



North Eastern Wheatbelt Regional Organisation of Councils

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

Executive Meeting

Tuesday 25 February 2025

Shire of Wyalkatchem Chambers

MINUTES

1pm – 1.45pm Housing Project Kick Off

1.45pm Light lunch and break

2pm Executive 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

Shire of Trayning (Oct 2023 – Oct 2025)

Shire of Dowerin

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Executive Meeting held on 25 February 2025 at the Shire of Wyalkatchem Council Chambers

MINUTES

1. OPENING AND ANNOUNCEMENTS

John Merrick, A/CEO of NEWROC opened the meeting at 2.10pm.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

John Merrick	A/CEO NEWROC, A/CEO Shire of Trayning
David Nayda	CEO, Shire of Nungarin
Tanika McLennan	A/CEO Shire of Mukinbudin
Sabine Taylor	CEO, Shire of Wyalkatchem
Zac Donovan	CEO Shire of Koorda
Manisha Barthakur	CEO, Shire of Dowerin
Caroline Robinson	Executive Officer, NEWROC

2.2. Apologies

Ben McKay	CEO, Shire of Mt Marshall
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2.3. Guests

Glenn Cameron, Datacom

Boyd Brown (TELSTRA), Michael Williams (INFRACO) and Sarah McKellar (DPIRD) online.
 Cr Sachse and Cr Stratford online 2.30pm – 3.10pm

2.4. Leave of Absence Approvals / Approved

Nil

3. Declarations of Interest and Delegations Register

Nil

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

Glenn Cameron, DataCom.

- Overview of ERP capabilities. Glenn will come back to the Executive with an outline of preparing for ERP (data), tender questions, demo day and a group rate.

TELSTRA and DPIRD

- Wyalkatchem Mobile Tower needs an ATU (Exchange has a permanent generator). DFES and WACHS (what are the three points of the mobile phone tower).
- Telstra to send through the 'connection map' of towers (across the local governments there is a daisy chain of towers, we need to know these locations).
- Community Support Agents (Ventia and Telstra) – Telstra is intending to hold a session for training. What's the process to becoming a CSA? Given we have the hardware in place.
- Provide generator specs to DPIRD (Sarah McCall), there are minimum requirements at each site. 25KVA minimum. Single phase v three phase generators. We need to determine who has what. Generator applied for each ATU or shared across the Shire.
- EO to ACTION an application for generators and power switched for the Disaster Resilience Grant.

5. MINUTES OF MEETINGS

Minutes of the Executive Meeting held on 15 November 2024 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 15 November 2024 be received as a true and correct record of proceedings.

Moved T McLennan

Seconded Z Donovan

CARRIED 6/0

Circular resolution regarding the Wheatbelt Futures Forum Sponsorship:

RESOLUTION

That the circular resolution on January 10 2025 be received as follows; The NEWROC sponsor the Wheatbelt Futures Forum on Friday 2 May 2025 to the value of \$2500.

Moved D Nayda

Seconded T McLennan

CARRIED 6/0

5.1. Business Arising

5.1.1 ERP Software

NEWROC EO is seeking a presentation with Council First.

16 Shires are investigating ERP process and solutions with WALGA.

ALTUS at Dowerin (Financials, Payroll).

ReadyTek demo with Nungarin and invite all NEWROC. EO to enquire outcome at Town of Victoria Park and Shire of Toodyay.

5.1.2 Volunteer Health Workforce

The report is currently being finalized.

5.1.3 Waste Project

Regional Landfill

The Shire of Mt Marshall had the following February agenda item:

OFFICER'S RECOMMENDATION:

That Council provide in principle support for the investigation of a Regional Landfill Facility in Mt Marshall.

RPPP Funding

The NEWROC EO has followed up with the Department on numerous occasions seeking to establish where our project is in the evaluation process. The following response was received:

From: Regional Precincts <RegionalPrecincts@industry.gov.au>

Sent: Tuesday, February 18, 2025 5:31 AM

To: Caroline Robinson <caroline@150square.com.au>

Cc: Regional Precincts <RegionalPrecincts@industry.gov.au>

Subject: 812 - Application - Process [SEC=OFFICIAL]

OFFICIAL

Dear Caroline

Many thanks for your email.

We have no further advice to offer other than to assure you that we are continuing to assess all submitted applications in accordance with the grant opportunity guidelines.

Once the assessment process is completed for a specific batch, all applicants in that batch will be notified of the outcome of their application in writing.

Thank you for your continuing patience.

Best regards

Regional Precincts and Partnerships Program Team

Program Delivery| Business Grants Hub| External Programs & Assurance Branch

Department of Industry, Science and Resources | www.industry.gov.au

Additional Options

In February, NEWROC EO has had discussions with DWER to identify funding avenues, WALGA and Avon Waste.

Waste Management Contracts

The Shire of Mount Marshall's contract for waste services concludes in July 2025.

Members are asked to discuss this item in light of the current stage of the regional waste project.

ACTION: Work with the Shire of Mt Marshall to identify a site. Then prepare for community engagement.

ACTION: NEWROC EO to find out more info on the Merredin regional site proposed.

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: 16 February 2025
ATTACHMENT NUMBER: #2P and L
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Account transactions for the period 1 December 2024 to 31 January 2025 for both accounts:

Date	Description	Reference	Credit	Debit	Running Balance
BB NEWROC Funds-5557					
Opening Balance			203,756.16	0.00	203,756.16
01 Dec 2024	Bendigo Bank	Bank Fee	0.00	1.60	203,754.56
02 Dec 2024	Xero Australia	XERO	0.00	66.50	203,688.06
09 Dec 2024	Payment: 150Square	INV-0349	0.00	4,404.13	199,283.93
09 Dec 2024	Travel	UWA Intern	0.00	582.25	198,701.68
	Payment: Seed Studio				
09 Dec 2024		00339	0.00	370.00	198,331.68
09 Dec 2024	Payment: Sunrise Energy Group	IV00000000466	0.00	20,900.00	177,431.68
10 Dec 2024	Payment: Merredin Tourist Park	39506 (UWA Intern)	0.00	340.00	177,091.68
01 Jan 2025	Bendigo Bank	Bank Fee	0.00	2.00	177,089.68
02 Jan 2025	Xero Australia	XERO	0.00	66.50	177,023.18
21 Jan 2025	Payment: 150Square		0.00	3,715.63	173,307.55
21 Jan 2025	Payment: Bencubbin Community Resource Centre	INV-2320	0.00	100.00	173,207.55
22 Jan 2025	Payment: Shire Of Mukinbudin	INV-0113	14,300.00	0.00	187,507.55
31 Jan 2025	Payment: Shire Of Mukinbudin	INV-0127	357.48	0.00	187,865.03
Total BB NEWROC Funds-5557			14,657.48	30,548.61	187,865.03
Closing Balance			187,865.03	0.00	187,865.03
BB Term Deposit Account-1388					
Opening Balance			311,785.83	0.00	311,785.83
26 Dec 2024	Bendigo Bank		6,235.72	0.00	318,021.55
Total BB Term Deposit Account-1388			6,235.72	0.00	318,021.55
Closing Balance			318,021.55	0.00	318,021.55
Total			20,893.20	30,548.61	(9,655.41)

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils
 As at 31 January 2025

31 JAN 2025

Assets

Bank

BB NEWROC Funds-5557	187,865.03
BB Term Deposit Account-1388	318,021.55
Total Bank	505,886.58

Total Assets

505,886.58

Liabilities

Current Liabilities

GST	(681.61)
Rounding	0.07
Sundry Creditors Control	4,885.63
Unpaid ATO Liabilities	(1,737.00)
Total Current Liabilities	2,467.09

Total Liabilities

2,467.09

Net Assets

503,419.49

Equity

Current Year Earnings	22,061.51
Retained Earnings	481,357.98
Total Equity	503,419.49

RESOLUTION

That the income and expenditure from 1 December 2024 to 31 January 2025, P and L and balance sheet be received. **CARRIED**

7. MATTERS FOR DECISION

7.1. ECONOMIC DEVELOPMENT STRATEGY – LOGO (LATE ITEM)

FILE REFERENCE:	041-5 Strategic and Future Planning
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	16 February 2025
ATTACHMENT NUMBER:	#3 Logo Designs (late)
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The Economic Development Sub Committee has provided feedback to SEED Studio on 5 logo designs.

Prior to the meeting, the logo's will be supplied for discussion and a recommendation to Council is sought. Commentary on the preferred three logos is provided below, designs will be supplied following their refinement.

- Logo 1 – Clean and contemporary design. Good variations which can be used on multiple platforms and branding materials. Arrow on the O implies 'forward thinking', 'progressive'.
- Logo 2 – Icons create interest and link to our communities. May be over styled or busy for social media platforms.
- Logo 3 – Strong branding. Inclusion of agriculture in the N. Easy to use across platforms and branding materials.

OFFICER RECOMMENDATION

The Executive recommends logo number _ to the NEWROC Council.
Further refinement

ACTION: Further refinement on: colours (too dark), define the wheat and then present to Council.

7.2. SHARED SERVICES, RESOURCING AND SKILLS

FILE REFERENCE:	041-5 Strategic and Future Planning
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	16 February 2025
ATTACHMENT NUMBER:	#4 SBDC Procurement #5 Example skills matrix
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Common feedback from members is the desire to investigate shared services. Discussion at the November Executive meeting included:

- CEO's discussed specialised skills and generalist skills
- Members need to define what a shared service is
- Desire to use businesses within the NEWROC

The following resolution was passed at the December 2024 Council meeting:

RESOLUTION

That the Executive meet prior to the next Council meeting to workshop shared services.

Moved Cr Garner

Seconded Cr Trepp

CARRIED 7/0

Discussion at the December Council meeting included:

- Members discussed their interpretation of shared services.
 - Mukinbudin, Dowerin: filling positions that are traditionally specialist and hard to fill
 - Nungarin: shared businesses within the NEWROC, purchasing from businesses within our towns. HR support
 - Mt Marshall: would like to discuss all ideas and options, presentation from Executive to Council before refinement
 - Koorda: specialised services and skills, retain local employees, trying to do what Band 1 and 2's are doing with same skill sets, requires commitment from members
 - Wyalkatchem: skills required in compliance, opportunity to release financial or people resources, investigate creating an entity (how do you provide it)
 - Trayning – HR and IT support and software, timing issues, operational level for cost savings

There is a clear difference between shared services, shared skills and shared resourcing. The following definitions are provided for the consideration of the Executive:

Shared services: Delivery of a specific service for a group of local governments through contract arrangement, usually delivered by an external provider e.g. Environmental Health Services, Planning, Waste Management.

Shared skills (A): Employment of specialist skills for a group of local governments, generally employed under one local government on behalf of the group for skills unavailable across the local government e.g. Governance Officer, Human Resources, Engineer.

Shared skills (B): Identification and use of specialist skills already available within the human resources of the local governments. These skills may be used by the group for advice, mentoring or training.

Shared resources: Purchase of a piece of equipment or infrastructure for use by a group of local governments, generally 'sits' on one local governments asset register.

It is important to clearly define which 'space' the group would like to investigate.

The Executive may like to consider the following questions during the discussions. Are we:

- a) seeking to use existing staff within the local governments (is their capacity to do this?)
- b) identifying the gaps in current skill sets within the local governments?
- c) identifying vacant positions that require filling?
- d) identifying new positions across the local governments (internal or external)?
- e) are there any common training priorities across the local governments?

OFFICER RECOMMENDATION

NEWROC Executive discuss the priority areas in either shared services, shared skills or shared resources (or combination).

NEWROC Executive investigate the following:

NEWROC Executive prepare a business case for:

Further, under the Local Government reform process, audit committees are proposed to be revised as 'audit, risk and improvement committees'. Audit, risk and improvement committees will be required to appoint two independent persons, one of which must chair committee meetings. Local Governments will also be able to establish shared audit, risk and improvement committees with other local governments.

The Executive is asked to consider whether shared audit, risk and improvement committees across smaller groupings of local governments within the NEWROC should occur.

OFFICER RECOMMENDATION

NEWROC Council recommends to members to establish audit, risk and improvement committees across smaller groupings of local governments in the NEWROC (subject to individual Council decisions).

Discussion:

- Members discussed PRISS and status at each Shire
- Agreement that not all Shires need to participate in a shared service, program or resource
- Human Resources could be shared and discussion regarding individual located in the area

ACTION: NEWROC EO share the work tasks spreadsheet for CEO input.

ACTION: NEWROC EO to seek information from the DLGSC regarding Panel member (can it be another staff member from another Shire)

It is also noted that there is interest in promoting and utilising local businesses. The NEWROC EO has engaged with the Wheatbelt Business Network to discuss how this may occur. NEWROC also participated in an SBDC Program on procurement, which is relevant to supporting local governments. It has been included in the attachments.

OFFICER RECOMMENDATION

Invite the Wheatbelt Business Network CEO to present to the NEWROC Executive on how the group can improve communication, procurement and promotion of local businesses.

8. MATTERS FOR DISCUSSION

8.1. ECONOMIC DEVELOPMENT STRATEGY

FILE REFERENCE: Economic Development Strategy
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 16 February 2025
ATTACHMENT NUMBER: #6 NEWROC Submission
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

PROGRAM	STRATEGY	OUTCOME	FOR DISCUSSION
REGIONAL BRAND ESTABLISHMENT	NEWROC will seek to establish a clear and compelling “brand” for the region to facilitate investment, business, funding, new resident visitor attraction and increase general State and national awareness of the region and associated Shires.	NEWROC has a presence at economic development forums.	Wheatbelt Futures Forum, Friday 2 May 2025 (Northam). NEWROC President Cr Brown will present on behalf of the group. 4 passes are provided to attend. Dowerin Downtown or Dowerin Field Days presence. Would NEWROC like a presence at either?
		Regular meetings with regional, state and federal government representatives.	ALGA 2025 National General Assembly 24 – 27 June (Canberra). This year’s NGA theme is ‘National Priorities Need Local Solutions’. You can also submit your council’s 2025 NGA motions until 31 March. Federal Pre Budget Submission 25/26 submitted (attached).

RESOLUTION

NEWROC’s presentation at the Wheatbelt Futures Forum is to focus on its Economic Development Strategy and brand re-fresh.

CARRIED 6/0

9. GENERAL UPDATES

25 March Council Meeting – Sam Harma from Wheatbelt Connect will present.

WA Police Presentation at next Council meeting.

10. 2025 MEETING SCHEDULE

25 March	Council	Shire of Mukinbudin
29 April	Executive	Shire of Dowerin
27 May	Council	Shire of Mt Marshall
24 June	Executive	Shire of Trayning
29 July	Council	Shire of Koorda
29 August	Executive	Shire of Nungarin **FRIDAY
30 September	Council	Shire of Wyalkatchem
28 October	Executive	Shire of Mt Marshall
25 November	Council	Shire of Mukinbudin

11. CLOSURE

John Merrick thanked everyone and closed the meeting at 4.30pm