

Record of Meeting (8.10am – 4.50pm) **Shire of Kojonup Briefing Session 3 June 2014**

**Attendance:** Shire President, Deputy (From 8.12am), Crs: Trethowan, Benn, Pritchard, Pedler, Radford.

**Officers:** CEO, MCS (8.10am – 1.45pm), MRCS (8.10am – 2.17pm), MWS (8.10am – 1.50pm), MACS (8.10am – 10.25am) & (Noon – 1.45pm), SPO (8.10am – 10.25am), EHO & CSO (10.40am – 12.40pm), PPGO (1.05pm – 1.20pm)

**Guests:** Gavin Fialkowski & Darren Monument ABV Leisure Consultants (10.40am – 1.10pm), Bruce Manning GSDC – (2.15pm – 4.50pm)

**Apology:** Cr Mathwin

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action
8:10am – 10:30am	Senior Project Officer to workshop Risk Management.	The Senior Project Officer set the scene for Risk Management and arranged for 4 groups of 3 to work on identifying risks in not achieving the Strategic Community Plan, these risks were then presented back and a list of them will be put into a spreadsheet and sent out to all involved to rate each of those risks. After workshops with all other staff, those high and extreme risks will be added to the Risk Register and presented back to Councillors and the Senior Management team.
10:40am – 12:40pm	Meet & Greet with Gavin & Darren from ABV Consultants regarding the Sports Precinct Master Plan Process.	The Shire President welcomed Gavin and Darren to Kojonup to begin the initial phase of undertaking the Sports Precinct Master Plan over the next 12 weeks.  ABV outlined the methodology to be used ( <i>see attached</i> ).  Discussion then followed on Councillor’s and Officers vision, potential opportunities, co-location, rationalization, improvements, partnerships etc. for the precinct recognizing the proximity to the District School, Showground’s and Golf/Tennis Clubs.

		<p>Gavin will be conducting a session with existing users in the Reception Room on Monday 9 June 2014 commencing 7.00pm</p> <p>Survey forms and community consultation sessions to be conducted throughout June and July.</p> <p>ABV upon leaving the Briefing Session were provided on-site inspections of each area by EHO &amp; CSO as part of the familiarization aspect of the project.</p>
1:05pm – 1:20pm	Policy, Planning & Governance Officer to present the Governance Calendar.	The Governance Calendar was tabled and Councillors were informed that the calendar is a working document and at a minimum will be updated each quarter.
1:20pm – 1:35pm	Manager of Corporate Services to discuss the Asset Management Plan.	<p>The Manager of Corporate Services explained the Asset Management Plan is only the beginning of the asset management journey. Following the development, and adoption of the plan, further substantial work is required to be undertaken in the following areas:</p> <ul style="list-style-type: none"> <li>• Defining the levels of service for each asset;</li> <li>• Refining the quality of base data and information used to improve accuracy and confidence;</li> <li>• Better define all assets, including the responsibility for each asset, and the associated community expectation and sustainable investment level of each;</li> <li>• Developing an asset rationalisation program;</li> <li>• Undertaking a real life assessment of the financial formulas used in the attached plan; and</li> <li>• Inclusion of all asset classes (e.g. Plant &amp; Equipment, playground equipment, Information Technology, etc.).</li> </ul>
1:35pm – 1:45pm	Manager of Aged Care Services to update Councillors on recent Spot Audit.	<p>Spot Audit was conducted on 28 May 2014 with positive feedback provided that Springhaven has and continues to improve processes/systems/policies and procedures for the collective benefit of residents, family members, staff and the community. New painting of the facility was very well received as was the friendly, welcoming atmosphere. Archiving to form part of Kim Bolton's schedule for 2014/2015.</p> <p>Councillors expressed their appreciation to Sue and her team and to keep up the good work as formal accreditation will be undertaken next February.</p>
1:45pm – 1:50pm	Manager of Works & Services to provide an update.	The Manager of Works & Services gave the following Works Update:

		<ul style="list-style-type: none"> <li>• Outside crew have all been undergoing plant training over the last couple of weeks;</li> <li>• Magini Road re-sheeting 3km from end of bitumen to Old Collie Road is completed;</li> <li>• Riverdale re-sheeting commenced for 5-6km;</li> <li>• Maintenance grading of Lowden/Potts Road area at the moment then moving to the Shamrock Road area;</li> <li>• Drainage maintenance in the Muradup &amp; Kojonup townsites;</li> <li>• Collapsed culvert on Riverdale Road in the bitumen section to be repaired; and</li> <li>• New diesel bowser to be delivered on Wednesday 11 June 2014.</li> </ul>
1:50pm – 2:10pm	Chief Executive Officer to provide an update.	<p>The CEO reported that Hames Sharley had lodged the Health Needs Facility Assessment Report enabling the matter to be considered at the June Council Meeting.</p> <p>A report is also being prepared for consideration at the June Council Meeting regarding the Showground’s Buildings and Usage Compliance.</p> <p>Organizational Restructure Report nearing completion and at this stage will be tabled at July Council Meeting.</p>
2:10pm – 2:15pm	General Items	<p>Wool Wagon – cleaning! MRCS to follow up and report back to future Briefing Session.</p> <p>MAV Conference – Shire President awaiting release of conference papers before finalizing report.</p>
2:15pm – 4:50pm	Bruce Manning from the Great Southern Development Commission to discuss the Great Southern Blueprint.	The Shire President welcomed Bruce to the session allowing Council an opportunity to make confidential comment on the draft GSDC Economic Blueprint, opportunities and implications relative to Kojonup and surrounding areas.

10:30am- 10.40am Morning Tea

12:40pm- 1.05pm 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