



**Minutes**  
**Special Council Meeting**  
**27<sup>th</sup> March 2018**

UNCONFIRMED

MINUTES of the SPECIAL Meeting of the Council held  
in the Council Chambers at the Shire Administration  
Office – Prinsep Street Norseman on the 27<sup>th</sup> March  
2018 commencing at 5:02pm

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## 1 Declaration of Opening and Announcement of Visitors.

The Shire President welcomed all in attendance and declared the meeting open at 5:02pm.

This Council meeting is being held on the traditional lands of the Ngadju people and I wish to acknowledge them as traditional owners and pay my respects to their elders, past and present.

The Chief Executive Officer read the disclaimer as written that is on the front page of the agenda.

The Shire President read aloud the Affirmation of Civic Duty and Responsibility.

### 1.1 Attendance at meeting by Councillor AR Patupis.

The Chief Executive Officer has been advised that Cr Patupis will be in Esperance, Western Australia when the meeting is held and have requested attendance by way of instantaneous telephone connection with other Councillors present at the meeting in accordance with Administration Regulation 14A.

Cr Patupis will be at Lot 15, Eleven Mile Beach Road, Esperance WA 6450.

The Council must approve of the place that Cr Patupis is located as a "suitable place" that must be in a town site or other residential area at least 150 kilometres from where the meeting is being held.

#### Recommendation

**That Cr Patupis be permitted to attend this meeting by way of instantaneous telephone connection from Esperance, Western Australia, on the basis that she is in a "suitable place" for the purpose of Administration Regulation 14A.**

Moved Cr Bayley  
Seconded Cr Hogan

#### Resolution

**That Cr Patupis be permitted to attend this meeting by way of instantaneous telephone connection from Esperance, Western Australia, on the basis that she is in a "suitable place" for the purpose of Administration Regulation 14A.**

Carried by: Absolute Majority For: 5 Against: 0

## 2 Declarations of Financial, Proximity, Impartiality Interests & Gifts Received.

#### Financial Interests:

Nil

#### Proximity Interests:

Nil

#### Impartiality Interests:

Nil

Gifts Received by Councillors:

As per the Shire of Dundas Code of Conduct section 3.4 Gifts, adopted by the Council on 21 October 2014 and reference to Regulation 34B of the Local Government (Administration) 1996.

Nil

**3 Record of Attendance of Councillors / Officers and Apologies.**

|                 |                                  |
|-----------------|----------------------------------|
| Cr L Bonza      | Shire President                  |
| Cr R Patupis    | Deputy Shire President           |
| Cr JEP Hogan    |                                  |
| Cr S Warner     |                                  |
| Cr V Wyatt      |                                  |
| Cr B Bayley     |                                  |
| Doug Stead      | Chief Executive Officer          |
| Gihan Kohobange | Deputy Chief Executive Officer   |
| Peter Crawford  | Manager of Works                 |
| Pania Turner    | Manager of Community Development |
| Sonya Ellison   | Senior Administration Officer    |

**4 Public Question Time.**

Meeting is not open to the Public.

**5 Petitions, Deputations or Presentations.**

Nil

**6 Announcements by Presiding Member without Discussion.**

Nil

**7 Reports of Officers.****7.1 Planning, Development, Health and Building**

| <b>Agenda Reference &amp; Subject</b>    |                |
|--|----------------|
| <b>7.1.1 – Upgrade of Eucla Airstrip</b> |                |
| Location / Address                       | Eucla          |
| File Reference                           | TT.SP.1        |
| Author                                   | Peter Crawford |
| Date of Report                           | 26 March 2018  |
| Disclosure of Interest                   | Nil            |

Summary

For Council to avail themselves of the latest information on the proposed upgrade of the Eucla Airstrip.

Background

This matter was previously presented at the Ordinary Meeting of Council on Tuesday, 18 March 2018 and the following Resolution was Adopted:

**For Council:**

- 1. To note the progress to date on the upgrade of the Eucla Airstrip, and,**
- 2. Advise the CEO on the direction that Council now wishes to proceed**

Statutory Environment

Local Government Act 1995

Policy Implications

No implications to current policies

Financial Implications

There will be Financial Implications should Council decide to go ahead with the upgrading.

Strategic Implications

The upgrading of Eucla Airstrip would provide a reliable airstrip for most of the year.

Consultation

CEO & Deputy CEO – Shire of Dundas  
Darren Wallace – Wallace Engineering  
Fraser Sparks – Aerodrome Management Services  
Kate Mills – Puzzle Consulting

Comment

Discussions have taken place between the Manager of Works and Services (MWS) and Aerodrome Management Services (AMS) regarding their design report for the upgrade of the Eucla airstrip. They have indicated that the design drawings (profile of the airstrip) should be available to the Shire by Monday, 26 March. As far as the actual cost was concerned, they are confident that there will be no increase in the \$2,651,690 estimate that they have prepared. However, that is also dependent on when the upgrade actually commences.

In comparing the previous Eucla airstrip upgrade report that AMS prepared in 2012 to the current design report, construction methods are reasonably similar. However, cost estimates have more than doubled since then, a period of a little over five and a half years. As such, any further delays in the upgrade will only increase the costs.

The MWS has been in discussions with Kate Mills from Puzzle Consulting with regards funding opportunities, timing and conditions relating to possible grants.

Both the State and Federal Department of Transport sections fund this type of upgrade, however, both Departments are quite explicit in their guidelines that all existing grants must be acquitted before any submission will even be considered. This means that the Norseman airstrip upgrade must be completed and recouped prior to submitting an application. Neither of these Departments will call for funding applications for a few months yet but we, in cooperation with Puzzle Consulting, will begin preparing funding applications shortly.

Other funding bodies will also be approached such as the Goldfields Esperance Development Commission and other bodies that will be identified at a later time.

In the meantime, management will immediately begin seeking letters of support from relevant and influential organisations for this project. An approach to the media might also add some weight to the project as a way of projecting the critical safety benefits of having an all weather airstrip.

One area of concern was an adequate supply of fresh water for construction purposes and as an additive for the bitumen emulsion. Early investigations reveal that this matter may now be able to be partially overcome by slightly changing the construction methodology without adding to the costs of the project.

By far the biggest hindrance to the Shire submitting funding applications is the “ownership” of the land on which the airstrip is situated. Currently, the airstrip sits on Unallocated Crown Land, controlled by the State. A request has been put forward to the Department of Planning, Lands and Heritage to have a Management Order of the Reserve on which the airstrip sits vested in the Shire of Dundas. This matter is progressing, albeit slowly though the Government process and a verbal report will be presented to the Meeting.

### Voting Requirements

Simple Majority

### Officer Recommendation

**That Council:**

1. **Notes the progress to date on the upgrade of the Eucla Airstrip;**
2. **Promotes the upgrade of the Eucla Airstrip project as a high priority of Council and;**
3. **Directs the CEO to continue to actively seek funding sources/options to support the upgrade of the Eucla airstrip.**

Moved Cr Bayley  
Seconded Cr Hogan

### Resolution

**That Council:**

1. **Notes the progress to date on the upgrade of the Eucla Airstrip;**
2. **Promotes the upgrade of the Eucla Airstrip project as a high priority of Council and;**
3. **Directs the CEO to continue to actively seek funding sources/options to support the upgrade of the Eucla airstrip.**

Carried by: Simple Majority For: 5 Against: 1

Cr Patupis is recorded as being against the recommendation.

| <b>Agenda Reference &amp; Subject</b>                            |                                |
|--|--------------------------------|
| <b>7.1.2 – Woodlands Cultural, Community and Visitors Centre</b> |                                |
| Location / Address   | Norseman                       |
| File Reference   |                                |
| Author   | Gihan Kohobange / Pania Turner |
| Date of Report   | 26 March 2018                  |
| Disclosure of Interest   | Nil                            |

### Summary

For the Council to consider the appointment of a suitably qualified project manager for the Woodlands Centre project.

### Background

This project has been part of the Shire's forward planning for several years with the building having been purchased during 2014/15.

The Council at its ordinary meeting held on the 20th June 2017 approved appointment of Cartman Designs for the preparation of concept drawings and full documentation including Architectural drawings and specifications.

The Council at its ordinary meeting held on the 26<sup>th</sup> March 2018 resolved the followings:

**“That the Council of the Shire of Dundas,**

- 1. Note the progress to date on the Woodland Centre project;**
- 2. Approve the concept design given in papers relating subjective a maximum total construction cost of \$2.2 million; and**
- 3. Delegate authority to the CEO, in consultation with Council, to appoint a suitably qualified project manager for the project in line with the scope of work given in papers relating.”**

### Statutory Environment

Shire of Dundas Town Planning Scheme No 2.

### Policy Implications

The Shire's purchasing policy and Development on Shire of Dundas controlled land.

### Financial Implications

The project cost will form part of the Shire's budgets for 2017/18, 2018/19 and 2019/20.

### Strategic Implications

This project will be a vital impetus towards achieving two key long-term strategies of the Shire,

- A vibrant, active and healthy socially connected Community;
- A thriving local economy and economic base.

### Consultation

CEO

### Comment

Considering the complexity and other challenges associated with the project, the service of a suitably qualified consultant is paramount important for the success of the project.

In line with the scope of work presented to the Council in its March ordinary council meeting, proposals were requested from four potential consultants. Successively, three consultants confirmed their willingness to manage this project in line with the defined scope, submitting their quotations.

Officers have carried out reference checks and all of them have been highly recommended by their respective referees.

Proposals submitted by each consultants are attached with this agenda. A summary of key information is provided below.

| Consultant   | Location   | Key Projects   | Qualification / Experience   |
|--|------------|--|--|
| GFG Consulting<br><br>- WALGA registered<br><br>- Structural / Civil Engineers | Perth      | <ul style="list-style-type: none"> <li>Mercury treatment facility in Gap Ridge (Karratha) - \$5.5 m</li> <li>Bayswater, Child care centre - \$1.2m</li> <li>Bayswater, redevelopment of hydrotherapy facility - \$1 m</li> <li>South Perth tennis club redevelopment - \$1 m</li> <li>City of Joondalup, Currambine community centre - \$4 m</li> <li>City of Joondalup, Brampston park community centre - \$4 m</li> </ul>                                | <b>Project Director</b> - Glen Flood - (35+ years' experience including 8 yrs as Director Infrastructure Services at City of South Perth)<br><br><b>Senior Project Manager</b> - Charlie Reynolds - (35+ years' experience including 6 yrs as Manager Assets Mgt at City of Joondalup) |
| Kal Engineering Consultants<br><br>- Structural / Civil Engineers              | Kalgoorlie | <ul style="list-style-type: none"> <li>Esperance recreation centre expansion - \$8 m</li> <li>O'Connor shopping centre - \$4 m</li> <li>Westralia Homes, 51 Lot residential strata development - \$16 m</li> <li>Shire of Yilgarn - 20 Unit lifestyle village - \$4.5 m</li> <li>City of Kalgoorlie Boulder - Burt St facade upgrade - \$5 m</li> <li>Department of Finance - Heritage building structural damage and remedial works - \$2.25 m</li> </ul> | <b>Principal Engineer</b> - Simon de Been (16+ years' experience)<br><br><b>Senior Engineer</b> - Royce Netwon (8+ years' experience)  |
| Wallace Engineering<br><br>- Civil Engineer                                    | Kalgoorlie | <ul style="list-style-type: none"> <li>Piccadilly stormwater dam construction project - \$4 m</li> <li>Ray Finlayson sporting fields development - \$2 m</li> <li>Norseman aerodrome upgrade project - \$4.4 m</li> </ul>  | <b>Principal Engineer</b> Darren Wallace (35+ years' experience including 20 yrs LG experience in Goldfields region directly involving in  |



|  |  |  |                  |
|--|--|--|------------------|
|  |  | <ul style="list-style-type: none"> <li>Burt Street (Hamilton to Brookman streets) Boulder streetscape upgrade - \$2.4 m</li> </ul> | Asset Management |
|--|--|--|------------------|

Both GFG Consulting (GFC) and Kal Engineering (Kal Eng) have experiences in providing project management services to other LG entities. Further, some of the consultants of GFC have previous experiences in working in LG sector assessing and managing similar projects.

GFC has a large network of in-house consultants representing different fields which will add value to a project of this nature. The in-house capability also assists the GFC in meeting the shire's stated milestones, noting the importance of the 18<sup>th</sup> May 2018 milestone. They are a WALGA preferred supplier and their team have experience working on projects regional and remote based using technology to limit the need for unnecessary travel and limiting costs where suitable. Travel time to and from Perth is charged at half the associates hourly rate.

The proximity and local networks of a consultant is an important factor in considering limited in-house resources available (internal expertise of the Shire) in managing a project of this nature. Kal Eng is based in Kalgoorlie and as a result, they will be able to provide a more service in terms of on-site support.

Kal Eng has managed similar projects in Esperance and Goldfields region and has a good network of supporting consultants (hydraulics, drafting, Building Surveyor etc.). This may help the Shire in achieving more cost savings compared to the cost involved in working with consultants based in Perth.

Local knowledge of regional consultants have been extremely helpful in managing the upgrade project of Norseman airport and it will stand relevant for this project as well.

Wallace Engineering, Darren has been instrumental in bringing the Norseman airport upgrade project well on track. His project management capabilities have helped the Shire immensely in achieving cost savings in the project. Though Darren's area of expertise is in the civil engineering field, he has managed similar projects (structural engineering projects) at the Shire of Coolgardie.

### **Whole Life Costing (WLC)**

Consideration of all relevant costs and revenues associated with the acquisition and ownership of an asset is key to ensure financial sustainability of a project of this nature. Essentially whole life costing involves comparing options and their associated cost and income streams over a period of time. There are many components in WLC namely construction cost, capital renewal cost, operational cost, maintenance cost and associated income flows. Operational cost, maintenance cost and income streams will largely depend on the way an asset is being used once it is developed/acquired.

In relation to the Woodlands Centre project, operational cost, maintenance cost and income streams will depend on the way the Council is planning to use the building when it is developed. In other words, the operating model that Council is contemplating to implement. The Council will have to confirm details of the proposed model and expected income and expenses streams for an outside consultant to provide a more comprehensive analysis of WLC of this project.

### **Voting Requirements**

Simple Majority

### **Officer Recommendation**

**That the Council of the Shire of Dundas resolve to appoint GFG Consulting as the Project Manager to assist the Shire in managing the Woodlands Cultural, Community and Visitors Centre development project.**

Moved Cr Patupis  
Seconded Cr Warner

### Resolution

**That the Council of the Shire of Dundas resolve to appoint GFG Consulting as the Project Manager to assist the Shire in managing the Woodlands Cultural, Community and Visitors Centre development project.**

Carried By: Simple Majority For: 6 Against: 0

**As the following items refer to staff issues it is recommended that the meeting proceed behind closed doors.**

Moved Cr Hogan  
Seconded Cr Bayley

### Resolution

**That the meeting proceed behind closed doors.**

Carried by: Simple Majority For: 6 Against: 0

Doug Stead, Gihan Kohobange, Peter Crawford, Pania Turner and Sonya Ellison left the council chambers at 5:10pm.

| <b>Agenda Reference &amp; Subject</b>                |                 |
|--|-----------------|
| <b>7.1.3 – Appointment of Recruitment Consultant</b> |                 |
| Location / Address                                   | Shire of Dundas |
| File Reference                                       | Personal File   |
| Author   | Laurene Bonza   |
| Date of Report                                       | 23 March 2018   |
| Disclosure of Interest                               | Nil             |

### Council Recommendation

**That the Council resolve to appoint John Phillips Consulting as the Recruitment Consultant to assist in the selection of a new Chief Executive Officer.**

### Council Recommendation

**Council come out from behind closed doors.**

Moved Cr Hogan  
Seconded Cr Bayley

### Council Resolution

**That Council come out from behind closed doors.**

Carried by: Simple Majority For: 6 Against: 0

Gihan Kohobange and Sonya Ellison returned to the council chambers at 5:18pm.

### **Council Resolution**

Moved Cr Patupis  
Seconded Cr Hogan

**That the Council resolve to appoint John Phillips Consulting as the Recruitment Consultant to assist in the selection of a new Chief Executive Officer.**

Carried by: Simple Majority For: 4 Against: 3

As per the Local Government Act 1995 section 5.21 (3), the presiding member is to cast a second vote.

Councillors Bayley, Warner and Wyatt are recorded as being against the recommendation.

### **8 Next Meeting**

The next Special Meeting of the Council will be called as required.

### **9 Closure of Meeting**

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at 5:20pm.