



**PROPOSALS SOUGHT  
FOR  
EXECUTIVE OFFICER  
AVON REGIONAL ORGANISATION OF COUNCILS (AROC)  
(Contract Basis)**

The Avon Regional Organisation of Councils (AROC) is a regional body of local governments formed to work co-operatively for the benefit of the region and well-being of the community. Member local governments are the Shires of Goomalling, Northam, Toodyay, Victoria Plains and York which have all signed a Memorandum of Understanding that governs the operation of the AROC.

The AROC is seeking the services of an Executive Officer to:

- Be the principal point of contact and act as the secretariat for the AROC;
- Increase the effectiveness of the AROC;
- Assist in achieving the objectives of the AROC 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.

The following contract conditions are anticipated:

Term:	1 year with option of two-year renewal.
Hours:	10-12 hours per week to a maximum of 500 hours per year.
Travel:	Some travel required within the region.

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.
- Project management of AROC initiatives including grant funding, liaison, delivery and reporting.

For a detailed description of the role, please contact Executive Assistant, Maria Rebane, at the Shire of Toodyay on 9574 9305 or via email [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au).

Proposals should be emailed to [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au) by  
**5.00pm on 6 April 2022.**