
Table of Contents		
Item		Page
1.	DECLARATION OF OPENING AND ANOUNCEMENT OF VISITORS	3
2.	RECORD OF ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4.	PUBLIC QUESTION TIME	3
5.	APPLICATIONS FOR LEAVE OF ABSENCE	3
6.	NOTATIONS OF INTEREST	3
7.	PETITIONS AND DEPUTATIONS	4
8.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	4
9.	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	4
10.	REPORTS OF OFFICERS AND COMMITTEES	5
	10.1. Chief Executive Officer Reports	5
	10.1.1. Lot 24 Woodley St & Lot 711 Wells St	5
	10.2. Principal Environmental Health Officer, Building Surveyor and Planning Officer's reports	7
	Nil	7
	10.3. Executive Manager Corporate Services Reports	7
	10.3.1. Financial Report – September 2016	7
	10.3.2. Financial Investments Report – September 2016	8
	10.4. Executive Manager Economic & Community and Development Reports	10
	10.4.1. Department of Prime Minister and Cabinet Request for Donation	10

10.4.2.	Wiluna Cemetery Committee Members	11
10.4.3.	Bush Fire Notice 2016/17	13
10.5.	Executive Manager Engineering and Development Services Reports	14
10.5.1.	RFT 2016/04 Rural Roads Reconstruction	14
10.5.2.	RFT 2016/05 Supply of Bitumen and Aggregate- Call for Tender	17
11.	ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	19
12.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION OF COUNCIL	19
12.1.	Wiluna Remote Community School	19
12.2.	Construction of New Administration Building	21
13.	MATTERS BEHIND CLOSED DOORS	24
14.	CLOSURE	24

APPENDIX 10.2.1.a.	Town Map	Coloured A3 Page
APPENDIX 10.2.2.b	Zoning Table	White Page
APPENDIX 10.3.1.	Financial Report September 2016	Green Pages
APPENDIX 10.3.2.	Investment Report – September 2016	Blue Page
APPENDIX 10.4.3.	Fire Control Order	Ivory Page
APPENDIX 10.5.1	RFT 2016/04	Yellow Pages
APPENDIX 10.5.2.	RFT 2016/05	Pink Pages
APPENDIX 12.2.a.	HW & Associates Quantity Survey Report	Gold Pages
APPENDIX 12.2.b.	Rawlinsons Quantity Survey Report	Grey Pages

AGENDA

1. **Declaration of Opening and Announcement of Visitors**
The Chairperson declared the meeting open at 12.12pm and welcomed everyone to the meeting

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

Cr Jim Quadrio	President
Cr Graham Harris	Deputy President
Cr Chris Webb	
Cr Norma Ward	
Cr Stacey Petterson	
Cr Caroline Thomas	
Dean Taylor	Acting Chief Executive Officer
Colin Bastow	Deputy Chief Executive Officer
Glenn Deocampo	Executive Manager Corporate Services
Tracey Luke	Executive Manager Economic & Community Development
Louka Shopov	Executive Manager Engineering & Development Services

3. **Response to Previous Public Question Taken on Notice**
Nil

4. **Public Question Time**
Nil

5. **Applications for Leave of Absence**
Nil

6. **Notations of Interest**
 - 6.1. **Interest Affecting Impartiality Shire of Wiluna Code of Conduct**
Nil

 - 6.2. **Financial Interest Local Government Act Section 5.60A**

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Cr Jim Quadrio	10.5.1.	Financial	Occasional subcontractor to contractor who will be tendering

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Cr Caroline Thomas	10.5.1.	Financial	Director of company who will be tendering

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Cr Norma Ward	10.5.1.	Financial	Partner in business that could benefit financially

6.3. Proximity Interest Local Government Act Section 5.60B

Nil

7. Petitions and Deputations

Nil

8. Confirmation of Minutes of Previous Meeting

8.1. The Minutes of the Ordinary Meeting held on 28 September 2016 be accepted as a true record of the meeting.

<i>Council Decision</i>	<i>Item 8.1</i>
MOVED CR HARRIS	SECONDED CR WARD
That the Minutes of the Ordinary Meeting held on 28 September 2016 be accepted as a true record of the meeting.	
<u>CARRIED 6/0</u>	Resolution 090/16

8.2. The Minutes of the Special Meeting held on 5 October 2016 be accepted as a true record of the meeting.

<i>Council Decision</i>	<i>Item 8.2</i>
MOVED CR PETTERSON	SECONDED CR WARD
That the Minutes of the Special Meeting held on 5 October 2016 be accepted as a true record of the meeting.	
<u>CARRIED 6/0</u>	Resolution 091/16

9. Announcement Presiding Member without Discussion

The Shire President reported on the media interest in the new head tax charges which will come into effect on 26 October 2016.

10. Reports of Officers and Committees

10.1. Chief Executive Officer's Reports

10.1.1. Subject/Applicant:	LOT 24 WOODLEY ST, LOT 711 WELLS ST
File:	Lot 24/Lot 711/Lot 95
Reporting Officer:	Dean Taylor – Acting Chief Executive Officer
Author	Katrina Boylan – Senior Administration Officer
Date of Report:	10 October 2016
Disclosure of Interest:	Nil

Purpose

The purpose of this agenda item is to explore Council's interest in the possible purchase of Lot 24 Woodley Street and Lot 711 Wells Street.

Background

At Council's Special Council Meeting of 5 October 2016 it was resolved to instruct its debt collection agent, Austral Mercantile Collections Pty Ltd and its legal representatives, Smith Leonard Fahey Lawyers to undertake actions pursuant to section 6.64 of the Local Government Act 1995 (WA) to exercise the Shire of Wiluna's power of sale of the following properties owned by Bushpan Holdings Pty Ltd (Deregistered) for the recovery of outstanding rates and charges. One of the lots is located in Woodley Street one in Wells Street and one in Lennon Street. The attached map shows the location of the lots, Appendix 10.1.2.a.

Comment

These lots are zoned as light industrial on the Town Planning Scheme. The zoning table indicates, subject to the provisions of the Scheme, the uses permitted in the Scheme Area in the various zones. The permissibility of any uses is determined by cross-reference between the list of use classes on the left hand side of the Zoning Table and the list of zones at the top of the Zoning Table. (Appendix 10.1.2.b.)

The symbols used in the cross reference in the Zoning Table have the following meaning –

“P” means that the use is permitted by the Scheme providing the use complies with the relevant development standards and requirements of the Scheme.

“D” means that the use is not permitted unless the local government has exercised its discretion by granting planning approval.

“A” means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving notice in accordance with clause 8.4.

“X” means a use that is not permitted by the Scheme.

As stated, the Lots referred to above are zoned as Light Industrial in accordance with the Wiluna Town Planning Scheme No 2. As such there is only one “use” of the land

that is permitted as part of the zoning in the table, and that is "Industry – Light". The definition in the Scheme states that it is an industry –

- a) in which the processes carried on, the machinery used, and the goods and commodities carried to and from the premises do not cause any injury to or adversely affect the amenity of the locality;
- b) the establishment or conduct of which does not, or will not, impose an undue load on any existing or proposed service for the supply or provision of essential services;

If it is Council's intention to use this land for residential purposes it is not permitted under the Scheme.

Consultation

Shire Councillors

Shire of Wiluna Local Planning Scheme No. 2

Statutory Environment

Local Government Act 1995 (as amended)

Unbudgeted Expenditure - section 6.8 (1)(b)

Policy Implications

Nil

Financial Implications

There is no provision in the budget for the purchase of land

The estimated value of each property is between \$5,000 and \$7,500.

Strategic Implications

Green Wiluna: Responsible management of the natural and built environment and improve the attractiveness of Wiluna streets and public spaces.

Go Ahead Wiluna: Build a stronger local economy in Wiluna through effective and responsible planning and creating more opportunities for small business and employment.

Voting Requirements ABSOLUTE MAJORITY

<i>Officer Recommendation</i>

MOVED CR

SECONDED CR

For Council to:

- 1. Determine its interest in the purchase of Lot 24 Woodley Street or Lot 711 Wells Street (or both).**
- 2. Authorise the unbudgeted funds of up to \$7,500 per block and;**
- 3. Delegate to the CEO the ability to negotiate and contract to purchase the block/s.**

Council Decision**Item 10.1.1.****MOVED CR HARRIS****SECONDED CR THOMAS****For Council to:**

- 1. Determine its interest in the purchase of Lot 24 Woodley Street or Lot 711 Wells Street (or both) and 95 Lennon Street.**
- 2. Authorise the unbudgeted funds of up to \$7,500 per block and;**
- 3. Delegate to the CEO the ability to negotiate and contract to purchase the block/s.**

CARRIED 6/0**Resolution 092/16**

Reason for change: Council wished to add another property which is zoned residential.

10.2. Principal Environmental Health Officer and Building Surveyor Report

Nil

10.3. Executive Manager of Corporate Services Reports

10.3.1. Subject/Applicant:	FINANCIAL REPORT – SEPTEMBER 2016
File:	Finance
Reporting Officer:	Glenn Deocampo - Executive Manager Corporate Services
Date of Report:	12 October 2016
Disclosure of Interest:	Nil

Purpose

Presentation of the Financial Reports for the period ending 30 September 2016.

Background

Section 6.4 of the Local Government Act 1995 requires the CEO to prepare monthly/quarterly financial reports in accordance with the provisions of regulation 34 and 35 of the Local Government Act (Financial Management) Regulations 1996.

The report for the period ending 30 September 2016 is listed as Appendix 10.3.1.

Comment

The Statement of Financial Activity and Net Current Asset reports details the composition of this surplus. The opening surplus amount may vary, once audit is completed.

A report for variances between budgeted and actual expenditure including the required material variances is included in the monthly financial statements.

Consultation

Nil

Statutory Environment

Local Government Financial Management Regulations 1996 – Regulations 34-35.

Voting Requirement SIMPLE MAJORITY**Officer Recommendation & Council Decision****Item 10.3.1.****MOVED CR THOMAS****SECONDED CR PETERSON****That:**

- 1 The Financial Reports, including the Statement of Financial Activity, for the period ending 30 September 2016 be received.**
- 2 Council receives the list of accounts paid by delegated authority for 30 September 2016, \$562,980.83.**

CARRIED 6/0**Resolution 093/16**

10.3.2. Subject/Applicant:	FINANCIAL INVESTMENTS REPORT
File:	
Reporting Officer:	Glenn Deocampo – Executive Manager, Corporate Services
Date of Report:	03 October 2016
Disclosure of Interest:	Nil

Purpose

Information to Council regarding the current investments – September 2016

Background

The Council policy no. 2.20 - Financial Investment Policy requires that monthly report is to be presented to “Council detailing the performance of all investments”. Further, it requires that investment register is to be maintained.

The current investments of both reserves and municipal funds are presented as Appendix 10.3.2.

Comment

Municipal Funds: The funds are currently deposited in “call deposit” and fixed term accounts. Both types of deposits yield higher interest than the normal cheque account.

A total of \$4,290,491.13 fund was reinvested with AMP-Curve Securities in a fixed term, 90 days, due to mature on 28 November 2016 and the expected interest earnings at maturity is \$29,093.06. This fund includes the Asset Replacement reserve, \$3,195,629.78 and Municipal Funds, \$1,094,861.35.

Reserve Funds: The reserve funds comprised of the following:

Asset Replacement Reserve	\$3,195,629.78
Leave Reserve	\$ 73,600.16
Computer Reserve	\$ 101,849.54
Airport Reserve	\$1,094,770.41
Wiluna Tele centre	\$ 15,999.89

The Leave Reserve, Computer Reserve, Airport Reserve and Wiluna Tele centre reserve funds totalling to \$1,273,872.16, were invested in NAB, 90 days, due to mature on 08 December 2016, and expected earnings at maturity of \$8,087.33

The call account balance as at 30 September 2016 is \$3,035,346.72.

All investments are done in compliance with the policy.

Consultation

Chief Executive Officer

Statutory Environment

Nil

Policy Implications

In compliance with Policy No. 2.20 - Financial Investments Policy

Financial Implications

Interest earned from investments is an income for the Council.

Strategic Implications

Effective governance and administration of Shire's services and prudent financial management all underpin the ability of the Shire to effectively deliver services and programmes.

Voting Requirements SIMPLE MAJORITY

Officer Recommendation & Council Decision

Item 10.3.2.

MOVED CR HARRIS

SECONDED CR THOMAS

That information in this report is received.

CARRIED 6/0

Resolution 094/16

10.4. Executive Manager Economic and Community Development

10.4.1. Subject/Applicant:	DEPARTMENT OF PRIME MINISTER AND CABINET-REQUEST FOR DONATION
File:	ADM 0108
Reporting Officer:	Tracey Luke – Executive Manager Community and Economic Development
Date of Report:	11 October 2016
Disclosure of Interest:	Nil

Purpose

To inform council of a donation request by the Department of Prime Minister and Cabinet.

Background

The Department of Prime Minister and Cabinet has requested that a Shire of Wiluna staff member, David Molloy, be made available to assist the Registrar of Births Deaths and Marriages for two days on 8 & 9 November, 2016.

Comment

The Registrar of Births, Deaths and Marriages conducts Community Engagement Days to assist community members gain documents that may be difficult for them to source without assistance .i.e. Birth certificates required for vehicle licences etc. The Department of Prime Minister and Cabinet has requested David Molloy's assistance with identifying community members. This request, although an in-kind request has a financial implication as David will be absent from his regular work duties for two days which puts the burden of cost on the Shire of Wiluna and increases the work duties of other Shire of Wiluna staff members.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

\$988.00

Strategic Implications

Proud Wiluna – Community Leadership and a spirit of working together to address challenges and solve problems.

Voting Requirements SIMPLE MAJORITY

Officer Recommendation
MOVED CR**SECONDED CR**

For Council to: Support the request for a one off donation of staff time to the Department of Prime Minister and Cabinet's Register of Birth, Deaths and Marriages for a two day period.

Council Decision**Item 10.4.1.****MOVED CR THOMAS****SECONDED CR HARRIS****For Council to:**

- 1. Support the request for a one off donation of staff time to the Department of Prime Minister and Cabinet's Register of Birth, Deaths and Marriages for a two day period.**
- 2. Advise the Department of Prime Minister and Cabinet that whilst council has agreed to this request they should make alternative arrangements in the future. The Shire of Wiluna should not be their first point of call to staff their project and that PMC will be required to pay for Shire staff's time in future.**

CARRIED 6/0**Resolution 095/16**

Reason for change: Council wanted to stipulate that Shire not always be first contact and that payment should be offered for use of staff.

10.4.2. Subject/Applicant:	WILUNA CEMETERY COMMITTEE MEMBERS
File:	ADM 0053
Reporting Officer:	Tracey Luke – Executive Manager Community and Economic Development
Date of Report:	11 October 2016
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to advise Council of community members who wish to be on the 'Friends of Wiluna Cemetery and Pioneer Cemetery Advisory Committee' and for council to approve these people as members of this committee.

Background

Wiluna cemetery and Pioneer cemetery are an integral part of Wiluna and are important from a cultural, historic and tourism perspective. Both cemeteries are in a severe state of disrepair and could benefit from additional facilities and improvements.

Comment

On May 25, 2016 Council approved the convening of a "Friends of Wiluna Cemetery and Pioneer Cemetery Committee" in accordance with the approved Charter.

Following this an advertisement was placed around town for expressions of interest from members of the public wishing to be involved.

Interested parties are as follows

- Councillor Norma Ward
- Councillor Chris Webb
- Gillian Marchant
- Annette Williams
- Sandie Keetelaar
- Jack O'Connor

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There is an existing carry-over of \$ 40,000 in the budget for cemetery improvement.

Strategic Implications

Proud Wiluna – Celebrating Wiluna's rich cultural diversity and heritage and supporting the community to share its unique stories and culture and drive positive change. Demonstrate pride in Wiluna's rich history by improving Wiluna cemetery and Pioneer cemetery, both important sites for Wiluna community.

Green Wiluna – Responsible management of the natural and built environment .and public spaces.

Voting Requirements SIMPLE MAJORITY

Officer Recommendation & Council Decision

Item 10.4.2.

MOVED CR THOMAS

SECONDED CR HARRIS

For Council to:

Approve the members of the Friends of Wiluna Cemetery and Pioneer Cemetery Committee.

CARRIED 4/2

Resolution 096/16

Cr Quadrio wished to have his vote against the recommendation noted.

10.4.3. Subject/Applicant:	BUSH FIRE NOTICE 2016/17
File:	ADM 0312
Reporting Officer:	Tracey Luke – Executive Manager Community and Economic Development
Date of Report:	11 October 2016
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to seek approval from Council to adopt the Fire Control Notice for the 2016/17 Bush Fire Season and for council to approve that the notice be publicly displayed and circulated to members of the community in the Shire of Wiluna.

Background

Every year the Shire of Wiluna notifies ratepayers and residents that there is a statutory requirement for the maintenance and installation of firebreaks within their property and that there are restricted and prohibited burning periods. The notice is given by way of displaying the notice around town; and inclusion in the monthly newsletter "The Wiluna Wire". Additionally a notice will be sent by post to all land owners/occupiers within the Shire.

Comment

The proposed Fire Control Notice is attached as Appendix 10.4.3. The Notice has been produced as the minimum standards and requirements of the *Bush Fire Act 1954*.

Consultation

CBFCO

Works Manager, David Hadden – Consultant EHO & Building Surveyor
DFES.

Statutory Environment

Section 33 of the Bush Fires Act 1954

Policy Implications

Nil

Financial Implications

Compliance of Bush Fire Notice approved in 16/17 Budget.

Strategic Implications

Green Wiluna – well managed and maintained buildings and facilities.

Healthy, Safe and Fun Wiluna –A healthy environment managed in accordance with best practice standards and regulatory controls.

Voting Requirements SIMPLE MAJORITY

Officer Recommendation
MOVED CR**SECONDED CR****For Council to:****Adopt the Fire Control Notice for the 2016-2017 Bush Fire Season.****Council Decision****Item 10.4.3.****MOVED CR WEBB****SECONDED CR HARRIS****For Council to:****Adopt the Fire Control Notice for the 2016-2017 Bush Fire Season and to publicly display the notice and notify all land owners.****CARRIED 5/1****Resolution 097/16***Cr Thomas wished to have her vote against the recommendation noted.**Reason for change: Council felt that it should be recorded that a public notice be displayed and land owners notified***10.5. Executive Manager Technical Services Report***As three councilors declared a financial interest in Item 10.5.1., Item 10.5.1. "RFT 2016/04 Rural Roads Reconstruction" was withdrawn pending Ministerial approval.*

10.5.1. Subject/Applicant:	RFT 2016/04 RURAL ROADS RECONSTRUCTION
File:	
Reporting Officer:	Louka Shopov – Executive Manager Engineering & Development Services
Date of Report:	13 October 2016
Disclosure of Interest:	Nil

Purpose

This report recommends that Council authorise the Chief Executive Officer to call tenders for Rural Road Re-construction and Associated Works for the Shire of Wiluna 2016-17 Capital Works Program. (Appendix 10.5.1. yellow pages).

Background

Council's road works program includes road reconstruction listed in the table below:

ITEM NUMBER	DESCRIPTION OF WORK	QUANTITY UNIT
1	Reconstruction of Wonganoo Road,, associated road formation, carting of gravel and drainage works (offshoots, table drains etc) as per 'Technical Specifications'. SLK 10.5 to SLK 15.5; SLK 27.1 to SLK 30,1: SLK 33.1 to SLK 34.1: SLK 75.9 to SLK 78.9 and SLK 171.0 to Slk 174.0	15.0 km 10.0m wide
2	Reconstruction of Granite Peak Lake Violet Road, associated road formation, carting of gravel and drainage works (offshoots, table drains etc) as per 'Technical Specifications'. SLK 55.4 to SLK 76.4	21.0 km 10.0m wide
3	Reconstruction of Wiluna North Road, associated road formation, carting of gravel and drainage works (offshoots, table drains etc) as per 'Technical Specifications'. SLK 60.0 to SLK 70.0	10.0 km 9.0m wide
4	Reconstruction of Barwidgee Road, associated road formation, carting of gravel and drainage works (offshoots, table drains etc) as per 'Technical Specifications'. SLK 6.00 to SLK 10.00	4.0 km 9.0m wide

Comment

The Tender may be awarded to who best demonstrates the ability to provide quality products and/or services at a competitive price. The Tender will be separable which will allow local contractors to tender for the reconstruction of rural roads. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Shire.

The Principal has adopted a best value for money approach to this request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender be ranked the highest on the qualitative criteria.

A scoring system will be used as a part of the assessment of the qualitative criteria.

The tenders will be assessed against the following qualitative criteria and weighting. The Tender may be awarded to who best demonstrates the ability to provide quality products and/or services at a competitive price.

The assessment criteria will be:

- Cost 80%
- Relevant Experience 10%
- Organisational Capacity and Resources 5%
- Demonstrated Understanding 5%

The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregated score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

Consultation

Internal: Chief Executive Officer, Works Supervisor

External: Local Civil Contractors

Statutory Environment

Local Government Act 1995

Local Government (Function and General) Regulations 1996

Policy Implications

Nil

Financial Implications

Allowances have been made within the 2016-17 Budget for the rural roads reconstruction program.

Strategic Implications

Shire of Wiluna Strategic Community Plan, July 2012 – 30 June, 2023

Green Wiluna – Ensure all Shire roads and streets are maintained and safe.

Voting Requirement SIMPLE MAJORITY

Officer Recommendation

MOVED CR**SECONDED CR**

That Council resolve to authorise the Chief Executive Officer to;

1. Call tenders for the Reconstruction of 18.9 km of rural roads as listed in the Specification; and,
2. That the following assessment criteria apply:

• Cost	80%
• Relevant Experience	10%
• Organisational Capacity and Resources	5%
• Demonstrated Understanding	5%

10.5.2. Subject/Applicant:	RFT 2016/05 Supply of Bitumen and Aggregate-Call for Tender
File:	
Reporting Officer:	Louka Shopov – Executive Manager Engineering & Development Services
Date of Report:	13 October 2016
Disclosure of Interest:	Nil

Purpose

This report recommends that Council authorise the Chief Executive Officer to call tenders for Supply of Bitumen and Aggregate for the Shire of Wiluna 2016-2017 aerodrome sealing program.

Background

Council's bitumen seal works program includes aerodrome runway, taxiway and apron widening as listed in the table below:

Location	Length (m)	Width (m)	Area (m ²)	Seal Type	Aggregate 14mm(m3)	Aggregate 10mm(m3)	Binder (L)
Wiluna Aerodrome runway	2050	30	61,500	Reseal		559	116,850
Wiluna Aerodrome taxiway	213	15	3,200	Reseal		29	6,080
Wiluna Aerodrome apron	80	30	2,890	Reseal		26	5,491
Total			67,590			614	128,421

In order to satisfy the specific requirements of the Local Government (Functions and General) Regulations 1996 it is recommended that Council resolve to proceed with the tasks required to publicly invite tenders for the supply of bitumen and aggregate for the Shire of Wiluna 2016-2017 aerodrome and road sealing program.

Comment

The Tender may be awarded to who best demonstrates the ability to provide quality products and/or services at a competitive price. The Tender will be separable, which will allow local contractors to tender for the supply and delivery of aggregate. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Shire.

The Principal has adopted a best value for money approach to this request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender be ranked the highest on the qualitative criteria.

A scoring system will be used as a part of the assessment of the qualitative criteria.

The tenders will be assessed against the following qualitative criteria and weighting. The Tender may be awarded to who best demonstrates the ability to provide quality products and/or services at a competitive price.

The assessment criteria will be:

▪ Cost	80%
▪ Relevant Experience	10%
▪ Organisational Capacity and Resources	5%
▪ Demonstrated Understanding	5%

The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregated score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

Consultation

Internal: Chief Executive Officer, Works Supervisor

External: Local Civil Contractors

Statutory Environment

Local Government Act 1995

Local Government (Function and General) Regulations 1996

Policy Implications

Nil

Financial Implications

Allowances have been made within the 2016-17 Budget for the aerodrome runway and roads sealing program.

Strategic Implications

Shire of Wiluna Strategic Community Plan, July 2012 – 30 June 2023

Green Wiluna – Maintain council owned buildings and facilities ensuring high standards of public safety and access.

Voting Requirements SIMPLE MAJORITY

Officer Recommendation & Council Decision**Item 10.5.2.****MOVED CR THOMAS****SECONDED CR HARRIS**

That Council resolve to authorise the Chief Executive Officer to;

1. Call tenders for the supply of 128,421 litres of bitumen and 614 m3 of 10 mm aggregate for the 2016-17 bitumen seal of Wiluna aerodrome runway.

2. That the following assessment criteria apply:

• Cost	80%
• Relevant Experience	10%
• Organisational Capacity and Resources	5%
• Demonstrated Understanding	5%

CARRIED 6/0**Resolution 098/16**

11. Elected Members Motion of Which Previous Notice Has Been Given
Nil

12. Urgent Business Approved by the Person Presiding or by Decision of Council

Officer Recommendation and Council Decision**Item 12.1.****MOVED CR WARD****SECONDED CR HARRIS**

That the following late items be accepted by the meeting for consideration in order to adopt:-

Item 12.1. Wiluna Remote Community School

Item 12.2. Construction of New Administration Building

CARRIED 6/0**Resolution 099/16**

12.1. Subject/Applicant:	WILUNA REMOTE COMMUNITY SCHOOL
File:	
Reporting Officer:	Tracey Luke – Executive Manager Community and Economic Development
Date of Report:	18 October 2016
Disclosure of Interest:	Nil

Purpose

To inform council of a request from Wiluna Remote Community School for the use of the Gymnasium during school hours; and to inform council of the financial and policy implications of this request.

Background

The Shire has received a request from school teacher Joe Hodgson to take 6 male high school students to the Shire of Wiluna gym for one hour on Tuesdays for eight weeks from 1.30pm to 2.30pm, from 25/10/2016 to 13/12/2016. This request is for access to the boxing facilities at the gym and Mr Hodgson has stated in his request that the high school boys are inspired by a recent visit from a professional boxer and he wishes to further develop their interest.

Mr Hodgson is a current gym member and has an access key.

Comment

Physical activity should be encouraged and enthusiasm for a particular pursuit should be supported. Mr Hodgson has stated that Wiluna Remote Community School will accept full responsibility for the students, that they will be constantly supervised and if he determines that there is any chance of risky behaviour or the wrong class dynamics he will take them out of the gym immediately.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

The "Shire of Wiluna Gym Membership Conditions of Use" which must be signed by all members states, (as its number one condition of use which is in a larger bold font than other conditions of use), that

- 'Only those 18 years of age and over will be authorised by the Shire of Wiluna to have membership and access to the gym.'

The membership form requests that applicants sign a declaration stating that they are over 18.

This request for access to the gym requires the Shire of Wiluna to waive this usual mandatory requirement.

Financial Implications

\$360.00

Strategic Implications

Healthy, safe and fun Wiluna – Access to sports, recreation and cultural activities and infrastructure. Support for community generated initiatives.

Voting Requirements – SIMPLE MAJORITY

Officer Recommendation & Council Decision**Item 12.1.****MOVED CR WARD****SECONDED CR HARRIS****For Council to:**

Support the request from Wiluna Remote Community School by waiver of fees and conditions of membership for use of the Shire of Wiluna Gym on the proviso that Wiluna Remote Community School provide in writing their acceptance of full responsibility for this activity and financial responsibility for any loss/damage to gym equipment that may be incurred.

CARRIED 6/0**Resolution 100/16****12.2. Subject/Applicant: CONSTRUCTION OF NEW ADMINISTRATION BUILDING**

File:	Finance
Reporting Officer:	Dean Taylor, Acting Chief Executive Officer/Contract Project Manager
Date of Report:	2/10/16
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to consider options for constructing the new Administration Building in Wiluna.

Background

The Shire of Wiluna commenced the Administration Centre Project in 2013 with the appointment of Annabelle Wills Architects and over the ensuing three years has progressed to completing the plans to build the centre.

Various drafts of the plans have been provided to councillors over the years for council comment. The final plans are now available for council perusal and are currently going through the final stages of Building Certification with a building license expected by Mid October 2016.

As such it is time for council to consider the method of building the centre.

In essence council has two options;

- Undertake a public Tender for the construction
- Self build using councils own building team with tenders issued for various components as required (ie Structural Steel, concrete supply etc)

As a part of the planning and design process council through the architects appointed a Quantity Surveyor - H.W. & Associates to prepare an estimate of the costs of construction (appendix 10.1.1 (1)) the report estimates that the cost of construction would be in the order of \$5.465m. Rawlinsons WA has provided a second Quantity Survey (appendix 10.1.1(2)) report that indicates an estimated build

cost of \$5.602m excluding contingencies. It would be reasonable therefore to conclude that should council decide to tender the construction then it should expect that a tender would be in the vicinity of \$5.5m.

Council is currently successfully undertaking a self build of the Wiluna Interpretive Centre using its own employees which include qualified Builders, Carpenters and Grano workers. Council has also recently awarded a number of panel tenders for Building and Construction, and Advisory Services which includes Electricians, Plumbers and various other trades including Project Management.

As such council has the opportunity to also self build and construct the Administration Centre using its own employees complimented by trades from the Panel tender. Some components of the construction will still be required to be tendered such as Air-conditioning, Structural steel, concrete supplies and windows etc.

Council's employee builder has prepared an estimate of the costs of undertaking a self build of \$4.1m. The estimate has been prepared primarily using actual quotes but also includes estimates utilising the experience of the builder and project manager. It should be noted that this estimate does not include; builder's margin (15-25%) or project management (5-8%).

The estimate does include an amount of \$200,000 or 5% as Risk Contingencies which would be considered minimal on a project delivered remotely and would normally be expected to be around (10 -15%).

Comment

The cost estimates of the Quantity Surveyors and the builder estimate are substantially different \$5.5m compared to \$4.1m – this difference in essence equates to Builders margin and Risk. By undertaking the construction of the project as a self build council is in effect saving the builders margin but it also takes on the risks involved in the project.

It should also be noted that whilst council can specify a fixed price tender most tenders invariably result in a number of variations during the construction, the number and \$ quantity of these variations will usually reflect the accuracy and thoroughness of the detailed specifications and plans. Should council wish to go to tender for the construction it needs to be sure that the plans and specifications tendered are as accurate as possible otherwise the additional costs of variations could be substantial.

The tender regulations are clear in that if council goes to tender it needs to go to tender "in good faith" that is; it goes to tender with the intention of awarding a tender and cannot use the tender process to "test the market".

Given that council has now received two Quantity Surveyors reports that indicate an estimated cost of between \$5.465m and \$5.602 then it should anticipate that tender will be received within that range.

The current budget includes an amount of \$3.5m for the Administration Centre Building of which approx \$170k has already been spent on the design and planning leaving \$3.33 m as such it will be necessary to increase the budget.

Council has also indicated that it would be prepared to provide additional funds to employ a number of local people (up to 5) as builders labourers or trades assistants to the project. Whilst this is a very worthwhile initiative it must be borne in mind that the local workers must be job ready and willing to work – there has been no allowance for training (other than “on the job”) or active case management of individuals. These training tasks are within the realm of other agencies (PMC, Meedac etc). It is estimated that by providing these employment opportunities it will probably increase the cost of construction by say \$100,000.

It must also be noted that none of the estimates includes provision for additional headworks for the provision of power, water or sewer connections which may be needed for the Heritage Centre, Administration Centre and Housing Projects. Any headworks charges will be spread between the three projects.

Alternatively if council wishes to reduce the cost of the project it could consider reducing the size of the building but by doing so this would involve a substantial redesign which would in turn increase the cost and delay the project. Given that some of the project is being funded by the Royalties to Regions Country Local Government Fund – delays could jeopardise this funding.

Consultation

Employee builders, Building Surveyor, Building Certifier, Quantity Surveyors

Statutory Environment

Local Government Act 1995 (as amended)

Policy Implications

Nil

Financial Implications

The 2016/17 budget includes the provision for \$3.5m to construct a new Administration Building. Council will need to increase the budget by \$1m to achieve the construction. Given that the construction will take in excess of 12 months provision will be made in the 2017/18 year for the required additional funds either from additional borrowings, utilisation of reserves or operational consolidated revenue.

Strategic Implications

The construction of a new administration building has been planned for the shire for a number of years. The provision of quality work place will have a significant effect on staff moral and the ability for council to attract staff.

Voting Requirements ABSOLUTE MAJORITY

Officer Recommendation
MOVED CR**SECONDED CR**

That council

1. approves the construction of the new Administration Building as per the detailed plans provided to council,
2. the project will be delivered as a self build project utilising councils current building team and project managed by the acting CEO.
3. The budget for the building construction will be increased to \$4.5m with the additional \$1m funds for the construction being included in the 2017/18 budget.

Council Decision**Item 12.2.****MOVED CR HARRIS****SECONDED CR WARD**

That council

1. approves the construction of the new Administration Building as per the detailed plans provided to council,
2. the project will be delivered as a self build project utilising councils current building team and project managed by the acting CEO.
3. The budget for the building construction will be increased to \$4.5m with the additional \$1m funds for the construction being included in the 2017/18 budget.
4. Five employment opportunities be given to work ready locals.

CARRIED 6/0 by Absolute Majority**Resolution 101/16**

Reason for change: Council wished to have it on public record that employment opportunities would be made available to local residents.

13. Matters Behind Closed Doors

Nil

14. There being no further business the Chairperson closed the meeting at 1.03pm.

These minutes were confirmed at the Ordinary Meeting of Council on the 23 November 2016

Signed _____

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

Date: _____