

Record of Meeting (9:00am – 3:10pm) **Shire of Kojonup Briefing Session 1 September 2015**

**Attendance:** Shire President, Deputy, Crs: Mathwin, Trethowan, Radford, Benn (9:06am – 11:00am) and Pedler (from 9:15am)

**Officers:** CEO, MRS (9:00am – 9:35am), DSC & Planner (10:03am – 10:50am), MCS (11:00am – 1:00pm)

**Guest:** Dr Sarah Rankin – Moonies Hill Energy Pty Ltd (9:58am – 10:50am)

**Apology:** Cr Pritchard

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am – 9:35am	<ul style="list-style-type: none"> <li>• Manager of Regulatory Services (MRS) to:               <ul style="list-style-type: none"> <li>i. Table report on Occupational Health &amp; Safety (OH&amp;S) workplace inspections.</li> <li>ii. Update Council on proposed Liquid Waste Ponds and South Dam (Water Corp).</li> </ul> </li> </ul>	<p>Copies of workplace safety assessment reports were tabled for the information of Councillors. The assessments showed an overall satisfactory standard of performance across all workplaces with only a few compliance issues noted - mainly regarding inadequate space for orderly storage of tools, equipment and materials at The Kodja Place (TKP) which will be addressed as part of the review of work space and storage requirements across the entire precinct.</p> <p>A substantial improvement was noted in the general housekeeping and storage areas at the Works Depot and this improvement has been achieved through more regular supervision and reinforcement at Tool Box meetings of the need to maintain workplaces in a clean and tidy condition.</p> <p>Council staff have met with representatives of the Department of Water who are keen to see the Shire submit an application for funding through the next round of the Community Water Supply Program to expand the existing water reuse program with use of water from the Water Corporation dam off Albany Highway. I have contacted Water Corporation who have advised they would be prepared to offer us water from the dam</p>

	<p>iii. Voluntary Regional Organisation of Councils (VROC) Waste Collection</p>	<p>under a License Agreement arrangement. I have written to them requesting they prepare a License Agreement for our consideration. Once access to the dam water is confirmed I will arrange a meeting with relevant staff to develop a scope of works for the proposed project and our Special Projects Officer (SPO) will then prepare a submission for grant funding.</p> <p>I have also had a discussion with the Albany office of the Great Southern Development Commission (GSDC) seeking advice as to whether joint funding for a water reuse project could be applied for through their office and I was advised that there is likely to be grant funds available later this year for the proposed project.</p> <p>I will brief Council further as planning for this project is progressed.</p> <p>I have engaged consultant Ian Watkins, IW Projects to prepare design drawings for a liquid waste disposal pond to be located at the landfill site off Albany Highway which will also require a topographical survey of the site to be undertaken by a licensed surveyor (Roger Machin).</p> <p>These preliminary works will be undertaken within the next month following which I will have the project costed and will prepare a report for Council's consideration. The cost for the site survey and design documentation will be in the order of \$5,000.00 and will be met from funds in the waste management budget. The cost for construction of the pond is likely to be in the order of \$15,000.00 and is an unbudgeted item which will require a budget amendment prior to proceeding with the project.</p>
<p>9:35am – 10:00am</p>	<ul style="list-style-type: none"> <li>• Chief Executive Officer (CEO) to: <ul style="list-style-type: none"> <li>i. Lead brainstorm of ideas for Christmas Function with Councillors</li> <li>ii. Give Kojonup Tourist Association (KTA) update</li> </ul> </li> </ul>	<p>Councillors supported a change to present format suggesting a midday/afternoon function utilising a Council facility (Complex) with catering provided as it allows all sections of Council to mix in a less formal environment. CEO to discuss same at Senior Management Team (SMT) meeting on Thursday, 3 September 2015. A sub-committee represented by each section will then organize the event which at this stage would be held Friday, 11 December 2015.</p> <p>Advice received from Mr Malane and Mrs J. House that KTA accepts Council's offer for stock, fixtures and fittings and the Deed of Termination</p>

	<p>iii. Department of Local Government &amp; Communities (DLG&amp;C) – Better Practice Review (Capacity Building Program)</p>	<p>has been executed. KTA would like a 10 year rental arrangement for the CWA building however, consensus was for a 3x3x3 type of arrangement to allow Council and the Community to assess Main Street Master Plan concepts as well as Benn Parade and Apex Park future planning strategies. CEO advised that a further report in line with Resolution No. 116/15 would be tabled for Council consideration in May 2016.</p> <p>Councillors very supportive of CEO progressing Kojonup’s participation in the Department of Local Government &amp; Communities – Better Practice Review Program as per the attached flyer.</p>
10:00am – 10:30am	<p>Sarah Rankin, Moonies Hill Energy Pty Ltd (MHE) to provide an update on Wind Farm.</p>	<p>Cr Ronnie Fleay (Shire President) welcomed Sarah to the Briefing to update Council on MHE efforts to progress the Wind Farm since its initial inception in 2008.</p> <p>Sarah outlined via a power point presentation the extensive work undertaken since 2008, especially efforts undertaken since approvals for the Development were issued by Council in 2011.</p> <p>In this time the Gillard and Rudd Governments had been replaced by the Abbott Government which has effectively seen the abolishment of Renewable Energy Targets. Despite these setbacks and Western Power’s inability to provide written advice on access to the power grid etc..., MHE are very close to finalizing the turbo design and suppliers as well as finance, allowing Council prior to December 2015 to make determination on extending the existing approval. Phil Shephard (Town Planner) advised that Council has gazetted a scheme amendment to be able to use the powers proposed in the amendment.</p> <p>Shire President thanked Sarah for update.</p>
11:15am – 12:30pm	<ul style="list-style-type: none"> <li>• Manager of Corporate Services (MCS) to: <ul style="list-style-type: none"> <li>i. Workshop Policy on Ratios for Annual Report.</li> <li>ii. Update Council on Muradup CWA Block.</li> </ul> </li> </ul>	<p>The MCS updated Council on the draft policy on performance measuring ratios for the annual report.</p> <p>The MCS updated Council on the acquisition of the Muradup CWA block.</p>

	<ul style="list-style-type: none"> <li>iii. Update Council on Fair Value.</li> <li>iv. Update Council on the Local Government election process.</li> <li>v. Library/CRC in conjunction with CEO</li> </ul>	<p>The MCS updated Council on the changes to fair value amendments of Infrastructure Assets for 2014/2015.</p> <p>The MCS updated Council on the 17 October 2015 election process.</p> <p>The CEO circulated statistics relating library book issues by hour of day and by day of week. Discussion ensued regarding the future of the library, Shire office refurbishment and colocation of the library and other similar services, such as the CRC.</p>
1:05pm – 1:55pm	<ul style="list-style-type: none"> <li>• Chief Executive Officer to: <ul style="list-style-type: none"> <li>i. Discuss Community Strategic Plan Review.</li> </ul> </li> </ul>	<p>CEO “walked” through each Focus Area and the Shire’s commitment to ascertain what has been achieved/completed, in progress or changed/modified and what is still to be undertaken. The existing Community Strategic Plan tends to suggest operational commitments which are predominantly covering a short term whereas, for example: from a strategic perspective what is the approach/vision/aims/objectives to be achieved now that the Main Street Master Plan has been undertaken?</p> <p>The CEO and SMT will do a similar exercise including reference to the Corporate Business Plan and other Integrated Planning informing documents to ensure enabling services, strategies, key performance measures, budget and timing accurately reflect past, present and future strategic directions which will then be workshopped with Council and ultimately the Community.</p> <p>Aligned with the review will be results of the Community Engagement Survey which will be collated by the end of October 2015.</p>

#### COUNCILLOR Q & A

1:55pm – 3:10pm	<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>Shire President:</p> <ul style="list-style-type: none"> <li>• Met with GSDC Chair and Andrew Rado in Perth on 26 August 2015 for update on possible development in Kojonup.</li> <li>• Telephone Conference with Cr Pedler, Phil Shephard (Town Planner) and Michelle Dennis (Development Services Coordinator) and WA Planning Commission regarding GD Pork Development Application.</li> </ul>
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10:30am Morning Tea  
12:30pm 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