

Record of Meeting (9.00am – 2.40pm)

**Shire of Kojonup Briefing Session 17 September 2013**

**Attendance:** Shire President. Clrs Mathwin, Hewson, Marsh, Pedler, Pritchard.

**Officers:** CEO, MR&CS (9.00 – 11.20 am), ME&W (9.00 – 10.15am), MCS (10.40am – 12.15pm) (12.45-1.10pm).

**Guest:** Anne Lake – (Anne Lake Consultancy) via phone link (1.30 – 2.24pm)

**Apologies:** Clrs Benn & Baulch

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

<b>Item</b>	<b>Issue</b>	<b>Response / Action</b>
9:00am – 9:45am	<b>Meet at Reception Lounge</b> for Site Inspection at Kojonup Cemetery	<p>Site inspection undertaken to view replacement tree plantings, trees requiring removal, location of portable unisex toilet, general condition of cemetery, future burial layout/access provisions/maintenance requirements and updating of Cemetery Local Law.</p> <p>General consensus that removal of inappropriate trees (pines/gums damaging grave sites in particular) be major priority with forward works plan prepared by CEO/ME&amp;W/Work Group ASAP.</p> <p>Consideration be given for plaques to be purchased by community members and placed in vicinity of new tree plantings in recognition of bereaved family members who may not necessarily have the Kojonup Cemetery as their final resting place.</p> <p>Potential opportunity to allocate funds this financial year should Council adopt CEO report to defer purchase of adjoining private property with future year provisions made for Annual maintenance/Asset Management via Reserves.</p>

<p>9:45am – 10:15am</p>	<p>Senior Staff Update and Question and Answer Session:</p> <ul style="list-style-type: none"> <li>• Manager of Works &amp; Engineering</li> </ul>	<p>Manager of Works &amp; Engineering updated Council on:</p> <ul style="list-style-type: none"> <li>• George Street Footpath is nearly complete.</li> <li>• Gordon Street Kerbing will finish off footpath at the Pensioner Road end this week.</li> <li>• Tone Road Mulching has been completed.</li> <li>• Shamrock Road Mulching (Crimmons Hill) commenced.</li> <li>• Kojonup/Frankland widening commencing in a couple of weeks' time.</li> <li>• Road Grading – Cherry Tree Pool and Mobrur Area when weather permits.</li> <li>• Patching bitumen Roads.</li> <li>• Received resignations from Craig Clinch &amp; Willy Wallam</li> <li>• Quotes out for 13 Tonne Truck and Ride-on and Flail Mower.</li> <li>• Tenders for Storm Damage Clean Up close on 2 October 2013.</li> <li>• Defer sealing of Honner Street and transfer some funds to enable reseal to Gordon Street with balance of funds remaining to undertake kerbing on Honner Street for this financial year.</li> <li>• Mention of sand and dolomite application on Sporting Complex grounds as only been top dressed once.</li> </ul>
<p>10:15am – 11:20am</p>	<p>Manager of Regulatory &amp; Community Services to:</p> <ul style="list-style-type: none"> <li>• Discuss Report on the condition of all buildings at the Showgrounds</li> <li>• Update and Question and Answer Session</li> </ul>	<p>Manager of Regulatory &amp; Community Services updated Council on:</p> <ul style="list-style-type: none"> <li>• Showgrounds Building Assessment - A report on an assessment of the structural condition of all buildings located at the showgrounds undertaken by Prandi Builders was tabled for discussion. It was agreed that the Manager Regulatory &amp; Community Services discuss the report with a representative of the P&amp;A Society with a view to prioritising the maintenance/repair of the respective buildings, the cost of which needs to be within the budget allocation for building maintenance for the showground premises. The cost is also to be inclusive of in kind work (mainly earthworks) to be undertaken by Council operational staff. When the works have been prioritised the maintenance program is to be discussed with the CEO and tabled at Council for authorisation to proceed.</li> </ul>

		<ul style="list-style-type: none"> <li>• Meeting with P&amp;A Society – the Manager of Regulatory &amp; Community Services and the Community Services Officer attended a P &amp;A Society meeting to discuss the feasibility of staging a future annual show event at the Kojonup Sports Complex and perhaps combining the show with another community event. There were mixed views regarding the suitability of the sports complex ovals for a show event as well as strong argument by some members for retention of the showgrounds as the venue for future shows. The members were encouraged to give the idea more thought and it was suggested to them that it may be advantageous to prepare a submission to Council and request they attend a Council briefing session to discuss the P&amp;A Societies position on this matter.</li> <li>• DFES Meeting - Cockburn- the Manager of Regulatory &amp; Community Services attended a workshop at the DFES headquarters in Cockburn where a range of matters relating to consolidation of legislation concerning Emergency Services (including bushfire control) was discussed. Of particular interest to Shire of Kojonup is the option to local government in the proposed new legislation to transfer responsibility for operation of voluntary bushfire brigades to DFES, which we (Kojonup) do not support. This was a view shared by a number of other local governments represented at the meeting. The Manager of Regulatory &amp; Community Services has briefed the Chief Bushfire Control Officer on the workshop proceedings.</li> </ul>
11:20am – 12:15pm	<p>Senior Staff Update and Question and Answer Session:</p> <ul style="list-style-type: none"> <li>• Manager of Corporate Services</li> </ul>	<p>Manager of Corporate Services updated Council on:</p> <ul style="list-style-type: none"> <li>• The CLGF and progress with Acquittal of 2010/2011 funding round.</li> <li>• Further correspondence received from DRDL requesting council’s write to the Director General to explain any circumstances that delayed the acquittal process.</li> </ul>
12:45pm – 1:10pm	<p>Question &amp; Answer Session regarding the Monthly Payments Listing (see <i>attached</i>)</p>	<p>Noted and listed for approval at Council Meeting.</p>

1:10pm – 2:40pm	Human Resource/Industrial Relations	CEO provided background on need for the audit and links with Workforce Plan/Integrated Planning and Reporting Framework. A comprehensive Audit would be undertaken the week commencing 23 September 2013 and include Springhaven Aged Care Facility enabling confidential Consultants Report to be tabled at the October Council meeting.  Council looked forward to receipt of the final report.
	Discuss Great Southern Development Commission Informal Meeting for Councillors & Community Members/Stakeholders – 29 October 2013	Deferred
	Discussion in respect to WALGA State Council (Metro Local Government Reform)	Deferred

*10:15am Morning Tea Provided*

*12:15pm Lunch Provided*

Info Bulletin	Will be 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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**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.

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.*