

Record of Meeting (9:00am – 2:30pm) **Shire of Kojonup Briefing Session 17 May 2016**

Attendance: Shire President, Councillors: Sexton, Pedler, Warland, Mathwin, Hobbs & Pritchard.

Apologies: Cr Ned Radford, Cassandra Hughes – Hidden Treasures (to attend 7 June 2016).

Officers: CEO, MW&S (9.00am – 9.30am), MRS (11.27am – 12.10pm), MACS (1.00pm – 1.55pm) & TP (10.10am – 11.27am).

Guests: Nil

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am – 9:30am	The MW&S to provide a Works & Services update to Council.	<p>The MW&S gave the following update:</p> <ul style="list-style-type: none"> • Finalising Old Collie Road 4.2kms Gravel Sheeting; • Commence Parker Road Gravel Sheet from Kojonup/Frankland Road to Jeffs Road; • Netball court Hotmix Contractors temporary booking for 26/5/2016; • Day Care Carpark Kerbing today, Hotmix 26/5/2016; • Footpath at Nursery Kerbing today, Paving next week; • Replace Wooden Culvert Boscabel-Chittinup Road; • Replace Wooden Culvert Lower Blackwood Road; • Construct Footpath between Spencer Street and Elverd Street on Honner Street; • Carry over \$80-\$90k on Kojonup/Darkan Road widening Job - got too wet; • Kerbing of Ladyman, Liddell and Schorer Streets Commenced Yesterday; • Commenced Drainage behind Roy Baileys Development; • Grading of Rural Roads in South West Corner of Shire; • Spraying of Verges / Parks; • Auction at Depot approximately \$6,700 received from items sold, 2 Brooms passed in; • Drainage Maintenance; and • Storm Damage Repairs Started yesterday on Kemminup Road. Should take 5-6 weeks to complete all in the Shire.

		<p>Cr Sexton highlighted the changing use of our roads and the standards of construction undertaken 30 plus years ago did not take into account for example changes to trucks that are longer, wider faster and heavier!</p> <p>Cr Sexton commented <i>"If we are going to develop a long term plan (in conjunction with existing plans) then as much info and understanding from the elected Council as possible will give us a better informed debate. Not an insignificant part of my reasoning is that it is becoming increasingly obvious that to secure funds we need irrefutable evidence and also discussion papers need critical examination both for accuracy and logic. Council needs to develop a policy that specifies the minimum standard of the road network including classification, culverts/drainage etc., to guide us over the next 20 years."</i></p> <p>Cr Sexton circulated a discussion paper after the briefing session (attached) which will form the basis of future workshops on this important matter as the increasing use and load weight on our roads is an issue for all Rural Australia and requires billions of dollars to address.</p>
9:30am – 10:10am	The CEO to update Council on site strategic concepts for The Kodja Place Precinct (TKPP).	<p>Site Strategy Concept drawings were presented to assist the Gibson Group and external funders recognize options to meet Council and Community strategic objectives. Landscape interventions were particularly impressive and provide a different perspective to traditional thoughts. The challenge is realising such opportunities by ensuring external funding providers also recognize the need for redevelopment.</p>
10:10am – 10:55am	The Town Planner to update Council on Local Planning Strategy.	<p>Provided data from LPS (Local Planning Strategy) on population trends for discussion. Agreed that population target should be an aim of 3,000 persons within the district by 2030.</p> <p>Advised of new fence upgrade to Muradup War Memorial which is exempt from requiring development approval as it is consistent with the purpose and use of the reserve.</p>
11:30am – 12:10pm	The MRS to discuss a Reduction of Hours for the Transfer Station with Council.	<p>The MRS discussed with Council and the Council agreed to a reduction of days and opening hours for access by the public to the Transfer Station off Tunney Road from 38 to 28 hours per week over Monday, Wednesday, Friday and Saturday from 10:00am to 5:00pm. The revised hours will result in a cost saving of \$28,000.00 per annum for management of the facility. The Manager Regulatory Services will commence advertising the changed hours effective from 1 July 2016.</p>
1:05pm – 1:55pm	The MACS to provide an Aged Care Services update to Council.	<p>The last ten months have been extremely busy at Springhaven Lodge with requests for our service being received on a daily basis.</p>

		<p>Occupancy The facility remains full although two beds have remained unoccupied over the last few months while our renovations have been underway. The waiting list continues to grow and the unoccupied permanent bed will be filled immediately after the renovations are completed. The other bed will continue to be used for respite and I am sure as soon as the respite providers are notified of its availability we will have little trouble filling the bed on a regular basis.</p> <p>Quality Agency visit We received an announced visit from the Agency the week of Easter where our medication management and oral and dental health was reviewed. Although we have still not received our official report I can report the Agency had no concerns with our standard of care and adherence to policy and procedure related to these outcomes.</p> <p>Renovations Stage 1 of the renovations to our bathrooms and palliative care rooms should be completed by the end of this week. It has been trying for staff with the early rain and cold weather but they have remained cheerful and supportive of residents and their colleagues. I am extremely pleased with the level of service we have received from the contractors on site. At all times they have endeavoured to minimise the impact of the work for residents and staff. The bathrooms are large, bright and roomy and will make showering of residents much easier. The addition of a sluice room will be invaluable to staff especially once our pan and bottle washer/steriliser is purchased. The Rotary Club of Kojonup has donated \$2500 towards its purchase. We can only hope the SIHI (Southern Inland Health Initiative) funding application submitted a few months ago will deliver the money required to complete the remaining renovations. I am also in the process of submitting an application for the higher accommodation supplement related to significant refurbishment of the facility – hopefully we will qualify via our renovations to the bathrooms at the facility.</p> <p>Staffing Has remained a real issue over the last few months with all staff at the facility working extra shifts just so we can maintain our services. I am now in the process of recruiting an extra Enrolled Nurse, Personal Carer and Cleaner/Kitchen Hand. This should alleviate our staffing issues. We are currently reviewing all shift times across the board to better manage our workloads and try to maintain/lower staffing costs over the next financial</p>
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		<p>year. The first of our changes will be trialed for clinical/care staff from the 1 June 2016 for two months. If feedback is positive they will remain in place.</p> <p>Compliance with Financial Reporting It was extremely disappointing that our General Purpose Financial Report and audit opinion was not submitted as required under the <i>Aged Care Act 1997</i> and <i>Accountability Principles 2014</i> by 31 August 2016 resulting in a non-compliance and threat of sanctioning from the Health Department. The non-compliance has now been removed online but it is imperative that we as a management team make sure we are compliant in future otherwise we will be sanctioned and the Quality Agency will forever be visiting.</p> <p>Security We have had an incident over the weekend where a stranger was found by staff coming downstairs at around 0700 in the morning. After the incident one of the staff found their purse had been stolen. No staff were injured but it has scared the girls. The incident has been reported to police and staff have been reminded to be extra vigilant with locking doors especially on the weekend when there is only a skeleton staff on duty. Due to the increased crime around Kojonup I have real concerns about the safety of our staff and residents at the facility.</p> <p>Changes in ACFI funding The Government have announced major changes to the ACFI (Aged Care Funding Instrument) funding model over the next financial year. This will not affect us initially but will decrease the funding we receive for new residents in the future. This is especially relevant as it affects funding to our high care residents. It is estimated we could lose up to \$6000 a year per high care resident. Jody Stevens and MACS will be attending Government briefings over the next few months to comply with these changes.</p>
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COUNCILLOR Q & A

<p>12:10pm – 12:35pm 1.55pm – 2.30pm</p>	<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 Pritchard:</p> <ul style="list-style-type: none"> • Provided example of issues with Fire Break Order fridge magnet placement and sizing which needed to be rectified for 2016/17. <p>Shire President:</p> <ul style="list-style-type: none"> • WALGA Convention and SEGRA Conference <p>Registrations for the WALGA Convention are now open however Councillors should be mindful that the SEGRA Conference is being held in Albany in October and therefore may</p>
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		<p>be more appropriate to attend. CEO and Shire President will attend WALGA Convention and Councillors to make their preference known to the Shire President ASAP.</p> <p>CEO:</p> <ul style="list-style-type: none"> • Advised that Jen Egerton-Warburton reluctantly cannot take up NRM Coordinator position however is okay to continue on the Advisory Committee. Jen has also supplied name of potential replacement for consideration. • Weather permitting for the next Briefing session the CEO will arrange site inspection of ILU's followed by visit to Springhaven to look at bathroom renovations which will coincide with residents/staff morning tea noting that Hidden Treasures Chair will be in attendance at 11.00am. • Working with Katanning on joint integrated water management project which will require up to \$5.8 million achieving Kojonup's objectives regarding stormwater management, water storage, harvesting, etc. • Correspondence being forwarded to Minister Redman and GSDC seeking Royalties for Regions (R4R) funding to enable Landcorp to commence Soldier Road subdivision development in 2017/18 not 2019/20. • Rick Wilson MP office has verbally advised that Kojonup's application to upgrade the Town Hall was unsuccessful as the selection committee wished to focus on not-for-profits? Council is a not-for-profit and would the outcome have been different if lodge by Rotary? A Federal election must be imminent as criteria did not specify such a preference!
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10:55am Morning Tea
12:35pm Lunch Provided

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