



# Notes

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## STRATEGIC BRIEFING

HELD IN THE COUNCIL CHAMBERS,  
953 SOUTH COAST HIGHWAY, DENMARK, ON  
TUESDAY, 21 FEBRUARY 2023, COMMENCING AT 12:00PM

*The Concept 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 Shire 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

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

##### MEMBERS:

Cr Ceinwen Gearon, Shire President (*from 2.00pm*)

Cr Kingsley Gibson, Deputy Shire President

Cr Donna Carman

Cr Clare Campbell

Cr Donald Clarke

Cr Nathan Devenport

Cr Jan Lewis

Cr Jackie Ormsby

Cr Janine Phillips

##### STAFF:

David King (Deputy CEO)

Gina McPharlin (Director Corporate and Community Services)

##### APOLOGIES:

David Schober (Chief Executive Officer)

##### ON LEAVE OF ABSENCE:

Nil

##### ABSENT:

Nil

**VISITORS:**

Shelley Nottle, Organiser, Denmark Women's Shed

**DECLARATIONS OF INTEREST:**

As this meeting is informal, Councillors are not required to declare any interests however, for transparency, it is recommended that both Councillors and Officers do and that those interests be recorded in the meeting Notes.

There were no declarations of interest.

**2. REPORTS & PRESENTATIONS**

12:00pm

**2.1 Long Term Financial Plan (LTFP) Review**

The Corporate Services team provided an update on the progress of the LTFP review, including the template addition of the ability to model the financial implications of capital projects and the adoption timeline.

**2.2 Material Variance (Policy P040222) Review**

The Corporate Services team discussed proposed amendments to Material Variance Policy. Amendments are likely to include:

- Guidance on the approved circumstances in which the annual budget may be amended
- Direction on the approval processes associated with amendments (i.e. council report) and,
- Budget variation materiality limit

1:30pm

**2.3 Denmark Women's Shed**

Shelley Nottle, Organiser, Denmark Women's Shed provided a brief to Councillors on the Denmark Women's Shed growing membership and plans for the future.

2:00pm - Cr Ceinwen Gearon entered the room.

2:10pm

**2.4 2023-2024 Annual Budget timeline**

The Manager of Corporate Services discussed the proposed 2023-2024 Annual Budget timeline.

2:30pm

**2.5 South Coast Alliance (SCA) 2023/24 Membership**

The Shire President and SCA members (Crs Gibson and Lewis) discussed the CEO briefing paper regarding membership to the SCA next financial year.

2:45pm

**2.6 CEO Mid Year Performance Review**

This item was not discussed and will be rescheduled.

**3. Other Matters Raised**

Councillors requested an update on the lease with Gumnut Corner and Denmark Playgroup.

The Deputy CEO noted the request and advised that an item would be included on the March 2023 Strategic Briefing Agenda.

**4. CLOSE**

*2:50pm*

