

Record of Meeting (9.05am – 2.05pm) **Shire of Kojonup Briefing Session 6 May 2014**

Attendance: Shire President, Deputy, Crs: Mathwin, Benn, Pritchard, Radford, Trethowan and Pedler (9.05am – 12.35pm, 1.20pm – 2.05pm).

Officers: CEO, MACS (9.30am – 10.20am), MCS (from 10.30am), MW&S (from 10.20am).

Apology: MR&CS

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action
9:00am – 9:40am	In the absence of the Manager of Regulatory & Community Services the Chief Executive Officer to provide an update on: <ul style="list-style-type: none"> • Food Act Prosecution; and • Daycare Centre. 	<p>Report to be prepared for Council consideration at 20 May Council Meeting regarding time payments.</p> <p>In relation to Day Care Centre – Council is required to acquit CLGF allocation by 30 June 2016 however Quantity Surveyor price for amended building footprint seems excessive. Only way to test market is to call tenders/EOI’s for staged development at least to lock up stage. Due diligence is also being undertaken by management as part of sourcing additional funds regarding tenancy agreement, rental, management structure, accreditation and governance in addition to initial business plan.</p>
9:40am – 10:20am	Manager of Aged Care Services to give an update on Springhaven.	The Manager of Aged Care Services gave the below update: <ul style="list-style-type: none"> • ACHIEVEMENTS TO DATE <p>Registers Since commencing in this role, I have implemented all registers required to monitor quality, performance and</p>

		<p>compliance in accordance with current legislation and the Accreditation Agency's standards.</p> <p>They include a Contractors' Register which details police clearances and insurance details of all contractors and an Attendance Register that needs to be completed before all contractors, visitors and residents enter and exit the facility.</p> <p>Corrective Action Plan (CAP) A CAP Plan is now in place that highlights areas that need improvement within the facility. The most obvious area of concern is the lack of mandatory training that has been completed by staff and the need for further education.</p> <p>It is also obvious that very little ongoing maintenance has been completed at the facility and no maintenance schedule has been implemented.</p> <p>All policies and procedures at Springhaven also require review.</p> <p>This will be ongoing over the next few months.</p> <p>Quarterly review of residents' needs A 'Resident of the Week' program involving all staff, including carers and allied health staff, has been implemented. We are especially focusing on involving residents and relatives in this program so that all involved can be more aware of exactly what the resident requires and how best we can cater for their needs.</p> <p>Completion of duty lists for all staff Shift hours have been reviewed and duty lists have been implemented for all staff. My expectations in terms of performance have been discussed with all staff when I met with them individually after my arrival at the facility.</p> <p>Two new staff have been employed (carer and catering/cleaning hand).</p>
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Bed occupancy

I am pleased to report that the facility now has 18 permanent residents and currently one respite resident with future respite bookings confirmed for the next two months. We now only have two permanent beds available for occupancy.

• **STAFF EDUCATION / PROFESSIONAL DEVELOPMENT**

Over the last two months we have managed to complete all required mandatory training for all staff employed at the facility.

Staff have had over sixty hours of training during this time. The most obvious outcome of the increased education has been the halving of medication incidents within the facility in the last month. This can also be attributed to staff realising they are being monitored more closely.

Education to date has included:

- Infection Control;
- Fire Training;
- New Privacy Legislation;
- Medication Management;
- Falls policy;
- Documentation;
- Managing adverse behaviours;
- Expectations of management – “One Springhaven Team”; and
- Policy and procedure.

Since commencing in my role, I have undertaken ACFI Training with our ACFI Coordinator and attended a presentation on the new Privacy Laws implemented in March, 2014. This training addressed the implications of these changes for our facility.

• **BUILDING MAINTENANCE**

		<p>All common areas of the facility are in the process of being painted.</p> <p>Since this has commenced, staff morale has noticeably increased.</p> <p>A general clean - up of the facility has been undertaken both internally and externally.</p> <p>A yearly maintenance schedule has been implemented in consultation with the Building/Maintenance team at the Shire.</p> <p>Maintenance will continue into the new financial year.</p> <ul style="list-style-type: none">• DEPARTMENT OF SOCIAL SERVICES <p>After consultation with the CEO, I have completed and submitted the necessary data to fulfill the department's requirements for submission to the "My Aged Care" Directory. All aged care facilities in Australia will be listed in the directory and anyone wishing to access an aged care facility for their family member will be able to compare different facilities from a central database.</p> <ul style="list-style-type: none">• ONGOING <p>I am currently in the process of formulating the budget for the 2014/2015 financial year in consultation with the Manager of Corporate Services.</p> <p>The accreditation agency will be visiting the facility on 28th May 2014 to meet with me and audit our compliance. I feel confident that we will be able to show that the facility is moving forward in a positive direction and that areas for improvement have been clearly identified.</p> <p>The education arm of the agency will complete training related to Continuous Improvement following the audit of the facility.</p>
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		<p>All policies and procedures are currently subject to ongoing review.</p> <ul style="list-style-type: none"> • CONCLUSION <p>Although I have only been at Springhaven for just over eight weeks, it is noticeable that the moral of the staff has improved dramatically. It is also obvious that all staff are keen to be part of the "Springhaven Team" through their active participation in the ongoing education and review of their duties within the facility.</p> <p>My only concern is that I may have overloaded staff with my expectations in terms of performance and ongoing staff education. Because of this, over the next few weeks till the agency has visited, I will be concentrating on reinforcing the positive changes we have made and maintaining our focus on following proper procedure in all that we do.</p>
10:40am – 12:35pm	Manager of Corporate Services to give an update on the Budget Process and Projects.	The Manager of Corporate Services gave an update on the Budget Process and Projects and Council's financial picture.
1:05pm – 1:35pm	Manager of Works & Services to give a Works Update.	<p>The Manager of Works & Services gave the below update on the upcoming works program:</p> <ul style="list-style-type: none"> • Shamrock Road Failure Repair • Guide Post/Signage Kojonup-Darkan Road new widening Section • Gravel Re-sheet Magini Road 3km • Gravel Re-sheet Riverdale Road 5km • Bitumen Patching/signs/guide post where needed • Road Grading where and as needed • Pipe Drain Railway reserve Gordon Street • Street Sweeping Town • Muradup Town Drainage <p>The Works crew have now started Winter hours which means they will be working from 7:00am to 4:00pm on a nine day fortnight.</p>

To maintain public recreation areas for the use of sporting and recreation bodies.
To preserve areas of natural vegetation worthy of retention.
To provide visual or noise buffer areas between incompatible users.
To reflect and protect areas already set aside for National Parks or Crown Reserves”.

To contemplate the siting of ILU's within Peace Park would require a rezoning application and potentially a 6 month processing timeline which could be extended if public representations are received objecting to a part re-zoning of the area.

Council is also awaiting the initial concept plans for the Main Street Master Plan therefore any delay would not enable Council to meet the VROC ILU Agreement time frames. There is however potential for future ILU accommodation to be incorporated in the review of the Town Planning Scheme No. 3 which will commence in the latter half of 2014.

32 Katanning Road

The area is zoned R10/20 as per the Shire of Kojonup Town Planning Scheme No. 3 which encourages single house, multiple or grouped dwellings subject to compliance with State Planning Policy 3.1 Residential Design Code and amendments.

The aim of the R-Codes is to provide general site requirements of dwellings with respect to:-

- Minimum site area per dwelling,
- Minimum lot area/rear battle axe,
- Minimum frontage,
- Open Space, and
- Minimum setbacks to streets/boundaries.

The area is conducive to residential subdivision with a mixture of single dwellings and units. Single dwellings on lots averaging 800-1,000m² provides sufficient area for a detached shed/garage and secured parking/storage for boats/caravans.

		<p>Normal urban residential Lots of approximately 600-700m² could be provided but only if full sewer reticulation was available.</p> <p>Unit clusters allowing for strata title development are also appealing in the area if appropriately designed and lots clearly identified in the subdivision proposal in preference to an ad hoc approach. Once again, sewer infrastructure would determine building envelope and lot sizes as the area unfortunately does not have reticulated sewer. Such developments ideally should be private sector driven allowing Council to focus on Aged Person Accommodation given the perceived demand as identified in the VROC business case proposal.</p> <p>32 Katanning Road would accommodate 3 ILU's however it is not the preferred location at this time for a one-off 3 unit development for seniors as per the business case proposal lodged by the Southern Link VROC.</p> <p>Springhaven –Land fronting Soldier Road</p> <p>The land is zoned Special Use Aged Persons Accommodation as per the Shire of Kojonup Town Planning Scheme No. 3. The use of land in the Special Use Zone (3.2.5) shall be consistent with the following objectives:</p> <ul style="list-style-type: none"><i>"(a) To provide an area where special uses can be operated under the specific control of the Council in order to maintain the safety, health and welfare of surrounding users.</i><i>(a) To enable the Council to impose specific conditions to restrict the use and operation of any development that would normally not fit within the ambit of any other zone in this scheme".</i> <p>Section 3.5 of the Planning Scheme states:-</p> <p><i>"No person shall use land or any building or structure thereon in a special use zone, except for the purpose set against that land in Schedule II and subject to compliance with any conditions specified in the Schedule, or in a Town Planning Scheme Policy, with</i></p>
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respect to the land”.

The area of land has been specifically and deliberately set aside under the existing Planning Scheme for Aged Person Accommodation (APA) in recognition of the Springhaven Aged Care Facility and nearby Loton Close ILU's. Aged Person Accommodation could consist of an extension of the Springhaven Facility and ILU's or a combination of APA for single or couples with ancillary support from Springhaven regarding meals, health/well-being services and monitoring. The area is within the defined APA precinct and in close proximity to the Hospital.

The land is ideally situated (subject to Engineering Assessment) for future APA's managed by the Shire of Kojonup.

There are other positive aspects to this area other than amenity and visual benefits including:-

- Ability to define and upgrade staff/visitor vehicle access and parking including Ambulance and service vehicles while providing access to APA.
- Alternative main access to Springhaven as limited car parking spaces off Barracks Place make it difficult to manoeuvre (which has been verified in writing by visitors).
- Centralise APA within a defined precinct on Council owned land.
- Maximise development potential for APA in relatively close proximity to essential utilities and services including the shopping precinct.
- Provision for future staged cluster development as per H & H Architects design drawings previously viewed by elected members at the Briefing Session held 23 July 2013.

Southern side of Loton Close

Loton Close has specifically been identified by Council over a number of years as ideal for ILU accommodation for seniors; hence the northern side of Loton Close has been fully developed. The VROC project compliments the continued development of

	<ul style="list-style-type: none"> Audit Committee 	<p>Loton Close for ILU accommodation as water, sewer, street lighting and a sealed road already exist. The location selects itself as an ideal area for 3 x 2 bedroom Units as well as enormous potential for a CEO house, more ILU's and staff housing.</p> <p>The area is zoned R10/20 as per the Shire of Kojonup Town Planning Scheme No. 3 which encourages single house, multiple or grouped dwellings subject to compliance with State Planning Policy 3.1 Residential Design Code and amendments. The aim of the R-Codes is to provide general site requirements of dwellings with respect to:-</p> <ul style="list-style-type: none"> • Minimum site area per dwelling, • Minimum lot area/rear battle axe, • Minimum frontage, • Open Space • Minimum setbacks to streets/boundaries. <p>A small section of land in the South East corner of the Council owned land is zoned Rural as this area falls within the Sewerage Treatment Ponds Protection Buffer Zone but has no impact on the ILU building footprint.</p> <p>A formal recommendation will be tabled for Council determination at the 20 May 2014 Council Meeting.</p> <p>CEO advised that only one EOI had been received from the community for the two vacancies on the Audit Committee. Discussion followed on the need for an external independent management skill set that had no prior association with Kojonup to assist evaluate processes/systems, risks, governance, compliance, reporting frameworks and continuous improvement. Consideration on sitting fees for attending meetings may be required to gain the external skill sets identified.</p> <p>Council had previously resolved that 3 community reps and 4 Councillors comprise the Audit Committee and any change would require existing motion to be rescinded.</p>
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	<ul style="list-style-type: none"> • Waste Management • Royalties for Regions • School Bus Advisory Committee 	<p>MCS to prepare a report for consideration at the 20 May 2014 Council meeting as it is important for this matter to be resolved so that the Audit Committee can meet.</p> <p>CEO & Shire President outlined issues recently raised by contractor and a meeting outlining Council's position will be held tomorrow.</p> <p>CEO will draft media release rejecting suggestions from Lyndon Rowe, Chairman of the Economic Regulation Authority (ERA), that the Royalties for Regions program is putting pressure on the State budget and should be abolished.</p> <p>Cr Trethowan advised that a meeting of the committee is being held 10am 19 May 2014 with representatives from the Public Transport Authority followed by a meeting with parents living on the Lumeah route. Given the clash with the next Briefing Session the venue for the committee meeting would be changed to the Lesser Hall. Shire President indicated a desire to attend the meeting therefore the Briefing Session would commence at noon and conclude prior to the Council Meeting at 3.00pm.</p>
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10:20am Morning Tea Provided

12:35pm Lunch Provided

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