

Record of Meeting (9.00am – 2.12pm) **Shire of Kojonup Briefing Session Tuesday 21 April 2015**

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

Apologies: Nil.

Officers: CEO, MRCS (Until 11.30am), SPO (9.45am – 11.30am), MCS (10.00am – 12.25pm), MWS (12.25pm – 1.10pm).

Guests: Ross Marshall (Regional Manager – BGC) (9.00am – 9.45am).

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am – 9:45am	Ross Marshall (Regional Manager – BGC) Meet and greet with Council regarding Day Care Centre Project and thoughts on remedial work for the rammed earth walls at The Kodja Place. <i>(Ross will make a power point presentation).</i>	Ross Marshall, Regional Manager from BGC Construction addressed Council on the construction program for the new Day Care Centre and provided a Works Schedule outlining the timeline for the various facets of work to be carried out. Emphasis will be on having the structure roofed before the onset of winter which will enable indoor work to proceed irrespective of weather conditions. Ross also addressed Council on options for remediating deteriorated rammed earth walls at The Kodja Place and presented a cost estimate and schedule of works to address key defect areas. It’s proposed that works will commence in May this year.
10:05am – 11:30am	Day Care Centre – Senior Projects Officer to report on due diligence / regulatory / compliance aspects including staff structures, financial management and risks.	The Senior Projects Officer gave an overview of the Centre and the strategic planning session including the draft agreed goals and actions going forward through a powerpoint presentation. Councillors received a copy of this. Also provided information on current situation at the Centre as follows: Current Administrator now left and position transferred to Manager in the interim, however is unable to continue and financial reports outstanding.

		<p>Current Manager unable to undertake financial reporting due to time constraints.</p> <p>President and Treasurer requested a meeting with Council to discuss:</p> <ul style="list-style-type: none">- Request for Council to take over the running of the Centre with Committee retained for fundraising activities; or- Council provide administrative and governance support in terms of financial reporting and compliance with cost charged to Centre; or- Possibility of transferring Centre to other providers out of the area. <p>Council approved an urgent agenda item for the Council Meeting that afternoon on the basis that Council would support the following:</p> <p>That the Senior Project Officer be engaged in the provision of and be responsible for the following for the Kojonup Occasional Care Centre Inc. in the first instance commencing as soon as possible:</p> <ul style="list-style-type: none">• Finalise Strategic Plan and progress Goals and Actions.• Prepare Risk Management Plan.• Prepare Business Continuity and Disaster Recovery Plan.• Review Business Plan and structure of the Centre.• Review financial reporting obligations and update MYOB inputs to ensure data is current and compliant to enable production of monthly financial reports, bank reconciliations, payroll, group certificates, BAS, debtors and creditors etc. to provide up to date and reliable financial information.• Provide "fee for service" basis for finance services provided by the Shire that is to be reviewed after 30 June 2015.• Update and circulate new Parent handbook covering fees and charges and procedures for booking, etc.• Review and update policies and procedures.• Provide an Employee Manual with HR policies and procedures.• Commence community engagement activities.• Commence marketing activities including change of name and new website. <ol style="list-style-type: none">2. That the Shire review and consider the provision of ongoing financial administrative support to meet the ongoing obligations of the Centre from 1 July 2015 with costs to be reimbursed by the Centre.3. That an Elected Member and/or Senior member of staff has representation on the Committee.
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		<ol style="list-style-type: none"> 4. That an Elected Member and/or Senior member of staff shall be included in future recruitment and selection processes. 4. That the Shire receives a copy of the monthly financial statements each month, annual budget and annual financial reports annually. 5. That the Shire endorses the Strategic Plan, Business Plan, Risk Management Plan and Business Continuity and Disaster Recovery Plan.
11:30am – 12:12pm	Manager of Corporate Services to discuss Fair Value and give a status report on Corporate Services.	<ol style="list-style-type: none"> 1. Long Term Financial Plan – The LTFP draft has been received and after minor amendments an agenda item will be prepared for the Council to consider at its May 2015 meeting. Following the workshop on the LTFP, the fair value assessment of land and building can now be considered and an initial 'remaining useful life' assessment spreadsheet was circulated. This will be further developed in the coming months. 2. Budget Timetable – The 2015/2016 budget timetable was circulated, with emphasis given to the 20 May being the deadline for budget submissions to the MCS. 3. Cash Flow – The MCS highlighted that as we get to the end of the financial year more time is being spent on managing the day to day cash requirements of the organisation. 4. Annual Elector's Meeting – A reminder that the meeting is on tonight at 7pm. 5. Audit Committee – The MCS updated the elected members on how well the audit committee is progressing and queried communication requirements between the committee and the Council. It was felt that the current system of receiving the committee's minutes was appropriate. 6. Front Office renovation – This project is still progressing with additional designs being formulated showing a) existing concept plan, b) library and Shire front counter as one, c) front counter re-design with no change to the front door location, and d) the reception lounge foyer to become the front door. Further investigation to occur at a briefing session.
12:40pm – 1:10pm	Manager of Works & Services to give a status report on Works & Services and Kojonup Aboriginal Corporation.	<ul style="list-style-type: none"> • Samson Road Re-sheeting 7 km. • Watts Road Re-sheeting completed 1km. • Wash Down Bay settlement ponds. • Road Grading South West Corner. • Cart sand to Day Care. • Road patching where & as needed.

		<ul style="list-style-type: none"> • Honner Street and Qualeup South Road Re-Seal. • Cemetery upgrade. • Advertise for Supervisor Horticultural Position. 2 days at Kodja Place and 3 days in general gardener. • Bridge Funding, Roads to Recovery. • Possible Naidoc Activities. • Plant, Purchase of Water Tanker from Dura-Quip Gnowangerup. • Depot goes to winter hours on 6th May 2015, Hours will be 7am-4pm Monday through to Friday except pay week Friday which they will finish at 3:30pm.
1:10pm – 2:05pm	Chief Executive Officer to give an update on the organisational restructure.	CEO advised Councillors that the contents of the presentation were confidential as some options required consideration from a Resource Sharing as well as Workforce Planning perspective such as staff housing, work station v remote site v hub considerations, overheads, succession planning and the ever changing nature of compliance/reporting and OSH.

COUNCILLOR Q & A

2:05pm – 2:12pm	Councillor Updates <i>Opportunity for Councillors to outline meetings attended, discussions had or queries received for Councillor and Officer information.</i>	Cr Sexton: Advised Council of the enormous time taken to sign off on a small Commonwealth Grant and this excluded the acquittal which is yet to be undertaken. Almost begs the question if was more efficient to have sought donations towards the project or donate the money himself!
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9:45am - 10.05am Morning Tea

12:12pm – 12.40pm Lunch

Info Bulletin	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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Rick Mitchell-Collins
Chief Executive Officer