

Record of Meeting

**Shire of Kojonup Briefing Session 28 May 2013**

DECLARATIONS OF INTEREST

Nil

CONCEPT FORUM

<b>Item</b>	<b>Issue</b>	<b>Response / Action</b>
1:00pm – 2:30pm	CONFIDENTIAL - CEO Recruitment <ul style="list-style-type: none"><li>• Shortlist for Interview</li><li>• Interview Questions</li></ul> <i>All applications (18) were forwarded to Anne Lake on Friday 24 May for review. Anne will recommend a shortlist via teleconference. Applications will be available to peruse at the briefing session.</i>	Shortlist was achieved and interview questions developed.
2:30pm – 4:30pm	Review of Committee Structure	In depth discussion was had in regard to Council's current committees.

*2:30pm Afternoon Tea 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.
---------------	--------------------	--

GUESTS

**(By prior notice and scheduling with the CEO or President)**

External

Anne Lake – Anne Lake Consultancy

Internal

Nil

Anthony Middleton  
Acting Chief Executive Officer

**Explanatory Notes**

COUNCILLOR Q&A

Is where Councillors can ask operational questions of the Chief Executive Officer.

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 officers 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.*