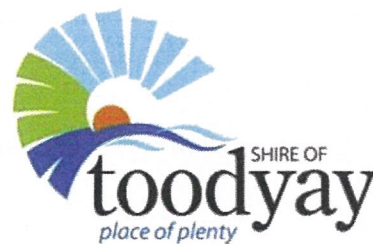


AVON REGIONAL ORGANISATION OF COUNCILS (AROC)



Minutes 15 June 2020

Unconfirmed Minutes

These minutes were approved for distribution on 30 June 2020.


Suzie Haslehurst
Chief Executive Officer
AROC Secretariat

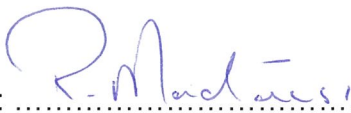
When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Avon Regional Organisation of Councils (AROC) Meeting, where the Minutes will be confirmed subject to any amendments.

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

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

Confirmed Minutes

These minutes were confirmed at a meeting held on 21-9-2020

Signed: 

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

AVON REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE AROC PRESIDENTS MEETING HELD IN COUNCIL CHAMBERS, AT
THE SHIRE OF TOODYAY ON 15 JUNE 2020

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ATTACHMENT *with separate index follows Item 9.*

MINUTES

1. DECLARATION OF OPENING

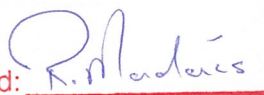
Cr R Madacsi, Chairperson, declared the meeting open at 9.37am.

2. PRESENTATIONS

3. RECORD OF ATTENDANCE / APOLOGIES

Members:

Cr R Madacsi	Shire President, Shire of Toodyay
Cr B Ruthven	Deputy Shire President, Shire of Toodyay
Cr B Haywood	Shire President, Shire of Goomalling
Mr J Whiteaker	CEO, Shire of Northam
Cr C Antonio	Shire President, Shire of Northam
Cr J Williams	Deputy Shire President, Shire of Northam
Mrs R McCall	CEO, Shire of Dowerin
Cr D Hudson	Shire President, Shire of Dowerin
Cr P Bantock	Shire President, Shire of Victoria Plains
Cr S Penn	Deputy Delegate, Shire of Victoria Plains
Mr C Linnell	CEO, Shire of York
Cr D Smythe	Shire President, Shire of York

Signed: 
Presiding Member

Date: 21-9-2020

3.1 Apologies

Mr P Bentley	CEO, Shire of Goomalling
Mrs G Teade	CEO, Shire of Victoria Plains
Cr J Chatfield	Deputy Delegate, Shire of Dowerin
Cr M Ryan	Deputy Delegate, Shire of Northam

4. CONFIRMATION OF MINUTES

4.1 Minutes of Meeting held on 20 April 2020

OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 09/06/20

MOVED: Cr Smythe

SECONDED: Cr Haywood

That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 20 April 2020 be accepted as a true and correct record.

MOTION CARRIED

5. INFORMATION ADDITIONAL TO THE AGENDA

5.1 From the Action List

The list was reviewed but the CEO at the Shire of Northam indicated that it would be better if the Action List could be made simpler so it just lists the decisions made by AROC. The updated version will be attached to the minutes of this meeting once finalised.

6. ITEMS OF BUSINESS

6.1 Financial Report for period ended 31 May 2020

OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 10/06/20

MOVED: Cr Antonio

SECONDED: Cr Haywood

That the financial report for period ended 31 May 2020 be received and the Shire of Northam to:

- (a) Work out the interest component for the year as it has not been done for a year.
- (b) Work out the payment to the Shire of Dowerin as per the Feb 2020 resolution and arrange it.

MOTION CARRIED

6.2 MOU for AROC

Cr Smythe moved the following motion:

Let it be noted that the MOU would be amended, as per the December/February AROC Meetings and presented at the September 2020 AROC Meeting for the intention of having it signed by all persons present.

Clarification was sought in relation to the following:

- Shire of Dowerin references in the MOU;
- Membership Quorum – if down to five members is 3 better for the quorum. Alternatively, as the meetings are few and far between, a proxy to be sent.
A show of hands was taken (excluding Dowerin) and the quorum will remain at 4;
- Withdrawal of AROC Members
Flexibility in P (3) and (4). View complementing and not contradicting.

The motion was put.

OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 11/06/20

MOVED: Cr Smythe

That the MOU be amended, as per the December 2019/February 2020 AROC Meetings and presented at the September 2020 AROC Meeting for the intention of having it signed by all persons present, subject to the MOU removing the Shire of Dowerin mention from all areas of the MOU.

MOTION CARRIED

6.3 Sports Marketing Australia

The following points were noted:

- A meeting was conducted on behalf of AROC on 30 April 2020.
- Notes and correspondence provided separately under confidential cover, together with the letter signed, outlining the provision of services. This letter was sent via email to Sports Marketing Australia Pty Ltd on 10 June 2020. This information is confidential.
- Phase one identifying assets within AROC from an infrastructure point of view and services as well. They will assess competitive advantages. Things we do in this region that we may leverage off to attract larger events. Sport and Recreation type events to the region.

6.4 Withdrawal of the Shire of Dowerin from AROC and subsequent discussion and decision required in respect to the AROC Equipment

At the February Meeting (see extract of minutes) a resolution was made by AROC. Information provided from the Shire of Dowerin in respect to AROC Equipment is provided as an attachment to this Agenda.

The following points were raised:

- EOI needed. Much better than tendering.
- Disposal of an asset. Light tower obsolete. Market could be tested in the future. Hire fee, transport fee.

OFFICER'S RECOMMENDATION/AROC RESOLUTION NO. 12/06/20

MOVED: Cr Antonio

SECONDED Cr Bantock

1. The Shire of Northam will hold all AROC equipment Items on behalf of AROC at no cost and access to all AROC Members be through a bookings process.

AVON REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE AROC PRESIDENTS MEETING HELD IN COUNCIL CHAMBERS,
AT THE SHIRE OF TOODYAY ON 15 JUNE 2020

2. Revenue from the hiring of equipment to be for the Shire of Northam who will insure the items and maintain the assets.
3. Ownership of the asset to be researched and advised to all members; and
4. Valuations to be obtained by the Shire of Northam to gauge whether there is a worth in disposal of the assets.

MOTION CARRIED

7. NEXT MEETING

- The next meeting of AROC CEOs will be held on 7 September 2020.
- The next meeting of AROC will be held on 21 September 2020.

8. GENERAL BUSINESS

Cr Smythe put forward the following:

The West Australian Newspaper – marketing. A suggestion that if all Councils go in it together through WALGA – that there was a \$10,000 cost and if we paid \$2,500 each – we could promote and market our tourism through the West Australian; estimated size ¼ page or half a page.

Question

Is that something we can do for Avon funds?

The following points were raised:

Engaging tourists into our area. Promotion worthwhile depending on the contents. Gone away from the Press because social media is used. Paper has gone digital through subscriptions.

Action: Information to be sought and supplied to the members.

9. MEETING CLOSURE

The Presiding Member declared the meeting closed at 10.30am.



AVON REGIONAL ORGANISATION OF COUNCILS (AROC)

15 June 2020

Attachments to Minutes

Information Additional to the Agenda

Updated Action List 1

Items of Business

Financial Report for 31 Mar 2020 9

MOU for AROC 11

Sports Marketing Australia Signed Letter outlining services S/A

Background information following meeting on 30 April 2020 S/A

Extract of the February 2020 Minutes for information 25

Information about AROC Equipment 33

AROC STATUS REPORT
Avon Regional Organisation of Councils

Secretariat
CEO - Shire of Toodyay

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Funding (if applicable)	Completion Date	Meeting Commentary
11/03/2019	WALGA - Local Government Cooperation and Shared Services – January 2019	The CEOs to prepare a specification for a consultancy project to consider the potential for collaborative arrangements within the AROC region.	Sept 2019	All AROC CEO's	AROC Funded	Not Commenced	
10/06/2019	Radiation Oncology Health Program Grants (ROHPG): Midland/Inner Wheatbelt Cancer Services	That individual AROC Member Councils determine whether to provide letters of support for this project.	ASAP	All AROC Members	N/A	N/A	This has been completed as it was not a task set of AROC – rather a task assigned to each AROC Council individually
02/09/2019	Tourism Options Paper Request from Avon Tourism Aim: Engage a Consultant to write an Options Paper	AROC to employ a Consultant to write an “options paper” in terms of identifying the future of tourism in the Avon Region that will include consultation with the tourism industry, based upon a scope prepared by the AROC CEO's at their next scheduled meeting. Authorise the CEO's to spend up to \$30,000 for the Options Paper	Not set	CEO (Shire of Toodyay)	AROC funded	Not Commenced	C Luangala advised she would look into this and discuss with J Whiteaker at Northam at the April 2020 Meeting of AROC. J Whiteaker advised that no engagement has occurred in respect to this matter at the June 2020 AROC Meeting.

AROC STATUS REPORT
Avon Regional Organisation of Councils

Secretariat
CEO - Shire of Toodyay

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Funding (if applicable)	Completion Date	Meeting Commentary
02/09/2019	Sports Marketing Australia – Engagement with them	Authorise the CEO's to investigate further and check references for other organisations and if satisfied proceed.	ASAP	Shire of Toodyay	AROC Funding	Refer to the June 2020 AROC Minutes	Letter of agreement signed and the project will now proceed further with the AROC CEO's.
03/09/2019	Tourism Options Paper Request from Avon Tourism Aim: Engage a Consultant to write an Options Paper	AROC to employ a Consultant to write an "options paper" in terms of identifying the future of tourism in the Avon Region that will include consultation with the tourism industry, based upon a scope prepared by the AROC CEO's at their next scheduled meeting. Authorise the CEO's to spend up to \$30,000 for the Options Paper	Not set	CEO (Shire of Toodyay)	AROC funded	Not Commenced	C Luangala advised she would look into this and discuss with J Whiteaker at Northam at the April 2020 Meeting of AROC. J Whiteaker advised that no engagement has occurred in respect to this matter at the June 2020 AROC Meeting.
17/02/2020	Withdrawal of Shire of Dowerin from AROC	That AROC: 1. Receives the withdrawal notice from the Shire of Dowerin from AROC; 2. Agrees that Dowerin may withdraw with effect from 30	30/06/2020	CEO at the Shire of Northam	N/A	ASAP	

AROC STATUS REPORT
Avon Regional Organisation of Councils

Secretariat
CEO - Shire of Toodyay

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Funding (if applicable)	Completion Date	Meeting Commentary
		<p>June 2020 with no further obligation;</p> <p>3. That the payout to be paid to the Shire of Dowerin be calculated before the Tourism Report is deducted (that is payout of around \$30,000);</p> <p>4. That the CEO Shire of Toodyay work with the Shire of Northam and Shire of Dowerin to determine the final payout; and</p> <p>5. That the AROC hire equipment (Mobile ablution facility and lighting tower) be offered for sale to AROC member Councils and communities, with bids closing at the 6 April 2020 CEO's meeting.</p>					
17/02/2020	Executive Officer for AROC	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:	Delayed due to COVID	All CEO's	AROC Funding	Not commenced yet	

AROC STATUS REPORT
Avon Regional Organisation of Councils

Secretariat
CEO - Shire of Toodyay

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Funding (if applicable)	Completion Date	Meeting Commentary
		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.					
17/02/2020	Engagement with RDA Perth on a Hills Strategy	That AROC note the engagement with RDA Perth on a Hills Strategy and support further collaboration.	Delayed due to COVID	All CEO's	AROC Funding	Not commenced yet	
17/02/2020	Corella Control ***This put on hold due to COVID	Shire of Goomalling CEO to bring information to the CEO Meeting. Emailing it before where possible. Invite WALGA representatives out to the areas to see the issue we have and advocate with them for their assistance.	ASAP	Shire of Goomalling	AROC Funding	Not commenced yet	

AROC STATUS REPORT
Avon Regional Organisation of Councils

Secretariat
CEO - Shire of Toodyay

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Funding (if applicable)	Completion Date	Meeting Commentary
17/02/2020 6.3.	Executive Officer for AROC ***This put on hold due to COVID	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.	Not set	CEO (Shire of Toodyay)	AROC funded	Not Commenced	
15/06/2020	AROC Equipment	1. The Shire of Northam will hold all AROC equipment Items on behalf of AROC at no cost and access to all AROC Members be through a bookings process. 2. Revenue from the hiring of equipment to be for the Shire of Northam who will insure the items and maintain the assets.	ASAP	CEO (Shire of Toodyay)	AROC funded	ASAP	Note: AROC Minutes dated in June 2003 indicate that the purchase of equipment was a joint tendering AROC Exercise handled by the Town of Northam / Shire of Northam were the Secretariat of AROC at the time. Minutes refer to tendering (Item 7 in general business) of equipment such as mobile toilets, lighting

AROC STATUS REPORT
Avon Regional Organisation of Councils

Secretariat
CEO - Shire of Toodyay

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Funding (if applicable)	Completion Date	Meeting Commentary
		<p>3. Ownership of the asset to be researched and advised to all members; and</p> <p>4. Valuations to be obtained by the Shire of Northam to gauge whether there is a worth in disposal of the assets.</p>					<p>towers and safety barriers to be used by Councils (i.e. all AROC Councils) for events.</p> <p>Town of Northam were actioning the tender. As the Shire of Northam and the Town of Northam merged in 2006 I assume that the tender would have been done by them. It was during Allan Middleton's time as CEO of the Shire of Northam.</p> <p>This means that the equipment of AROC belonged to each member who was a member at the time. This was the Shire of Cunderdin, Toodyay, Goomalling, Northam (Town & Shire), Dowerin and York.</p> <p>Since that time obviously the Shire of York pulled out of AROC and then returned in the last few</p>

AROC STATUS REPORT
Avon Regional Organisation of Councils

Secretariat
CEO - Shire of Toodyay

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Funding (if applicable)	Completion Date	Meeting Commentary
							years. Cunderdin had pulled out of AROC a while back.
15/06/2020	Financial Report and Payment to the Shire of Dowerin	That the financial report for period ended 31 May 2020 be received and the Shire of Northam t: (a) work out the SON to work out the interest component for the year as it has not been done for a year. (b) Work out the payment to the Shire of Dowerin as per the Feb 2020 resolution and arrange it.	ASAP	Shire of Northam	N/A	ASAP	
15/06/2020	AROC MOU	That the MOU be amended, as per the December 2019/February 2020 AROC Meetings and presented at the September 2020 AROC Meeting for the intention of having it signed by all person's present, subject to the MOU removing the Shire of Dowerin mention from all areas of the MOU.	September 2020	CEO Shire of Toodyay	N/A	For the Sept 2020 Presidents Meeting	Secretariat working on the amendments now.

AROC STATUS REPORT
Avon Regional Organisation of Councils

Secretariat
CEO - Shire of Toodyay

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Funding (if applicable)	Completion Date	Meeting Commentary

AVON REGIONAL ORGANISATION OF COUNCILS

Statement of Comprehensive Income

Administered by Shire of Northam

	01.07.2019					
	31.05.2020	2019	2018	2017	2016	2015
	\$	\$	\$	\$	\$	\$
Brought Forward	165,490	139,323	118,752	95,655	101,543	134,108
Revenue						
Member Contributions	30,000	30,000	49,625	30,000	30,000	30,000
Fees & Charges					5,391	2,459
Interest Earnings	646	3,667	-	-	1,914	2,299
Other Revenue			7,900		-	-
Total Revenue	30,646	33,667	57,525	30,000	37,305	34,759
Expenses						
Insurance					846	1,158
Recreation Plan			5,000			
Equipment Expenditure					5,897	3,081
Shire of Toodyay Administration		7,500	7,500	7,500	7,500	7,500
WB Infrastructure Conway Highbury						12,000
WB Infrastructure refund to WDC						17,273
Localise Aged Friendly Audit						26,312
Strategic Waste Management Plan					28,950	
Training			7,900			
Other Expenditure Exit Chittering			16,554			
Total Expenditure	-	7,500	36,954	7,500	43,193	67,324
Net Result	30,646	26,167	20,571	22,500	(5,888)	(32,565)
Accumulated Funds on hand 31/05/2020	196,136	165,490	139,323	118,752	95,655	101,543
Represented by Bankwest Muni Account	196,136					

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AROC

Avon Regional Organisation of Councils



Memorandum of Understanding for the operation of the AROC Group Agreement

BETWEEN THE:

SHIRE OF DOWERIN
SHIRE OF GOOMALLING
SHIRE OF NORTHAM
SHIRE OF TOODYAY
SHIRE OF VICTORIA PLAINS
SHIRE OF YORK

Adopted at an AROC Meeting held on _____ – circulated to members for endorsement (Res. No. _____).

September 2020

Memorandum of Understanding

Avon Regional Organisation of Councils (AROC)

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Memorandum of Understanding

Avon Regional Organisation of Councils (AROC)

A. Description of the Memorandum of Understanding (MOU)

1. The purpose of this document is to set out the framework for regional cooperation between the member local governments.
2. The regional body shall be known as the Avon Regional Organisation of Councils, or under the short form AROC.
3. AROC will not be a legal entity or a body corporate, and may only operate under the auspices of one or more member local governments.
4. AROC operates under the authority of Section 3.68 of the *Local Government Act 1995*.

B. Period of Agreement

1. This agreement shall apply from the date it is adopted by the member local governments for a period of five years. At the end of that period the members may:
 - Renew the agreement;
 - Change the agreement; or
 - Take no action, in which case the agreement ceases to have effect.
2. The agreement may be modified or cancelled at any time with the unanimous agreement of the member local governments.

C. Membership

1. Membership of the Avon Regional Organisation of Councils shall consist of the following organisations. Each member is a local government constituted under the Western Australian *Local Government Act 1995*.
2. Member local governments of the Avon Regional Organisation of Councils are:
 - Shire of Dowerin;
 - Shire of Goomalling;
 - Shire of Northam;
 - Shire of Toodyay;
 - Shire of Victoria Plains; and
 - Shire of York.

D. Mission Statement

The mission of the Avon Regional Organisation of Councils is to:

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

E. Purpose

The purpose of AROC is to arrange and facilitate Members:

- working together cooperatively to address regional problems, issues or challenges and advance the interests of the region;
- developing and implementing resource sharing strategies or regional service delivery models;
- delivery of training and development programs for elected members or staff; and
- Undertaking joint tendering or purchasing arrangements.

F. The AROC Governance Group

1. The prime decision making body for AROC shall be the Governance Group;
2. The Governance Group will meet every two months at a time and place agreed by the group;
3. Each member local government shall have equal representation on the Governance Group;
4. The Governance Group shall consist of:
 - one Elected Member from each member local government, usually the mayor or Shire President;
 - one Senior Officer from each member local government, usually the CEO;
5. Each local government shall nominate an Elected Member to represent it on the Governance group;
6. Proxies are permitted;
7. Each member local government shall have a single vote to be exercised by their nominated elected member or proxy, or in the absence of an elected member by the CEO or senior officer present;
8. Governance Group meetings are not open to the public, but additional elected members from member local governments are encouraged to attend as observers;
9. Invited guests may attend the meeting to address particular issues and can remain for the remainder of the meeting unless decided otherwise by the meeting;
10. Members may attend by prior arrangement through instantaneous electronic communication.

G. The AROC Officer's Group

1. The AROC Officers Group will meet every two months at a time and place agreed by the Officers Group, in the months when the Governance Group does not meet;
2. Each member local government shall have equal representation on the Officers Group, usually the CEO;
3. Proxies are permitted; and
4. Decisions shall be by consensus.

H. Authority

1. The Governance Group will have authority from member local governments to deal with funds held by AROC from members and third party contributions; except
2. The individual local government that is auspiced to deliver a program or project under third party grant funding shall ensure that the program or project is delivered and the funds are expended and acquitted in accordance with the grant agreement.

I. Meetings

1. AROC Governance Group meetings shall be convened at the time and at the place determined by the group;
2. The secretariat will prepare a program for the meeting that will consist of:
 - Matters referred by the Officers Group for consideration or decision;
 - Matters raised by individual member local governments for consideration;
 - Review of actions and progress arising from previous meetings or decisions;
 - Submissions, presentations or representations from third parties arranged by the secretariat or agreed by the Chairperson;
 - Such other matters as may be agreed by the Governance Group.
3. The meeting Program will generally be circulated one clear week prior to the Governance Group Meeting.
4. A quorum shall consist of delegates from four member local governments.

J. Chairperson and Deputy Chairperson

1. The Chairperson and Deputy Chairperson of the Governance Group will be elected at the first Governance Group meeting following the local government Ordinary Elections, or at such other times as may be necessary if the position is vacated;
2. The Chairperson and Deputy Chairperson must be elected members from the member local governments;
3. The Chairperson shall have a deliberate vote only and no casting vote. Unresolved matters are to be referred to the next meeting;
4. If the Chairperson is absent, whether represented by a proxy or not, the Deputy Chairperson will preside;
5. If both the Chairperson and the Deputy Chairperson are absent, whether represented by proxies or not, the group will elect a presiding member for that meeting only.

K. Secretariat

1. An individual, member local government or other corporate body may be appointed to provide secretariat support to AROC. Unless the Governance Group determines otherwise the secretariat will be provided by the local government represented by the Chairperson;

2. The Governance Group will determine an annual fee for the provision of secretariat services at the time that it adopts its annual budget.

L. Treasury

1. A member local government will be appointed to act as Treasurer to hold, manage and account for funds held on behalf of AROC;
2. The Treasurer will provide regular financial reports to the Governance Group;
3. The Governance Group may determine an annual fee for the provision of Treasury services at the time that it adopts its annual budget.

M. Annual Financial Contribution

1. Each year at its April meeting the Governance Group will determine the annual contribution for member Councils for the following financial year;
2. The annual contribution shall be identical for each member Council;
3. The annual contribution will be not less than \$5,000 and not more than \$10,000 per member local government.

N. Project Financial Contribution

1. AROC through the Governance Group may decide to undertake a project or projects which require additional financial contributions from member local governments;
2. Projects must involve at least two local governments, but could involve all member local governments;
3. Each project will have a separate form of agreement which will ensure that:
 - The costs of the project are equitably distributed;
 - That any additional costs or savings are equitably distributed to participating local governments; and
 - That there will be no impost on, or windfall to those member local governments that choose not to participate.

O. New AROC Members

1. The Governance Group may by unanimous agreement:
 - Allow an additional local government to become a member; or
 - Invite an additional local government to become a member.
2. Any new member will be required to buy in to the Avon Regional Organisation of Councils;
3. The buy in figure will be determined by preparing a balance sheet for AROC, and dividing the net equity position by the number of Members.

P. Withdrawal of AROC Members

1. AROC members recognise and agree that participation in AROC is a long term strategy and any decision to withdraw should be reflective of the long term nature of the commitment;
2. A retiring member must give at least one full financial year notice of an intention to withdraw;
3. At the conclusion of the notice period the departing member will be entitled to receive a payout calculated as the AROC net position not including any restricted funds, at 30 June divided by the number of members;
4. A member may withdraw at any time without notice but will be required to pay any contributions due and payable up to the end of the current financial year, but will not be entitled to any distribution of assets.

Q. Action Plan

1. AROC will prepare an Action Plan every two years that will identify regional priorities, planned projects and activities for the next two year period;
2. The Governance Group may at any time add or removed items from the Action Plan;
3. The Action Plan will be reviewed annually;
4. The Action Plan will form a schedule to this MOU.

R. Executed by the Parties

Shire of Dowerin

SHIRE PRESIDENT

Printed Name

Signature

Date

CHIEF EXECUTIVE OFFICER

Printed Name

Signature

Date

Shire of Goomalling

SHIRE PRESIDENT

Printed Name

Signature

Date

CHIEF EXECUTIVE OFFICER

Printed Name

Signature

Date

Shire of Northam

SHIRE PRESIDENT

Printed Name

Signature

Date

CHIEF EXECUTIVE OFFICER

Printed Name

Signature

Date

Shire of Toodyay

SHIRE PRESIDENT

Printed Name

Signature

Date

CHIEF EXECUTIVE OFFICER

Printed Name

Signature

Date

Shire of Victoria Plains

SHIRE PRESIDENT

Printed Name

Signature

Date

CHIEF EXECUTIVE OFFICER

Printed Name

Signature

Date

Shire of York

SHIRE PRESIDENT

Printed Name

Signature

Date

CHIEF EXECUTIVE OFFICER

Printed Name

Signature

Date

S. Schedule 1 – AROC Action Plan

Schedule 1 – AROC Action Plan			
Issue	Themes	Actions	Review Date
Health and Aged Care	Aged Care planning Independent living units Age Friendly communities planning		
Strategic Waste Management	Regional Planning Regional strategies Advocacy		
Councillor and Staff development	Training needs identification Training delivery in the region Regional Conference or workshop		
Regional Risk	Risk Management processes Regional Risk Coordinator		

Schedule 1 – AROC Action Plan			
Issue	Themes	Actions	Review Date
Human Resource Management	Workforce Development Planning Specialised staff meetings Resource sharing Build relationship with Central Regional TAFE		
Information Technology	Joint strategies Resource sharing Regional Support Insourcing IT support		
Economic Development	Infrastructure development Infrastructure trust Regional Planning Engagement with WDC Regional promotion		

Schedule 1 – AROC Action Plan			
Issue	Themes	Actions	Review Date
	Strategic Road Projects		
Regional Governance	Review of governance models Regional subsidiary Infrastructure Trust		
Regional Airport location	Support and advocacy for Cunderdin		
Regional Recreation Strategy	Regional Cooperation		
Environmental Health Services	Resource Sharing Joint Mosquito Project (3 year)		

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AVON REGIONAL ORGANISATION OF COUNCILS
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5. MATTERS ARISING

5.1 From the Minutes of the last AROC meeting.

5.1.1 Sports Marketing – Reference Checks

At September 2019 AROC Meeting a resolution on books that CEO's perform reference checks to engage them – and if no issues then proceed.

Goomalling Shire advised they are not pursuing at length at the current time because they haven't discussed it with Council.

York requested the background, to which a copy of the September 2019 minutes was provided post meeting.

J Whiteaker provided detail verbally in relation to the item.

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

Nil

5.3 From the Action List

The Action list was not reviewed.

6. ITEMS OF BUSINESS

6.1 Financial Report for 31 Jan 2020

**OFFICER'S RECOMMENDATION/AROC RESOLUTION NO.
02/02/20**

MOVED Cr Bantock

SECONDED Cr Smythe

That the financial Report for 31.01.2020 be received.

MOTION CARRIED

6.2 Withdrawal of the Shire of Dowerin from AROC

Date of Report:	14 February 2020
File Reference:	ORG3
Author:	Stan Scott – CEO Shire of Toodyay
Responsible Officer:	Stan Scott – CEO Shire of Toodyay
Attachments:	1. Letter from Shire of Dowerin; 2. Confirmation of Withdrawal to Shire of Chittering; and 3. AROC MOU.

PURPOSE

To receive formally, the withdrawal of the Shire of Dowerin from AROC.

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BACKGROUND

The Shire of Dowerin has formally written to AROC to advise of the following resolution from its Council:

That, in accordance with Section 3.18 of the Local Government Act 1995, Council:

1. Advises the Avon Regional Organisation of Councils (AROC) that the Shire of Dowerin intends to withdraw its membership and requests consideration to exit AROC effective 30 June 2020 without losing the Shire of Dowerin's share of net value as detailed in Clause P(4) of the Memorandum of Understanding dated 3 April 2017;
2. Should AROC choose to hold the Shire of Dowerin to the requirements of the Memorandum of Understanding, the Shire of Dowerin requests to pay a partial annual membership fee for the 2020/21 financial year; and
3. Advises the North Eastern Wheatbelt Regional Organisation of Council's (NEWROC) of the Shire of Dowerin's intention to exit AROC and pursue the opportunity to enter into NEWROC as a financial member as of 1 July 2020.

The Letter went on to say:

4. As mentioned in point 1 of the resolution, Council would appreciate AROC's consideration to allow the Shire of Dowerin to withdraw from AROC effective 30 June 2020 and for the Shire of Dowerin to retain its share of net value, estimated to be \$31,000.
5. It would be appreciated if this matter can be discussed at the CEO's meeting scheduled for Monday 3 February 2020 and included in the Agenda for consideration at the President and CEO's meeting scheduled for Monday 17 February 2020.
6. The Shire of Dowerin is grateful for the relationships established as part of its AROC membership and it is hoped these relationships are not adversely affected, despite our withdrawal request.

The matter was discussed at the CEO's meeting and none of the other CEO's are in any position to challenge Dowerin's community of interest with other NEWROC members.

Discussion

In considering the request for withdrawal as at 30 June 2019 it is important to consider the following:

1. When Chittering chose to withdraw AROC did not enforce the notice period in the MOU and agreed to an early departure. Agreeing to Dowerin's withdrawal at 30 June 2019 without the requirement of a further contribution would be consistent with that approach.
2. Dowerin has suggested its share of the net value of AROC would approximate \$31,000. Below is a calculation of the expected financial position:

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Net Financial Position at 29 Nov 19	\$191,136
Plus Interest (say)	300
<u>Committed Expenditure</u>	
Shire of Toodyay	\$7,500
Tourism Report	\$30,000
Total Committed	\$37,500
Net Financial position	\$153,936
Dowerin Share	\$25,656
Dowerin Share excluding Tourism	\$30,656

3. Given that the Tourism report has not been commenced and Dowerin is unlikely to gain value from it is probably reasonable to calculate the withdrawal before expenditure for that project.
4. Dowerin presently holds the AROC Hire equipment which consists of portable ablution block and a lighting tower. There needs to be a determination on whether the equipment is moved to a different Shire or dealt with in some other way. Given the lack of hire out I would propose that the equipment be sold by closed bid to one of the member shires and proceeds retained by AROC. Dowerin would receive a one sixth share of these funds.
5. It appears that one member has yet to pay its 2019-20 contribution. This may affect the final payout calculation.

OFFICER'S RECOMMENDATION

That AROC:

1. Receives the withdrawal notice from the Shire of Dowerin from AROC;
2. Agrees that Dowerin may withdraw with effect from 30 June 2020 with no further obligation;
3. That the payout to be paid to the Shire of Dowerin be calculated before the Tourism Report is deducted (that is payout of around \$30,000);
4. That the CEO Shire of Toodyay work with the Shire of Northam and Shire of Dowerin to determine the final payout; and
5. That the AROC hire equipment be offered for sale to AROC member Councils with bids closing at the 6 April 2020 CEO's meeting

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OFFICER'S	RECOMMENDATION/AROC	RESOLUTION	NO.
03/02/20			

MOVED Cr Hudson

SECONDED Cr Smythe

That AROC:

1. Receives the withdrawal notice from the Shire of Dowerin from AROC;
2. Agrees that Dowerin may withdraw with effect from 30 June 2020 with no further obligation;
3. That the payout to be paid to the Shire of Dowerin be calculated before the Tourism Report is deducted (that is payout of around \$30,000);
4. That the CEO Shire of Toodyay work with the Shire of Northam and Shire of Dowerin to determine the final payout; and
5. That the AROC hire equipment (Mobile ablution facility and lighting tower) be offered for sale to AROC member Councils and communities, with bids closing at the 6 April 2020 CEO's meeting.

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6.3 Executive Officer for AROC

Date of Report:	12 February 2020
File Reference:	ORG3
Author:	Stan Scott – CEO Shire of Toodyay
Responsible Officer:	Stan Scott – CEO Shire of Toodyay
Attachments:	Nil

PURPOSE

To make provision for dedicated executive support for AROC.

BACKGROUND

There are a number of voluntary regional organisations of Council around WA. The Shire of Dowerin has indicated a desire to resign from AROC and join North East Wheatbelt Regional Organisation of Councils (NEWROC). This has been driven by a greater community of interest with other NEWROC councils including an alignment of WALGA Zones.

In the course of these discussions the executive arrangements supporting NEWROC were discussed. It appears that NEWROC makes a greater investment in executive support to drive the decisions and actions of the group, which may lead to superior outcomes.

The NEWROC Executive Officer provided the following information:

Services offered by the NEWROC Executive Officer:

- Between 40 - 52hrs a month
- Between \$58 - \$65hr
- Some ROC's provide an annual office fee up to \$1500p.a (covering office equipment and consumables)
- Travel at ATO rates to meetings
- For project work outside of the contract a different hourly rate I would suggest it is \$65/hour for project work

The duties of the job vary but can include:

- Governance (agenda's, minutes, audit, correspondence, website management)
- Advocacy (submissions, presentations etc.)
- Management of the group's finances (NEWROC has separate bank accounts and uses XERO)
- Assistance in the delivery of the strategic plan of the group

Presently AROC pays a small fee to Toodyay for executive support, finances are managed by Northam and AROC equipment is held by and managed by Dowerin.

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Much of the work of AROC is picked up by member Local Government and typically these tasks while important are given a lower priority than the other work of the individual CEOs. As a result AROCs progress and strategic direction is typically very slow moving.

OFFICER COMMENT

Employment of an executive Officer based on the NEWROC model would produce the following costs based on 45 hour per month and \$65.00 per hour.

Executive Officer Wages	\$35,100
Office Expenses	\$1,500
Travel Expenses	\$1,000
Total	\$37,600

There would be some capacity for the executive officer to undertake project work for the same hourly rate, which could include some of the assignments presently contracted out to consultants.

The AROC MOU presently makes provision for contributions of between \$5,000 and \$10,000 per year. The proposal above split 5 ways is a cost of around \$7,520 per Shire.

If AROC set its annual contribution at the maximum this would provide an additional \$12,400 per annum for project work.

OFFICER'S RECOMMENDATION

That AROC:

1. Appoint an Executive Officer for 2020-21;
2. Set annual contributions for 2020-21 at \$10,000 per member.

R McCall provided an overview in relation to the discussion that the AROC CEO's had at their last meeting.

Question: Who would employ the Executive Officer?

Response: *Would have to be a Contract person engaged by one of the Member Councils, most likely the Secretariat.*

Points raised as follows:

- Clear and open recruitment process.
- AROC confirming appointment, or via the CEO of the Shire who will manage the contract.
- Dowerin offered to contact NewRoc to gather example of how they achieve the appointment of an Executive Officer for 2020/2021.
- The Shire President to discuss with CEO of Toodyay about the recruitment of an Executive Officer.

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- AROC to contribute to the process once the local government (Secretariat) makes the appointment.

MOTION/AROC RESOLUTION NO. 04/02/20

MOVED Cr Antonio

SECONDED Cr Smythe

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.

MOTION CARRIED

Maria Rebane

From: Rebecca McCall <rmccall@dowerin.wa.gov.au>
Sent: Monday, 17 February 2020 5:33 PM
To: Stan Scott
Cc: Peter Bentley; Glenda Teede ; Jason Whiteaker; CEO - SHIRE OF YORK
Subject: IAM65764 - [External]-AROC - Tourism Options Paper

Hi Stan

I am very tardy with my homework delivery. As a starting point it is worth noting what has/is happening across the Wheatbelt. I am aware that Wildflower Country and Discover Golden Horizons (northern Wheatbelt) have disbanded. I am not sure what is occurring in the southern Wheatbelt.

Wheatbelt Tourism Status:

- WDC Draft Strategy Tourism Plan –completed by Carol Redford but never adopted/endorsed
- WDC completed an audit of tourism product and attractions as part of the draft Wheatbelt Tourism Strategy in 2018 – I will try to get my hand on this
- RDA Wheatbelt completed some sort of tourism product review of the region late 2019 – I am yet to see this, I will contact Chris Evans
- Roe Tourism – strategy mainly based around marketing, some advocacy and product development (signage) ([maintain a website and Facebook](#))
- NewTravel (Wheatbelt Way) – as above (maintain a website, facebook, instagram and app)
- Pioneers Pathway – as above (website)
- WEROC – manage WEROCK app
- Above groups leverage marketing funding in partnership with AGO (a number of initiatives programmed each year)
- Wheatbelt Way gathering data – currently working with Curtin University to analysis data ways to improve collection of data so it is tangible and measurable (Linda Vernon and myself are working on this)
- Wheatbelt Way, Pioneers Pathway, WEROC and Roe Tourism presented to RDA a Joint Marketing Panel proposal. The objectives - local tourism groups to access marketing expertise (panel) to develop and help implement clear tourism brand for groups, clear storylines that link each established tourism product, consistent marketing material for all levels of tourism promotion for the sub-region. Desired outcomes – coordinated brand across the regions self drive routes, marketing collateral available for use over a long period of time, increased profile of the regions self drive routes and communities linked to them, increased visitation and expenditure along the self-drive routes , marketing funds are leveraged for greater impact, local communities understand the impact of tourism, increased skills and knowledge of local tourism groups around brand development and marketing. The proposal was well receive, however there is a need to pick it up again and advocate further.

Cheers Bec

Rebecca McCall
Chief Executive Officer

P (08) 9631 1202
13 Cottrell Street
Dowerin WA 6461

AROC Equipment

LIGHTING TOWER	
Description	Transportable trailed self-powered 4 light diesel lighting tower
Brand	Allight
VIN	679T26WA160AGX009
Date of Manufacture	29/1/2007
Type of Trailer	Plant Trailer
Tyre Size	185
Rim Size	14
Tare	1,120kg
Axle Group Load Capacity	1,250kg
Market Value	\$6000 - \$8000 for similar. Due to this particular type being obsolete if sold would be worth approx. \$2000
Value New	\$36,254



AROC Equipment

ABLUTION BLOCK 1	
Description	Mobile toilet van with 2 ladies & 2 males
Brand	Elross Caravans
VIN	5T9T25WA170AER001
Date of Manufacture	May 2007
Tyre Size	205-15
Rim Size	15-5
Tare	2,250
Aggregate Trailer Mass	3,500
Market Value	\$25,000
Value New	\$57,619.90 ex GST
Dimensions:	
Cabin Length	5.4
Tow Length (incl draw bar)	6.9
Width	2.4
Floor Height	2.2
Cabin Height	2.5
Overall Height	3.1



AROC Equipment

ABLUTION BLOCK 2	
Description	Mobile Toilet Van with 3 ladies, 1 male, 2 urinals
Brand	Elross Caravans
VIN	ST9726WA190AER001
Date of Manufacture	October 2009
Tyre Size	7.50 r/6
Rim Size	16 7
Tare	2,200
Axle Group Load Capacity	200d
Market Value	\$30,000
Value New	\$67,224
Dimensions:	
Cabin Length	5.6
Tow Length (incl draw bar)	7.1
Width	2.4
Floor Height	2.1
Cabin Height	2.4
Overall Height	3.15

