

Record of Meeting (9:03am-2:13pm)

Shire of Kojonup Briefing Session 19 November 2013

Attendance: Shire President, Deputy, Crs: Mathwin, Benn, Radford, Pritchard, Trethowan, Pedler (from 2:10pm)

Officers: CEO, MR&CS, SFO (10:40 – 11:10am), MW&ES (1:15pm – 1:40pm)

Apology: MCS

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action																																												
9:00am – 9:40am	Sgt. David Moore – Kojonup Police Station – 12 month report on Kojonup.	<p>Shire President welcomed Sgt. Moore who provided the following overview.</p> <table border="1"> <thead> <tr> <th data-bbox="1094 760 1255 786">Offence</th> <th data-bbox="1276 760 1388 786">Nov'13</th> <th data-bbox="1444 760 1556 786">Nov'12</th> <th data-bbox="1640 760 1780 786">Variance</th> </tr> </thead> <tbody> <tr> <td data-bbox="1094 792 1220 818">Burglary</td> <td data-bbox="1318 792 1339 818">4</td> <td data-bbox="1507 792 1535 818">13</td> <td data-bbox="1717 792 1829 818">69.2% -</td> </tr> <tr> <td data-bbox="1094 824 1220 850">Robbery</td> <td data-bbox="1318 824 1339 850">1</td> <td data-bbox="1507 824 1535 850">1</td> <td></td> </tr> <tr> <td data-bbox="1094 857 1241 883">M/V Theft</td> <td data-bbox="1318 857 1339 883">1</td> <td data-bbox="1507 857 1535 883">2</td> <td data-bbox="1717 857 1801 883">50% -</td> </tr> <tr> <td data-bbox="1094 889 1220 915">Stealing</td> <td data-bbox="1318 889 1360 915">11</td> <td data-bbox="1507 889 1535 915">12</td> <td data-bbox="1717 889 1822 915">8.3% -</td> </tr> <tr> <td data-bbox="1094 922 1283 948">Prop Damage</td> <td data-bbox="1318 922 1339 948">8</td> <td data-bbox="1507 922 1535 948">23</td> <td data-bbox="1717 922 1829 948">65.2% -</td> </tr> <tr> <td data-bbox="1094 954 1283 980">Threat Behav</td> <td></td> <td data-bbox="1507 954 1535 980">3</td> <td></td> </tr> <tr> <td data-bbox="1094 987 1283 1013">Dom Assault</td> <td data-bbox="1318 987 1360 1013">11</td> <td data-bbox="1507 987 1535 1013">9</td> <td data-bbox="1717 987 1843 1013">22.2% +</td> </tr> <tr> <td data-bbox="1094 1019 1241 1045">Non Dom</td> <td data-bbox="1318 1019 1339 1045">1</td> <td data-bbox="1507 1019 1535 1045">1</td> <td></td> </tr> <tr> <td data-bbox="1094 1052 1297 1078">Drug- possess</td> <td data-bbox="1318 1052 1360 1078">14</td> <td data-bbox="1507 1052 1535 1078">16</td> <td></td> </tr> <tr> <td data-bbox="1094 1084 1276 1110">Drug – para</td> <td data-bbox="1318 1084 1360 1110">16</td> <td data-bbox="1507 1084 1535 1110">12</td> <td data-bbox="1717 1084 1801 1110">33%</td> </tr> </tbody> </table> <p>Executed 12 drug warrants which included drug dogs and two significant seizures. Community crime prevention initiatives are being developed and school liaison officer still active. Sgt. Moore also a member of School Council. Blue Light Disco scheduled for Friday evening. Police Golf day a success and bigger & better next year for 20th anniversary of the event. Men's Shed progressing very well and have a vision which can be realized and presently working on Deductible Gift</p>	Offence	Nov'13	Nov'12	Variance	Burglary	4	13	69.2% -	Robbery	1	1		M/V Theft	1	2	50% -	Stealing	11	12	8.3% -	Prop Damage	8	23	65.2% -	Threat Behav		3		Dom Assault	11	9	22.2% +	Non Dom	1	1		Drug- possess	14	16		Drug – para	16	12	33%
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		<p>Recipient application with ATO. Sgt. Moore was also honoured to have been nominated for WA Police Officer of the Year.</p> <p>Council thanked Sgt. Moore for the comprehensive report and to pass onto his team our appreciation for the work they have undertaken to make Kojonup a safer community.</p>
<p>9:40am – 10:20am</p>	<p>Digby Stretch Emergency Services Legislation Review Update</p>	<p>Shire President welcomed Digby who provided an overview of his involvement in Emergency Services Legislation Review Process with Kojonup focus on preventing fires rather than fighting them. The review is a huge task and draft report to be released soon.</p> <p>At a local level good communication is essential as the introduction of the WAERN system did not provide 100% coverage necessitating SoK to retain Mid Band System. Radio towers an essential element of effective coverage. Samson Road integral tower and when it is 37+c and smoke everywhere is when communications need to work well, not just fine clear days. Awaiting results of DFES modeling and SoK has made some provision for tower upgrades and vermin proofing sheds. Cr Benn indicated that one tower was 5 metres shorter due to wind buffering. Mobile phones and SMS provide effective communication but do come at a cost if abused.</p> <p>Recent radio training was very well attended and Kojonup values the contribution and commitment of volunteers. Woody Shire undertakes a purging exercise to ascertain who wants to remain on its system (Oct each year). SoK may wish to consider doing same and also raise awareness at the Kojonup Show including signage along the Albany Highway. It is pleasing to see the number of younger volunteers and the need for on-going training and mock events to enhance skill sets. Sign-on sheets will be introduced at fast fill stations to record who is present on the fire ground as part of Risk Management Plan. From an insurance perspective it is essential that volunteers register to ensure coverage. Cr Trethowan commented that LEMC use a different colour for seasonal workers as distinct from full-time worker registrations and another colour for families which worth considering for implementation within</p>

		the SoK. Council thanked Digby for his continued commitment and contribution as Chief Bushfire Control Officer and the rest of his team and hopefully the 2013/14 fire season would be kind to the brigades.
10:40am – 11:10am	Question & Answer Session regarding the Monthly Payments Listing	Noted and listed for approval at Council Meeting.
10:53am – 11:05am	Farewell and Thank You to Lynne McIntosh (Manager of Springhaven)	Cr Mathwin on behalf of Council thanked Lynne for her service to Springhaven and wished her all the very best for the future.
11:10am – 11:40am	Senior Staff Update and Question and Answer Session: <ul style="list-style-type: none"> • Manager of Regulatory & Community Services 	<p>Manager of Regulatory & Community Services updated Council on:</p> <ul style="list-style-type: none"> • Warren Blackwood Waste. A written quotation has been received from Paul Webb of Warren Blackwood Waste for the emptying and maintenance (cleaning) of area rubbish bins located in the town centre as an option to the service currently provided by Council staff. A report will be tabled at the December meeting of Council for consideration. • Kodja Place - Review of Cleaning Program. I am in the process of reviewing the cleaning program for the precinct including external areas, to raise the standard of presentation of the place. I am liaising with the manager and cleaning staff in determining a suitable cleaning program which will be discussed at a future briefing of Council for their information and endorsement, prior to implementation. • Food Safety Assessments. I am liaising with City of Swan regarding the likely introduction of Infringement Notices, Improvement Notices and Prohibition Notices as the adopted procedure for food safety compliance. Peter Kampen our consultant "Authorised Officer for the purpose of the Food Act 2008", has completed the assessment of commercial food premises and will return in the new year to conduct food safety training for commercial food operators, (including food handlers from sporting clubs/community groups) and possibly undertake further training of Springhaven staff engaged in kitchen operations. • Kevin O'Halloran Swimming Pool. The pool opened on

		<p>Saturday 16th November. The CEO and I will be meeting with YMCA managerial staff from Perth office on 10th December to discuss the current contractual arrangements for operation of the pool as well as a maintenance program for the winter closure period. YMCA has expressed interest in assisting us in a winter program. However I am confident we can arrange for a local qualified pool operator to undertake this work. I will brief Council on the outcome of our meeting. I am training Carol Grazier (Ranger) to undertake water sampling of the pool and waste water used in our reuse scheme. Carol is keen to learn and this arrangement will save me time and is a more efficient use of staff resources. It's also a good contingency plan if I'm unavailable.</p> <ul style="list-style-type: none">• Water Reuse & Harnessing. The CEO & I have discussed the transfer of assets from the Water Corp to Council (dam on South side of town & chlorination system) and rather than spend time negotiating this matter with Water Corp, have decided that due to time constraints (project to be completed mid 2014) to go ahead and have OPUS International consultants commence concept design & specification. OPUS will present plans and specifications which will be tabled for Councils information and endorsement prior to calling tenders. OPUS will run the tender process, evaluate them and advise Council of the recommended contractor for the project. OPUS has also been engaged to administer (project manage) the project.• Inclusion Plan- People with Disabilities. Jo Macri has almost completed a review of Council's Inclusion Plan. A draft of the review will be forwarded to the Disability Services Commission (DCS) for comment prior to finalising the review, following which it will be presented to Council for their information and endorsement. The plan will then be forwarded to DSC for their records.• Netball Court Upgrade. \$30,000.00 has been received from the Department of Sport & Recreation (DSR) for this project. Due to reduced funding from DSR we may
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		only resurface three of the four courts. The project will be undertaken early next year and be completed prior to commencement of the next netball season.
1:15pm – 1:40pm	Senior Staff Update and Question and Answer Session: <ul style="list-style-type: none"> • Manager of Engineering & Works 	<p>Manager of Works & Engineering updated Council on:</p> <ul style="list-style-type: none"> • Road widening program currently ahead of schedule • Kojonup-Frankland Road widening – bitumen booked to be delivered and laid on Thursday 28 November. • Commence Kojonup-Broomehill Road in early December. • Plant Purchases. • Grading where and as needed. • G Tec Measuring Device • Parks/Ovals/Verge Mowing – Reticulation On • Christmas Holidays, last day of work is Friday 20 December. • Over Holidays a few guys not having leave and there will be staggered return to work. Can't do much on roads between mid-December and end of January due to fire bans. List of guys going on leave and when they return along with contact numbers will be forwarded to the office.
11:40am – 12:40pm 1:40pm – 2:13pm	Senior Staff Update and Question and Answer Session: <ul style="list-style-type: none"> • Chief Executive Officer 	<p>Items discussed included:-</p> <ul style="list-style-type: none"> • Governance process and procedures review and enhancement • Erosion controls and links with Tourism/CBD precincts • Leases and Agreements compliance • GSDC – Kojonup Main Street Renewal Strategy and Development Plan • Turkey Dam boundary adjustment • MOU Kojonup Tourist Railway • Draft Policies/Local Law in respect of iPads, Removal of Refuse, Rubbish and Disused Materials, Motor Vehicles, Back Filling Graves, Fitness for Work • CBH temporary grain storage request • Declaration of H position at Gnowangerup • Sun Smart Report on recent screenings of 22 employees • AICD Training 9/10 December • Business Breakfast Forum 28 November

		<p>General discussion - Shire President/Councillors:-</p> <ul style="list-style-type: none"> • Town Tour for Councillors as part of Briefing Sessions regarding strategic focus for example Sporting Complex, Kodja Place • Maximizing office/chamber space and prefer to sit at same level as Councillors when in Council Meeting • Corporate Logo/Image – red leschenaultia/ wildflowers/sheep synonymous with Kojonup • Explore Regional Investment Strategic Planning opportunities • Inspect Kulin Recreation Centre and Greenbushes Tourism Precinct to view how to progress/achieve outcomes for SoK
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*10:20am Morning Tea Provided
12:40pm Lunch Provided*

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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GUESTS

(By prior notice and scheduling with the CEO or President)

- External David Moore – Sergeant – Kojonup Police Station (9:03 – 9:40am)
 Digby Stretch – Chief Bush Fire Control Officer (9:40 – 10:20am)
- Internal Lynne McIntosh – Manager of Springhaven (10:53 – 11:05am)

Rick Mitchell-Collins
Chief Executive Officer

Explanatory Notes

- COUNCILLOR Q&A Is where Councillors can ask operational questions of the Chief Executive Officer.
- AGENDA FORUM Is where officers provide a status update or seek guidance in the work up of an item for a future agenda. This allows Councillors to stay informed and ensure items have been adequately researched by the time the item is formally presented to Council. No decisions are made on the item and all aspects considered will form part of the officers report.
- CONCEPT FORUM Is where plans, strategies, and opportunities can be work shopped between staff and Councillors to guide the initial stages of development and test concepts before allocating further resources to the concept work up. This is normally not open to the public unless otherwise advised, where the workshop may involve members of a committee or community group. This is supported by the Department of Local Government Guideline on Council Forums that states:
- Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted.*
- Discussion on such proposals in a public forum would be counter-productive. Privacy and informality allows elected members to propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views.*