



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

PUBLIC MINUTES

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


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

SHIRE OF ASHBURTON

PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING

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

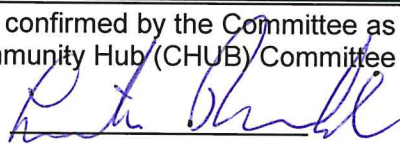
CEO:



Date: 12.02.2019

These minutes were confirmed by the Committee as a true and correct record of proceedings of the Paraburdoo Community Hub (CHUB) Committee Meeting held on 12.02.2019

Presiding Member:



Date:

23/4/19

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.

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

1.	DECLARATION OF OPENING.....	4
1.1	ACKNOWLEDGEMENT OF COUNTRY	4
2.	ATTENDANCE	4
2.1	PRESENT	4
2.2	APOLOGIES.....	4
2.3	APPROVED LEAVE OF ABSENCE	4
3.	ANNOUNCEMENT OF VISITORS.....	4
4.	DECLARATION BY MEMBERS.....	5
4.1	DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA	5
4.2	DECLARATIONS OF FINANCIAL / PROXIMITY / IMPARTIALITY INTEREST	5
5.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	6
5.1	PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING HELD ON 20 NOVEMBER 2018	6
6.	REFERENCE.....	6
6.1	TERMS OF REFERENCE	6
6.2	REFERENCE DOCUMENTS & KEY AGENCIES	8
7.	AGENDA ITEMS	9
7.1	PARABURDOO COMMUNITY HUB PROJECT UPDATE FEBRUARY 2019.....	9
8.	NEXT MEETING	14
9.	CLOSURE OF MEETING	14

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 8.47 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

Members:	Cr L Rumble Cr K White Cr M Lynch	Paraburdoo Ward (Presiding Member) Onslow Ward Tom Price Ward
Staff:	Mr R Paull Mr B Cameron Mrs S Johnston Ms C Bryce Ms J Smith Mrs M Lewis Ms K Nicholson	Chief Executive Officer Director Property & Development Services Acting Director Community Services Manager Building and Facilities Maintenance Executive Coordinator Council Support Officer Executive & Governance Support Officer
Guests:	Cr P Foster Cr R d Pledge Cr M Gallanagh Cr L Thomas	Tom Price Ward Ashburton Ward Pannawonica Ward Tableland Ward
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	
Member of Media:	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

Councillors Rumble, White and Lynch noted that they had given due consideration to all matters contained in the Agenda presently before the meeting.

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.

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

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:
 - 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 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 20 NOVEMBER 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 20 November 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

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

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;
- 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.
 -

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

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.

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)

7. AGENDA ITEMS

7.1 PARABURDOO COMMUNITY HUB PROJECT UPDATE FEBRUARY 2019

MINUTE: 492/2019

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

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

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)"*

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*

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

- d. Remove existing sealant, prepare joints for resealing to concrete areas around pool - \$16,984.00.

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
- a. Karingal Push Button – access control changes (Emergency Exit) - \$4,812.90
- c. Door Grills to the Evacuation Store and Club Room - \$1430.00
- d. Hot Water Tap in plant room \$984.50
- e. Door Hardware various change over to lever handle - \$308.55
- f. Herringbone layout to the carpark line marking one way system - \$4,587.13
- g. 15amp General Purpose Outlet for kitchen microwave - \$1500
- h. Vinyl signage on Change rooms - \$500
- i. Make safe the electrical boxes in Squash court passage by removing old redundant electrical boxes - \$350
- j. Additional door hardware to Squash courts - \$350.00
- k. 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;*

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

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

Committee Decision

MOVED: Cr M Lynch

SECONDED: Cr K White

That Council suspend Standing Orders at 8.57 am.

CARRIED 3/0
Cr Rumble, Lynch and White voted for the motion

Cr de Pledge entered the meeting at 8.58 am.

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

Committee Decision

MOVED: Cr M Lynch

SECONDED: Cr K White

That Council reinstate Standing Orders at 8.58 am.

CARRIED 3/0
Cr Rumble, Lynch and White voted for the motion

Committee Recommendation and Committee Decision

MOVED: Cr M Lynch

SECONDED: Cr K White

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;
- 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;
- k. Karingal Push Button – access control changes (Emergency Exit)- \$4,812.90;
- l. Door Grills to the Evacuation Store and Club Room - \$1430.00;
- m. Hot Water Tap in plant room \$984.50;
- n. Door Hardware various change over to lever handle - \$308.55;
- o. Herringbone layout to the carpark line marking one way system - \$4,587.13;
- 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;

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

- s. Additional door hardware to Squash courts - \$350.00; and
t. Credit (approximately) for lighting - \$9130.00 credit.

Total \$39,692.13

CARRIED 3/0

Councillors Rumble, White and Lynch voted for the motion

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 9.03 am.