



Shire of Quairading

Unconfirmed Strategic Planning Committee Meeting Minutes

UNCONFIRMED

13th August 2019

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Disclaimer

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SHIRE OF QUAIRADING

The Strategic Planning Committee Minutes of Meeting held on Tuesday 13th August 2019 commencing at 5.51 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.51 pm.

“Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar / Ballardong land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting”.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr B McGuinness	Deputy Shire President / Chairperson
Cr LR Brown	
Cr JN Haythornthwaite	
Cr J McRae	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr N Gilfellon	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	IPR and Strategic Projects Officer

Apologies

Nil

Leave of Absence Previously Granted

Cr W Davies	Shire President
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ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 DECLARATIONS OF INTEREST

Councillors to use pro forma declaration of interest handed to Chief Executive Officer prior to meeting or verbal declaration of interest.

- Declarations of Financial Interest – Local Government Act 1995 Section 5.60a
- Declarations of Proximity Interest – Local Government Act 1995 Section 5.60b
- Declarations of Impartiality Interest – Administration Regulations 1996 Section 34c

Cr J Haythornthwaite declared an Impartiality Interest in No. 10 of Item 6.1, St John's Ambulance – Progressing the potential bituminising of the airstrip.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 9th April 2019

RESOLUTION: SP01 – 19/20

MOVED Cr Stacey SECONDED Cr Smith

That the Minutes of the Strategic Planning Committee Meeting held on the 9th April 2019 be confirmed as a true and accurate record of the Meeting.

CARRIED 6/0

5.2 Business Arising

SP21-18/19 - Swimming Pool Shade Sails

The Chief Executive Officer advised that a Brief had been prepared and forwarded to Council's Solicitor to provide legal advice on the Shade Sails System.

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ITEM 6 REFERRED STRATEGIC PROPOSALS

6.1 Referred Strategic Proposals / Matters

Meeting Date	13 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	6.1a Informing Document circulated to all Councillors
Owner/Applicant	N/A
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

That the Strategic Planning Committee receive the CEO's Report on Referred Strategic Proposals / Matters.

VOTING REQUIREMENTS – Simple Majority

The Committee resolved that the amended Referred Strategic Proposals / Matters Report be included and maintained in all future Strategic Planning Committee Meeting Agendas.

MATTER FOR CONSIDERATION

Committee to consider the Matters / Initiatives and Projects that have been referred to the Committee by Council.

BACKGROUND

The CEO and Executive staff have collated a list of Identified Matters / Items that have been previously referred to this Committee.

The List has been further developed as an Informing Document which provides detail of each Issue/ Proposal and alignment (if any) to Council's Adopted Strategic Community Plan, Long Term Financial Plan, Corporate Business Plan and Annual Budget. Further commentary is made on existing funding or future grant funding opportunities.

It is envisaged that the Informing Document will assist the Committee with its deliberations on the prioritisation of the many Projects / Tasks and Proposals for this Financial Year and for subsequent years.

The Committee's deliberation will also aid in the allocation of known Council internal resources and the sourcing of External Consultant Services when required and when Budget provision has been made.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Committee Terms of Reference apply.

FINANCIAL IMPLICATIONS

Informing Document provides details of Current Year Budget Provisions and likely implications in future years.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017 – 2027 applies.

Long Term Financial Plan applies.

Corporate Business Plan 2017-2021 applies.

Council's 2019/2020 Adopted Budget.

COMMUNITY CONSULTATION

N/A

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating determined as Moderate as Significant Costs and Financial Exposure could be incurred if Projects were to proceed without adequate Project Planning / Justification and appropriate funding in the relevant Financial years. Risk can be minimised through improved Asset Management Plans combined with a sound Integrated Planning Framework in place and having a regular review and monitoring regime in place.

Health – Risk Matrix Rating determined as Low Risk

Reputation – Risk Matrix Rating determined as Low Risk given that Committee at this time is considering the Priorities of the Referred Proposals and several items are budgeted for delivery in 2019/2020.

Operation – Risk Matrix rating determined as Low Risk as it is considered that Operational Impact or Interruption due to the Strategic Items will be minimal, however likelihood of impact on Operational could heighten if Council Resources are diverted / reallocated from existing Services and Projects to future proposals.

Natural Environment – Risk Matrix Rating determined as Low

COMMENT/ EXECUTIVE SUMMARY

Committee direction is requested to determine the priority and timeframes of the various identified Strategic Proposals / Matters.

6.1.15 Tourist Layby, Opposite the Shopping Precinct Carpark in Heal Street

OFFICER'S RECOMMENDATION

RESOLUTION: SP02 – 19/20

MOVED Cr Smith SECONDED Cr Haythornthwaite

That the Strategic Planning Committee recommend to Council that:-

- 1. the Concept Designs for the Layby, Parking and the entry at the Western End of Heal Street be prepared for Public Consultation;**
- 2. the Concept Plans to reflect planned traffic flows; and**
- 3. Community engagement is to include the Shire Newsletter and a display at the Council Display at the Quairading Agricultural Show.**

CARRIED 6/0

The Committee discussed the concept redesign detail, long parking bays and sightline / stacking distance around Cubbine Street corner.

IN BRIEF

Concept of possible redesign of layout and signage of the Shopping Precinct Carpark to enable ease of access/stopover for eastbound traffic on the York-Merredin Road.

Council's Civil Engineering Consultant, Pro Form Civil, have prepared a Concept Plan. The CEO and EMWS met with a Main Roads Regional Officer on the 31st July 2019 to discuss the concept and inspect the area.

Main Roads have subsequently responded supporting the concept and endorses the Shire proceeding to a detailed design.

Note, no funding commitment from Main Roads to this Project.

6.1.16 Configuration of Entry to the Western End Heal Street

IN BRIEF

For future research and reporting – Concept only.

Discussions included the following: -

- Firstly, need to ascertain Main Roads requirements / standards for the ingress / egress of vehicles at the Western end of Heal Street with the Main Roads.
- Council's CEO and EMWS met with Main Roads Regional Officer on the 31st July 2019 to discuss the feasibility of an 'entry only' ingress to the western end of Heal Street (at the existing cul de sac).
- If this was feasible, other matters that could be considered in due course could include signage, modification to the bollards.

6.1.17 Pink Lake Layby Concept (Western side of the Lake)

The Meeting requested that the previous cost estimates be obtained and the Parking Bay/Layby Concept be pursued with Main Roads WA on the grounds of road safety and fatigue management.

IN BRIEF

Council approached Main Roads WA in 2013 in regard to a safe layby / location for tourists viewing / photographing of Pink Lake. Main Roads WA had no funding for technical design / concept.

Roadswest developed 2 options on behalf of Council, for a parking bay/layby on the western side of the Lake:-

- OPTION 1 was for a separated parking bay / layby
- OPTION 2 was for an embayment alongside the York - Merredin Rd.

Council approved Option 1. Concept Drawing / Plan prepared by Council. Letter to Main Roads WA, who supported the design, but there was / is no Main Roads WA funding in the Forward Planning commitments.

Submitted for Member information consideration for the future.

The Meeting requested that the previous Concept cost estimates be obtained and the Layby Concept be pursued with Main Roads WA on the grounds of road safety, driver fatigue and tourism opportunity.

REFERRED STRATEGIC PROPOSALS/MATTERS REPORT

#	MATTER	SCP	CBP	LTFP	20/21 BUDGET
1	Building Strategy	G1, B2.1, B2.2	Y	Y	Y
2	Solar Power for Caravan Park/ Swimming Pool / Oval	ED2.1, S1.1, NE1.1	N	N	N
3	Progressing the potential bituminising of the airstrip	B2.2	Y	N	Y (\$30,000)
4	Community Park / Trail	S1.1, S1.2, NE2.2, S2.2, S4.5, B2.2, G3.2	Y	Y	Y (\$30,000) (\$225,000 in 2018/19 budget)
5	Business Attraction Strategy	ED1.1, ED2.1	Y	Y	N
6	Energy Efficient Street Lighting	NE1.1	Y	Y	N
7	Tourist Layby, Opposite the Shopping Precinct Carpark in Heal Street	B2.1, B2.2, S4.5	Y	Y	N
8	Configuration of Entry Western End Heal Street	B2.1, B2.2, S4.5	N	N	N
9	Pink Lake Layby Concept (Western side of the Lake)	NE2, NE2.1, NE2.2	N	N	N
10	Tourism Strategy	ED1.1, ED2, ED2.1,	Y	Y	
11	Alternative Power (Tyres)	NE1.1, NE1.2	N	N	N
12	Fuelled Waste Power Generation	NE1.1, NE1.2	N	N	N
13	Waste Strategy Plan	NE1.1, NE1.2	Y	Y	N

No matters for consideration.

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ITEM 8 SOCIAL: ACTIVE, HEALTHY, SAFE AND INCLUSIVE COMMUNITY

No matters for consideration.

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ITEM 9 BUILT ENVIRONMENT: PLANNING & INFRASTRUCTURE TO MEET THE NEEDS OF THE COMMUNITY

9.1 Town Planning Services

The Committee discussed the need to review the function and role of Council's Town Planning Services and their future delivery.

Discussion ensued on the Town Planning issues relating to commercial activities in the Residential Zoned area. The CEO undertook to take up this Matter with Council's Town Planning Contractor.

RESOLUTION: SP03 – 19/20

MOVED Cr Smith SECONDED Cr Haythornthwaite

That the Strategic Planning Committee recommend to Council that:-

- 1. Glenwarra Development Services be retained to complete the Town Planning Scheme and Local Planning Strategy processes; and**
- 2. the CEO be authorised to seek proposals for the future delivery of Town Planning Services to Council.**

CARRIED 6/0

ITEM 10 NATURAL ENVIRONMENT: TO PRESERVE & SUSTAIN OUR NATURAL ENVIRONMENT

No matters for consideration.

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ITEM 11 GOVERNANCE: STRONG GOVERNANCE & COMMUNITY ENGAGEMENT

11.1 Review of Strategic Planning Committee Terms of Reference

Strategic Planning Committee Terms of Reference due for Council review at the October 2019 Committee Meeting.

The Committee discussed leaving the Terms of Reference 'status quo' at this time.

11.2 Presentation on Community Survey Results

Presentation by Richard Bleakley, IPR&SPO

Initial results / findings of the biennial Community Survey, as part of the work towards the 'Desktop Review' of Council's Community Strategic Plan, required every second year in the 4-Year Strategic Planning cycle.

The Committee considered and noted the initial findings of the Survey with emphasis on the areas the Council could improve upon, including business, roads and culture.

A copy of the PowerPoint presentation to be forwarded to all Councillors for further review.

ITEM 12 COUNCILLOR'S FUTURE PROPOSALS

12.1 Installation of Solar Panels at the Quairading Swimming Pool

Meeting Date	13th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	IPR&SPO Richard Bleakley
Attachments	Attachment 1: L3 versus R3 Tariffs Attachment 2: Letter requesting information
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

RESOLUTION: SP04 – 19/20

MOVED Cr McRae SECONDED Cr Haythornthwaite

That the Strategic Planning Committee recommend to Council that: -

- 1. Administration investigate further the transition from L3 tariff to R3 (short term measure) for the facilities connected to Meter Number 0214004531; and**
- 2. A more detailed study be undertaken for the installation of a solar voltaic system at the pool complex in preparation for the Draft Budget deliberations for the Financial Year 2020/21.**

CARRIED 6/0

Note from OCM 25th July - The issue of the high utility costs for the swimming pool and the feasibility of the installation of solar panels for the Centre was raised with the Meeting. In addition, the future conversion of Street Lighting to LED was raised. The Meeting resolved that these Matters be referred to the Strategic Planning Committee Meeting.

IN BRIEF

- Electricity costs for pool, caravan park and cottage, and oval amounted to \$47,860.50 for the Financial Year 2019/20.
- There are a number of options which could reduce this overhead to the Council.
- Options considered in this agenda item are:
 - Transition from L3 to R3 Tariff (short term intervention); and
 - Installation of Solar Voltaic System (medium term intervention)
- Preliminary investigations have been conducted.
- Transition from L3 to R3 tariff could potentially reduce costs by 10%.
- Installation of Solar Voltaic System (40 KW) could save the Council approximately \$10K per year in power costs based on current rates and would substantially reduce the Shire's carbon footprint.

MATTER FOR CONSIDERATION

Means for reducing the Utilities operating costs at the Swimming Pool.

BACKGROUND

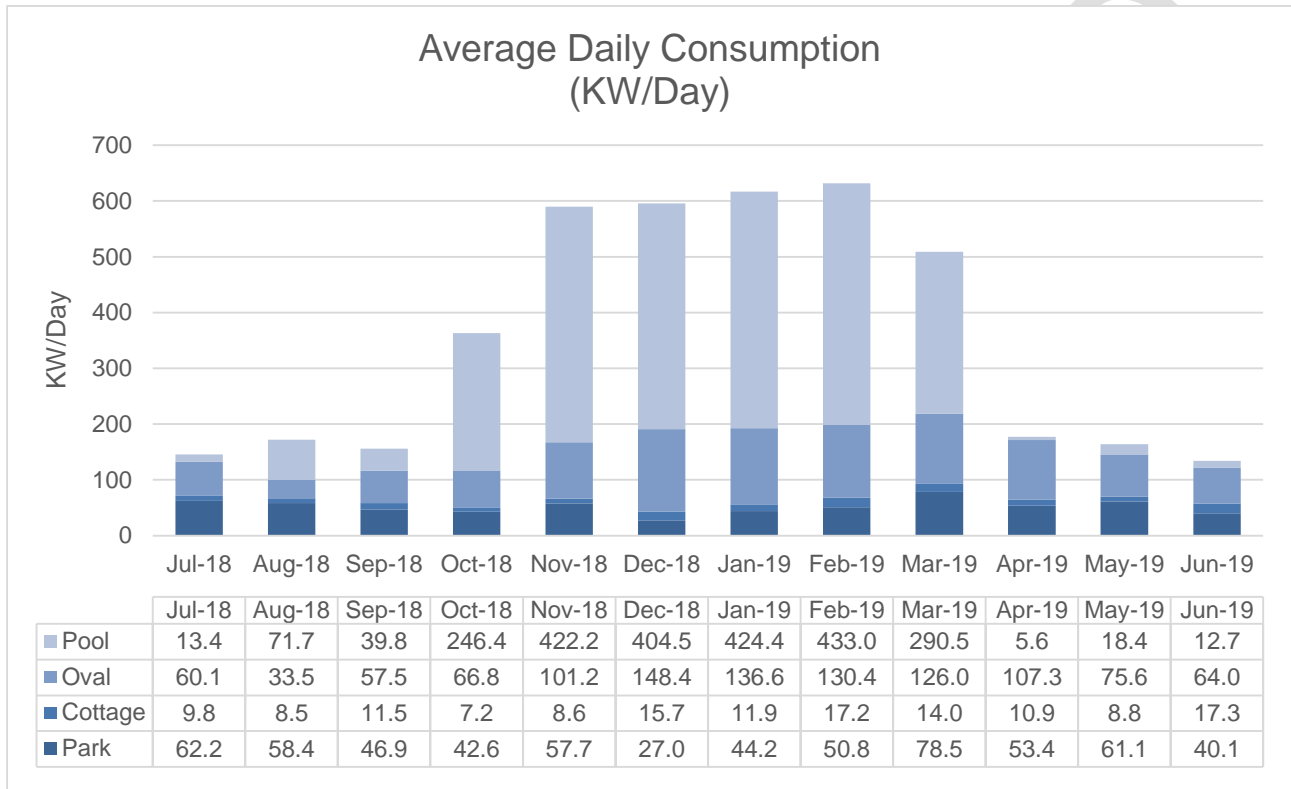
Concern has been raised about utility costs (electricity) at the Swimming Pool Facility.

A Request has been made for the Issue to be referred to the Strategic Planning Committee with a view to investigate options to reduce this cost with a solar voltaic system.

The IPR&SPO has conducted a study on power consumption of the meter recording usage at the Pool.

It should be noted that this meter is also recording power consumption at i) the Park Cottage, ii) Caravan Park, and iii) south side of the recreation oval (reticulation and lighting)

Below is a record of consumption over the past Financial Year (2018/19)



Options to reduce utilities expenditure are:

- Existing tariff (L3) versus alternative (R3).
- Installation of Solar Voltaic System

L3 (Current Tariff) versus R3 (Peak / Off-Peak Tariff)

A study conducted on these options revealed that there is a potential saving of 10% - weekend period being "off-peak".

(Attachment 1: L3 versus R3 Tariffs)

Transfer from existing contract to Peak / Off-Peak is still to be investigated.

Installation of Solar Voltaic Panels

Suppliers for the systems previously installed by the Shire have been contacted to provide basic information on the size of system, capital outlay and financial modelling for the systems.

(Attachment 2: Letter requesting information)

Preliminary feedback is that:

- 40 KW system would be the most appropriate;
- Provisional cost would be between \$45K and \$55K;

- (iii) Savings per year would be approximately \$10K;
- (iv) Shire would recover investment cost in approximately five (5) years; and
- (v) At this point in time investment in battery storage would be premature.

Further investigation is required to determine full Scope of Works for the Project, and the Life Costings of the project.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Potential cost associated with transition from current tariff (L3) to Peak / Off-Peak tariff (R3)

Provision will need to be made in a future annual budget for the investment in a solar voltaic system.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

Item	Outcomes and Strategies
S1	Active community
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs

Built Environment Objective: Planning and infrastructure to meet the needs of the community

Item	Outcomes and Strategies
B2	Enhanced and Sustainably Managed Assets and Infrastructure
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community

Natural Environment Objective: To preserve and sustain our natural environment

ITEM	OUTCOMES AND STRATEGIES
NE1	Demonstrated Sustainable Practices
NE1.1	Continue efficient use of water and energy

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is considered Low

- Options being considered will reduce operating costs for the facilities running off the central meter.
- Solar energy will reduce the Shire's exposure to escalating cost of electricity

Health – Risk Matrix Rating is considered Low

Reputation – Risk Matrix Rating is considered Low

- Shire is seen to be managing its resources more efficiently

Operation – Risk Matrix Rating is considered Low

- Shire will be managing its resources more efficiently

Natural Environment – Risk Matrix Rating is considered Low.

- Solar energy will be reducing the Shire's carbon footprint

COMMENT

Utility costs for these facilities will increase (current rate of increase is 3% per annum) and consumption at the caravan park will increase with the installation of the three (3) Park Cottages.

Change of Tariff from L3 to R3 would be a short term measure to reduce utility costs to facilities linked to Meter 0214004531.

Solar Voltaic System is a medium term solution to reducing both operating costs and the environmental impact

Battery technology is still in its infancy and as such is not a viable proposition unless support by external funding.

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ITEM 13 NEXT MEETING DATE

The next Strategic Planning Committee Meeting is scheduled to take place on Tuesday 15th October 2019, commencing at 5.00 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 14 CLOSURE

There being no further business, the Chairperson closed the Meeting at 8.05 pm.

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I certify the Minutes of the Strategic Planning Committee Meeting held on 13th August 2019 were confirmed on the 15th October 2019 as recorded on Resolution No. _____

Confirmed.....15/10/2019