

# Shire of Kojonup Briefing Session – 16 August 2016

Agenda – **Commencing at 9:00am**

## DECLARATIONS OF INTEREST

## CONCEPT/AGENDA FORUM

<b>Time Slot</b>	<b>Item</b>	<b>Response / Action</b>
9:00am – 10:00am	MCS to coordinate Ipad Training with Councillors – What is Synergy?	
10:00am – 10:15am	Health Precinct Report – Mrs. Jenny Matthews, Ms. Glenys Russell & Ms. Debbie Keillor to discuss with Council	
10:15am – 10:30am	CEO, MRS, MCS, MW&S, MACS – General discussions with Councillors including SEGRA Conference, Gibson Group visit, Café update, ONRSR – Railway accreditation, P & A Society Draft Lease, VROC, Forward Planning & Workforce Planning.	
10:30am – 11:00am	Morning Tea	
11:00am – 12.30pm	General discussions continued...	
12:30pm – 1:00pm	Lunch	
1:00pm – 2:00pm	Development Services Coordinator – Seeking feedback on Loton Close and “Spring” Area	

## COUNCILLOR Q & A

2:00pm – 2:30pm	Councillor Updates <i>Opportunity for Councillors to outline meetings attended, discussions had or queries received for Councillor and Officer information.</i>	
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10:30am Morning Tea Provided

12:15pm 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

Mrs. Jenny Matthews  
Ms. Glenys Russel  
Ms. Debbie Keillor

### Internal

*Anthony Middleton – Manager Corporate Services*  
*Mort Wignall – Manager Regulatory Services*  
*Craig McVee – Manager Works & Services*  
*Sue Northover – Manager Aged Care Services*  
*Michelle Dennis – Development Services Coordinator*

### Apologies

Zahra Shirazee – Manager Community Development & Tourism



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.

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## 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.*

