

Shire of Kojonup Briefing Session – 18 May 2021

Record of Meeting: Commencing at 9.00am

Present: Shire President, Cr Radford, Cr Pedler, Cr Fleay, Cr Webb, Cr Wieringa, Cr Singh and Cr Gale (From 9.10am)

Officers: CEO, MWS (9.00am – 10.25am), MCCS (9.00am – 12.45pm), SFO (9.12am – 12.10pm), SRO (12.12pm – 12.45pm), E/HRC (1.25pm – 2.20pm)

Guests:

Apologies: Nil


Leave of Absence: Nil

Time Slot	Item	Response / Action
9.00am – 10.25am	Craig McVee, Manager Works and Services	Road and Plant Replacement Program 2021/2022
10.25am -12.10pm	Heather Marland – Senior Finance Officer	Fees & Charges, Rate Parameters 2021/22 The Senior Finance Officer work shopped fees and charges and rates including: <ol style="list-style-type: none">General rate only<ul style="list-style-type: none">UV (land used predominately for rural purposes) – 77%GRV (other land) – 23%Total Raised 2020/2021 - \$4.03m2 & 4 Instalment Options (2 month increments)Discount for early payment – Nil (\$60,000 transferred to NRM)
10.40am – 11.05am	Morning Tea	

10.45am – 12.45pm	Anthony Middleton – Manager Corporate & Community Services	<p>The Manager of Corporate and Community Services informed Council about the status of projects at the Sporting Complex as follows:</p> <ul style="list-style-type: none"> • Netball Court Roof & New Courts: <ul style="list-style-type: none"> • Soil sampling, Service (power, water, etc.) locating, and detailed site survey completed; • Tender for the roof over 4 courts accepted 6 May 2021; • Awaiting pricing for 3 variations (due end of this week): <ul style="list-style-type: none"> • Roof height; • Wall top half all 4 sides; and • Storage additions • <i>Next Steps:</i> <ul style="list-style-type: none"> • Sign Contract with MCB Constructions • Building Permit • RFT for courts • RFQ for lighting • Oval Lighting: <ul style="list-style-type: none"> • Soil sampling, Service (power, water, etc.) locating, and detailed site survey completed; • Poles (hinged 28m) have been purchased and are currently being manufactured; • Lighting designed and purchased; • Electrical install currently being quoted; • Anticipated completion – 6 weeks (then decommissioning of existing lights) • Playground & Outdoor Gym: <ul style="list-style-type: none"> • Tender documents currently being finalized. • Tenders to close mid-June.
-------------------	--	---

		<p>Sporting Precinct Master Plan discussions included:</p> <ol style="list-style-type: none"> 1. Suggest major review in 2021(6 years old). Proposed process to be used: <ul style="list-style-type: none"> • Staff prepare a discussion paper that addresses: <ul style="list-style-type: none"> • 2015 Plan components and their status; • Items in Great Southern Regional Recreation Plan (2018); and • Other suggestions for inclusion. 2. Council endorsement of discussion paper (June/July 2021) 3. Clubs given three months for written suggestions (July to September 2021) 4. Series of workshops to discuss/develop ideas raised (September/October 2021) 5. Final plan sent to Clubs for comment (October 2021) 6. Council consideration (December 2021) <p>The status of the Long Term Financial Plans were also discussed along with overheads including:</p> <ol style="list-style-type: none"> 1. Public Works Overheads 2. Plant Operating Costs 3. Administration
--	--	---

12.45pm – 1.25pm Lunch		
1.25pm – 2.20pm	CEO Recruitment & Selection Advisory Committee	<p>CEO and E/HR Coordinator addressed compliance aspects regarding Shire of Kojonup’s adopted standards.</p> <p>Workshop to be conducted 9.00am, Tuesday 1 June followed by a Special Council Meeting at noon (12.00pm).</p>

2.20pm –2.50pm	Councillors Q & A	<p>Cr Wieringa:</p> <ul style="list-style-type: none"> • KPCF Inc., wish to conduct meetings in the KP Community Room at least monthly commencing 5.00pm. Is a Councillor permitted to open/close venue and set alarm? CEO had no objection to a Councillor collecting a key which allows access to the rear of the Community Room as would occur if hiring/using the complex or RSL building. • Community Development Officer – 0.5FTE status CEO advised that interviews had been conducted but no preferred applicant at this time. Position remains vacant. <p>Cr Fleay:</p> <ul style="list-style-type: none"> • Ministerial Expert Committee on Electoral Reform – public submissions close 8 June 2021. <div style="text-align: center;">  <p>MEC Discussion Paper 2021 May cop</p> </div> <p>Cr Radford:</p> <ul style="list-style-type: none"> • Solar Pump for new Blackwood Road Dam – CEO advised that Supervisor Horticulturist (SH) returns from leave next week and will progress purchase order. • Would like clarification regarding spray unit separate use of chemicals. <p><i>(Response from SH – 19 May 2021: “Craig asked me to clarify with you a question which he was asked at Tuesday 11th Mays Briefing session. We have two liquid holding tanks on the spray truck, one is used solely for weed control chemicals, Glyphosate, Simazine etc. and</i></p>
----------------	-------------------	--

the other solely for water and/or pesticides and insecticides to spray the roses. At present, we only have the one pump which Mark washes out thoroughly with Boom Clean, when he changes from spraying Herbicides to the other liquid tank. I'm getting quotes on a second pump, which will allow the truck set up to have two completely separate spraying systems.”)

Shire President:

- CEO Performance Review 19/20 & 20/21 Financial Years – CEO to distribute new template allowing Councillors to conduct review 1 June 2021 and include recommendation in agenda for Ordinary Council Meeting on 15 June 2021.

Cr Gale:

- Can Council staff ascertain level of headwork charges that relate to Kojonup? CEO will ask team to prepare a headwork’s comparison for Housing initiative projects undertaken in Kojonup.
- ‘Team Towns’ – extend invitation to visit Kojonup. CEO indicated that various dates will be emailed for consideration after 21/22 budget adopted as Council and ‘Team Towns’ then have certainty on extent of funding that may be available.

Cr Singh:

- Would like Council to:
 - revisit CRC building arrangement
 - Provide update on Communications Tower title progress

		<ul style="list-style-type: none">➤ Projected costings for 'Spring Concept' work e.g., paths, car park, access/egress, 6 seasons garden/landscaping, toilets, etc.➤ What incentives are available to address housing shortage given demand exceeds supply? <p>CEO:</p> <ul style="list-style-type: none">• Given time constraints today, can Councillors please refer comments on draft KPCF Inc., MoU direct to CEO email?• Presented brass plaque in recognition of rock work undertaken by Quinto Guidi and Vito Muletta throughout Kojonup which will be erected on the rock wall outside the Reception Room Car Park, incorporating an official unveiling in July 2021.
--	--	---



Rick Mitchell-Collins
Chief Executive Officer