

Record of Meeting (9:50am – 3:55pm) **Shire of Kojonup Briefing Session 5 November 2013**

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

Officers: CEO, MCS, MR&CS, MW&ES, SFO(12.30-1.20pm)

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action
9:00am – 9:32am	Special Council Meeting	Special Council Meeting was held.
9:50am – 9:55am	Council Committees Update	The Manager Corporate Services gave an overview of each Council Committee, informal Committee and delegates to other organisations.
9:55am – 11:38am	<p>Councillor Induction to be led by the Chief Executive Officer, topics to be covered:</p> <ul style="list-style-type: none"> • Role as Shire President, Deputy Shire President or Councillor • Code of Conduct • Policy Manual • Delegation Register • Committee Structure • Briefing Sessions 	<p>Discussion on requirements of the Local Government Act 1995. Cr Sexton outlined how the Council should build a framework of meeting styles and procedures that will lead to the maximum input from elected members and address the public perception of being isolated from Council processes and disengagement of elected members from the governing process. This in turn leaves the elected members open to criticism for not taking the responsibility for decisions made regardless of the competency of officers in providing qualified information or advice.</p> <p>Discussion followed on the various committee structures, Agenda and Concept Forums, process and procedures recognizing that Council now had a new CEO, new management style within the Senior Management Team and a new approach regarding effective governance, risk management, policy development, transparency, review of systems and reporting that is aligned to the Integrated Planning and Reporting Framework.</p>

		<p>Cr Trethowan indicated that Briefing Sessions conducted on the day of the Council meeting do not address Agenda Items listed other than list of payments. General consensus of non-retiring councillors was that present forums and committee structures were effective as record of proceedings are now more informative and public/community presentations able to be made to all councillors but are aware of need to achieve continuous improvement.</p> <p>CEO emphasized that collectively (Elected Members, Staff and Community) needed to understand the 'Business of Council' and to build constructive relationships and partnerships to achieve corporate and community goals supported by factual information on cost/benefit/need and resourcing past, present and future. The journey had commenced but it was essential that we undertook the journey together as continually looking into the rear vision mirror is counterproductive.</p>
12:30pm – 1:20pm	<p>Manager of Corporate Services to give an update on:</p> <ul style="list-style-type: none"> • Budget & Financial Statements • Agenda Procedures 	<p>The Manager of Corporate Services gave an overview of:</p> <ul style="list-style-type: none"> • Monthly Financial Statements - detailing current financial statements, meaning of each statement and possible areas of improvement to increase the meaningfulness of management information to decision makers. MCS indicated a policy will be developed in the coming months to cover (1) format of monthly financial statements; and (2) a written Council philosophy in regards to finance. • Council Meeting Procedures - detailed the current Standing Orders Local Law, Council Meeting agenda format including details on each item in the agenda and the future use of iPads. MCS indicated a policy will be developed to cover usage and ownership of iPads before this issue is progressed.
1:20pm – 2:30pm	<p>Manager of Regulatory & Community Services to give an update on:</p> <ul style="list-style-type: none"> • Project Updates such as Daycare, Sporting Complex, Swimming Pool & Health Inspections 	<p>Manager of Regulatory & Community Services (MRCS) updated Council on:</p> <ul style="list-style-type: none"> • New Day Care Facility- Awaiting outcome of funding applications for a proposed co located facility incorporating Day Care (stage1) and Play Group/Toy

		<p>Library (stage 2). Also applying to LotteryWest who indicated they would consider projects of this type up to \$200,000.00. We won't know full extent of funding available until early in the new year to top up Council funds of approx. \$360,000.00 (Royalties for Regions), plus our own funds of \$132,128.00 Stage 1 cost for Day Care \$900,000.00. Stage 2 cost for Play Group/Toy Library Approx \$300,000.00 to \$400,000.00.</p> <ul style="list-style-type: none">• Sporting Complex- Awaiting final report from the consultant regarding building compliance issues that need to be addressed prior to a further assessment being undertaken for issue of a Certificate of Compliance. The MRCS will provide a report to Council on the actions required, detailing short, medium and long term items to be attended to.• Kevin O'Halloran Public Swimming Pool - The new pump (plant room) has been installed and commissioned and the pool water has been conditioned for season start up and bacteriological water sampling carried out Wednesday 30th October. Results should be received by Thursday 7th November and if satisfactory the pool may be opened to the general public on the weekend of 9th November. The contract for operation of the pool is to be reviewed by management including arrangements for maintenance of the facility during the winter closure period to better maintain this important community asset year round.• Environmental Health - A consultant (Peter Kampen of Food Technology Services) has been engaged to assist with routine food safety assessments of all Kojonup commercial food premises for compliance with the Food Act 2008. It's also proposed to have Peter provide training for food handlers early in the new year to improve their knowledge of safe food handling practices.• Springhaven Aged Care Facility - Food Safety Audit & Food Safety Assessment. The audit undertaken by Food Technology Services revealed a number of
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		<p>compliance issues that are similar to the three previous 6 monthly audits and this is an unsatisfactory result for the facility. Furthermore, the recent food safety assessment undertaken by me revealed slippage in the standard of cleaning in the kitchen. I have arranged a commercial cleaner to attend to a clean of the kitchen and issues regarding the audit will be addressed once the review of the structure for Springhaven is finalised and the person responsible for management and control of the kitchen is appointed.</p> <ul style="list-style-type: none">• Kodja Place - There will be a report on the rammed earth wall defects tabled at the November meeting of Council for their information and consideration as appropriate.• Pott's Memorial- Met with Terry Taylor and John Mathwin regarding options for lighting of the Pott's Memorial. Consideration is being given to utilising volunteers to assist with the labour component of the project, including Men's Shed and perhaps Apex, Lions or Rotary as well as members of the Pott's Memorial working group.• Waste Services- Area Bin Servicing- Paul Webb of Warren Blackwood Waste met with the CEO and the MRCS to discuss the option of the servicing of area bins being undertaken by our waste contractor. Paul is to submit a written quotation for the service which will include the maintenance and cleaning of the bins. It's anticipated that the contractor will be able carry out the service at a cost saving to Council. The contractor will also be carrying out the annual hard waste collection for households in the Kojonup and Murudup townsites early December. This item will be presented to Council for their consideration.• Water Reuse & Harnessing- We are in discussion with the Water Corp regarding the transfer of two of their assets (dam South of town and chlorination unit) which they have offered to us verbally at no cost. In their written confirmation of the offer there is reference to cost of water from the dam which was not
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		mentioned in their verbal offer and there is no mention of the transfer of the chlorination unit. Both matters will be raised in further discussions with Water Corp prior to engaging OPUS consultants to begin the design of new infrastructure for our water reuse and harnessing project.
2:40pm – 3:30pm	<p>Manager of Engineering & Works to give an update on:</p> <ul style="list-style-type: none"> • Road Funding Projects • Plant & Equipment Replacement 	<p>Manager tabled and 'walked through' 10 Year Capital Road Works Program and 10 Year Plant Replacement Program together with rationale behind ranking priorities which are incorporated in the Asset Management Plan and Long Term Financial Plan.</p> <p>The Manager also gave an update on:"</p> <ul style="list-style-type: none"> • The current works on the Kojonup – Frankland Road (widening), and indicated this should be finished by early December, • Currently tidying up the swimming pool grounds, • Patching of roads as required, • Current depot work hours for Summer; and • Employment situation at the depot
3:30pm – 3:55pm	<p>Chief Executive Officer to give an update on:</p> <ul style="list-style-type: none"> • Risk Management • Integrated Planning & Reporting 	<p>General overview provided and more training to be provided for elected members in accordance with Draft Corporate Business Plan Strategy 1.1.5 "Develop and maintain Councillors skills"</p>

11:30am Lunch Provided

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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GUESTS

(By prior notice and scheduling with the CEO or President)

External

Nil

Rick Mitchell-Collins
Chief Executive Officer

Explanatory Notes

- COUNCILLOR Q&A Is where Councillors can ask operational questions of the Chief Executive Officer.
- AGENDA FORUM Is where officers provide a status update or seek guidance in the work up of an item for a future agenda. This allows Councillors to stay informed and ensure items have been adequately researched by the time the item is formally presented to Council. No decisions are made on the item and all aspects considered will form part of the officers report.
- CONCEPT FORUM Is where plans, strategies, and opportunities can be work shopped between staff and Councillors to guide the initial stages of development and test concepts before allocating further resources to the concept work up. This is normally not open to the public unless otherwise advised, where the workshop may involve members of a committee or community group. This is supported by the Department of Local Government Guideline on Council Forums that states:
Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted.
Discussion on such proposals in a public forum would be counter-productive. Privacy and informality allows elected members to propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views.