

Agenda

Shire of Kojonup Briefing Session 17 November 2015 – Commencing at 9:00am

DECLARATIONS OF INTEREST

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am- 10:00am	Peta Zedow to make a presentation to Council on: <ul style="list-style-type: none">• Kojonup Agricultural Show	
10:00am – 10:20am	Morning Tea	
10:20am – 11:00am	Manager Works & Services to: <ul style="list-style-type: none">• Conduct Induction Session for Council giving an overview of Works & Services	
11:00am – 12:30pm	Town Planner to: <ul style="list-style-type: none">• Conduct session on process and considerations requested to progress the preparation of a new Town Planning Scheme	
12:30pm – 1:00pm	Lunch	
1:00pm – 1:30pm	Senior Project Officer to: <ul style="list-style-type: none">• Update Council on Rural Addressing Project	
1:30pm – 2:00pm	Development Services Coordinator to: <ul style="list-style-type: none">• Update Council on Loton Close Units – External Colour Scheme Options	
2:00pm – 2:10pm	Local Government Elected Members Induction Video	

COUNCILLOR Q & A

2:10pm – 2:30pm	Councillor Updates <i>Opportunity for Councillors to outline meetings attended, discussions had or queries received for Councillor and Officer information.</i>	
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10:00am Morning Tea Provided

12:30pm Lunch Provided

Info Bulletin	Will be circulated	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.
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GUESTS

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

External

Peta Zadow – Kojonup P & A Society

Internal

Craig McVee – Manager of Works & Services
Michelle Dennis – Development Services Coordinator
Paul Retallack – Senior Ranger/Building Maintenance Coordinator
Phil Shephard – Town Planner
Heather Sheppard – Senior Project Officer
Anthony Middleton – Manager of Corporate Services
Dominique Magini – Records Officer

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 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.*