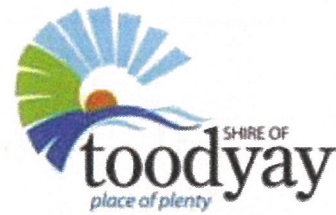


AVON REGIONAL ORGANISATION OF COUNCILS (AROC)



Minutes 20 April 2020

Unconfirmed Minutes

These minutes were approved for distribution on 26 May 2020.

A handwritten signature in black ink.

Chileya Luangala
Acting 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

Signed:

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

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ATTACHMENT *with separate index follows Item 9.*

MINUTES

1. DECLARATION OF OPENING

The Acting CEO, Chileya Luangala, opened the electronic meeting with the 3CX platform at 9.30am.

Unfortunately, the platform was unstable as it kept kicking users off every thirty seconds.

The personal zoom account of the Executive Assistant was used to conduct the meeting. This meeting commenced from 10.00am.

2. PRESENTATIONS

Nil

3. RECORD OF ATTENDANCE / APOLOGIES

Members:

Cr B Manning	Shire President, Shire of Toodyay
Mr P Bentley	CEO, Shire of Goomalling
Cr B Haywood	Shire President, Shire of Goomalling
Cr C Antonio	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
Mr C Linnell	CEO, Shire of York
Cr D Smythe	Shire President, Shire of York

3.1 Apologies

Mr J Whiteaker	CEO, Shire of Northam
Mrs G Teade	CEO, Shire of Victoria Plains

4. CONFIRMATION OF MINUTES

4.1 Minutes of Meeting held on 17 February 2020

OFFICIER'S RECOMMENDATION/AROC RESOLUTION NO. 07/05/20

MOVED: Cr Bantock

SECONDED: Cr Hudson

That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 17 February 2020 be accepted as a true and correct record.

MOTION CARRIED

AVON REGIONAL ORGANISATION OF COUNCILS
 MINUTES OF THE AROC PRESIDENTS eMEETING HELD IN COUNCIL CHAMBERS,
 AT THE SHIRE OF TOODYAY ON 20 APRIL 2020

5. INFORMATION ADDITIONAL TO THE AGENDA

5.1 From the Action List

The Action List was revised.

- Tourism Options Paper – C Luangala advised she would look into this and discuss with J Whiteaker at Northam.
- Event Marketing – C Luangala advised she would look into this and discuss with J Whiteaker at Northam.

The following was removed:

Actions to be undertaken prior to the next meeting (or ongoing from a previous meeting)		
Meeting Date	Actions to be taken	With the aim of / further comment or information
2/12/19	Advise Avon Tourism that we cannot formally respond as yet because we're yet to get the Tourism Options paper out	Consider in 2020.

Funding	Project Name	Project Reason	Project Manager(s)	Other comments
2019/20	Waste Collection Services – Tender and Contract Management	Ongoing (1st July planned implementation date) Meeting dated 6 Aug 2018 commenced this.	Jason Whiteaker, CEO (Shire of Northam)	1. That an AROC tender for waste collection services be done by WALGA for collective services; 2. The AROC CEO's continue discussions to work collaboratively in respect to respect to tendering for waste collection services; and 3. An update be brought back to the October 2018 AROC Meeting.

6. ITEMS OF BUSINESS

6.1 Financial Report

OFFICIER'S RECOMMENDATION/AROC RESOLUTION NO. 08/05/20

MOVED: Cr Antonio

SECONDED: Cr Smythe

That the Financial Report for the period ended 31 March 2020 be received.

MOTION CARRIED

AVON REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE AROC PRESIDENTS eMEETING HELD IN COUNCIL CHAMBERS,
AT THE SHIRE OF TOODYAY ON 20 APRIL 2020

7. OTHER MATTERS TO BE DISCUSSED

7.1 COVID-19

General discussion occurred around the topic of COVID and what each Council was doing with respect to raising rates, etc.

8. NEXT MEETING

AROC Presidents Meeting	15 June 2020
AROC CEO Meeting	7 September 2020
AROC Presidents Meeting	21 September 2020

9. MEETING CLOSURE

Chileya Luangala, Presiding Person, declared the zoom meeting closed at 10.45am.

The connection for the zoom meeting ended at 10.46am.



AVON REGIONAL ORGANISATION OF COUNCILS (AROC)

20 April 2020

Attachments to Minutes

Information Additional to the Agenda

Action List	1
Items of Business	
<hr/>	
Financial Report for 31 Mar 2020	4

AROC STATUS REPORT

Avon Regional Organisation of Councils

Secretariat
CEO - Shire of Toodyay

Actions to be undertaken prior to the next meeting (or ongoing from a previous meeting)		
Meeting Date	Actions to be taken	With the aim of / further comment or information
2/12/19	AROC MOU to be updated by Secretariat	To be circulated to all members via email and put to the relevant Councils in the New Year. Bring back document to be signed in the New Year.

Project List					
Funding	Project Name	Project Reason	Project Manager(s)	Aim / Objective	Other comments
AROC FUNDS	Tourism Options Paper	Request from Avon Tourism – need determined at Meeting 3 Sept 2019.	S Scott, CEO (Shire of Toodyay)	Engage a Consultant to write an Options Paper	<ol style="list-style-type: none"> 1. 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. 2. Authorise the CEO’s to spend up to \$30,000 for the Options Paper
2019/20	Waste Collection Services – Tender and Contract Management	Ongoing (1st July planned implementation date) Meeting dated 6 Aug 2018 commenced this.	Jason Whiteaker, CEO (Shire of Northam)		<ol style="list-style-type: none"> 3. That an AROC tender for waste collection services be done by WALGA for collective services; 4. The AROC CEO’s continue discussions to work collaboratively in respect to respect to tendering for waste collection services; and 5. An update be brought back to the October 2018 AROC Meeting.
AROC FUNDS	Event Marketing – last discussed at 17 Feb 2020 President’s Meeting	Sports Marketing Australia presented at Sept 2019 AROC Pres. Mtg.	J Whiteaker, CEO (Shire of Northam)	Engage Sports Marketing Australia	<ol style="list-style-type: none"> 6. Proceed as per Sept 2019 AROC Minutes

Agenda for next CEO's Meeting		
Meeting Date, Item No & Question No.	Subject	Recommendation made at AROC Presidents Meeting
17/02/2020 6.3.	Executive Officer for AROC	<p>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:</p> <ol style="list-style-type: none"> 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 6.6.	Corella Control	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.
17/02/2020 6.7.	Tourism Models AROC decided in Dec 2019: CEO's to gather material from other locations where things are working well and share them.	Receive the email attached to these minutes and discuss further. Compiling a collaboration of all material to the next AROC CEO Meeting for defining the scope for the Tourism Paper.
2/12/19	Wendy Newman from Directions to be invited to an AROC CEO Meeting	To do work-planning training in order to identify trends in the employment market, and the issues associated around that issue. To also work out practicalities of engagement. Decision for each local government.

AROC STATUS REPORT

Avon Regional Organisation of Councils

Secretariat
CEO - Shire of Toodyay

Questions taken on notice		
Meeting Date, Item No & Question No.	Questions in order of the meeting	INFORMATION Post meeting (with a view to providing further comment at a future meeting or via email)

Completed Items			
Meeting Date, Item No	Item Name / Other Detail	Status / Action / Notes	Resolution No. or Comment
AROC FUNDS Sept 2019	Regional Cooperation Project WALGA request regarding cooperation and shared services first discussed 11 March 2019.	Jason Whiteaker, CEO (Shire of Northam) was to prepare a consultancy brief for regional cooperation project. At Sept 2019 meeting advised that a report will be coming to the November CEO Meeting and then the December Presidents Meeting.	Asked to remove this at the Dec 2019 Presidents Meeting.
3/9/2019	Prepare a consultancy brief for regional cooperation project.	Report will be coming to the November CEO Meeting and then the December Presidents Meeting.	Brief not received.
3/9/2019	Prepare a scope that will be used to engage a Consultant to write an options paper (see project list)	Providing a copy of the final scope to the Presidents through emails. Further discussion at the president's meeting by way of an update.	To be handled outside of AROC meeting process as per Dec 2019 AROC Meeting.
3/9/2019	Check references of Sports Marketing Australia and also look for other providers to compare services/quotes. (see project list)	Further discussion at the president's meeting by way of an update.	Updated Dec Mtg.
3/9/2019	Schedule of Meetings	Provide update at the November CEO meeting and then at the December Presidents Meeting provide timetable for 2020.	NFA

AVON REGIONAL ORGANISATION OF COUNCILS

Statement of Comprehensive Income

Administered by Shire of Northam

	01.07.2019					
	31.03.2020	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 31/03/2020	196,136	165,490	139,323	118,752	95,655	101,543
Represented by Bankwest Muni Account	196,136					