

Record of Meeting (9.00am – 2.20pm) **Shire of Kojonup Briefing Session 18 November 2014**

**Attendance:** Shire President, Deputy, Crs: Trethowan, Mathwin, Benn, Pritchard, Radford and Pedler (from 9.13am).

**Officers:** CEO, MRCS (9.00am – 11.00am, 12.30pm – 1.00pm), CSO (10.30am – 11.00am, 12.30pm – 1:00pm) & MCS (11.00am – Noon).

**Guests:** Rhonda Hair & John Lewis – Kojonup Tourist Railway Inc. (9.00am – 9.30am), Will Harvey & Roger Bilney – Kodja Place Community Fund Inc. (11.00am – Noon).

DECLARATIONS OF INTEREST

Cr Radford as President of the Kojonup Tourist Railway Inc.

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am – 9:50am	Ned Radford and Kojonup Tourist Railway (KTR) Committee to discuss the Deed of Easement purchase and future operations etc. of the railway.	<p>Representatives sought clarification that should the KTR contribute to the repayment of the Principle for the purchase of the private land between Pensioner &amp; Soldier Road by Council that they will have uninhibited use of the Railway Reserve section. CEO advised that the Railway Management Order requirements will be retained however it may be possible where area allows for provision of a future walk/cycle way adjacent to the Railway easement.</p> <p>There was also discussion on:-</p> <ul style="list-style-type: none"> <li>• Water Corporation’s legal obligations remediating etc. land following sewer overflows within the Railway Easement.</li> <li>• Constitution review to protect interests regarding rolling stock etc. that has been purchased by individuals rather than KTR and items gifted to KTR to prevent “assets” being transferred to a like-minded group which invariably is not within close proximity to Kojonup.</li> <li>• Insurance cover (Public Liability etc.) very expensive for such a small operation!</li> <li>• Rhonda to send CEO USB containing KTR info.</li> <li>• Sustainability of Group and membership especially train drivers.</li> <li>• Hard work extending line to Farrar Reserve almost finished however how does Council, KTR and Community maximize the tourist, heritage, environmental etc. potential that Farrar Reserve offers? Craig McVee is</li> </ul>

		<p>a strong advocate of Noongar involvement with the Reserve and Kojonup Aboriginal Corporation input is vital.</p> <ul style="list-style-type: none"> <li>• Funding and planning of trails/cycle ways linking Showground area should form part of Farrar Reserve considerations.</li> <li>• Anything that makes Kojonup a destination rather than a comfort stop is encouraged.</li> <li>• Farrar Reserve is a "C" Class Reserve.</li> </ul> <p>Shire President thanked representatives for their attendance and input.</p> <p>Discussion followed on the use of straw bales as a building material alternative for a future Men's Shed at Benn Parade following the receipt of correspondence from the Men's Shed. Councillors believed the proposal was premature as the siting of a shed at Benn Parade was concept only and the future needs of members and level of activities including health &amp; well-being aspects were yet to be verified. The major driving force behind the Men's Shed is Dave Moore and would this momentum be affected should Mr. Moore relocate from Kojonup?</p>
9:50am – 10:10am	<p>Chief Executive Officer to lead the workshop on:</p> <ul style="list-style-type: none"> <li>• Policy 1.2 – Community Funding Program (Capital &amp; Operating).</li> </ul>	<p>Policy 1.2 presently only makes provision for one round of funding per financial year which is usually during the winter period and therefore may limit/deter summer orientated clubs and organisations from applying as they may be in recess.</p> <p>MRCS recommended:</p> <ul style="list-style-type: none"> <li>• Council offer at least two funding rounds per annum;</li> <li>• Annual Budget allocation up to \$20,000 excluding annual community assistance already provided to various groups as tabled;</li> <li>• Council and Senior Management Team (SMT) review/prepare guidelines, criteria and weightings to rank submissions received which will ultimately replace existing Policy 1.2; and</li> <li>• MRCS, CSO, SFO and up to 3 Councillors assess/rank submissions and prepare report to March and October Council Meetings for full Council consideration/adoption.</li> </ul>
10.30am – 11.00am	<p>Swimming Pool Advisory Group – Discussion led by MRCS</p>	<p>MRCS sought Councillors consideration to nominate a representative and proxy delegate to attend meetings of a newly formed Swimming Pool Advisory Group which consists of the Swimming Pool Manager, MRCS, Kojonup District School, St Bernard's School and the Swimming Club. Elected member reps would be subsequently ratified at the December Council Meeting.</p>

		<p>Councillors agreed that Cr Jane Trethowan be the Elected Member Rep with the Shire President as proxy.</p> <p>MRCS advised that the electrician was progressing repairs to the chairlift and until fully assembled we do not know if our attempts have been in vain but worth pursuing given cost of replacement.</p>
11:00am – 12:10pm	<p>Will Harvey &amp; Roger Bilney (Kodja Place Community Fund Inc.) (KPCF) to discuss intent, functionality and prioritisation of and ability to attract additional funds via the Kodja Place Community Fund Inc. for projects within the Kodja Place Precinct.</p>	<p>Constructive discussion occurred regarding the initial and future intent of the KPCF. Principally now that the café has been constructed the KPCF remained to leverage other funds to undertake essential improvements within the precinct. The minimum level of funds that should remain in the fund was also discussed.</p> <p>Consideration given to following:-</p> <ul style="list-style-type: none"> <li>• Protecting the community aspect of Kodja Place from any future threat of amalgamation and the loss of funding by a new Council;</li> <li>• Lease Black Cockatoo Café;</li> <li>• Precinct Manager – new position;</li> <li>• Advisory Committee involvement and future control of KPCF;</li> <li>• Legal compliance and reporting requirements; and</li> <li>• National Stronger Regions Fund, GSDC funding opportunities.</li> </ul> <p>Shire President thanked Will and Roger for their input.</p>
12:30pm – 1:15pm	<p>Chief Executive Officer to lead the workshop on:</p> <ul style="list-style-type: none"> <li>• Policy 3.15 - Citizenship Ceremonies;</li> </ul> <ul style="list-style-type: none"> <li>• Policy 3.6 – Certificates of Appreciation;</li> <li>• Recognition of Volunteers;</li> </ul>	<p>The present objective and policy intent is suitable however the policy is silent on the appropriate type of gift new citizens should have the choice of receiving and to what value as adults taste vary as do children and a “one all” approach is not recommended.</p> <p>Councillors generally agreed that people receiving the Certificate of Australian Citizenship have the choice of a gift such as:-</p> <ul style="list-style-type: none"> <li>• Native plant;</li> <li>• Souvenir relative to Kojonup;</li> <li>• Commemorative item; or</li> <li>• Item relative to Adult/Youth/Child.</li> </ul> <p>Up to the value of \$50 but subject to the discretion of the Shire President.</p> <p>The policy objective to recognize contributions and achievements from staff, local residents and organisations remains pertinent but needs to be expanded to include volunteers whether individually or collectively across the Shire such as St Johns Ambulance, Fire Brigades and Police etc.</p>

	<p>and</p> <ul style="list-style-type: none"> <li>• Councillors Induction Manual.</li> </ul>	<p>There may also be some confusion particularly amongst new residents of the Council Certificates and Lions Club Awards that are presented at the Australia Day Breakfast.</p> <p>The Australia Day Breakfast conducted by Kojonup Lions presents the Citizen of the Year, Junior and Senior Sports Stars Awards.</p> <p>Ideally Council certificates should be presented at a full meeting of Council throughout the year as required. An annual recognition of all volunteers within the Shire could be conducted for example via a free BBQ lunch at a suitable venue between March and April?</p> <p>It could also be possible for Council to include signage at the Airport to recognize and thank all our volunteers/groups etc. with respective logo's?</p> <p>CEO to expand on relevant areas as document needs flexibility to address the changing nature of Local Government and therefore the roles and functions of elected members.</p> <p>Organisational structure to show direct link between KAC and CEO.</p>
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COUNCILLOR Q & A

<p>1:15pm – 2:00pm</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>Cr Mathwin and Cr Radford reported on the recent Regional Road Group Meeting held in Kojonup on 11 November 2014. Main Roads Southern Area Manager – Andrew Duffield indicated that he hoped to notify council of the Heavy Vehicle Route in the first quarter of 2015.</p> <p>Shire President advised that she will be attending Croquet Club on morning of 6 December followed by the Swimming Pool Open Day.</p> <p>Is progressing Cultural Awareness and Education Workshop concept via leadership of Clubs? Minister Tuck Waldron enthusiastic about concept and discussions continuing with Kojonup Football Club, Robbie Minter (Wirrpanda Foundation Great Southern Sports Development Manager), Craig McVee (KAC) and Jane Trethowan (School Council perspective).</p>
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		<p>Vehicle Changeovers – Councillors acknowledged CEO advice that approach taken by SMT was based on best economic return to Council rather than a fixed kilometer or time basis.</p> <p>Tip Tickets for Rural Landowners – CEO advised that past practice ceased upon Warren Blackwood Waste being appointed operator of Landfill and Transfer Station. Lease arrangements and access issues prevent reinstatement.</p>
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*10:10am Morning Tea Provided*

*12:10pm Lunch Provided*

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>
	General Items for SMT	<ul style="list-style-type: none"> <li>• iPad workshop to address use of Apps and Councillor queries on flexibility.</li> <li>• Update on Front office renovations.</li> <li>• Water Corporation – work being undertaken on Albany Highway south of Stock Road Stand pipe – what is intention?</li> <li>• Bakery update.</li> <li>• Day Care tender timeframes.</li> <li>• CWA – Muradup/Kojonup property transfer to Council update.</li> <li>• Crapella Road Water Storage tank functionality.</li> <li>• Policy around Councillors providing written/verbal reports on meetings/conferences etc. attended on behalf of Council despite Briefing Session format allowing this opportunity as per Councillor Q &amp; A section above.</li> <li>• Bus Tour considerations – MarriBank, Abattoir, Kate Mason eggs, Springhaven, Great Southern Institute of Technology (GSIT) and University of WA (UWA) Albany campus, Bridgetown-Greenbushes.</li> </ul>

Rick Mitchell-Collins  
Chief Executive Officer