

Record of Meeting (11.05am – 2.40pm) **Shire of Kojonup Briefing Session 16 September 2014**

Attendance: Shire President, Deputy, Crs: Trethowan, Mathwin, Benn, Pritchard, Radford and Pedler.

Officers: CEO, MCS, MACS (11.05am-1.20pm)

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action
9:00am – 10:40am	Audit Committee Meeting <i>(see Agenda under separate cover)</i>	An audit committee meeting was held. <i>(Refer to separate minutes).</i>
11:05am – 11.55am	Manager of Aged Care Services to give an update on Springhaven.	As per attached Report. Councillors expressed appreciation to Manager and Staff for efforts and looked forward to 2 nd Quarter report in December 2014.
12:00pm – 1:20pm	Community Session on SIHI (Southern Inland Health Initiative) Refurbishments at Kojonup Hospital held at Kojonup Bowls Club. Chief Executive Officer, Shire President, Deputy, Manager Aged Care Services & Cr Mathwin attended.	CEO/Shire President expressed disappointment that despite changes that have occurred since consultation in 2011/2012 there appeared to be no recognition or follow up between the Health Department/SIHI of changes to Kojonup regarding additional: <ul style="list-style-type: none"> • GP services, • Aged Care/Medical/Health Assessment Report findings. The session was basically advising what Risk Management works would be undertaken at the Hospital including improved Allied Health facilities. Duplication between Hospital, Springhaven, Medical Centre still evident! Council need to meet with SIHI to discuss possible synergies given the George Church bequest and reduction in need for consulting rooms.
1:00pm – 2:35pm	Chief Executive Officer & Manager of Corporate Services to discuss Forward Planning for Projects & Councillor Involvement	CEO reiterated that the principal role of Council is to set Council policies for Kojonup through the development of a strategic plan as part of Integrated Planning.

		<p>Elected Councillors have the responsibility to represent the interests of the community in two main areas</p> <ul style="list-style-type: none"> • Overall Business Performance (internal role) – ensuring the council develops and implements strategies and supporting policies to enable it to operate without loss and to provide community services for the future. • Overall Compliance Performance (external role) – ensuring the council complies with its legal and policy obligations. <p>It is important that Council has a clear strategic direction allowing the CEO to manage operations and resources which in turn are assessed by Council to ensure the business is run properly. Projects should include Gantt Charts listing milestones, resources required, financial reviews etc.</p> <p>The extent of Elected member involvement in project management also needs to be considered especially in smaller councils. Following further discussion addressing projects such as Main Street, Medical Centre, Communications Tower, CEO residence, Council Office etc. it was agreed that a Strategic Session with Councillors and Staff be conducted Wednesday, 24 September commencing at 9am.</p>
2.35pm – 2.45pm	Councillor comment	<p>Cr Radford advised that he had received advice indicating that the Wool Wagon had a hollow centre, hessian and branding was applied prior to a fibreglass coating which would assist cleaning and type of cleaning product applied.</p> <p>Cr Trethowan suggested that projects such as the Wool Wagon and Business Signage that formed part of the Information Centre at Kodja Place should provide future consideration for an annual rental as “one off” contributions did not always cover annual maintenance or ensure accurate information updates.</p> <p>Shire President asked if Main Roads had indicated date of Community Consultation regarding heavy vehicle routes. CEO advised that no advice received to date and matter would be followed up given Main Roads presentation to Council was conducted 1 July 2014.</p>

10:00am Morning Tea Provided

12:00pm Lunch Provided

Info Bulletin	Circulated	Councillors to review and ask questions out of session or at the next briefing session. A copy of any question, and the response will be circulated to all Councillors for information.
---------------	------------	--

Rick Mitchell-Collins
Chief Executive Officer