



# Notes

## STRATEGIC BRIEFING FORUM

HELD IN THE COUNCIL CHAMBERS,  
953 SOUTH COAST HIGHWAY, DENMARK,  
ON TUESDAY, 5 JULY 2016, COMMENCING AT 1.35PM

*The Council Forum and Briefing session follows the suggested format proposed by the Department of Local Government Operational Guidelines (Number 5 January 2004). The role of such forums is to allow opportunity for elected members and senior officers of the Council to come together outside of the formal meeting process to discuss matters that do not require formal decisions, do not discuss matters on the Ordinary Council Meeting Agenda but to discuss matters that might be conceptual (brain storming etc.), informative (updates on progress with matters) or administrative in nature. For this reason they are normally held 'in committee'. Disclosures of Financial, Impartiality and Proximity interests are still to be recorded and dealt with if they arise.*

### 1. DECLARATION OF OPENING/ANNOUNCEMENTS BY THE PERSON PRESIDING

*1.35pm – Cr Gillies declared the meeting open.*

*Cr Gillies raised two issues, first one of which was Denmark Tourism Inc. (DTI) and suggested that the Councillors needed to consider the previous decision in relation to the 2016/17 subsidy to DTI. Following discussion, the following position was proposed.*

*Council is prepared to make available funds for the following purposes:*

- *\$85,000 Operating contribution;*
- *A further \$30,000 for marketing proposals on application to Council; and*
- *A further \$10,000 is to be made available for the development of a Denmark Tourist Strategic Plan in conjunction with the Denmark Tourism Inc. (DTI), Denmark Chamber of Commerce, Denmark Arts, the Shire and the community generally.*

*In addition and in accordance with the Agreement between the Shire and DTI the following KPI's are provided for discussion:*

- *Opening hours of the Denmark Visitors Centre remain at 9am to 5pm Monday to Sunday*
- *A quarterly activity report to be provided to Council;*
- *The \$10,000 marketing contribution, together with the GWN Advertising Award of \$25,000 offered to the Alliance remains intact;*
- *DTI Staff to be present at major WA Tourist Promotions;*
- *DTI to work with the Denmark Chamber of Commerce, Denmark Arts, the Shire and the community generally to develop a Denmark Tourist Strategic Plan (including a survey of members); and*
- *Training to be provided to DTI members re use of BookEasy and to staff to ensure they are more familiar with tourist operator members businesses.*

*The CEO advised that it would be in the best interest of Council to adopt the above position and as a consequence a late report would be circulated for decision at the Council Meeting.*

*Cr Gillies also raised the matter of the commencement date of the new CEO. The Acting CEO reported that it may be beneficial for to the new CEO Bill Parker to commence a week earlier than currently planned as there is an Economic Development training opportunity related to the Growth Plan being held in Perth a week earlier. The Acting CEO will raise the matter with Bill Parker and report back to Council if a change in date of commencement is required.*

## **RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

### **MEMBERS:**

Cr Kelli Gillies (Deputy Shire President) and Presiding Officer  
Cr Mark Allen  
Cr Yasmin Bartlett  
Cr Peter Caron  
Cr Ceinwen Gearon  
Cr Jan Lewis  
Cr Roger Seeney  
Cr Rob Whooley

### **STAFF:**

Cliff Frewing (Chief Executive Officer)  
Gilbert Arlandoo (Director of Infrastructure Services)  
Kim Dolzadelli (Director of Finance & Administration) (absent during discussion on matters relating to DTI)  
Gregg Harwood (Director of Community & Regulatory Services)  
Steven Broad (Accountant) (from 2.10pm to 3.40pm)

### **APOLOGIES:**

Annette Harbron (Director of Planning & Sustainability)

### **ON LEAVE OF ABSENCE:**

Cr David Morrell (Shire President) (pursuant to Council Resolution No. 010416)

### **ABSENT:**

Nil

### **DECLARATIONS OF INTEREST:**

Cr Bartlett declared a financial interest in the Denmark Tourism Inc. item for discussion as she is a member of the organisation but has an interest in common with approximately 250 other members.

## **2. PRESENTATIONS/DEPUTATIONS**

Nil

## **3. REPORTS / STRATEGIC DISCUSSION**

To discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and district.

### **3.1 Outstanding Resolutions Discussion**

Matters for interest from the Monthly Information Bulletin Status Report (update on progress with Council resolutions).

No matters raised.

**3.2 Community Financial Assistance Grants & Cultural Development Fund**

Councillors had previously been forwarded the grant applications for the annual Community Financial Assistance Grants and the Cultural Development Fund and discussion ensued on each application. A general consensus was agreed and this will now be referred to the general draft Budget for inclusion and subsequent adoption.

**3.3 New and Capital Works 2016/17**

The Director of Finance & Administration to provide an update on new and capital works for 2016/17.

A revised updated list was tabled for consideration to be discussed next Tuesday.

**3.4 2016 Community Christmas Celebration**

Discussion on proposed scope for this year’s community Christmas celebration.

*Deferred.*

**3.5 Review of Local Laws**

A local law is to be reviewed every 8 years pursuant to Section 3.16 of the Local Government Act 1995. The task of reviewing a local law can be arduous and complex and for this reason the Chief Executive Officer suggests that Councillors consider their priority for review so that each Local Law can be reviewed individually.

A copy of Council’s current Local Laws can be found on the Shire of Denmark’s website at <http://www.denmark.wa.gov.au/documents/governance-documents-and-forms/local-laws> and Councillors can also access copies in the Dropbox.

LOCAL LAW TITLE	LAST REVIEWED	PRIORITY for review
Activities on Thoroughfares & Trading in Thoroughfares & Public Places	2001	
Bushfire Brigades	2001	
Cemetery	2008	
Dogs	2001	
Extractive Industries	2001	
Fencing	2001	
Health	2008	
Local Government Property	2008	
Parking & Parking Facilities	2008	
Pest Plants	2008	
Standing Orders	2008	

*Deferred.*

**3.6 Denmark Arts Markets from Berridge Park to Kwoorabup Park**

Discussion on the suggestion that the Denmark Arts Markets be moved from Berridge Park to Kwoorabup Community Park.

*Deferred.*

**3.7 Corporate Calendar**

Matters for interest from the Corporate Calendar for the next two months.

**JULY**

- 12 July
  - Final draft Budget Workshop
  - Any outstanding issues not addressed at Briefing on 5 July 2016
- 26 July - Council Meeting & Dinner

**AUGUST**

- 3 – 8 August – WALGA Local Government Week
- 16 August - Council Meeting & Dinner
- 31 August – Annual Financial Returns to be lodged with the CEO

*Noted.*

**4. GENERAL BUSINESS**

**4.1 Items for potential discussion at subsequent Briefing Forums**

Nil

**5. CLOSURE**

*There being no further business to discuss, the Presiding Person closed the meeting at 3.45pm.*