

# Shire of Kojonup Briefing Session – 27 June 2017

Agenda – **Commencing at 9:00am**

## DECLARATIONS OF INTEREST

## CONCEPT/AGENDA FORUM

<b>Time Slot</b>	<b>Item</b>	<b>Response / Action</b>
9:30am	Assemble in Car Park at Shire for Departure	
10:00am	Visit GD Pork Piggery at Lot 10 Crapella Rd, Boscabel	
11:00am	Continue Excursion to visit: <ul style="list-style-type: none"><li>• Carrolup</li><li>• Boscabel Cemetery</li><li>• Jingalup Tennis Club to look at the newly resurfaced tennis courts</li><li>• Planned roadworks for 2017/18</li></ul>	
12:30pm	Lunch	

*12:30pm Lunch Provided*

## GUESTS

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

External

*Nil*

Internal

Craig McVee – Manage Works & Services  
Mort Wignall – Manager Regulatory Services  
Phil Shephard – Town Planner  
Michelle Dennis – Development Services Coordinator  
Shane Chambers – Environmental Health Officer



Rick Mitchell-Collins  
**Chief Executive Officer**

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## **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.*