



**Minutes  
Special Council Meeting  
28<sup>th</sup> May 2018**

UNCONFIRMED

MINUTES for the SPECIAL Meeting of the Council to  
be held in the Council Chambers at the Shire  
Administration Office – Prinsep Street Norseman on  
the 28<sup>th</sup> May 2018 commencing at 6:00pm

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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 6:00pm

This Special Council Meeting is being video recorded to assist in the preparation of the minutes of the meeting.

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 Acting Chief Executive Officer read aloud the disclaimer that is on the front page of the agenda.

Les Schultz entered the Chambers at 6:01pm

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

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

The Shire President 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 Hogan

Seconded: Cr Bayley

#### 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 B Bayley  |                        |
| Cr V Wyatt   |                        |

|                 |                                  |
|-----------------|----------------------------------|
| Gihan Kohobange | Acting Chief Executive Officer   |
| Pania Turner    | Manager of Community Development |
| Tracy Dixon     | Administration Officer           |

#### Public Gallery

Jacque Best, Bonnie Vicensoni, Therese Wade, Jammie-Lee Bennett, Janine Thornton, Angela Hogan, Lynn Webb, Robyn Szcceinski, Claye Poletti, Les Schultz, Michael Ramsay, Yvonne Ramsay

### 4 Public Question Time.

Therese Wade: Is the location of the project decided now? Is there any hope that we could relocate this project to another site, such as into the main street to better benefit local businesses?

The President responded, the location is now set.

Jacque Best: In relation to the architect's drawings, there doesn't appear to be an area noted for the great Western Woodlands display or a meeting room for the Community Resource Centre, which they hire out. Can Council shed some light on this?

The President Responded, the Advisory Committee will be convening to deal with those matters and it has been noted that the CRC needs a meeting room and a video conferencing room.

Bonnie Vicensoni: Was the Council at any time given a petition from the community saying that they didn't want it located there?

The President responded, not that she is aware of.

### 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

| Agenda Reference & Subject                                       |                                |
|------------------------------------------------------------------|--------------------------------|
| <b>7.1.1 – Woodlands Cultural, Community and Visitors Centre</b> |                                |
| Location / Address                                               | Norseman                       |
| File Reference                                                   | ED.PG.1                        |
| Author                                                           | Gihan Kohobange / Pania Turner |
| Date of Report                                                   | 23 May 2018                    |
| Disclosure of Interest                                           | Nil                            |

#### Summary

For the Council to consider and approve the scope of the Woodlands Cultural, Community and Visitors 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 20th March 2018 approved the concept design given in papers relating subjective to a maximum total construction cost of \$2.2 million and delegated the 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.

The Council at its special meeting held on the 27<sup>th</sup> March 2018 appointed GFG Consulting as the Project Manager to assist the Shire in managing the Woodlands Cultural, Community and Visitors Centre development project.

The Council at its ordinary meeting held on the 17<sup>th</sup> April 2018 resolved the followings:

1. **That the Council of the Shire of Dundas approve the establishment of the Woodlands Cultural, Community and Visitors Centre Advisory Group and;**
2. **That the Council of the Shire of Dundas adopt the presented Terms of Reference for the Woodlands Cultural, Community and Visitors Centre Advisory Group.**

#### 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

Councillors

### Comment

GFG Consulting has examined three different options for the project - considering design, functionality, project risk, capital and operating financial aspects, cashflow management and project delivery timelines. The three options considered are;

1. The original Concept Design;
2. Option 1 - a modified design with the ablutions internal to the building; and
3. Option 2 - a modified design with the ablutions external to the building.

These are described in more detail in the project review report compiled by GFG Consulting as given in papers relating.

Critical analysis of the three options has revealed that the Original Concept Design significantly exceeded the Shire's financial capacity (a shortfall of \$555,865).

Comparative costings for the two GFG Consulting conceived options show that Option 1 could potentially be delivered \$104,135 favourable to the available budget whilst Option 2 was \$35,865 over budget.

GFG Consulting has recommended the followings:

**1. That based on the information provided and the analysis undertaken:**

**a. the overall project funding to develop the proposed Woodlands Cultural, Community and Visitor is adequate with some scope changes as outlined in this report; and**

**b. the projected on-going operating costs relating to this new development would also appear to be sustainable if predictions are correct.**

**2. That Shire of Dundas proceed to the detailed design phase for the Woodlands Cultural, Community and Visitor Centre – by adopting GFG Option 1 as outlined in this report. The total estimated project cost for this option is \$2,425,883, which is \$104,135 under the total available funding of \$2,530,018.**

In comparison to the total construction cost of the new doctor's house and finalised tender for construction of the community hall in Eucla, locality allowance and other contingencies estimated by the quantitative

surveyor appear to be inadequate. However, estimated surplus and the other potential cost saving opportunities available within option 1, sufficiently mitigate any such risk associated with estimated allowances and contingencies.

It should also be noted that these costings can only be confirmed after the tender stage and as emphasised by GFG, it will therefore be critical to attract a broad spectrum of builders from across the State to ensure best market pricing is brought to the table when considering tender submissions.

The recent announcement about 30% reduction in CRC grant funding will have an impact on the proposed cost-neutral operating model of the new centre. The Shire will have to include a provision in future budgets amounting to approximately \$32,500 to cover any funding shortfall and capital renewal demands (estimated by GFG). Operating cost of this centre needs to be managed very carefully to minimise any extra burden on the current Shire's budget which is already in warning territory.

However, based on current financial information and after considering the proposed CRC funding cut, CRC and Visitor Centre as a combined entity will generate an amount of operating revenue (including grant funding) that will still be sufficient to have a cost-neutral operation at the new location. Having a well-defined and controlled operating model is very decisive in achieving and sustaining that status.

#### Voting Requirements

Absolute Majority

#### Officer Recommendation

That the Council of the Shire of Dundas,

1. **Note the project review report compiled by GFG Consulting;**
2. **The CEO to present in consultation with the Visitor Centre and the Woodlands Cultural, Community and Visitors Centre Advisory Group, a well-defined and costed operating model for the Woodlands Cultural, Community and Visitor Centre, for the Council's consideration, before the development application of the project is presented to the Council;**
3. **Approve the scope of the project as outlined under "Option 1" in the project review report given in papers relating subject to a maximum total project cost of \$2.5 million; and**
4. **Delegate authority to the CEO, in consultation with Council, to make required changes to the design attached to Option 1 to further improve the functionality of the centre and to achieve cost savings.**

Moved: Cr: Warner

Seconded: Cr: Bayley

#### Resolution

That the Council of the Shire of Dundas,

1. **Note the project review report compiled by GFG Consulting;**
2. **The CEO to present in consultation with the Visitor Centre and the Woodlands Cultural, Community and Visitors Centre Advisory Group, a well-defined and costed operating model for the Woodlands Cultural, Community and Visitor Centre, for the Council's consideration, before the development application of the project is presented to the Council;**

3. Approve the scope of the project as outlined under “Option 1” in the project review report given in papers relating subject to a maximum total project cost of \$2.5 million; and
4. Delegate authority to the CEO, in consultation with Council, to make required changes to the design attached to Option 1 to further improve the functionality of the centre and to achieve cost savings.

Carried by: Absolute Majority

For: 6

Against: 0

## 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 6:16pm