

**TUIA LODGE  
OPERATING STATEMENT  
FOR THE PERIOD ENDED 30TH SEPTEMBER 2017**

MONTH NUMBER 3  
**OPERATING REVENUE**

SUBSIDIES (116930) Dept of HHCS	2,214,820	553,705	371,148	355,402	726,550	172,845
BASIC DAILY FEE (117038)	725,780	181,445	90,946	49,081	140,027	-41,418
DAILY ACCOM PMT (117060)	666,231	166,558	26,416	9,538	35,954	-130,604
MEANS TESTED FEE (117070)	17,428	4,357	32,571	-1,937	30,634	26,277
REIMBURSEMENTS (117130)	0	0	49	-45	4	4
TRAINING GRANT (110730)	0	0	0	0	0	0
REIMB WORKERS COMP (129230)	0	0	0	0	0	0
TFR FROM LSL RESERVE (116730)	0	0	0	0	0	0
TFR FROM AGED RESERVE (118430)	0	0	0	0	0	0
	<b>3,624,259</b>	<b>906,065</b>	<b>521,130</b>	<b>412,039</b>	<b>933,169</b>	<b>27,104</b>

**LESS OPERATING EXPENDITURE**

**EMPLOYEE COSTS**

Salaries & Wages (119620)	1,723,405	430,851	252,106	154,171	406,277	24,575
Leave Loading	20,000	5,000	1,612	872	2,485	2,515
Vehicle Allowance	24,737	6,184	0	0	0	6,184
Uniform & Laundry Allowance (133120)	5,000	1,250	2,318	1,371	3,889	-2,439
Superannuation (116720) 9.5% SGC Award	173,882	43,471	28,620	15,791	44,410	-940
New Staff Medicals & Police Clearance	10,000	2,500	652	85	717	1,783
Uniform	0	0	755	0	755	-755
Staff Dinner Function	1,000	250	0	0	0	250
Staff Recreation Centre Benefits	1,500	375	55	76	131	244
Casual Agency Staff	61,400	15,350	48,712	31,337	80,049	-64,699
Workers Compensation Insurance	51,507	25,754	25,502	0	25,502	252
Staff Incentives	1,500	375	0	0	0	375
Staff Training (B047)	40,000	10,000	1,915	155	2,069	7,931
Staff Training (150920)	0	0	0	0	0	0
Payroll Services	8,000	2,000	1,299	2,375	3,674	-1,674
SMS Service Costs	2,400	600	0	0	0	600
FBT Expenditure	0	0	0	0	0	0
Other Employee Costs	0	0	655	1,075	1,730	-1,730
Transfer to LSL Reserve (132420)	0	0	0	0	0	0
	<b>2,124,331</b>	<b>543,960</b>	<b>364,199</b>	<b>207,288</b>	<b>571,487</b>	<b>-27,528</b>

**GARDEN & GROUND MNTNCE**

	<b>15,000</b>	<b>3,750</b>	<b>5,877</b>	<b>4,484</b>	<b>10,362</b>	<b>-6,612</b>
<b>UTILITY CHARGES</b>						
Electricity Western Power	60,000	15,000	9,795	5,047	14,841	159
Water Supply Water Corporation	11,000	2,750	2,491	2,597	5,087	-2,337
Sewerage Water Corporation	5,500	1,375	929	686	1,615	-240
Telephone Telstra	5,000	1,250	674	341	1,016	234
Mobile Phone Costs Telstra	1,400	350	73	73	146	204
Internet Charges Westnet	1,800	450	300	0	300	150
Gas Kleenheat Gas	7,000	1,750	1,886	864	2,750	-1,000
Fire Alarm/Extinguishers Bell Fire Equipment	5,000	1,250	1,938	0	1,938	-688
Oxygen BOC	9,000	2,250	734	0	734	1,516
	<b>105,700</b>	<b>26,425</b>	<b>18,818</b>	<b>9,607</b>	<b>28,426</b>	<b>-2,001</b>

**MEALS/LAUNDRY/GROCERIES**

Milk Supplies DBK Milk Supply	15,000	3,750	1,856	508	2,364	1,388
Meals & Laundry DBK Hospital	192,000	48,000	25,491	12,147	37,637	10,363
Groceries, Fruit & Vegies Fruit Barn/ IGA	65,000	16,250	7,814	4,654	12,467	3,783
	<b>272,000</b>	<b>68,000</b>	<b>35,160</b>	<b>17,309</b>	<b>52,469</b>	<b>15,531</b>

**CLEANING SUPPLIES**

Cleaning Supplies PFI Supplies	25,000	6,250	6,833	2,565	9,398	-3,148
Rubbish/Recycling Charges - Shire	3,000	750	43	1,978	2,021	-1,271
Rubbish Collections Non Shire	3,000	750	1,553	395	1,948	-1,198
Refuse Disposal Contract	0	0	0	0	0	0
	<b>31,000</b>	<b>7,750</b>	<b>8,429</b>	<b>4,938</b>	<b>13,367</b>	<b>-5,617</b>

**PHARMACY SUPPLIES**

Pharmaceutical Supplies DBK Pharmacy	105,000	26,250	13,320	4,897	18,216	8,034
	<b>105,000</b>	<b>26,250</b>	<b>13,320</b>	<b>4,897</b>	<b>18,216</b>	<b>8,034</b>

**TUJA LODGE  
OPERATING STATEMENT  
FOR THE PERIOD ENDED 30TH SEPTEMBER 2017**

	BUDGET FOR THE YEAR	BUDGET TO- DATE 2017/18	MONTH OPENING BALANCE	ACTUAL FOR MONTH OF SEPTEMBER	YEAR TO DATE 2017/18	VARIANCE TO- DATE
<b>CONTRACTORS</b>						
Building Contractors	10,000	2,500	3,870	864	4,735	-2,235
Painting Contractors	4,000	1,000	0	0	0	1,000
Plumbing Contractors	6,000	1,500	2,472	1,065	3,537	-2,037
Electrical Contractors	14,000	3,500	1,557	0	1,557	1,943
Cleaning Contractors	5,000	1,250	150	0	150	1,100
	<b>39,000</b>	<b>9,750</b>	<b>8,050</b>	<b>1,929</b>	<b>9,979</b>	<b>-229</b>
<b>GENERAL EXPENSES</b>						
Equipment (COA 6062 - Under Threshold)	6,000	1,500	0	0	0	1,500
Advertising & Promotion	20,000	5,000	-10	0	-10	5,010
Vehicle Expenses DB-1211, DB378 & 7	9,000	2,250	2,339	234	2,573	-323
Sundry Expenses	5,000	1,250	502	73	576	674
Sundry Equipment	0	0	764	769	1,532	-1,532
Equipment Maintenance	15,000	3,750	3,464	0	3,464	286
Freight & Postage	2,000	500	168	0	168	332
Residents Meetings/Gifts	0	0	0	88	88	-88
Subscriptions Aged Care / Rethink	20,000	5,000	1,234	0	1,234	3,766
Icare Health Software	10,000	2,500	0	0	0	2,500
Systems & Software	20,000	5,000	1,573	0	1,573	3,428
Stationery & Printing Expenses	17,000	4,250	711	234	944	3,306
Bond Refund Interest Payment	10,000	2,500	0	0	0	2,500
Storage Unit Rental	0	0	600	150	750	-750
	<b>134,000</b>	<b>33,500</b>	<b>11,344</b>	<b>1,547</b>	<b>12,892</b>	<b>20,608</b>
<b>INSURANCES</b>						
Building Insurance	14,613	7,307	7,307	0	7,307	-0
Medical Malpractice Insu MIBS	5,250	5,250	5,250	0	5,250	0
Public liability Insurance	10,683	5,342	5,332	0	5,332	10
	<b>30,546</b>	<b>17,898</b>	<b>17,888</b>	<b>0</b>	<b>17,888</b>	<b>10</b>
<b>ALLIED HEALTH</b>						
Occupational Therapist/Podiatry	5,000	1,250	378	1,464	1,842	-592
Podiatrist	9,000	2,250	1,320	1,440	2,760	-510
Physio Expenses	40,000	10,000	6,930	3,060	9,990	10
Dietician	0	0	0	0	0	0
	<b>54,000</b>	<b>13,500</b>	<b>8,628</b>	<b>5,964</b>	<b>14,592</b>	<b>-1,092</b>
<b>CONSULTANCY</b>						
Consultancy - Accreditation	10,000	2,500	0	0	0	2,500
Consultancy - Residency Assessment	5,000	1,250	0	0	0	1,250
Consultancy - Audit	20,000	5,000	0	0	0	5,000
Consultancy - Legal	20,000	5,000	0	0	0	5,000
Consultancy - Benchmarking	5,000	1,250	336	336	673	577
Contingency (unspecified)	20,000	5,000	0	0	0	5,000
	<b>80,000</b>	<b>20,000</b>	<b>336</b>	<b>336</b>	<b>673</b>	<b>19,327</b>
<b>SHIRE SUPPORT COSTS</b>						
Admin Salaries Reallocated (105640)	196,123	49,031	14,866	4,556	19,421	29,610
Admin Super Reallocated (105560)	23,185	5,796	3,640	1,467	5,107	689
Admin Employee Costs Reallocated (105660)	7,762	1,941	2,316	32	2,347	-407
Computer Costs Reallocated (105760)	39,163	9,791	12,150	2,057	14,207	-4,416
Admin Building Costs Reallocated (105860)	3,124	781	442	334	776	5
General Admin Costs Reallocated (105960)	6,150	1,538	723	287	1,010	528
Repayment of Prior Year Debt to Shire	110,000	0	0	0	0	0
Less: Council Subsidisation Admin Costs	-175,804	0	0	0	0	0
	<b>209,703</b>	<b>68,877</b>	<b>34,135</b>	<b>8,732</b>	<b>42,868</b>	<b>26,009</b>
<b>DEPRECIATION ON PLANT (156320)</b>	19,123	4,781	3,248	1,572	4,820	-39
<b>DEPRECIATION ON BUILDING (116420)</b>	188,899	47,225	32,086	15,526	47,612	-387
	<b>208,022</b>	<b>52,006</b>	<b>35,334</b>	<b>17,097</b>	<b>52,432</b>	<b>-426</b>
<b>TOTAL GENERAL EXPENDITURE</b>	<b>3,408,302</b>	<b>891,665</b>	<b>561,520</b>	<b>284,129</b>	<b>845,650</b>	<b>57,118</b>
<b>T/F TO AGED HOUSING RESERVE (147700)</b>	0	0	0	0	0	0
<b>T/F TO AGED HOUSING RESERVE (116920)</b>	0	0	0	0	0	0
<b>TOTAL OPERATING EXPENDITURE</b>	<b>3,408,302</b>	<b>891,665</b>	<b>561,520</b>	<b>284,129</b>	<b>845,650</b>	<b>57,118</b>
- Employee plus General						
<b>NETT OPERATING SURPLUS / (DEFICIT)</b>	<b>215,957</b>	<b>48,400</b>	<b>-40,390</b>	<b>127,910</b>	<b>87,519</b>	<b>39,119</b>



**TUIA LODGE  
CAPITAL STATEMENT  
FOR THE PERIOD ENDED 30TH SEPTEMBER 2017**

**CAPITAL EXPENSES**

Tui Lodge Capital Equipment (116840)

- Sundry Capital Items

Total

	BUDGET FOR THE YEAR	BUDGET TO- DATE 2017/18	MONTH OPENING BALANCE	ACTUAL FOR MONTH OF SEPTEMBER	YEAR TO DATE 2017/18	VARIANCE TO- DATE
	60,000	15,000	0	0	0	15,000
	<b>60,000</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>
<b>CAPITAL INCOME</b>						
Sale of Plant & Equipment (118250)	0	0	0	0	0	0
Government Grants (173250)	0	0	0	0	0	0
Tfr from Aged Hsg Res	0	0	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL SURPLUS / (DEFICIT)</b>	<b>-60,000</b>	<b>-15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>

**SUMMARY**

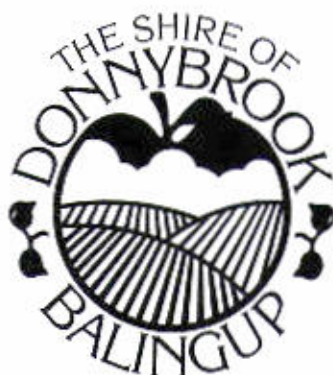
Net Operations Surplus

Net Capital Deficit

Net Surplus / (Deficit)

215,957	48,400	-40,390	127,910	87,519	39,119
-60,000	-15,000	0	0	0	15,000
<b>155,957</b>	<b>33,400</b>	<b>-40,390</b>	<b>127,910</b>	<b>87,519</b>	<b>54,119</b>

Operating Income (incl. Bond Retained & Interest)	933,169
Operating Expenditure	-845,650
	87,519
Operating Profit/Loss	87,519
Plus: Capital Income	0
Less: Capital Expenditure	0
Less: Loan Principal Repayment	0
Net Loss after Capital Income & Expenditure	87,519
Reserve Transfers:	
Tfr from Reserve - Loan Principal & Interest	0
Tfr from Reserve - Capital Expenses	0
Subtotal	87,519
Fixed Asset Depreciation (Non Cash)	52,432
Add back Council subsidy of Admin Allocations	
Tfr to Aged Housing Reserve - Interest and Bonds Retained	0
Deemed Profit / Loss Transferred to Aged Housing Reserve	0
	<b>139,951</b>



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## Minutes

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### Special Meeting of Electors

Held on

Wednesday, 16 September 2015

Commencing at 7.02pm

at

In the Seniors Room, Donnybrook Library  
Emerald Street, Donnybrook WA 6239

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**J R ATTWOOD**  
**Chief Executive Officer**

**16 September 2015**

#### **DISCLAIMER**

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## **SPECIAL MEETING OF ELECTORS**

**16 September 2015**

### **TABLE OF CONTENTS**

1	APOLOGIES.....	4
2	OPENING.....	4
3	PETITIONS/DEPUTATIONS/PRESENTATIONS .....	4
4	CLOSURE OF MEETING.....	8

# SHIRE OF DONNYBROOK/BALINGUP

## SPECIAL MEETING OF ELECTORS MINUTES

**Held in the Seniors Room at the Donnybrook Community Library,  
Wednesday, 16 September 2015 at 7.02pm**

The President declared the meeting open at 7.02pm and welcomed those in attendance.

### MEMBERS PRESENT

#### COUNCILLORS

Cr Dilley (President)  
Cr Bailey  
Cr Crowley  
Cr Duncan  
Cr King  
Cr Logiudice  
Cr McCabe

#### STAFF

John Attwood – CEO  
Greg Harris – Manager Finance & Administration  
Bob Wallin – Principal Planner  
Damien Morgan – Manager Works & Services

### ELECTORS

Don Cooper  
Mary Hockley  
Leanne Wringe  
John Austin  
Colin Fairclough  
George Parke  
Suzie Fairclough  
Brian de Garis  
Roz Benson  
Helen Christensen  
Fred Mills  
Noelene King  
Stephen Chinnery  
Louie Scibilla  
Peter Kirk  
Debbie Townley  
Janine Milton  
Jan Helsham  
Linda Brown  
Basil Carter

John Hockley  
June Scott  
Sandra Hough  
Lyn Robins  
Leon Jones  
Ryan Vanderheide  
Marsha Wachala  
Wendy Mills  
Anne Margetts  
Per Christensen  
Simon Kapel  
C J Stewart  
Cam Russell  
Doreen Shorter  
Gabriela Ptakova  
Bev Dixon  
E Stevens  
Geoff McMullen  
James Brown  
Susan Ecker



Karyn Connor  
 Gwendoline Nidd  
 Marilyn Hickman  
 Judy Hawter  
 Peter Gubler  
 Nina Smith  
 Steve Russell  
 Neville Fry  
 Robin Roney  
 Colin Sharp

Douglas Gordon  
 Gil Langley  
 Peta Knapton  
 A McWilliam  
 Mark Giles  
 Anthony Haygarth  
 Dyanne Fry  
 Bruce Hearman  
 Dawn Tan

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## **1 APOLOGIES**

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Cr Dawson  
 Cr Mitchell

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## **2 OPENING**

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The President advised that the meeting was a Special Council Meeting held under Standing Orders and therefore the discussion would only be about the Administration Centre proposal. The President implored those present to conduct themselves in a respectful manner.

The President introduced Councillors and staff.

The President advised that a petition containing 180 signatures (plus a another later 10 signatures) had been received by Council calling for a Special Electors Meeting and providing a number of questions in relation to the proposed Administration Centre development.

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## **3 PETITIONS/DEPUTATIONS/PRESENTATIONS**

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Presentation – Cr Dilley in relation to the Proposed Administration Building

Following the conclusion of the presentation by the President, members of the public were invited to raise questions in regard to the proposal.

The following points were made during the question period and were responded to by the President and Councillors.

- Tungsten Report recommended replacement of the existing building.

- Estimate of \$4.6M for a new building included an allowance of \$600K, same as if the building was being built in a remote location.
- Need to have alternate costed proposals so that comparisons can be made. Can't have one fully costed plan and only an estimate for the other.
- Cost to prepare schematic concept plan is approximately \$20K, a fully detailed plan with costings would be much more.
- Based on previous cost estimates Council made the decision not to proceed with a new building, it was determined at that time that a new building could not be afforded.
- Suggested that constructing a new building adjacent to the existing building would result in less disruption for staff as they could simply move into the new one once completed.
- Queried whether the cost estimates of between \$4M to \$6M for a new building included land – response provided that the land was owned by Council.
- Suggestion that a tilt up slab building would be the most cost effective, examples given of costs. Easy to add on to a building constructed in this way.
- Request that consideration be given to constructing a building with some character.
- History of the Hall building in Bentley Street was outlined.
- Current Administration building is an outdated rabbit warren and the current proposal adds to this.
- The proposal turns its back on Bentley Street, squeezes the main entrance in between the old Church and the existing toilet block
- Creates the potential for traffic conflict with the adjacent fruit packing shed and trucks entering etc.
- The old Church is too narrow to provide adequate seating and accommodation for use as a Council Chambers.
- If the main entrance to the Administration Centre is retained as Bentley Street it offers the opportunity to combine the entry with a forecourt for the Hall and Shire Office. This would tie in both buildings together and create a precinct. Would become an institutional civic centre.
- Urge Council and CEO not to proceed with current design and investigate alternatives for a stand alone proposal.
- May need to look at temporary relocation of some office space.
- Suggestion that a new building should be constructed of Donnybrook Stone being solar passive and energy efficient.
- Comment that the reasons provided for not relocating Works and Services staff to the Depot were not supported due to current communications technology that was available.
- Comments made by some in attendance that they would be prepared to accept the extra cost to construct a new building.



- Councillors were individually requested to provide their comment on the proposal:
- Cr McCabe – happy to support a proposal to spend \$4M of that's what the majority of people want. He thought was being conservative and was trying to save the ratepayers money.
- Comment from the floor that the proposal does not present much bang for buck and was not very "green".
- Kent Lyon, Architect outlined the fact that their brief had been to work within a tight budget of \$2M.
- Cr Crowley – vote at Council had previously been 8/1 in favour of proceeding with the current design. Previously strong resistance to spending a large amount of money. Happy to support a building of higher cost but the ratepayers will have to be prepared to pay for it.
- Cr Duncan – Council had been working on a reduced budget as the more expensive options had not been supported by other Councillors. Commented that the meeting represented a small percentage of the community however she would be guided by the ratepayers in regard to the way they wished to proceed.
- Cr King – commented on the project constraints given to the Architect, would like to get all of the options explored so that we can compare apples with apples. Focus has been on the revenue side of the equation, may need to look at the cost side and examine where savings could be achieved.
- Cr McCabe – made the point that when previous options were looked at in 2005 the Shire did not own the land behind the Shire Office (Church Land).
- Cr Bailey – questioned the assertion that a new building would cost between \$4 and \$6M. This was working on old "boom time" prices.
- Cr Logiudice – As Council progressed working through plans it became clear to him that extending the existing building was not the best option. Therefore we need to consider the option of a new stand-alone building.
- Cr Dilley – the President asked for an indication of whether after spending \$50K to \$60K on new plans and costings and the cost estimate was between \$3.5M and \$4M, would it be supported. Cr Logiudice indicated that he would support such a proposal.
- Expenditure to date on the existing proposal was queried and noted to be approx.. \$70K to \$80K.
- Question raised as to why Shire's existing Reserves could not be used.
- Discussion on how the alternate options would be communicated with ratepayers.
- Comment that with the City of Bunbury expanding there will be an expansion of population in Donnybrook and therefore the need to increase services and staffing.

- Acknowledgement given to Councillors on their efforts to be fiscally cautious. Pleased that the community is finally having this discussion.
- Comment that the proposed design is a mess, cant be expanded and is not viable. It's a short term solution, only patching up old.
- Comment that we can't afford not to spend the funds, additional \$50 to \$60 per ratepayers over a few years is not a lot of money. Shire could consider a levy.
- Cr Bailey – questioned why we would spend \$2M on the existing building when we could have a new one for \$2.7M.
- New energy efficiency standards could result in savings of up to 20% in running costs.
- Comment made about the fact we are surrounded by a number of Shires therefore the issue of amalgamation should be considered.
- Discussion on costs is irrelevant as the professionals will provide this information. Concern that a 5% rate increase could be closer to a 10% increase when you take into account the normal rate increases that need to apply.
- Question regarding the Heritage aspects of the proposal and the impact on the Town Hall. Future expansion will be directly adjacent to the side of the hall.
- Question asked about the future of the old depot site. This will eventually be developed for residential purposes. Has been deferred due to the need to relocate the Museum, ideally as part of a future Interpretative Centre.

**MOTION****Moved: Brian De Garis****Seconded: Douglas Gordon**

**That Council defer the current building expansion project and proceed to develop new building concept plans incorporating the Administration Centre and Town Hall precinct, to be widely distributed and advertised for community consultation.**

**The Motion was carried unanimously (with the exception of one attendee).**



Special Electors Meeting – 16 September 2015

#### 4 CLOSURE OF MEETING

The President thanked electors for their attendance and contributions.

***The Shire President to advise that the date of the next Ordinary Council Meeting will be held on Wednesday, 23 September 2015, commencing at 5.00pm at the Shire of Donnybrook-Balingup – Council SPECIAL MEETING AGENDAS***

Special Meeting of Electors  
25 September 2017

I Chambers.

Shire President to declare the meeting closed at 8.50pm.

These Minutes were confirmed by the Electors as a true and accurate record at the Electors Meeting held on _____		
Shire President		Presiding Member

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**10.5 Special Electors Meeting**


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**10.5.1 SUBJECT: MOTIONS FROM ELECTORS MEETING**


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**MOTION****Moved: Cr King****Seconded: Cr Bailey**

**That Council defer the current building expansion project and proceed to develop new building concept plans incorporating the Administration Centre and Town Hall precinct, to be widely distributed and advertised for community consultation.**

Note: If Council resolve to proceed with the above motion from the Special Meeting of Electors held on 16 September 2015, then items 11.4.1 - Planning Application for Administration Centre Redevelopment and 11.5.1 Confidential - Administration Centre Redevelopment may be withdrawn, deferred or lay on the table.

**MOTION:****Moved: Cr King****Seconded: Cr Bailey**

**That Council defer the current building expansion project and proceed to develop new building concept plans incorporating the Administration Centre and Town Hall precinct, to be widely distributed and advertised for community consultation; and**

**That a community workshop be conducted within 60 days involving Councillors, staff and interested residents (to determine preferences). An independent facilitator to be engaged for this process (2 – 3 hour workshop session).**

**Carried 6/3****Scope of Works:**

1. Workshop – Councillors/ Staff (to determine preferences) to be independently facilitated (2 – 3 hour session) Invite interested residents to attend the workshop;
2. Kent Lyons to assess and pull together feedback from the Workshop including site design and building design;
3. Kent Lyons to present findings back to Council;
4. Concept designs to be circulated for public comment.





## **Administration Building Working Group Meeting Minutes**

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Held on

Monday, 22 February 2016

Commencing at 5.00pm

In Council Chambers

Cnr Bentley and Collins Streets, Donnybrook WA 6239

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**J R Attwood**  
**Chief Executive Officer**

**24 February 2016**

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Please note these minutes contain recommendations, which have not yet been adopted by Council.

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## ADMINISTRATION BUILDING WORKING GROUP MEETING AGENDA

22 February 2016

### TABLE OF CONTENTS

2	GENERAL BUSINESS .....	3
6	CLOSURE OF MEETING .....	4



# SHIRE OF DONNYBROOK/BALINGUP

## ADMINISTRATION BUILDING WORKING GROUP

**Held in Council Chambers on Monday, 22 February 2016 at 5.00pm**

As an outcome of a community meeting held on 23 November 2015 a Working Group has been established to prepare a site and conceptual plan for a new building or new addition to the existing building on Lot 500 Collins Street, Donnybrook. Alternative sites may also be considered.

Membership of the Working Group is comprised of Cr's Logiudice, Crowley, Dilley, King, and Basil Carter, Joanne Endersbee, Neville Fry, John Hockley and Steve Russell; Cr Logiudice to chair the meeting.

### MEMBERS PRESENT

COUNCILLORS	STAFF	COMMUNITY
Cr Logiudice	John Attwood – CEO	Basil Carter
Cr Crowley		Steve Russell
Cr Dilley		
Cr King		

### APOLOGIES

John Hockley

## 2 GENERAL BUSINESS

### 2.1 Welcome – Shire President

The President and CEO provided an overview of the Administration Centre Building plans and the need to address the current space shortage as soon as practicable.

Reference was made to the Country Local Government Funds of \$647,000 and the requirement for this to be expended by May 2017.

### 2.2 Draft Timetable

Date	Description
22 February 2016	<b>Meeting 1</b> <ul style="list-style-type: none"> <li>Consolidate ideas</li> </ul>
8 March 2016	<b>Meeting 2</b> <ul style="list-style-type: none"> <li>Agree on plan</li> <li>Seek quotes from Architect or Quantity Surveyor to provide costing (this will depend on whether the plans can be produced by the group or the need to engage an architect to draw up the plans)</li> </ul>

29 March 2016	Review costing and advertise for public comment on both design and costings
29 April 2016	Closing date for public comments/submissions
25 May 2016	Council to consider the plans and costings and proceed to call tenders for an Architect to finalise the design and tender (Note: Council will need to authorise additional expenditure if architectural and building costs are above the 2015/16 budget estimates)
October 2016	Tenders to be called for Building Works
December 2016	Council to appoint a Building Contractor
December 2017	Building complete

It was generally accepted that the draft timeline was tight and unlikely that the \$647,000 from the Country Local Government Fund would be spent by May 2017.

Forward planning revolved around:

1. A new building on Lot 500 (Old Church Site)
2. Extension to the existing building on Lot 500 (Old Church Site)
3. Possible building on Westrail land south of the Apple Fun Park
4. Consultation
5. Cost

Actions to be undertaken prior to the next meeting:

- a) Arrange a site visit to the Shire of Capel administration building. This visit has been arranged for Monday, 29 February 2016 at 8.15am.
- b) CEO to obtain prices per square metre of build for different building forms, i.e.:
  - i. Tilt panels, tin roof
  - ii. Double brick, tin roof
  - iii. Timber or steel framed – Hardie type cladding
  - iv. Reverse brick veneer – metal cladding/Hardie cladding
  - v. Rammed earth
  - vi. Brick veneer

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## 6 CLOSURE OF MEETING

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The Chairman advised that the date for the next Administration Building Working Group Meeting will be scheduled when further information is available, or the 8<sup>th</sup> March 2016, whichever occurs first, commencing at 5.00pm in the Council Chambers.

The Chairman declared the meeting closed at 6.45pm.



## **Administration Building Working Group Meeting Minutes**

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Held on

Monday, 14 March 2016

Commencing at 5.00pm

In Council Chambers

Cnr Bentley and Collins Streets, Donnybrook WA 6239

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**J R Attwood**  
Chief Executive Officer

**21 March 2016**

### **DISCLAIMER**

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## ADMINISTRATION BUILDING WORKING GROUP MEETING MINUTES

14 March 2016

### TABLE OF CONTENTS

1	GENERAL BUSINESS .....	3
2	CLOSURE OF MEETING .....	5

# SHIRE OF DONNYBROOK/BALINGUP

## ADMINISTRATION BUILDING WORKING GROUP

**Held in Council Chambers on Monday, 14 March 2016 at 5.00pm**

### MEMBERS PRESENT

COUNCILLORS	STAFF	COMMUNITY
Cr Logiudice	John Attwood – CEO	Basil Carter
Cr Crowley		Neville Fry (from 6.15pm)
Cr Dilley		Steve Russell
Cr King		John Hockley

### APOLOGIES

### 1 GENERAL BUSINESS

At the Working Group meeting held on 22 February 2016 the following actions were proposed:

1. Visit Capel Shire extensions. Cr Logiudice, Cr King, Basil Carter and Steve Russell visited on 29<sup>th</sup> February 2016. Cr Dilley had previously inspected the site. CEO, Paul Sheedy provided plans and costing for the building. The new construction was based on an open plan arrangement. The joining of the old and new building appears to work well. There are different floor levels throughout the building however generally meld well. (copies of the overall plan were available at the meeting)
2. A number of costings for different types of buildings have been obtained however all builders approached agree that there are a number of variables that increase or reduce cost according to design and location. None of the process include allowances for service upgrades or extensions (i.e. power, water, sewer, fire protection provision) landscaping, carparks and site works

Capel Shire office cost \$2,819,546 which included 831 m2 of new works and 301 m2 of refurbishment = \$2,490 m2

Builder 1 -	Rammed Earth	\$1,800 - \$2,000 m2
	Timber framed/ Clad	\$1,500 - \$1,600 m2
	Double Brick	\$1,500 - \$1,600 m2

Builder 2	Rammed Earth	\$2,000 - \$2,200 m2
	Timber framed/ Clad	\$1,600 - \$1,800 m2
	Double Brick	\$1,800 - \$2,000 m2
	Reverse Double Brick	\$2,000 - \$2,200 m2
	Tilt Panel	\$2,200 - \$2,500 m2

Builder 3      Tilt Panel                      \$1,400 - \$1,500 m2

Builder 4      Tilt Panel      Panel between \$800 and \$900 m2.  
Total building costs similar to Double Brick

Builder 5      Provided cost of a number of projects recently undertaken:

- Australind Rise Community Centre (\$1,950/m2 ex GST)
- Busselton Commercial Centre (\$1,400/m2 ex GST)
- Cape Naturaliste College Year 7 Block (\$3,300/m2 ex GST)
- CHC South West Wellness Centre (\$2,400/m2 ex GST)
- Great Southern Institute of Technology Health Science Building (\$3,650/m2 ex GST)
- Katanning SHS Administration Upgrade (\$3,400/m2 ex GST)
- Margaret River High School Year 7 Block (\$2,650/m2 ex GST)
- MS Society Treendale (\$2,050/m2 ex GST)

Builder 5 also commented that in his opinion the cheapest build is 2c face brick externally with render bricks inside, timber roof trusses and metal roof cover

General discussion on the best way forward to ensure all working group have the opportunity to be involved with site and concept development.

### **Points Considered**

#### Open Plan

Support for an open plan concept. Impressed with part of the Capel office plan. There are a number of different models/ make-up of open plan designs.

#### Site Selection

Three sites were put forward for consideration:

1. Existing site
2. Goods shed area
3. Old Caravan Park – South West Highway

#### New or Extension of Current Building

Support that both concepts should be further investigated.

#### Plans Held

CEO to provide copies of recent concept plans to working group members including the Apple Discovery Centre plans:

Attachment 1 – Kent Lyon - Final Concept Plan based on Option C Floor Plan

Attachment 2 – Kent Lyon - Option A

Attachment 3 – Kent Lyon – Option B

Attachment 4– Kent Lyon – Option C



Attachment 5 – HMA Architects – Floor Plan Option 1  
Attachment 6 – HMA Architects – Floor Plan Option 2  
Attachment 7 – HMA Architects – New Building Floor Plan  
Attachment 8 – Michel Greenhalgh – Option 1  
Attachment 9 – Michel Greenhalgh – Option 2  
Attachment 10 – Site Plan – Apple Interpretive Centre  
Attachment 11 – Floor Plan – Apple Interpretive Centre

Concept Plans/Site

Working group assessed – too early to appoint an Architect and Quantity Surveyor to the project.

Mr Basil Cater offered to provide concepts of an extension of the existing site for an Administration Centre. No distinction between new or extension.

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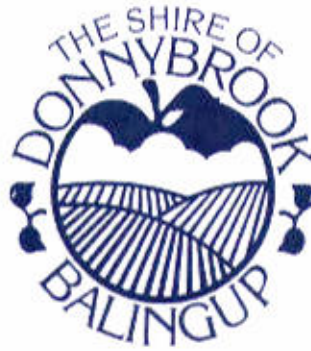
**2 CLOSURE OF MEETING**

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The Working Group agreed that the next meeting would be held on Monday, 4<sup>th</sup> April 2016 at 8.00am in the Council Chambers. Maximum time allowed for the meeting is four hours.

The meeting closed at 6.55pm





## **Administration Building Working Group Workshop Minutes**

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Held on

Monday, 4 April 2016

Commencing at 8.00am

In Council Chambers

Cnr Bentley and Collins Streets, Donnybrook WA 6239

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**J R Attwood**  
**Chief Executive Officer**

**4 May 2016**

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## ADMINISTRATION BUILDING WORKING GROUP WORKSHOP MINUTES

4 APRIL 2016

### TABLE OF CONTENTS

1	GENERAL BUSINESS .....	3
2	CLOSURE OF MEETING .....	3

# SHIRE OF DONNYBROOK/BALINGUP

## ADMINISTRATION BUILDING WORKING GROUP WORKSHOP

**Held in Council Chambers on Monday, 4 April 2016 at 8.00am**

### MEMBERS PRESENT

#### COUNCILLORS

Cr Logiudice  
Cr Crowley  
Cr Dilley  
Cr King

#### STAFF

John Attwood – CEO (until 8.45am)

#### COMMUNITY

Basil Carter  
Steve Russell  
John Hockley

### APOLOGIES

## 1 GENERAL BUSINESS

- Basil Carter presented a concept plan that showed separation from the Memorial Hall, with a Mediterranean Courtyard between the Hall and Stage Two of the new Admin Building, with public entrance to customer service area from the courtyard on the west side.
- Stage one shows a new open plan building at the rear of the existing Admin Building of approximately 700m<sup>2</sup> that would temporarily function with the existing Admin Building.
- It was considered to spend as little money as possible on the existing building as it would eventually be demolished to make way for stage two.
- Steve Russell suggested that prior to the next meeting we visit the two other possible sites that the Shire own, being the Heritage Precinct and the Old Caravan Park Site.

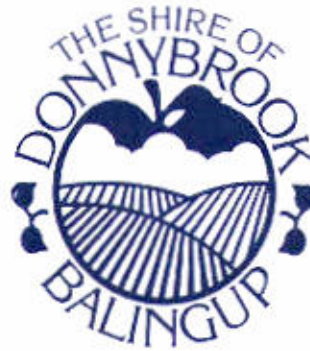
## 2 CLOSURE OF MEETING

The Chairman advised that the date of the next Administration Building Working Group Meeting will be held on Monday, 16<sup>th</sup> May 2016 commencing at 4.30pm. The group will initially conduct site visits and then meet in the kitchen at the Shire Office.

The Chairman declared the meeting closed at 10.00am.







## **Administration Building Working Group Meeting Minutes**

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Held on

Monday, 16 May 2016

Commencing at 4.30pm

At the Shire Office

Cnr Bentley and Collins Streets, Donnybrook WA 6239

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**J R Attwood**  
**Chief Executive Officer**

**18 May 2016**

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## ADMINISTRATION BUILDING WORKING GROUP MEETING MINUTES

16 MAY 2016

### TABLE OF CONTENTS

1	GENERAL BUSINESS .....	3
2	CLOSURE OF MEETING .....	4

# SHIRE OF DONNYBROOK/BALINGUP

## ADMINISTRATION BUILDING WORKING GROUP

Held in the Shire Administration Building on Monday, 16 May 2016 at 4.30pm

### MEMBERS PRESENT

COUNCILLORS	STAFF	COMMUNITY
Cr Logiudice	John Attwood – CEO	Basil Carter
Cr Crowley		John Hockley
Cr Dilley		
Cr King		

### APOLOGIES

Steve Russell

Neville Fry

### 1 GENERAL BUSINESS

#### Site Assessment

At the Workshop held on 4 April 2016 the Working Group decided to conduct site visits during their next meeting to the following Shire-owned land in order to determine the most appropriate location for the Shire Administration Building:

Site	Block Size	Comments
Existing site at the corner of Bentley and Collins Street, Donnybrook (Attachment 1.1)	0.5ha including vacant block behind the existing building	<ul style="list-style-type: none"> <li>The current building and car parking areas used by staff and customers is estimated at 2,380 square metres.</li> </ul>
Heritage Precinct on Collins Street (Attachment 1.2)	0.6ha including the Goods Shed	<ul style="list-style-type: none"> <li>Vesting purpose is currently Recreation and Tourism – Vesting would need to be changed, timeframe for this approx. 6-9mths.</li> <li>The design would need to acknowledge Heritage Council requirements given the State Heritage listing.</li> <li>Setback restrictions – need to follow up with Public Transport Authority/ MRWA.</li> </ul>
Old Caravan Park Site on the South Western Highway (Attachment 1.3)	Made up of two lots: 1.5ha and 0.5ha= 2ha	<ul style="list-style-type: none"> <li>Need to allow for more off-street carparking at this site.</li> <li>Require Main Roads approval for road access – entry point to the site may be restricted.</li> <li>Setback restrictions – need to follow up with Public Transport Authority/MRWA.</li> </ul>



The working group visited all sites and discussed the pros and cons of the locations for the new administration building on sites:

- 1 – Cnr Bentley and Collins Street,
- 2 – Heritage Precinct on Collins Street and
- 3 – Old Caravan Park on the South Western Highway,
- and a possible attachment to the existing administration centre on site 1.

The working group returned to the Shire office at 5.15pm and further debated the preferred site.

By consensus the working group agreed that the existing site on the corner of Bentley and Collins streets, and Victory Lane is the preferred site for the Shire Administration building. It was agreed that a staged approach as detailed in a concept plan provided by Mr Basil Carter as the preferred approach to extending the current administration centre. In essence this details that any new works would be linked to the existing administration centre with the view in the long term for perhaps the current Administration Centre to be demolished at some stage in the future (20 – 30 years). A staged approach would see some of the existing building or perhaps all of the existing building being removed to allow the area between the Hall and the Administration Centre to be developed as an iconic entry to be used by both Hall patrons and visitors to the Administration Centre. It was further agreed that the entry to the Administration Centre and the extensions thereto would remain from Bentley Street (i.e. through the current Administration Centre entry). A decision on the use of the Church as part of the development was considered, however this will be further investigated as sketch plans are developed and discussed by the Working Group.

Mr Basil Carter will endeavour to provide thumbnail sketch plans of the proposal within the next three to four weeks and a meeting will be scheduled to discuss those concepts.

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## **2 CLOSURE OF MEETING**

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The Chairman advised that the date of the next Administration Building Working Group Meeting will be advised.

The Chairman declared the meeting closed 6.30pm.

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**8 ELECTED MEMBERS MOTIONS**


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<b>8.1.1</b>	<b>SUBJECT:</b>	<b>MULTI-PURPOSE BUILDING – RAILWAY HERITAGE PRECINCT</b>
	<b>Location:</b>	<b>N/A Applicants: Cr Steve Dilley</b>
	<b>Zone:</b>	<b>N/A</b>
	<b>File Ref:</b>	<b>CNL 34A</b>
	<b>Author:</b>	<b>Ben Rose CEO (<i>Lucy Bourne, Governance Officer</i>)</b>
	<b>Report Date:</b>	<b>11 August 2016</b>
	<b>Attachments:</b>	<b>Nil</b>

Cr Dilley lodged the following Notice of Motion with the President and Chief Executive Officer:

1. That Council suspend any further work on redeveloping or extending the current Shire Administration Building until after the State Election in March 2017;
2. That Council rework the current WA Apple Discovery Centre design and concept plans to incorporate the Shire Administration Centre;
3. That during the forthcoming State Election campaign, Council seeks a commitment from both the Government and Opposition, to fund the Discovery Centre/Museum, Community Resource Centre and Community Radio component of the proposed multi-purpose building; and
4. That Council seek in-principle support from the WA Heritage Council and other relevant bodies for the construction of the proposed multi-purpose building, emphasising the strong historical nature of the project, including the restoration and utilisation of the Railway Goods Shed.

**Cr Dilley's Comment**

Council's recent decision to move the Council Chambers into the old Uniting Church and subdivide the existing Chambers for office space has removed the urgency to construct a new Administration Centre or extensions for the next two years. That decision now allows Council to take a step back and reassess the Shire's future administration needs without the pressure to act in haste.

Council's second Long Term Financial Plan (LTFP) has also identified that Shire debt will peak in 2019/20 at \$8.38m, and prior to that in 2017/18 the debt service coverage ratio falls to nearly three – a threshold where alarm bells will start to ring with State Treasury and the Department of Local Government, not to mention ratepayers!

The LTFP also identifies that of the \$2.8m budget for a new or extended administration centre, \$2.5m of that figure will be in the form of a loan. This is all but three times the size



of the original loan required for the previous extension proposal and, like all debt, must be paid off - ultimately by ratepayers. The challenge for Council/Councillors is how will we pay that proposed \$2.5m off and in what timeframe?

For the past 5 years various Shire Planners have been working on structure plans for the intensive subdivision of the Old Depot site behind the Memorial Hall. The major stumbling block in fully developing this shire-owned land is the location of the current Donnybrook Museum, which needs to be relocated to maximise the lot yield and financial return to ratepayers. Council's purchase of the Uniting Church land in 2011 opens up the opportunity to develop a structure plan for the intensive subdivision and sale of lots between Emerald Street and Collins Street, with Victory Lane as the principal access road.

Council began working on the concept of a multi-purpose building with the Donnybrook Historical Society and Donnybrook Community Resource Centre (formerly Telecentre) in 2009. This commenced with a trip to the Greenbushes Discovery Centre and Manjimup, Pemberton and Northcliffe Telecentres and Museums. Initial concept plans were developed and further refined over the next few years with the inclusion of Donnybrook Community Radio who were, and still are, looking for a permanent home.

Donnybrook Community Resource Centre (CRC) still provides an important service to the community, but is currently under threat of closure as it tries to find a new purpose in a society where access to the internet is now freely available. An identified need and potential lifeline opportunity is in the field of training; however a critical lack of space will prevent this from happening. A move to a new multi-purpose building will provide that lifeline.

The Donnybrook Museum is currently housed in a basic old shed and only opened to the public on an infrequent basis and usually by appointment. The current building displays only a fraction of the collection held by members of the Historical Society. Donnybrook has a rich 174 years of settlement history that should be proudly displayed so that the local community can appreciate where we have come from and the thousands of tourists that now visit the Fun Park can be educated about our past.

The concept of a WA Apple Discovery Centre was/is to promote what Donnybrook is famous for across WA, Australia and the world by telling the history of the apple industry's development right across the State. As part of a significant business plan that Council developed to apply for grant funding letters of support were sought and received from other apple growing local governments in the State. The rationale was/is to make the story one of regional significance and hence more attractive to grant funding bodies.

From an operational and accessibility perspective the logic of co-locating the Museum/Discovery Centre and Community Resource Centre together was for the CRC to provide passive surveillance over the historical displays and vastly improve the opening hours in a modern building with a central location. The emergence and inclusion of Donnybrook Community Radio was/is seen as another opportunity to add value to the multiple community uses of the building.

In December 2007 Council commissioned Taktics4 to undertake an independent assessment of potential sites for the construction of a new Shire Administration Centre. After a detailed analysis the site of the now proposed WA Apple Discovery Centre in the Railway Heritage Precinct rated the highest out of all sites including the current



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**Administration Centre in Bentley St, Donnybrook.**

Council now has a golden opportunity to redesign the multi-purpose building to incorporate the Shire Administration Centre and construct a new modern facility that will cater for future growth and be something that the community can be truly proud of.

The proposed \$2.5m loan that Council will need to raise to build a new administration centre could largely be paid off with land sales from a fully subdivided Old Depot site – if Council incorporates its Administration Centre into the multi-purpose building.

**Chief Executive Officer's Comment**

A significant amount of work has been conducted over the past few years into the development of this proposal, albeit without the inclusion of the Shire Administration Centre. The proposal was close to becoming a reality when funding via the Country Local Government Fund (Royalties for Regions) was discontinued towards the end of 2012/13.

Since then, the Shire has considered making applications for funding to other funding sources, such as the Federal Government's National Stronger Regions Fund, but it was difficult to align the proposal with the funding bodies' criterion. The inclusion of the Shire Administration Centre into the development would strengthen the project, boosting the 'value for money' proposition as well as strengthening partnerships between local government and the community.

In preparing either an 'unsolicited bid' or a formal funding application to Government (State or Federal), a robust Business Case is essential. The Business Case establishes the parameters of the proposal and evidences the cost-benefit ratios to be realised. It is strongly recommended that a Business Case be prepared, with assistance from external professionals to complete the document to a high standard. It is also recommended that the Business Case for a new multi-purpose centre, if approved for development by Council, is linked to the development opportunity associated with relocation of the existing Council Administration centre (and subdivision of the Emerald – Collins Street area more generally).

The recommendations of Councillor Dilley's Notice of Motion are supported by the Administration, with the addition of one recommendation to read:

- "5. That Council instruct the Chief Executive Officer to prepare a Business Case in support of the proposed multi-use building."

**Policy/Statutory/Voting Requirements**Policy

Various town planning, finance and administration policies will relate to any future development, however, there are no policies which relate directly to the Shire Administration Building or preparation of Business Cases.

Statutory Nil



Voting

Simple majority

**Financial**

A professional Business Case is likely to cost in the order of \$20,000 - \$30,000 for this proposal.

**Cr Dilley's Notice of Motion****Moved: Cr Dilley****Seconded: Cr Crowley**

1. That Council suspend any further work on redeveloping or extending the current Shire Administration Building until after the State Election in March 2017;
2. That Council rework the current WA Apple Discovery Centre design and concept plans to incorporate the Shire Administration Centre;
3. That during the forthcoming State Election campaign, Council seeks a commitment from both the Government and Opposition, to fund the Discovery Centre/Museum, Community Resource Centre and Community Radio component of the proposed multi-purpose building; and
4. That Council seek in-principle support from the WA Heritage Council and other relevant bodies for the construction of the proposed multi-purpose building, emphasising the strong historical nature of the project, including the restoration and utilisation of the Railway Goods Shed.

Cr Dilley amended his motion by removing Item 1 and adding item 5 from the Officer's Recommended Resolution.

**Cr Dilley's Notice of Motion****Moved: Cr Dilley****Seconded: Cr Crowley**

2. That Council rework the current WA Apple Discovery Centre design and concept plans to incorporate the Shire Administration Centre;
3. That during the forthcoming State Election campaign, Council seeks a commitment from both the Government and Opposition, to fund the Discovery Centre/Museum, Community Resource Centre and Community Radio component of the proposed multi-purpose building; and
4. That Council seek in-principle support from the WA Heritage Council and other relevant bodies for the construction of the proposed multi-purpose building, emphasising the strong historical nature of the project, including the restoration and utilisation of the Railway Goods Shed.

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- 5. That Council instruct the Chief Executive Officer to prepare a Business Case in support of the proposed multi-use building incorporating Apple Discovery Centre.**

With the agreement of the Mover and Seconder the motion was subsequently amended as follows:

**Moved: Cr Crowley**

**Seconded: Cr Mitchell**

1. That during the forthcoming State Election campaign, Council seeks a commitment from both the Government and Opposition, to fund the Discovery Centre/Museum, Community Resource Centre and Community Radio component of the proposed multi-purpose building; and
2. That Council seek in-principle support from the WA Heritage Council and other relevant bodies for the construction of the proposed multi-purpose building, emphasising the strong historical nature of the project, including the restoration and utilisation of the Railway Goods Shed.
3. That Council instruct the Chief Executive Officer to prepare a Business Case in support of the proposed multi-use building incorporating the Shire Administration Building, Apple Discovery Centre, and Museum.

**Carried 7/2**

Cr King requested the vote be recorded:

<b>For</b>	<b>Against</b>
Cr Crowley	Cr Bailey
Cr Dilley	Cr King
Cr Logiudice	
Cr Mills	
Cr Mitchell	
Cr Van Der Heide	
Cr Tan	

#### **Officer's Recommended Resolution**

**Moved: Cr**

**Seconded: Cr**

1. That Council suspend any further work on redeveloping or extending the current Shire Administration Building until after the State Election in March 2017;
2. That Council rework the current WA Apple Discovery Centre design and concept plans to incorporate the Shire Administration Centre;



- 3. That during the forthcoming State Election campaign, Council seeks a commitment from both the Government and Opposition, to fund the Discovery Centre/Museum, Community Resource Centre and Community Radio component of the proposed multi-purpose building;**
- 4. That Council seek in-principle support from the WA Heritage Council and other relevant bodies for the construction of the proposed multi-purpose building, emphasising the strong historical nature of the project, including the restoration and utilisation of the Railway Goods Shed; and**
- 5. That Council instruct the Chief Executive Officer to prepare a Business Case in support of the proposed multi-use building.**

**\*\*6.00pm – Rosa and Frank Cavallo arrived at the meeting.**