



Notes

STRATEGIC BRIEFING FORUM

HELD IN THE COUNCIL CHAMBERS,
953 SOUTH COAST HIGHWAY, DENMARK,
ON TUESDAY, 12 JULY 2016.

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

1.15pm – The Presiding Person, Cr Gillies, declared the meeting open.

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) (Left the room from 3.00 – 3.30pm) & (Left the room from 4.00 – 4.45pm)
Kim Dolzadelli (Director of Finance & Administration) (Present from 2.30 - 3.15pm)
Annette Harbron (Director of Planning & Sustainability)
Gregg Harwood (Director of Community & Regulatory Services)
Steven Broad (Accountant) (Present from 2.30 - 3.15pm)

APOLOGIES:

Nil

ON LEAVE OF ABSENCE:

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

ABSENT:

Nil

DECLARATIONS OF INTEREST:

Mr Dolzadelli - declared an interest to the item 3.1 relating to Demark Tourist Inc. and was not present during this discussion.

Cr Yasmin Bartlett declared an interest in common to Demark Tourist Inc. item 3.1 as a board member.

Cr Ceinwen Gearon declared a financial interest in discussions surrounding Denmark Arts and left the meeting during this discussion.

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 Denmark Tourism Inc. (DTI)

Cr Mark Allen, Council's delegate to DTI provided an update on his attendance at the special meeting of the DTI Board held on Thursday 7 July 2016. There was general consensus that communication could be improved between the main organisations in Denmark involved in tourism such as, Shire of Denmark, DTI, Denmark Arts and Denmark Chamber of Commerce.

A reference was made to Council's decision made on 5 July 2016 which related to the operating and marketing subsidy and proposed KPI'S. The Council's Resolution was provided to DTI and the response to the request for more information on the marketing proposals from DTI was tabled. The marketing proposals involved 5 projects amounting to \$40,000. It was noted that project no.3 (a \$10,000 request for addition advertising to be done in conjunction with GWN promotional awards) was already contained in the 2016/17 budget as a carry forward item from 2015/16.

The general consensus of Councillors was that more information was required to justify the marketing budget expenditure proposals. It was further discussed that:

- The principles of consistency and retrospectivity were considered important
- The operating budget subsidy could be further increased from \$85,000 to \$95,000
- A Policy and Guidelines should be prepared for ongoing grants and subsidy's provided to local organisations.

The CEO advised that he would prepare a report for the consideration of Council at the next meeting as it was important for DTI to have some certainty of funding as early as possible in the new financial year. It was also agreed to include the DTI subject on the next Strategic Briefing Forum Agenda on the 26 July 2016.

3.2 Lower Great Southern Alliance

Reference was made to the activates of the Alliance. Reference was made to an adverse comment which followed a recent presentation at a joint Alliance event in Albany which reflected on the Council’s commitment to the Alliance. It was agreed that this would be best dealt with by a media release showing Councils full commitment to the Alliance. The CEO will arrange for a draft media release to be prepared and placed on the Shire website similar to the article that is provided on the City of Albany’s website which contains information on the Alliance.

3.3 2016/2017 draft Budget

The Director of Finance & Administration to provide an update on the current status of the 2016/17 draft Budget.

This included information relating to :

- The rate setting statement
- Information on borrowings
- Reserve funds
- Operating budget
- Plant replacement programs
- Capital expenditure program

This session completed the series of budget workshops for 2016-17 budget and as a result the completed budget document will be circulated on approximately 19 July 2016 in order to adopt the budget at the special meeting held on the 26 July 2016.

3.4 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. This matter was discussed by the CEO and Directors recently who have come up with a list of Pros vs Cons which are as follows;

Berridge Park		Kwoorabup Park	
Advantages	Disadvantages	Advantages	Disadvantages
On an attractive riverfront	Damage to Elm trees - but could look at solutions	More space available	Large number of pedestrians crossing the highway
Historical location, proven and known	No room for expansion	Forces a rethink of concept	Rain could be a problem
Close to CBD		New / different	Lack of nearby parking
Parking available		Exposure to the park	Remote to CBC
Shade established		Nature park	Power
Can close road for safety		Facilities exist	Noise to the hospital

Children Facilities - Playground			Limit access to Park
Visible location			Residential neighbours - potential disturbance
Access to water for fire trucks			Need to consult
Boat facilities available			Can't close the road for safety
Footpaths approach from several directions			Relatively unknown location for visitors
			Too many kids at once in the nature park playground may be an issue

It was agreed that discussion should be held with Denmark Arts to pursue this proposal.

3.5 2016 Community Christmas Celebration

Discussion on the proposed scope for this year's community Christmas celebration occurred.

It was previously agreed not to automatically award the organisation of the Community Christmas event to Denmark Arts and that proposals be sought from Community Groups for the holding of the 2016 Event.

Advertisements will need to be prepared and the scope of the Christmas events would include the following:

- To be held on Friday night 16 December 2016
- Shire of Denmark to provide traffic control
- The event could typically include float parade, entertainment, including carols, Santa, community group stalls, stage to be located by the Civic Centre, and involvement of other community groups.

3.6 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	

It was agreed that the table of local laws as shown above be circulated to local councillors for priority assessment for review together with a summary of potential problem areas for each local law.

It was noted that reviews of local laws do take a long time to finalise and it is not unusual for this process to take up to a year to finalise.

3.7 Rivermouth Caravan Park

Councils decision in July 2015 was referred to and is repeated as follows:

COUNCIL RESOLUTION	ITEM 8.1.1
MOVED: CR OSBORNE	SECONDED: CR MORRELL
That with respect to the proposed additions/alterations to the Kiosk/Administration Office Building for Denmark Rivermouth Caravan Park at No. 1 (Lot 1084) Inlet Drive, Denmark, Council:	
<ol style="list-style-type: none"> 1. Advises the lessee that in principle support is given to the proposal as required under Clause 2 (14), however formal consent is to be deferred until such time as the Shire of Denmark and Jenbrook Nominees Pty Ltd progress discussions on the development of a new Development Plan, such that the level of development, services and facilities provided are appropriate for the Caravan Park site and the Rivermouth Precinct. 2. Advises the lessee that the 10 year forecast development plan works submitted for the site, including the proposed additions/alterations to the Kiosk/Administration Office Building, are to form the initial basis for development considerations for the updated Development Plan. 	
CARRIED UNANIMOUSLY: 7/0	Res: 230715

The Caravan Park proprietor has only recently agreed to be involved in the formation of the development plan referred to in the Council resolution above dated 28 July 2015.

Other matters raised included the renewal of the lease and lodgement of plans for a new kiosk and reception building.

Discussion ensued on numerous issues associated with the items referred to above and it was concluded that it would be in the best interest of all concerned that the proprietor of the Caravan Park attend a Strategic Briefing Forum to discuss these issues.

3.8 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
- 15 July – Cheque presentation by Minister Redman in the Council Reception Room at 2.30pm
- 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

SEPTEMBER

- 2 September – WALGA Great Southern Zone Mini Conference at Riverside Club at 10.00am

4. GENERAL BUSINESS

4.1 Items for potential discussion at subsequent Briefing Forums

- CEO's report on DTI (Refer to item 3.1 above)
- Discussion with Demark Arts Re: Potential relocation of Denmark Arts Markets (Refer to item 3.4 above)
- Discussion with proprietor of Rivermouth Caravan Park Re: Development Plan (Refer to item 3.7 above)

5. CLOSURE 4.50pm

There being no further business to discuss the Presiding Person closed the meeting at 4.50pm.