

Agenda

**Shire of Kojonup Briefing Session Thursday 5 March 2015 – Commencing at 1:00pm**

Reason for late commencement:

Shire President & CEO meeting with Bruce Manning  
from Great Southern Development Commission at 11:00am

DECLARATIONS OF INTEREST

PROJECTS FORUM

<b>Item</b>	<b>Manager / Officer Updates on the Annual Budget (Monthly)</b>	<b>Comment</b>
1:00pm – 1:20pm	Manager of Regulatory & Community Services to give an update on the: <ul style="list-style-type: none"><li>• Waste Water Reuse Project after meeting with Water Corporation on Thursday 26 February 2015.</li></ul>	
1:20pm – 1:40pm	Chief Executive Officer to give an update on the: Strategic Things – <ul style="list-style-type: none"><li>• Great Southern Future Forum – 27 March 2015 - <i>Cr Fleay, Cr Pritchard and Cr Radford attending training in Katanning on 27 March 2015.</i></li><li>• Main Street Master Plan – Final Report; and</li><li>• Sports Precinct Master Plan – Outcomes from Breakfast Forum.</li></ul>	
1:40pm – 2:30pm	Manager of Corporate Services to give an update on the: <ul style="list-style-type: none"><li>• Budget Review;</li><li>• Financial Philosophy Policy; and</li><li>• iPad / Docs on Tap workshop to address use of Apps &amp; Councillor queries on flexibility.</li></ul>	

COUNCILLOR Q & A

2:30pm – 2:50pm	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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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

Nil

Internal

Mort Wignall - Manager of Regulatory & Community Services  
Anthony Middleton – Manager of Corporate Services  
Michelle Dennis – Development Services Coordinator  
Dominique Hodge – Personal Assistant to the CEO

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.*