



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

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

9.30 am

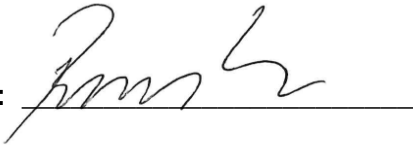
**MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
16 JULY 2019**

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: 16.07.2019

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 16 July.2019

Presiding Member: _____

Date: _____

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 9.31 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 M Lynch	Paraburdoo Ward (Presiding Member) Tom Price Ward
Staff:	Mr R Paull Mr B Cameron Mr I Hamilton Mr J Bingham Ms C Bryce Mrs M Lewis Ms K Nicholson	Chief Executive Officer Director Property and Development Services Director Infrastructure Director Corporate Services Manager Building and Facilities Maintenance Council Liaison Office Customer Services Officer
Guests:	Cr D Dias Cr P Foster Cr M Gallanagh Cr R de Pledge Cr D Diver	Paraburdoo Ward Tom Price Ward Pannawonica Ward Ashburton 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

Cr K White Onslow Ward

3. ANNOUNCEMENT OF VISITORS

There were no public visitors in attendance.

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.

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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) (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 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
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 23 APRIL 2019

<p>Committee Decision</p> <p>MOVED: Cr M Lynch SECONDED: Cr L Rumble</p> <p>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.</p> <p style="text-align: right;">CARRIED 2/0</p> <p style="text-align: center;">Councillors Rumble and Lynch voted for the motion</p>
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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 Paraburdo 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 Paraburdo 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 Paraburdo 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)

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- 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 JULY 2019

MINUTE: 597/2019

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

Approved the following variation requests in regard to RFT 17/17 Construction of Paraburdo 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 Paraburdo Community Hub Project Update April 2019, the Paraburdo 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 Paraburdo 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*
 - *Paraburdo 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 Paraburdo 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 Paraburdo CHUB project with Pindan Constructions completing defects throughout the Paraburdo Community Hub and Karingal Building.

Paraburdo 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.

- Paraburdo 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 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

Committee Recommendation and Council Decision

MOVED: Cr M Lynch

SECONDED: Cr L Rumble

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.**

**CARRIED BY ABSOLUTE MAJORITY 2/0
Councillors Rumble and Lynch voted for the motion**

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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 9.39 am.

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