



AVON REGIONAL ORGANISATION OF COUNCILS

Minutes

3 October 2016

AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,
SHIRE OF TOODYAY, ON 3 OCTOBER 2016

Preface

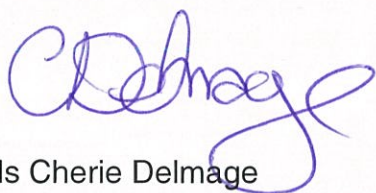
When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Avon Regional Organisation of Councils (AROC) Meeting, where the Minutes will be confirmed subject to any amendments.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into a separate attachment to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 10 October 2016.



Ms Cherie Delmage
Acting Chief Executive Officer
AROC Secretariat

Confirmed Minutes

These minutes were confirmed at a meeting held on 5-12-2016

Signed: David R. Dow

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

AVON REGIONAL ORGANISATION OF COUNCILS

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MEETING HELD AT SHIRE OF TOODYAY COUNCIL CHAMBERS

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AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES

MEETING HELD AT SHIRE OF TOODYAY COUNCIL CHAMBERS
MONDAY 3 OCTOBER 2016

1. DECLARATION OF OPENING

Cr D Dow, Chairperson, declared the meeting open at 9.38am.

2. PRESENTATIONS

Nil

3. RECORD OF ATTENDANCE / APOLOGIES

Members:

Cr D Dow	Shire President, Shire of Toodyay
Ms C Delmage	A/CEO, Shire of Toodyay
Mr C Kerp	CEO, Shire of Goomalling
Cr B Haywood	Shire President, Shire of Goomalling
Mr J Whiteaker	CEO, Shire of Northam
Cr S Pollard	Shire President, Shire of Northam
Cr D Metcalf	Shire President, Shire of Dowerin
Mr A Sheridan	CEO, Shire of Chittering
Cr G Houston	Shire President, Shire of Chittering
Mr I Graham	Acting CEO, Shire of Victoria Plains
Cr D Lovelock	Shire President, Shire of Victoria Plains
Cr D Wallace	Shire president, Shire of York
Mr P Martin	CEO, Shire of York

Apologies

Mrs A Selvey CEO, Shire of Dowerin

4. CONFIRMATION OF MINUTES

4.1 Minutes of Meeting held on 15 August 2016

OFFICER'S RECOMMENDATION/AROC RESOLUTION

MOVED: Cr Pollard

SECONDED Cr Metcalf

That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 15 August 2016 subject to corrections to the record of attendance.

MOTION CARRIED

AVON REGIONAL ORGANISATION OF COUNCILS

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SHIRE OF TOODYAY, ON 3 OCTOBER 2016

4.2 Notes of the CEO Meeting held on 11 July 2016.

OFFICER'S RECOMMENDATION/AROC RESOLUTION

MOVED: Cr Pollard

SECONDED: Cr Metcalf

That the Unconfirmed Notes from the Avon Regional Organisation of Councils Chief Executive Officer's Meeting held on 11 July 2016 be received.

MOTION CARRIED

5. MATTERS ARISING

From the Minutes of the last AROC meeting.

5.1.1 Financial Update

Awaiting on audit before financials can be handed over to Northam.

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

5.2.1 Regional Airport Location

Discussion points:

- No progress to report.
- Suggested presentation by CASA Representative.
- Update from Shire of Cunderdin.

From the Action List - Avon Valley Tourism Association (AVTA) – update.

Points raised as follows:

Several points of discussion were raised with the outcome being that it would be further discussed at the CEO AROC then brought back to AROC.

6. ITEMS OF BUSINESS

6.1 Financial Report

Andrea Selvey, CEO from the Shire of Dowerin advised as follows:

"I would also ask if the financial report can be deferred as we are currently gathering information for the Annual Statements for our auditors and would therefore prefer to wait until early next month to hand over statements we are more confident are accurate to the Shire of Northam."

Cr Pollard advised that they are still awaiting audit completion.

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SHIRE OF TOODYAY, ON 3 OCTOBER 2016

6.2 Shire of York

The Shire of York was last invited to an AROC Meeting in October 2014. The aim was to discuss commonalities and regional interests. At this meeting:

- an update was given regarding SEAVROC grouping arrangements; and
- an indication was given that there could be a possibility to work together in regards to larger projects, however, no indication was given as to whether individual Councils, including the Shire of York would considering joining AROC.

Historically the Shire of York was once part of AROC.

At an AROC meeting held in April 2015 the AROC minutes recorded that the "Shire of Goomalling was currently awaiting communication with York in respect to having a conversation about future membership, and/or working together on future AROC projects."

At an AROC meeting held on 8 February 2016 minutes recorded "consideration regarding the right time to re-invite. Foreshadowed for the new financial year in 2016/2017."

Points raised as follows:

- York would like financial information to take as an agenda item to Council.
- Northam was able to provide some basic financial background for York.
- Shire of York to be provided with a copy of AROC MOU and financial information from Shire of Northam.

MOVED Cr Pollard

SECONDED Cr Haywood

That the Shire of York contribute one sixth of the balance as at 30 June.

MOTION CARRIED

MOVED Mr Kerp

That the Shire of Northam officially invite the Shire of York to join AROC.

MOTION CARRIED

7. OTHER MATTERS TO BE DISCUSSED

7.1 Steam Train Project (Update)

Cr Metcalf, Shire President of Dowerin presented an update.

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7.2 Stage I Aged Housing Project (Update)

Cherie Delmage, Acting CEO, Shire of Toodyay provided an update on the AROC Aged Housing Project that is occurring with the Shires of Toodyay, Victoria Plains and Goomalling.

7.3 Stage II Aged Housing Project (Update)

Mr C Kerp, CEO, Shire of Goomalling provided an update on the AROC Aged Housing Project Stage II, which covers Toodyay, Dowerin, Goomalling and Victoria Plains. WDC Business Plan is now with the Department.

7.4 DRAFT Regional Recreation Plan for 2016/2017

Jason Whiteaker, CEO, Shire of Northam provided an update.

Points raised:

- Comments on brief by 18 November 2016 for revised brief to December 2016 AROC. Will bring it back to December 2016 AROC with firm view of future direction and parameters needed.
- York to be given opportunity to consider prior to November 2016 meetings for revised brief to December AROC.

8. NEXT MEETING

- The next meeting of AROC CEOs will be held on 7 November 2016;
- The next meeting of AROC will be held on 5 December 2016.

9. MEETING CLOSURE

The Chairperson declared the meeting closed at 11.40am.



AVON REGIONAL ORGANISATION OF COUNCILS

3 October 2016

ATTACHMENTS (To Minutes)

Item 4 Confirmation of Minutes	1
1. Updated Action List comprising of Status Report and Project List.	1
Item 7.3 DRAFT Regional Recreation Plan for 2016/2017	
1. Briefing Note	5
2. DRAFT RFQ document for the Regional Recreation Plan	7

Avon Regional Organisation of Councils

Action List comprising of Status Report and Project List

Action List / Status Report			
Date	Details	Name	Latest Comments
10/03/2014 (Ongoing) This was discussed 7/12/2015	<p>Specialty Staff Meetings be convened by the nominated Host of Specialty Staff as follows:</p> <p>Rates Officers – Shire of <u>Dowerin</u> Planning Managers – Shire of Chittering. Rangers</p> <p>in order to test the effectiveness of the initiative. Meetings could coincide with the AROC CEO meetings.</p>	CEO's	<ul style="list-style-type: none"> Part of AROC reason for being. Meetings occur on an ad hoc basis. Promoting at CEO Level the importance of talking to neighbours, Resource Sharing, etc. Networking. Sharing opportunities at next CEO AROC Meeting. EO/EHO/CESM.
7/12/2015	<p>Stage II Aged Housing Project</p> <p>Written updates to be provided to all other Members of AROC to keep them abreast of all information in relation to the project.</p>	CEO's	<ul style="list-style-type: none"> Application complete
8/2/2016	<ol style="list-style-type: none"> Invite a representative of Avon Tourism to present details of its draft strategic plan to the April 2016 AROC meeting; Prepare a funding application for the development of an AROC Regional Tourism Plan. 	CEO Toodyay	<ul style="list-style-type: none"> Karen Dore, Avon Tourism, presented 04/04/16; Funding Application deferred until a business plan can be written to accompany the grant application.

Avon Regional Organisation of Councils

Action List comprising of Status Report and Project List

Action List / Status Report			
Date	Details	Name	Latest Comments
14/03/2016 CEO Meeting	Regional Recreation Planning Victoria Plains – out of date; Goomalling – updating; Northam – updating; Dowerin – Up-to-date; Toodyay – Up-to-date; and Chittering – in consultation.	CEO	Include in Regional Recreation Plan for 2016/2017 (refer to Project list). CEO Northam to prepare consultants brief
08/02/16	Invitation to be sent to York Shire, inviting them to attend the AROC Meeting on 3 rd October 2016.	CEO Toodyay	Formal letter to be sent to the Shire of York to save the date. In the meantime, Helen Darcy-Walker, CEO Secretary for the Shire of York has pencilled the date into her CEO and Shire President diaries @ 16 June 2016.
04/04/16	AROC Planning for 2016/2017 - discuss AROC priorities	AROC	Reviewed: July 2016 CEO Meeting
03/10/16	Financial Update: Awaiting an audit before financials can be handed over to Shire of Northam.	Shire of Dowerin	t.b.a.
03/10/16	Shire of York be provided with a copy of AROC MOU and financial Information from the Shire of Northam	Shire of Northam	
03/10/16	Shire of Northam officially invite the Shire of York to join AROC	Shire of Northam	
03/10/16	Shire of York to be given opportunity to consider the Regional Recreation Plan for 2016/2017 prior to the November 2016 AROC Meeting.	Shire of Northam/York	Revised brief to be provided by the Shire of Northam to the Shire of Toodyay for inclusion in the AROC Agenda for the December meeting.

Avon Regional Organisation of Councils

Action List *comprising of Status Report and Project List*

Project List				
Funding	Project Name	Project Manager(s)	Current Stage of Project	Done/Yet to do
11/12	Steam Train Project	Shire of Dowerin	<ul style="list-style-type: none"> • Variation to funding outcomes; • Further testing of the train's rolling stock (Brookfield); • Accreditation was completed (Feb 2016). • Issues with insurance, asset management identified; • Update to DRD 	<ul style="list-style-type: none"> • New Council Committee including representatives of the Office of the National Rail Safety Regulator, LGIS and AROC (Clem Kerp nominated as AROC Rep.) • Platform in Goomalling is a priority; • CEO Dowerin to provide Briefing Note for the CEO AROC Meeting to the Shire of Toodyay on 1 November 2016 for inclusion in the Agenda for the AROC CEO Meeting to be held on 7 November 2016.
12/13	Aged Housing Funded through CLGF	Shire of Toodyay	Plans signed off by partner. Architect to finalise plans.	<ul style="list-style-type: none"> • Project Management consultant appointed; • Financial Management arrangements agreed; • Housing tenders for Goomalling and VP imminent – Toodyay will be 2 part process forward works and housing; • Application for the AROC Housing Alliance Project.

Avon Regional Organisation of Councils

Action List comprising of Status Report and Project List

Project List				
Funding	Project Name	Project Manager(s)	Current Stage of Project	Done/Yet to do
Ongoing last discussed 18/08/2015	CLGF Aged Friendly Community Grants	CHITTERING VIC PLAINS TOODYAY GOOMALLING	Plans complete.	Completed.
2016/2017	Regional Recreation Plan / Strategy	AROC CEO's	AROC to develop a Regional Recreation Strategy as part of its 2016/2017 program of activities.	CEO Northam to develop draft brief.



AROC BRIEFING NOTE

Date:	29 September 2016
Author:	Jason Whiteaker - Chief Executive Officer, Shire of Northam
Subject:	Item 7.3 – Draft Regional Recreation Plan for 2016/2017
Previously before AROC:	13 June 2016 AROC Meeting
Attachments:	1. DRAFT RFQ document for the Regional Recreation Plan

PURPOSE

To endorse the DRAFT Request for Quotation document for the Regional Recreation Plan (RFQ) (**Attachment 1**).

BACKGROUND

At the June 2016 AROC Meeting it was resolved:

1. *That the CEO's develop a plan and source quotes for presentation to the next meeting regarding the creation of a Regional Recreation Strategy; and*
2. *That AROC continue with the current action plan with the addition of the Regional Recreation Strategy.*

The DRAFT RFQ sets out on page four the three stages of the plan, the latter of which is the Regional Recreation Strategy.

Current Status

The Shire of Dowerin and the Shire of Toodyay have been the only AROC Member Shires to have submitted a response to the Shire of Northam in respect to the contents of the RFQ. It is recommended that AROC endorse the RFQ.

That the Avon Regional Organisation (AROC) of Councils:

1. Endorse the Request for Quotation document for the Regional Recreation Plan as provided with the following modifications:
(a) To be determined
2. Authorise for the Request for Quotation to be advertised by the Shire of Northam;
3. Set an indicative budget of \$40,000 of AROC funds to undertake the project;
4. Establish a Regional Recreation Working Group, consisting of one "staff" representative from each AROC Member Shire to assess all submissions received and report to AROC; provide a summary of submissions and a recommendation for Appointment of a suitable Consultant; and



5. Establish decision-making criteria which includes:

- | | |
|--------------------------------|-----|
| (a) Price | 60% |
| (b) Relevant Experience | 25% |
| (c) Local / Regional knowledge | 15% |

STATEMENT OF REQUIREMENT



TITLE

CONTENTS

- 1 Title
- 2 Contents
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- 4 Background
- 5 Definitions & Abbreviations
- 6 Scope of the Requirement
- 7 Term of the Requirement
- 8 Detailed Requirement
- 9 List of Applicable Documents
- 10 Approvals
- 11 Constraints
- 12 Special Conditions

STATEMENT OF REQUIREMENT



INTRODUCTION

The Avon Regional Group of Councils of Chittering, Dowerin, Goomalling, Northam, Toodyay and Victoria Plains are located to the north east of Perth, ranging from around 100km to 300km from the Perth CBD. Northam, as the largest Shire in the Wheatbelt, is home to a wide range of regional government Agencies, including the department of Sport and Recreation.

There is a common requirement for further investment in sport and recreation facilities within the region, but there is little in the way of coordination or consolidation of facilities. For example, the Shire of Northam is currently considering the construction of a new 50m aquatic facility, while a 50m pool currently exists 34km away in neighbouring York. In addition, the Shire of Toodyay is also undergoing similar considerations for aquatic facilities in the design of its own Recreation Precinct putting it into direct competition for State and Federal funding. Projects are more likely to receive State and Federal funding if it can be demonstrated that the proposed facilities are consistent with or contemplated in a Regional Plan. Sport and recreation associations are equally disconnected with the the major sports Associations, being Hockey, junior and senior Football and cricket , all including different towns/areas.

The Department of Sport and Recreation does not have a specific Avon region. Their divisional areas of responsibility mirrors the Regional Development Council boundaries and as such all Local Government Authorities fit into the Wheatbelt division. This division extends to Dalwallinu in the north (2 hours, 5 minutes from their head office in Northam); Yilgarn in the east (2 hours 52 minutes from Northam); West Arthur in south (2 hours 49 minutes); and Lake Grace in the south east (3 hours 10 minutes). These distances are outside the intended scope of this report. The Wheatbelt East Regional Organisation of Councils, comprising the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn, has recently completed a similar project.

BACKGROUND

At its February Meeting Avon Regional Group of Councils considered a request from the Shire of Goomalling for an Avon Regional Group of Councils letter of support for its proposed Youth Precinct. The request was denied as it did not form part of a regional strategy. Toodyay is already seeking funding for a new Recreation Precinct and Victoria Plains is exploring an equestrian facility at Mogumber.

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

Local Government Authority	Current Status of Plan
Shire of Victoria Plains	Out of Date
Shire of Goomalling	New plan in progress

STATEMENT OF REQUIREMENT

Shire of Northam	New plan in progress
Shire of Dowerin	Current
Shire of Toodyay	Current
Shire of Chittering	TBA

The Shire's involved have a range of population bases to support the ongoing operational costs of the facilities. According to the Australian Bureau of Statistics, in 2014 the populations of each Shire was:

- Northam 11,629
- Toodyay 4,641
- Dowerin 683
- Chittering 5,218
- Victoria Plains 915
- Goomalling 991

Within this, there are limited settlements with more than 1000 people:

- Northam (Shire of Northam) 6580
- Toodyay (Shire of Toodyay) 1323
- Bindoon (Shire of Chittering) 1063

DEFINITIONS & ABBREVIATIONS

LGA's – Local Government Authorities

SCOPE OF THE REQUIREMENT

The assessment is to cover the local governments of York and the Avon Regional Group of Councils being;

- Northam
- Toodyay
- Dowerin
- Chittering
- Victoria Plains
- Goomalling
- Additional Local Government Authorities as directed by the research.

STATEMENT OF REQUIREMENT

TERM OF THE REQUIREMENT

It is expected the work will be undertaken in the 2016/17 financial year with the final report delivered no later than 31 March 2017.

DETAILED REQUIREMENT

It is envisaged that the plan would take place in three stages:

1. Stage 1 - Audit,
 - 1.1 Review existing background and information, including but not limited to the separate Shire's recreation development plans
 - 1.2 Physical review of existing recreational facilities
 - 1.3 Facility utilisation audit/review.
 - 1.4 Demographic and trend analysis
 - 1.5 Identification of which LGAs and sporting leagues that should be included in a regional plan
2. Stage 2 - Opportunities
 - 2.1 Identify sports and facilities not provided for
 - 2.2 Stakeholder consultation - to gain a clear understanding of the areas sporting, recreation and social needs, aspirations and expectations
3. Stage 3 – Strategy.
 - 3.1 Facilities and existing facility quality report. To be based on the background research and consultation findings in the earlier stages of the study, a comprehensive schedule of community facilities required to meet the future recreation needs of the area is to be developed.
 - 3.2 Cost estimations. Based on the outcomes of the above an estimated cost of facility development/improvements.
 - 3.3 The following outlines the final report structure expected;
 - Executive Summary and Recommendations
 - Study Objectives and Methodology
 - Consultative Process
 - Development guidelines
 - Development Rationale
 - Development Options
 - Order of probable cost projections
 - Staged Development Timetable

LIST OF APPLICABLE DOCUMENTS

- Shire of Victoria Plains recreational facilities development plan (????)

STATEMENT OF REQUIREMENT

- Shire of Goomalling recreational facilities development plan (2016)
- Shire of Northam recreational facilities development plan (2016)
- Shire of Dowerin recreational facilities development plan (????)
- Shire of Toodyay recreational facilities development plan (????)
- Shire of Chittering recreational facilities development plan (????)
- Department of Sport and Recreation's SD6 strategic plan (2016)

APPROVALS

N/A

CONSTRAINTS

- Potential incomplete Goomalling recreational facilities development reports
- The Christmas period is generally challenging in relation to contacting community members

SPECIAL CONDITIONS

Nil

