

Record of Meeting (9.00am – 2.35pm) **Shire of Kojonup Briefing Session 16 June 2015**

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

Apologies: Nil

Officers: CEO, MRCS (9.00am – 10.00am), MCS (10.25am – 10.50am, 11.40am – 2.10pm), SFO (10.25am – 10.50am).

Guests: Arthur Collins – President Kojonup Historical Society (KHS) & Susanne Bilney – Secretary KHS (10.50am – 11.45am).

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am – 10:00am	Manager of Regulatory & Community Services and Chief Executive Officer to brief Council on: <ul style="list-style-type: none"><li data-bbox="464 889 932 922">• Recent meeting with LandCorp.	CEO reported on a meeting held with LandCorp officers – Robert Fenn and Jon Bailey regarding: <ul style="list-style-type: none"><li data-bbox="995 954 1890 1442">• Role 1 – LandCorp undertakes project under Local Regional Development Assistance Program funding parameters: Under this option, the Shire would lodge the application for funding assistance. For LandCorp to undertake the project, it would look at internal resources, evaluate the risk of undertaking the development (risk reduced if Shire is contributing to development and pre-sales can be garnered for the proposed lots) and they have sufficient capacity within the State government’s CSO to develop the site. Under the WA Land Authority Act, the parent lot would need to be transferred to LandCorp and any income from sales would be used to offset the development losses. Under the Local RDAP, other sources of external funding can be used and generally they try to channel that funding through the local government as an additional contribution from the Shire for the development.

	<ul style="list-style-type: none"> • Staff Housing 	<p>Such a project could involve staged development of the Katanning Road and John Street area as per Guided Development Plan. Loton Close development included in NSRF Round Two application. Consideration on stormwater harvesting and reuse options for Quin Quin Reserve would be also need to be factored into the development footprint as well as Sewer Main extension from Murby Street.</p> <ul style="list-style-type: none"> • Role 2 – LandCorp is preparing business cases (as consultants) for the GSDC. LandCorp have been engaged by the GSDC to prepare six (6) business cases for the commission to secure over \$12million of funding over the next 3 years to place residential and industrial lots on the ground throughout the Great Southern Region (it is not intended to fund required housing product or economic activity on the created lots). The Investment Funding provided under this model is required to be a catalyst to bring forward funds from other sources, thereby delivering an overall program of works in excess of \$25million according to the submission lodged with the Department of Regional Development. <p>Kojonup Industrial Estate Stage II would fall into this category.</p> <p>If the Shire wishes to maintain control of the site and accept all risks associated with undertaking this, or another development in Kojonup then LandCorp can discuss with the GSDC the option of developing the business case around the Shire delivering the project. If this option was to be pursued, then LandCorp would have no direct financial or project management role in that delivery (unless separately engaged by the GSDC to oversee their investment).</p> <p>CEO to progress discussions with LandCorp on John Street/Katanning Road area as well as Industrial Estate – Stage II.</p> <p>MRCS addressed Council on staff housing needs for the 2015/2016 financial year and beyond particularly in respect to Pool Manager, Project Manager for ILU's, CEO House and visiting consultants,</p>
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		<p>(records, audit etc.) and presented option to convert Bagg Street Clinic into units.</p> <p>Accommodation for the Pool Manager: The MRCS addressed Council on the need to provide furnished accommodation for the Pool Manager position and discussed the option of partly renovating and refurbishing the Doctor surgery building for the MRCS, thereby freeing up the Newton Street unit currently occupied by him, for use by the Pool Manager. Further, Council was briefed on the proposal to provide a patio to the Newton Street unit, as well as a carport and fencing to the front yard.</p> <p>It's proposed to reconfigure the Doctor surgery so we can achieve two units; one a two bedroom unit and the other a single bedroom unit. Stage one of the renovation and refurbishment will provide for the basic essentials such as a kitchen, living room, bathroom (existing), laundry and bedroom which will be adequate as a short term arrangement for the MRCS, with the remaining work for this unit to be undertaken during the 2016/2017 financial year.</p> <p>Funds for work on the Newton Street unit and Doctor surgery will be included in the draft budget and given the shortage of staff accommodation, Council authorised the MRCS to progress with the proposed works as a matter of urgency.</p>
10:25am – 10:50am	Senior Finance Officer to brief Council on legal costs – outstanding rates matter.	<p>The SFO briefed the council on an ongoing legal matter pursuing outstanding rates.</p> <p>The ratepayer has paid the amount summonsed but he has now lodged a counterclaim against the shire.</p> <p>Council resolved to pursue all outstanding charges.</p>
10:50am – 11:45am	Kojonup Historical Society (KHS) Representatives to brief Council on the merits of the Society utilising other Council buildings as well as their future strategic objectives.	<p>Shire President welcomed Arthur and Susanne.</p> <p>Apology for not attending the Re-Branding work shop.</p> <p>The Historical Society is the custodian of the history of the Kojonup district.</p> <p>We are responsible for the following buildings:</p> <ul style="list-style-type: none"> • Barracks, built in 1847 • Old Post Office, built in 1897

- Elverds Cottage, original Pensioner Guard cottage built in 1852
- Machinery Sheds - house late 1800s to early 1920 farm machinery.

The society has 10 to 12 thousand items in our care. Since 2010 the society has implemented a more consistent approach to accessioning items which has resulted in half of the items being accessioned which involves cataloguing information, photographing and then storing appropriately.

I won't go into what is housed in each building but would like to point out the significance of the Barracks which is the only Military building remaining in the State.

Elverds cottage was built by a Pensioner Guard, acquired by the Elverd family who were important people in development of Kojonup. The Elverd family are linked to the development of the Commercial Hotel.

The Spring Street Post Office was the first Post Office, second Post and Telegraph building in Kojonup built in 1897.

These buildings are a significant part of European history of WA and hence Kojonup is very privileged that these buildings have survived and been maintained by the community.

The buildings and machinery sheds are not usable for any other purpose other than special purpose events, such as Historical event weekends, re-enactment events, festivals

The Society would like develop and maintain the items within each building so that the items reflect the history of that particular building.

Current developments

1. Stafford Pederick Harness display - we have a grant to research, restore and prepare lighting and panels. This work is ongoing as we received only two thirds of what was requested.
2. Machinery wall along old machinery shed to be completed.

		<p>3. Gravel front of old machinery shed, enclose area with mesh so that larger items can be displayed. Stabilising cementing of the old machinery shed floor.</p> <p>Future Developments</p> <ol style="list-style-type: none"> 1. How do we get more people to visit out buildings? They have to know about them, how to access them, and a brief summary of what is in the buildings. 2. Pursuant to maintaining the historical integrity of the buildings the Society requires a place to display its photographic collection, which currently stands at 1900 photographs. This collection is very significant to the district as we have photographs of the Noonan, Norrish, Larsen, Elverd and Cornwall families, as well as the Kojonup town site and local schools of the district. This collection could be developed into a series of collections that could be interchanged on a regular basis. 3. Some of the photographic collection could be displayed in relevant buildings in the town. For example photographs of the original NAB bank. 4. Opening hours of the buildings? Signage to the buildings? 5. Opportunity to incorporate historical walk/talks in Kojonup. 6. The use of Apps at the sites of the buildings would allow the society to show a small sample of what is inside the buildings, as well as how to access the buildings. <p>How can the Shire help - the shire has people who have computer skills.</p> <ol style="list-style-type: none"> 1. Appointment of a Historical officer at Kodja Place, development of cheat sheets, accessioning of items including for KODJA Place. 2. Completion of accessioning - half a person a day. There is the opportunity for the Shire to have a person who is skilled in using MOSAICs and the Shire could make this person available to other Shires. Three year project. 3. Community Development Officer - help to submit grant for May 2016 (National Library of Australia grants), so that our collection can be assessed and classified. 4. Apps give us the flexibility to show the collection whilst not necessarily opening the building for inspection.
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<p>11:45am – 12:40pm</p> <p>1:15pm- 2:10pm</p>	<p>Manager of Corporate Services to lead a Budget Workshop.</p>	<p>The MCS presented the Councillors with the major items currently in the draft budget and outlined the process over the next five weeks.</p>
<p>2:10pm – 2:25pm</p>	<p>Chief Executive Officer to give an update on:</p> <ul style="list-style-type: none"> • Sports Precinct 	<p>An informal meeting with sports precinct users including District High School representative and Cr Trethowan was held 20 May 2015 to gauge feedback on the Consultants development options and</p>

	<ul style="list-style-type: none"> Videos (P Harrison) 	<p>allow reps an opportunity to talk to respective members prior to meeting again on 24 June 2015.</p> <p>User Group feedback is essential as 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 does affect Council's future planning.</p> <p>CEO will prepare a report for July 2015 Council Meeting.</p> <p>CEO to progress matter in attempt to achieve mutual outcomes especially when 6 monthly budget review allocation made of \$12,000.</p>
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COUNCILLOR Q & A

<p>2:25pm – 2:35pm</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:</p> <ul style="list-style-type: none"> Local Government Week – Concurrent Sessions Cr Mathwin – Country Health Crs Benn/Radford – Natural Disasters Cr Pritchard – Biodiversity Cr Fleay – Stronger Partnerships Councillors to ensure forms are lodged with the Personal Assistant to the CEO. Katanning Workforce Development Plan – Launch attended by Shire President & CEO. Has to be driven by all sectors not just Local Government and not a quick fix approach. Had opportunity to speak with Dr Ruth Shean, Director General, Training and Workforce Development. CWA – Expression of Interest for Council to purchase furniture etc. Shire President and Council officers to inspect. <p>Cr Radford: Railway Reserve – transfer to Council from R & J Goodall Easement not on separate title which is delaying transfer and therefore completion of Council resolution.</p>
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		Cr Benn: Turkey Nest Dam – drain on Western Side near Ag Supplies MW&S to address as part of drainage maintenance ASAP.
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10:00am – 10:25am Morning Tea

12:40pm – 1:15pm 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