



AVON REGIONAL ORGANISATION OF COUNCILS

Minutes

5 December 2016

AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,
SHIRE OF TOODYAY, ON 5 DECEMBER 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 8 December 2016.



Stan Scott
Chief Executive Officer
AROC Secretariat

Confirmed Minutes

These minutes were confirmed at a meeting held on *6 Feb 2017*

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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MONDAY 5 DECEMBER 2016

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ATTACHMENT with separate index follows Item 9.

AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,
SHIRE OF TOODYAY, ON 5 DECEMBER 2016

MINUTES

1. DECLARATION OF OPENING

Cr D Dow, Chairperson, declared the meeting open at 9.50am.

2. PRESENTATIONS

2.1 NBN

Presenter: Jane McNamara, Manager Community Affairs WA & NT

Presentation was tabled and commenced at 9.55am.

Points raised as follows:

- Fixed wireless faster than interim satellite;
- Terms of ADSL – always be ways NBN improves speed/capacity;
- Benchmark applicable for area to receive tower;
- Population, constructability, km radius reaching premises to residence. A point-to-point connection dependent upon topography and geography;
- Service to hospitals, police stations, banks and other businesses;
- Upgrade path for “technology choice” achieved through cost assessment (discerning investment requirements and cost of power to the tower and link back to the transit network);
- What classifies as a residence and difficulty with offering a residence a service if it is not in line-of-sight position to the tower;
- Impact of residence classification where farmers may have more than one residence on one property;
- Community engagement events the NBN is proposing;
- Practical terms of technology;
- Speed of NBN affected by number of users;
- The demographic expectation for faster speed and greater capacity given projected growth over the next two years in respect to people’s consumption of services available is expected to increase; and
- Fixed wireless service rollout.

AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,
SHIRE OF TOODYAY, ON 5 DECEMBER 2016

3. RECORD OF ATTENDANCE / APOLOGIES

Members:

Cr D Dow	Shire President, Shire of Toodyay
Mr S Scott	CEO, Shire of Toodyay
Mr C Kerp	CEO, Shire of Goomalling
Cr B Haywood	Shire President, Shire of Goomalling
Mr J Whiteaker	CEO, Shire of Northam
Cr S Pollard	Shire President, Shire of Northam
Mrs A Selvey	CEO, Shire of Dowerin
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

3.1 Apologies

Cr J Williams	Deputy Delegate, Shire of Northam
Mr P Martin	CEO, Shire of York
Cr D Wallace	Shire President, Shire of York

4. CONFIRMATION OF MINUTES

4.1 Minutes of Meeting held on 3 October 2016

OFFICER'S RECOMMENDATION/AROC RESOLUTION NO 16/12/16

MOVED: Cr D Metcalf

SECONDED: Cr G Houston

That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 3 October 2016 be accepted as a true and correct record subject to an amendment on page 3, in the second motion the word "Toodyay" replace the word "Northam"

MOTION CARRIED

4.2 Notes of the CEO Meeting Held on 7 November 2016.

OFFICER'S RECOMMENDATION/AROC RESOLUTION NO 17/12/16

MOVED: Cr S Pollard

SECONDED: Cr D Lovelock

That the Unconfirmed Notes from the Avon Regional Organisation of Councils Chief Executive Officer's Meeting held on 7 November 2016 be received.

MOTION CARRIED

AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,
SHIRE OF TOODYAY, ON 5 DECEMBER 2016

5. MATTERS ARISING

5.1 From the Minutes of the last AROC meeting.

The Minutes from the October 2016 meeting were tabled.

5.1.1 Shire of York

Waiting for financials and buy-in figure to be passed on to the Shire of York so that they can take it to their Council Meeting.

5.1.2 Stage I Aged Housing Project

- Civil Works Tender closes 20 Dec 2016; and
- Tenders for Building Works to go out in February 2017.

5.1.3 Steam Train Project

A Committee Meeting was held where we considered options to scale back the project following advice received from the Department of Regional Development that 'the project be completed as best we can';

Barriers that we have faced:

Insurance barrier: Securing insurance has been the most difficult task. Brookfield require a \$200m cover. Negotiations underway in respect to contractual liability.

Standard for network operations: Brookfield Rail changed standards making our old rail stock non-compliant. Conversion of the stock will be expensive. Approximately \$185,000 left in budget has been set aside to change two carriages to make them comply. Some community funding/donations have been received to assist with the conversion as well.

Further updates: A Selvey will provide written updates via email to AROC Members in respect to the project as and when further information comes to hand;

Evidence of compliance: The CLGF funding body does not require the service to actually occur in order to have it comply with the requirements of the grant agreement.

Obstacles to consider: Our project is a Heritage Railway operating on PTA Network. It is a highly regulated industry. It is important to be aware that a lot of the regulation is out of Council's control. This is a high risk project moving forward.

Status: The Shire of Dowerin, as the leading local government of this Project, is aiming to spend money on progressing the project where the key deliverables are rail

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MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,
SHIRE OF TOODYAY, ON 5 DECEMBER 2016

infrastructure, refurbishment of rail (rolling) stock and then getting accreditation to deliver a Heritage Rail Service.

Once the Stage One Capital Project is complete the acquittal of grant will be done (by April 2017) and then meetings will occur with the Committee to discuss how operational issues (revenue/insurance/operation) are to be resolved. No date is set for the service to be operational however the Committee anticipates to schedule a service once or twice a year.

5.2 From the Notes of the last CEO Meeting

The Notes from the last CEO Meeting 7 November 2016 were tabled.

5.2.1 AROC Regional Waste Management Plan 2015-2020/Formation of AROC Waste Management Working Group

Shire of Toodyay will take the responsibility of forming the group (each local government will nominate an Officer to attend, whose responsibility is in the waste management field to get together);

Action: Letter to come to each local government seeking nominations and then the group will be formed from those nominations.

Note: Executive Support Funding may be available through the Waste Authority who is more likely to provide funding to groups of local governments.

5.2.2 Combining Services

Spare capacity of Building Officers.

Combine all regulatory services to deliver across region.

5.3 From the Action List

The Action and Project List is included in the attachments to the Minutes.

6. ITEMS OF BUSINESS

6.1 Financial Report

The unaudited Financials were tabled at 11.30am.

MOTION/AROC RESOLUTION NO 18/12/16

MOVED Cr Gordon Houston

SECONDED Cr David Lovelock

That the unaudited financials be received.

MOTION CARRIED

Note: A Selvey advised that the 'AROC Accounts had to be re-built by the Forensic Auditor appointed by the Shire of Dowerin in order to provide the financials to AROC.'

AVON REGIONAL ORGANISATION OF COUNCILS

MINUTES OF MEETING HELD AT THE COUNCIL CHAMBERS,
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Action: The Auditors appointed by the Shire of Dowerin requested by AROC Members, informally, to include 'a special comment' in regard to the AROC financials during their Audit of the Shire of Dowerin financials – to be provided to AROC in due course.

6.1.1 Equipment Hire – Mobile Toilets

Shire of Goomalling reported that they hired mobile toilets for an event and when they were picked up they had not been cleaned – which was at a cost to Goomalling to clean them prior to their event; hence the Shire of Goomalling anticipate a discount for the hire.

6.2 Regional Recreation Plan 2016/2017

The Shire of Northam CEO provided an update.

Attachment 1 – Statement of Requirements Recreation Review

Attachment 2 – Recreation Plan Comments from other Shires

Status: the Shire of Northam has sent correspondence to AROC Members seeking background information from each local government including assets, Sport & Recreation Strategies/Plans, etc.

The Shire of York will be making comment in the coming week and providing the same background information (once their Council endorses the Shire of York becoming a member of AROC at a yet-to-be held Council Meeting) as they are keen to be involved;

Resources: Someone will pull it together once all information is available (from the list of applicable documents in the "Statement of Requirement").

Liaison: The Department of Sport and Recreation (DSR) has not been contacted as yet.

Clarification was sought.

Points raised as follows:

- The Statement of Requirement outlines the benefits of a 'Regional Recreation Plan';
- The outcome is to not only get a clear picture of what each individual local government has, but what, when considered collectively, may be missing in respect to future-proofing the recreational needs of our combined communities;
- Once information is combined on a regional level we'll get a clear picture of what we have;
- The Regional Recreation Plan will become the over-arching Strategy to guide individual AROC Member Councils own

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investment decisions and build on the strengths of each of our communities; and

- AROC can develop guidelines in terms of planning for recreational facilities (i.e. footy grounds to AFL standards) that either collectively or individually AROC Member Councils can then apply for grant funding for.

MOTION/AROC RESOLUTION NO 19/12/16

MOVED Cr Haywood

SECONDED Cr Pollard

That the:

1. Shire of Northam get quotes; and
2. AROC CEO's be the Working Group to decide on the engagement of a Consultant for Stage One to a maximum value of \$15,000.

MOTION CARRIED

7. OTHER MATTERS TO BE DISCUSSED

Nil

8. NEXT MEETING

Refer to the attached revised schedule of the meetings to be held in 2017.

• **AROC MEETING**

Date: Monday 6 February 2017

Time: 9.30am

Venue: Shire of Toodyay Council Chambers.

• **AROC CEO MEETING**

Date: Monday 13 March 2017

Time: 9.30am

Venue: Shire of Toodyay CEO Office, 15 Fiennes Street, Toodyay

9. MEETING CLOSURE

The Chairman declared the meeting closed at 12.05pm.



AVON REGIONAL ORGANISATION OF COUNCILS

5 December 2016

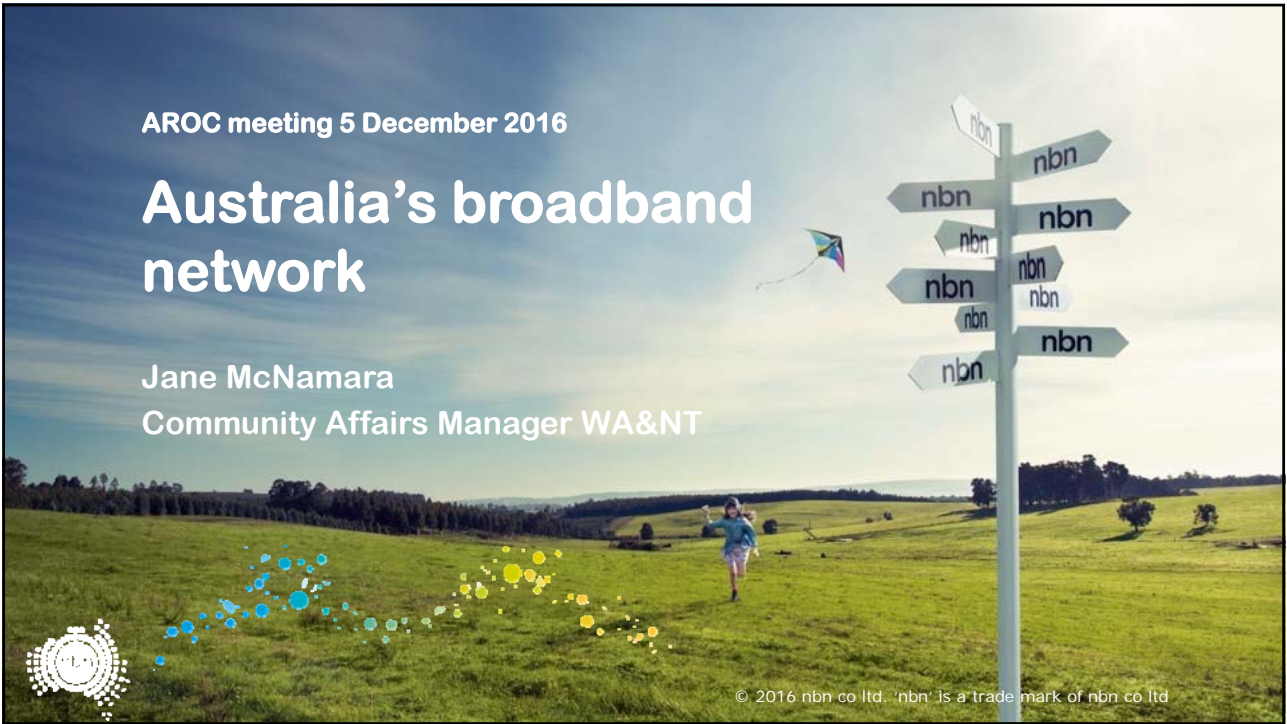
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AROC meeting 5 December 2016

Australia's broadband network

Jane McNamara
Community Affairs Manager WA&NT



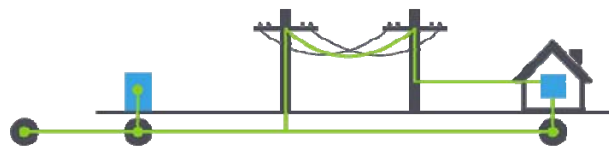
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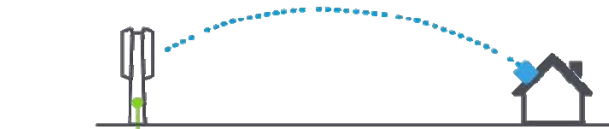
Our multi technology mix nbn



**NBN
FIXED LINE
NETWORK**



**NBN
FIXED
WIRELESS
NETWORK**



**NBN
SATELLITE
NETWORK**



Est. %	Wholesale access speeds
93%	Up to 100/40 Mbps
4%	Up to 50/20 Mbps
3%	Up to 25/5 Mbps

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AROC – technology mix



Local Government	Technology	Expected construction start date	Premises	Estimated completion date
Chittering	Fixed Wireless Sky Muster	Under construction Live	1,332 remaining	From Q1 2017 Live
DowerIn	Sky Muster	Live	All	Live
Goomalling	Sky Muster	Live	All	Live
Northam	FTTN Fixed Wireless Sky Muster	Under construction Live Live	4,054 1,382 remaining	Live
Toodyay	FTTN Fixed Wireless Sky Muster	Q1 2017 under construction Live	815 1441 remaining	Q3 2017 Live Live
Victoria Plains	Sky Muster	Live	All	Live

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Fixed Line

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Benefits of FTTN



Faster Rollout

- A faster rollout by re-using existing infrastructure.

Less Disruption

- Less digging up of streets and front yards and an easier migration for end users (no NBN equipment needs to be installed inside the home) .

Meets Current Internet Needs

- Wholesale speeds of up to 100Mbps will likely meet all internet usage requirements for the next 5 years.

Technology Roadmap

- FTTN, like most access technologies has development paths in terms of speed. We can invest incrementally as bandwidth needs grow.

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Fixed Wireless

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nbn™ Fixed Wireless – how it works



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Sky Muster™ satellite



- **nbn** launched Sky Muster™ in October 2015
- Sky Muster II was launched on 6 October 2016

The combined satellites will service regional and rural areas that fall outside the fixed line and fixed wireless areas

Services now available!

- There are currently 10x Retail Service Providers (RSPs) offering Sky Muster™ satellite plans
- Eligible homes and business can contact an RSP and order a service today!
- Check your eligibility via the **nbn** website



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Sky Muster™ a game changer



- Around **4 times** the wholesale download speed of the Interim Satellite solution (ISS) and at least 2-3 times faster than ADSL2
- Upload speeds equivalent to many of the wholesale speeds available over other **nbn™** network technologies
- 135Gbps of system capacity or 30 times more than ISS
- Eligible distance education students will get a second dedicated port with their own data allowance, separate from the home service
- 12Mbps download / 1Mbps upload wholesale speed plans also available

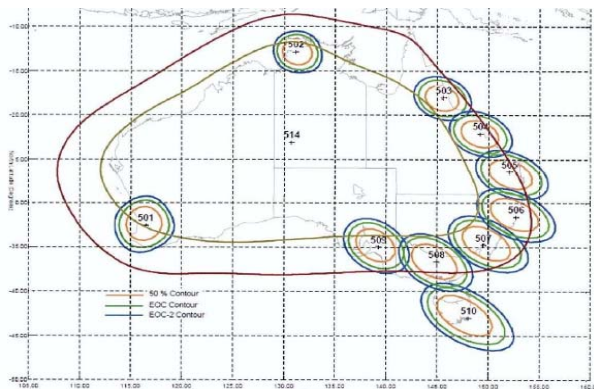
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Satellite comparison



INTERIM SATELLITE



1 National and 10 spot beams
Spot beams of 1 degree look angle

LONG TERM SATELLITE



101 beams per satellite
Small spot beams of 0.3 degree look angle (<300km diameter)

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Sky Muster™ satellite technology



10 Earth Ground stations completed



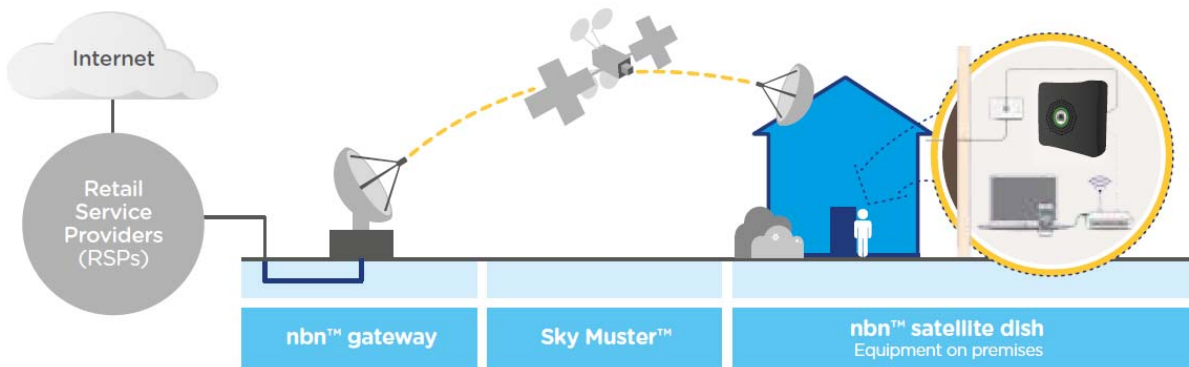
Satellite construction completed



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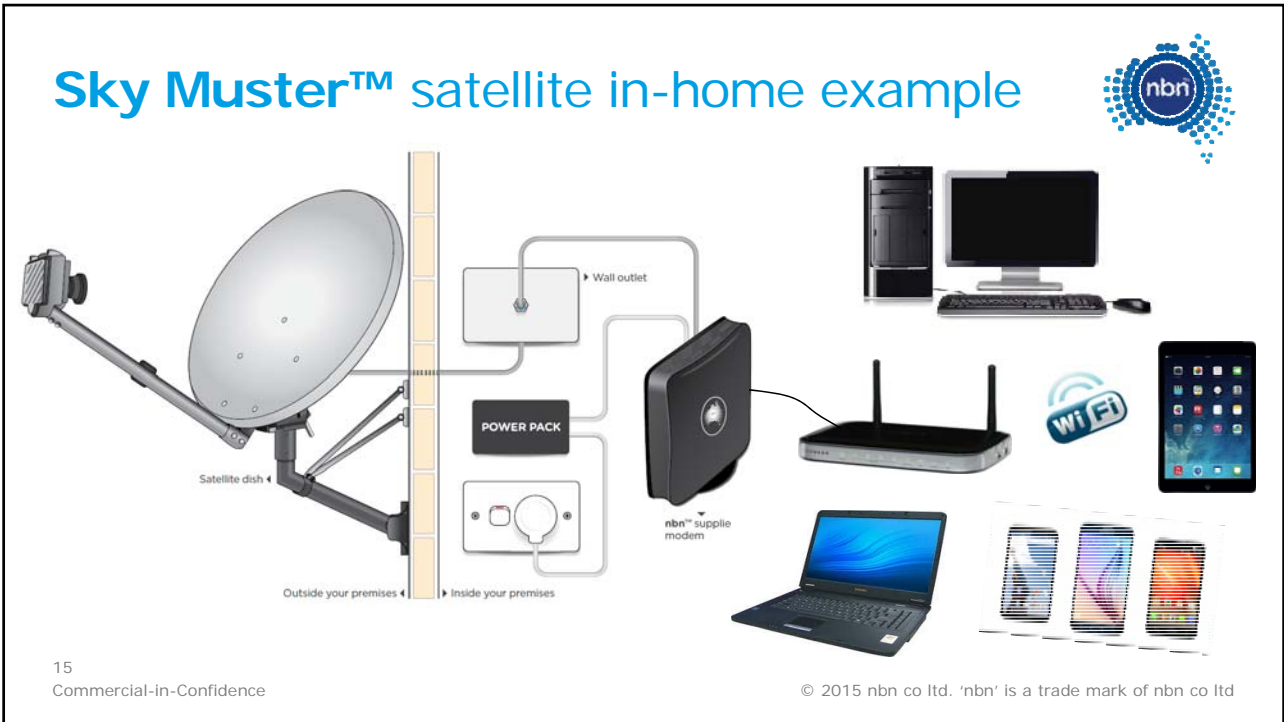
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Sky Muster™ satellite connection



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What can you do with nbn™ satellite

Application	Bandwidth Requirement
Email and Internet	1+ Mbps Bandwidth (Down)
Skype	1.5 Mbps Bandwidth (Up & Down)
Cloud Services	1 - 5 Mbps Bandwidth (Up & Down)
Video Consultation (TeleHealth)	2 - 5 Mbps Bandwidth (Up & Down)
TV on Demand	5 - 10 Mbps Bandwidth (Down)

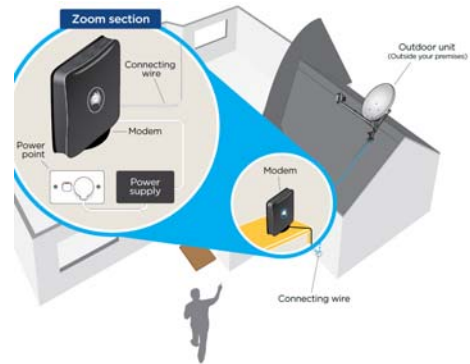
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Sky Muster™ ordering process?



- When your service provider receives your order they will indicate an installation timeframe
- The service provider will contact **nbn** to place the order on your behalf
- **nbn** will contact you to set an installation date
- **nbn** also notifies your service provider when the installation date has been set



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Sky Muster™ installation process?



On site, the installer will discuss and agree with you on equipment location

Equipment installation will comprise:

- **Satellite dish** will generally either 80cm or 120cm in diameter, depending on location.
- A **receiver and transmitter** mounted on the dish
- A **satellite modem** installed inside the home (two cables connect the dish to the modem)



Satellite modem

Equipment is then tested by the installers and the installation is complete

A standard installation is currently free

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Sky Muster™ equipment installation timeframes



Our service level targets depend on your location:

- **20 business days** is the aim to complete a standard installation from the time an order is placed with an internet service provider for most categories.
- In isolated regions on the mainland and in Tasmania, it may take up to **35 business days**.
- For limited access areas, including those which are only accessible by air or water, **nbn** has a target of **90 business days**.

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Managing for quality experience



Fair use policy

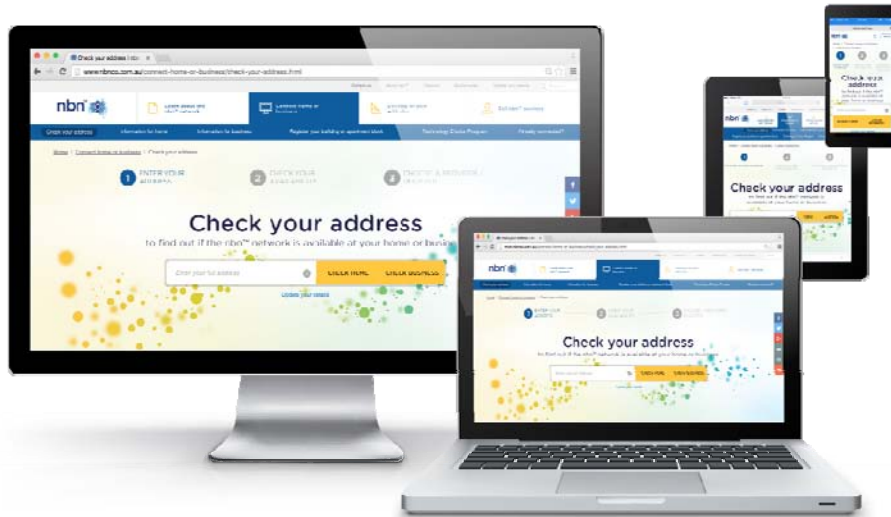
- Even with capacity improvements, satellite technology has finite limits
- Ensure end users get a fair go on the service especially during peak usage times
- The policy will be enforced and carefully managed with RSPs



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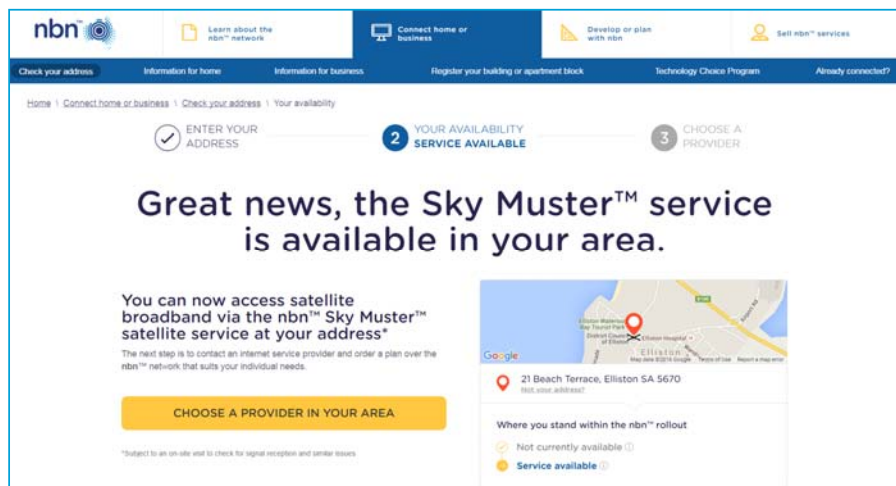
Check your eligibility



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Check your eligibility













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Current Sky Muster™ service providers



	Activ8me		iiNet
	Ant Communications		IPSTAR
	BorderNET		reachnet
	Clear Networks		*SkyMesh
	Harbour ISP		Westnet

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Avon Regional Organisation of Councils

Action List comprising of Status Report and Project List

Action List / Status Report			
Date	Details	Name	Latest Comments
Ongoing	<p>Specialty Staff Meetings to be convened by the nominated Host of Specialty Staff as follows:</p> <p>Rates Officers – Shire of Dowerin Planning Managers – Shire of Chittering. Rangers – Shire of Toodyay Sharing Opportunities EO/EHO/CESM</p> <p>Note: Meetings can 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.
Ongoing	<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"> No information rec'd from WAPC (Goomalling) - awaiting their response.
8/2/2016	<ol style="list-style-type: none"> Strategic Planning for Avon Tourism Funding application for the development of an AROC Regional Tourism Plan. <p>Signs of progress occurring.</p>	CEO Toodyay	<ul style="list-style-type: none"> Karen Dore (Chair of Avon Tourism) to be invited to next CEO's meeting in March 2017 Funding Application deferred until a business plan can be written to accompany the grant application.
08/02/2016	<p>Invitation to be sent to York Shire, inviting them to be members of AROC.</p>	CEO Toodyay	

Avon Regional Organisation of Councils

Action List comprising of Status Report and Project List

Action List / Status Report			
Date	Details	Name	Latest Comments
04/04/2016	AROC Planning for 2016/2017 - discuss AROC priorities	AROC	As an attachment to the MOU there is a set of priorities that gets reviewed each year. Suspect the priorities have not changed much from year to year.
5/12/2016	Unaudited AROC Financial Report received on 5.12.2016.	Shire of Dowerin	The Auditors appointed by the Shire of Dowerin requested by AROC Members, informally, to include 'a special comment' in regard to the AROC financials during their Audit of the Shire of Dowerin financials – to be provided to AROC in due course.
03/10/2016	Shire of York be provided with a copy of AROC MOU and financial Information from the Shire of Toodyay	Shire of Toodyay	<i>Note: a copy will be forwarded with the hardcopy correspondence inviting Shire of York to join AROC formally.</i>

Avon Regional Organisation of Councils

Action List comprising of Status Report and Project List

Action List / Status Report			
Date	Details	Name	Latest Comments
03/10/16	Shire of Toodyay officially invite the Shire of York to join AROC	Shire of Toodyay	Invitation requires final balance for 2015/2016 so that amount of buy-in may be stipulated in invitation letter. <ul style="list-style-type: none"> • Andrea Selvey to provide balance; and • Stan Scott to write to York when received.
03/10/16	Shire of York to be given opportunity to consider the Regional Recreation Plan for 2016/2017 prior to the December 2016 AROC Meeting.	Shire of Northam	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; • Wheatbelt Heritage Rail Strategy and Business Plan being prepared.
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
2016/2017	Regional Recreation Plan / Strategy <i>AROC to develop a Regional Recreation Strategy as part of its 2016/2017 program of activities.</i>	AROC CEO's	AROC Resolution: 1. Shire of Northam get quotes; and 2. AROC CEO's be the Working Group to decide on the engagement of a Consultant for Stage One to a maximum value of \$15,000.	
2016/2017	AROC Regional Waste Management Plan 2015-2020	Shire of Toodyay CEO	Formation of AROC Waste Management Working Group to 'monitor the implementation of the Regional Waste Minimisation Strategy, identify cooperation and funding opportunities.'	<ul style="list-style-type: none"> Correspondence sent to AROC on 8/12/2016 requesting nomination of representatives, after which dates will be set for quarterly meetings in 2017.



Shire of Dowerin
13 Cottrell Street
PO Box 111
Dowerin WA 6461
Ph: 9631 1202
Fax: 9631 1193

Email: dowshire@dowerin.wa.gov.au

ADM:

2 December 2017

Mr J Whiteaker
Shire of Northam
PO Box 613
Northam WA 6401
ceo@northam.wa.gov.au

Dear Jason

AROC FINANCIAL STATEMENT AND TRANSFER OF AROC FUNDS

In accordance with the decision of the AROC Committee to transfer the AROC Treasurer function from the Shire of Dowerin to the Shire of Northam, I am pleased to advise that the amount of \$96,251.63 will be transferred to the Shire of Northam today. The Shire of Dowerin will further transfer any interest earned on AROC funds when interest is paid to the Shire in January 2017.

Please also find attached the AROC financial statement as of 30 November 2016.

Please don't hesitate to contact me if you have any queries.

Yours sincerely

ANDREA SELVEY
CHIEF EXECUTIVE OFFICER

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

Brought Forward	95,655	101,543	134,108	80,617	59,367	49,202
	30-Nov-16	30-Jun-16	2015	2014	2013	2012
	2016	2016	2015	2014	2013	2012
	\$	\$	\$	\$	\$	\$
Revenue						
Member Contributions	0	30,000	30,000	30,000	48,000	0
Grants						
-WDC Contribution to AVON ROC	0	0	0	25,000	26,604	26,604
Fees and charges	1,801	5,391	2,459	636	2,364	9,318
Interest earnings	0	1,914	2,299	2,219	2,611	2,830
Other revenue	0	0	0	0	0	0
	<u>1,801</u>	<u>37,305</u>	<u>34,759</u>	<u>57,855</u>	<u>79,579</u>	<u>38,752</u>
Expenses						
Insurance	825	846	1,158	1,445	1,575	1,488
Equipment Expenses	380	5,897	3,081	2,919	69	495
Shared Services Aged Care Planning		0	0	0	30,000	0
Shire of Chittering BCF		0	0	0	0	13,302
Shire of Toodyay BCF		0	0	0	26,684	0
Shire of Toodyay Admin		7,500	7,500	0	0	0
Shire of Dowerin BCF (min 3.2.2 12.3.12)		0	0	0	0	13,302
WB Infrastructure Conway Highbury		0	12,000	0	0	0
WB Infrastructure Refund to WDC		0	17,273	0	0	0
Localise - Aged friendly Audit		0	26,312	0	0	0
Strategic waste management plan		28,950	0	0	0	0
Other expenditure		0	0	0	0	0
	<u>1,205</u>	<u>43,192</u>	<u>67,324</u>	<u>4,364</u>	<u>58,328</u>	<u>28,587</u>
Net result	596	(5,887)	(32,565)	53,491	21,250	10,165
Accumulated Funds on hand	96,251	95,655	101,543	134,108	80,617	59,367
Represented by						
NAB Investment	68,411	68,411	66,497	64,198	61,978	

Fund	Fund Description	Prog	Programme Description	SP	Programme	Type	Type Description	Cat	Category Description	COA	Description	Fund	Div	Opening Balance	YTD Actual	Total Actual
2	Trust Fund	01	Balance Sheet	93	Current Asset 1	Assets	Assets	1620	Trust Fund Liabilities	6171	BANK - TRUST FUND	2	0	\$150,122.34	-\$6,599.88	\$143,522.46
2	Trust Fund	21	Trust Fund	59	Trust	0	Assets	1620	Trust Fund Liabilities	9121	NOMINATION DEPOSITS (I)	2	0	\$0.00	-\$320.00	-\$320.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9232	HACC - FUND SURPLUS ACCUM	2	0	-\$2,025.40	\$0.00	-\$2,025.40
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9260	HOUSING RENT BONDS (E)	2	0	\$0.00	\$1,394.00	\$1,394.00
2	Trust Fund	21	Trust Fund	59	Trust	1	Assets	1620	Trust Fund Liabilities	9261	HOUSING RENT BONDS (I)	2	0	\$0.00	-\$360.00	-\$360.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9262	HOUSING RENT BONDS ACCUM	2	0	-\$4,900.00	\$0.00	-\$4,900.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9302	TIDY TOWNS PRIZE ACCUM	2	0	-\$2,818.00	\$0.00	-\$2,818.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9322	CENTENARY PARK ACCUM	2	0	-\$2,111.00	\$0.00	-\$2,111.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9342	BUILDERS REGN BOARD AND BONDS ACCUM	2	0	-\$10,000.00	\$0.00	-\$10,000.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9382	YELLOW RIBBON ACCUM	2	0	-\$247.00	\$0.00	-\$247.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9412	KEY DEPOSITS ACCUM	2	0	-\$610.00	\$0.00	-\$610.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9432	RECREATION STEERING COMMITTEE ACCUM	2	0	-\$23,359.11	\$0.00	-\$23,359.11
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9600	AROC FUNDS (E)	2	0	\$0.00	\$43,192.19	\$43,192.19
2	Trust Fund	21	Trust Fund	59	Trust	1	Assets	1620	Trust Fund Liabilities	9601	AROC FUNDS (I)	2	0	\$0.00	-\$37,306.31	-\$37,306.31
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9603	AROC FUNDS ACCUM	2	0	-\$101,542.71	\$0.00	-\$101,542.71
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9612	HACC - FUNDRAISING ACCUM	2	0	-\$2,509.12	\$0.00	-\$2,509.12

Fund	Fund Description	Prog	Programme Description	SP	Programme	Type	Type Description	Cat	Category Description	COA	Description	Fund	Div	Opening Balance	YTD Actual	Total Actual
2	Trust Fund	01	Balance Sheet	93	Current Asset 1	Assets	Assets	1620	Trust Fund Liabilities	6171	BANK - TRUST FUND	2	0	\$143,522.46	\$0.00	\$143,522.46
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9122	NOMINATION DEPOSITS ACCUM	2	0	-\$320.00	\$0.00	-\$320.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9232	HACC - FUND SURPLUS ACCUM	2	0	-\$2,025.40	\$0.00	-\$2,025.40
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9262	HOUSING RENT BONDS ACCUM	2	0	-\$3,866.00	\$0.00	-\$3,866.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9302	TIDY TOWNS PRIZE ACCUM	2	0	-\$2,818.00	\$0.00	-\$2,818.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9322	CENTENARY PARK ACCUM	2	0	-\$2,111.00	\$0.00	-\$2,111.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9342	BUILDERS REGN BOARD AND BONDS ACCUM	2	0	-\$10,000.00	\$0.00	-\$10,000.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9382	YELLOW RIBBON ACCUM	2	0	-\$247.00	\$0.00	-\$247.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9412	KEY DEPOSITS ACCUM	2	0	-\$610.00	\$0.00	-\$610.00
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9432	RECREATION STEERING COMMITTEE ACCUM	2	0	-\$23,359.11	\$0.00	-\$23,359.11
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9603	AROC FUNDS ACCUM	2	0	-\$95,656.83	\$0.00	-\$95,656.83
2	Trust Fund	21	Trust Fund	59	Trust	0	Liabilities	1620	Trust Fund Liabilities	9612	HACC - FUNDRAISING ACCUM	2	0	-\$2,509.12	\$0.00	-\$2,509.12

AS per Bank Rec	\$12,635.13
Balance as per NAB Account	\$68,475.40
Investment	-\$5207.33
	-\$480
Difference to be transferred as at 30.6.2016	-\$465.95
	154
	62,476.12
AROC	-\$95,656.83
	30.6.16
	-\$1,800.00
	income 16-17
	\$1,205.20
	Exp
	-\$96,251.63

STATEMENT OF REQUIREMENT



TITLE

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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	Current

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 4641
- Dowerin 683
- Chittering 5218
- 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

LGAs – Local Government Authorities

AROC - Avon Regional Organisation of Councils

SCOPE OF THE REQUIREMENT

The assessment is to cover the local governments of York and the Avon Regional Organisation of Councils (AROC) being;

- Northam
- Toodyay
- Dowerin
- Chittering
- Victoria Plains
- Goomalling
- York

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 30 June 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 and assessment against industry or agreed benchmarks to determine adequacy of the regions facilities
 - 1.3 Facility utilisation audit/review for agreed facilities.
 - 1.4 Regional demographic and trend analysis
 - 1.5 Identification of which LGAs and sporting leagues that should be acknowledged 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. Consultation with both the Department of Sport & Recreation and the Wheatbelt development Commission is viewed as essential)
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 (in relation to strategy and infrastructure deliverables)
 - Study Objectives and Methodology
 - Consultative Process
 - Development guidelines
 - Development Rationale
 - Development Options
 - Order of probable cost projections
 - Staged Development Timetable

STATEMENT OF REQUIREMENT



It must be noted that the above outline is for the purpose of providing a starting point for this project. The successfully appointed consultant will be required to confirm the detailed requirements at an initial meeting with representatives of AROC.

LIST OF APPLICABLE DOCUMENTS

- Shire of Victoria Plains recreational facilities development plan (????)
- 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 ()
- Department of Sport and Recreation's SD6 strategic plan (2016)
- WEROC (Wheatbelt East Regional Organisation of Councils) recreational facilities development plan ()
- Shire of Chittering Sport and Recreation Plan (2012-2022)
- Shire of Chittering Feasibility Study for a Regional Sports and Recreation Facility (2016)

APPROVALS

N/A

CONSTRAINTS

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

SPECIAL CONDITIONS

Nil

Shire of Dowerin

1. Should we identify some key guiding principles – i.e. maximise utilisation/minimise duplication? Financial sustainability? A strengths-based approach?
2. Should we ask for recommendations to be prioritised?
3. And should we include early engagement with potential funding bodies – e.g. DSR. WDC?

Shire of Chittering

1. Top of p 3 – Shire of Chittering Plan is Current (insert “Current” in table)
2. Top of p 5 – List of applicable documents:
 - a. Shire of Chittering Sport and Recreation Plan (2012-2022)
 - b. Shire of Chittering Feasibility Study for a Regional Sports and Recreation Facility (2016)
3. More general, and for discussion at our next CEO’s meeting:
 - a. We probably have some concerns regarding the nature and type of priority projects that may be supported by AROC and the possibility that Shire projects might be less likely to receive funding support if they do not align with the Regional Plan. It would be useful to understand how AROC may determine priorities given that our communities may not share an interest when it comes to sporting facilities.
 - b. The concerns expressed by Clem on Monday I think revolve around how a regional plan will address community expectations from our respective Shires. While we are a member of AROC, our community does not always relate to the AROC region, particularly with regard to sporting facilities. In our case, proximity to Perth is obviously a factor.

AROC MEETINGS

2017	AROC CEO'S To Submit AROC ITEMS by C.O.B. (5 days prior) on or before this date	ASSEMBLY / DELIVERY DATE VIA EMAIL OF THE AGENDA / Attachments (4 days prior to AROC)	AROC MEETING DATE (CEO/ALL)	LOCATION
JANUARY	no	AROC CEO	Meeting	CEO OFFICE
FEBRUARY	1/02/2017	2/02/2017	6/02/2017	COUNCIL CHAMBERS
MARCH	8/03/2017	9/03/2017	13/03/2017	CEO OFFICE
APRIL	29/03/2017	30/03/2017	3/04/2017	COUNCIL CHAMBERS
MAY	3/05/2017	4/05/2017	8/05/2017	CEO OFFICE
JUNE	7/06/2017	8/06/2017	12/06/2017	COUNCIL CHAMBERS
JULY	28/06/2017	29/06/2017	3/07/2017	CEO OFFICE
AUGUST	2/08/2017	3/08/2017	7/08/2017	COUNCIL CHAMBERS
SEPTEMBER	30/08/2017	31/08/2017	4/09/2017	CEO OFFICE
OCTOBER	27/09/2017	28/09/2017	2/10/2017	COUNCIL CHAMBERS
NOVEMBER	1/11/2017	2/11/2017	6/11/2017	CEO OFFICE
DECEMBER	29/11/2017	30/11/2017	4/12/2017	COUNCIL CHAMBERS

NOTE: AROC CEO'S are requested to submit AROC items via email at aroc@toodyay.wa.gov.au by C.O.B. on or before the date specified in the first column above.

AROC MEMBERSHIP			
SHIRE	CEO	SHIRE PRESIDENT	DEPUTIES
Toodyay	Mr Stan Scott	Cr David R Dow	Cr Therese Chitty
Goomalling	Mr Clem Kerp	Cr Barry Haywood	Cr Rolly Van Gelderen
Northam	Mr Jason Whiteaker	Cr Steven Pollard	Cr Julie Williams
Dowerin	Ms Andrea Selvey	Cr Dale Metcalf	Cr Graham Ralph
Chittering	Mr Alan Sheridan	Cr Gordon Houston	Cr Peter Osborn
Victoria Plains	Mr Ian Graham (ACEO)	Cr David Lovelock	Cr Stephanie Penn
York	Mr Paul Martin	Cr David Wallace	Cr Denese Smythe

CEO AROC MEETINGS

Held in CEO Office

(CEO's or their representatives in attendance)

CHAIR - CEO

AROC MEETINGS

Held in Council Chambers

(Shire Presidents or their representatives in attendance)

