

Record of Meeting (9.05am – 1.15pm)

**Shire of Kojonup Briefing Session 1 October 2013**

**Attendance:** Shire President, Deputy, Clrs Mathwin, Pedler, Pritchard & Marsh (9.13am – 12.08pm)

**Officers:** CEO, MR&CS (9.05 – 10.30am)

**Apologies:** Clrs Hewson & Baulch

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

<b>Item</b>	<b>Issue</b>	<b>Response / Action</b>
9:05am – 10:30am	Senior Staff Update and Question and Answer Session: <ul style="list-style-type: none"><li>• Manager of Regulatory &amp; Community Services</li></ul>	Manager of Regulatory & Community Services updated Council on: <ul style="list-style-type: none"><li>• Kojonup Sporting Complex Pavilion – Inspection for Certification. An inspection of the premises was undertaken by David Mexsom of Statewide Building Certification WA, to assess the building for compliance with the BCA and for issue of a compliance certificate. The report highlighted a number of issues that need to be addressed. The CEO advised that he was meeting the previous CEO and project manager for the pavilion refurbishment, upgrade and extension and that following the meeting Senior Management will undertake a thorough site inspection and classify works in order to prepare a comprehensive report for councils consideration.</li><li>• Waste Management – the Manager of Regulatory &amp; Community Services met with Ian Watkins, Waste Consultant to review the operation of the landfill facility off Albany Highway with a view to determining the area required for future cells for disposal of waste and to increase the operational area of the site to accommodate landfill requirements for the next decade (strategic planning). Ian also assessed the situation regarding ongoing rehabilitation of the old landfill site off Robinson Road and outlined areas that require</li></ul>

		<p>additional remedial work to satisfy DER requirements and to meet Council’s obligations from an environmental aspect.</p> <ul style="list-style-type: none"> <li>• VROC Water Re Use Project – A meeting was held with OPUS consultant Dr Danny Burkett, the CEO and myself to discuss the VROC water reuse project and specifically elements of the project that relate to Kojonup. An important aspect of the project is a verbal offer from the Water Corp to transfer two of their assets to Council (at no cost) to be used in the design of new infrastructure for the proposed upgrade of our waste water reuse scheme. The two assets are the dam on the South side of town and a chlorination unit that is surplus to Water Corp requirements. Prior to further work being undertaken by OPUS in the design of the new infrastructure the Water Corp have been requested to confirm in writing their offer to transfer the assets to Council and to state that they are in operational order and fit for purpose.</li> <li>• LotteryWest – Funding for Day Care Facility. Jo Macri and I have spoken to LotteryWest regarding possible funding towards the cost of development of the proposed new Day Care Facility. We have requested \$200,000.00 and the officer was confident that a funding application for the stated amount and purpose would be favourably considered. Jo is in the process of preparing a funding application.</li> <li>• Showgrounds – Work has commenced to attend to various building maintenance items and earthworks in the lead up to the forthcoming P &amp; A Society Agricultural Show. Work will not be undertaken on some of the more structural building matters and these items will be further considered by Council at a later date.</li> </ul>
10:40am – 12:05pm	<p>Senior Staff Update and Question and Answer Session:</p> <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation of Corporate Business Plan and Workforce Plan</li> <li>• Update on HR Compliance Audit</li> <li>• Manager Corporate Services applications closed 26 Sept 2013 with interviews being completed by 11 October 2013</li> </ul>

		<ul style="list-style-type: none"> <li>• Organisational Restructure Review</li> <li>• Bushfire Awareness Day</li> </ul>
12:05pm – 12:15pm	Discussion in respect to WALGA State Council (Metro Local Government Reform) (Refer to 17 September 2013 Information Bulletin)	General consensus that Council at least annually make a resolution that establishes/re-affirms Council's position and understanding on matters being addressed by WALGA and at Zone meetings such as retention of poll provisions and opposing amalgamation which is then conveyed via Council delegates at the appropriate forums/meetings.
12:15pm – 1:15pm	Discussions in respect to Great Southern Regional Economic Development 2013-2023 (see attached)	<p>Matters raised by Councillors on <b>GSDC Economic Discussion Paper</b> included:-</p> <ul style="list-style-type: none"> <li>• Table 25, page 27 makes no reference to Kojonup Medical Centre (unbudgeted)</li> <li>• Cultural Assets, page 12 does not include reference to Katanning Noongar culture</li> <li>• Seaport Infrastructure comment on export % may need adjusting for woodchips on page 10</li> <li>• Kojonup mentioned twice on same page under Airport section.</li> <li>• No mention of RFDS use of medi-vac helicopter rescue and refueling stations to expand coverage and quicker response times.</li> <li>• Mentioned made under Water section, page 10 "a surface water source north east of Albany." Where and is it formally recognized?</li> <li>• No mention made of Beaufort Palaeochannel</li> <li>• Education, page 11 - no mention made of Grade 8 retention rates as students now leaving local areas earlier instead of at end of year 10 as Private Institutions now targeting year 7 students.</li> </ul> <p><b>Regional Blueprint Stage 1</b> – Labour force, page 8 makes reference to Pallinup? Typo?</p> <ul style="list-style-type: none"> <li>• Section 4.2 Economic Development Strategy – Kojonup forms part of Southern VROC Strategy</li> <li>• Table 6 Planned Projects (unbudgeted) – Kojonup aware of Pensioner Road deteriorations if/when Main Street upgrade undertaken and traffic diverted. Fund assistance required from Main Roads.</li> <li>• Emphasis placed on economic stimulus to region from new mining ventures which may not be realized</li> </ul>

		<p>especially in present economic climate.</p> <ul style="list-style-type: none"> <li>• Real opportunity for our region is bulk food growth, however subject to various factors. Minimal if any value adding potential in our area as abattoirs do not undertake tallow production or skin tanning etc.</li> </ul> <p>Benefits of gas pipeline deviation to Katanning must be determined as an idea does not always translate into sound economic rationale.</p>
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*10:30am Morning Tea Provided  
12:15pm Light Lunch Provided*

Info Bulletin	Will be 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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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.*