



North Eastern Wheatbelt Regional Organisation of Councils

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

# Executive Meeting

Friday 29 April 2022

Shire of Koorda Council Chambers

## MINUTES

9.30am

[www.newroc.com.au](http://www.newroc.com.au)

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## ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> <li>👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year)</li> <li>👉 Council reviews NEWROC project priorities</li> </ul>	Council
March	<ul style="list-style-type: none"> <li>👉 WDC attendance to respond to NEWROC project priorities</li> <li>👉 Submit priority projects to WDC, Regional Development and WA Planning</li> <li>👉 Discussion regarding portfolios vs projects, current governance structure</li> </ul>	Executive
April	👉 NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> <li>👉 NEWROC Draft Budget Presented</li> <li>👉 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2022)</li> <li>👉 Local Government Week agenda to be discussed at Executive meeting to determine if EO should attend</li> </ul>	Executive
June	👉 NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> <li>👉 Information for Councillors pre-election</li> <li>👉 NEWROC Audit</li> </ul>	Council
September		Executive
October	👉 NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> <li>👉 NEWROC Induction of new Council representatives (every other year)</li> <li>👉 Review NEWROC MoU (every other year)</li> </ul>	Executive
December	👉 NEWROC 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 for the Executive Meeting held at the Shire of Koorda Council Chambers on Friday 29 April 2022 commencing at 9.30am

### MINUTES

#### 1. OPENING AND ANNOUNCEMENTS

Members elected Leonard Long to chair the meeting. The meeting was opened at 9.30am.

#### 2. RECORD OF ATTENDANCE AND APOLOGIES

##### 2.1. Attendance

Lana Foote	DCEO Shire of Koorda
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 (arrived 10am)

##### 2.2. Apologies

Dirk Sellenger	CEO NEWROC, CEO Shire of Mukinbudin
Darren Simmons	CEO Shire of Koorda
John Nuttall	CEO, Shire of Mt Marshall

##### 2.3. Guests

Rik Soderlund CEO, Wheatbelt Business Network

##### 2.4. Leave of Absence Approvals / Approved

#### 3. Declarations of Interest and Delegations Register

##### 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

##### 4.1. Wheatbelt Business Network

Rik Soderlund, CEO of the Wheatbelt Business Network presented to members regarding their services and how they could assist the NEWROC with the procurement project.

**ACTION: NEWROC EO and WBN CEO to work together on developing a standard new creditor form and procurement policy (variation made at individual member level). WBN CEO to engage with LGIS**

C Robinson arrived at 10am.

R Soderlund left at 10.30am.

#### **4.2. Wheatbelt NRM via ZOOM**

Karl O'Callaghan presented via ZOOM at 11am to discuss the waste tip closure plans and corella culling. Karl will attend the June meeting.

### **5. MINUTES OF MEETINGS**

Minutes of the Executive Meeting held on 23 February 2022 have previously been circulated.

#### **RESOLUTION**

**That the Minutes of the Executive Meeting held on 23 February 2022 be received as a true and correct record of proceedings.**

**Moved L Parola**

**Seconded R McCall**

**CARRIED 5/0**

#### **5.1. Business Arising**

Nil

## 6. FINANCIAL MATTERS

### 6.1. Income, Expenditure and Profit and Loss

<b>FILE REFERENCE:</b>	42-2 Finance Audit and Compliance
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	25 April 2022
<b>ATTACHMENT NUMBER:</b>	#1P and L
<b>CONSULTATION:</b>	
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENTS

Account transactions for the period 1 March to 31 March 2022

## BB NEWROC Funds-5557 Transactions

North Eastern Wheatbelt Regional Organisation of Councils

For the period 1 March 2022 to 31 March 2022

Date	Source	Description	Reference	Credit	Debit	Running Balance
<b>BB NEWROC Funds-5557</b>						
<b>Opening Balance</b>				<b>242,795.68</b>	<b>0.00</b>	<b>242,795.68</b>
01 Mar 2022	Spend Money	Xero Australia	XEROAUSTRALIAPTY	0.00	25.65	242,770.03
01 Mar 2022	Spend Money	Bendigo Bank		0.00	0.80	242,769.23
04 Mar 2022	Payable Payment	Payment: Alyce Ventris	2005	0.00	3,093.75	239,675.48
04 Mar 2022	Payable Payment	Payment: 150Square	INV-0125	0.00	3,347.50	236,327.98
17 Mar 2022	Payable Payment	Payment: Alyce Ventris	2006	0.00	2,694.45	233,633.53
17 Mar 2022	Payable Payment	Payment: Shire of Koorda	67	0.00	24,750.00	208,883.53
<b>Total BB NEWROC Funds-5557</b>				<b>0.00</b>	<b>33,912.15</b>	<b>208,883.53</b>
<b>Closing Balance</b>				<b>208,883.53</b>	<b>0.00</b>	<b>208,883.53</b>
<b>Total</b>				<b>0.00</b>	<b>33,912.15</b>	<b>(33,912.15)</b>

# Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils

As at 31 March 2022

Cash Basis

31 MAR 2022

## Assets

### Bank

BB NEWROC Funds-5557	208,883.53
BB Term Deposit Account-1388	195,371.72
<b>Total Bank</b>	<b>404,255.25</b>

### Total Assets

404,255.25

## Liabilities

### Current Liabilities

Accounts Payable	31,240.00
GST	(3,509.69)
<b>Total Current Liabilities</b>	<b>27,730.31</b>

### Total Liabilities

27,730.31

## Net Assets

376,524.94

## Equity

Current Year Earnings	59,931.46
Retained Earnings	316,593.48
<b>Total Equity</b>	<b>376,524.94</b>

## RESOLUTION

That the income and expenditure from 1 March 2022 to 31 March 2022, P and L and balance sheet be received.

Moved L Parola

Seconded R McCall

CARRIED 5/0

<b>6.2. DRAFT NEWROC 2022/23 BUDGET</b>
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<b>FILE REFERENCE:</b>	42-2 Finance Audit and Compliance
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	25 April 2022
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**COMMENTS**

A draft budget is presented to the Executive for comment. Key points:

**INCOME**

- Subscription fees remain the same
- BBRF funding for workforce plan
- Tammin / Westonia telecommunications connection
- Town Team Movement role income

**EXPENSES**

- Advertising fees for workforce activities (BBRF)
- Waste Project
- Consultancy support workforce activities (BBRF) – copywriter, marketing etc
- Regional subsidiary establishment fees
- Town Team Builder role expenses

<b>RESOLUTION</b>
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<b>Draft NEWROC Budget be presented to the NEWROC Council</b>
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<b>Moved L Foote</b>	<b>Seconded P Klein</b>	<b>CARRIED 5/0</b>
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**Discussion:**

- Amend budget to be zero balance



**DRAFT NEWROC Budget 2022\_23**  
**North Eastern Wheatbelt Regional Organisation of Councils**  
**1 July 2022 - 30 June 2023**

<b>Estimated Opening Balance (operations account) 1 July 2020</b>	<b>\$170,000.00</b>
<b>Opening Balance (TD)</b>	<b>\$195,371.00</b>
<b>Account</b>	<b>Total</b>
<b>Income</b>	
Grants received (057) - BBRF	\$20,000.00
Interest Received (076)	\$500.00
NEWROC Business Case / Project Work Subs (055)	\$14,000.00
NEWROC Subscriptions Received (054)	\$77,000.00
Special Projects Subscriptions Rec. (056)	\$0.00
Town Team Movement	\$30,000.00
Telecommunications	\$30,000.00
Sundry Income (067)	
<b>Total Income</b>	<b>\$171,500.00</b>
<hr/>	
<b>Less Operating Expenses</b>	
Accounting/Audit fees (200)	\$2,200.00
Advertising (201)	\$10,000.00
Bank charges (203)	\$24.00
Catering (204)	\$200.00
Computer Software/Support (205)	\$0.00
Consultancy Fees (206)	
	Waste Project \$42,000.00
	Workforce \$10,000.00
Event / Ceremony Expenses (207)	\$500.00
Gifts (208)	\$400.00
Legal expenses (209)	\$5,000.00
Printing and Stationery (213a)	\$120.00
Regional Subsidiary Establishment	\$5,000.00
Records Storage (215)	\$70.00
Executive Officer Business Case/Project Work (105)	\$0.00
Executive Officer Contract Services (100)	\$40,000.00
Executive Officer Office Expenses (103)	\$3,000.00
Executive Officer Seminars/Conferences (101)	\$1,000.00
Executive Officer Travel (102)	\$6,000.00
Executive Officer Travelling Expenses (Accom) (104)	\$1,000.00
Grants distributed (300)	
Literary Luncheon (600)	\$600.00
Telecommunications Contractor/Services (400)	
Contract	\$45,000.00
Website and Database (700)	\$500.00
<b>Total Expenses</b>	<b>\$172,614.00</b>
<b>Net Profit</b>	<b>-\$1,114.00</b>

## 7. MATTERS FOR CONSIDERATION

### 7.1. SBDC PROCUREMENT PROJECT

<b>FILE REFERENCE:</b>	
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	25 April 2022
<b>ATTACHMENT NUMBER:</b>	#2 NEWROC Buy Local Framework
<b>CONSULTATION:</b>	Celia Jordan Rik Soderlund
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

The NEWROC CEOs participated in an SBDC Procurement Project in 2021/22. A report and templates have been prepared as a result of this work. The NEWROC EO has met with Ichiban Consultants a number of times since the completion of the project.

Each of the member local governments have different procurement thresholds, policies and practices. There is mixed appetite amongst members as to progressing this body of work due to a number of internal and external factors.

The NEWROC EO has shared the work with the Wheatbelt Business Network CEO, Rik Soderlund to gather his input into how they might be able to assist with procurement at an individual or collective level.

A consistent recommendation throughout the project has been to develop a NEWROC Buy Local Policy Framework. CEOs have identified challenges with this as well as raising the threshold of individual expenditure limits.

To date the project has been discussed at an Executive level. The NEWROC EO proposes the following next steps:

- Work with the Wheatbelt Business Network to determine if they can assist with supplier lists, education sessions for SMEs etc
- Information session for NEWROC Council on the project and outcomes
- NEWROC Executive review the NEWROC Buy Local Policy Framework

#### OFFICER RECOMMENDATION

Executive review and provide input into the NEWROC Buy Local Policy Framework and Draft NEWROC Local Supplier application

#### RESOLUTION

**NEWROC EO and WBN CEO work together to develop documents and processes for consideration by the Executive at the June meeting**

**Moved R McCall**

**Seconded P Klein**

**CARRIED 5/0**

**Discussion:**

- Onboarding contractor process could be applied for all members
- Feedback on current Framework – revise 4.3.1 and amend the maximum 10% local content up to \$50K and 5% for building services (legislated)

**7.2. WORKFORCE PLANNING**

<b>FILE REFERENCE:</b>	035-6 Federal Grants
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	24 April 2022
<b>ATTACHMENT NUMBER:</b>	#3 DAMA Information #4 DAR Information
<b>CONSULTATION:</b>	WEROC, RDA Wheatbelt, WBN, Beacon CRC
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**BACKGROUND**

In April the NEWROC EO participated in a meeting with the Department of Immigration, WEROC EO, WBN CEO, CBH HR/Ops and RDA Wheatbelt to discuss a DAMA. This meeting came about following a request from the Beacon CRC.

There were a number of discussion points including:

- What defines a DAMA and DAR (see attached information)
- Occupations required in the region
- What is defined as the 'region'

The NEWROC EO provided feedback to the group on the definition of the 'region' for the DAMA. The NEWROC EO felt the DAMA should be for a specific sub region within the Wheatbelt, that being NEWROC and WEROC as employers (including local government) are already competing for labour with other sub regions of the Wheatbelt and surrounding WA regions. The DAMA should not be for the whole Wheatbelt as it would not resolve the challenges employers are experiencing in the NEWROC or WEROC communities.

Work in this space is quite early but prior to the next meeting in May two actions need to be completed if a DAMA is to be progressed:

1. Identify all the occupations required in the sub region (NEWROC and WEROC area) from the ANZSCO list found [here](#)
2. And have conversations with organisations who could be the lead for the process and bring potential contacts back to the group.

At the end of the next meeting it is intended that we will identify who will be preparing the business case, who will be the DAR, a stakeholder consultation plan and evidence/data collection plan. There will be costs associated with this and the cost/benefits of progressing a DAMA need to be considered by the NEWROC.

Mandy Walker, RDA Wheatbelt was unable to attend the NEWROC Executive meeting but she will provide an update at the GECZ meeting on the 26 April 2022.

Work in this space aligns with the NEWROC Workforce Plan and the NEWROC Strategic Plan.

**RESOLUTION**

**A notice is shared with NEWROC communities, specifically businesses, to determine skills and occupations of need**

**Moved R McCall**

**Seconded L Parola**

**CARRIED 5/0**

**7.3. REGIONAL SUBSIDIARY**

**FILE REFERENCE:** 041-5 Strategic and Future Planning  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 24 April 2022  
**ATTACHMENT NUMBER:** #5 Updated NEWROC RS Charter  
 #6 Communications Plan  
 #7 Business Plan

**CONSULTATION:**  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

At the March Council meeting the following was passed:

**RESOLUTION**

NEWROC Executive presents the Charter to NEWROC Council for in principle endorsement and then corresponds with the Minister for Local Government and DLGSC

NEWROC Executive recommends to Council that we distribute an information sheet and recorded video on the proposed regional subsidiary for member Shire Councilors

Moved Cr Davies                      Seconded Cr Stratford                      CARRIED 5/0

Since the meeting the NEWROC EO has prepared a Regional Subsidiary Communications Plan and a Business Plan for comment by the Executive.

The NEWROC EO has updated the Regional Subsidiary Charter. It is attached with the following addition, following discussions at the last NEWROC Council meeting:

*6.4.5 The withdrawal of any Participant Council does not exclude them from the borrowing commitments of the Regional Subsidiary, that were made during the Participant Councils membership*

**RESOLUTION**

**NEWROC Executive recommends the Business Plan, Communications Plan and Charter to the NEWROC Council**

**NEWROC Council distributes the information sheet and video to member Councils**

**NEWROC website is updated to include Regional Subsidiary information**

Moved L Foote                      Seconded P Klein                      CARRIED 5/0

**Discussion:**

- Members to release communications on the Regional Subsidiary in May, play video at Briefing Session or Council Meeting
- Amend the Charter to include CEOs can be a sub committee of the NEWROC so it reflects our current structure
- Amend Calendar as well

<b>7.4. NEWROC EXECUTIVE OFFICER</b>
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<b>FILE REFERENCE:</b>	041-5 Strategic and Future Planning
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	24 April 2022
<b>ATTACHMENT NUMBER:</b>	#8 EO Contract
<b>CONSULTATION:</b>	
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**COMMENT**

The NEWROC Executive Officer contract expires on June 30 2022.

The contract is attached for discussion by the Executive.

Current rate of pay: 51.25hrs @ \$58hr, travel 0.75c/km (CPI increase in 2019)

To note, if the NEWROC moves into a Regional Subsidiary model, this contract will need to be modified.

<b>RESOLUTION</b>
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<b>NEWROC EO leaves the meeting for this agenda item and the Executive discusses the contract contents and timeframe</b>
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<b>Moved P Klein</b>	<b>Seconded R McCall</b>	<b>CARRIED 5/0</b>
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**Discussion:**

- May Council agenda item (to be confidential)
- Leonard Long to liaise with Dirk Sellenger

## 8. EMERGING NEWROC ISSUES

- Leonard shared some information on a proposed Cycle path down the railway line. NEWROC EO to follow up with some information that has previously been completed on a similar proposal

## 9. GENERAL UPDATES

### Waste Project Update

- Holes dug and in the coming weeks, Wyalkatchem can determine the capacity at the site
- Gates and CCTV quotes received

### Telecommunications Project Update

- NEWROC EO to request ratepayer contact details from the Koorda, Mt Marshall and Wyalkatchem Shires

## 10. 2022 MEETING SCHEDULE

31 May	Council	Shire of Trayning
28 June	Executive	Shire of Nungarin
26 July	Council	Shire of Mukinbudin
30 August	Executive	Shire of Mt Marshall
27 September	Council	Shire of Wyalkatchem
25 October	Executive	Shire of Dowerin
29 November	Council	Shire of Trayning (or Nungarin if no Dec meeting)
13 December	Council (tbc)	Shire of Nungarin

## 11. CLOSURE

The Chair thanked everyone for their attendance and closed the meeting at 11.52am