

Record of Meeting (9:42am – 2:10pm) **Shire of Kojonup Briefing Session 4 August 2015**

Attendance: Deputy (11:40am – 2:10pm), Crs: Trethowan, Radford, Benn, Pedler (10:11am -2:10pm), Pritchard (11:40am – 2:10pm) and Mathwin (11:40am-2:05pm).

Apologies: SFO, Shire President.

Officers: CEO (11:40am – 2:10pm), MCS (9:42am-11:10am, 12:15pm – 1:22pm), MRS (12:00pm – 1.22pm), MCD&T & MACS (12:05pm - 1:22pm), MW&S (11:40am - 1:22pm), WAO (11:40am – 12:05pm).

Guests: Nil.

DECLARATIONS OF INTEREST

Nil.

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:42am – 11:10am	Audit Committee Meeting Cr Pedler, Cr Benn, Cr Radford & Cr Trethowan present.	An audit committee meeting was held. <i>(Refer to separate minutes).</i>
11:40am – 12:05pm	Works Administration Officer & Cr Pritchard to update Council on Roadwise Meeting attended in Cranbrook on 14 July 2015.	<p style="text-align: center;">Great Southern Road Safety Conference 2015 Cranbrook Sporting Club – 14 July 2015</p> <p>Presentations were made by the following Roadwise Committee, Main Roads and WA Police.</p> <p>Albany Roadwise Committee – Mike Reed (Chairman of Committee) Albany runs a series of events throughout the year including: Easter Fatigue Road Stop, Road Ribbons Safety, Albany Agricultural Show trailer display and a Distraction Activity for younger drivers. They also run a yearly Vehicle Check event located in a supermarket car park. It is a free event for members of the public to get a basic vehicle check performed by qualified inspectors. They also have an information stand inside the foyer of the supermarket with additional information. To encourage people to stop and engage in road safety they run a quiz with a chance to win a \$100 shopping voucher (approx. 260 entrants).</p>

Denmark Roadwise Committee – Sgt Andrew Dunn (Officer in Charge)

Denmark runs 3 events a year, including Australia Day Breakfast, Denmark Easter Traffic Stop and Denmark High School and Ag College Novice Drivers and Leavers Week presentations. They actively target years 11 and 12 with the Roadwise program and encourage a question and answer session.

Cranbrook Roadwise Committee – Jeff Alderton (Manager of Works)

Cranbrook Roadwise Committee consists of community members, Main Roads and Erin. Their committee has recently been targeting the issues of speeds on certain roads in town and the safety relating to signs, holding lines and parking bays. Jeff highlighted that the Northern Two Mile (Cranbrook-Frankland East Road) had up to 600 vehicle movements during the harvest period. They also have the significant issue of harvest traffic contributing to damage of roads, speeding, overnight parking and large volumes of traffic. They are working closely with CBH to reduce the ramping issue and to provide more internal parking bays. CBH is increasing from 360 tonne capacity to 900 tonne capacity this year.

Cranbrook work with the Shire of Plantagenet to provide the Driver Reviver stop points during the public holiday. Taking it in turns to man the stop points.

Plantagenet Roadwise Committee – Dominic Le Cerf (Manager of Works and Services)

Plantagenet focus on the Blessing of the Roads Ceremony each year. This provides the opportunity for members of the public to hear a personal account of tragic injury or loss to enforce the message of safe driving on the roads. It gives people the opportunity to share their stories and inform how road trauma effected themselves as well the families and emergency crews attending. It is then followed by a prayer by the local churches.

Katanning Roadwise Committee – Ron Smith (Committee Member)

Katanning provide a "Get Up And Go" Day at the High School to engage the high school students in road safety and find out what their perceived thoughts are on safe driving. They are encouraged to partake in a quiz and the winner receives an iTunes voucher.

Main Roads – Lindsay McCartin (Network Manager)

Main Roads provided a presentation detailing the Safety Programs available; Safer Roads, Rural Runoff Road, Blackspot, Network Safety and Improvement Program, Capital Works and Animal Mitigation. The Blackspot program has the option of

		<p>combining 2 years of funding allocation to target higher cost programs. The Animal Mitigation Program allowed Main Roads the ability to remove vegetation up to the maintenance zone and no further.</p> <p>During the discussions it was highlighted that Main Roads do not receive all accident numbers. They only receive the numbers of fatalities, which would not give a true indication of high risk accident spots as mentioned by Cranbrook Police. It was mentioned that the Tunney area is a high accident zone partly due to the 3 hour from Perth mark.</p> <p>WA Police – Sgt Peter May (Great Southern District Traffic Coordinator)</p> <p>Received a presentation on the presence of illicit drugs on regional WA roads. The testing for illicit drugs is a time consuming process after the initial test at the site. Albany Police has the Dräger Drug Test machine which is the only one for the Great Southern currently, consequently it has to be shared around. The drug that is most commonly involved in driving accidents currently in the Great Southern is ice. During the testing process a disturbing figure was established that 100% of the drug use in Katanning was Meth.</p> <p>Illicit drug testing is a three-part operation;</p> <p>Part 1) Random roadside drug wipes</p> <p>Part 2) When we get a positive roadside drug wipe, the person is conveyed to the Dräger Drug Test 5000 device for a second saliva drug test.</p> <p>Part 3) The sample of a positive drug test is conveyed to the Chemistry Centre of W.A. It is the outcome of that sample analysis that the person is charged upon.</p> <p>Roadside Drug Wipe is a device used to test a person’s saliva for the presence of an illicit drug (Cannabis, MDMA and Meth) at the side of the road.</p> <p>Dräger Drug Test 5000 is the device used to test a person who has provided a positive roadside drug wipe.</p> <p>Not all positive roadside wipes end-up with a result that we can prosecute.</p>
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		Road Side Drug Wipe Outcomes							
	Neg. Road Side Wipe	Pos. Road Side Wipe	Total	Road Side Hit Rate	No Charge Drug Test Outcomes	Charge Drug Test Outcomes	Actual Offence Hit Rate		
2014/15	1227	154	1381	11.15%	30	124	8.98%		
2015/16	95	12	107	11.21%	0	12	11.21%		
2016/17	0	0	0	0	0	0	0		
	1322	166	1488	11.16%	30	136	9.14%		
		Drug Test Outcomes						Drug Type %	
	Neg Drager	Meth	THC	Both	Ref/Incap	Invalid	% of offences involving Meth	% of offences involving THC	
2014/15	22	70	26	25	3	8	78.51%	42.15%	
2015/16	0	9	2	1	0	0	83.33%	25.0%	
2016/17	0	0	0	0	0	0	0.00%	0.00%	
	22	79	28	26	3	8	78.95%	40.60%	
12:05pm – 12:15pm	Manager Works & Services updated Council on Account C163 expenditure and planned works.	In response to a question raised by Cr. Radford at the 21 July 2015 Briefing Session the Manager Works & Services tabled an expenditure analysis of items purchased for the past 3 years for Councillors information.							
12:15pm – 12:35pm	Manager of Regulatory Services to table report on OSH workplace inspections.	<ol style="list-style-type: none"> Occupational Safety & Health – Inspection of all Council workplaces has been completed. Results of the assessments will be tabled at the next Council Briefing session following data entry of the inspection details onto our computer system which will provide a printout indicating the level of compliance with workplace safety requirements for the respective premises. Overall, there was no serious issue identified and any item raised for attention through the workplace inspections will be addressed as part of the implementation of an action plan for the respective premises. The Kodja Place - Sale of Food Produce. An assessment of the variety of foods for sale through The Kodja Place retail area has revealed that there are a number of home prepared products mainly comprising of preserves, biscuits 							

		and slices, some of which are not adequately labelled and are also being prepared in a home kitchen that is not registered with Council as a food business as required under the <i>Food Act 2008</i> . Persons wishing to continue home cooking for sale of their produce will be contacted to discuss the need to seek Council planning and health approval to operate a registered home food business and to undertake appropriate food safety training which I am currently arranging through our training provider. Food safety training is also being arranged for people involved in the preparation of bush tucker as part of the cultural experience offered to visitors to the The Kodja Place.
12:35pm – 1:12pm	<p>Manager of Corporate Services to:</p> <ul style="list-style-type: none"> • Workshop Policy on Ratios for Annual Report. • Update Council on the Kojonup Tourist Association Stock, Fittings & Fixtures. 	<p><u>Performance Reporting</u> The MCS circulated examples of Victorian Local Government performance reporting ratios as a discussion point for a draft Council policy. This item will be further developed and presented to the first briefing session in September 2015.</p> <p><u>The Kodja Place</u> The MCS outlined the calculations of the proposed offer to the Kojonup Tourist Association for the purchase of stock, fixtures and fittings as at 30 June 2015.</p>
1:12pm – 1:22pm	Cr Trethowan to give an update on the Sports Precinct User Group discussions.	Cr Trethowan outlined process undertaken to date with User Groups to not only consider sporting facilities and infrastructure needs but also the ability of ratepayers to meet capital and operating costs as well as utilization. The next meeting is planned for 11 August 2015.

COUNCILLOR Q & A

1:45pm – 2:10pm	<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 Mathwin: St Lukes Medical Practice – CEO advised that he had written to Dr Du Preez in accordance with Council Decision 50/15 and also invited Dr Du Preez to attend a Briefing Session with Council on his return to Western Australia.</p> <p>Cr Pritchard: Updated Councillors on Historical Society meeting including Retaining Wall, Extinguishers for Buildings and Barracks garden wall. Asked when next Municipal Heritage Review Committee meeting is to be held. CEO to follow up with Phil Shepherd.</p>
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		<p>Cr Sexton: Queried Landgate efficiency in processing title transfers and providing notifications to Council as a property sale had occurred last November and Council rate records have not been adjusted as still awaiting Landgate notification. Questioned if such delays were being experienced by other Councils and CEO to follow up via WALGA (Western Australian Local Government Association).</p> <p>Muradup War Memorial project is progressing well with the new roof being larger, higher and modelled on the Potts Memorial bridge shelter. The existing Memorial shelter would be re-erected over the niche wall at the Muradup Cemetery subject to Council approval.</p> <p>CEO advised that conceptual designs are being prepared for the Kojonup Cemetery entrance and Niche wall areas allowing the community to visualize the enhancements being proposed by the Cemetery Work Group.</p> <p>Cr Benn: Asked that the Shire and Fire Danger rating signs on the Albany Highway North of Boscabel be replaced as they have both been destroyed by car accidents.</p> <p>Cr Pedler: Status of Logo redesign. CEO advised that the initial designs did not capture the workshop outcomes and Market Creations were asked to provide additional options which should be received by the next Briefing Session.</p> <p>Development Assessment Panel – GD Pork Application Cr Pedler and the Shire President are members on the panel which will assess the application on Monday, 10 August 2015. Development Services Coordinator and Town Planner will represent Council.</p>
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11:30am – 11:40am Morning Tea

1:22pm- 1:45pm 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