



SHIRE OF KONDININ
MINUTES OF MEETING
Kondinin Shire Council
ALL OPEN AND CONFIDENTIAL ITEMS
Extraordinary Council Meeting

Held electronically on 23 February 2026

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1 OPENING OF MEETING

The Shire President opened the meeting at 4.05pm

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS AND DIGNITARIES

The Shire President acknowledged the traditional owners of the land on which we meet and paid respects to elders past, present and emerging.

3 RECORDING OF ATTENDANCE

3.1 ATTENDANCE

Shire President K Mouritz (Presiding Member), Deputy Shire President B Gangell (Deputy Presiding Member), Cr B Browning, Cr M James, Cr T Smeed, Cr P Green, Chief Executive Officer B Wright, Manager Planning & Assets Mrs T Young, Manager Corporate Services Mr V Bugna.

3.2 ATTENDANCE BY TELEPHONE OR INSTANTANEOUS COMMUNICATION

This meeting is authorised by the Shire President and endorsed by Councillors as an instantaneous communication (Teams) meeting.

3.3 APOLOGIES

Cr D Pool

Acting Manager Works Ms D Wright

3.4 APPROVED LEAVE OF ABSENCE

Nil

3.5 DECLARATIONS OF DISCLOSURES OF INTEREST

Cr Gangell – impartiality disclosure (Club Member/Secretary) – 9.1.1 – Karlgarin Bowling Club Building

4 APPLICATION FOR LEAVE OF ABSENCE

Nil

5 PUBLIC TIME

5.1 PUBLIC QUESTION TIME

Nil

5.2 PUBLIC STATEMENT TIME

Nil

6 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

7 ANNOUNCEMENTS BY PRESIDING MEMBERS WITHOUT DISCUSSION

Nil

8 DECLARATION OF MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE AGENDA BEFORE THE MEETING

Nil

9 REPORTS OF OFFICERS

9.1 PLANNING & ASSETS

9.1.1 Karlgarin Bowling Club Building - Reallocation of Funds

FILE NUMBER:	HRT/Ka.2
DATE:	20 February 2026
AUTHOR:	Tory Young, Manager Planning & Assets
AUTHORISED OFFICER:	Bruce Wright, Chief Executive Officer
DISCLOSURE OF INTEREST:	Author - Nil Authoriser - Nil
ATTACHMENTS:	Nil

RECOMMENDATION

That Council

1. Endorses and approves the cancellation of 2025-2026 Project *Medical Centre Car Park (Extend Seal / 90-degree parking)* (\$15,846).
2. Endorses and approves the deferral of 2025-2026 Project *Medical Centre Car Park (Extend Seal / 90-degree parking)* to the 2026-2027 Capital Works program.
3. Endorses and approves the transfer of the existing budget of \$15,846 allocated to 2025-2026 Project *Medical Centre Car Park (Extend Seal / 90-degree parking)* to 2025-2026 Project *Karlgarin Bowling Club Building*.
4. Authorises the Chief Executive Officer to prepare and execute the necessary administrative and contractual instruments with suitably qualified contractors to complete the Karlgarin Bowling Club project.

SUMMARY

This report is for Council to support the reallocation of funds within the 2025 / 2026 budget to enable the completion of the Karlgarin Bowling Club Building.

VOTING REQUIREMENT

Simple Majority

COUNCIL'S ROLE

Executive

The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

BACKGROUND

16 June 2021 – Council at its Ordinary Meeting endorsed the Sport and Recreation Plan 2021 – 2031 comprising the construction and installation of a new Bowling Club building at Karlgarin

20 October 2021 – Council at its Ordinary Meeting approved the offer from the Karlgarin Bowling Club for the purchase of freehold lots 19 and 21 Federal Street, Karlgarin at \$200 per lot.

6 November 2023 – Written confirmation received confirming financial contributions from the Karlgarin Progress Association (\$150,000) and the Karlgarin Bowling Club (\$80,000) towards a new Karlgarin Bowling Club Building

14 February 2024 – Council at its Ordinary Meeting approved an application for funding through the Community Sports Recreation Facilities Fund be submitted and a commitment of funding to the project in collaboration with financial contributions from the Karlgarin Progress Association and the Karlgarin Bowling Club.

28 March 2024 - Community Sports Recreation Facilities Fund (CSRFF) submitted

5 August 2024 – Notification that CSRFF grant application was unsuccessful

21 August 2024 – Council at its Ordinary Meeting endorsed the appointment of WA Modular as the preferred contractor as a WALGA Preferred Supplier to construct and install the new Karlgarin Bowling Club building and allocated the required funds to complete the project

28 August 2024 - Crown Reserve 31640 amended to comprise Lots 19 and 21 Federal Street, Karlgarin to create one Reserve over Lots 19, 20 and 21 Federal Street for the purpose of Recreation Bowling Green.

25 September 2024 – WA Modular engaged to undertake project.

9 December 2025 – Practical Completion Certificate issued for works undertaken by WA Modular

Since Practical Completion has been issued, several matters have been raised to address the functionality of the building as summarised below.

Acoustics – during pennant bowls it has become apparent that the acoustics in the building are less than satisfactory for a public building. The matter was raised with the WA Modular, who confirmed this was outside of the remit of compliance under the National Construction Codes recommending measures such as carpet, blinds, screening and wall hanging be considered. Accordingly, the Shire's Administration in liaison with the Karlgarin Bowling Club have organised quotations for the installation of blinds and carpet in the function area as documented in the financial section below.

Lighting – during pennant bowls it has become apparent that the position of the westerly sun in the afternoons is coming directly into the building via the high windows, making it uncomfortable for patrons. Accordingly, the Shire's Administration and Karlgarin Bowling Club have arranged quotations for the installation of blinds on these high windows.

Privacy – the adjacent landowners have voiced concern over privacy into the residential dwelling to the east of the new bowling club building. Measures recommended to address have been discussed with the adjacent lands owners and the Shire's Administration have received quotations for the removal of the existing eastern boundary asbestos fence and a replacement 1.8m Colourbond fence to be tapered to 1.2 in the front setback area. A blind over the rear eastern glass door is also proposed to be installed. The Shire's Administration has provided the fencing scope and quotation to the Karlgarin Country Club for endorsement and consideration towards a financial contribution towards the purchase and installation of the new boundary fence.

Utilisation of Water Tanks – the two (2) water tanks were installed at the Karlgarin Bowling Club through a separate project via funding through the Department of Water and Environmental Regulation Community Water Supply Program with the view of being used to water the bowling rink and garden bed surrounds. Connections to the reticulation have not been completed. The Karlgarin Bowling Club have asked for consideration for the tanks to be connected into the new building. The

scope to achieve the latter is estimated at \$7,000 as the roof of the building will need to be removed and a filtration system installed. The Shire's Administration are in discussions with the landscaper to explore options to use the tanks for watering the bowling green and garden beds as an alternative solution. The connection of the tanks to the building is a material change to the approved Scope of Works and will not be considered at this time. Notwithstanding, an allocation to support the connection of the tanks to the reticulation is now sought.

FINANCIAL

2025 / 2026 Financial Year Karlgarin Bowling Club Capital Item

Approved Budget - Current Expenditure and Committed Funds

Items	Cost
WA Modular Contract	\$498,069
Additional works not included in Contract Works. (Removal of asbestos garden shed, site works, landscaping)	\$39,383
Works Total	\$537,452
Approved Budget	\$545,343
Balance	\$7,548

Proposed Additional Works

Item	Cost
Purchase and installation of carpet tiles to the function area	\$8,259.09
Purchase of blinds for high windows and east facing door	\$2,204
Blinds installation	\$1,000
Removal and disposal of eastern boundary asbestos fence	\$1,928.10
Purchase and installation of new Colourbond 1.8 and tapered to 1.2m boundary fence, including all retaining and backfill works.	\$5,700
Supply and installation of plumbing materials to integrate existing tanks into the reticulation system (Noting a +/- 10% consideration)	\$4,303
Total Additional Works	\$23,394
Remaining Approved Budget Balance	\$7,548
Additional Budget Sought	(\$15,846)
Revised Project Budget (Total)	\$561,189.00

RISK

Medium. It is important that the Shire provides accessible and functional public buildings for all user groups.

POLICY

Shire of Kondinin Policy – FIN 005 – Purchasing

STATUTORY

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

STRATEGIC**Theme**

1. COMMUNITY

Goal

1.4 Recreational and social spaces encourage active and healthy lifestyles

Strategy

1.4.1 Achievement of the Sport and Recreation Facilities Plan

1.4.2 Parks, nature reserves and community spaces are green, tidy, accessible and activated

COMMENT

As documented within this report, the installation and construction of the new Karlgarin Bowling Club commenced almost five (5) years ago with the incorporation of the project in the Shire's Recreation Facilities Plan 2021 – 2031, followed by changes in land tenure to make the development possible. The actual construction of the new build has largely been completed on time and within budget with just a few minor items needing addressing to complete the project, that were omitted from the original scope.

A summary and associated justification of these items is outlined in the Background section of this report. This budget adjustment will bring the Bowling Club project to completion.

To enable all items addressed this financial year, additional funds are now sought. The Medical Centre Carpark (\$15,846) is recommended as a suitable source of funding to cover the shortfall to complete the project. With the current capital and roadworks program already at capacity, it is unlikely that this project can be completed this financial year and the completion of the Karlgarin Bowling Club building is considered a higher priority and greater necessity over the Medical Centre Carpark upgrade – endorsement of the deferral of this project to 2026-2027 is sought.

CONSULTATION

Discussions and correspondence undertaken between the Shire's Administration and the Karlgarin Country Club (land tenure and liquor licence), Karlgarin Bowling Club (design and funding) and Karlgarin Progress Association (funding)

Stakeholder meeting held onsite on 13 December 2023 with representatives from the Karlgarin Country Club, the Karlgarin Bowling Club, the Karlgarin Progress Association and Council Meeting prior to the formal meeting of the Shire's Sports Committee Meeting.

Community engagement in preparation of the Recreation and Facilities Plan 2021 – 2031 undertaken in 2021.

Regular on-going liaison between the Shire of Kondinin Administration and the Karlgarin Bowling Club

Liaison between the Shire of Kondinin Administration and the Karlgarin Country Club

RESOLUTION OCM/26/017

Moved: Cr Murray James

Seconded: Cr Paul Green

That Council

1. Endorses and approves the cancellation of 2025-2026 Project *Medical Centre Car Park (Extend Seal / 90-degree parking)* (\$15,846).
2. Endorses and approves the deferral of 2025-2026 Project *Medical Centre Car Park (Extend Seal / 90-degree parking)* to the 2026-2027 Capital Works program.
3. Endorses and approves the transfer of the existing budget of \$15,846 allocated to 2025-2026 Project *Medical Centre Car Park (Extend Seal / 90-degree parking)* to 2025-2026 Project *Karlgarin Bowling Club Building*.
4. Authorises the Chief Executive Officer to prepare and execute the necessary administrative and contractual instruments with suitably qualified contractors to complete the Karlgarin Bowling Club project.

CARRIED 5/0

For: Crs Kent Mouritz, Bruce Browning, Murray James, Toni Smeed and Paul Green

Against: Nil

Abstained: Cr Beverley Gangell

Cr Browning stated that the Medical Carpark works must be included on the 2026-2027 Capital Works budget as it has been the subject of deferral over previous financial years. Cr Gangell concurred and supported Cr Browning's statement.

10 BUSINESS OF AN URGENT NATURE

Nil

11 MATTERS FOR WHICH MEETING MAY BE CLOSED / CONFIDENTIAL ITEMS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

11.1 Request for Tender - 03/2025 - 2026: Sealing of Kondinin Airstrip and Associated Asphalt and Taxiway

This matter is considered to be confidential under Section 5.23(2) - ((c)) and ((e)) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting and a matter that if disclosed, would reveal –

- (i) a trade secret; or
- (ii) information that has a commercial value; or
- (iii) information about the business, professional, commercial or financial affairs of a person.

MOTION

RESOLUTION OCM/26/018

Moved: Cr Paul Green

Seconded: Cr Toni Smeed

That in accordance with section 5.23(2) of the Local Government Act 1995 (WA), the meeting be closed to members of the public to consider the following item:

11.1 Request for Tender – 03/2025-2026: Sealing of Kondinin Airstrip and Associated Asphalt and Taxiway

CARRIED 6/0

For: Crs Kent Mouritz, Beverley Gangell, Bruce Browning, Murray James, Toni Smeed and Paul Green

Against: Nil

11.1 Request for Tender - 03/2025 - 2026: Sealing of Kondinin Airstrip and Associated Asphalt and Taxiway

FILE NUMBER:	ET 1.2
DATE:	19 February 2026
AUTHOR:	Tory Young, Manager Planning & Assets
AUTHORISED OFFICER:	Bruce Wright, Chief Executive Officer
DISCLOSURE OF INTEREST:	Author - Yes Authoriser - Yes
ATTACHMENTS:	Nil

The Council is satisfied that, pursuant to Section 5.23(2) of the *Local Government Act 2012*, the information to be received, discussed or considered in relation to this agenda item is:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting
- (e) a matter that if disclosed, would reveal –
 - (i) a trade secret; or
 - (ii) information that has a commercial value; or
 - (iii) information about the business, professional, commercial or financial affairs of a person.

RECOMMENDATION

That Council:

1. ACCEPTS and awards the tender received from Key Civil for RFT 03/2025-2026 – Sealing of Kondinin Airstrip and Associated Asphalt for Taxiway and Apron in the amount of \$461,280
2. APPROVES the re-allocation of \$41,261 from the Road Reserve and the \$26,249 savings in the 25/26 Budget Review into the 25/26 Capital Budget Item Kondinin Airstrip
3. AUTHORISES the Chief Executive Officer to prepare the necessary documentation to engage the contractual arrangements with Key Civil to complete the project.

SUMMARY

This report is for Council to accept Key Civil as the preferred tenderer for 03/2025-2026 relating to the Sealing or the Kondinin Airstrip and Associated Asphalt of Taxiway and Apron and to seek Council approval for the reallocation of funds from the Shire's Roads Reserve and savings in the 25/26 budget into Kondinin Airstrip project.

VOTING REQUIREMENT

Simple Majority

COUNCIL'S ROLE

Executive

The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

BACKGROUND

Council at its Ordinary Meeting held on the 21 August 2025 considered Item 9.1.2 relating to the Sealing of the Kondinin Airstrip and Associated Asphalt of Taxiway and Apron and resolved as follows:

1 AUTHORIZES the Chief Executive Officer to apply for funding through the Department of Transport's 2025 – 2027 Regional Airports Development Scheme (RADS) for the sealing of the Kondinin Airstrip

2 SUPPORTS the allocation of \$225,000 towards the project in the 2025/2026 financial year budget

3 AUTHORIZES the Chief Executive Officer to seek a financial contribution from the Shire of Kulin for the project

Following the above decision of Council, the Shire's Administration applied and received the full funding requested of \$234,340 through the Department of Transport's Regional Airports Development Scheme (RADS). A letter of commitment was received from the Shire of Kulin dated 4 November 2024 endorsing a \$50,000 cash contribution towards the project and \$25,000 in-kind contribution towards the project in the 25/26 financial year.

On 20 December 2025, Request for Quotation (RFT 03/25/26) for the Sealing of the Kondinin Airstrip and Associated Asphalt of Taxiway and Apron was released.

Two site visits were facilitated by the Shire's Administration on the 7 January 2026 and 29 January 2026 respectively. Attendance at the site visit was compulsory to be eligible for tender.

The Request for Tender criteria included a series of compliance and qualitative criteria including:

Compliance

Respondents were required to meet 100% of the compliance criteria to qualify for evaluation.

Description of Compliance Criteria
a) Compliance with the condition of submitting this request
b) Compliance with the relevant licences, registrations and insurance
c) Compliance with Specification contained in the request
d) Compliance with attendance at mandatory site visit
e) Compliance with Quality Assurance contained in this request
f) Compliance with Delivery Date

Qualitative Criteria

Qualitative criteria had the overall score weighting of 100%

Description of Qualitative Criteria	Weighting
Relevant Experience	20%
Skills and Relevant of Key Personnel	20%
Tender's Resources	10%
Demonstrated Understanding of Project	30%
Price	20%

Tenders closed at 4.00PM, Wednesday 4 February 2025 and ten (10) responses were received:

- 1 Fulcher Contractors
- 2 Jackson Asphaltting
- 3 Key Civil
- 4 Bitutek
- 5 Industrial Road Pavers
- 6 Comiskey's
- 7 WPC Civil
- 8 Colas
- 9 Sterra
- 10 Raubex

On 11 February 2026, an evaluation panel was convened to undertake the evaluation of proposals. The panel comprised:

- Manager Planning and Assets – Shire of Kondinin
- A/Manager of Works - Shire of Kondinin
- Chief Executive Officer – Shire of Kondinin

The evaluation panel determined that Key Civil presented the Shire of Kondinin the best value for money considered against cost and non-cost considerations. These included:

- A strong demonstration of past and current experience in the provision of similar services in the regions
- A strong demonstration of competency and proven past and current performance in achieving outcomes
- A well-resourced and compliant regulatory and procedural operating model
- A strong demonstration in the utilisation of locally based contractors and plant and equipment to improve efficiency and reduce mobilisation and operating costs.

The panel evaluation is attached for reference. Subsequent reference checks identified that Key Civil is well regarded by existing clients as a competent organisation that meets expectation.

A report relating to RFT 03 – 2025 / 2026 Sealing of the Kondinin Airstrip and Associated Asphalt of Taxiway and Apron was presented to the Special Meeting of Council held on the 18 February 2026 in

which Council laid the matter on the table to enable the Shire's Administration to obtain additional information on costing.

FINANCIAL

The Shire's Administration presents the additional information as follows:

Approved Budget vs Actual Project Costs

Item	Amount
Regional Airports Development Scheme	\$224,340
Shire of Kulin (cash contribution)	\$50,000
Shire of Kondinin approved contribution	\$173,650
Approved Budget	\$448,030
RFT contract works	\$461,280
Works excluded from RFT (Shire costs) Supply of aggregate (\$23,072) Transport costs (\$11,188) Gravel (\$20,000)	\$54,260
Total Cost of Works	\$515,540
Balance	(\$67,510)

Budget Amendment

Item	Amount
Road Reserve	(\$41,261)
Operating surplus (25-26 Q2 budget reserve)	(\$26,249)
Total	\$67,510

Total project costs = \$515,540.

RISK

Medium. The project must be completed within the timeframes prescribed by the Department of Transport.

POLICY

Shire of Kondinin Policy – FIN 005 – Purchasing

STATUTORY

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

STRATEGIC

Theme

1. COMMUNITY
2. ECONOMY

Goal

- 1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire
- 1.5 Support local volunteer organisations
- 2.1 Support the diverse industry across the Shire

Strategy

- 1.2.1 Local health facilities, visiting allied health and volunteer health services are retained
- 1.2.2 Seniors have access to local support services and social programs
- 1.5.1 Clubs and service organisations feel supported
- 2.1.2 We support and advocate for the agricultural industry in our Shire

COMMENT

On assessment of all ten (10) tenders received, the Evaluation Panel considered that best met the criteria and provided the best value for money to complete the project on time and within the Shire's budget was Key Civil.

CONSULTATION

Invitation for public tender opened on 20 December 2025 and closed on the 4 February 2026, meeting the requirements of the Local Government Act 1995.

RESOLUTION OCM/26/019

Moved: Cr Beverley Gangell

Seconded: Cr Bruce Browning

That Council:

1. ACCEPTS and awards the tender received from Key Civil for RFT 03/2025-2026 – Sealing of Kondinin Airstrip and Associated Asphalt for Taxiway and Apron in the amount of \$461,280.
2. APPROVES the re-allocation of \$41,261 from the Road Reserve and the \$26,249 savings in the 25/26 Budget Review into the 25/26 Capital Budget Item Kondinin Airstrip
3. AUTHORISES the Chief Executive Officer to prepare the necessary documentation to engage the contractual arrangements with Key Civil to complete the project.

CARRIED 6/0

For: Crs Kent Mouritz, Beverley Gangell, Bruce Browning, Murray James, Toni Smeed and Paul Green

Against: Nil

RESOLUTION OCM/26/020

Moved: Cr Beverley Gangell

Seconded: Cr Paul Green

That the confidential session of the meeting be concluded and the meeting reopened to the public.

CARRIED 6/0

For: Crs Kent Mouritz, Beverley Gangell, Bruce Browning, Paul Green, Toni Smeed and Murray James

Against: Nil

The meeting resumed in open session at 4.21pm

12 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

13 CLOSE OF MEETING

13.1 DATE OF NEXT MEETING

To be held on Wednesday 18 March 2026

13.2 CLOSURE

The Meeting closed at 4.22pm.