

Agenda

Shire of Kojonup Briefing Session 7 June 2016 – Commencing at 9:00am

DECLARATIONS OF INTEREST

CONCEPT/AGENDA FORUM

Item	Issue	Response / Action
9:00am – 10:45am	Meet at Reception Lounge for Site Inspection of: <ul style="list-style-type: none">• Loton Close ILU's (Independent Living Units) & Executive Residence progress; and• Springhaven Bathroom etc. upgrades. <i>Coinciding with morning tea with residents at 10:00am.</i>	
11:00am – 11:30am	Cassandra Hughes (Hidden Treasures Chair) to present to Council regarding the 2016 programme.	
11:30am – 12:30pm 1:00pm – 3:30pm	Manager of Corporate Services – 2016/2017 Budget Workshop	

10:00am Morning Tea Provided by Springhaven

12:30pm Lunch – Fundraiser Casserole Lunch, please bring something to share as per email from Dominique Magini on Friday 27 May 2016 & Thursday 2 June 2016.

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

Cassandra Hughes – Hidden Treasures

Internal

Craig McVee – Manager Works & Services

Anthony Middleton – Manager Corporate 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

Marina Murray - Supervisor – Horticultural Tradesperson

Rick Mitchell-Collins
Chief Executive Officer

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.

