



# **AVON REGIONAL ORGANISATION OF COUNCILS**

## **Minutes**

**13 June 2016**

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 13 JUNE 2016

---

## Preface

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 AROC Meeting are put together as an addendum to these Minutes.

## Unconfirmed Minutes

These minutes were approved for distribution on 15 June 2016.



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

## Confirmed Minutes

These minutes were confirmed at a meeting held on 15 August 2016.

Signed: David R. Dow

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

# AVON REGIONAL ORGANISATION OF COUNCILS

---

## CONTENTS

MEETING HELD AT SHIRE OF TOODYAY COUNCIL CHAMBERS ON  
MONDAY 13 JUNE 2016

1.	Declaration of Opening .....	1
2.	Presentations .....	1
3.	Record of Attendance / Apologies .....	1
3.1	Apologies.....	1
3.2	Visitors.....	1
4.	Confirmation of Minutes .....	2
4.1	Minutes of Meeting held on 4 April 2016.....	2
5.	Matters Arising .....	2
5.1	From the minutes of the last AROC meeting.....	2
5.2	From the Minutes of the last CEO meeting.....	2
5.3	From the Action List .....	2
6.	ITEMS OF BUSINESS .....	2
6.1	Financial Report –Shire of Dowerin.....	2
6.2	Regional Recreation Strategy .....	3
6.3	AROC Planning 2016/2017 .....	5
7.	OTHER MATTERS TO BE DISCUSSED .....	7
7.1	Television Program Our Town (Victoria Plains) .....	7
8.	NEXT MEETING.....	7
9.	MEETING CLOSURE.....	7

---

**ATTACHMENTS** *follows Item 9.*

---



# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 13 JUNE 2016

---

## MINUTES

### 1. DECLARATION OF OPENING

Cr Dow, Chairperson, declared the meeting open at 9.40 am.

### 2. PRESENTATIONS

#### 2.1 Lighthouse Project

Tiffany Tonkin from Localise was given an opportunity to present the Job Match Pilot Project at the AROC meeting. The key points raised were as follows:

- Employment outcomes to date have been positive experiences for the employee and the organisation;
- All participating LG's willing to remain involved and explore potential employment opportunities;
- Tiffany to follow up with the Shire of Dowerin to discuss potential involvement;
- General feedback that Essential Personnel (and DES providers more generally) should be proactive in presenting clients to LG's; and
- Localise will follow up with Essential Personnel and the CEO's (or delegates) as required.

### 3. RECORD OF ATTENDANCE / APOLOGIES

#### Members:

Cr D Dow	Shire President, Shire of Toodyay
Mr S Scott	CEO, Shire of Toodyay
Mr C Kerp	CEO, Shire of Goomalling
Cr B Haywood	Shire President, Shire of Goomalling
Mr J Whiteaker	CEO, Shire of Northam
Cr S Pollard	Shire President, Shire of Northam
Cr J Williams	Councillor, Shire of Northam
Ms A Selvey	CEO, Shire of Dowerin
Cr D Metcalf	Shire President, Shire of Dowerin
Mr H Hawkins	CEO, Shire of Victoria Plains
Cr D Lovelock	Shire President, Shire of Victoria Plains
Mr A Sheridan	CEO, Shire of Chittering
Cr S Vallance	Shire President, Shire of Chittering

#### 3.1 Apologies

Nil.

#### 3.2 Visitors

Nil.

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 13 JUNE 2016

---

## 4. CONFIRMATION OF MINUTES

### 4.1 Minutes of Meeting held on 4 April 2016

#### **OFFICER'S RECOMMENDATION/AROC RESOLUTION**

**MOVED:** Cr B Pollard

**SECONDED:** Cr S Vallance

That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 4 April 2016 be accepted as a true and correct record, subject to corrections to the record of attendance.

**MOTION CARRIED UNANIMOUSLY**

## 5. MATTERS ARISING

### 5.1 From the minutes of the last AROC meeting

Discussion held regarding the Avon Tourism fees. To be tabled to after the Budget discussions for each Council.

### 5.2 From the Minutes of the last CEO meeting

Nil.

### 5.3 From the Action List

The Action List was reviewed.

## 6. ITEMS OF BUSINESS

### 6.1 Financial Report –Shire of Dowerin

*Refer to the attachment to these notes*

#### **OFFICER'S RECOMMENDATION/AROC RESOLUTION**

**MOVED:** Cr B Pollard

**SECONDED:** Cr S Vallance

That as from the 1<sup>st</sup> July 2016 the Shire of Northam will take over the financial responsibilities for AROC.

**MOTION CARRIED UNANIMOUSLY**

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 13 JUNE 2016

---

## 6.2 Regional Recreation Strategy

The report contained in the meeting held in April 2016 is presented as follows:

<b>DATE:</b>	31 MARCH 2016	<b>FILE NO:</b>	ORG3
<b>AUTHOR:</b>	Stan Scott – Chief Executive Officer		
<b>SUBJECT:</b>	Regional Recreation Strategy		
<b>ATTACHMENTS:</b>	Nil.		

---

### **PURPOSE**

To seek agreement for AROC to develop a Regional Recreation Strategy as part of its 2016-17 program of activities.

### **SUMMARY OF THE FACTS**

#### **Background**

At its February Meeting AROC considered a request from the Shire of Goomalling for an AROC letter of support for its proposed Youth Precinct. The request was denied as it did not form part of a regional strategy.

Toodyay is already seeking funding for a new Recreation Precinct and Victoria Plains is exploring an equestrian facility at Mogumber.

#### **Current Status**

At the March CEO's meeting, CEO's reported that Recreation Plans for various locations are in different states of currency as follows:

Victoria Plains	Out of Date
Goomalling	New plan in progress
Northam	New plan in progress
Dowerin	Current
Toodyay	Current
Chittering	TBA

#### **Key Considerations**

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 13 JUNE 2016

---

There seems to be a common requirement for further investment in sport and recreation facilities within the region, but there seems to be little in the way of coordination or consolidation of facilities.

Projects are more likely to receive State and Federal funding if it can be demonstrated that the proposed facilities are consistent with or contemplated in a Regional Plan.

**Options** (*i.e. next steps, comments*):

Even though we do not have a consistent set of plans there is still a case for the development of a regional blue print. AROC may determine that it is not appropriate to continue until each member has its own recreation plan, but this then prevents the regional perspective from informing local strategy. Further, by the time everyone has completed their own plans, the existing plans may be no longer current.

## **CONCLUSION (and/or Recommendations)**

That AROC determine whether to allocate funds to the development of a regional recreation strategy for 2016-17.

### **OFFICER'S RECOMMENDATION/AROC RESOLUTION**

**MOVED:** Cr B Pollard

**SECONDED:** Cr D Lovelock

That the CEO's develop a plan and source quotes for presentation to the next meeting regarding the creation of a Regional Recreation Strategy.

**MOTION CARRIED UNANIMOUSLY**

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 13 JUNE 2016

---

## 6.3 AROC Planning 2016/2017

The report contained in the meeting held in April 2016 is presented as follows:

<b>DATE:</b>	31 MARCH 2016	<b>FILE NO:</b>	ORG3
<b>AUTHOR:</b>	Stan Scott – Chief Executive Officer		
<b>SUBJECT:</b>	PLANNING FOR 2016-17		
<b>ATTACHMENTS:</b>	Nil.		

---

### **PURPOSE**

To discuss AROC priorities for 2016-17.

### **SUMMARY OF THE FACTS**

#### **Background**

In February 2015 AROC adopted an MOU setting out the framework for cooperation between the member local Governments. The MOU included a schedule of issues and themes for consideration. The MOU includes the following commitments

1. AROC will prepare an Action Plan every two years that will identify regional priorities planned projects and activities for the next two year period;
2. The Governance Group may at any time add or remove items from the Action Plan;
3. The Action Plan will be reviewed annually; and
4. The action Plan will form a schedule to this MOU.

This issues included in the first Action Plan are set out below:

Issue	Themes	Progress
Health and Aged Care	Aged Care planning Independent living units Age Friendly communities planning	Aged Friendly Community Plans almost complete. Independent living units progressing.

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 13 JUNE 2016

Issue	Themes	Progress
Strategic Waste Management	Regional Planning Regional strategies Advocacy	Revised Regional Waste Minimisation Plan completed
Councillor and Staff development	Training needs identification Training delivery in the region Regional Conference or workshop	No Progress
Regional Risk	Risk Management processes Regional Risk Coordinator	New RRC in place and working well
Human resource management	Workforce Development Planning Specialised staff meetings Resource sharing	Limited progress on regional strategies
Information Technology	Joint strategies Resource sharing Insourcing IT support	No progress
Economic Development	Infrastructure development Infrastructure trust Regional Planning Engagement with WDC Regional promotion	Some engagement with WDC, limited other progress Engagement with Avon Tourism
Regional Governance	Review of governance models Regional subsidiary Infrastructure Trust	No Progress
Regional Airport location	Support and advocacy for Cunderdin	No Progress

## Current Status

It is timely to consider themes for 2016-17 so that these may be developed for consideration at the June AROC meeting.

## Key Considerations

All matters for consideration by AROC must be accompanied by an officer report, and this should be shared across the region.

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 13 JUNE 2016

---

## **Options** (*i.e. next steps, comments*)

The issues and themes continue to remain relevant, but identifying specific focus issues for the coming year will help us to achieve more. Alternatively we may become reactive rather than proactive.

With a State election fast approaching it is likely that capacity to demonstrate regional cooperation will take on greater importance in the year ahead.

## **CONCLUSION (and/or Recommendations)**

That AROC identify focus areas for further consideration at the June AROC Meeting.

### **OFFICER'S RECOMMENDATION/AROC RESOLUTION**

**MOVED:** Cr B Pollard

**SECONDED:** Cr D Metcalf

That AROC continue with the current action plan with the addition of the Regional Recreation Strategy.

**MOTION CARRIED UNANIMOUSLY**

### **OFFICER'S RECOMMENDATION/AROC RESOLUTION**

**MOVED:** Cr B Haywood

**SECONDED:** Cr D Metcalf

That the contributions for AROC from participating Councils remain at \$5,000.00 for the 2016/2017 financial year.

**MOTION CARRIED UNANIMOUSLY**

## **7. OTHER MATTERS TO BE DISCUSSED**

### **7.1 Television Program Our Town (Victoria Plains)**

This matter is to be deferred to the CEO's Agenda for further discussion.

## **8. NEXT MEETING**

- The next meeting of AROC CEOs will be held on 4 July 2016; and
- The next meeting of AROC will be held on 8 August 2016.

## **9. MEETING CLOSURE**

Cr Dow, Chairman, declared the meeting closed at 11.05 am.



# AVON REGIONAL ORGANISATION OF COUNCILS

## 13 June 2016

### ATTACHMENTS (to Minutes)

<b>Item 2.1 Lighthouse Project Presentation</b>	<b>1</b>
1. Information in relation to project	1
<b>Item 4 Confirmation of Minutes</b>	<b>3</b>
1. Updated Action List comprising of Status Report and Project List.	3
<b>Item 6.1 Financial Report</b>	<b>7</b>
1. Financial Report	7
<b>Item 6.2 Regional Recreation Strategy</b>	<b>Nil.</b>
<b>Item 6.3 AROC Planning 2016/2017</b>	<b>Nil.</b>





## Job Match Pilot: Overview June 2016

---

The Job Match Pilot is a sub-project of the Lighthouse Project.

*The Lighthouse Project is a partnership project between Local Government Managers Association WA (LGMA) and the Disability Services Commission (DSC). It comprises a series of initiatives with the aim of increasing employment in Western Australian Local Government for people with disability. It is designed to engage with the Local Government sector in the context of planning for disability access and inclusion, with a particular focus on practical measures to improve employment outcomes for people with disability. LGMA WA has contracted Localise to work with LGMA and DSC in delivering the project.*

The Job Match pilot is an action research project, designed to learn about and model the process for a Local Government to work with a Disability Employment Service (DES) provider to employ one or more people with disability.

The Lighthouse Project selected the *Avon Regional Organisation of Councils* (AROC) and Essential Personnel to pilot the Job Match Project – to explore what needs to occur to enhance Councils' capacity and willingness to employ people with disability. The Project team met with CEOs of the AROC councils in June 2015 and all but Dowerin agreed to engage in the project.

At the AROC meeting on 13 June the outcomes and learnings to date from the Job Match Pilot will be presented. We are also seeking to discuss the next steps and consider ongoing opportunities for partnership between AROC and DES providers as well as participation in the Lighthouse Project more broadly.



This Page has been Left Blank "Intentionally"

# Avon Regional Organisation of Councils

## Action List comprising of Status Report and Project List

Action List / Status Report			
Date	Details	Name	Latest Comments
10/03/2014 (Ongoing) This was discussed 7/12/2015	Specialty Staff Meetings be convened by the nominated Host of Specialty Staff as follows:  Rates Officers – Shire of Toodyay Planning Managers – Shire of Chittering. Rangers  in order to test the effectiveness of the initiative. Meetings could coincide with the AROC CEO meetings.	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> <li>Sharing opportunities at next CEO AROC Meeting. EO/EHO/CESM.</li> </ul>
7/12/2015	Written updates to be provided to all other Members of AROC to keep them abreast of all information in relation to the project.	CEO's	<ul style="list-style-type: none"> <li>In particular, accommodation figures of what each individual Shire within the group has a target of achieving as well as waiting list numbers.</li> </ul>
8/2/2016	<ol style="list-style-type: none"> <li>Invite a representative of Avon Tourism to present details of its draft strategic plan to the April 2016 AROC meeting;</li> <li>Prepare a funding application for the development of an AROC Regional Tourism Plan.</li> </ol>	CEO Toodyay	<ul style="list-style-type: none"> <li>Karen Dore from Avon Tourism presented 04/04/16;</li> <li>The Funding Application deferred.</li> </ul>
14/03/2016 CEO Meeting	Regional Recreation Planning Victoria Plains – out of date; Goomalling – updating; Northam – updating; Dowerin – Up-to-date; Toodyay – Up-to-date; and Chittering – in consultation.	CEO	Include in Regional Recreation Plan for 2016/2017 (refer to Project list)

1 | Page

# Avon Regional Organisation of Councils

## Action List comprising of Status Report and Project List

Action List / Status Report			
Date	Details	Name	Latest Comments
08/02/16	Invitation to be sent to York Shire, inviting them to attend the AROC Meeting on 3 <sup>rd</sup> October 2016.	CEO Toodyay	Formal letter to be sent to the Shire of York to save the date. In the meantime, Helen Darcy-Walker, CEO Secretary for the Shire of York has pencilled the date into her CEO and Shire President diaries @ 16 June 2016.
04/04/16	AROC Planning for 2016/2017 - discuss AROC priorities	AROC	<i>This matter, tabled at April 2016 meeting was deferred to the June AROC meeting</i>

# 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	Shire of Dowerin	<ul style="list-style-type: none"> <li>Variation to funding outcomes;</li> <li>Further testing of the train's rolling stock (Brookfield);</li> <li>Accreditation was completed (Feb 2016).</li> <li>Meet with Goomalling CEO week ending 17 June 2016 regarding the platform.</li> </ul>	<ul style="list-style-type: none"> <li>Platform in Goomalling is a priority;</li> <li>Include for discussion on the next AROC CEO Agenda for the meeting scheduled for 4 July 2016.</li> <li>Action Needed: CEO Dowerin to provide Briefing Note by 29 June 2016 for the Agenda for the CEO AROC Meeting scheduled to occur on 4 July 2016.</li> </ul>
12/13	Aged Housing Funded through CLGF	Shire of Toodyay	Plans signed off by partner. Architect to finalise plans.	<ul style="list-style-type: none"> <li>In position to go to tender next month. Provide copies of plans to Shire of Goomalling prior to going out to tender.</li> <li>Heartlands presented 04/04/16: progress developing the funding application for the AROC Housing Alliance Project.</li> </ul>
Ongoing last discussed 18/08/2015	CLGF Aged Friendly Community Grants	CHITTERING VIC PLAINS  TOODYAY GOOMALLING	Finalising standard community surveys comparable across a number of locations, based on the World Health Organisations age-friendly domains.	<p>Grant Application successful regarding the development of Age Friendly Community Plan.</p> <p>Projects progressing.</p> <p>Refer to minutes of 7 December 2015.</p>

# 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
2016-17	Regional Recreation Plan / Strategy	AROC CEO's	AROC to develop a Regional Recreation Strategy as part of its 2016-17 program of activities.	Action Needed: That the CEO's develop a plan and source quotes for presentation to the next meeting regarding the creation of a Regional Recreation Strategy.

**AVON REGIONAL ORGANISATION OF COUNCILS  
STATEMENT OF COMPREHENSIVE INCOME**

<b>Brought Forward</b>	<b>101,543</b>	<b>134,108</b>	<b>80,617</b>	<b>59,367</b>	<b>49,202</b>
	<b>31st May 2016 \$</b>	<b>2015 \$</b>	<b>2014 \$</b>	<b>2013 \$</b>	<b>2012 \$</b>
<b>Revenue</b>					
Member Contributions	0	30,000	30,000	48,000	0
Grants					
-WDC Contribution to AVON ROC	0	0	25,000	26,604	26,604
Fees and charges	5,291	2,459	636	2,364	9,318
Interest earnings	950	2,299	2,219	2,611	2,830
Other revenue	0	0	0	0	0
	<b>6,241</b>	<b>34,759</b>	<b>57,855</b>	<b>79,579</b>	<b>38,752</b>
<b>Expenses</b>					
Insurance	846	1,158	1,445	1,575	1,488
Equipment Expenses	5,897	3,081	2,919	69	495
Shared Services Aged Care Planning	0	0	0	30,000	0
Shire of Chittering BCF	0	0	0	0	13,302
Shire of Toodyay BCF	0	0	0	26,684	0
Shire of Toodyay Admin	0	7,500	0	0	0
Shire of Dowerin BCF (min 3.2.2 12.3.12)	0	0	0	0	13,302
WB Infrastructure Conway Highbury	0	12,000	0	0	0
WB Infrastructure Refund to WDC	0	17,273	0	0	0
Localise - Aged friendly Audit	0	26,312	0	0	0
Strategic waste management plan	28,950	0	0	0	0
Other expenditure	0	0	0	0	0
	<b>35,692</b>	<b>67,324</b>	<b>4,364</b>	<b>58,328</b>	<b>28,587</b>
<b>Net result</b>	<b>(29,451)</b>	<b>(32,565)</b>	<b>53,491</b>	<b>21,250</b>	<b>10,165</b>
<b>Accumulated Funds on hand</b>	<b>72,092</b>	<b>101,543</b>	<b>134,108</b>	<b>80,617</b>	<b>59,367</b>
<b>Represented by</b>					
NAB Investment	67,447	66,497	64,198	61,978	

This Page has been Left Blank "Intentionally"