



# Avon Regional Organisation of Councils

AROC Governance Group Meeting

21 November 2022

## MINUTES

To: AROC Members

Here within are the Minutes of the AROC Governance Group (President's & CEO's) Meeting, held on the abovementioned date in Council Chambers at the Shire of Toodyay.

Suzie Haslehurst

**CHIEF EXECUTIVE OFFICER**

*AROC Secretariat*

27 November 2022

## **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 27 November 2022.

Suzie Haslehurst  
CHIEF EXECUTIVE OFFICER

## **Confirmation**

These minutes of meeting were confirmed at a meeting held on

13 March 2023.

Signed: [Signature]

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

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**ATTACHMENTS with separate index follows item 5.**

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## 1. DECLARATION OF OPENING

*The AROC in-person meeting commenced at 11.08 am.*

### 1.1. Announcement of Visitors

Nil

### 1.2. Record of Attendance and Apologies

Cr R Madacsi	Chair, Shire of Toodyay
Ms S Haslehurst	CEO, Shire of Toodyay
Cr P Bantock	Shire of Victoria Plains
Mr S Fletcher	CEO, Shire of Victoria Plains
Cr C Antonio	Shire of Northam
Mr J Whiteaker	CEO, Shire of Northam
Mr P Bentley	CEO, Shire of Goomalling
Cr B Haywood	Shire of Goomalling
Mr C Linnell	CEO, Shire of York
Mrs K Murray	Executive Officer, AROC

#### **Apologies**

Cr D Smythe	Shire of York
Cr B Ruthven	Shire of Toodyay

## 2. MINUTES AND ADDITIONAL INFORMATION

### 2.1 Confirmation of Minutes

#### **RECOMMENDATION/AROC RES. NO.01/11/22**

<b>MOVED</b> Cr Madacsi	<b>SECONDED</b> Cr Bantock
That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 12 September 2022 be accepted as a true and correct record.	
<b>MOTION CARRIED</b>	

### 2.2 Review of Status Report

Review of actions and progress arising from previous meetings and decisions.

Points raised as follows:

Climate Change Initiatives

- EO reported on contact with the two WA Regional Climate Alliances (South Coast Alliance RCA; and Goldfields-

Esperance VROC RCA); WALGA; Cities Power Partnership; Lottery West and East Metropolitan Regional Council; to identify RCA terms of reference, resourcing and funding options to support AROC climate change actions.

#### Corella Management

- EO reported that no external funding options have been identified to date; waiting on a response from CEO Wheatbelt NRM regarding an update on Corella Management Coordinator proposal and potential outcomes of Pest Parrot and Cockatoo Strategy.
- J Whitaker suggested AROC members make a commitment to seek Council approval to allocate \$5,000 - \$10,000 per annum for three years towards the employment of a Corella Management Coordinator for the region, to commence in the 2022/23 financial year; AROC also to contribute \$25,000 per annum for three years.

*ACTION: Members to put a report to Council requesting \$5,000 to \$10,000 per annum for three years towards appointment of a Corella Management Coordinator for the Wheatbelt Region, as outlined in the Wheatbelt NRM Corella Management Proposal, and report back to AROC.*

#### Water Sustainability

- J Whiteaker will share Avon river quality monitoring data.
- S Haslehurst – Toodyay Friends of the River will share data.
- C Linnell – to follow up with York group.

#### Clearing Permits

- EO confirmed that the letter has been sent; three acknowledgement responses had been received indicating referral to Minister Whitby's office and no response from Minister Whitby has been received as yet.
- C Madacsi referred to the work that the Local Government Roadside Clearing Regulation Working Group is doing to make offsets available to Local Government at a lower cost (contact Sinead McGuire, Shire of York); and reported on attendance at a workshop held by the WA Biodiversity Science Institute to inform a strategic restoration and offsets plan in the WA Wheatbelt; Cr Madacsi and Renata Zelinova (WALGA) were the only Local Government representatives; workshop discussion indicated a lack of awareness and/or consideration of local government capacity to provide offsets, and the impacts of delays on project costs and timing.

- S Fletcher – clearing permit almost granted; agreed to forward information to Cr Madacsi.

#### Housing

- S Haslehurst summarised CEO’s group discussion with Gavin Treasure, CEO Shire of Dumbleyung, regarding the 4WDL ROC key worker housing and short-term accommodation projects; and provided feedback on a meeting with RDA and WDC contacts regarding regional housing issues, indicating that current action is limited to gathering data.
- EO reported on follow-up with Alex Mackenzie, WDC, including a State-wide budget submission aimed at addressing development feasibility issues constraining supply of residential land and delivery of increased housing choice; WDC and MidWDC collaboratively submitted feedback on the Draft Structure Plan Guidelines 2022, advocating for improved planning processes to facilitate cost-effective, alternative servicing solutions and, building regional capacity in strategic planning through investment in resource allocation.
- J Whiteaker advised that the Shire of Northam has developed a housing strategy that can be shared with AROC after presentation to Council; focus is on attracting investment by offering gross rental yields >7% to compensate for limited capital growth potential.

### 2.3 Inward / Outward Correspondence

- 2.3.1** Out - Letter “Avon Regional Organisation of Councils seeks changes to native vegetation clearing permit system” sent to Ministers and Director Generals on 27 October 2022.  
In – Acknowledgement advice from Ministers Carey, Papalia and Kelly, forwarded to Minister Whitby’s office.

#### 2.3.2 Financial Report

<b>RECOMMENDATION/AROC RES.NO.02/11/22</b>	
<b>MOVED</b> Cr Antonio	<b>SECONDED</b> Cr Haywood
That the financial report, as forwarded, be received.	
<b>MOTION CARRIED</b>	

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

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

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

**3.2.1 Regional Climate Alliance (RCA)**

EO discussed the merits of establishing an RCA to demonstrate regional collaboration on climate change action and enhance prospects for regional funding; recommended AROC adopt a terms of reference (TOR) for an RCA that operates within the AROC Governance Group; and suggested that WALGA's Climate Change Action Framework outlines a step-by-step approach for members to take, beginning with adoption of a climate change declaration/policy by Council.

Members anticipated differing levels of support for climate change action within their Council/communities and agreed to put a Climate Change Declaration/Policy to Council.

J Whiteaker suggested that the draft TOR purpose should be limited to an organisational focus on reducing carbon emissions; member discussions indicated support for a broader purpose statement which enables a range of actions at a corporate and/or community level.

Initial discussions supported a motion to form an RCA, operating within the AROC Governance Group and TOR; further discussion identified that endorsement of the proposed AROC Strategic Priorities (schedule 1 of the MOU) includes formation of an RCA. Therefore, a separate motion is not required.

**3.2.2 MOU Strategic Priorities**

Members agreed that the AROC Strategic Priorities, be endorsed and included in the AROC MOU schedule 1.

**RECOMMENDATION/AROC RES.NO.03/11/22**

**MOVED** Cr Antonio      **SECONDED** Cr Bantock

That the AROC strategic priorities, be included in the AROC MOU Schedule 1.

**MOTION CARRIED**

**3.2.3 Electronic signatures**

It is recommended that Governance group members utilise electronic signatures to facilitate signing of correspondence.

**RECOMMENDATION/AROC RES.NO.04/11/22**

**MOVED** Cr Antonio      **SECONDED** Cr Haywood

That AROC members endorse the use of electronic signatures for AROC correspondence.

**MOTION CARRIED**

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

**3.3.1 Discussion of meeting time for 2023 schedule**

Cr Antonio and Cr Haywood prefer a 9am or 2pm meeting time; Cr Bantock preferred 9am and Cr Madasci was flexible. EO advised she was unable to attend a 2pm meeting time due to caring commitments; agreed to maintain 11am meeting time for now and arrange light lunch for members.

**4. CONFIRMATION OF NEXT MEETING**

The 2023 meeting schedule is provided:

2023	Officer's Group (CEO) Meetings	Governance Group (President's) Meetings
	11.00 am	11.00 am
	Zoom Meetings	Council Chambers
JAN	No meeting	No meeting
FEB	6/02/2023	
MAR		13/03/2023
APR	3/04/2023	
MAY		8/05/2023
JUNE	12/06/2023	



<b>JULY</b>		10/07/2023
<b>AUG</b>	14/08/2023	
<b>SEPT</b>		11/09/2023
<b>OCT</b>	16/10/2023	
<b>NOV</b>		13/11/2023
<b>DEC</b>	No meeting	No meeting

**5. CLOSURE OF MEETING**

Cr Madacsi closed the meeting at 12.35 pm.



# AROC Governance Group Meeting

Attachments to Minutes – Monday 21 November 2022

## **Minutes and additional information**

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2.2 Status report

2.3 Inward / outward correspondence

2.3.2 Financial report to 31 October 2022

## **Other business / new business of an urgent nature**

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3.1 Draft AROC Regional Climate Alliance Terms of Reference

3.2 MOU Schedule 1 – AROC Strategic Priorities

**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
12/09/2022	2.1 Confirmation of Minutes	That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 12 September be accepted as a true and correct record.	30/11/2022	EO	30 November	
12/07/2021	Climate Change Initiative	AROC CEOs to work together to identify a project we could apply for funding on a regional level.	ASAP	ALL	Ongoing	21.11.22: EO reported on discussions with GVROC and SCA Regional Climate Alliances, and WALGA on how to establish an RCA and what funding/resources are available to support RCA's and initiatives; exploring climate change action framework to guide AROC members on climate policy/practices.
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  ALL	February 2023	21.11.22: EO reported that no external funding options have been identified and awaiting update from CEO Wheatbelt NRM on progress of proposal for corella management coordinator.  AROC members agreed to seek Council contribution between \$5,000 to \$10,000 pa over 3-year period to strengthen case to CBH for local area trial.

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
10/05/2021	Water Sustainability	Workshop on water issues is required to identify local/regional project priorities and opportunities for local/regional funding.	12/09/2022	EO	February 2023	River Water Quality Monitoring: JW – SoN will share monitoring data to date. SH – SoT collecting data from Toodyay Friends of the River. CL – SoY to follow up.
16/05/2022	Road clearing permits and pre-funding for road projects.	AROC to write to the relevant Ministers and Director Generals to outline and address issues associated with road clearing permits and funding for road projects.	30/09/22	EO	Complete	29.10.22: Letter sent to Ministers and Director Generals of five departments to outline AROC member issues with clearing permit system.  21.11.22: Acknowledgement advice received from three offices.
16/05/2022	Housing shortage	AROC to advocate to relevant Ministers and Shadow Ministers (Housing & Local Government) to address a critical shortage of housing in the Avon Region.	Ongoing	EO	Ongoing	21.11.22: EO arranged briefing for the Officer's Group on the 4WDL Tourism Short Term Stay Accommodation Report and Worker Housing study by Gavin Treasure (via Zoom).  J Whiteaker to share SoN's housing strategy after presentation to Council.



## **AROC REGIONAL CLIMATE ALLIANCE WORKING GROUP – DRAFT TERMS OF REFERENCE**

### **1. General Description**

This document defines the structure, function, limits of authority and responsibilities of the Avon Regional Organisation of Councils (AROC) Regional Climate Alliance Working Group (RCAWG).

### **2. Purpose**

This group will work together to act on climate change, energy and sustainability issues in the Avon region.

### **3. Functions**

The functions of the AROC RCA Working Group are to:

- Work together to reduce carbon emissions in the Avon region;
- Collaborate and provide ideas, input and direction on projects and resources that prepare and mitigate for climate change;
- Advocate for projects, activities and resources that support the Alliance's priorities.

### **4. Governance**

- AROC RCAWG is a Working Group of the AROC;
- All Working Group recommendations will go back to the AROC Governance Group for endorsement;
- The AROC Executive Officer will provide administration support to the Working Group.

### **5. Membership**

- One elected member and/or one officer representative from each AROC Local Government Authority (LGA).
- AROC Executive Officer.
- Internal or external persons may be invited to attend the meetings, on behalf of the Working Group to provide advice and assistance where necessary. They have no voting rights and may be requested to leave the meeting at any time.
- Any member changes to the Working Group shall be through the AROC in writing.

### **6. Frequency of Meetings**

- The AROC RCA Working Group shall meet bi-monthly, during normal business hours, to consider matters relating to the defined purpose.
- If any meeting is cancelled or rescheduled the details and reasons must be noted in the minutes of the next meeting.

### **7. Quorum**

A quorum of members must be present before a meeting can proceed. The minimum quorum for meetings shall be three (3) members.

**8. Proxies**

If an appointed member is unable to attend a scheduled or extraordinary meeting, a proxy may be sought from their area of representation to assist in maintaining the committee’s quorum. The proxy will have authority to vote on their behalf at that meeting.

**9. Order of Meetings**

Discussion at the meetings shall be facilitated through an agenda. Any individual wishing a specific item to be included in the agenda should advise the AROC Executive Officer prior to the meeting date, otherwise the item may be discussed under ‘General Business.’

**10. Decision Making**

The committee shall, wherever possible, reach any decision by consensus. Where this is not possible there will be a vote, a minimum of 60% majority shall be required to carry any motion. Reasons for dissent shall be recorded in the minutes.

**11. Responsibilities of Committee Members**

- Attend meetings;
- Prepare and present relative reports as requested by the committee;
- Develop strategies for possible Climate Change initiatives and other resources for business and communities (in general) in regional Western Australia;
- Undertake designated actions in a timely manner.

**12. Amendments**

The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all members, by agreement of the majority of representatives.

The above Terms of Reference for the AROC CA Working Group have been agreed to by the AROC Governance Group:

\_\_\_\_\_  
AROC Governance Group Chairperson

\_\_\_\_\_  
Date

## T. Schedule 1 – AROC Strategic Priorities

It is agreed that the strategic priorities for activities undertaken by the Avon Regional Organisation of Councils will include:

PURPOSE	MISSION	VISION	ABOUT US
Working together to address regional issues and advance the interests of the region.	Work cooperatively for the benefit of the region and well-being of the community.	For the Avon region to grow and prosper.	AROC is a voluntary regional organisation of Councils including the local governments of Goomalling, Northam, Toodyay, Victoria Plains and York. Established in 2009.
REGIONAL PRIORITY	ACTIONS		PRIORITY
<b>Advocacy</b>	Work collaboratively to advocate on issues and opportunities that impact our communities.		High / Medium
<b>Community</b>	Identify strategies and partnerships to address a critical shortage of housing in the Avon region.		
	Enhance emergency management collaboration through alignment of procedures, practices, and a statement of intent to extend support to members if required.		
<b>Economy</b>	Advocate for changes to the native vegetation clearing permit system to address detrimental impacts on the delivery of road projects, including delayed timeframes and budgeted expenditure.		
<b>Environment</b>	Form a Regional Climate Alliance to progress action on climate change and enhance opportunities for funding at a regional level to support climate change initiatives.		
	Work collaboratively to implement corella management strategies to reduce the negative impacts of corella activities on our communities.		
	Identify local and regional water priorities and seek funding to improve water access and sustainability.		
	Work collaboratively to manage waste more effectively.		
<b>Shares Services &amp; Regional Funding</b>	Review the delivery of Local Government services and projects across the region to identify opportunities to share resources and attract and retain LG professionals.		
	Collaboratively apply for State and Federal funding.		