

## Shire of Kojonup Briefing Session – 16 March 2021

- Agenda:**                    **Audit Committee Meeting: Commencing at 9.00am - (Cr Webb, Cr Wieringa, Cr Singh and Cr Gale)**  
**Briefing Session: Commencing at 10.30am – (Shire President, Cr Radford, Cr Pedler and Cr Fleay)**
- Present:**                    Shire President, Cr Radford, Cr Pedler, Cr Fleay, Cr Webb, Cr Wieringa, Cr Singh and Cr Gale
- Officers:**                    A/CEO, SFO, MWS
- Guests:**                    Benita Cattalini, CEO, Albany Chamber of Commerce and Industry  
Erin Williams, Project Coordinator, Albany Chamber of Commerce and Industry  
Rex Beach, Membership Coordinator, Albany Chamber of Commerce and Industry  
Bruce Manning (CEO Selection Panel Member), Geoff Blades (Lester Blades Executive Search and Board Advisory)
- Apologies:**                    Rick Mitchell-Collins
- Leave of Absence:**        Nil

Time Slot	Item	Response / Action
9.00am – 10.30pm	Audit Committee Meeting	Agenda and associated attachments distributed separately.
10.30am – 10.45am Morning Tea		
10.45am – 11.45am	Great Southern Online Business Network Presented by Benita Cattalini	<b>Attachment 1: Information Paper - Great Southern Online Business Network</b>
11.45am – 12.30pm	Councillor Q&A	

12.30pm – 1.30pm Lunch		
1.30pm – 2.00pm	CEO Recruitment and Selection with Geoff Blades	



**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)**