

## AVON REGIONAL ORGANISATION OF COUNCILS (AROC)

### Minutes

17 February 2020

#### Unconfirmed Minutes

These minutes were approved for distribution on 18 February 2020.

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 .....

Signed: .....

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

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## MINUTES

### 1. DECLARATION OF OPENING

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

### 2. PRESENTATIONS

Nil

### 3. RECORD OF ATTENDANCE / APOLOGIES

#### Members:

Cr B Manning	Shire President, 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
Cr C Antonio	Shire President, Shire of Northam
Mrs R McCall	CEO, Shire of Dowerin
Cr D Hudson	Shire President, Shire of Dowerin
Mrs G Teede	CEO, Shire of Victoria Plains
Cr P Bantock	Shire President, Shire of Victoria Plains
Mr C Linnell	CEO, Shire of York
Cr D Smythe	Shire President, Shire of York

#### 3.1 Apologies

Mr S Scott, CEO, Shire of Toodyay

### 4. CONFIRMATION OF MINUTES

#### 4.1 Minutes of Meeting held on 2 December 2019

##### **OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 01/02/20**

**MOVED:** Cr Antonio

**SECONDED:** Cr Hudson

That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 2 December 2019 be accepted as a true and correct record.

**MOTION CARRIED**

#### 4.2 Notes of the CEO Meeting held on 3 Feb 2020 – not available

Items discussed at that meeting are contained in the Agenda.



**AVON REGIONAL ORGANISATION OF COUNCILS**  
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**5. MATTERS ARISING**

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

**5.1.1 Sports Marketing – Reference Checks**

At September 2019 AROC Meeting a resolution on books that CEO's perform reference checks to engage them – and if no issues then proceed.

Goomalling Shire advised they are not pursuing at length at the current time because they haven't discussed it with Council.

York requested the background, to which a copy of the September 2019 minutes was provided post meeting.

J Whiteaker provided detail verbally in relation to the item.

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

Nil

**5.3 From the Action List**

The Action list was not reviewed.

**6. ITEMS OF BUSINESS**

**6.1 Financial Report for 31 Jan 2020**

**OFFICER'S RECOMMENDATION/AROC RESOLUTION NO.  
02/02/20**

**MOVED** Cr Bantock

**SECONDED** Cr Smythe

That the financial Report for 31.01.2020 be received.

**MOTION CARRIED**

**6.2 Withdrawal of the Shire of Dowerin from AROC**

Date of Report:	14 February 2020
File Reference:	ORG3
Author:	Stan Scott – CEO Shire of Toodyay
Responsible Officer:	Stan Scott – CEO Shire of Toodyay
Attachments:	1. Letter from Shire of Dowerin; 2. Confirmation of Withdrawal to Shire of Chittering; and 3. AROC MOU.

**PURPOSE**

To receive formally, the withdrawal of the Shire of Dowerin from AROC.

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**BACKGROUND**

The Shire of Dowerin has formally written to AROC to advise of the following resolution from its Council:

That, in accordance with Section 3.18 of the Local Government Act 1995, Council:

1. Advises the Avon Regional Organisation of Councils (AROC) that the Shire of Dowerin intends to withdraw its membership and requests consideration to exit AROC effective 30 June 2020 without losing the Shire of Dowerin's share of net value as detailed in Clause P(4) of the Memorandum of Understanding dated 3 April 2017;
2. Should AROC choose to hold the Shire of Dowerin to the requirements of the Memorandum of Understanding, the Shire of Dowerin requests to pay a partial annual membership fee for the 2020/21 financial year; and
3. Advises the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) of the Shire of Dowerin's intention to exit AROC and pursue the opportunity to enter into NEWROC as a financial member as of 1 July 2020.

The Letter went on to say:

4. As mentioned in point 1 of the resolution, Council would appreciate AROC's consideration to allow the Shire of Dowerin to withdraw from AROC effective 30 June 2020 and for the Shire of Dowerin to retain its share of net value, estimated to be \$31,000.
5. It would be appreciated if this matter can be discussed at the CEO's meeting scheduled for Monday 3 February 2020 and included in the Agenda for consideration at the President and CEO's meeting scheduled for Monday 17 February 2020.
6. The Shire of Dowerin is grateful for the relationships established as part of its AROC membership and it is hoped these relationships are not adversely affected, despite our withdrawal request.

The matter was discussed at the CEO's meeting and none of the other CEO's are in any position to challenge Dowerin's community of interest with other NEWROC members.

**Discussion**

In considering the request for withdrawal as at 30 June 2019 it is important to consider the following:

1. When Chittering chose to withdraw AROC did not enforce the notice period in the MOU and agreed to an early departure. Agreeing to Dowerin's withdrawal at 30 June 2019 without the requirement of a further contribution would be consistent with that approach.
2. Dowerin has suggested its share of the net value of AROC would approximate \$31,000. Below is a calculation of the expected financial position:

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Net Financial Position at 29 Nov 19	\$191,136
Plus Interest (say)	300
<u>Committed Expenditure</u>	
Shire of Toodyay	\$7,500
Tourism Report	\$30,000
Total Committed	\$37,500
<b>Net Financial position</b>	<b>\$153,936</b>
<b>Dowerin Share</b>	<b>\$25,656</b>
<b>Dowerin Share excluding Tourism</b>	<b>\$30,656</b>

3. Given that the Tourism report has not been commenced and Dowerin is unlikely to gain value from it is probably reasonable to calculate the withdrawal before expenditure for that project.
4. Dowerin presently holds the AROC Hire equipment which consists of portable ablution block and a lighting tower. There needs to be a determination on whether the equipment is moved to a different Shire or dealt with in some other way. Given the lack of hire out I would propose that the equipment be sold by closed bid to one of the member shires and proceeds retained by AROC. Dowerin would receive a one sixth share of these funds.
5. It appears that one member has yet to pay its 2019-20 contribution. This may affect the final payout calculation.

**OFFICER'S RECOMMENDATION**

That AROC:

1. Receives the withdrawal notice from the Shire of Dowerin from AROC;
2. Agrees that Dowerin may withdraw with effect from 30 June 2020 with no further obligation;
3. That the payout to be paid to the Shire of Dowerin be calculated before the Tourism Report is deducted (that is payout of around \$30,000);
4. That the CEO Shire of Toodyay work with the Shire of Northam and Shire of Dowerin to determine the final payout; and
5. That the AROC hire equipment be offered for sale to AROC member Councils with bids closing at the 6 April 2020 CEO's meeting

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<b>OFFICER'S 03/02/20</b>	<b>RECOMMENDATION/AROC</b>	<b>RESOLUTION</b>	<b>NO.</b>
<b>MOVED</b> Cr Hudson		<b>SECONDED</b> Cr Smythe	
That AROC:			
1. Receives the withdrawal notice from the Shire of Dowerin from AROC;			
2. Agrees that Dowerin may withdraw with effect from 30 June 2020 with no further obligation;			
3. That the payout to be paid to the Shire of Dowerin be calculated before the Tourism Report is deducted (that is payout of around \$30,000);			
4. That the CEO Shire of Toodyay work with the Shire of Northam and Shire of Dowerin to determine the final payout; and			
5. That the AROC hire equipment (Mobile ablution facility and lighting tower) be offered for sale to AROC member Councils and communities, with bids closing at the 6 April 2020 CEO's meeting.			

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**6.3 Executive Officer for AROC**

Date of Report:	12 February 2020
File Reference:	ORG3
Author:	Stan Scott – CEO Shire of Toodyay
Responsible Officer:	Stan Scott – CEO Shire of Toodyay
Attachments:	Nil

**PURPOSE**

To make provision for dedicated executive support for AROC.

**BACKGROUND**

There are a number of voluntary regional organisations of Council around WA. The Shire of Dowerin has indicated a desire to resign from AROC and join North East Wheatbelt Regional Organisation of Councils (NEWROC). This has been driven by a greater community of interest with other NEWROC councils including an alignment of WALGA Zones.

In the course of these discussions the executive arrangements supporting NEWROC were discussed. It appears that NEWROC makes a greater investment in executive support to drive the decisions and actions of the group, which may lead to superior outcomes.

The NEWROC Executive Officer provided the following information:

Services offered by the NEWROC Executive Officer:

- Between 40 - 52hrs a month
- Between \$58 - \$65hr
- Some ROC's provide an annual office fee up to \$1500p.a (covering office equipment and consumables)
- Travel at ATO rates to meetings
- For project work outside of the contract a different hourly rate I would suggest it is \$65/hour for project work

The duties of the job vary but can include:

- Governance (agenda's, minutes, audit, correspondence, website management)
- Advocacy (submissions, presentations etc.)
- Management of the group's finances (NEWROC has separate bank accounts and uses XERO)
- Assistance in the delivery of the strategic plan of the group

Presently AROC pays a small fee to Toodyay for executive support, finances are managed by Northam and AROC equipment is held by and managed by Dowerin.



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Much of the work of AROC is picked up by member Local Government and typically these tasks while important are given a lower priority than the other work of the individual CEOs. As a result AROCs progress and strategic direction is typically very slow moving.

**OFFICER COMMENT**

Employment of an executive Officer based on the NEWROC model would produce the following costs based on 45 hour per month and \$65.00 per hour.

Executive Officer Wages	\$35,100
Office Expenses	\$1,500
Travel Expenses	\$1,000
<b>Total</b>	<b>\$37,600</b>

There would be some capacity for the executive officer to undertake project work for the same hourly rate, which could include some of the assignments presently contracted out to consultants.

The AROC MOU presently makes provision for contributions of between \$5,000 and \$10,000 per year. The proposal above split 5 ways is a cost of around \$7,520 per Shire.

If AROC set its annual contribution at the maximum this would provide an additional \$12,400 per annum for project work.

**OFFICER'S RECOMMENDATION**

That AROC:

1. Appoint an Executive Officer for 2020-21;
2. Set annual contributions for 2020-21 at \$10,000 per member.

R McCall provided an overview in relation to the discussion that the AROC CEO's had at their last meeting.

Question: Who would employ the Executive Officer?

Response: *Would have to be a Contract person engaged by one of the Member Councils, most likely the Secretariat.*

Points raised as follows:

- Clear and open recruitment process.
- AROC confirming appointment, or via the CEO of the Shire who will manage the contract.
- Dowerin offered to contact NewRoc to gather example of how they achieve the appointment of an Executive Officer for 2020/2021.
- The Shire President to discuss with CEO of Toodyay about the recruitment of an Executive Officer.

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- AROC to contribute to the process once the local government (Secretariat) makes the appointment.

**MOTION/AROC RESOLUTION NO. 04/02/20**

**MOVED** Cr Antonio

**SECONDED** Cr Smythe

That AROC adjourn this matter at 10.17am, to the next meeting of the President's and CEO's of AROC subject to referring this matter to the CEO's Meeting separately so that they may discuss the following:

1. Recruitment an Executive Officer for 2020-21;
2. Endorsement by the Presidents and CEO's; and
3. Set annual contributions for 2020-21 at \$10,000 per member.

**MOTION CARRIED**

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**6.4 Acknowledgment of outcome for combined Waste Tender**

Date of Report:	14 February 2020
File Reference:	ORG3
Author:	Stan Scott – CEO Shire of Toodyay
Responsible Officer:	Stan Scott – CEO Shire of Toodyay
Attachments:	Nil

**PURPOSE**

To discuss the results of the combined Waste Tender.

**BACKGROUND**

The Shire of Toodyay partnered with 5 of the 6 Avon Regional Councils to improve the attractiveness of the contract for waste service providers, potentially resulting in a lower price for the services.

In the previous waste collection service contract the Shire of Northam and Toodyay entered into a joint procurement process to use the aggregate number of collection services to assist in obtaining the best pricing possible.

The success of this procurement method was demonstrated, as it resulted in Council saving approximately \$40,000 per annum for waste collection services.

Given the success of the above process Council and four other local authorities within AROC (Toodyay, York, Victoria Plains and Dowerin) opted to undertake a joint procurement process for waste services for the next 5 years with an extension option of 4 years (2 x 2 year) and have engaged WALGA to manage the procurement process. The pricing was sought on the basis of a joint price (all local authorities together) and individual local government pricing. A 'Request for Quotations' from experienced waste collection service providers have been sought through the WALGA Vendor Panel and two submissions have been received.

The Shire of Toodyay recently, in their 28 Jan 2020 Council Meeting resolved as follows:

That Council:

1. *Awards a contract based on the request for quotation made available through the WALGA preferred suppliers panel to Avon Waste for the provision of Waste and Recycling Collection Services, to the value of*
2. *\$331,677.02 for a period of 5 years commencing from July 1, 2020 until 30 June 2025, with the option to extend for a further 4 years (2 x 2 years) at the Principals discretion; and*
3. *Notes the additional unit charges for other services delivered under the contract; and*
4. *Authorises the Chief Executive Officer to execute the contract, subject to any variations (of a minor nature).*

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This resolution mirrored that of the Shire of Northam one week earlier. It is clear that:

AROC Councils obtained better pricing that would have been achieved by going to market separately;

Having the Shire of Northam as part of the mix was important to achieving favourable pricing due to its larger size

**OFFICER'S RECOMMENDATION**

That AROC note the conclusion of the regional waste services procurement project.

Points raised as follows:

- Process of the procurement project has concluded.
- Until resolved by all the Council's this matter would come back to the President's meeting.
- Worthwhile project.

**OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 05/02/20**

**MOVED** Cr Antonio

**SECONDED** Cr Smythe

That AROC note the conclusion of the regional waste services procurement project.

**MOTION CARRIED**

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**6.5 Engagement with Perth Hills Strategy – RDA Perth**

Date of Report:	12 February 2020
File Reference:	Org3
Author:	Stan Scott – CEO Shire of Toodyay
Responsible Officer:	Stan Scott – CEO Shire of Toodyay
Attachments:	Nil

**PURPOSE**

To inform Presidents of engagement with RDA Perth.

**BACKGROUND**

Regional Development Australia (RDA) is a partnership between the Australian, state and territory and local governments to support the growth and development of Australia's regions. RDA Perth, previously part of the area consultative committees, was established in 2012 to focus on the Perth region.

AROC members are serviced and supported by RDA Wheatbelt.

RDA Perth is currently undertaking investigations into a strategic plan for the Perth Hills and have had conversations with the Hills local governments within the Perth Metropolitan region (Swan, Mundaring, Kalamunda and Armadale) and the Shire of Serpentine Jarrahdale in the Peel. RDA Perth CEO Colleen Yates and I thought it would be advantageous for her to also speak with Northam, York, Toodyay and Chittering to further the discussion. To date, the following key areas have been identified:

- Tourism and Lifestyle;
- Freight and Logistics;
- Agriculture;
- Small Business Development.

Colleen Yates met with AROC CEO's, Mandy Walker from Wheatbelt RDA and Matthew Gilfillan from the Shire of Chittering to discuss possible synergies and potential involvement in the strategy.

**OFFICER'S RECOMMENDATION**

That AROC note the engagement with RDA Perth on a Hills Strategy and support further collaboration.

Overview:

Organisation met with the AROC CEO's and gave a presentation about how RDA Perth is ascertaining what fringe tourism engagement they can make.



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Points raised as follows:

- Four strategies in each of the different areas to see whether or not real synergy with hills tourism and fringe council side of things.
- Events that draw people from the city out to the fringe. Need to be looking at that for the future. Positive discussions.
- Victoria Plains having a separate discussion with them today 17 Feb 2020. Linking in with the city will benefit the shire.

**OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 06/02/20**

**MOVED** Cr Bantock

**SECONDED** Cr Smythe

That AROC note the engagement with RDA Perth on a Hills Strategy and support further collaboration.

**MOTION CARRIED**

**6.6 Corella Control – what can we do**

P Bentley, CEO from Shire of Goomalling, provided an overview.

Points raised as follows:

- Due to holiday period been difficult to get hold of any officers to discuss properly. Finally got access to Pest bird Portal last week but the only thing on there is maps and numbers of birds. The
- Shire of Northam more engaged in bird control at the moment than what exists on the site as the site only talks about roosting sites of a couple of hundred birds.
- Goomalling have birds in the thousands. Information will be made available to the CEO's when it comes to hand.
- WALGA's progress stalled at best. Struggle with any movement forward because harsher killing techniques not able to be utilised. Workshop on culling Corella's involved golf course control with netting and shooting birds. Only advance is no numbers on culling them. No seasons. Management is able to be done. Method is to be determined by each local government separately.
- You can bring in shooting clubs but some police don't support these activities. Depends on the town. No progress on poisoning or gassing, etc. Big issues with trapping. Only get 40-60 birds in a net each time. Costs \$1,500 to \$2,000 per trap.
- Toodyay's method been effective but not resolving the issue. Moving them away to another locality.
- Ranger liaise with the police to shoot birds from the oval and surrounding farm/landholders shoot them too.
- Population doubles annually.
- Get someone in to develop regional strategy to deal with the issue.
- Poisoning not supported by the Biodiversity (Ag).
- Can we realistically do it as a regional group?
- Any ideas from other members pass on to Goomalling to do a report for the next meeting. Body of the report will be sent out beforehand to filter back as quickly as possible, prior to the next CEO's meeting.
- Liaise with WALGA so it goes above the local governments and becomes a state government issue.
- Invite WALGA representatives to the area to show them the issues that we have with respect to the Control of the birds. Goomalling to investigate this.

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**6.7 Tourism Models – defining the scope for the Tourism Paper**

- R McCall advised that she was yet to provide examples in a report yet to come for further discussion at the AROC CEO's meeting.

*NB: The email that is sent will form an attachment to these minutes.*

**7. OTHER MATTERS TO BE DISCUSSED**

**7.1 150 Years of Community Self Government**

Date of Report:	12 February 2020
File Reference:	ORG3
Author:	S Scott – CEO Shire of Toodyay
Responsible Officer:	S Scott – CEO Shire of Toodyay
Attachments:	Extract from Western Councillor Issue 105 Dec/Jan 2020

**PURPOSE**

To determine whether there is an interest in a regional celebration of 150 years of self-government.

**BACKGROUND**

On 21 January 1871 several Road boards were formed. Prior to this the City of Perth was the only municipal government in WA. Of these originally established Road Boards 18 are still operating as Local Governments. This group includes Northam, Toodyay, York and Victoria Plains.

The Centre for WA History is running a Self-Governing Communities project and is encouraging communities to set up 150th anniversary committees.

**OFFICER COMMENT**

The anniversary of self-government is shared by 4 of the AROC members and AROC may be an appropriate vehicle for some coordinated celebration

**OFFICER'S RECOMMENDATION**

The AROC determine whether there is an interest in a regional celebration of 150 years of self-government.

Discussion Points were as follows:

- Led more from the state than the region (perhaps) and interest from the community may be negative depending on the approach.
- More interest in the individuals that are involved. Celebration as an individual project for each Council.
- No interest in a regional celebration of 150 years of self-government.

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**8. NEXT MEETING**

AROC CEO Meeting	6 April 2020
AROC Presidents Meeting	20 April 2020

**9. MEETING CLOSURE**

The Chairman declared the meeting closed at 10.54am.







# AVON REGIONAL ORGANISATION OF COUNCILS (AROC)

**17 Feb 2020**

## Attachments to Minutes

### Item 5 Matters Arising

<b>5.1.1 Sports Marketing – Reference Checks</b>	<b>1</b>
1. Extract of the Sept 2019 minutes was provided post meeting.	1
<b>5.3. Action List</b>	<b>7</b>
1. Updated Action List comprising of Status Report and Project List.	7

### Item 6.1 Financial Report

1. Financial Report for 31 Jan 2020	11
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### Item 6.2 Withdrawal of Shire of Dowerin from AROC

1. Letter from Shire of Dowerin;	13
2. Confirmation of Withdrawal provided to Chittering in 2017; and	16
3. AROC MOU	19

### Item 6.7 Tourism Models – defining scope for Tourism paper

1. Email from Shire of Dowerin;	32
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### Item 7.1 150 years of Community Self-Government

1. Extract from Western Councillor Issue 105 Dec/Jan 2020	35
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# AVON REGIONAL ORGANISATION OF COUNCILS

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SHIRE OF TOODYAY, ON 2 SEPTEMBER 2019

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## Summary of Question Two

What are the costs associated with it?

*Costs will be dependent upon scope.*

### **MOTION/AROC REC NO. 09/09/19**

**MOVED** Cr Lovelock

**SECONDED** Cr Wallace

AROC to employ a Consultant to write an “options paper” in terms of identifying the future of tourism in the Avon Region that will include consultation with the tourism industry, based upon a scope prepared by the AROC CEO’s at their next scheduled meeting.

Authorise the CEO’s to spend up to \$30,000 for the Options Paper.

**MOTION CARRIED 5/1**

## **2.2 SPORTS MARKETING AUSTRALIA PTY LTD**

Rick Sleeman presented to AROC about bring events into regional centres.

### Points raised as follows:

- Commonality shown within those local government areas.
- What is at the seat of that passion?
- No surprises 64 councils engage them round Australia to events tourism around Australia.
- Sports Tourist \$278 per person per day.
- Coming to region 2,000 people spending 2, 3 4 and 5 days and spending that amount of money.
- Program itself to date 13million 700 bed nights. After every event the post event acquittal gives no. of people coming to the region and multiply that by the duration of the event.
- Delivered 3.7billion dollars (direct spend).
- Four critical things:
  - (1) Economic benefit
  - (2) Introducing people to the region
  - (3) Branding benefits
  - (4) Community benefits
- Event owner holds things like school visits, come and try this “sport” to get kids off their computers and couches – to be more active in the community.
- Interesting discussions with State Sporting Organisations in Perth. Proximity is good. To everything from transport,

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MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
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through to Event capacity. Don't need fancy accommodation. Core accommodation motels and Caravan Parks will suffice.

## Summary of Question One

How does it work?

*AROC would enter into a three year agreement.*

*Phase 1 would be a "capacity and capability assessment" to give Sports Marketing Australia (SMA) and the AROC team an understanding of which events are conducted in which regions, as well as which disciplines are at what level. SMA look at natural attributes of the regions as well. Mountain biking racing. Look at privately owned assets. Golf clubs, etc. SMA assess each of the local organisations associated with events. Not just sporting events. Not just about sports. Yes called SMA but Events Tourism is what we are about.*

*The objective is that there is no requirement for Councils to get involved with the conduct of the events. The only influence it may have is how hard it will leverage.*

*Whenever someone buys a ticket or goes on line to enter an event their details are on the event owner database. The agreement can include that when someone buys a ticket they get sent information about all the things to do in the region. They can be given the options of booking their stay and start spending money from the moment they arrive here. They might arrive earlier and stay later.*

*Once the Phase 1 assessment is complete the representation team (13 reps in the main city destinations around Australia) have connection to the teams in the offices of those significant members of the tourism and events industries. Best outcomes for their events.*

*Opportunity to create a sports / events super-centre.*

## Summary of Question Two

Have you got a success story?

*The Gold Coast held 56 events there last year that were from SMA.*

*West Australian Bunbury Council and the success there, through SMA. They had zero events six years ago.*

*MACTO (Mandurah and four other councils similar to AROC. – smashed out of the park thanks to the involvement of SMA.*

*Don't think one single regional centre not getting the right number of events they want. SMA looks at where the peaks and troughs are. We cannot place events into destinations where*

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 2 SEPTEMBER 2019

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*accommodation providers are going to be full (i.e. during events in the region such as the Dowerin Field Day or Avon Descent).*

## Summary of Question Two

How does the costing structure work?

*We do not take retainers. Phase 1 costs \$27,500 for one three and a half months study to get to a state of completeness. From then the fee is a per event basis. The Account Manager would put forward events from the participation team. The events can be either accepted or rejected. After acceptance of the event SMA will pocket \$2,500 per event.*

## Summary of Question Three

Who sponsors the events? Does your company's role finish at that point?

*Sporting and Event organisations are not our client. It is the Councils who pay our fee. Once we have you, whoever owns the program in this region says yes. A letter of agreement will be put together to negotiate the terms that AROC is keen on. There are up to a half a dozen options. SMA can assist with conference calls between the event owner (AROC) and the event organisation.*

*The agreement makes it Chrystal clear on the roles and responsibilities for each of the parties. That's the end of it. They step back unless local government asks to join in.*

## Summary of Question Three

What have been the specific events that SMA brought to a town?

- *Nitro-Circus*
- *Bunbury – 25 to 30 events per year – from broadcast events cooking shows*
- *Ainsley's Market Menu sees Ainsley Harriott traversing Australia on a fun-filled food adventure through some of the Australia's most diverse and colourful produce markets. The production company wanted unique produce. They went to where the produce was grown and filmed a lot of little videos. The program is viewed by \$6 million people around UK/Europe.*
- *World jousting championships – great product. Had them in June. Global event. Medieval festival that goes with it for three days – dressed in old clobber. Dressed in old costume.*
- *Variety different events becoming more seamless. Event owners come to understand how it works.*



# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 2 SEPTEMBER 2019

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## Summary of Question Four

Is the fee \$27,500 for the whole AROC region?

*Yes. What we do is we speak with people with local knowledge, picking up premium pieces of infrastructure. We cannot do a capacity or capability study on each local government area but can work with someone who has knowledge about what infrastructure exists within the local government areas combined.*

## Summary of Question Five

Do you require a cash sponsorship from the LG?

*Sometimes. When the jousting championships came through, the local government paid \$10,000 and the SMA got state funding (to assist with the event). We look for funding if there are big chunks of money required. There is no doubt there is an increased propensity for sport organisations to know their event and to have a value. If they do want funding we negotiate and manage their expectations.*

## Summary of Question Six

Would you work in with events such as the Dowerin Field Day?

*Part of the assessment will be what and where the events are that already have people attending. We look for the peaks and troughs.*

## Summary of Question Seven

What is the percentage of sporting events?

*70% sport. Local sport organisations would have to be part of it. Local Organisations can have canteen rights. There is opportunity for them to make more money from those events than home and away. The Event Owner will bring that type of marshal who will provide "feet on the ground assistance."*

## Summary of Question Eight

Could you identify what we have in our region?

*We don't need a \$20,000 seat stadium etc. The key thing for the program is a safe playing surface. There is a whole raft of sports that you can attract and reconfigure a playing surface for. You need a safe playing surface and venue.*

## Summary of Question Nine

Are a lot of your events annual?

*Yes they are annual. Some happen within the same month every year and the promotion style of events work a "circuit."*

# AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,  
SHIRE OF TOODYAY, ON 2 SEPTEMBER 2019

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## Summary of Question Ten

In respect to events that are already committed, is there any role for you in that? Would you help with securing sponsorship?

*Yes. Any event currently conducted in the region that doesn't come through our program we can help with. For instance, events held by Bowls WA do not come through the SMA program. Whilst we encourage people to come to our program if they don't we can still assist through fees for service.*

### **3. RECORD OF ATTENDANCE**

#### Members:

Mr S Scott	CEO, Shire of Toodyay
Cr T Chitty	Deputy Shire President, Toodyay
Mr P Bentley	CEO, Shire of Goomalling
Cr J Chester	Deputy Delegate, Shire of Goomalling
Mr J Whiteaker	CEO, Shire of Northam
Cr C Antonio	Shire President, Shire of Northam
Mrs R McCall	CEO, Shire of Dowerin
Cr D Hudson	Shire President, Shire of Dowerin
Mrs G Teade	CEO, Shire of Victoria Plains
Cr D Lovelock	Shire President, Shire of Victoria Plains
Mr P Martin	CEO, Shire of York
Cr D Wallace	Shire President, Shire of York

#### **3.1 Apologies**

Cr B Rayner	Shire President, Shire of Toodyay
Cr B Haywood	Shire President, Shire of Goomalling

### **4. CONFIRMATION OF MINUTES**

#### **4.1 MINUTES OF MEETING HELD ON 10 JUNE 2019**

##### **OFFICER'S RECOMMENDATION/AROC REC NO. 10/09/19**

**MOVED:** Cr Antonio

**SECONDED:** Cr Wallace

That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 10 June 2019 be accepted as a true and correct record.

**MOTION CARRIED**

### **5. MATTERS ARISING**

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

Nil

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# AROC STATUS REPORT

## Avon Regional Organisation of Councils

*Secretariat*  
*CEO - Shire of Toodyay*

Actions to be undertaken prior to the next meeting (or ongoing from a previous meeting)		
Meeting Date	Actions to be taken	With the aim of / further comment or information
2/12/19	Advise Avon Tourism that we cannot formally respond as yet because we're yet to get the Tourism Options paper out	Consider in 2020.
2/12/19	AROC MOU to be updated by Secretariat	To be circulated to all members via email and put to the relevant Councils in the New Year. Bring back document to be signed in the New Year.

Project List					
Funding	Project Name	Project Reason	Project Manager(s)	Aim / Objective	Other comments
AROC FUNDS	Tourism Options Paper	Request from Avon Tourism – need determined at Meeting 3 Sept 2019.	S Scott, CEO (Shire of Toodyay)	Engage a Consultant to write an Options Paper	<ol style="list-style-type: none"> <li>1. AROC to employ a Consultant to write an “options paper” in terms of identifying the future of tourism in the Avon Region that will include consultation with the tourism industry, based upon a scope prepared by the AROC CEO's at their next scheduled meeting.</li> <li>2. Authorise the CEO's to spend up to \$30,000 for the Options Paper</li> </ol>
2019/20	Waste Collection Services – Tender and Contract Management	Ongoing (1st July planned implementation date) Meeting dated 6 Aug 2018 commenced this.	Jason Whiteaker, CEO (Shire of Northam)		<ol style="list-style-type: none"> <li>3. That an AROC tender for waste collection services be done by WALGA for collective services;</li> <li>4. The AROC CEO's continue discussions to work collaboratively in respect to respect to tendering for waste collection services; and</li> <li>5. An update be brought back to the October 2018 AROC Meeting.</li> </ol>

# AROC STATUS REPORT

## Avon Regional Organisation of Councils

Secretariat  
CEO - Shire of Toodyay

Project List					
Funding	Project Name	Project Reason	Project Manager(s)	Aim / Objective	Other comments
AROC FUNDS	Event Marketing – last discussed at 17 Feb 2020 President's Meeting	Sports Marketing Australia presented at Sept 2019 AROC Pres. Mtg.	J Whiteaker, CEO (Shire of Northam)	Engage Sports Marketing Australia	6. Proceed as per Sept 2019 AROC Minutes

Agenda for next CEO's Meeting		
Meeting Date, Item No & Question No.	Subject	Recommendation made at AROC Presidents Meeting
17/02/2020 6.3.	Executive Officer for AROC	That AROC adjourn this matter at 10.17am, to the next meeting of the President's and CEO's of AROC subject to referring this matter to the CEO's Meeting separately so that they may discuss the following:  1. Recruitment an Executive Officer for 2020-21;  2. Endorsement by the Presidents and CEO's; and  3. Set annual contributions for 2020-21 at \$10,000 per member.
17/02/2020 6.6.	Corella Control	Shire of Goomalling CEO to bring information to the CEO Meeting. Emailing it before where possible. Invite WALGA representatives out to the areas to see the issue we have and advocate with them for their assistance.
17/02/2020 6.7.	Tourism Models AROC decided in Dec 2019: CEO's to gather material from other locations where things are working well and share them.	Receive the email attached to these minutes and discuss further. Compiling a collaboration of all material to the next AROC CEO Meeting for defining the scope for the Tourism Paper.

# AROC STATUS REPORT

## Avon Regional Organisation of Councils

Secretariat  
CEO - Shire of Toodyay

### Agenda for next CEO's Meeting

Meeting Date, Item No & Question No.	Subject	Recommendation made at AROC Presidents Meeting
2/12/19	Wendy Newman from Directions has been invited to the next AROC CEO Meeting	To do work-planning training in order to identify trends in the employment market, and the issues associated around that issue. To also work out practicalities of engagement. Decision for each local government.

### Questions taken on notice

Meeting Date, Item No & Question No.	Questions in order of the meeting	INFORMATION Post meeting (with a view to providing further comment at a future meeting or via email)

### Completed Items

Meeting Date, Item No	Item Name / Other Detail	Status / Action / Notes	Resolution No. or Comment
AROC FUNDS Sept 2019	Regional Cooperation Project WALGA request regarding cooperation and shared services first discussed 11 March 2019.	Jason Whiteaker, CEO (Shire of Northam) was to prepare a consultancy brief for regional cooperation project. At Sept 2019 meeting advised that a report will be coming to the November CEO Meeting and then the December Presidents Meeting.	Asked to remove this at the Dec 2019 Presidents Meeting.
3/9/2019	Prepare a consultancy brief for regional cooperation project.	Report will be coming to the November CEO Meeting and then the December Presidents Meeting.	Brief not received.

# AROC STATUS REPORT

## Avon Regional Organisation of Councils

Secretariat  
CEO - Shire of Toodyay

Completed Items			
Meeting Date, Item No	Item Name / Other Detail	Status / Action / Notes	Resolution No. or Comment
3/9/2019	Prepare a scope that will be used to engage a Consultant to write an options paper (see project list)	Providing a copy of the final scope to the Presidents through emails. Further discussion at the president's meeting by way of an update.	To be handled outside of AROC meeting process as per Dec 2019 AROC Meeting.
3/9/2019	Check references of Sports Marketing Australia and also look for other providers to compare services/quotes. (see project list)	Further discussion at the president's meeting by way of an update.	Updated Dec Mtg.
3/9/2019	Schedule of Meetings	Provide update at the November CEO meeting and then at the December Presidents Meeting provide timetable for 2020.	NFA



# AVON REGIONAL ORGANISATION OF COUNCILS

## Statement of Comprehensive Income

Administered by Shire of Northam

	01.07.2019 31.01.2020	2019	2018	2017	2016	2015
	\$	\$	\$	\$	\$	\$
<b>Brought Forward</b>	165,490	139,323	118,752	95,655	101,543	134,108
<b>Revenue</b>						
Member Contributions	30,000	30,000	49,625	30,000	30,000	30,000
Fees & Charges					5,391	2,459
Interest Earnings	646	3,667	-	-	1,914	2,299
Other Revenue			7,900		-	-
<b>Total Revenue</b>	30,646	33,667	57,525	30,000	37,305	34,759
<b>Expenses</b>						
Insurance					846	1,158
Recreation Plan			5,000			
Equipment Expenditure					5,897	3,081
Shire of Toodyay Administration		7,500	7,500	7,500	7,500	7,500
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>	-	7,500	36,954	7,500	43,193	67,324
<b>Net Result</b>	30,646	26,167	20,571	22,500	(5,888)	(32,565)
<b>Accumulated Funds on hand 31/01/2020</b>	196,136	165,490	139,323	118,752	95,655	101,543
Represented by Bankwest Muni Account	196,136					

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**From:** Rebecca McCall [mailto:rmccall@dowerin.wa.gov.au]  
**Sent:** Wednesday, 22 January 2020 5:26 PM  
**To:** Peter Bentley <ceo@goomalling.wa.gov.au>; Jason Whiteaker <ceo@northam.wa.gov.au>; Glenda Teede <ceo@victoriaplains.wa.gov.au>; CEO - SHIRE OF YORK <ceo@york.wa.gov.au>  
**Cc:** Stan Scott <ceo@toodyay.wa.gov.au>  
**Subject:** IAM65175 - [External]-FW: Attn: Stan Scott - Shire of Dowerin correspondence - AROC

Hello Jason, Peter, Glenda & Chris

NHY everyone, hope you all enjoyed a good break (Jason you are no doubt still enjoying the trip with the fam).

I wanted to give you all the heads up in regards to the attached correspondence address to the Shire of Toodyay as the ACROC Secretariat. The decision comes with mixed feelings as established relations are held in high regard and I in particular benefit from the network.

I will provide more insight at the CEO meeting scheduled for February 3. However, in a nutshell, for Dowerin to achieve sustainability it needs to actively seek collaboration opportunities with communities with similar strategic objectives. AROC is in a unique situation with 3 large regional councils and 3 small, and it is our view this mix is partially preventing the group in identifying and implementing regional projects. There are also small barriers (although manageable);

- Dowerin is also the only Council not in a ROC within the Eastern Wheatbelt Country Zone
- Tourism regions and groups do not align across the 6 councils

As you can imagine, when you are dealing with collaborations, groups and organisations across several boundaries and/or regions it absorbs resources we simply do not have. Dowerin, as we all do, needs to work smarter and decision-making needs to be more strategic.

Food for thought, talk amongst yourselves and I welcome feedback on the 3<sup>rd</sup>. I guess drinks are potentially of me ☺.

Cheers Bec

**Rebecca McCall**  
Chief Executive Officer

P (08) 9631 1202  
13 Cottrell Street  
Dowerin WA 6461



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**From:** Vanessa Green <[vgreen@dowerin.wa.gov.au](mailto:vgreen@dowerin.wa.gov.au)>  
**Sent:** Wednesday, 22 January 2020 3:25 PM  
**To:** Rachel Byrne <[records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)>  
**Cc:** crhudson <[crhudson@dowerin.wa.gov.au](mailto:crhudson@dowerin.wa.gov.au)>; Rebecca McCall <[rmccall@dowerin.wa.gov.au](mailto:rmccall@dowerin.wa.gov.au)>  
**Subject:** Attn: Stan Scott - Shire of Dowerin correspondence - AROC

Hi Stan,

I hope you had an enjoyable festive season.

Please see the attached correspondence from the Shire of Dowerin regarding its membership to AROC.

If you have any queries please liaise with either Cr Hudson or Bec, who have been cc'd into this email.

The Shire appreciates AROC's consideration of this request.

Kind regards,

**Vanessa Green**  
Executive & Governance Officer

P (08) 9631 1202  
13 Cottrell Street / PO Box 111  
Dowerin WA 6461



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22 January 2020

Mr Stan Scott  
Chief Executive Officer  
AROC Secretariat  
Shire of Toodyay  
PO Box 96  
TOODYAY WA 6566  
Via email: [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)

Dear Stan,

**AVON REGIONAL ORGANISATION OF COUNCILS (AROC) - INTENT TO WITHDRAW**

It is with some regret that I write to advise AROC of the Shire of Dowerin's wish to withdraw its membership from AROC.

Council considered this matter at its January 2019 meeting and resolved (CMRef 0132):

***"That, in accordance with Section 3.18 of the Local Government Act 1995, Council:***

- 1. advises the Avon Regional Organisation of Councils (AROC) that the Shire of Dowerin intends to withdraw its membership and requests consideration to exit AROC effective 30 June 2020 without losing the Shire of Dowerin's share of net value as detailed in Clause P(4) of the Memorandum of Understanding dated 3 April 2017;***
- 2. should AROC choose to hold the Shire of Dowerin to the requirements of the Memorandum of Understanding, the Shire of Dowerin requests to pay a partial annual membership fee for the 2020/21 financial year; and***
- 3. advises the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) of the Shire of Dowerin's intention to exit AROC and pursue the opportunity to enter into NEWROC as a financial member as of 1 July 2020."***

As mentioned in point 1 of the resolution, Council would appreciate AROC's consideration to allow the Shire of Dowerin to withdraw from AROC effective 30 June 2020 and for the Shire of Dowerin to retain its share of net value, estimated to be \$31,000.

It would be appreciated if this matter can be discussed at the CEO's meeting scheduled for Monday 3 February 2020 and included in the Agenda for consideration at the President & CEO's meeting scheduled for Monday 17 February 2020.

The Shire of Dowerin is grateful for the relationships established as part of its AROC membership and it is hoped these relationships are not adversely affected, despite our withdrawal request.

If you have any further queries please do not hesitate to contact me or our CEO, Rebecca McCall.

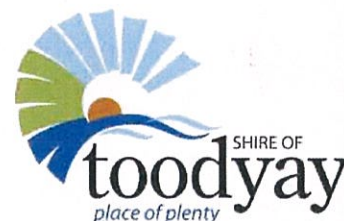
Yours sincerely



Darrel Hudson  
SHIRE PRESIDENT



Our Ref: ORG3//OCR31553



10 October 2017

Mr Alan Sheridan  
Chief Executive Officer  
Shire Of Chittering  
PO Box 70  
BINDOON WA 6502

**Administration Centre**

15 Fiennes Street  
PO Box 96  
TOODYAY WA 6566

T (08) 9574 9300

F (08) 9574 2158

E [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)

W [www.toodyay.wa.gov.au](http://www.toodyay.wa.gov.au)

Dear Alan

**AROC Group Membership**

Thank you for your letter dated 7 July 2017.

I am aware of the Shire of Chittering July 2017 Council Meeting where your Council resolved to advise AROC of its intention to withdraw from the Avon Regional Organisation of Councils at the end of this financial year.

Subsequently, at an AROC meeting held on 7 August 2017 the group resolved as follows:

*That AROC acknowledge receipt of the withdrawal notice and offer the Shire of Chittering the option to withdraw before 30 June 2018 including the distribution of its share of assets at the conclusion of the Recreation Audit.*

A copy of the AROC Financial Statements for the period ended 30 September 2017 is attached. In order to establish a reasonable pay-out figure to allow Chittering to exit with effect on 31 December 2017 I suggest the following calculation:

<b>Balance at 30 September 2017</b>	<b>\$113,752</b>
York Buy in (not yet invoiced)	\$19,625
Total	\$133,377
Divided by 7	\$19,053.86
Minus Pro Rata Annual Contribution	-\$2,500
<b>Proposed Payout</b>	<b>\$16,554</b>

It should be noted that the September Balance did not include member contributions, York's proposed buy-in, administration charges or the cost of the next stage of the regional recreation strategy. In the calculation above I have brought in York's buy-in contribution. Instead of projecting likely income and expenditure to the end of December 2017 I have simply prorated Chittering's contribution.

If you are happy with these arrangements I can confirm the AROC agreement for Chittering's resignation to take effect from 31 December 2017, and which point you may invoice AROC for your share of accumulated funds as set out above.

Yours faithfully

Stan Scott  
Chief Executive Officer

# AVON REGIONAL ORGANISATION OF COUNCILS

## Statement of Comprehensive Income

Administered by Shire of Northam

	01.07.2017 30.09.2017	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>		30,000	30,000	30,000	30,000	48,000	-
Member Contributions					25,000	26,604	26,604
Grants							
WDC Contribution			5,391	2,459	636	2,364	9,318
Fees & Charges		-	1,914	2,299	2,219	2,611	2,830
Interest Earnings			-	-	-	-	-
Other Revenue		125,655	37,305	34,759	57,855	79,579	38,752
<b>Total Revenue</b>	-						
<b>Expenses</b>	5,000						
Insurance			846	1,158	1,445	1,575	1,488
Recreation Plan							
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			
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				
Other Expenditure							
<b>Total Expenditure</b>	5,000	7,500	43,193	67,324	4,364	58,328	28,587
<b>Net Result</b>	(5,000)	118,155	(5,888)	(32,565)	53,491	21,251	10,165
<b>Accumulated Funds on hand 30/06/2017</b>	113,752	118,752	95,655	101,543	134,108	80,618	59,367
<b>Represented by Bankwest Trust Account</b>	113,752						



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# AROC

## Avon Regional Organisation of Councils



## Memorandum of Understanding for the operation of the AROC Group Agreement

BETWEEN THE:

SHIRE OF DOWERIN  
SHIRE OF GOOMALLING  
SHIRE OF NORTHAM  
SHIRE OF TOODYAY  
SHIRE OF VICTORIA PLAINS  
SHIRE OF YORK

*Adopted as amended at an AROC Meeting held on 3 April 2017 – circulated to members for endorsement (Res. No. 07/03/17).*

**6 January 2020**

## *Memorandum of Understanding*

*Avon Regional Organisation of Councils (AROC)*

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## *Memorandum of Understanding*

### *Avon Regional Organisation of Councils (AROC)*

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#### **A. Description of the Memorandum of Understanding (MOU)**

1. The purpose of this document is to set out the framework for regional cooperation between the member local governments.
2. The regional body shall be known as the Avon Regional Organisation of Councils, or under the short form AROC.
3. AROC will not be a legal entity or a body corporate, and may only operate under the auspices of one or more member local governments.
4. AROC operates under the authority of Section 3.68 of the *Local Government Act 1995*.

#### **B. Period of Agreement**

1. This agreement shall apply from the date it is adopted by the member local governments for a period of five years. At the end of that period the members may:
  - Renew the agreement;
  - Change the agreement; or
  - Take no action, in which case the agreement ceases to have effect.
2. The agreement may be modified or cancelled at any time with the unanimous agreement of the member local governments.

#### **C. Membership**

1. Membership of the Avon Regional Organisation of Councils shall consist of the following organisations. Each member is a local government constituted under the Western Australian *Local Government Act 1995*.
2. Member local governments of the Avon Regional Organisation of Councils are:
  - Shire of Dowerin;
  - Shire of Goomalling;
  - Shire of Northam;
  - Shire of Toodyay;
  - Shire of Victoria Plains; and
  - Shire of York.

#### **D. Mission Statement**

The mission of the Avon Regional Organisation of Councils is to:

**“Work cooperatively for the benefit of the region and well-being of the community”**

## E. Purpose

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The purpose of AROC is to arrange and facilitate Members:

- working together cooperatively to address regional problems, issues or challenges and advance the interests of the region;
- developing and implementing resource sharing strategies or regional service delivery models;
- delivery of training and development programs for elected members or staff; and
- Undertaking joint tendering or purchasing arrangements.

## F. The AROC Governance Group

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1. The prime decision making body for AROC shall be the Governance Group;
2. The Governance Group will meet every two months at a time and place agreed by the group;
3. Each member local government shall have equal representation on the Governance Group;
4. The Governance Group shall consist of:
  - one Elected Member from each member local government, usually the mayor or Shire President;
  - one Senior Officer from each member local government, usually the CEO;
5. Each local government shall nominate an Elected Member to represent it on the Governance group;
6. Proxies are permitted;
7. Each member local government shall have a single vote to be exercised by their nominated elected member or proxy, or in the absence of an elected member by the CEO or senior officer present;
8. Governance Group meetings are not open to the public, but additional elected members from member local governments are encouraged to attend as observers;
9. Invited guests may attend the meeting to address particular issues and can remain for the remainder of the meeting unless decided otherwise by the meeting;
10. Members may attend by prior arrangement through instantaneous electronic communication.

## G. The AROC Officer's Group

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1. The AROC Officers Group will meet every two months at a time and place agreed by the Officers Group, in the months when the Governance Group does not meet;
2. Each member local government shall have equal representation on the Officers Group, usually the CEO;
3. Proxies are permitted; and
4. Decisions shall be by consensus.

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## H. Authority

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1. The Governance Group will have authority from member local governments to deal with funds held by AROC from members and third party contributions; except
2. The individual local government that is auspiced to deliver a program or project under third party grant funding shall ensure that the program or project is delivered and the funds are expended and acquitted in accordance with the grant agreement.

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## I. Meetings

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1. AROC Governance Group meetings shall be convened at the time and at the place determined by the group;
2. The secretariat will prepare a program for the meeting that will consist of:
  - Matters referred by the Officers Group for consideration or decision;
  - Matters raised by individual member local governments for consideration;
  - Review of actions and progress arising from previous meetings or decisions;
  - Submissions, presentations or representations from third parties arranged by the secretariat or agreed by the Chairperson;
  - Such other matters as may be agreed by the Governance Group.
3. The meeting Program will generally be circulated one clear week prior to the Governance Group Meeting.
4. A quorum shall consist of delegates from four member local governments.

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## J. Chairperson and Deputy Chairperson

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1. The Chairperson and Deputy Chairperson of the Governance Group will be elected at the first Governance Group meeting following the local government Ordinary Elections, or at such other times as may be necessary if the position is vacated;
2. The Chairperson and Deputy Chairperson must be elected members from the member local governments;
3. The Chairperson shall have a deliberate vote only and no casting vote. Unresolved matters are to be referred to the next meeting;
4. If the Chairperson is absent, whether represented by a proxy or not, the Deputy Chairperson will preside;
5. If both the Chairperson and the Deputy Chairperson are absent, whether represented by proxies or not, the group will elect a presiding member for that meeting only.

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## K. Secretariat

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1. An individual, member local government or other corporate body may be appointed to provide secretariat support to AROC. Unless the Governance Group determines otherwise the secretariat will be provided by the local government represented by the Chairperson;

2. The Governance Group will determine an annual fee for the provision of secretariat services at the time that it adopts its annual budget.

## L. Treasury

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1. A member local government will be appointed to act as Treasurer to hold, manage and account for funds held on behalf of AROC;
2. The Treasurer will provide regular financial reports to the Governance Group;
3. The Governance Group may determine an annual fee for the provision of Treasury services at the time that it adopts its annual budget.

## M. Annual Financial Contribution

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1. Each year at its April meeting the Governance Group will determine the annual contribution for member Councils for the following financial year;
2. The annual contribution shall be identical for each member Council;
3. The annual contribution will be not less than \$5,000 and not more than \$10,000 per member local government.

## N. Project Financial Contribution

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1. AROC through the Governance Group may decide to undertake a project or projects which require additional financial contributions from member local governments;
2. Projects must involve at least two local governments, but could involve all member local governments;
3. Each project will have a separate form of agreement which will ensure that:
  - The costs of the project are equitably distributed;
  - That any additional costs or savings are equitably distributed to participating local governments; and
  - That there will be no impost on, or windfall to those member local governments that choose not to participate.

## O. New AROC Members

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1. The Governance Group may by unanimous agreement:
  - Allow an additional local government to become a member; or
  - Invite an additional local government to become a member.
2. Any new member will be required to buy in to the Avon Regional Organisation of Councils;
3. The buy in figure will be determined by preparing a balance sheet for AROC, and dividing the net equity position by the number of Members.



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## P. Withdrawal of AROC Members

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1. AROC members recognise and agree that participation in AROC is a long term strategy and any decision to withdraw should be reflective of the long term nature of the commitment;
2. A retiring member must give at least one full financial year notice of an intention to withdraw;
3. At the conclusion of the notice period the departing member will be entitled to receive a payout calculated as the AROC net position not including any restricted funds, at 30 June divided by the number of members;
4. A member may withdraw at any time without notice but will be required to pay any contributions due and payable up to the end of the current financial year, but will not be entitled to any distribution of assets.

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## Q. Action Plan

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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 removed items from the Action Plan;
3. The Action Plan will be reviewed annually;
4. The Action Plan will form a schedule to this MOU.

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**R. Executed by the Parties**

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**Shire of Dowerin****SHIRE PRESIDENT**

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Printed Name

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Signature

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Date**CHIEF EXECUTIVE OFFICER**

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Printed Name

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Signature

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Date**Shire of Goomalling****SHIRE PRESIDENT**

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Printed Name

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Signature

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Date**CHIEF EXECUTIVE OFFICER**

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Printed Name

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Signature

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Date

**Shire of Northam****SHIRE PRESIDENT**

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Printed Name

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Signature

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Date**CHIEF EXECUTIVE OFFICER**

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Printed Name

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Signature

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Date**Shire of Toodyay****SHIRE PRESIDENT**

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Printed Name

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Signature

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Date**CHIEF EXECUTIVE OFFICER**

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Printed Name

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Signature

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Date

**Shire of Victoria Plains****SHIRE PRESIDENT**

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Printed Name

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Signature

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Date**CHIEF EXECUTIVE OFFICER**

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Printed Name

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Signature

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Date**Shire of York****SHIRE PRESIDENT**

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Printed Name

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Signature

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Date**CHIEF EXECUTIVE OFFICER**

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Printed Name

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Signature

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Date

## S. Schedule 1 – AROC Action Plan

Schedule 1 – AROC Action Plan			
Issue	Themes	Actions	Review Date
Health and Aged Care	Aged Care planning Independent living units Age Friendly communities planning		
Strategic Waste Management	Regional Planning Regional strategies Advocacy		
Councillor and Staff development	Training needs identification Training delivery in the region Regional Conference or workshop		
Regional Risk	Risk Management processes Regional Risk Coordinator		

Schedule 1 – AROC Action Plan			
Issue	Themes	Actions	Review Date
Human Resource Management	Workforce Development Planning Specialised staff meetings Resource sharing Build relationship with Central Regional TAFE		
Information Technology	Joint strategies Resource sharing Regional Support Insourcing IT support		
Economic Development	Infrastructure development Infrastructure trust Regional Planning Engagement with WDC Regional promotion		

## Schedule 1 – AROC Action Plan

Issue	Themes	Actions	Review Date
	Strategic Road Projects		
Regional Governance	Review of governance models Regional subsidiary Infrastructure Trust		
Regional Airport location	Support and advocacy for Cunderdin		
Regional Recreation Strategy	Regional Cooperation		
Environmental Health Services	Resource Sharing Joint Mosquito Project (3 year)		



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## Maria Rebane

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**From:** Rebecca McCall <rmccall@dowerin.wa.gov.au>  
**Sent:** Monday, 17 February 2020 5:33 PM  
**To:** Stan Scott  
**Cc:** Peter Bentley; Glenda Teede ; Jason Whiteaker; CEO - SHIRE OF YORK  
**Subject:** IAM65764 - [External]-AROC - Tourism Options Paper

Hi Stan

I am very tardy with my homework delivery. As a starting point it is worth noting what has/is happening across the Wheatbelt. I am aware that Wildflower Country and Discover Golden Horizons (northern Wheatbelt) have disbanded. I am not sure what is occurring in the southern Wheatbelt.

### Wheatbelt Tourism Status:

- WDC Draft Strategy Tourism Plan –completed by Carol Redford but never adopted/endorsed
- WDC completed an audit of tourism product and attractions as part of the draft Wheatbelt Tourism Strategy in 2018 – I will try to get my hand on this
- RDA Wheatbelt completed some sort of tourism product review of the region late 2019 – I am yet to see this, I will contact Chris Evans
- Roe Tourism – strategy mainly based around marketing, some advocacy and product development (signage) ([maintain a website and Facebook](#))
- NewTravel (Wheatbelt Way) – as above (maintain a website, facebook, instagram and app)
- Pioneers Pathway – as above (website)
- WEROC – manage WEROCK app
- Above groups leverage marketing funding in partnership with AGO (a number of initiatives programmed each year)
- Wheatbelt Way gathering data – currently working with Curtin University to analysis data ways to improve collection of data so it is tangible and measurable (Linda Vernon and myself are working on this)
- Wheatbelt Way, Pioneers Pathway, WEROC and Roe Tourism presented to RDA a Joint Marketing Panel proposal. The objectives - local tourism groups to access marketing expertise (panel) to develop and help implement clear tourism brand for groups, clear storylines that link each established tourism product, consistent marketing material for all levels of tourism promotion for the sub-region. Desired outcomes – coordinated brand across the regions self drive routes, marketing collateral available for use over a long period of time, increased profile of the regions self drive routes and communities linked to them, increased visitation and expenditure along the self-drive routes , marketing funds are leveraged for greater impact, local communities understand the impact of tourism, increased skills and knowledge of local tourism groups around brand development and marketing. The proposal was well receive, however there is a need to pick it up again and advocate further.

Cheers Bec

**Rebecca McCall**

Chief Executive Officer

P (08) 9631 1202  
13 Cottrell Street  
Dowerin WA 6461



## 150 YEARS OF LOCAL GOVERNMENT

# UWA SELF-GOVERNING COMMUNITIES PROJECT

By Dr Bruce Baskerville, Associate Director, Centre for Western Australian History at UWA

Did you know that in 2021 Western Australians will have an opportunity to celebrate, and reflect upon, 150 years of comprehensive Local Government in Western Australia?

Comprehensive, because in 1871 Western Australia was the first jurisdiction in Australasia to set up a system of Local Government across its entire territory – at least on a map. In that year, 29 urban municipalities and rural road board districts were created. The smallest was the 293 hectare Town of Guildford, the largest the Nicol Bay Road District covering everywhere north of the Murchison River.



Guildford Municipal Councillors 1944, the first council to which two women were elected at the same time. Ref: City of Swan Libraries

The City of Perth, and some of the municipalities, succeeded earlier town trusts dating back to 1838, but the *Municipal Institutions Act 1871* and the *District Roads Act 1871* really were something new in their scope and ambition, not just here but across the British Empire. Today, while just 17 of the original 29 survive with their original name, all 139 Local Governments can trace their lineage back to one or more of the original 29. It is a fascinating and complicated family tree in which every Local Government has a place.<sup>1</sup>

### WHAT IS THE PROJECT?

The Centre for Western Australian History at UWA (CWAH), with the support of the Hon David Templeman MLA, is commencing a project to explore the stories of Local Government for the 150th anniversary, or sesquicentenary, in 2021 and is inviting all Local Governments to participate. The Self-Governing Communities project aims to develop an overarching history, and a series of linked local histories, encompassing the historical development of Local Government in Western Australia.

The framework will begin with a story of the original 1871 councils, connecting the City of Perth (the oldest Local Government in Australia) with the urban municipalities and the rural shires. The next phase will focus on detailed local council histories, grouped as successors to their original 1871 Local Governments. This will create a series of inter-connected regional histories covering the whole State. Every Local Government has a place in the story, a story that is both unique to each community but also part of a larger state-wide story.

There are many significant and under-researched questions around how Local Governments have been shaped by, and in turn have shaped, a diverse range of political, environmental, economic and social forces over 150 years. Rather than a simple chronology, the histories will focus on several key themes in local self-governance: fostering citizenship; environmental stewardship; opportunities for Aboriginal self-governance; the roles of arts, heritage and culture in shaping local identities; service and business models for Local Government; the continuities and changes historically evident in resilient local governance, and whether there are particular Western Australian characteristics that make our Local Governments distinctive.

### LEGACIES: THE 1871 LOCAL GOVERNMENTS STILL OPERATING

ALBANY	MURRAY
BEVERLEY	NORTHAM
BUNBURY	PERTH
BUSSELTON	PLANTAGENET
CANNING	SWAN
FREMANTLE	TOODYAY
GERALDTON	VICTORIA PLAINS
IRWIN	WILLIAMS
KOJONUP	YORK

<sup>1</sup> Except for Cocos (Keeling) Island and Christmas Island shires, which have different pre-1992 genealogies. For the Self-Governing Communities project, Western Australia includes the two Indian Ocean territories.

The overarching history will form the first volume, to be published online in 2021. Subsequent volumes will be developed between 2021-2028, grouping successors to their original 1871 councils. For example, the Town of Geraldton and the Geraldton and Greenough roads board districts created in 1871 formed a 'waistband' across the middle of Western Australia, from the coast to the South Australian border. Today, after various separations and amalgamations, six shires and one city occupy wholly or partially this same space and can trace a lineage back to at least one of those three original Local Governments. Each of these districts will be able to link their history, through the overarching history, to showcase their individual stories as both distinctively local and also as part of a larger story.



Greenough Road Board Office, Central Greenough. Built 1906.

## WHY DO THE PROJECT?

All Local Governments, whatever their foundation date, have a venerable history back to 1871, or even earlier for the older towns. Local histories can sometimes obscure the role of Local Government, the sphere of governance that has, arguably, been of greatest importance and impact in people's everyday lives. Over 150 years, Local Government has many achievements to celebrate, as well as failures from which lessons can be learned. Understanding the 'why' of these achievements and failures will help Local Governments today chart ways to the future.

English local historian David Dymond wrote in 2011

Local history can genuinely contribute to the life of whole communities. When sound local history is published, or promoted in other ways, the community in question (whatever its size) can never be the same again: it now knows more about itself, its place in history, how far it shares characteristics and far it is unusual or unique.<sup>2</sup>

Diamond emphasised the need for "sound local history". He meant history based on solid research, by researchers and historians trained in using archival materials, skilled in analysing the records produced by Local Governments, and able to write the stories in engaging and meaningful ways. The project will draw on both professional and community historians to create legacies from the bottom up to create 'sound histories'.

The project is called Self-Governing Communities to emphasise how communities form and learn to care for their own affairs, to be as autonomous as their resources will allow. Western Australian Local Government can trace roots back to ancient communal self-governments such as the medieval boroughs of England and burghs of Scotland. It has similarities with old European and colonial city-states such as Venice or Singapore. And there is a need to understand how Aboriginal ideas and practices of self-governance, before and since colonisation, can and are shaping models of local self-governance. Charting the development of local self-government is central to understanding how people 'belong' to a place, and how they make it 'home', wherever they have come from.

These histories have the potential to energise the ways communities can know themselves and strengthen local identities and senses of belonging and place, from newest to oldest. They can throw light on why some Local Governments survive but not others. They will help reviewing Local Heritage Surveys under the new Heritage Act for the 21st century. Local Governments can also use them to position themselves and the sector as significant stakeholders in the lead-up to, and during, Western Australia's 200th anniversary in 2029.



Perth Town Hall Centenary Plaque 1929

## HOW TO BECOME INVOLVED

- Watch the CWAH Self-Governing Communities project page at [www.cwah.uwa.edu.au](http://www.cwah.uwa.edu.au)
- Watch Western Councillor and other WALGA publications for updates and news
- Become involved in developing the Self-Governing Communities research and publication online portal
- Take a lead in setting-up your own local community-based 150th anniversary committee
- Check your Local Heritage Survey (Municipal Inventory) and Planning Scheme Heritage List for Local Government places, including places from 'ancestor' Local Governments

<sup>2</sup> David Dymond, 'Does local history have a split personality?', in Christopher Dyer et al (eds), *New Directions in Local History since Hoskins*, University of Hertfordshire Press, Hatfield 2011: 24