

Record of Meeting (11.55am – 3.20pm) **Shire of Kojonup Briefing Session 3 February 2015**

The Session was preceded by an Audit Committee Meeting 9.30am – 11.45am.

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

Apologies: Shire President and Cr Pedler.

Deputy Shire President on behalf of Council expressed sincere sympathy at the passing of the Shire Presidents Mother-in-Law and also Cr Pedler's grandson.

Officers: CEO, MCS (11.55am – 2.24pm), MRCS, DSC, MACS (11.55am – 1.30pm), MWS (1.30pm – 3.20pm).

Guests: Dr Nicolas Du Preez and Judith Warland (11.55am – 12.25pm).

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:30am – 11:45am	Audit Committee Meeting Cr Benn, Cr Radford & Cr Trethowan present.	An audit committee meeting was held. <i>(Refer to separate minutes).</i>
11:55am – 12:25pm	Dr Nicolas Du Preez from St Luke's Family Practice to discuss proposed Medical Services for Kojonup following the purchase of Dr King's Practice.	Deputy Shire President welcomed Dr Du Preez and Mrs Warland to the Briefing Session. Dr Du Preez reiterated that St Luke's Family Practice aims to continue to provide excellent service that the community of Kojonup has come to expect as well as additional services which a larger practice can provide from 34 Katanning Road. The practice is also planning for the future, as medicine is changing as too a more integrated approach regarding access to medical notes as specialist advice can be obtained through computer rather than patients being required to travel long distances for face to face consultation or requiring space devoted for occasional visits.

		<p>Dr Du Preez is a registered training doctor as he encourages more doctors to be attracted to the bush rather than metropolitan environments and for example he came to the area 12 years ago with the intention of staying for one year. Dr Du Preez hopes that other training doctors will do the same but recognizes that a "total package" including housing and lifestyle is needed as a hook.</p> <p>Dr Du Preez is also aware of the need to bring services to the area whether part-time, intermittent or full-time such as diabetic education, cardiologist, pathology, ophthalmology etc. These services being under the same roof offer synergies by allowing discussion between doctors, specialists and professionals.</p> <p>In respect to Springhaven and palliative care patients St Luke's will ensure coverage. Ideally if St Luke's is able to provide local doctors then admissions would be done via Kojonup Hospital however such arrangements are determined by WACHS (Government Policy). Ideally palliative care and long term chronic patients need family and friends not a feeling of isolation or abandonment, however for acute/high risk patients facilities such as Katanning and Albany are better resourced and equipped for expert care. Governments deliberately centralize high care/acute services as taxpayer funds are not endless!</p> <p>Dr Du Preez stated 34 Katanning Road was a very good facility but as indicated in the Health Needs Assessment Report undertaken by Council a minimum building footprint of 350m² is required to serve Kojonup now and for the next 20+ years. A new Centre in time would adequately cater for tele-health, digitizing records, synergies in having a central hub and communications with high speed internet however like any marriage if sharing was not mutually convenient cracks occur in the relationship and if not addressed each party goes their separate ways at a cost.</p> <p>Deputy Shire President on behalf of Councillors and staff thanked Dr Du Preez and Mrs Warland for their attendance.</p>
12:30pm – 1:50pm	Chief Executive Officer discussed:	<p>Aged Care, Medical, Health Needs Assessment CEO advised Councillors that since his appointment 18 months ago the "goal posts" in respect of GP services had changed again and that decisions Council</p>

		<p>will make in relation to the need, location and funding of a Medical Centre would not prevent officers from providing Councillors qualified information at workshops to be conducted over the next few weeks in order for Council to formally resolve its intent regarding a Medical Centre and the preparation of funding applications. Decisions will also need to be made regarding the future of the Bagg Street building, Civic Centre Planning (given the condition of the Harrison Street Public Toilets), Main Street Master Plan improved off street parking in Harrison Street, Central Communications Centre plus a number of other considerations.</p> <p><i>Councillors agreed that a series of workshops be conducted ASAP.</i></p> <p>Community Engagement Survey CEO walked through draft survey questions as it is a requirement for the Shire every two years to analyse and benchmark community satisfaction against the diverse range of shire services.</p> <p>Councillors input will be incorporated into the final document.</p> <p>Staff Engagement Survey The survey will assist Senior Management receive feedback from employees on what we do well and what we can improve upon in the areas of job satisfaction, teamwork, communication, etc. This information will assist the Shire in measuring benchmarks across a wide range of workplace areas and to provide a comparative analysis for future surveys. This is important to ensure we meet the expectations of staff and provide a high performance culture within all our workplaces. This information will also assist our Workforce Planning in the future.</p> <p>Both surveys are confidential!</p> <p>Manager – The Kodja Place Precinct CEO and Mr McVee as members of the Interview Panel provided background information of process and applications received. Zahra Shirazee (Former Marketing Consultant – Australia’s South West) will commence duties on Monday, 2 March 2015. Zahra’s knowledge of tourism, marketing and promotion, networks and understanding of what visitors and tourism industry reps seek at an attraction,</p>
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		<p>will be very helpful and significant during The Kodja Place Precinct interpretive review process and beyond.</p> <p>Zahra's existing knowledge of Kojonup and The Kodja Place Precinct will help her to hit the ground running, and assist realise the tourism potential of both The Kodja Place and Kojonup at large.</p> <p>Zahra also has a keen interest in mentoring, coaching, training and a desire to work collaboratively with the Shires Noongar Culture and Education Officer – Craig McVee and local schools.</p> <p>Zahra has also worked with Glenys Russell and the Kojonup Tourist Association.</p>
<p>1:50pm – 2:45pm</p>	<p>Manager of Regulatory & Community Services & Development Services Coordinator provided following updates:</p>	<p>Saleyards/Truck Wash</p> <p>As noted in the email to Councillors on 21 January we have been placed on notice from the DER that the saleyards are on their enforcement list. This means that if they are in the area, they will drop by the site, unannounced, for a review of the grounds. In an effort to minimise the risk of enforcement action we arranged for the yards to be swept and the stockpiled material to be placed onto the hardstand adjacent to the truck wash.</p> <p>By placing a notice in The Kojonup News, we are hoping that unscheduled users clean up after themselves. In response to The Kojonup News item the Development Services Coordinator received a phone call from an irate resident who was planning on contacting the DER to give them "a piece of his mind". The Development Services Coordinator is progressing with the licence application and hope to have this lodged with the DER by the middle of February.</p> <p>The Shire has received the necessary Works Approval from the DER to progress with the ponds at the truck wash and has received a quote from a local contractor. It is intended that the works will be coordinated locally to reduce the costs. This project is funded through a VROC grant and we wrote to the funding body in December last year requesting a variation to the original scope of the grant. A follow up call at the end of January revealed that this request was not received by the funding body. We hope to have a response by the end of the first week of February to then be able to progress this component of the waste water project ASAP. We are also waiting on this response to be able to order the tanks intended to store the waste water at the Turkey Nest.</p>

LGIS Regional Risk Coordinator, John Appleyard, assessed the Saleyard/Truck wash site on 27th January and will provide a report in the coming weeks to be incorporated in the overall report concerning the site. He has highlighted that there are both Public Liability risks associated with the site (which haven't been considered previously) as well as workers OSH responsibilities that will need to be addressed.

We are also awaiting a report from the assessment conducted by the local Stock Inspector John Barden (Department of Agriculture).

Council will be kept informed of the progress regarding the Saleyards through the briefing session meetings.

Showgrounds

A site assessment was carried out on 22 January by the CEO, Shire's Building Surveyor, Shire Building Maintenance Coordinator, Development Services Coordinator and P&A Society representative Peta Zadow to gauge an understanding of the use as well as the condition of the buildings that are there. An officer report has been provided to the CEO for consideration and Council will shortly be requested to consider the use of the facility into the future.

In summary the report recommends that some buildings be demolished and their use consolidated. There are many that require ongoing maintenance that is not considered feasible for events once per year – these may be able to be provided through other buildings or portable buildings brought in for events.

The report has also been provided to Helen Munt, who has been appointed to review the Municipal Heritage Inventory register, to provide some comments on the officer recommendations. John Appleyard will also be providing some additional information as to the Shire's likely obligations with regard to both OSH and Public Liability implications as the site access is uncontrolled and there does not appear to include any management arrangements for use of the buildings.

	<p>Loton Close</p> <p>Loton Close is not currently a public road, but rather a private driveway. The Development Services Coordinator has liaised with the WA Planning Commission regarding options concerning the creation of Greenfield lots for the future staff housing as well as Western Power concerning the servicing of the immediate lots needed for development as we didn't want to place infrastructure that would need to be upgraded to effect subdivision. This has revealed that the way forward is not to dedicate Loton Close as a public road and instead maintain this as a private access way.</p> <p>The architects H+H from Albany have been engaged to provide the architectural services and tender documents for both the ILUs and CEO house. The Development Services Coordinator is currently awaiting the feature survey from our surveyor and will be having a meeting early next week with the designers to finalise the sites, particularly for the units, as we hope to place them in such a way as to minimise site works. Our consultant engineer is also liaising with the Water Corporation regarding servicing the development.</p> <p>We will not be able to commence any site works until the Financial Assistance Agreements from the Department of Regional Development (currently with the Department) for both projects have been finalised.</p> <p>Seafood processor</p> <p>Shire staff have been approached by a local farmer who currently has a licence to trade koonacs and yabbies, to utilise the kitchen available in the Memorial Hall. Before asking for additional information Shire staff seek some feedback from Council regarding this use.</p> <p><i>The general view from Councillors was that this activity should be encouraged to make better use of the facility.</i></p> <p>If the CEO has delegated authority then the request will be processed with consideration of managing hirer expectations.</p> <p>Springhaven Ablutions</p> <p>The designers visited Springhaven on Christmas Eve and obtained some measurements of the area intended for the bathroom additions. We hope to have some preliminary designs in the next two weeks.</p>
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		<p>Lot 28 Thornbury Close Due to costs associated with effecting boundary realignment to the block behind the Turkey Nest, we have obtained easements for the same purpose. The much anticipated sale documents have been referred to Peter Wright for his review and we hope to have these back by the end of next week to then progress with the sale of the lot.</p> <p>Heritage The appointed consultant, Helen Munt, attended the Shire last week and the review of the Municipal Heritage Inventory has progressed. Community nominations have been received.</p> <p>Proposed feedlot The CEO and DSC recently had a meeting with proponents of a proposed \$25 million, 15,000 head beef feedlot. The business intends to utilise meal from the Canola Oil plant and other locally produced feed to mix the high protein feed needed for optimal meat marbling.</p> <p>The Shire has provided the proponents with some contact information for Department of Environment & Regulation (DER), Main Roads, Regional Development Australia and Great Southern Development Commission. We suggested that they progress with the DER process as the information provided there, will largely address the Shire's Development Application process. The proponents have provided an undertaking to keep the Shire informed of their progress.</p> <p>Swimming Pool MRCS advised that the pool was experiencing a fantastic year with patronage excelling previous year figures.</p>
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COUNCILLOR Q & A

2:45pm – 3:20pm	Councillor Updates	Cr Sexton <ul style="list-style-type: none"> Standard of PA system used at the Australia Day Awards needs significant improvement for both indoor/outdoor uses. Cr Trethowan indicated that
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		<p>there is a PA system at the Sports Complex that could be used for such purposes.</p> <ul style="list-style-type: none"> • Oral/Visual History – Peter Harrison & Kodja Place Storyplace are undertaking a series of videos to capture raw material from senior citizens on their life experiences both at Kojonup and abroad for use in telling “Many Stories.” The CEO will prepare a report for Council consideration on other applications where videoing would be beneficial such as training of plant operators and avenues for funding other than Council. • Muradup Memorial – Minister of Veteran Affairs advised Committee that \$11k has been approved for the Muradup Memorial improvements which will now be progressed despite a shortfall in original funding. • Capital Works – 2014/2015 Budget. CEO to prepare report on expected status of each project as at 30 June 2015 as community recognize that there was a large emphasis on Capital programs and less than 5 months remain. <p>Cr Mathwin raised operational matters that have/are/will be addressed by the CEO.</p> <p>Cr Benn advised of his attendance at the Grain Freight meeting and potential implications to the region of Tier 3 rail restrictions and impact on road transport operators and road maintenance. Cr Benn is also participating in the Local Government Freight Policy Forum.</p> <p>Cr Radford</p> <ul style="list-style-type: none"> • Replacement of Radio Tower be listed in Budget considerations for 2015/2016. • Static Display of Train – Development Application requirements needed to be considered in order to progress project? • Curtin University students assisting KTR to develop a feasibility plan for Farrar Reserve which will be unveiled at a special event on 17 February 2015 in Perth. <p>Cr Pritchard</p> <ul style="list-style-type: none"> • Kojonup Historical Society have adopted amendments to their Constitution as published in The Kojonup News. • Request for bollards to be placed at Peace Park between Bowler Place and Kojonup Brook to prevent unauthorized vehicle access – MWS to follow up.
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11:45am Morning Tea

1:00pm 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