

# Shire of Kojonup Briefing Session – 4 October 2016

Record of Meeting – (9:00am – 1:45pm)

**Attendance:** Shire President: Cr R. Fleay and Councillors: Sexton, Pritchard, Pedler (9:00am – 11:45am & 11:55am – 1:45pm), Hobbs, Radford & Warland

**Officers:** CEO (9:00am – 11:40pm & 12:40pm – 1:45pm), MCDT (9:00am – 10:30am), S/HTP (11:00am – 11:40am), EA (11:40am – 12:50pm) & FO (12:05pm – 12:30pm).

**Guests:** Nil

**Apologies:** Cr Mathwin

## DECLARATIONS OF INTEREST

Nil

## CONCEPT/AGENDA FORUM

<b>Time Slot</b>	<b>Item</b>	<b>Response / Action</b>
9:00am – 10:30pm	CEO and MCDT to discuss The Kodja Place Master Plan – Concept Options	<p>The CEO &amp; MCDT led Council in general discussion focused on concepts such as:</p> <ul style="list-style-type: none"> <li>• Grass mound;</li> <li>• Relocation of stage;</li> <li>• School Bus relocation;</li> <li>• Accessibility;</li> <li>• Retention of Kodja (Axe) in logo as is a key point of difference;</li> <li>• Repurposing existing Information Bay;</li> <li>• Storage imperatives;</li> <li>• Café repurposing; and</li> <li>• Function Room/Activity Area/Cafe – functionality.</li> </ul>
11:00am – 11:30am	S/HTP to review and discuss the Department of Water’s Waterwise Agreement with Councillors	<p>The S/HTP led Council in discussion on Sports Oval sub base fill used 45 years ago preventing drainage. Not a quick fix and funding assistance from DSR necessary. S/HTP and MWS looking at various options.</p> <p><b>Waterwise Action Plan</b> The Water Corporation &amp; Department of Water launched a Waterwise Council program in 2009 to build a co-operative working relationship</p>

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		<p>with Local Governments, to improve water use and efficiency in Local Governments and their communities.</p> <p>The Shire signed a MOU in 2013 and that campaign concluded in February 2016.</p> <p>They have since reviewed &amp; updated the criteria and councils will be required to submit a new Water Efficiency Action Plan in order to be re-endorsed &amp; eligible for recognition. As the Shire already has water efficient ideas in place, this Agreement should have no negative impact on the Shire.</p> <p>Some of the efficiencies the Shire has been undertaking are:</p> <ol style="list-style-type: none"><li>1. The swimming pool has become endorsed as Waterwise;</li><li>2. Water audits have been undertaken &amp; the recommendations achieved at Apex Park &amp; the Administration building;</li><li>3. Storm water catchments have been cleared to improve water harvesting for irrigation on the ovals;</li><li>4. Gardening seminars have been conducted to inform the public of up to date ways for keeping gardens water efficient;</li><li>5. Audits on the irrigation systems;</li><li>6. Water from the abandoned dam to supply the irrigation systems at Kodja Pl/Rose maze and Apex Park;</li><li>7. New independent living units have WELS 4 star rated plumbing fixtures;</li><li>8. Springhaven bathroom upgrades the same;</li><li>9. Shower head exchange program;</li><li>10. Garden Crew and the S/HTP have completed the Water Efficient Landscape &amp; Irrigation Training; and</li><li>11. S/HTP has asked a representative from Kodja Place, Springhaven and the SR/BMC to do the Water Auditing for Non-Residential Facilities online training which she will also undertake.</li></ol> <p>Council indicated that they would like to be re-endorsed again as a Waterwise Council.</p>
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		When queries what waterwise initiatives Council would like to see implement, the Shire President suggested the Shire buildings could have rainwater tanks for catchment to be used for irrigation of gardens.
11:30am – 12:30pm	EA & FO to coordinate iPad Training with Councillors	The EA instructed Councillors how to set up folders and sub-folders in their email inboxes. She also explained to them how to set up a contact as a VIP in their emails. ( <b>See Attachment 1</b> ).

### COUNCILLOR Q & A

1:00pm – 2:00pm	Councillor Updates <i>Opportunity for Councillors to outline meetings attended, discussions had or queries received for Councillor and Officer information.</i>	<p>All:</p> <ul style="list-style-type: none"> <li>• Names badges need to be bigger – CEO to rectify.</li> </ul> <p>Cr Warland:</p> <ul style="list-style-type: none"> <li>• No through Road directional sign at Honner/Spencer Streets needs to be realigned.</li> </ul> <p>Cr Pedler:</p> <ul style="list-style-type: none"> <li>• Kerbing between Curly Wig and his office not mountable impeding vehicle access to drive way. CEO to draw to Main Roads attention via MWS.</li> <li>• Attended KHS Meeting where Arthur Collins re-elected president, Suzanne Bilney elected Treasurer and Hugh Carter re-elected Secretary. Arnold Bilney became a Patron joining Merle Bignall.</li> <li>• CEO to invite KHS Executive to a Briefing Session to discuss signage requirements and receptiveness for front foyer of the Memorial Hall to be used for Society displays as well as signage to complement Council's new logo and branding.</li> </ul> <p>Cr Pritchard:</p> <ul style="list-style-type: none"> <li>• Left hand side 50km p/hr sign entering Kojonup from Glenlossie impeded by vegetation – needs to be trimmed.</li> <li>• Peace Park – unauthorised vehicles appears to be solved now that Council has impeded access.</li> <li>• Thanked Cr Pedler for attending Historical Society meeting in his absence.</li> <li>• Pine Tree at Elverd Cottage – cracking in cottage walls occurring which may not be attributed to tree roots but will be monitored.</li> </ul>
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		<p>Cr Hobbs:</p> <ul style="list-style-type: none"><li>• Trees in Main Street (especially near intersections) need to be assessed for driver sight distance requirements and removed in they impede safe entry onto Albany Highway.</li><li>• Medical Centre – CEO advised that MCS seeking EOI's for Asset Management Plan Review as has to be completed by March 2017. Apparently Shire of Williams have been successful in obtaining grant funds to build a Centre?</li></ul> <p>Shire President:</p> <ul style="list-style-type: none"><li>• Main Roads work from Koji Airstrip North on the Albany Highway a mess and why aren't these sections completed before new works occur?</li></ul> <p>Cr Sexton:</p> <ul style="list-style-type: none"><li>• Outlined aspects of the Euan Ferguson Special Inquiry into the Waroona Fire of January 2016 and implications on volunteer brigades if recommendations not fully adopted by DFES/State Government. Stressed that in areas such as Kojonup responding to fires within the first 15 minutes is vital to containment and extinguishment. <a href="https://publicsector.wa.gov.au/node/4659/">https://publicsector.wa.gov.au/node/4659/</a></li><li>• Councillors praised the hard work and efforts of the Muradup War Memorial Committee following a very successful re-dedication service and upgrade of the memorial.</li><li>• RSL Hall – RSL WA now has a new State president and CEO. Unfortunate that Mr. John McCourt was unwell for the Muradup event but Shire CEO will ensure discussion on future ownership/development planning for the RSL precinct occurs with Mr. McCourt ASAP as we recognize Potts Committee also anxious to know of future precinct plans. Historian Bill Edgar is also interested in providing assistance where required for this important area.</li></ul> <p>Cr Radford:</p> <ul style="list-style-type: none"><li>• Hopeful the tourist train will be up and running within the next 7 – 10 days now that parts have arrived.</li><li>• Graffiti around Wool Wagon and Memorial Hall needs to be addressed now that Sgt. Cartledge has taken photos.</li></ul>
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# Shire of Kojonup Briefing Session – 4 October 2016

*10:30am Morning Tea Provided*

*12:30pm 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**



## SETTING UP FOLDERS IN EMAIL

- Go back to your 'Mailboxes Screen' which should have 'Inbox' at the top followed by 'VIP', etc.
- Tap 'Edit' at top of left hand menu.
- Tap 'New Mailbox' at bottom of left hand menu.
- Type in the name of your new folder in the 'Name' text field.
- Amend the 'Mailbox Location' in the next field as desired.

### EXAMPLE FOLDER FILING SYSTEM:

Main Folder	Sub Folder	Sub Folder
Council Meetings	June 2016	Agendas
		Minutes
	July 2016	Agendas
		Minutes
Invitations	-	-
Conferences		
Briefing Sessions	June 2016	-
	July 2016	-
Advisory Committees	KPAC	2015
		2016
	BFAC	2015
		2016
	NRMAC	2015
		2016
	Audit Committee	2015
		2016
Other Committees	GSZ of WALGA	2 September 2016

### VIP CONTACT

This feature is handy for locating all the emails sent by a certain individual that are particularly important. To use this feature:

- Open email from the person you would like to make a VIP.
- Tap their name. A new box opens.
- Select Add to VIP.