



**Shire of Derby /
West Kimberley**

UNCONFIRMED MINUTES

Special Council Meeting Thursday 11 June 2026

Date: Thursday 11 June 2026

Time: 5:30pm

Location: Council Chambers
31 Clarendon Street, Derby



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**MINUTES OF SHIRE OF DERBY / WEST KIMBERLEY
SPECIAL COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 31 CLARENDON STREET, DERBY
ON THURSDAY, 11 JUNE 2026 AT 5:30PM**

1 DECLARATION OF OPENING

THE MEETING WAS OPENED AT 5.30PM BY THE PRESIDING MEMBER PETER MCCUMSTIE

2 ACKNOWLEDGEMENT OF COUNTRY

IN THE SPIRIT OF RECONCILIATION, THE SHIRE OF DERBY/WEST KIMBERLEY ACKNOWLEDGES THE TRADITIONAL CUSTODIANS OF COUNTRY THROUGHOUT THE SHIRE AND THE CONTINUED CONNECTION TO THE LAND, WATERS AND COMMUNITY.

THE SHIRE WOULD LIKE TO PAY OUR RESPECTS TO THE PEOPLE, THE CULTURES AND THE ELDERS PAST AND PRESENT AND THE CONTINUATION OF CULTURAL, SPIRITUAL AND EDUCATIONAL PRACTICES OF ABORIGINAL PEOPLE.

3 DISCLAIMER

This meeting was video recorded and live-streamed on the Shire's Youtube channel, with the exception of confidential items and periods of adjournment as determined by the Presiding Member. By being present at this meeting, members of the public consent to the possibility that their voice and/or image may be live-streamed to the public. Recordings are made available on the Shire's Youtube channel and official website following the meeting. The official record of the meeting will be the written minutes kept in accordance with the *Local Government Act 1995* and any relevant regulations.

4 ATTENDANCE/APOLOGIES

PRESENT: (In Person) *President Peter McCumstie, Cr Adam Cornish, Cr Trish Gault and Cr Leah Umbagai.*

PRESENT: (By Electronic Attendance) *Cr Lachie Carracher and Cr Laurie Shaw.*

IN ATTENDANCE: (In Person) *Tamara Clarkson (Chief Executive Officer), Wayne Neate (Director Infrastructure), Luke Lawrence (Director Community Planning), Aaron Gloor (Acting Director Corporate Services), Steve Ross (Manager Project Delivery), Paris Millar (Executive Assistant) and Ryan Boldison (Executive Assistant).*

IN ATTENDANCE: (By Electronic Attendance) *Nil.*

VISITORS: *Nil.*

GALLERY: *1.*

APOLOGIES: *Jill Brazil (Director Corporate Services).*

APPROVED LEAVE OF ABSENCE: *Cr Val Ross.*

ABSENT: *Deputy President Kerrissa O'Meara and Cr Geoff Davis.*

LEAVE OF ABSENCE**RESOLUTION 57/26****Moved:** Adam Cornish**Seconded:** Trish Gault**That Council:**

- 1. RECEIVE the Leave of Absence request from Cr Ross for 11 June to 30 June 2026 inclusive; and**
- 2. APPROVE the requested leave.**

In Favour: Peter McCumstie, Lachie Carracher, Adam Cornish, Trish Gault, Laurie Shaw and Leah Umbagai.

Against: Nil.

CARRIED 6/0**5 ATTENDANCE VIA ELECTRONIC MEANS**

A Council Member may attend Council meetings by electronic means if the member is authorised to do so by the President or the Council. Electronic means attendance can only be authorised for up to half of the Shire's in-person meetings they have attended in total, in a 12 month period. Authorisation can only be provided if the location and the equipment to be used by the member are suitable to enable effective, and where necessary confidential, engagement in the meeting's deliberations and communications.

Cr Lachie Carracher and Cr Laurie Shaw attended the meeting via electronic means.

6 PUBLIC TIME

In accordance with regulation 7(4)(b) of the Local Government (Administration) Regulations 1996, questions asked at a Special Council Meeting must relate to the purpose (Agenda) of that meeting.

6.1 Public Question Time

Nil.

6.2 Public Statements

Nil.

7 DISCLOSURE OF INTERESTS**7.1 Declaration of Financial Interests**

Nil.

7.2 Declaration of Proximity Interests

Nil.

7.3 Declaration of Impartiality Interests

Nil.

8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil.

REPORTS**9 EXECUTIVE SERVICES****9.1 AWARD OF TENDER T8-25/26 - DERBY CIVIC CENTRE BUILDING WORKS****File Number:** CP/TEN/1**Author:** Steve Ross, Manager Project Delivery**Responsible Officer:** Tamara Clarkson, Chief Executive Officer**Authority/Discretion:** Executive**SUMMARY**

Council to consider awarding Tender T8-25/26 Derby Civic Centre Building Works including the installation of air-conditioning at the Derby Civic Centre building to West Coast Building and Construction.

DISCLOSURE OF ANY INTEREST

Nil by Author and Nil by Responsible Officer.

BACKGROUND

Shire of Derby/West Kimberley (Shire) commissioned a series of investigations into the condition and future development of the Derby Civic Centre. Initial mechanical feasibility studies by Acor Consultants (2024) were followed by additional assessments undertaken by Laird Tran Studio, Ashburner Francis, Capital Engineering Structural and BCA Consultants in 2025. This was funded by Lotterywest.

The aim of these investigations was to establish the viability of including air-conditioning to the building with accompanying building works.

These investigations identified several structural, compliance and building performance issues, along with two primary mechanical ventilation strategies. Following review of the findings, Officers support the consultant's recommendation to proceed with the Split Inverter Air Conditioning option.

STATUTORY ENVIRONMENT

Local Government Act 1995 – 3.57 Tenders for the providing goods or services and Local Government (Functions and General) Regulations 1996 Part 4 Tenders for providing goods or services.

POLICY IMPLICATIONS

Procurement of Goods and Services Policy

FINANCIAL IMPLICATIONS

Financial agreement signed with Lotterywest is included in job allocation PC044 – Derby Civic Centre. This project will be included in the draft Annual Budget 2026/27, yet to be adopted. The award of this tender allows contract management to commence, reducing potential delays in the program.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
2. Community	4.2 Liveable Communities	2.2.1 Build, maintain and maximise the use of community facilities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Business Interruption: Potential negative impacts to community users of the facility during work.	Almost Certain	Moderate	Medium	Ensure the works are expediated to allow it to minimise the effect of closures.

CONSULTATION

Tender T8-25/26 Derby Civic Centre Building Works, was advertised in local and state-wide newspapers and on the Shire's website as required by legislation. The tender closed 12.00 pm (WST) on 22 May 2026. The advertised Tender allowed for a minimum of twenty-eight days for individuals or companies to submit tenders, which included a request to view and inspect the Civic Centre.

COMMENT

It is recommended that the tender be awarded to the contractor with the highest average score given by three assessors, using the Approved Tender Scoring Criteria.

The criteria and weighting for this tender were as follows;

Relevant Experience	15%
Capacity to Deliver and Resources	20%
Demonstrated Understanding	30%
Local Content	20%
Risk/Price	15%

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. Scoring Sheet T8 2526 Derby Civic Centre Building Works - Confidential

RESOLUTION 58/26**Moved:** Adam Cornish**Seconded:** Trish Gault**That Council by ABSOLUTE MAJORITY:**

- 1. AWARD Tender T8-25/26 for the renovation works at the Derby Civic Centre Building Works to West Coast Building and Construction; and**
- 2. AUTHORISE the Chief Executive Officer to execute the contract in accordance with the scope of works within the tender.**

In Favour: Peter McCumstie, Lachie Carracher, Adam Cornish, Trish Gault, Laurie Shaw and Leah Umbagai.

Against: Nil.

CARRIED 6/0 BY ABSOLUTE MAJORITY

10 URGENT BUSINESS

Nil.

11 CLOSURE**11.1 Date of Next Meeting**

The next ordinary meeting of Council will be held Thursday 25 June 2026 in the Council Chambers, 31 Clarendon Street, Derby.

11.2 Closure of Meeting

The Presiding Member closed the meeting at 5.37pm.

These minutes were confirmed at a meeting on

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Signed:

Presiding Person at the meeting at which these minutes were confirmed.

Date: