

Record of Meeting (9:05am – 2:17pm)

Shire of Kojonup Briefing Session 15 October 2013

Attendance: Shire President, Deputy, Clrs: Mathwin, Hewson (9.05-10.30am, 10.58am – 2.17pm), Pritchard, Pedler, Baulch (from 9.20am), Marsh (from 9.35am)

Officers: CEO, Acting MCS (9.30-10.30am), MW&ES (10.00-10.50am), MR&CS (10.30am – 12.15pm), LSO (1.30-2.05pm)

Guest: Glenys Russell – (Kojonup Tourist Association)(9.05 – 10.10am)

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action
9:05am – 10:20am	Glenys Russell – Kojonup Tourist Association Update on first quarter (July to September 2013) – Report tabled.	<p>Shire President and Clrs welcomed Glenys to the Briefing Session. Glenys provided details and information on activities/visitor numbers/bus tours/volunteer hours/accommodation bookings etc. at the Visitor Info Centre covering the July-Sept quarter including the successful Hidden Treasures, Bloom Festival and Wildflower weekend.</p> <p>Council noted comments in relation to financial statements being delayed due to software issues however the MOU requires information to be provided as it is now linked to the release of quarterly contributions to the KTA. Audited financial statements had not been forwarded since 2010/11 which may contravene the KTA's constitution despite the Associations Incorporation Act 1987 not requiring same.</p> <p>Discussion occurred on acquittals for the Rodeo event to assist the new CEO ensure all governance requirements had been met and Glenys agreed to supply information again to finalise the process which was greatly appreciated by Council.</p>

		<p>Extracts from Dept of Commerce "Guide for Incorporated Associations" is separately attached for information.</p> <p>Council and Glenys agreed that compliance was crucial for any Local Government or Association and therefore today provided an opportunity to 'move forward' collectively to meet visitor and community expectations in an ever changing marketing and promotion environment that is becoming increasingly IT savvy.</p> <p>Shire President spoke on the recent trails seminar attended with Community Services Officer and the variety of experiences that could form part of Kojonup's outdoor trails experience. Glenys noted an increase in people wishing to spend time exploring wild flowers in the area.</p> <p>Co-ordination is vital to add value, attract and provide people a legitimate reason for wanting to visit Kojonup rather than a convenience stop. This includes an assessment of web sites, greater use of IT interactive applications, facebook etc. with a main portal linking to the Tourist Railway, Historical Society, KTA, Council etc. Council wishes to work collaboratively with all groups, associations, volunteers, businesses to achieve objectives of the Community Strategic Plan. CEO advised that he was appointing a Project Officer to specifically expedite the KP IT upgrade as further delays were unacceptable for such an iconic facility.</p> <p>Shire President thanked Glenys for her attendance. General discussion followed.</p>
10:20am – 10:30am	Question & Answer Session regarding the Monthly Payments Listing	Noted and listed for approval at Council Meeting.
10:50am – 11:05am	Senior Staff Update and Question and Answer Session: <ul style="list-style-type: none"> • Manager of Engineering & Works 	Manager of Works & Engineering updated Council on: <ul style="list-style-type: none"> • Show Ground Tidy Up • Commence clearing for widening works on

		<p>Kojonup/Frankland Road on Wednesday 16 October 2013 from Jingalup for 2 kilometres south.</p> <ul style="list-style-type: none"> • Grading where needed, conditions drying out. • Batten back slopes for suckers. • Bitumen patching where needed. • Finish off footpath on Gordon Street/George Street. • Mowing & Brush Cutting around town. • Firebreaks Kojonup and Muradup. • Advertise for 2 full time positions – 2 concrete workers and pool of Casual Traffic Controllers.
11:05am – 12:15pm	<p>Manager of Regulatory & Community Services to:</p> <ul style="list-style-type: none"> • Discuss Report on the Kodja Place Building • Update and Question and Answer Session 	<p>Manager of Regulatory & Community Services (MRCS) updated Council on:</p> <ul style="list-style-type: none"> • Report on Kodja Place Building & Sporting Complex Lighting Tower. A property condition report has been prepared by Brown Consulting (WA), Civil & Structural Consultants, on the Kodja Place Visitor and Interpretive Centre and a lighting tower at the sporting complex oval. The report confirmed the deterioration of some areas of the rammed earth walls, particularly around lintels above windows. The wing walls near the steps have also suffered major damage (hit with a vehicle) and their demolition is recommended. With respect to the lighting tower, the consultant has determined that there has been no compromise with it's structural integrity as a result of fixing an advertising sign to the tower. The MRCS will table a report at the November meeting of Council recommending that the consultants be further engaged to prepare a scope of works and specification for remedial works to be carried out to the Kodja Place building. Upon receipt of this documentation written quotations from contractors experienced in rammed earth construction will be invited and presented to Council for consideration and appointment of the preferred contractor. As the cost for remedial work is unknown at this stage, funds can be allocated for these works at the February budget review if necessary. • Meeting at Sporting Complex with consultant David Mexsom of Statewide Building Certification WA,

		<p>Building Contractor, Michael Prandi, CEO and MRCS to discuss matters relating to the certificate of compliance for the refurbishing, additions and upgrading of the Sporting Complex pavilion.</p> <p>Following the joint meeting the consultant has been further engaged to provide a detailed report, elaborating on items raised in his original report that arose from the scoping visit. When the detailed report is received the MRCS will table a report to Council outlining action items to be attended to in the short, medium and long term for Council's consideration.</p> <ul style="list-style-type: none">• Kevin O'Halloran Public Pool. The new pump is due this week and will be installed by the contractor as a matter of urgency, following which the pool water will be conditioned for pre season water sampling proposed for late October. A notice is to be placed in the Koji News advising that mid November is the proposed opening date for the pool. An annual contribution by the State of \$3000.00 towards pool operating costs has now been withdrawn from all local governments and won't apply for our current season.• Appointment of Authorised Officer. Peter Kampen is to be appointed as an Authorised Officer for the purpose of the Food Act 2008 to carry out Food Safety Assessments of commercial food premises within the Shire of Kojonup. Consideration is being given to the issue of Improvement Notices, Infringement Notices and Prohibition Notices where food premises are not compliant with Food Act requirements.• Area Rubbish Bins and Annual Hard Waste Pick Up. The CEO and MRCS are meeting with Paul Webb of Warren Blackwood Waste who is our waste services contractor. The purpose of the meeting is to discuss the option of them providing a service (at a substantial cost saving to Council) for the emptying and disposal of rubbish from area rubbish bins in the town centre precinct which is currently carried out by Council staff, as well as arrangements for the annual hard waste pick up
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<p>12:15pm – 1:30pm (includes lunch)</p>	<p>Chief Executive Officer to give an update on:</p> <ul style="list-style-type: none"> • Human Resources/Industrial Relations • Staff Housing Audit • VROC • General 	<p>CEO advised that HR/IR consultant returning in the next couple of weeks. Workforce Plan completed and included in Council Agenda for adoption. Two separate workshops to be held at Springhaven by CEO providing staff general background on his management style, Strategic Direction, Integrated Planning and Reporting Framework and organizational development/change management.</p> <p>Draft Staff Housing Audit Report was tabled and would be included in November 2013 Agenda for formal consideration.</p> <p>CEO attended first meeting with VROC CEO's and stressed need for a regional approach on risk management/land use planning, resource sharing and prioritization of regional projects given changes to funding streams now and into the future.</p> <p>Draft report on Aged Care/Health Services management model and structure was tabled and would be included in November 2013 Agenda for formal consideration.</p> <p>10 Year Plan of Major Projects received and Long Term Financial Plan will be completed once the overdue Asset Management Plan is received. Officer indicated delivery by today!</p> <p>CEO attempting to get a status report from Main Roads on traffic survey for Heavy Vehicle Detour.</p> <p>Following up Historical Society Building Works Project and making preparations for Special Council Meeting once election completed on 19 October.</p>

1:30pm – 2:05pm	Kojonup Cemetery Work Group Discussions	<p>Lorreen presented an informative power point presentation highlighting the issues/opportunities at the Kojonup Cemetery and an overview of the concept plan with comparison of Collie and Albany layout/design features.</p> <p>The Concept Plan will involve the addressing of future signage (to help people locate grave sites within the cemetery), layout, seating, shade and the possibility of adding a Memorial Garden.</p> <p>Within the next two months Council will be addressing the progressive removal of dangerous/inappropriate trees/shrubs, as they are a hazard to graves/monuments but also a public risk in accordance with the Cemetery Local Law.</p>
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10:20am Morning Tea Provided

12:30pm Lunch Provided

Info Bulletin	Will be 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)

Rick Mitchell-Collins
Chief Executive Officer

Explanatory Notes

- COUNCILLOR Q&A Is where Councillors can ask operational questions of the Chief Executive Officer, Management Team.
- 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.