

Agenda

**Shire of Kojonup Briefing Session 9 December 2014 – Commencing at 8:30am**

DECLARATIONS OF INTEREST

COUNCILLOR Q & A

8:30am – 9:00am	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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CONCEPT/AGENDA FORUM

<b>Item</b>	<b>Issue</b>	<b>Response / Action</b>
9:00am – 9:30am	Neil McRae– Kojonup CRC Update	
9:30am – 9:50am	Kevin Gale - Men’s Shed wishes to discuss straw bale construction options for a future Men’s Shed. <i>(Refer to attached correspondence).</i>	

PROJECTS FORUM

	<b>Manager / Officer Updates on the Annual Budget (Monthly)</b>	<b>Comment</b>
10:00am – 11:00am	Chief Executive Officer to lead the: <ul style="list-style-type: none"> <li>• P &amp; A Society Workshop No. 1. <i>(See attached).</i></li> <li>• and address queries raised by Council in respect to Turkey Nest Dam.</li> </ul>	

	<p>Manager of Regulatory &amp; Community Services to give an update on the:</p> <ul style="list-style-type: none"> <li>Occupational Health &amp; Safety (OSH) Workplace Inspections</li> </ul> <p>Manager of Corporate Services to lead a:</p> <ul style="list-style-type: none"> <li>iPad / Docs on Tap workshop to address use of Apps &amp; Councillor queries on flexibility.</li> </ul>	
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CONCEPT/AGENDA FORUM

<b>Item</b>	<b>Issue</b>	<b>Response / Action</b>
11:00am – 1:00pm	Gavin Fialkowski & Darren Monument - ABV Consultants to present Sports Precinct Master Plan – Concepts.	
1:00pm – 2:30pm	<p><b>Site Visit – Start at Hospital</b></p> <p>WA Country Health Service On-site meeting with Ruth York, Patrick Weadon, Jean Daly and Mike West to assess possible site options for Medical Centre at or near Kojonup Hospital.</p>	

*9:50am Morning Tea Provided*

*1:00pm Lunch Provided by WA Country Health Service at the Hospital*

Info Bulletin	Will be circulated	<p>Councillors to review and ask questions out of session or at the next briefing session.</p> <p>A copy of any question, and the response will be circulated to all Councillors for information.</p>
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GUESTS

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

External

Neil McRae– Kojonup CRC  
Kevin Gale - Men’s Shed  
Gavin Fialkowski – ABV Consultants  
Darren Monument – ABV Consultants  
Ruth York – WA Country Health Service  
Patrick Weadon – WA Country Health Service  
Jean Daly – Kojonup Hospital  
Mike West - Oldfield Knott Architects

Internal

Mort Wignall - Manager of Regulatory & Community Services  
Craig McVee – Manager of Works & Services  
Anthony Middleton – Manager of Corporate Services  
Sue Northover – Manager of Aged Care Services  
Dominique Hodge – Personal Assistant to the CEO  
Michelle Dennis – Development Services Coordinator  
Joanne Macri – Community Services Officer  
Heather Sheppard – Senior Project 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.*