

Record of Meeting (9.05am – 2.00pm) **Shire of Kojonup Briefing Session 17 June 2014**

Attendance: Shire President, Deputy, Crs: Trethowan (from 9.50am), Benn, Pritchard & Radford.

Officers: CEO, MCS (9.05am – 12.30pm), MRCS, MWS (9.05am – 12.30pm), CSO (9.05am – 10.30am).

Guests: Bruce & Judith Warland – Kojonup Pharmacy.

Apology: Cr Mathwin, Cr Pedler.

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action
9:05am – 12.02pm	Manager of Corporate Services to conduct a 2014/2015 Budget Workshop including: <ul style="list-style-type: none"> • Fees and Charges; • Road Program; and • Plant Replacement. Discussions to follow regarding the 2011/2012 & 2012/2013 Country Local Government Fund.	The list of fees and charges for 2013/2014 were discussed in preparation for the 2014/2015 budget. Swimming Pool entry fees were analysed in detail and the Manager of Regulatory and Community Services is to research further, with a view to cheaper entry into the pool, particularly for children. Airport advertising signage was also discussed, with one possible thought being that all signs are reserved for promotion of Kojonup as a destination. The road program was discussed very briefly (no change since Council bus trip) and the ten (10) Year Plant replacement program discussed in greater detail, particularly with its effect on the plant reserve account. Discussions took place regarding the Country Local Government Fund grant allocations for 2011/2012 and 2012/2013 and the 'project readiness' for identified allocations. The Manager of Corporate Services to consider these issues when framing the 2014/2015 budget.
Included in above session	Daycare Centre Update led by the Manager of Regulatory & Community Services.	The Manager of Regulatory & Community Services gave the following update on the Kojonup Day Care Project – On Monday 16 th June 2014, the Shire President, CEO and Manager of Regulatory & Community Services met with

		<p>representatives of Regional Development Australia (RDA) at their Albany regional office to discuss the development of the new Day Care facility, specifically to consider any refinement of the building footprint that may achieve cost savings but not compromise essential design criteria that is necessary to meet mandatory license conditions applicable to Day Care premises. From the meeting it was clear that there are several opportunities to review the most recent conceptual plan developed by the architects with a view to reducing the building footprint and hopefully the cost of the facility. A meeting will be arranged with the Architects to discuss the options we have at our disposal so that the tender process to be managed by them is for a building that is likely to be of a reduced size and with changes to its internal layout that are reflective of the assessment undertaken by RDA officers.</p>
<p>12:02pm – 12.30pm 1.15pm – 1.40pm</p>	<p>Overview Discussions on Briefing Session Format / Reporting Framework / Risk Management / Systems & Process Improvements.</p>	<p>The Chief Executive Officer sought feedback from Councillors on the existing Briefing Session format to assist Senior Management Team program Concept Forums and Workshops addressing various aspects of the Shire’s Strategic and Operational objectives throughout the 2014/2015 Financial Year for example Project Management / Development Assessment approach. Councillors indicated that:</p> <ul style="list-style-type: none"> • 6 monthly public forums could be trialed benchmarking Council performance against Corporate and Community Plans and an opportunity for effective two-way communication. • Continuous Performance Review to measure past, present and future projects / programs linked to Integrated Planning such as 10 year forward Capital and Maintenance Works Plan, Recreation & Reserves, Tourism and Promotion etc.
<p>1:00pm – 1:15pm</p>	<p>Certificate of Appreciation to be presented to Bruce Warland from Kojonup Pharmacy in recognition of his 25 Years of Business in Kojonup on 19 June 2014.</p>	<p>The Shire President on behalf of Council presented the Certificate of Appreciation to Mr. Warland outlining his involvement in the community and the contribution that he and his family have made to Kojonup. We look forward to Bruce continuing his association with the community as the Pharmacist for many years to come.</p>

<p>1.40pm – 2.00pm</p>	<p>Councillor Communications</p>	<p>Shire President will provide report on the Municipal Association of Victoria Conference next month, however reported on Bloom Festival meeting attended with Cr Benn and CSO – Joanne Macri.</p> <p style="text-align: center;">Bloom Festival Information Session Gnowangerup Monday 9th June, 2014</p> <p><i>Linsey McFarlane</i> - GSDC <i>Emily Hardie</i> - new Bloom Festival Co-ordinator <i>Sarah Miles</i> – Administrative Assistant <i>Di Holly</i> gave overview of start of 'Bloom'</p> <ul style="list-style-type: none"> • evolved as a result of positions withdrawn (previously funded by state); • Shires provide seed funding; • GSDC / Eventscorp / CBH & other sponsors; • Events are community decisions & driven (build on what they already do); and • Bloom provides linkages & corporate advertising/on-selling. <p><i>Cr Benn</i> advised Kojonup would again hold Wildflower Weekend plus having 'Birds of Prey' demonstration. Other Towns gave overview of what they were doing.</p> <p><i>Emily Hardie</i> (based in Broomehill - very well qualified / skilled asset to committee. She is going to put a short biography on the Hidden Treasures Facebook Page / Website).</p> <ul style="list-style-type: none"> • Coordinator & single point of contact for Bloom; • Will assist with advertising etc. <p><i>Cassandra Stipanicev</i> Regarding MOU:</p> <ul style="list-style-type: none"> • Event evaluation (requirement of MOU) template provided. Captures visitor numbers, postcodes, where they've been & where they're heading to, whether they will/intend to return, enjoyment, what else they may want etc. • Attendance numbers also requirement & supports funding Applications; • Shires need this feedback also (need to know what bloom achieves);
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		<ul style="list-style-type: none"> • Photos must be supplied to Eventscorp (need a gallery) of our events; • Visit Hidden Treasures Facebook Page / post any pictures there; • Risk Management practices - event must have a plan in place! Tourism WA Risk Management booklet available to assist organisers. Areas to cover - Insurance, food, safety, permissions, compliance etc. <p><i>John Cecil</i> will do interviews prior & during events (Emily will assist).</p> <ul style="list-style-type: none"> • CMCA Rally (66,000 members). Rally in October & April. They look for package tours (around two weeks). • Some Landcare funding available plus 'Act-Belong-Commit' plus Anti-Poverty Week (part of income donated to this cause / raises awareness) <ul style="list-style-type: none"> ➢ Be creative - fill Caravan Parks (thought - Billet a van??) <p>Need to consider/arrange Bus service during Rally / Bloom / Anzac events to capitalise.</p> <p><i>Timeline for Bloom:</i></p> <ul style="list-style-type: none"> • 1st July - Program information deadline; • 8th August - Program for Distribution; • 5th September- Launch Program / Events - Minister attending, John Cecil doing live interviews; • 13th September - 19th October Bloom Festival. <p>(Ideal to include in program pre & post Bloom events) Remember Grand final weekend so plan Events so they don't clash where possible.</p> <p>It was suggested a flower brooch (perhaps locally made/crocheted or whatever to symbolise Bloom) to be sold at each town?</p> <p>Event packs will be sent out as per usual (Glenys Russell has received previously - Council Representative needs to be decided).</p> <ul style="list-style-type: none"> ➢ Need agenda item at Council. <p>Banners & Signs Availability – Emily. Suggest Bush Poets etc. around events.</p> <ul style="list-style-type: none"> ➢ Tie in ANZAC theme. Any specific ANZAC events can be included in the brochure
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10:30- 10.55am Morning Tea
12:30 – 1.00pm Lunch

Info Bulletin	Circulated	<p>Councillors to review and ask questions out of session or at the next briefing session.</p> <p>A copy of any question, and the response will be circulated to all Councillors for information.</p>
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Rick Mitchell-Collins
Chief Executive Officer