

Agenda

Shire of Kojonup Briefing Session 15 September 2015 – Commencing at 9:00am

DECLARATIONS OF INTEREST

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am – 10:00am	Chief Executive Officer to update Council on: <ul style="list-style-type: none">• Straying cattle• Katanning Aerodrome – see attachment• Kojonup Street Renewal Strategy – Main Roads response – see attachment• Wirrpanda Foundation – disengaged youth• Kojonup District High School:<ul style="list-style-type: none">i. Work experience opportunities with Councilii. YMCA Bus• NRM Committee – 3 community nominations received	
10:30am – 11:30am	Chris Thompson – Department of Sport & Recreation Geocache Opportunities	
11:30am – 1:30pm	Graeme Edwards and Phil Orchard representing RSL WA, Graham Pember representing Kojonup RSL Sub-Branch, Peter Aspinall representing Albany RSL Sub-Branch to undertake discussions regarding ownership of the RSL Hall.	

COUNCILLOR Q & A

1:30pm – 2:00pm	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

Chris Thompson – Department of Sport & Recreation
 Graeme Edwards – RSL WA
 Phil Orchard – RSL WA
 Graham Pember – Kojonup RSL Sub-Branch
 Peter Aspinall – Albany RSL Sub-Branch

Internal

Anthony Middleton – Manager of Corporate Services
 Mort Wignall - Manager of Regulatory Services
 Craig McVee – Manager of Works & Services
 Zahra Shirazee – Manager of Community Development & Tourism
 Cassandra Fletcher – Community Development Officer
 Paul Retallack – Senior Ranger / Building Maintenance Coordinator

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.