiths

That the Minutes of the Executive Meeting held Wednesday 25 September 2019 be received.

CARRIED

6.3 Business Arising – Status Report as at 21 October 2019

Executive Meeting Wednesday 29 May 2019

7.1 LGIS Co-Ordinator

RESOLUTION: Moved: Darren Mollenoyux Secinded: Greg Powell

That:

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

CARRIED

Ben Galvin and Jordan Reid from LGIS accepted an invitation to meet with the WEROC Executive on Wednesday 24 July 2019 but with the cancellation of the meeting the presentation did not take place.

Whilst LGIS accepted an invitation to attend the September meeting of the WEROC Executive it was not possible for either Ben Galvin or Jordan Reid to attend the meeting.

It is hoped they will be able to attend the November meeting of the WEROC Executive.

It was agreed that no further action on this matter was required.

Council Meeting Tuesday 27 August 2019

6.7 Support for NEWTravel and Roe Tourism Application for a QANTAS Regional Grant

RESOLUTION: Moved: Cr Forsyth Secinded: Cr Day

That the WEROC Council provide a letter of support for the NEWTravel and Roe Tourism Application for a QANTAS Regional Grant.

CARRIED

A letter of support has been provided.

Support from WEROC was also sought by NEWTravel and Roe Tourism for their application for a Regional Economic Development Grant. The proposal was for funding towards a Joint Wheatbelt Tourism Branding project between NEWTRAVEL, RoeTourism, WEROC and the Shire of Merredin (through the Central Wheatbelt Visitor Centre). The request for support was one that would have seen WEROC provide for financial assistance as part of its support for the funding application.

Following discussions with the WEROC CEO, the Executive Officer advised that such support at this point was not possible as the request would have to be considered and approved by WEROC Council.

A request for updated information on NEWTravel and Roe Tourism's funding efforts for discussion at the Executive Meeting was requested but nothing was received for discussion at that meeting.

The Executive Officer again emailed NEWTravel on Thursday 10 October 2019 but at the time of preparing for the WEROC Council Meeting had not received any further information.

Cr Flockart declared an impartiality interest with respect to this item as the Wheatbelt Development Commission, of which she is Board Member, has oversight for the Regional Economic Development Grants Scheme.

Darren Mollenoyux advised the meeting that the group had been unsuccessful in obtaining the Qantas grant and now was looking to obtain funding through the State Government's Regional Economic Development Grants Scheme. No further action was required by WEROC at this time.

Executive Meeting Wednesday 25 September 2019

5.1 Future WEROC Projects – Asset Management Project

RESOLUTION: Moved: Greg Powell Seconded: Jamie Criddle

That the:

- 1. WEROC Executive be requested to table Accingo's report and recommendations on the review of mobile assets and plant across each Member Council for discussion at either their October or November round of Council meetings; and*
- 2. Executive Officer be provided with comments from these discussions to enable a report to be prepared for the WEROC Executive Meeting scheduled to be held Wednesday 27 November 2019.*

CARRIED

Once all responses have been received the Executive Officer will prepare report for the Executive Meeting scheduled for Wednesday 27 November 2019.

At the time of preparing the WEROC meeting agenda the Executive Officer had received the following advice from Member Councils:

Shire of Bruce Rock

The CEO Shire of Bruce Rock advised the WEROC Executive Meeting held Wednesday 25 September 2019 that the Accingo Report would be considered at Council's November 2019 meeting.

Shire of Kellerberrin

The CEO Shire of Kellerberrin advised by email on Thursday 24 October 2019 that at its October meeting, held the previous day, Council voted to support Recommendations 1,2,3 and 4 contained with the Accingo Report.

Shire of Merredin

The CEO Shire of Merredin advised by email on 23 October 2019 that that the Accingo Report would be considered at Council's November 2019 meeting.

Shire of Westonia

Information not available prior to the completion of the meeting agenda.

The CEO Shire of Yilgarn advised by email on Friday 18 October 2019 that at its October meeting, held the previous day, Council resolved as shown below:

Moved Cr Della Bosca/Seconded Cr Guerini

That Council advises WEROC's Executive Officer that in respect to the Accingo Asset Management Report and associated recommendations, Council supports the implementation of recommendations 1 to 4 but does not see value in recommendations 5 and 6 due to the significant cost implications for all WEROC Member Councils if they were implemented.

CARRIED (7/0)

As per part 2 of the WEROC Executive resolution a report will be prepared for the WEROC Executive Meeting scheduled for Wednesday 27 November 2019.

The Executive Officer reported that the Shire of Westonia had also considered the report, with the CEO Shire of advising that at its October meeting Council voted to support Recommendations 1,2,3 and 4 contained with the Accingo Report.

5.4 Participation by WEROC in Renewable Energy Projects

Following its meeting with Steve Mason, CEO Innovation Central Midlands WA Inc (ICM), on ICM's involvement with BSC Energy, Power Ledger and others in developing sources of renewable energy on Tuesday 27 August 2019, WEROC Council resolved as shown below:

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

That WEROC:

- 1. Initiate discussions with BSC Energy and Power Ledger seeking the conduct of a pre-feasibility study in respect to developing a micro-grid system across the WEROC geographic area; and*
- 2. Extend an invitation to Steve Mason to meet with WEROC Council in 2020 to provide an update on Innovation Central Midlands WA Inc's renewable energy project.*

CARRIED

Work on preparing a pre-feasibility study is underway, with the WEROC Executive discussing the project at its September meeting. BSC have requested information on power consumption from each Member Council.

At the time of preparing the meeting agenda the Executive Officer had received power usage information from all Member Councils. The information has been provided to BSC Energy.

The Executive Officer has also extended an invitation to Steve Mason to meet with WEROC Council next year.

Since the September meeting of the WEROC Executive the Executive Officer has also met with a representative from Synergy.

Synergy had become aware of a number of Councils, including those within WEROC, looking to investigate ways of working with groups such as BSC Solar and Power Ledger in an attempt to cut costs associated with power usage and potentially to develop revenue from projects such as those WEROC has been investigating.

Synergy requested a meeting with WEROC to discuss ways in which it could work with Member Councils to reduce their power costs. Following discussions with the WEROC CEO, Peter Clarke, the Executive Officer has extended an invitation to Ms Ana Farla, Broker Channel Specialist (Electricity Generation) at Synergy to meet with the WEROC Executive at the meeting scheduled for Wednesday 27 November 2019. Because Synergy is a WALGA preferred supplier an invitation has also been extended for WALGA to attend the meeting.

RESOLUTION: *Moved: Cr Day* *Seconded: Cr Della Bosca*

That:

- 1. The WEROC Executive Meeting scheduled for Wednesday 27 November 2019 be cancelled and a WEROC Council Meeting be held in Merredin on Thursday 28 November 2019, with the meeting commencing at 1.00pm; and**
- 2. Synergy be advised of the meeting changes and invited to meet with the WEROC Council on Thursday 28 November 2019.**

CARRIED

5.7 Funding to Support and Mentor Local Governments to Assist in the Development of Public Health Plans

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

That the WEROC Executive recommend to the WEROC Council that:

- 1. WEROC write to the WA Local Government Association (WALGA) requesting that it prepare a local health plan template based on the Salaries and Allowances Tribunal four band classification model to assist in the preparation of local health plans that meet the needs of small rural and remote local governments; and*
- 2. If WALGA is unable to assist in preparing a template to assist in the preparation of local health plans WEROC look to creating its own template from which Member Councils can prepare individual local health plans.*

CARRIED

Part 1 of the above resolution has recently been actioned.

6.4 Size and Scale Compliance Regime – Local Government Act Review

It was agreed that the Executive Officer should provide WALGA with a copy of the submission it submitted to the Department of Local Government, Sport and Cultural Industries on the review of the Local Government Act.

It was also agreed that Member Councils should also provide WALGA with any examples they believe should be included in the work being undertaken by WALGA.

A copy of WEROC's submission to the Department of Local Government, Sport and Cultural Industries on the review of the Local Government Act has been provided to WALGA as per the WEROC Executive's request.

The Executive Officer advised that WALGA had acknowledged receipt of the WEROC submission.

RECOMMENDATION:

That the Status Report for October 2019 be received.

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

That the Status Report for October 2019 be received.

CARRIED

6.4 Matters for Noting (Attachments)

The following matters are presented for noting:

- 2019 Western Australian Regional Achievement and Community Awards - as Member Councils may be aware, WEROC was nominated as part of this year's Western Australian Regional Achievement and Community Awards. WEROC was a finalist in the Local Government, Sport and Cultural Industries - Making a Difference Award. Its nomination results from its involvement in the Wheatbelt Medical Student Immersion Program. Other finalists in this category include:
 1. 42 Wheatbelt LGA's, WBSFR Working Group; and
 2. Laverton Shire.

The winners of the various awards covered in this awards event were announced at a gala dinner held at the Hyatt Regency Hotel in Perth on Friday 18 October 2019. Cr Stephen Strange, accompanied by his wife Karen, represented WEROC at the awards function. Sadly, WEROC was unsuccessful.

Cr Strange may wish to provide further comment on the awards evening.

Cr Strange provided a brief report on the awards evening.

The evening was very enjoyable, with over 500 in attendance. All finalists were invited to the stage and given time to speak on their project.

- 5G will widen city and rural digital divide – a recent article from the ALGA Newsletter highlights the problems facing rural and remote communities as they endeavour to remain digitally connected. To quote from the article published on Friday 27 September 2019:

"The fifth generation of mobile technology, which works alongside 4G infrastructure, will take a decade to deploy and its challenges for carriers will mean a bigger digital divide between city and rural communities, technology consultants have said.

Given previous experiences, it's unlikely Australia's telecommunications companies will agree to share fixtures as they roll out 5G small cells and towers, they added.

"Sharing infrastructure [such as towers and power poles] would help but by no means solve this problem," Geof Heydon of Astrolabe Group told ALGA News.

"The business case for 5G is challenged and the carriers will probably struggle to afford widespread 5G. There is little new revenue from 5G."

While technically sharing 5G small cells was easy to do, at this stage this seems unlikely, Mr Heydon said.

"This means that if we get three carriers deploying very small cells in city areas, then we will see very large numbers of small cells.

"Most of these will also require a fibre [backbone] to connect to.

The business case for small cells will be limited to very dense population areas – CBD only.

"A bigger digital divide than we have today will emerge."

Mr Heydon is working with several city councils to see if small cells could be concentrated.

They are pushing carriers to design antennae's that blend into the environment," he said.

"They also want sharing to happen and are pushing that too.

"ALGA has also been advocating similar views from councils and has conveyed this directly to the Australian Mobile Telecommunications Association and Telstra representatives.

Mr Heydon, who with colleague Nam Nguyen of Infyra outlined the impact on 5G on network infrastructure for Infrastructure Magazine, said governments had a role to play in the new technology, but were not yet focusing on "all the right issues" such as infrastructure sharing and reducing the digital divide.

"5G will not provide all the answers for the Internet of Things [in which tens of billions of devices and sensors are connected], despite the carrier rhetoric," Mr Heydon said.

Because 5G radio signals use a lower radio frequency range than 4G, they don't travel as far and will need additional infrastructure to deliver the same coverage at higher bandwidth speeds and latency, the consultants' Infrastructure article said.

This will include more mobile towers with new antennae, lots of small cells for density coverage, and in-building coverage because it will be difficult for signals to penetrate buildings. Rain and trees also hinder 5G signals, Mr Heydon added.

"Despite early network deployment from operators in Australia, it will be a while before 5G becomes widely available, due to network infrastructure requirements," the consultants wrote.

"For regional Australia, it would take even longer as operators would target high population density areas first.

"Any talk of 5G for agriculture will be unrealistic in the short term."

Meanwhile, there is no evidence that radio waves from 5G technology has short or long-term health effects, the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) said.

“This network currently runs on radio waves similar to those used in the current 4G network, and in the future will use radio waves with higher frequencies,” said the Commonwealth agency, which monitors the effects of radiation on humans and the wider environment.

“It is important to note that higher frequencies does not mean higher or more intense exposure.” A Federal Parliamentary committee is inquiring into the rollout, adoption and application of 5G mobile technology and seeks submissions by 1 November.

Whilst it is too late for WEROC to consider lodging a submission, a review of the Government’s response to the report once published may require reading and possible action by Member Councils. The further disconnection of non-metropolitan Councils is one that WEROC should work to prevent.

- Media statement from Hon Bill Johnston MLA on Thursday 3 October 2019 regarding Horizon Power’s removal of parts of its overhead with an off-grid renewable energy power solution

The statement can also be accessed by following the link shown below:

<https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/10/Energy-transformation-delivers-renewable-solution-to-regions.aspx>

- ABC news article dated Tuesday 8 October 2019 regarding recent financial losses by Synergy. The news article can also be accessed by following the link shown below:

<https://www.abc.net.au/news/2019-10-08/synergy-failure-may-lead-to-bill-hikes-or-taxpayer-bailouts/11579864>

RECOMMENDATION:

That the matters listed for noting be received.

RESOLUTION: Moved: Cr Flockart

Seconded: Mr Clarke

That the matters listed for noting be received.

CARRIED

7. WEROC FINANCE

7.1 WEROC Finance Report as at 30 September 2019

File Reference: 042-2
Author: Helen Westcott, Executive Officer
Disclosure of Interest: Nil
Date: 20 October 2019
Attachments: Nil

RECOMMENDATION:

That the WEROC Financial Report for the period ending 30 September 2019 be received.

Executive Officer's Report:

Presenting the WEROC Statement of Receipts and Payments for the period ending 30 September 2019.

An explanation for each of the notes is provided below.

Note 1	Four 2019/2020 annual subscriptions have been paid up until 30 September 2019. The fifth annual subscription was paid in early October 2019
Note 2	WEROC interest to date
Note 3	This allocation covers the expenditure on Executive Services
Note 4	This allocation covers the expenditure on travel and accommodation
Note 5	This allocation covers the expenditure on Financial Services
Note 6	This allocation includes part payment to Accingo for the Asset Management project and the costs associated with Dr Andrew Harper for Curtin Wheatbelt Medical Project
Note 7	Food expenses for WEROC Meeting in Kellerberrin on 27 August 2019
Note 8	This allocation covers the costs incurred this financial year in respect to the WEROC app and website

Consultation: Nil
Financial Implications: WEROC adopted Budget for 2019/2020
Voting Requirement: Simple Majority

RESOLUTION: Moved: Cr Flockart Seconded: Cr Della Bosca

That the WEROC Financial Report for the period ending 30 September 2019 be received.

CARRIED

WEROC Council Meeting Wednesday 30 October 2019 - Minutes

Wheatbelt East Regional Organisation of Councils (WEROC)				
ABN 28 416 957 824				
1 July 2019 to 30 September 2019				
		Budget 2019/2020	Actual to	Notes
Income				
0501	General Subscriptions WEROC	\$ 60,000	\$ 48,000.00	1
504.01	Consultancy & Project Reserve			
0575	WE-ROC Interest received	\$ 900	\$ 74.06	2
584	Other Income			
	GST Output Tax		\$ 4,800.00	
	GST Refunds		\$ 2,514.00	
	Total Receipts	\$ 60,900	\$ 55,388.06	
Expenses				
1545	WEROC Bank Fees & Charges	\$ 100		
1661.01	WEROC Executive Services Professional Services	\$ 55,000	\$ 11,307.29	3
1661.02	WEROC Executive Officer Travel and Accommodation	\$ 8,000	\$ 764.31	4
1687	WEROC Financial Services Accounting	\$ 7,000	\$ 1,027.89	5
1687.03	WEROC Financial Services Audit	\$ 3,750	\$ 17.85	
1585	WEROC Consultant Expenses	\$ 30,000	\$ 10,637.35	6
1850	WEROC Management of WE-ROC App	\$ 5,000	\$ 1,021.92	7
1801	WEROC Meeting Expenses	\$ 500	\$ 212.73	8
1851	WEROC Insurance	\$ 5,000	\$ -	
1852	WEROC Legal Expenses	\$ 2,000	\$ -	
1853	WEROC Incorporation Expenses (including legal fees)	\$ 15,000	\$ -	
1930	WEROC Sundry	\$ 500	\$ -	
3384	GST Input Tax		\$ 2,285.25	
	Ato Payments		\$ -	
	Suspense Account		\$ -	
	Total Payments	\$ 131,850	\$ 27,274.59	
	Net Position	-\$ 70,950	\$ 28,113.47	
	OPENING CASH 1 July	\$ 160,927	\$ 150,919.05	
	CASH BALANCE 30 September 2019	\$ 89,977	\$ 179,032.52	
	Westpac One		\$ 9,160.23	
	Westpac Reserve		\$ 169,872.29	
			\$ 179,032.52	

7.2 List of Accounts

File Reference: 042-2
Author: Helen Westcott, Executive Officer
Disclosure of Interest: Nil
Date: 20 October 2019
Attachments: Nil

RECOMMENDATION:

That the Accounts Paid for the period 1 August 2019 to 30 September 2019 totalling \$13,266.68 be approved.

Executive Officer's Report:

Accounts paid during the period 1 August 2019 to 30 September 2019.

The list of accounts paid is submitted to each WEROC Council Meeting.

Accounts Paid:

Cheque/EFT	Date	Payee	For	Amount incl GST
EFT	050819	BHW Consulting	Professional Services, Accommodation and Travel July 2019	4,203.60
EFT	260819	Up to Date Accounting	Accounting Services July 2019	633.60
EFT	050919	BHW Consulting	Professional Services, Accommodation and Travel August 2019	4,667.73
EFT	050919	Succulent Foods	Catering WEROC Council Meeting 27 August 2019	234.00
EFT	090919	Dr Andrew Harper	Reimbursement Curtin Wheatbelt Medical Project	1,685.13
EFT	090919	Kahla Edwards	Reimbursement Curtin Wheatbelt Medical Project	452.22
EFT	160919	Up to Date Accounting	Accounting Services August 2019	290.40
007	040619	Go 2 Guides	Costs WEROC website and app	1,100.00
Total				\$13,266.68

Consultation: Nil
Financial Implications: WEROC adopted Budget for 2019/2020
Voting Requirement: Simple Majority

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

That the Accounts Paid for the period 1 August 2019 to 30 September 2019 totalling \$13,266.68 be approved.

CARRIED

7.3 Draft Audited Financial Statement for the year ending 30 June 2019 (Attachments)

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 20 October 2019

Attachments: Draft Audited Financial Statement, Representation Letter and Management Letter for 2018/2019

RECOMMENDATION:

That WEROC:

- 1. Approve the Draft Financial Report and Representation Letter and authorise the WEROC Chair and Executive Officer, as appropriate, to sign the documents; and**
- 2. Note the Management Letter.**

Background:

Presenting the draft Audited Financial Statement, Representation Letter and Management Letter for the period 1 July 2018 to 30 June 2019

Executive Officer Comment:

WEROC's Auditors, AMD Chartered Accountants, have provided the Executive Officer with the following documents for consideration:

- Draft Financial Report;
- Representation Letter; and
- Draft Management Letter.

The Auditors have requested that the Financial Report be reviewed, the "Statement by Members of the Committee" within the Draft Financial Report be signed by the WEROC Chair and Executive Officer and the Representation Letter reviewed and signed by the Executive Officer.

The draft Management Letter has not identified any matters that require consideration by the WEROC Council.

It should be noted that once the draft reports have been signed and returned to the Auditors the final Audit Report will be provided to WEROC.

The final Audit Report will be presented to the next meeting of WEROC Council.

RESOLUTION: Moved: Cr Della Bosca Seconded: Mr Clarke

That WEROC:

- 1. Approve the Draft Financial Report and Representation Letter and authorise the WEROC Chair and Executive Officer, as appropriate, to sign the documents; and**
- 2. Note the Management Letter.**

CARRIED

8. MATTERS FOR DECISION

8.1 The Future Governance for WEROC – Development of the WEROC Constitution

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 October 2019
Attachments:	Nil

RECOMMENDATION:

That:

1. The WEROC Executive Officer prepare and arrange the audit of the final statements of account for WEROC in order that all funds can be transferred from WEROC to the revised entity WEROC Inc once established;
2. WEROC determine how all projects currently being undertaken by WEROC will be continued/completed under WEROC Inc once established; and
3. A Special General Meeting of Wheatbelt Communities Inc be held, via teleconference, prior to Christmas for the purpose of adopting the new constitution.

Executive Officer's Report:

The development of a new constitution was considered at the WEROC Council Meeting held Wednesday 26 June 2019 at which time it was resolved as shown below:

RESOLUTION: Moved: Mr Griffiths Secoded: Cr Forsyth

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

CARRIED

RESOLUTION: Moved: Cr Strange Secoded: Mr Criddle

That:

1. *The Executive Officer's Report be received;*
2. *Two members from each local government be appointed by the individual Member Councils to the WEROC Committee and the draft constitution be amended to reflect that arrangement in regard to membership;*
3. *A draft constitution be developed and referred to Member Councils for comment prior to the WEROC Council Meeting on 21 August 2019; and*
4. *The WEROC Executive Committee only meet on an as needs basis.*

CARRIED

The Shire of Tammin accepted WEROC's invitation to attend the August WEROC Council Meeting.

A draft constitution was prepared as per the above resolution and forwarded to Member Councils on Wednesday 31 July 2019, with a request that the draft be considered by Member Councils at their August meetings.

Following discussions with the WEROC CEO during the 2019 WALGA Convention it was determined that further work on the constitution was required, specifically to include wording from the Warren Blackwood Alliance of Councils (WBAC)

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Constitution. Work on redrafting the constitution was not completed sufficiently for consideration at the August WEROC Council Meeting.

A draft based on the WEROC CEO's requirements was prepared and presented at the WEROC Executive Meeting held Wednesday 25 September 2019.

In preparing the draft the Executive Officer also included wording took into account WEROC's decision with respect to membership of WEROC once incorporated, WEROC Council Meeting resolving as shown below on Wednesday 26 June 2019:

RESOLUTION: Moved: Cr Strange Seconded: Mr Criddle

That:

- 1. The Executive Officer's Report be received;*
- 2. Two members from each local government be appointed by the individual Member Councils to the WEROC Committee and the draft constitution be amended to reflect that arrangement in regard to membership;*
- 3. A draft constitution be developed and referred to Member Councils for comment prior to the WEROC Council Meeting on 21 August 2019; and*
- 4. The WEROC Executive Committee only meet on an as needs basis.*

CARRIED

Following its review of the draft presented, the WEROC Executive resolved as follows on Wednesday 25 September 2019:

RESOLUTION: Moved: Raymond Griffiths Seconded: Jamie Criddle

That the draft WEROC Constitution be accepted, subject to the changes detailed below, as presented and referred to Member Councils for comment.

Clause 6.4 to read:

6.4 Representatives qualifications

Representatives of Local Governments must be sitting Councilors or the Chief Executive Officer and must be approved by WEROC Board.

A new clause be added to cover the financial contribution to be made by new members on their joining WEROC:

10.2 Financial Contributions by New Members

Where a new member is admitted to WEROC, a financial contribution to be made by the new member, in addition to the annual financial contribution, will be as determined by the Board.

Clause 14.2 to be simplified:

14.2 Where a vacancy on the Board occurs after 31 March in any year:

- (a) the position can remain vacant until the next Annual General Meeting or;*
- (b) an election to fill the vacancy is to take place at a Special meeting called for that purpose.*

Clause 15.2 to read:

15.2 Notice of Meeting

Notice of a meeting of the Board, stating the business of the meeting and including reports and supporting documentation must be given by the Executive Officer to each representative at least 5 business days prior to the meeting.

Clause 16.1 to read:

16.1 Executive Officer Appointed

The Board is empowered to appoint an Executive Officer for a contract period not exceeding five years or to remove an Executive Officer from WEROC and to decide upon his or her remuneration and duties. The contract of an Executive Officer so appointed may be renewed from time to time at the discretion of the Board.

CARRIED

Member Councils all received a word copy of the revised draft of the proposed WEROC Constitution for consideration and comment back to the WEROC Executive Officer.

At the time of finalising the meeting agenda the Executive Officer had received responses from all Member Councils.

Each is provided below:

Shire of Bruce Rock

The CEO Shire of Bruce Rock advised by email on 23 October 2019 that Council had accepted the Draft Constitution as presented, inclusive of the proposed changes from the WEROC Executive.

Shire of Kellerberrin

The CEO Shire of Kellerberrin advised by email on 24 October 2019 that Council had accepted the Draft Constitution as presented, inclusive of the proposed changes from the WEROC Executive.

Shire of Merredin

The CEO Shire of Merredin advised by email on 23 October 2019 that Council had accepted the Draft Constitution as presented, inclusive of the proposed changes from the WEROC Executive.

Shire of Westonia

Information not available prior to the completion of the meeting agenda.

Shire of Yilgarn

The CEO Shire of Yilgarn advised by email on 18 October 2019 that Council had resolved as follows on 17 October with respect to the Draft Constitution:

Moved Cr Della Bosca/Seconded Cr Shaw

That Council advises WEROC's Executive Officer that it supports the proposed Draft Constitution as presented which enables WEROC to become the Incorporated body under the Associations Incorporation Act 2015 as opposed to the current Wheatbelt Communities Inc.

CARRIED (7/0)

The above confirms Member Councils belief that a single body established under the *Associations Incorporation Act 2015* is the most appropriate way in which to work collaboratively.

Work must now proceed to achieve the following:

1. Prepare and arrange the audit of the final statements of account for WEROC in order that all funds can be transferred from WEROC to the revised entity WEROC Inc once established.
2. Determine how all projects currently being undertaken by WEROC will be continued/completed under WEROC Inc once established.
3. Prepare a final version of the new constitution for lodgement with the Department of Mines Industry and Regulation (the Department).

In adopting the new constitution Member Councils need also to be aware of the responsibilities required under the *Associations Incorporation Act 2015* (the Act).

S30 of the Act outlines the process for alteration of the rules (Constitution).

S33 of the Act outlines the process for alteration of the objects or purpose of the Association.

The Act also outlines how a resolution can be passed.

S51 of the Act outlines that a Special Resolution is as follows:

For the purposes of this Act, a resolution is a special resolution if it is passed —

- a) at a general meeting of an incorporated association; and*
- b) by the votes of not less than three-fourths of the members of the association who cast a vote at the meeting.*

Given that the draft constitution was only presented to Member Councils for review and adoption at the October round of Council meetings it was not possible to have everything ready to allow for a special general meeting of Wheatbelt Communities Inc to approve the final draft of the constitution, with associated name change and changes in objects and purpose to be held with this round of meetings.

It is proposed that a Special General Meeting of Wheatbelt Communities Inc be called prior to Christmas for the purpose of adopting the new constitution. The meeting will be held via teleconference.

Following its adoption, the new constitution will be lodged with the Department for approval and registration.

It should be noted that all notices for the adoption of the new constitution will come via Wheatbelt Communities Inc and not WEROC.

Additional Meeting Comment:

Mr Griffiths asked whether the Shire of Tammin had provided any feedback to WEROC following their attendance at the August meeting of the WEROC Council. The Executive Officer advised that the Shire had not.

Mr Griffiths suggested that WEROC should write to the Shire of Tammin to seek feedback on whether or not the Shire was interested in re-joining WEROC following its incorporation.

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

RESOLUTION: **Moved: Mr Griffiths** **Seconded: Cr Della Bosca**

That:

- 1. The WEROC Executive Officer prepare and arrange the audit of the final statements of account for WEROC in order that all funds can be transferred from WEROC to the revised entity WEROC Inc once established;**
- 2. WEROC determine how all projects currently being undertaken by WEROC will be continued/completed under WEROC Inc once established;**
- 3. A Special General Meeting of Wheatbelt Communities Inc be held, via teleconference, prior to Christmas for the purpose of adopting the new constitution; and**
- 4. WEROC write to the Shire of Tammin to seek feedback on whether or not the Shire was interested in re-joining WEROC following its incorporation.**

CARRIED

8.2 Records Management in Local Government

File Reference:	013-2 Strategic and Future Planning 042-2 Finance, Audit and Compliance
Author:	Bruce Wittber, Executive Officer
Portfolio:	CEO/Governance (Shire of Yilgarn)
Disclosure of Interest:	Nil
Date:	25 October 2019
Attachments:	Nil

RECOMMENDATION:

That the decision made by flying email on Thursday 10 October 2019 and detailed below be endorsed by the WEROC Council. That:

1. WEROC meet the costs associated with Enterprises Australia Pty Ltd undertaking the work detailed in Option 1 of its proposal to undertake a review of the record keeping policies for the Shires of Kellerberrin, Merredin, Westonia and Yilgarn, with travel and other costs associated with any onsite visits if required or requested to be covered by the Council being visited; and
2. The Shire of Bruce Rock be given the opportunity to participate in any future records management projects should they be considered following the conclusion of the IAE's review of record keeping policies across the Shires of Kellerberrin, Merredin, Westonia and Yilgarn.

Executive Officer's Report:

Following its review of the Western Australia's Auditor General report on the topic of records management in Local Government, the WEROC Executive resolved as shown when it met on Wednesday 29 May 2019:

RESOLUTION: Moved: Greg Powell Seconded: Jamie Criddle

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

CARRIED

WEROC Council approved this recommendation at a meeting held Wednesday 26 June 2019.

A request for quotation (RFQ) for quotation was prepared as per the resolution and sent to the following organisations:

- Compu-Stor (contact details provided by the Shire of Yilgarn);
- Information Enterprises Australia Pty Ltd (the Executive Officer has worked with Information Enterprises Australia Pty Ltd on similar projects to the one currently being undertaken by WEROC); and
- Kim Boulter (contact details provided by the Shire of Kellerberrin).

The closing date for submissions was Friday 23 August 2019.

A report on the work undertaken to date in appointing a consultant was provided to the WEROC Council when it met on Tuesday 27 August 2019, with WEROC Council resolving as shown below:

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RESOLUTION: Moved: Cr Forsyth Seconded: Cr Day

That the WEROC Executive be given delegated authority to finalise the appointment of a qualified records management consultant to undertake a review of Member Councils' recordkeeping policies and procedures to ensure they adequately support their respective Record Keeping Policies.

CARRIED

Darren Mollenoyux also advised the meeting advised that the Shire of Bruce Rock would not be part of the record management project.

On Thursday 5 September 2019 the Executive Officer emailed all members of the WEROC Executive in relating to progressing the appointment of a consultant to undertake the records management review, with the email detailed below.

Hello everyone

At the WEROC Council Meeting held Tuesday 27 August 2019 it was resolved as follows with respect to progressing a review of Member Councils' records management policies:

RESOLUTION: Moved: Cr Forsyth Seconded: Cr Day

That the WEROC Executive be given delegated authority to finalise the appointment of a qualified records management consultant to undertake a review of Member Councils' recordkeeping policies and procedures to ensure they adequately support their respective Record Keeping Policies.

CARRIED

Notwithstanding the above decision, the Shire of Bruce Rock advised that it would not be part of the record management project.

As you are all aware, a request for quotation (RFQ) was requested from three (3) organisations:

- 1. Compu-Stor (contact details provided by the Shire of Yilgarn);*
- 2. Information Enterprises Australia Pty Ltd (the Executive Officer has worked with Information Enterprises Australia Pty Ltd on similar projects to the one currently being undertaken by WEROC); and*
- 3. Kim Boulter (contact details provided by the Shire of Kellerberrin).*

A copy of the RFQ, whilst previously provided to Member Councils, forms an attachment to my email.

Please note these costings should be treated as commercial in confidence documents and not distributed beyond the WEROC membership.

All 3 organisations indicated they would submit a costing.

Only Compu-Stor and Information Enterprises Australia Pty Ltd (IEA) responded to WEROC's RFQ by the closing date for lodgement – Friday 23 August 2019.

Only IEA provided evidence that it carries appropriate levels of Professional Indemnity and Public Liability Insurances as requested in the RFQ.

Copies of IEA's certificates of insurance will be provided upon request.

Both Compu-Stor and IEA provided capacity statements within their proposals which demonstrated their ability to undertake the work required by WEROC's Member Councils.

Comment on each of the proposals submitted is provided below.

Page 5 of Compu-Stor's proposal details the methodology it will use to undertake the record review at each Member Council. The proposal includes site visits.

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Page 7 of the costing details the timeframe over which the review will be completed.

Pages 8 and 9 of the proposal detail the costing developed by Compu-Stor to undertake the work requested, with "consulting services" calculated to cost \$17,595.00 (GST excl). An estimate for travel and accommodation has been set at \$5,950.00.

IEA has provided WEROC with two (2) costing options, being covered in pages 5-10 of its proposal. The proposal provides a detailed explanation for both Options 1 and 2.

The methodology for the review remains essentially the same across both options, the difference in Option 2 is that onsite visits have been included to all Member Councils, whereas in Option 1 onsite visits will occur only if they are deemed necessary by the project's Senior Consultant and agreed to by the Member Council.

The cost to WEROC should Option 1 be accepted would be \$21,240.00 (excl GST).

IEA has noted that an additional 6 hours of consulting costs at \$180.00 ex GST per hour (\$1,080.00 ex GST) should be placed in the project budget for each Member Council, should the findings of Phase 3a identify that the Senior Consultant needs to complete an onsite visit.

The following travel and accommodation costs will also apply to Option 1 should a visit(s) be required to a Member Council, with:

- Mileage charged at 68 cents per kilometre as per ATO directive;
- Accommodation and meal costs of \$237.60 per day as per ATO Tax Determination TD 2019/11; and
- Travel time @ \$90.00 per hour (excl GST).

Option 2 includes onsite visits to all Member Councils. This option allows for onsite visits to all Member Councils over a 3 – 4 day period.

The visits will occur after a review of all documentation provided by Member Councils has been completed.

The cost to WEROC should Option 2 be accepted would be \$22,680.00 (excl GST) for the conduct of the review and preparation of the report.

The following travel and accommodation costs will apply to Option 2, with:

- Mileage charged at 68 cents per kilometre as per ATO directive - estimated 826 Km @ .68 cents per km is \$561.68 ex GST;
- Accommodation and meal costs of \$237.60 per day as per ATO Tax Determination TD 2019/11 - estimated 5 days is \$1,188.00; and
- Travel time @ \$90.00 per hour (excl GST) - estimated 10.50 hours is \$945.00 (ex GST).

Adding both cost components, the total cost to WEROC should Option 2 be accepted would be \$25,374.58 (excl GST).

IEA has noted in its proposal that where it is not possible to schedule all site visits into one trip then additional costs will be applied, based on the rates provided at 3.2.1 Estimated Costings For Option 2.

The costings provided by IEA are far more detailed than those provided by Compu-Stor, with both options extensively detailing the work to be undertaken and the timeframes over which the work will be undertaken. IEA's costings clearly articulate what the deliverables are and how the outcomes will be achieved.

The proposal also highlights the additional costs that may be necessary as preliminary results from the review become known.

In terms of Local Government experience, IEA demonstrated greater evidence of working within the Local Government sector. Importantly from WEROC's perspective, a considerable amount of this work has been with small Councils outside the metropolitan area (refer to pages 12 and 13 of IEA's proposal).

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Compu-Stor's proposal notes that it has experience in "Government" but does not list any specific examples of project work within the Local Government sector.

Whilst IEA's costing for Option 1 is more expensive than the costing provided by Compu-Stor the Executive Officer believes that this proposal should be further investigated by WEROC as it more clearly defines the work to be undertaken, how this work will be carried out and the timeframe over which the work will be conducted. Given that much of the information to be reviewed is available electronically, there is no specific reason for site visits to be undertaken. Similarly, the conduct of telephone interviews also negates the need for travel.

Onsite visits would only be required should an issue or area of non-compliance need further investigation.

IEA also has more clearly identified the experience it has within the Local Government sector and more particularly its experience with small Councils outside the metropolitan area.

In addition to choosing a consultant, WEROC must also consider how the project is to be funded. When the Executive Officer presented the recommendation to Member Councils that a review of record keeping policies be undertaken it was done with a view to WEROC's project funds providing the funds for the work to be undertaken, in much the same way as the assets review by Accingo is being funded by WEROC.

With the Shire of Bruce Rock advising that it did not wish to participate in the records keeping review project this matter must be resolved by WEROC Council.

The Executive Officer believes that at least a portion of the project's cost should be met by WEROC.

Additionally, whatever consultant is chosen, there will be a need to discuss with the successful consultant whether or not there will be any changes to the costings associated with the conduct of the review itself given that there will only be four Councils participating in the project.

On the basis of the above information the following recommendation is presented for consideration by way of flying email.

RECOMMENDATION:

That:

- 1. Subject to further discussions with Information Enterprises Australia Pty Ltd around costings for the review to include only four of WEROC's five Member Councils, Information Enterprises Australia Pty Ltd be engaged to undertake a review of WEROC Member Councils' record keeping policies using the methodology "Option 1" as detailed within the proposal provided by Information Enterprises Australia Pty Ltd; and*
- 2. The WEROC Executive give consideration at the Executive Meeting to be held Wednesday 25 September 2019 as to how the project will be funded, with a recommendation prepared for consideration by the WEROC Council by way of flying email in order that work on the review of participating Member Councils records management policies can commence as soon as possible.*

If you could please have your responses to me no later than close of business on Wednesday 11 September 2019 that would be greatly appreciated as this will allow a report (with accompanying recommendations to allow the project to be funded) to be prepared for WEROC Council's consideration as proposed in Part 2 of the above recommendation.

Should you have any questions regarding the proposal provided by either Compu-Stor or IEA please call/email me.

Take care

HW

With the WEROC Executive in favour of appointing Information Enterprises Australia Pty Ltd (IEA) the Executive Officer advised IEA of WEROC's decision. The Executive Officer also advised Compu-Stor it was unsuccessful in gaining the contract.

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The WEROC Executive when it met on Wednesday 25 September 2019 considered how the project is to be funded, resolving as shown below:

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

1. *That the decision made by flying email on Thursday 5 September 2019 and detailed below be endorsed by the WEROC Executive. That:*
 - a) *Subject to further discussions with Information Enterprises Australia Pty Ltd around costings for the review to include only four of WEROC's five Member Councils, Information Enterprises Australia Pty Ltd be engaged to undertake a review of WEROC Member Councils' record keeping policies using the methodology "Option 1" as detailed within the proposal provided by Information Enterprises Australia Pty Ltd; and*
 - b) *The WEROC Executive give consideration at the Executive Meeting to be held Wednesday 25 September 2019 as to how the project will be funded, with a recommendation prepared for consideration by the WEROC Council by way of flying email in order that work on the review of participating Member Councils records management policies can commence as soon as possible.*

2. *That the WEROC Executive recommend to the WEROC Council that:*
 - a) *WEROC meet the costs associated with Enterprises Australia Pty Ltd undertaking the work detailed in Option 1 of its proposal to undertake a review of the record keeping policies for the Shires of Kellerberrin, Merredin, Westonia and Yilgarn, with travel and other costs associated with any onsite visits if required or requested to be covered by the Council being visited; and*
 - b) *The Shire of Bruce Rock be given the opportunity to participate in any future records management projects should they be considered following the conclusion of the IAE's review of record keeping policies across the Shires of Kellerberrin, Merredin, Westonia and Yilgarn.*

CARRIED

An email to effect Part 2 of the WEROC Executive resolution was prepared and sent to all members of WEROC Council on 10 October 2019. Approval from WEROC's Member Councils for Part 2 of the Executive recommendation has been received.

To ensure a record of the above is retained, endorsement of the flying email is sought.

IEA has commenced work, with the Shires of Kellerberrin, Merredin, Westonia and Yilgarn all providing information as requested by IEA.

To date IEA has reviewed the Record Keeping Policies (RKP) and associated documents from all the four Shires, developing a further series of follow up questions to further aid in the review.

IEA has advised that the results obtained to date show that the areas of concern (risk) are in protection and storage of records, training, monitoring compliance i.e. are staff actually complying to the policies/procedures in place and review/reporting on the RKP.

Additional Executive Officer Comment:

The Executive Officer advised that a further series of questions had been sent participating Councils on 9 October 2019. IEA were looking to provide a first report to WEROC in late November.

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

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

That the decision made by flying email on Thursday 10 October 2019 and detailed below be endorsed by the WEROC Council. That:

- 1. WEROC meet the costs associated with Enterprises Australia Pty Ltd undertaking the work detailed in Option 1 of its proposal to undertake a review of the record keeping policies for the Shires of Kellerberrin, Merredin, Westonia and Yilgarn, with travel and other costs associated with any onsite visits if required or requested to be covered by the Council being visited; and**
- 2. The Shire of Bruce Rock be given the opportunity to participate in any future records management projects should they be considered following the conclusion of the IAE's review of record keeping policies across the Shires of Kellerberrin, Merredin, Westonia and Yilgarn.**

CARRIED

8.3 **Public Consultation- Pesticides Regulation Review in Western Australia**

File Reference:	013-2 Strategic and Future Planning 013-4 Intergovernmental Relations
Author:	Helen Westcott, Executive Officer
Portfolio:	Environment (Shire of Merredin) Advocacy (Shared Function)
Disclosure of Interest:	Nil
Date:	10 October 2019
Attachments:	WEROC's submission on the Department of Health's Discussion Paper "Managing public health risks with pesticides in Western Australia"

RECOMMENDATION:

That WEROC's submission to the Department of Health, highlighting the potential difficulties small rural and remote local governments may face if the State Government as an outcome of its review of the Health (Pesticides) Regulations 2011, be endorsed.

Executive Officer's Report:

As reported to WEROC Council at a meeting held Tuesday 27 August 2019, a review of the *Health (Pesticides) Regulations 2011* is currently underway. Following a discussion of the review at that meeting WEROC Council resolved as shown below:

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

That WEROC:

- 1. Encourages Member Councils to complete the online survey developed by the Department of Health as part of its review of the Health (Pesticides) Regulations 2011;*
- 2. Member Councils share the information provided in the online survey with WALGA as it works on a sector wide submission around the review of the Health (Pesticides) Regulations 2011; and*
- 3. WEROC prepare a submission that highlights the potential difficulties small rural and remote local governments may face if Option C is adopted by the State Government as an outcome of its review of the Health (Pesticides) Regulations 2011.*

CARRIED

The Executive Officer prepared a submission as per the resolution.

Prior to its lodgement the submission was reviewed by the WEROC CEO.

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

The submission is presented for endorsement.

Consultation:	Nil
Financial Implications:	Nil
Voting Requirement:	Simple Majority

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

That WEROC's submission to the Department of Health, highlighting the potential difficulties small rural and remote local governments may face if the State Government as an outcome of its review of the Health (Pesticides) Regulations 2011, be endorsed.

CARRIED

8.4 Ongoing Development of the WEROC App and Website

File Reference:	013-2 Strategic and Future Planning 132-1 WEROC Tourism 132-3 Central Wheatbelt Visitor Centre 135-5 Economic Sustainability
Author:	Helen Westcott, Executive Officer
Portfolio:	Shared Function (Economic Development currently through Wheatbelt Communities Inc)
Disclosure of Interest:	No interest to disclose
Date:	21 October 2019
Attachments:	Nil

RECOMMENDATION:

That WEROC:

1. Terminate its contract with go2GUIDES; and
2. Examine alternative ways to manage the WEROC website.

Executive Officer's Report:

The ongoing development of the WEROC App and website was considered at the WEROC Council Meeting held in Kellerberrin on Tuesday 27 August 2019, at which time it was resolved as follows:

RESOLUTION: Moved: Cr Hooper Secoded: Cr Rajagopalan

That prior to the Executive Officer applying for funding for further work on either the WEROC App or website:

1. The WEROC Executive determine what areas should be targeted, with a report and recommendation to be presented at the WEROC Council Meeting scheduled to be held Wednesday 30 October 2019; and
2. Any applications for funding be based only upon decisions arising from WEROC Council's consideration at the meeting scheduled for Wednesday 30 October 2019.

CARRIED 6/4

The future of both the WEROC App and website were considered by the WEROC Executive when it met on Wednesday 25 September 2019, with the meeting resolving as shown below:

RESOLUTION: Moved: Jamie Criddle Secoded: Raymond Griffiths

That the WEROC Executive recommend to the WEROC Council that:

1. WEROC terminate its contract with go2GUIDES; and
2. WEROC examine alternative ways to manage the WEROC website.

CARRIED

Member Councils need to consider alternative ways in which the WEROC website can be managed.

Additional Executive Officer Comment:

The Executive Officer advised that, following discussions with go2GUIDES regarding the future of the WEROC App and website, go2GUIDES had submitted a proposal that would see WEROC and go2GUIDES share any revenue generated from the WEROC App.

Information on the proposal was circulated ahead of the meeting, with copies available to Member Councils at the meeting.

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Copies of the information provided by go2GUIDES also form attachments to the minutes from the meeting.

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

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

That WEROC:

- 1. Terminate its contract with go2GUIDES and in doing so seek clarification on ownership for both the WEROC App and website (including content and intellectual property); and**
- 2. Seek quotations from suitably qualified organisations for the further development and management of the WEROC website.**

CARRIED

8.5 Proposed alternative to the CA07 Restricted Access Vehicle Operating Condition

File Reference: 013-2 Strategic and Future Planning
Author: Helen Westcott, Executive Officer
Portfolio: Social (Kellerberrin) and Environment (Merredin)
Shared Function (Advocacy)
Disclosure of Interest: Nil
Date: 17 October 2019
Attachments: Nil

RECOMMENDATION:

That WEROC take no further action on the issue of CA07 and restricted access vehicle operating condition.

Executive Officer’s Report:

At the WEROC Executive Meeting held Wednesday 25 September 2019 the Shire of Westonia raised the matter of the email received from Main Roads WA on Monday 23 September 2019 regarding the removal of CA07 condition. It was agreed that in light of the email received just prior to the WEROC Executive Meeting from Nick Sloan, CEO WALGA, that the matter be left for further review at the WEROC Council Meeting scheduled for Wednesday 30 October 2019.

The Executive Officer has recently been advised that the matter is now to be considered at the next meeting of the Great Eastern Country Zone scheduled to be held Thursday 28 November 2019.

Unless the meeting determines otherwise the Executive Officer recommends that WEROC take no further action on the issue of CA07 and restricted access vehicle operating condition, with the matter being left with WALGA and the Great Eastern Country Zone to resolve.

Consultation: Nil
Financial Implications: Nil
Voting Requirement: Simple Majority

RESOLUTION: **Moved: Mr Griffiths** **Seconded: Mr Mollenoyux**

That WEROC take no further action on the issue of CA07 and restricted access vehicle operating condition.

CARRIED

8.6 Wheatbelt Medical Students Immersion Project (WMSIP)

File Reference:	013-2 Strategic and Future Planning
Author:	Helen Westcott, Executive Officer
Portfolio:	Social (Kellerberrin) and Environment (Merredin) Shared Function (Advocacy)
Disclosure of Interest:	Nil
Date:	21 October 2019
Attachments:	Actions Notes from a Wheatbelt Medical Students Immersion Project Meeting held Thursday 26 September 2019 Draft 2020 Wheatbelt Medical Students Immersion Project Budget 2020 Student and Academic/Administration Staff Allocations

RECOMMENDATION:

That the Executive Officer's report 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 attended a meeting of the WMSIP Planning Group on Thursday 26 September 2019, with a copy of the action sheet prepared following the meeting forming an attachment to the meeting agenda.

At the WEROC Council Meeting held Tuesday 27 August 2019 the Executive Officer advised that the 2020 visit by students from both Curtin and Notre Dame would commence on Monday 9 March 2019 and conclude on Friday 13 March 2020. Unfortunately, the visit will not commence until Tuesday 10 March because academic commitments for the Notre Dame students prevent them leaving Perth on Monday.

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A draft budget for 2020 was tabled at the Planning Group meeting. A copy forms an attachment to the meeting agenda and is presented for Member Councils information only.

A billet matrix has also been prepared for the 2020 visits program, a copy which forms an attachment to the meeting agenda.

At the WEROC Executive Meeting held Wednesday 25 September 2019 the Shire of Kellerberrin advised that at a recent Local Emergency Management Committee Meeting it had been suggested that students coming out to Kellerberrin as part of the WMSIP in 2020 could participate in a training exercise. The participation in such an activity would see the students as casualties in any exercise planned and could be seen as their community activity for the time in Kellerberrin.

The meeting agreed that this was an idea that should be pursued, with the Executive Officer asked to raise the matter at the next meeting of the WMSIP Planning Group. The matter was raised as requested.

Whilst both Curtin Notre Dame and Curtin have requested further information on what would be required, they have given in principle support to the students helping out. A provision of them helping in the exercise would be that they are casualties and not doctors, nurses etc.

An email explaining the above was sent to the WEROC Executive on 27 September. The Executive Officer believes it would be helpful in progressing this matter if Member Councils could provide further information as to how they see the students participating in any training exercise that might be arranged to coincide with the 2020 visit.

The WMSIP Planning Group's next meeting is scheduled for Thursday 7 November 2019.

A team building exercise for academic and administrative staff is also being planned for December. The Executive Officer attended a similar activity in December last year.

Additional Meeting Comment:

Member Councils expressed concern that with the shortening of the visit from 5 to 4 days could mean that the time in which the students will have with their host families will be reduced still further if there are delays in arrival and departure time for the return trip to Perth had to be brought forward.

The Executive Officer undertook to raise this concern at the next Planning Group meeting.

She also advised that the team building exercise would be held on Monday 2 December 2019.

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

RESOLUTION: Moved: Cr Forsyth Seconded: Mr Mollenoyux
That the Executive Officer's report be received.

CARRIED

9. EMERGING ISSUES

9.1 Public Consultation - Managing Housing Health Risks in Western Australia (Attachment)

As Member Councils are aware, with the introduction of the *Public Health Act 2016*, the State Government is reviewing all regulations from the previous Health Act 1911.

As part of this review process, the Department of Health (the Department) recently released a discussion paper entitled "Managing Housing Health Risks in WA". The purpose of the discussion is to seek comment on the following pieces of legislation:

- *Health (Miscellaneous Provisions) Act 1911* Part V, Division 1 (Houses unfit for occupation);
- *Health (Laundries and Bathrooms) Regulations 1971*, and
- *Sewerage (Lighting, Ventilation and Construction) Regulations 1971*.

As with its discussion paper on a review of pesticides regulations the Department is looking to ensure that these regulations are contemporary and in keeping with the new Act. In doing this it provides three options how to manage these housing risks to health into the future, and the discussion paper details the options of:

- option A retaining the status quo;
- option B repealing the regulations without replacement, and
- option C developing new regulations.

A copy of the discussion paper can also be accessed by following the link shown below:

https://consultation.health.wa.gov.au/environmental-health-directorate/housing-survey/supporting_documents/Attachment%20A%20%20Housing%20discussion%20paper_Final.pdf

A copy of the discussion papers also forms an attachment to the meeting agenda.

Councils can also provide comment by responding to a survey developed by the Department. The survey can be accessed by following the link shown below:

<https://consultation.health.wa.gov.au/environmental-health-directorate/housing-survey/>

WALGA is preparing a sector wide submission and has requested comment from Councils by Friday **29 November 2019** to assist in developing a representative submission.

The Executive Officer has scanned the discussion paper and can see no obvious problems for Member Councils. She however has listed the matter for discussion to:

1. Raise awareness of the review that is now underway; and
2. Determine whether WEROC would like the issue reviewed as was done for the review of the pesticides regulations (refer to Agenda Item 7.3), noting that **written submissions must be lodged by 5.00pm (WST) on Thursday 12 December 2019**.

Noted

9.2 2020-21 Federal Budget Submissions

In a recent Australian Local Government Association (ALGA) Newsletter, notice was given of the Commonwealth Government's announcement regarding priorities for the 2020-21 Budget.

The Commonwealth Treasury is inviting submissions from Councils for their views on what should be considered priorities in the 2020-21 Federal Budget.

ALGA will be putting forward a submission based on the key priorities it advocated for during the recent federal election, with its highest priority issue being an increase in Financial Assistance Grants. It will also highlight that the local government sector is willing and able to deliver projects on the ground as part of any stimulus package that may be released.

The pre-budget submission process for the 2020-21 Budget closes on 20 December 2019.

More information can be found by following the link shown below:

<https://alga.asn.au/2020-21-federal-budget-submissions/>

During the last Federal election campaign WEROC wrote to all Western Australia's Federal representatives on the key issues identified by ALGA.

The Executive Officer seeks directions from Member Councils as to whether it wishes to continue this advocacy by making a submission to Treasury.

Noted

9.3 Departmental Circular 9 2019 – Consultation of Proposed Code of Conduct and CEO Standards

Raymond Griffiths raised the issue of CEO selection and standards for CEOs, noting that both WALGA and LGPro were working on the issue.

It was agreed that this matter was best left with WALGA and LGPro.

9.4 Cost of Local Government Elections

Raymond Griffiths raised the issue of the high cost of conducting an in-person election, particularly with the requirement to hold the election on a Saturday. Given the ability to make use of early voting arrangements he believed the need to have a polling booth available on Saturday is outdated and costly.

Cr Strange suggested that the matter be raised at a meeting of the Great Eastern Country Zone.

Noted

9.5 SuperNet Project

Cr Strange raised the topic of internet speeds and the work being done by CBH through the SuperNet Project. Key partners in the project include the CBH Group and Arc Infrastructure.

The project's aim is to facilitate fast broadband across the grain regions of the State by building a "backhaul" network that includes 4,000 km of optic fibre cable laid primarily in the rail easements and allowing "last mile providers" (retailers) to access wholesale prices at a cheaper rate than they are currently paying.

Cr Strange expressed concern that current technology is not doing what it should and whilst a project such as SuperNet will help it is still possible that the Wheatbelt will continue to struggle with digital connectivity. He noted that the question that needs discussion is "what technology do we need now and what will be required into the future"?

Noted

10. OTHER MATTERS

Nil

11. FUTURE MEETINGS

WEROC Council Thursday 28 November 2019 (Shire of Shire of Merredin)
WEROC Executive TBA

12. CLOSURE

There being no further business the Chair closed the meeting at 11.45am

DECLARATION

These minutes were confirmed by the WE-ROC Council at the meeting held Thursday 28 November 2019

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