



# AVON REGIONAL ORGANISATION OF COUNCILS (AROC)

## Minutes

### 3 December 2018

#### Unconfirmed Minutes

These minutes were approved for distribution on 3 December 2018.

Stan Scott  
**Chief Executive Officer**  
**AROC Secretariat**

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Avon Regional Organisation of Councils (AROC) Meeting, where the Minutes will be confirmed subject to any amendments.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into a separate attachment to these Minutes.

#### Confirmed Minutes

These minutes were confirmed at a meeting held on ..... 11 MARCH 2019

Signed: ..... .....

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*

# AVON REGIONAL ORGANISATION OF COUNCILS

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MONDAY 3 DECEMBER 2018

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# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 3 DECEMBER 2018

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**ATTACHMENT** *with separate index follows Item 9.*

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# AVON REGIONAL ORGANISATION OF COUNCILS

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## MINUTES

3 DECEMBER 2018

### 1. DECLARATION OF OPENING

Cr B Rayner, Chairperson, declared the meeting open at 9.42am.

### 2. PRESENTATIONS

#### 2.1 PRESENTATION 1 – JENIFER COLLINS FROM THE DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES IN RESPECT TO:

Commenced at 9.42am. J Collins provided an overview of the following:

- Machinery of Government changes and update on DLGSC;
- Present the Wheatbelt Annual Report;
- LG Act Review workshops and consultations update (30 Jan 2019 Future of LG Forum);
- Annual Report provided for 2017/2018 – Executive Summary including Kid sport, etc.; and
- Funding opportunities.

#### 2.2 PRESENTATION 2 – YVETTE GRIGG, DISTRICT EMERGENCY MANAGEMENT ADVISOR IN RESPECT TO THE STATE RISK COORDINATOR WISHING TO INTRODUCE HIMSELF TO THE GROUP.

This presenter did not attend the meeting.

#### 2.3 PRESENTATION 3 – LGIS – WORK CARE SERVICES TEAM IN RESPECT TO:

*The Presiding Person ruled that this be deferred until the Presenter had arrived.*

### 3. RECORD OF ATTENDANCE / APOLOGIES

#### Members:

Cr B Rayner	Shire President, Shire of Toodyay
Mr S Scott	CEO, Shire of Toodyay
Mr P Bentley	CEO, Shire of Goomalling
Cr B Haywood	Shire President, Shire of Goomalling
Mr J Whiteaker	CEO, Shire of Northam
Mrs R McCall	CEO, Shire of Dowerin
Cr J Chatfield	Councillor, Shire of Dowerin
Cr D Lovelock	Shire President, Shire of Victoria Plains

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## 3.1 Apologies

Cr C Antonio	Shire President, Shire of Northam
Mrs G Teade	CEO, Shire of Victoria Plains
Cr D Hudson	Shire President, Shire of Dowerin
Mr P Martin	CEO, Shire of York
Cr D Wallace	Shire President, Shire of York

## 4. CONFIRMATION OF MINUTES

### 4.1 Minutes of Meeting held on 1 October 2018

#### OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 15/11/18

**MOVED:** R McCall

**SECONDED:** Cr Lovelock

That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 1 October 2018 be accepted as a true and correct record subject to the following amendments:

- Mrs Rebecca McCall is the CEO (not the Shire President); and
- Cr D Hudson attended the meeting;

**MOTION CARRIED**

### 4.2 Notes of the CEO Meeting held on 5 November 2018.

#### OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 16/11/18

**MOVED:** R McCall

**SECONDED:** Cr Lovelock

That the Unconfirmed Notes from the Avon Regional Organisation of Councils Chief Executive Officer's Meeting held on 5 November 2018 be received subject to an amendment as follows:

- Mr P Bentley, CEO, Shire of Goomalling is marked as an apology

**MOTION CARRIED**

## 5. MATTERS ARISING

### 5.1 From the Minutes of the last AROC meeting.

#### 5.1.1 State Library

Supportive of inter-library loan system in regional areas. The AROC CEO's would work together to decide how to move forward with such a system.

### 5.2 From the Notes of the last CEO Meeting (when available)

Nil

### 5.3 From the Action List

This Action List was reviewed.

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 3 DECEMBER 2018

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The CEO, Shire of Northam, provided a verbal update about Waste Collection Services – Tender and Contract Management.

## **MOTION/AROC RESOLUTION NO. 17/11/18**

**MOVED:** Cr B Haywood

**SECONDED:** Cr Lovelock

That the two actions listed in respect to invitations for Ministers for Local Government, including Hon M Price be deferred until AROC CEO's have made a decision about what issues AROC as a group is ready to lobby the Parliamentarians about.

**MOTION CARRIED**

Topics raised were as follows:

- Resource Sharing and regional cooperation;
- In-house capability vs outsourcing;
- Annual Budget restrictions; and
- Investment for spare resources.

*The presenter for the LGIS Presentation entered Council Chambers at 10.30am.*

*The Presiding Person declared that item 2.3 commence.*

## **PRESENTATION 3 – LGIS – WORK CARE SERVICES TEAM IN RESPECT TO:**

Commenced at 10.30am. Renee Wockner provided an overview of Work Care Services that covered the following:

- Executive Leadership team development;
- HR Needs Analysis and workplace behaviours;
- Employee Engagement Survey;
- Manual task risk management program introduction; and
- Benefits of job dictionaries (recruitment, work, design return, to work).

## **6. ITEMS OF BUSINESS**

### **6.1 Financial Report**

## **OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 18/11/18**

**MOVED:** Cr D Lovelock

That the financial report be received.

**MOTION CARRIED**

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 3 DECEMBER 2018

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## 6.2 Changes to Inter Library Loans System

Nothing further was discussed.

## 6.3 Frequency of Meetings

### OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 19/11/18

**MOVED:** Cr D Lovelock

**SECONDED:** Cr Haywood

That:

The President's meetings move to a quarterly basis in 2019 (months of March, June, September and December; and

The CEO's will meet on 4 February 2019 and discuss the frequency of the AROC CEO Meetings at that time.

**MOTION CARRIED**

## 7. OTHER MATTERS TO BE DISCUSSED

### 7.1 AROC Membership

Resolution not made at this time. The CEO of the Shire of Northam will confer with his staff in respect to this matter.

## 8. NEXT MEETING

*The **revised** schedule for 2019 AROC Meetings is included in the attachments to this Agenda.*

- The next meeting of AROC CEOs will be held on 4 February 2019.
- The next meeting of AROC will be held on 11 March 2019.

## 9. MEETING CLOSURE

The Chairman declared the meeting closed at 11.16am.





## AVON REGIONAL ORGANISATION OF COUNCILS (AROC)

# 3 December 2018

### Attachments to Minutes

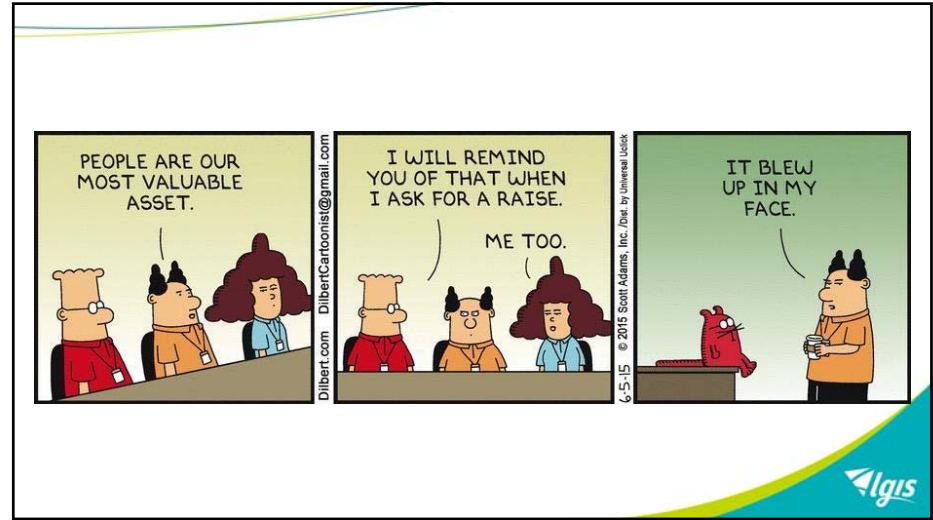
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## Workcare Services Overview

Prepared by Renee Wockner



## Workcare Services Overview

- Health & Wellbeing
- Injury Prevention
- HR Risk Management
- Injury Management / RTW



## Health & Wellbeing Program

As a member of LGIS, you receive annual funding allocation and access to a wide range of health services through a panel of professional service providers.

The following services are available through the LGIS Health and Wellbeing program:

- [Health assessments](#)
- [Skin cancer screening](#)
- [Hearing testing](#)
- [Exercise / fitness programs](#)
- [Healthy lifestyle programs](#)
- [Mindfulness and resilience tool](#)
- [Corporate massage](#)
- [Flu vaccinations](#)
- [Health seminars](#)
- [Online health portal](#)



## Injury Prevention Services

- Manual Task Training
- Ergonomic assessments & education sessions
  - Office based
  - Machinery / vehicle
- Job Dictionaries
- MT Risk Management Program



## HR Risk Services

- Review of policies / procedures
- Workplace mediation / conflict resolution
- Operational Leadership Program
- HR Needs Analysis
- Employee engagement survey
- Ageing Workforce Framework



## HR Risk Services

LGIS can provide training workshops on:

- Bullying and harassment / workplace behaviours / EEO
- Managing Performance
- On the frontline / Communicating in difficult situations
- Change management
- Mental skills - Assisting workers to better manage themselves in the face of hassles, in and outside of the workplace.
- Mental health awareness
- Stress management



## Injury Management

- Assistance with RTW
- IM System development & / or review
- Early Intervention Assistance
- Training
  - The role of team leaders in RTW
  - Injury Management Training for Coordinators



# Avon Regional Organisation of Councils

## Action List comprising of Status Report and Project List

Action List / Status Report		Responsibility: CEO's
Date	Details	Latest Comments
6 August 2018 AROC Meeting	Waste Collection Services – Tender and Contract Management	<ol style="list-style-type: none"> <li>1. That an AROC tender for waste collection services be done by WALGA for collective services;</li> <li>2. The AROC CEO's continue discussions to work collaboratively in respect to tendering for waste collection services; and</li> <li>3. An update be brought back to the October 2018 AROC Meeting.</li> </ol>

Action List / Status Report		Responsibility: Secretariat
Date	Details	Latest Comments
4/12/17 24.12.17 ISSUES Endorsed by AROC	<ul style="list-style-type: none"> <li>• Road investment including the Orange Route;</li> <li>• Royalties for Regions;</li> <li>• Water;</li> <li>• Regional development including future of Development Commissions (State) and RDA (Commonwealth); and</li> <li>• How best for Local Government to engage.</li> </ul>	Invite Politicians to talk to AROC around: <ul style="list-style-type: none"> <li>○ Future funding;</li> <li>○ Future of RDA/WDC;</li> <li>○ How best to engage; and</li> <li>○ Coordination of State Services.</li> </ul>
5 Nov 2018 AROC CEO Mtg	Regional Cooperation	<ul style="list-style-type: none"> <li>• It was agreed that the CEO's provide a more information to the next meeting in relation to the potential need within their organisations and an estimated resource requirement (time).</li> <li>• Potential opportunity to have an independent assessment of regional requirements and opportunities in this specific area (Development Services)</li> <li>• Note: Jason Whiteaker identified it may be an opportunity for Northam to coordinate a regional service</li> </ul>

<b>Project List</b>				
<b>Funding</b>	<b>Project Name</b>	<b>Project Manager(s)</b>	<b>Current Stage of Project</b>	<b>Done/Yet to do</b>
2016/2017	Regional Recreation Plan / Strategy	AROC CEO's	Regional Facilities Audit completed and circulated.	Stage II brief to be completed Nov 17 – Northam CEO will email it for distribution (3.12.18)

## AVON REGIONAL ORGANISATION OF COUNCILS

### Statement of Comprehensive Income

Administered by Shire of Northam

	<b>01.07.2018</b>							
	<b>30.11.2018</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Brought Forward</b>	139,323	118,752	95,655	101,543	134,108	80,618	59,367	49,202
<b>Revenue</b>								
Member Contributions	25,000	49,625	30,000	30,000	30,000	30,000	48,000	-
Grants						25,000	26,604	26,604
WDC Contribution								
Fees & Charges				5,391	2,459	636	2,364	9,318
Interest Earnings		-	-	1,914	2,299	2,219	2,611	2,830
Other Revenue		7,900		-	-	-	-	-
<b>Total Revenue</b>	25,000	57,525	30,000	37,305	34,759	57,855	79,579	38,752
<b>Expenses</b>								
Insurance				846	1,158	1,445	1,575	1,488
Recreation Plan		5,000						
Equipment Expenditure				5,897	3,081	2,919	69	495
Shared Services Aged Care Planning							30,000	-
Shire of Chitterung BCF								13,302
Shire of Toodyay BCF							26,684	
Shire of Toodyay Administration		7,500	7,500	7,500	7,500			
Shire of Dowerin BCF min 3.2.2 12.3.12)								13,302
WB Infrastructure Conway Highbury					12,000			
WB Infrastructure refund to WDC					17,273			
Localise Aged Friendly Audit					26,312			
Strategic Waste Management Plan				28,950				
Training		7,900						
Other Expenditure Exit Chittering		16,554						
<b>Total Expenditure</b>	-	36,954	7,500	43,193	67,324	4,364	58,328	28,587
<b>Net Result</b>	25,000	20,571	22,500	(5,888)	(32,565)	53,491	21,251	10,165
<b>Accumulated Funds on hand 30/11/2018</b>	164,323	139,323	118,752	95,655	101,543	134,108	80,618	59,367
Represented by Bankwest Trust Account	164,323							

Your ref: ORG3//OCR37239  
Our ref: 18/391

Mr Stan Scott  
Chief Executive Officer  
Shire of Toodyay  
PO Box 96  
TOODYAY WA 6566

SHIRE OF TOODYAY
Record Number: TCR 55240
- 8 NOV 2018
Officer / Dept: CDPA / LC / EXEC SEC
File Number: ORG3

2 November 2018

Dear Mr Scott

**Re: Changes to Inter Library Loans System**

Thank you for your letter on behalf of the Avon Regional Organisation of Councils (AROC) dated 22 October 2018 regarding the recent changes to the inter library loan service for Western Australian public libraries.

The changes to the service were led by Public Libraries WA (PLWA), the peak body representing public libraries in the State, with the support of the State Library. The changes came into practice from 1 September 2018, after nearly two years of consultation and analysis including a trial of changes. As you mention in your letter, the changes to inter library loans across the State will provide a more sustainable service for both local government and the State Library.

I am concerned by your statement that metropolitan libraries are ignoring the PLWA Code of Practice exemption for loans to libraries that serve a population of less than 1,000 people; Dowerin, Bolgart, Mogumber and Calingiri public libraries should be exempt from the restrictions. I will raise this concern with PLWA so they can ensure all libraries are abiding by the Code of Practice.

I wholeheartedly agree with the notion that reading for fun is important for developing literacy and a lifelong love for reading. All public libraries in the Avon region can choose to have additional used junior items supplied to them for their collections. These extra items might be added to existing collections to create a larger collection for children to choose from, or if there are library space limitations, the additional items received could be used to increase the turnover of the collections so they do not become read-out by keen junior library members.

I also agree that audiobooks are generally expensive to purchase. Public libraries in the Avon region that have their new material selected and supplied from the State Library (Dowerin, Goomalling, Bolgart, Mogumber and Calingiri) can request that the numbers audiobooks, both new and used, can be increased to grow the size of these collections. Public libraries in the region that select their own new material (Northam, Wundowie and York) could purchase less new audiobooks and place a greater reliance on the smaller libraries to supply these via inter library loan or bulk loan.

Greater co-ordination and cooperation between libraries in regards to collection building and lending practices might be something that could be considered. While PLWA has established the inter library loans Code of Practice for all public libraries in the State, there is no reason that a group of libraries cannot come to an agreement to lend all materials, even those that are restricted under the Code, to other libraries in that region. Agreements can also be made for the bulk loan of materials between libraries in the region to ensure the best use is made of the library materials available in the region.

PLWA will lead a review of the inter library loan service in approximately 12 months to measure the impact of the restrictions on the community and to ensure we have a sustainable service for the future.

This may also be an opportunity to promote the access and use of electronic resources, including e-books, e-audiobooks, e-magazines and streaming movies. Public libraries have decided to make more than \$1 million available for the purchase of licences to these products in 2018-19. These resources are available to any member of a public library across Western Australia from their home; all that is required is an Internet connection. I note that Dowerin, Goomalling and Victoria Plains do not yet make these services available to library members via their library webpages. State Library staff can assist libraries in the Avon region to make these resources available to members of their communities.

Electronic resources specifically targeted to families are also available via the State Library's Better Beginnings family literacy program. Busythings, the Storybox Library, Borrowbox and Overdrive all feature material suitable for children and are available from the Better Beginnings website:  
<https://www.better-beginnings.com.au/fun/eresources>

State Library staff are available to provide advice and assistance to any of the public libraries in the Avon region in regards to the information I have provided. The first point of contact should be Janet Deegan on 08 9427 3162 or 1800 198 107 or email [janet.deegan@slwa.wa.gov.au](mailto:janet.deegan@slwa.wa.gov.au).

Yours sincerely,



**Margaret Allen PSM**  
CEO and State Librarian

Cc Shire of Dowerin  
Shire of Goomalling  
Shire of Northam  
Shire of Victoria Plains



## AROC MEETINGS (CEO AND PRESIDENTS)

<b>2019</b>	<b>AROC CEO'S</b> To Submit AROC ITEMS by C.O.B. (7 days prior) on or before this date	<b>ASSEMBLY / DELIVERY DATE</b> VIA EMAIL OF THE AGENDA / Attachments (4 days prior to AROC)	<b>AROC MEETING DATE (CEO/ALL)</b>	<b>TYPE</b>
JANUARY	CANCELLED	THIS MEETING	FOR CEO'S	CANCELLED
<b>FEBRUARY</b>	<b>28/01/2019</b>	<b>31/01/2019</b>	<b>4/02/2019</b>	<b>AROC CEO MEETING</b>
<b>MARCH</b>	<b>4/03/2019</b>	<b>7/03/2019</b>	<b>11/03/2019</b>	<b>PRESIDENTS MEETING</b>
APRIL	CANCELLED	THIS MEETING	1/04/2019	CANCELLED
<b>MAY</b>	<b>29/04/2019</b>	<b>2/05/2019</b>	<b>6/05/2019</b>	<b>AROC CEO MEETING</b>
<b>JUNE</b>	<b>3/06/2019</b>	<b>6/06/2019</b>	<b>10/06/2019</b>	<b>PRESIDENTS MEETING</b>
<b>JULY</b>	<b>24/06/2019</b>	<b>27/06/2019</b>	<b>1/07/2019</b>	<b>AROC CEO MEETING</b>
AUGUST	CANCELLED	THIS MEETING	5/08/2019	CANCELLED
<b>SEPTEMBER</b>	<b>26/08/2019</b>	<b>29/08/2019</b>	<b>2/09/2019</b>	<b>PRESIDENTS MEETING</b>
OCTOBER	CANCELLED	THIS MEETING	7/10/2019	CANCELLED
<b>NOVEMBER</b>	<b>28/10/2019</b>	<b>31/10/2019</b>	<b>4/11/2019</b>	<b>AROC CEO MEETING</b>
<b>DECEMBER</b>	<b>25/11/2019</b>	<b>28/11/2019</b>	<b>2/12/2019</b>	<b>PRESIDENTS MEETING</b>

**NOTE:** AROC CEO'S are requested to submit AROC items via email at [aroc@toodyay.wa.gov.au](mailto:aroc@toodyay.wa.gov.au) by C.O.B. on THE FRIDAY BEFORE the date specified in the first column above.