

Record of Meeting (9.03am to 3.45pm) **Shire of Kojonup Briefing Session 21 January 2014**

Attendance: Shire President, Deputy, Crs: Mathwin, Trethowan, Benn, Radford, Pritchard, Pedler (9.03am – 3.05pm, 3.35pm – 3.45pm)

Officers: CEO, MCS, MRCS (from 11.45am), MWS (from 2.15pm)

Guests: Bill Edgar (10:30am – 11:24am)

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action
9:03am – 9:55am	Shire President Car Policy Discussions <i>(refer to copy distributed with 17th December 2013 Council Agenda)</i>	MCS led discussions on intent of draft policy and uniformity with existing management car policy requirements. CEO advised that a fire extinguisher and first aid kit are mandatory items in any vehicle for risk management purposes. Councillors general consensus was that SP vehicle must be “fit for purpose” and be able to carry 4 adults comfortably. SP to use discretion to allow vehicle to be available by Councillors/staff, including completion of a log book/pre start checklist at least weekly. Vehicle not to be taken outside WA. Amendments to be circulated to Councillors for comment prior to inclusion in February Agenda.
9:55am – 10:30am 11:24am – 12:15pm	Delegations Register Discussions led by the Manager of Corporate Services <i>(refer to copy distributed with 17th December 2013 Council Agenda)</i>	Each delegation was considered against Legislative/Council requirements and policy/procedures. Senior Management Team to prepare necessary changes for Councillor’s future consideration.
10:30am – 11:24am	Bill Edgar – RSL/War memorabilia ideas	Mr. Edgar spoke of Kojonup’s history particularly military history including the number of enlistments in WWI. How many of our veterans have biographies documented as has occurred at York? If so, how does Kojonup catalogue, accession, preserve, secure, present and promote this information? Is it a coordinated approach or reliant on a limited number of volunteers? Is this reliance sustainable? What is relationship

		<p>between Kodja Place/RSL/Memorial Hall/Historical Society and is this joint relationship documented and recognized in Councils strategic planning? Is there a formalized/shared vision and master plan?</p> <p>Mr. Edgar acknowledged that Council has recognized the need to protect and promote our historical heritage and to consult with the community on a number of potential projects/opportunities that can be realistically achieved from the developed Master Plan including costs and resourcing requirements. Has consideration been given to the RSL building becoming an educational hub in the region for compiling military history?</p> <p>Councillors raised the need to grasp Technology advancements in phone apps etc. as people become more IT savvy. Hard copy marketing and promotion is no longer the only tool and therefore Kojonup must be accepting of such advancements otherwise we will be left behind.</p>
12:15m – 1:00pm	Review of Committees Structure led by the Chief Executive Officer <i>(brought forward from Council Meeting held 5th & 19th November 2013 - see attached)</i>	Councillors discussed the range of committees, purpose, public engagement and past/present/future processes to improve effective decision making and integrated planning/reporting. CEO indicated that process included agenda forum, concept forum, community presentations, status updates, workshops and review sessions to advance good governance.
1:40pm – 2:00pm	Half yearly Budget Review Process 2013/2014 and Budget Process 2014/2015	MCS tabled draft timeframes for Annual Report, half yearly budget review and 2014/15 Budget process including proposed Shire Tour schedule. CEO and Shire President to comment on 2012/13 Annual Report despite not actually being on Council for the financial year.
2:00pm – 2:25pm	School Bus Routes 2014 – Cr Jane Trethowan	Cr Trethowan reported on a recent meeting with the Public Transport Authority regarding proposed School Bus Routes for 2014 as the Bus schedule in 2013 had children catching a bus as early as 7.10am. The revised schedule has children not catching a bus until 7.30am. Cr Trethowan will now meet with members of the Advisory Committee to assess the new routes and encourage as many parents to view and travel on the amended routes to verify effectiveness.
2:25pm – 3:45pm	Governance/Risk Management etc. resulting from AICD Course/General Updates	<ul style="list-style-type: none"> • CEO advised that he was focusing on Risk Management compliance and would be conducting a series of workshops with MWS and his team.

		<ul style="list-style-type: none"> • Expressions of Interest for Main Street close on 6 Feb 2014 and report will be tabled at 11 February Council Meeting. • Councillors expressed desire for State/Federal/WALGA etc. representatives to be invited to meet with Council. • Light Industrial planning in relation to CGS and Turkey Nest Dam. • Development Plan for Apex Park/RSL etc. required for approaches/suggestions made to Council such as lighting of Potts Memorial rather than considered in isolation. • Governance Calendar being prepared to capture meetings, reporting requirements, acquittals, reviews, funding application timeframes, etc. • Correspondence being prepared regarding spate of pole fires occurring within the shire and also expressing concern at State Governments reduction in road funding. • Great Southern Blueprint – Councillors input was appreciated at the recent meeting with the GSDC consultant. Cr Trethowan emphasized that from a transport perspective rail must move more than grain if there are to be strategic infrastructure improvements in the future as presently only one commodity is reliant on this mode of transport.
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10:30-10.55am Morning Tea

1:00pm – 1:40pm Lunch

Info Bulletin	Circulated	<p>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.</p>
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Rick Mitchell-Collins
Chief Executive Officer