

Record of Meeting (9.05am – 2.35pm) **Shire of Kojonup Briefing Session 19 August 2014**

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

Officers: CEO, MCS (10.30am-11.38am), MRCS (11.30am-12.25pm & 2.15pm – 2.25pm), MW&S (10.00am -10.40am & 12.50pm – 2.10pm).

Guests: Glenys Russell – Kojonup Tourist Association (12.50pm – 1.05pm)

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action
9:00am – 10:00am	Chief Executive Officer to give an update on Leases, Contracts & Agreements review.	<p>CEO tabled current list of Leases, Agreements and Contracts which had been prepared by SPO and SFO in consultation with SMT. This had been an extensive but very beneficial review as there were a number of deficiencies in documentation which have or are being actioned by Officers as listed under the headings Comments, Responsible Officer and Outcomes.</p> <p>Cr Trethowan suggested that an additional column be included in the spreadsheet listing the value of the assets which would be undertaken to reflect the amount of assets leased etc.</p> <p>Workshops and Discussion Papers will be undertaken/prepared requiring Council consideration and direction on specific matters in order to truly represent Council’s intent which is supported by accurate, legally compliant and current documentation.</p>
10:00am – 10:25am	Manager of Works & Services to provide an update on the upcoming works schedule.	<p>The Manager of Works & Services updated Council on the following upcoming works:</p> <ul style="list-style-type: none"> • Graders in Moberup – Orchid Valley Area; • Spraying Town, Rural Road Verges and Airstrip; • Possibly start Kojonup-Frankland Road clearing/widening (weather dependent); • Drainage works all around Shire; • Kerbing Honner & Gregory Streets (weather dependent);

		<ul style="list-style-type: none"> • Searching for Water Tanker Tri Axle. <p>The Manager of Works & Services also updated Council on the following:</p> <ul style="list-style-type: none"> • Quotes for four replacement utes have been received and was awarded to Great Southern Toyota as they were under budget; • Quote for monthly supply of diesel has been awarded to Oil Tech at \$1.32/per litre as they were 4 cents/per litre cheaper; • Quotes for Roller is out at the moment and will end next week, there will be an item at the September Council Meeting; • Two trainees have been engaged for a Certificate III in Civil Construction – Cayden Clinch (commenced 13 August) & Ian Lomas (commencing on 27 August); • Two full time traffic controllers start on Wednesday 20 August – Les Lomas & Leigh Lucev.
10:50am – 11:38am	Manager of Corporate Services to discuss the Reserve Accounts review.	<p>The MCS continued the review of reserve account appropriateness that commenced at the briefing sessions on 1 July 2014.</p> <p>Ideas were raised and discussed, and a further workshop will be held in the next month to progress this review. It was generally agreed that:</p> <p>The following reserve accounts be deleted:</p> <ul style="list-style-type: none"> • Public Toilets; • Bridge and Road Maintenance; and • Emergency Response. <p>The bushfire support reserve be renamed and the definition updated.</p> <p>New reserve accounts be created for the following purposes:</p> <ul style="list-style-type: none"> • Land Acquisition and Development; • Community Grants; • Independent Living Units; and • Youth. <p>The balance of the following reserves be bolstered:</p> <ul style="list-style-type: none"> • Sporting Facilities; • Energy Efficiency; and • Gravel.
11:38am – 12:25pm & 2.15pm – 2.25pm	Manager of Regulatory & Community Services to discuss the Swimming Pool Tender received.	<p>The Manager of Regulatory & Community Services discussed the:</p> <ul style="list-style-type: none"> • Pool Tender. • License for Transfer/Recycle Facility – The Department of Environment & Regulation has advised the MRCS on the legislative requirements relating to licensing of the Transfer/Recycle facility and we are now in the process of obtaining a license for Council’s operations to separate these activities from those undertaken on portion of the same site by the contractor,

		Warren Blackwood Waste. Council's operations will be subject to an annual audit by DER and to submitting an annual environmental report which will be undertaken by the MRCS.
12:50pm – 1:05pm	Glenys Russell – Kojonup Tourist Association - Fourth Quarter Update.	Councillors were provided an overview of activities of KTA for the April – June 2014 period.
1:05pm – 2:10pm	<p>Site Inspection at:</p> <ul style="list-style-type: none"> • Lot 85 Katanning Road to discuss Stormwater Drainage; • Quin Quin Reserve; • Thornbury Close;and • Loton Close 	<p>Councillors, the MW&S and CEO inspected the issues identified by officers regarding drainage issues and opportunities that would require future consideration by Council as part of Asset Management and Long Term Financial Planning. Cr Radford indicated that the Quin Quin Reserve provided an excellent opportunity to improve stormwater flow but an added natural feature in the heart of the town which was presently undervalued and could still be used for grazing purposes if required.</p> <p>There was general consensus that it was important to develop a drainage plan that worked back from Kojonup Brook to the various catchments. Officers would research records to ascertain any previous drainage surveys undertaken rather than duplicate effort and scarce resources.</p> <p>It was very important that the community could visualize Councils intent and be active participants in realizing tangible, long term outcomes without a huge reliance on other funding sources. For example approaching Curtin University to involve students in various aspects of the planning and design phases which would then allow the KDHS to undertake tree plantings. There was also potential to incorporate works as part of the Water Harvesting & Re-use Project.</p> <p>(Footnote: LG News Issue 29) Rural Water Supply Assistance</p> <p>The Department of Water's Community Water Supply Program (CWSP) operates in dryland parts of the state that receive less than 600mm average annual rainfall.</p> <p>The program encourages rural Local Governments to plan and participate in the construction of community water supplies by providing financial assistance in the form of community grants.</p>

		<p>The key thrust of the CWSP is to assist broadacre farming communities that have limited options for improving their on-farm water supplies and whose livelihood is dependent on the availability of water from off-farm.</p> <p>Grants up to a maximum of \$100,000 are available under the program for community non-pipeline water supply projects such as new community dams and catchments, development and equipping of bores and large storage tanks. Additionally, the refurbishment of existing strategic agricultural area dams (AA dams) and projects designed to augment non-potable rural town water supplies will also be considered for grants.</p> <p>To find more information on the eligibility criteria for the rebate click here.</p> <p>For more information, email DoW at ruralwater@water.wa.gov.au or call 1800 780 300.</p>
2.25pm-2.35pm	Elected Member Matters	Shire President advised of her appointment to the Western Australian Planning Commission with the first meeting being 26 August 2014.

10:25am Morning Tea

12:25pm Lunch

Info Bulletin	Circulated	<p>Councillors to review and ask questions out of session or at the next briefing session.</p> <p>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