

Shire of Kojonup Briefing Session – 17 October 2017

Record of Meeting (9:00am – 1:55pm)

Attendance: Shire President and Councillors: Sexton, Pritchard, Warland, Pedler, Radford, Mathwin & Hobbs

Officers: CEO, SLO (9:00am – 9:46am), MCS (9:00am – 11:00am, 11:45am – 1:05pm), SR/BMC (11:45am – 11:55am) & MCDT (9:00am – 1:25pm)

Guests: Councillor Elect – Sandra Pedler

Apologies: DSC

DECLARATIONS OF INTEREST

Nil.

CONCEPT/AGENDA FORUM

Time Slot	Item	Response / Action
9:00am – 9:46am	The Senior Library Officer (SLO) to update Council on the following: <ul style="list-style-type: none">Library	<p>The SLO outlined the following to Council for recent Library activities:</p> <p>Library Management System</p> <ul style="list-style-type: none">Preparing for the new Library Management System (Spydus).Part of the Great Southern Regional Consortium (Albany). Albany (as our Regional Library) will continue to be our technical support with Spydus as well as training support.Stocktake on Friday (Sheree Beaton – Tambellup & her portable scanner) & Saturday (Kerry Leusciatti).Now preparing for the computer work side of the stock take – have been advised this could take up to four weeks to finish. Will need to determine:<ul style="list-style-type: none">What is not missing but needs to be removed from the data base because it has been returned in an exchange?What has been returned to libraries but needs to be removed from the data base?What stock items have been requested but unfulfilled? <p>This should leave us with what is actually missing. By doing all this, hopefully the transition to the new LMS will be simple and an easy migration of data.</p>

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	<ul style="list-style-type: none"> • Little Free Library 	<p>These school holidays, four events were held:</p> <ol style="list-style-type: none"> a. Cake Stall at the KP Bloom Festival (raising \$541) b. Games Day, held at the RSL Hall with Caroline Te-Aatonga running the session of board games, activities outside, playing in the park (25 kids attending). c. Katanning Roller Skating - \$15 per head, hired bus (which was donated with the fuel by Kojonup Bus Service) driver – Vic Rodda (donated his driving time). d. Albany - \$40 per head, 10 pin bowling, movie and popcorn (30kids attending). <p>Now planning a 'Halloween Event' and hopefully gaining some of the new Pool Manager's time to see what we can organise for summer 2017-2018. Plan to keep activities local and use our community's resources.</p> <p>Home Work Help Club has now been running fully for one term. Every week there has been about 15 children attending with parental support and also a teacher from one of the schools. Local teachers are acknowledging the difference in attitude and definitely confidence of children who are attending so a real positive result thus far.</p> <p>Little Free Library With the support of management, the SLO approached the 'Men's Club of Kojonup' and told them of her idea for Kojonup to be a part of the world wide phenomena of 'Little Free Libraries'.</p> <p>Brent Simpson, Tommy Howell and Peter Mason have given their time and resources and made the dream come true.</p> <p>The idea is for travellers to be able to pick up a book and take with them for the journey, maybe leave a book for others if they one they want to share. It's a great way to get books into cars with little ones to occupy the journey (forever learning). Also great for the community to use at the park or to enjoy at home, maybe replenish books/magazines if they have them.</p> <p>It will be the Library's responsibility for maintaining the book collection and that it is always kept neat and once again Kojonup will be on the MAP!</p>
9:46am – 11:00am	The Shire President reported on the KPCF Inc. meeting held 12 October 2017	Councillors expressed disappointment that the Community Fund Inc. meeting permitted the Shire President and CEO to be subjected to personal agendas. It is common knowledge that the Shire President's door is always open as is the CEO's and all of the matters could have been addressed/discussed in a mature, non-abusive, manner.

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		<p>Councillors, staff, contractors, consultants, committee members and volunteers associated with the Shire of Kojonup must adhere to the following corporate values:</p> <ul style="list-style-type: none"> • Integrity – <i>we will act in an honest, professional and accountable manner that maintains the community trust.</i> • Care and Respect for People – <i>We will treat people with respect in all our interactions. We are committed to the safety and wellbeing of our community and employees and will show care and empathy when addressing issues.</i> • Responsible – <i>We are mindful of our role as custodian of the community’s assets and will make decisions in a responsible manner. We will consider value for money in decision making and ensure that our operations and systems promote efficiency and good governance.</i> • Open and Reliable – <i>We will carry out our business in a transparent and approachable way, respecting diverse views and valuing the input and contributions from the community. We will act consistently and communicate clearly.</i> <p>It is hoped that with discussions with the Chair of the Community Fund and outcomes from today’s Council meeting; focus will return to working cooperatively for the benefit of the Kodja Place Precinct.</p>
<p>11:30am – 11:45pm</p>	<p>The CEO to discuss with Council:</p> <ul style="list-style-type: none"> • The Government Regional Officers’ Housing (GROH) Program; and 	<p>Matthew Meyers, Program Manager Housing Programs Department of Communities writes:</p> <p><i>“I am writing to you to ascertain the Shire’s willingness to entertain building a dwelling for a long term leaseback under the Government Regional Officers’ Housing (GROH) Program. I note that we have previously corresponded on the potential purchase of land for future land banking, this email is an alternate means to fast track the replacement of dwellings in the town.</i></p> <p><i>The Housing Authority is seeking feedback from the Council on its capacity to build three dwellings in Kojonup for the use and occupation of both the Education Department and WA Police under the GROH Program on a 9 year lease with a 1 year option.</i></p> <p><i>A cost rent can be negotiated on the build to allow the Shire to recoup costs associated with the acquisition of land and building.</i></p>

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		<p><i>Should the Shire have existing suitable and appropriate existing owned housing stock in Kojonup, we would also be happy to consider this option.</i></p> <p><i>Below I have provided an outline of the process when an investor wishes to lease on a long term basis.</i></p> <p><u>Stage 1</u> - <i>If GROH has a requirement for this type of housing then the owner will be required to supply the terms, conditions and the proposed address. If these are satisfactory then a floor plan is required. The floor plan will be assessed for compliance with room sizes, the GROH design brief and specification. The location (address) rental information and any variance from GROH standards will be referred to the departments for their consideration and approval.</i></p> <p><u>Stage 2</u> - <i>When GROH and the client department are satisfied with the floor plan, term, conditions and the location of the proposed house then agreement in principle will be provided by GROH.</i></p> <p><i>This is only an agreement in principle and is conditional upon the owner supplying the following to the satisfaction of GROH before an "Agreement to Lease" will be drawn up:</i></p> <ol style="list-style-type: none"><i>1. The site plan for the selected lot.</i><i>2. External elevation drawings showing all four sides of the house.</i><i>3. Internal elevations for the kitchen, bathroom, ensuites and laundry.</i><i>4. Floor plan.</i><i>5. Electrical plan.</i><i>6. Wardrobe, linen and broom cupboard details.</i><i>7. GROH specification and design brief, current at that particular time will be included in the documentation.</i><i>8. Any agreed variations from the design brief / specification will be documented</i> <p><i>If GROH and the owner cannot reach agreement with this proposal at this point, then there will be no obligation on either party to proceed and the proposal will lapse.</i></p>
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Stage 3 - Once the owner has supplied the required details and they are approved by GROH then an "Agreement to Lease" document will be signed by GROH and the owner.

The following documentation will be included in this agreement:

1. Finalised site plan for the selected lot
2. Finalised external elevation drawings showing all four sides of the house.
3. Finalised internal elevations for the kitchen, bathroom, ensuites and laundry.
4. Finalised floor plan.
5. Finalised electrical plan.
6. Finalised wardrobe, linen and broom cupboard details.
7. The GROH specification and design brief upon which the agreement is based will be included in the documentation.
8. Any agreed variations from the GROH design brief / specification.

Stage 4 - Upon completion of the dwelling a representative of GROH will be required to inspect the property to verify that it is complete and meets the specified requirements. If this is the case the property will be accepted and the lease will commence from this date.

In addition, I have provided the links to our design specification South and an Expression of Interest form.

http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/groh/Documents/Part_C_Construction_Specification_BCA_Class_1_and_10.pdf

http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/groh/Documents/Part_B_Functional_Brief_GROH_and_Key%20Worker_Housing_Single_and_Grouped_Dwellings.pdf

http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/groh/Documents/Appendix%20B_Requirements%20for%20GROH%20May%202016.pdf

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	<ul style="list-style-type: none"> • Lotterywest Visit 	<p><i>Our preference would be for two x 4 bedroom 2 bathroom dwellings and one x 3 bedroom 2 bathroom dwelling with a separate living area.</i></p> <p><i>Appreciate your feedback on the Shire of Kojonup's capacity to provide housing in Kojonup to meet this need."</i></p> <p>Council were receptive to building 3 dwellings under the GROH Program at the following possible locations:</p> <ul style="list-style-type: none"> • 4x2 next to new CEO house in Loton Close • 4x2 next to 30 Katanning Road • Unit added to rear of Newton Street <p>CEO to assess some design options that form part of our successful Great Southern Housing Initiative Project under the Building Better Regions Fund to ascertain if plans meet GROH criteria and to allow for indicative cost estimates.</p> <p>MCS advice – Council would have to take out a loan and ensure that the rent covers the repayments. One factor that they have raised is that they don't want to live next door to each other (i.e. 2 police working together and living together), so Council would have to spread them around town. This equally applies to Shire staff and this may be an opportunity for us to separate some of our staff housing tenants. They have no issue with a teacher living next to a police officer. It isn't really our core business but is a great way to ensure that teachers and police are attracted to move to Kojonup and are keen to stay longer and to kick start additional housing in the townsite which does align to our SMART economic and social development possibilities.</p> <p>The CEO and management will meet with Lotterywest on 25 October 2017 regarding a number of projects Council has identified and the information required for assessment to progress preparation and ultimately lodgement of applications. Discussion to include projects submitted by other local organisations to ascertain synergies (if any). Councillors welcome to attend.</p>
<p>11:45am – 12:40pm</p>	<p>The Manager Corporate Services (MCS) to provide an update to Council on his department's activities and the Senior Ranger/Building Maintenance</p>	<p>The MCS and SR/BMC briefed Council on the Regional Airports Development Scheme (RADS) Airport Grant. Under the Budget – Expenditure of \$92,870, Revenue of \$47,870 and Net Cost to the Council of \$45,000. The SR/BMC is in negotiation with RADS to change the fencing application for the runway light upgrade as both are similar in price.</p>

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	<p>Coordinator (SR/BMC) to discuss Airport funding.</p>	<p>The MCS then further briefed Council on his department's activities which included:</p> <ul style="list-style-type: none"> • Activities for the last 3 months – Council elections occurred twice, covered Annual Financials, Annual Audit, departure of the Finance Officer (Crissie Coldwell), Grant Acquittals (ILU's), the 'Smart Implementation' of the Corporate Business Plan, the updates to the Volunteer Management Handbook and the review of the Delegation Register • Current activities – induction and swearing in of new Councillors, changeover of Councillor iPads, recruitment of Finance Officer, process for Electronic Records (going fully electronic over next 18 months), progression of Annual Report, contract for Pool Kiosk and developing Mobile / NBN / BF Tower communications. • Activities for the next 3 months – annual policies review, reserve accounts review, Council Committee Appointments (in conjunction with Key Pillars?), promotional signage at airport, Audit Committee / Annual Electors Meeting, Library Software / Self Service /Future / CRC / Early Childhood. • Related Party Transactions
<p>1:05pm – 1:25pm</p>	<p>CEO to discuss with Council the 'Heavy Haulage Route' and Community Consultation process regarding the preferred Route proposed by Main Roads WA</p>	<p>Main Roads WA have previously provided Council with a copy of the Kojonup Freight Route – Alignment Selection Report and are awaiting comment from Council.</p> <p>The following issues were identified as part of the consultation process and are to be developed / investigated further during the Alignment Definition stage:</p> <ul style="list-style-type: none"> • Land impacts • Property severance and access • Noise implications • Staging options • Intersection arrangements • Investigation of impact on east-west traffic along Blackwood Road • Consultation with directly impacted landowners • Consultation with impacted businesses and; • Heritage and environmental assessments. <p>Council agreed to address this matter in greater detail at the next Briefing Session with the aim of meeting with Main Roads WA to discuss any issues/concerns/matters identified.</p>

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COUNCILLOR Q & A

<p>1:25pm – 1:55pm</p>	<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 Warland:</p> <ul style="list-style-type: none">• Dogs off leashes at Apex Park, RSL Precinct area – the CEO has asked the SR/BMC to investigate including signage improvements.• Bowler Place Units – new kitchens being installed as part of progressive upgrades. Bathrooms, flooring and Solar Panels already done. <p>Shire President:</p> <ul style="list-style-type: none">• Myrtle Benn Open Day/BBQ and unveiling of new shelter, interpretation panels and signage was terrific and all involved should be proud of their achievements. The surprise visit and feedback from Bridgetown Garden Club members was excellent despite some anxious moments for their Coach driver navigating around trees and overhanging limbs on the access road.• External directional signage at KP required especially when café visitors walk out to the courtyard showing visitors way to Visitor Centre entrance – MCDT to follow up.• Met with John Benn (Kojonup Lions Club) regarding Council assistance required at 2018 Australia Day Celebrations, incorporating Volunteer Awards and whether KP a more suitable venue. Awaiting Lions Club feedback.• Met with Graham Pember and Arthur Collins regarding Potts Flag unveiling and the importance of this ceremony being a public event and catalyst for other opportunities within the RSL Precinct. Kojonup RSL to discuss opportunities and continue to liaise with Council with unveiling of flag April/May 2018. <p>Cr Pritchard:</p> <ul style="list-style-type: none">• Mort Smash Repairs – vermin increase noticeable and is there any residue at Grain Cleaners (Mason/Ryan) that could be a contributing factor? MRS to be asked to address.• Weed Spraying Program to include Peace park west end, area south of Kojonup Brook and Tourist Railway reserve around ballast heaps.• Between Station and Machinery Shed at Tourist Railway a large truck has done a sharp turn in wetter conditions and left wheel tracks in soil which require attention. Matter to be referred to Works & Services.• NRM Officer – Jane Kowald has done a terrific job applying for funds and then ensuring shelter shed, signage, etc., undertaken prior to last weekend’s Open Day with the assistance of Friends of Myrtle Benn, Men’s Shed, Schools, etc.• Next NRM Advisory Committee Meeting should be deferred until Council has opportunity to allocate elected members (replacing Crs Pritchard and Sexton) to the NRM Advisory Committee at the 14 November Council Meeting.
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		<p>Cr Mathwin:</p> <ul style="list-style-type: none"> • Curly Wig – CEO assessing rear access plan off Bagg Street • CRC – still closing in December 2017 <p>Cr Pedler:</p> <ul style="list-style-type: none"> • Myrtle Benn Sanctuary Open Day was brilliant and could BBQ's become a regular feature during Bloom Festival? Seating inside new shelter and at particular points along trails would also be beneficial and also at Farrar Reserve. NRM Advisory Committee to be asked to consider as part of future planning/projects. <p>Cr Radford:</p> <ul style="list-style-type: none"> • RSL Hall – Youth Group has stored containers in the hall but lids are not secured posing a potential issue with vermin control. CEO to follow up via Lorreen Greeuw. • Donation Box (Steel) – opportunity to place donation boxes at RV Park, Rose Maze even at Potts Memorial allowing public to make choice if they would like to make a donation as occurs elsewhere in towns travelled. <p>Cr Hobbs:</p> <ul style="list-style-type: none"> • Staff attendance at Briefings – Shire President can request via CEO attendance of staff but primarily CEO makes determination based on subject matter, input/advice/feedback/research required and links to Corporate Business Plan. CEO as per Local Government Act responsible for staff and Council responsible for appointment of CEO. • P. Harrison – update provided by Shire President, Deputy Shire President and CEO. • Historical Society – Machinery Shed status – CEO preparing an agenda item for 14 November 2017 Council Meeting after matter discussed at Briefing Session held 3 October 2017.
1:55pm – 2:45pm	Farewell to Community Development Officer (CDO) at Kodja Place	The Shire President on behalf of Council thanked the CDO (Serena Jade) for her contribution to Kojonup and wished her all the very best for the future.
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.



Rick Mitchell-Collins
Chief Executive Officer