

Shire of Kojonup Briefing Session – 5 July 2016

Agenda – Commencing at 9:00am

DECLARATIONS OF INTEREST

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am – 10:00am	Senior Management Team to discuss 2016/2017 Fees & Charges with Council	
10:00am – 10:30am	The Chief Executive Officer, Manager Corporate Services, Manager Works & Services and Development Services Coordinator to lead workshop with Council regarding headworks project/funding	
10:30am – 11:00am	Morning Tea	
11:00am – 12:00pm	The Chief Executive Officer, Manager Corporate Services, Development Services Coordinator and Senior Ranger/Building Maintenance Coordinator to discuss with Council Staff Housing Options for the 2016/2017 Budget	
12:00pm – 12:30pm	The Manager Corporate Services to review with Council the Housing Reserve Account	
12:30pm – 1:00pm	Lunch	
1:00pm -1:30pm	CEO to provide an update to Council	

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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

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
Craig McVee – Manager Works & Services
Mort Wignall – Manager Regulatory Services
Sue Northover – Manager Aged Care Services
Zahra Shirazee – Manager Community Development & Tourism
Michelle Dennis – Development Services Coordinator
Paul Retallack – Senior Ranger/Building Maintenance Coordinator*

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.