

Record of Meeting (9:00am – 4:20pm) **Shire of Kojonup Briefing Session, 3 February 2016**

Attendance: Councillors: Radford, Mathwin & Pedler (from 9:00am), Shire President and Councillors: Sexton, Hobbs & Pritchard (from 11:00am).

Officers: MCS & SFO (9:00am – 10:50am), SPO (10:30am – 10:50am), CEO (from 11:00am)

Guests: David Prasser-Jones (9:00am – 10:30am)

Apologies: Cr Warland, Town Planner

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am – 10:50am	Audit Committee Meeting (See Agenda under separate cover)	Refer separate minutes
11:15am – 3:30pm	CEO Update in absence of Town Planner: Discussions held over from Council Meeting 22 October 2015 regarding Councillor representatives for the following Committees of Council: <ul style="list-style-type: none"> • Blackwood Road Precinct Advisory Committee • Kojonup Tourist Railway Inc. • Kojonup Historical Society 	<p>General consensus in accordance with CEO suggestion that the committee not proceed until Reserve and Title changes occur to the various Lots within the Showground Precinct with Landgate.</p> <p>General consensus that a formal appointment be considered after receipt and consideration of the contents of the Heritage Interpretation Report being conducted by Helen Munt. In the interim, Manager Regulatory Services – Mort Wignall to continue to attend KTR meetings.</p> <p>Upon Council and KHS agreeing on terms and conditions in relation to a new management agreement for Elverd’s Cottage,</p>

	<ul style="list-style-type: none"> Health Aged Care Medical Services <p>Other:</p> <ul style="list-style-type: none"> Road Signage 	<p>Barracks, Old Post Office, Machinery Shed and custodianship of historical items, artefacts, displays, stories etc., Cr Pritchard will continue as Council's elected representative with Cr Pedler as Proxy.</p> <p>CEO outlined history leading up to Council Decision 50/15 passed at the 21 April 2015 Council Meeting especially for the benefit of newly elected Councillors including implications to Council's Long Term Financial Plan.</p> <p>Over the past 4 years there had been a number of factors that effectively changed the original intent expressed at a Public Meeting regarding the need to replace or upgrade the Bagg Street Clinic and succession planning for Dr King including the generous bequest on behalf of George and Patricia Church.</p> <p>Council from a Strategic and Community perspective needed to ensure that Hospital services, GP's, Aged Care, Dementia, High dependency, Drug & Alcohol abuse, allied health and medical services were not considered in isolation but collectively with all stakeholders and the 3 levels of government as the Community Strategic Plan 2013 – 2023 Focus Area 1.6 Being Healthy states – Ensure and promote adequate health services are available in Kojonup. It does not explicitly state to build, construct, control or provide as a core business of Council.</p> <p>Councillors agreed that the area bounded by Spring Street, Soldier Road, Loton Close and Barrack Place presently containing the hospital, Springhaven and ILU's is a defined Health Services Precinct. As such, Council should explore the merits of developing a Health Services Master Plan that looks at all options mentioned above and asked the CEO to prepare a scoping document to engage a facilitator to walk Council through the master planning process with emphasis on the Southern Inland Health Initiative.</p> <p>CEO presented concept plans of signs depicting the new logo and discussion then focused on standards or policies relating to the lettering size/colour (presently gold lettering on a green</p>
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	<ul style="list-style-type: none"> <li data-bbox="394 548 787 576">• Kodja Place Master Plan <li data-bbox="394 808 997 868">• Sports Complex – Netball Courts, new access, etc. considerations <li data-bbox="394 1068 997 1128">• Integrated Water Management Master Plan (IWMMP) 	<p data-bbox="1024 196 1900 418">background) whereas new colours proposed would be reflective black lettering on a white background. Also discussed was the location of signs with some opposite the road intersection and others on the same side as the intersection. Either way there needs to be continuity and preferably a reflective arrow as part of the sign. Manager Works & Services to prepare a report on matters raised for next Briefing Session.</p> <p data-bbox="1024 451 1900 511">Council preferred Option A which had logo first followed by street/road name.</p> <p data-bbox="1024 548 1900 771">CEO presented scope of works and background paper prepared by Margaret Robertson which was tabled at the KPAC meeting held 21 January 2016 and 3 recommendations passed at the meeting. This matter would be raised at the 16 February 2016 Council Meeting seeking Council support to lodge an application seeking \$50,000 from the GSDC – Community Chest Fund which needs to be submitted by 1 March 2016.</p> <p data-bbox="1024 808 1900 1031">CEO is awaiting ABV Leisure Services costings regarding all weather surfaces and roofing options for the netball courts. CEO meeting with Consulting Engineer – Paul Robertson and Works & Services 2IC Robbie Ballock on 5 February 2016 to progress storm water drainage requirements/improvements and costs in order to finalise report for 16 February 2016 Council Meeting as CSRFF application needs to be lodged by 31 March 2016.</p> <p data-bbox="1024 1068 1900 1356">Shire President, Crs Mathwin and Radford together with MRS and CEO met with GSDC representatives, Russell Pritchard and Jessica van der Waag on 28 January 2016 to discuss the merits of Council developing an IWMMP given the partnerships that are being created with the Water Corp and Dept. of Water. Drought proofing, Firefighting supplies, water harvesting & re-use, environmental benefits to Kojonup Brook, etc. all form an integrated approach and compliments the State Government’s and indeed the GSDC’s “Water for the future” initiatives.</p>
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	<ul style="list-style-type: none"> • RSL Hall/Apex Park Development Planning • Leases, Contracts, Agreements, MOU's • Town Hall Toilets Upgrade • Curly Wig Land and Civic Precinct Planning • Works & Projects Status Report 	<p>MRS and CEO to approach Cush Prasser-Jones to prepare a scoping report which would form the basis of a Regional Grant Scheme application for the preparation of a Master Plan.</p> <p>Implementation of the Master Plan would be \$5,000,000 + addressing storm water runoff, drainage, catchment plans, retarding basins, storage (existing/additional) piping, etc.</p> <p>CEO obtaining quotes to enable a facilitator to conduct sessions with stakeholders as per Council Decision 186/15.</p> <p>CEO exploring opportunities to engage legal services under an annual retainer (WALGA preferred supplier) to prepare contracts, leases, agreements, MOU's, etc., for Kojonup as well as VROC members as he is concerned that past documentation is deficient in that it has not been legally vetted and therefore, not legally binding, compliant or enforceable.</p> <p>Architect, Leith Schmidt, has been engaged to prepare documentation necessary to accompany a funding application for new public toilets to replace the Harrison Place toilets.</p> <p>As part of the above project, Leith has also been asked to look at subdivision and development footprints for the Curly Wig block as well as parking in Harrison Place and around the Council Office and Memorial Hall in line with the Main Street Master Plan suggestions for the Civic Precinct (including Hillman Park) for future funding applications.</p> <p>Projects, etc. completed or in progress as at 29 January 2016:</p> <ul style="list-style-type: none"> • Extensive community consultation, engagement & transparency • New Corporate Logo (Progress Implementation Plan) • Townscape improvements to Parks & Reserves following the appointment of Supervisor – Horticulture • Road Program (on budget/on time) • Springhaven – Manager Aged Care Services and Team achieved full compliance and accreditation
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COUNCILLOR Q & A

3:30pm – 4:20pm	<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 Pedler:</p> <ul style="list-style-type: none"> ➤ Cemetery - Mapping, Grave site details, info available on our website is deficient and needs to be addressed. Advertising of plaques/monuments occurring at other cemeteries should be considered by Kojonup Cemetery Group. <p>Shire President:</p> <ul style="list-style-type: none"> ➤ Councillor Training Sessions at Kojonup by WALGA/DLGC <ul style="list-style-type: none"> - 15 February 2016 - "Serving on Council" - 16 February 2016 - "Meeting Procedures & Debating"
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		<ul style="list-style-type: none"> - 3 March 2016 – “Land Use Planning” - 4 March 2016 – “ Strategy & Managing Risk” <p>Neighboring Councils to be emailed encouraging attendance as response to date unsatisfactory.</p> <ul style="list-style-type: none"> ➤ RDA via Simon Lyas conducting information session at Katanning Leisure Centre 5 Feb 2016 regarding NSRF Round 3 applications if any Councillors interested. <p>Cr Sexton:</p> <ul style="list-style-type: none"> ➤ CEO advised no response made regarding P Harrison video other than original \$12,000 budget allocation. <p>Cr Mathwin:</p> <ul style="list-style-type: none"> ➤ Is there an opportunity using caricatures of sheep on banners, panels on walls or buildings as a tourist attraction given Kojonup was the first shire with 1 million sheep? ➤ Barry Bailey has Boscabel farmers transcript that should be part of The Kodja Place Story Place. <p>Cr Pritchard:</p> <ul style="list-style-type: none"> ➤ CEO house design queries <ol style="list-style-type: none"> 1. Roof - Council agreed that 30 degree pitch stays. 2. Ceiling height - Agreed it should be 2.7m as a minimum. 3. Insulation - prefer in internal walls as well as external & roof space. 4. Windows – ascertain cost to fit windows with 6.38mm laminated and tinted security glass rather than proposed in design. 5. Fit Security glass to external doors, fireproof internal garage door? 6. Fit Stainless steel mesh to all fly screens. 7. Preference to have 1 double stack door to outdoor entertaining area plus window in place of other. (allows more bench space under window)
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11:00am – 11:15am Morning Tea

12:50pm- 1:15pm 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