

Record of Meeting

Shire of Kojonup Briefing Session 7 May 2013

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

Item	Issue	Response / Action
9:00am – 10:30am	Policy Review <ul style="list-style-type: none">• Community Engagement Policy• Committees of Council Policy	Review completed.
10:45am – 2:15pm	Strategic Planning Session led by Acting Chief Executive Officer	Session was held.
2:15pm – 3:30pm	Manager of Regulatory & Community Services Update	Updated Council on Homeswest Housing & Caretaker Accommodation in the Industrial Estate & Resource Sharing of Ranger Services.

10:30am Morning Tea Provided

12:45pm 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

Nil

Internal

Mort Wignall – Manager of Regulatory & Community Services
Sophie Knight – Policy, Planning & Governance Officer
Dominique Hodge – Personal Assistant to the CEO

Anthony Middleton
Acting 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.