

ROEROC

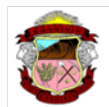
Roe Regional Organisation of Councils
Corrigin | Kondinin | Kulin | Narembeen

MINUTES

RoeROC Ordinary Meeting

Thursday 5th June 2025

Shire of Narembeen Council Chambers



1. Opening And Announcements

Acting Chairperson, Cr Holly Cusack declared the meeting open and welcomed attendees at 1.00pm

2. Attendance

Cr D Hickey	President, Shire of Corrigin
Cr S Jacobs	Deputy President, Shire of Corrigin
N Manton	CEO, Shire of Corrigin
Cr H Cusack	Deputy President, Shire of Narembeen (Acting Chairperson)
R McCall	CEO, Shire of Narembeen
Cr B Smoker	Deputy President, Shire of Kulin
A Leeson	CEO, Shire of Kulin
Cr P Green	Councillor, Shire of Kondinin
D Burton	CEO, Shire of Kondinin
B Gerrard	Principal Roe EHO
L Pitman	Environmental Health Officer
D Mollenoyux	Executive Officer, RoeROC
Cr R Bowey	Guest, Councillor Shire of Kulin Guest

3. Apologies

Cr S Stirrat	President, Shire of Narembeen (Chairperson)
Cr K Mouritz	President, Shire of Kondinin
Cr B Gangell	Deputy President, Shire of Kondinin
Cr G Robins	President, Shire of Kulin

4. Guests

Shire of Wickepin – President Julie Russell will be attending the meeting to present the Shire of Wickepin's case for consideration as a new member of RoeROC. *Deputy President Cr Wes Astbury and Cr Ty Miller will also be in attendance.*

5. Declarations of Interest

David Burton declared an interest in Item 10.7 - Consideration of Membership Request – Shire of Wickepin – as he is the incoming CEO at the Shire of Wickepin.

6. Minutes Of Meetings

Minutes of the RoeROC Meeting held on the 7th March 2025, included at Attachment 6.1.

Minutes of the RoeROC Executive Meeting held on the 1st May 2025, included at Attachment 6.2.

Minutes of the RoeROC Executive Special Meeting held on the 19th May 2025, included at Attachment 6.3.

Minutes of the RoeROC Shared Services Working Group Meeting held on the 5th May 2025, included at Attachment 6.4.

Minutes of the Bendering Landfill Site Working Group Meeting held on the 14th April 2025, included at Attachment 6.5.

Resolution

Moved: Cr Hickey

Seconded: Cr Smoker

The following minutes endorsed en bloc;

Minutes of the Ordinary Meeting held on the 7th March 2025 are received as a true and correct record of proceedings.

The following minutes were received;

- **Executive Meeting held on the 1st May 2025**
- **RoeROC Executive Special Meeting held on the 19th May 2025**
- **RoeROC Shared Services Working Group Meeting held on the 5th May 2025**
- **Bendering Landfill Site Working Group Meeting held on the 14th April 2025**

Carried

7. Presentations

7.1 Shire of Wickepin – Membership Consideration

President Julie Russell attended the meeting to present the Shire of Wickepin's case for consideration as a new member of RoeROC. Deputy President Cr Wes Astbury and Cr Ty Miller also attended.

President Russell delivered a verbal presentation outlining the Shire of Wickepin's strategic objectives, alignment with RoeROC's regional collaboration goals, and the potential value and contributions the Shire could bring to the organisation. Her presentation also addressed the six key focus areas previously identified by RoeROC as essential to assessing prospective membership applications.

Following the presentation, RoeROC delegates engaged in a constructive discussion, posing questions and seeking further clarity on a number of matters. Representatives from the Shire of Wickepin responded to all queries, providing additional insight into the Shire's regional priorities, operational capacity, and commitment to shared outcomes.

The Committee acknowledged and appreciated the professionalism of the presentation and the willingness of the Shire of Wickepin to actively engage in the regional collaborative process.

8. Status Reports

8.1 RoeROC Status Report

The report is provided at item 14 of this document.

8.2 RoeROC Executive Officer Key Performance Indicators Status Report

A copy of the Executive Officer KPI Status Report is provided at item 15 of this document.

Noted

9. Matters for Information / Update – Bendering Landfill Site & RoeHealth

9.1. Bendering Waste Site

Bendering Landfill Compliance Audit Report June 2025 is included at **Attachment 9.1.**

9.2. Public Health Plans

At the request of Brendon Gerrard, the CEOs have been asked to discuss the review of the Public Health Plans.

In 2021, the Roe Health Shires, including Lake Grace, engaged a consultant to develop Public Health Plans, which are now published on each Shire's website. These plans are scheduled for review in 2026, with updated data expected to be informed by the 2026 Census.

It is noted that the timing of Strategic Community Plan reviews across the Shires does not currently align with the Public Health Plan review cycle, creating challenges within the Integrated Planning framework.

CEOs have agreed to revisit this matter in 2026, acknowledging current priorities, workloads, and the need to await updated Census data and public health regulations.

9.3. Bendinger Landfill Site Working Group

The Working Group met on the 14th April 2025, and a copy of the minutes from the meeting are attached to this agenda. Below are some of the matters addressed;

- Bendering Landfill Management Plan (Talis) 2025
The Bendering Landfill Site Working Group requested a workshop with Talis to discuss the practical implementation of the adopted Management Plan, including site works and cell management. RoeROC CEOs have accepted a quote from Talis to conduct a workshop in June 2025 at the Shire of Kondinin, including an on-site session with the Working Group, Avon Waste, and the Roe EHO. The RoeROC Executive Officer will coordinate arrangements and invite relevant parties.
- Bendering Landfill Disposal Charges
The complexity of charging for waste disposal—particularly for mixed loads—was discussed, highlighting the need for a clearer, simplified approach to setting fees based on material type and volume (tonnes vs cubic metres). RoeROC will review and establish standardised formulas and charges. The Lead CEO for Bendering Landfill will coordinate a meeting with a finance representative, RoeHealth EHO, and the Site Chairperson to develop proposed fees and charges ahead of the RoeROC Committee meeting on 5th June 2025.

The Corrigin CEO has advised that the EHO's, finance staff and Avon Waste representative reviewed the fees and charges last week. These will be circulated for review by Work Managers and CEO's for feedback.

10. Matters For Decision

10.1. Financial Report

APPLICANT	Shire of Corrigin
REPORTING OFFICER:	Natalie Manton
DATE:	30 th May 2025
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE	
ATTACHMENT NUMBER:	10.1 RoeHealth Statements Bending Waste Statements

COMMENT

Financial report for RoeHealth Scheme and Bending Waste Site is provided in Attachment 10.1.

The financials were not provided at the time of the agenda going out and will be provided as a separate email.

RECOMMENDATION

That the financial reports for the RoeHealth Scheme and Bending Waste Site prepared by the Shire of Corrigin for the period ended 31 April 2025 be received.

Recommendation and Resolution

Moved: Cr Hickey

Seconded: Cr Smoker

That the financial reports for the RoeHealth Scheme and Bending Waste Site prepared by the Shire of Corrigin for the period ended 31 April 2025 be received.

Carried

10.2. RoeROC Temporary Moveable Accommodation Policy

APPLICANT	RoeROC CEOs
REPORTING OFFICER:	Darren Mollenoyux
DATE:	26 th May 2025
DISCLOSURE OF INTEREST:	
FILE REFERENCE	
ATTACHMENT NUMBER:	10.2a – RoeROC Temporary Accommodation Policy 10.2b – RoeROC Temporary Accommodation Guidelines
CONSULTATION:	RoeROC CEOs Brendon Gerrard, Lauren Pitman, Tory Young

SUMMARY

That RoeROC endorse the Draft Temporary Moveable Accommodation Policy and Guidelines to provide a consistent management of temporary moveable accommodation within the RoeROC Shires.

BACKGROUND

At the RoeROC CEOs meeting on 5 December 2024, it was agreed that Brendon with input from Lauren and Tory, would develop a draft framework and policy for managing caravan parks and camping in the RoeROC area.

The documents need to incorporate elements such as application forms with compliance checklists, provisions for living in caravans during construction, a multi-faceted approach for various caravan types, paddock camping, standardised fees, and inspection parameters.

While the draft was originally due by 24 January 2025 for discussion at the February Executive meeting and final consideration in March, progress was delayed due to the policy's complexity and staff leave.

The documents were presented for consideration at the RoeROC Executive Meeting on the 1st May 2025, with the Executive making the following decision;

1. *That RoeROC Executive Committee request that the RoeHealth EHO, Brendon Gerrard incorporates identified changes in the RoeROC Temporary Accommodation Policy (to be provided by the Corrigin CEO), to be finalised and provided to the RoeROC Executive Officer by the 30th May 2025.*
2. *That RoeROC Executive recommend that RoeROC adopt a standardised Temporary Moveable Accommodation application fee of \$300.*
3. *That the finalised RoeROC Temporary Accommodation Policy and supporting documents be presented for approval at the RoeROC Committee Meeting on the 5th June 2025.*
4. *Individual Shires to undertake implementation for the new policy, including adoption at Council Meetings, training for staff on new processes and communication to the public.*

COMMENT

The RoeROC Executive held a special meeting on the 19th May 2025 to consider the final amendments and made the following recommendations;

1. *That the RoeROC Executive endorse the Draft RoeROC Temporary Moveable Accommodation Policy, Guidelines and Application template.*
2. *The final documents to be presented for approval at the 5th June 2025 RoeROC Committee Meeting.*
3. *Implementation - Individual Shires to undertake implementation for the new policy, including adoption at Council Meetings, training for staff on new processes and communication to the public.*

Copies of the updated Draft RoeROC Temporary Moveable Accommodation Policy and guidelines are provided as an attachment. The Draft Template will be provided to individual Councils for formatting and customisation.

These documents outline the application process, guidelines, and policy framework for managing temporary accommodation within RoeROC Shires. Key points include:

- Application requirements and compliance checklists
- Detailed guidelines for temporary accommodation, including kitchen, toilet, shower, and laundry facilities
- Waste and wastewater management
- Emergency management and safety requirements
- Permit duration and conditions

STATUTORY ENVIRONMENT

- *Local Government Act 1995*
- *Caravan and Camping Ground Act 1995*
- *Caravan and Camping Ground Regulations 1997 (as amended 1 September 2024)*
- *Health (Miscellaneous Provisions) Act 1911*
- *Building Code of Australia / National Construction Code*
- *Shire of (each Shire) Local Planning Scheme*

POLICY IMPLICATIONS

The recommended policy and guidelines are to be set as individual Council policies

CONSULTATION

RoeROC Executive Meeting held on 11th February 2025

RoeROC Executive Meeting held on 1st May 2025

RoeROC Executive Special Meeting held on 19th May 2025

Brendon Gerrard, Lauren Pitman, Tory Young

FINANCIAL IMPLICATIONS

No financial implications at a RoeROC level, however RoeROC Executive recommend that RoeROC adopt a standardised Temporary Moveable Accommodation application fee of \$300.

COMMUNITY AND STRATEGIC OBJECTIVES

ROEROC Strategic Objectives 2024-2026

VOTING REQUIREMENT

Simple Majority

Recommendation and Resolution

Moved: Cr Smoker

Seconded: Cr Green

1. That RoeROC endorses the proposed RoeROC Temporary Moveable Accommodation Policy and Guidelines to set a standardised approach across member Councils.
2. Implementation - Individual Shires to undertake implementation for the new policy, including adoption at Council Meetings, customisation of template application form, training for staff on new processes and communication to the public.

Carried

10.3. Key Workforce Housing Project – Appointment of Consultant / Appointment of Lobby Group Members

FILE REFERENCE:**REPORTING OFFICER:**

Darren Mollenoyux / Rebecca McCall

DISCLOSURE OF INTEREST:

Nil

DATE:26th May 2025**ATTACHMENT NUMBER:**

10.3a – Quotes for Grant Consultant

10.3b – RFQ Document

10.3c – Key Worker Accommodation Project Action Plan

10.3d – Nominations for Key Worker Accom. Lobby Group

CONSULTATION:

Rebecca McCall – Housing Project Lead

RoeROC CEOs

SUMMARY

CEO's to consider the quotes received for the development of funding submissions and providing guidance for the RoeROC Key Worker Housing Project and to formalize a RoeROC Lobby Group for this project.

BACKGROUND

The RFQ for development of funding submissions and providing guidance to ensure all components of the business case are comprehensively addressed have been sought with the closing date on the 15th May 2025. RFQ had been sought from;

- Whitney Consulting (Tara Whitney)
- BlueSalt Consulting (Anna Dixon)
- Grants Empire (Tammy King)
- Rural and Regional Economic Solutions (Juliet Grist)

Overview of the quotes received listed below:

Business	RFQ Received	COMPONENT								
		A	B	C	D					
		Cost ex GST	Cost ex GST	Cost ex GST	Hourly Rate for Work - Cost ex GST	Grant Content Development	Comprehensive CBA	Rapid CBA	Project Plan Documenting	Business Case
Whitney Consulting (Tara Whitney)	Yes	Included in the Funding Strategy development cost at item c	\$ 2,500	\$ 3,980	\$200	\$4,980 to \$7,980			\$3,980	\$19,999
BlueSalt Consulting (Anna Dixon)	Yes	\$ 3,460	\$ 4,060	1 x Grant Advisory Report/ local government client annual – no charge	Director & Project Oversight \$280, Project Lead \$260, Consultant \$200	\$6,000 to \$15,000	\$10,000 to \$18,000	\$6,000 to \$8,000	\$2,500 to \$4,500	\$15,000 to \$25,000
Grants Empire (Tammy King)	Did not receive									
RRES (Juliet Grist)	Declined to busy									

The Weighted Price method will be used to evaluate quotes as follows:

Criteria	Weighting
Price	40%
Relevant skills and experience in previous similar work <ul style="list-style-type: none"> a) Provide details of similar work undertaken. b) Provide scope of the Contractor's involvement including details of outcomes. c) Provide details of issues that arose during the project and how these were managed. d) Demonstrate competency and proven track record of achieving outcomes. 	35%
Company resources and availability <ul style="list-style-type: none"> a) Provide details of all project team members and their role in the project (and subcontractors, if applicable) inclusive of any relevant qualifications, registrations currently held. b) Any contingency measures or backup of resources including personnel (where applicable). c) Other current commitments. 	25%

The CEOs assessed the quotes received at a Special RoeROC Executive Meeting on the 19th May 2025 and made the following resolution;

That the RoeROC Executive:

1. *Determined Whitney Consulting as the preferred consultant based on the evaluation of price, relevant experience, and resource availability, as the successful quotation for the development of funding submissions and guidance on the RoeROC Key Worker Housing Project.*
2. *Recommend Whitney Consulting as the preferred consultant for endorsement at the RoeROC Committee on the 5th June 2025, subject to each member Council making the necessary budget allocation in the 2025/2026 financial year for the project.*

With the additional discussion points made;

- *That member Council's make budget provision of \$9,000 in their budgets for consultancy fees for the RoeROC Key Worker Housing Project.*
- *Rebecca McCall, as the lead Shire to issue purchase order to Whitney Consulting for the consultancy work for Key Worker Housing Project.*
- *That the RoeROC Executive Officer and Lead CEO (Narembreen to be primary liaison with Whitney Consulting).*

In addition to the consultancy work, the Lead Shire CEO, Rebecca McCall has prepared a Draft Action Plan for Progressing Key Worker Housing Proposal, which was reviewed by CEOs. This included the advocacy and lobbying component of the project and creation of a specific Lobby Group.

The following resolution was made at the RoeROC Executive Meeting on the 1st May 2025.

The CEOs recommend the RoeROC Key Worker Housing Project Lobby Group comprise:

- *1 x CEO Representative – Alan Leeson*
- *2 x Council Representatives – nominations to be made and provided to the RoeROC Executive Officer by the 25th May 2025.*
- *RoeROC EO Darren Mollenoyux (with support from Caroline Robinson)*

COMMENT

1. RoeROC delegates are to consider the recommendation to award the quote for consultancy services to Whitney Consulting, as outlined in the attached.
2. The updated version of the RoeROC Key Worker Accommodation Action Plan is attached and for consideration by RoeROC Committee.
3. Nomination forms were distributed to RoeROC member Councils seeking nominations for Councillor representatives for the RoeROC Key Worker Accommodation Lobby Group. The following nominations have been received and are attached for consideration;
 - Cr Scott Stirrat, President Shire of Narembreen
 - Cr Sharon Jacobs, Deputy Shire President Shire of Corrigin

STATUTORY ENVIRONMENT

Local Government Act 1995

State Records Act 2000

Local Government (Functions and General) Regulations 1996

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Shire of Narembreen Purchasing Policy

CONSULTATION

RoeROC Lead CEO, Rebecca McCall

RoeROC Executive Meetings on the 1st and 19th May 2025

FINANCIAL IMPLICATIONS

RoeROC Member Councils will need to make budget provision of \$9,000 in the 2025/2026 financial year for the engagement of a consultant to assist with the grant development and application for key workforce accommodation.

COMMUNITY AND STRATEGIC OBJECTIVES

ROEROC Strategic Objectives 2024-2026

RoeROC MOU

2.d To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the RoeROC:

1. Accept Whitney Consulting as the preferred consultant based on the evaluation of price, relevant experience, and resource availability, as the successful quotation for the development of funding submissions and guidance on the RoeROC Key Worker Housing Project.
2. That each RoeROC member Council make budget provision of \$9,000 in their 2025/2026 budget for grant consultancy for the Key Worker Accommodation project.
3. That RoeROC endorse the RoeROC Key Worker Accommodation Project Action Plan, as presented.
4. That each RoeROC endorse the following representatives to the RoeROC Key Worker Accommodation Lobby Group;
 - CEO Representative – Alan Leeson
 - RoeROC Executive Officer – Darren Mollenoyux
 - Councillor Delegate –
 - Councillor Delegate –

Recommendation changed to include appointment of Councillor delegates and inclusion of a Proxy from Shire of Kondinin to the lobby group.

Resolution

Moved: Cr Smoker

Seconded: Cr Hickey

That the RoeROC:

1. **Accept Whitney Consulting as the preferred consultant based on the evaluation of price, relevant experience, and resource availability, as the successful quotation for the development of funding submissions and guidance on the RoeROC Key Worker Housing Project.**
2. **That each RoeROC member Council make budget provision of \$9,000 in their 2025/2026 budget for grant consultancy for the Key Worker Accommodation project.**
3. **That RoeROC endorse the RoeROC Key Worker Accommodation Project Action Plan, as presented.**
4. **That each RoeROC endorse the following representatives to the RoeROC Key Worker Accommodation Lobby Group;**
 - CEO Representative – Alan Leeson**
 - RoeROC Executive Officer – Darren Mollenoyux**
 - Councillor Delegate – Cr Stirrat**
 - Councillor Delegate –Cr Jacobs**
5. **That RoeROC endorses a proxy delegate from the Shire of Kondinin and that they inform the RoeROC Executive officer following their June 2025 Council meeting.**

Carried

10.4. RoeROC Shared Services and Collaboration Plan

FILE REFERENCE:

REPORTING OFFICER:

Darren Mollenoyux

DISCLOSURE OF INTEREST:

Nil

DATE:

27th May 2025

ATTACHMENT NUMBER:

10.4 – Draft RoeROC Shared Services & Collaboration Plan

CONSULTATION:

RoeROC SSWG

RoeROC CEOs

SUMMARY

RoeROC delegates are asked to endorse the proposed RoeROC Shared Services and Collaboration Plan.

BACKGROUND

With the engagement of an Executive Officer for RoeROC the following Action was included as a key performance area.

KPI #5c - Develop a shared services plan outlining key areas for collaboration, resource sharing, and efficiency improvements.

The following information and attached Draft RoeROC Shared Services and Collaboration Plan has been developed by the Executive Officer in consultation with the RoeROC SSWG and CEOs.

The document has been renamed to the Shared Services and Collaboration Plan, as the plan does not exclusively include shared services and there are many areas of collaboration that have been captured.

The Shared Services and Collaboration Plan covers;

- Introduction
- Objectives
- Key Areas of Shared Services and Collaboration
- Implementation and Framework
- Key Benefits
- Challenges and Mitigation

COMMENT

The Shared Services and Collaboration Plan aims to enhance regional collaboration, resource sharing, and operational efficiencies. RoeROC's strategic alliance focuses on retaining infrastructure, community services, and population, securing funding for local road network development, promoting economic initiatives, and maintaining health services.

The plan outlines objectives such as fostering regional leadership, improving service delivery through shared resources, and supporting sustainable development. Key areas of collaboration include waste management, health, building and planning services, and regional housing, with initiatives to streamline processes, reduce duplication, and secure external funding for regional projects.

The document outlines current and pending projects and collaborations, with additional sections for future input, and is intended as a live document to be updated as needs evolve.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

This plan will assist in guiding future projects and policies that assist in implemented identified actions.

CONSULTATION

The RoeROC Shared Services Working Group have reviewed and provided input into the plan at the previous two meetings.

RoeROC Executive reviewed and provided further input into the draft RoeROC Shared Services and Collaboration Plan at the Executive Meeting on the 1st May 2025.

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

KPI #5c - Develop a shared services plan outlining key areas for collaboration, resource sharing, and efficiency improvements.

RoeROC MOU – Objectives

d) - To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources

e) - Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That RoeROC endorse the Draft Shared Services and Collaboration Plan - May 2025, as presented.

Recommendation and Resolution

Moved: Cr Hickey

Seconded: Cr Smoker

That RoeROC endorse the Draft Shared Services and Collaboration Plan - May 2025, as presented.

Carried

10.5. RoeROC Priority Actions 2025 - 2027

FILE REFERENCE:

REPORTING OFFICER:

Darren Mollenoyux, RoeROC Executive Officer

DISCLOSURE OF INTEREST:

Nil

DATE:

27th May 2025

ATTACHMENT NUMBER:

10.5 – RoeROC Strategic Priorities 2025 - 2027

CONSULTATION:

Rebecca McCall – RoeROC Lead CEO
RoeROC CEOs

SUMMARY

RoeROC delegates are to consider the proposed RoeROC Strategic Priorities for 2025 – 2027.

BACKGROUND

The following strategic actions were set for 2024 – 2026 to coordinate member Shires' resources, time, and energy to progress towards achieving the statement of strategic outcomes:

TYPE OF ACTIVITY	ACTION	TIMEFRAME
Advocate	Advocate for improvement in health, education and social service delivery.	Ongoing
Advocate	Advocate for the infrastructure required to attract and retain business and projects in the region.	Ongoing
Advocate	Advocate for the development of a shared policy framework for renewable energy and carbon offsets among Shires for the betterment of the region.	2025/26
Advocate, Facilitate and Partner	Research the requirements for workforce housing and develop an investment plan encompassing - identification of key housing priorities, estimation of housing delivery costs, formulation of funding and advocacy strategies.	2024/25
Deliver	Deliver a viable Bendering regional waste site, RoeHealth service and value-added waste initiatives to all member Shires.	Ongoing
Deliver	Develop an external funding proposal aimed at enhancing member Shire facilities to align with local emergency management arrangements and evacuation centre requirements.	2024/25
Facilitate	Establish a shared services working group.	2024/25
Facilitate	Facilitate the sharing of knowledge and understanding between Shires for regional benefit.	Ongoing
Facilitate and Partner	Develop 2-3 discussion papers/project scopes on strategic priorities for collaborative future funding opportunities and partnerships with State and Federal Government.	2024
Resource	Employ an executive officer to administer the organisation, develop and implement strategic projects as well as governing frameworks.	2024

The RoeROC CEOs reviewed these actions at the Executive Meeting on the 1st May 2025 and updated strategic actions to align with progress made and current projects.

COMMENT

Below are the proposed amended priorities, with a full version of the updated RoeROC Strategic Priorities 2025 – 2027 provided as an attachment to this report.

ACTIVITY	ACTION	TIMEFRAME
Advocate	Advocate for improvement in health, education and social service delivery.	Ongoing
Advocate	Advocate for the infrastructure required to attract and retain business and projects in the region.	Ongoing

Advocate	Advocate for the development of a shared policy framework for renewable energy and carbon offsets among Shires for the betterment of the region.	2025/26
Advocate, Facilitate and Partner	Progress the RoeROC Key Worker Housing Project through the engagement of a consultant to finalise the business case and identify and pursue appropriate grant funding opportunities. In collaboration with the RoeROC Key Worker Housing Lobby Group, implement targeted advocacy and lobbying activities aligned with the approved Action Plan.	2025/26 – 2026/27
Deliver	Maintain a viable and functional Bending regional waste site, RoeHealth service and value-added waste initiatives to all member Shires.	Ongoing
Deliver	Support the implementation of the Eastern Wheatbelt Power Resilience Project by progressing initiatives to enhance evacuation centre infrastructure across RoeROC Shires. Pending funding outcomes, coordinate the delivery of the project at identified RoeROC evacuation centres. Continue to identify funding opportunities for additional projects that align with local emergency arrangements and community resilience objectives.	2025/26 – 2026/27
Facilitate	Maintain functioning shared services working groups.	Ongoing
Facilitate	Continue to facilitate the sharing of knowledge and understanding between Shires for regional benefit.	Ongoing
Facilitate and Partner	Identify and develop strategic projects for collaborative future funding opportunities and partnerships with State and Federal Government, or other key stakeholders.	Ongoing
Resource	Retain a RoeROC Executive Officer to administer the organisation, develop and implement strategic projects as well as governing frameworks.	Ongoing

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

CONSULTATION

RoeROC Executive Meeting held on 1st May 2025

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

ROEROC Strategic Objectives 2025 – 2027 will guide RoeROC's priority actions over the next two years, with an annual review to be undertaken in May 2026.

The Strategic Priorities 2025 – 2027 will also assist in guiding the RoeROC Executive Officer KPIs.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That RoeROC delegates consider and endorse the proposed RoeROC Strategic Priorities for 2025 – 2027, as presented.

Resolution

Moved: Cr Hickey

Seconded: Cr Green

That RoeROC delegates endorse the RoeROC Strategic Priorities for 2025 – 2027, as presented.

Carried

10.6. RoeROC Executive Officer KPIs 2025/2026

REPORTING OFFICER: Rebecca McCall, RoeROC Lead CEO
DISCLOSURE OF INTEREST: RoeROC Executive Officer, Darren Mollenoyux
DATE: 27th May 2025
ATTACHMENT NUMBER: 10.6 – RoeROC Executive Officer KPIs 2025/2026
CONSULTATION: Rebecca McCall – RoeROC Lead CEO
 RoeROC CEOs

Darren Mollenoyux left at 2.34pm

SUMMARY

This item presents the setting of the RoeROC Executive Officer's Key Performance Indicators (KPIs) and seeks RoeROC Committee endorsement of the proposed 2025/2026 KPIs.

BACKGROUND

The KPIs for the Executive Officer are reviewed annually by the RoeROC Executive, with final endorsement by the RoeROC Committee. The 2024/2025 KPIs were endorsed in June 2024 and are now due for review. The draft 2025/2026 KPIs have been updated to reflect progress made over the past year and to incorporate new RoeROC Strategic Priorities, including:

- Governance reforms and inclusion of the new membership requests
- Advancement of the RoeROC Key Worker Housing Project
- Continued support for the Eastern Wheatbelt Power Resilience Project
- Finalisation and implementation of the Shared Services and Collaboration Plan

COMMENT

The RoeROC CEOs revised the RoeROC Executive Officer's KPIs to retain alignment with RoeROC's updated strategic objectives and provide a clear framework for tracking the Executive Officer's performance over the 2025/2026 financial year. Key updates include refined timelines, clear accountability measures, and new deliverables reflective of ongoing and emerging projects.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

RoeROC MOU, Terms of Reference, Executive Officer Agreement

CONSULTATION

RoeROC Executive Special Meeting held on 19th May 2025

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

The Strategic Priorities 2025 – 2027 were referenced in developing the new RoeROC Executive Officer KPIs.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That RoeROC delegates consider and endorse the RoeROC Executive Officer Key Performance Indicators 2025/26, as presented.

Resolution

Moved: Cr Smoker

Seconded: Cr Green

That RoeROC delegates adopt the RoeROC Executive Officer Key Performance Indicators 2025/26, as presented.

Carried

Darren Mollenoyux returned at 2.36pm

10.7. Consideration of Membership Request – Shire of Wickepin

FILE REFERENCE:

REPORTING OFFICER:

Darren Mollenoyux

DISCLOSURE OF INTEREST:

David Burton – Future CEO at Shire of Wickepin

DATE:

27th May 2025

ATTACHMENT NUMBER:

CONSULTATION:

Peter Clarke, Acting CEO, Shire of Wickepin
RoeROC CEO's

SUMMARY

To consider the formal request from the Shire of Wickepin to become a member of the Roe Regional Organisation of Councils (RoeROC) and determine the next steps.

BACKGROUND

The Shire of Wickepin has written to RoeROC seeking consideration to becoming a new member. The letter states;

“Council for some time has been aware of the benefits that membership of a Regional Organisation of Councils can bring to its operations and more particularly, joining like-minded local governments to achieve greater cooperation and the ability to source funding for significant projects.

As you would be aware, the Shire of Wickepin is not a member of a ROC and would very much like to join an existing ROC if it is possible. Council has identified RoeROC as potentially one of those ROCs. With RoeROC's membership currently sitting at four (4) LGs, Council considered that the potential to join RoeROC may be more amenable to the existing members, rather than the 4WDL ROC which already has six (6) existing member LGs.

Council is pursuing its membership request now to allow RoeROC adequate time to consider Wickepin's proposal before the 2025/2026 financial year. Should RoeROC's decision be in the affirmative, it would also allow Council to provide in its 2025/2026 budget necessary joining and annual membership fees.

The Shire President, Cr Julie Russell, would be more than happy to address personally, the Shire of Wickepin's request at a future RoeROC meeting if it is so wished.

Should you require any further information to support the above request, please do not hesitate in contacting me and I thank RoeROC in advance for giving due consideration to this matter.”

This request was received prior to the RoeROC Executive Meeting on 1st May 2025, where initial discussion took place as to addressing the request.

Clause 9 of the RoeROC Memorandum of Understanding 2024–2029, the admission of new members is permissible where:

- *A prospective new member submits a project plan responding to the guidelines in section 6.3 (Project Plan requirements),*
- *And contributes an agreed entry sum and annual financial contribution.*

The directions under the MOU are not clear about considering a new member and the requirement for the requesting member to submit a project does not align with the process. It is recommended that this be reviewed as part of the MOU and ToR review.

The RoeROC CEOs set the following considerations to be addressed by the Shire of Wickepin and agreed for the Shire President from Wickepin to attend the RoeROC Committee meeting on the 5th June 2025.

1. Strategic Alignment:

How do Wickepin's goals and priorities align with RoeROC's member Councils and regional vision?

2. Community and Regional Fit:

What are the key characteristics of the Wickepin community, and how would RoeROC membership benefit both Wickepin and existing members?

3. Value and Contribution:

What value does Wickepin believe it can bring to RoeROC, and what specific skills, resources, or opportunities can it contribute?

4. Project Participation:

Which existing or proposed RoeROC projects or services is Wickepin interested in joining or supporting?

5. Financial and Governance Commitment:

Is the Shire willing and able to meet the financial contributions and governance responsibilities outlined in the RoeROC MOU?

6. Long-Term Engagement:

How does the Shire plan to support ongoing participation in RoeROC, including contributing to shared leadership, collaboration, and regional advocacy over the long term?

COMMENT

Following the presentation from the Shire of Wickepin, RoeROC Delegates need to consider the presentation made by the Wickepin Shire President and how it has addressed the points requested by RoeROC.

In assessing the request, consideration should also be given to:

- The alignment of Wickepin's community and regional priorities with RoeROC's strategic outcomes and regional objectives as outlined in the RoeROC Strategic Priorities 2025–2027.
- The potential benefits of additional collaboration and economies of scale.
- Governance implications, including representation, voting arrangements, and potential adjustments to financial contributions.

To improve clarification on admitting new members to RoeROC, CEOs agreed "That the New Membership clause in the RoeROC MOU be reworded to better align with member requests and how they are considered."

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 3.65 (as it relates to the amendment of a regional establishment agreement)

POLICY IMPLICATIONS

RoeROC MOU 2024–2029, Section 9 – Admitting New Members

CONSULTATION

Peter Clarke, Acting CEO Shire of Wickepin
RoeROC Executive Meeting on the 1st and 19th May 2025

FINANCIAL IMPLICATIONS

If membership is approved, the Shire of Wickepin would be required to:

- Contribute an agreed entry sum;
- Provide an annual contribution equal to existing member contributions, unless otherwise determined by RoeROC;
- Participate in future shared projects and services on a cost-share basis as outlined in project plans.

COMMUNITY AND STRATEGIC OBJECTIVES

The addition of a new member may enhance RoeROC's regional influence and capability in delivering on shared priorities such as infrastructure, service delivery, and advocacy.

RoeROC MOU

2.d To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources

RoeROC Terms of Reference

- To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues

ROEROC Strategic Objectives 2024-2026

- Facilitate the sharing of knowledge and understanding between Shires for regional benefit.

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION

That RoeROC:

1. Notes the request from the Shire of Wickepin to join RoeROC as a member.
2. Considers the new membership request presentation from the President of Shire of Wickepin and determines the next steps and response to the Shire of Wickepin.

David Burton left the meeting at 1.25pm

Recommendation changed to clarify approach, next steps and to allow further research into financial commitment, MOU and operational impacts.

Resolution

Moved: Cr Smoker

Seconded: Cr Jacobs

That RoeROC

1. **Notes the request from the Shire of Wickepin to join RoeROC as a member.**
2. **That further research be undertaken by the RoeROC Executive Officer and CEOs to determine options and next steps regarding the Wickepin's proposal, with further consideration at the 4 September 2025 RoeROC Committee Meeting.**
3. **The Executive Officer write to the Shire of Wickepin to thank for presentation and inform that RoeROC will consider their request.**

3/1

David Burton returned at 1.45pm

10.8. RoeROC Governance Structure - MOU

APPLICANT	RoeROC CEOs
REPORTING OFFICER:	Darren Mollenoyux
DATE:	28 th May 2025
DISCLOSURE OF INTEREST:	
ATTACHMENT NUMBER:	10.8a – Draft RoeROC MOU
CONSULTATION	RoeROC CEOs RoeROC Committee

SUMMARY

The Draft amended RoeROC Memorandum of Understanding (2024–2029) has been prepared for Committee consideration, in line with previous resolutions to consolidate the existing MOU and Terms of Reference into a single governance document with a supporting operational appendix.

BACKGROUND

Following resolutions from the RoeROC Committee and Executive meetings in December 2024 and February, May 2025, the Executive Officer was tasked with preparing a revised governance framework to clarify structure, roles, and reporting responsibilities. Key decisions included:

- Merging the MOU and Terms of Reference into a single document.
- Clarifying the Executive Officer’s role and reporting lines.
- Standardising governance terminology (RoeROC Committee, Executive, and Working Groups).
- Incorporating operational procedures in an appendix to allow flexibility.

The draft MOU presented reflects these objectives and incorporates feedback from prior meetings and regional VROC governance practices.

COMMENT

The development of the Draft RoeROC Memorandum of Understanding (MOU) is the result of a detailed governance review undertaken throughout late 2024 and early 2025, following direction from the RoeROC CEOs. The review identified inconsistencies, duplication, and areas of clarity between the current RoeROC MOU (2024–2029) and the Terms of Reference (2022), particularly regarding the roles and responsibilities of the Executive Officer, the reporting structure, and general operational procedures.

The draft MOU presented to the Committee consolidates both documents into a single, streamlined agreement, improving alignment, clarity, and ease of administration. The proposed structure adopts common practices observed in other regional organisations (VROCs) by embedding key governance elements within the MOU and using an operational appendix to house more flexible or procedural content (such as meeting protocols, working group alignment, and host Shire rotation).

Key changes and inclusions in the draft MOU include:

- A defined governance structure, clearly outlining the roles of the RoeROC Committee (delegate-level), RoeROC Executive (CEO-level), and associated working groups.
- Inclusion of the Executive Officer position within the organisational structure, with clear reporting lines and responsibilities.
- Updates to governance terminology to ensure consistency and avoid ambiguity (e.g., removing references to non-existent clauses).
- A new operational appendix that allows for the inclusion of evolving or routine procedures without requiring full re-execution of the MOU.
- Clarification of membership expectations, voting entitlements, and tenure of Chair and Deputy Chair positions.

The draft MOU has been developed with input from RoeROC CEOs and consideration against similar regional collaborative models. The intent is to present a modern, functional, and flexible

governance framework that supports effective collaboration between member Councils into the future.

STATUTORY ENVIRONMENT

Local Government Act 1995, Volunteer Regional Councils

POLICY IMPLICATIONS

Nil

CONSULTATION

RoeROC Committee Meeting March 2025

CEOs meetings on the 5th December 2024, 11th February and 1st May 2025

Caroline Robinson, Director 150Square

Other VROC EOs

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

RoeROC MOU

- 2.d To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources

RoeROC Terms of Reference

- To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION

That the RoeROC Committee:

1. Consider the Draft RoeROC Memorandum of Understanding (2024–2029), as presented.
2. Provide any final feedback or amendments to be incorporated prior to formal adoption.
3. Note that the final version will be circulated for execution by member Councils following endorsement.

The recommendation was varied to enable further discussion by the CEOs and finalise MOU variations and operational guidelines.

Resolution

Moved: Cr Hickey

Seconded: Cr Smoker

1. That RoeROC Committee provided feedback on the reviewed RoeROC Memorandum of Understanding (2024–2029).
2. That the recommended changes will be assessed for variation at the RoeROC Executive Meeting on July 3, 2025, where the finalised MOU and Operational Guidelines will be completed. Both documents to be presented for endorsement at the RoeROC Committee Meeting on the 4th September 2025.

Carried

10.9. Evacuation Centre Enhancement Project

APPLICANT

REPORTING OFFICER:

Darren Mollenoyux

DATE:

29th May 2025

DISCLOSURE OF INTEREST:

ATTACHMENT NUMBER:

CONSULTATION

RoeROC CEOs

NEWROC Executive Officer

NEWROC CEOs

SUMMARY

To receive an update on the Evacuation Centre Enhancement Project and subsequent grant application under the Federal Government Disaster Resilience Fund.

BACKGROUND

KPI 4 for the RoeROC Executive Officer requires;

KPI #4a

Conduct a needs assessment to identify facility enhancements required for emergency management and evacuation centres.

The following resolution was made at the RoeROC Meeting on the 7th March 2025;

That RoeROC strongly support the development of a business case and submit a joint grant application for the installation of generators and power connection requirements at each of the 5 primary evacuation centres within RoeROC Shires, in line with Disaster Resilience Fund Category 7 projects.

On the 25th March the RoeROC Executive Officer sent the following email to CEOs' for consideration.

Good morning CEOs,

Following discussions with Caroline, she advised that NEWROC are also applying for funding for generators and power switchover set up at each of their evacuation centres. I spoke with Rebecca McCall and it is proposed that we make a joint application with NEWROC which will create a stronger group and project showing collaboration, it also removes us from competing against each other for the same funding (considering the limited number of projects that will be approved for WA. Can you please advise me by the close of business today if you object to this proposal for a joint application.

To assist in the preparation of the grant I need the following from each Shire by Tuesday 25th March 2025 (sooner if possible, even if you send through what you have prepared as you go);

- a) Quote for purchase and installation of generator for your evacuation centre site*
- b) Quote for installation of power switch or other electrical requirements for connection and switching on in an emergency*
- c) Letter of support from each Local Government confirming joint approach and financial commitment (including \$ amount) both monetary and any in kind, (Note required to contribute minimum of 10%) Approval of Delivery partner - TEMPLATE ATTACHED*
- d) An outline of the relevant experience and/or expertise of your key staff member - - INCLUDED IN ATTACHED LETTER TEMPLATE*
- e) Letters of support from key groups that would benefit from the project*
- f) Evidence that the Applicant either owns the land/infrastructure being built/upgraded upon or has the landowner's permission to use the land/infrastructure*
- g) I have the assessments from Department of Communities so I will add them.*

COMMENT

All four RoeROC CEO's confirmed by email that they agreed to make a joint RoeROC/NEWROC application to the Federal Government Disaster Resilience Fund.

The grant application was submitted prior to the close of the extended deadline of 16th April 2025.

Brief snapshot of application

Project Title

Eastern Wheatbelt Power Resilience Project

Short Project Description

The Eastern Wheatbelt Power Resilience Project will enhance resilience and preparedness of 8 rural local governments during bushfires, cyclones and thunderstorms by installing self-sustaining power infrastructure at 8 Evacuation Centres and 1 Medical Centre. It will deliver reliable power (and telecommunications) for emergency services, volunteers, governments, community groups, residents, and businesses when mains power is out as a result of a natural disaster or when an emergency evacuation is required.

Lead Council

Shire of Narembeen

The total project financial component is as follows;

Total Commonwealth funding sought
\$744,180.00

Total Co-contribution being offered
\$124,980.00

Total project value
\$869,160.00

ACTION

No further actions until the announcement of successful projects.

10.10. Proposal to Host a Major Eastern Wheatbelt Projects Update Event

REPORTING OFFICER:	Darren Mollenoyux
DATE:	29 th May 2025
DISCLOSURE OF INTEREST:	
ATTACHMENT NUMBER:	
CONSULTATION	RoeROC CEOs NEWROC and WEROC Executive Wheatbelt Development Commission

BACKGROUND

The Wheatbelt Development Commission recently presented at the Great Eastern Country Zone Conference. Key takeaways from the presentation were that economic development projects and priorities in the region should align with the Federal Government's Future Made in Australia Policy, and the State Government's policies; Diversify WA and Made in WA. There was also a keen focus on the Avon Arc.

The Wheatbelt Futures Forum, is focused on bringing Wheatbelt businesses, local government, and government representatives together to focus on business opportunities in the coming year and beyond. The event is industry focused, with brief presentations from delegates representing a range of Wheatbelt industries. The Forum is aimed at attendees walking away with an informed plan on how they can operate their business in the current economic climate and take advantage of the opportunities that may present themselves in the future.

The Dowerin Down Town event held in July each year focuses on promoting agriculture to government, private and community stakeholders as well as promoting the Dowerin Machinery Field Days.

What is missing from these events is an opportunity for the RoeROC local governments and our key partners to promote the opportunities (aligned to the economic profile) and pitch projects and investment projects to government and gain interest from the private sector that have a major interest in our communities.

COMMENT

The [Midwest & Gascoyne Major Projects Update](#) event, held on April 8-9, 2025, at Novotel Perth Langley, focused on investment, project development, and collaboration across the region. Key topics included economic growth, diversification, renewable energy, and infrastructure development. The attendees of the event are predominantly Federal and State Government representatives, members of Parliament and major industry.

Following initial discussions with the two Executive Officers of the NEWROC and WEROC, we would like to propose that all three ROCs consider collaborating and organising a similar event to:

1. **Showcase Regional Projects:** Highlight ongoing and upcoming projects within the Eastern Wheatbelt (across all three ROCs and a pipeline of projects that the WDC has)
2. **Attract Investment:** Provide a platform for attracting investment and partnership opportunities. For example RoeROC this could encompass the housing study outcomes and business cases etc (which NEWROC and WEROC are currently undertaking).
3. **Promote Collaboration:** Foster collaboration between local government, industry, and community stakeholders through networking time.
4. **Discuss Key Topics:** Address critical issues such as renewable energy, infrastructure development, economic diversification, waste management, provision of health and attracting skilled workers in areas of need.

Key Benefits:

- **Networking Opportunities:** Facilitate connections between regional leaders of the ROCs, investors, and industry experts.
- **Economic Growth:** Stimulate economic growth by promoting what we have, and not what we don't have.
- **Knowledge Sharing:** Share insights and best practices on regional development and evidence of our collaboration already.

The costs of the event would be jointly shared by the three ROCs.

NEWROC and WEROC have discussed and supported the concept.

At the RoeROC Executive Meeting on the 1st May 2025, the following resolution was made and recommended to RoeROC Committee.

That the RoeROC;

- 1. Agree to investigate the feasibility of hosting a major projects update event and approaching the Wheatbelt Development Commission and RDA Wheatbelt for support.*
- 2. Identify a theme for the event.*
- 3. Identify potential dates, venues, and key stakeholders for the second half of 2025, potentially tied in prior to or following another conference.*
- 4. The NEWROC EO, ROEROC EO and WEROC EO to develop a detailed proposal and budget for the event.*

Further discussions have been held over the past month between the three ROC Executive Officers with the following proposed;

- That attendees would generally consist of member Council Presidents and CEOs, with option for additional ROC delegate.
- Potentially using WALGA facilities or similar venue to keep costs down
- Approaching the Minister for the Wheatbelt to 'host' the event
- Including time together to discuss how the three ROCs can collaborate (before or after official proceedings of the day)
- Topics put forward by EO's of WEROC, ROEROC and NEWROC for potential inclusion:
 - Housing Strategy (individually and across all three ROCs) and headworks funding
 - Tourism - NEWTRAVEL, RoeTourism and WEROC
 - Renewable energy, land use and community benefits
 - Local Government sustainability (linked to a WALGA advocacy piece)
 - Freight task
 - NEWROC Brand and NEWROC Economic Development Strategy

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

CONSULTATION

RoeROC Executive Meeting 1st May 2025

Several discussion sessions with WEROC and NEWROC Executive Officer, these two ROCs have agreed to the proposal

FINANCIAL IMPLICATIONS

The aim would be to keep costs to a minimum and share the expenses between the three ROCs, including venue hire. NEWROC has committed to \$2,000 towards the proposal.

Member Councils would also need to consider any travel and accommodation costs for attendees.

STRATEGIC OBJECTIVES

ROEROC Strategic Objectives 2025-2027

- Advocate for improvement in health, education and social service delivery.
- Advocate for the infrastructure required to attract and retain business and projects in the region.
- Advocate for the development of a shared policy framework for renewable energy and carbon offsets among Shires for the betterment of the region.
- Progress the RoeROC Key Worker Housing Project through the engagement of a consultant

to finalise the business case and identify and pursue appropriate grant funding opportunities. In collaboration with the RoeROC Key Worker Housing Lobby Group, implement targeted advocacy and lobbying activities aligned with the approved Action Plan.

- Identify and develop strategic projects for collaborative future funding opportunities and partnerships with State and Federal Government, or other key stakeholders

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the RoeROC;

1. Agree to investigate the feasibility of hosting a Joint RoeROC, NEWROC and WEROC major projects update event and approaching the Wheatbelt Development Commission and RDA Wheatbelt for support.
2. Provide any key strategic topics or key stakeholders for inclusion in the program.
3. Make preliminary provision of \$2,000 in the 2025/26 financial year towards the event.

Recommendation and Resolution

Moved: Cr Green

Seconded: Cr Smoker

That the RoeROC;

- 1. Agree to investigate the feasibility of hosting a Joint RoeROC, NEWROC and WEROC major projects update event and approaching the Wheatbelt Development Commission and RDA Wheatbelt for support.**
- 2. Provide any key strategic topics or key stakeholders for inclusion in the program.**
- 3. Make preliminary provision of \$2,000 in the 2025/26 financial year towards the event.**

Carried

11. Matters for Information / Update – General

11.1. ERP Project Update

The RoeROC Shared Services Working Group will participate in ERP system demonstrations on 5 June 2025, which will include in-person presentations and hands-on sessions.

The Executive Officer has engaged with WALGA regarding their proposed support framework for Local Governments undertaking ERP procurement. WALGA has commissioned an IT consultancy to develop key resources — Scope of Services, Assessment Tool, and Evaluation Matrix—to complement their Preferred Supplier Panel. These resources are expected to be released between late June and early July 2025.

It has been agreed that we await the WALGA resources prior to the next steps.

11.2. Renewable Energy Policy Framework and Community Benefit Funds

Research work on the RoeROC Renewable Energy Policy Framework is progressing in alignment with Executive Officer KPI #2. WALGA is currently developing a Renewable Energy Community Benefits and Engagement Guide to support Local Governments in engaging with developers and managing community benefits.

The guide, expected to be released in June 2025 and will include practical templates and strategies to assist with policy development, community consultation, and benefit negotiation.

RoeROC CEOs have agreed to defer further action on the joint policy framework until the WALGA guide and templates are available.

11.3. Audit, Risk and Improvement Committee and Independent Chair

The RoeROC CEO's have further discussed the potential for a joint Independent Chair between the four Shires and agreed that prior to progressing with a collective decision and resolved that *“RoeROC prepares an advert for Shires to advertise in July 2025 for a shared Independent Chair of the Audit, Risk and Improvement Committee, to chair individual Committees.”*

12. Next Meeting

CEO meeting Schedule 2025

Thursday 3rd July 2025 at 1.00pm

Shire of Narembreen

Thursday 6th November 2025 at 1.00pm

Shire of Narembreen

RoeROC Meeting Schedule 2025

Thursday 4th September 2025 at 1.00pm

Shire of Narembreen

Thursday 4th December 2025 at 1.00pm

Shire of Narembreen

The next RoeROC meeting will be held on the 4th September 2025 at the Shire of Narembreen, commencing at 1.00pm

13. Closure

The Chair, Cr Holly Cusack thanked delegates for their attendance and declared the meeting closed at 2.58pm.

14. STATUS REPORT

The following provides a status report as of 27th May 2025

MINUTES REFERENCE/DATE	DETAIL	RESPONSIBLE OFFICER	STATUS	ANTICIPATED COMPLETION DATE
27 March 2018	Member shires agreed to allocate \$5,000 to a reserve fund to be included in each shire's annual budget		Proceeds from Bendering Tip fees after expenses distributed to shires and can be used for reserves. Bendering Waste Site Management Plan identified a need for each shire to have a reserve of approximately \$83,000 by 2026 to cap stage 1	
15 June 2023	Roe EHO to identify the highest priority tasks within each shire's Public Health Plan. This initial assessment will help establish specific areas of focus that can be addressed through collaborative efforts. Roe EHO will discuss who will form a working group that will collectively plan and execute strategies to address the identified priority tasks.	B Gerard		
5 December 2024	Key Worker Housing Project CEO's reviewed feedback at December 2024 meeting and resolved; 1. The Executive Officer and the CEO of Narembeen will compile the feedback provided by the CEO group and submit it to the Wheatbelt Development Commission by 17th December 2024. 2. The RoeROC Special Meeting scheduled for 9th December 2024 is hereby cancelled. 3. The RoeROC Executive Officer will prepare an Expression of Interest for the development of funding submissions and provide guidance to ensure all components of the business case are comprehensively addressed.	RoeROC CEOs	The RoeROC EO and Narembeen CEO compiled feedback and presented to Econosis.	March 2025
11 February 2025	1. That the final reports be presented to individual Councils for endorsement. 2. That the RoeROC CEOs endorse the Draft Request for Quotation for Consultancy Services for		Documents finalised for consideration at individual Council meetings.	

	development of funding submissions and provide guidance to ensure all components of the business case are comprehensively addressed.		Draft expression of interest document prepared and endorsed by RoeROC CEOs. Full update provided in the March 2025 Agenda.	
7 March 2025	Bendering Landfill Management Plan 2025 That RoeROC recommend to Councils that: <ol style="list-style-type: none"> 1. the Bendering Landfill Management Plan 2025, prepared by Talis Consultants, for the Roe Regional Organisation of Councils (RoeROC) be endorsed. 2. the Shire of Corrigin, as the lead agency for the Bendering Landfill Facility, obtain independent accounting advice and interpretation of accounting standards to support the disclosure notes in annual reports for RoeROC shires. 	N Manton Bendering Working Group	The Bendering Landfill Management Plan 2025 has been finalized. Bendering Landfill Working Group will be having an onsite meeting in June 2025 with Talis to workshop the siteworks delivery approach.	Completed
7 March 2025	RoeROC Governance Structure <ol style="list-style-type: none"> 1. That RoeROC delegates agree to merging the RoeROC Terms of Reference into the RoeROC Memorandum of Understanding to create a stand-alone document, to include an appendix for operational / procedural matters. 2. That RoeROC resolve to vary the RoeROC Executive Officer's KPI 1a to confirm retaining the current governance model (VROC). 3. That RoeROC endorses the presented RoeROC Organizational Chart, incorporating the hierarchical terminology of "RoeROC Committee" and "RoeROC Executive." 	RoeROC EO	The Executive Officer presented the proposed changes, inclusions, exclusions at the Executive Meeting on the 1 st May 2025 with endorsement provided by CEOs. Draft MOU with appendix has been developed and included in this agenda for consideration.	June 2025
7 March 2025	Evacuation Centre Enhancement Project That RoeROC strongly support the development of a business case and submit a joint grant application for the installation of generators and power connection requirements at each of the 5 primary evacuation centres within RoeROC Shires, in line with Disaster Resilience Fund Category 7 projects.	RoeROC EO	Project scope changed due to request for joint project approach from NEWROC, providing a stronger application. Details provided in June 2025 agenda.	Grant submitted 16 April 2025, awaiting outcome.

15. EXECUTIVE OFFICER KPI - STATUS REPORT

The following provides a status report as of 27th May 2025

ACTION	TIMELINE	STATUS
Employ an executive officer to administer the organisation, develop and implement strategic projects as well as governing frameworks.	2024	Completed
KPI #1a	Timeline	
Effectively manage the process of determining and establishing a governing framework, ensuring a smooth transition and successful implementation. Determine Best governance structure going forward.	June 2025	<p>The Executive Officer presented report and initial directions addressed at the CEO's meeting on the 11th February 2025.</p> <p>Following Resolution was made at the May 2025 Executive Meeting</p> <p>That the RoeROC Executive:</p> <ol style="list-style-type: none"> Endorse the development of a draft revised MOU incorporating: <ol style="list-style-type: none"> Governance structure and naming Enhancement of New Member requests Executive Officer role and responsibilities An operational appendix for procedures and traditions The RoeROC Executive Officer prepare a Draft RoeROC MOU in line with resolution 1 and Schedule a Microsoft Teams Executive meeting, to finalise content prior to presentation at the RoeROC Committee meeting scheduled for the 5 June 25.
KPI #1b	Timeline	
Define the Council and CEO meeting schedules for 24/25.	July 2024	Completed

ACTION	TIMELINE	STATUS
Advocate for the development of a shared policy framework for renewable energy and carbon offsets among Shires for the betterment of the region.	2025/26	EO has had initial discussion and researching with other ROC's as to their approach.
KPI #2	Draft	
Develop a shared policy framework for renewable energy and carbon offsets among the Shires for the betterment of the region. Potential planning policy to be drafted.	April 2025	<p>WALGA have appointed a consultant to develop the guide, which is due for completion in June 2025.</p> <p>At the May 2025 Executive Meeting, CEOs agreed to wait to progress the joint RoeROC Renewables policies until WALGA release the Renewable Energy Community Benefits and Engagement Guide for Local Governments and Templates.</p>

ACTION	TIMELINE	STATUS
Research the requirements for workforce housing and develop and investment plan encompassing: identification of key housing priorities, estimation of housing delivery costs, formulation of funding and advocacy strategies.	2024/25	WDC presented draft reports at the November 2024 RoeROC Meeting. CEOs have been liaising with WDC and Econosis and finalizing Town Action Plans. CEOs to discuss further actions. Completed
KPI #3	Lodgement	
Identify funding sources and prepare applications with supporting documentation to secure external funding for the implementation of the strategies outlined in the investment plan.	Prior to closing date of funding program.	The report needs to be completed prior to considering funding. Potential funding may be available through the State Government's recently announced \$50 million housing initiative for Local Governments. The agreed Expression of Interest for grant writers, has been distributed and an update on the submissions received will be provided for consideration by RoeROC at the June 2025 Meeting.

ACTION	TIMELINE	STATUS
Develop an external funding proposal aimed at enhancing member Shire facilities to align with local emergency management arrangements and evacuation center requirements.	2024/25	Executive Officer liaised with Jo Spadaccini, Regional Officer for Wheatbelt Emergency Relief and Support at the Department of Communities. The Executive Officer presented the findings and recommendations at the December 2024 RoeROC Meeting. Completed
KPI #4a	Timeline	
Conduct a needs assessment to identify facility enhancements required for emergency management and evacuation centres.	November 2024	The Department of Communities team have undertaken their review of each of the RoeROC Evacuation Centers. All assessments have now been provided by the Department of Communities and summary prepared and presented to February 2025 CEO's meeting. Completed
KPI #4b	Lodgement	
Prepare funding proposal(s), including project scope, budget, timelines, and expected outcomes.	Prior to closing date of funding program.	Funding stream identified through Federal Grant "Disaster Resilience Fund" progressing through eligibility. Applications extended to close on 16 th April 2025. Grant was submitted on 15th April 2025.

ACTION	TIMELINE	STATUS
Establish a shared services working group.	2024/25	Completed – established in August 2024.
KPI #5a	Timeline	
Establish a shared services working group to promote collaboration and efficiency among the Shires.	September 2024	Completed - Shared Services Working Group SSWG established in August 2024.
KPI #5b	Timeline	
Define the working group's objectives, scope, and meeting schedule.	October 2024	Completed - Terms of Reference endorsed at the September 2024 RoeROC Meeting.
KPI #5c	Timeline	
Develop a shared services plan outlining key areas for collaboration, resource sharing, and efficiency improvements.	December 2024	Draft presented at the Shared Services Working Group meeting on the 25 February 2025. The Draft document has been considered and amended by RoeROC Executive and SSWG and will be presented for consideration at the June 2025 RoeROC Committee Meeting.

ACTION	TIMELINE	STATUS
Facilitate the sharing of knowledge and understanding between Shires for regional benefit.	Ongoing	Ongoing
KPI #6a	Present Findings	
Develop and distribute a skills audit survey to all Shires, collecting and analyzing survey data to identify key skills, gaps, and areas of expertise within each Shire.	October 2024	Completed - The combined skills audit matrix has been completed and endorsed by SSWG.
KPI #6b	Timeline	
Establish a digital platform for Shires to share best practices, knowledge, and resources.	December 2024	SSWG Agreed to a suitable platform at their meeting on the 25 February 2025.
KPI #6c	Timeline	
Populate the platform with expert contacts and initial resources.	December 2024	The RoeROC Executive Officer currently implementing.

