

Record of Meeting (9:05am – 2:05pm) **Shire of Kojonup Briefing Session 1 March 2016**

- Attendance:** Councillors: Mathwin (Presiding Member), Radford, Pedler, Hobbs, Pritchard & Warland
- Officers:** CEO, MCS (9:05am – 11:35am), MRS (10:00am – 10:35am), MW&S (9:35am – 12:35pm), MACS (9:35am – 10:35am), DSC (9:05am – 10:25am & 1:15pm – 1:45pm)
- Guests:** Leith Schmidt (10.10am – 11.35am)
- Apologies:** Shire President, Cr Sexton & MCDT

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:05am – 10:10am	MCS & DSC to update Council on Executive Residence Pricing	Manager of Corporate Services and Development Services Coordinator presented Council with a spreadsheet of the items that were raised by Council at a previous Briefing Session for consideration of inclusion in the new Executive Residence. Officers included recommendations which were then discussed by Council. The resultant table of inclusions/omissions is attached.
10:10am – 10:25am	DSC/MACS to update Council on SIHI Funding Applications for Springhaven Lodge	Manager of Aged Care Services and Development Services Coordinator provided an update on the proposed grant applications for the Shire in response to the Southern Inland Health Initiative Stream 6 Residential Aged Care and Dementia Investment Program. Shire staff are working on the following applications: <ul style="list-style-type: none"> <li>• Springhaven Renovations &amp; Alterations (progressing bathroom upgrades and including security and building efficiency improvements)</li> <li>• Independent Living Units (off-setting proposed loan and the inclusion of an additional Executive Residence on spare block)</li> </ul>

		<ul style="list-style-type: none"> <li>• Aged housing adaptability refurbishment (Jean Sullivan Units)</li> <li>• Accessibility upgrades at The Spring and interconnectivity with pathways between Springhaven, the Cemetery and town (including a new bus for Springhaven)</li> <li>• Harrison Place Toilet and Amenity area as well as improvements to the Memorial Hall toilets</li> </ul>
10:25am – 10:35am	MRS to update Council on Waste Services & discussions with Warren Blackwood Waste	<p>Correspondence has been forwarded to Warren Blackwood Waste (WBW), Council’s current waste services contractor, outlining proposed changes to operative and management of Council’s Transfer Station and Landfill that will reflect a reduced cost to Council, compared to a quotation received from them under the WALGA preferred supplier “Request for Quotation” process for provision of waste services for the Southern Link VROC partners.</p> <p>WBW has been requested to provide a revised quotation for operation and management of both facilities based on the proposed changes and upon receipt of their quotation MRS will advise Council further on this matter.</p>
10:50am – 11:35am	Leith Schmidt to present Concept Designs on Harris Place Public Toilets and Civic Centre to Council	<p>Leith provided designs to demolish and replace the Harrison Place Toilets and upgrade auxiliary spaces within the Civic Precinct.</p> <p>Design Rationale – summary</p> <ul style="list-style-type: none"> <li>• Current facility will be demolished in total from the Western original WC up to and excluding the brick store room.</li> <li>• Substantial remediation necessary to restore the external wall faces of the Memorial Hall and remove all services.</li> <li>• Demolition and rebuilding in the same location offers benefits.</li> <li>• The site is well located in the top of the main street easily accessible by the general public.</li> <li>• The design concept proposes to keep a WC at the current all floor level for access from the front zone of the Memorial Hall so that this suite of rooms can be offered as a stand-alone venue for small events as well as temporary or permanent office for local community groups or businesses. The current WC would be enlarged and upgraded to provide Accessible Unisex toilet facilities.</li> </ul>

		<ul style="list-style-type: none"> <li>• 2 new accessible unisex toilet cubicles would be constructed at ground level with direct access to a new open space "pocket park" that addresses the corner of Harrison Place and Albany Highway and opposite George Street.</li> <li>• The public toilets will be integrated into a new wall that replicates the structural rhythm of the main hall acknowledging whilst not competing with the significance of the old building, keeps the facility discreet, effectively deals with services and importantly creates a back drop for a new public space.</li> <li>• A canopy gives shelter and 'address' to the toilets and contemporary aesthetics are achieved with screens and new structural elements.</li> <li>• On street parallel and on site Car Parking will be re configured and formalised.</li> <li>• New loading dock with direct access straight into the South side of the Memorial Hall is proposed, at Hall floor level with adjacent storage rooms for chair and table storage.</li> <li>• The ramp to the current East end floor level will be removed and the internal floor raised in part for safe, convenient access from within the hall.</li> </ul> <p>Councillors were impressed with the concept design and rationale which is to be costed for inclusion in a SIHI application which closes 11 March 2016.</p>
11:35am - 12:10pm	MW&S to update Council on Road Signage & Placement as per Council Query at previous Briefing Session and to provide Works & Services Update	<ul style="list-style-type: none"> <li>• Developing a policy for street name signage – example provided</li> <li>• Updated Council on Easter Break movements for Depot Staff</li> <li>• Kojonup-Broomehill Road widening and grading progressing</li> <li>• Reseal works are occurring on Quaelup North &amp; South Road, Gregory Street and Kojonup-Frankland Road</li> </ul>
12:10pm - 1:15pm	<p>CEO to update Council on:</p> <ul style="list-style-type: none"> <li>• Netball Courts</li> <li>• Sports Complex</li> </ul>	<p>The CEO outlined the various Court resurfacing options for the Sports Complex which are expensive, especially when the courts predominant use is netball training 1 or 2 afternoons per week from April to September.</p> <p>Consideration also had to be given for the new access to the sports complex including drainage, kerbing, road construction</p>

	<ul style="list-style-type: none"> <li>• NAJA Business Consulting Services</li> <li>• Black Cockatoo Cafe</li> </ul>	<p>and sealing plus increased car parking area for the swimming pool/hockey ground area.</p> <p>Financial demands from other identified projects compounded Council's ability to provide a "quick fix" solution that satisfied all stakeholders which may necessitate a staged approach over a number of years. The CEO will finalise a report for Council consideration at 15 March 2016 Council meeting.</p> <p>Reminded Councillors of planning sessions next week with NAJA Business Consulting Services.</p> <ul style="list-style-type: none"> <li>• Thursday, 10 March 2016, 1.30pm on RSL Hall/Men's Shed/CWA/APEX Park planning</li> <li>• Friday, 11 March 2016 from 9.00am on Health planning</li> </ul> <p>Awaiting response from Mr W Harvey as to when Kodja Place Community Fund Inc. meeting will be held given Mr Paice does not have a lease.</p>
1:15pm – 1:45pm	DSC – Fencing options for new Loton Close ILU's	<p>Development Services Coordinator (DSC) informed Council that a decision on the fencing for the ILUs has been brought forward as the builder would like to install the proposed fencing in order to reduce the existing hazard that the new retaining wall presents on site. The DSC presented a number of pictures of possible fencing alternatives, noting that due to the overlooking provisions of the Residential Design Codes, palisade or pool fencing was no longer an option. Panel fencing was priced at double a colorbond fence.</p> <p>Council indicated that colorbond fencing to 1.2m high with 300mm colorbond lattice work on the top (1.5m overall fence height) would be preferable. When asked about a colour, Council would like the panel colour to resemble the roof, with contrasting colour fence posts but left the final colour choice to the DSC.</p>

COUNCILLOR Q & A

2:00pm – 2:30pm	Councillor Updates <i>Opportunity for Councillors to outline meetings attended, discussions had</i>	Cr Warland: P & A Society in possession of draft Lease Agreement so we await response.
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	<p><i>or queries received for Councillor and Officer information.</i></p>	<p>Burglaries are a continuing worry especially given permanent police numbers presently at 2 with support from Katanning.</p> <p>CEO advised that the Community Growth Association is looking at reactivating Neighborhood/Rural watch. The community needs to be vigilant in securing property and recording unfamiliar vehicle number plates, etc. to assist Police.</p> <p>Rubbish Bin in Honner Street has been removed and will it be replaced? MW&amp;S to advise.</p> <p>Cr Pritchard: Men's Shed – no mention at AGM of invitation to RSL Hall, etc. planning workshop. CEO advised invitation was posted 16 Feb 2016 but will be followed up by email or phone call.</p> <p>Cr Radford: Anxiously awaiting report from the Office of National Rail Safety regarding track inspection and accreditation.</p> <p>Rubbish Bin at RV Dump Point working well and has reduced volume at other locations.</p> <p>Cr Hobbs: Line marking at T junction Broomehill Road/Albany Highway has faded badly and needs redoing. MW&amp;S to draw to Main Roads Maintenance Inspector's attention.</p> <p>Cr Mathwin: Line marking Collie/Darkan Road – especially on crests required for driver safety.</p> <p>Cr Pedler: Attending KTA meeting at 3.00pm with CEO.</p>
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10:35 – 10.50am Morning Tea

12:35 - 1.00pm Lunch

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.
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GUESTS

External

Leith Schmitdt – Architect

Internal

*Anthony Middleton – Manager Corporate Services*  
*Sue Northover – Manager Aged Care Services*  
*Craig McVee – Manager Works & Services*  
*Mort Wignall – Manager Regulatory Services*  
*Zahra Shirazee – Manager Community Development & Tourism*  
*Michelle Dennis – Development Services Coordinator*

Rick Mitchell-Collins  
Chief Executive Officer

