



# AVON REGIONAL ORGANISATION OF COUNCILS (AROC)

## Minutes

11 June 2018

### Unconfirmed Minutes

These minutes were approved for distribution on 14 June 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 11/06/18.

Signed: Therese Chitty

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 11 JUNE 2018**

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**ATTACHMENTS** *follow Item 9.*

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# AVON REGIONAL ORGANISATION OF COUNCILS

## MINUTES

### 1. DECLARATION OF OPENING

Cr T Chitty, Deputy Shire President, standing in for Cr B Rayner, Shire President and Chairperson, in his absence, declared the meeting open at 9.37am.

### 2. PRESENTATIONS

Nil

### 3. RECORD OF ATTENDANCE / APOLOGIES

#### Members:

Mr S Scott	CEO, Shire of Toodyay
Cr T Chitty	Deputy Shire President, Toodyay
Cr B Haywood	Shire President, Shire of Goomalling
Mr J Whiteaker	CEO, Shire of Northam
Cr C Antonio	Shire President, Shire of Northam

#### **3.1 Apologies**

Mr C Kerp	CEO, Shire of Goomalling
Cr B Rayner	Shire President, Shire of Toodyay
Mrs R McCall	CEO, Shire of Dowerin
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 9 April 2018

##### OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 05/06/18

**MOVED:** Cr Antonio

**SECONDED:** Cr Haywood

That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 9 April 2018 be accepted as a true and correct record.

**MOTION CARRIED**

#### 4.2 Notes of the CEO Meeting held on 7 May 2018.

##### OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 06/06/18

**MOVED:** Cr Haywood

**SECONDED:** Cr Antonio

That the Unconfirmed Notes from the Avon Regional Organisation of Councils Chief Executive Officer's Meeting held on 7 May 2018 be received.

**MOTION CARRIED**

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE MASONIC LODGE TOODYAY ON 11 JUNE 2018

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## 5. MATTERS ARISING

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

Nil

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

#### 5.2.1 Regional Training

It was noted that the discussion in respect to this matter related to staff and not Councillors.

#### 5.2.2 Road Funding Change of Focus

The overview of this matter was clarification as to whether we wanted to be involved in strong advocacy and we said we were aware other groups were in that space already advocating.

### 5.3 From the Action List

#### 5.3.1 Upcoming Federal Elections

Look forward to Parliamentarians coming. Clarification was sought as to whether there would be a benefit in inviting candidates from alternative parties to get them to commit.

*Refer to the attached Action List at the end of these minutes.*

## 6. ITEMS OF BUSINESS

### 6.1 Financial Report

J Whiteaker advised that this report will be sent for every meeting, even the ones where there has been no change since the last report. (Refer to attachments to these minutes).

### 6.2 2018-2019 Bushfire Risk Management Planning Program Grant Agreement

The position of J Hansen was discussed; particularly the fact that it is a fully funded position by the Department of Fire and Emergency Services (DFES). The agreement was signed and sent to DFES (*Refer to copy of letter and the signing page attached*)

## 7. OTHER MATTERS TO BE DISCUSSED

### General Discussion Points were as follows:

- Rural Fire Division (Country Fire Service);
- Centre of Excellence relating to bush fire management training;
- FCO Training;
- Support, Enforcement and Recovery of Costs.
- AROC Housing Initiative Project nearing completion;

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- Clarification sought in relation to interest applied to the project and the tracking of that interest for each local government party – S Scott advised that he would get the Manager Corporate Services to respond.

## **8. NEXT MEETING**

- The next meeting of AROC CEOs will be held on 9 July 2018
- The next meeting of AROC will be held on 13 August 2018

## **9. MEETING CLOSURE**

Cr Chitty, Acting Chairperson, declared the meeting closed at 10.11am.

**AVON REGIONAL ORGANISATION OF COUNCILS**  
 MINUTES OF MEETING HELD AT THE MASONIC LODGE TOODYAY ON 11 JUNE 2018

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*Action List comprising of Status Report and Project List*

Action List / Status Report		Responsibility: CEO's
Date	Details	Latest Comments
Ongoing	<b>Training and Development</b> Rates Officers – Shire of Dowerin Planning Managers – Shire of Chittering. Rangers Meeting – Shire of Toodyay Sharing Opportunities EO/EHO/CESM	Future focus should be on promoting regional training. Regional training would be driven by individual Councils identify specific training / development needs for their staff and then inviting the AROC group participation where appropriate.
Ongoing	business case for road funding	That letters of support for the regional road funding be provided by AROC and individual Councils when required.

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>
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>• Minister of Transport; and</li> <li>• Shane Love and Mia Davies.</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred any action on this until the business plan is set.</li> </ul>

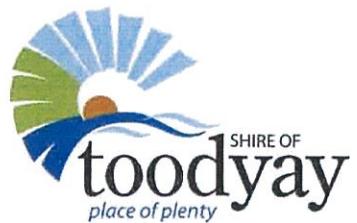
# AVON REGIONAL ORGANISATION OF COUNCILS

## MINUTES OF MEETING HELD AT THE MASONIC LODGE TOODYAY ON 11 JUNE 2018

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Action List / Status Report		Responsibility: Secretariat
Date	Details	Latest Comments
AROC CEO Meeting on 7 May 2018	At their May Meeting the AROC CEO's asked that an invitation be extended so that you could attend an upcoming AROC meeting to make a presentation on risk management in the context of Council decision making.	<ul style="list-style-type: none"> <li>• Jordan Reid -   Strategic Development Manager has advised that he will make a commitment to attend the AROC Meeting scheduled to be held on 13 August 2018 at 9.30am in the Council Chambers at the Toodyay Administration Building, 15 Fiennes Street, Toodyay.</li> </ul>
AROC CEO Meeting on 7 May 2018	They wish to invite Hon Christian Porter to an upcoming AROC Meeting to <i>discuss your visions for your electorate in the context of AROC.</i>	<p>On 5 June 2018 his office advised as follows:</p> <p>He is unavailable on 11 June 2018 and will be in Canberra for the sitting week on the 13<sup>th</sup> of August 2018.</p> <p>Annette Livesey, Executive Officer, from his office will be in touch with me closer to the time in respect to the AROC Meeting scheduled for 1 October 2018.</p>
AROC CEO Meeting on 7 May 2018	They wish to invite Hon Melissa Price MP (Member for Durack) to an upcoming AROC Meeting to <i>discuss your visions for your electorate in the context of AROC.</i>	Have not heard back yet from Hon Price's electorate office.

Project List				
Funding	Project Name	Project Manager(s)	Current Stage of Project	Done/Yet to do
12/13	Aged Housing Funded through CLGF	Shire of Toodyay		Construction commenced all 4 locations. Scheduled completion mid-June 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



Our Ref: LEG265/IFM52069/OLM34957  
Your Ref: 18003-12/18003-12

**Administration Centre**

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12 June 2018

Mr C Garrett  
A/Superintendent  
Bush Fire Risk Management Branch  
Department of Fire And Emergency Services  
PO Box P1174  
PERTH WA 6844

Dear Mr Garrett

**2018-19 Bushfire Risk Management Planning Program Grant Agreement  
- Department of Fire & Emergency Services**

Thank you for your letter dated 29 May 2018.

The 2018-2019 Grant Agreement has been signed by the Shires of Toodyay, Northam and York as requested.

I look forward to receiving a copy of the signed agreement once finalised.

If you have any queries in relation to the above please contact me.

Yours sincerely

Stan Scott  
**Chief Executive Officer**

Encl.



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**BUSHFIRE RISK MANAGEMENT PLANNING PROGRAM  
GRANT AGREEMENT**

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**May 2018**

**THIS GRANT AGREEMENT** is made on 21 May 2018

**BETWEEN:**

**The State of Western Australia** acting through its **Department of Fire and Emergency Services**  
("Grantor")

And

**The Local Government of Toodyay** **A.B.N. (if applicable)**  
("1<sup>st</sup> Organisation")

And

**The Local Government of Northam** **A.B.N. (if applicable)**  
("2<sup>nd</sup> Organisation")

And

**The Local Government of York** **A.B.N. (if applicable)**  
("3<sup>rd</sup> Organisation")

And

**The Local Government of** **A.B.N. (if applicable)**  
("4<sup>th</sup> Organisation")

And

**The Local Government of** **A.B.N. (if applicable)**  
("5<sup>th</sup> Organisation")

## **RECITALS**

The 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Organisation have applied to the Grantor for financial assistance to undertake the Approved Purpose and the Grantor has agreed to provide a grant subject to the terms and conditions of this Agreement.

## **THE PARTIES AGREE as follows:**

### **1. DEFINITIONS AND INTERPRETATION**

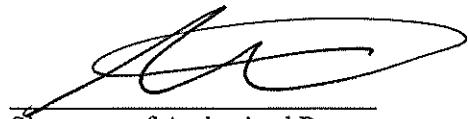
In this Agreement, unless the context otherwise requires:

**Agreement** means this Grant Agreement, including its recitals and any schedules or annexures (if any).

**Acquittal** occurs when the Grantor has advised the Organisation that the reports and financial information provided by the Organisation in accordance with clause 3.6 are satisfactory.

Executed by the Parties hereto:

For and on behalf of the Grantor:



Signature of Authorised Person

Darren Klemm AFSM

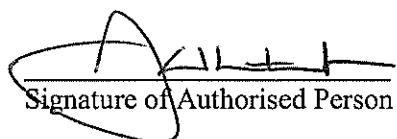
Print full name of Authorised Person

Dated 28/5/18

Commissioner Fire and Emergency Services

Position of Authorised Person

For and on behalf of the 1st Organisation:



Signature of Authorised Person

JASON WHITAKER

Print full name of Authorised Person

Dated 11.6.18

CEO

Position of Authorised Person

For and on behalf of the 2nd Organisation:



Signature of Authorised Person

Stan Scott

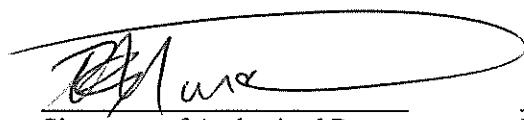
Print full name of Authorised Person

Dated 11.6.2018

CEO

Position of Authorised Person

For and on behalf of the 3rd Organisation:



Signature of Authorised Person

Paul Mann

Print full name of Authorised Person

Dated 11/6/18

CEO

Position of Authorised Person