

Record of Meeting (9.05am – 1.10pm)

Shire of Kojonup Briefing Session 3 September 2013

Attendance: Shire President, Deputy Shire President (9:05-11.15), Clrs Mathwin, Pedler, Marsh, Pritchard, Hewson (9:05-12.30).

Officers: CEO, CSO & CDO (9:05-9:35), MR&CS (9:10-11:05 and from 12.15pm), MCS (from 12:20pm)

Apologies: Clr Baulch

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action
9:05am – 9:35am	Club Development Officer to give an update on KidSport and Department of Sport & Recreation ongoing funding to her position.	Discussion on Liquor Licensing provisions v Responsible Serving of Alcohol requirements and implications to clubs. Active After Schools Programs and participation levels. Distance travelling to events in regional rural areas a barrier to participation. Interaction with schools and on-going Department of Sport & Recreation Programs/opportunities for district and synergies required for harmonious model incorporating roles, functions and measurable outcomes.
9:35am – 11:05am	Manager of Regulatory & Community Services to: <ul style="list-style-type: none">• Discuss the option of a portable unisex toilet for cemetery.• Give an update on the public Swimming Pool pump repairs and preparations for opening of season.• Give an update on tender process for daycare as a formal report will go to the September Council Meeting.	The Manager of Regulatory & Community Services updated Council on: <ul style="list-style-type: none">• The option of utilizing a portable unisex disabled toilet at the cemetery in lieu of providing a permanent structure. It was agreed that this option be implemented and the toilet be installed at the cemetery after the annual P&A Show

		<p>in October and that it be used on a trial basis for approximately six months following which the matter will be reviewed.</p> <ul style="list-style-type: none">• Final concept plans for the proposed new co located Day Care, Play Group and Toy Library facility showing the staged development were tabled for discussion. H & H Architects have been requested to provide a cost estimate for preparation of working drawings and all necessary tender documents and a cost to project manage the project. Instructions have also been given that no further work on the project is to be undertaken by them until the outcome of our applications for funding are known following which we will further instruct them as appropriate.• Failure of the main pump at the O'Halloran Public Swimming Pool was discussed. A new pump has been ordered and a delivery period of 4-6 weeks applies. The old pump which has undergone several major repairs over the past few seasons was badly corroded and replacement of the entire unit at a cost of approximately \$16,000.00 plus installation, seemed to be the only viable option. Preparation of the grounds in the lead up to the opening of the pool in early November is also to be discussed with the Manager of Works and Engineering.• An assessment of the condition of all
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		buildings at the Showgrounds has been undertaken by Michael Prandi and he is in the process of preparing a summary of his findings together with a cost estimate to repair defects. The report will be discussed at the next Council Briefing Session.
11:05am – 11:50am	Report on Council Decision 81/13 regarding Kojonup Cemetery, led by the Chief Executive Officer.	<p>CEO to table report at Sept 17 Council Meeting for adoption.</p> <p>General discussion on development of a cemetery master plan that provides direction on development stages, landscaping, amenity provision and review Cemeteries Local Law published in the Government Gazette, WA on 16 May 2000 plus Fees and Charges published in the Government Gazette, WA on 1 August 1997.</p> <p>CEO on behalf of Council to respond to Barbara Hobbs "Trees gone from Cemetery" letter to the Editor published in Kojonup News 30 August 2013.</p>
11:50am – Noon	General discussion on submission to the Department of Water regarding the Beaufort Palaeochannel.	Discussion on need for quantitative data on aquifer to assist planning authorities make informed decisions on the sustainable use of the water resource when considering development applications. Council and Beaufort Palaeochannel Working Group encouraging State Government, GSDC and Dept of Water to undertake further research and surveys in an attempt to gain greater knowledge of the aquifer.
Noon – 12:25pm	Shire President to give an update on GSDC (Great Southern Development Commission) Board Meeting held on Monday 26 th August 2013.	Agenda items were discussed for member's information.

12:25pm – 1:10pm	General discussions on planned works, led by the Chief Executive Officer	CEO outlined projects, works, financial, communication, resourcing, reporting requirements including Organisational Restructure and Integrated Planning. Workshops, Discussion Papers and Reports on-going.
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10:30am Morning Tea 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)

External

Nil

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.