



North Eastern Wheatbelt Regional Organisation of Councils

Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

Executive Meeting

Tuesday 28 March 2023

Shire of Mukinbudin Council Chambers

MINUTES

2pm Meeting

www.newroc.com.au

E caroline@newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 👉 Council reviews NEWROC project priorities / strategic plan 	Council
March	<ul style="list-style-type: none"> 👉 WDC attendance to respond to NEWROC project priorities 👉 Submit priority projects to WDC, Regional Development and WA Planning 	Executive
April	👉 NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> 👉 NEWROC Draft Budget Presented 👉 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2027) 👉 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	👉 NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> 👉 Information for Councillors pre-election 👉 NEWROC Audit 	Council
September		Executive
October	<ul style="list-style-type: none"> 👉 NEWROC CEO and President Handover (every 2yrs) 👉 NEWROC Dinner 	Council
November	<ul style="list-style-type: none"> 👉 NEWROC Induction of new Council representatives (every other year) 👉 Review NEWROC MoU (every other year) 	Executive
December	👉 NEWROC Christmas / End of Year Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin (Oct 2021 – Oct 2023)

Shire of Trayning

Shire of Dowerin

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes of the Executive Meeting held at the Shire of Mukinbudin Council Chambers on 28 March 2023 commencing at 2pm

MINUTES

1. OPENING AND ANNOUNCEMENTS

John Merrick, Acting NEWROC CEO welcomed everyone and opened the meeting at 2pm

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

John Merrick	A/CEO NEWROC, A/CEO Shire of Mukinbudin
Darren Simmons	CEO Shire of Koorda
Ben McKay	CEO, Shire of Mt Marshall
Leonard Long	CEO, Shire of Nungarin
Rebecca McCall	CEO, Shire of Dowerin
Leanne Parola	CEO, Shire of Trayning
Peter Klein	CEO, Shire of Wyalkatchem

NEWROC Officer

Caroline Robinson Executive Officer, NEWROC

2.2. Apologies

Nil

2.3. Guests

Nil

2.4. Leave of Absence Approvals / Approved

Nil

3. Declarations of Interest and Delegations Register

Caroline Robinson Item 7.5

3.1. Delegation Register

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Mukinbudin)	Council	CEO	Council Dec 2017
NEWROC Website	CEO	NEWROC EO	Council June 2017

4. Presentations

Nil

5. MINUTES OF MEETINGS

Minutes of the Executive Meeting held on 25 October 2022 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 25 October 2022 be received as a true and correct record of proceedings.

Moved L Parola

Seconded R McCall

CARRIED 7/0

5.1. Business Arising

Nil

6. FINANCIAL MATTERS

6.1. Income, Expenditure and Profit and Loss

FILE REFERENCE: 42-2 Finance Audit and Compliance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 22 March 2023
ATTACHMENT NUMBER: #1P and L
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Account transactions for the period 1 February to 28 February 2023.

North Eastern Wheatbelt Regional Organisation of Councils
 For the period 1 February 2023 to 28 February 2023

Date	Description	Reference	Credit	Debit	Running Balance	Gross	GST
BB NEWROC Funds-5557							
Opening Balance			122,959.38	0.00	122,959.38	0.00	0.00
01 Feb 2023	Xero Australia	XERO	0.00	56.05	122,903.33	(56.05)	0.00
01 Feb 2023	Bendigo Bank	Bank Fee	0.00	0.40	122,902.93	(0.40)	0.00
18 Feb 2023	Bank Transfer from BB NEWROC Funds-5557 to ATO Integrated Client Account	BPAY TO: TAX OFFICE PAYMENTS 0143811001	0.00	1,542.00	121,360.93	(1,542.00)	0.00
Total BB NEWROC Funds-5557			0.00	1,598.45	121,360.93	(1,598.45)	0.00
Closing Balance			121,360.93	0.00	121,360.93	0.00	0.00
Total			0.00	1,598.45	(1,598.45)	(1,598.45)	0.00

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils

As at 28 February 2023

Cash Basis

28 FEB 2023

Assets

Bank

ATO Integrated Client Account	1,542.00
BB NEWROC Funds-5557	121,360.93
BB Term Deposit Account-1388	295,712.15
Total Bank	418,615.08

Total Assets 418,615.08

Liabilities

Current Liabilities

GST	(4,347.98)
Rounding	0.01
Unpaid ATO Liabilities	1,542.00
Total Current Liabilities	(2,805.97)

Total Liabilities (2,805.97)

Net Assets 421,421.05

Equity

Current Year Earnings	68,458.52
Retained Earnings	352,962.53
Total Equity	421,421.05

Term Deposit matures on 26 March 2023. Rates sought:

	3 months	4 months	6 months	9 months	12 months
Bendigo Bank		2.25%		3.2%	3.75%
Westpac	2%		2.55%		3.85%
Bankwest	3.15%	2.60%	3.90%		4.25%
Commonwealth	3%		3.5%		3.85%

RESOLUTION

That the income and expenditure from 1 February 2023 to 28 February 2023, P and L and balance sheet be received.

Upon maturity NEWROC invests its current term deposit plus earnings at: Bendigo Bank Mukinbudin 3.75% for 12 months

Moved R McCall

Seconded P Klein

CARRIED 7/0

6.3. 2023/24 BUDGET

FILE REFERENCE: 032-1 Budget
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 22 March 2023
ATTACHMENT NUMBER:
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The NEWROC Executive Officer seeks information from the Executive regarding the 2023/24 Budget.

Possible projects for inclusion in 2023/24

- Town Team Movement Wheatbelt role (Alyce Ventris) - \$35K
- Place Based Capital project with Ethical Fields (unconfirmed) - \$10K
- Co-contribution to any joint emergency projects
- Economic development planning and implementation
- Regional subsidiary start-up costs

Current budget v actuals are shown in the P and L.

The NEWROC EO has discussed Bendigo Bank sponsorship of a few possible initiatives pursued in 23/24. Sponsorship requests would be welcome and could contribute to a Town Team activity, energy (panels / batteries), capacity building within the Place Based Capital program etc.

RESOLUTION

2023/24 Budget include possible contributions to the Bike Plan and AGO Tourism Development.

NEWROC to apply for Bendigo Bank sponsorship for Town Team activities across each community.

Moved R McCall

Seconded L Parola

CARRIED 7/0

7. MATTERS FOR CONSIDERATION**7.1. ENERGY**

FILE REFERENCE:	107-1 Power
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	22 March 2023
ATTACHMENT NUMBER:	
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC was successful in securing \$27,500 under the 2021 REDS grant. This required a cash co-contribution of \$27,500 from the NEWROC. No funds have been expended as yet and the NEWROC needs to decide the direction and desired outcomes it wants to achieve (if any).

WDC REDS Grant**Purpose of funds:**

Technical and engineering work as part of the implementation of the microgrid in Bencubbin.

The Bencubbin project will help overcome barriers to mass uptake of grid-connected battery systems into the Western Australian and Australian power grid. Working together with the Future Battery Industries Cooperative Research Centre Microgrid initiative, this will be achieved by:

- 1) Aggregating energy loads, installing distributed PV solar panels and community battery storage to form an industry-scale microgrid. The latest research in the areas of mathematical forecasting, optimisation and behavioural science will underpin participation of the microgrid in the wholesale electricity market. Apart from improved energy reliability and voltage stability, this will enable significant tariff reductions for low socio-economic customers. Customer feedback and energy usage profiles will also inform new business models that co-optimize the utilisation and benefits of batteries in a microgrid. This information will be valuable for additional microgrids in the region and around the State.
- 2) Coordinating the control of power-electronic interfaced batteries in microgrids as uncoordinated control of batteries represents a significant stability and reliability risk to microgrids. This is a challenge that must be overcome for the combination of batteries and renewables to replace fossil fuel based generation. Therefore, the project will develop standardised control approaches that are compatible with major equipment vendors, for battery systems deployed in microgrids.
- 3) Developing power electronic circuits, which serve as the interface between batteries and a microgrid/grid, that are modular, reliable and mass-producible. Such power electronic solutions will provide voltage and current scalability that simultaneously meets multiple market segments, with reduced engineering effort and onsite installation costs.

Grant Agreement Milestones:

	Main Activities / Milestone	Milestone Date	Milestone Payment (GST Excl)
1.	1. Execution of this agreement 2. Consultation with NEWROC as to preferred solution to investigate 3. WDC provided evidence that consultants have been engaged to undertake technical design	30 June 2021	Completed
2.	Progress report showing evidence of: a) Record of consultations undertaken with various stakeholders to progress the project	31 August 2021 30 November 2022	
3.	Progress report showing evidence of: a) Contract indicating consultant has been engaged b) Level of progress against contracted work c) Evidence of contribution from NEWROC and Infranomics to progress contract d) WDC receives an invoice for payment	30 October 2021 30 January 2023	\$27,500
4.	Evidence provided to WDC that the technical design plan has been presented to NEWROC	28 February 2022 30 April 2023	
5.	Progress report showing evidence of: a) Technical design plan completed b) Record of meeting with NEWROC to present design plan	31 March 2022 31 August 2023	
	Main Activities / Milestone	Milestone Date	Milestone Payment (GST Excl)
6.	c) Investor ready report completed Technical design plan presented to NEWROC Progress report showing evidence of: a) Meetings held with potential funders b) Report on outcome of meetings with funders	30 April 2022 30 September 2023	
7.	Date for Project Completion Update provided to the WDC on the project being completed	30 June 2022 31 December 2023	
8.	Acquittal Reporting Date Acquittal (Full written report, with matching invoices and budget)	30 September 2022 31 March 2024	
	Total:		\$27,500.00 (GST Excl)

RESOLUTION

Executive provides direction on the REDS Grant to the NEWROC EO as follows: convene a VPN meeting and subject to the outcome of that meeting the Executive will consider the next step for the REDS grant

Moved P Klein

Seconded D Simmons

CARRIED 7/0

7.2. REGIONAL SUBSIDIARY

FILE REFERENCE:	041-5 Strategic and Future Planning
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	22 March 2023
ATTACHMENT NUMBER:	#2 Letter Minister Carey
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

A letter was received from Minister Carey regarding our application to become a regional subsidiary.

A response to the points raised in his letter are below:

<p>A Regional Subsidiary must be formed for a specific purpose</p>	<p>NEWROC has been very strong on not establishing a RS for a specific purpose e.g. program or service. If we create it for a specific service or program we risk creating two organisations – a NEWROC with an MoU and a NEWROC RS</p>
<p>On the evidence provided, the application process set out in Regulation 4 was not met.</p>	<p>We provided evidence of Shire websites with the Charter and Business Plan on it, plus NEWROC. We provided evidence of public notices within the 6 week time frame. We provided evidence of Council minutes. We provided evidence of responses to questions.</p> <p>Potential area of fault is not providing the presentation we used.</p> <p>Have sought additional information from DLGSC.</p>
<p>The business plan provided does not, in meet Regulation 4(3)(a) - (b)</p> <p>(3) The participants must prepare a business plan that includes an overall assessment of the formation of the regional subsidiary and is to include details of —</p> <p>(a) its expected effect on the provision of facilities and services by the participants; and</p> <p>(b) its expected effect on other persons providing facilities and services in the participants’ districts; and</p>	<p>We have addressed some of this regulation but it needs more detail.</p> <p>DLGSC did not identify prior to application.</p>
<p>Regulation 4(3)(d) - (f)</p> <p>its expected effect on matters referred to in each participant’s current plan prepared under section 5.56; and Local Government (Regional Subsidiaries) Regulations 2017 (e) the service</p>	<p>We have addressed some of this regulation, but it needs more detail.</p> <p>DLGSC did not identify prior to application.</p>

<p>that is proposed to be provided, or the activity that is proposed to be carried on, by the regional subsidiary; and (f) why the regional subsidiary is proposed to be formed to provide that service or carry on that activity.</p>	
<p>Does not meet Regulation 9 (d) procedures for the participants to request information from the regional subsidiary and, if information is requested by only one participant, for determining whether the regional subsidiary must provide the information to each of the other participants;</p>	<p>DLGSC did not advise this when they reviewed our Charter. NEWROC EO oversight.</p> <p>WALGA did not have a draft Charter template on current regulations.</p> <p>Clause can be added in.</p>
<p>Does not meet Regulation 9(g) in relation to the financial management of the regional subsidiary — details of any of the listed provisions (as defined in regulation 19(1) and applied by that subregulation to a regional subsidiary subject to its charter) that do not apply to the regional subsidiary, and the reasons why they do not apply;</p>	<p>DLGSC did not advise this when they reviewed our Charter. NEWROC EO oversight but need some advice on this.</p> <p>WALGA did not have a draft Charter template on current regulations.</p> <p>Advice sought.</p>
<p>Does not meet Regulation 9(j) the circumstances (if any) in which the regional subsidiary may operate at a loss and, if it does operate at a loss, a means for preventing its insolvency;</p>	<p>Clause can be added in.</p>
<p>Does not meet Regulation 9 (o) the way in which money may be invested by the regional subsidiary in accordance with the Act, as modified by regulation 22;</p>	<p>Included but needs more detail. DLGSC did not advise either</p>
<p>Does not meet Regulation 9(p) procedures for the disposal of property;</p>	<p>Included but needs separate clause</p>
<p>Does not meet Regulation 9 (q) a means of developing a code of conduct (if any) for the employees of the regional subsidiary, for the members of the regional subsidiary’s governing body or for the members of a committee of the governing body;</p>	<p>Included but not the means for establishing</p>

The NEWROC EO has requested some further details from DLGSC and hope to have this information at the meeting for discussion.

RESOLUTION

The NEWROC EO acknowledge receipt of the Ministers letter.

NEWROC Executive (presented by D Simmons and B McKay) to meet with the Department of LGSC.

Moved L Parola

Seconded R McCall

CARRIED 7/0

7.3. WASTE MANAGEMENT

FILE REFERENCE:	
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	24 March 2023
ATTACHMENT NUMBER:	
CONSULTATION:	Peter Klein
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Kerbside Waste Collection Services

In 2021 the Shires of Koorda, Nungarin, Trayning and Wyalkatchem ran a joint request for quotation for the provision of kerbside waste collection services with a common expiry date of 30 June 2023 with the possibility of options to extend for a further two years to 30 June 2025.

At the time the NEWROC had planned that the regional landfill site proposal would have progressed to a stage where we knew when changes would be required to existing services.

Shire of Dowerin	June 2025
Shire of Nungarin	June 2023
Shire of Mt Marshall	

Members to confirm their consensus on kerbside waste collection contract term.

Regional Waste Transfer Stations and Central Site

Recently, the Shire of Wyalkatchem hosted DEWR to assess the landfill capacity and site. Report to follow.

The following table has been prepared by Peter Klein regarding the next stage for the project:

TASK	RESPONSIBILITY	TIMELINE	STATUS
1. Feasibility Study			
Preliminaries			
Wyalkatchem Landfill capacity report	PK		Completed
DWER Site visit to Wyalkatchem	PK		Completed
DWER Clearing Approval re Wylie landfill site	DWER	30/04/23	
High level review of infrastructure & operating costs & update financial model (v2)	NEWROC Ex	30/06/23	
Draft a v1 business plan (including budget & operating model)	CR & PK	31/07/23	
Present v1 business plan & financial model to NEWROC for in-principle support	CR	Aug	
Individual council, in-principle support for participation & investment in refining the regional landfill model (based on v1 business plan).	CEO's	Sept/Oct	
2. Design & Cost Refinement (due diligence)			
Infrastructure			
Participating shires each agree in principle to locations for their transfer station/s & operating model (manned or remote)	CEO's	30/11/23	

Surveys of each transfer station location to enable detailed transfer station design		15/12/23	
Draft detailed transfer station design & produce a budget capital cost estimate for each transfer station	Each shire	28/02/24	
Draft detailed design & produce a budget capital cost estimate for establishment of regional landfill.	NEWROC Ex	28/02/24	
NEWROC and Shires discuss financial implications (collective and individual).	NEWROC	March '24	
Design & cost refinement (operations)			
Confirm preferred operating model for each transfer station & operating cost	CEO's	28/02/24	
Confirm operating model for the regional landfill site & operating cost	NEWROC Ex	28/02/24	
Produce a whole of life cost analysis for the regional landfill	NEWROC Ex	28/02/24	
NEWROC and Shires discuss financial implications (collective and individual).	NEWROC	March '24	
Governance Model			
Draft governance structure	NEWROC Ex	28/02/24	
Approve governance structure	NEWROC	March'24	
3. Final Investment Decision			
NEWROC resolves to (i) support the business plan & (ii) recommend adoption by participating Shires.	NEWROC	March'24	
Participating Shires; (i) Undertake community consultation; and (ii) resolve to invest in the transfer station & regional landfill project.	CEO's	30/04/24	
External funding applications	CR/NEWROC Ex	30/05/24	
Licence Applications	CR/NEWROC Ex	30/05/24	
4. Procurement & Construction			

Members are asked to identify if they have incurred any costs to date in tip closure plans or feasibility work for transfer stations.

RESOLUTION

Executive recommend the Waste Project Plan to Council.

Mover P Klein

Seconded D Simmons

CARRIED 7/0

Discussion:

- Waiting to receive the DWER report. Note the Wyalkatchem Council has not approved the regional site. Note the project requires shared travel costs across the Councils.
- Majority of Council contracts with Avon Waste conclude in 2025
- Waste Transfer design costs may require an individual and NEWROC contribution

7.4. PLACE BASED CAPITAL PROGRAM

FILE REFERENCE:
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST:
DATE: 22 March 2023
ATTACHMENT NUMBER:
CONSULTATION: Meaghan Burkett
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The NEWROC Executive participated in an online meeting with Meaghan Burkett of Ethical Fields to discuss the Place Based Capital Program (Proof of Concept Phase). This program will bring together a group of local places from across Australia to create the Place Based Capital Community of Practice. Working together, this community of practice will:

- Explore the individual and common economic development, community development and investment opportunities and challenges of local places and people
- Research and explore alternative and innovative funding, finance, and investment solutions to support local economic and community development goals.
- Specifically, solutions that support locally-led, owned and inclusive development, investment, returns and impact
- Research and explore funding, finance, and investment solutions that use cooperation and aggregation across regions to leverage economies of scale and access larger forms of capital
- Design and evaluate these solutions
- Create a next steps plan to implement the preferred solutions in your region and across Australia

The cost to participate in the program is \$10,000 (as NEWROC) or \$2,500 individually. This cost has been reduced through private funding.

The Executive seemed keen on the program. If the group proceeds there will need to be some thought into the participants for the working group to ensure we build local capacity.

RESOLUTION

Executive recommend to Council to participate in the Place Based Capital Program.

Moved R McCall

Seconded P Klein

CARRIED 7/0

7.5. FUTURE DROUGHT FUND

FILE REFERENCE:	
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Caroline Robinson is engaged by Wheatbelt NRM to develop the Funding Roadmap
DATE:	22 March 2023
ATTACHMENT NUMBER:	
CONSULTATION:	Wheatbelt NRM
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The Australian Government's Future Drought Fund includes the Helping Regional Communities Prepare for Drought Initiative- Community Impact Program.

Through the Foundation for Rural, Regional Renewal (FRRR) and the Australian Rural Leadership Foundation funding is available to not for profit organisations in the Central Wheatbelt to activate projects, events, initiatives, capability building activities and small scale community infrastructure that will assist people and communities prepare for future droughts.

Wheatbelt NRM will assist eligible organisations co-design a roadmap that identifies and prioritises initiatives to prepare and respond to drought, focused on social resilience and leadership. There are 11 Wheatbelt Shires included in the Central Wheatbelt - Koorda, Yilgarn, Mt Marshall, Mukinbudin, Westonia, Trayning, Nungarin, Kellerberrin, Merredin, Bruce Rock and Narembeen.

Potential applicants are strongly encouraged to engage with at least one of the two sessions scheduled ahead of the application process.

Online Information Session – Friday 24th March 11am-11.45 am. Recording of the session: [Information Session Wheatbelt Central-20230324_110152-Meeting Recording.mp4](#)

Co-Design Workshop – Tuesday 4th April 9.30am-12.30pm, Kellerberrin Rec Centre. Please register your attendance to r crane@wheatbeltnrm.org.au by COB Friday 31st of March.

RESOLUTION

Members share the information about the co-design workshop with local not for profits.

Moved D Simmons**Seconded L Parola****CARRIED 7/0**

8. GENERAL UPDATES

EV Grant

- Shire of Mt Marshall not progressing with EV grant
- Shires of Koorda and Dowerin would like to participate but as there is not a majority of Councils, costs would be higher
- All agreed to wait until the Fast Charger EV grants

Wheatbelt GECZ Conference Feedback

- Positive day for Shire Councillors

Australia's Golden Outback – Tourism Meeting (Rebecca McCall AGO)

- AGO currently contributes to NEWTravel \$12K annually (one day a week)
- AGO is looking at tourism development in the Wheatbelt. A working group of R McCall, NEWROC, WEROC, NewTravel and Roe Tourism has met to discuss how to best support tourism development. One thought is to support the two tourism organisations to help implement their strategies

9. 2023 MEETING SCHEDULE

27 April	1.30pm Strategic Planning and Council Meeting	Shire of Mt Marshall (THURSDAY)
30 May	Executive	Shire of Wyalkatchem
27 June	Council	Shire of Koorda
25 July	Executive	Shire of Trayning
21 August	Council	Merredin (straight after GECZ)
26 September	Executive	Shire of Mukinbudin
31 October	Council	Shire of Mt Marshall
28 November	Council	Shire of Nungarin

10. CLOSURE

The acting NEWROC CEO thanked everyone for their attendance and closed the meeting at 3.35pm.