

Shire of Kojonup Briefing Session – 18 October 2016

Record of Meeting – (9:00am – 2:00pm)

- Attendance:** Shire President: Cr R. Fleay and Councillors: Sexton, Pritchard, Pedler (from 9:30am), Mathwin, Hobbs, Radford & Warland
- Officers:** EA & FO (9:00am – 10:00am), DSC (10:00am – 11:00am), MCS (11:00am – 12:08pm), Planner (1:40pm -1:55pm) & CEO (from 10:00am)
- Guests:** Nil
- Apologies:** Nil

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Time Slot	Item	Response / Action
9:00am – 10:00am	EA & FO to coordinate iPad Training with Councillors	The Executive Assistant & Finance Officer took Councillors through the process of using the 'Drop Box' app and its benefits for accessing documents, photos & videos from different physical locations via the internet. Following this, they ran through using 'Facetime' and the Councillor's 'Calendar' app on their iPads. They discussed with Councillors the benefits for using both apps – contacting fellow Councillors via 'Facetime' or using it to make conference calls and showing them how to input appointments into their calendars and also that when they accept calendar invites sent via email, this is where those appointments will then appear.
10:00am – 10:45am	Development Services Coordinator to provide a Projects update to Council	Loton Close - Land We recently ran a successful request for quotation process for the road widening and associated works. The works include road widening, new kerbing, cul-de-sac widening, new footpath, pram ramps, future service crossings. As it was considered that the works would be less than \$150 000, the quotation option was chosen, instead of going to tender. We received six offers and we accepted the offer from Vasse Civil & Drainage. All residents are being kept informed of road works progress and the contractors aren't shy about contacting them if they need to.

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		<p>Survey work has been completed for the future retaining wall. Waiting on a quote from an engineer for the design of the access points, etc.</p> <p>Loton Close – ILUs Cabinets are in. Tiling is due to start this week. Pavers have been delivered. Have a meeting with the site supervisor next week and should have a revised completion date. Will be slightly delayed overall due to the endless winter and impact of rain affected days.</p> <p>Executive Residence Kitchen design has been finalised. Waiting on cabinetry information for bathrooms. All colour selections for the kitchen, bathrooms and laundry have been made. Lining is being final flushed, with cornice work underway. At lock up.</p> <p>Springhaven Hoping to get the tender advertised this weekend for the second stage of building works.</p>
11:00am – 12:40pm	<p>The Chief Executive Officer and Manager Corporate Services to discuss/update Council on the following:</p> <ul style="list-style-type: none"> • The CRC following committee members meeting with Shire President & CEO • IT Vision Conference and future direction • VROC update • Black Cockatoo Café update 	<p>Shire President and CEO provided background on CRC meeting and CEO to prepare options paper with input from key personnel and stakeholders for Council consideration in February 2017.</p> <p>Manager Corporate Services reported on IT Vision Conference and future Altus development options which will eventually replace Synergy.</p> <p>CEO reported that Regional EHO had resigned and accepted Principal EHO position with Plantagenet. Resource Sharing arrangement between Kojonup, Broomehill-Tambellup and Plantagenet will cease and Kojonup exploring EHO resource sharing options with Katanning. Council open to suggestion that we talk to Katanning and Boyup Brook on potential resource sharing opportunities especially as Denmark, Albany and Plantagenet alliance is southern coast centric.</p> <p>CEO commended the efforts of Zahra Shirazee (MCD&T) who over the past two weeks has made substantial progress preparing and implementing new position descriptions, procedures, rostering and ordering systems whilst still undertaking key duties, tasks and functions as Manager Community Development & Tourism.</p>

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COUNCILLOR Q & A

<p>1:15pm – 2:00pm</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>Shire President:</p> <ul style="list-style-type: none">• WALGA – Plastic Bag Free Local Laws- is Council interested? Has to be community driven and supported by business otherwise adverse publicity as recently demonstrated at Denmark.• Shire of Murray visiting Kodja Place on 24 October at 3pm.• SEGRA Conference in Albany next week. <p>Cr Warland:</p> <ul style="list-style-type: none">• Light on Southern end of ablution block at Benn Parade needs replacing.• Asked what approvals are needed to paint continuous white line on outside of pavement on sealed roads to assist drivers when sun is in their eyes and around bends? Predominantly width of roads determines if this can be achieved as road must meet minimum vehicle passing criteria. <p>Cr Radford:</p> <ul style="list-style-type: none">• Uniting Church adding a new community hall and could they borrow/hire portable toilet (that will eventually be placed at the cemetery) during the construction phase. CEO to ascertain time frames for planned Cemetery works but could not see an issue at this stage. <p>Cr Sexton:</p> <ul style="list-style-type: none">• Prefers items such as BFAC agenda, minutes and attachments to be placed on I pads rather than email as then centrally located. CEO to instruct Managers accordingly.• BFAC – support formation of Rural Fire Service but unsure of funding and human resourcing model to be adopted by State Government.• Ferguson Report – everything quite rightly is predicated on fuel load and whatever Council staff and CBFCO have to do to enforce compliance should be supported by Council. Councillors agreed! <p>Cr Pritchard:</p> <ul style="list-style-type: none">• Asked when Council will receive the Municipal Heritage Inventory final report. CEO invited Phil Sheppard to the Briefing Session who outlined process. In relation to Benn Parade Heritage Interpretation the Planner and CEO will ensure consultant engages with stakeholders. In the interim any maintenance required to be undertaken on buildings should be documented including paint colour schemes and forwarded to State Heritage for comment and possible financial assistance prior to
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		<p>any works commencing. KTR and KCGA should prepare a list of maintenance items they wish to undertake of the Train Station and submit to Council who in turn will submit to State Heritage Council. To register the "Barracks" requires a submission to be prepared for State Heritage consideration. The submission can be undertaken by Helen Munt on behalf of Council and the Historical Society.</p> <ul style="list-style-type: none"> • John McCourt – RSL WA CEO is meeting with Council and Kojonup RSL President – Graham Pember in the Reception Room on Monday 14 November at 11.00am regarding transfer of RSL Building to Council. <p>Cr Mathwin:</p> <ul style="list-style-type: none"> • Property on Pensioner Road has infestation of Paterson's Curse which needs to be addressed. Works & Services has written to property owner however Paterson curse is a category 3 weed and DAFWA relies on voluntary compliance on private properties. If an owner ignores or refuses to address issue Council has limited options other than imposing a 20m fire break around the property boundary and spraying road verges/reserves under its control. NRM Coordinator will hopefully convince property owner "to do the right thing!"
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10:45am Morning Tea

12:40pm 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