

# Shire of Kojonup Briefing Session – 15 November 2016

Record of Meeting (9:00am – 2:40pm)

- Attendance:** Councillors: Radford, Pedler & Warland (from 9:00am) & the Shire President: Cr R. Fleay and Councillors: Sexton, Pritchard & Hobbs (from 10:45am)
- Officers:** MCS (9:00am – 10:45am, 12:00pm – 12:45pm), SFO (9:00am – 10:45am), CEO (from 10:45am), MWS (12:00pm – 12:45pm) & MACS (1:05pm – 1:35pm)
- Guests:** Peta Zadow, Pam Smits and Sarah Rankin – P & A Society (11:00am – 11:45am)
- Apologies:** Cr Mathwin (Leave of Absence), Manager Regulatory Services

## DECLARATIONS OF INTEREST

Nil

## CONCEPT/AGENDA FORUM

<b>Time Slot</b>	<b>Item</b>	<b>Response / Action</b>
9:00am – 10:45am	Audit Committee Meeting (See Agenda under separate cover)	Minutes of Audit Committee Meeting held 15 November 2016 will be available on the Shire website at: <a href="http://www.kojonup.wa.gov.au/council/committees-of-council/audit-committee/2016-2/">http://www.kojonup.wa.gov.au/council/committees-of-council/audit-committee/2016-2/</a>
11:00am – 11:45am	P & A Society to present report to Council on 2016 Kojonup Show.	The Shire President welcomed Peta Zadow, Pam Smits and Sarah Rankin to the session to brief Council on this year's Kojonup Show. Peta advised the following: <ul style="list-style-type: none"> <li>• Based on gate receipts 90 less paying patrons compared to 2015 with total attendance approx. 1500.</li> <li>• 16% increase in site holders with many wishing to return next year</li> <li>• Sponsor numbers increased 89% and in \$ terms \$3,500 allowing Society to provide kids free entry, movie, power half hours, fireworks, live band, climbing wall, circus challenge, Old Mac Donald's farm, Amazing Olympics, log chopping and chain saw carving.</li> <li>• Entertainment included trick riding, pony rides, 10<sup>th</sup> Light Horse display and Clydesdale demonstration.</li> <li>• Facility improvements undertaken to Wool stands, Poultry Shed and electric lighting upgrade in buildings.</li> </ul>

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		<ul style="list-style-type: none"> <li>• 6 bar show jumping had \$1,000 in prize money and entrants in the sheep section received fuel vouchers.</li> <li>• High winds unfortunately caused damage to Council’s marquee.</li> </ul> <p>Next year will be the 110<sup>th</sup> anniversary of the show and also the Chinese year of the rooster and possible ground improvements include a grassed flat area for side show area and possible expansion North to capture shade from trees, as well as dust mitigation using similar product for equestrian events and gutter guarding food hall – preliminary cost \$2,800. A financial report to be provided in due course.</p> <p>Council asked that Society prepare a strategic plan showing goals and objectives for say next 5 – 10 years including opportunities to utilise the area more than show day and ability to allocate more funds into maintaining buildings so that they are “fit for purpose”. Council has prepared a draft lease agreement and received the Society’s feedback which will be progressed in 2017 including a review of buildings under the Asset Management Plan by 31 March 2017.</p> <p>It was also noted that the Katanning Show provided free entry this year due to 125<sup>th</sup> anniversary which may have affected gate takings and attendance. Unfortunately, activities for teenagers is difficult to achieve with the present level of sponsors and volunteers.</p> <p>The Shire President thanked Peta, Pam and Sarah for their attendance and presentation.</p>
12:00pm – 12.45pm	Great Southern Regional Road Group (GSRRG) – Cr Sexton and Hobbs to discuss with Council and Manager Corporate Services and Manager Works & Services	<p>Councillors Hobbs and Sexton, as Council’s delegates of the GSRRG, presented their thoughts after attending the GSRRG meeting in Albany on 7 November 2016 which effectively was “rubber stamping” road funding allocations for the 2017/18 financial year.</p> <p><b><i>“We recommend that:</i></b></p> <ol style="list-style-type: none"> <li>1. <i>Council delegates meet well before any RRG meeting to study the proposals with the relevant Council Officers. The result of that preliminary meeting will be that the delegates carry with them a clear direction of <u>Council’s</u> views rather than make up a delegate’s view on the day.</i></li> <li>2. <i>Instigate a meeting with our neighbours (Katanning, Broomehill/Tambellup, and Woodanilling Shires) with a view to promoting funding of roads that we have a common interest in.</i></li> </ol>

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	<p><i>Comment. We apparently belong to a group called the "West sub group" comprising the above Shires. We do not know if this group meets or what its function might be. If it does meet, then we have no knowledge of that fact or any input. We had an informal discussion with those Shires and are agreed with them that we should be more proactive.</i></p> <p><i>It did strike us that the meeting is not a forum for any real discussion but a MRD road show to tell the assembly of dollar allocations to Local government, proposed MRD works, MRD works in progress and so on. This may not always be the case but it does look like an established modis operandi.</i></p> <p><i>The MRD regional manager did stress that changes to the auditing and accountability systems of the many grant types (general purpose funding, black spot funding, disaster funding etc.) will be applied. The auditing system both from State Treasury and MRD internal auditing will be more stringent in future.</i></p> <p><i>We are asked to pay attention to grant applications that pictures, GPS references, SLK's and estimates match exactly; if the above shows discrepancies it will be reflected onto the MRD who will in turn reflect on us (LG).</i></p> <p><i>The point was; expect everything to be more stringent with tighter accountability.</i></p> <p><i>It is likely that commencement dates and completion dates will be mandated although this has not been decided on yet. On the other hand, we are encouraged to apply for progress payments for any grants received, once projects are 50% completed they are deemed as being in progress if for some reason the project stops. The unused portion of the grant then can be negotiated for completion. If the grant is under 50% completed it will be deemed as ceased and the remaining money will be re-allocated to another reserve project (already decided) within the region.</i></p> <p><i>The MRD no longer have funds at their discretion, they have allocated funding only. Allocations will be typically influenced by lobbying at a political level.</i></p> <p><i>The MRD have released two new handbooks for use in LG to standardise road assessments. The idea of the publications is aimed at having the same methodology applied to assessment criteria to provide the Council with an accurate data base to plan forward. The data base will be available through the</i></p>
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	<p><i>ROMAN system to the MRD to get a snapshot of the status of roads in the state. Although a study of the handbooks has not yet been made by the delegates the general principle of creating an accurate data base of road status is in line with Councils administration. Given that the largest portion of our budget is routinely spent on the road system of we would <b>recommend to the Council</b>; that a specific agenda time be allocated at an information briefing to discuss what Kojonup's approach to the above might be.</i></p> <p><i>A casual perusal of the allocated funds in our region shows that the coastal shires (Albany, Plantagenet and Denmark) has the major share of the total funding, there may good reasons for this but it was not apparent to us. Unless we have missed some trade off Kojonup seems not to have any Black Spot funding for 2016/17. Some explanation will be necessary.</i></p> <p><i>There was discussion of how a permit system of RAV (Restricted Access Vehicles) might work, this was or is a concern to some Shires. Basically, it is the province of the LG authority to set its own rules governing the use of its roads by RAV, once the RAV class vehicle enters a main road then it is the MRD province. We did not see the same issues in Kojonup but it would be prudent for Kojonup to have some formal or informal direction for the use of roads by RAV's.</i></p> <p><i>Some Shires provide the transport companies and farmers with the school bus routes and approximate running times with the request that they not use the route whilst the bus is running. It is a system that may well meet our responsibility to keep the school bus routes safe.</i></p> <p><i>It seems from the allocated funds spreadsheet (3/10/2016) that we (Kojonup) have not yet claimed our direct grant of \$144k for 2015/16.</i></p> <p><i>MRD announced that a tender for passing lanes North of Kojonup on the Albany Hwy near Harold road is about to be awarded at a cost of approx. \$4m."</i></p> <p><i>The MWS and MCS outlined the assessment criteria used by the GSRRG to determine priority roads which included traffic counts, roads of regional significance, Bus Routes, preservation, black spots (based on the number of incidents rather than the potential likelihood of incidents).</i></p> <p><i>The MWS tabled the 10 year roads program for Kojonup which essentially showed</i></p>
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		<p>that major road construction on the Kojonup/Darkan, Kojonup/Frankland and Broomehill Roads was substantially completed necessitating roads such as Pensioner (link to CBH) to be included. There would also be a “shift” to resealing to improve road surface longevity but this approach does not fully utilise the road construction crew and therefore provision has been made for a transition under the workforce plan towards maintenance including appropriate training for installation of culverts and headwalls. RRG consideration should also be given on potential developments such as feedlot/abattoir and transport routes to/from facilities and road infrastructure improvements required.</p> <p>It was agreed that such discussions be raised with the sub regional road group. MWS supported recommendations 1 &amp; 2 above.</p>
1:05pm – 1:35pm	Manager Aged Care Services to Provide Update to Council	<i>See Attachment 1.</i>
1:35pm – 2.10pm	Crs Pritchard and Sexton - RSL Hall and Precinct	<p>Councillors Pritchard and Sexton spoke to the following paper:</p> <p><i>“In the recent past the future use and development of the RSL Hall and its surrounds have been under discussion at Council level. The mooted development of The Kodja Place, the re-development of the sporting complex and recent negotiations with Kojonup Tourist Train group, to ascertain their future, are all in the same general precinct area of the RSL hall, it is obvious then that RSL Hall is an integral part of any proposed re-development.</i></p> <p><i>The actual ownership of the RSL Hall is now one of the issues that needs urgent attention. The present situation is that the RSL (state Branch) owns the building and land and the Shire Council has been conducting the administration of the use of the building, doing maintenance and so on, in fact acting as if the Council was the owner. This is not a surprising scenario as the Council had (in the past) entered into an arrangement with the RSL State Branch to take control of the building but the transfer of the land was not affected.</i></p> <p><i>So, we return to first principles; that the ownership of the Hall and land must be resolved.</i></p> <p><i>This has created a dilemma for both the Kojonup sub-branch and the Council. Both will want the best use of the Hall and surrounds but how is this to be done to satisfy the expectations of both entities. It will be useful if some aspects are</i></p>

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	<p><i>acknowledged namely,</i></p> <ul style="list-style-type: none"><li>• <i>It will not be reasonable to expect that the Council will continue to administer the building or expend capital on the Hall or its surrounds if ownership is not theirs.</i></li><li>• <i>The Kojonup RSL sub-branch cannot be expected to give up their rights of occupation and some measure of control on its use.</i></li><li>• <i>It would be fair to say that the Kojonup RSL sub-branch would aspire to the Hall to be used for public purposes in the future. (although no actual resolution says this)</i></li></ul> <p><i>If the RSL (state branch) does not wish to dispose of the building, then a series of questions arise as to the future of the building in the context of its proximity to the other developments mooted above. Although the initial purpose of this paper is to raise the issues and dilemmas above, some solutions can be listed as possible starting points for discussion.</i></p> <ul style="list-style-type: none"><li>• <i>If the RSL (state) wish to dispose of the building and lands, would the Council wish to be party to that transaction?</i></li><li>• <i>If the answer to that question is "yes" then would the Council expect to buy the Land and Buildings or expect it to be gifted unencumbered?</i></li><li>• <i>If the RSL(State) wish to retain ownership, would the Council, then be discussing a long lease arrangement, say fifty years, at a peppercorn rental or some similar arrangement? This type or arrangement can be quite complex as to who is responsible for what and any restrictions on use etc. This does not mean that it cannot work but great attention to detail must be applied to satisfy all parties.</i></li></ul> <p><i>There is a further complication that members would seek guidance on. Two of the current elected councillors (Pritchard &amp; Sexton) are also active members of the Kojonup RSL sub-branch, this may lead to a conflict of interest or at least a perceived conflict of interest. Will this be an issue in a negotiated settlement? if so what is the solution?"</i></p> <p>Council has attempted to meet the new RSL WA State Secretary John McCourt on a number of occasions however ill health and other commitments have prevented Mr McCourt from visiting Kojonup. Council at its meeting held 17 November 2015 Decision 185/15 agreed to the transfer of the RSL Hall and the preparation of an MOU however with the change in RSL WA State President and Secretary this matter has not progressed.</p>
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		It was agreed that the Shire President endeavour to meet Mr McCourt in Perth during the week commencing 28 November in order to reaffirm RSL WA's previous position in relation to the title transfer of the Kojonup RSL Hall to the Shire of Kojonup subject to an MOU for conducting events/meetings being mutually achieved.
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### COUNCILLOR Q & A

2:10pm – 2:40pm	<p>Councillor Updates <i>Opportunity for Councillors to outline meetings attended, discussions had or queries received for Councillor and Officer information.</i></p>	<p>Cr Hobbs:</p> <ul style="list-style-type: none"> <li>• Men's Shed via Archie Shepherd are making progress on Black Cockatoo Table tops and bases.</li> </ul> <p>Cr Radford:</p> <ul style="list-style-type: none"> <li>• Water line route from Town Dam to Kodja Place posing some challenges. CEO contacting Kevin Harrison (Department of Lands to ascertain if Railway Reserve land on which Rose Maze located can be transferred under management order to council or alternatively purchased by Council) to overcome existing and future challenges.</li> </ul> <p>Cr Pritchard:</p> <ul style="list-style-type: none"> <li>• Historical Society – use of Memorial Hall for display purposes. Council had no objection to previous approval issued for northern side wing and foyer to be used by the Society for war memorabilia displays including clothes and artefacts.</li> <li>• Western Footbridge over Kojonup Brook needs access to be permanently denied rather than hazard tape. CEO to assess as may be better the entire bridge being dismantled and stored at the Works Depot until its future relocation (if any) is determined.</li> </ul> <p>Cr Warland:</p> <ul style="list-style-type: none"> <li>• Recently visited the Black Cockatoo Café and noted a positive difference in customer service, food preparation and quality.</li> </ul> <p>Shire President:</p> <ul style="list-style-type: none"> <li>• WALGA – Great Southern Zone Meeting 2 December 2016</li> <li>• Unable to attend Briefing Session on 29 November 2016 and could date be changed. (Post Script – Special Meeting of Council to be held 1 December 2016 regarding Moonies Hill Windfarm) Next Briefing Session to be held 13</li> </ul>
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		<p>December 2016 noting Springhaven Christmas Lunch commences 11.30am.</p> <ul style="list-style-type: none"><li>• Cr Mathwin is recovering well after surgery and thanks Council for thinking of her.</li><li>• Robyn Radford is also on the road to recovery after surgery.</li></ul>
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*10:45am Morning Tea*

*12:45pm 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**

## MANAGER AGED CARE SERVICES

### REPORT TO COUNCIL – 15 NOVEMBER 2016

Spring has sprung and the residents and staff at Springhaven can at last enjoy the outdoors again. With the onset of fine weather the walking group has commenced and it will not be long before the residents and staff make it to Country Kitchen for morning tea. I think this is going to cost us a lot of morning teas this summer!

#### **Occupancy**

The facility remains at full capacity with increased interest for our respite bed. Respite bookings have been taken up until the end of the school holiday break in January 2017.

#### **Renovations**

Tenders have been received for Stage Two of our renovations and Council will discuss later today. It is pleasing we received more than one tender and hopefully the renovations should be completed by the end of the financial year.

#### **SIHI Funding**

The first meeting re the SIHI funding project was held last week and will occur monthly till all projects are completed.

Alzheimer's Australia also received funding to complete a project related to dementia enabling especially related to the environment. We have been invited to apply to be part of the project and a visit to the facility has been arranged for 6 December 2016.

#### **Kitchen Audit**

Our six monthly kitchen audit is booked for Thursday 17 November 2016. All new kitchen staff have completed their mandatory training and the facility is ready to show its compliance as required under food safe.

#### **Compliance with Financial Reporting**

I am pleased to report that all financial information has been submitted to the Department of Health as required by law this financial year. This means we will have no reason to be sanctioned as occurred last year. I would like to thank Anthony and Heather for making sure all financials were completed on time.

#### **Unannounced visit from Quality Agency.**

We received an unannounced visit from the Agency on 26 October 2016. The Agency reviewed management systems, staffing and organisational development, health and personal care, mobility, dexterity and rehabilitation and continuous improvement. All of the Standards reviewed were met. There was some concern that the facility had not had an Occupational Therapist for over a year but I was able to explain a new Occupational Therapist has been appointed and had commenced employment only a week before the visit.

It should be noted that reaccreditation is only fourteen months away. The clinical and allied health team will be meeting in early December to formulate our plan of attack over the next twelve months so all staff are well prepared for reaccreditation early in 2018.

**Resident activities**

The facility is now gearing up for Christmas and New Year celebrations. The Resident Christmas Party is 13 December 2016 and we look forward to catching up with family and friends at this time. Council is invited to attend for lunch between Council briefings on that day.