

Shire of Kojonup Briefing Session – 1 November 2016

Record of Meeting (9:00am – 4:00pm)

- Attendance:** Shire President: Cr R. Fleay and Councillors: Sexton, Pritchard, Pedler, Hobbs & Warland (9:00am – 9.30am and from 10:45am)
- Officers:** CEO, DSC (9:00am – 11:30am), TP (10:15am – 11:30am) & CDO (11:00am- 12:15pm & 1:05pm – 2:35pm)
- Guests:** Sarah Rankin – Moonies Hill Energy (10:15am -11:30am)
- Apologies:** Cr Mathwin (Leave of Absence), Cr Radford

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Time Slot	Item	Response / Action
9:00am – 10:00am	DSC to walk through Executive Residence build with Councillors, CEO and interested staff.	Councillors, CEO and staff welcomed the opportunity to inspect the Executive Residence which is progressing very nicely with occupancy anticipated mid-January 2017. The DSC also provided an update on the road works and took the opportunity to view one of the Loton Close units.
10:30am – 11:30am	Sarah Rankin (Moonies Hill Energy) to update Councillors on Moonies Hill Windfarm	Dr. Rankin outlined Moonies Hill Energy's efforts in attracting an Equity partner and progress being made to ramp up Western Power approvals and grid access in order to commence on-ground works in Q1 2017 with completion of Stage 1 by Q2 2018.
11:30am – 11:50am 1:05pm – 2:35pm	Community Development Officer to provide a status report to Council	The CDO briefed Councillors on the roles and responsibilities of a Community Development Officer and detailed some of the projects she has been working on since coming to Kojonup. <ul style="list-style-type: none"> • Community Development helps people to develop socially viable communities which can assist, strengthen & support individual & family growth & enhance quality of life (as defined by the United Nations). • A Community Development Officer 'develops'. They help to articulate a community 'vision' and then go about trying to implement and encourage residents to adopt that vision so that they ultimately

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		<p>become self-empowered and self-sufficient individuals, groups and organisations.</p> <ul style="list-style-type: none"> • A Community Development Officer is not; an economic developer/planner, a promotions/marketing/communications consultant, an events coordinator/public relations master, a community services administrator/clerical officer, a grant writing wizard. • In past years the Shire of Kojonup have had staff acting in more of a community services role rather than a developmental one (more administrative and responsive as opposed to pre-emptive and project driven). The CDO has therefore been busy laying foundations, creating networks, partnerships and relationships with other organisations, governments and bodies which will hopefully result in beneficial lasting and meaningful change within the town. • The CDO informed Council of some projected plans for Kojonup in relation to our Community Development Strategic Plan. She has been extremely busy speaking with our numerous service groups, schools, etc., both within the town and region as well as those outside of it – regionally, state-wide and nationally.
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COUNCILLOR Q & A

<p>2:35pm – 4:00pm</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>SEGRA Conference Councillors recently attended the SEGRA conference, a National conference with many and varied topics covered over two days addressing Sustainable Economic Growth for Regional Australia. This conference was the 20th held in venues across Australia with The Great Southern region being fortunate to host this year's event in Albany providing an opportunity to showcase our region.</p> <p>The aim of SEGRA is to look for solutions rather than problems and through the 'SEGRA Challenge', gives the opportunity for delegates to pitch creative ideas, connect with like-minded people and to design actions to implement over the following months to present back to the next conference.</p>
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		<p>All Councillors thoroughly enjoyed the opportunity to network with innovative people, 40% of whom came from interstate and have brought home much food for thought and forward planning.</p> <p>Cr Pritchard</p> <ul style="list-style-type: none">• Road Maintenance – Collie/Darkan Road approx. 500m West of Pollards Road intersection a large depression/hole has appeared and needs attention• Culverts along Anderson’s Road – grader spilling gravel/soil onto culverts.• Road shoulders at entrance to gateways have a significant shoulder jump which means cars may bottom out trying to access.• Run off drains – some appear to have had grader lift up and go over the drain rather than backing up to ensure maximum run off.• Patersons Curse – Council officers attempting to ensure property owners “do the right thing” <p>Shire President</p> <ul style="list-style-type: none">• Gibson Group – Council provided responses (highlighted in yellow) to latest email <p><i>31 October 2016</i></p> <p><i>Thank you for the comprehensive report on the council decision. It is very encouraging that they have unanimously agreed to the recommendations. We believe most of the issues and amendments raised can be addressed by us in the next phase of concept development. We will begin work on that this week.</i></p> <p><i>However, there are a couple of clarifications that we have noted below that we would like to address with you firstly. I suspect you will be able to respond fairly quickly to them yourself and if you need further information please just let me know and I’ll give you a call.</i></p> <p>Clarifications: <i>Most of these will be included in the next iteration of the report but we wanted to give you a heads up on them so you can give response before</i></p>
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		<p>we included them in the report just in case there is something we got wrong.</p> <p>Design Requirement 4 – Remove bus stop. We will reword this to say - remove bus shelter and relocate bus stop position to in front of entrance. Basically we see the functionality for the TransWA bus stop still being retained. People can wait inside the venue and for after-hours we can provide seating under the entrance veranda. AGREE</p> <p>The information map can be reproduced smaller to be included inside the visitor centre if you want or at the entrance veranda. You also mentioned that you might shift it to the edge of town? Has there been any decision on that? Council will make this determination as part of overall Shire signage plan so not necessary for KP plan other than a comment on locating an info map outside the VC for after-hours viewing (as per accreditation requirements).</p> <p>7. Provide Adequate office and back-of-house space. Can you please clarify if permanent staff and volunteers need separate back-of-house offices? At the moment we have them in shared spaces – except for manager’s office and reception office. Shared spaces with at least one room dedicated for private meetings.</p> <p>9. Provide accommodation to allow simultaneous community and client functions. An area for computer lab training also required. The art room might not be such an appropriate space and we see computer training being able to be undertaken in multiple rooms. AGREE Such as the room where the Mosaic is accessed, in the activity hall, the function room or the community room. Is this satisfactory? Use of laptops preferred as long as there is suitable space for up to 6 users at any one given time. Very conscious of not increasing footprint further for one type of function when some good programming of schedules is all that is required. YES! Particularly with impending changes likely with role, function and location of the Community Resource Centre</p>
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	<p>11. Improve outdoor zones</p> <p><i>The idea of an outside toilet persists and beside it being complicated and expensive we are struggling to understand why there is insistence on one. To us it seems the reason is to avoid opening Kodja Place after hours when there is an event on. Why?</i></p> <p><i>The idea of the unified entrance was so people at KP after-hours still have a controlled and secure entrance to come through and be able to access toilets near café. Remember Kodj Gallery and retail area and function rooms can be locked down.</i></p> <p><i>Putting the request for an exterior toilet aside for a moment, are you saying there are going to be after-hour events that are going to be unstaffed? Have you considered the health & safety, security, fire and responsible host considerations of this?</i></p> <p>The reasons for seeking an external toilet included supporting informal, small-scale local events that extend after hours (e.g. summer evening social gatherings in the Rose Maze), as well as easy toilet access for school children who will use the studio space for messy activities such as painting and for Rose Maze volunteers and gardening staff who would feel more comfortable not bringing dirty boots, etc. inside KP. However, Council is content to drop the idea of an external toilet at this time to ascertain functionality of hirers/users bringing a chemical toilet if KP building is closed or make use of the toilets in Apex Park.</p> <p>Dot point 12: <i>Bit of a contradiction here. In the original brief, you talk about the importance of shade but have dismissed our shading recommendations. Trees are not a viable alternative due to the time they take to grow and that they will cause sightline issues. Can you please clarify your position and priorities?</i> Council is content for shading options to be progressed locally rather than by Gibson at this time. Now that the stage will stay in its current location and the courtyard trees will be retained, we can assess locally what further shading may be needed.</p>
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		<p>Comments of Storyplace Floorplan: What impact will the reduction of natural light coming through the Northern windows into the Storyplace have on the internal heating of the area which is otherwise has none?</p> <p><i>Our answer to this is it doesn't work anyway. We stood there in winter and the exhibition area is freezing and in summer it is unbearable. Insulating the space properly will combat any actual loss of heat from direct sunlight during winter back to what it is now. And the shading will hopefully improve it a bit from overheating in the summer.</i></p> <p><i>But the real issue we are trying to combat is the concept of natural light streaming into an exhibition space in the first place. It is completely counterproductive. You don't want daylight in exhibition spaces because it impacts static displays, artifacts and multimedia presentations. Council agrees and is open to frosted figures, etc. on the glass after treatment!</i></p> <p><i>Therefore, what are you solving by keeping natural light coming through the windows? It overheats it in summer, it doesn't do anything in winter. What are we solving by keeping it? We are confused. It is a flaw in initial design and treatment of windows preferred for heating and cooling of building as well as implementing Gibson recommendation regarding exhibitions – as no doubt exhibitioners will require "controlled" conditions.</i></p> <p>17. Spatial Chart Retail Space: Notes for consideration says "based on historical visitation per annum". We have requested this information on several occasions and have yet been supplied with it. Therefore, we can't respond to this requirement until we are given the actual data. Can we please have this as a matter of urgency. We do note that the marketing reports did mention visitation numbers but we do not know if this is accurate or out of date as they were conducted some time ago. This is a critical issue and one that we raised since day one. Previous figures were somewhat exaggerated and realistically the Storyplace/Kodj Gallery presently receives between 3000-5000 visitors, the Visitor Information Centre up to 8000-10000 visitors yet the Rose Maze attracts in excess of 30,000 visitors annually.</p>
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One final question. Is it OK for me to contact Sue Graham Taylor to discuss some of the interpretive ideas? YES! Do you have her number? Margaret to provide same.

Please note the following additional points:

- Dot point 21 on page 24 of Gibson's concept development document appears to propose replacing the ground cover of the central area in the Rose Maze. We wish to keep the lawn to provide a green oasis during summer and a comfortable surface for children's play, picnicking, film nights, etc. Please see table of previous uses on pp.10-12 of 'Visioning workshop backgrounder' in Dropbox > Discovery stage.
- Gated access is needed to the café veranda so a lessee can open the café for night-time functions and restaurant service without requiring main entrance access through Visitor Centre and retail area. It would also be necessary to lock-off access from the toilets to the Function Centre.
- A few corrections and supplementary information to the Council/KPAC response to Gibson's concept development document are provided below. The corrections relate to the section headed 'Comments on Storyplace Floorplan', which begins on page 11:
 - Point 1, General comments: please note the full report of Sue Graham-Taylor's community workshops is available in Dropbox > Reference materials > Kodj Gallery & Storyplace documents > Curatorial Audit_community workshops_May 2015.
 - Point 7, last dot point: Ted Smith's 26 36-year battle for Citizenship rights', i.e. 1922-1958.
 - Point 8: should read wedding **cape**, not wedding **cake**.
- Free WiFi in Main Street – CEO to ask MCS what is involved in making this a reality for Kojonup as it was reported at the SERGRA Conference that vandalism had significantly reduced in Brisbane once free WiFi was installed as more people came into the city making it difficult for vandals to not be seen and captured on phones by the general public!
- Gnowangerup Swimming Pool – Shire President and CEO are representing Kojonup at Saturday's official opening.

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		<p>Cr Hobbs</p> <ul style="list-style-type: none">• Black Cockatoo Café – Zahra is working long hours and we need to ensure our “Duty of Care” is not compromised.• Spraying Program – the massive growth occurring will require Council to remain vigilant with its spraying program. Cape Tulip along the Railway Reserve needs spraying which hopefully the KTR can address.• Café Tables – Men’s Shed is progressively re varnishing table tops and hopefully will be able to do 2 at a time to expedite works.
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10:15am- 10:35am Morning Tea

11:50pm-1:05pm 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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Rick Mitchell-Collins
Chief Executive Officer