



# Notes

## STRATEGIC BRIEFING FORUM

HELD IN THE COUNCIL CHAMBERS,  
953 SOUTH COAST HIGHWAY, DENMARK,  
ON TUESDAY, 27 SEPTEMBER 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

1.00pm – The Deputy Shire President declared the meeting open.

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

##### MEMBERS:

Cr Ceinwen Gearon (Deputy Shire President)  
Cr Mark Allen  
Cr Yasmin Bartlett  
Cr Peter Caron  
Cr Jan Lewis  
Vacant x 2

##### STAFF:

Bill Parker (Chief Executive Officer)  
Gilbert Arlandoo (Director of Infrastructure Services)  
Steven Broad (Acting Director of Finance & Administration)  
Annette Harbron (Director of Planning & Sustainability)  
Gregg Harwood (Director of Community & Regulatory Services)

##### APOLOGIES:

Cr David Morrell (Shire President)

##### ON LEAVE OF ABSENCE:

Cr Rob Whooley

##### ABSENT:

Nil

##### DECLARATIONS OF INTEREST:

Nil

## **2. REPORTS / STRATEGIC DISCUSSION / TOURS**

### **2.1 Lease Renewals**

The Shire has a number of reserves that are leased to private businesses. These typically comprise caravan parks. It has come to the Shire's attention that the valuation of such businesses diminishes greatly once 50% of the lease term has expired. This results in difficulty drawing upon equity to improve facilities and infrastructure.

The CEO discussed the Peaceful Bay Caravan Park. The owners are concerned in relation to a forecast decrease in value as the term of the lease reduces. Council discussed the value proposition and the implications that reduced equity could have on future upgrades and improvements to park infrastructure.

In line with what is currently being undertaken in the Shire of Denmark for comparable facilities, Council requested that discussions commence to ascertain future plans for the park and suggested that a concept plan could be created that could guide future development on the site. Running parallel to this process, Council is willing to commence negotiations in relation to renewing the lease.

### **2.2 Outstanding Resolutions**

A copy of the outstanding resolutions were made available to Elected Members.

The elected group were seeking information on outstanding resolutions and the process applied to track progress and implementation. The CEO and Directors provided information on a software package utilised by staff. The Council requested that outstanding resolutions are reviewed.

### **2.3 Signage for Trails**

The Councillors requested information on trail signage and publications. The Directors discussed the matter and advised that an 'app' developed for trails in Denmark was only partially complete. The Infrastructure Services Director was following this up. Discussion followed on the work being undertaken in the Great Southern in terms of trail strategies and Business Cases seeking funding for trail development and signage.

### **2.4 Committees**

The Councillors requested information on committee procedures in terms of contributing to agenda formulation. The CEO outlined that some committees had set agendas that were driven by operational and compliance matters, whilst others were more flexible. The CEO encouraged the Councillors to raise items for discussion for the next meeting during general business.

**3. PRESENTATIONS/DEPUTATIONS**

**3.1 LGS Alliance**

Ms Sue-Ellen Shaw from the Alliance attended the meeting and provided an update on the Alliance and the achievements to date.

**4. GENERAL BUSINESS**

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

Nil

**5. CLOSURE**

*3.10pm – There being no further business to discuss the Deputy Shire President declared the meeting closed.*