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**MINUTES**

**1. Declaration of Opening and Announcement of Visitors**

The Chairperson declared the meeting open at 10.20am and welcomed Mark Weller from Core Business and Annabel Wills from Annabel Wills Architecture .

**2. Record of Attendance / Apologies and Leave of Absence Previously Approved**

Cr Jim Quadrio - Shire President  
Cr Graham Harris - Deputy Shire President  
Cr Chris Webb  
Cr Clinton Farmer  
Cr Stacey Petterson

**Apologies**

Cr Bernie Weller

**1. Response to Previous Public Question Taken on Notice**

Nil

**4. Public Question Time**

Nil

**5. SPECIAL BUSINESS**

**5.1 Presentation from Mark Weller of Core Business and Annabel Wills of Annabel Wills Architecture (AWA) on the new Administration Building and the Heritage Centre Project.**

*Mick Towler from NSR and Nigel from Cobham Aviation arrived at 12.20 pm.*

**5.2 Presentation from Northern Star Resources to discuss Wiluna Shire's stance on getting approval for Jet Ops to land at Wiluna Airport if Jundee Aerodrome is unserviceable.**

Council agreed to the conditions and will advise the CEO to formalise an agreement.

*Mick Taylor and Nigel left the meeting at 12.50pm and the meeting was adjourned for lunch*

*The meeting was reconvened at 1.35pm*

*Mark Weller and Annabel Wills continued with their presentations.*

*2.55pm Katrina Boylan entered the meeting as minute taker.*

**5.3 Budget**

Council had a general discussion regarding the budget and that the due date for adoption is 31/8/15, an extension to this date will be sought.

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There was a general consensus that future Roadworks in the Forward Capital Works Plan be reviewed and Council approve the Shire President to talk with the Chief Executive Officer to discuss the budget at the next Ordinary Council Meeting to put specific items in the budget.

**Council Decision****MOVED CR PETERSON****SECONDED CR WEBB**

**That Council authorise the Shire President to liaise directly with the Chief Executive Officer to set an agenda item to discuss the budget.**

**CARRIED 5/0****Resolution 131/15****5.4 Organisational Structure and Staffing Requirements**

The President informed Council that the Shire had received some good nominations for the Deputy CEO position but to date none had been responded to and the top choice had withdrawn their application.

It was agreed that the positions of Executive Manager of Technical Services and Deputy Chief Executive Officer were a priority to be filled and also if a Works Supervisor (Roads) was warranted, thereby having one Works Supervisor for town works and one for road works. The President had spoken to the CEO previously in regard to money in the budget being made available for an Economic Development/Community Development Officer.

**5.5 Urgent Road Works**

This was discussed partly in Item 5.3 and was discussed further in Matters Behind Closed Doors.

**5.6 Council Policy**

Council discussed various matters in relation to Council Policy and the following items were tabled for a future Council Meeting.

**Council Decision****MOVED CR HARRIS****SECONDED CR WEBB**

**That Council authorise the Shire President to liaise directly with the Chief Executive Officer to set an agenda item to discuss the following:**

- **Policy regarding appointment of Senior Managers to be re-instated**
- **Develop a FIFO policy – permanent staff not be offered FIFO conditions**
- **Develop a policy on road inspection frequency, preferably every 2 months**
- **Develop a policy on speed limits and vehicle usage, i.e. who is authorised to drive each particular vehicle.**

**CARRIED 5/0****Resolution 132/15**

*Katrina Boylan left the meeting at 3.25pm and the Shire President took over the minute taking and the meeting resumed behind closed doors.*

**Council Decision****MOVED CR HARRIS****SECONDED CR FARMER**

That, pursuant to 5.23 (a) and (b) of the Local Government Act 1995, the meeting be closed to the public in order for Council to deal with the following confidential items:

7.1. CEO Contract Review

7.2. Cr Petterson

7.3. Flood Damage

**CARRIED 5/0****Resolution 133/15****Council Decision****Item 7.1.****MOVED CR HARRIS****SECONDED CR WEBB**

That Council appoint WALGA to conduct employee relation negotiations and that Council agree to appoint Dean Taylor as Contract Project Manager.

**CARRIED 5/0****Resolution 134/15****7.2 Cr Petterson**

There was a general discussion on the topic and the situation was noted.

**Council Decision****Item 7.3.****MOVED CR HARRIS****SECONDED CR FARMER**

That Council authorise the Shire President to discuss with the Chief Executive Officer for a full report and current status on the flood damage works and water bores, in particular what was actually delivered versus what Council paid for in hydrogeological report and what potential liability it may incur.

**CARRIED 5/0****Resolution 135/15****Council Decision****MOVED CR WEBB****SECONDED CR HARRIS**

That the meeting be re-opened to the public

**CARRIED 5/0****Resolution 136/15**

*The meeting reopened to the public at 4.02pm  
Cr Quadrio left the meeting at 4.05pm and returned at 4.10pm.*

- 6. Urgent Business Approved by the Person Presiding or by Decision of Council**  
*Mark Weller returned to the meeting at 4.10pm with urgent business recommendations following on from previous presentation to Council*

**Council Decision****Item 6.1.****MOVED CR FARMER****SECONDED CR WEBB**

**That Council adopts the tabled revised task schedule and timeline for the Gunbarrel Hwy Canning Stock Route Heritage and Interpretive Centre Project.**

**CARRIED 5/0****Resolution 137/15****Council Decision****Item 6.2.****MOVED CR PETERSON****SECONDED CR WEBB**

**That Council accepts the tabled Draft Interpretation Plan and authorises for:**

- **The documents to be finalised;**
- **Requests for quotation to be prepared and advertised by email to a limited list recommended by the Architect and Project Manager and approved by the CEO; and**
- **The Project Manager to prepare a report for Council detailing the result of EOI assessment and making recommendation for appointment of a suitably qualified and experienced firm based on their response to the EOI.**

**CARRIED 5/0****Resolution 138/15**

**Council Decision****Item 6.3.****MOVED CR HARRIS****SECONDED CR FARMER**

That Council accepts the tabled quotation from Core Business Australia to complete Project Management and Technical Support for the Wiluna Shire Office Project from 26<sup>th</sup> August to 21<sup>st</sup> September for a total price of \$18,585 ex GST including:

- Undertaking the role of Project Manager during the period;
- Two (2) site visits with the purpose of assisting with documentation and convening project reference group meetings, as well as other project work. The timing of the two visits will be aimed where possible to coincide with Council meetings;
- Preparation of a customised Project Management Plan template with a format and content conversant with the industry standard "Project Management Body of Knowledge" (PMBOK) requirements;
- Up to twenty (20) hours additional project work performed by Mark Weller and four (4) hours administration support provided by Nichole Cross per month pre-approved on a schedule of rates basis as required; and
- Additional project work on a schedule of rates basis with approval by exchange of email as required.

That Council accepts the tabled quotation from Core Business Australia to complete Project Management and Technical Support for the Gunbarrel Hwy Canning Stock Route Heritage and Interpretive Centre Project from 26<sup>th</sup> August to 21<sup>st</sup> September for a total price of \$18,270 ex GST including:

- Undertaking the role of Project Manager during the period;
- Two (2) visits with the purpose of assisting with documentation and convening project reference group meetings, as well as other project work. The timing of the two visits will be aimed where possible to coincide with Council meetings;
- Preparation of request for quotation documentation for the interpretation design stage;
- Up to ten (10) hours additional project work performed by Mark Weller and four (4) hours administration support provided by Nichole Cross in September pre-approved on a schedule of rates basis as required; and
- Additional project work on a schedule of rates basis with approval by exchange of email as required.

**CARRIED 5/0****Resolution 139/15**

**Council Decision****Item 7.4.****MOVED CR FARMER****SECONDED CR HARRIS****Wiluna Administration Building**

**That Council accepts the tabled floor plan and 3D Model images drawings and directs the CEO to:**

- **Authorise the project Architect to proceed to design documentation for the building incorporating the following feedback from Council:**
  - **Courtyard to rear of Council Chambers to allow for year round usability considering shade, heating, cooling and enclosure.**
  - **Council Chambers bathroom to incorporate a shower.**
  - **CEO office to incorporate another door from open office area.**
  - **Consider another exit door from Council Chambers.**
  - **Consider verandahs around the Council Chambers section of the building.**
  - **Add entry/exit point for staff from rear carpark.**
  - **Sound proofing to be provided to CEO office and meeting room.**
  - **Consider the extend of west facing windows and ensure adequate sun shading is provided.**
  - **Further develop design of area in front of office area to the north of the main entry (memorial concept could be considered) community involvement in this art of project could be possible. Consider link with % for art component of project.**
  - **Shorten cantilevered beams.**
  - **Explore the use of double glazing/smart glass ensure light / heat / security and cleaning of glazing is practical.**
  - **Engineer for cyclone conditions.**
  - **Ensure frogs are not able to access electrical boards.**
  - **Include handrails to all toilets.**
  - **Install rainwater tanks and solar panels.**
  - **Materials:**
    - **Some use of local stone**
    - **Slab on ground**
    - **Framed (possibly steel) walls and roof structure**
    - **Walls clad with fibre cement sheeting and/or hardy weatherboards**

**And:**

- **Direct the project Architect to prepare new 3D exterior image concepts incorporating new artwork taking into account councils feedback during the Council meeting of the 27/8/2015.**

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### **Gunbarrel Hwy Canning Stock Route Heritage and Interpretive Centre**

**That Council accepts the tabled Draft Documentation Drawings and directs the CEO to authorise the project Architect to proceed to design documentation for the building incorporating the following feedback from Council:**

- CEO flat to be staffroom, storage and workrooms
- Agreed to open up entry/retail space.
- Agreed to further explore the tiling samples for the verandah areas. Agreed to retain concrete slab, repair as per structural engineers drawings, new tiles
- A/C agreed to 2 options
  1. New reverse cycle ducted system
  2. Retain existing split systems
- Consider A/C redundancy system
- Agreed to paving and shelter to courtyard space
- Agreed to toilet locations
- Allow for backup power system
- Explore best option for sewerage
- Add wheel chair access
- Will need to consider upgrade of overall power and water systems to allow for new building.

### **Interpretation Centre Building Interpretation**

**Presented:**

- Interpretation Plan
- Interpretation Concept Drawings

**To incorporate the following feedback:**

- CEO flat to be staffroom, storage and workrooms.

**Central courtyard to incorporate Shire map and town centre map with the possibility of others maps to compare land area. Also indicate old Shire boundary.**

**CARRIED 5/0**

**Resolution 140/15**

*The meeting was adjourned at 4.35pm and resumed at 4.40pm*

### **8. Closure**

There being no further business, the Chairperson closed the meeting at 4.55pm.

These minutes were confirmed at the meeting on the

Signed

(Presiding Person at the meeting of which the minutes were confirmed)

Date.....