

Record of Meeting (9.03am – 2.33pm) **Shire of Kojonup Briefing Session 19 May 2015**

**Attendance:** Shire President, Deputy, Crs: Mathwin, Trethowan, Pritchard, Radford, Benn and Pedler.

**Apologies:** Nil

**Officers:** CEO, MCS (9.03am – 1.15pm), SFO (9.03am – 10.03am), MRCS (10.55am – 2.00pm), SPO (10.55am – 11.22am), MWS (11.30am – 1.15pm), MTKPP (11.30am – 2.09pm).

**Guests:** Nil

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:03am – 10:40am	Manager of Corporate Services to workshop: <ul style="list-style-type: none"> <li>• Rating Parameters; and</li>   <li>• Front Office Renovations.</li> </ul>	The MCS & SFO described each of the rating parameters and rubbish collection charges in terms of their objectives, legislative requirements and associated issues (as contained within Note 8 - 10, 12 - 13 of the 2014/2015 Annual Budget).  The MCS presented six (6) different concepts for consideration for future office requirements, ranging from short term, low cost to long term, higher expense. Concepts included alternative accommodation for the library and/or Council Chambers.
11:00am – 11:22am	Senior Project Officer to give an update on Kojonup Occasional Care Centre’s Financial Statements and action taken since 21 April 2015 Council Meeting.	1. Financial reports received <ul style="list-style-type: none"> <li>○ Profit and Loss</li> <li>○ Balance Sheet</li> <li>○ Actuals to March 2015 – profit of \$4,082.75</li> </ul> 2. April revenue figures will be down – accounts for March not sent out to parents until end April and attendances not sent to Federal Government for assistance payment. Should be up to date by end of May.

		<ol style="list-style-type: none"> <li>3. Centre Director's position terminated and Co-ordinator appointed.</li> <li>4. Update on current situation including new financial obligations and reporting – previous Administrator re-appointed.</li> <li>5. Projects completed and waiting on next KOCC meeting to endorse on 27<sup>th</sup> May. <ul style="list-style-type: none"> <li>○ Parent Survey</li> <li>○ Parent Handbook including fee structure update</li> <li>○ Enrolment form</li> <li>○ Committee information booklet</li> <li>○ Committee Financial Management and financial responsibilities booklet</li> <li>○ Updated forms</li> <li>○ New Position Descriptions for Co-Ordinator and Administrator</li> <li>○ Researched grant opportunities and applied for \$15,000 to cover Administrator costs.</li> <li>○ Policy Manual</li> <li>○ HR policies and procedures Manual</li> <li>○ Risk Management Plan – Risk Register to finalise and rate risks</li> <li>○ Initial work on costs for new website</li> </ul> </li> <li>6. Outstanding <ul style="list-style-type: none"> <li>○ Complete Risk Register</li> <li>○ Business Continuity and Disaster Recovery Plan</li> <li>○ Templates for calendar of events, Kojonup News, monthly newsletters</li> <li>○ New name and branding</li> <li>○ Identify opportunities for volunteering, income growth, community engagement activities and marketing</li> </ul> </li> </ol>
11:22am – 12:45pm	CEO to workshop: <ul style="list-style-type: none"> <li>• Bagg Street Clinic;</li> <li>• CWA Building;</li> <li>• Showgrounds;</li> <li>• RSL Hall; and</li> <li>• Old Day Care Building.</li> </ul>	As part of Council's forward planning there are a number of buildings owned or used by Council that are: <ul style="list-style-type: none"> <li>• Underutilised</li> <li>• Require upgrading/significant maintenance if they are to be retained</li> <li>• Original purpose no longer relevant</li> <li>• Surplus to future requirements</li> </ul>

		<ul style="list-style-type: none"><li>• Inhibit achievement of Main Street Master Plan objectives e.g. Men's Shed</li><li>• Compliment Main Street Master Plan e.g. RSL Hall</li></ul> <p>There was also discussion on the merits or otherwise of relocating the WWI display from the Memorial Hall into a revamped RSL Building that may include hypothetically Historical Society displays, Library/Café/CRC/community meeting rooms.</p> <p>Further discussion is required to address such issues/opportunities including concept design, Long Term Financial Plan implications, funding opportunities, community support, realistic time frames, resourcing requirements, asset management implications, etc.</p> <p>It was agreed that Council's inventory of buildings be included on our website for community information.</p> <p>Cr Trethowan emphasized that Council and indeed the community needed to clearly ascertain the purpose of buildings/development areas, how they fit in the bigger picture, who are existing/potential users/clients, compliance and costs, timing and extent of community consultation recognizing that it may not always be possible to achieve general consensus.</p> <p>CEO advised that the amended Main Street Master Plan will be tabled at the June Council meeting highlighting for example areas that:</p> <ul style="list-style-type: none"><li>• could be immediately addressed</li><li>• required further consultation</li><li>• required more qualified advice/input</li><li>• clarification on short/medium/long term purpose</li></ul> <p>Springs area – Craig McVee stressed the need to develop a management plan. This could be achieved by Council reconvening the Springs Management Committee as both Kojonup Rotary and Historical Society have expressed a desire to participate.</p> <p>Cr Benn emphasized need to keep community informed.</p>
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<p>1:25pm – 2:10pm</p>	<p>Manager of Regulatory &amp; Community Services to give a status report on Regulatory &amp; Community Services.</p>	<ul style="list-style-type: none"> <li>• Waste Management - Combined tender for delivery of waste services to the VROC partner Councils. Talis consultants have been engaged by the VROC to undertake the tender process for procurement of waste services and will be conducting workshops/visits to each local government to discuss the specific requirements and extent of service delivery to the VROC partners as part of the tender process.</li> </ul> <p>The tender documentation will also be assessed by our legal representatives to ensure the interests of the Shire of Kojonup are protected under the combined tender arrangement before the tender is advertised.</p> <p>Contaminated soil removal – contractors are currently removing contaminated soil from a recent truck rollover (chemical spill) on Albany Highway from our landfill to an approved site in Dardanup for disposal. A chemist will be collecting soil samples from the landfill which will be tested to determine whether chemicals from the stockpiled contaminated soil has penetrated the ground surface. If so, remedial work to rehabilitate the affected area will be undertaken by a contractor on behalf of and at the cost of the trucking company.</p> <p>Asbestos disposal – DER is in the process of assessing our application to dispose of asbestos containing material at our landfill site off Albany Highway and I’m expecting a favourable response within the next few weeks. I’m withholding applying to DER for a variation to our transfer/recycle station to receive asbestos waste for temporary storage at the site prior to disposal at the landfill with the thought that it may be more practical to have the material delivered (by appointment with Warren Blackwood Waste) directly to the landfill for disposal.</p> <ul style="list-style-type: none"> <li>• Day Care Centre – The concrete footings and floor slab have been poured and erection of the steel wall framing and roof structure is nearing completion. Roofing material will be installed over the next week or so and this will ensure work</li> </ul>
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		<p>can continue under cover for the duration of work over the coming winter months.</p> <ul style="list-style-type: none"><li>• Water Re-use Project Stage 1 – Earthworks for the two new settling ponds has been completed and the plumber is currently installing pipework from the wash down bay to the new ponds and from there to the Water Corporation waste water treatment plant. The new effluent storage tank is being installed behind Turkey Nest dam next week and it's anticipated that the project will be completed and commissioned late May/early June.</li><li>• Water Re-use Project Stage 2- There is a further workshop this week with representatives from the Shire of Kojonup, Water Corporation, Department of Water, Education Department, Department of Health WA and Great Southern Development Commission to discuss progression of options for water re-use including waste water and water harnessing that will enable extension of the existing water re-use scheme to namely, the Rose Maze and Kodja Place grounds, Apex Park, the Kojonup District High School and hopefully the Golf Club.</li><li>• The Kodja Place rammed earth walls – Work has been completed with replacement of deteriorated sections of rammed earth walls on the Western side of the premises, including part removal of a free standing wall near the main entrance to the building. The two wing walls at the foot of the steps near the entrance to the building have been tested with a material binding solution and will eventually be demolished once assessment of the binding materials effect on the wall material has been completed.</li><li>• Employment Contract - The Chief Executive Officer and I will be meeting over the next few weeks to discuss my contract which expires in November this year. Under the provisions of the contract I am required to advise the CEO of my intentions workwise beyond the current contract period.</li></ul>
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COUNCILLOR Q & A

<p>2:10pm – 2:33pm</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>• Information Session with KTA &amp; Volunteers at Kodja Place tomorrow commencing at 11.00am and Councillors encouraged to attend.</li><li>• CEO meeting with representatives of Sport Precinct clubs and school to discuss Master Plan, Management/Advisory Committee structure, user agreements. Cr Trethowan advised that combined training of Hockey, Football and Squash worked well last Thursday evening with members using the complex afterwards for a meal and catch up.</li><li>• MRCS &amp; DSC progressing internal complex cost estimates for 2015/2016 Budget consideration in order for ABV to complete Sports Precinct Master Plan.</li><li>• Item placed in Koji News seeking community assistance to locate the missing Kevin O’Halloran plaque. If unsuccessful a new plaque will be required together with detail on Mr O’Halloran’s achievements for erection at the Swimming Pool.</li><li>• Geocache sites becoming more popular for visitors and Kojonup will receive additional exposure as result of additional sites being provided to Dept. of Sport &amp; Recreation.</li><li>• Councillor Reviews – one on one with Shire President 6 monthly or as required encouraged but entirely up to each Councillor.</li><li>• Unveiling photo of Stephen Michael at the Black Cockatoo Café was excellent and a great tribute to Mr Michael. Will Harvey and Tuck Waldron commended for their efforts and catering by Café was terrific.</li></ul> <p>Cr Pritchard:</p> <ul style="list-style-type: none"><li>• Concerned that vehicles encroaching onto footpath at Pensioner Road and Gordon Street. Local Law issue and will be directed to MRCS and Senior Ranger to address.</li><li>• Also at Pensioner Road/Gordon Street a motor bike has used a left over pile of sand from Council works for donuts</li></ul>
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		<p>spreading sand over the area and footpath which now requires sweeping.</p> <ul style="list-style-type: none"> <li>• There is also evidence of vehicles using Peace Park as a short cut to IGA.</li> </ul> <p>Cr Benn:</p> <ul style="list-style-type: none"> <li>• The condition of the Main Street seal is unsatisfactory and has Main Roads given any indication when resealing will occur? The footpath around the Nursery is less than desirable as too are the missing pavers at the corner of Harrison Street. Could MW&amp;S ascertain Main Roads intentions?</li> </ul> <p>Cr Mathwin:</p> <ul style="list-style-type: none"> <li>• Provided a report on attendance at WALGA Zone Meeting recently held in Albany and the quality of the guest speakers.</li> </ul> <p>Cr Sexton:</p> <ul style="list-style-type: none"> <li>• The recent Kodja Place Interpretive Review/WA Museum workshops were good with community views/perceptions differing on various subject matters however discussions were very helpful and report outcomes will be of interest.</li> </ul> <p>Cr Radford:</p> <ul style="list-style-type: none"> <li>• Weed Spraying Plan at Airport. CEO advised Building Maintenance Coordinator was progressing same. Unfortunately contractor slasher had broken the tap and fittings which has also cracked the base of the water tank necessitating total replacement. As Council wanted to increase capacity for reloading water bombers during fires the replacement tank would be double present capacity with contractor insurance contribution offsetting costs.</li> </ul>
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10:40am – 11:00am Morning Tea

12:45pm – 1:25pm 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