

Agenda

**Shire of Kojonup Briefing Session 19 May 2014**

DECLARATIONS OF INTEREST

CONCEPT FORUM

<b>Item</b>	<b>Issue</b>	<b>Response / Action</b>
12:00pm – 12:40pm	Glenys Russell – Kojonup Tourist Association - Third Quarter Update.	
12:40pm – 1:10pm	Meet & Greet with Rick Wilson – Federal Liberal Member for O’Connor.	
1:25pm – 1:40pm	Environmental Health Officer to discuss Aged Care Housing Options.	
1:40pm – 2:10pm	Manager of Corporate Services to discuss the reinstatement of the 2012/2013 Country Local Government Fund (CLGF) and the Daycare Commitment.	
2:10pm – 2:25pm	Policy, Planning & Governance Officer to present the Governance Calendar.	
2:25pm – 2:55pm	Manager of Regulatory & Community Services to discuss the: <ul style="list-style-type: none"> <li>• Sports Complex Improvements to the Bar/Ladies Toilet Area;</li> <li>• Food Safety Training Workshops;</li> <li>• Daycare Project Update. and</li> <li>• Dog Attack Prosecution.</li> </ul>	

*1:10pm 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.
---------------	--------------------	--

## GUESTS

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

### External

Glenys Russell – Kojonup Tourist Association  
Rick Wilson - Federal Liberal Member for O'Connor

### Internal

Anthony Middleton - Manager of Corporate Services  
Mort Wignall – Manager of Regulatory & Community Services  
Sophie Knight – Policy, Planning & Governance Officer  
Michelle Dennis – Environmental Health Officer  
Heather Marland – Senior Finance Officer  
Carol Grazier – Senior Ranger

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.*