

DISTRICT COUNCIL OF GRANT

ORDINARY MEETING OF COUNCIL HELD – 20 JUNE 2018

REFER ITEM NUMBER 18094.1 FILE 3.71.7/35

18094 – CONFIDENTIAL ITEMS

1. Rural Living and Township Zones and Boundaries Review and Master Plan – Request for Quotes – [3.71.7/35] Item 16.1.1

1. Moved Cr Collins that:

1. Pursuant to section 90(2) of the Local Government Act 1999 the Council orders that all members of the public, except GK Maxwell (Acting Chief Executive Officer), JF Fetherstonhaugh (Deputy Chief Executive Officer), LJ McEvoy (Director of Environmental Services), and JA O’Hehir (Executive Support Officer), be excluded from attendance at the meeting for Agenda Item – Rural Living and Township Zones and Boundaries Review and Master Plan.
2. The Council is satisfied that, pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to compromise the consideration of a Request for Quote process for submissions which have been received from three (3) consultants in relation to undertaking the Rural Living and Township Zones and Boundaries Review and Master Plan. The submissions relate to the provision of services, and contain fee proposals and other commercial information about the three consultants.
3. In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the Request for Quote process and the submissions which have been received from three (3) consultants are still being considered and disclosure of the consultancy submissions may compromise the competitive quoting process and Council’s negotiating position.

Seconded Cr Little

CARRIED

2. Moved Cr Collins that:

1. Council receive and note the Report.
2. Council acknowledge, receive and note the three (3) submissions received from MasterPlan, URPS and AECOM in relation to the Rural Living and Township Zones and Boundaries Review and Master Plan.
3. Council engage MasterPlan in relation to undertaking the preparation of the Rural Living and Township Zones and Boundaries Review and Master Plan.

4. Council authorise the Chief Executive Officer and/or the Director of Environmental Services to take any other actions considered necessary in relation to progressing the Rural Living and Township Zones and Boundaries Review and Master Plan.

Seconded Cr Saunders

CARRIED

3. Moved Cr Little that:

1. Having considered Agenda Item Rural Living and Township Zones and Boundaries Review and Master Plan in confidence under section 90(2) and (3)(d) of the Local Government Act 1999, the Council, pursuant to section 91(7) of that Act orders that the documents and minutes relevant to Agenda Item be retained in confidence until the consultant has been engaged to undertake the Project and that this order be reviewed every 12 months [if the confidentiality period is longer than 12 months in duration].

2. Council delegates to the Chief Executive Officer, pursuant to Section 91(9)(c) of the Local Government Act 1999, the power, at his discretion, to revoke the order made by Council under Section 91(7) and (9) of the Act at part (1) of this resolution at any time prior to the expiration of the period of the order specified therein.

Seconded Cr Hill

CARRIED

16.1.1 Rural Living and Township Zones and Boundaries Review and Master Plan – Request for Quotes		
MEETING DATE:	20 June 2018	
AUTHOR:	Leith McEvoy, Director of Environmental Services	
RESPONSIBLE OFFICER:	Leith McEvoy, Director of Environmental Services	
PREVIOUS MEETING:	Council Meeting on 18 September 2018	
REFERENCES:	Nil	
FILE NO:	3.71.7/35	
ATTACHMENTS:	<ul style="list-style-type: none"> • Copy of Consultant’s Brief for the Project, which formed part of the Request for Quote document. • Copy of submission from MasterPlan. • Copy of submission from URPS. • Copy of submission from AECOM. 	
IN CONFIDENCE:	Yes	
POLICY REFERENCE:	There are likely to be policy issues related to this item in the future.	
LEGISLATIVE REFERENCE:	There are likely to be legislative issues related to this item in the future.	
STRATEGIC MANAGEMENT PLAN REFERENCE:	Goal 2:	Economic Development Opportunities Pursued & Promoted
	Outcome:	Land developed to meet future needs and demands
	Strategy:	Undertake Country Rural Living review including township zones and boundaries
FINANCIAL CONSIDERATIONS:	Budget – Allocation changed from Industry Development Plan Amendment to this Project	\$35,000 / reduced to \$32,000
	Actual (YTD):	\$3,000 reallocated to Development Plan Review
	Budget Variation Required:	Not at this time – additional funding allocation of \$8,000 in the 2018/2019 Budget
CONSULTATION UNDERTAKEN:	Request for Quote (RFQ) process with six (6) selected consultants	

PURPOSE OF REPORT:

The purpose of this Report and the various attachments is to enable Council to consider and select a consultant to undertake the Rural Living and Township Zones and Boundaries Review and Master Plan.

BACKGROUND:

Council at its meeting held on 18 September 2017 received and adopted the Minutes of the Planning and Development Committee Meeting held on 11 September 2017, which included the following recommendation:

1. *Council receive and note the Report.*
2. *At this time Council not proceed any further to undertake the preparation of an Industry Development Plan Amendment.*
3. *Council reallocate the \$35,000 in the 2017/2018 Annual Budget from the Industry Development Plan Amendment (Industrial Land Review and Master Plan) towards undertaking the preparation of a Rural Living and Township Zones and Boundaries Review, and Master Plan.*
4. *Council undertake a selective Request for Quote process seeking submissions and fee proposals from appropriate consultants to undertake the preparation of a Rural Living and Township Zones and Boundaries Review, and Master Plan.*
5. *Council authorise the Planning and Development Committee to oversee this project.*
6. *Council authorise the Chief Executive Officer and/or the Director of Environmental Services to take any other actions considered necessary in relation to progressing this project.*

Council at its meeting held on 19 March 2018 resolved in part to *reallocate \$3,000 for the Development Plan Review from the \$35,000 allocated in the 2017-2018 Council Budget for the Rural Living and Township Zones and Boundaries Review and Master Plan.*

The Request for Quote process was undertaken with the same six (6) consultants Council contacted for the Industrial Land Review and Master Plan project in 2016. The six (6) selected consultants were:

- URPS;
- Access Planning
- FYFE;
- MasterPlan;
- AECOM; and,
- Development Answers.

The closing date for submissions was 5.00 pm on Thursday 14 June 2018 (which was extended from 5.00 pm on Tuesday 12 June 2018, due to the public holiday on 11 June).

Council has received submissions from MasterPlan, URPS and AECOM.

COMMENT:

A copy of the Consultant's Brief which formed part of the Request for Quote documents is attached to this Report.

A copy of the submissions received from MasterPlan, URPS and AECOM are also attached to this Report.

The consultant's fee proposals (excluding GST) are as follow:

- MasterPlan - \$44,500.00
- URPS - \$34,560.00
- AECOM - \$37,450 (plus estimated \$3,500 disbursements – making total \$40,950)

The fees need to be considered with respect to all of the details in each of the submissions, and how the consultants intend to approach and undertake the project.

Current Council funding for the Project allows for \$32,000 in 2017/2018, and proposed funding of \$8,000 in 2018/2019 – total funding of \$40,000. It should be noted that Council did also reallocate \$3,000 from the original \$35,000 allocated towards this Project in 2017/2018.

Public consultation and engagement with the community needs to be properly undertaken as part of the project. It is intended that the Review and Master Plan and the associated recommendations can be included in the new Planning and Design Code, without the need for a future Code Amendment process. As such, the project needs to be undertaken in accordance with the new Community Engagement Charter, established under the new Planning, Development and Infrastructure Act 2016.

Council has also started to receive submissions from land owners with proposals for consideration as part of this Project.

Council Officers are still considering the submissions from the three (3) consultants.

STAFF RECOMMENDATION:

That:

- 1. Council receive and note the Report.***
- 2. Council acknowledge, receive and note the three (3) submissions received from MasterPlan, URPS and AECOM in relation to the Rural Living and Township Zones and Boundaries Review and Master Plan.***
- 3. Council engage in relation to undertaking the preparation of the Rural Living and Township Zones and Boundaries Review and Master Plan.***
- 4. Council authorise the Chief Executive Officer and/or the Director of Environmental Services to take any other actions considered necessary in relation to progressing the Rural Living and Township Zones and Boundaries Review and Master Plan.***