



# Special Meeting of Council

Minutes | 11<sup>th</sup> February 2020

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## SHIRE OF QUAIRADING

The Special Council Minutes of Meeting held on Tuesday 11<sup>th</sup> February 2020 commencing at 5.00 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at 5.00 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

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#### Councillors

Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr JW Haythornthwaite	
Cr JR Hippisley	
Cr B McGuinness	
Cr PD Smith	
Cr TJ Stacey	

#### Council Officers

Mr N Gilfellow	Acting Chief Executive Officer
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	IPR/Strategic Projects Officer
Mrs A Strauss	Executive Officer

#### Observers/Visitor

Mr Lyall Brown

#### Apologies

Cr BR Cowcill	
Mr GA Fardon	Chief Executive Officer

#### Leave of Absence Previously Granted

### ITEM 3 PUBLIC QUESTION TIME

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Nil.

### ITEM 4 DECLARATIONS OF INTEREST

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The following pro forma declarations were received: -

- Cr Trevor Stacey – Impartiality Interest with Item 5.1 RTF 02-19/20 - Supply and Installation of Sports Lighting at the Quairading Greater Sports Ground.
- Cr Brett McGuinness – Impartiality Interest with Item 6.1 Tourism Development Strategic Plan.
- Cr Jo Haythornthwaite - Impartiality Interest with Item 6.1 Tourism Development Strategic Plan.

Cr Smith verbally declared an Impartiality Interest with Item 6.1 Tourism Development Strategic Plan.

## ITEM 5      MATTERS FOR CONSIDERATION – WORKS

### 5.1 RTF 02-19/20 - Supply and Installation of Sports Lighting at the Quairading Greater Sports Ground

<b>Meeting Date</b>	11 <sup>th</sup> February 2019
<b>Responsible Officer</b>	IPR&SPO Richard Bleakley
<b>Reporting Officer</b>	IPR&SPO Richard Bleakley
<b>Attachments</b>	(i) Lighting Layout (ii) Flightpath (iii) Evaluation Matrix (Confidential) – Under separate cover (iv) Sage Tender Assessment (Confidential) – Under separate cover (v) Project Costings (Confidential) – Under separate cover
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

##### RESOLUTION: 103-19/20

##### MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

That Council: -

- 1 Accept RTF 02-19/20 - Supply and Installation of Sports Lighting at the Quairading Greater Sports Ground Tender from Future Power as the preferred Contractor for the Oval Lighting Project with a value of \$186,794.33 (incl. GST);
- 2 Approve a Budget Adjustment of \$15,000 to \$190,090 for the Oval Sports Lighting Project from Budget Surplus; and
- 3 Authorise the Chief Executive Officer to proceed with negotiations with Future Power WA to finalise cost, design and specifications of the Oval Lighting Project, and the preparation and signing of the Contract.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

#### IN BRIEF

- In 2018 Oval Lighting Poles were inspected by MKM Consulting Engineers and were deemed to be a serious hazard risk to the community due to the corrosion of the pole footings.
- The poles were dismantled and removed in December 2018.
- CSRFF Small Grant funding (\$43,618) was approved for the Project – August 2019
- Council made an allocation in the 2019/20 Budget for the Oval Lighting project (\$175,090)
- Project design and Scope of Works completed in December 2019 and Request for Tenders advertised in January 2020.
- Four Tenders were received at the closure of tenders on 31<sup>st</sup> January 2020
- Assessment for Tenders completed and to be submitted to Council at Special Meeting 11<sup>th</sup> February 2020.
- Projected completion date of the Project is mid-June 2020.

## MATTER FOR CONSIDERATION

Selection of Contractor for the Procurement, Manufacture and Installation of Four (4) Light Poles and Lighting for the Recreation Oval.

### BACKGROUND

In 2018 Oval Lighting Poles were inspected by MKM Consulting Engineers and were deemed to be a serious hazard risk to the community due to the corrosion of the pole footings.

The poles were dismantled and removed in December 2018.

This has created an opportunity for the Shire to both renew and upgrade an infrastructure asset which was due for replacement in the next 5 years.

The Community Grants Team were requested to seek external funding to assist in the replacement and upgrading of the oval lighting.

An application was made for Federal Funding under the Community Sports Infrastructure Program (2018/19). This application was unsuccessful.

A further submission was made to the State Government under the CSRFF Small Grants Program 2019/20 (Projects <\$200K; State 1/3; Shire 2/3). This application was successful.

The Shire was allocated \$43,618 under the Small Grants Program with the project to be completed by 30<sup>th</sup> June 2020.

As an interim measure the Shire has hired mobile lighting for the training season of 2019, and will for the start of the 2020 training season

Sage Consulting Engineers were initially engaged to draft a Terms of Reference for the design of the Oval Lighting System in September 2019. They were then contracted to draw up the Design, Scope of Works and "Opinion of Probable Cost" of the Project. These were completed in December 2019 in preparation for Requests for Tender.

An allocation of \$157,200 (ex GST) was made in the Council Budget for 2019/20 with an additional \$17,890 allocated in the 2019/20 November Budget Review.

• Municipal	\$17,890
• Building Reserves	\$113,582
• CSRFF (Small Grants)	\$43,618
Total	\$175,090

Breakdown of Budget Allocation (ex GST) is:

• Oval Lighting	\$165,700
• Project Management	\$9,390
Total	\$175,090

Project proceeded to Tender in January 2020 with eighteen parties expressing interest.

Request for Tenders closed on 31<sup>st</sup> January 2020.

A total of four (4) Tenders were received.

Tender evaluations have been conducted by IPR and Strategic Projects Officer, and Sage Consulting Engineers and presented in the Evaluation Matrix (Attachment under separate cover).

- Costings (incl. GST) ranged from \$186K to \$227K
- Project completion dates ranged from three months to four months.
- Warranties
  - Defects period – 12 months
  - Lighting component – 5 years

Following selection of Contractor and finalising of contract, the project will commence.

Estimated timeframe for project is approximately 15 weeks.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **POLICY IMPLICATIONS**

FIN.2 Purchasing Policy (adopted 27/09/2018).

### **FINANCIAL IMPLICATIONS**

#### Short term:

Project costings were based on Opinion of Probable Costs drawn up by Sage Consulting Engineers. Financial implications are unknown until the tendering / contract process is completed.

The current budget of this project is \$175,090. The estimated cost of this project with the preferred supplier is \$169,813.02 (ex GST). Project management costs for the project is approximately \$16,500 with the remaining \$3,776.98 as the project contingency.

An additional \$15,000 will be required to meet both the project delivery and the project management costs.

### **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
S1.2	Promote increased participation in the social and cultural life of the community

#### **Governance Objective: Strong governance and community engagement**

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G3	Community Engagement
G3.1	Provide appealing opportunities for the community to participate in decisions that affect them
G3.2	Collaborate with the community to achieve desired outcomes

### **COMMUNITY CONSULTATION**

Major users of the Recreational Oval were consulted during the planning phase of the project (Football Club and Hockey Club)

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

#### ***Financial - Risk Matrix Rating is considered Low***

Process for selection of Tenderer has complied with Shire's Purchasing Policy, and the WALGA RfT Framework.

#### ***Health – Risk Matrix Rating is considered Low***

Tenderer was required to provide an OSH Plan for the delivery of the project.

***Reputation – Risk Matrix Rating is considered Low***

Due diligence has been conducted to ensure the Shire minimises its risk through the selection process of the Contractor.

Project management protocols will be in place to monitor the delivery of the project.

All Tenderers have been required to provide a Quality Assurance Plan for the delivery of the project.

***Operation – Risk Matrix Rating is considered Low***

Project management protocols will be in place to monitor the delivery of the project.

Contractor has been required to provide a Quality Assurance Plan for the delivery of the project.

Extensive engagement with CASA and the Royal Flying Doctor Service was conducted to ensure the lighting design complied with CASA standards as the Oval is in the flight path on the western approach.

***Natural Environment – Risk Matrix Rating is considered Low.***

Lighting system has adopted the use of LED lighting which will further reduce the Carbon Footprint of the Shire as well as reduce the operating costs and increase the overall life of the system.

**COMMENT**

A total of 4 Tenders were received, three in compliance with the Term of Reference for the Tender.

A fourth Tenderer was rejected for not meeting the minimal requirements of the Tender – no supporting documentation.

Level of professionalism of submissions by three remaining tenderers was of a very high standard.

Reference checking indicated that all three have a comprehensive history of delivering Sports Lighting Projects regionally and metro area with longstanding relationships with client organisations.

All submissions were assessed based on compliance and qualitative criteria and ranked accordingly.

All shortlisted candidates were followed up with reference checks.

## ITEM 6 ECONOMIC: GROWING ECONOMY & EMPLOYMENT OPPORTUNITIES

### 6.1 Tourism Development Strategic Plan

<b>Meeting Date</b>	11 <sup>th</sup> February 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Giffellon
<b>Attachments</b>	(i) Quairading Tourism Development Strategy (ii) Quairading Tourism Development Strategy Costings
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Both CEO and EMCS are Members of the Tourism Working Group

#### OFFICER RECOMMENDATION

##### RESOLUTION: 104-19/20

##### MOVED Cr Smith SECONDED Cr Stacey

That Council: -

1. Endorse the Quairading Tourism Development Strategy 2020.
2. Submit the Strategy with proposed Shire Actions to the 2020/2021 Budget Workshops.

**CARRIED 7/0**

#### Council Discussion

Cr Smith thanked Cr Brett McGuinness and Cr Jo Haythornthwaite for the time served on the Tourism Steering Committee and their work towards developing the Strategy.

#### IN BRIEF

- Council resolved to seek an MOU with the Quairading CRC and the Tourism and Tidy Towns Committee on Tourism Services and Facilities
- A Steering Committee was established in 2018 consisting of Councillors and Senior Staff, Chairperson of the Community Resource Centre Inc, Coordinator of the CRC and representatives of the QT&TTC with the objective of developing an Agreement / Strategy for the development of tourism services and facilities in the district with the aim of increasing tourism visitations/stays and increasing economic benefit to the local economy.
- Work by the Steering Committee has progressed during 2019 and early 2020 preparing a Tourism Development Strategy and an Action Plan.
- Previous Community Consultations have been included in the Strategy document.
- Consultation on the Strategy was in the form of an attended “Pop Up Display” in the Main Street Shopfront, Face to Face meetings with Businesses and also with representatives of the Reconciliation Action Plan Committee.

#### MATTER FOR CONSIDERATION

Endorsement of the Tourism Development Strategy and Action Plan.



## BACKGROUND

The Quairading Tourism Development Strategy (the Plan) was developed over multiple meetings and workshops by the Quairading Tourism Steering Committee made up by members from the Shire of Quairading, Quairading Community Resource Centre and the Tidy Towns Committee. The Group first meet on the 12<sup>th</sup> of October 2018 and over the following 15 months developed the Plan.

This process involved the reviewing of other strategies from other regions, a SWOT analysis of the current Quairading Tourism climate, congregation of the district's destination profile all leading to the creation of goals, strategies and actions to increase tourism in the district.

## STATUTORY ENVIRONMENT

N/A

## POLICY IMPLICATIONS

N/A

## FINANCIAL IMPLICATIONS

The 2019/20 Budget has the following Budget allocations for Tourism Development and improved District marketing: -

- Tourism Development Strategy \$10,000
- Tourist Promotion \$5,000
- Refurbishment of Main Street Signage and main Entry Sign (Ashton Street Corner) \$10,000
- Capital – Street Signage (includes, Banners, Tourism Signage and Updated Town Maps) \$20,000, including \$10,000 Grant Funding from the Federal Government.

The current budget and expected future estimates are outlined in Attachment 11.1(ii)

Council will need to consider the proposed Actions and Proposals as part of the 2020/2021 Draft Budget Workshops in formulating the 2020/2021 Budget.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

**Economic Objective: Growing economy and employment opportunities**

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development, including: <ul style="list-style-type: none"> <li>▪ adopt “Small Business Friendly Local Governments” program</li> <li>▪ review potential of the community's existing assets and facilities to drive improved economic outcomes</li> <li>▪ leverage Federal and State Government priorities and programs (e.g. building the capacity of local industry to undertake Local and State Government contracts)</li> <li>▪ work with stakeholders to determine facilitation approach to business and jobs growth</li> </ul>
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

## COMMUNITY CONSULTATION

The Draft Tourism Plan was presented to the selected members of the RAP committee and Businesses within the Shire of Quairading. Feedback was included within the Plan and has been attached as appendices in the Plan before the Plan was ratified. The Launch of the Plan is to occur on the 19<sup>th</sup> of February 2020 with the document remaining a 'live' Plan to encourage continued consultation and community involvement.

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

Financial - Risk Matrix Rating is assessed as Low. The costs of this Plan have been outlined in attachment 11.1(ii). Actions proposed in the Strategy for the 2019/2020 Financial year are covered by existing approved Budget Allocations. Future proposed actions are to be considered for the 2020/21 Budget and subsequent years.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. The Strategy outlines the Shires role in tourism and economic development within the Quairading District. Reputational risk is mitigated with the Strategy setting out the agreed actions and resources required by the Council, Community Resource Centre and the Tourism & Tidy Towns Committee. All actions are subject to the resources and funding available for each of the three organisations party to this Strategy. Given Council's previous stated intention to achieve an MOU on Tourism and Council's critical role on the provision of Facilities and infrastructure, there is Reputational Risk if Council were not to participate in the Strategy.

Operation – Risk Matrix Rating is assessed as Low. Strategy proposes Actions and Outcomes that are within Council's existing resources and operational structure.

Natural Environment – Risk Matrix Rating is assessed as Low. Strategy recognises the significance and uniqueness of the District's Nature Reserves and any increase impact on the Reserves from Tourism will need to be closely monitored and managed.

ITEM 7 CLOSURE

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There being no further business, the Chairperson closed the Meeting at 5.24 pm.

Cr. Davies thanked Councillors, Staff and the Member of the Public Mr Lyall Brown, for their attendance.

I certify the Minutes of the Special Meeting of Council held on 11<sup>th</sup> February 2020 were confirmed on 27<sup>th</sup> February 2020 as recorded on Resolution No. \_\_\_\_\_

Confirmed.......... 27/02/20