

Shire of Kojonup Briefing Session – 16 February 2021

Agenda:	Commencing at 9.00am
Present:	Shire President, Cr Radford, Cr Webb, Cr Pedler, Cr Fleay, Cr Wieringa and Cr Gale
Officers:	CEO, SRO, E/HR Coordinator
Guests:	Nil
Apologies:	Cr Singh
Leave of Absence:	Nil

Time Slot	Item	Response / Action
9.00am – 10.30pm	Shire of Kojonup Club Handbook – Emily Slight	Attachment 1: Shire of Kojonup Club Handbook
10.30am – 10.45am Morning Tea		
10.45am – 12.30pm	CEO Recruitment – <i>Local Government (Administration) Amendment Regulations 2021</i> (Model Standards for CEO Recruitment, Performance and Termination) – Lorraine Wyatt	<p>Attachment 2: Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination (produced by DLGSC https://www.dlgsc.wa.gov.au/docs/default-source/local-government/local-government-act-review/ceo-standards-and-guidelines.pdf?sfvrsn=706437d2_0).</p> <p>Attachment 3: <i>Local Government (Administration) Amendment Regulations 2021</i> – Explanatory Notes https://www.dlgsc.wa.gov.au/docs/default-source/local-government/local-government-act-review/ceo-model-standards-explanatory-notes.pdf?sfvrsn=f0e031d0_3</p> <p>Attachment 4: Schedule 2 – Model Standards for CEO Recruitment, Performance and Termination</p>

12.30pm – 1.00pm Lunch		
1.00pm – 1.45pm	CEO Update	
1.45pm – 2.30pm	Councillor Q&A	



Rick Mitchell-Collins
Chief Executive Officer

Explanatory Notes

COUNCILLOR Q&A	Is where Councillors can ask operational questions of the Chief Executive Officer.
PROJECTS FORUM	Is where Senior Management/officers provide monthly Status Reports on Projects adopted via the Annual Budget or a formal request has been directed by Council to the CEO.
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 officer's 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 allow 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.

GUESTS

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