

Record of Meeting (9.00am – 2.55pm) **Shire of Kojonup Briefing Session 15 April 2014**

**Attendance:** Shire President, Deputy, Crs: Mathwin, Benn, Pritchard, Radford, Trethowan (9.00am – 2.35pm) and Pedler (9.00am -12.08pm, 12.40pm-2.55pm)

**Officers:** CEO, MCS (from 9.08am), MR&CS (from 11am), MW&S (from 10.25am), CSO (9.00am – 10.00am, 11.03am – 11.06am), SFO & FO (1.40pm-2.00pm)

**Guest:** Di Holly, Hidden Treasures of the Great Southern (9.00am – 10.00am)

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action
9:00am – 10:08am	Di Holly from Hidden Treasures of the Great Southern to inform Council on the background to Hidden Treasures, Committee structure, governance and future planning.	<p>Di was welcomed by the Shire President to provide an overview of Hidden Treasures (HT) past, present and future. HT began 10 years ago and through the continued support of 8 partner councils, GSDC and WA Community Resource Network, sponsorship and community in-kind contributions ensured 37 events and activities were conducted throughout the area in 2013. Porongurup and Dumbleyung have also expressed an interest to participate in HT.</p> <p>Evaluations indicate approximately 5,000-7,000 participated in events with the estimated economic impact to communities in the order of \$800,000. It was recognized at the HT review undertaken in December 2013 that an Admin Assistant be appointed. Gnowangerup CRC was successful for an initial 7 month contract which will be reviewed in 2014.</p> <p>With the assistance of Cranbrook a Procedures Manual has been developed to outline how the partnership concept is conducted. Cranbrook is also handling grant applications on behalf of HT.</p> <p>HT has its own public liability insurance in addition to Council coverage of its delegates however it still remains an unincorporated body. Councillors expressed concern that without a formal constitution and a reliance on the goodwill of committees and councils there is little if any protection afforded</p>

		<p>to the organization regarding signage/logos, meeting procedure, role/responsibilities of committee/members, financial reporting, reporting requirements, records management, risk management, etc. The Organisational Manual dated 2 April 2014 encapsulates the intent of HT but there is no formal agreement with Councils other than payment of an annual subscription or appointment of a delegate. Kojonup for example has not formally resolved to accept the policies contained within the Manual.</p> <p>Kojonup does not appear to have formally appointed a HT delegate in recent years with Cr Benn the last known officially appointed delegate. Glenys Russell is on the executive committee as the Australia's South West delegate.</p> <p>Di indicated that Kojonup had been supplied signage which had never been installed. Is this the role of our delegate? CEO to ascertain if signage exists.</p> <p>Shire President thanked Di for her enthusiastic and passionate presentation and wished HT a successful year ahead.</p>
10:30am – 11:00am	Manager of Corporate Services to provide information on the 2013/2014 Budget Review.	The MCS went through the budget review document page by page given further explanation on each proposed amendment.
11:00am – 12:10pm	<p>Manager of Regulatory &amp; Community Services to give an update on:</p> <ul style="list-style-type: none"> <li>• Amended Daycare Plan,</li> <li>• Swimming Pool Tender,</li> <li>• Water Reuse Project, and</li> <li>• Michelle Dennis – Environmental Health Officer.</li> </ul>	<ul style="list-style-type: none"> <li>• Amended Day Care Plan. A revised cost estimate of Stage 1 of the Day Care concept plan is being undertaken by H &amp; H Architects quantity surveyor and this information will be presented at the next Briefing Session.</li> <li>• Swimming Pool Tender. WALGA will prepare documentation for and advertise the Tender for operation of the aquatic centre for the next three years with an option to extend for a further period. Information has been forwarded to WALGA advising of key areas that need to be addressed by the operators of the facility that will be incorporated in the Tender documentation as appropriate.</li> <li>• Water Reuse Project. Arrangements have been made for the proposed route for the water reuse project to be surveyed. This information will then be forwarded to OPUS to be used in their design and documentation for construction of the new infrastructure and for the tender process which the consultants will be undertaking on behalf of Council.</li> <li>• Michelle Dennis-Environmental Health Officer. Michelle has been</li> </ul>

		engaged for a temporary period up to end of June 2014 to assist the Manager of Regulatory & Community Services in undertaking statutory Health and Food Act duties and is also being resource shared with Shire of Broomehill Tambellup. Her tenure beyond end of June will be considered in conjunction with the draft budget process and after completion of the organisation restructure being undertaken by the CEO.
12:40pm- 1:40pm 2:00 – 2.55pm	Manager of Corporate Services discussed & workshop Elected Member 2014/2015 Budget Items	The MCS circulated the submissions for the 2014/2015 draft budget from elected members. Discussion was held on each item
1:40pm – 2:00pm	Question & Answer Session regarding the Monthly Payments Listing ( <i>see attached</i> ).	Queries were addressed by FO, SFO and MCS.

*10.08am Morning Tea Provided*

*12:10pm 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.
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Rick Mitchell-Collins  
Chief Executive Officer