

Record of Meeting (9.00am – 2.25pm) **Shire of Kojonup Briefing Session 21 July 2015**

Attendance: Shire President, Deputy, Crs: Mathwin (9.00am-12.20pm, 1.10pm- 2.25pm), Trethowan, Pritchard, Radford, Benn and Pedler.

Apologies: Nil

Officers: CEO, MACS (9.30am–10.40pm), MRS (11.10am–12.00pm), MCD&T (1.00pm-2.00pm), MW&S (10.30am-11.10am).

Guests: Peter Callaghan – Principal – Kojonup District High School (9.00am–9.45am).

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am – 9:45am	Peter Callaghan – Principal – Kojonup District High School to provide an update to Council on the School’s progress in 2015.	<p>Shire President welcomed Peter to the session and looked forward to his presentation. Mr Callaghan indicated that Kojonup has a stable school community with enrolment trends stable over the past 5 years despite children leaving late primary or grade 7 to Boarding Schools. 266 students K – 10 which similar to 2013 figures which included years 10-12.</p> <p>Mission/Desire is to turn school into one of choice recognizing that family views as to where children are educated remain with the family. The school provides a cultural bridge creating future leaders of the Kojonup Community who have a different view and perception of the world than we did in our school years. Annual Budget of \$3.2M based on student enrolments of which \$2.7M is directly allocated in wages for 30 FTE staff. Flexible funds are very small given payment of computer leases, bus, water charges, consumables, etc. 86% attendance by secondary students is similar to other schools but still equates to half day per week away from school. Primary section has 90% attendance which is 1% worse than similar schools.</p> <p>Staffing is stable with 2 excellent graduate teachers. 3 teachers have 3-7 years’ experience with remainder very experienced and community orientated. A great team! The mean age for teachers 15 years ago was 45 – it is now 52.</p>

		<p>Unfortunately some sectors of society believe Principals and Teachers are a soft target that can be criticized and verbally abused however it is a reflection of the decline in community and lower socio-economic values but is not a reason to accept such attitudes as the norm! The school farm is a valuable resource despite KPMG undertaking a statewide review of Agricultural Education Facilities which have been regarded as a financial drain on the Education system. The value of education is not purely measured in \$'s as students gain knowledge and respect for the environment through "hands on" planning, cultivating and producing vegetable etc. from the farm unlike city students.</p> <p>The school has good community links with the Shire, Sports Precinct via Derek Ringrose, Water Harvesting & Reuse via Pilot Project with Department of Water, and School Council.</p> <p>Work experience is difficult to achieve given minimum Public Liability required for a business is \$20M for a two week period – cost prohibitive!</p> <p>Smart Start is an excellent program and needs to be supported as it allows integration for early childhood students as well as parent involvement.</p> <p>Shire President on behalf of Council thanked Peter for his update and looked forward to further building on the partnership between Council and the School.</p>
9:45am – 10:40am	Manager of Aged Care Services to give an update.	<p>Manager of Aged Care Services reported it had been five months since her last report to Council related to Springhaven Lodge. Here is an update of the progress over the last few months.</p> <p>Occupancy</p> <p>The facility remains fully occupied and there is now a waiting list of around ten local residents requiring residential care. We are having enquiries from outside the area and although I am placing these people on the list I am making it clear that it is very unlikely they will be offered a bed at the facility as local residents have priority. Respite bookings for our spare bed continue and the community has been reminded to book in advance due to the demand being placed on the facility for respite.</p> <p>Unannounced visit by Quality Agency</p> <p>The facility received an unannounced visit from the Quality Agency last Tuesday, 14 July 2015 to review recommendations made at reaccreditation in February and to monitor expected outcomes related to continence and infection control. I am pleased to report that the agency found we complied in all areas and had implemented all the recommendations made at reaccreditation. The staff once again impressed the auditor with their knowledge of the expected</p>

outcomes she reviewed and their adherence to our policies and procedures. It was evident that staff were more relaxed when the agency arrived and were keen to showcase the facility. Resident once again provided positive feedback on their care and living conditions and were full of praise for the staff.

Staffing

Staffing continues to be an issue. We still require extra Personal Care Assistants but have been lucky to employ some new PCA's from Katanning with widespread experience in aged care. I am hopeful we will be able to retain them on staff and even increase their hours.

Alice our Occupational Therapist has resigned and we have initiated "expressions of interest" within occupational therapy circles to see if we can encourage another OT to become part of the team.

Two PCA's have now been employed on night duty commencing at 2130 so the staff can help settle the residents to bed. Feedback from staff and residents has been very positive and there has been a noticeable decrease in incidents on night duty since this initiative was introduced. Of course there has been an increase in wage expenses because of this initiative but the resident's care needs have increased and I felt it was high risk for the residents and staff to continue with only one PCA on night duty.

Staffing levels at the facility are reviewed on a regular basis and to help counter the cost of the above measures we will now only have one Registered Nurse on the floor during the week.

Medical Service

The commencement of the new medical service to Springhaven Lodge has gone smoothly apart from the doctor not always arriving on time to commence the doctor's round. Residents have accepted the new service and doctor with minimal disruption. Since the changes I have needed to contact a doctor on a number of occasions out of hours or over the weekend and I have had no difficulty accessing a doctor for consultation.

Education/Personal Development

Mandatory training and education continues. Medication errors remain a problem and I have had to revoke the competency of a PCA that has continued to make errors even after retraining. The Quality Agency is aware of this and we continue to monitor errors on a monthly basis as a part of our key performance indicators.

The Quality Agency holds a Better Practice Conference each year over two days in October. As part of the conference facilities are asked to submit nominations for "Better Practice Awards". Springhaven Lodge in association with Dr Rosey McKenzie has submitted an entry related to our massage programme at the facility and it would be a great achievement if we were to receive an award. We have just received notification our entry has passed the first stage and I will keep you updated on our progress.

Building Maintenance

In consultation with the Shire we are still reviewing whether we can afford to complete the new shower block and renovations at the facility after receiving higher than expected quotes for the work over the last few weeks. Where we go from here will be discussed in detail later in the week.

Compliance with financial reporting legislation related to Aged Care

Under the *Aged Care Act 1997*(the Act) and the *Accountability Principles 2014*(the Principles) it is the Shire's responsibility to prepare and provide a GPFR (General Purpose Financial Report) and audit opinion by the 31 October each year for Springhaven Lodge. Last year we did not provide the required information on time and were noncompliant. Although we eventually provided the information in 2015 the DSS has made it clear our financial returns must be completed on time this year. I am therefore bringing it to your attention and hopefully we will be able to provide the reports as requested by the 31 October 2015 even though I know the audit for the Shire is not normally completed till the New Year.

Conclusion

It is noticeable that the facility is now functioning well with improved teamwork and increased staffing levels. Income has also increased due to ACFI returns improving related to nursing care and the facility being fully occupied. This should continue into the future as it is obvious the demand for residential care beds in the Great Southern is increasing. It should be noted that there are currently no beds available for permanent care in Kojonup or the surrounding residential care facilities and respite beds are also at a premium. It is also evident that the community is becoming aware of this and I am continually receiving enquiries about the facility and how people can get placed on the waiting list. I feel confident that we have now turned the corner and the facility will continue to improve and maintain a positive presence in the community into the future.

10:40am – 11:10am	Site Visit to R. Bailey Unit Proposal (McLeod Street).	Councillors, CEO and MW&S met on site at Roy Bailey’s proposed building site off McLeod Street to inspect storm water matters that required resolution as part of the Building Works that Mr. Bailey proposes to undertake with his residential development. There was an inspection of the ROW/Access Lane running to Pensioner Road and from McLeod Street with agreement that engineering solutions be addressed on site ASAP using both piped, sump and open drain options. MW&S to arrange in consultation with Development Services Coordinator and Paul Robertson.
11:23am – 12:00pm	Manager of Regulatory Services to give an update.	<p>Manager of Regulatory Services updated Council on:</p> <ul style="list-style-type: none"> • VROC Combined Waste Tender - Consultant Ian Watkins will be forwarding the draft tender documentation to the VROC partners by the end of the week for perusal and comment prior to commencing the tender process. • Liquid Waste Disposal - Warren Blackwood Waste no longer operate a liquid salvage service which is now being provided by Watson’s Liquid Waste from Katanning. However Shire of Katanning do not permit disposal of liquid waste at their landfill site unless the origin of the waste is from Katanning. This necessitates liquid waste from Kojonup having to be transported to Shire of Plantagenet for disposal at considerable extra cost to the customer. Unless the current restriction applicable to the Katanning site is lifted I am keen to establish a facility in Kojonup either at the old Robinson Road landfill or the landfill site off Albany Highway. I have had a preliminary discussion with waste consultant Ian Watkins who is available to design a facility with a capacity of up to 100,000 litres which will be divided into two ponds with a diverter arrangement so the ponds can be rotated for use, thereby allowing desludging and general maintenance as required, similar to the new ponds at the truck wash down facility at the saleyards. I will keep Council informed as this matter is progressed. • DSR Funding - We have been advised that the next two rounds of annual funding of \$30,000 for Public Swimming Pool improvements has been withdrawn due to funding constraints as well as a substantial reduction in the CSRFF funding, reduced from approximately \$21M to about \$7M per annum. • Department of Water - have arranged to meet with staff to discuss the possibility of another water reuse project to compliment the works already undertaken by Council and will include consideration of options outlined in recent workshops conducted by the Water Corporation. I will brief Council further following our meeting with the Department of Water. • Day Care Centre - is progressing well and nearing lock up stage. Cr Trethowan has taken a lead role in working with the Day Care Centre staff

		<p>and parents in developing a conceptual plan for the interactive playground and landscaping of the premises. Handover of the Day Care Centre is scheduled for end of September.</p> <ul style="list-style-type: none"> • Pool Manager Contract- Jen Spriggs has accepted our offer to manage the pool for the upcoming season and we will be retaining the services of Sonya Koster as the Duty Manager to deputise for Jen on her days off etc. Pool attendants will assist during busy periods and the positions will be offered to Sara Koster and Elise Norrish who were part of the pool roster last season. • Food Safety Assessments - one Infringement Notice was issued to a local food premises proprietor for breach of the <i>Food Act 2008</i>, in failing to maintain their premises to a satisfactory standard of hygiene and cleanliness. This was a first offence with no prior unsatisfactory food safety assessment and was dealt with by infringement notice rather than by prosecution which attracts substantially heavier fines. The proprietor also voluntarily closed the premises for a few days while the necessary tasks to raise the general hygiene and cleanliness of the place was undertaken and their rapid response and cooperation in addressing the matters raised in the assessment of the premises was duly noted. The frequency of food safety assessments of the premises will be increased to ensure the level of cleanliness and hygiene is being maintained to a satisfactory standard. • OSH Workplace Inspections - Inspection of Council's workplaces has been undertaken and a report will be tabled at the next Briefing Session of Council for their information. A pleasing observation with the recent inspections was the substantial improvement of general housekeeping at the works depot where the need to maintain a clean and safe workplace has been reinforced at toolbox meetings which are held regularly. The remainder of the workplace inspections were generally satisfactory with no major safety issues identified.
12:00pm – 12:47pm	Chief Executive Officer to give an update.	<p>Employee Engagement Survey: Presented survey results to Council which will be provided to the Senior Management group to review the data and communicate the results of the survey to all staff. It is also highly recommended that the Senior Management Group identify strategies to address those areas of concern and communicate the agreed strategies to all staff.</p> <p>The Employee Engagement Survey was circulated to all staff across all divisions and completed in April 2015. It is noted that of the total staff of approximately 73, only 36 completed the survey representing 49% of total staff. It is hoped that in future surveys this percentage increases to provide more accurate</p>

results across the entire organization. The results have now been collated for total engagement scores across the Shire and all Divisions. Industry average engagement scores are considered to be at an acceptable level at approximately 60%. The Shire achieved an overall score of 56% which is considered to be at an acceptable level given the changes that have taken place over the last 12-18 months. This Survey will be the benchmark for future surveys.

There are some areas in which the Shire could improve as follows:

Performance and Accountability	43%
Teamwork	44%
Communication	47%
Opportunities for Growth	49%

There were areas in which the Shire has achieved very good results as follows:

Workplace and Resources	67%
Respect for Management	64%
Work/Life balance; Stress & Work-pace	64%

Organisational Structure:

Significant change has occurred since the CEO's arrival two years ago with examples being:

- Springhaven – Appointment of new manager allowing an extensive review of systems, procedures and position descriptions together with ongoing maintenance upgrades.
- Paul Retallack's dual role as Senior Ranger and Building Maintenance Coordinator has seen a remarkable difference in our building maintenance program.
- Development Services Coordinator position has allowed projects such as the Truck Wash ponds to be undertaken in house rather than externally.
- Works & Services – Now a full complement of personnel including two trainees, relief ranger support, Stephanie Waldron – Works Administration Officer, Vicki Ramm – OSH/Workplace Safety support and the recent appointment of Marina Murray as Supervisor - Horticultural Tradesperson.

Risk Management, OSH and Workplace Safety aspects are now captured in every task/activity undertaken together with increased training to ensure continuous improvement and future provision for succession planning.

Regulatory and Community Services together with the office of CEO is now undertaking significant change as listed below:

		<ol style="list-style-type: none"> 1. The appointment of Zahra Shirazee enabling Kodja Place to become the Community Hub resulting in Zahra's title being changed to Manager - Community Development & Tourism. 2. Appointment of Cassandra Fletcher as Community Development Officer who will commence her position on 17 August 2015. 3. The positions of Community Development Officer and Community Services Officer - Projects, Events & Promotion reporting directly to Zahra and located within Kodja Place as from 20 July 2015. 4. Visitor Services Officer position to be advertised by end of July 2015. 5. Mort Wignall's contract is being extended until December 2016 and his title changing to Manager of Regulatory Services but retaining responsibility of the Swimming Pool. 6. Works & Services via Marina Murray will assume responsibility for cleaners other than at Springhaven. 7. CEO will assume responsibility for the Sport Precinct and Showgrounds Precinct and liaise with sporting clubs, groups etc. regarding the Master and Development Plans and User Agreements etc. 8. The Personal Assistant to the CEO position being split into two roles - Executive Assistant and Records Officer. Dominique Hodge will fill the position of Records Officer and also mentor the Executive Assistant - Miranda Wallace who commenced 27 July 2015.
1:07pm - 2:00pm	<p>Manager Community Development & Tourism to give an update on the Kodja Place.</p>	<p>The official changeover of management for Kodja Place and Kojonup Visitor Centre took effect 1 July 2015, however the actual handover is not yet completed, with negotiations with the Kojonup Tourist Association still underway to finalise the handover of stock, equipment, and intellectual property and retention of data.</p> <p>Unfortunately, there were insufficient volunteers to staff the Centre for July, especially to cover weekends due to the loss of a few key volunteers and July/August being a time that a number of volunteers traditionally travelled up North for their seasonal holiday.</p> <p>Understandably the process of change has been difficult for the existing volunteers and much time has been dedicated to reassuring them of their importance and promoting the new vision for the precinct. As a result the Centre is slowly seeing the return or increase in availability of existing volunteers as well as attracting new volunteers including two from the Noongar community.</p>

		<p>Although access to data has been very limited, a comparison of retail and Centre income for July 2015 compared to July 2014, shows that the Centre is tracking well, with figures already exceeding 2014 with \$5,319.50 already earned. Despite the reinstatement of entry fees, Kodja Place is still receiving donations with \$108.25 in the donation box (effective of 20 July 2015).</p> <p>With the exception of some stored items in the back of the premises, the KTA has now vacated the premises including the front office, allowing a reshuffle of office space to accommodate the part time Community Services Officer – Promotions, Events and Projects and new the Community Development Officer, Cassandra Fletcher who will commence in the role on 17 August 2015.</p> <p>The position of Visitor Services Officer will be advertised in August and will be located behind the front counter of the Visitor Centre.</p>
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COUNCILLOR Q & A

2:00pm – 2:25pm	<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: Mobrup Polo Cross Club has requested use of the unmade road reserve which runs along the Club's Northern boundary to gain periodic access to Club grounds. Members had no objection to request noting that Council will not be conducting any works on the road reserve.</p> <p>Reminded Councillors of the meeting with Lindsay McCartin Main Roads WA – Friday 24 July 2015 at 11.00am to discuss the Main Street Master Plan, Samson Road intersection and Heavy Haulage Route.</p> <p>Will be welcoming Building Surveyors and Environmental Health Officers from the Wheatbelt and Great Southern to Kojonup on Friday, 24 July 2015 as part of half day forum.</p> <p>Aerodrome spraying – why isn't a contract sprayer being used? Addendum MW&S reply: Cannot get a hold of a contractor as they are flat out with farmer's crops. The motor bike can spray 7 metres wide with the new nozzle. To get best spray results needed to be sprayed now.</p> <p>Cr. Radford:</p>
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11:10am-11.23am Morning Tea
12:47pm-1.07pm Lunch

Info Bulletin	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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Rick Mitchell-Collins
Chief Executive Officer