



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

AGENDA

**Clem Thompson Sports Pavilion,
Stadium Road, Tom Price
16 July 2019**

9.30 am

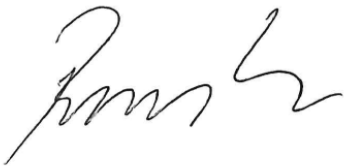
**AGENDA - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
16 JULY 2019**

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 16 July 2019 at the Clem Thompson Sports Pavilion, Stadium Road, Tom Price commencing at 9.30 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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**AGENDA - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
16 JULY 2019**

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

Members:	Cr L Rumble Cr M Lynch	Paraburdoe Ward (Presiding Member) Tom Price Ward
Staff:	Mr R Paull Mr B Cameron Mr I Hamilton Mr J Bingham Ms C Bryce Mrs N Tyson Mrs M Lewis Ms K Nicholson	Chief Executive Officer Director Property and Development Services Director Infrastructure Director Corporate Services Manager Building and Facilities Maintenance Manager Governance Council Liaison Office Customer Services Officer
Guests:		
Members of Public:	There were _____ members of the public in attendance at the commencement of the meeting.	
Member of Media:	There were _____ members of the media in attendance at the commencement of the meeting.	

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

Cr K White Onslow Ward

3. ANNOUNCEMENT OF VISITORS

4. DECLARATION BY MEMBERS

4.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

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

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

**AGENDA - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
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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:
 - 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

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- 6.2 Where the Minister allows the Councillor to participate under s5.69(3) of the *Local Government Act*, with or without conditions.

Declarations of Interest provided:

Item Number/ Name	Type of Interest	Nature/Extent of Interest

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING HELD ON 23 APRIL 2019

Officers Recommendation

That the Unconfirmed Minutes of the Paraburdoo Community Hub (CHUB) Committee Meeting held on 23 April 2019 (**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;
- 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.

AGENDA - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING 16 JULY 2019

MEETINGS

Membership

Membership of the Shire of Paraburadoo 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 Paraburadoo 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.

6.2 REFERENCE DOCUMENTS & KEY AGENCIES

Original Reference Documents:

- a) Business Case for Paraburadoo 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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16 JULY 2019**

7. AGENDA ITEMS

7.1 PARABURDOO COMMUNITY HUB PROJECT UPDATE JULY 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: 1 July 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 7.1 – Ordinary Meeting of Council 23 April 2019

Summary

Committee is requested to note the progress, accept project updates and variations on the Paraburadoo Community Hub (CHUB) and associated projects.

Background

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

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

Approved the following variation requests in regard to RFT 17/17 Construction of Paraburadoo Community Hub.

At the most recent Committee Meeting of 23 April, 2019, Council was recommended (and subsequently endorsed) as follows:

"That with respect to the Paraburadoo Community Hub Project Update April 2019, the Paraburadoo Community Hub (CHUB) Committee recommend that Council:

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1. *Accept CHUB project update and variation update as outlined in the Shire Report and ATTACHMENT 7.1;*
2. *Consider the fees and charges as generally outlined in the Shire Report when adopting the 2019/20 Fees and Charges;*
3. *Receive the CHUB Financial Statements as at 15 April 2019;*
4. *Defer consideration not to raise the 1.1M Loan number 125 until completion of the Paraburdoe CHUB; and*
5. *Utilise savings of \$715,967 on identified projects on CHUB including the following:*
 - *Shade Sail Structure over the Karingal Neighbourhood Playground (RFQ 18.19 currently advertised on Tenderlink closing date 9 April 2019) – 30,000 estimated;*
 - *BBQ Shade Area Quentin Broad Swimming Pool – \$126,218;*
 - *Softball Diamond including dugouts and lighting – \$450,000 estimate*
 - *Paraburdoe Cricket Nets – \$80,000;*
 - *Electrical Upgrades to Pool Managers Office including CCTV, data points and a 42 inch monitor (Safety requirement) – \$12,000.”*

Whilst not part of the formal recommendation, Committee requested that the new Paraburdoe Pool Manager review the office arrangement and the Chief Executive Officer to investigate the opportunity to address the design of the pool manager's office without requiring significant restructure of the building.

Comment

CHUB Financials

Practical Completion has been achieved on the Paraburdoe CHUB project with Pindan Constructions completing defects throughout the Paraburdoe Community Hub and Karingal Building.

Paraburdoe change room Conversation project RFQ 07.19 has been completed by Neowest with community groups already having lease agreements in place, with the Shire for use of the Storage rooms. Identified projects still to be completed are as follows:

- Softball Diamond including dugouts and lighting - \$450,000 estimate (Tender to be released via Tenderlink 9 July 2019).
- Swimming Pool Amenities - \$126,000.
- Request for Quote has been advertised via Tenderlink for extra works closing date 4 July 2019; (estimated figure \$150,000).

All of the above are proposed to be funded by borrowings totalling \$726,000.

- Paraburdoe Cricket Nets - \$80,000 Request for Quote advertised via Tenderlink closing date 3 July 2019,

This project is a 2018/19 carry over.

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A breakdown of the extra works tender is as follows:

Paraburdoo CHUB:

- Pool Managers Office – Additional Electrical Works and CCTV
- Reception Counter – Holes for computer cables to Data & GPO outlets
- Reception – Blind to eastern window
- Indoor court – Wheelchair spaces
- Water Fountain to reception area lobby
- Kitchenette to reception area lobby
- Install wash basin to Pool Managers office food prep area
- Relocate facility services computer to adjacent communication room
- Rainwater downpipe extensions and landscaping adjustments to Oval area

Karingal:

- Various Adjustments to existing doors, hardware and signage to create compliant fire exits and dual use tenant areas
- Male Toilets – Replace cisterns
- Children's WC – Install cubicle doors
- Squash Court 1 – Daylight /leak at ceiling wall junction

Refer to **ATTACHMENT 7.1A** for financial breakdown and for council consideration if the Shire should be proceeding with applying for a loan for \$726,000 as per the 2019/20 Draft Budget and also other identified projects required to be carried out.

Refer to **ATTACHMENT 7.1B** for the details of the extra works that form the scope of works for RFQ 03.19 Paraburdoo Community Hub Building Completion Contract.

Cleaning Staff

As part of the Shire's current Workforce Plan it was identified that additional resources would be required to service the CHUB, specifically in relation to Cleaning Staff. Now that the CHUB is in use and operational, the Shire is now seeking to employ additional Cleaning Staff (1FTE and 1 casual) to ensure a high level of service at our new facility.

The design of the pool manager's office without requiring significant restructure of the building

An investigation was carried out by the Director Property and Development Services and the Manager Building and Facilities Maintenance to establish whether all areas of the Quentin Broad Swimming Pool had adequate viewing coverage by the swimming pool duty managers while on duty, either by physical viewing or via the use of CCTV cameras and monitors. The investigation was undertaken in the company of the Quentin Broad Swimming Pool Duty Manager.

As a result of this investigation the findings were that the Duty Manager agreed that with a combination of the proposed alterations to the security screens, installation of a camera on the northern end of the swimming pool and with the physical presence of the Duty Manager, that adequate safe viewing coverage of the pool will be achieved.

Accordingly, the works as nominated above as part of the extra works for the CHUB do not to extend to any changes to the existing footprint of the Pool Manager's office.

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Consultation

Executive Management Team
Quentin Broad Swimming Pool Manager

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

- (1) *If a meeting is being held by a council or by a committee referred to in subsection (1)*
 - (a), *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 -*
 - (b) *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 the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.*

Financial Implications

There is no proposed change to the forecast budget breakdown endorsed by Committee and Council in September 2018. The draft 2019/20 Budget includes all projects listed as part of the Capital Works program.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2017-2027 (Desktop Review 2019)

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

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Risk Management

This item has been evaluated against the Shire of Ashburton's Risk Management Policy CORPS 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

Absolute Majority Required

Officers Recommendation

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

1. Accept the CHUB Project Update and Variation Update as outlined in the Shire Report and **ATTACHMENT 7.1A** and **ATTACHMENT 7.1B**;
2. Accept the CHUB financial figures as of July 2019 and resolves to take the \$726,000 loan; and
3. To ensure the high level of cleaning services at the CHUB facility, authorise additional Cleaning Staff, comprising:
 - 1 x full time equivalent cleaner; and
 - 1 x casual cleaner.

**AGENDA - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
16 JULY 2019**

8. NEXT MEETING

The next Paraburdo 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.

**PUBLIC MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
23 APRIL 2019**



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

**Clem Thompson Sports Pavilion,
Stadium Road, Tom Price
23 April 2019**

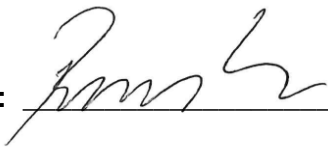
9.15 am

**PUBLIC MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
23 APRIL 2019**

SHIRE OF ASHBURTON

PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING

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

CEO:  _____

Date: 23.04.2019

These minutes were confirmed by the Committee as a true and correct record of proceedings of the Paraburdo Community Hub (CHUB) Committee Meeting held on 23.04.2019

Presiding Member: _____

Date: _____

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**PUBLIC MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
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5.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	6
5.1	PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING HELD ON 12 FEBRUARY 2019	6
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**PUBLIC MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
23 APRIL 2019**

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 9.23 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 J Fell Mr I Hamilton Mrs S Johnston Mr M Costarella Ms J Smith Mrs M Lewis	Chief Executive Officer Director Property and Development Services (will dial into the meeting via teleconference) Manager Land & Asset Compliance Director Infrastructure Acting Director Community Services Contract Manager Finance & Administration Executive Coordinator Council Support Officer
Guests:	Cr L Thomas Cr D Diver	Tablelands Ward Tom Price 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 public visitors in attendance.

**PUBLIC MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
23 APRIL 2019**

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;
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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.

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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.

**PUBLIC MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
23 APRIL 2019**

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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 - 6.2 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 12 FEBRUARY 2019

<p>Committee Decision</p> <p>MOVED: Cr M Lynch SECONDED: Cr K White</p> <p>That the Unconfirmed Minutes of the Paraburdoo Community Hub (CHUB) Committee Meeting held on 12 February 2019 (ATTACHMENT 5.1) be confirmed as a true and accurate record.</p> <p align="right">CARRIED 3/0</p> <p align="center">Councillors Rumble, White and Lynch voted for the motion</p>

**PUBLIC MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
23 APRIL 2019**

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;
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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 Paraburadoo 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 Paraburadoo 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.

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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)

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7. AGENDA ITEMS

7.1 PARABURDOO COMMUNITY HUB PROJECT UPDATE APRIL 2019

MINUTE: 543/2019

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:	1 April 2019
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 7.1 - Ordinary Meeting of Council 12 February 2019

Summary

Committee is requested to note the progress, accept project update and variations on the Paraburadoo Community Hub (CHUB).

Background

At the Ordinary Meeting of Council held on 21 September 2017 the contract for 'RFT 17/17 Construction of the Paraburadoo Community Hub' was awarded to Pindan Pty Ltd, enabling the delivery of the new multipurpose centre and refurbishment of the existing sports hall. Construction of the Paraburadoo Community Hub and refurbishment of the sports Hall, known as the Karingal Neighbourhood Centre has now reached Practical Completion.

Comment

The following variations were approved by Council on 12 February 2019 and updated accordingly:

- a. Additional perforated screens extended to the Pool Manager's Office and also extra screens to extend to the floor of existing pie screens (Safety requirement in lieu of extending the Pool Manager's Office) - \$22,000 (**Outstanding**);
- b. Electrical upgrades to Pool Managers office including extra CCTV, data points and 42 inch monitor (Safety requirement in lieu of extending the Pool Manager's Office - \$12,000 (**Outstanding**);
- c. Karingal Push Button - access control changes (Emergency Exit) - \$4,812.90 (**Outstanding**);
- d. Door Grills to the Evacuation Store and Club Room - \$1430.00 (**Completed**);
- e. Hot Water Tap in plant room \$984.50 (**Completed**);

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- f. Door Hardware various change over to lever handle - \$308.55 (**Completed**);
- g. Herringbone layout to the carpark/ line marking - \$4,587.13 (**Completed**);
- h. 15amp General Purpose Outlet for kitchen microwave - \$1500 (**Completed**);
- i. Vinyl signage on Change rooms - \$500 (**Outstanding**);
- j. Make safe the electrical boxes in Squash court passage by removing old redundant electrical boxes - \$350 (**Outstanding**);
- k. Additional door hardware to Squash courts - \$350.00(**Completed**); and
- l. Credit (approximately) for lighting - \$9130.00 credit (**Completed**).

Total \$39,693.08

In relation to the operation of the CHUB, Council will need to consider what fees and charges it should established for the overall operations. The following are the suggested fees and charges for consideration by Council for the CHUB, but commencing 1 July 2019.

Sports Hall (Multi-Purpose Court)

FEE TYPE	BASIS	SUGGESTED FEES 2019/20
Commercial/Business Functions - Day	per day	\$236.00
Commercial/Business Functions - Night	per night	\$214.00
Commercial/Business Functions – Day	per hour	\$32.50
Commercial/Business Functions - Night	per hour	\$27.50
Charitable/Community & Sport Groups - Day	per day	\$199.00
Charitable/Community & Sport Groups - Night	per night	\$167.50
Charitable/Community & Sport Groups - Day	per hour	\$26.50
Charitable/Community & Sport Groups - Night	per hour	\$21.50
Casual Admittance (when not hiring the venue)	per person/per hour	\$2.00
Bond – with Alcohol		\$1000.00
Bond - without Alcohol		\$500.00
Key/Swipe Card Bond		\$100.00
<i>Note: A 50% Discount is applicable on all above for any junior organisation (non for profit) – booking must be specifically for children 17 years and under.</i>		
<i>Note: Paraburdoo Primary School will have access to the sports hall free of charge during school operating hours, Bookings will still need to be made through Reception along with all relevant documentation. Key/Swipe Card Bond will still be applicable.</i>		
<i>Note: For all day and night bookings if booking for more than 5 consecutive days/nights (24hr period) 50% discount will be applied.</i>		

Change Rooms Oval Side Paraburdoo Hub

FEE TYPE	BASIS	SUGGESTED FEES 2019/20
Commercial/Business Functions - Day	per day	\$108.50
Commercial/Business Functions - Night	per night	\$86.50
Commercial/Business Functions – Day	per hour	\$14.00
Commercial/Business Functions - Night	per hour	\$11.00
Charitable/Community & Sport Groups - Day	per day	\$84.50
Charitable/Community & Sport Groups - Night	per night	\$64.00
Charitable/Community & Sport Groups - Day	per hour	\$10.50
Charitable/Community & Sport Groups - Night	per hour	\$7.00
Bond – with Alcohol		\$1000.00
Bond - without Alcohol		\$500.00
Key/Swipe Card Bond		\$100.00

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Note: A 50% Discount is applicable on all above for any junior organisation (non for profit) – booking must be specifically for children 17 years and under.

Note: For all day and night bookings if booking for more than 5 consecutive days/nights (24hr period) 50% discount will be applied.

It would be possible to establish the charges for the remainder of the 2019/20 Financial Year however it would require a resolution of Council, advertising and notification to the community. Given it is approximately 2 months before the end of the financial year, the costs involved in pursuing the fees and the return involved is questionable.

Accordingly, if accepted by Council, there would be no charge for facility use of the CHUB until the 2019/20 Financial Year.

Chub Financials

Practical completion has been achieved on the CHUB project with Pindan Constructions completing defects throughout the Chub and Karingal Neighbourhood Centre Building.

The conversion of the change rooms (i.e. converting the old change rooms to storage) project RFQ 07.19 has been awarded to Neowest with demolition and construction beginning in coming days.

Identified projects still be completed are as follows:

- Shade Sail Structure over the Karingal Neighbourhood Playground (RFQ 18.19 currently advertised on Tenderlink closing date 9 April 2019) – \$30,000 estimated;
- BBQ Shade Area Quentin Broad Swimming Pool – \$126,218;
- Softball Diamond including dugouts and lighting – \$450,000 estimate
- Paraburdoo Cricket Nets – \$80,000;
- Electrical Upgrades to Pool Managers Office including CCTV, data points and 42 inch monitor (Safety requirement) – \$12,000; and
- Extension of the Pool's Managers Office to ensure total visibility of the Pool area (Safety requirement) – \$120,000.

ATTACHMENT 7.1 provides a financial breakdown of the CHUB up and until 15 April 2019.

ATTACHMENT 7.1

On the basis of the current financials, it is appropriate for Council to consider whether it wishes to pursue applying for a loan for \$1.1M for the identified projects required to be carried out.

Consultation

Executive Management Team

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.*

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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;*

Financial Implications

There is no proposed change to the forecast budget breakdown endorsed by Committee and Council in February 2019.

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 CORPS 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

FIN12 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.

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Voting Requirement

Absolute Majority Required

Committee Recommendation

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

1. Accept CHUB project update and variation update as outlined in the Shire Report and ATTACHMENT 7.1;
2. Consider the fees and charges as generally outlined in the Shire Report when adopting the 2019/20 Fees and Charges;
3. Receive the CHUB Financial Statements as at 15 April 2019.
4. Resolve not to raise loan funds of \$1.1M for loan number 125 - Paraburdoo CHUB; and
5. Utilise savings of \$715,967 on identified projects on CHUB including the following:
 - Shade Sail Structure over the Karingal Neighbourhood Playground (RFQ 18.19 currently advertised on Tenderlink closing date 9 April 2019) – \$30,000 estimated;
 - BBQ Shade Area Quentin Broad Swimming Pool – \$126,218;
 - Softball Diamond including dugouts and lighting – \$450,000 estimate
 - Paraburdoo Cricket Nets – \$80,000;
 - Electrical Upgrades to Pool Managers Office including CCTV, data points and 42 inch monitor (Safety requirement) – \$12,000; and
 - Extension of the Pool's Managers Office to ensure total visibility of the Pool area (Safety requirement) – \$120,000.

Committee Decision

MOVED: Cr K White

SECONDED: Cr M Lynch

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

1. **Accept CHUB project update and variation update as outlined in the Shire Report and ATTACHMENT 7.1;**
2. **Consider the fees and charges as generally outlined in the Shire Report when adopting the 2019/20 Fees and Charges;**
3. **Receive the CHUB Financial Statements as at 15 April 2019;**
4. **Defer consideration not to raise the 1.1M Loan number 125 until completion of the Paraburdoo CHUB; and**

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5. Utilise savings of \$715,967 on identified projects on CHUB including the following:

- **Shade Sail Structure over the Karingal Neighbourhood Playground (RFQ 18.19 currently advertised on Tenderlink closing date 9 April 2019) – 30,000 estimated;**
- **BBQ Shade Area Quentin Broad Swimming Pool – \$126,218;**
- **Softball Diamond including dugouts and lighting – \$450,000 estimate**
- **Paraburdoo Cricket Nets – \$80,000;**
- **Electrical Upgrades to Pool Managers Office including CCTV, data points and 42 inch monitor (Safety requirement) – \$12,000.**

**CARRIED BY ABSOLUTE MAJORITY 3/0
Councillors Rumble, White and Lynch voted for the motion**

Reason for change:

The Committee requested that the new Paraburdoo Pool Manager review the office arrangement and the Chief Executive Officer investigate the opportunity to address the design of the pool manager's office without requiring significant restructure of the building.

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8. NEXT MEETING

The next Paraburdo 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 9.41 am.

UNCONFIRMED MINUTES

CHUB Financials

2-Jul-19

Income**Funding Sources**

Royalties for Regions (R4R)	\$ 5,000,000	
Interest (est. only) on R4R funds	\$ 142,269	
Total Royalties for Regions		\$ 5,142,269
RTIO	\$ 6,140,000	
Interest (est. only) on RTIO funds	\$ 38,957	
Total RTIO		\$ 6,178,957
Shire of Ashburton Reserves	\$ 2,339,441	
Shire of Ashburton Municipal contribution	\$ 189,521	
Borrowings	\$ 726,000	
Total Funding		\$ 14,576,189

Expenditure**Identified Project Costs (Synergy GL)**

Feasibility Study - Avoca Design	\$ 19,796	
Outdoor Sports Court	\$ 208,332	
Soft Diamond Facility	\$ 4,892	
Peter Sutherland Clubrooms/Storage Conversion	\$ 118,590	
Lesser Hall	\$ 46,985	
Swimming Pool -Outdoor amenities	\$ 34,114	
Contingency Direct FFE	\$ 48,578	
Professional Fees	\$ 765,917	
Construction of Paraburdoo Chub RFT 17/17	\$ 11,884,384	
Identified Variations to RFT 17/17 (incl. Credits)	\$ 638,601	
		\$ 12,522,985

NOTE

Approx. Variations included in the Pindan Cert.

Total Identified Project Costs	\$ 13,770,188
ADD Security Bond	\$ -
Final Project Completion	
Soft Diamond Facility	\$ 450,000
Swimming Pool Amenities	\$ 126,000
Paraburdoo cricket Net Renewal	\$ 80,000
Completion Contract Works	\$ 150,000
ADD Potential Projects	\$ 806,000
Total Project Cost	\$ 14,576,188
Underspend of Project Costs to Budgeted Funds	\$ 0

CHUB: COMPLETION CONTRACT
Scope of Works

Rev 06

	Item	Electrical scope	Construction scope	ATT
CHUB				
C1	Pool Managers office: Additional electrical works	Complete all necessary works associated with the scope of works listed on the attachment (email from Best Consultants 16/01/19), installed in a compliant manner to match the existing specification. NOTE: Communication rack to remain as existing. Existing electrical points to remain and exact positioning of all new points to be agreed with the Client on site.	Complete any necessary builders work, access, making good, finishing etc	C1
C2	Reception counter: Holes for computer cables to data and GPO outlets	n/a	Create 2 x 60mm holes in the existing worktop. Exact positions to be agreed with the Client on site.	C2
C3	Reception: Blind to Eastern window	n/a	Supply and install Sunshadow roller blind(Colour Charcoal) to the reception lower level external window (1810 wide x 1250 high)	C3
C4	Indoor court - wheelchair seating spaces	n/a	Install white line marking, 50mm wide. See attached drawing for dimensions only. Exact position of line marking to be agreed on site: two spaces to the right of the canteen roller door and one space adjacent the court entry doors.	C4
C5	Water fountain to reception area lobby	New double GPO required for water fountain	Install client supplied water fountain and connect supply/waste from/into the adjacent male public toilets.	C5
C6	Kitchenette to reception lobby area	Reposition existing GPO's closer to the lubroom doors + New double GPO's required for kettle, above counter	Design, supply and install new kitchen cupboards and counter, with 600mm tiling(tile only supplied by Client) above the counter top, including a prep bowl and push button taps(hot and cold). Water / waste connections from/into into the adjacent toilet services. Cupboards, handles and worktop specification to match the adjacent clubrooms. Cupboards at 900mm high x 600mm deep x 2.4m long, with one adjustable shelf per cupboard. One lockable drawer and pull-out rubbish bin to be provided. All drawers / doors to be lockable with a common key. Worktop at 2.6m long. Shop drawing to be prepared for Client signoff prior to manufacturing	C6
C7	Install wash hand basin to service the pool managers office food prep area	n/a	Supply and install a new wash hand basin on the western wall of the pool managers office. Water and waste to be connected to the adjacent pool changeroom/ toilet facilities. Replacement tiles (only) to be supplied by the Client	C7
C8	Relocate facility services computer to adjacent comms room	Relocate Data point back to back (existing GPO available in comms room)	Create worktop / shelving for computer, screen and keypad in the comms room. To be agreed with the Client prior to manufacture	C8
C9	Rainwater downpipe extensions and landscaping adjustments to Oval area	n/a	Extend existing downpipes in suitable PVC piping to daylight after the existing culvert. One-way flap and rodding eye to be installed as per the attached markup, including modifying the existing ground levels and re-installing the existing grass to achieve an even gradient between the clubroom tiling and the Oval. Minimum 300mm cover to be maintained over new pipes where possible. Existing reticulation heads and boxes to be adjusted to suit the new levels and replaced where damaged.	C9
KARINGAL				
K1	Various adjustments to existing doors, hardware and signage to create compliant fire exits and dual use tenant areas.	Power to re-positioned and new illuminated fire exit signs	See attachment K1 for scope of work. All finishes are to be made good on completion.	K1
K2	Male toilet cistern replacement	n/a	Replace 3 x urinal cisterns(complete) with a similar specification	n/a
K3	Childrens WC - cubicle doors	n/a	Supply and install suitable laminate doors to the two child toilet cubicles, to match existing cubicle finishes, inclusive on locks/hinges/handles	K3
K4	Squash court 1 - Daylight / leak at ceiling wall junction (left)	n/a	Investigate and seal opening / leak between the ceiling and wall at the top LHS of court 1	n/a
K5	Squash Courts - Cosmetic repairs to plaster	n/a	Remove min 100mm wide plaster around all cracks >1mm wide, re-plaster and paint. Only cracks within the court playing area are to be repaired	K5
K6	Repair roof leaks above male toilet	n/a	Install silicone / poprivets / flashing to repair the roof leaks above the male toilet. Water appears to be travelling horizontally along an existing headwall flashing and under an adjacent flashing. Silicone seal also required around the adjacent blockwork vertical movement joint and around a poorly sealed vent pipe. See photos attached	K6

K7	Orange decal to group room exit doors	n/a	Install 100mm wide internal orange decal to the 4 glass exit doors, between 900-1100mm AFFL, in accordance with AS 1428	K7
K8	Squash court 2 - court 1 entry door	n/a	Fit diminishing strip to threshold of court 1 entry door	n/a
K9	Squash courts - external stairs	n/a	Fit suitable contrasting nosing strips to all stair treads	n/a
K10	Play group food prep area	n/a	Fit existing fire blanket onto the kitchen wall	n/a
K11	Reception area - reposition fire extinguisher	n/a	Remove existing fire extinguisher adjacent the centrelink kiosk and make good. Fire extinguisher to be re fitted in the reception lobby area as directed by the Client.	n/a