

# Shire of Kojonup Briefing Session – 20 September 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 assisted by EA & FO	
10:00am – 10:30am	EA to update Councillors on new 'Declarations of Interest' form and review Declarations process	
10:30am – 11:00am	Morning Tea	
11:00am – 11.30am	Manager Corporate Services – Financial Variations	
11:30am - 12:30pm	Manager Regulatory Services to update Council on Swimming Pool, OH&S and R. Watson's block at Industrial Estate	
12:30pm – 1:00pm	Lunch	
1:00pm -1:30pm	CEO to provide an update to Council	

## COUNCILLOR Q & A

1:30pm – 2:00pm	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*

*12:30pm Lunch Provided*

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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

Internal

Anthony Middleton – Manager Corporate Services  
Mort Wignall – Manager Regulatory Services  
Miranda Wallace – Executive Assistant  
Crissie Coldwell – Finance Officer  
Robert Cowie – Regulatory/Administration Officer  
Heather Marland – Senior Finance Officer  
Jane Kowald – Landcare/NRM Officer  
Serena Jade – Community Development Officer  
Cassandra Fletcher – Visitor Services 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.

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## 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.*

