

Shire of Kojonup Briefing Session – 16 August 2016

Record of Meeting – (9:00am – 2.50pm)

Attendance: Shire President: Cr R Fleay and Councillors: Mathwin, Radford, Pedler, Hobbs & Pritchard

Officers: EA & FO (9:00am – 10:10am), CEO from 10.00am, MW&S (10.18am – 2.15pm), MACS (10.18am – 12.40pm), MRS (10:25am – 1.00pm) & DSC (1.00pm -2.05pm)

Guests: Mrs. Jenny Matthews & Ms. Glenys Russell

Apologies: Cr Warland, Cr Sexton (Leave of Absence), MCS, MCD&T & Ms. Debbie Keillor

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Time Slot	Item	Response / Action
9:00am – 10:10am	MCS to coordinate iPad Training with Councillors.	EA & FO coordinated the iPad training with Councillors in MCS' absence. Councillors first were shown how to update their Wi-Fi passwords and then were shown how to download 6 useful applications to their iPads from the App Store. These were Microsoft One Note, Excel and Word plus One Drive, Documents 5 and Dropbox. The EA & FO then showed Councillors a clip from a 15 minute information tutorial on the One Note program. https://www.youtube.com/watch?v=XLFoTOwoyK0
10:10am – 10:25am	Health Precinct Report – Mrs. Jenny Matthews, Ms. Glenys Russell & Ms. Debbie Keillor to discuss with Council.	Correspondence ICR23300 was read by Mrs Matthews and is attached to this Record of Meeting. Council will seek expression of interests in accordance with Decision 103/16 to undertake a well-defined 10 year Asset Management Plan and keep the community informed of progress.
10:25am – 10:30am	CEO, MRS, MCS, MW&S, MACS – General discussions with Councillors including SEGRA Conference, Gibson Group Visit, Café update, ONRSR – Railway accreditation, P & A Society Draft Lease, VROC, Forward Planning & Workforce Planning.	SEGRA Conference: <ul style="list-style-type: none"> • Councillors to notify EA accommodation/registration requirements ASAP. Gibson Group Visit: <ul style="list-style-type: none"> • Anxious to receive reverse brief after a thorough engagement process. Thanks to Margaret Robertson and her team for making Brett, Jerry and Dave feel very welcomed.

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		<p>ONRSR – Railway accreditation:</p> <ul style="list-style-type: none"> • Manager Regulatory Services following up regulators requirements to allow KTR access to section of line from Denney Siding to Farrar Reserve in order to do track upgrades etc.
<p>11.00am – 12.40pm</p>	<p>General discussions continued...</p>	<p>P & A Society Draft Lease:</p> <ul style="list-style-type: none"> • Council needs to ensure public safety and if buildings and structures not fit for purpose access to same must be refused. • Need to progress as part of Asset Management Plan review options for roof over netball courts with concrete/polyurethane surface for community use including P & A Society as Council cannot justify allocation of funds into a show ground facility that is underutilised. <p>VROC:</p> <p>The following points were detailed to assist discussion:</p> <ul style="list-style-type: none"> • General support for the continuation of the VROC, subject to meaningful discussion around agenda items. • Further discussion required about the frequency of future meetings. • Recognition that non-support for suggestions and proposed initiatives does not reflect an uncooperative approach by VROC partners - the Regional Council proposal for Road Construction as an example. • An acceptance that budget pressures can impact on some VROC decisions. • Resource sharing opportunities provided they are researched thoroughly and provide positive benefit for all partners. • Explore the Strategic Directions in more depth with member Councils to ascertain what goals/projects/reforms/resource sharing opportunities can realistically be achieved over the next 5 years otherwise why continue? • Capacity/Capability/Commitment of each Council - Financial/Human Resources available to undertake prioritised tasks and ability of Councils to 'fill' gaps. • Whether existing members are open to other neighbouring Shires joining VROC or establishing alliances similar to what Plantagenet, Denmark and Albany are contemplating. • Why exist unless we want to do something?

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		<p>An open discussion followed regarding the future of the VROC. Comments as follows:</p> <p>This forum needs to continue however the CEOs decide when to meet (perhaps quarterly) and a once or twice a year meeting with Members. The CEOs need a set of projects to go forward with.</p> <p>There is a need to look at priorities and look at the core reason of why we are here. Skills sets in administration and continuity of placements across the region should be considered a priority.</p> <p>Professional specialisation is difficult for an individual Council to achieve as smaller Councils cannot afford to provide specialisation (and employ on that basis) to other Councils who might need that assistance once in a while.</p> <p>Redundancy and succession planning is extremely necessary to ensure that the skills set is maintained within Councils. Who is coming behind to learn? City of Albany provides some support/administrative services/functions for smaller rural Councils.</p> <p>What comes first – identifying an internal process which has capacity to assist others or creating a position which has additional capacity and look to provide this to others?</p> <p>Give the current political environment (State Government), what does this mean for Royalties and Regions funding opportunities for the VROC or any rural/regional Council?</p> <p>All in agreement that the Full VROC meet no less than 2 times a year and the CEOs no less than 3 times a year (and more as required).</p> <p>CEOs to discuss training and industry tour opportunities and networking across the VROC.</p> <p>Workforce Planning: MW&S, MACS and MRS outlined Human Resource and Workforce planning aspects for their respective areas and forward planning proposed over the next 5 years.</p>
1:00pm – 2:05pm	Development Services Coordinator – Seeking feedback on Loton Close and “Spring” Area	<p>Council provided preferred colour for concrete footpath (south side) Loton Close as “CGS Gypsy” – DSC to confirm required luminance contrast will be achieved with adjoining kerb.</p> <p>DSC presented a short power point presentation (attached) which gave an overview of an existing encroachment in the Spring Reserve and possible</p>

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		solution for Council information. Further information to be presented to full Council as it becomes available.
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COUNCILLOR Q & A

2:05pm – 2:50pm	<p>Councillor Updates <i>Opportunity for Councillors to outline meetings attended, discussions had or queries received for Councillor and Officer information.</i></p>	<p>Cr Pedler:</p> <ul style="list-style-type: none"> • Asked when existing Airport signs are being removed given Decision 171/14. <p>Cr Radford and Cr Hobbs:</p> <ul style="list-style-type: none"> • Outlined meeting held with Office of National Rail Safety Regulator regarding OSH, Workplace Safety/Procedures, Governance etc. attached to KTR's operations. Council's Risk Management/OSH/Governance procedures, systems and plans will need to encompass KTR's operations and ONRSR requirements. The level of compliance will be determined once ONRSR has viewed all documentation that presently exists. <p>Cr Mathwin:</p> <ul style="list-style-type: none"> • Audit Committee – Possibility of a 2nd Community Member being recommended to Council to fill vacant position.
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10:30am Morning Tea
12:40pm 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