

Shire of Wiluna

MINUTES



**of the
special meeting of the Council
held on**

Wednesday 20th May 2020

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- 4.1A Advertisement for the position of CEO**
- 4.1B Information pack for intending applicants for the position of CEO**
- 4.1C Position description for the position of CEO**
- 4.1D Draft Contract of Employment for the position of CEO**
- 4.2 Report of the Wiluna Aerodrome Advisory Group meeting held on
14 May 2020**

DISCLAIMER:

Resolutions are not considered final until the minutes of the meeting are confirmed. Members of the public should also note that they act at their own risk if they act upon any resolution prior to receiving official written notification of the Council's decision.

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

The Shire President declared the meeting open at 6.25pm.

2. Public Question Time

The Acting CEO advised that no public questions had been received.

3. Record of Attendance**Present:**

Cr Jim Quadrio	President (in the Chair)
Cr Peter Grundy	Deputy President
Cr Brodie Sawyer	
Cr Tim Carmody	
Cr Norma Ward	
Cr Ane Koroicure	
Cr Lena Long	

In Attendance:

Warren Olsen	Acting Chief Executive Officer
Mike Fitzgerald	FitzGerald Strategies (for Item 4.1 only)

a) Apologies
Nil.**b) Notations of Interest:**

i. **Financial Interest Local Government Act Section 5.60A**
Nil.

ii. **Proximity Interest Local Government Act Section 5.60B**
Nil.

iii. **Interest Affecting Impartiality Shire of Wiluna Code of Conduct**
Nil.

4. Reports of Officers and Committees**4.1 Approval of CEO Recruitment Process and Associated Documents**

Reporting Officer:	Mike Fitzgerald – Recruitment Consultant
Date of Report:	15 May 2020
Date of Meeting:	20 May 2020
Disclosure of Interest:	Nil

At the Zoom Workshop conducted on Tuesday 12 May 2020 at 6:00pm, the Councillors agreed to the following proposals to be put to a special meeting of Council for formal approval.

1. The Advertising Campaign.

The position is to be advertised within the scope of the SAT Determination for 2020.

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The Employment Office:

The position is to be advertised through the Employment Office Web Portal.

Recruitment Campaign

- Recruitment Service (Prepaid 4/5)
- Candidate Management Software Access (Prepaid)
- Advertising Campaign: (\$2,511.00)
- **Total: \$2,511.00 (ex. GST)**

This fee does not increase if you choose to hire more than one candidate!

Our Service includes:

Specialist Account Management

- Dedicated Account Manager coordinating your campaign from start to finish
- Professional Advertisers and Copywriters who will position your organisation and the role to appeal to your target candidates
- Online interview process whereby candidates provide answers to your key selection criteria

Candidate Management Software

- Easily manage, track, shortlist and communicate with candidates from one central online database
- Rate and rank applications
- Build your own talent pool

Attraction Strategy

Your attraction strategy includes coverage across the following mediums:

Advertising Medium	Quantity
Seek.com.au	4
ApplyNow.com.au	1
CareerOne.com.au	1
ApplyNow.com.au eShot	1
LGAssist.com.au	1
Indeed.com.au	1
Adzuna.com.au	1
Jora.com.au	1
Trovit.com.au	1
Advertising Placement Fee	1
Total Fee for Advertising (including 10% discount)	\$2511.00

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In addition, the position is to be advertised in the Local Government Vacancies section of “the West” (cost estimate \$1500 plus GST) to comply with statutory obligations. In addition, the position is to be advertised in the Australian Local Government Job Directory (Cost estimate \$1350 plus GST).

The Councillors at the workshop determined that the psychometric testing for short listed applicants should be limited to a “Personality Profiling” test to be conducted by Everything DiSC® Profiles.

Advertising is to commence as soon as possible, and applications are to remain open for a period of approximately 4 weeks. Only online applications will be accepted via the Employment Office’s Web Portal.

2. Short-listing Process

- All applications received will be assessed by Fitz Gerald Strategies, in the first instance, against the Selection Criteria to rank them in order of their respective merits and suitability for the position. The full list of applicants will be provided to the Council at this stage for initial assessment.
- A long-list of prospective applicants will then be drawn up for further assessment as to their comparative merits and relative suitability for the position, following which a first-cut short-list of applicants will be drawn up.
- Referees of the first-cut short-listed applicants will then be consulted to further assess these applicants’ relative merits and suitability for the position, following which a final short-list of applicants for initial interview will be drawn up.
- Applicants short-listed for an initial interview will be required to undertake a Personality Profiling Test with Everything DiSC® Profiles, after which the most suitable applicants will be invited to an initial interview with the Council using an electronic application for remote interviews to avoid travel to and from Wiluna for these initial interviews. A final short-list will be drawn up from these interviews.
- Final short-listed applicants will be required to undergo a medical examination (at the Shire’s expense) in Wiluna during their visit to the town for final interview.
- Final interviews for the preferred applicants will be held in Wiluna on a date yet to be determined.
- The successful applicant will be offered a three-year performance-based contract of employment within the scope of the advertised remuneration limits.

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3. The Contract Document

The Contract Document was approved in so far as its general form and content was presented. The Council will need to approve the final Total Remuneration Package in the contract document later around the time that negotiations with the successful applicant are to commence.

Voting Requirements **SIMPLE MAJORITY**

In response to a question, Mr Fitzgerald advised that he could amend the draft employment contract to provide for:

- *The CEO to provide weekly briefings to Councillors; and*
- *The CEO to notify the Shire President if he or she is to be out of the office for more than two days.*

Council decision:

MOVED CR GRUNDY

SECONDED CR KOROICURE

That:

- 1. The CEO recruitment and selection process as described in this report be approved.**
- 2. That the following documents related to the CEO recruitment be approved:**
 - a) Advertisement (presented as Appendix 4.1A)**
 - b) Information pack for intending applicants (presented as Appendix 4.1B)**
 - c) Position Description (presented as Appendix 4.1C)**
 - d) Subject to amendments to provide for:**
 - **The CEO to provide weekly briefings to Councillors; and**
 - **The CEO to notify the Shire President if he or she is to be out of the office for more than two days**

the draft Contract of Employment (presented as Appendix 4.1D).

CARRIED 7/0

Resolution 063/20

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4.2 Report of the Wiluna Aerodrome Advisory Group of 14 May 2020

The report of the Wiluna Aerodrome Advisory Group is attached herewith as Appendix 4.2

Council decision

MOVED CR SAWYER**SECONDED CR CARMODY****That:**

- 1. The report of the Wiluna Aerodrome Advisory Group meeting of 14 May 2020 be received and noted.**
- 2. That Option 1 (pavement of the existing runway to be upgraded and the Aeronautical Ground Lighting to be relocated to comply with the latest MOS 139) be the basis of the engineering design and the business currently being prepared for a runway upgrade to be completed in 2020/21.**
- 3. That the CEO arrange for the aerodrome perimeter fenceline to be constructed accordingly.**

CARRIED 7/0**Resolution 64/20****5. Closure**

There being no further business, the Shire President declared the meeting closed at 6:36pm

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Appendix 4.1A

**Shire OF
Wiluna**

70 Wotton Street
PO Box 38, Wiluna 6646
T 08 9981 8000

reception@wiluna.wa.gov.au
ABN 48 828 074 872



**Shire of Wiluna
Chief Executive Officer
(Package negotiable from \$128,226 - \$200,192 as per SAT Decision 2020)**

The Shire of Wiluna is seeking to recruit a suitably qualified person to fill the role of Chief Executive Officer.

The Shire of Wiluna lies 966 kilometres northeast of Perth, covering an area of 184,000 sq kms consisting of mining and pastoral land which includes the Canning Stock Route and Gunbarrel Highway in the Mid-West region of Western Australia. Council wants to foster an active, safe and vibrant community that works together with honesty and respect of the values of all.

As Chief Executive Officer you will take overall corporate responsibility for the organisation. You will foster a customer service focus, a positive team culture, a cohesive relationship with the Council and the community and provide a basis for efficient planning and delivery of services provided by the organisation. You will develop and lead the goals and objectives of the Council as set out in integrated plans, budgets, and capital works programs. You will be accountable for the Council's human, financial and physical resources whilst acting as the face of the organisation in the community.

Ideally, you will have experience in and have intimate knowledge of the workings of local government. Additionally, you will hold relevant tertiary qualifications (desirable) and have relevant senior management experience as well as a reasonable knowledge of road construction and maintenance and the outside operations of a remote or small Shire.

A performance based 3-year contract will be negotiated which includes an attractive remuneration package in the vicinity of \$126,226 to \$200,192. The package includes a negotiable cash component commensurate with qualifications and experience, generous superannuation up to 14.5% superannuation (conditional), a Regional/Isolation Allowance, annual travel assistance, utilities subsidies, unrestricted private use of a vehicle within WA, and rent-free housing and generous annual leave applies.

Only Online Applications will be accepted. Applications close at 4:00pm on Friday 19 June 2020

To submit your application, please visit the following webpage:

<https://applynow.net.au/jobs/XXXX>

Mike Fitz Gerald

PRINCIPAL

Fitz Gerald Strategies (Licensed Employment Agent (Lic No EA2423))

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Information for Intending Applicants

Position of

Chief Executive Officer

May/June 2020

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Advertisement

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As Chief Executive Officer you will take overall corporate responsibility for the organisation. You will foster a customer service focus, a positive team culture, a cohesive relationship with the Council and the community and provide a basis for efficient planning and delivery of services provided by the organisation. You will develop and lead the goals and objectives of the Council as set out in integrated plans, budgets, and capital works programs. You will be accountable for the Council's human, financial and physical resources whilst acting as the face of the organisation in the community.

Ideally, you will have experience in and have intimate knowledge of the workings of local government. Additionally, you will hold relevant tertiary qualifications (desirable) and have relevant senior management experience as well as a reasonable knowledge of road construction and maintenance and the outside operations of a remote or small Shire.

A performance based 3-year contract will be negotiated which includes an attractive remuneration package in the vicinity of \$126,226 to \$200,192. The package includes a negotiable cash component commensurate with qualifications and experience, generous superannuation up to 14.5% superannuation (conditional), a Regional/Isolation Allowance, annual travel assistance, utilities subsidies, unrestricted private use of a vehicle within WA, and rent-free housing and generous annual leave applies.

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**Mike Fitz Gerald
PRINCIPAL**

Fitz Gerald Strategies (Licensed Employment Agent (Lic No EA2423))

About Wiluna

The Shire of Wiluna is a district comprising 182,156 square kilometres of predominantly desert and pastoral country which is situated deep in the beautiful but rugged the Murchison goldfields subregion of the boom state of Western Australia. As one of the more isolated local governments in the State, the Shire faces unique challenges and opportunities.

The main industries are pastoralism (cattle), mining, tourism (mainly self-drive tourism), and government and non-government services.

The Shire administration is based in the township of Wiluna, which is situated on the Goldfields Highway about 833kms from Perth as the crow flies (950kms or 1,125kms by road, depending on the route) and 533km from Kalgoorlie. Wiluna sits on the edge of the Western Desert and has a population of around 200 people, predominantly of Aboriginal descent.

Tourism features include:

- The starting points of the Canning Stock Route and the Gunbarrel Highway - two great outback adventures for four-wheel drive enthusiasts.
- Wiluna Walk Trails
- Tjurkurba Art Gallery – see the display of historic photos and unique paintings by Wiluna's Aboriginal Martu artists who frequent the Gallery workshop, producing high-quality paintings for sale.
- The *Last of the Nomads* statue, the town's tribute to Warri (1909-1979) and Yatungka (1917-1979), believed to be the last desert nomads leading a traditional lifestyle.
- A graceful Old Hospital (now refurbished as the *Canning-Gunbarrel Discovery Centre*), the birthplace of many local Martu people - and former Governor-General, Major General Michael Jeffery.
- Red Hill Lookout – a rocky rise just 1200 metres south of the town which gives wonderful views over Wiluna across to the gold mine.
- Wanjarri Nature Reserve, approximately 100kms south of the town, which contains a variety of flora and fauna including over 100 different species of birds have been documented in the Reserve.
- North Pool – a delightful rock hole that is located approximately 20km from Wiluna town centre.

The Shire of Wiluna is rich in mineral resources including gold, iron ore, lead, uranium, and nickel. Mining is a very cyclical industry, with production depending very much on demand and price. Mining production within the Shire of Wiluna is estimated to have been worth \$2.4bn in 2012/2013.

In addition to many working mines, the area has a significant mining heritage and some prospectors are still finding gold around the area.

The town has a general store and post office, a primary school, a well-staffed police station, and a medical centre. There is free-to-air FM radio broadcasting as well as numerous free-to-air television channels available via the VAST satellite system.

Pay TV is also available to subscribers, as is high-speed ADSL internet access. Mobile telephony is available via Telstra's Next G network.

The Shire of Wiluna is an area of low rainfall and extreme temperatures. The mean rainfall for Wiluna is 250mm (10 inches) per annum, although high rainfall is possible at any given time. The daily temperature can vary from highs of well over 40 degrees in the summer months to nightly lows in the winter months below zero.

Although Wiluna is undeniably small and remote, it is really a very liveable town offering good lifestyle opportunities.

The Shire

The staff is very small and very friendly (i.e. It is a happy workplace).

The Shire fully supports the following concepts and legislative requirements:

- Equal Opportunities,
- Occupational Safety and Health (OSH),
- Providing a Safe and Supportive work environment with positive Cultural

Values.

All current and future employees of the Shire are also expected to adhere to the concepts and legislations of the above items.

There are regular staff meetings, and all employees are expected to work within the following corporate values and display the following behaviours:

- **Respect:** Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.
- **Openness:** Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.
- **Leadership:** Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.
- **Excellence:** Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our Stakeholders. Actively support a team environment.

The Position

Reporting direct to Council, as Chief Executive Officer you will take overall corporate responsibility for the organisation. You will foster a customer service focus, a positive team culture, a cohesive relationship with the Council and the community and provide a basis for efficient planning and delivery of services provided by the organisation. You will develop and lead the goals and objectives of the Council as set out in integrated plans, budgets, and capital works programs. You will be accountable for

the Council's human, financial and physical resources whilst acting as the face of the organisation in the community.

Ideally, you will have experience in and have intimate knowledge of the workings of local government. Additionally, you will hold relevant tertiary qualifications (desirable) and have relevant senior management experience as well as a reasonable knowledge of road construction and maintenance and the outside operations of a remote or small Shire.

Remuneration

The position is offered under a performance-based contract of three years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4: Package is negotiable up to \$200,192 per annum.

- Base Salary (negotiable within the scope of the SAT decision 1 July 2020).
- Regional/Isolation Allowance (negotiable up to \$40,000 per annum).
- Superannuation SGC (at 9.5% of cash salary plus additional employer funded contributions conditional upon employee's contributions up to an additional 5% of cash salary).
- Motor Vehicle – unrestricted business and private use within Western Australia.
- Professional membership fees. (\$1000 per annum)
- Communication allowance. (\$2280 per annum)
- Utilities (water, electricity and gas – \$3000 per annum)

In addition

- Rent free partly furnished house.
- Free gym membership. (\$210 per annum)
- 2 x return airfares to Perth per annum (valued at \$1,300 each)

Please note:

1. 17.5% leave loading on five weeks' annual leave is factored into the base salary.
2. Council will meet the cost of the Chief Executive Officer's relocation expenses up to \$4,500 subject two quotations, with 50% of the reimbursement to be made after twelve (12) months and 50% paid after twenty-four (24) months service. Receipts must be produced to claim reimbursement.

Applications

Applications will close at **4pm (Perth Time) on Friday, 12 June 2020.**

Applications should contain the following information:

1. Your full name and place of birth.
2. Your address and telephone numbers and/or other contact details.
3. Details of your qualifications (including the year each qualification was completed).
4. A summary showing all relevant employment history, and all employment history for the past 10 years. If you haven't been in the workforce for 10 years, then show your employment history for as long as you have been in the workforce.
5. Your reasons for applying for the position.
6. Your claim for the position; in this section you must address each of the selection criteria as shown on page 10 of this document, explaining how and to what extent you meet them. The selection criteria are listed in the Position Description attached to this information pack.
7. A copy of a Police Clearance issued within the past 3 months.
8. Any other matter you wish to mention in support of your application. This may include (but is not limited to) relevant personal interests, membership of relevant professional associations, or achievements in voluntary work or associations.
9. The names and contact details of not less than three referees to whom enquiries will be made.
10. You may include copies of written testimonials if you wish. If you do, we may contact the issuers.

In addition to the documents set out above, each applicant is required to submit with their application a signed copy of the ***Declaration, Authorisation and Waiver*** which is on page 7 of this document.

Only Online Applications will be accepted. Applications close at 4:00pm on Friday 19 June 2020

To submit your application, please visit the following webpage:

<https://applynow.net.au/jobs/XXXXXXX>

Selection and Appointment Process

All applications received will be assessed, in the first instance, against the Selection Criteria to rank them in order of their respective merits and suitability for the position. The full list of applicants will be provided to the Council at this stage for initial assessment.

A long-list of prospective applicants will then be drawn up for further assessment as to their comparative merits and relative suitability for the position, following which a first-cut short-list of applicants will be drawn up.

Referees of the first-cut short-listed applicants will then be consulted to further assess these applicants' relative merits and suitability for the position, following which a final short-list of applicants for initial interview will be drawn up.

Applicants short-listed for an initial interview will be required to undertake a Personality Profiling Test, after which the most suitable applicants will be invited to an initial interview with the Council using an electronic application for remote interviews to avoid travel to and from Wiluna for these initial interviews.

Final short-listed applicants will be required to undergo a medical examination (at the Shire's expense) in Wiluna during their visit to the town for final interview.

Final interviews for the preferred applicants will be held in Wiluna on a date yet to be determined.

The successful applicant will be offered a three-year performance-based contract of employment within the scope of the advertised remuneration limits.

Police Clearance and Medical Examination Required

A recent *Police Clearance* (issued within the last 3 months) should be provided with your application.

Probationary Appointment

The successful applicant will be appointed on a probationary basis for the first twelve months.

Declaration Authorisation and Waiver

This form must be printed, signed, scanned and submitted with your application

DECLARATION, AUTHORISATION, AND WAIVER

I certify that:

- the information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.
- I understand that the Shire of Wiluna reserves the right to verify all information in the application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Wiluna, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the veracity of any information contained in my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

Signature of Applicant

Date

Note. The Shire of Wiluna undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the application and determining the applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection committee at the time, and for the purpose, of selecting the suitable applicant

Position Description

POSITION DESCRIPTION

1 TITLE

Chief Executive Officer

2 LEVEL

Band 4 Salaries and Allowances Tribunal

3 DEPARTMENT/SECTION

Office of the Chief Executive Officer

4 POSITION OBJECTIVES

4.1 Objectives of the position

- Implement Council's directions in a timely manner
- Implement the strategic goals and objectives of the Shire
- Lead and manage the people, infrastructure and assets of the Shire

4.2 Within Section

- Meet corporate objectives
- Lead the organisation in providing a high level of service to the community and Elected Members
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.

4.3 Within Organisation

- Develop a corporate approach within the Management Team towards the development of a budget and have financial controls within each operating Department
- Ensure staff have the appropriate skills, knowledge, experience and qualifications to perform their role
- Manage the performance of employees with reference to appropriate key performance indicators
- Monitor and improve the organisational culture and staff morale
- Ensure continuous improvement in the natural and built environment and customer service
- Administer the legal and statutory processes of the Shire's operations and be the chief adviser to the Council on these matters
- Foster a corporate approach to ensure effective financial controls operate within and across each functional area

- Provide strong strategic direction and leadership to the entire organisation
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of delegations of authority

5 COMPETENCY REQUIREMENTS

NOTE: all competency requirements are essential unless otherwise stated

5.1 Leadership

- Proven leadership at Chief Executive Officer/General Manager/Managing Director level
- High level of Strategic Planning skills and knowledge of corporate management
- Delegation skills to ensure the achievement of outcomes, accountability of management and staff and the development of employees' abilities
- Demonstrated capacity to administer contemporary human resource management practices
- Demonstrated community leadership
- Understanding of Social Media usage and implementing policy and procedures in the organisation

5.2 Policy Implementation

- Good knowledge of public policy issues as they impact local government

5.3 Governance and Compliance

- Demonstrated strong working relationship with Councils/Board of Management
- Demonstrated capacity to administer the *Local Government Act 1995* and associated legislation applicable to local government
- Proven ability to provide professional, comprehensive and timely advice to support Council in making informed decisions on behalf of constituents
- Sound knowledge of statutory, legal and contractual obligations

5.4 Financial Results

- Extensive experience in the area of financial management

5.5 Community Development

- Considerable experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities
- Considerable experience in dealing with community members and stakeholders
- A proven track record of building and maintaining positive strategic relationships within the Community
- An appreciation of the culture and heritage of the Shire and how it integrates with planning and policy

5.6 General Management

- Excellent interpersonal and communication skills focussing on maintaining good relationships with all stakeholders
- Tertiary qualification(s) in relevant management, business and/or public sector administration discipline or experience that is accepted as comparable is desirable

NOTE: Employment is subject to relevant police clearance and other checks

6 KEY DUTIES AND RESPONSIBILITIES

- 6.1 In consultation with the Council, promote and implement strategic and service delivery plans for the Shire
- 6.2 Coordinate, in conjunction with the Management Team, the fiscal management of the Shire to reflect Council's aims and objectives
- 6.3 Manage the human resources to ensure the supervision and management of Departments are all in accordance with corporate aims laid down by Council
- 6.4 Promote a staff training program that will improve staff skills across the organisation, which will assist staff in focussing on service delivery to the Community
- 6.5 Administer the legal, statutory and election process of the Council's operations and be the chief adviser to the Council on these matters to ensure Council is operating within statutes and all legal requirements are met
- 6.6 Be responsible for the day-to-day operations of the Shire
- 6.7 Ensure all legal and statutory compliances are met, particularly related to substantial asset infrastructure
- 6.8 On behalf of Council, make effective representation of the issues, views, policies and needs of Council as required
- 6.9 Ensure the development and maintenance of sound communications and good relationships between the Shire, government departments and the community at large
- 6.10 Provide appropriate leadership to the organisation
- 6.11 Provide Council with appropriate information and advice on relevant statutory requirements
- 6.12 Ensure reports and recommendations to Council are well written and based on sound judgement and include appropriate recommendations and options
- 6.13 Ensure that Council's statutory compliance obligations are met

7 PERFORMANCE CRITERIA

- The extent to which the Chief Executive Officer is effective and efficient in the management, development and coordination of the resources of the Council
- The extent to which the Chief Executive Officer is committed to innovation and review in the planning and delivery of services administered by the Council
- The manner by which the Chief Executive Officer maintains and enhances a corporate approach within the Council
- The nature of relationships with the Council, Senior Staff, other staff and community
- The extent to which the Chief Executive Officer projects the image of the Shire
- The manner by which the Chief Executive Officer implements the programs and policies of the Council and the extent to which these policies are communicated to the public
- The extent to which the Chief Executive Officer maintains and enhances the reputation of the Shire as a provider of cost-effective services for the community
- The manner and effectiveness of the internal and external communications of the Chief Executive Officer
- The extent to which the Chief Executive Officer is committed to forward planning in the management of the Council's resources and the review of formulation of policies
- The manner by which the program of Council, adopted through the annual budget, is achieved
- The manner by which cost-effectiveness and productivity is demonstrated
- Councillors receive their meeting agendas at least 1 week before the next Council meeting (timely delivery of agendas)
- The advice provided to Council is accurate, comprehensive and timely
- The advice to Council includes all relevant information and clear recommendations and Council will accept that a 90% to 95% acceptance by Council of the CEO's recommendations is a fair indication of compliance with this clause
- All the Minutes are prepared and circulated to Council within the time period specified in the relevant legislation
- Annual budgets are prepared and presented to Council for timely adoption in accordance with the legislation
- Budgets are supported by sufficient working documents to enable both Councillors and officers to understand exactly what is to be provided and how it is to be provided
- Budget reviews are prepared and presented for adoption within the statutory timeframes
- Rates and sundry debts are collected in a timely manner and in general bad debts and write offs are kept at a minimum
- The CEO periodically reviews the adequacy of the financial management arrangements of the Shire in accordance with the regulations (at least every 4 years)
- That all purchasing is carried out in accord with Council's policies, practices and procedures and the Local Government Functions and General Regulations 1996 (Note: This is the single biggest source of complaints to the department of Local government – purchasing and bungled tendering procedures)
- That the CEO maintains tight supervision and control of tendering and purchasing so as to ensure that all officers throughout the organisation comply with the Shire's purchasing policies, practices and procedures and the Regulations

- That the CEO ensures the prudent obtaining and implementation of sound legal advice from a competent law firm on all matters where Council may have an exposure to legal action
- That all contracts and other legal documents are reviewed by the Shire's lawyers such that Council is not exposed to documents that have been drafted by unqualified persons (e.g. Jack the Builder)
- That the CEO maintains a suitably qualified and skilled team of executive and other staff aligned with the timely delivery of Shire's corporate and strategic objectives and plans
- That staff turnover is kept to an acceptable level having regard for the historic figures of the Shire, the levels of staff turnover in similar Shires in the region and the cyclical career changes made by Local Government employees
- That human resource policies, practices and procedures are compliant with the relevant legislation and common law particularly in relation to matters such as OSH, recruitment, discipline and terminations, remuneration and other employment benefits, equal employment opportunities, training and staff development and the employment of local residents
- That staff performance reviews, and probation reviews are conducted annually and/or in a timely manner and information provided to Council detailing the due dates of and actual dates of each staff review
- That the CEO maintains positive working relationships with other local governments and other agencies in the region
- That the CEO maintains effective and positive relationships with the news media, such that the image and reputation of the Shire of Wiluna is enhanced
- That the CEO manages his relationships with the public, electors and residents in such a way as enhances the image and reputation of the Shire of Wiluna is enhanced
- That the CEO engages in a minimum of weekly meet/brief with the President and a weekly information brief to all of Council

8 ORGANISATIONAL RELATIONSHIPS

- 8.1 Responsible to:
The President and Councillors of the Shire of Wiluna
- 8.2 Supervision of:
All staff by delegation to the relevant Managers
- 8.3 Internal and External Liaison
- 8.3.1 Internal
- President and Councillors individually
 - All Committees
 - Deputy CEO, Executive Managers and Managers
 - All staff

8.3.2 External

- Community, ratepayers, electors and the Public
- Business community
- Sporting Groups
- Federal and State Government departments and agencies
- Local Governments
- Media
- Primary contractors and suppliers

9 EXTENT OF AUTHORITY

- All authority vested in the chief executive officer by the *Local Government Act 1995* and the associated Regulations and local laws and other relevant Acts, both State and Federal
- Authority to sign all legal documents and cheques as delegated and properly directed by the Council

End Text

Appendix 4.1C

POSITION DESCRIPTION

1 TITLE

Chief Executive Officer

2 LEVEL

Band 4 Salaries and Allowances Tribunal

3 DEPARTMENT/SECTION

Office of the Chief Executive Officer

4 POSITION OBJECTIVES

4.1 Objectives of the position

- Implement Council's directions in a timely manner
- Implement the strategic goals and objectives of the Shire
- Lead and manage the people, infrastructure and assets of the Shire

4.2 Within Section

- Meet corporate objectives
- Lead the organisation in providing a high level of service to the community and Elected Members
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.

4.3 Within Organisation

- Develop a corporate approach within the Management Team towards the development of a budget and have financial controls within each operating Department
- Ensure staff have the appropriate skills, knowledge, experience and qualifications to perform their role
- Manage the performance of employees with reference to appropriate key performance indicators
- Monitor and improve the organisational culture and staff morale
- Ensure continuous improvement in the natural and built environment and customer service
- Administer the legal and statutory processes of the Shire's operations and be the chief adviser to the Council on these matters
- Foster a corporate approach to ensure effective financial controls operate within and across each functional area
- Provide strong strategic direction and leadership to the entire organisation
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of delegations of authority

5 COMPETENCY REQUIREMENTS

NOTE: all competency requirements are essential unless otherwise stated

5.1 Leadership

- Proven leadership at Chief Executive Officer/General Manager/Managing Director level
- High level of Strategic Planning skills and knowledge of corporate management
- Delegation skills to ensure the achievement of outcomes, accountability of management and staff and the development of employees' abilities
- Demonstrated capacity to administer contemporary human resource management practices
- Demonstrated community leadership
- Understanding of Social Media usage and implementing policy and procedures in the organisation

5.2 Policy Implementation

- Good knowledge of public policy issues as they impact local government

5.3 Governance and Compliance

- Demonstrated strong working relationship with Councils/Board of Management
- Demonstrated capacity to administer the *Local Government Act 1995* and associated legislation applicable to local government
- Proven ability to provide professional, comprehensive and timely advice to support Council in making informed decisions on behalf of constituents
- Sound knowledge of statutory, legal and contractual obligations

5.4 Financial Results

- Extensive experience in the area of financial management

5.5 Community Development

- Considerable experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities
- Considerable experience in dealing with community members and stakeholders
- A proven track record of building and maintaining positive strategic relationships within the Community
- An appreciation of the culture and heritage of the Shire and how it integrates with planning and policy

5.6 General Management

- Excellent interpersonal and communication skills focussing on maintaining good relationships with all stakeholders

- Tertiary qualification(s) in relevant management, business and/or public sector administration discipline or experience that is accepted as comparable is desirable

NOTE: Employment is subject to relevant police clearance and other checks

6 KEY DUTIES AND RESPONSIBILITIES

- 6.1 In consultation with the Council, promote and implement strategic and service delivery plans for the Shire
- 6.2 Coordinate, in conjunction with the Management Team, the fiscal management of the Shire to reflect Council's aims and objectives
- 6.3 Manage the human resources to ensure the supervision and management of Departments are all in accordance with corporate aims laid down by Council
- 6.4 Promote a staff training program that will improve staff skills across the organisation, which will assist staff in focussing on service delivery to the Community
- 6.5 Administer the legal, statutory and election process of the Council's operations and be the chief adviser to the Council on these matters to ensure Council is operating within statutes and all legal requirements are met
- 6.6 Be responsible for the day-to-day operations of the Shire
- 6.7 Ensure all legal and statutory compliances are met, particularly related to substantial asset infrastructure
- 6.8 On behalf of Council, make effective representation of the issues, views, policies and needs of Council as required
- 6.9 Ensure the development and maintenance of sound communications and good relationships between the Shire, government departments and the community at large
- 6.10 Provide appropriate leadership to the organisation
- 6.11 Provide Council with appropriate information and advice on relevant statutory requirements
- 6.12 Ensure reports and recommendations to Council are well written and based on sound judgement and include appropriate recommendations and options
- 6.13 Ensure that Council's statutory compliance obligations are met

7 PERFORMANCE CRITERIA

- The extent to which the Chief Executive Officer is effective and efficient in the management, development and coordination of the resources of the Council
- The extent to which the Chief Executive Officer is committed to innovation and review in the planning and delivery of services administered by the Council

- The manner by which the Chief Executive Officer maintains and enhances a corporate approach within the Council
- The nature of relationships with the Council, Senior Staff, other staff and community
- The extent to which the Chief Executive Officer projects the image of the Shire
- The manner by which the Chief Executive Officer implements the programs and policies of the Council and the extent to which these policies are communicated to the public
- The extent to which the Chief Executive Officer maintains and enhances the reputation of the Shire as a provider of cost-effective services for the community
- The manner and effectiveness of the internal and external communications of the Chief Executive Officer
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 - All staff
 - 8.3.2 External
 - Community, ratepayers, electors and the Public
 - Business community
 - Sporting Groups

- Federal and State Government departments and agencies
- Local Governments
- Media
- Primary contractors and suppliers

9 EXTENT OF AUTHORITY

- All authority vested in the chief executive officer by the *Local Government Act 1995* and the associated Regulations and local laws and other relevant Acts, both State and Federal
- Authority to sign all legal documents and cheques as delegated and properly directed by the Council

Unconfirmed

**Shire OF
Wiluna**

70 Wotton Street
PO Box 38, Wiluna 6646
T 08 9981 8000

reception@wiluna.wa.gov.au
ABN 48 828 074 872



Shire of Wiluna

Chief Executive Officer

Contract of Employment

2020

THIS CONTRACT is made this day of 2020

Between:

The Shire of Wiluna
70 Wotton Street
WILUNA WA 6646
("The Local Government")

And:

<<Full Name of Applicant>>
<<Address line 1>>
<<Address Line 2>>
("The Chief Executive Officer")

BACKGROUND

- A. The Local Government has appointed the Chief Executive Officer pursuant to s. 5.36 of the *Local Government Act 1995* (as amended from time to time).
- B. The Local Government wishes to appoint the Chief Executive Officer for a term of three years.
- C. The Chief Executive Officer agrees to accept such appointment subject to the terms and conditions of this contract.

AGREED TERMS

1 Definitions

In this Contract

- 1.1 **"Act"** means the *Local Government Act 1995* as amended from time to time.
- 1.2 **"Chief Executive Officer or CEO"** means the Chief Executive Officer of the Shire of Wiluna.
- 1.3 **"Confidential information"** means any information, whether or not marked as confidential, owned, received, held or developed by the Local Government, and which is not publicly available and relates in any manner to the operations of the Local Government or its suppliers or clients including but not limited to each of the following:
 - 1.3.1 The Local Government's intellectual property, including future and possible intellectual property.
 - 1.3.2 Personnel, policies, business plans, marketing strategies, products, services, product and service development, finances, funding, pricing policies, or other transactions or affairs of the Local Government.
 - 1.3.3 Customer lists, databases, supplier information, partners or alliances.
 - 1.3.4 Trade secrets, know-how, secret or confidential operations, processes, approaches or techniques developed by the Local Government in the course of its/their business and operations.
 - 1.3.5 Any other information that is or may be commercially valuable to the Local Government or its suppliers or clients.
- 1.4 Information will not be Confidential Information in any of the following circumstances:

- 1.4.1 At the time of disclosure, the information was in the public domain.
- 1.4.2 The possession or knowledge of the Chief Executive Officer without it being derived from any information obtained from the Local Government.
- 1.4.3 The Information is information that is agreed between the Chief Executive Officer and the Local Government in writing as being information that is not to be treated as Confidential Information.
- 1.5 **"Council"** means the Council of the Shire of Wiluna.
- 1.6 **"Employment"** means the term of employment served by the Chief Executive Officer pursuant to this Contract of Employment or any subsequent Contract of Employment entered into by the Chief Executive Officer and the Local Government.
- 1.7 **"Intellectual Property"** means each of the following used by or on behalf of the Local Government or developed in connection with the business or operations of the Local Government before, during or after the Employment, including the following:
 - 1.7.1 Know-how;
 - 1.7.2 Trademarks, whether registered or unregistered;
 - 1.7.3 Domain names;
 - 1.7.4 Business names;
 - 1.7.5 Confidential Information;
 - 1.7.6 Copyright, moral rights, inventions, patents, patent applications, designs;
 - 1.7.7 Any other intellectual property.
- 1.8 **"Industrial Relations Law"** means:
 - 1.8.1 *The Industrial Relations Act 1979*;
 - 1.8.2 Any other workplace law of the State or Commonwealth which affects the subject matter of this contract of employment.
- 1.9 **"Key Result Areas"** means those key result areas defined in Clause 5.4 of this Contract as amended from time to time by agreement between the Chief Executive Officer and the Council and the Performance Criteria set out in Schedule 2 of the Contract.
- 1.10 **"Local Government"** means the body corporate as defined in s. 1.4 of the Act.
- 1.11 **"Long Service Leave Regulations"** means the Local Government (Long Service Leave) Regulations 1996.
- 1.12 **"Performance Criteria"** means the performance criteria as set out in Schedule 2.
- 1.13 **"Policies"** means the policies adopted by the Council.
- 1.14 **"Position"** means the office or position defined in clause 3.1.
- 1.15 **"Probationary Period"** has the meaning described in clause 3.2.
- 1.16 **"Position Description"** means Schedule 1 to this Contract, as amended from time to time by agreement between the Chief Executive Officer and the Council.
- 1.17 **"SAT"** means the Salaries and Allowances Tribunal as prescribed in the *Salaries and Allowances Act 1975*.
- 1.18 **"Total Rewards Package"** means the Total Rewards Package specified in clause 6.2.
- 1.19 **"Term"** means the Term specified in clause 3.2.

2 Interpretation

- 2.1 Words importing the singular include the plural and vice versa;
- 2.2 If a word or phrase is defined, cognate words or phrases have corresponding definitions;
- 2.3 A reference to a month means a calendar month;
- 2.4 A person includes a firm, an unincorporated association, an incorporated association, a corporation, a government or statutory body or authority;
- 2.5 A person includes their legal representative, successors and assigns;
- 2.6 A statute, code, ordinance, regulation, award or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- 2.7 A right includes a benefit, remedy, discretion, authority or power;
- 2.8 An obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
- 2.9 A provision or term of this Contract, or other document, contract, understanding or arrangement, includes a reference to a provision or term that is either express or implied;
- 2.10 This Contract or any other document includes this contract or other document as varied or replaced and notwithstanding any change in the identity of the parties;
- 2.11 Writing includes any mode of representing or reproducing words in tangible and permanently visible form, and includes facsimile transmission and other electronic mail or transmissions;
- 2.12 Anything including, without limitation, any amount is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- 2.13 A clause or Schedule is a reference to a clause or Schedule of this contract; and,
- 2.14 Headings are for convenience only and do not affect the interpretation of this Contract.

3 Contract Term

3.1 Appointment

The Local Government appoints the Chief Executive Officer and the Chief Executive Officer accept the appointment to carry out fully the functions of Chief Executive Officer according to the terms and conditions of this Contract and the Position Description as set out in Schedule 1 and the Performance criteria in Schedule 2 or as may be varied by agreement in writing between the parties from time to time.

3.2 Term

- 3.2.1 The employment of the Chief Executive Officer will commence on <<Insert date of commencement>> ("Commencement Date") and continue for a term of three (3) years concluding at the close of business in <<Insert date of expiry>> ("Expiry Date") unless it is earlier terminated

in accordance with this Contract, provided that the first twelve (12) months of the appointment shall be a probationary period during which either party may terminate this contract for any reason by giving the other party one (1) months' written notice or by paying one months' salary in lieu of notice. For the avoidance of doubt, the payment in lieu of notice shall be at the cash component rate of the remuneration package and includes the Regional/Isolation allowance component.

3.2.2 The Local Government shall conduct performance reviews during the probation period on completion of two (2) months service and then again on completion of six (6) months service and then again immediately prior to the completion of the initial twelve (12) months service.

3.2.3 If the Chief Executive Officer is reappointed, the term of employment will be as set out in a new Contract. That new Contract must be executed prior to the Expiry Date, failing which the Chief Executive Officer's appointment and employment will terminate in the Expiry Date without either party having to give notice of termination to the other party.

3.3 Further Contracts

There is no compulsion on either the Council or the Chief Executive Officer to agree to a new Contract. The Council and/or the Chief Executive Officer may initiate discussions not later than 12 months prior to the expiry of the Term for the parties to enter into a new Contract for a further term. The Council may make a decision to finalise those discussions not later than six months prior to the expiry of the term of this Contract. If the Council and the Chief Executive Officer agree to a new contract, a new contract will be executed and will replace this Contract

4 Functions and Duties

4.1 Functions and Duties

In addition to the functions and duties set out in Schedule 1 Position Description, the Chief Executive Officer must:

- 4.1.1 Report directly and be accountable to Council;
- 4.1.2 Comply with the Act and any other legislation relevant to the Chief Executive Officer's functions and duties;
- 4.1.3 Carry out the functions and duties incidental to the functions and duties set out in Schedule 1 – Position Description and this Contract with a view to achieving the Key Performance Indicators, and Performance Criteria as agreed from time to time and appended to this Contract at Schedule 2;
- 4.1.4 Carry out all duties to the best of the Chief Executive Officers abilities;
- 4.1.5 Promote and assist Council to achieve its aims and objectives as set out in the Local Government's Business Plans;
- 4.1.6 Comply with all Council's lawful instructions;
- 4.1.7 Serve the Local Government well and faithfully in a conscientious and expeditious and professional manner, always acting in the Local Government's best interests;

- 4.1.8 Comply with the Local Government's Code of Conduct as amended from time to time pursuant to s.5.103 of the Act or as prescribed by the Regulations under the Act;
- 4.1.9 Devote the whole of his time and attention to the duties during the hours reasonably required to properly perform those duties, which the Chief Executive Officer acknowledged are reasonable additional hours for the purposes of the Local Government Officers' (Western Australia) Interim Award 2011;
- 4.1.10 Attend all meetings of the Council, Council Committees, regular briefing meetings with the Shire President and Regional Local Governments' meetings as may be necessary or as directed by the Council, other than when on authorised approved leave;
- 4.1.11 The Chief Executive Officer confirms that he holds all qualifications that he has represented himself to the Council as holding;
- 4.1.12 The Council must provide such support staff and office facilities as are reasonably necessary for the Chief Executive Officer to perform his duties.

4.2 Powers of the Chief Executive Officer

- 4.2.1 Clause 4.1 shall not be construed as limiting the Chief Executive Officer's exercise of statutory duties, functions and powers as Chief Executive Officer under the Act or any other applicable legislation;
- 4.2.2 This Contract will be read subject to any legislation affecting the Local Government so as not to exceed the power of the Local Government. Where any clause of this Contract would, but for this subclause, have been construed as being in excess of the Local Government's powers, both the Contract and the clause will nevertheless be valid to the extent to which they are not in excess of that power.

4.3 Additional Business or Employment

The Chief Executive Officer must not engage in any additional business or employment, whether paid or voluntary, without the prior written consent of the Council. In the event that Council gave such consent then should any risk arise that the position might conflict with the interests of the Local Government, or of the requirement of the position of Chief Executive Officer of the Local Government, or his ability to perform the duties then the Chief Executive Officer must immediately notify the Council and obtain Council's further written consent to engage or continue in that additional business or employment.

4.4 Confidential Information re the Local Government's Affairs

- 4.4.1 The Chief Executive Officer's obligations of confidentiality as set out in this clause, apply during the employment, and always continue to apply following termination of employment;
- 4.4.2 The Chief Executive Officer must hold all Confidential Information in strict confidence;
- 4.4.3 The Chief Executive Officer must not at any time during the course of the employment or subsequently, except as specifically authorised by the Local Government, disclose to any person, sell to any person, or share with any person, or copy or make use of in any manner, any Confidential Information of the Local Government or any information which the Local

Government has received from others, which it is obliged to treat as Confidential;

- 4.4.4 The Chief Executive Officer must not make use of any Confidential Information for the benefit of any person other than the Local Government;
- 4.4.5 The Chief Executive Officer must not make a copy or summary of any Confidential Information unless required to do so in the course of the employment. If the Chief Executive Officer is required to make a copy of any Confidential Information during the employment, then such record remains the property of the Local Government;
- 4.4.6 The Chief Executive Officer must take all necessary and reasonable steps to prevent Confidential Information from being disclosed to any unauthorised person;
- 4.4.7 The Chief Executive Officer indemnifies the Local Government for any loss, which arises from any breach of the Chief Executive Officer's obligations under this clause;
- 4.4.8 The Chief Executive Officer must take all necessary and reasonable steps to prevent Confidential Information being disclosed to any unauthorised persons;
- 4.4.9 Without limiting any other obligation under this Agreement, the Chief Executive Officer must not make use of the Confidential Information to the commercial, financial or competitive detriment or disadvantage of the Local Government.
- 4.4.10 The Chief Executive Officer must immediately notify the Local Government of any actual or suspected unauthorised use, copying or disclosure of the Confidential Information;
- 4.4.11 The Chief Executive Officer must provide any assistance reasonably required by the Local Government in proceedings by the Local Government against any person for unauthorised use, copying or disclosure of Confidential Information;
- 4.4.12 The Chief Executive Officer acknowledges that these obligations of confidentiality are reasonable and necessary to protect the goodwill and business interests of the Local Government. The Chief Executive Officer further acknowledges that the remedy of damages may be inadequate to protect the interests of the Local Government, and the (Local Government is entitled to seek and obtain injunctive relief or any other relief in respect of a breach of these obligations;
- 4.4.13 The Chief Executive Officer acknowledges that a breach of any of these obligations of confidentiality is a very serious matter and may result in summary dismissal.

4.5 Intellectual Property

- 4.5.1 The Chief Executive Officer acknowledges and agrees that it is a condition of employment that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Chief Executive Officer (whether alone or with others) in the course of employment;
- 4.5.2 If for any reason any creation or contribution of any documents, materials or other things results in any right, title or interest vesting in the Chief Executive Officer, the Chief Executive Officer must unconditionally and irrevocably assign all of the right, title and interest to the Local

- Government (or any person nominated by the Local Government) and do all things necessary for this to occur;
- 4.5.3 The Chief Executive Officer must, at the expense of the Local Government, do each of the following:
- 4.5.3.1 Sign any necessary documents and do all things that the Local Government may require for perfecting the assignment of the Intellectual Property rights under clause 4.5.2;
- 4.5.3.2 Assist in all administrative and legal procedures before any relevant authority, court or other relevant body brought by, for or against the Local Government (or any person to whom the Local Government directs the Chief Executive Officer to make an assignment under clause 4.5.2) involving any Intellectual Property rights owned by or assigned to the Local Government pursuant to this Clause;
- 4.5.4 Any act to be done or document to be signed by the Chief Executive Officer pursuant to clause 4.5.2 may be done or signed by a person authorised in writing by the Local Government. The Chief Executive Officer irrevocably appoints any nominee of the Local Government to be the Chief Executive Officer's attorney for that purpose;
- 4.5.5 The Chief Executive Officer consents to any act or omission by or authorised by the Local Government, or the Local Government's assignees, licensees or successors in title that would, but for this consent, otherwise infringe any of the employee's moral rights (as defined in the Copyright Act 1968).

4.6 Confidentiality Regarding This Contract

Neither the Local Government nor the Chief Executive Officer may during or after the termination of employment under this Contract, except in the course of duties to the Local Government or Chief Executive Officer respectively or as required by law divulge to any person any information concerning this Contract or the terms and conditions of employment generally or in any particular case.

5 Performance Development and Reviews

5.1 Adherence to Key Result Areas

The Chief Executive Officer agrees with the Local Government that the Chief Executive Officer must, in performing the Chief Executive Officer's obligations under this Contract, use every reasonable endeavour to achieve the agreed Key Result Areas ("KRAs") and the Performance Criteria in Schedule 2.

5.2 Performance Reviews

- 5.2.1 The Chief Executive Officer's performance pursuant to this Contract shall be reviewed by the Council annually during the Term and more frequently if the Council or the Chief Executive Officer perceives that there is a need to do so;

- 5.2.2 The Council shall give the Chief Executive Officer reasonable notice in writing that a performance review is to be conducted to enable the Chief Executive Officer enough time to prepare.

5.3 Conduct of Performance Review

- 5.3.1 Any performance review will be conducted on behalf of the Council by the nominated persons or person to whom the Council delegates that task. The Council shall use an independent party to facilitate the performance review;
- 5.3.2 The facilitator of the performance review will always be required to act in a fair and reasonable manner in the conduct and analysis of the performance review;
- 5.3.3 In the event that the Chief Executive Officer has not satisfied any or some of the requirements of the Position Description (Requirements) and/or the KRAs, or has failed to meet the Performance Criteria, the facilitator and the Chief Executive Officer must establish a plan with a timetable for the Chief Executive Officer to achieve the relevant Requirements and/or KRAs, such plan to include counselling, advice, assistance and additional reviews as are considered necessary by the facilitator to achieve the Requirements, the Performance Criteria and/or KRAs. The Chief Executive Officer agrees to use his best endeavours to achieve the Requirements, the Performance criteria and/or KRAs in accordance with the plan.
- 5.3.4 The Chief Executive Officer shall brief the Council on a quarterly (i.e. three monthly) basis as to progress against the agreed Requirements, the performance Criteria and/or KRAs. The fourth quarterly meeting for each twelve (12) month period shall be the full annual performance review.

5.4 Procedure

Any performance review conducted shall be broadly based on the following Key Areas, having regard to the Position Description and the specific indicators and performance criteria agreed to by the parties, within two (2), six (6) and twelve (12) months of appointment and then at the end of each twelve months of service thereafter.

- 5.4.1 Governance and Compliance, including financial and budget management;
- 5.4.2 Councillor Relations;
- 5.4.3 Organisation Management;
- 5.4.4 Project Management, including planning for 'shovel ready' projects for the Shire;
- 5.4.5 Management of the Annual Road Construction Program;
- 5.4.6 Community engagement and relationships.

6 Remuneration

6.1 Remuneration

- 6.1.1 The Local Government shall remunerate the Chief Executive Officer with a Total Reward Package as specified in clause 6.2. The Council shall have the right to unilaterally amend the Total Reward Package at any time should there be a change in law relating to the Total Reward Package. Change in law shall include but not be limited to a change in the Act, other relevant legislation, or decisions of the Salaries & Allowances Tribunal (SAT).
- 6.1.2 The Chief Executive Officer may request the salary sacrifice of certain benefits provided that such arrangements are permitted under Council policies.
- 6.1.3 The salary and Regional/Isolation Allowance components of the Total Reward Package is payable fortnightly in equal instalments or otherwise as agreed.
- 6.1.4 The parties agree that the Chief Executive Officer's Total Reward Package includes:
- 6.1.4.1 payment for all hours worked or attendance at meetings or functions outside the Local Government's usual office hours, being the reasonable additional hours required and hereby agreed to by the Chief Executive Officer;
 - 6.1.4.2 payment of the Local Government's contribution to superannuation as required by law from time to time;
 - 6.1.4.3 the cost to the Local Government of all fringe benefits taxes levied on any part of the Total Reward Package, or on any other benefit provided to the Chief Executive Officer under this Contract; and
 - 6.1.4.4 payment for all entitlements to leave loading, overtime penalties, weekend or public holiday loading and any other form of salary loading; but not any payment of expenses made pursuant to clause 6.7.

6.2 Total Rewards Package Components

The components of the Total Rewards Package are:

6.2.1	Salary Cash Component	\$0.00 per annum
6.2.2	Superannuation (9.5%)	\$0.00 per annum
6.2.3	Superannuation (5.0% - conditional)	\$0.00 per annum
6.2.4	Professional Membership	\$0.00 per annum
6.2.5	Communications Allowance	\$0.00 per annum
6.2.6	Annual Air Fares	\$2600.00 per annum
6.2.7	Utilities Allowance (Gas and Electricity)	\$0.00 per annum
6.2.8	Regional/Isolation Allowance	\$40000.00 per annum
6.2.9	FBT	\$12000.00 per annum
6.2.10	Total	\$0.00 per annum

6.3 Motor Vehicle

- 6.3.1 The Local Government must provide and maintain for the unrestricted private use of the Chief Executive Officer a motor vehicle in accordance with Council's motor vehicle policy or other arrangements (including a novated lease) as agreed by Council and the Chief Executive Officer provided there is no additional cost to the Local Government. In terms of

a Local Government motor vehicle the Local Government is to pay all operating expenses (including the cost of petrol, oil, comprehensive insurance, registration, repairs, servicing and any Fringe Benefits Tax) in connection therewith. "Unrestricted Private Use" is defined as access to the vehicle for periods including annual leave, long service leave and other paid leave but will exclude periods of unpaid leave.

- 6.3.2 The Chief Executive Officer will be personally responsible for the payment of traffic infringement fines incurred by him including parking fines and speeding fines.
- 6.3.3 The Chief Executive Officer must be the holder of a current 'C' class driver's licence at all times when driving a Local Government vehicle.
- 6.3.4 The fuel and servicing costs incurred whilst on annual or long service leave outside the State of Western Australia will not be reimbursed by the Local Government.
- 6.3.5 Unlimited Private use entitles the Chief Executive Officer to use the motor vehicle for both business and private purposes in Western Australia. The Chief Executive Officer's spouse may also drive the vehicle.
- 6.3.6 The Chief Executive Officer is responsible for arranging for the motor vehicle being maintained, serviced and cleaned in an appropriate manner.
- 6.3.7 The benefit value of the provision of a motor vehicle for private use is **\$19,382**. The Local Government is providing the Chief Executive Officer with a motor vehicle as it is considered a tool of trade for the position. Therefore, the Local Government agrees that the benefit value of the provision of a motor vehicle for private use is not considered part of the Total Reward Package under the current SAT determination.

6.4 Superannuation

- 6.4.1 The Local Government will make superannuation contributions, on behalf of the Chief Executive Officer, during the term of the Contract in satisfaction of the Local Government's obligations under applicable Superannuation Guarantee Legislation (and the Trust Deed of the Western Australian Local Government Superannuation Fund).
- 6.4.2 In addition to its obligations in clause 6.4.1, the Local Government will make a superannuation contribution of up to 5.0% p.a. of the Chief Executive Officer's salary on behalf of the Chief Executive Officer, where the additional contribution matches that which is made by the Chief Executive Officer. The Chief Executive Officer acknowledges that should the Local Government's obligations under applicable superannuation guarantee legislation increase, the increase will be absorbed against the superannuation contribution made in accordance with this clause.
- 6.4.3 The parties agree that the Local Government's superannuation contributions will be paid into a fund chosen by the Local Government unless the Chief Executive Officer nominates another by providing the Local Government with a duly completed 'Choice of Superannuation Fund Standard Choice Form' or other relevant documentation as required under the Superannuation Choice provisions.
- 6.4.4 Provided that such request complies with applicable Superannuation Guarantee Legislation, the Chief Executive Officer may request that additional amounts of superannuation are paid by salary sacrifice on the Chief Executive Officer's behalf.

6.5 Regional/Isolation Allowance

- 6.5.1 The Local Government shall provide the Chief Executive Officer with an annual Regional/Isolation Allowance of **\$40,000**. This Regional/Isolation Allowance is paid as an amount additional to the Total Reward Package.
- 6.5.2 The Local Government shall pay this Regional/Isolation Allowance to the Chief Executive Officer as Salary.

6.6 Housing Allowance

- 6.6.1 The Local Government shall provide a property at **<<Insert Address of House>>** for the accommodation of the Chief Executive Officer.
- 6.6.2 The benefit value of the provision of this property to the Chief Executive Officer is **\$18,200** per annum. This benefit value is not included in the Total Reward Package.
- 6.6.3 The Local Government commits to undertake periodic maintenance and upgrades to the property to ensure it remains in a suitable living condition.
- 6.6.4 The Chief Executive Officer agrees to maintain the property at an appropriate level. This shall include regular garden maintenance and upkeep of the tidiness and cleanliness of the property.
- 6.6.5 The Chief Executive Officer requires the approval of the Council prior to making any alterations to the property, including any painting or garden modifications.

6.7 Relocation Expenses

- 6.7.1 The Local Government will reimburse the Chief Executive Officer the reasonable costs associated with the relocation of household goods, personal effects and furniture to an address within the Local Government.
- 6.7.2 Reasonable travel costs of the Chief Executive Officer, his/her spouse and family plus transport of personal vehicles will also be reimbursed.
- 6.7.3 The reimbursement of relocation/removal expenses and travel costs will be to a total maximum value of **\$5,500**.
- 6.7.4 The Local Government agrees that the value of the reimbursement for relocation expenses is not considered part of the Total Reward Package in accordance with the prevailing SAT determination at the date of execution of this contract.

6.8 Expenses

- If:
 - 6.8.1 the Chief Executive Officer incurs expenses in the exercise of his duties, or the performance of his functions, under this Contract; and
 - 6.8.2 the Chief Executive Officer provides the Local Government with an itemised account, together with supporting documentation, the Local Government shall reimburse the Chief Executive Officer for those expenses.

6.9 Valuation

The value to be allocated to each component of the Chief Executive Officer's Total Reward Package shall be determined by the Local Government in accordance with such valuation principles as it may adopt from time to time to value benefits extended to its employees.

6.10 Annual Review

- 6.10.1 The Total Reward Package and Regional/Isolation Allowance shall be reviewed annually by the Council.
- 6.10.2 In a review under sub-clause 6.10.1 there is no obligation on the Local Government to increase the salary and Regional/Isolation Allowance or amount of the Total Reward Package and the Local Government shall not reduce the salary and Regional/Isolation Allowance or the Total Reward Package.

7 Leave Entitlements

7.1 Annual Leave

The Chief Executive Officer is entitled to five weeks paid annual leave each year, to be taken during agreed periods. The Council may also direct the Chief Executive Officer to take annual leave if he has accrued over 30 days entitlement.

7.2 Long Service Leave

The long service leave accrued by the Chief Executive Officer shall be in accordance with the Local Government (Long Service Leave) Regulations.

7.3 Personal Leave

The personal leave accrued by the Chief Executive Officer shall be in accordance with Clause 25 of the Local Government Officers' (Western Australia) Interim Award 2011.

7.4 Parental Leave

The parental leave accrued by the Chief Executive Officer shall be in accordance with Clause 27 of the Local Government Officers' (Western Australia) Interim Award 2011.

7.5 Bereavement Leave

The bereavement leave accrued by the Chief Executive Officer shall be in accordance with Clause 26 of the Local Government Officers' (Western Australia) Interim Award 2011.

7.6 Public Holidays

The public holidays accrued by the Chief Executive Officer shall be in accordance with Clause 28 of the Local Government Officers' (Western Australia) Interim Award 2011.

7.7 Community Service Leave

The Chief Executive Officer is entitled to community service and/or study leave by agreement with the Council.

8 Suspension

- 8.1 If certain circumstances occur relating to the Chief Executive Officer, which at the sole discretion of the Council may warrant termination pursuant to subclause 9.3 or subclause 9.4, while the Council investigates the matter and decides whether to take action according to subclause 9.3 or subclause 9.4, the Chief Executive Officer may be suspended on full pay until the Council has reached such decision. Subject to subclause 8.3 the period of suspension may be no longer than two months.
- 8.2 The Chief Executive Officer must be provided with written reasons for the suspension and an opportunity to respond to such reasons.
- 8.3 If after two months investigation, the Council is unable to decide in accordance with this clause, unless the Council provides substantial reasons justifying an extension of the investigation period, the Chief Executive Officer must resume his ordinary duties in accordance with this Contract.

9 Termination of Employment

9.1 Effluxion of Time

The employment of the Chief Executive Officer shall, unless a new contract is negotiated, terminate on the expiry date specified in Clause 3 of this Contract.

9.2 Termination by Either Party for any Reason

- 9.2.1 Either party may terminate this Contract by giving three months' written notice to the other party.
- 9.2.2 The Council may approve a payment to the Chief Executive Officer of up to the value of three month's salary if the contract has three months or more to run, or, if the contract has less than three months to run, a payment not exceeding the value of salary the Chief Executive Officer would have received if the contract had been completed.

9.3 Termination with notice

The Council may terminate the Chief Executive Officer's employment at any time by giving 4 weeks' notice in writing, or payment in lieu of notice, if the Employee-

- 9.3.1 commits a persistent breach of any of the provisions of this Contract and again breach the provision after being given notice of the breach by the Council;
- 9.3.2 becomes incapacitated by injury or illness from performing in full the functions for an aggregate period of more than 90 days in any period of 12 consecutive months (but that period is not to include any accumulated leave taken);

- 9.3.3 fails to substantially measure up to and achieve the Performance Criteria and continue to do so for a period of 4 weeks after the Council gives him written notice of that failure and of the course of action which the Council wishes him to follow in order to address and correct that failure.

9.4 Summary Dismissal

- 9.4.1 The Council may terminate the employment of the Chief Executive Officer prior to the expiry of the Term by notice in writing, or summarily if this is warranted, if:
- 9.4.1.1 the Chief Executive Officer commits any wilful or serious misconduct or wilful neglect in the discharge of the Chief Executive Officer's responsibilities or obligations under this Contract; or
 - 9.4.1.2 the Chief Executive Officer wilfully disobeys any reasonable and lawful order or direction by the Council; or
 - 9.4.1.3 The Chief Executive Officer commits a serious breach of any of the provisions or terms of this Contract; or
 - 9.4.1.4 The Chief Executive Officer is convicted and under sentence for a crime or has been convicted of a serious offence.
- 9.4.2 A payment under subclause 9.2.2 does not apply where the termination is a result of an event identified under subclause 9.4.

9.5 Return of Property

Unless otherwise agreed in writing between the parties, within 24 hours of the termination of this Contract, the Chief Executive Officer must deliver up to the Local Government any property or thing to which the Local Government has an entitlement to possession, namely any Local Government vehicle, keys or other security devices, electronic equipment, credit cards and all documents relating to the Local Government, such documents comprising any form of information storage including but not limited to financial records, ratepayer lists, information held in any computer compatible form, any security codes used by the Chief Executive Officer in conjunction with the Local Government's IT systems, agreements and computer software in his possession or control which relate to the Local Government. The Chief Executive Officer must not retain a copy of any documents referred to in this clause.

10 Inconsistency and Severance

- 10.1 This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Australia, and in their absence, the State of Western Australia.
- 10.2 If there is any inconsistency between this Contract and any Industrial Relations Law, the Industrial Relations Law prevails, but only to the extent of the inconsistency.
- 10.3 If there is any inconsistency between this Contract and the Act, the Act prevails but only to the extent of the inconsistency.
- 10.4 Each provision of this document shall be read and construed independently of the other provisions of this document so that if one or more are held to be invalid for any reason whatsoever, then the

- remaining provisions shall be valid to the extent that they are not held to be so invalid.
- 10.5 If a provision of this document is found to be void or unenforceable but would be valid if some part hereof were deleted or the period of application reduced, such provision shall apply with such modification as may be necessary to make it valid and effective.
- 10.6 This Contract may only be varied or replaced by agreement in writing signed by the parties.

11 Notices

- 11.1 A notice or other communication required or permitted to be served by a party on another party must be in writing and may be served:
- 11.1.1 by delivering it personally to that party; or
 - 11.1.2 by sending it by pre-paid post, addressed to that party at his address set out in this Contract or subsequently notified to each party from time to time; or
 - 11.1.3 by facsimile to the facsimile number of the addressee; or
 - 11.1.4 by electronic mail
 - 11.1.5
- 11.2 A notice or other communication is deemed served:
- 11.2.1 if delivered, upon delivery; or
 - 11.2.2 if posted, on the expiration of two business days after the date of posting; or
 - 11.2.3 if sent by facsimile, on the next business day of the addressee during the addressee's normal business hours, unless the addressee has requested re-transmission before the end of that business day; or
 - 11.2.4 by electronic mail.

12 Signatures

EXECUTED by the parties

Signed for and on behalf of the Shire of Wiluna by

Signature	Signature of Witness
Cr Jim Quadrio Name of Councillor	Name of Witness (Printed)
Shire President Office Held	Occupation of Witness
Signature of CEO	Signature of Witness
Name of CEO	Name of Witness (Printed)
CEO of Shire of Wiluna Office Held	Occupation of Witness

POSITION DESCRIPTION

1 TITLE

Chief Executive Officer

2 LEVEL

Band 4 Salaries and Allowances Tribunal

3 DEPARTMENT/SECTION

Office of the Chief Executive Officer

4 POSITION OBJECTIVES

4.1 Objectives of the position

- Implement Council's directions in a timely manner
- Implement the strategic goals and objectives of the Shire
- Lead and manage the people, infrastructure and assets of the Shire

4.2 Within Section

- Meet corporate objectives
- Lead the organisation in providing a high level of service to the community and Elected Members
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.

4.3 Within Organisation

- Develop a corporate approach within the Management Team towards the development of a budget and have financial controls within each operating Department
- Ensure staff have the appropriate skills, knowledge, experience and qualifications to perform their role
- Manage the performance of employees with reference to appropriate key performance indicators
- Monitor and improve the organisational culture and staff morale
- Ensure continuous improvement in the natural and built environment and customer service
- Administer the legal and statutory processes of the Shire's operations and be the chief adviser to the Council on these matters
- Foster a corporate approach to ensure effective financial controls operate within and across each functional area
- Provide strong strategic direction and leadership to the entire organisation
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of delegations of authority

5 COMPETENCY REQUIREMENTS

NOTE: all competency requirements are essential unless otherwise stated

5.1 Leadership

- Proven leadership at Chief Executive Officer/General Manager/Managing Director level
- High level of Strategic Planning skills and knowledge of corporate management
- Delegation skills to ensure the achievement of outcomes, accountability of management and staff and the development of employees' abilities
- Demonstrated capacity to administer contemporary human resource management practices
- Demonstrated community leadership
- Understanding of Social Media usage and implementing policy and procedures in the organisation

5.2 Policy Implementation

- Good knowledge of public policy issues as they impact local government

5.3 Governance and Compliance

- Demonstrated strong working relationship with Councils/Board of Management
- Demonstrated capacity to administer the *Local Government Act 1995* and associated legislation applicable to local government
- Proven ability to provide professional, comprehensive and timely advice to support Council in making informed decisions on behalf of constituents
- Sound knowledge of statutory, legal and contractual obligations

5.4 Financial Results

- Extensive experience in the area of financial management

5.5 Community Development

- Considerable experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities
- Considerable experience in dealing with community members and stakeholders
- A proven track record of building and maintaining positive strategic relationships within the Community
- An appreciation of the culture and heritage of the Shire and how it integrates with planning and policy

5.6 General Management

- Excellent interpersonal and communication skills focussing on maintaining good relationships with all stakeholders
- Tertiary qualification(s) in relevant management, business and/or public sector administration discipline or experience that is accepted as comparable is desirable

NOTE: Employment is subject to relevant police clearance and other checks

6 KEY DUTIES AND RESPONSIBILITIES

- 6.1 In consultation with the Council, promote and implement strategic and service delivery plans for the Shire
- 6.2 Coordinate, in conjunction with the Management Team, the fiscal management of the Shire to reflect Council's aims and objectives
- 6.3 Manage the human resources to ensure the supervision and management of Departments are all in accordance with corporate aims laid down by Council
- 6.4 Promote a staff training program that will improve staff skills across the organisation, which will assist staff in focussing on service delivery to the Community
- 6.5 Administer the legal, statutory and election process of the Council's operations and be the chief adviser to the Council on these matters to ensure Council is operating within statutes and all legal requirements are met
- 6.6 Be responsible for the day-to-day operations of the Shire
- 6.7 Ensure all legal and statutory compliances are met, particularly related to substantial asset infrastructure
- 6.8 On behalf of Council, make effective representation of the issues, views, policies and needs of Council as required
- 6.9 Ensure the development and maintenance of sound communications and good relationships between the Shire, government departments and the community at large
- 6.10 Provide appropriate leadership to the organisation
- 6.11 Provide Council with appropriate information and advice on relevant statutory requirements
- 6.12 Ensure reports and recommendations to Council are well written and based on sound judgement and include appropriate recommendations and options
- 6.13 Ensure that Council's statutory compliance obligations are met

7 PERFORMANCE CRITERIA

(See Schedule 2)

8 ORGANISATIONAL RELATIONSHIPS

8.1 Responsible to:

The President and Councillors of the Shire of Wiluna

8.2 Supervision of:

All staff by delegation to the relevant Managers

8.3 Internal and External Liaison

8.3.1 Internal

- President and Councillors individually
- All Committees
- Deputy CEO, Executive Managers and Managers
- All staff

8.3.2 External

- Community, ratepayers, electors and the Public
- Business community
- Sporting Groups
- Federal and State Government departments and agencies
- Local Governments
- Media
- Primary contractors and suppliers

9 EXTENT OF AUTHORITY

- All authority vested in the chief executive officer by the *Local Government Act 1995* and the associated Regulations and local laws and other relevant Acts, both State and Federal
- Authority to sign all legal documents and cheques as delegated and properly directed by the Council

Performance Criteria

- The extent to which the Chief Executive Officer is effective and efficient in the management, development and coordination of the resources of the Council
- The extent to which the Chief Executive Officer is committed to innovation and review in the planning and delivery of services administered by the Council
- The manner by which the Chief Executive Officer maintains and enhances a corporate approach within the Council
- The nature of relationships with the Council, Senior Staff, other staff and community
- The extent to which the Chief Executive Officer projects the image of the Shire
- The manner by which the Chief Executive Officer implements the programs and policies of the Council and the extent to which these policies are communicated to the public
- The extent to which the Chief Executive Officer maintains and enhances the reputation of the Shire as a provider of cost-effective services for the community
- The manner and effectiveness of the internal and external communications of the Chief Executive Officer
- The extent to which the Chief Executive Officer is committed to forward planning in the management of the Council's resources and the review of formulation of policies
- The manner by which the program of Council, adopted through the annual budget, is achieved
- The manner by which cost-effectiveness and productivity is demonstrated
- Councillors receive their meeting agendas before the weekend prior to the next Council meeting (timely delivery of agendas)
- The advice provided to Council is accurate, comprehensive and timely
- The advice to Council includes all relevant information and clear recommendations and Council will accept that an 80% acceptance by Council of the CEO's recommendations is a fair indication of compliance with this clause
- All the Minutes are prepared and circulated to Council within the time period specified in the relevant legislation
- Annual budgets are prepared and presented to Council for timely adoption in accordance with the legislation
- Budgets are supported by sufficient working documents to enable both Councillors and officers to understand exactly what is to be provided and how it is to be provided
- Budget reviews are prepared and presented for adoption within the statutory timeframes
- Rates and sundry debts are collected in a timely manner and in general bad debts and write offs are kept at a minimum
- e CEO periodically reviews the adequacy of the financial management arrangements of the Shire in accordance with the regulations (at least every 4 years)
- That all purchasing is carried out in accord with Council's policies, practices and procedures and the Local Government Functions and General Regulations 1996 (Note: This is the single biggest source of complaints to the department of Local government – purchasing and bungled tendering procedures)

- That the CEO maintains tight supervision and control of tendering and purchasing so as to ensure that all officers throughout the organisation comply with the Shire's purchasing policies, practices and procedures and the Regulations
- That the CEO ensures the prudent obtaining and implementation of sound legal advice from a competent law firm on all matters where Council may have an exposure to legal action
- That all contracts and other legal documents are reviewed by the Shire's lawyers such that Council is not exposed to documents that have been drafted by unqualified persons (e.g. Jack the Builder)
- That the CEO maintains a suitably qualified and skilled team of executive and other staff aligned with the timely delivery of Shire's corporate and strategic objectives and plans
- That staff turnover is kept to an acceptable level having regard for the historic figures of the Shire, the levels of staff turnover in similar Shires in the region and the cyclical career changes made by Local Government employees
- That human resource policies, practices and procedures are compliant with the relevant legislation and common law particularly in relation to matters such as OSH, recruitment, discipline and terminations, remuneration and other employment benefits, equal employment opportunities, training and staff development and the employment of local residents
- That staff performance reviews, and probation reviews are conducted annually and/or in a timely manner and information provided to Council detailing the due dates of and actual dates of each staff review
- That the CEO maintains positive working relationships with other local governments and other agencies in the region
- That the CEO maintains effective and positive relationships with the news media, such that the image and reputation of the Shire of Wiluna is enhanced
- That the CEO manages his relationships with the public, electors and residents in such a way as enhances the image and reputation of the Shire of Wiluna is enhanced
- That the CEO engages in a minimum of a weekly meet/brief with the President and a weekly information brief to all of Council

End Text



Report of the WILUNA AIRPORT ADVISORY GROUP MEETING

Thursday
14 May 2020, commenced at 16:05pm
by Zoom meeting [92604200351](https://zoom.us/j/92604200351)

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**Wiluna Airport Advisory Group Meeting
Report of the meeting held on 14 May 2020**

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Warren opened the meeting at 16:05pm and introduced
Peter Owen Civil Design Manager – Aviation ACG Australia
Rosie Sandover RPM contracted to the Shire of Wiluna

2. RECORD OF ATTENDANCE

Attendance:

Jim Quadrio	(Shire of Wiluna)
Peter Grundy	(Shire of Wiluna)
Tim Carmody	(Shire of Wiluna)
Norma Ward	(Shire of Wiluna)
Brodie Sawyer	(Shire of Wiluna)
Warren Olsen	(Shire of Wiluna)
Robert Wiles	(Shire of Wiluna)
Kavoa Dakunimata	(Shire of Wiluna)
Rosie Sandover	(Shire of Wiluna)
Mick Wilson	(Golden West Resources)
Travis Burrows	(Salt Lake Potash)
Neil Meadows	(Blackham Resources)
Tim McCambridge	(Northern Star Resources)
Peter Owen	ACG Australia

3. Apologies

Cr Ane Korocure	(Shire of Wiluna)
Brendan Corry	(Roslyn Hill Mining)

4.1 Information Reports from CEO

Warren outlined the purpose of the meeting, as an update of the upgrade to the Wiluna runway.

Rosie introduced herself from RPM and contracted as Warrens virtual assistance to manage projects into being shovel ready for the Wiluna Shire.

Speaking to his report (attached herewith as an appendix), Warren discussed the new parallel runway design, and the cost of the project being inhibitive to attracting any funding at approximately 18 million dollars when the fit for use option was coming in around 6.5-8 million. Option 1 the parallel runway has been removed for the purposes of this meeting, as being too expensive to attract any funding partners. This was agreed by the meeting.

Wiluna Airport Advisory Group Meeting

Report of the meeting held on 14 May 2020

4.2 Engineers update

Peter Owen gave an overview of the ACG report - included in the meeting papers. ACG reviewed all the reports on the runway upgrade for the existing runway and for the new parallel runway. This analysis is in the report, the GHD costings were probably the most accurate for the upgrade of the existing runway; however, they did not include some items these are listed in the report, Peter believed this could inflate the project from the 6.5 million that GHD costed to at least 8 million dollars.

The parallel runway has been costed at approximately 18 million, Robert Wiles raised the cost of it being unsealed. GHD have outlined these comparative costs in the report. Option 1 unsealed with a 2-year life so that it could be sealed in 2023, or option 2 a sealed runway from construction.

Peter assured the group that upgrading the existing runway was not an issue, as the civil work will be completed either at night or worked around the existing flight schedules, this would form part of the tender.

Neil Meadows from Blackham Resources left the meeting at 16:20pm, having read the briefing notes and meeting notes Neil was happy to support all recommendations proposed in the meeting.

Peter Grundy asked Peter Owen what we as Wiluna Shire must reinvest with a 20-year design of asphalt runway. Peter Owen said asphalt is the premium surface for a runway every 5 years there would be a pavement redo which would extend the Shire through to the 20 years easily.

Warren then asked Rosie to provide her update on the project, as this would answer many of the questions regarding revenue and investment. Peter Owen left the meeting, at 16:35pm.

4.3 Shire update:

Speaking to her report (attached herewith as an Appendix), Rosie advised that DOT is finalising its analysis of the framework document for Council endorsement.

Once the council has agreed and endorsed the framework document, WAAG will have developed the options for DOT to run the scenarios. DOT will provide a schedule for the framework document to be ready for the draft to be presented to council on the 21st of May 2020.

Once the scenarios have been completed by DOT then the Shire will consult with all stakeholders and DOT the scenarios, find the one that works for the Wiluna Shire. WAAG will review and recommend to Council for endorsement the option to be funded. Brighthouse will then develop into the business case.

The BH consultants are currently on track to have the business case finalised by the end of June, depending on how fast DOT turn around the information, the Business Case Consultancy may need to be extended another month. This discussion has been had with Bright House; they are happy to comply if needed.

**Wiluna Airport Advisory Group Meeting
Report of the meeting held on 14 May 2020**

DOT on May 4th received all data this included:

- initial analysis of the av data,
- asset register
- balance sheet
- Airport revenue analysis
- raw av data
- concept drawings
- AMS reports
- Engineer designs
- Lease arrangements

In the next month (hopefully earlier) DOT will present the draft framework for the Shire to review and endorse as a document that the Shire supports. This Framework will run the necessary scenarios identified by WAAG to allow Council to make an informed decision on what option to proceed with for the Runway upgrade.

Shire recommended WAAG work on the options for the scenarios for recommendation to the Council over the next 3 – 6 weeks.

Currently, there are 3 broad options and a possible 4th option to consider, there may be more.

1. Do nothing keep doing what is currently being done.
2. Fit for purpose – upgrade existing runway RPT and RFDS purposes– The Shire is going to follow up with all stakeholders to assess what planes are being used and what PCN rating is required, it may be that we can fit all other users of the runway in under the one PCN rating that the RPT require to land their planes.
3. New Parallel Runway Development, this is an option that needs to have a scenario run on it as the Shire has the costing of the project and can use this in the business case, as having been assessed and the risk assessment to the Shire going forward being able to maintain the runway does not stack up.
4. Fit for purpose with a higher PCN rating for private sector use: Private sector may require the PCN rating to be higher, then the scenario needs to be run on what is the added cost to the private sector, in landing tax, per pax cost and upfront capital. Is there an appetite in the private sector to pay for this?

All possible revenue, Landing fees and passenger costs, lease arrangements will be discussed for each of the above options.

There is now an opportunity for the WAAG to have some robust discussions around the runway upgrade. And the options that the Council can present to DOT to run scenarios on.

The Shire will consult with all stakeholders in the next two weeks to confirm plane types and pax numbers that will be utilizing the airport. The Shire will liaise and update CASA on the runway upgrade progress and the continued maintenance until the upgrade proceeds.

There was general consent from the meeting that the Shire proceed with the above actions.

**Wiluna Airport Advisory Group Meeting
Report of the meeting held on 14 May 2020**

Jim asked for the best time frame for the project.

The Shire explained that DOT consultants GHD had said they would respond next Thursday on the 21st of May and provide the time frame in which they would present the framework document to DOT, for review and endorsement by the WAAG and Shire council. There were however several tasks that the WAAG could complete in the meantime to keep the project moving.

The Shire explained that the application for funding is submitted in November and the Shire will not hear until March 2021 if they have been successful in their bid. It was acknowledged it is a slow process, but the Shire must remain compliant throughout the process, to secure funding. There is also significant work to be done.

Peter Grundy asked if it was important to have BHP involved in the project update, and perhaps even the meetings (WAAG), the Shire believes it is very important to get BHP involved and contributing to the conversation, especially in the light that they have built their own airstrip.

Travis commented that he was happy with the process and that Salt Lake Potash was very supportive of the process and being able to make informed decisions on the revenue and cost, as they have a long term interest in the Shire and the runway for their own business, was good to see.

5. GENERAL BUSINESS

The Shire will schedule fortnightly meetings, a memo will be sent around for an agreed fortnightly time for the group.

The meeting agreed on the process moving forward.

6. CLOSURE OF MEETING

The CEO thanked everyone for their time and the meeting was closed at 17:15pm

4.1 Wiluna Runway Options with Costing Estimates

Reporting Officer: Warren Olsen – Acting CEO
Date of Report: 13 May 2020
Date of Meeting: 13 May 2020
Disclosure of Interest: Nil

Purpose

The purpose of this report is to present an initial report from Airport Consultancy Group on comparative costing between Option 1 (pavement to be upgraded and the Aeronautical Ground Lighting to be relocated to comply with the latest MOS 139) and Option 2 (Proposed New Parallel Runway) as presented to the Wiluna Aerodrome Advisory Group at its meeting held on 4 December 2019 in the GHD Wiluna Airport Renovation Concept Plan Concept Design Report.

Background

At its meeting held on 4 December 2019, the Wiluna Aerodrome Advisory Group considered a report prepared by GHD on three options for repairing or replacing the defective runway at Wiluna Aerodrome.

The report contained no costings.

Despite the lack of costings of the various options, the Group recommended to the Council “That Council will investigate the construction of a parallel unsealed runway (Stage 1)”.

At its meeting held on 18 December 2020 the Council resolved as follows:

1. That the CEO investigate the option of constructing an unsealed parallel runway, which should be located next to the existing sealed runway.
2. Amend the 2019/20 Budget to include \$40,000 for the planning of the Wiluna Airport Upgrade which includes Master and Business Plans.

I have spoken to the author of the GHD report, who informed me that there was no intention to remediate or replace the runway in 2020/2021, but rather to seek RADS and RAUP funding for further investigations (which would presumably include costings).

I really don't think we have time for this extensive development program, as:

- CASA has already served us with safety notices in respect of the current runway; and
- we already have local stakeholders (ie. Mines in particular) who wants to use the airport as soon as the runway is upgraded to meet their needs.

Consequently, I have been trying to accelerate the process with a view to applying for RADS and RAUP funding in the very next funding rounds and carrying out the works as soon as the funding is approved.

- Airport Consulting Group has been appointed to carry out the engineering design and costing works.
- An initial topographical survey of the Aerodrome has already been undertaken.
- A geotechnical brief has been prepared based on the original decision to develop a parallel runway

- Brighthouse Group has been engaged to develop a business case for the investment.
- Rosie Sandover has been engaged to facilitate the project (coordinating research and documentation).
- The Shire of Wiluna is currently working with the Department of Transport's consultants in completing the WA Aviation Infrastructure Investment Framework template.

In addition, we negotiated a variation to the aerodrome perimeter fencing contract to provide space for the proposed parallel runway. This is a little problematic because the aerodrome is not actually large enough to accommodate the proposed parallel runway, which means we would have to build the fence line outside of the existing aerodrome boundary.

The fencing contractor is now on site.

In discussion with the Department of Transport, I was advised that our funding application would not be successful unless we could demonstrate that we had properly considered all of the options. This would necessarily require at least a "high level" costing of Options 1 and 2.

So I have asked the Airport Consulting Group to prepare such costings, and their report is attached herewith. It is now urgent to consider this report and revisit the recommendation of December last year in the light of the costing information and other considerations.

There are three reasons for the urgency:

1. The engineering design and costing work will now stop until a decision is made whether to further develop Option 1 or Option 2.
2. Any delays in the engineering design and costing work will result in delays in completing the business case for the runway upgrade.
3. The fencer is now on site and a final decision needs to be made with regard to the fence line. As the development of the proposed parallel runway appears not to be a viable option, the fenceline should be relocated as appropriate for an upgrade of the existing runway (bearing in mind the requirements of the new MOS139), and we will avoid all the problems involved with building a fence line outside of the aerodrome boundary.

Comment

The report proposes three different options with regard to the staging of Option 2 (described in the report as Options 2A, 2B and 2C).

The upgrading of the existing runway could be achieved in more or less the same time span as the construction of the proposed new parallel runway. The outcome should be at least as satisfactory; however, the cost is estimated at approximately \$8M compared with the cost of a new parallel runway of approximately \$18M (more or less, depending on whether Options 2A, 2B or 2C are chosen).

We need this decision as soon as possible so as not to delay either of the projects.

If it is decided to develop Option 1 (which is the only option likely to attract funding from the RADS and RAUP programs), then the survey is standing by to return to Wiluna to

carry out some supplementary surveying work that will be required for Option 1, and the geotechnical work brief will be amended accordingly with a view to getting the geotechnical engineer on site ASAP.

And, of course, the fencing contractor will be able to finalise the fenceline.

Consultation

Kelvin Mathews – CEO Shire of Mount Magnet
Michael Kennedy – Department of Transport
Robert Wiles – Works Manager, Shire of Wiluna
Peter Owen – Airport Consulting Group

Peter Owen will be available at the meeting to explain the report and answer any questions that members of the Group (or Councillors) may have.

Risk Assessment

If we proceed with the development of design and a business case for the parallel runway option only, without having regard to the comparative costs of the other option, we run the risk of expending a lot of time and money in developing a funding application that will be rejected.

In that case, we would have no choice but to start again and redo all the work. In addition, we would lose probably a year before we could commence the project.

Policy Implications

Nil.

Financial Implications

The usual funding model for projects such as this is that one third will be funded by RADS, one third will be funded by RAUP, and one third must be funded from local sources (which usually means the Shire, although other stakeholders will be welcome to contribute).

It is extremely unlikely that RADS or RAUP will contribute to a project that costs \$10M more than another option. However, even if they were inclined to do so, that would leave an additional \$3.33M to be funded from local sources (which would certainly be beyond the capacity of the Shire of Wiluna).

Strategic Implications

The Wiluna Aerodrome is strategic community infrastructure for Wiluna. Various mistakes have been made in the past due to decisions based on insufficient information, and it is extremely important that we get it right this time.

Voting Requirements SIMPLE MAJORITY

<i>Officer Recommendation</i>

MOVED CR

SECONDED CR

That it be recommended to the Council:

- 1. That Option 1 (pavement of the existing runway to be upgraded and the Aeronautical Ground Lighting to be relocated to comply with the latest MOS 139) be the basis of the engineering design and the business currently being prepared for a runway upgrade to be completed in 2020/21.**

2. That the CEO arrange for the aerodrome perimeter fenceline to be constructed accordingly.

CARRIED.../...

Unconfirmed

TECHNICAL MEMORANDUM

To	Shire of Wiluna	Date	8 May 2020
From	Peter Owen	Position	Civil Design Manager
Review	Phil Bell	Position	Director (RPEQ)
Project	Wiluna Airport	Revision	A
Subject	New Runway Cost v Existing Runway Upgrade		

1 Project Description

Airport Consultancy Group (ACG) were commissioned to design and cost a new parallel runway at Wiluna Airport (PO 5880). The project included design of a new parallel runway and 3 taxiway connections back onto the existing runway which was to be converted into a parallel taxiway. Construction cost estimates were to be included to assist the Shire of Wiluna's business case for funding applications.

It should also be noted that the aerodrome has received a safety notice from the Civil Aviation Safety Authority (CASA) due to the poor condition of the runway following an apparent inaccurate PCN rating advised from previous consultants.



Figure 1 - Wiluna Airport Aerial Image

2 Potential Scope Change

Further to the commissioned scope, The Shire of Wiluna has requested ACG to undertake a high-level costing of the parallel runway design (Option 2), as this had not been undertaken in any previous reporting. This would then provide Council with confidence to pursue a new runway in lieu of upgrading the existing runway (Option 1).

ACG progressed the design of Option 2 enough to be able to complete a reasonable accuracy costing. Once compared with the cost estimate for Option 1, Council would then confirm if Option 2 was the desired project outcome.

3 Previous Reporting/Estimates

ACG reviewed the previously completed pavement investigations/costings and evaluation reports for the existing runway 15/33. The reports were completed from 2016 to 2019 and are listed below.

- Wiluna Aerodrome Runway Pavement Investigation Report, Shire of Wiluna, WML, 24 February 2017.
- Pavement Review Wiluna Aerodrome for Shire of Wiluna, AMS, 15 July 2018.
- Wiluna Aerodrome – Preliminary Pavement Evaluation Study, GHD, October 2018.
- Pavement Investigation Report, Shire of Wiluna Airport, Golder Associates, April 2019.
- Shire of Wiluna, Wiluna Airport Renovation Concept Plan, Concept Design Report, GHD, December 2019.

The key findings and main recommendations from the review are summarised below. A more detailed review is attached in Appendix A.

- The soaked subgrade CBR testings were insufficient and inconclusive. ACG recommends a more detailed geotechnical investigation to be carried out for collecting sufficient soil samples for subgrade CBR testing
- The computed structural capacity may not represent the actual structural capacity of the pavement (in WML, AMS and Golder reports). The reasons for the over-estimation of the subgrade stiffnesses are highlighted in the review,
- Incorrect statistical analysis on the FWD data ((in WML, AMS and Golder reports),
- The nonlinearity of subgrade appears to have not considered in the back-calculation ((in WML, AMS and Golder reports). ACG recommends the degree of subgrade nonlinearity to be computed for each of the deflection bowls and the back-calculated subgrade stiffnesses be revised accordingly.
- Different target PCN and pavement life for the runway were presented in the reports. ACG recommends that a re-calculation of the PCN and remaining life be carried out once the soaked CBR tests have been completed.
- Some of the basecourse and subgrade materials can be classified as moderate in shrink-swell potential. The implication of the shrink-swell materials on the runway pavement performance and the treatment (if required) need to be addressed in the reports.
- ACG recommends a more detailed geotechnical investigation to confirm the presence of “hardspan ironstone” or “coffee rock” within the subgrade. The potential impact of the “coffee rock” on the pavement performance is highlighted in the review.

4 Option 2 Cost Estimate

The cost estimate has been completed with consideration of constructing the works in 2 stages. The stages are described below with a list of assumptions and exclusions for each. Also included is three (3) pavement options (2A, 2B, 2C).

Stage 1

Construct new runway and extend existing taxiway to new runway.

Exclusions:

- Existing runway repairs
- New taxiway's at each runway end
- Fencing changes
- Base and subbase aggregate supply cost (advised that local mines are providing this)

Assumptions:

- ➔ Assumed base and subbase aggregates will be supplied to council (on advice of council)
- ➔ Assumed Taxiway C & D to be constructed at a later date

Stage 2

Construct new taxiways at each runway end and modify existing runway AGL and linemarking for use as a taxiway.

Exclusions:

- ➔ Existing runway repairs
- ➔ Fencing changes
- ➔ Base and subbase aggregate supply cost (advised that local mines are providing this)

Assumptions:

- ➔ Assumed base and subbase aggregates will be supplied to council (on advice of council)

ACG recommend stage 1 be adopted for low flight numbers (we have been advised that flight numbers are as low as 3 flights a week). Should stage 1 be chosen, ACG recommend decommissioning the existing runway as the pavement may not be suitable for use as a taxiway. Decommissioning costs are minimal and are not included in the cost estimates.

Pavement Option 2A

Option 2A includes constructing a new runway with an interim unsealed pavement with a pavement life of 3 years. At the end of year 3, the pavements will be overlayed with a 175mm thick layer of Fine Crushed Rock (FCR) (including prime and chip seal) and a 110mm thick layer of asphalt. This option is provided as per council's original brief. ACG does not recommend this option as there is no industry standards or methodology to pavement design for an unsealed aircraft pavement.

Pavement Option 2B

This option incorporates a prime and double/double seal as the wearing course. Asphalt (DGA14) overlay shall be placed over a 2-coat seal to extend the structural life to a further 17 years. A detailed pavement condition inspection and assessment shall be carried out at Year 3 to determine if any surface treatments on the Seal are required prior to the asphalt overlay. ACG strongly recommend Option 2B as the most viable and cost-effective design option if two stage construction were to be adopted by council.

Pavement Option 2C

This option does not incorporate any staged construction and assumes the ultimate 20-year life pavement to be built initially. Option 2C is the lowest Capex outlay, however the costs are incurred up front. Refer to Appendix B for cost breakdowns.

5 Cost Comparison

Further to the review of the previous reporting, ACG undertook a preliminary design to enable a cost estimate of Option 2 (new runway). The comparison of costs between Option 2 and Option 1 is shown in the table below. It is important to consider the notes provided associated with the costs and comparisons.


Cost comparison Option 2 v Option 1 (Stage 1 only) OPTION 2 (New Runway)				 OPTION 1 (Overlay Existing Runway, Taxiway and Apron)	
Cumulative Costs of Staged and Unstaged Options (Stage 1 Only) (ACG)				60mm Asphalt Overlay	
Item	OPTION 2(A) Interim Unsealed to Ultimate	OPTION 2(B) Interim Sealed to Ultimate	OPTION 2(C) Ultimate (Unstaged)	Data from AMS report dated 15/07/2018	Data from GHD report dated October 2018
Preliminary	\$ 910,000	\$ 910,000	\$ 645,000	\$ 420,000	
Earthworks	\$ 1,263,000	\$ 1,263,000	\$ 1,365,000		
Pavements (incl. grooving)	\$ 11,382,150	\$ 10,506,600	\$ 10,506,600	\$ 5,005,800	
Pavement Repairs	\$ -	\$ -	\$ -	\$ 240,000	
Stormwater	\$ 336,000	\$ 336,000	\$ 336,000		
Aeronautical Ground Lighting	\$ 761,000	\$ 761,000	\$ 757,000		
Linemarking	\$ 100,000	\$ 100,000	\$ 50,000	\$ 60,000	
Erosion and Sediment Control	\$ 41,000	\$ 41,000	\$ 41,000		
Fencing	\$ -	\$ -	\$ -		
Commissioning and update Aerodrome Manual	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	
Remote Location Factor (30%)	\$ 4,512,945	\$ 4,250,280	\$ 4,185,180		
Total Cumulative Cost	\$ 19,556,095	\$ 18,417,880	\$ 18,135,780	\$ 5,725,800	\$ 6,476,357

Table 1 - Cost Comparison

The AMS design is based on CBR 15 subgrade which is optimistic, and further, the GHD report assumed a CBR 4, which is more likely the case. If the subgrade is determined to be lower than CBR 15, the pavement layer thicknesses will increase significantly thereby increasing the cost.

GHD stated that the indicative construction estimate has a +/- 50% accuracy. It should be noted that this cost estimate only includes pavements, and excludes major items like earthworks, Aeronautical Ground Lighting and other civil works, and therefore will increase above the amount estimated.

6 Summary

Previous estimates of Option 1 are likely to increase as some reports consider an over-estimation of the subgrade stiffness where others only consider pavement works only. Option 2 provides a new asset with consistent pavement strength (and PCN). This option will also increase the operational capacity of the airport. Another advantage of option 2 is that day work construction can be done whilst the airport is in operation (ACG cost estimates assume day work rates), it should be noted that night works for option 1 can be done, as is common with operational airports, however the rates are likely to be higher.

Yours sincerely,



Peter Owen
 Civil Design Manager
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7 Appendix A – Detail review of previous reports for existing runway

Executive Summary

Shire of Wiluna has requested ACG to review the following pavement investigation and evaluation reports for the existing runway 15/33. The reports were completed from 2016 to 2019.

- ✈ Wiluna Aerodrome Runway Pavement Investigation Report, Shire of Wiluna, WML, 24 February 2017.
- ✈ Pavement Review Wiluna Aerodrome for Shire of Wiluna, AMS, 15 July 2018.
- ✈ Wiluna Aerodrome – Preliminary Pavement Evaluation Study, GHD, October 2018.
- ✈ Pavement Investigation Report, Shire of Wiluna Airport, Golder Associates, April 2019.
- ✈ Shire of Wiluna, Wiluna Airport Renovation Concept Plan, Concept Design Report, GHD, December 2019.

The key findings and main recommendations from the review are as follows:

- ✈ The soaked subgrade CBR testings were insufficient and inconclusive. For this reason, the assessment of the Design Subgrade CBR appears to have largely based on FWD deflection, DCP testing and MRWA empirical formula. Since subgrade CBR is a very important parameter for airfield pavement design, the FWD and DCP testing should be supplemented and supported by sufficient soaked CBR values. ACG recommends a more detailed geotechnical investigation to be carried out for collecting sufficient soil samples for subgrade CBR testing. Moreover, soil samples should be collected near subgrade level as well as at greater depth recommended in the review;
- ✈ The computed structural capacity may not represent the actual structural capacity of the pavement. The back-calculated stiffness for the basecourse layer appears reasonable. However, the stiffnesses for the subgrade layer for the entire length of the runway appears to have been over-estimated by a large percentage and hence the computed structural capacity may not represent the actual structural capacity of the pavement. The reasons for the over-estimation of the subgrade stiffnesses are highlighted in the next few points;
- ✈ Incorrect statistical analysis on the FWD data. It is observed that the average FWD deflections for each of the homogeneous sections were used in the interpretation of the structural condition of the pavement. For project level evaluation, 90th or 95th percentile (high) of the deflection should be used in the analysis.
- ✈ The nonlinearity of subgrade appears to have not been considered in the back-calculation. The deflection bowls (High to very high D_0 and relative low D_{900} values) in substantial sections of the runway provided an indication of the nonlinearity behaviour in the subgrade materials. If this material property is not considered, this can result in over-estimation of the back-analysed subgrade CBR. ACG recommends the degree of subgrade nonlinearity to be computed for each of the deflection bowls and the back-calculated subgrade stiffnesses be revised accordingly.
- ✈ Different target PCN values for the runway were presented in the reports. The main reasons are the incorrect and inconsistent pavement models, different traffic spectrum and movements as well as subgrade CBR used in the COMFAA computation. ACG recommends that a re-calculation of the PCN be carried out once the soaked CBR tests have been completed.
- ✈ Different runway pavement life was also computed and presented in the report. The reasons are similar to that explained for PCN evaluation in the preceding point. ACG recommends a re-analysis of the remaining life so that an appropriate and cost-effective pavement rehabilitation can be prescribed.
- ✈ Some of the basecourse and subgrade materials can be classified as moderate in shrink-swell potential. The implication of the shrink-swell materials on the runway pavement performance and the treatment (if required) need to be addressed in the reports.
- ✈ A detailed geotechnical investigation is required to confirm the presence of “hardspan ironstone” or “coffee rock” within the subgrade. If “coffee rock” is encountered (at shallow depth), aircraft stresses impose on the coffee rock layer need to be modelled. If the stresses were found to be excessive, an appropriate ground treatment needs to be presented. This is because any change in the stress and moisture regimes in the “coffee rock” layer may cause short-term and long-term settlements on the runway pavement.

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Table 1 Review comments on FWD, Pavement Model, Base Course and Subgrade (Existing Runway 15/33)				
Reports	FWD & Modelling	Base	Subgrade	ACG Review Comments
WML (2017)	<ul style="list-style-type: none"> The deflection was assessed using Layer Indices (BLI, MLI & LLI) Approach developed by Horak & Emery (2015). The deflection was analysed using ELMOD6 and the <u>average layer stiffness</u> were adopted in their evaluation. Seal was modelled as Asphalt (AC) layer. WML modelled the RWY as 40mm AC and 250 mm basecourse layer on subgrade CBR15%. The back-calculated stiffness of the AC layer varied from 440 MPa to 1,787 MPa. 	<ul style="list-style-type: none"> Using the <u>average maximum deflection (D₀)</u>, VWL indicated that the pavement section 0m to 1080m is stiff and "Sound", but the section 1080m to 1800m is considered to be in a "Warning" classification and at risk. The Base Layer Index (BLI) is in the "Severe" category at Ch 200 to 600 (+10m CL), Ch1000 to Ch1100 and Ch 1300 to Ch1800 (+10m CL). The rest of the runway sections (+10 CL) are in "Warning" category. The back-calculated stiffness of the base course varied from 208 MPa to 1,272 MPa. The Linear Shrinkage of the basecourse varied from 2.5% to 7.9%. 	<ul style="list-style-type: none"> The <u>subgrade was assessed to be "Sound" for the whole length of the runway (RWY)</u> based on the LLI indices. The back-calculated stiffness of the subgrade from 121 MPa to 389 MPa. The <u>subgrade CBR was assessed to be 15% based on the average back-calculated stiffnesses</u>. Table 1 (page 3) summarises the CBR for the RWY at Ch100, Ch600 & Ch1200 to be 40%, 40% and 70% respectively. The DCP inferred CBR values range from 23% to 42% at the depth of 290 to 450mm from the RWY surface. The linear Shrinkage of the subgrade from 6% to 7%. 	<ul style="list-style-type: none"> The <u>pavement model used by WML was incorrect</u>. Sprayed seal on existing runway (RWY) was modelled as 40mm asphalt (AC) surfacing. The FWD analysis <u>was affected by the incorrect modelling of the existing pavement (AC pavement and use of average layer stiffnesses)</u>. For project level evaluation, 90th or 95th percentile (high) of the deflection is typically used. If the percentile values were used in WML assessment, the structural condition of most of the RWY would be upgraded to "Warning" and "Severe" classification. Federal Highway Administration FHWA-HRT-16-011 (2017) provided an assessment of the FWD data using AREA parameter method. The model is: $AREA = 150[D_0 + 2D_{300} + 2D_{600} + D_{900}]/D_0$ Initial assessment shows that Low AREA parameter and a High D₀ deflection recorded in most of the chainages on (+5m, -5m & +10m CL) would provide an indication of <u>a weak structure and weak subgrade on the RWY pavement</u>. The Layer Indices Approach (Horak & Emery, 2015) should be verified using the FHWA's AREA parameter method. The nonlinearity of subgrade appears to have not considered in WML back-calculation. The deflection bowls (High D₀ and relative Low D₉₀₀ values) in substantial sections of the RWY provided an

				<p>indication of the nonlinearity behaviour in the subgrade materials. <u>If this material property is not considered, this can result in over-estimation of the back-analysed subgrade CBR.</u> The degree of subgrade nonlinearity should be computed from the deflection data.</p> <ul style="list-style-type: none"> • Table 1 (page 3) summarises the CBR for the RWY at Ch100, Ch600 & Ch1200 to be 40%, 40% and 70% respectively. It is unclear whether the CBR tests were soaked (4-day) or un-soaked CBR values. • Moreover, the Material Test Report for the CBR tests were not attached in the report. <p><u>Conclusions</u></p> <ul style="list-style-type: none"> • In summary, <u>because of the incorrect modelling and analysis, the structural capacity estimated by WML may not represent the actual structural capacity of the exiting RWY pavement.</u> • ACG recommends that the <u>deflection data and structural condition be verified using the FHWA method.</u> • It is also recommended that the <u>back-calculation should be re-analysed by considering the subgrade nonlinearity in the model. The pavement should also be modelled as unbound pavement without the AC layer.</u> • The Design subgrade CBR of 15% was determined from the <u>average FWD back-calculated stiffnesses of the subgrade layer.</u> The back-analysed CBR should be compared with the laboratory determined 4-day soaked CBR values. • ACG initial assessment of the deflection data using FHWA's AREA parameter method and FAA's BAKFAA back-calculation program (FAA AC 150/5370-11B) found that the Seal pavement may be classified as "weak structure with weak subgrade". <u>The back-calculated CBR values are likely to be in the region < 5% at 95th percentile (high) deflections. A detailed analysis of the FWD deflection is required to confirm the initial findings.</u> • ACG recommends that 4-day soaked CBR be carried <u>out along the RWY</u> to determine the Design CBR and also to provide laboratory test results for validating
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				the stiffness (and CBR) back-calculated from FWD deflection data.
AMS (2017)	<ul style="list-style-type: none"> AMS reviewed the structural assessment by WML but did not carry out a detailed analysis of the deflection data. AMS modelled the RWY as 250 mm unbound pavement. 	<ul style="list-style-type: none"> The Gravel Basecourse shows that the material of <u>the RWY base layer is generally finer than the MRWA specification, and the material sampled at Ch 1200 is particularly fine.</u> AMS suggested that the <u>material properties is in fact closer to that of subbase</u> and model it as P-208 FAA material in COMFAA. 	<ul style="list-style-type: none"> AMS reviewed WML report and made a conclusion on the subgrade condition as follows. The laboratory and DCP testing of the subgrade shows that it is very high, mostly in excess of 40%. Therefore, <u>AMS concluded that it was appropriate to use a value of 15% within the modelling process.</u> 	<ul style="list-style-type: none"> It appears that AMS had used WML back-calculated layer stiffnesses in deriving a design stiffnesses for the base and subgrade materials. But the significant difference was that AMS had downgraded the basecourse to subbase based on their assessment of the Particle Size Distribution of the base course material. AMS had also removed the 40 mm AC layer from WML model and re-analysed RWY as 250 mm unbound pavement on CBR 15% subgrade. AMS had adopted the CBR 15% previously assessed by WML. <u>No laboratory soaked CBR test was conducted by AMS to verify the Design CBR value.</u> Moreover, the DCP inferred subgrade CBR adopted by AMS would be inaccurate due to the presence of possible “coffee rock” and other gravel in the subgrade layer. The gravel can impede the DCP penetration and this can result in an inflated and inaccurate in-situ CBR values. ACG recommends that 4-day soaked CBR be carried out along the RWY to determine the Design CBR and also to provide laboratory test results for validating the stiffness (and CBR) back-calculated from FWD deflection data.

GHD (2018)	<ul style="list-style-type: none"> • GHD highlighted that the analysis of the FWD data performed by VWL is significantly affected by incorrect modelling of the existing pavement, which erroneously included a 40mm asphalt surface layer. • GHD believes that the structural capacity estimated by WML may not reflect the actual structural capacity of the existing pavements. • GHD conducted a new analysis of the FWD data and the back-calculated stiffness modulus for the <u>basecourse varies from 229 MPa to 280 MPa. The subgrade stiffness ranges from 39 MPa to 74 MPa.</u> • The deflection was analysed using ELMOD6 and the <u>layer modulus at 95th percentile (low) values</u> were adopted in their design. 	<ul style="list-style-type: none"> • From WML geotechnical investigation, GHD had assessed the basecourse materials to be sandy GRAVEL or gravelly SAND from Ch0 to 600m with PI of 8% and 10% and Linear Shrinkage between 2.5% and 4%. • Ch 1,200m to Ch 1,600m was found to be very high fines content and insufficient coarse fraction (aggregate size comprised between 2.36mm and 19mm). • For Ch 600m to Ch 1,811m, the excess of fine fraction and lack of coarse aggregate are likely to be key contributors to the observed rutting in the same area of RWY. • GHD found that two areas of the RWY from Ch 700m to Ch 900m and from Ch 1,100m to Ch 1,811m where <u>structural capacity of the existing RWY is critically low.</u> 	<p>GHD assessment of WML geotechnical data as follows:</p> <ul style="list-style-type: none"> • There is no information on the existing subgrade properties such as Atterberg limits, and particle size distribution. • There are no test certificates or other documentation providing evidence that the 4-day soaked CBR testing has been undertaken on any of subgrade sample. • WML used the empirical correlation (MRWA Road Note 9) to calculate the subgrade CBR. This procedure is incorrect, as it does not provide parameter required for the pavement design and at the base of any pavement evaluation, which is the 4-day soaked CBR of the subgrade. • GHD indicated that AMS had endorsed this incorrect approach (empirical correlation).. • Based on the FWD analysis, and in the absence of more specific information on the actual 4-day soaked CBR, GHD recommend a design subgrade CBR of 4%. 	<ul style="list-style-type: none"> • The back-calculated stiffness modulus for the basecourse (229 MPa to 280 MPa) <u>and the subgrade stiffness (39 MPa to 74 MPa)</u> appears reasonable for a relatively thin seal pavement and high D₀ deflection along the RWY. • The deflection was analysed using <u>layer modulus at 95th percentile (low) values</u> and this level of statistical percentile is in line with the industry practices for project level pavement evaluation. • As such, the recommended Design CBR of 4% for the RWY subgrade is reasonable. • However, ACG recommends that 4-day soaked CBR be carried out along the RWY for validating the back-calculated subgrade stiffness (39 MPa to 79 MPa) and the adopted Design CBR of 4%.
Golder (April 2019)	<ul style="list-style-type: none"> • The deflection was assessed using Layer Indices Approach developed by (Horak & Emery (2015)). • It appears that Golder had adopted the Layer Indices assessment results done by WML. • The deflection was analysed using the back-calculation RUBICON Toolbox program 	<ul style="list-style-type: none"> • One soaked CBR was tested for Basecourse at (PD05; Ch810). The CBR of the <u>Clayey/Silty Gravelly Sand material was tested to be 19%.</u> • The soaked CBR of the blended samples (PD06 & PD10) were tested to be 30%. • The Particle Size Distribution testing showed that the basecourse material is generally 	<ul style="list-style-type: none"> • In February 2019, Golder conducted a pavement investigation at the RWY and proposed a design subgrade CBR of 15%. • One soaked CBR was tested for subgrade at (PD11; Ch 660). <u>The CBR of the sandy CLAY material was tested to be 4%.</u> 	<ul style="list-style-type: none"> • It appears that Golder had adopted the Layer Indices assessment results done by WML. ACG recommends that the <u>deflection data and structural condition using the Layer Indices Approach be verified using the FHWA method.</u> • Golder's back-calculated subgrade stiffnesses (156–180 MPa) are nearly 3 to 4 times greater than GHD computed subgrade stiffnesses (39–74 MPa). • The nonlinearity of subgrade appears to have not considered in Golder's back-calculation. The deflection bowls (High D₀ and relative Low D₉₀₀

	<p>and the <u>average layer stiffness</u> were adopted in their evaluation.</p> <ul style="list-style-type: none"> • The average back-calculated stiffness for the basecourse varied from 306 MPa to 388 MPa. The stiffnesses for the subgrade were between 156 MPa to 180 MPa. • From the back-calculation, <u>Golder concluded that the basecourse is marginal and the subgrade has good strength.</u> 	<p>finer than the MRWA Specification 501 and may lose strength at elevated moisture content.</p> <ul style="list-style-type: none"> • The plasticity index is variable and high (>6%) and the Linear Shrinkage results varied from 1% to 7% and some were noted to be high. They suggested that the basecourse may undergo volume change with changes in moisture content. 	<ul style="list-style-type: none"> • The soaked CBR of the blended materials from different PDs were tested to be between 15 to 60%. • Golder had assumed that the soaked CBR of 4% at (PD11) to be outlying and had discarded the test result. • On page 12 of the report, Golder used MRWA (Road Note 9) empirical formula to calculate the design CBR and found the formula for soaked conditions is comparable to the back-calculated modulus assessed from the FWD test results. • The Linear Shrinkage for subgrade range from 1% to 5%. 	<p>values) in substantial sections of the RWY provided a good indication of the nonlinearity behaviour in the subgrade materials. <u>If this material property is not considered, this can result in over-estimation of the back-analysed subgrade CBR.</u> The degree of subgrade nonlinearity should be computed from the deflection data.</p> <ul style="list-style-type: none"> • Golder's laboratory soaked CBR result (of 4%) at PD11 provided a good piece of information regarding the strength of the RWY subgrade when saturated during the wet season. It also shows that poor sandy CLAY materials are presence along the RWY (PD06; Ch40 and PD11; Ch 660). • Linear Shrinkage for the basecourse materials at several chainages were reported to be > 2.0% (MRWA Table 501.10) and is considered not suitable for the basecourse layer. • Most of the soaked CBR tests were conducted using blended materials collected at different Pavement Dipping (PD) locations. The material from one PD can be modified with material from another PD location. For example, the PD06 (sandy CLAY) material was blended with PD10 (Clayey/Silty Gravel) material and this can result in a higher CBR than the unblended material sample at PD06. • As such, <u>the soaked subgrade CBR tests conducted by Golder was insufficient and inconclusive.</u> • Nevertheless, it did provide a good validation that soaked CBR along the RWY can be as low as 4% (at PD11, Ch 660) and that the design CBR 15% adopted by WML, AMS and Golder are considered too high. • ACG recommends that the Design subgrade CBR derived from the MRWA Road Note 9 and that back-calculated from FWD deflection should be verified by laboratory soaked CBR tests. • ACG recommends that 4-day soaked CBR be carried out for samples collected along the RWY for validating the Design CBR value. • Golder carried out the PD to the maximum depth of 700 mm. ACG would recommend the test pit be conducted to a depth at least 1.5 m for mapping out a complete strata of the subgrade layers. Any presence
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				<p>of the coffee rock can also be mapped out at greater depth.</p> <ul style="list-style-type: none"> • Sufficient soil samples should be collected at near subgrade level as well as near the bottom of the test pits. • Holland and Richards (1982) suggest that in arid and semi-arid climates, where pronounced short wet and long dry periods lead to major moisture changes, the linear shrinkage lower limits for moderate and high shrink-swell potential be 5% and 12% respectively. As such, some of the basecourse and subgrade can be classified as moderate in shrink-swell potential. The implication of the shrink-swell materials on the RWY pavement performance need to be covered in the report. Likely treatment, if required, should also be presented.
GHD (Dec 2019)	<ul style="list-style-type: none"> • This is a Concept Design Report for Scenario 1 (upgrade existing RWY) and Scenario 2 (new parallel RWY). • FWD analysis was performed by GHD in their 2018 report. 	<ul style="list-style-type: none"> • The assessment of the basecourse had been carried out by GHD in their 2018 report. 	<ul style="list-style-type: none"> • GHD reviewed Golder report and found that the procedure used by Golder to determine CBR value of 15% was incorrect. • GHD reported that the geotechnical investigation undertaken for SW indicate much lower values closer to 3 or 4%. • For the Concept Design, GHD had adopted the design subgrade CBR of 4% recommended in their 2018 report. 	<ul style="list-style-type: none"> • ACG review comment on GHD Conceptual Design is provided in Table 3.

Table 2 Review comments on Coffee Rock, Aircraft Spectrum, Aircraft Traffic Movements and PCN (Existing Runway 15/33)

Reports	Hardspan Ironstone (Coffee Rock)	Aircraft Spectrum & Movements (ATM)	PCN	ACG Review Comments
WML (2016)	<ul style="list-style-type: none"> Test pits WML indicated the presence of some rock possibly "coffee rock". 	<ul style="list-style-type: none"> The traffic spectrum and movements used in COMFAA analysis were: F100 (44.6t), ATM 5,616; Bae146-200 (35.4t), ATM 5,616; 800XP (12.7t), ATM 1,890; PC-12 (4.74t), ATM 1,890. 	<ul style="list-style-type: none"> PCN of 23 (Code A Subgrade) was calculated using COMFAA based on the specified traffic Spectrum & movements over 20-year life. The PCN was assessed using a design CBR value of 15% (Code A). Using the supporting COMFAA spreadsheet, the existing pavement of 40mm of bitumen seal and 250mm granular pavement has an equivalent thickness of 284mm. 	<ul style="list-style-type: none"> The impact of "coffee rock" on the pavement performance and the appropriate treatment should be included in VWL report. This is because any change in the stress and moisture regime in the "coffee rock" layer (at shallow depth) may cause short-term and long-term settlement on the RWY pavement. WML modelled the Seal layer as FAA P-401 asphalt layer. This had resulted in an error in computing the equivalent thickness (of 284mm) in COMFAA spreadsheet. As such, the PCN computed by VWL was incorrectly computed. ACG initial assessment of the deflection data found that the back-calculated CBR values are likely to be in the region < 5%. At 95th percentile (high) deflections, the CBR is likely to be in the region of between 2% to 4%. The ACN for 3% subgrade CBR (Code D subgrade) for F100 aircraft is 33. Should the design subgrade CBR value of 3% be confirmed by the re-run of the back-calculation, the target PCN rating should be equal or greater than 33 (Code D subgrade).
AMS (2017)	<ul style="list-style-type: none"> Test pits WML indicated the presence of some rock possibly "coffee rock". 	<ul style="list-style-type: none"> The traffic spectrum and movements (20 year life) assumed by VWL were kept the same in AMS COMFAA analysis. 	<ul style="list-style-type: none"> PCN of F100 was computed to be from 6.4 to 12.6 (for Code A Subgrade CBR15%). PCN of BAe 146 (35.4 t) was computed to be from 13.1 to 16.3. A cross-check with APSDS using (base stiffness as 250 MPa) gives a pavement life of 9 years with 2 flights/week, at a MTOW of 35.42 tonnes. AMS concluded that the lifespan of the RWY (limited to BAe 146 – 35 tonnes) will only be in the order of five to seven years before unacceptable failure such as rutting occurs. AMS do not recommend F100 to be introduced to Wiluna existing RWY. AMS do not recommend a larger Bae 146 to be introduced to the 	<ul style="list-style-type: none"> AMS had modelled the basecourse layer as 250mm same as VWL but without the 40mm AC layer in the COMFAA spreadsheet for equivalent thickness determination (on page 7/21). However, the design subgrade CBR value of 15% is considered high and it was not verified by soaked (4-day) CBR tests. The impact of "coffee rock" on the pavement performance and the appropriate treatment should also be included in AMS report.

			RWY until maintenance work has been carried out.	
GHD (2018)	<ul style="list-style-type: none"> Test pits WML indicated the presence of some rock possibly "coffee rock". 	<p>The traffic spectrum and movements used in COMFAA analysis were: Hawker 800XP (12.775 t), MPA 312; BAe146-224 (35.42 t), MPA 224; King Air B100 (5.216 t), MPA 116.</p> <p><i>MPA – movements per annum</i></p>	<ul style="list-style-type: none"> Average RWY pavement thickness of 300 mm on Code C subgrade CBR 4% has been used in the PCN assessment. The resulting PCN is 7. GHD recommended updating the current runway 15/33 rating in the ERSA as: <u>PCN 7/F/C/700 (102PSI)/T.</u> From APSDS analysis, GHD estimate the residual life of the existing RWY between <u>2 to 4 years, if the BAe 146 operates</u> at the airport. 	<ul style="list-style-type: none"> The impact of "coffee rock" on the pavement performance and the appropriate treatment was not addressed in GHD report. It can be observed that the traffic spectrum and movements used by GHD in COMFAA computation are markedly difference from that used by VWL, AMS and Golder. This resulted in a different PCN in the respective assessments. GHD had adopted Design CBR of 4% in the PCN evaluation. ACG recommends that 4-day soaked CBR be carried out along the RWY for validating the subgrade stiffness (39 MPa to 79 MPa) that were back-calculated by GHD and to confirm the Design CBR value of CBR 4% .
Golders (2019)	<ul style="list-style-type: none"> Inferred medium strength ironstone (hardpan) was encountered below the basecourse at pavement dipping (PD03). Inferred ironstone was generally noted to underlying the subgrade across the site. 	<ul style="list-style-type: none"> The traffic spectrum and movements were obtained from SW (28 February 2018) Council document (dated 28/2/2018). The ATM is as follows: Pilatus PC-12 (4.74 t), MPA 164; EMB-120ER (12.00 t), MPA 130; Dash 8 (19.50 t) MPA 90; BAe 146 (35.00 t) MPA 85. <p><i>MPA – movements per annum</i></p>	<ul style="list-style-type: none"> Average RWY pavement thickness of 277 mm on CBR 15% has been used in the PCN assessment. The COMFAA equivalent thickness was computed to be 189 mm. Golder assessed Dash 8 aircraft on COMFAA and found to be for flexible pavement support Type A (CBR 15%). It was noted by Golder that the BAe 146 was not assessed as there are relatively few movements of this aircraft type. Golder had recommended the <u>PCN for the RWY to be 8 for Code A Subgrade (CBR 15%).</u> 	<ul style="list-style-type: none"> The impact of ironstone "coffee rock" (as identified by Golder investigation) on the pavement performance and the appropriate treatment should be included in Golder report. This is because any change in the stress and moisture regime in the "coffee rock" layer (at shallow depth) may cause short-term and long-term settlement on the RWY pavement. It can be observed that the traffic spectrum and movements used by Golder in COMFAA computation are markedly difference from that used by WML, AMS and GHD. This may have resulted in a different PCN in their assessment.
GHD (2019)	<ul style="list-style-type: none"> This is a Concept Design Report for Scenario 1 (upgrade existing RWY) and Scenario 2 (new parallel RWY). GHD have adopted the design subgrade CBR of 	<p>Aircrafts used in the Concept Design are:</p> <ul style="list-style-type: none"> Fokker 100 & BAe 146-200. 	<ul style="list-style-type: none"> The main RWY 15/33 is currently classified as <u>PCN 8/F/A/931 (135PSI)/T.</u> SW have advised they aim to increase the PCN rating from 8 to 30 to accommodate BAe 146 and Fokker 100. 	<ul style="list-style-type: none"> The aircraft traffic movements (ATM) over the 20 design life were not provided in GHD report. The MTOW of F100 and Bae 146-200 should be specified. Should the Design subgrade CBR value is confirmed be 4% (Code D), the target PCN of the existing and new RWY should be greater than 33 (ACN 33 for F100). The target

	4% recommended in their 2018 report.		<ul style="list-style-type: none"> • The target PCN recommended by GHD for Code D subgrade (CBR 3%) is 33 for F100 aircraft (ACN = 33). • Should the design subgrade CBR value of 4% be confirmed, the target PCN should be increased to 35 instead of 30. • GHD recommended a more detailed geotechnical investigation specifically aimed at the subgrade. 	<p>PCN of 35 (recommended by GHD) is an appropriate PCN for F100 aircraft on Code D subgrade (CBR ≤ 4%).</p> <ul style="list-style-type: none"> • ACG concurs with GHD for a more detailed geotechnical investigation with soaked (4-day) subgrade CBR be tested along the RWY for next phase of the investigation work.
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Table 3 The reported Surface condition and proposed pavement rehabilitations on Runway 15/33

Reports	Visual Inspection	Pavement Rehabilitation and Cost Review
WML (2016)	<ul style="list-style-type: none"> • WML reported that at the time of the fieldwork the condition of the pavement and surfacing was considered to be good with no apparent defects such as rutting or cracking of the pavement, or flushing of the seal. A number of small areas had been resealed including the taxiway. • There was no visual evidence of stormwater damage e.g. scouring, ponding etc. • The indexing indicated the pavement is generally reasonably strong, but the base course is clearly at risk between cha 1100 and cha 1800. The distress would likely be rutting, but this may only become apparent with increasing aircraft movements or over time. The information indicates the base course will require strengthening in this section at some time, either through insitu stabilisation or as a granular overlay. 	<ul style="list-style-type: none"> • WML report is essential a pavement investigation and PCN Assessment report. It appears that the scope did not cover pavement rehabilitation of the exiting runway.
AMS (2017)	<ul style="list-style-type: none"> • AMS walkover of the runway determined that in general, the pavement appears to be in a good condition. • At the time inspection, there was some stripping of the seal for the entire length of the runway particularly in the wheel paths. • The aggregate of the surfacing appears well coated but the underlying bitumen appears to have lost it's elasticity despite appearing shiny. AMS recommends fog spray of the runway be carried out to reduce stone loss and protect the seal from further deterioration. • The section to the south of the taxiway, approximately Ch 1,200 – 1,400m particularly on the western side, is showing signs of rutting and shoving of the basecourse. The remainder of the runway to the north and south of the 	<p><u>Asphalt Overlay</u></p> <ul style="list-style-type: none"> • AMS recommended replacing the poor basecourse materials and overlay with 60 mm asphalt. 10 mm was allowed for pavement Grooving. The estimated cost is \$5,725,800. <p><u>Bitumen Stabilisation</u></p>

	<p>chainage appears to be in good condition with minimal rutting evident under the straight edge pavement failures.</p> <ul style="list-style-type: none"> The areas of the runway exhibiting distress generally aligned with the areas identified by WML. 	<ul style="list-style-type: none"> The second option AMS proposed is Bitumen Stabilisation of the base layer and placing two coats Seal. <u>The estimated for this option is: \$3,645,000.</u> <p><u>ACG review comment:</u></p> <p>AMS's designs were based on subgrade CBR of 15% and this design CBR had not been verified with laboratory (4-day) soaked subgrade CBR tests. Should the soaked CBR is tested to be less than 15%, the proposed designs may not meet 20 years design life and the cost estimate may not be representative of the actual cost of pavement rehabilitation.</p>
GHD (2018)	<ul style="list-style-type: none"> GHD reported that the RWY was resealed in 2016. GHD observed severe stone loss in the bituminous sprayed seal. Rutting is extensively present in the wheelpath (+/-5m from centreline) between Ch1,200m to Ch1,811m. The rut is described as wide shape with depth up to 18mm. The observed rut suggests that the existing RWY pavements (Ch1,200m to Ch1,811m have inadequate structural capacity for the current aircraft traffic. A 20mm deep depression is present as the northern junction between the RWY and the taxiway. A 26m long patch is present at the junction, suggesting a poor tie-in between the RWY and the Taxiway. The area holds water after every rain event due to the observed pavement shape loss. It is likely that the water ponding caused or facilitated stripping of the sprayed seal and stone loss in the area. <p><u>Critical Issues</u></p> <p>GHD had identified the following critical issues:</p> <ul style="list-style-type: none"> Premature ageing of the existing sprayed seal. Possibly due to the incorrect type of bitumen used for construction, or incorrect application, or insufficient rolling of the sprayed seal during the reseal. Rutting in the wheel path is a recurrent issue in the RWY pavement between Ch1,200 to Ch1,811m. It is unclear whether rutting has been deteriorating or has settled. 	<ul style="list-style-type: none"> GHD conducted a pavement analysis with FAARFIELD to review the two pavement rehabilitation options proposed by AMS and found AMS designs do not meet 20 years design life for either at restricted (35t) or maximum take-off weight (43t) of the BAe 146. <p><u>Foamed bitumen stabilised overlay with AC surfacing</u></p> <ul style="list-style-type: none"> GHD proposed 250mm foamed bitumen stabilised granular overlay with a 70mm DGA 14 surfacing. The estimated cost is: <u>\$6,476,357 (excl GST).</u> There was no cost breakdown in the report. <p>Minimum thickness requirement of the DGA 14 layer for the aircraft types in accordance with FAA AC 150\5320-6F is 100mm. As such, the design should be reviewed and the cost estimate should be revised.</p>
Golders (2019)	<ul style="list-style-type: none"> The overall condition of the runway was noted to be marginal, with the north-western section of the RWY between Ch1,100 to Ch1,811m generally showing increased evidence of pavement distress. Ruts up to approx.. 20mm depth were observed over this section. Rutting was most severe around Ch1,811. Isolated flushing in wheelpaths, 	<ul style="list-style-type: none"> Golder do not consider asphalt overlay is not a viable option given the size of the aircraft expected to use the airport.

	<p>stripping of aggregate, and multiple patches (inferred due to repair of pavement defects) were the main defects observed over this section.</p> <ul style="list-style-type: none"> • The condition of the RWY from Ch0.00 -Ch1,100m generally in satisfactory condition. • Drainage was generally noticed to be poor adjacent to the RWY. Grades on the runoff areas adjacent to the RWY are relatively flat, drains beyond the runoff area appear relatively shallow. 	<p><u>Granular overlay with cement stabilisation and Seal surfacing</u></p> <ul style="list-style-type: none"> • Golder proposed 100 to 150mm granular overlay and stabilised with 1.5% to 2.0% of cement. Prime and seal the cement stabilised base layer. • Golder requires additional work to prepare a detailed study on the rehabilitation option. As such, <u>Golder did not provide cost estimate to the option.</u>
GHD (2019)	<p><u>Critical Issues</u></p> <p>In 2018, GHD had identified premature ageing of the existing sprayed seal and rutting of the wheel paths to be the critical issues on the existing RWY.</p>	<p>To accommodate the increase in the PCN from 30 to 35, GHD had proposed three (3) options for the rehabilitation the existing RWY. The options which are based on subgrade CBR 4% are:</p> <ul style="list-style-type: none"> • <u>Scenario 1 – Option 1</u> consists of removal of 250 mm of existing pavement and replacement with 300 mm natural gravel subbase, 200mm cement stabilised subbase and 250 mm crushed rock base basecourse. • <u>Scenario 1 – Option 2</u> consists of removal of 250 mm of existing pavement and replacement with 500 mm select fill, 250 mm natural gravel subbase and 250 mm crushed rock base basecourse. • <u>Scenario 1 – Option 3</u> consists of new pavement built on top of the existing pavement. The new pavement comprises 200 mm crushed rock base basecourse, 20 mm foamed bitumen stabilised basecourse and 70 mm DGA14 with PMB. <p>ACG has reservation on design <u>Scenario 1- Option 1</u> with a 200 mm layer of cement stabilised subbase sandwiched between the natural gravel subbase and crushed rock base. The cement stabilised subbase can impede the moisture flow from the crushed rock base on top. The cemented subbase may also trap moisture and cause deterioration in the basecourse.</p> <p>The design concepts for Option 2 (Seal on granular base and subbase) and Option 3 (foamed bitumen) appears reasonable. However, it is not clear whether the foamed bitumen material is a plant or in-situ mixed. A feasibility statement will need to be made prior to progressing Option 3 for detailed design.</p> <p>Cost estimate was not presented for the three design options.</p>

		<p>GHD proposed Concept <u>Design Scenario 2 – Option 1</u> for the new runway. The design consists of 750 mm of new pavement surfaced with a bituminous sprayed seal on subgrade CBR4%. No detailed pavement configuration, material properties and cost estimate were provided in the design option.</p>
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Unconfirmed

8 Appendix B – High Level Cost Estimate Summaries

HIGH LEVEL COST ESTIMATE SUMMARY

Option 2 - New Runway (Stage 1: New Runway and Taxiway Extension)



Revision A

28/04/2020

	Option 2(A)		Option 2(B)		Option 2(C)
Item	Interim Unsealed	Ultimate (Staged) (From)	Interim Sealed	Ultimate (Staged) (From sealed)	Ultimate (Unstaged)
Preliminary	\$ 630,000	\$ 280,000	\$ 630,000	\$ 280,000	\$ 645,000
Earthworks	\$ 1,263,000		\$ 1,263,000		\$ 1,365,000
Pavements	\$ 5,837,000	\$ 5,545,150	\$ 7,588,100	\$ 2,918,500	\$ 10,506,600
Stormwater	\$ 336,000		\$ 336,000		\$ 336,000
Aeronautical Ground Lighting	\$ 757,000	\$ 4,000	\$ 757,000	\$ 4,000	\$ 757,000
Linemarking	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Erosion and Sediment Control	\$ 41,000	\$ -	\$ 41,000	\$ -	\$ 41,000
Fencing	\$ -	\$ -	\$ -	\$ -	\$ -
Commissioning and update Aerodrome Manual	\$ 250,000		\$ 250,000		\$ 250,000
Remote Location Factor (30%)	\$ 2,749,200	\$ 1,763,745	\$ 3,274,530	\$ 975,750	\$ 4,185,180
Total Estimated Cost	\$ 11,913,200	\$ 7,642,895	\$ 14,189,630	\$ 4,228,250	\$ 18,135,780

HIGH LEVEL COST ESTIMATE SUMMARY

Option 2 - New Runway (Stage 2: New Taxiways at each Runway End)

	Option 2(A)		Option 2(B)		Option 2(C)
Item	Interim Unsealed	Ultimate (Staged) (From unsealed)	Interim Sealed	Ultimate (Staged) (From sealed)	Ultimate (Unstaged)
Preliminary	\$ 630,000	\$ 280,000	\$ 630,000	\$ 280,000	\$ 545,000
Earthworks	\$ 114,000		\$ 114,000		\$ 117,000
Pavements	\$ 379,200	\$ 360,240	\$ 492,960	\$ 189,600	\$ 682,560
Stormwater	\$ 88,000		\$ 88,000		\$ 88,000
Aeronautical Ground Lighting	\$ 533,000	\$ 250,000	\$ 533,000	\$ 250,000	\$ 533,000
Linemarking	\$ -	\$ -	\$ -	\$ -	\$ -
Erosion and Sediment Control	\$ 41,000	\$ -	\$ 41,000	\$ -	\$ 41,000
Fencing	\$ -	\$ -	\$ -	\$ -	\$ -
Remote Location Factor (30%)	\$ 535,560	\$ 267,072	\$ 569,688	\$ 215,880	\$ 601,968
Total Estimated Cost	\$ 2,320,760	\$ 1,157,312	\$ 2,468,648	\$ 935,480	\$ 2,608,528

**Wiluna Airport Advisory Group Meeting
Brief for the 14th May 2020**



Briefing document for the WILUNA AIRPORT ADVISORY GROUP MEETING

7th April initial consultation with the Department of Transport (DOT) as to the status of the Strategic Airport Assets and Financial Management Framework Data Survey – Michael Kennedy.

8th April Assessment of Quotes completed and Bright house (BH consultants) engaged to complete the Business Case for the upgrade of the Wiluna Runway.

April 10th-on going BH discussions and document requests.
Compilation of various data on the runway project has been sent through to Bright house consultants. The business case is proceeding,

DOT are finalising their analysis of the framework document for Council endorsement. DOT will run the scenarios that WAAG provide to Council.
The Shire will consult with all stakeholders and DOT the scenarios, find that one that works for the Wiluna Shire.
WAAG will review and recommend to Council for endorsement the option for the upgrade to be funded.
Bright house will then develop into the business case.

The BH consultants are still on track to have the business case finalised by the end of June, depending on how fast DOT turn around the information, the Business Case Consultancy may need to be extended another month.

DOT on May 4th received all data this included:

- initial analysis of the av data,
- asset register
- balance sheet
- Airport revenue analysis
- raw av data
- concept drawings
- AMS reports
- Engineer designs
- Lease arrangements

DOT will present the draft framework for the Shire to review and endorse as a document that the Shire supports. This Framework will run the necessary scenarios identified by WAAG to allow Council to make an informed decision on what option to proceed with for the Runway upgrade.

DOT is currently working with the Wiluna Shire to provide the information that will be able to inform the WAAG about the revenue and asset management framework for the runway, in its current condition and with the current revenue.

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A call has been made to DOT to provide the dates for the completion of the framework document. Wiluna Shire will hear back from DOT on the 21st of May as to the timeframe for the completion of the Framework document.

The Wiluna Shire, then needs to assess the options that they want DOT to analyse. This is the What is this option Wiluna Shire needs for the runway and there maybe a few options.

Recommendation

WAAG work on the options for the scenarios for recommendation to the Council in the next 3 weeks.

Currently there are 3 broad options to consider, there maybe more.

1. **Do nothing** keep doing what is currently being done.
2. **Fit for purpose** – upgrade existing runway RPT and RFDS purposes– The Shire is going to follow up with all stakeholders to assess what planes are being used and what PCN rating is required, it may be that we can fit all other users of the runway in under the one PCN rating that the RPT require to land their planes.
3. **Fit for purpose with a higher PCN rating for private sector use:** Private sector may require the PCN rating to be higher, then the scenario needs to be run on what is the added cost to the private sector , in landing tax, per pax cost and upfront capital. Is their an appetite in the private sector to pay for this.

Note : All possible revenue, Landing fees and passenger costs, lease arrangements will be discussed for each of the options.

WAAG to consider the following and endorse the process to complete the project:

WAAG meeting 1

- WAAG to consider various options for the scenario testing to recommend to Council, form a small working group to feedback into WAAG next meeting.
- Timeframe from DOT provided to WAAG for the Framework document to be completed.

WAAG Meeting 2

- Shire will delegate to WAAG the DOT framework, to review and make recommendations to council.
- WAAG endorse for recommendation to Council.

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- WAAG to consider various options for the scenario testing and recommend to Council.

Recommendation:

DOT attend WAAG meeting and present Framework Document.

June Wiluna Shire Council Meeting

- Council resolve to accept the framework document from DOT to proceed with the Scenario testing.
- WAAG recommend to Council the options for DOT to scenario test.
- DOT will attend the council meeting to answer any questions on the Framework, by Zoom.

Resolution passed for the framework document to be used to run the scenarios presented by WAAG.

Recommendation:

CASA to be informed of the progress and process going forward, including the maintenance plan on the existing runway to maintain the current PCN rating, until the upgrade commences.

Meetings to discuss Scenarios for DOT

- DOT will provide the Council and WAAG with the agreed scenarios completed
- The Shire will facilitate a stakeholder round table discussion with DOT to discuss all the scenarios. The Shire will be looking for investment into the project, and agreement in principle on the charges for landing fees and per pax charge.
- DOT will review and provide the responses and commitments to Council.
- An agreed option to be recommended to Council from WAAG, with all associated costs, including Wiluna shire funds to the project.

Resolution for upgrade option passed by Shire:

- Bright house consultants to be provided with all information on the framework and the options to finalise the business case, based on the information that has been provided.

Recommendation:

DOT attend
Bright house Consultants attend

Business Case

- Business Case final draft presented to Council and reviewed by DOT and WAAG

Business Case final draft resolved to be accepted by Council.

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Recommendation

WAAG and DOT review the final draft of the Business Case

Airport Masterplan

finalised and cost including landscaping, Airport terminal and RFDS transfer station. A brief will be provided at the next council meeting as to the process to complete this project and include in the final funding applications.

July – October 30 2020

- Funding applications competed RADS and RAUP and endorsed by Council.
- Alternative infrastructure funding sourced for the terminal building and RFDS transfer station, there maybe a release of infrastructure funding from WA government as part of a recovery plan for COVID in July 2020, projects that will be shovel ready are being recommended for possible infrastructure funding.

Note: discussions have commenced with RFDS and Albany Shire, regarding RFDS preferred station design, and funding applications.

October 30th 2020

Applications ready to be submitted for the November rounds

Partnership funding NOTE:

A precedent has recently been set with the Calidus Resource Limited and East Pilbara Shire Partnership for the Marble Bar Runway a commitment of 2million was made by CRL to the project and an initial 2.5 million committed from the East Pilbara Shire the application was made for the RADS funding for 2 million and was not successful, the East Pilbara Shire committed the further 2 million dollars, the commercial benefits to the region and Marble Bar were to good an opportunity to pass on.

Detailed business case and cost analysis have been completed on the basis that CRL will provide the project management and equipment as needed to the project. Cost savings are being made where ever possible, the Marble Bar airstrip has been attracting a lot of attention due to the partnerships and a number of mines around Marble Bar, who have historically used other access airports are now interested in providing some investment into the Marble Bar project. This has not reduced the ongoing fees or landing tax of any of the stakeholders.

The Federal government did not invest in the project as it was seen as a private sector project, and provided no real engagement or real commercial benefit with the local communities surrounding Marble Bar,

This was not promoted enough in the business case, , as stated by the CEO of East Pilbara.