



## Avon Regional Organisation of Councils

AROC Governance Group Meeting

8 November 2021

# Minutes

To: AROC Members

Here within are the Meeting Minutes of the AROC meeting, held on the abovementioned date in the Council Chambers at the Shire of Toodyay, 15 Fiennes Street, Toodyay.

Suzie Haslehurst  
**CHIEF EXECUTIVE OFFICER**  
*AROC Secretariat*

## Preface

These Minutes will remain "Unconfirmed" until the next AROC Meeting, where the Minutes will be tabled and confirmed subject to any amendments.

The "Confirmed" Minutes are then signed off by the Chairperson.

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

## Distribution

These minutes were approved for distribution on 18 November 2021.



Suzie Haslehurst  
CHIEF EXECUTIVE OFFICER

## Confirmation

These minutes of meeting were confirmed at a meeting held on .....

Signed: .....

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

# CONTENTS

<b>1.</b>	<b>Declaration of Opening .....</b>	<b>1</b>
	<b>1.1. Announcement of Visitors .....</b>	<b>1</b>
	<b>1.2. Record of Attendance and Apologies .....</b>	<b>1</b>
<b>2.</b>	<b>MINUTES AND ADDITIONAL INFORMATION .....</b>	<b>1</b>
	<b>2.1 Confirmation of Minutes .....</b>	<b>1</b>
	<b>2.2 Review of Status Report.....</b>	<b>1</b>
	<b>2.3 Inward / Outward Correspondence.....</b>	<b>2</b>
<b>3.</b>	<b>OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE .....</b>	<b>2</b>
	<b>3.1 Submissions, presentations or representations from third parties .....</b>	<b>2</b>
	<b>3.2 Matters referred by the Officer’s Group for consideration or decision; .....</b>	<b>2</b>
	<b>3.3 Matters raised by individual member local governments for consideration; .....</b>	<b>2</b>
<b>4.</b>	<b>CONFIRMATION OF NEXT MEETING .....</b>	<b>2</b>
<b>5.</b>	<b>CLOSURE OF MEETING.....</b>	<b>6</b>

---

*ATTACHMENTS with separate index follows Item 5.*

---



**1. DECLARATION OF OPENING**

Cr Madacsi, Chairperson declared the meeting open at 9.49am.

**1.1. Announcement of Visitors**

The Presiding Member welcomed Mr Matthew Gilfellow, CEO – Shire of Chittering as an observer to the meeting.

**1.2. Record of Attendance and Apologies**

Members in Attendance:

Cr R Madacsi	Shire President, Shire of Toodyay
Ms S Haslehurst	CEO, Shire of Toodyay
Cr B Haywood	Shire President, Shire of Goomalling
Mr P Bentley	CEO, Shire of Goomalling
Cr C Antonio	Shire President, Shire of Northam
Cr D Smythe	Shire President, Shire of York (via Zoom)
Mr C Linnell	CEO, Shire of York (via Zoom)

Apologies

Mr J Whiteaker	CEO, Shire of Northam
Cr P Bantock	Shire President, Shire of Victoria Plains
Ms G Teede	CEO, Shire of Victoria Plains

**2. MINUTES AND ADDITIONAL INFORMATION**

**2.1 Confirmation of Minutes**

<b>RECOMMENDATION/AROC RES. NO. 08/11/21</b>	
<b>MOVED</b> Cr C Antonio	<b>SECONDED</b> Cr B Haywood
That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 13 September 2021 be accepted as a true and correct record.	
<b>MOTION CARRIED 7/0</b>	

**2.2 Review of Status Report**

The meeting reviewed the status report and noted no further progress arising from previous meetings and decisions.

**2.3 Inward / Outward Correspondence**

**2.3.1 Financial Report**

The financial report had not been received at the time of the meeting.

**2.3.2 Attendance by Hon Melissa Price**

It was noted that Minister Price was unable to attend the meeting in person. An opportunity to attend via teams or zoom was extended to her office however, due to cabinet commitments she was unable to accept.

**3. OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**

**3.1 Submissions, presentations or representations from third parties**

Nil

**3.2 Matters referred by the Officer's Group for consideration or decision**

See following item which was discussed at the Officer's Group Meeting.

**3.3 Matters raised by individual member local governments for consideration**

**3.3.1 Executive Officer for AROC**

Date of Report:	3 November 2021
File Reference:	ORG3
Author:	S Haslehurst – CEO Shire of Toodyay
Attachments:	Nil

**PURPOSE**

To request that the Governance Group considers engaging an Executive Officer to support and progress the activities of the Avon Regional Organisation of Councils (AROC).

**BACKGROUND**

This matter was previously considered by the Governance Group at its meeting held on 17 February 2020. At the meeting, it was resolved:

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

- 1. Recruitment an Executive Officer for 2020-21;*
- 2. Endorsement by the Presidents and CEO's; and*

3. *Set annual contributions for 2020-21 at \$10,000 per member.*

Due to a variety of reasons including the changeover of the Secretariat CEO and the effects of the global pandemic, the engagement of an Executive Officer was not considered until the Officer's Group meeting held in October 2021.

There are a number of voluntary regional organisations of Council (ROCs) around WA. The purpose of ROCs is to provide a framework for regional cooperation between the member local governments.

The effectiveness of these organisations is dependent upon the ability of the member local governments to contribute to the activities of the ROC. Given competing and increasing demands on the CEOs and a desire to ensure the AROC is an effective and productive collaboration of local governments in the Avon region, the CEOs agreed that the engagement of an executive officer should be reconsidered by the Governance Group.

**OFFICER COMMENT**

The mission of the AROC is to:

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

In accordance with the Memorandum of Understanding (MOU) signed by the member local governments, 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.

During the past twelve months, AROC has pursued the following initiatives:

- Sports Marketing Australia – event promotion across the member organisations;
- Investigation of climate change activities including:
  - Climate Change Alliance application for funding;
  - Renewable energy initiatives; and
  - Water re-use options.
- Tourism ‘promotion in collaboration with Destination Perth; and
- Collaboration with Wheatbelt NRM regarding corella management strategies.

Other proposed future activities include:

- Advocacy regarding:
  - Road clearing permits; and
  - Qualifications for Environmental Health Officers.
- Carbon footprint analysis and reduction strategies
- Conversion to electric fleet vehicles;
- Water sustainability;
- Bushfire brigade training and WHS obligations; and
- Resource sharing and purchasing opportunities.

Much of the project work of AROC is currently undertaken by member Local Governments and typically these tasks while important, are given a lower priority than the other work of the individual CEOs. As a result, AROCs progress is limited.

In order to facilitate better progress, the CEO Officer's Group is proposing that an Executive Officer is engaged on a part-time basis.

The proposal to engage an Executive Officer will:

- Increase the effectiveness of the AROC;
- Assist in achieving the objectives of the MOU;
- Encourage greater participation by member local governments; and
- Build the brand of the AROC as a collective voice for the Avon region and lead to greater advocacy for the benefit of all AROC local government members.

If approved, it is recommended that a recruitment process is administered by the AROC Secretariat to engage an Executive Officer under the following conditions:

Term: 1 year with option of two-year renewal;

Weekly hours: 10-12 hours per week to a maximum of 500 hours per year;

Hourly Rate: \$50 per hour;

Travel: \$1,000 per annum;

The duties of the job will vary but will include as a minimum:

- Governance (agendas, minutes, audit, correspondence);
- Advocacy (submissions, presentations etc.);
- Assistance in the delivery of the strategic plan of the group; and
- Project management of AROC initiatives including grant funding, liaison, delivery and reporting.



*Financial Implications*

Currently, AROC pays a fee of \$10,000 to the Shire of Toodyay for executive support, with finances managed by the Shire of Northam. AROC equipment (limited) is held and managed by the Shire of Northam.

It is proposed that the \$10,000 paid to the Shire of Toodyay is used to support the engagement of the Executive Officer. The remainder of the engagement cost is proposed to be sourced from the annual membership fees paid by members.

The Shire of Toodyay is happy to continue hosting the AROC. It is proposed that the Shire of Northam continues to administer the finances of the AROC rather than expend additional funds on a separate system for AROC.

The AROC MOU currently requires a contribution of \$5,000 which generates an annual revenue of \$25,000. The proposal below splits 5 ways and is a cost of approximately \$3,200 per local government member. This would leave \$9,000 per annum to support project activities.

**Annual Cost**

Executive Officer Contract	\$25,000
Travel Expenses	\$1,000
<b>Total</b>	
	<b>\$26,000</b>
Less fee currently paid to SoT	
	(\$10,000)
<b>Total new cost</b>	
	<b>\$16,000</b>

*Clarification was sought regarding the financial sustainability of the proposal. It was agreed that the arrangement should be reviewed in twelve months and consideration given to whether an increased member contribution would be warranted to support an executive officer on an on-going basis.*

**OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 09/11/21**

**MOVED** Cr D Smythe

**SECONDED** Cr R Madacsi

That AROC agrees to appoint an Executive Officer to support the activities and progress of the AROC noting that:

1. The costs of the Executive Officer will be covered by the

- annual contributions paid by member local governments;
2. The Shire of Toodyay will continue to host the AROC on an in-kind basis.
  3. The Shire of Northam will continue to administer the finances of AROC on an in-kind basis.
- MOTION CARRIED 7/0**

**4. CONFIRMATION OF NEXT MEETING**

The 2022 schedule was provided as follows:

2022	Officer's Group (CEO) Meetings	Governance Group (President's) Meetings
	9.30am	9.30am
	Zoom Meetings	Council Chambers
JAN		
FEB	14/02/2022	
MAR		14/03/2022
APR	11/04/2022	
MAY		9/05/2022
JUNE	13/06/2022	
JULY		11/07/2022
AUG	8/08/2022	
SEPT		12/09/2022
OCT	10/10/2022	
NOV		14/11/2022
DEC		

**5. CLOSURE OF MEETING**

There being no further business, the Chairperson thanked members for their attendance and closed the meeting at 10.15am.



# AROC Governance Group Meeting

Attachments to Minutes – Monday 8 November 2021

## **Minutes and Additional Information**

---

2.2	Status Report	1
2.3.	Inward/Outward Correspondence	N/A

## **Other Business / New Business of an urgent nature**

---

Nil attachments



**AROC STATUS REPORT**  
**Avon Regional Organisation of Councils**

*Secretariat*  
*CEO - Shire of Toodyay*

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
8/11/2021	2.1 Confirmation of Minutes	That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 13 September 2021 be accepted as a true and correct record.	18/11/21	EA	18/11/2021	Not applicable
8/11/2021	3.3.1 Executive Officer for AROC	<p>That AROC agrees to appoint an Executive Officer to support the activities and progress of the AROC noting that:</p> <ol style="list-style-type: none"> <li>1. The costs of the Executive Officer will be covered by the annual contributions paid by member local governments;</li> <li>2. The Shire of Toodyay will continue to host the AROC on an in-kind basis.</li> <li>3. The Shire of Northam will continue to administer the finances of AROC on an in-kind basis.</li> </ol>	Mid-January 2022	CEO	t.b.a.	
12/07/2021	Climate Change Initiative & Water Sustainability	AROC CEOs to work together to identify a project we could apply for funding on a regional level.	ASAP	ALL		13.09.21: No action taken place. CEOs have not had a chance to talk about it at this stage.

**AROC STATUS REPORT**  
**Avon Regional Organisation of Councils**

*Secretariat*  
**CEO - Shire of Toodyay**

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
10/05/2021	Corella Management	That AROC authorise the CEO Officer Group to expend up to \$30,000 from AROC Funds to have Wheatbelt NRM undertake field work on behalf of the member shires to develop strategies for Corella management.	ASAP	J Whiteaker, CEO, Northam Shire	Completed.	13.09.21: Wheatbelt NRM engaged. It will be next year by the time we get the report.
10/05/2021	Water Sustainability (Actions to take)	<p>Northam CEO to arrange a meeting with Water Corporation (Toodyay and York to be included) (Mike) to discuss the concept for the future and they may have <b>advice to offer to Vic Plains'</b> subject.</p> <p>Vic Plains to get some advice regarding their already written business case for lobbying of (Melissa) election candidate. Goomalling to also contact <b>Melissa's office.</b></p>	ASAP	Refer to Resolution column.	t.b.a.	<p>13.09.21: Hon Melissa Price invited to AROC meeting in future – she has been invited but still awaiting when she will be free.</p> <p>Water Corporation being invited – SON CEO advised that once the SON has dealt with agreements with the WC they'll follow up with inviting that representative</p> <p>Issues with landholder side of it. Another meeting to be held as the business case written from Vic Plains but agreement needed on the content.</p>

