

Record of Meeting (9:00am – 4:00pm) **Shire of Kojonup Briefing Session 5 April 2016**

Attendance: Councillors: Radford, Pedler, Mathwin & Warland (from 9:00am), Shire President & Councillors: Sexton, Hobbs (left at 3:30pm) & Pritchard (from 9:45am)

Officers: CEO (9:45am – 2:00pm, 2:40pm – 4:00pm), MCS (9:00am – 12:30pm, 1:00pm – 1:30pm, 1:35pm – 2:30pm), MCD&T (9:45am – 1:05pm, 1:10pm – 2:30pm) & MRS (9:45am – 12:30pm), R/BMC (1:35pm – 2:30pm)

Guests: Mr Andrew Paice – Black Cockatoo Café (11:10am – 12:00pm)
Sgt. David Moore – Kojonup Police Service (12:30 – 1:05pm)

Apologies: Nil

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am – 9:45am	Audit Committee Meeting (See Agenda under separate cover)	Minutes of Audit Committee Meeting held 5 April 2016 available on Shire Website: http://www.kojonup.wa.gov.au/wp-content/uploads/04-Audit-Committee-Minutes-5-April-2016-UNCONFIRMED.pdf
9:45am – 10:45am	Black Cockatoo Café regarding power/water connections and any other costs Council presently absorbs plus: <ul style="list-style-type: none"> • Departure of Andrew Paice; • Community Fund Inc.; • Fall Back Strategies if nothing done by KPCF; • Council position re lack of formal lease with Mr Paice; • Registered name of Black Cockatoo is held by Mr Paice – is it necessary to keep name? • Options moving forward ; and 	Discussion focused on present and future matters in an attempt to ensure business continuity of the Café but at the same time Council was cognisant of the need to develop the Kodja Place Master Plan which may recommend for example: <ul style="list-style-type: none"> • Expansion of the kitchen to be more “Fit for Purpose”; • New entrance; • installing a cool room; • Relocating toilets; • Possible restaurant/function centre; and • Sole Trader v Manager. There were also time factors involved given that KPCF Inc.’s only official office bearer was now a Treasurer with others in acting capacities due to non-compliance with the Rules of Association.

	<ul style="list-style-type: none"> • Cost of compliance/Fit for purpose aspects, etc. 	<p>Risks associated in not continuing trade at the café and employment of existing staff were compounded by the list of maintenance items requiring attention. Councillors were advised that there is presently no separate metering of power or water to the café which will be rectified ASAP as it is important that actual costs are known in order to know the true cost of the business within The Kodja Place Precinct.</p>
<p>11:10am – 12:00pm</p>	<p>Black Cockatoo Café continued – Mr. Andrew Paice in attendance</p>	<p>Shire President welcomed Mr. Paice and he proceeded to outline the opportunities and barriers with the café, especially outstanding maintenance items and not possessing a lease which had ultimately resulted in his decision to leave the café on 30 May 2016 and pursue a career in counselling. As such he has no aspirations that the naming rights “Black Cockatoo Café” are purchased from him. Mr. Paice held no animosity but indicated that initially he was naïve in his dealings with the KPCF Inc. especially in relation to fridge repairs where the general response was “make a claim on your insurance.”</p> <p>Storage was a huge problem and it was only the goodwill of David at IGA that has enabled Mr. Paice to keep sufficient stock to trade, especially on long weekends when predominately everything in Kojonup apart from the Hill View Service Station was closed.</p> <p>Attached is a list of items belonging to each party and also a list of maintenance items requiring attention (see Attachment 1).</p> <p>Mr Paice has grown the business from a cake and coffee shop to a reputable café, however there is demand and need for a café/ restaurant in Kojonup, particularly as ‘Glenlossie’ is no longer trading on a regular basis. Expectation does not meet reality if Council is trying to promote Kojonup as a day trip or more than a comfort stop if businesses are not open to cater for visitor needs.</p> <p>A cool room is urgently required together with a review of catering, etc. equipment and who is responsible for same.</p> <p>Council indicated that such negotiations with the respective parties would need to occur to achieve business continuity regardless of whether a sole trader or manager was sourced for the café. Mr. Paice</p>

		<p>believes he has excellent staff which is difficult to retain in small communities, especially with seven day trading for most of the year.</p> <p>Council thanked Mr. Paice for his attendance and openness.</p>
12:30pm – 1:05pm	Sergeant David Moore, Kojonup Police Service, to provide general update to Council	<p>Shire President welcomed Sgt. Moore who advised that finally 2 replacement officers have commenced at Kojonup bringing the resource level back to 4 officers.</p> <p>Unfortunately drugs and burglaries had spiked but this trend is being experienced Australia wide and with additional support and new officers, Police are becoming proactive in their efforts to monitor known offenders, check bail compliance, undertake spot visits and drive-byes. Sgt. Moore attended the recent Neighbour Hood Watch information session conducted by Kojonup Community Growth Association and whilst the same familiar faces attended, the general community can be more vigilant if they noted suspicious activity and behavior such as writing down the registration number of suspicious vehicles cited driving as this information may prove beneficial.</p> <p>An extensive amount of time is taken writing up reports and without clear evidence possible offenders may not get the justice they deserve. Sgt. Moore has applied for a position in Bunbury and if successful could leave Kojonup in the next 6 - 8 weeks. Council would miss his community minded spirit but wished him, Michelle and family all the very best. They are always welcome to call in and would not become strangers!</p>
1.05pm – 1.35pm	Black Cockatoo Café continued	<p>Council were of the opinion that as the Shire of Kojonup is the Head Lessor it had the responsibility to address and action a business continuity plan as the risks of the café closing is detrimental to Kojonup as well as the KP Precinct. The CEO as acting secretary of KPCF Inc. advised that a notice was being placed in the next Kojonup News calling a special general meeting of the KPCF Inc. to appoint an acting Chair, acting Vice Chair and acting Committee of Management until an AGM is held in September 2016, however this time frame does not assist Council in the interim as Mr. Paice leaves on 30 May 2016.</p>

		Fall back strategy is to appoint an interim manager for the café and cost requirements for café and where possible, undertake works in order to be "fit for purpose" as from 1 June 2016.
1.35pm – 2.30pm	Ranger/Building Maintenance Coordinator to discuss Fire Management Plans for Council owned or managed Reserves	<p>Mr. Retallack outlined discussions undertaken with Volunteer Bush Fire Member – Geoff Fisher, CBFCO – Digby Stretch, Craig McVee, Marina Murray, Dept. of Parks and Wildlife representative, etc. regarding controlled mosaic burns that assisted flora & fauna within reserves, in particular Myrtle Benn, Denney/Blackwood Road and Muradup.</p> <p>It was essential that all parties worked collaboratively with follow up spraying, etc. undertaken to suppress/eliminate weeds as part of Natural Resource Management (NRM) and that native species be protected prior to the fuel reduction burns so as not to kill regrowth or seed trees. Mosaic burning provided training opportunities for volunteer brigades without the threat of escaping fire breaks or temperatures in excess of 36c with high winds.</p> <p>It is also opportunity for the school to be involved to manage and maintain part of Myrtle Benn reserve while also educating students about NRM. Spraying invasive weeds near transfer station entrance as 1 hour spraying will save 10 hours of labour grubbing out or cut & paste. Bridal Creeper at Marribank is very bad as well as other areas in the Shire.</p> <p>Cr Pritchard had some queries regarding the extent of areas to be burnt and that wind less than 5kmh and follow up rain were critical to success as hot fires tend to do more harm than good, hence the need for a Management Plan that addressed such issues.</p> <p>Conditions this autumn are such that it would be an opportunity wasted if some fuel reduction burns were not undertaken but this depends entirely on weather conditions, timing, resources and requirements listed in the respective management plan for each reserve.</p>
2:30pm	Manager Corporate Services to review with Councillors iPad's with the focus on "Docs on Tap"	Deferred

COUNCILLOR Q & A

2:30pm – 4:00pm	<p>Councillor Updates</p> <p><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">• Beaufort PaleoChannel – she has spoken with Director- General Department of Water and provided background on previous concerns raised by neighbouring Shires and reply from A/DG attached for Council’s information (see Attachment 2).• Meeting arranged for 12 April 2016 with Reno Guidi and others regarding Landfill area that Mr Guidi raised at the Annual Electors Meeting.• Deadly Brotha Boyz Program – Wirrapanda Foundation launch went extremely well and will run until December 2016.• Reminded Councillors that the WALGA Conference was being held 3 – 5 August and Albany was hosting the National SEGRA Conference in October.• AICD – provided feedback on training held with Council as Institute is looking at new modules aligned to Local Government, for example: understanding financial reports, conflict resolution and dealing with lobby groups, etc.• Heavy Vehicle Freight Route – currently in public consultation period and encourage community to comment.• Neighbourhood/Rural Watch – Cr Radford attended along with 20 other community members with a committee formed to canvas people to participate.• Netball Club – Discussed Hot Mix options with J. Rodda and L. Reid <p>Cr Warland:</p> <ul style="list-style-type: none">• Kojonup APEX Park – main gate onto Albany Highway – could consideration be given to a child barrier instead of locking gate. CEO to discuss with MW&S and OSH Committee. <p>Cr Pritchard:</p> <ul style="list-style-type: none">• Town Street Addressing – does Council have a policy on street numbering being placed on kerb to assist emergency services? CEO responded “not at this time but if required is easily done.”
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		<ul style="list-style-type: none"> • Myrtle Benn Fire Management Plan – concerned that mosaic burning may be premature if, for example: wandoo trees, etc. are not adequately protected. <p>Cr Hobbs:</p> <ul style="list-style-type: none"> • Briefed Council on Regional Road Group Meeting held at Woodanilling including return funds if not spent, passing lanes proposed from Harold Road to commence next year. \$23 million available for allocation over next 4 years and Kojonup may not be on priority list as it depends on assessment criteria applied. If MW&S absent ideally second in command, Rob Balloch, should attend. Cr Hobbs left after this item. <p>Cr Mathwin:</p> <ul style="list-style-type: none"> • Briefed Council on Kojonup Co-Op AGM. • Swimming Pool fence looks great!
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10:45am- 11.10am Morning Tea

12:00pm- 12.30pm Lunch

Info Bulletin	Circulated	<p>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.</p>
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Rick Mitchell-Collins
Chief Executive Officer

Attachment 1

INVENTORY - BLACK COCKATOO		
Owned by Andrew	Owned by Committee	Not fit for purpose
<i>Café</i>	<i>Café</i>	No shelving in shed
Stainless steel bench - mobile 3m long	Tables and chairs	Pot plants around verandah - who put them there?
Chest freezer	Cake cabinet	Insufficient room for storage:
Icecream freezer	2 stainless steel benches	currently use IGA
Pie warmer	Couches	2 large chest freezers stored offsite
Cash till	Toilet inclusions	Kitchen too small
Microwave	Air conditioner	Fridges all old and worn and leaking
Plants		
Picture-Black Cockatoo staff	<i>Kitchen</i>	
Cappuccino machine	Kitchen benches	
Cups, sauces, plates, cutlery	Ovens	
Table numbers	Hotplates	
Stock in trade	Fryers	
Water cooler	Extraction fan	
Cutlery trays	Under counter fridge	
Salt& pepper shakers	Fly zapper	
Napkin dispensers	Stainless steel sinks	
Sugar dispensers	Shelving	
Coffee grinder	Fridge - 2 door upright	
<i>Kitchen</i>	Freezer - 1 door upright	
Cooking utensils	Safe	
Microwave	Hot water service	
Sandwich toaster		
Blender		

Motor re fridge unit under bench	Shed	
Stainless steel trolley	Coffee machine - not working	
Plates,		
Pots and pans	Miscellaneous	
High pressure cleaner	Signage - 4 on highway	
Mops and buckets	Signage - around Black Cockatoo	
Hoses	Business Name	

REPAIRS REQUIRED

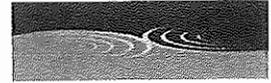
<i>Main part of Café</i>
3rd door broken
Door openers broken
Door seals in and out
Door tracks - missing screws
Air conditioning needs servicing
Tables sticky and marked
Cake cabinet - door seals broken, racks broken, light fittings are loose, leaks water, fills with water.
Splashback on m/s bench - side wall near sink - paint chipped, silicone needed
<i>Side/front of Café</i>
Flyscreen broken
Door trimming on front door at the bottom
Wallpaper ripped and marked
Exit signs don't work
window rubber seals on 3rd panel
Skirting is swelled and coming away
Floors scratched/ripped

2 big windows - seals, water comes in
Toilets
Cracks along Mens wall
Hand towel holder is broken in Mens
Handsoap canister
Plug hole - drain urinal side panel falling off
Exhaust fan broken
Cracked cornices Ladies
Fan broken
Toilets backing up
Toilet seats
Clear coating peeling
Toilet seat broken Disabled toilet
All door vents
Kitchen
Berjaya freezer unit ices up top, temperature fluctuates – seals need replacing
Double sink - splashback chipped, silicone broken down, - drains back up sometimes
Window doesn't lock
Door broken
Vinyl is peeling away from walls
Splashback above kitchen prep bench - flaky paint
Servery window all marked
Cracks on walls
Needs to be re-painted
Dishwasher leaks and needs servicing
Canopy - oil is leaking behind the s/s, cracks along sides
Fridge - front counter - leaks, loses temp often, door – seals need replacing, handles on doors, bent shelves and racks
Berjaya fridge - handle missing, door hinge on way out, fridge leaks, makes a lot of noise, unit freezes on top, lights broken, seals broken

Outside
Door trimmings - loose screws and missing
Silver door tracks - loose screws
Toilets - door vents fall off, air exhaust fans broken/noisy
Outside verandah loose boards and screws
Outside taps leaking



Government of **Western Australia**
Department of **Water**



looking after all our water needs

Your ref: Cr Ronnie Fleay
Our ref: CEOW70/16
Enquiries: Sandie McHugh – 6364 6902

Cr Ronnie Fleay
President
Shire of Kojonup
Po Box 163
KOJONUP WA 6395

Dear Cr Fleay

Groundwater investigation of the Beaufort Palaeochannel

I refer to our discussion on the day of the recent WA Planning Commission meeting and your shire's interest in the Beaufort Palaeochannel. Thank you for your follow-up email outlining the meeting between the Shires of Woodanilling, Kojonup, West Arthur and Wagin and the Department of Agriculture and Food on this same topic.

When we met, I undertook to get back to you with any information that the Department of Water has to assist in your investigation of this groundwater resource and its potential to support agriculture and industry expansion in the region.

You might be aware that under the *Rights in Water and Irrigation Act 1914*, certain groundwater areas of the state are 'proclaimed' and abstraction activities in those areas are regulated and closely monitored by the Department of Water through licensing. Wells drilled outside of proclaimed areas are not licensed unless they are into artesian aquifers. The Beaufort Palaeochannel falls outside of any proclaimed areas and as such the department has limited information, with only one licensee in the area. For information on this, please refer to the Department's Water Register at <http://atlases.water.wa.gov.au/ags/waterregister/>.

The Department of Water targets its groundwater investigations throughout the state to ensure Government and industry have timely knowledge of resources suitable for drinking water supply, agriculture, horticulture, mining and industry in areas where it is most needed.

The Department's forward program of groundwater investigations is aligned with the development needs of the state, taking into account Government initiatives and growth forecasts, as well as water management challenges; particularly drying climate. Unfortunately, at this time, the groundwater area around the Beaufort Palaeochannel has not been earmarked as part of this process.

However, the department has undertaken studies in this area as recently as 2007. It is my understanding that in November 2015, the Department provided the Shire of Woodanilling with some general hydrogeological information of the area. I now enclose a copy of a report entitled: *Hydrogeology of the Tertiary Beaufort Palaeochannel, Western Australia*. This report contains information that the Department believes could assist the shires to target investigations of the palaeochannel.

In particular, with recent technological advancements in geophysical surveying, analysis and interpretation techniques, it could be possible to re-analyse existing data with far clearer results at a minimal expense.

To help the shires fund such a study and any new infrastructure needed to access water from the Beaufort Palaeochannel, I suggest that you may consider applying for the Department's next round of the Community Water Supply Program. If you would like more information about the program, please let me know and I will arrange for the appropriate staff from the Department to contact your or your nominated person.

I trust that this information assists you and your neighbouring shires with moving forward with your considerations.

Yours sincerely



Mike Rowe
A/Director General

8 April 2016

Reuni
I will arrange a
teleconference with you
to discuss.
Thanks and
regards.
MR.