

Record of Meeting (9:00am – 2:45pm) **Shire of Kojonup Briefing Session 17 November 2015**

Attendance: Shire President, Councillors: Sexton, Hobbs, Radford, Pritchard, Mathwin, Warland & Pedler (from 12:15pm)

Officers: CEO, MW&S (9:00am – 11:00am), SR/BMC (9:00am – 10:00am), Planner (11:00am – 12:00pm), SPO (1:00pm – 1:30pm), DSC (1:30pm – 2:08pm) & RO (1:55pm – 2:34pm)

Guests: Peta Zadow & Sarah Rankin – Kojonup P & A Society (9:00am – 9:35am)

Apology: MCS

DECLARATIONS OF INTEREST

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am-10:00am	Peta Zadow to make a presentation to Council on: <ul style="list-style-type: none"> • Kojonup Agricultural Show 	Shire President on behalf of Council welcomed Peta and Sarah to the Session and invited Peta to address the Council. Kojonup P & A Society power point presentation attached.
10:17am-10:50am	Manager Works & Services to: <ul style="list-style-type: none"> • Conduct Induction Session for Council giving an overview of Works & Services 	MW&S power point presentation attached.
10:50am-11:00am	Shire President – Drug & Alcohol Strategic Workshop	Shire President reported that a second workshop was held yesterday with excellent attendance to progress public education and awareness of the support and resources available to those families and individuals struggling with drug, alcohol addiction and anti-social behavior including domestic violence etc. Outcomes of discussions included: <ul style="list-style-type: none"> • Steering committee of Trish, Dave, Robbie, Shire President, Delson, Anita to prepare a list of Public Forums, Workshops, Information sessions and events that could be achieved over the next 18 months. • Shire President to:

		<ul style="list-style-type: none"> ○ Arrange via Anita (Health Department) available dates in February 2016 for Dr. Matt Coleman (Addiction Psychologist) to conduct a professional information forum at Kojonup with Doctors, Nurses, GPs and other agency members about Methamphetamines. ○ Organise for Jamie Coyne from Albany PCYC to conduct an Ice Breakers Forum that aims to help the user and families navigate their way through the addiction by providing tools for change and showing the user how to use the tools when they are tempted by high risk situations ○ Support the continuing efforts of service providers and demonstrate to the community that they are not alone in their struggle with the effects of drugs and alcohol etc.
11:00am–12:00pm	<p>Town Planner to:</p> <ul style="list-style-type: none"> • Conduct session on process and considerations requested to progress the preparation of a new Town Planning Scheme 	<p>Spoke about new exemptions and permitted uses under <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. Spoke about proposed GSJDAP feedlot report.</p>
12:05pm	<p>Fire at Muradup – Session temporarily suspended in order to ensure resources instigated.</p>	<p>Councillors had intended to visit Kojonup Health Service Open Day (Kojonup Hospital) at this time but fire at Muradup prevented visit occurring.</p>
1:00pm–1:30pm	<p>Senior Project Officer to:</p> <ul style="list-style-type: none"> • Update Council on Rural Addressing Project 	<p>Kojonup was offered assistance by Landgate 10-15 years ago and did not take up the offer and so therefore, all maps have been archived and in any event would be out of date. They no longer have any resources to assist us, nor is there any government funding available now. Australia Post is no longer involved either and Landgate do NOT undertake the mailouts to rural properties anymore. They no longer have numbers on the maps and cannot produce them for us with numbers. My contact advised that Shire of Bridgetown/Greenbushes recently undertook this process and have offered some guidance on how they managed the process manually.</p> <p>After speaking with Michelle Donaldson (Planning Department) from Shire of Bridgetown/Greenbushes, she advised that the process took up to 2 years to finalise using the following steps:</p> <ol style="list-style-type: none"> 1. A person from the Works Department used a vehicle with an official odometer and measured all of the rural properties

		<ol style="list-style-type: none">2. That person works with other surrounding Shires to ensure our numbering fits in with theirs although ours will have a different starting point within our Shire with right hand properties having even numbers and left hand properties having odd numbers3. Works Department plotted all roads and numbers onto an Excel spreadsheet – numbers plotted onto Quantum GIS program and mapping system that Works Department use.4. They only provided numbers where a rural property had a house or significant workplace or large shed.5. They didn't give a number to all driveways.6. Chose main driveway for rural properties where there were more than one and also rang the landowner to check.7. Then they checked all roads on their computer and added details of each property owner.8. Rates officer was instructed to advise of all new owners during this period where properties were sold, etc.9. Sent Excel spreadsheet to Landgate to check, then it went "live".10. Some properties had 2 houses – had to choose primary owners with secondary owners inserted so that it came up in Landgate records.11. They also had to provide lot numbers for each property and make sure that they were correct.12. Rural numbers have many lots and had to give the number to the lot with the house as a driveway lot is sometimes different.13. They initially advertised their intention to do this through their local community newsletter.14. They used Michelle Waldron from Australia Post to assist in the co-ordination with this (she may no longer be there but the local Australia Post will know the new contact).15. Once all data has been verified by Landgate, they may email all authorities including Australia Post for us.16. We will then have to advise all landowners of their new numbers ourselves.17. They also put into place a policy where for all new building applications, the RSN is included in the planning approval including the cost and when that's paid a number is allocated and they order the sign. <p>Michelle is going to email me a copy of the Excel spreadsheet they used to get us started. The process took 2 years to complete with a lot of</p>
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	<ul style="list-style-type: none"> Daycare Centre 	<p>questions raised of Landgate and a lot of phone calls to landowners to check numbering and driveways were correct.</p> <p>Landgate have now provided a copy of the spreadsheet they used from that time that was part of the pre-prep work however they stressed that the information is now 10 years old and every road will need to be rechecked, especially those that enter other Shires. They would also like us to consider doing the Townsite's as well at the same time as we note we still have "lot" addresses in use.</p> <p>A meeting with Works Department representative, Senior Finance Officer and Senior Projects Officer is being organised to commence the process of checking all numbers allocated from Landgate and ensuring where the Shire intersects with other Shires that the numbering is consistent.</p> <p>Daycare AGM held 4 November 2015 with new committee of 10. President: Melissa Matthews Vice President: Leith Schmidt Secretary: Stephanie Waldron Treasurer: Taryn Jones Committee: Rebecca Cowie, Alice Schinzig, Stacy Waldron, Kelly Sutcliffe, Chenoa Papworth, Linda Salisbury.</p> <ul style="list-style-type: none"> Very enthusiastic committee. Plans afoot for obtaining funds from local service clubs, CWA, Renew and Mens Shed to purchase new equipment for the new Centre. Small deficit from 2014/2015 attributed to costs for new Manager including relocation, housing, etc., which will not be incurred in this year's budget. Approval for after school care for children up to 12 years old just received to increase the income for the Centre. New Centre is being inspected by Department on 9 December 2015 to obtain approval. We expect an upgrade of rating for the Centre due to the documents produced by Senior Projects Officer. Old Centre will close on 23 December 2015 and re-open in the new Centre on 6 January 2016 with preparations for the move underway.
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1:30pm– 2:08pm	<p>Development Services Coordinator (DSC) to:</p> <ul style="list-style-type: none"> • Update Council on Loton Close Independent Living Units (ILUs) – External Colour Scheme Options 	<p>Loton Close Land - since our last briefing session:</p> <ul style="list-style-type: none"> • The water main upgrade has been completed and commissioned. • We have hit a snag through Water Corporation regarding our Buildernet application and are currently working through options in order to progress this and therefore the building application. • We are awaiting certified plans from the Building Surveyor. • The Telstra cabling to the existing house on Lot 8 runs directly across the development area. We currently have an application lodged with Telstra to have the existing pit relocated outside our proposed road widening area (as it was discovered to be damaged during earthworks) and for a new service to be installed to the existing house. We are awaiting a quote as this work is required to be carried out by a licensed Telstra sub-contractor. • We have received confirmation from Western Power that our power connection will be carried out within the next 16 weeks. <p>Loton Close – ILUs: Job for Councillors today is to provide some feedback on possible external colour schedules. Handouts were provided consisting of:</p> <ul style="list-style-type: none"> • Photos of existing ILUs – largely cream with greens, blue or greys (unit 4 has a blue roof; units 6 and 14 have a light green roof, unit 8 has a dark green roof and the rest are all grey/surfmist) • External colour schedule that went out with the tender documents. This was indicative only and suggests that we would be having half a duplex one colour and the other half another colour. • A copy of the typical front elevation (ie north). • A list of existing Colorbond colours • A few examples of other ILUs <p>Feedback from Councillors was for all three duplexes to be cream brick with surfmist Colorbond roof. They would prefer that all duplex halves have their own colour scheme including gutters. Six colour choices for gutters, facia, downpipes and posts were Deep Ocean, Pale Eucalypt,</p>

		<p>Manor Red, Shale Grey, Cottage Green and Evening Haze. If only three choices are available, the first three above were nominated as priority. DSC to provide this information to H+H to then provide some suitable colour options for the weatherboard cladding.</p> <p>Paving – would like all paving for all units to be the same. Would like a dark colour included within the middle of the carport (to disguise possible oil stains); possibly within each driveway to provide a visual clue to the residents to assist with parking.</p> <p>Rear fencing options – Council would like open style fencing options (as shown in one of the hand outs) investigated for the rear. Happy with colorbond for dividing and the front fences.</p>
2:08pm – 2:34pm	Local Government Elected Members Induction Video produced by the State Records Officer of Western Australia	The Records Officer gave a brief overview on Recordkeeping within the Shire of Kojonup before Elected Members viewed the Induction Video. Councillors found the presentation quite informative and discussion followed regarding their Recordkeeping Responsibilities.

COUNCILLOR Q & A

2:34pm – 2:45pm	<p>Councillor Updates</p> <p><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"> • Fire Hazard Reduction Program – CEO advised that Ranger is presently issuing notices to property owners including State owned properties. <p>Cr Radford:</p> <ul style="list-style-type: none"> • Potts Memorial – A letter has been circulated to Councillors requesting Council to instruct the CEO to undertake certain actions. Council were united that such an approach does not achieve effective strategic planning and that no further discussion on the matter be undertaken as the Potts Memorial forms part of the CEO’s report regarding the RSL Hall item being considered at this afternoon’s Council meeting. <p>General:</p> <ul style="list-style-type: none"> • Name badges, updating new Elected Members name plates and Honour boards being attended to by the Executive Assistant.
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10:00am – 10:17am Morning Tea

12:35pm – 1:00pm 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