

Record of Meeting (12.05pm – 2.57pm) **Shire of Kojonup Briefing Session 19 May 2014**

**Attendance:** Shire President, Deputy, Crs: Mathwin (from 12.37pm), Trethowan, Benn, Pritchard, Pedler, Radford.

**Officers:** CEO, MRCS from 12.40pm, MCS from 12.50pm, SFO (1.35pm – 1.55pm), EHO (1.35pm – 1.55pm), Ranger from 2.40pm.

**Guests:** Glenys Russell KTA (12.05pm – 12.32pm), Rick Wilson MP (12.35pm – 1.35pm).

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action
12:05pm – 12:32pm	Glenys Russell – Kojonup Tourist Association (KTA) - Third Quarter Update.	The Shire President welcomed Glenys to the meeting to present the Third Quarter KTA Managers report and also the 2012/2013 Financial Statements.
12:32pm – 1:20pm	Meet & Greet with Rick Wilson – Federal Liberal Member for O’Connor.	Councillors welcomed Mr Wilson to his first Briefing Session as the Member for O’Connor. Topics discussed included:- <ul style="list-style-type: none"> <li>• Muradup War Memorial – hopeful that some funding will be forthcoming.</li> <li>• Supports in principle Kojonup’s concept of an integrated approach to health/medical services and infrastructure provision. \$300,000 available for 170 packages under the Rural Infrastructure Fund – training component if matched \$ for \$ for GP’s to provide training placements.</li> <li>• \$350m for Royalties to Regions and further \$60m for Black Spot Road funding.</li> <li>• Provision made to improve phone coverage in rural areas as part of Communications allocation.</li> <li>• NBN Rollout will see increased satellite coverage after June 2014.</li> <li>• Green Army program over subscribed in Round 1 and should see similar demand for Round 2 next year.</li> </ul>
1:40pm – 1:55pm	Environmental Health Officer to discuss Aged Care Housing Options.	The Environmental Health Officer gave an overview into the Aged Care Housing Options: Based in Albany, the Great Southern Community Housing Association (GSCHA) is “a community based, not for profit

		<p>organisation. It was established in 1998 and aims to alleviate poverty by providing and managing affordable and appropriate housing for people on low to moderate incomes. The organisation has a commitment to providing a professional and equitable service. There is a strong advocacy function to facilitate the growth of the sector in the region." [<a href="http://www.gscha.com.au/">http://www.gscha.com.au/</a>]</p> <p>The GSCHA currently have one property in Kojonup (on Vanzuilecom Street). The GSCHA Board is currently developing a new Growth Strategy for the provision of community housing in the Region. Discussion with GSCHA staff indicated that if the Shire has surplus land available, they would be interested in considering it. While GSCHA own and manage many of the properties they also manage housing on behalf of some local authorities.</p> <p>The Shire of Ravensthorpe has three aged units. To be eligible occupants need to meet the Department of Housing criteria. A community group used to manage the units on the Shire's behalf, with the community group responsible for maintenance, though the Shire was responsible for major maintenance. The Shire has recently organised for the GSCHA to take over the management of the units.</p> <p>The Shire of Lake Grace has entered into a contract with the GSCHA for the management of all of their community and aged housing. In Lake Grace this includes 4 community houses (ie for low to medium income earners) and 10 aged units (over 55s); in Lake King 4 community houses and 7 aged units; in Newdegate 8 community houses and 5 aged units and Lake Varley 3 community houses.</p> <p>The GSCHA find the tenants, collect rent (on the Shire's behalf), organise maintenance and carry out the annual inspections. If there is a "problem tenant" the GSCHA deal with the issue promptly. Staff at Lake Grace mentioned that the dealing with a "problem tenant" was particularly useful as in a small community the Shire staff know the residents so it can be difficult to manage in a timely way. Staff indicated that the tenants, while hesitant at first, are very happy with the management structure. GSCHA have developed great rapport with the residents and also have arranged finance arrangements to assist tenants meet their billing obligations.</p> <p>The units and the dwellings within the Shire of Lake Grace were developed through various funding arrangements such as joint ventures. When the Shire ran the community housing they were</p>
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		<p>only able to lease the properties to those meeting the low income thresholds. As a result, the properties were often vacant. The GSCHA is able to rent properties to low to medium income earners, resulting in a 100% occupancy of the units. The majority of the people living in the properties are local to the area.</p> <p>The arrangement with the Shire of Lake Grace is that the rent is collected on the Shire's behalf by GSCHA. The GSCHA are paid a management fee and arrange general maintenance out of the rental. Any money left over is returned to the Shire and is placed in a trust to fund future capital programs. Any large maintenance items required are negotiated between the Shire and the GSCHA.</p> <p>In Katanning, the Shire had a share in an aged housing unit complex. The Shire constructed the units with the assistance of the Department of Housing. The Shire was responsible for the management of the units (finding tenants, collecting rent, maintenance etc) but was required to only rent the properties to people meeting the Department of Housing criteria. There was a community expectation that the units would be leased to Katanning locals which was the case until the Department of Housing enforced the eligibility criteria. This led to some community opposition as often if people owned their own home in Katanning and wanted to downsize, by selling their home, they did not meet the Department of Housing criteria.</p> <p>The Shire sold their interest in the properties back to the Department of Housing. The Department of Housing provided the units to the GSCHA to manage, with the Shire no longer having a financial or maintenance obligation for those units.</p> <p>In Katanning the GSCHA also recently purchased surplus Shire land and have almost completed the construction of three new units.</p> <p>The Senior Finance Officer added information regarding the number of people on the waiting list for Loton Close Units.</p>
1:55pm - 2:25pm	<p>Manager of Corporate Services to discuss the reinstatement of the 2012/2013 Country Local Government Fund (CLGF) and the Daycare Commitment.</p>	<p>The Manager of Corporate Services tabled a draft 'Financial Philosophy' Policy to encourage discussion and consideration by Councillors for a future briefing session.</p> <p>Consideration was also given to nominate a project for the 2012/2013 Country Local Government Fund grant that has been reinstated. Based on project readiness, funding availability,</p>

		<p>defined project scope and whole of life cycle costings, it was recommended that this grant be allocated to the construction of the new day care centre.</p>
<p>2:25pm – 2:57pm</p>	<p>Manager of Regulatory &amp; Community Services to discuss the:</p> <ul style="list-style-type: none"> <li>• Sports Complex Improvements to the Bar/Ladies Toilet Area;</li> <li>• Food Safety Training Workshops;</li> <li>• Daycare Project Update. and</li> <li>• Dog Attack Prosecution.</li> </ul>	<p>The Manager of Regulatory &amp; Community Services (MRCS) discussed the:</p> <ul style="list-style-type: none"> <li>• Sporting Complex Improvements- The CEO and MRCS to meet with Michael Prandi to finalise plans for rearranging access to the disabled toilets and modify the bar area. MRCS also to arrange a meeting with users of the kitchen to discuss possible changes to the layout and provision of a shutter for the servery to attenuate noise from the kitchen into the function area. One of the key issues for users is the lighting of the gas stove and we will check with the supplier/manufacturer to see if we can simplify the procedure.</li> <li>• Food Safety Training- Peter Kampen from Food Technology Services visited Kojonup recently to conduct food safety training for Springhaven staff as well as an evening workshop for local commercial food handlers which was attended by twenty six persons. With the outstanding support for the workshop it's proposed to run a similar training session annually.</li> <li>• Day Care Project- H &amp; H Architects are in the process of finalising plans and documentation for the calling of tenders for construction of the proposed new day care premises. Tenders are being arranged for a staged development so Council can limit the scope of work according to the funds available. Costs for a staged development of the premises should be known by approximately July/August.</li> <li>• Animal Control (Dogs) - Due to two recent dog attacks on sheep, Council's Ranger service will continue to enforce the provisions of the Dog Act in respect to seizing and impounding the offending dog(s) but increased emphasis will be placed on owners of those dogs providing a suitable enclosure on their premises that is capable of confining a dog(s) to the property, before the dog(s) is returned to the owner. However, in most cases this is not necessary as the dog is given up voluntarily for euthanasia or sometimes, depending on the circumstances of the matter, the dog is rehoused outside the Shire.</li> </ul>

*1:20pm 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