



# AVON REGIONAL ORGANISATION OF COUNCILS (AROC)

## Minutes

### 4 December 2017

#### Unconfirmed Minutes

These minutes were approved for distribution on 6 December 2017.

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 12 FEB 2018

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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## CONTENTS

MEETING HELD AT SHIRE OF TOODYAY COUNCIL CHAMBERS ON  
MONDAY 4 DECEMBER 2017

1.	Declaration of Opening .....	1
2.	ELECTION OF A CHAIRPERSON .....	1
3.	Presentations.....	1
4.	Record of Attendance / Apologies .....	1
3.1	Apologies .....	1
5.	Confirmation of Minutes .....	2
4.1	Minutes of Meeting held on 2 October 2017 .....	2
4.2	Notes of the CEO Meeting held on 6 November 2017.....	2
6.	Matters Arising .....	2
5.1	From the Minutes of the last AROC meeting. ....	2
5.1.1	Inviting Politicians.....	2
5.2	From the Notes of the last CEO Meeting (when available).....	2
5.2.1	Regional Subsidiaries (WALGA Presentation) .....	2
5.2.2	Inviting Politicians to meet AROC .....	2
5.2.3	Avon Tourism .....	6
5.3	From the Action List .....	6
7.	ITEMS OF BUSINESS .....	7
7.1	Financial Report.....	7
7.2	AROC Event Equipment and Hire .....	7
7.3	Other AROC Resources.....	8
8.	OTHER MATTERS TO BE DISCUSSED .....	9
8.1	Other AROC Resources – Vehicular Infringements.....	9
9.	NEXT MEETING.....	9
10.	MEETING CLOSURE.....	9

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**ATTACHMENT** *with separate index follows Item 10.*

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# AVON REGIONAL ORGANISATION OF COUNCILS

## MINUTES

### 1. DECLARATION OF OPENING

Stan Scott, CEO, Shire of Toodyay declared the meeting open at 9.31am.

### 2. ELECTION OF A CHAIRPERSON

Nominations were sought.

Cr B Haywood nominated the Shire of Toodyay as Chairperson. Cr Rayner had advised the CEO and Acting Shire President that he would accept the nomination.

#### DECLARATION

There being no further nominations, Cr Rayner was elected unopposed as Chairperson of AROC.

That a Deputy Chairperson not be elected, and AROC would determine who would sit in the chair in the absence of the elected Chairperson.

Cr Chitty assumed the Chair.

### 3. PRESENTATIONS

Nil

### 4. RECORD OF ATTENDANCE / APOLOGIES

#### Members:

Cr T Chitty	Acting Shire President, Shire of Toodyay
Mr S Scott	CEO, Shire of Toodyay
Cr B Haywood	Shire President, Shire of Goomalling
Cr C Antonio	Shire President, Shire of Northam
Mr J Whiteaker	CEO, Shire of Northam
Cr D Hudson	Shire President, Shire of Dowerin
Mrs A Selvey	CEO, Shire of Dowerin
Cr D Lovelock	Shire President, Shire of Victoria Plains
Cr D Wallace	Shire President, Shire of York
Mr P Martin	CEO, Shire of York

#### 3.1 Apologies

Mr C Kerp	CEO, Shire of Goomalling
Mrs G Teede	CEO, Shire of Victoria Plains
Cr B Rayner	Shire President, Shire of Toodyay

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 4 DECEMBER 2017

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## 5. CONFIRMATION OF MINUTES

### 4.1 Minutes of Meeting held on 2 October 2017

#### **OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 21/12/17**

**MOVED:** Cr Wallace

That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 2 October 2017 be accepted as a true and correct record.

**MOTION CARRIED**

### 4.2 Notes of the CEO Meeting held on 6 November 2017.

#### **OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 22/12/17**

**MOVED:** Cr Antonio

That the Unconfirmed Notes from the Avon Regional Organisation of Councils Chief Executive Officer's Meeting held on 6 November 2017 be received.

**MOTION CARRIED**

## 6. MATTERS ARISING

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

#### 5.1.1 Inviting Politicians

Refer to information within Item 5.2.2 matters arising from the notes of the last CEO Meeting.

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

#### 5.2.1 Regional Subsidiaries (WALGA Presentation)

Mrs Anne Banks-McAllister has been arranged to present to the AROC group in February 2018, to assist the AROC Group regarding gaining insights into regional subsidiaries.

#### 5.2.2 Inviting Politicians to meet AROC

Note: This item was from the AROC Meeting held on 2 Oct 2017 meeting.

Regional Development Australia (RDA) and the Wheatbelt Development Commission (WDC) will be invited to present at AROC in February 2018 as the roles within both organisations has recently changed.

Points raised as follows:

- The future of RDA and WDC;

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 4 DECEMBER 2017

---

- How best to engage with State and Federal Governments with respect to the coordination of State Services;
- The Politicians to invite are as follows:
  - **Hon. Rita Saffioti MLA BBus**  
Minister for Transport; Planning; Lands  
([westswan@mp.wa.gov.au](mailto:westswan@mp.wa.gov.au))
  - **Hon. David Alan Templeman MLA DipTchg,**  
Bed, Minister for Local Government; Heritage;  
Culture and the Arts, Leader of the House  
([david.templeman@mp.wa.gov.au](mailto:david.templeman@mp.wa.gov.au));
  - **Hon. Darren Legh West MLC**  
([darren.west.mp@mp.wa.gov.au](mailto:darren.west.mp@mp.wa.gov.au));
  - **Hon. Laurie Graham MLC**  
([laurie.graham@mp.wa.gov.au](mailto:laurie.graham@mp.wa.gov.au));
  - **Hon Christian Porter MP**, Federal Member for  
Pearce ([christian.porter@wa.liberal.org.au](mailto:christian.porter@wa.liberal.org.au));
  - **Ms Melissa Price MP**  
([Melissa.Price.MP@aph.gov.au](mailto:Melissa.Price.MP@aph.gov.au))
  - **Hon. Mia Jane Davies MLA BMM**  
Leader of the National Party of Australia (WA)  
([Mia.Davies@mp.wa.gov.au](mailto:Mia.Davies@mp.wa.gov.au));
  - **Mr Ronald (Shane) Shane Love MLA BCom**  
([MooreElectorate@mp.wa.gov.au](mailto:MooreElectorate@mp.wa.gov.au)).
- Other pressing issues?
  - Grant Funding options for Federal and State government agencies;
  - Lobbying for Roads funding – keeping in mind that Regional Road Groups exist for programming and accountability but AROC would be responsible for lobbying the Politicians;
- Correspondence received from the government in respect to the future of the Roads to Recovery program may require AROC to consider focusing future projects on road safety. Could also be an indication that black spot funding may be reducing.
- Not just rural roads (include Access Roads, and how we will target roads in the region – i.e. include Main Roads “roads” as well as Shire “Roads” to get something better for our region.

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 4 DECEMBER 2017

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- Include a reference to the issue of lime routes. Insist that Main Roads takes over responsibility for freight routes (commodity routes) thereby making it clear that these routes should be a Main Roads' (MR) responsibility.
- Request support from Politicians to address issues raised;
- Spend resources on building a Regional Business Case (RBC) in which AROC priorities can be outlined; providing detail on not only the issues within the region, but also the outcomes of doing nothing and the solutions that AROC would wish to see implemented. The RBC would then be given to the Politicians to support AROC's economic argument(s);
- Business case to also:
  - Identify responsibilities and funding required in the long-term. For example, make it possible for Royalties for Regions funding to be used on agreed priority roads; not only to do with maintenance of those roads, but more to do with the upgrading of and the reconstructing of roads;
  - Identify possible upgrades of the commodity routes, recognising WALGA has taken this up as an issue, but referencing it as it would affect the region;
  - Investment of monies to state road projects and the impact of that investment on Member Councils within AROC. Under invested in the past and require improvement to improve access to the region;
  - Decide what AROC priorities are. AROC Councils come up with a list of at least three priorities in respect to roads management for the February 2018 AROC Meeting;
  - Ask for more investment overall;
  - Concurrently engage an appropriate external Consultant to enable the preparation of a report and/or presentation to take to politicians, in liaison with the AROC CEO's.
  - AROC to put in an economic argument for the state. What is the impact if they do nothing and what is the cost of something being done or not being done. Back it up with facts; and

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 4 DECEMBER 2017

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- Individual Councils to be targeting shortfalls in asset management and roads management projects.
- AROC to send invitations out to persons, requested to give direction to the AROC Group in the February 2018 AROC Meeting as follows:
  - Mr Clinton Kleynhans, Secretary of the Regional Roads Group, from Shire of Northam (emes@northam.wa.gov.au);
  - Mr Rick Storer;
  - Mr Ken Seymour; and a
  - WALGA Representative.

## **MOTION/AROC RESOLUTION NO. 23/12/17**

**MOVED** Cr Antonio

**SECONDED** Cr Haywood

That:

1. The AROC CEO's prepare a DRAFT scope for a possible Consultant to develop a business case for road funding; and
2. Clinton Kleynhans, Secretary of the RRG, from Shire of Northam and Mr Rick Storer and Mr Ken Seymour and Mr Ian Duncan, WALGA Roads Representative be invited to the February 2018 AROC Meeting to discuss the DRAFT scope.

**MOTION CARRIED**

## **MOTION/AROC RESOLUTION NO. 24/12/17**

**MOVED** Cr Antonio

**SECONDED** Cr Hudson

That AROC in relation to a strategy for engagement with politicians:

1. Endorse the following issues:
  - Road investment including the Orange Route;
  - Royalties for Regions;
  - Water;
  - Regional development including future of Development Commissions (State) and RDA (Commonwealth); and
  - How best for Local Government to engage.
2. Endorse the following Strategy:
  - (a) Invite RDA and WDC to present to AROC;
  - (b) Invite Politicians to talk to AROC around:
    - Future funding;
    - Future of RDA/WDC;
    - How best to engage; and
    - Coordination of State Services.

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 4 DECEMBER 2017

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3. Target the following Politicians:

- Minister for Local Government, Sport and Cultural Industries David Templeman (with cc to Darren West, Laurie Graham);
- Christian Porter;
- Melissa Price;
- Minister of Transport; and
- Shane Love and Mia Davies

**MOTION CARRIED**

## 5.2.3 Avon Tourism

Note: This item was from the AROC CEO Meeting held on 6 November 2017 meeting.

Points raised as follows:

- Avon Tourism as an organisation is not getting the volunteers on board to run the organisation;
- The Shires of Northam, York and Toodyay are working together to promote one another's tourism businesses and activities in the Avon Region;
- Visitors do not see lines on maps. The mindset of operators is to be influenced so they see other service operators not as competition, but as partners who collectively offer services to keep visitors in the region;
- The current plan is for all local governments to work together and around May-June 2018 have an in depth discussion about the future of tourism promotion; to gauge how effective the partnership has worked together and how Avon Tourism fits into the Tourism Strategies each local government is currently developing;
- In July 2018 the local governments will be able to decide what the sub regional tourism organisation will look like and whether local government will support it.

## 5.3 From the Action List

This list was reviewed but not amended further.



# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 4 DECEMBER 2017

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## 7. ITEMS OF BUSINESS

### 7.1 Financial Report

#### **MOTION/AROC RESOLUTION NO. 25/12/17**

**MOVED:** Cr Haywood

**SECONDED** Cr D Hudson

That the financial report be received.

**MOTION CARRIED**

### 7.2 AROC Event Equipment and Hire

Date of Report:	30 November 2017
File Reference:	ORG3
Author:	S Scott – CEO, Shire of Toodyay
Last Decision:	5 December 2013 (36/12/13) AROC Meeting
Responsible Officer:	S Scott – CEO, Shire of Toodyay
Attachments:	AROC Event Equipment and Hire Agreement

#### **PURPOSE**

To consider the AROC Event Equipment and Hire Agreement (**Attachment 1**).

#### **BACKGROUND**

The CEO of the Shire of Dowerin contacted the Secretariat in respect to a few issues surrounding the administration of the Toilets and Lighting Tower.

#### **HISTORY**

The decision in respect to AROC equipment, made in 2013 was as follows:

1. *The lights and toilets be returned to the management of the Shire of Dowerin;*
2. *The Shire of Dowerin revise the Hire Agreement – AROC Equipment and distribute to members; and*
3. *The management of AROC equipment be reviewed in 12 months' time.*

The Hire Agreement was reviewed in February 2014.

Issues in respect to the mobile toilets have been reported through AROC by users, usually connected with cleanliness, or lack thereof upon return or even at pick-up to use the equipment.

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 4 DECEMBER 2017

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## OFFICER COMMENT

This matter has been raised by the CEO of the Shire of Dowerin. The matter is up for discussion. It is also recommended that the Agreement is reviewed and updated.

### Points raised as follows:

- Private Hire category does not seem to fit in with the agreement;
- What Council would like to take over the role – if the Shire of Dowerin no longer wished to be responsible; and
- The administrative burden.
- Shire of Toodyay to advise at next meeting if interested in taking on the responsibility for AROC Event Equipment and Hire.

### **MOTION/AROC RESOLUTION NO. 26/12/17**

**MOVED:** Cr Hudson

**SECONDED** Cr D Wallace

That AROC:

1. Endorse a 20% commission charged on every use; and
2. Apply the Bronze Star Charge to include private hire

**MOTION CARRIED**

## 7.3 Other AROC Resources

### Points raised as follows:

- In a more constrained environment opportunity to start at resource sharing (i.e. regulatory services such as building officers, rangers, planning officers, etc.) Useful having access to high level of advice within the region.
- If there is an appetite for us to look at those services a regional subsidiary model may work.
- Argument for doing regional planning schemes and regional local laws in the long-term.
- The AROC CEO's to discuss regional sharing for a building surveyor and compliance officer (and other regulatory services) at a future meeting.
- Most regional Councils based around Waste Management.
- WALGA may be able to assist in what RSM would look like.

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 4 DECEMBER 2017

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## 8. OTHER MATTERS TO BE DISCUSSED

### 8.1 Other AROC Resources – Vehicular Infringements

Points raised as follows:

- Legalities of using a speeding mechanism in respect to capturing and fining speeding vehicles through the town (V Plains).
- Not sure of legalities with local governments working in this space.
- The Road Traffic Act has the responsibility falling with the Police.
- Traffic counts can be used to lobby police – showing them factual evidence to get them to focus their resources on.
- CCTV (expensive but effective) can be set up at targeted locations to collect evidence, identify vehicles et cetera and pass the information to the Police.
- Possibility of local government engaging directly with Speed camera operators.

## 9. NEXT MEETING

AROC CEO Meeting	5 February 2018
AROC MEETING	12 February 2018
AROC CEO Meeting	12 March 2018

## 10. MEETING CLOSURE

The Chairperson declared the meeting closed at 11.09am.





# AVON REGIONAL ORGANISATION OF COUNCILS (AROC)

## 4 December 2017

### Attachments to Minutes

#### **Item 5 Matters Arising**

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5.3 From the Action List	1
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#### **Item 6 Items of Business**

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6.1 Financial Report	4
6.2 AROC Event Equipment and Hire	5
Attachment 1 – Equipment and Hire Agreement	5

#### **Item 8 Next Meeting**

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1. Schedule for 2018 meetings.	9
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# Avon Regional Organisation of Councils

## Action List comprising of Status Report and Project List

Action List / Status Report			
Date	Details	Name	Latest Comments
Ongoing	<p><i>Specialty Staff Meetings</i> to be convened by the nominated Host of Specialty Staff as follows:</p> <p>Rates Officers – Shire of Dowerin Planning Managers – Shire of Chittering. Rangers Meeting – Shire of Toodyay Sharing Opportunities EO/EHO/CESM</p> <p>*Meetings can coincide with the AROC CEO meetings.</p>	CEO's	<ul style="list-style-type: none"> <li>Part of AROC reason for being. Meetings occur on an ad hoc basis.</li> <li>Promoting at CEO Level the importance of talking to neighbours, Resource Sharing, etc. Networking.</li> </ul>
4 Dec 2017 23,12,17	<p>That:</p> <ol style="list-style-type: none"> <li>The AROC CEO's prepare a DRAFT scope for a possible Consultant to develop a business case for road funding; and</li> <li>Clinton Kleynhans, Secretary of the RRG, from Shire of Northam and Mr Rick Storer and Mr Ken Seymour and Mr Ian Duncan, WALGA Roads Representative be invited to the February 2018 AROC Meeting to discuss the DRAFT scope.</li> </ol>	Secretariat	<ul style="list-style-type: none"> <li>Clinton Kleynhans, Cr Ken Seymour and Cr Rick Storer have been approached to attend the February 2018 meeting together with Mr Ian Duncan, Executive Manager, Infrastructure, WALGA Roads Representative.</li> </ul>

# Avon Regional Organisation of Councils

## Action List comprising of Status Report and Project List

Action List / Status Report			
Date	Details	Name	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>	Secretariat	Invite RDA and WDC to present to AROC; 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>
4/12/17 24.12.17 Target Politicians	<ul style="list-style-type: none"> <li>Minister for Local Government, Sport and Cultural Industries David Templeman (with cc to Darren West, Laurie Graham);</li> <li>Christian Porter;</li> <li>Melissa Price;</li> <li>Minister of Transport; and</li> <li>Shane Love and Mia Davies.</li> </ul>	Secretariat	<ul style="list-style-type: none"> <li>Deferred any action on this until the business plan is set.</li> </ul>



# Avon Regional Organisation of Councils

## *Action List comprising of Status Report and Project List*

Project List				
Funding	Project Name	Project Manager(s)	Current Stage of Project	Done/Yet to do
11/12	Steam Train Project Opened on 30 April 2017	Shire of Dowerin	Acquittal being worked on at present.	Awaiting final acquittal with auditors. When acquittal completed remove from list.
12/13	Aged Housing Funded through CLGF	Shire of Toodyay		Construction commenced all 4 locations. Scheduled completion May 2018.
2016/2017	Regional Recreation Plan / Strategy	AROC CEO's	Regional Facilities Audit completed and circulated.	Stage II brief to be completed Nov 17 – Northam

# AVON REGIONAL ORGANISATION OF COUNCILS

## Statement of Comprehensive Income

Administered by Shire of Northam

	01.07.2017 30.11.2017	2017 \$	2016 \$	2015 \$	2014 \$	2013 \$	2012 \$
<b>Brought Forward</b>	118,752	95,655	101,543	134,108	80,618	59,367	49,202
<b>Revenue</b>							
Member Contributions	25000	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	3,950		-	-	-	-	-
<b>Total Revenue</b>	28,950	125,655	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	7500	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	7900						
Other Expenditure							
<b>Total Expenditure</b>	20,400	7,500	43,193	67,324	4,364	58,328	28,587
<b>Net Result</b>	8,550	118,155	(5,888)	(32,565)	53,491	21,251	10,165
<b>Accumulated Funds on hand 30/06/2017</b>	127,302	118,752	95,655	101,543	134,108	80,618	59,367
Represented by Bankwest Trust Account	127,302						

# AROC Event Equipment Hire Agreement

## Shires of Dowerin, Goomalling, Northam, Victoria Plains, Chittering and Toodyay

### **OBJECTIVE**

The local government members of the Avon Regional Organisation of Councils (AROC) support their communities hosting of events and festivals through the purchase of significant event equipment and making it readily available for hire.

### **TERMS & CONDITIONS OF HIRE**

#### Terminology

The words "the Hirer" include the servants, agents, or contractors of the hirer joint and severally.

The words "the Owner" include the servants, agents, or contractors of the owner.

The term "Equipment" means any equipment hired by the owner to the hirer and includes all equipment, accessories, parts and items and/or device affixed thereof or supplied therewith.

#### Hire Conditions

All hire applications are subject to availability on a "first in basis".

Where there is a conflict of dates each party will be notified but equipment will be provided to the first confirmed Hire Agreement.

#### Preservation of Property

The Hirer shall not alter, make any additions to, deface, erase any identifying mark and/or number and/or letter on, or in any other manner interfere.

#### Terms and Charges

The hirer will pay charges at the rate, and in the manner specified from the commencement of hire until:

- a. The hirer collects and returns the goods to the premises of the Shire of Dowerin.
- b. The hiring is personal to the hirer and is not assignable to any person, persons or company whatsoever.
- c. Hire rates are based on hours of usage: 24 hours (1 day)
- d. If the hirer uses the goods outside the hours shown, he will be liable to pay the Owner for the excess
- e. Any lost, missing or damaged equipment remains on a chargeable hire until full restitution is made.

#### Inspection and Warranty

The hirer acknowledges that he has inspected the goods and;

- a. Is satisfied that they are in a clean condition and in a good and substantial order, repair and condition.
- b. Is aware of the proper use for which the goods are designed and will use strictly in accordance with this purpose.
- c. Is aware of the proper operating procedure for the goods supplied.
- d. Will service the goods, at your own expense, in a proper manner and supply all the necessary service and maintenance.
- e. Will supply at your own expense all fuel necessary for operation of the goods.

In the event of a breakdown or failure which in the opinion of the Owner is caused by fair wear and tear, the Owner:

- a. Will at your own expense restore the goods to working condition as quickly and as reasonably possible.
- b. Will not hold the Hirer liable to the hiring charges calculated on an hourly basis, while the goods are in-serviceable providing the Hirer notifies the Owners within 24 hours.

#### Loss, Damage and Cleaning

If on return the goods are found not to be in clean condition and not in good and substantial order and repair (fair wear and tear excepted) the Hirer shall pay the Owner the cost and expenses of restoring the goods to clean condition and/or good substantial order and repair.

The Hirer accepts full responsibility to compensate the Owner at present day sale value for the goods or parts thereof which may be damaged, lost or stolen from the time of commencement of the hire or delivery, whichever is earlier, until the goods are returned to the Owners premises.

#### Indemnity

The Hirer shall be responsible for and liable for all statutory conditions and regulations. The Hirer hereby indemnifies and hold indemnified the Owner from and against all claims, actions, suits, demands, costs and expenses, including all legal costs and expenses, in any way arising out of the use of the goods between the commencement of the hire and / or delivery date, whichever the sooner, until the return of the goods to the Owner, whether caused by the negligence of any person whatsoever, or arising out of the condition of the goods or the use to which they are put, or otherwise, whatsoever.

#### Insurance

Transit

On site

#### Force Majeure

The Owner will not be liable for a breach of contract due to any matter or thing beyond the Owners control including (but not limited to) fire, flood, earthquake, acts of God, strikes, lockouts, work stoppages, wars, riots or civil commotion, intervention of public authority, explosion or accident.

#### Disputes

These terms and conditions shall be governed by the laws of Western Australia and each party submits to the non-exclusive jurisdiction of the Courts of Western Australia, the Federal Court, and the High Court of Australia.

#### Terms of Payment

The Hirer agrees to pay cash (Cash, Cheque, Visa Card, Bank Card and EFTPOS) for the hire of the goods or as arranged with the Owner unless the Hirer and Owner have previously arranged trading terms.

The Hirer agrees to pay interest on overdue accounts and dishonoured cheques.

The Hirer agrees to pay all debt collection fees and disbursements, including the cost of services of any debt collector or any other party to collect any account or dishonoured cheque.

All losses, breakages, additions and credits will be invoiced as a separate amount after the event and is payable within 7-days of receipt.

#### Operation

Operation and conditions apply for each piece of equipment. It is the Hirers responsibility to familiarise themselves with these instructions to correctly use and maintain equipment.

**FEE SCHEDULE:**  
(Plus GST)

**MOBILE TOILET VAN**

☐ **GOLD STAR**

Not for profit community events (if their Shire is an AROC member)     \$100.00 per day

☐ **SILVER STAR**

Not for profit community events (if their Shire is not an AROC member) \$200.00 per day

☐ **BRONZE STAR**

Corporate, commercial groups     \$300.00 per day  
A 10% discount applies to corporate and commercial groups if their Shire is a member of AROC.

**LIGHTING TOWER**

☐ **GOLD STAR**

Not for profit community events (if their Shire is an AROC member)     \$ 50.00 per day

☐ **SILVER STAR**

Not for profit community events (if their Shire is not an AROC member) \$100.00 per day

☐ **BRONZE STAR**

Corporate, commercial groups     \$200.00 per day  
A 10% discount applies to corporate and commercial groups if their Shire is a member of AROC.

## Mobile Toilets

These conditions shall form part of the Terms & Condition of Hire and relate specifically to the usage of the Mobile Toilet Van:

1. Pick site and level caravan left to right by placing blocks under wheels.
2. Level caravan with jockey wheel.
3. Drop front and rear stands down.
4. Remove steps from store room and fit on side of caravan
5. Fit hand rails.
6. Open roof hatches.
7. **Check that main drain valve is closed.**
8. Connect mains water to caravan and remove air in line by turning on sink taps.
9. If required connect 240 volt / 15 amp cable
10. Check that consumables are full and lock store room doors. **CARAVAN NOW READY FOR USE**

**BEFORE RETURN THE CARAVAN MUST BE SERVICED / EMPTIED BY A QUALIFIED SEPTIC TANK CLEANER.**

- ◆ Connect drain hose from waste truck to waste outlet. Open drain cock and pump out waste. Before removing hose, turn on rear tank cleaning jets for 2 minutes (tap found under caravan at rear). Turn off and repeat at front of caravan (tap found under front of caravan).
- ◆ Disconnect mains water from caravan.
- ◆ Flush all toilet cisterns.
- ◆ Pump out remaining waste, turn off drain valve and disconnect waste hose.
- ◆ Remove 240 volt cable if connected.
- ◆ Remove steps and hand rails and secure in store rooms.
- ◆ Wind up legs and fold up.

**WARNING: CARAVAN NOT TO BE MOVED WITH LIQUID IN TANK**

## Lighting Tower

These conditions shall form part of the Terms & Condition of Hire and relate specifically to the usage of the Lighting Tower:

**Note: If Hydraulic pump operates for more than 4 mins continuously, allow to cool down for 20 mins.**

*The hydraulic motor is fitted with a thermal overload cut-out switch on the outside of the motor. Once the peak operating temperature has been exceeded (approx. 4 mins of continuous running), the motor will not be operable until it cools down. This may take up to 40 minutes. Use hydraulics economically.*

### SET UP

- ◆ Operator to be familiar with safety precautions (Refer Safety Precautions)
- ◆ Check all fluid levels, **turn off isolator switch.**
- ◆ Level tower, lower stabiliser legs so they are firm on the ground.
- ◆ Ensure lenses are clean. Do not touch lamp itself. Wash lamp with spirits if touched
- ◆ Release load binders to lights

### START UP PROCEDURE

- ◆ Switch on isolator switch.
- ◆ Ensure main circuit breaker (RCD) is turned off but sub-circuit breakers are switched on.
- ◆ Check emergency stop buttons are disengaged (if applicable).
- ◆ Turn key ON to preheat.
- ◆ Start engine.

### OPERATION

- ◆ Raise boom to required position.
- ◆ Extend scope – this will only extend further than 2 metres if the boom is in the vertical position.
- ◆ Swivel boom to required position. This is only possible when boom is vertical.
- ◆ Lock the swivel by tightening swivel bolt or fitting the securing pin and clip.
- ◆ Turn on RCD to get lights on and adjust the light tilt to the required position. (This is best done by viewing the workface or area to be lit while adjusting the tilt.
- ◆ Close cabin doors.

### SHUT DOWN PROCEDURE

- ◆ **IMPORTANT!** Switch off lights first by switching RCD off.
- ◆ Lower light tilt until fully in downward position.
- ◆ Lower the scope until fully retracted. (This is essential before lowering boom horizontally.)
- ◆ Centralise the boom, then tighten swivel bolt or refit securing pin & clip at drawbar end.
- ◆ Lower the boom horizontally into the cradle.
- ◆ Stop the engine.
- ◆ Switch on isolator switch.
- ◆ Tie down lights with load binders before towing. Lift stabiliser legs.
- ◆ Raise or lower jockey wheel to suit vehicle height. (Do not drive away with wheel down.)

**WARNING!** An engine operating at low speed will produce low voltage, therefore driving a high current which can burn out the alternator, AVR or lights. Never let the tower run out of fuel. To avoid down time, keep air cleaners clean and engine up to service.

## AROC MEETINGS (CEO AND PRESIDENTS)

<b>2018</b>	<b>AROC CEO'S</b> To Submit AROC ITEMS by C.O.B. (5 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>LOCATION</b>
<b>FEBRUARY</b>	31/01/2018	1/02/2018	5/02/2018	CEO OFFICE
<b>FEBRUARY</b>	7/02/2018	8/02/2018	12/02/2018	COUNCIL CHAMBERS
<b>MARCH</b>	7/03/2018	8/03/2018	12/03/2018	CEO OFFICE
<b>APRIL</b>	4/04/2018	5/04/2018	9/04/2018	COUNCIL CHAMBERS
<b>MAY</b>	9/05/2018	10/05/2018	14/05/2018	CEO OFFICE
<b>JUNE</b>	6/06/2018	7/06/2018	11/06/2018	COUNCIL CHAMBERS
<b>JULY</b>	4/07/2018	5/07/2018	9/07/2018	CEO OFFICE
<b>AUGUST</b>	8/08/2018	9/08/2018	13/08/2018	COUNCIL CHAMBERS
<b>SEPTEMBER</b>	29/08/2018	30/08/2018	3/09/2018	CEO OFFICE
<b>OCTOBER</b>	26/09/2018	27/09/2018	1/10/2018	COUNCIL CHAMBERS
<b>NOVEMBER</b>	31/10/2018	1/11/2018	5/11/2018	CEO OFFICE
<b>DECEMBER</b>	28/11/2018	29/11/2018	3/12/2018	COUNCIL CHAMBERS

**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.