

Record of Meeting (9.05am – 2.37pm) **Shire of Kojonup Briefing Session 11 February 2014**

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

Officers: CEO, MCS, MR&CS (9.05-11.25am), CSO (9.05–11.25am), MW&S (9.47–10.40am), SFO (1.30–2.08pm)

Guests: Jane Lee Kojonup Theatrical Society (9.05–10.00am)
 Hannah Watkin KP IT Upgrade (10.00–10.40am)
 David Prasser-Jones Audit Committee Community Rep (11.25am-1.00pm)

DECLARATIONS OF INTEREST

Cr Benn – Diesel Bowser Replacement (Q & A Session)

CONCEPT FORUM

Item	Issue	Response / Action
9:05am – 10:00am	Jane Lee – Kojonup Theatrical Society – Brief on Memorial Hall Upgrade regarding Stagecraft Report and how/where Theatrical Society can assist in raising funds/increase hall use (<i>see attached</i>).	Jane presented a comprehensive report on refurbishments required at the Kojonup Memorial Hall to meet operational/technical safety standards and theatrical/multi use requirements. Shire President advised that the contents of the report would be duly considered as part of the 2014/2015 Budget deliberations. The continued assistance of all users is imperative to not only seek alternative funding options but to increase utilization of this community asset.
10:00am – 10:40am	Hannah Watkin – Kodja Place IT Upgrade Report, KTA Website Report and Centralised Promotion Plan Report	<p>Hannah provided Council an update on efforts undertaken to date with T4 Technology, Wendy Thorn and Margaret Robertson to install a new system at Kodja Place that was "Fit for Purpose" and compatible for continuous upgrade in the future rather than becoming obsolete.</p> <p>Council were informed of issues with KTA web site and need to have an integrated plan that met KTA, Council, KP, KTR, KHS, other potential users requirements rather than unnecessary duplication.</p> <p>Overview provided of a centralized marketing and promotion model which would be considered by CEO as part of the Kodja Place Precinct review. Kodja Place Advisory Committee Inaugural meeting would be held Thursday, 20 February 2014. CEO will distribute</p>

		notices and agenda accordingly.
11:00am – 11:25am	<p>Sporting Complex Hire – “on your bike WA”</p> <p>RV gathering 2015 – planned sub regional approach</p> <p>Swimming Pool – Public access</p>	<ul style="list-style-type: none"> • Cycling Touring Association will be holding its 2014 On Your Bike Tour from Sat 4th Oct – Sun 12th Oct. Proposed itinerary will see them travel to Kojonup from Frankland on Tuesday 7th October before departing for Darkan on Thursday 9th October. • Would like to use the Sporting Complex for evening meal and breakfast and the oval for camping (last used by the association in 2004). • Approximately 130 participants – require use of shower/toilet facilities and dining/kitchen facilities. • Also requires catering by either a sporting group or community group and queries bar facilities. • Council suggested the use of Hockey Oval as opposed to the Football Oval as may provide better protection from the elements should there be wind. Also easier to use shower/toilet facilities at ground level. Need to check reticulation points on both ovals prior to any tent pegs being placed in the ground. • Cost – use set fees for bond. • CSO to liaise with Tony Humphries (Tour Leader). • CSO attended meeting in Gnowangerup along with Cranbrook, Jerramungup, Broomehill-Tambellup on 4th February to discuss the Motorhome Rally 2015. • Discussion on individual local government ideas for when the rally enters the great southern region. • CSO seeking suggestions/guidance from Council as to what direction they would like to take and if there were any events they would like to promote/organise over the duration of the rally. • Suggestion to hold either a one or two day Polocrosse tournament/exhibition at the Polocrosse grounds; possibility to incorporate wine tours/farming tours during the event. • Kodja Place could also be used as a venue for an event. • CSO to communicate back that Council may also be keen to host an event that has not been already suggested by other Shires and is something requested/well supported by the Campervan Rally ‘people’. • In response to a number of enquiries received by the MRCS in

		<p>regards to access to the pool operations and access during structured classes, consultation was undertaken with YMCA in Perth and the following public notice was put in place:</p> <p><i>"The Shire of Kojonup wish to advise that persons attending the pool with children enrolled in either the Vac Swim or In Term swimming classes which are conducted outside normal pool operating hours, will now be able to access the Toddlers pool. However, access to the main pool will be limited and only allowed at the discretion of the pool manager, depending on the number of swimmers associated with the structured classes. Those wishing to swim laps are encouraged to attend during normal pool operating hours.</i></p> <p><i>The public are also advised that Council will be reviewing pool operations before the commencement of next season, such as operating hours, allocation of water space, entry fees, amenities such as barbecues and children's playground and improved shade areas that better serves the needs of pool users and importantly promotes and encourages greater use of the facility by the general public.</i></p> <p><i>The Shire wish to acknowledge the cooperation and assistance of YMCA who operate the pool on behalf of Council, in arranging additional staff to supervise pool patrons using water space outside normal pool operating hours which is a requirement of the Department Of Health's Code of Practice for Aquatic Facilities.</i></p> <p><i>If you have any further queries, please contact Mort Wignall, Manager Regulatory & Community Services on 9831 2400.</i></p> <p><i>14 February 2014"</i></p>
11:25am – 1:00pm	Audit Committee Meeting (see Agenda under separate cover)	An audit committee meeting was held. (Refer to separate minutes).
1:30pm – 2:08pm	Question & Answer Session: <ul style="list-style-type: none"> • Monthly Payments Listing 	Queries raised were answered by SFO. Cr Sexton requested a status report on process presently undertaken

	<ul style="list-style-type: none"> • Manager Works & Services • Manager Regulatory & Community Services 	<p>to ascertain needs and allocations for distribution of ESL funds to Fire Brigades and fire abatement process including statistics, inspection frequency, property owner compliance, aerial inspections, timing, costs etc. Senior Management Team to progress.</p> <ul style="list-style-type: none"> • Agreement between Council and Main Roads WA regarding use of gravel pit during Albany Highway upgrade north of Kojonup. CEO to follow up in absence of MW&S. • Time frame to replace bowser at Depot (Insurance claim) as price differential increases using local service station. <i>Cr Benn declared an interest.</i> • Waste Management – question was asked if Council provides residents passes to use Refuse Facility for certain waste types 3 or 4 times per annum. As facility is contracted to Blackwood Waste CEO believed such determination was a negotiable item in the contract with Council but would seek clarification from MRCS on cost/benefits derived by such an arrangement. • Southern Aboriginal Corporation Housing Board – Cr Radford requested a status Report on the two vacant dwellings off Katanning Road. CEO will request MRCS to prepare report for next Briefing Session. • Jean Sullivan Units behind Police Station – Asset Management Plan update would be appreciated as joint undertaking with Homes West. CEO will request MRCS to prepare report for Councils information. • Black Cockatoo – Security alarm continues to be activated and can this matter be addressed by KP Community Fund Inc. and operator. • School Bus Route Review – Cr Trethowan provided update and encouraged parents, committee representatives, bus operator to provide feedback to ensure all issues, concerns and options are duly considered.
--	---	--

10:40am Morning Tea Provided

1:00pm Lunch Provided

Rick Mitchell-Collins
Chief Executive Officer