

Strategic Planning Committee

Minutes | 15th April 2020

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Quairading during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Quairading. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

Any plans or documents contained in this document may be subject to copyright law provisions (Copyright Act 1968, as amended) and the express permission of the copyright owner(s) should be sought prior to the reproduction.

CONTENTS

Agenda Item		Page
ITEM 1	OPENING & ANNOUNCEMENTS	3
ITEM 2	ATTENDANCE AND APOLOGIES.....	3
ITEM 3	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS	3
ITEM 4	DECLARATIONS OF INTEREST	4
ITEM 5	CONFIRMATION OF MINUTES AND BUSINESS ARISING.....	4
5.1	Confirmation of Minutes – 11 th February 2020	4
5.2	Business Arising.....	4
ITEM 6	REFERRED STRATEGIC PROPOSALS	5
6.1	Referred Strategic Proposals/Matters Report April 2020	5
ITEM 7	ECONOMIC: GROWING ECONOMY & EMPLOYMENT OPPORTUNITIES	8
7.1	Review of Cuneata Rise Estate Land Prices and Strategy	8
7.2	District Promotion	11
ITEM 8	SOCIAL: ACTIVE, HEALTHY, SAFE AND INCLUSIVE COMMUNITY.....	15
ITEM 9	BUILT ENVIRONMENT: PLANNING & INFRASTRUCTURE TO MEET THE NEEDS OF THE COMMUNITY	16
9.1	Drought Communities Extension Programme.....	16
ITEM 10	NATURAL ENVIRONMENT: TO PRESERVE & SUSTAIN OUR NATURAL ENVIRONMENT	19
ITEM 11	GOVERNANCE: STRONG GOVERNANCE & COMMUNITY ENGAGEMENT.....	20
11.1	Community Grants Program (2020/21) – Round 1.....	20
ITEM 12	COUNCILLOR’S FUTURE PROPOSALS.....	23
12.1	District Bus Tour	23
12.2	State Governments call for a freeze on Council Rates in 2020/2021.....	23
12.3	Other Councillor’s Future Proposals	23
ITEM 13	NEXT MEETING DATE.....	24
ITEM 14	CLOSURE.....	24

SHIRE OF QUAIRADING

The Minutes of the Strategic Planning Committee Meeting held on Wednesday 15th April 2020 commencing at 5.04 pm.

The Meeting was held electronically in accordance with Regulation 14D(2)(a) of the Local Government (Administration) Regulations 1996.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.04 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	Chairperson
Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr BR Cowcill	
Cr JW Haythornthwaite	
Cr JR Hippiisley	
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/Strategic Projects Officer

Apologies

Mrs A Strauss	Executive Officer
---------------	-------------------

Leave of Absence Previously Granted

Nil

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 4 DECLARATIONS OF INTEREST

The following pro forma written declarations were received by the CEO and read aloud: -

- Cr McGuinness - Impartiality Interest with Item 11.1 Community Grants Program (2020/21) – Round 1 – Doodenanning Sports Club
- Cr Cowcill - Impartiality Interest with Item 11.1 Community Grants Program (2020/21) – Round 1 – Wamenusking Sports Club
- Cr Jo Haythornthwaite - Impartiality Interest with Item 11.1 Community Grants Program (2020/21) – Round 1 – Wamenusking Sports Club
- Cr John Haythornthwaite - Impartiality Interest with Item 11.1 Community Grants Program (2020/21) – Round 1 – Quairading Bowling Club
- Cr Smith - Impartiality Interest with Item 7.2 District Promotion – Chairperson of the Tourism Steering Group and Item 11.1 Community Grants Program (2020/21) – Round 1 – Doodenanning Sports Club and the Quairading Agricultural Society.

Cr Davies verbally declared an Impartiality Interest with Item 11.1 Community Grants Program (2020/21) – Round 1 – Doodenanning Sports Club

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 11th February 2020

RECOMMENDATION: SP15-19/20

MOVED Cr Hippisley SECONDED Cr Smith

That the Minutes of the Strategic Planning Committee Meeting held on the 11th February 2020 be confirmed as a true and accurate record.

CARRIED 8/0

5.2 Business Arising

Cr McGuinness

Page 6 of the Agenda Item 5.2 "Cr John Haythornthwaite Page 22 of the Agenda – Councillor's future proposals". It was noted that the statement was corrected at the February 2020 Ordinary Council Meeting, that the correction to the Minutes of the Strategic Planning Meeting held on the 15th October 2019, being that Cr McRae was the Mover of SP09-19/20 – Regional Airport Program.

ITEM 6 REFERRED STRATEGIC PROPOSALS

6.1 Referred Strategic Proposals/Matters Report April 2020

#	MATTER	SCP	CBP	LTFP	19/20 BUDGET
1	Building Strategy	G1, B2.1, B2.2	Y	Y	Y - In house Development In Progress after Condition Reports have been inputted to Building Spreadsheets.
3	Progressing the potential bituminising of the airstrip	B2.2	Y	N	N (\$30,000 listed for 20/21 for Apron only) Grant application has been submitted for Asphalt of Apron with increased Area Awaiting outcome of Grant Application - Due End of April.
4	Community Park / Trail	S1.1, S1.2, NE2.2, S2.2, S4.5, B2.2, G3.2	Y	Y	Y - \$20K Concept and Design in 2019/20 Progression is subject to Applications for Grant Funding. \$73,227 - Rural Youth Donation \$75,000 retained in Building & Infrastructure Reserve Fund. Concept adopted by Council December 2019 OCM. Project Design and Costings being finalised - Quantity Surveyor to verify Project Estimates Grant Application by the end of May 2020
5	Business Attraction Strategy	ED1.1, ED2.1	Y	Y	N - In House Development of Strategy Strategy and Prospectus Adopted at March OCM
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	Y- Concept Design completed Public Consultation Y - Detailed Design Nov 2019 Budget Review Approved. N- Construction
8	Configuration of Entry Western End Heal Street	B2.1, B2.2, S4.5	N	N	Y- Concept Design funded in 2019/20 Budget - Engineering Consultancy Y- Detailed Design Nov 2019 Budget Review Approved N- Construction

#	MATTER	SCP	CBP	LTFP	19/20 BUDGET
9	Pink Lake Layby Concept (Western side of the Lake)	NE2, NE2.1, NE2.2	N	N	<p>N - Construction</p> <p>Concept submitted back to Main Roads</p> <p>Previous Cost Estimates provided to Council</p> <p>19/03/2020 - Main Roads supports the proposal to develop and our preference would be option 1, the off road Option. Given the vertical geometry of York Merredin Road (M041) at this location, the design will need to ensure that safe sightlines are available from the two proposed accesses from M041.</p> <p>This will also be considered a Shire asset, for the purposes of construction and on-going maintenance.</p> <p>Main Roads does not have a source of funding that would be suitable for this. The Shire may have ability to source some type of Tourism funding.</p> <p>Potential Project</p>
10	Tourism Strategy	ED1.1, ED2, ED2.1,	Y	Y	<p>Y - Provision of \$10K in 2019/20 Budget for Strategy Actions - Commenced</p> <p>Y - Street Signage Upgrade \$30K in 2019/20 Budget (of which \$10K from Grant)</p> <p>All Signage due for delivery and erection by the end of April 2020.</p> <p>Y - Area Tourist Promotion \$5K in the 19/20 Budget - Commenced</p> <p>Tourism Development Strategy adopted by Council in Feb 2020.</p> <p>Community Launch of the Strategy occurred on the 19th Feb 2020.</p>
11	Solar Power for Caravan Park/ Swimming Pool / Oval Alternative Power	ED2.1, S1.1, NE1.1 NE1.1, NE1.2	N	N	<p>N - Further Research to be undertaken</p> <p>Electricity Tariff Change has seen significant reduction in Power Charges.</p>

#	MATTER	SCP	CBP	LTFP	19/20 BUDGET
12	Fuelled Waste Power Generation	NE1.1, NE1.2	N	N	N
13	Waste Strategy Plan	NE1.1, NE1.2	Y	Y	N - The Waste and Recycling Strategy was placed on hold until June 2021 (3 Years) RESOLUTION: 191-17/18
14	Traffic Control – Review Paper on In House versus Contractor Model	B2, G1.1, G4	N	N	Contractor Model in 19/20 Adopted Budget. Council received EMWS Report at Feb 2020 SPC
15	Asset Management Plans	B2, G1.1, G4	Y	Y	Y - In House development with external specialist expertise where required. Road Condition Data Collection and inputting to RAMM Software undertaken in Feb and March 2020. EMWS classifying each Road according to Road Hierarchy to then have RAMM produce Reports to prepare 1 Year and 10-year Road Programs. 5 Year Bridge Program developed Building Condition Reports completed and being inputted into Building AM Spreadsheets. In Progress - not completed by End of March 2020 <i>Attachment 6.1 (i)</i>
16	Review of Strategic Community Plan, Long Term Financial Plan and Corporate Business Plan	G4, G4.3	Y	Y	Y - In House development with external specialist expertise where required. Review of SCP completed Dec 2019 OCM CBP to be reviewed for April / May 2020 prior to Annual Budget Cycle LTFP to be reviewed upon completion of the Roads and Buildings Asset Plan

The CEO and Executive Staff provided a Progress Report on the preparation of the various Asset Plans and Condition Reports which were nearing completion.

5.22 pm

The Chairperson dropped out of Videoconference Meeting.

The Chief Executive Officer sought the appointment of an Acting Chairperson until the re-connection of Cr McGuinness.

RECOMMENDATION: SP16-19/20

MOVED Cr Hippisley SECONDED Cr Cowcill

That the Committee elect Cr Davies as the Acting Chairperson in the absence of the Chairperson.

CARRIED 7/0

ITEM 7 ECONOMIC: GROWING ECONOMY & EMPLOYMENT OPPORTUNITIES

7.1 Review of Cuneata Rise Estate Land Prices and Strategy

Meeting Date	15 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Current Land Price List
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

5.26 pm Cr McGuinness re-entered the Meeting

OFFICER RECOMMENDATION

RECOMMENDATION: SP17-19/20

MOVED Cr Hippisley SECONDED Cr Cowcill

That the Strategic Planning Committee recommend to Council: -

- 1 To retain the current Sales Prices for the 12 Vacant Lots for the next 12 Months; and
- 2 Continue with the House and Land Package Promotion for a further 12 Months
- 3 That Council budget for the sale of one (1) Lot in the 2020/21 Budget to facilitate the Consideration of Purchasing Bids.

CARRIED 8/0

Committee Discussion

The Chief Executive Officer confirmed that Council had the ability to sell land alone and that the Land and House transactions were independent of each other.

IN BRIEF

- Council owns 12 Vacant Residential Lots in the Subdivision developed in 2002/2003.
- House & Land Package Promotion with Country Builders has been in place for an estimated 2 years.
- No Purchase Bids have been presented to the Chief Executive Officer during the past 12 Months
- Current Pricing still considered Fair and Reasonable compared to Development Cost of \$42,000 per Lot (based on 13 Lots).
- No Sales evidence for any Freehold Vacant Lots in Quairading in the past 12 months.

- Sale of 3 Vacant Lots (including Council selling Land for Unpaid Rates)
- 6 Residences have been Sold in the past 9-12 months.

MATTER FOR CONSIDERATION

Scheduled 12 Month Review of Marketing Strategy and Sales Prices for the Edwards Way (Cuneata Rise) Subdivision.

BACKGROUND

Council at its April 2019 Ordinary Council Meeting resolved: -

RESOLUTION 177-18/19

1. *To retain the current adjusted prices for the 12 Vacant Lots for the next 12 Months;*
2. *Continue with the House and Land Package Promotion for a further 12 Months, subject to the Agreement of Country Builders and Primaries Real Estate; and*
3. *That Council budget for the sale of one (1) Lot in the 2019/2020 Budget.*

The House and Land Promotion has been in place April 2018 with no success to date.

It may be considered by prospective Purchasers that the Packages are unattractive given the High Entry Prices for the varied House & Land Packages. Prices Range from \$299K to \$349K (2018/2019).

This is compared to the many established Houses (old and newer) that are currently advertised for Sale in Quairading.

Country Builders are refreshing the Floorplans and Land packages.

Country Builders have reported that interest in new Homes is currently very low with Toodyay district showing a few signs of activity.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 3.58 applies, which enables Council to sell Property by private Treaty (instead of by Public Tender or Auction)

Local Government (Functions and General) Regulations 1996

Regulation 30 prescribes Dispositions which are excluded from the provisions of 3.58

Each land sale disposition would need to be advertised in a newspaper circulating in the District prior to Council determining to Accept the Offer and proceed to a Sales Contract

Delegated Authority to the CEO

Council delegate its authority and power to the Chief Executive Officer to:

- 1.0 Dispose of property in accordance with Section 3.58(3) of the Local Government Act 1995.

Conditions and Exceptions:

- 1.0 Subject to the disposal being identified in the Shire's Annual Budget.

Delegation applies to:

- a) All transactions to a maximum value of \$50,000 where no public submissions are received in response to public advertising as required by Section 3.58(3)(a).

- b) Any other transactions to a maximum value of \$50,000.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Council reduced the Sales Price effective 26th April 2018 and then reaffirmed these Prices in April 2019 with a 12-month review period.

Council budgeted the amount of \$35,000 in the 2019/2020 Year for the sale of one (1) Lot. Any Lot sold would become Rateable as a Minimum Rate property and then be revalued by the Valuer General once a Residence had been completed and occupied.

The CEO has re-appointed Primaries Real Estate for any Sales Enquiries. Primaries Real Estate are engaged on a Commission basis only and no Retainer Fee is paid.

Aside from the Country Builders House & Land Package promotion there has been no other paid Advertising / Promotion during the Year.

The re-commencement of advertising the Land Sale is subject to Council considering a District Promotion through GWN7 and leveraging the Launch of the "Take a Closer Look" Branding.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience

COMMUNITY CONSULTATION

House & Land Package Promotion has been on Country Builders & Real Estate Websites and also displayed on the Shire Website. The Land Sale is also advertised on the Signage in Edwards Way.

RISK ASSESSMENT

Financial – Risk Matrix Rating considered as Low. There is no Cost to Council to participate in the Promotion. Agreed Sales Commission would be payable to Council's Real Estate Agent upon the successful Sale of any Lot. Council does hold the 12 Lots as Non-Current Assets in Council's Annual Financial Reports.

Health – Risk Matrix Rating considered as Low.

Reputation – Risk Matrix Rating considered Low, however Reputation Risk escalates the longer the Lots remain unsold and undeveloped.

Operation – Nil

Natural Environment – Nil

7.2 District Promotion

Meeting Date	15 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	N/A
Disclosure of Interest	Nil

5.26 pm

Cr McGuinness assumed the Chair.

Cr Smith's prior Declaration of Interest was noted.

OFFICER RECOMMENDATION

RECOMMENDATION: SP18-19/20

MOVED Cr Hippisley SECONDED Cr Davies

That the Strategic Planning Committee recommend to Council: -

1. That Council receive the Chief Executive Officer's Report on District Promotion; and
2. That the Matter of the timing and quantum of a District Promotion be listed for the Draft Budget Workshops for the 2020/21 Financial Year.

CARRIED 8/0

Committee Discussion

The Meeting noted that the promotion should be a whole of Town/District promotion including local businesses and the light industrial land, rather than a sole focus on Tourism.

The Meeting considered timing of the campaign will be critical and to be ready and active coming out of the Pandemic restrictions.

IN BRIEF

- Council at its February 2020 Meeting resolved.
That The Chief Executive Officer is to investigate the opportunity to advertise the Quairading District through GWN7.
- GWN7 have provided an Advertising Campaign with primary focus of the District's new Brand and Tag line "Take a Closer Look".
- The Proposal is based on the Broadcaster's "Tourism Package" which provides a greatly reduced Cost per Advertisement.
- Initial Campaign Proposal offered broadcasting consistently from May to October 2020.
- Committee to consider the merit and timing of a Promotion given the rapidly evolving Covid-19 situation (Refer to Financial Risk Section).

- Campaign would be broadcast Statewide in all the Regions on GWN7, 7Two and 7Mate.
- Advertisement can be modified into further Advertisements promoting Council's land sale or light industrial land.

MATTER FOR CONSIDERATION

Future Budget Provision for a District Promotion Campaign

BACKGROUND

Council though a Recommendation of the Strategic Planning Committee requested that a Promotion / Advertising Proposal be sought from Regional Broadcaster GWN 7.

Council Staff received an initial Proposal and with subsequent contact with the Broadcaster a meeting was conducted in Quairading on the 12th March 2020 with a GWN7 representative to discuss a tailored Promotion Package to highlight the new Branding, District Attractions and also promote the residential land subdivision and the future Light Industry land.

At the Ordinary Council Meeting on the 26th March 2020 RESOLUTION: 134-19/20 – Motion Lapsed due to the lack of a Seconder

1. *That Council receive the Chief Executive Officer's Report on District Promotion with GWN7; and*
2. *That the Matter be submitted for Council consideration.*

The issue of District Promotion is resubmitted to enable the Strategic Planning Committee for further consideration as both the Tourism Strategy and the Business Attraction Strategy adopted by Council are underpinned by Area Promotion.

It is acknowledged that the Regional Travel Restrictions imposed under the State Pandemic Emergency and the general state of the Economy will make the success of any promotion (electronic or hard copy) problematic at this time.

However, Committee is requested to consider the merits of Council budgeting for a future Area Promotion.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Area Promotion to attract more Visitors, Businesses and Prospective Residents was identified in Council's Adopted Strategic Community Plan and also in the Tourism Strategy recently adopted by Council.

Council has the following Budget Provisions in the 2019/2020 Budget: -

- Area Promotion \$5000 YTD Commitment estimated at \$1050
- Tourism Strategy \$10,000 YTD Commitment estimated at \$1278

Please refer to below to Costs allocated to the relevant Financial Year.

The GWN 7 proposal is classed as a District Tourism Network Package and attracts significantly discounted rate for the Advertisement Slot and there are a further 9 Complimentary advertisements for each paid Advertisement.

In discussion with GWN7, it was proposed that the Prime months to promote Quairading would be May to and including October 2020. This would obviously need to be adjusted given the impact of Covid-19.

The proposed Package valued at \$9000 (exc GST) will have 1177 x 15 second promotions of Quairading. In addition, there are Production Costs for the Advertisement at the Cost of \$950 for the original Advertisement and a further \$450 for the adaption of the Advertisement to promote Cuneata Rise land sale. A further \$450 Cost would be incurred if a 3rd variant of the Advertisement was required.

Discussions were held with the GWN7 representative on the Split between District promotion and the Land sale promotion. The consensus view was 80% District Promotion and 20% Land sale Promotion.

Timing of the expense of the District Promotion Campaign is as follows: -

2019/2020

Production of the 3 Advertisements \$1850

Advertising Slots to 30/6/2019 \$4068

Total Expense 2019/2020 \$5918

2020/2021

Advertising Slots to 25/10/2020 \$4932

Total Expense 2020/2021 \$4932

Total Campaign Cost \$10850

Any Promotion of the Quairading 100th Agricultural Show would be a separate Package negotiated with and paid for by the Agricultural Show Society, but with Council approval the Ag Show Advertisement could be adapted from the original Advertisement at a cost of a further \$450 or alternatively a new Advertisement produced for \$950.

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	<p>Economic and tourism development, including:</p> <ul style="list-style-type: none"> ▪ adopt "Small Business Friendly Local Governments" program ▪ review potential of the community's existing assets and facilities to drive improved economic outcomes ▪ leverage Federal and State Government priorities and programs (e.g. building the capacity of local industry to undertake Local and State Government contracts) ▪ work with stakeholders to determine facilitation approach to business and jobs growth

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
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

No consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. Council would need to budget appropriately for Area Promotion as an Action from the Tourism Development Strategy and the Business Attraction Strategy.

Given the rapidly evolving situation with the Covid-19 Virus it is recommended that Committee discuss the provision of a Budget allocation for the later part of the 2020/21 year.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. District Promotion would improve the District's and Council's image and encourage Visitors to travel to the District and potentially purchase land and/or relocate to existing housing stock. There could be Reputational Risk is an Area Promotion was to proceed at an inappropriate time (i.e. before the Pandemic passes)

Operation – Risk Matrix Rating is assessed as Low. All Production and Display of the campaign would be undertaken by External Suppliers.

Natural Environment – Risk Matrix Rating is assessed as Low.

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

No matters for consideration.

9.1 Drought Communities Extension Programme

Meeting Date	15 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Guideline (ii) Potential Project List
Owner/Applicant	N/A
Disclosure of Interest	Nil

5.58 pm

Cr John Haythornthwaite left the Meeting.

6.05 pm

Cr John Haythornthwaite re-joined the Meeting.

OFFICER RECOMMENDATION

RECOMMENDATION: SP19-19/20

MOVED Cr Smith SECONDED Cr Hippisley

That the Strategic Planning Committee recommend to Council: -

1. That Council receive the Chief Executive Officer's Report on the Drought Communities Extension Programme.
2. That Council support the identified Projects for submission for Grant Funding under the Drought Communities Extension Programme to a value of \$1.0M in Grant Funding.
3. That Council authorise the Chief Executive Officer to proceed with the finalisation of the Project Costings and any funding alternatives required, to achieve all the identified Projects.

CARRIED 8/0

Committee Discussion

The Chief Executive Officer provided an overview of the Project List and commented on the Eligibility Feedback provided on each of the Projects by the Department of Industry, Innovation and Science.

Committee discussion ensued on each of the Project proposals.

The Meeting noted that the intention is for the Grant Application to be submitted by the end of May 2020.

IN BRIEF

- On the 28th January 2020, the Federal Government announced that Council had been included in the Drought Communities Extension Programme
- Council is able to apply for funding up to \$1.0M to complete local infrastructure projects and other drought relief projects.
- Applications are open now and close on the 1st June 2021
- Successful Projects must be completed by 30th June 2021.
- Multiple unrelated projects can be applied for up to the \$1.0M
- Only 1 Application can be submitted by Council.

Funding Guideline Section 6 states - "each project must meet at least one of the following project requirements: -

- The project is expected to lead to the employment of locals.
- The project is expected to contribute to the economic activity of communities/regions.
- The project is expected to lead to the retention of businesses, services and facilities (this includes increased tourism, increased trade for local businesses, improved services from enhanced facilities.
- A detailed Listing of possible Projects with firmer Cost Estimates and Criteria Satisfaction is attached to this Report for Consideration at this Committee Meeting.
- The Total Estimated Cost of the Potential Projects is \$1.4M.
- It is recommended that the identified Projects (up to total of \$1M Funding) be prioritised for Recommendation to Council.

MATTER FOR CONSIDERATION

Consideration of the list potential Projects for inclusion in Council's Application for the Drought Communities Extension Programme.

BACKGROUND

The 52 Councils announced on the 28th January 2020 were deemed eligible based on need and the economic impact of drought in the region and we assessed using the following:

- rainfall deficiency data from the Bureau of Meteorology
- population and industry data – particularly reliance on agriculture.

The Department of Industry (Funding Body) will **not** be responsible for expenditure that Council incurs prior to the Grant Funding being executed by both Parties.

The Department has advised that it is able to provide preliminary advice on Projects being considered by Council before the Application is submitted. The CEO has forwarded the Preliminary List for Departmental comment.

The expected lead time from the Submission of the Application to the Grant Determination is 4-6 Weeks.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

The Funding does not require Matching Funding or a Contribution from Council however Projects will be considered that do include Applicant Contributions and Government and non - Government Grants / Contributions.

Subject to consideration and determination of the eligible Projects and the successful outcome of the Application progress the Projects will need to be incorporated into the 2020/21 Capital Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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
B2.1	Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community

COMMUNITY CONSULTATION

No consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. Federal Government Funding is provided on the basis of 100%, however Projects with Council Contributions or other Grant Funding are also eligible. Non Competitive Funding Round. Risk elevated if all Projects were not able to be completed by the 30th June 2021.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council will have increased Reputational Risk if Council were not to respond to the Government’s invitation to apply for \$1.0M of Funding.

Operation – Risk Matrix Rating is assessed as Low. The CEO considers that Project Management can be undertaken with the existing Organisational Structure with support from external Technical Consultancies and designated Project Overseers (i.e. Community Park – Project Consultant Sarah Caporn).

Natural Environment – Risk Matrix Rating is assessed as Low.

No matters for consideration.

11.1 Community Grants Program (2020/21) – Round 1

Meeting Date	15 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Jen Green
Attachments	(i) Community Grant Assessment (ii) Grant Applications – Under separate cover
Owner/Applicant	N/A
Disclosure of Interest	CEO - Nil

The Elected Members' prior Declarations of Interest were noted for this Item.

OFFICER RECOMMENDATION

RECOMMENDATION: SP20-19/20

MOVED Cr Davies SECONDED Cr Smith

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Officer's Report on Round 1 of the 2020/21 Community Grants and supports the Grant Assessment Document submitted by the Grants and Project Officer.
2. That Council allocates funds and resources in the 2020/21 Budget for Round 1 to the value of \$21,150.00 to the eight clubs and organisation listed in the Grant Assessment Document; and
3. That Council allocates the equivalent of 50% of the above figure (\$10,000) in the 2020/21 Budget for Grant 1 In-Kind funding and Round 2 of the Community Grant Program 2020/21.

CARRIED 8/0

Committee Discussion

Cr Smith advised that the if the Agricultural Show did not proceed this year, the Agricultural Society would not be drawing on the Grant Fund.

IN BRIEF

- Community Grant Process was reviewed, updated and endorsed by the Council in December 2019.
- Eight applications were received for Round 1 to the value of \$21,150.
- Details of each Application have been provided for Committee Consideration and Recommendation to Council.
- All applications were evaluated by the Grant Team based on criteria in the Grant Guidelines.

MATTER FOR CONSIDERATION

- Evaluation of Community Grant Applications received by Grants Project Officer on 31st March 2020.
- Allocation of financial resources in the 2020/21 Shire's Annual Budget.
- Allocation of financial resources in Round 1 of Community Grant Program.

- Allocation of financial resources for Grant 1 – In-Kind funding 2020/21.
- Allocation of financial resources for Round 2 of Community Grant Program 2020/21.

BACKGROUND

At the December 2019 Council Meeting the Council adopted a revised Community Grants Policy and supporting documentation.

Round 1 of the Community Grant Program was opened on 7th January 2020 with Policy and Grant Application forms forwarded via Mail Chimp to all Sporting and Recreation Clubs.

Follow-up promotion of the Grants Program was circulated on the Shire’s Facebook page on a weekly basis.

Closing date for the submission of applications for grant funding was on 31st March 2020.

Four categories of Grant Funding were promoted:

- Grant 1 - up to \$500 per annum – in-kind contributions from Council.
- Grant 2 – Minor Projects \$500 to \$2500.
- Grant 3 – Major Projects over \$2500.
- Grant 4 – Annual / Recurrent Funding.

A total of eight applications was received to the value \$21,150.00.

Grant Type	Number	Amount
1	0	\$0.00
2	2	\$1,650.00
3	1	\$3,000.00
4	5	\$16,500.00
Grand Total	8	\$21,150.00

Grant 1 (in-Kind) funding will be open throughout the year

A second round of Grant 2 - (Minor projects) funding will be open from 1st July 2020 to 30th September 2020.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Community Grant Policy

FINANCIAL IMPLICATIONS

Nil – 2019/2020 Financial year

Submitted for 2020/21 Budget deliberations

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
G3.2	Collaborate with the community to achieve desired outcomes

COMMUNITY CONSULTATION

Following the closure of the 19/20 Community Grants Program, the Grants Officer conducted an online survey with grants recipients to provide feedback on the process. Feedback was incorporated into the review of the Grants Policy and Guidelines.

Policy and Grant Application forms were forwarded via Mail Chimp to all Sporting and Recreation Clubs.

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

Financial - Risk Matrix Rating is assessed as Low. Will reduce risk to Council and the Clubs / Organisations through better planning and delivery of Projects supported by the Shire.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. With the introduction of Policy and Scheme, this has increased transparency and accountability of Council, the clubs and organisations.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

- Eight grant applications were received and assessed.
- Assistance was provided to a number of clubs to ensure the applications were completed correctly.
- All grant applications met the selection criteria outlined in the Grant Guidelines.
- With Coronavirus in the background since the start of the year, this seems to have subdued the enthusiasm of clubs to engage with the Community Grant Program. The number applications are significantly down on 2019/20.
- If there is an appetite for further support in Grants to Community Groups, as called for by the Minister for Local Government and WALGA State Council, Council has the opportunity to review the amounts to be provided for in the 2020/21 Budget for Community Groups.

12.1 District Bus Tour

Timing and Arrangements for a District Road Inspection and Bus Tour to be rescheduled to after seeding.

12.2 State Governments call for a freeze on Council Rates in 2020/2021

Attachments noted with further discussion to be held at the Draft Budget Workshops.

12.3 Other Councillor's Future Proposals

Cr Jo Haythornthwaite

Cr Jo Haythornthwaite commented on the alternative media used for the Council Meeting and this Meeting and suggested that Staff continue to explore options to improve connectivity for future meetings.

ITEM 13 NEXT MEETING DATE

The next Strategic Planning Committee Meeting is scheduled to take place on Tuesday 11th August 2020, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading. (Venue to be confirmed)

ITEM 14 CLOSURE

There being no further business, the Chairman closed the Meeting at 6.40 pm.

I certify the Minutes of the Strategic Planning Committee Meeting held on 15th April 2020 were confirmed on the 11th August 2020 as recorded.

Confirmed.....11/08/2020