



**North Eastern Wheatbelt
Regional Organisation of Councils**

Executive Meeting

Tuesday 7 April 2026

ONLINE

MINUTES

10am Executive Meeting

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ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY
January	
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
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
April	🔥 NEWROC Budget Preparation
May	<ul style="list-style-type: none"> 🔥 NEWROC Draft Budget Presented 🔥 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2027)
June	🔥 NEWROC Budget Adopted
July	
August	<ul style="list-style-type: none"> 🔥 Information for Councillors pre-election 🔥 NEWROC Audit
September	
October	<ul style="list-style-type: none"> 🔥 NEWROC CEO and President Handover (every 2yrs) 🔥 NEWROC Dinner
November	<ul style="list-style-type: none"> 🔥 NEWROC Induction of new Council representatives (every other year) 🔥 Review NEWROC MoU (every other year)
December	🔥 NEWROC Christmas / End of Year Drinks

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

Shire of Dowerin (Oct 2025 – Oct 2027)

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Executive Meeting held on Tuesday 7 April commencing at 10am, ONLINE.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Peter Naylor, acting chair, welcomed everyone and opened the meeting at 10.01am

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

Manisha Barthakur	CEO, NEWROC and CEO, Shire of Dowerin
Peter Naylor	CEO Shire of Trayning
Tanika McLennan	CEO Shire of Muckinbudin
Zac Donovan	CEO Shire of Koorda
Ben McKay	CEO, Shire of Mt Marshall
Tom Kettle	CEO, Shire of Wyalkatchem
John Merrick	A/CEO, Shire of Nungarin
Caroline Robinson	Executive Officer, NEWROC

2.2. Apologies

2.3. Guests

Bobby - Cloud Payment Group (online)

2.4. Leave of Absence Approvals / Approved

Nil

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 Dowerin)	Council	CEO	Council Dec 2017
NEWROC Website	CEO	NEWROC EO	Council June 2017

4. Presentations

Bobby - Cloud Payment Group (online)

- Offers debt recovery for complex matters

- Can deal with section 6.64 of the Act
- Legal training package also becoming available

5. MINUTES OF MEETINGS

Minutes of the Executive Meeting held on 3 February 2026 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 3 February 2026 be received as a true and correct record of proceedings.

Moved B McKay

Seconded T McLennan

CARRIED 6/0

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: 1 April 2026
ATTACHMENT NUMBER:
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Account transactions for the period 1 March to 31 March 2026

Date	Description	Reference	Credit	Debit	Running Balance
BB NEWROC					
Funds-5557					
Opening Balance			177,376.66	0.00	177,376.66
01 Mar 2026	Bendigo Bank	Bank Fee	0.00	2.40	177,374.26
02 Mar 2026	Xero Australia	XERO	0.00	33.25	177,341.01
06 Mar 2026	Payment: 150Square	INV-0496	0.00	4,667.63	172,673.38
21 Mar 2026	Payment: Delivering Outcomes Group	Policies	0.00	7,920.00	164,753.38
27 Mar 2026	Payment: WEROC	INV-0146	1,537.00	0.00	166,290.38
Total BB NEWROC Funds-5557			1,537.00	12,623.28	166,290.38
Closing Balance			166,290.38	0.00	166,290.38
Total			1,537.00	12,623.28	(11,086.28)

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils As at 31 March 2026

31 MAR 2026

Assets

Bank

BB NEWROC Funds-5557	166,290.38
BB Term Deposit Account-1388	324,363.98
Total Bank	490,654.36

Current Assets

Sundry Debtors Control	1,537.00
Total Current Assets	1,537.00

Total Assets 492,191.36

Liabilities

Current Liabilities

ATO Integrated Client Account	3,876.00
GST	575.13
Rounding	0.21
Unpaid ATO Liabilities	(5,419.00)
Total Current Liabilities	(967.66)

Total Liabilities (967.66)

Net Assets 493,159.02

Equity

Current Year Earnings	(10,217.78)
Retained Earnings	503,376.80
Total Equity	493,159.02

RESOLUTION

That the income and expenditure from 1 March to 31 March 2026 and balance sheet be received.

Moved M Barthakar

Seconded T Kettle

CARRIED 6/0

6.2. 2026 Budget

FILE REFERENCE: 032-1 Budget
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 1 April 2026
ATTACHMENT NUMBER:
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

A 2026/7 budget will be presented to the Executive for their review.

RESOLUTION

The Executive recommends that Council adopt the 26/27 budget, with the waste management project—subject to a successful grant application—funded from NEWROC reserves.

Moved B McKay

Seconded Z Donovan

CARRIED 6/0

7. MATTERS FOR DECISION

7.1. EO KPI's

FILE REFERENCE:	042-2 Executive Officer
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	1 April 2026
ATTACHMENT NUMBER:	
CONSULTATION:	Linda Vernon
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

At the March Council meeting the members discussed the achievement of the EO's KPI's and actioned an Advocacy Plan for the EO to develop as well as a President's meeting to discuss a new set of KPI's.

A draft Advocacy Plan has been developed by the EO. Its contents matches the requests from the Joint ROC forum in February as well as strategic projects listed in the Economic Development Strategy, so too 2025 Executive Officer KPI's.

Members are asked to comment on the contents and approach in the Advocacy Plan, so too the roles and responsibilities to see the Plan implemented.

RESOLUTION

NEWROC Executive adopts the Advocacy Plan and seeks endorsement from Council out of session.

Moved T Kettle

Seconded B McKay

CARRIED 6/0

Discussion:

- Amendments were made to the presented Advocacy Plan
- It will be supported by sub plans
- Council to identify priorities and delegate roles.
- ACTION: NEWROC President, CEO and EO to meet to discuss
- Executive seeks Council discussion on the governance, roles and responsibilities, delegations of NEWROC to progress strategic projects

7.2. WHEATBELT WAY ACCOMMODATION AND MARKET EXPANSION

FILE REFERENCE: 132-1 NEWTRAVEL
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 1 April 2026
ATTACHMENT NUMBER:
CONSULTATION: Linda Vernon
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

NEWROC has received the Wheatbelt Way Accommodation and Market Expansion Project.

NEWROC was a financial partner to NEWTRAVEL in delivering this project.

Attachments are found here:

[Consolidated Actions](#)

[Summary of Outcomes and Next Steps](#)

RESOLUTION

NEWROC Executive receives the Wheatbelt Way Accommodation and Market Expansion Project Report and Summary.

Moved T McLennan

Seconded J Merrick

CARRIED 6/0

7.3. POLICIES

FILE REFERENCE:	042-12 IPR
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	1 April 2026
ATTACHMENT NUMBER:	
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

NEWROC has been working with Delivering Outcomes on a set of Council and workplace policies. The Executive met online with Delivering Outcomes to discuss the policies, with the remaining piece of work being a code of conduct.

Delivering Outcomes has used all their consulting hours to date.

Members are asked whether they wish for Delivering Outcomes to proceed with a code of conduct (10hrs, circa \$2K) and whether any training should occur for Executives in each Shire regarding policy structure and use. The additional cost would be split across all members evenly.

To date the work has cost \$16K (\$2,285 each).

EXECUTIVE OFFICER RECOMMENDATION

NEWROC Executive engages Delivering Outcomes to prepare a code of conduct for all members.

Discussion:

- Project completed.

8. MATTERS FOR INFORMATION

8.1. LIVE SHEEP TRANSITION

FILE REFERENCE:	130-1 Economic Services General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	1 April 2026
ATTACHMENT NUMBER:	
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The third workshop for the WA Roadmap to 2028 (Sheep) consultation process was held this month. This state-based plan developed by industry for the sector is also complemented by the national plan: [The Future Flock](#).

The roadmap's consultation phase is now nearing completion, with the next phase looking to bring together all of the consultation feedback, along with Strategic Steering Group guidance and economic modelling and analysis to inform the development of an action plan in the coming weeks. Communities, businesses and local governments can scan the QR code and contribute.



Information was noted.

8.2. JOINT ROC FORUM

FILE REFERENCE:	130-1 Economic Services General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	1 April 2026
ATTACHMENT NUMBER:	Correspondence Made in the Eastern Wheatbelt Summary
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC EO on behalf of WEROC and ROEROC groups sent the attached correspondence to lead agencies and members of Parliament.

The NEWROC EO sent a thank you and Sense Making Summary to all attendees.

Information was discussed and received.

8.3. LOCAL GOVERNMENT RURAL HEALTH FUNDING ALLIANCE

FILE REFERENCE:	071-1 Health General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	1 April 2026
ATTACHMENT NUMBER:	
CONSULTATION:	Meeting Summary
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The Local Government Rural Health Funding Alliance met on Monday 30 March in Lake Grace. Cr Brown was in attendance and presented on the GP arrangements in the NEWROC.

Attached is a meeting summary and communique.

A workshop will be held on June 22 2026 in Canberra (day before ALGA) to convene MM6 and MM7 local governments on the issue.

Information was received.

8.4. TRAINING

FILE REFERENCE:	050-1 Legislation
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	1 April 2026
ATTACHMENT NUMBER:	Works and Services Day Elected Member and Staff Training Day
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Please share the agenda and information for the upcoming training sessions with Councillors and staff:

- NEWROC Elected Member and Staff Training 29 April in Bencubbin
- Works and Services Day in Bruce Rock on 13 May

Information was received.

9. GENERAL UPDATES

- Peter Naylor has suggested that every quarter or every second NEWROC Executive, Directors and Managers have a working session to discuss and progress topical issues relevant to Managerial level.
ACTION: Zac Donovan to discuss with Lana Foote as a similar structure ran previously.
- Early Bird tickets to the Wheatbelt Futures Forum 1 May 2026
- Save the date for Dowerin Down Town 24 July 2026
- Country Ambulance update provided
- Carbon Offset Planting meeting with Lachlie Hunter Wed 15th April
- Avon Waste charge increase (fuel levy)

10. 2026 MEETING SCHEDULE

5	May	Council	Shire of Mukinbudin
2	June	Executive and NEWTRAVEL	Shire of Trayning
7	July	Council	Shire of Dowerin
4	August	Executive	Shire of Mt Marshall
1	September	Council	Shire of Koorda
6	October	Executive and NEWTRAVEL	Shire of Nungarin
3	November	Council	Shire of Wyalkatchem

11. CLOSURE

Peter Naylor thanked everyone and closed the meeting at 11.24am.