

Agenda

**Shire of Kojonup Briefing Session 4 February 2014**

DECLARATIONS OF INTEREST

CONCEPT FORUM

<b>Item</b>	<b>Issue</b>	<b>Response / Action</b>
9:00am – 9:40am	Glenys Russell – Kojonup Tourist Association - Second Quarter Update	
9:40am – 10:10am	Kojonup Tourist Association Financials Assessment <i>(Financials to be distributed at the meeting)</i>	
10:10am – 10:30am	Kim Boulton – Records Consultant – Update on Council Records Archiving & Disposal	
10:45am – 11:45am	iPad Training led by the Manager of Corporate Services	
11:45am – 12:25pm 12:55pm – 2:55pm	Senior Staff Update and Question and Answer Session: <ul style="list-style-type: none"> <li>• Manager of Corporate Services <i>(11:45am – 12:25pm)</i></li> <li>• Manager of Engineering &amp; Works <i>(12:55pm – 1:35pm)</i></li> <li>• Manager of Regulatory &amp; Community Services <i>(1:35pm – 2:15pm)</i></li> <li>• Chief Executive Officer <i>(2:15pm – 2:55pm)</i></li> </ul>	

*10:30am Morning Tea Provided*

*12:25pm 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

Glenys Russell – Manager of the Kojonup Tourist Association  
Kim Boulton – Records Consultant

Internal

Anthony Middleton – Manager of Corporate Services  
Mort Wignall – Manager of Regulatory & Community Services  
Craig McVee – Manager of Engineering & Works  
Dominique Hodge – Personal Assistant to the CEO

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.*