

Record of Meeting (9.03am – 3.27pm) **Shire of Kojonup Briefing Session 7 July 2015**

Attendance: Shire President, Deputy, Crs: Mathwin, Trethowan, Pritchard, Radford, Benn and Pedler.

Apologies: Nil

Officers: CEO, MCS (9.35am – 11.30am), SPO & DSC (9.00am – 9.35am), MW&S (9.35am -10.35am, 1.00pm – 1.30pm), SHT (1.00pm – 1.30pm).

Guests: Nil

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am – 9:35am	Senior Project Officer to give an update on: <ul style="list-style-type: none"> • National Stronger Regions Fund (NSRF) Round Two Application; and • Kodja Place Risk Management. 	<p>Daycare Cash flow improvement now accounts are up to date showing net positive result of \$3,788 to end of May. Should be improved further by end of June.</p> <p>Business Case shows break-even point of 15 children per day (can take max 23), currently averages around this and can improve with potential after school care and vacation care program when new building completed.</p> <p>Budget completed for 2015/2016 with anticipated profit of around \$13K, no increase in fees.</p> <p>Melbourne Cup raffle commenced.</p> <p>New name of Centre – currently boxes around town encouraging community for suggestions. Website to be developed once new name of Centre is confirmed.</p> <p>Parent Survey -interim results positive.</p>

Kodja Place

Volunteers and staff met to identify potential risks and ratings – total of 57.

SPO put them together and provided commentary around impacts and treatments, removed duplicated risks and amalgamated others that were similar.

Met with Zahra to finalise the Risk Register with a number of 32.

Risk

To undertake audit of Risk registers in August to ensure treatment plans are in place and drop off those mitigated to date.

NSRF

Application to be lodged by this Saturday when final figures for house and next 3 ILU's are provided by Quantity Surveyor.

Total project value at this stage without updated figures is \$4.7m and requesting 47.3% of total cost.

Simon Lyas from RDA providing a letter of support.

Partnership funding

Element	Funding Source	Total Cost
Shire of Kojonup (Stage 1)	Own contribution	\$30,000
CEO House (Stage 1)	CLGF (\$346,598) Own contribution (\$153,402)	\$500,000
VROC – ILU's – Shire of Kojonup portion (Stage 1)	CLGF allocation	\$858,750
Land-Lot 8 Soldier Rd/Loton Close (Stages 1 & 2)	Own contribution	\$1,140,000
TOTAL		\$2,528,750

Project budget – Stage 2

Element	Funding Source	Total Cost
Construction 3 units	National Stronger Regions Fund	768,750
Construction Staff House (210sqm @\$1200 per sqm + provision for siteworks)	National Stronger Regions Fund	300,000
Underground power/transformer upgrade	National Stronger Regions Fund	\$210,000
Communications costs (Telstra)	National Stronger Regions Fund	\$170,000
Subdivision costs (for Stage 1 & 2 of Loton Close GDP) Kerbing, Street lighting, Driveways, Water/fire hydrants Sewerage, Stormwater (see attachments)	National Stronger Regions Fund	\$789,057
Subdivision costs (for Stage 1&2 of Loton Close GDP) Application fees and surveyor costs	National Stronger Regions Fund	\$31,070
TOTAL		(2,268,877)TBC

23 documents to be attached to online application, comprising 560 pages in total. Further 18 pages of data required for online application.

Partnership funding in place for Stage 1 including land valuation is \$2,528,750.

Total cost with draft figures for ILU's and Staff house is \$2,268,877.

Total project cost \$4,797,627. Grant funding request from NSRF represents 47.3% of total cost.

		<p>Benefit Cost Ratio for ILU's is 1.9 and for 2 staff houses and sub-division it is 5.09.</p> <p>The NSRF desired outcomes of the programme are:</p> <ul style="list-style-type: none">• Improved level of economic activity in regions,• Increased productivity in the regions,• Increased employment and a more skilled workforce in regions,• Increased capacity and improved capability of regions to deliver major projects and to secure and manage investment funding,• Improved partnerships between local, state and territory governments, the private sector and community groups, and• More stable and viable communities, where people choose to live. <p>The Business Case serves to prove the outcomes of the project that meet with the NSRF outcomes using data from:</p> <ul style="list-style-type: none">• ABS (employment, population, education, skills & qualifications, household incomes, families, no. of houses, average rental and mortgage payments, no. of welfare recipients, aboriginal population, etc.),• SEIFA (Socio Economic Indexes for Areas),• GSDC Workforce Development Plan and Strategic Directions,• Katanning Workforce Development Plan,• West Australian Planning Commission – population forecasts (Kojonup down 7.6% from 2001-2011). The WA Planning Commission report “Western Australia Tomorrow – 2006-2026” advises that “there is the possibility of long term population loss in Kojonup”. The report provides for 5 scenarios with the middle scenario, Band C predicting an average annual growth rate of - 0.8%. The Australian Bureau of Statistics provides information around Local Government Areas within Australia and shows that Kojonup sits at number 11 across Australia for the largest decline in 2008-09 and number 4 for the fastest decline in population,• National Seniors Australia Productive Ageing centre - Measuring the Economic and Social Contributions of Older Australians,• University of Adelaide – office for volunteers - Older people volunteering, and• A number of other research papers to support
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9:35am –
10:35am
10:50am –
11:30am

Manager of Corporate Services to give an update on:

- Roads to Recovery (R2R);

The MCS gave an update of the numerous additional funding that has been received through the R2R program and how the MCS/MOW plan to program this funding into the works, as follows:

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	GRAND TOTALS
<u>Advised from R2R:</u>						
Annual Allocation (ICR17938)	\$ 314,080	\$ 314,080	\$ 314,080	\$ 314,080	\$ 314,080	\$ 1,570,400
Double Payment (ICR17938)		\$ 314,079				\$ 314,079
Bridges (ICR19275)		\$ 450,000	\$ 740,000			\$ 1,190,000
Additional Payment announced 24/6/2015		\$ 269,385	\$ 722,852			\$ 992,237
	\$ 314,080	\$ 1,347,544	\$ 1,776,932	\$ 314,080	\$ 314,080	\$ 4,066,716
<u>Actuals/Planned:</u>						
Annual Allocation (ICR17938)	\$ 344,852	\$ -	\$ -	\$ 597,388	\$ 628,160	\$ 1,570,400
Double Payment (ICR17938)		\$ 314,079				\$ 314,079
Bridges (ICR19275)		\$ 450,000	\$ 740,000			\$ 1,190,000
Additional Payment announced 24/6/2015		\$ 269,385	\$ 722,852			\$ 992,237
	\$ 344,852	\$ 1,033,464	\$ 1,462,852	\$ 597,388	\$ 628,160	\$ 4,066,716

- Budget;

The MCS gave an updated presentation (from last briefing session) on the major items and summary of the draft budget. A copy of the presentation and also a balanced draft budget was circulated to all Councillors.

- Local Law Review; and

The MCS gave an explanation of the process that the Southern Link VROC is undertaking to:

- (a) Complete the 8 year review of Local Laws;
- (b) Standardise all local laws within the VROC; and
- (c) Adopt new local laws where individual gaps exist, in conjunction with point b above.

Local Laws are as follows:

Plantagenet	Broomehill-Tambellup	Cranbrook	Kojonup
Activities in Thoroughfares and Public Places and Trading Local Law	Activities on Thoroughfares Local Law	Activities in Thoroughfares and Public Places and Trading Local Law	Activities on Thoroughfares and Trading in Thoroughfares and Public

				Places Local Law.
		Bushfire Brigade Local Law		Bushfire Brigades Local Law
		Cemeteries Local Law	Cemeteries Local Law	Cemeteries Local Law
		Dogs Local Law	Dogs Local Law	Dogs Local Law
		Extractive Industry Local Law	Extractive Industries Local Law	
		Health Local Law	Health Local Law	Health Local Law
			Fencing Local Law	
		Landfill and Transfer Station Local Law		
		Local Government Property Local Law	Local Government Property Local Law	Local Government Property Local Law
		Parking and Parking Facilities Local Law		
		Pest Plants Local Laws	Pest Plants Local Laws	
		Standing Orders Local Law	Standing Orders Local Law	Standing Orders Local Law
			Removal of Refuse, Rubbish and Disused	

	<ul style="list-style-type: none"> Libraries. 	<table border="1" data-bbox="953 191 1892 423"> <tr> <td data-bbox="953 191 1190 256"></td> <td data-bbox="1190 191 1423 256">Materials Local Law</td> <td data-bbox="1423 191 1656 256"></td> <td data-bbox="1656 191 1892 256"></td> </tr> <tr> <td data-bbox="953 256 1190 358"></td> <td data-bbox="1190 256 1423 358">Waste Services Amendment Local Law</td> <td data-bbox="1423 256 1656 358"></td> <td data-bbox="1656 256 1892 358"></td> </tr> <tr> <td data-bbox="953 358 1190 423"></td> <td data-bbox="1190 358 1423 423">Waste Services Local Law</td> <td data-bbox="1423 358 1656 423"></td> <td data-bbox="1656 358 1892 423"></td> </tr> </table> <p>The Shire of Kojonup will...</p> <ol style="list-style-type: none"> Review & standardise: <ul style="list-style-type: none"> Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law. Cemeteries Local Law Health Local Law Local Government Property Local Law Standing Orders Local Law Look to adopt new, in accordance with the models: <ul style="list-style-type: none"> Bushfire Brigades Local Law Dogs Local Law Parking and Parking Facilities Local Law Look to adopt new, in accordance with neighbouring Council's: <ul style="list-style-type: none"> Waste Services/ Landfill and Transfer Station Local Law Removal of Refuse, Rubbish and Disused Materials Local Law Not Require: <ul style="list-style-type: none"> Extractive Industry Local Law Pest Plants Local Laws Fencing Local Law <p>The MCS advised the elected members of a workshop attended by the MCS & Senior Library Officer on the process of reform of Library services in WA.</p>		Materials Local Law				Waste Services Amendment Local Law				Waste Services Local Law		
	Materials Local Law													
	Waste Services Amendment Local Law													
	Waste Services Local Law													
11:30am – 12:45pm 1:30pm – 1:55pm	Chief Executive Officer to give an update on: <ul style="list-style-type: none"> Kodja Place Community Fund Inc.; 	The past two meetings have been well attended enabling attendees an opportunity to be informed on the Strategic direction for the Kodja Place Precinct undertaken by Council and the Kodja Place Advisory Committee (KPAC) since November 2013. It is also important to understand the original intent of the Fund and the aims and objectives under its Rules and compliance with same.												

	<ul style="list-style-type: none"> • Kojonup Tourist Association – Transition; 	<p>Development of the Rules were the precursor in achieving endorsement from the Australian Taxation Office as a deductible gift recipient for the purpose of public museum (as per letter from ATO dated 19 June 2002). The first project identified by the Fund Steering Group was the construction of a Café to increase the vibrancy and vitality of Kodja Place.</p> <p>This aim became reality thanks to the tremendous work of the Fund, financial support of the Kojonup Community and external funding providers such as the Great Southern Development Commission (GSDC).</p> <p>However the Fund after the building of the Café has not advanced its original intent and Council wishes to work collaboratively with the Fund to revisit its Rules, membership, business planning etc. to forge a new partnership that encapsulates the goals detailed within the Kodja Place Strategic Plan. Mr. Robert Sexton and Mr. Mitchell-Collins have been appointed along with Mr. Harvey and Ms. Keillor to undertake this task on behalf of the Fund over the coming weeks.</p> <p>Council will be updated accordingly as owners of the Kodja Place Precinct.</p> <p>KTA held a meeting on 30 June 2015 and elected a new executive consisting of: President – Ian Malane Vice President – Frank House Secretary – Robyn Radford Treasurer – Jill House</p> <p>Ms. Keillor presented the 2013/2014 financial statements and together with KTA is progressing the stock take for Council consideration on items that are to remain at the precinct. From a constitution compliance aspect the last AGM was held 13 March 2013! Corporate Services has been working with Zahra to ensure where possible “Business as usual” regarding retail sales and bookings however this is a work in progress. So too is cabling for IT upgrades. The CEO has been approached by Mr. Malane regarding the possibility of KTA using the CWA building as a temporary measure in order to</p>
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	<ul style="list-style-type: none">• Sports Precinct – User Groups Feedback; and	<p>review its aims and objectives. Councillors indicated that the CEO prepares a report for the 21 July Council meeting for temporary use by KTA up to 30 June 2016.</p> <p>There was also general consensus that the space off the Memorial Hall front foyer could be utilized by the Kojonup Historical Society subject to a formal user agreement between the parties.</p> <p>Following a meeting with User Groups on 24 June 2015 the CEO sent an email to Department of Sport & Recreation Manager – Great Southern, Chris Thompson advising that there was considerable discussion on the need for clubs to exercise greater cooperation and shared services both operationally and strategically in order to encourage and engage the community in sport and recreational activities regardless of age or ability.</p> <p>The clubs also looked at the precinct plan from a community sustainability perspective with the outcome of discussions reaching a general consensus that the proposed new multi-use indoor court, gym, storage (Development 6 within the SPMP) being beyond the needs of Kojonup.</p> <p>However as a preferred option there was unanimous agreement for the existing four netball courts (50-65% of Development area 22 within the SPMP) being the number one priority and flexi paved ASAP subject to CSRFF Funding application and stage 2 being a structure built over the courts to allow all weather participation for basketball, indoor cricket, football, tennis, soccer, croquet, kinder gym, school activities even community markets/stalls/events, P & A Society displays with future staged extensions for a fitness gym, storage areas.</p> <p>The existing hockey ground would remain available for use by the 45 Aus. Kick participants and of course hockey and junior soccer. The area proposed for Development 6 would be used to expand car parking, playground and storage for the Complex and Swimming Pool with a new dual lane entrance between the pool plant shed and the old Bowling Green.</p> <p>The question asked of Council via the CEO was whether or not the Department would look favourably at Kojonup lodging such an application given the deterioration of the existing netball courts and justification of not supporting the consultant’s options. Participants</p>
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	<ul style="list-style-type: none"> • Southern Link VROC (Voluntary Regional Organisation of Councils) <ul style="list-style-type: none"> - EMRC (Eastern Metropolitan Regional Council) Visit & Regional Council Concepts - Resource Sharing - Waste Collection Services - Independent Living Units (ILU's) - Community Health Plan 	<p>were reminded that ultimately the Precinct Plan is Kojonup's Plan and the consultant has prompted suggestions for consideration. Without the initial plan we may never have achieved last night's consensus.</p> <p>Mr. Thompson's response: <i>At the end of the day it will be the Shire of Kojonup that decides on the best option for sport and recreation infrastructure provision to cater for "need". I am aware that the Shire has previously not proceeded with a Consultant's recommendation (The Solly Report – Aquatic redevelopment). I agree entirely that it would be inappropriate to suggest Kojonup duplicate facilities presently provided at a scale and scope in Katanning.</i> <i>DSR would welcome a CSRFF application that is realistic and meets local need. The preferred option being for the existing four netball courts as the number one priority and flexi paved ASAP would be feasible. A staged development taking it to a covered venue is a realistic step when the Shire and community are financially ready.</i></p> <p>Council officers together with Clubs (Predominantly Netball Club in first instance) are collating documentation and supporting information needed to firm up flexi pave costs and anticipated costs to cover the venue, financial contributions (cash and in-kind), prepare sketch plans of the area showing staged approach in order to submit an initial CSRFF Small Grant application for Council consideration at its meeting to be held 21 July 2015 as part of adopting the 2015/2016 Budget to enable lodgment with DSR on or before 31 August 2015.</p> <p>General discussion on benefits derived from resource sharing opportunities between member councils, uniform processes/systems/templates/local laws, building capacity and partnerships and meeting strategic objectives without necessarily requiring a regional council model and creating another level of management. This may be a major deterrent for the progression of a road construction & maintenance model. EMRC achieved its objective by having an asset (disused quarry) in which to undertake regional waste management and has leveraged off this asset to undertake other natural resource waste management initiatives.</p>
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	<p>- Regional Economic Development Strategy.</p>	<p>EMRC actively lobby and advocate on behalf of member Council's as collectively the population base is over 300k people (a distinct difference to the 8k population within the Southern Link).</p> <p>Tenders for the ILU project will be called within the next 4 – 6 weeks and CEO is meeting with Project Manager – Paul Vlasich on 8 August. Tenders for Waste Collection Services will also be called within this period following the appointment of Ian Watkins to finalise documentation.</p> <p>Presently awaiting details from Plantagenet on sharing an EHO for 0.4 FTE as part of succession planning whose first task would be the completion of a Community Health Plan.</p> <p>Consideration also being given for the development of a Southern Link Economic Development Strategy as for example Kojonup is not familiar with the efforts of Cranbrook regarding CBH's future expansion of grain receipt and storage and grain freight routes that may impact on road infrastructure.</p>
<p>1:00pm – 1:30pm</p>	<p>Works & Services Update including welcome to Marina Murray and plans for Town Maintenance during 2015/2016.</p>	<p>The Supervisor - Horticultural Tradesperson reported she is very happy to be back in Kojonup and lucky enough also to still have Mick & James to be working with her. They are very obliging and easy to work with.</p> <p>She has completed the 2015/2016 budget and programmed the maintenance in our 40 areas they attend to. For the next 12 months, she is looking at bringing the Parks, Gardens, Reserves & Cemeteries up to an acceptable standard and get the town tidied up. This will include removing all the dead vegetation, stumps, limbs & rubbish. Also to get the irrigation systems in working order.</p> <p>Next year, some of the areas she'll start planning upgrades for, will be like the Footy oval turf, the Spring precinct & cleaning out the creeks. Mick has been keeping busy continuously mowing, so most of this maintenance has been carried out by James & herself.</p> <p>So far they've</p> <ul style="list-style-type: none"> • Cleaned up the Depot gardens & replanted. (Still more to do). • Cleaned out part of Hillman Park & prepared it for planting poppies. Removed 13 ute loads of waste. • Sprayed the winter weeds out in all our turfed areas.

		<ul style="list-style-type: none"> • Made garden beds at the four entrance signs & will be planting these. • Planted 50 Chinese elms at the Cemetery. • Washed the 4 entrance signs & Kodja Place signs along Albany Highway. • Prepared 6 garden beds near Kodja Place & Apex Park for Jen Warburton to plant everlastings in for the Wildflower Weekend. • Planted new turf at the back of Kodja Place to replace the weedy areas. • Removed 11 ute loads waste from the old Drs Surgery car park. • Sprayed around the Loton Close units, along the bank etc. • Visited Muradup & liaised with residents about maintenance required out there. • The main street has been sprayed. • We have Levi Palmer from Anglicare who is mentoring a young man and they will be doing some work in part of Partici (Peace) Park. • Removed many stumps around town with the skidsteer. <p>So I have new plants to replant without using too much of my budget money she is also undertaking a lot of propagation at home.</p>
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COUNCILLOR Q & A

<p>1:55pm – 3:27pm</p>	<p>Councillor Updates <i>Opportunity for Councillors to outline meetings attended, discussions had or queries received for Councillor and Officer information.</i></p>	<p>Shire President: Main Roads WA - Has received correspondence from Main Roads to meet in order to address outstanding issues. President to arrange meeting at Kojonup and all Councillors encouraged attending if available.</p> <p>MAV Conference – Outlined speakers and topics discussed and would supply Councillors with notes made. Presentations and videos from the 2015 Future of Local Government Summit are now available online and can be found at: http://www.mav.asn.au/about-local-government/future-local-government/Pages/folg-summit.aspx</p>
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		<p>WALGA Great Southern Zone meeting – minutes to be circulated. The Zone is considering dropping the May meeting and trialling phone hookup or similar. Cr Trethowan suggested that the Zone Meetings coincide with Regional Road Group meetings as provides members an opportunity to visit other shires at the same time? This may allow government heads and ministers etc. to plan visits to the region before their respective diaries are full for example piggy backing a Parliament session in Albany?</p> <p>Saleyards – Director-General of DER – Jason Banks sympathetic to achieving a solution and has directed senior personnel to visit Kojonup next month.</p> <p>CEO following up Peter Harrison invoice including market prices from other providers.</p> <p>Tom Ryan–Fire appeal: Donations received will be receipted and passed onto Mr. Ryan.</p> <p>Cr Benn: Brookfield and CBH still no closer to a resolution! Attached is presentation by WALGA on cost of calculating road wear on sealed local roads. Cr Trethowan indicated that the objective of rail is to get grain to ports and excludes the supply chain farmers require for fertilizer, stock, etc. necessary to derive an income given the loading, unloading and stationary time that rail takes compared to road transport.</p> <p>Marribank – What is future? Curtin University visit planned over next few months.</p> <p>Cr Pedler: Motorists parking habits for example across fire station driveway contributes to near misses and educative role may not change habits however enforcement may?</p> <p>Bridge at Apex Park needs reflectors or painting as cannot be seen in foggy conditions. MW&S to approach Main Roads on behalf of Council.</p>
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		<p>Free WIFI for Main Street – MCS to follow up please.</p> <p>Cr Trethowan: Election timeframes and information sessions for ratepayers interested in nominating for Council. CEO will circulate DLGC timetable which has only just been received and he together with Managers intend to run various sessions during August as nominations close 4.00pm 10 September 2015 with Election Day being 17 October 2015.</p> <p>Cr Radford; Donga’s at Muradup – officers report required please.</p> <p>Rotary in consultation with Council officers regarding solar lighting options for Potts Memorial. Any works proposed or lighting options to be trialled need to be lodged with Council for approvals to be issued.</p> <p>Cr Pritchard: The Historical Society at yesterday’s meeting will be writing to Council re:-</p> <ul style="list-style-type: none"> • Maintenance Plan for Barracks, Old Post Office and Elverds Cottage • Thanks for gravel at Old Post Office and Elverds Cottage • Tree stump removal at Elverds Cottage • Tree at Barracks splitting and how do we address same <p>There was also discussion on background behind Machinery Shed land not being subdivided and cost of starting process versus lease or relocation of shed to Benn Parade. Tourist Trail signage improvements will form part of work Council presently undertaking on Logo/Branding.</p>
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10:35am – 10:50am Morning Tea

12:45pm – 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