

Record of Meeting (9:03am – 3:20pm) **Shire of Kojonup Briefing Session 3 December 2013**

**Attendance:** Shire President, Deputy, Crs: Mathwin (9:03am – 3:08pm), Trethowan, Benn, Radford, Pritchard & Pedler

**Officers:** CEO, MR&CS, MCS (from 9:12am), MW&ES, CSO (9:03am – 9:35am)

**Guests:** Peta Zadow & Pam Smit Kojonup P & A Society (9:03am – 9:35am)

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action
9:03am – 9:40am	Kojonup P & A Society Presentation	<p>Shire President welcomed Peta Zadow and Pam Smit from the Kojonup P &amp; A Society who made a power point presentation regarding the approach taken for this year’s show, outcomes achieved, future direction and opportunities to maximize use of the area for other users including pros and cons of relocation. Peta acknowledged that Council’s initial approach to consider alternative options had allowed the Society to assess new initiatives, sponsorship opportunities, review member ideas and facility provision/management which will hopefully provide a coordinated approach for future planning.</p> <p>Copy of presentation attached.</p> <p>Shire President on behalf of Council thanked Peta and her team for their efforts and wished the Society on-going success. Cr Mathwin expressed her thanks to Mort Wignall and Joanne Macri for their efforts liaising with the Society.</p>
9:40am – 10:00am	Manager of Corporate Services to discuss iPad Policy	<p>The Manager of Corporate Services discussed uniform possibilities for Councillors whilst representing the Shire at meetings or events.</p> <p>The Manager of Corporate Services circulated a draft 'iPad usage for Councillors' policy for general discussion and feedback.</p>
10:20am – 12:20pm	Tour of the Sporting Complex & Kodja Place Precinct	<p>Manager of Regulatory &amp; Community Services (MRCS) updated Council on:</p> <ol style="list-style-type: none"> <li>1. During a site visit of the Kevin O’Halloran Memorial Swimming Pool the MRCS advised Council of progress with projects</li> </ol>

		<p>including:</p> <ul style="list-style-type: none"> <li>• Unisex disabled toilet facility</li> <li>• Fit out of the kiosk</li> <li>• Fit out of the manager's office</li> <li>• Relocation of first aid room to partitioned area of manager's office</li> <li>• Proposed conversion of old filtration room for chemical storage</li> <li>• Proposed upgrading of service entry pavement at plant room end of premises</li> <li>• Proposed extension of roof of plant room for increased undercover storage are</li> </ul> <p>2. During a site visit of the Sporting Complex the MRCS advised Council on items progressed in addressing compliance issues and discussed improved access to toilets leading off the bar area and from the change rooms to the oval. The CEO, builder and myself will be meeting at least monthly to discuss this "work in progress" until the compliance certificate is issued.</p> <p>3. During a site visit of the Kojonup Visitor Centre, Councillors witnessed the deteriorated sections of the rammed earth walls and the cracking of the feature stone wall and the MRCS advised that a consultant engineer had been engaged to prepare the necessary scope of works, specification and methodology for work to be undertaken to repair the defects. The MRCS will then obtain quotes and will brief Council prior to engaging a contractor to carry out the remedial work.</p> <p>4. Kojonup Day Care- Due to time constraints it has been decided to engage H&amp;H Architects who prepared the conceptual plans for the proposed co located Day Care, Playgroup and Toy Library, to prepare working drawings and documentation that will enable the calling of tenders which is also to be undertaken by the architects. The architects will evaluate the tenders and submit a report to Council recommending the preferred contractor for Council's consideration. A contract will not be awarded until confirmation of funds from the relevant funding bodies has been received in writing.</p> <p>Cr Sexton noticed that the Kevin O'Halloran Brass Plaque</p>
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		incorporating the gold medal is missing from the Pool and hopefully its whereabouts is known so it can be re-erected.
12:40pm – 1:10pm	Discussions from Tour	<p>CEO outlined potential opportunities available to the Kodja Place/Sculpture Trail/Apex Park/Potts Memorial/RSL/Tourist Railway/Men’s Shed/CWA/Main Street areas from the development of an Integrated Master Plan incorporating various staged works allowing external funding applications to be prepared following community consultation and just as important a realistic, proactive, coordinated and planned approach for Kojonup which is fully costed. It is a journey worth pursuing! A sentiment which received the general consensus of Council.</p> <p>Consideration needed on:</p> <ul style="list-style-type: none"> <li>• Pedestrian/Vehicle segregation</li> <li>• Increased/improved off street parking with consideration to shaded access during summer period</li> <li>• Stormwater management by realigning/piping exposed drains/creek</li> <li>• Utilizing natural features to expand open space area at Apex Park including provision for Dog Run</li> <li>• Road loop or turning circle for Caravans</li> <li>• Future part closure of Broomehill/Kojonup Road should Heavy Vehicle Detour option to the East of Kojonup become viable</li> <li>• Duplication or expansion of public amenity block and playground</li> <li>• Redesign of RSL building to allow permanent display of war memorabilia and associated stories</li> <li>• Rose Maze expansion opportunities</li> <li>• Other themes/story opportunities pertinent to precinct</li> <li>• Signage / street furniture / irrigation / energy / lighting / security / IT / Resourcing requirements</li> <li>• Serviceability and on-going maintenance requirements</li> <li>• Noongar involvement essential as a major stakeholder</li> <li>• Risk Management</li> <li>• Review of agreements/MOU’s/Leases and property ownership to eliminate where possible surprises that may inhibit projects viability</li> <li>• Governance structure and approach</li> </ul>

<p>1:10pm – 3:20pm</p>	<p>General Discussion</p>	<p>Memorial Hall – Foyer  General discussion on visit by Graeme Edwards (RSLWA) and Claire Francis (WA Museum) regarding the significance of the War Memorial at the Hall and future of RSL Building given WWI Centenary and limited 'window of opportunity' for funding opportunities.  Craig McVee stated "If the present War Memorial at the Hall is special then don't change it!"  General comments included:-</p> <ul style="list-style-type: none"> <li>• Placing a couch in the foyer to allow visitors an opportunity to view lead lighting in the ceiling for this unique space</li> <li>• Surveillance cameras installed to open the area up to the public</li> <li>• Consideration as a possible venue for Council Meetings</li> <li>• Utilizing North and South wings for display of additional memorabilia</li> <li>• Providing a link with Kodja Place, RSL, Historical Society (Barracks/Elverd Cottage/Old Post Office) as a continuing story of Kojonup and its history</li> <li>• Verifying structural integrity of the building</li> <li>• Location and links with Main Street Renewal Strategy</li> </ul> <p>WALGA Great Southern Zone Meeting:  Shire President reported:-</p> <ul style="list-style-type: none"> <li>• Onerous audit requirements being placed on Local Government for small grants and moved an amended motion to that proposed by Katanning that <i>WALGA seeks comment from all Local Governments to ascertain whether it is an industry-wide issue and if so, lobbies government to adjust the requirements for the audit of interim and/or final financial reports/acquittals to not require interim reports to be audited.</i></li> <li>• Promoted 'The Tractor CD' which assists rural communities with mental health and well-being. Woodanilling and Wagin shires are distributing the CDs.</li> <li>• Christine Grogan GSDC - Statewide Ageing in the Bush Strategy – commissioned by Regional Development Council. Consultants engaged and will be working over the next 6 months regarding detailed planning on the impact of ageing communities across the regions – housing, services, facilities, etc. Cr. Mathwin indicated that Bremer Bay are undertaking a</li> </ul>
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		<p>Health Plan even though no budget provision made.</p> <ul style="list-style-type: none"> <li>Local Government Grain Freight Group – Shire President Zone delegate with Cr Benn deputy. Shire President happy for fellow councillors to accompany her to Zone meetings as opportunity arises. Cr Trethowan indicated that Commodity Route Planning also essential.</li> <li>Cranbrook Sport Complex tiles inspected and appeared weather/use resilient and reasonable value for money for installation at the Kojonup Netball Courts.</li> </ul> <p>Springhaven update provided by CEO.</p> <p>Men’s Shed – Officers to ascertain if present site for sale, situation regarding old fuel storage tanks and asbestos in building in order to prepare a report to Council.</p> <p>Corporate Logo – Council receptive to community input on possible design.</p> <p>Financial Report – 34 Katanning Road Conversion (MCS)</p> <p>RV gathering in Albany 2015 – CEO suggested a regional approach similar to Bloom Festival be undertaken to prepare planned itinerary, events, activities and opportunities with neighboring shires to maximize the influx of RV’s visiting the area and local patronage. Gnowangerup support similar approach.</p> <p>Cr Radford asked that consideration be given to more shade trees in the RV Dump area as whilst it is not a dedicated Camp Area in summer shade is highly regarded visiting towns.</p>
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*10:00am Morning Tea Provided*

*12:20pm Lunch Provided*

Info Bulletin	Circulated	<p>Councillors to review and ask questions out of session or at the next briefing session.</p> <p>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