

Agenda

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

DECLARATIONS OF INTEREST

PROJECTS FORUM

Item	Manager / Officer Updates on the Annual Budget (Monthly)	Comment
9:00am – 10:00am	Manager of Regulatory & Community Services to give an update on the: <ul style="list-style-type: none">• Swimming Pool• OSH Workplace Inspections• Asbestos Management Plan• VROC Tender for Waste Services• Extension of time for lodging tenders for construction of Day Care Centre	
10:15am – 11:15am	Manager of Aged Care Services to give an update on: <ul style="list-style-type: none">• Springhaven Accreditation undertaken on 10 & 11 February 2015	
11:15am – 12:00pm	Manager of Works & Services to give an update on the: <ul style="list-style-type: none">• Works Program• 2015/2016 Budget• Kojonup Cemetery	
12:30pm – 1:30pm	Chief Executive Officer to give an update on the: <ul style="list-style-type: none">• Sports Precinct Master Plan (<i>see attached</i>)• Medical Centre - Accreditation Standards• Other	

COUNCILLOR Q & A

1:30pm – 2:15pm	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

12:00pm 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 & Community Services
Sue Northover – Manager of Aged Care Services
Craig McVee – Manager of Works & Services
Anthony Middleton – Manager of Corporate Services
Michelle Dennis – Development Services 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.