



**SHIRE OF ASHBURTON  
PARABURDOO COMMUNITY HUB (CHUB)  
COMMITTEE MEETING**

**AGENDA**

**Ashburton Hall, Ashburton Avenue,  
Paraburdoo 12 February 2019  
8.45 am**

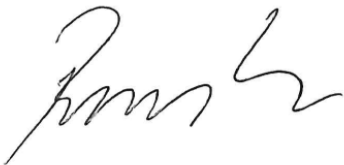
**AGENDA - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING  
12 FEBRUARY 2019**

**SHIRE OF ASHBURTON**

**PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING**

Notice is hereby given that a Paraburdoo Community Hub (CHUB) Committee Meeting of the Shire of Ashburton will be held on 12 February 2019 at the Ashburton Hall, Ashburton Avenue, Paraburdoo commencing at 8.45 am.

The business to be transacted is shown in the Agenda.



Rob Paull  
**CHIEF EXECUTIVE OFFICER**

**DISCLAIMER**

*The recommendations contained in the Agenda are subject to confirmation by the Committee and/or endorsement by the Council. The Shire of Ashburton warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Ashburton for any act, omission or statement or intimation occurring during a Council meeting.*

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**1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at \_\_\_\_.

**1.1 ACKNOWLEDGEMENT OF COUNTRY**

As representatives of the Shire of Ashburton Council, we respectfully acknowledge the local Indigenous people, the traditional custodians of this land where we are meeting upon today and pay our respects to them and all their elders both past, present and future.

**2. ATTENDANCE**

**2.1 PRESENT**

<b>Members:</b>	Cr L Rumble Cr K White Cr M Lynch	Paraburdoo Ward (Presiding Member) Onslow Ward Tom Price Ward
<b>Staff:</b>	Mr R Paull Mr B Cameron Ms C Bryce Ms J Smith Mrs M Lewis	Chief Executive Officer Director Property and Development Services Manager Building and Facilities Maintenance Executive Coordinator Council Support Officer
<b>Guests:</b>		
<b>Members of Public:</b>	There were _____ members of the public in attendance at the commencement of the meeting.	
<b>Member of Media:</b>	There were _____ members of the media in attendance at the commencement of the meeting.	

**2.2 APOLOGIES**

**2.3 APPROVED LEAVE OF ABSENCE**

**3. ANNOUNCEMENT OF VISITORS**

**4. DECLARATION BY MEMBERS**

**4.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA**

Councillors Rumble, White and Lynch are requested to give due consideration to all matters contained in the Agenda presently before the meeting.

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**4.2        DECLARATIONS OF FINANCIAL / PROXIMITY / IMPARTIALITY INTEREST  
Councillors to Note**

A member who has an interest in any matter to be discussed at a Council or Committee Meeting, that will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting  
or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

**NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)**

The following notes are a basic guide for Councillors when they are considering whether they have an interest in a matter.

I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the *Local Government Act 1995* but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:

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- 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the *Local Government Act*, or
- 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the *Local Government Act*, with or without conditions.

**Declarations of Interest provided:**

Item Number/ Name	Type of Interest	Nature/Extent of Interest
There are no Declarations of Interest provided.		

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**5.1 PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING HELD ON 20 NOVEMBER 2018**

**Officers Recommendation**

That the Unconfirmed Minutes of the Paraburdoo Community Hub (CHUB) Committee Meeting held on 20 November 2018 (**ATTACHMENT 5.1**) be confirmed as a true and accurate record.

**6. REFERENCE**

**6.1 TERMS OF REFERENCE**

**OBJECTIVES**

The Committee is to undertake the task of overseeing the CHUB project and to make recommendations to Council as per the Roles and Responsibilities outlined in (a) to (f) below.

**ROLES AND RESPONSIBILITIES**

The Committee is to undertake the task of overseeing the CHUB project and to make recommendations to Council on:

- a) Updated designs and reports regarding estimated cost, risk and deliverables;
- b) The register of design changes, including impact to cost / size / scope;
- c) Final documented designs before presentation to Council for endorsement;
- d) Major variations (over \$100,000 in cost, or exceed total budget, or change in scope that effects functionality or purpose of area) for recommendation to Council;

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- e) Proposed variations to the terms of the funding agreements (via request to the Project Steering Group);
- f) Requests and feedback from the Project Reference Group; and
- g) Monthly project progress reports and major variation requests during construction.

### **MEETINGS**

#### **Membership**

Membership of the Shire of Paraburdoo Community Hub (CHUB) Committee will be:

- Three (3) Elected Members of the Shire of Ashburton.

Note - Other individuals may attend meetings as guests/observers, with the prior approval of the Presiding Person.

#### **Authority**

The Committee has no delegated authority and the Shire President is to be the Shire's Spokesperson on issues under the Committee's consideration (irrespective of Committee Membership) unless otherwise authorised by the Shire President. Committee's recommendations on proposed changes to the Paraburdoo CHUB project will be presented to the next month's Ordinary Meeting of Council (as Committee Minutes).

#### **Budget and Organisational Support**

- A relevant Shire employee will attend meetings to provide administrative support including:
  - Preparation and provision of committee agendas and minutes; and
  - Preparation of committee meeting venue, as required.

#### **Term**

The term of membership for committee members is to coincide with biennial Local Government Councillor Elections and Council's biennial Council Meeting following (where Committee appointments are made).

#### **Frequency**

Meetings are to be held as required (wherever practical, they should correspond with Shire of Ashburton's Ordinary Council Meeting dates and locations), so as to undertake the task of overseeing the CHUB project.

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**6.2 REFERENCE DOCUMENTS & KEY AGENCIES**

Original Reference Documents:

- a) Business Case for Paraburdoo Community Hub (May 2016)
- b) Project Definition Plan (CODA, 6 November 2014)
- c) Opinion of Probable Cost (Donald Cant Watts Corke, November 2014)

Current Reference Documents:

- d) Feedback and Requirements (Project Reference Group, January 2017)
- e) Return Brief (Hodge Collard Preston, February 2017)
- f) Concept Design Plan (Hodge Collard Preston, February 2017)
- g) Indicative Programme (Hodge Collard Preston, 21 February 2017)
- h) Project Manager Status Report (February 2017)



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**7. AGENDA ITEMS**

**7.1 PARABURDOO COMMUNITY HUB PROJECT UPDATE FEBRUARY 2019**

<b>FILE REFERENCE:</b>	RC42129
<b>AUTHOR'S NAME AND POSITION:</b>	Chantelle Bryce Manager Building and Facilities Maintenance
<b>AUTHORISING OFFICER AND POSITION:</b>	Brian Cameron Director Property and Development Services
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	31 January 2019
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and authorising officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 9.5 – Ordinary Meeting of Council 20 November 2018

**Summary**

Committee is requested to note progress on the Paraburdoo Community Hub and surrounding projects and variations to date.

**Background**

At the Ordinary Meeting of Council held on 21 September 2017 the contract for 'RFT 17/17 Construction of the Paraburdoo Community Hub' was awarded to Pindan Pty Ltd, enabling the delivery of the new multipurpose centre and refurbishment of the existing sports hall.

Pindan has taken possession of site and commenced works in accordance with the approved program. Key dates:

Contract Award	2 October 2017
Site Possession	30 October 2017
Contract Duration	56 calendar weeks and 3 days from date of award
Practical Completion	TBC (PC had been amended to January 21, but this has not been achievable due to Shire variations and Contractors access to available resources.)
Other Facilities	1 March 2019

At the Committee meeting of 19 September 2018 Committee recommend to Council as follows:

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12 FEBRUARY 2019**

*"That the Paraburdoo Community Hub (CHUB) Committee recommend to Council that with respect to the Paraburdoo Community Hub Project, Council:*

1. *Notes the progress report; **ATTACHMENT 7.1D & 7.1E.***
2. *Approved the following variation requests in regard to RFT 17/17 Construction of Paraburdoo Community Hub:*
  - a. *Supply and install electric motors to roller shutters - \$3,689.40*
  - b. *Additional concrete to pool area- \$5,555.00*
  - c. *Balance Tank Area – Drainage - \$3,744.40*
  - d. *Deletion of Laundry Shelving - \$1,287.00 credit*
  - e. *Deletion of Security Screens - \$55,074.80 credit*
  - f. *Supply and install additional Garrison Fencing \$5,995.00*
  - g. *supply and install additional stainless steel server counter to Pool Managers kiosk window - \$5,945.50*
  - h. *Additional Shelving & Benchtop to Centrelink kiosk, with GPO and Data - \$1,686.85*
  - i. *Karingal Food Prep Alterations - \$7,740.70*
  - j. *Add GPO in Sports Court store - \$543.90*
  - k. *Supply and install line markings for futsal to Australian standards - \$594.00*
  - l. *Supply and install water chiller to gym - \$3,796.65*
  - m. *Club Room projector fitting. GPO, data/AV - \$1,170.07*
  - n. *Duress Alarm in Gym - \$664.90*
  - o. *Supply and install of floor mounted bar tables to the Clubroom - \$13,860.00*
  - p. *Upgrade of clubroom Bar and Kitchen \$350,882.58 plus \$49,117.42 consultants fees)"*

**Comment**

The above recommendation was supported by Council. Committee also resolved to hold the next meeting on 23 November 2018.

The following variations have been approved by Shire since last Committee meeting held on 19 September 2018 as per the terms of Paraburdoo CHUB Committee all under the value of \$100,000:

- a. *Supply and install additional kerbing to school carpark - \$4,400.00*
- b. *Provisional Sum Adjustment to Toy library & Op Shop Shelving - \$13,832.13 credit*
- c. *Additional carpark signage - \$2,062.50*
- d. *Reverse Bulkhead creation in Karingal Bathroom - \$1,441.00*

The following variations sent via email for agreement by Committee members::

- a. *Supply and install extra pre finished CFC Cladding to exterior pillars on Karingal building - \$19,928.00*
- b. *Supply and install mirrors to gym - \$3,668.63*
- c. *Additional works in gym reinstate existing access control, CCTV, music system fans and installation of new TV's in gym - \$3,738.90*
- d. *Remove existing sealant, prepare joints for resealing to concrete areas around pool - \$16,984.00.*

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The following variations sent via email for agreement by Committee members on the 29 January 2019:

- a. Additional Pic Screens extended to the Pool Manager's Office and also extra screens to extend to the floor of existing pic screens (Safety requirement in lieu of extending the Pool Manager's Office) - \$22,000
- b. Electrical upgrades to Pool Managers office including extra CCTV, data points and 42inch monitor (Safety requirement in lieu of extending the Pool Manager's Office - \$12,000
- c. Karingal Push Button – access control changes (Emergency Exit) - \$4,812.90
- d. Door Grills to the Evacuation Store and Club Room - \$1430.00
- e. Hot Water Tap in plant room \$984.50
- f. Door Hardware various change over to lever handle - \$308.55
- g. Herringbone layout to the carpark line marking one way system - \$4,587.13
- h. 15amp General Purpose Outlet for kitchen microwave - \$1500
- i. Vinyl signage on Change rooms - \$500
- j. Make safe the electrical boxes in Squash court passage by removing old redundant electrical boxes - \$350
- k. Additional door hardware to Squash courts - \$350.00
- l. Credit (approximately)for lighting - \$9130.00 credit

**Total \$39,692.13**

**Statutory Environment**

*Local Government Act 1995 Section 3.57. Tenders for providing goods or services*

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

*Local Government Act 1995 Section 5.23. Meetings generally open to public*

- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1) (b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
  - (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;”*

*Local Government (Functions and General) Regulations 1996*

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub-regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if:*
  - (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
  - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;*

**AGENDA - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING  
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**Financial Implications**

There is no proposed change to the forecast budget breakdown endorsed by Committee and Council in September 2018.

**Strategic Implications**

Shire of Ashburton 10 Year Community Strategic Plan 2017-2027

Goal 01 Vibrant and Active Communities

Objective 03 – Quality education, healthcare, childcare, aged care and youth services.

Goal 04 – Quality services and infrastructure

Objective 01 – Quality public infrastructure

Objective 03 – Well planned towns

**Risk Management**

This item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk for the project is considered to be "Low".

The low level of risk is being driven by the "minor" consequence of time and/or cost impacts and the "Unlikely" likelihood that a time and/or cost risk could occur. The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures and subject to annual monitoring by the Operational Manager.

**Policy Implications**

Policy FIN12 Shire of Ashburton Purchasing Policy. This Policy outlines how the Shire of Ashburton will deliver best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities. This Policy was used to undertake the procurement process through a publically advertised RFT.

**Voting Requirement**

Simple Majority Required

**Officers Recommendation**

That with respect to the Paraburdoo Community Hub Project Update February 2019, the Paraburdoo Community Hub (CHUB) Committee recommend that Council:

1. Endorse the latest variations as follows:

- a. Supply and install additional kerbing to school carpark - \$4,400.00;
- b. Provisional Sum Adjustment to Toy library & Opportunity Shop Shelving - \$13,832.13 credit;
- c. Additional carpark signage - \$2,062.50;
- d. Reverse Bulkhead creation in Karingal Bathroom - \$1,441.00;
- e. Supply and install extra pre finished CFC Cladding to exterior pillars on Karingal building - \$19,928.00;
- f. Supply and install mirrors to gym - \$3,668.63;
- g. Additional works in gym reinstate existing access control, CCTV, music system fans and installation of new TV's in gym - \$3,738.90;

**AGENDA - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING  
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- h. Remove existing sealant, prepare joints for resealing to concrete areas around pool - \$16,984.00;
- i. Additional Pic Screens extended to the Pool Manager's Office and also extra screens to extend to the floor of existing pic screens (Safety requirement in lieu of extending the Pool Managers Office) - \$22,000;
- j. Electrical upgrades to Pool Manager's office including extra CCTV, data points and 42inch monitor (safety requirement in lieu of extending the Pool Manager's Office - \$12,000;
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- p. 15amp General Purpose Outlet for kitchen microwave - \$1500;
- q. Vinyl signage on change rooms - \$500;
- r. Make safe the electrical boxes in Squash court passage by removing old redundant electrical boxes - \$350;
- s. Additional door hardware to Squash courts - \$350.00; and
- t. Credit (approximately) for lighting - \$9130.00 credit.

**Total \$39,692.13**

**8. NEXT MEETING**

The next Paraburdoo Community Hub (CHUB) Committee meeting will be held at a time and date to be confirmed.

**9. CLOSURE OF MEETING**

There being no further business to discuss the Presiding Member closed the meeting at \_\_\_\_ pm.

**UNCONFIRMED MINUTES - PARABURDOO COMMUNITY HUB (CHUB)  
COMMITTEE MEETING 20 NOVEMBER 2018**



**SHIRE OF ASHBURTON  
PARABURDOO COMMUNITY HUB (CHUB)  
COMMITTEE MEETING**

**UNCONFIRMED MINUTES**

**Ashburton Hall, Ashburton Avenue, Paraburdoo  
20 November 2018  
9.30 am**

**UNCONFIRMED MINUTES - PARABURDOO COMMUNITY HUB (CHUB)  
COMMITTEE MEETING 20 NOVEMBER 2018**

**SHIRE OF ASHBURTON**

**PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING**

The Chief Executive Officer recommends the endorsement of these minutes at the next Paraburadoo Community Hub (CHUB) Committee Meeting.

CEO: 

Date: 28-11-2018

These minutes were confirmed by the Committee as a true and correct record of proceedings of the Paraburadoo Community Hub (CHUB) Committee Meeting held on 20-11-2018.

Presiding Member: \_\_\_\_\_

Date: \_\_\_\_\_

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**UNCONFIRMED MINUTES - PARABURDOO COMMUNITY HUB (CHUB)  
COMMITTEE MEETING 20 NOVEMBER 2018**

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**UNCONFIRMED MINUTES - PARABURDOO COMMUNITY HUB (CHUB)  
COMMITTEE MEETING 20 NOVEMBER 2018**

## **1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 9.30 am.

### **1.1 ACKNOWLEDGEMENT OF COUNTRY**

As representatives of the Shire of Ashburton Council, we respectfully acknowledge the local Indigenous people, the traditional custodians of this land where we are meeting upon today and pay our respects to them and all their elders both past, present and future.

## **2. ATTENDANCE**

### **2.1 PRESENT**

<b>Members:</b>	Cr L Rumble Cr K White Cr M Lynch	Paraburdoo Ward (Presiding Member) Onslow Ward Tom Price Ward
<b>Staff:</b>	Mr R Paull Mr B Cameron Ms C Bryce Mr I Hamilton Mr J Bingham Mrs S Johnston Ms J Smith Mrs M Lewis	Chief Executive Officer Director Property and Development Services Manager Building and Facilities Maintenance Director Infrastructure Services Director Corporate Services Director Community Services Executive Coordinator Councillor Support Officer
<b>Guests:</b>	Mr D Dias Mr P Foster Mr D Diver Mrs M Gallanagh Mrs L Thomas	Paraburdoo Ward Tom Price Ward Tom Price Ward Pannawonica Ward Tablelands Ward
<b>Members of Public:</b>	There were no members of the public in attendance at the commencement of the meeting.	
<b>Member of Media:</b>	There were no members of the media in attendance at the commencement of the meeting.	

### **2.2 APOLOGIES**

There were no apologies.

### **2.3 APPROVED LEAVE OF ABSENCE**

There were no Councillors on approved leave of absence.

## **3. ANNOUNCEMENT OF VISITORS**

There were no visitors in attendance.

## **4. DECLARATION BY MEMBERS**

### **4.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA**

**UNCONFIRMED MINUTES - PARABURDOO COMMUNITY HUB (CHUB)  
COMMITTEE MEETING 20 NOVEMBER 2018**

Councillors Rumble, White and Lynch are requested to give due consideration to all matters contained in the Agenda presently before the meeting.

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The following notes are a basic guide for Councillors when they are considering whether they have an interest in a matter.

I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the *Local Government Act 1995* but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.

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6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
  - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the *Local Government Act*, or
  - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the *Local Government Act*, with or without conditions.

**Declarations of Interest provided:**

There were no Declarations of Interest provided for this meeting.

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**5.1 PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING HELD ON 19 SEPTEMBER 2018**

**Committee Decision**

**MOVED: Cr M Lynch**

**SECONDED: Cr K White**

**That the Unconfirmed Minutes of the Paraburdoo Community Hub (CHUB) Committee Meeting held on 19 September 2018, (ATTACHMENT 5.1) be confirmed as a true and accurate record.**

**CARRIED 3/0**

**Councillors Rumble, White and Lynch voted for the motion**

**6. REFERENCE**

**6.1 TERMS OF REFERENCE**

**OBJECTIVES**

The Committee is to undertake the task of overseeing the CHUB project and to make recommendations to Council as per the Roles and Responsibilities outlined in (a) to (f) below.

**ROLES AND RESPONSIBILITIES**

The Committee is to undertake the task of overseeing the CHUB project and to make recommendations to Council on:

- a) Updated designs and reports regarding estimated cost, risk and deliverables;
- b) The register of design changes, including impact to cost / size / scope;

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- c) Final documented designs before presentation to Council for endorsement;
- d) Major variations (over \$100,000 in cost, or exceed total budget, or change in scope that effects functionality or purpose of area) for recommendation to Council;
- e) Proposed variations to the terms of the funding agreements (via request to the Project Steering Group);
- f) Requests and feedback from the Project Reference Group; and
- g) Monthly project progress reports and major variation requests during construction.

**MEETINGS**

**Membership**

Membership of the Shire of Paraburdoo Community Hub (CHUB) Committee will be:

- Three (3) Elected Members of the Shire of Ashburton.

Note - Other individuals may attend meetings as guests/observers, with the prior approval of the Presiding Person.

**Authority**

The Committee has no delegated authority and the Shire President is to be the Shire's Spokesperson on issues under the Committee's consideration (irrespective of Committee Membership) unless otherwise authorised by the Shire President. Committee's recommendations on proposed changes to the Paraburdoo CHUB project will be presented to the next month's Ordinary Meeting of Council (as Committee Minutes).

**Budget and Organisational Support**

- A relevant Shire employee will attend meetings to provide administrative support including:
  - Preparation and provision of committee agendas and minutes; and
  - Preparation of committee meeting venue, as required.

**Term**

The term of membership for committee members is to coincide with biennial Local Government Councillor Elections and Council's biennial Council Meeting following (where Committee appointments are made).

**Frequency**

Meetings are to be held as required (wherever practical, they should correspond with Shire of Ashburton's Ordinary Council Meeting dates and locations), so as to undertake the task of overseeing the CHUB project.

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**6.2 REFERENCE DOCUMENTS & KEY AGENCIES**

Original Reference Documents:

- a) Business Case for Paraburdoo Community Hub (May 2016)
- b) Project Definition Plan (CODA, 6 November 2014)
- c) Opinion of Probable Cost (Donald Cant Watts Corke, November 2014)

Current Reference Documents:

- d) Feedback and Requirements (Project Reference Group, January 2017)
- e) Return Brief (Hodge Collard Preston, February 2017)
- f) Concept Design Plan (Hodge Collard Preston, February 2017)
- g) Indicative Programme (Hodge Collard Preston, 21 February 2017)
- h) Project Manager Status Report (February 2017)

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## **7. AGENDA ITEMS**

### **7.1 PARABURDOO COMMUNITY HUB PROJECT UPDATE NOVEMBER 2018**

**MINUTE:** 421/2018

<b>FILE REFERENCE:</b>	RC42129
<b>AUTHOR'S NAME AND POSITION:</b>	Chantelle Bryce Manager Building and Facilities Maintenance
<b>AUTHORISING OFFICER AND POSITION:</b>	Brian Cameron Director Property and Development Services
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	6 November 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and authorising officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 9.6 – Ordinary Meeting of Council 19 September 2018

#### **Summary**

Committee is requested to note progress on the Paraburdoo Community Hub and surrounding projects and variations to date.

#### **Background**

At the Ordinary Meeting of Council held on 21 September 2017 the contract for 'RFT 17/17 Construction of the Paraburdoo Community Hub' was awarded to Pindan Pty Ltd, enabling the delivery of the new multipurpose centre and refurbishment of the existing sports hall.

Pindan has taken possession of site and commenced works in accordance with the approved program. Key dates:

Contract Award	2 October 2017
Site Possession	30 October 2017
Contract Duration	56 calendar weeks and 3 days from date of award
Practical Completion	30 October 2018 plus 4 weeks with Extension of Time for Kitchen completion
Pool	1 October 2018
Other Facilities	1 February 2019

Key activities that have been undertaken:

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- Demolition of old facilities complete (including pool pump room structure)
- Temporary swimming pool facilities for public use installed
- New backwash installed
- Installation of structural steelwork complete
- Installation of roof and metal wall cladding almost complete
- Concrete retaining walls complete
- Storm water works Stage One and Two completed – Stage Three underway
- Plumbing, electrical and mechanical 95% complete with CCTV and control access systems to be commissioned.
- Installation of internal wall linings and external CFC cladding complete
- Installation of windows and doorframes complete
- Gym flooring complete, Multi-purpose flooring 50 percent
- Wall and floor tiling 95 percent complete
- Artwork for 'picper' screens across front of pool entry finalised and issued to manufacturer
- Fencing 90 percent complete
- Signage 90 percent complete
- Kitchen Variation works 55 percent complete

Other components of the CHUB Masterplan being progressed include:

- Resurface netball/basketball courts & replace fences: RFT 22/17 awarded 2017 for \$148,376 plus GST; works now complete including latent conditions and courts are being utilised. Current underspend is \$139,711, a small storage shed is proposed to be scoped and included in the RFQ for clubroom conversions to storage. RFQ 72.18 Design and Supply Paraburdoo Sports Store for netball and basketball has been prepared and will be live on Tenderlink by 8 November 2018 and open for 7 days, Budget Allocation **\$60,000.**
- Softball Diamond: Proposed Location and Orientation Map for the site is as per the original investigations and Business Case for the project. It is proposed to scope the diamond / fencing etc to match the specs of the Tom Price facility. A \$90,000 budget may not allow dug-outs to be included, these have been added to a 'wish list' for consideration if there is project underspend in other areas as per the Committee's recommendation from the meeting held on 13 February 2018. Work has been publically quoted and in excess of budget, design and scope will be reviewed. Concept design has now been completed along with cost estimate including lighting, we are now in the position to get a formal Quantity Surveyor cost estimate but initial discussions suggest the following cost breakdown:

Design and Construct Softball Field	\$190,000
Dugout and a scorer's booth, covered	\$75,000
Overhead Lighting (Power source still to be confirmed)	\$250,000
Professional Fees and Contingency	\$30,000
<b>TOTAL</b>	<b>\$545,000</b>
<b>Budget allocation</b>	<b>\$169,700</b>

**ATTACHMENT 7.1A & 7.2B**

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- Lesser Hall: replacement of air-con, painting, floorboard repairs and shade sail complete
- Old Clubrooms (convert to storage): Concept design for the storeroom conversion has now been completed and Design and Construct RFQ is been prepared and will be live on Tenderlink by 23 November 2018. **Budget allocation is \$83,250.**

**ATTACHMENT 7.1C**

- Swimming Pool Amenities: RFQ 76.18 Shade Sail Replacement has closed and will be awarded by the 9 November 2018. Outdoor BBQ, shade setting still to be scoped. **Budget allocation \$160,000**
- Paraburdoo Cricket Net Upgrades: The Paraburdoo cricket nets located on Peter Sutherland Oval are in need of major repairs, Work has been publically been quoted and excess of allocated budget (budget estimate for works \$80,000). The project could possibly be added to the 'wish list' for consideration if there is a project underspent in other areas of the project. If committee approves this will also need to be approved by stakeholders.

At the Committee meeting of 19 September 2018 Committee recommend to Council as follows:

*"That the Paraburdoo Community Hub (CHUB) Committee recommend to Council that with respect to the Paraburdoo Community Hub Project, Council:*

1. *Notes the progress report; **ATTACHMENT 7.1D & 7.1E.***
2. *Approved the following variation requests in regard to RFT 17/17 Construction of Paraburdoo Community Hub:*
  - a. *Supply and install electric motors to roller shutters - \$3,689.40*
  - b. *Additional concrete to pool area- \$5,555.00*
  - c. *Balance Tank Area – Drainage - \$3,744.40*
  - d. *Deletion of Laundry Shelving - \$1,287.00 credit*
  - e. *Deletion of Security Screens - \$55,074.80 credit*
  - f. *Supply and install additional Garrison Fencing \$5,995.00*
  - g. *supply and install additional stainless steel server counter to Pool Managers kiosk window - \$5,945.50*
  - h. *Additional Shelving & Benchtop to Centrelink kiosk, with GPO and Data - \$1,686.85*
  - i. *Karingal Food Prep Alterations - \$7,740.70*
  - j. *Add GPO in Sports Court store - \$543.90*
  - k. *Supply and install line markings for futsal to Australian standards - \$594.00*
  - l. *Supply and install water chiller to gym - \$3,796.65*
  - m. *Club Room projector fitting. GPO, data/AV - \$1,170.07*
  - n. *Duress Alarm in Gym - \$664.90*
  - o. *Supply and install of floor mounted bar tables to the Clubroom - \$13,860.00*
  - p. *Upgrade of clubroom Bar and Kitchen \$350,882.58 plus \$49,117.42 consultants fees)*



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The above recommendation was supported by Council. Committee also resolved to hold the next meeting on 23 November 2018.

3. *The following variations have been approved by Shire Officer since last Committee meeting held on 19 September 2018 as per the terms of Paraburdoo CHUB Committee all under the value of \$100,000.*
  - a. *Supply an install additional kerbing to school carpark - \$4,400.00*
  - b. *Provisional Sum Adjustment to Toy library & Op Shop Shelving - \$13,832.13 credit*
  - c. *Additional carpark signage - \$2,062.50*
  - d. *Reverse Bulkhead creation in Karingal Bathroom - \$1,441.00*
4. *The following variations sent via email for approval by committee;*
  - a. *Supply and install extra pre finished CFC Cladding to exterior pillars on Karingal building - \$19,928.00*
  - b. *Supply and install mirrors to gym - \$3,668.63*
  - c. *Additional works in gym reinstate existing access control, CCTV, music system fans and installation of new TV's in gym - \$3,738.90*
  - d. *Remove existing sealant, prepare joints for resealing to concrete areas around pool - \$16,984.00.*

**Statutory Environment**

*Local Government Act 1995 Section 3.57. Tenders for providing goods or services*

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

*Local Government Act 1995 Section 5.23. Meetings generally open to public*

- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1) (b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
  - (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;”*

*Local Government (Functions and General) Regulations 1996*

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub-regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if:*
  - (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
  - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;*

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**Financial Implications**

There is no proposed change to the forecast budget breakdown endorsed by Committee and Council in September 2018.

**Strategic Implications**

Shire of Ashburton 10 Year Community Strategic Plan 2017-2027

Goal 01 Vibrant and Active Communities

Objective 03 – Quality education, healthcare, childcare, aged care and youth services.

Goal 04 – Quality services and infrastructure

Objective 01 – Quality public infrastructure

Objective 03 – Well planned towns

**Risk Management**

Construction works have progressed to date with minimal impact on the operation of the public swimming pool and nearby facilities. The program is on target for completion of the pool facilities by 1 October 2018 (to meet the start of the summer pool season) and the rest of the facilities by the end of November 2018. This will continue to be monitored so that any delays or interruptions are communicated to the public and affected stakeholders as soon as possible.

This item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk for the project is considered to be "Low".

The low level of risk is being driven by the "minor" consequence of time and/or cost impacts and the "Unlikely" likelihood that a time and/or cost risk could occur. The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures and subject to annual monitoring by the Operational Manager.

**Policy Implications**

Policy FIN12 Shire of Ashburton Purchasing Policy. This Policy outlines how the Shire of Ashburton will deliver best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities. This Policy was used to undertake the procurement process through a publically advertised RFT.

**Voting Requirement**

Simple Majority Required

**Council Decision**

**MOVED: Cr M Lynch**

**SECONDED: Cr K White**

**That Council suspend Standing Orders at 9.32 am.**

**CARRIED 3/0**

**Councillors White, Rumble and Lynch voted for the motion**

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**Council Decision**

**MOVED: Cr M Lynch**

**SECONDED: Cr K White**

**That Council resume Standing Orders at 9.45 am.**

**CARRIED 3/0**

**Councillors White, Rumble and Lynch voted for the motion**

**Committees Recommendation and Council Decision**

**MOVED: Cr M Lynch**

**SECONDED: Cr K White**

**That with respect to the Paraburdoo Community Hub Project Update November 2018, the Paraburdoo Community Hub (CHUB) Committee recommend that Council;**

- 1. Approve the concept designs for Paraburdoo Softball Diamond and will consider costing, budget allocation on completion of the Paraburdoo CHUB. ATTACHMENT 7.1A & 7.1B.**
- 2. Approve the concept design for Paraburdoo Change room conversion to storage rooms. ATTACHMENT 7.1C; and**
- 3. Approve the latest variations listed in items 3 and 4 of this report as follows:**

**The following variations have been approved by Shire Officer since last Committee meeting held on 19 September 2018 as per the terms of Paraburdoo CHUB Committee all under the value of \$100,000.**

- a. Supply and install additional kerbing to school carpark - \$4,400.00**
- b. Provisional Sum Adjustment to Toy library & Op Shop Shelving - \$13,832.13 credit**
- c. Additional carpark signage - \$2,062.50**
- d. Reverse Bulkhead creation in Karingal Bathroom - \$1,441.00**
- 4. The following variations sent via email for approval by committee;**
  - e. Supply and install extra pre finished CFC Cladding to exterior pillars on Karingal building - \$19,928.00**
  - f. Supply and install mirrors to gym - \$3,668.63**
  - g. Additional works in gym reinstate existing access control, CCTV, music system fans and installation of new TV's in gym - \$3,738.90**
  - h. Remove existing sealant, prepare joints for resealing to concrete areas around pool - \$16,984.00.**

**CARRIED 3/0**

**Councillors Rumble, White and Lynch voted for the motion**

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**8. NEXT MEETING**

The next Paraburdoo Community Hub (CHUB) Committee meeting will be held at a time and date to be confirmed.

**9. CLOSURE OF MEETING**

There being no further business to discuss the Presiding Member closed the meeting at 9.47 am.

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