

Agenda

**Shire of Kojonup Briefing Session 3 June 2014**

DECLARATIONS OF INTEREST

CONCEPT FORUM

| <b>Item</b>             | <b>Issue</b>  | <b>Response / Action</b> |
|-------------------------|---|--------------------------|
| <b>8:00am</b> – 10:30am | Senior Project Officer to workshop Risk Management.<br><i>(See attached documents).</i>                                   |                          |
| 10:30am – 12:00pm       | Meet & Greet with Gavin & Darren from ABV Consultants regarding the Sports Precinct Master Plan Process.                  |                          |
| 12:00pm – 12:30pm       | Manager of Corporate Services to discuss the Asset Management Plan<br><i>(Document has been loaded on to Docs on Tap)</i> |                          |
| 1:00pm – 1:15pm         | Policy, Planning & Governance Officer present the Governance Calendar.  |                          |
| 1:15pm – 1:30pm         | Manager of Works & Services to provide an update.   |                          |
| 1:30pm – 2:00pm         | Chief Executive Officer to provide an update.   |                          |
| 2:00pm – 4:00pm         | Bruce Manning from the Great Southern Development Commission to discuss the Great Southern Blueprint.                     |                          |

*10:30am 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.<br>A copy of any question, and the response will be circulated to all Councillors for information. |
|---------------|--------------------|--|

## GUESTS

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

### External

Gavin Fialkowski – ABV Consultants  
Darren Monument – ABV Consultants  
Bruce Manning – Great Southern Development Commission

### Internal

Craig McVee – Manager of Works & Services  
Anthony Middleton – Manager of Corporate Services  
Mort Wignall – Manager of Regulatory & Community Services  
Sue Northover – Manager of Aged Care Services  
Joanne Macri – Community Services Officer  
Michelle Dennis – Environmental Health Officer  
Sophie Knight – Policy, Planning & Governance 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.

### 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 officers 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.*