

# Shire of Kojonup Briefing Session – 21 June 2016

Record of Meeting (9:00am – 2:50pm)

**Attendance:** Shire President, Councillors: Sexton, Hobbs, Radford, Prichard, Pedler, Warland & Mathwin.

**Apologies:** Nil

**Officers:** CEO, MRS (9:00am – 9:40am), EHO (9:00am – 9:40am), MCD&T (9:45am – 11:10am), CDO (9:45am – 11:10am) & MCS (11:00am – 12:30pm & 1:10pm – 2:20pm).

**Guests:** Nil

## DECLARATIONS OF INTEREST

Nil

## CONCEPT/AGENDA FORUM

<b>Time Slot</b>	<b>Item</b>	<b>Response / Action</b>
9:00am – 9:40am	<p>Manager Regulatory Services to:</p> <ul style="list-style-type: none"> <li>• Provide an update to Council on Liquid Waste options</li>   <li>• Discuss with Council Grant Approval from the Department of Water</li>   <li>• Discuss with Council 2016/2017 swimming season Pool Manager</li> </ul>	<p>The MRS advised he had contacted Julian Murphy, CEO at the Shire of Katanning who is interested in meeting with us to discuss liquid waste disposal options. The MRS has also arranged for a survey of a potential liquid waste pond at the landfill off Albany Highway and a consultant is currently developing design drawings and specifications, ready to construct our own facility if required.</p> <p>Minister for Water, Mia Davies, has advised that we have been successful in obtaining a grant for \$100,000 from the Department of Water towards the cost of constructing a water pipeline from the disused Water Corporation town dam to The Kodja Place and APEX Park. We also have a grant application with GSDC for \$70,000 for this project and will know the result of our application next month (July).</p> <p>Our pool manager, Jen Spriggs, has offered her services for next season and a letter of offer has been forwarded to her. Upon her acceptance a formal contract will be prepared for the contract period from 1 October 2016 to 31 March 2017.</p>

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	<ul style="list-style-type: none"> <li>Discuss with Council the Shire's new Regional Environmental Health Officer (EHO) – Shane Chambers</li> </ul>	<p>The MRS introduced Shane Chambers, the new regional VROC shared EHO. Shane will be resource shared between the Shire of Plantagenet (being the host Council), the Shire of Broomehill/Tambellup and the Shire of Kojonup. We will use 0.5 of Shane's time which equates to 5 days per work fortnight.</p>
9:45am – 10:40am	<p>The Chief Executive Officer &amp; Manager Community Development &amp; Tourism to:</p> <ul style="list-style-type: none"> <li>Update Council on the Black Cockatoo Café (BCC)</li> <li>Introduce to Council the Shire's new Community Development Officer (CDO) – Serena Jade.</li> </ul>	<p>The CEO &amp; MCDT updated Council on the first fortnight of trading under the new management and some of the operational challenges that lie ahead. The staff at BCC worked hard during the 2 day changeover to get the café ready to open for the long weekend and so far the responses by patrons has been very positive.</p> <p>MCDT introduced Serena Jade to the Council and Serena then provided Council with brief information on her background and skillsets.</p>
11:10am – 12:30pm	<p>Manager Corporate Services to:</p> <ul style="list-style-type: none"> <li>Conduct with Council, Budget Workshop No. 2</li> </ul>	<p>The MCS gave a presentation to the Council on the following:</p> <ul style="list-style-type: none"> <li><a href="http://www.MyCouncil.wa.gov.au">www.MyCouncil.wa.gov.au</a> website as created by the Department of Local Government and Communities, including an explanatory video and the Shire of Kojonup's Financial Health Indicator of 82%;</li> <li>The newly released WALGA equivalent website <a href="http://www.knowyourcouncil.com">www.knowyourcouncil.com</a></li> </ul> <p>A breakdown of the weightings of each ratio to calculate the Financial Health Ratio and how to influence the results of ratios. Discussion took place regarding the importance to the Council of the ratio results at the peril of other sound financial management practices. It was unanimously resolved that the Shire's current financial management practices in relation to loans and reserves not be altered in the chase for better ratio results.</p>
1:10pm– 2:20pm	<p>Manager Corporate Services continued with Council by:</p> <ul style="list-style-type: none"> <li>Providing Council with a Corporate Services update</li> </ul>	<ul style="list-style-type: none"> <li>Darren Long of DL Consulting will be in Kojonup on Wednesday &amp; Thursday to commence the end of year financial reporting process (Annual Report);</li> <li>Minor renovations to two Offices in the Administration building are currently occurring and as a result, several staff are currently 'displaced'. When complete the CEO, EA, Records Officer and Works Administration Officer will all have changed office locations;</li> </ul>

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		<ul style="list-style-type: none"> <li>• The Black Cockatoo Café continues to occupy Corporate Services staff with banking procedures, EFTPOS machines and point of sale systems being implemented; and</li> <li>• It is a very busy time of the year with end of year financial work and the 2016/2017 budget occupying our time.</li> </ul> <p><b><u>2016/2017 Annual Budget</u></b>  The MCS Outlined the following for the budget:</p> <ul style="list-style-type: none"> <li>• Operating Statement</li> <li>• Municipal Fund Summary</li> <li>• Proposed project for an Executive Manager’s Residence to be located in Loton Close (next to the CEO residence) to be fully funded by loans. It was unanimously resolved to include: <ul style="list-style-type: none"> <li>○ “Staff Housing Capital Expenditure \$500,000</li> <li>○ Loan Funds \$500,000; and</li> <li>○ The Council to workshop further the exact location and size of the housing to be constructed – including options such as (a) Newton St Unit at rear, (b) two units at the site of the old day care centre and (c) house at Loton Close”.</li> </ul> </li> </ul>
2:20pm - 2:50pm	<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 Hobbs:</p> <ul style="list-style-type: none"> <li>• Main Roads WA turned 90 years old in June and to celebrate, the Great Southern Regional office held an open day. After a brief welcoming speech, staff conducted some short tours around the Main Roads property, including: <ul style="list-style-type: none"> <li>– Environmentally friendly office building,</li> <li>– Materials laboratory, and</li> <li>– Workshop with some large road-working machinery.</li> </ul> </li> <li>• Attended Great Southern Road Safety Conference in Cranbrook with Cr Pritchard and WAO on 16 June 2016.</li> <li>• Jeff Alderton – Manager of Works, Cranbrook advised that following a truck roll over Council introduced a policy that limits speed to 80km unloaded and 70km loaded.</li> <li>• During the harvesting period 15,185 heavy haulage vehicle movements were recorded with 11,950 of them regarded as driving too fast.</li> <li>• Andrew Duffield (Main Roads) indicated that since 2003 - 793 people have died on WA roads.</li> <li>• Kim Papalia (Road Safety Commission) indicated that 800,000 Caravan and RV’s are registered in WA and there was recognition that drivers</li> </ul>

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		<p>(including truck drivers) required overnight parking, toilet and shower facilities.</p> <ul style="list-style-type: none"><li>• Albany are extending road shoulders by 0.8 metre from Middleton Beach to Emu Point for use as a bike lane.</li><li>• Plantagenet is erecting additional road signs regarding speed reduction on country roads.</li><li>• VROC to assess value of Road Wise.</li><li>• Dominic Wood (WA Police) indicated that of the 21 fatalities – 5 were alcohol related, 8 were fatigue related, 6 were related to inattention and 2 were drug related.</li><li>• In 2012 – there was 9,000 Random Breath Tests (RBT) and in 2015 there were 30,000 RBT conducted.</li><li>• 280,000 camera flashes for speeding.</li><li>• Albany Highway – Harold Road passing lanes still programmed for next year.</li></ul> <p>Cr Radford:</p> <ul style="list-style-type: none"><li>• Fence at property next to 124 Café following vehicle accident looks unsightly and can Council ascertain from property owner (via insurance company) when the fence is likely to be repaired?</li></ul> <p>Cr Warland:</p> <ul style="list-style-type: none"><li>• Gregory Street – can it be swept again as a lot of loose blue metal is still present.</li><li>• Attended Bowler Place meeting – kitchen maintenance being undertaken as well as technology updates with residents.</li></ul> <p>Cr Mathwin:</p> <ul style="list-style-type: none"><li>• Beaufort Paleo Channel – Shire President has undertaken discussions with Government Agency Directors and further investigation works on channel to form part of DAFWA/Water funding application.</li><li>• Biosecurity – predominantly it is a state responsibility with Federal focus on foxes, rabbits, pigs and declared pests/flora – are cost shifting to Local Government due to limited resources and funds?</li></ul> <p>Cr Pritchard:</p> <ul style="list-style-type: none"><li>• Rural Addressing – Resident had to get a passport and found he had 5 addresses related to his property and found it extremely difficult to settle</li></ul>
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		<p>on the correct address. CEO advised that updates are being provided in the Kojonup News and on Facebook and the Shire website. New numbers are progressively being installed at the entrances to properties by Works &amp; Services and letters will be sent to affected property owners explaining the changes with the effective implementation date being 1 August 2016. It is important that property owners then ensure new address details are updated with service providers.</p> <ul style="list-style-type: none"> <li>• Benn Parade Toilet – needs a sign “Alternative Public Toilet at Apex Park” as Benn Parade toilets locked unless train running.</li> <li>• RSL Piano – Gary Bailey undertakes maintenance and tuning. Ensure piano is on Council inventory as owned by the Shire. CEO advised that Paul Retallack had a recent visitor who specialises in pianos comment that this piano is a valuable asset.</li> </ul> <p>Shire President:</p> <ul style="list-style-type: none"> <li>• WALGA Convention 3 -5 August 2016 – CEO to email programme to Councillors for consideration as registrations close soon noting that the SEGRA Conference is being held in Albany, October 2016.</li> </ul>
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*10:40am- 11:10am Morning Tea  
12:30pm- 1:10pm 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

