

Agenda

Shire of Kojonup Briefing Session 4 August 2015 – Commencing at 9:30am

DECLARATIONS OF INTEREST

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:30am – 11:30am	Audit Committee Meeting (see Agenda under separate cover) Only Cr Pedler, Cr Benn, Cr Radford & Cr Trethowan required.	
11:30am	Cr Fleay, Cr Sexton, Cr Pritchard & Cr Mathwin to arrive.	
11:40am – 12:00pm	Works Administration Officer & Cr Pritchard to update Council on Roadwise Meeting attended in Cranbrook on 14 July 2015.	
12:00pm – 12:15pm	Manager of Regulatory Services to table report on OSH workplace inspections.	
12:15pm – 12:50pm	Manager of Corporate Services to: <ul style="list-style-type: none"> • Workshop Policy on Ratios for Annual Report. • Update Council on the Kojonup Tourist Association Stock, Fittings & Fixtures. 	
12:50pm – 1:10pm	Cr Trethowan to give an update on the Sports Precinct User Group discussions.	

COUNCILLOR Q & A

1:10pm – 1:20pm	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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11:30am Morning Tea Provided

1:20pm 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

Nil

Internal

Mort Wignall - Manager of Regulatory Services
Craig McVee – Manager of Works & Services
Anthony Middleton – Manager of Corporate Services
Sue Northover – Manager Aged Care Services
Zahra Shirazee – Manager, Community Development & Tourism
Stephanie Waldron – Works Administration 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.