



Shire of Quairading

Strategic Planning Committee Meeting Minutes

14th August 2018

Disclaimer

Disclaimer

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SHIRE OF QUAIRADING

The Strategic Planning Committee Minutes of Meeting held on Tuesday 14th August 2018 commencing at 5.06 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.06 pm.

“Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar 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 W Davies	Shire President
Cr LR Brown	
Cr J Haythornthwaite	
Cr PD Smith	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr AJ Merillo	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	IPR/Strategic Projects Officer
Mrs A Strauss	Executive Officer

Apologies

Cr WE Shenton
Cr J McRae

Leave of Absence Previously Granted

Cr TJ Stacey: 10th August 2018 to 31st August 2018 (inclusive).

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.

Nil at this time.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 10th April 2018

RESOLUTION: SP1-18/19

MOVED Cr Haythornthwaite SECONDED Cr Brown

That the Minutes of the Strategic Planning Committee Meeting held on the 10th April 2018 be confirmed as a true and accurate record.

CARRIED 5/0

5.2 Business Arising

RESOLUTION: SP10-17/18 –**3. The Chief Executive Officer to investigate marketing opportunities and the feasibility of subdividing Lot 304.**

The Chief Executive Officer provided the brief overview on the feasibility on subdividing Lot 304 Edwards Way.

All of the lots in the study are greater than 1000m² in area therefore, could potentially be subdivided utilising the R20 density code provision of the R-codes, subject to provision of Services.

The cost to subdivision Lot 304 would cost approx. \$20,000 to \$30,000, therefore may not be feasible or viable.

Alternatively, multiple dwellings could be feasible utilising the R20 density coding, with two dwellings being constructed on the lots with or without subdivision. These lots could be either freehold or strata.

The meeting requested that the Officer's Information be included in the next Council Information Session.

Shopping Precinct Carpark

Cr Davies enquired about the possible redesign of layout and signage of the Shopping Precinct Carpark.

The Executive Manager of Works & Services, Mr Allan Rourke advised the meeting that he has a meeting with Council's Consultant, Proform Civil on Friday to discuss options for parking solutions in the Town Centre and signage. The meeting noted that a meeting would also be held with Mrs Tarnya Fraser.

Cr Smith indicated he would also be able to attend the onsite meetings.

ITEM 6 REFERRED STRATEGIC PROPOSALS

6.1 Referred Strategic Proposals / Matters

Meeting Date	14 th August 2018
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Informing Document circulated to all Councillors 7 th August 2018
Owner/Applicant	N/A
Disclosure of Interest	Nil.

MATTER FOR CONSIDERATION

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

BACKGROUND

The then Acting CEO in conjunction with the Chairperson of the Committee and the Shire President collated a list of Identified Matters / Items that had been referred to this Committee.

The CEO circulated this List via a Memo dated the 1st August 2018 to all Councillors and Senior Staff.

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.

This document was circulated to all Councillors and Senior Staff on the 7th August 2018.

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 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.

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.

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.

OFFICER RECOMMENDATION

Committee receive the CEO's Report on Referred Strategic Proposals.

RESOLUTION: SP2-18/19

MOVED Cr Davies SECONDED Cr Brown

That the Strategic Planning Committee recommend to Council that Council receive the CEO's Report on the Referred Strategic Proposals including the Committee's recommendations.

CARRIED 5/0

Asset Management Plan Reviews

RESOLUTION: SP3-18/19

MOVED Cr Smith SECONDED Cr Brown

The Strategic Planning Committee recommend to Council that the Chief Executive Officer provide a Review Report on the current Asset Management Plans and identify any emerging issues to the October 2018 Ordinary Council Meeting.

CARRIED 5/0

Barracks ownership and operation

RESOLUTION: SP4-18/19

MOVED Cr Davies SECONDED Cr Smith

That the Strategic Planning Committee recommend to Council that Council does not accept the PTA offer of the future ownership of the Barracks.

CARRIED 5/0

Solar power for Caravan Park/Swimming Pool/Oval

RESOLUTION: SP5-18/19

MOVED Cr Davies SECONDED Cr Brown

That the Strategic Planning Committee recommend to Council

1. That Council Staff provide a Cost Benefit Analysis report for Council's next Draft Budget on the proposed Solar power system for the Caravan Park/Swimming Pool and Oval.
2. That Council Staff progress with seeking grant funding for the upgrade of the recreational flood lighting to the more energy efficient LED system.

CARRIED 5/0

Leasing of vehicles

RESOLUTION: SP6-18/19

MOVED Cr Smith SECONDED Cr Haythornthwaite

That the Strategic Planning Committee recommend to Council that Council Staff conduct a review of the feasibility of leasing vehicles versus outright purchase of vehicles and the report be presented to the September 2018 Ordinary Council Meeting.

CARRIED 5/0

Funding of Aged Care Units

RESOLUTION: SP7-18/19

MOVED Cr Brown SECONDED Cr Davies

That the Strategic Planning Committee recommend to Council that Council Staff prepare a report on: -

- the long-term vision for the Independent Living Units Complex;
- its infrastructure design and scope; and
- a financial model of the development of the complex,

for the Project to be considered "shovel ready".

CARRIED 5/0

6.50 pm

Cr Haythornthwaite left the meeting.

6.52 pm

Cr Haythornthwaite re-entered the meeting.

7.1 Caravan Park Cottages

Meeting Date	14 th August 2018
Responsible Officer	CEO Graeme Fardon
Reporting Officer	IPR/Strategic Projects Officers Richard Bleakley
Attachments	Park Cottage Forum (October 2017); Examples of Park Cottage Design; Financial and Economic Modelling
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

Proceeding to the Implementation of the Caravan Park Cottages Project

BACKGROUND

The Project is the Second Phase of the Redevelopment of the Shire of Quairading Caravan and Camping Park.

The Project addresses the following:

- 1. The shortfall in short-term accommodation in the Town and the Region; and*
- 2. Extends the range of accommodation provided to travellers by the Shire at the Caravan Park to include camping, powered caravan sites, drive-through sites and short stay self-catering cabins/cottages.*

The Project will be providing 3 x 2 bedroom fully furnished Park Cabins / Cottages, with one being disabled compliant.

Phase 1 included installation of services – electricity / water / sewerage / fire management, realignment of road access and sites, installation of a new ablutions block, and the construction of a campers kitchen, bbq area and fire pit

Area identified for cottages has been landscaped and the provision for services has been installed – water, deep sewerage and electricity.

Following the unsuccessful application for external funding for the project, the Shire is now considering proceeding to fund the project through a Loan from the West Australia Treasury and Shire Resources.

This agenda provides the Council an opportunity to revisit the Scope of the Project, its financial and economic implications to both the Shire and the Community.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Expenditure:

Capital

A provision of \$395,000 has been made for the implementation of this project – construction, installation and fitout of the cottages.

Funding of the project will be through:

- Building Reserves – \$235,000
- Loan - \$150,000
- General Revenue - \$10,000

First Loan payment will be made in 2019/20 Financial Year.

Council has budgeted for first Loan Payment in 2018-19 in worst scenario.

Operational

A small allocation of resources has been made for the operation and maintenance of the cottages in the first year.

Provision for Operation & Maintenance is built into the life cycle costing of financial model for the project

Income:

Income from cottages would commence in 4th Quarter of 2018/19 Financial Year and is projected to be approximately to be \$7,500

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

Project is captured in Annual Budget for 2018-19

Project is identified in Corporate Business Plan.

Project is identified in Long-term Financial Plan

COMMUNITY CONSULTATION

N/A

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

Financial - Low Risk

- Ensure that the project adheres to the Shire's Procurement Policy and Guidelines
- Ensure separation of duties in the project payment processes

Health – Low Risk

- Ensure that design documents are submitted to Building Officer upon completion of agreed Final Design drawings

Reputation – Low Risk

Adhere to the guidelines and procedures recommended by Local Government Act / WALGA:

- Clearly defined Scope of Works and Specifications
- Early advertising of Tender process
- Pre-determined evaluation criteria and schedule of evaluation including financial viability
- Pre-prepared contract document based on WALGA Minor Works and Building Contract template

Operation – Low Risk

Construction

- Clearly drawn up Implementation schedule
- Regular meetings with Contractors on progress of construction at Construction Workshop in Perth or site of manufacturing
- Monthly progress reports from Contractors

Operation

- Shire to ensure that adequate staffing is provided to manage the daily running of the facilities
- Shire to ensure that Cottages are incorporated into the Shire Asset Management Plan
- Shire to ensure that provision is made in Annual Budget to cover cost of staffing, running costs, maintenance and insurance.

Natural Environment – Low Risk.

COMMENT

- Experience of Regional Shires and Private Caravan Parks is that the investment in Park Cottages to compliment caravanning and camping facilities is worthwhile.
- The two-bedroom cottage was deemed to be the most appropriate cottage configuration which impacts least on the competing Private Sector Accommodation
- In going to Tender, additional companies will enter the competition with differing configurations and costings.
- Basic specifications beyond BCA should include as a minimum:
 - 2 bedrooms
 - Bathroom and toilet
 - Kitchen
 - Living area; and
 - Veranda
- Recommendation of Council's Executive Staff would be to proceed with three cottages, one being disability friendly.

EXECUTIVE SUMMARY

- Caravan Park Redevelopment Project is a two (2) Phased Program
- Phase 1 of the Caravan Park Redevelopment Project was completed in 2016 including the service infrastructure for the construction of the Park Cottages.
- Phase 2 of the Program is the construction of three (3) Cottages, one being aged / disabled person friendly
- Project is to be funded through Shire Building Reserves, General Revenue and a new Loan.
- Shire to proceed to Tender for the manufacture, installation and fit-out of three cottages.

OFFICER RECOMMENDATION

RESOLUTION: SP8-18/19

MOVED Cr Davies SECONDED Cr Brown

That the Strategic Planning Committee recommend to Council, that Council support the Implementation of Park Cottages Concept and Scope of Works with one being Aged / Disabled Persons Friendly Cottage.

CARRIED 5/0

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

No matters for consideration.

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

No matters for consideration.

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

No matters for consideration.

ITEM 11 GOVERNANCE: STRONG GOVERNANCE & COMMUNITY ENGAGEMENT

No matters for consideration.

ITEM 12 COUNCILLOR'S FUTURE PROPOSALS

Cr Davies

- Proposed that Council hold an Information Session Breakfast for Farmers at the Works Depot in early October 2018.
- Proposed that Council look at expanding Council Staff resources with Mechanical Services to complement the new Works Depot.
- Investigate the feasibility of grassing the Quairading Cemetery.
- Commented on the need to conduct an Auction to dispose of Council's Surplus Equipment and Transportable buildings, highlighting the need to cover auctioneer's costs.
- Raised the issue that Quairading Rainmakers had made contact with him in regard to Council's decision not to provide a financial commitment to the Public Art proposal as part of Council's Community Grants Scheme.

The meeting noted Council had supported the Concept in Principle and the Chief Executive Officer advised that a further Letter of Support was being prepared for the Rainmakers Committee to utilise when seeking out external funding or sponsorship.

The Chief Executive Officer was requested to provide further feedback to the Rainmakers Committee on their Submission and recommend that the Rainmakers Committee continue to investigate the feasibility of the Art Project and make a further Submission to Council in the future.

Cr Haythornthwaite

Nil

Cr Smith

Nil

Cr Brown

Nil

Cr McGuinness

Nil.

ITEM 13 NEXT MEETING DATE

The next Strategic Planning Committee Meeting is scheduled to take place on Tuesday 9th October 2018, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 14 CLOSURE

There being no further business, the Chairman closed the Meeting at 7.20 pm.

I certify the Minutes of the Strategic Planning Committee Meeting held on 14th August 2018 were confirmed on 9th October 2018 as recorded on Resolution No. _____

Confirmed..... 09/10/2018