

Record of Meeting (9:00am – 3:30pm) **Shire of Kojonup Record of Meeting 3 November 2015**

**Attendance:** Shire President, Councillors: Radford, Mathwin, Pedler, Pritchard and Hobbs

**Officers:** CEO, MCD&T (9:00am – 11:50pm), MCS (9:30am – 11:15am) (12:50pm – 2:10pm), MRS (9:30am – 11:15am), DSC (12:50pm – 1:35pm)

**Guests:** Ian & Sharon Malane – Kojonup Caravan Park (9:25am – 11:15am)

**Apology:** Cr Sexton & Cr Warland

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am – 11:50am	Manager Community Development & Tourism to: <ul style="list-style-type: none"> <li>• Present quarterly update to Council</li> </ul>	<p>Chief Executive Officer: Manager Community Development &amp; Tourism (MCD&amp;T) – Zahra Shirazee was welcomed to the session in order to update Council on the July – Sept 2015 quarter results at The Kodja Place Precinct (TKPP) and Community Development and Tourism developments in general.</p> <p>Ian &amp; Sharon Malane – Owners of the Kojonup Caravan Park joined the Session at 9:25am to discuss community concern directed to them of Caravans and Motorhomes using Benn Parade for extended periods and whether these types of RV’s should be re-directed to the Caravan Park? Ian advised that the Caravan Park is licensed for 50 sites and has 13 dedicated caravan bays and room for RV’s.</p> <p>Ian stated as a matter of public record that he and Sharon do not have a problem with the dump point nor the parking of vehicles there. The high number of vehicles in recent times is an anomaly caused by a large national rally in Albany for CMCA.</p>

		<p>What he did not agree with is that allegedly both outside parties and town folk have been told that he could not handle the RV's that have come into town. Ian felt that this was very misleading and damaging to his business as word of mouth is one of their strongest selling points and any rumour spreads like wildfire!</p> <p>There are some operational matters that do need to be addressed in management of the RV Dump Point namely:</p> <ol style="list-style-type: none"> <li>1. Who manages and then polices the number of nights stayed (max of 3) as some recent visitors stayed over a week!</li> <li>2. Who manages the type and self-contained status of vehicles?</li> <li>3. Who manages and polices the location of the vehicles?</li> <li>4. Who polices the arrival and stay of vehicles after 5:00pm as these travelers will come and stay and depart outside office hours?</li> <li>5. How is the fee set as he would much prefer a \$30 per night fee with \$20 returned upon receipt of evidence of business spend in the town?</li> </ol> <p>Shire President thanked Ian and Sharon for their attendance and Council are reviewing previous arrangements as part of the change process at the Kodja Place. Ian and Sharon finished their presentation at 10:42am and joined Council for morning tea.</p> <p>Manager of Community Development &amp; Tourism: This Quarter:</p> <ul style="list-style-type: none"> <li>• Visitor numbers for TKPP</li> <li>• Entry and retail figures</li> <li>• Telephone and printer upgrade TKPP</li> <li>• 4 positions with Max Solutions under the work for the dole scheme</li> <li>• Staffing (including volunteer) levels</li> <li>• Status of grant application and EOI</li> <li>• Review of TKPP shop and level of consignees</li> <li>• Food handling Course for consignees and community</li> <li>• Tourism WA Forum</li> </ul>
10:42am - 11:15am	Morning Tea	

<p>12:50am – 1:35pm</p>	<p>Development Services Coordinator to:</p> <ul style="list-style-type: none"> <li>Update Council on Loton Close and Independent Living Units progress</li> </ul>	<p>Loton Close – Land: Residential Newsletters are continuing as works progress. Since our last briefing session:</p> <ul style="list-style-type: none"> <li>Sewer extension ground works have been completed. Our consultant Engineer was very pleased with the workmanship and management undertaken by Vasse Civil &amp; Drainage. <ul style="list-style-type: none"> <li>Still to do – as constructed diagrams of the sewer. These are currently being completed by Roger Machin. Once we have lodged this, we will be able to submit our application for a sewer connection for the new units.</li> </ul> </li> <li>Drainage is in which has connected all of the storm water from Springhaven, the existing Loton Close units and the road (up until the slight rise) on Soldier Road. Rock was encountered at the eastern end of the drainage line which has resulted in an additional pit being installed to get up and over the rock. The bubble up pit has been installed a bit closer to the cul-de-sac than once planned to get around a big pile of rock within the development site/future reserve. This will act as GPT to facilitate better litter retention and nutrient stripping before water enters the creel. This was finished just in time for the storms last week. There was a slight tweak to the design throughout the process that will require an as constructed diagram to be completed once works are completed.</li> <li>The internal water line for the new units and hydrant has been installed. A temporary main has been installed within Soldier Road and the contractor is currently working on replacing the old main with the new water main pipe. Pressure testing of the new water line is scheduled for this Thursday with a live connection to the water supply of the new line tentatively scheduled for Friday. Instead of taking two weeks on site, the civil works will take three. The contractors have undertaken additional works such as the new pit in the drainage line as well as replacing the pipe across Loton Close. Loton Close was closed to traffic for one day with all residents within Loton Close contacted prior to this occurring.</li> </ul>
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		Water Corporation & Sale Yards update provided and progressing slower than anticipated but outcomes should be positive!
11:50am – 12:50pm	Lunch	
1:35pm – 2:10pm	<p>Manager Corporate Services to:</p> <ul style="list-style-type: none"> <li>• Present quarterly update to Council</li> </ul>	<p>This Quarter:</p> <ul style="list-style-type: none"> <li>• Annual Report &amp; Audit</li> <li>• Waste Management VROC request for quotes</li> <li>• Two office vacancies - training</li> <li>• Upgrade TKPP Information Technology infrastructure</li> <li>• Corporate Services office re-shuffle &amp; re-paint</li> <li>• New Shire logo implementation</li> <li>• Goodall's sub-division</li> <li>• Muradup CWA purchase</li> <li>• MCS Annual Leave</li> <li>• Local Law Review (VROC)</li> <li>• Information &amp; Communication Technology Plan</li> </ul> <p>Next Quarter:</p> <ul style="list-style-type: none"> <li>• Long Term Financial Plan &amp; Advanced Management Programme update (desktop review)</li> <li>• Mid-year budget review</li> <li>• Revaluation of motor vehicles &amp; plant</li> <li>• Related Party Transactions</li> </ul>
1:35pm – 3:10pm	<p>Chief Executive Officer to:</p> <ul style="list-style-type: none"> <li>• Discuss forward planning with Council</li> </ul>	<p>CEO listed projects, etc. Council has/is/will be addressing over the next 6-12 months given that the Manager Works &amp; Services (MW&amp;S) has tabled the 10 year Works Program and Plant &amp; Equipment Schedule.</p> <ul style="list-style-type: none"> <li>• Loton Close – 6 ILU's</li> <li>• CEO House Tender and construction</li> <li>• National Stronger Regions Fund (NSRF) – Round 2 outcome will determine if we proceed with 3 ILU's and staff house or seek Land Corp to subdivide/develop balance area</li> <li>• NSRF Round 3 &amp; 4 Applications</li> <li>• Water Harvesting &amp; Reuse Projects including access to Southern Dam from Water Corp, Quin Quin Reserve, Kodja</li> </ul>

		<p>Place/Apex Park, new 60 mega litre storage dam, showgrounds &amp; white dam storage</p> <ul style="list-style-type: none"> <li>• Springhaven - Amenities upgrade, Dementia planning or future wing extension, car parking</li> <li>• Municipal Heritage Inventory</li> <li>• Heritage Interpretative Plan – Benn Parade/Kojonup Tourist Railway (KTR)</li> <li>• New Logo Implementation – signs, stationary, uniforms, banners etc.</li> <li>• Cemetery – continuation of Development Plans and works</li> <li>• Sports Precinct – Netball Courts, wew access, Indoor/Outdoor with roof considerations, Pool and Bowls Club facility provision, Building compliance - complex outstanding matters, agreements, hire fees and charges review including trade-off opportunities, Community Sporting and Recreation Facilities Funding (CSRFF) application(s), etc.</li> <li>• Memorial Hall Upgrade – Electrical, Theatrical Society, guttering, toilets, storage etc. including demolition of Harrison Place toilets</li> <li>• Kodja Place – Rammed Earth Walls, storage, multimedia, IT, fencing, drainage, car parking, entrance, signage, café, events, reticulation, seating, security, Rose Maze structures, buses, viewing area, landscaping, leases, agreements, Great Southern Development Commission (GSDC), etc. applications, curatorial audit outcomes</li> <li>• Apex Park/RSL Hall/Men’s Shed/CWA areas – Development planning - short, medium, long term. Service Club projects and how they complement future planning?</li> <li>• Main Street – street furniture, Curly Wig Block, Hillman Park, entry statements, heavy haulage - community consultation Main Roads WA, speed zone changes, etc.</li> <li>• Springs/Toy Library/Barracks/Old Post Office Area - future planning</li> <li>• Katanning Road/Murby/John Street – Residential Development via LandCorp</li> <li>• St Lukes Family Practice – Medical/Health Planning</li> <li>• Staff Housing – Bagg Street, Newton Street, Katanning Road?</li> </ul>
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COUNCILLOR Q & A

<p>3:10pm – 3:30pm</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>Shire President:</p> <ul style="list-style-type: none"> <li>• As a result of prior commitments the Shire President requested Councillors consideration to moving the December 2015 Council Meeting to Monday, 14 December 2015 instead of Tuesday, 15<sup>th</sup> – Councillors present had no objection to the change and notices of the meeting date change would be progressed accordingly.</li> <li>• Great Southern Zone meeting – 27 November 2015 – questions for Agriculture Minister:- <ul style="list-style-type: none"> <li>➤ “Fruit fly has become a significant problem for our communities since the funding for Fruit fly Baiting has not been available. Many individuals are caring for their own trees appropriately however without this funding the incidence of Fruit Fly has escalated out of control. Will the Minister call for State Government to reinstate this funding?</li> <li>➤ Reports have been coming back to our Council that the 10/80 Fox baits do not seem to be as effective as they once were. Have the contents of the Bait been changed? It has been suggested that there is an unrealistic time line for the Baits to be dispatched to store, sold and laid with</li> </ul> </li> </ul>
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		<p>little or no shelf life, could this be causing the ineffectiveness of the bait? Farmers have complained that the financial outlay has not produced the desired results.</p> <ul style="list-style-type: none"> <li>➤ Can the Minister advise on funding and the future for the Dept. of Agriculture and the Government's appetite for investing in the agricultural regions?"</li> <li>• Great Southern Regional Road Group Meeting – 9 November 2015. Shire President and Cr Hobbs will be attending on behalf of Kojonup.</li> </ul> <p>General Matter</p> <ul style="list-style-type: none"> <li>• CWA Building – Gutters need cleaning; CEO advised that maintenance request has been instigated for these works to occur after large tree was removed.</li> </ul>
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*10:42am – 11:15am Morning Tea*

*11:50pm – 12:50pm Lunch with staff (Melbourne Cup)*

Info Bulletin	Circulated	<p>Councillors to review and ask questions out of session or at the next briefing session.</p> <p>A copy of any question, and the response will be circulated to all Councillors for information.</p>
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Rick Mitchell-Collins  
Chief Executive Officer