

Record of Meeting (9.05am to 3.55pm) **Shire of Kojonup Briefing Session 4 February 2014**

Attendance: Shire President, Deputy, Crs: Mathwin, Trethowan (9.05am – 12.55pm), Benn, Pritchard, Pedler, Radford.

Officers: CEO, MCS, MRCS from 11.25am, MWS (10.30am – 12.45pm), PA (10.10am -10.30am, 11.25am – 12.30pm)

Guests: Glenys Russell – Kojonup Tourist Association (9.05am – 10.10am),
Kim Boulton – Records Consultant (10.10am – 10.30am)

DECLARATIONS OF INTEREST

Cr Benn (KTA Financials 10.55am -11.25am)

CONCEPT FORUM

Item	Issue	Response / Action
9:05am – 10:10am	Glenys Russell – Kojonup Tourist Association - Second Quarter Update	<p>President welcomed Glenys who presented second quarter report regarding operations and activities of the KTA as per MOU. Promotional articles in Australia’s South West Holiday Planner 14/15 and RM Williams Outback Magazine.</p> <p>Discussion on utilizing the remaining boxes of “Kojonup – Historic gateway to the south” folders by updating loose leaf items on History, Lifestyle, Tourism, Business & Investment opportunities, general info.</p> <p>Discussion on Hidden Treasures/Bloom Festival, funding required from Councils and sustainability should Events Corp assistance be reduced/withdrawn as only a year by year proposition, not an incorporated body, how is success measured other than financial, e.g. increased visitors to Visitor Centre or local businesses?</p> <p>Involvement of CRC’s in other areas with Visitor Centres to centralize admin/resources and viability of existing Tourism WA information centres under existing model also discussed. CEO advised the independent review of Visitor Centres was due to be released in March 2014.</p> <p>General discussion on RV Dump point as Glenys indicated up to 10</p>

		<p>vehicles per day use the facility during the peak summer season – Is Council paying sewer service charge to Water Corp? MCS to follow up! CMCA national charge for overnight stay is \$5 per night per RV.</p> <p>Leslie Briscoe (KTA volunteer) is coordinating ANZAC/WWI events in conjunction with RSL representatives. Phil Cox (Albany) is coordinating the Great Southern Region and will liaise closely with KTA.</p> <p>Glenys indicated that the KTA were undertaking succession planning for her ultimate retirement with a likely scenario of reducing Glenys hours to 3 days per week during 2014.</p> <p>Shire President thanked Glenys for her attendance.</p>
10.55am – 11.25am	Kojonup Tourist Association Financials Assessment <i>(Financials distributed at the meeting)</i>	<p>Considerable discussion on delays in KTA providing Annual Financial Reports/IT issues and effect this has on KTA meeting recurrent expenditure and cash flow requirements including payroll.</p> <p>CEO advised that a report will be included in the 11 February 2014 Council Agenda outlining the review process and timelines he will undertake in accordance with Clause 12 of the MOU.</p>
10:10am – 10:30am	Kim Boulton – Records Consultant – Update on Council Records Archiving & Disposal	<p>Shire President welcomed Kim who outlined the statutory obligations required by Local Government in respect to records management, archiving and disposal.</p> <p>Kojonup has accumulated a substantial amount of records during the past 70 years and over the period of his engagement he will determine which records must be retained, those that can be destroyed and those which remain with Council for perpetuity. The engagement of Hayley by Council to assist Kim has been very beneficial!</p> <p>Kim commended the Southern Link VROC Councils for establishing the Broomehill Repository.</p>
11.25am – 12.30pm	iPad Training led by the Manager of Corporate Services	<p>The MCS and PA conducted a very beneficial training session on Docs on Tap which will allow Councillors and staff to electronically view agendas, reports, etc. instead of hardcopies.</p>

		<p>work this week. He will continue to attend to items he has accepted responsibility for and items that Council need to address (and pay for) will be discussed at a future briefing session, including plans for modification of access to the public toilets from the nearby bar area. Meeting with User Groups will be conducted once program confirmed.</p> <ul style="list-style-type: none">• Good discussion was had on Sport Precinct Master Plan including possibility of incorporating other Community facilities, re-arranging vehicle access, storage improvements etc. Dept. of Sport & Recreation (Chris Thompson) has verbally agreed to contribute up to \$25,000 towards the Plan and CEO progressing expression of interest notice.• Day Care Facility- Due to funding constraints and the projected cost of stage 1 of the proposed collocated Day Care, play Group and Toy Library, the option of utilising a different form of construction ie a purpose built transportable building was discussed, as well as locating it at the Sporting Complex where such a facility would serve the needs of a wider section of the community, particularly those engaged in programs and activities conducted at the sporting complex/precinct where parents often look to place their children while participating in those activities etc. The Manager of Regulatory & Community Services is to provide a report for the February meeting of Council for further consideration of the option to utilise a transportable building for the new Day Care facility and locate it at the Sporting Complex. <p>MCS advised that CLGF/Financial Assistance Agreement indicates completion time frame of December 2015. A transportable building should be considered in an attempt to reduce quantity survey projected costs. Tender process to be deferred until MRCS and Council assess alternative options and view building types like the Day Care Facility at Jerramungup.</p> <ul style="list-style-type: none">• MRCS via Paul Retallack to facilitate the preparation of a Fire Break Inspection Report which outlines reporting regime, process and consultation undertaken with CFBCO etc. for Council and Community information. Crs. Benn, Radford and Sexton indicated their preparedness to participate in the
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		<p>reports preparation.</p> <ul style="list-style-type: none">• Request from Crs. Benn and Pritchard to ascertain possible reinstatement of Rubbish Bins at Cnr Bagg Street and Jones Road/Elverd Street and Albany Highway. CEO indicated this review could coincide with Main Street Renewal Strategy.• Cr Pritchard indicated that the Black Cockatoo Alarm is frequently being activated and what procedures are in place with Kodja Place Community Fund to respond if leasee is not present? Matter to be followed up.• Cr Pritchard asked if Main Roads had been officially approached regarding positioning of proposed Locomotive by the Kojonup Tourist Railway. Should Council include this proposal as part of Tourist Precinct Master Plan?• Cr Radford asked if it was possible for KTR/Council to consider purchasing the easement between Pensioner Road and Soldier Road. CEO advised that present property owners were receptive to such action if a reasonable offer was made. CEO to approach Mr. & Mrs. Goodall in first instance and report back to Council.• Potts Memorial Lighting – successful outcome for committee to transfer balance funds to Council to be held in trust and used on Potts Memorial in accordance with Master Plan.• Kevin O'Halloran Memorial Swimming Pool- the pool manager has requested permission to install a children's playground type facility which I doubt complies with the Australian Standards for playground equipment in a public place. I have therefore advised that the equipment is not to be installed and we will address the need for this type of facility during the off season, in conjunction with an audit of playground equipment in all Council areas which is to be undertaken as part of our risk mitigation program for public places and facilities. A review is also to be undertaken including fees and charges for 2014/2015 season.• Kodja Place-MRCS is still waiting for specifications from the consultant for remedial work to be undertaken to the rammed earth walls and feature stone wall at Kodja Place. When this documentation is received I will seek written quotations from contractors for the work and present the costs and other relevant information to Council for consideration.
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	<ul style="list-style-type: none"> • Chief Executive Officer 	<ul style="list-style-type: none"> • Water Reuse Scheme- Danny Burkett, the OPUS consultant is visiting Kojonup on Wednesday 5th February to present plans of the proposed route and infrastructure upgrade for the water reuse scheme to senior management. Staff will also walk the proposed route with the consultant and will make changes as necessary to ensure the route provides for the additional areas of watering proposed for the upgraded scheme as well as providing pipework for future connection to the Water Corp South dam if we eventually inherit this asset from them. Once the design documentation and route is finalised the consultant will call tenders and report to Council on the preferred contractor to undertake the work. The consultant has also been engaged to project manage the upgrade works. <p>Chief Executive Officer updated Council on: Springhaven, Southern Link VROC CEO meeting, Boundary adjustment to Turkey Dam lot, Entry signage upgrade and CEO 6 monthly review.</p> <p>Shire President reported on events, meetings etc. attended since the previous Briefing Session and Council agreed that the report be included in future Agendas under Item 7 – Announcements.</p> <p>Reminder to Councillors to provide budget wish list and additional training considerations.</p>
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10:30- 10.55am Morning Tea
12:40 – 1.10pm Lunch

Rick Mitchell-Collins
Chief Executive Officer