

Record of Meeting (9:00am – 2:25pm) **Shire of Kojonup Briefing Session 17 February 2015**

Attendance: Shire President, Deputy, Crs: Trethowan (9:00am – 11:35am) & (12:30pm – 2:25pm), Mathwin, Benn, Pritchard, Pedler and Radford.

Apologies: Nil.

Officers: CEO, MRCS (9:00am – 10:02am) & (12:30pm – 2:25pm), DSC (9:00am-10:02am) & (12:30pm -2:25pm), MACS (10:02am – 10:55am), MWS (11:15am – 2:25pm), MCS (12:30pm – 2:25pm).

Guests: Nil.

DECLARATIONS OF INTEREST

Nil.

PROJECTS FORUM

Item	Manager / Officer Updates on the Annual Budget (Monthly)	Comment
9:00am – 10:02am	Manager of Regulatory & Community Services to give an update on the: <ul style="list-style-type: none"><li data-bbox="398 946 658 978">• Swimming Pool	<ul style="list-style-type: none"><li data-bbox="943 946 2031 1430">• Positive feedback being received from patrons regarding water temperature and pool hygiene. Shared water space is being well managed. Programs undertaken at the pool include VacSwim, In Term swimming, Super Sharks program (booked out) and water aerobics. The schools end of year parties were held at the pool and this weekend there is a Blue Light Disco which is expected to attract between 200 and 300 parents and children. The Swimming Club is operating well and a suggestion box is to be provided at the pool for patrons to put forward any thoughts and ideas regarding operation of the facility. There have been two Pool Advisory Group Meetings and our manager Jen is providing monthly reports which include pool statistics for admissions etc. which indicate attendances are well up on last season. We are still pursuing the establishment of a pool traineeship and I have had discussions with Robbie Minter of the Wirrapunda Foundation who are keen to be involved with any traineeship that may eventuate. At seasons end there will be a debrief on the operation of the pool over the season where the winter maintenance program for the plant room

	<ul style="list-style-type: none"> • OSH Workplace Inspections • Asbestos Management Plan • VROC Tender for Waste Services • Extension of time for lodging tenders for construction of Day Care Centre • Opus International Consultants 	<p>will also be discussed as well as ongoing improvement to pool surrounds and general precinct that will link with the Sports Precinct Master Plan.</p> <ul style="list-style-type: none"> • OSH Workplace Inspections - A copy of a workplace inspection report of Council's workplaces was tabled for the information of Council. The standard of compliance across the workplaces is generally good, but there needs to be an improvement in attending to general housekeeping matters which are easily rectified and have already been largely attended to since the recent inspections were undertaken. Council's workforce, including administration staff have undertaken screening for drugs. Three persons recorded non negative results which were followed up with urine samples. All returned non negative results ie no traces of illicit drugs found. Future drug and alcohol testing will be carried out without prior notice (unannounced) to staff. • Asbestos Management Plan - is currently undergoing its annual review and will hopefully be presented to the April meeting of Council for endorsement. With respect to the Qualeup Hall which requires some maintenance and repairs to the asbestos clad walls including the adjoining toilet block, it was suggested that the MRCS attend a meeting with residents from the district to discuss the situation concerning the condition of the hall to seek their thoughts on its future which will guide staff as to the level of repairs/maintenance that needs to be undertaken to the premises. • VROC Tender for Waste Services - The VROC has advised that tenders will be advertised in March 2015 with the intention of awarding the contract to commence at the beginning of the new financial year. • Day Care - Extension of Tender period. At the request of the architects, an extension of one week for submission of tenders for construction of the Day Care premises was agreed by the CEO, due to additional time required by builders who are also bidding for a large project, for which the tender process is running parallel with the Day Care tender. The architects will have their evaluation of tenders available for staff to prepare an agenda item on this matter for consideration at the Special Council Meeting to be held on 5th March 2015. • Opus International Consultants - Danny Burkett from Opus met with the CEO, DSC and MRCS to discuss our recent termination of their consultancy services, namely for failing to commit to timelines for deliverables for the water reuse and harnessing project. Danny advised that Opus has accepted full responsibility for the lack of performance and that the issue which is not confined to Shire of Kojonup, but also other clients including VROC partners, is
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		currently being addressed by their Board. They are keen to still be considered by Council for providing consulting services for any future projects.
10:20am – 10:55am	<p>Manager of Aged Care Services to give an update on:</p> <ul style="list-style-type: none"> Springhaven Accreditation undertaken on 10 & 11 February 2015 	<p>It is with great pleasure that I present my report to Council for the last twelve months. I can hardly believe that it will be a year since I commenced at the facility at the beginning of March. Over this time we have seen many changes at the facility especially in relation to policy, procedure and maintenance. It is also clear there has been a shift in attitude within the facility and community towards Springhaven Lodge and our beautiful residents.</p> <p>Reaccreditation</p> <p>I am pleased to announce that after two days of rigorous interviews with the Quality Agency Audit Team Springhaven Lodge has now achieved all forty four expected outcomes and is fully accredited for the next three years. This is a great achievement for the facility as we have never passed full accreditation before. We are still awaiting the final report from the Agency but the visit was very positive and the team was impressed with our continuous improvement since March 2014. I am especially proud of all the staff at the facility and we cannot underestimate their determination to embrace change and perform so admirably last week when it really counted.</p> <p>Occupancy</p> <p>I can report that the facility is now full. We currently have three respite residents who will transfer to permanent over the next few weeks meaning there will be no permanent beds available till a resident passes away. Enquiries for permanent beds continue to flow in and we now have a waiting list for locals and waiting list for clients outside the Kojonup area. Our two respite beds are also at full occupancy meaning the community will now have to think ahead and book respite for their loved ones otherwise we will not be able to guarantee a bed for them in the future.</p> <p>Staffing</p> <p>Staffing continues to be an issue. Although I have advertised extensively we still have a shortage of qualified care staff. The Quality Agency was also concerned that we continue to only roster one Personal Care Assistant on night duty. Due to the increasing care needs of our residents it is only a matter of time before an</p>

extra PCA will be required on night duty. Once I return from leave we will review all positions at the facility and implement changes as required to shifts and staffing levels so all residents continue to receive the care required to maintain best practice.

Education/Personal Development

Mandatory training and education continues. As part of the Small Providers Group we will be trialing shared training with other facilities within the region over this year. Hopefully as a group we will be able to offer more training onsite without having to travel to Perth.

Medication errors continue to be a problem- missed signatures. The Quality Agency suggested online medication management but at an initial cost of \$50,000.00 this is not a viable option for our facility. We will continue to monitor.

Policy and Procedure

All policies and procedures have been reviewed and presented to Council before Christmas. Archiving has been completed at the facility and most of our files have been sent to the repository at Broomehill-Tambellup.

Building Maintenance

We are still awaiting plans for our shower block extension. Hopefully they will be available for comment by the end of the month and tenders can be sort so building can commence.

The new furniture for the dining room and lounge areas is due to arrive any day so hopefully when you next visit it will be in place. Ongoing internal maintenance continues and the facility is looking loved.

One area of concern is our call bell system. Over the last few weeks the system has broken down numerous times. As it is so antiquated the company is now finding it difficult to access spare parts. In the coming financial year this will be Springhaven's most pressing issue.

Conclusion

In conclusion it has been a hectic but rewarding twelve months at the helm of the facility. As Manager I have had multiple challenges but feel I can be very proud of what has been achieved in such a short time.

I am especially pleased that as a team the facility has been able to pass reaccreditation for the next three years. This is especially significant for the residents, staff and wider community of Kojonup.

		<p>Looking forward I only see positives. We are managing to show a small profit and hopefully this will increase now that the facility is at full capacity. The community has embraced our changes and is supportive of staff and the residents at all times. We continue to enhance our reputation within the Great Southern.</p> <p>I would like to thank Rick and the Council for their continued support since I commenced in March last year. As a team I think we can only achieve bigger and better things for the older members of our community and continue to showcase Springhaven Lodge as the place to reside in the Great Southern.</p>
11:30am – 12:10pm	<p>Manager of Works & Services to give an update on the:</p> <ul style="list-style-type: none"> • Works Program • 2015/2016 Budget • Kojonup Cemetery 	<ul style="list-style-type: none"> • Kojonup-Broomehill Road bitumen completed on Friday 13 February 2015. • Start gravel sheeting Samson Road from the highway this week. • Qualeup North Road culvert repair. • Street Sweeper in town for the next couple of weeks. • Leusciatti Road culvert repair. • Road Grading where required such as Sargent Road and Riley’s Creek Road. • Road Patching where needed. • Roadside spraying suckers etc. on roads we have mulched - commence this week. • Spraying at Cemetery. • Monitoring water levels in Turkey Nest for Ovals. • Compiling 2015/2016 Budget.
12:35pm – 2:00pm	<p>Chief Executive Officer to give an update on the:</p> <ul style="list-style-type: none"> • Sports Precinct Master Plan <ul style="list-style-type: none"> • Medical Centre - Accreditation Standards 	<p>A Breakfast Forum has been arranged at the Sports Complex on Tuesday, 3 March 2015 commencing at 7.30am for ABV Consultants to present the concept to Councillors, Sporting Groups and Community members. The Kojonup Rotary Club will be catering with attendees asked to “Pay us what you think it is worth”.</p> <p>If required ABV will meet with Council at the conclusion of the forum to discuss any final amendments to the Plan in order to allow funding applications to be prepared for submission with Department of Sport & Recreation, Education Department, GSDC, NSRF, Lotterywest etc. Responses to questions raised by staff and individual councillors were tabled for information.</p> <p>CEO ‘walked’ through the Accreditation Standards applicable to GP Clinics that would apply to any renovated or new building considerations. Council presently had a resolution relating to the Bagg Street Clinic, however Councillors agreed that</p>

	<ul style="list-style-type: none"> • Main Street Master Plan • Community Engagement Survey • Employee Engagement Survey • Southern Link VROC • Agreements 	<p>the CEO prepare a report for consideration at a Special Meeting of Council to be held Thursday, 5 March 2015 with the impending departure of Dr Anthony King on 31 March 2015 and the purchase of his practice by St Lukes Medical Practice who will operate exclusively from 34 Katanning Road.</p> <p>CEO also advised that Michael West, Senior Architect for Oldfield Knott Architects Pty Ltd who was assisting WA Country Health with the SIHI projects had indicated that he has fulfilled the Scope of Work set out by the WA Country Health Service i.e. To meet with stakeholders and provide a schematic plan for the proposed Medical Centre. Discussion followed and it was agreed that the CEO contact Q3 Architecture who developed the plans for the Plantagenet Medical Centre to provide a quote to prepare design plans for Kojonup.</p> <p>CEO advised that Project Manager – David Jones had left Hames Sharley in January 2015 and that Cara Westerman and Geoff Parnell would ensure the final plan was provided to Council by 27 February 2015.</p> <p>Amendments have been completed and Community Services Officer – Hannah Watkin is preparing survey for Survey Monkey as well as hard copies to enable completion during March 2015.</p> <p>Survey will be distributed to all employees for completion during March 2015.</p> <p>Full VROC meeting will be held at Kojonup on 25 February 2015 with agenda items including update on the joint tender for Waste Services, New Strategic Plan, Local Law Review, Acquittal of Waste Water/Storm water projects enabling release of Independent Living Unit Funding and Business Case for Road Construction and Maintenance. MW&S indicated that while the Business Case could realise some financial savings this may be offset by the potential loss of local spending and therefore economic flow on effects as works and services personnel would be required to operate in surrounding shires. Such considerations needed to be closely assessed before making a formal commitment.</p> <p>MCS is preparing lease/rental agreements in relation to Men’s Shed and Curly Wig properties which will be tabled for Council consideration.</p>
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	<ul style="list-style-type: none"> • Other 	<p>CEO preparing a draft Climate Change Policy for Councils consideration given the agricultural importance in the Shire and issues such as salinity, erosion, storm events, water resources, weed management, energy efficiency and renewable etc.</p> <p>Private Investment – Council officers are receiving a number of queries regarding residential and other development opportunities and infrastructure provision highlighting the necessity for an integrated approach with government agencies regarding power, water, sewer, telecommunications, road upgrades etc.</p>
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COUNCILLOR Q & A

<p>10:55am - 11.30am</p> <p>2:00pm - 2:25pm</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.Benn: Attended Grain Freight meeting and WALGA Rep – Ian Duncan would like Shires to inform him of any works connecting to major roads to ensure transport delays or motorist inconvenience is minimized. The Regional Road Group continues to address main transport routes and the allocation of funds for improvements/upgrades on behalf of the region.</p> <p>Cr Trethowan: indicated the Fuel Tax should provide adequate funding for roads however it appears to be a source of General Purpose revenue for State/Commonwealth Governments which isn't likely to change.</p> <p>Council in the past has met with local transport/bus operators at least annually to discuss road maintenance, speed limits, communications etc. and maybe this should be reintroduced?</p> <p>Cr Sexton: Voiced concern that the Emergency Service Levy was designed to assist Brigades with resourcing requirements but now appears to be administratively driven to cover insurances, registrations and PPE. DFES officers are now saying that the ESL should be used to cover the use of heavy plant and equipment by Council as the aftermath of fire. Under the Act it is a Local Government responsibility which is a major cost impediment to clean up, unless declared an emergency situation by the government.</p> <p>There are a number of vague areas appearing in the approval of heavy plant and equipment which requires clarification. The ESL should also be used for communication infrastructure such as towers not just WAERN radios? Local</p>
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10:02am Morning Tea
12:10pm Lunch

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