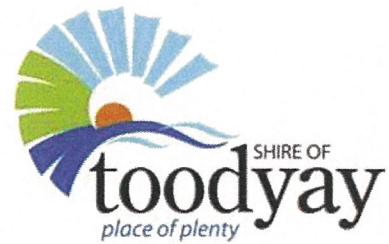


AVON REGIONAL ORGANISATION OF COUNCILS (AROC)



Minutes

2 December 2019

Unconfirmed Minutes

These minutes were approved for distribution on 16 December 2019.

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 *17-2-20*.....

Signed: .....

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

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AVON REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE AROC PRESIDENTS MEETING HELD IN COUNCIL CHAMBERS, AT
THE SHIRE OF TOODYAY ON 2 DECEMBER 2019

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ATTACHMENT *with separate index follows Item 9.*

MINUTES

1. DECLARATION OF OPENING

Cr B Manning, Chairperson, declared the meeting open at 9.40am.

2. PRESENTATIONS

2.1 Directions Pilot Project

Presenters: Wendy Newman, Deputy Chair of Board and Ian Eardley, CEO wish to talk about workforce attraction, sharing resources, shared workforce, labour hire and/or traineeships; all of which would fall under the parameters of meeting Disability Access and Inclusion Planning for all Member local governments.

Commenced at 9.45am.

Detail of the Presentation was as follows:

- Promote and develop career paths for people;
- Directions - Charity organisation;
- Offer HR Recruitment Service for the region;
- Opportunity to share a Directions employee with AROC;
- Training people youth or mature aged persons;
- People would work at the local governments, via incentives;
- Pushing outward to get a pool of people.
- Maximise incentives for recruitment, supervision and support.

Discussion Points were as follows:

Is it purely for new entrants to the market or could it be land operators (is there scope for that?)

We're just getting into that market to build up a pool. There are other issues that need to be discussed but we have been talking to. A lot of guys haven't got the tickets but have the experience. Thinking a little differently to attract people.

Do you have a menu available for what apprenticeships and traineeships are available?

Yes we can tailor things for you. Plant operators, mechanics, etc.

Dowerin is experiencing difficulty attracting staff. Two vacancies – wish to engage so attraction is main problem. What do the models look like and what cost is there?

We can look at retraining to retain employees at grass roots level as labour hire needed at the Shire of Dowerin.

AVON REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE AROC PRESIDENTS MEETING HELD IN COUNCIL CHAMBERS,
AT THE SHIRE OF TOODYAY ON 2 DECEMBER 2019

Mechanics, traffic control and irrigation specialists. Contractors from Perth being brought up. Problems casual workers bring such as timing conflicts.

It is important to know what work may be available in the year going forward. Training can be scheduled in.

Action:

Go to the CEO meeting and do work-planning across each of the local governments to see what the work profile is between each of the local governments.

Issues:

Housing for people doing apprenticeships.

Advantages:

You de-risk – the risk is with the Directions business and not local government. Advantages depend on management/supervision responsible for the trainee.

Guidance from the AROC Members was as follows:

Invite Directions 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.

AVON REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE AROC PRESIDENTS MEETING HELD IN COUNCIL CHAMBERS,
AT THE SHIRE OF TOODYAY ON 2 DECEMBER 2019

3. RECORD OF ATTENDANCE / APOLOGIES

Members:

Cr B Manning	Shire President, Shire of Toodyay
Mr S Scott	CEO, Shire of Toodyay
Mr P Bentley	CEO, Shire of Goomalling
Cr B Haywood	Shire President, Shire of Goomalling
Mr C Hunt	Executive Manager P&D, Shire of Northam
Cr C Antonio	Shire President, Shire of Northam
Ms R McCall	CEO, Shire of Dowerin
Cr D Hudson	Shire President, Shire of Dowerin
Cr P Bantock	Shire President, Shire of Victoria Plains

Apologies

Mr J Whiteaker	CEO, Shire of Northam
Mr A Cooper	CEO, Shire of York
Cr D Smythe	Shire President, Shire of York
Mrs G Teede	CEO, Shire of Victoria Plains

4. CONFIRMATION OF MINUTES

4.1 Minutes of Meeting held on 2 September 2019

OFFICER'S RECOMMENDATION/AROC RESOLUTION NO.13/12/19

MOVED: Cr Hudson

SECONDED: Cr Antonio

That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 2 September 2019 be accepted as a true and correct record subject to an amendment being made to the title of 5.3.1 to change the word "Corporations" to "Cooperation".

MOTION CARRIED

5. MATTERS ARISING

5.1 From the Minutes of the last AROC meeting.

Minutes were reviewed.

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

5.2.1 Waste Management Tender

Need to determine Assessment Panel for Waste Management (Kerbside Collection) Tender.

5.2.2 Australian Management Training

The Shire of Victoria Plains requested that the CEO's consider whether to seek a presentation for the President's Meeting. CEO's decided that it was not really needed as most of their needs are presently met by TAFE.

5.2.2 Tourism Paper

Discussed the Scope for a Consultant to prepare an options paper as follows:

Research questions:

- Do we need a sub-regional tourism body?
- Do we need a dedicated executive officer (even part-time)?
- Audit of Existing marketing material including holiday planner.
- What the region has now and how best to pull it together.

Consider:

- Packaging of tourism product;
- Marketing Plan;
- The top tourism products for the region; and
- Are we marketing a destination or part of a journey?

Action: CEO's to gather material from other locations where things are working well and share them.

5.2.2 Sports Marketing Australia

Referee checks stack up. More details are being gathered but sufficient confidence to proceed.

5.3 From the Action List

5.3.1 Regional Cooperation Project

- Relevance to different Councils.
- SGO speaking with RDA.
- Tourism Visitation in the Wheatbelt Report.
- Brief outline as to what they are doing in the way of identifying festivals and assets. Opportunity to tie in with that funding from RDA.

5.3.2 Tourism Options Paper

- Brief for options paper. All CEO's gathering information on that.
- Due to meet with Destination Perth last week but cancelled and moved to this week some time – so the direct link in relation to Tourism body came.
- Collate work that has been done and work collectively to look at things more holistically.

AVON REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE AROC PRESIDENTS MEETING HELD IN COUNCIL CHAMBERS,
AT THE SHIRE OF TOODYAY ON 2 DECEMBER 2019

- Package oriented Visitor Centre, booking accommodation, trips, events, etc.
- Get specification right is important.
- Common thread local government driving tourism rather than the operators.

5.3.3 Waste Collection Services

- Tenders closed. Completed assessment except panel member from York. Report sent out with recommendation early next week.
- Schedule Tender for the January 2020 meeting.
- Timeframe – the successful tenderer.

5.3.4 Sports Marketing Australia

- Next step is buy-in conversation with them.

6. ITEMS OF BUSINESS

6.1 Directions

AROC convenient means but next step is meeting with the CEOs to work out practicalities of engagement. Decision for each local government.

6.2 Financial Report

OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 14/12/19	
MOVED Cr Haywood	SECONDED Cr Hudson
That the Financial Report be received.	
MOTION CARRIED	

6.3 Avon Tourism

This would be part of the options paper for tourism and therefore a decision cannot be made.

7. OTHER MATTERS TO BE DISCUSSED

7.1 Corellas

Discussion Points were as follows:

- Trapping program across the entire region at a cost of \$1,500 per visit.
- Results from Geraldton and Bunbury showed that not just one action worked for them; from as simple as scaring them off to the trapping program.
- CBH investigating addressing management of corellas population.

AVON REGIONAL ORGANISATION OF COUNCILS
 MINUTES OF THE AROC PRESIDENTS MEETING HELD IN COUNCIL CHAMBERS,
 AT THE SHIRE OF TOODYAY ON 2 DECEMBER 2019

- Decide what most important assets are and protect those as an interim measure.
- Regional biosecurity group could be formed but we wouldn't get a dollar from the government until we levied the ratepayers.
- Invite Mark back to bring us up-to-date or provide a report back instead and distribute it.
- Invest money in a plan.

MOTION/AROC RESOLUTION NO. 15/12/19

MOVED Cr Antonio

SECONDED Cr Hudson

That the Shire of Goomalling gather latest research and bring back to the next CEO and then President's meeting.

MOTION CARRIED

7.2 AROC MOU

The AROC MOU was tabled at 10.50am.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. 16/12/19

MOVED Cr Haywood

SECONDED Cr Antonio

That the AROC MOU, as amended, will be brought back to the Feb 2020 AROC Presidents Meeting.

MOTION CARRIED

8. NEXT MEETING

2020 Meetings as follows:

2020	AROC Meeting	Reports due by	Late Reports and Distribution	Meeting Type
Months	Actual Date	7 days prior	4 days prior	9.30am start time
JANUARY				NO MEETINGS
FEBRUARY	3/02/2020	27/01/2020	30/01/2020	CEO Meeting
FEBRUARY	17/02/2020	10/02/2020	13/02/2020	President's Meeting
MARCH				NO MEETINGS

AVON REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE AROC PRESIDENTS MEETING HELD IN COUNCIL CHAMBERS,
AT THE SHIRE OF TOODYAY ON 2 DECEMBER 2019

2020	AROC Meeting	Reports due by	Late Reports and Distribution	Meeting Type
Months	Actual Date	7 days prior	4 days prior	9.30am start time
APRIL	6/04/2020	30/03/2020	2/04/2020	CEO Meeting
APRIL	20/04/2020	13/04/2020	16/04/2020	President's Meeting
MAY				NO MEETINGS
JUNE	15/06/2020	8/06/2020	11/06/2020	President's Meeting
JULY				NO MEETING
AUGUST				NO MEETING
SEPTEMBER	7/09/2020	31/08/2020	3/09/2020	CEO Meeting
SEPTEMBER	21/09/2020	14/09/2020	17/09/2020	President's Meeting
OCTOBER				NO MEETINGS
NOVEMBER	2/11/2020	26/10/2020	29/10/2020	CEO Meeting
NOVEMBER	16/11/2020	9/11/2020	12/11/2020	President's Meeting
DECEMBER				NO MEETING

9. MEETING CLOSURE

The Chairman declared the meeting closed at 11.04am.



Attachments to Minutes 2 December 2019

Item 5 Matters Arising

5.3	Action List revised	1
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Item 6 Items of Business

6.1	Financial Report	5
6.2	Avon Tourism	7
6.3	AROC MOU (updated for circulation)	9

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	CEO Peter Bentley to contact RDA Wheatbelt regarding the Regional Cooperation Project.	Identify how AROC may make a difference.
2/12/19	Invite Directions 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.
2/12/19	Add Waste Management Tender to next CEO AROC Meeting for discussion.	Need to determine Assessment Panel for Waste Management (Kerbside Collection) Tender.
2/12/19	CEO's to gather material from other locations where things are working well and share them.	Compiling a collaboration of all material to the next AROC CEO Meeting for the purpose of defining the scope for the Tourism Paper.
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	Corella Control – The Shire of Goomalling to gather latest research	Bring back to the next CEO and then also the AROC Presidents Meeting.
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"> 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. 2. Authorise the CEO’s to spend up to \$30,000 for the Options Paper
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"> 3. That an AROC tender for waste collection services be done by WALGA for collective services; 4. The AROC CEO’s continue discussions to work collaboratively in respect to respect to tendering for waste collection services; and 5. An update be brought back to the October 2018 AROC Meeting.
AROC FUNDS	Event Marketing	Sports Marketing Australia presented at Sept 2019 AROC Pres. Mtg.	S Scott, CEO (Shire of Toodyay)	Engage Sports Marketing Australia	<ol style="list-style-type: none"> 6. Authorise the CEO’s to investigate further and check references for other organisations and if satisfied proceed.

AROC STATUS REPORT

Avon Regional Organisation of Councils

Secretariat
CEO - Shire of Toodyay

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.
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

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AVON REGIONAL ORGANISATION OF COUNCILS

Statement of Comprehensive Income

Administered by Shire of Northam

	01.07.2019	2019	2018	2017	2016	2015
	28.11.2019	\$	\$	\$	\$	\$
Brought Forward	165,490	139,323	118,752	95,655	101,543	134,108
Revenue						
Member Contributions	25,000	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		-	-
Total Revenue	25,646	33,667	57,525	30,000	37,305	34,759
Expenses						
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			
Total Expenditure	-	7,500	36,954	7,500	43,193	67,324
Net Result	25,646	26,167	20,571	22,500	(5,888)	(32,565)
Accumulated Funds on hand 28/11/2019	191,136	165,490	139,323	118,752	95,655	101,543
Represented by Bankwest Muni Account	191,136					

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20 October 2019

Mr S Scott
Chief Executive Officer
Shire of Toodyay
P.O. Box 96
TOODYAY WA 6566

Dear Stan

I write to you in your capacity as Secretary of Avon Regional Organisation of Councils, (AROC) and following my presentation to the members in September.

Our board wish to raise several matters in relation to the above meeting:

1. Could you please advise if the adopted motion/AROC Rec No 09/09/19 has been actioned.
2. If you are still seeking a consultant, one name that has been suggested as a possible consultant is Liz Jack, now based in Denmark. Liz was known to me in Denmark and I understand also suggested by Paul Martin prior to leaving his position in York.
3. A point of clarification within the AROC September minutes reads that Avon Tourism could do the scope and costing of the study when in fact my presentation mentions that the board of Avon Tourism is willing to participate if we can be of assistance. This offer remains as a stakeholder in this process.
4. Although some time has passed could you confirm that a full copy of my presentation was distributed to all of the member councils please.
5. For your information and that of the AROC members Avon Tourism is currently in recess, and will remain so for three months when the situation is reviewed. In the meantime we will maintain the website and social media aspects of Avon Tourism, however this will probably cease by end of December.
6. The matter of the production of the Avon Region Annual Planner remains of concern to our board as we are not in a position to organise the 2020 brochure. Whilst there is always the debate of the value of printed material it must be understood that it is one of the tools used by many WA Visitor Centres and certainly valued by Destination Perth during their overseas and interstate Trade Shows.



The Planner could be reduced in size if necessary, and in particular the Avon regional map has proven to be invaluable. Previously the cost of producing 12,000 – 15,000 planners is between \$12,500 and \$15,000. Stock of the current planner will run out by the end of this year.

In discussion with Tracey Cinevas-Prosser it is evident that she remains strongly supportive of a regional tourism organisation that is inclusive of all communities and I am sure you will remain in contact with her to ensure the best result for this wonderful region and its tourism potential.

As you would be aware the Avon Region has a board member to Destination Perth, and inclusive representation on behalf of all communities from this his region combined with communication to and from the region must be fair and equitable.

Yours sincerely

Colleen Osborn

Chair

Avon Tourism Inc

Email: colleen.osb1@gmail.com

Tel: 0407 481 350

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)

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

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

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

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.

H. Authority

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.

I. Meetings

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.

J. Chairperson and Deputy Chairperson

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.

K. Secretariat

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

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

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

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

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.

P. Withdrawal of AROC Members

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.

Q. Action Plan

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.

R. Executed by the Parties

Shire of Dowerin

SHIRE PRESIDENT

_____	_____	_____
Printed Name	Signature	Date

CHIEF EXECUTIVE OFFICER

_____	_____	_____
Printed Name	Signature	Date

Shire of Goomalling

SHIRE PRESIDENT

_____	_____	_____
Printed Name	Signature	Date

CHIEF EXECUTIVE OFFICER

_____	_____	_____
Printed Name	Signature	Date

Shire of Northam

SHIRE PRESIDENT

Printed Name

Signature

Date

CHIEF EXECUTIVE OFFICER

Printed Name

Signature

Date

Shire of Toodyay

SHIRE PRESIDENT

Printed Name

Signature

Date

CHIEF EXECUTIVE OFFICER

Printed Name

Signature

Date

Shire of Victoria Plains

SHIRE PRESIDENT

_____	_____	_____
Printed Name	Signature	Date

CHIEF EXECUTIVE OFFICER

_____	_____	_____
Printed Name	Signature	Date

Shire of York

SHIRE PRESIDENT

_____	_____	_____
Printed Name	Signature	Date

CHIEF EXECUTIVE OFFICER

_____	_____	_____
Printed Name	Signature	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)		