



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

MINUTES

**Council Chambers, Onslow Shire Complex,
Second Avenue, Onslow
14 August 2018**

9.00 am

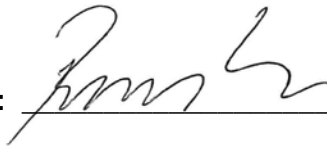
MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
14 AUGUST 2018

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: 14/08/2018

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 14 August 2018.

Presiding Member: _____

Date: ____/____/2018

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
14 AUGUST 2018

1.	DECLARATION OF OPENING.....	4
1.1	ACKNOWLEDGEMENT OF COUNTRY	4
1.2	ELECTION OF PRESIDING MEMBER.....	4
2.	ATTENDANCE	4
2.1	PRESENT	4
2.2	APOLOGIES.....	4
2.3	APPROVED LEAVE OF ABSENCE.....	4
3.	ANNOUNCEMENT OF VISITORS.....	5
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 19 JUNE 2018	6
6.	REFERENCE.....	7
6.1	TERMS OF REFERENCE	7
6.2	REFERENCE DOCUMENTS & KEY AGENCIES.....	8
7.	AGENDA ITEMS	9
7.1	PARABURDOO COMMUNITY HUB PROJECT UPDATE AUGUST 2018	9
8.	NEXT MEETING	16
9.	CLOSURE OF MEETING	16

1. DECLARATION OF OPENING

In the absence of the Presiding Member Cr Linton Rumble, the Chief Executive Officer declared the meeting open at 9.04 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 and present.

1.2 ELECTION OF PRESIDING MEMBER

As per s.514 of the *Local Government Act* 1995, where the presiding member is not available the committee members present are to elect a presiding member from amongst themselves to preside at the meeting.

Cr Lynch nominated Cr White to the position of presiding member. Cr White accepted the nomination.

Cr White assumed the chair as presiding member for this meeting.

2. ATTENDANCE

2.1 PRESENT

Members:	Cr K White Cr M Lynch	Onslow Ward (Presiding Member) Tom Price Ward
Staff:	Mr R Paull Ms A Serer Ms J Smith Mrs M Lewis	Chief Executive Officer Director Strategic and Community Development Executive Officer CEO & Councillor Support Officer
Guests:		
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 L Rumble Paraburdoos Ward (Presiding Member)

3. ANNOUNCEMENT OF VISITORS

Cr Thomas and Cr Dias.

4. DECLARATION BY MEMBERS

4.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

Councillors 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.

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
14 AUGUST 2018

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
 - 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.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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

Officers Recommendation and Committee Decision	
MOVED: Cr M Lynch	SECONDED: Cr K White
That the Minutes of the Paraburdoo Community Hub (CHUB) Committee Meeting held on 19 June 2018, be confirmed as a true and accurate record.	
CARRIED 2/0 Crs White and Lynch voted for the motion	

ATTACHMENT 5.1

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.

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

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
14 AUGUST 2018

Paraburdoo CHUB project will be presented to the next month's Ordinary Meeting of Council (as Committee Minutes).

Budget and Organisational Support

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

Term

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

Frequency

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

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 AUGUST 2018

MINUTE: 410/2018

FILE REFERENCE:	RC42129
AUTHOR'S NAME AND POSITION:	Anika Serer Director Strategic and Community Development
AUTHORISING OFFICER AND POSITION:	Rob Paull Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	1 August 2018
DISCLOSURE OF FINANCIAL INTEREST:	The author and authorising officer have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 9.6 – Ordinary Meeting of Council 19 June 2018

Comment

Updated Designs and Reports Regarding Estimated Cost, Risk and Deliverables

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.

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:			
Pool	1 October 2018	Other Facilities	30 October 2018

Key activities that have been undertaken:

- Demolition of old facilities complete (including pool pump room structure)
- Temporary swimming pool facilities for public use installed

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
14 AUGUST 2018

- New backwash installed
- Installation of structural steelwork complete
- Installation of roof and metal wall cladding almost complete
- Concrete retaining walls nearly complete (four remaining)
- Storm water works Stage One and Two completed – Stage Three underway
- Plumbing, electrical and mechanical first fix complete
- Installation of internal wall linings and external CFC cladding underway
- Installation of windows and doorframes commenced
- Artwork for 'picper' screens across front of pool entry finalised and issued to manufacturer

Other components of the CHUB Masterplan being progressed include:

- Resurface netball/basketball courts & replace fences: RFT 22/17 awarded 2017 for \$148,376 plus GST; works now complete including latent conditions and courts are being utilised. Current underspend is \$139,711, a small storage shed is proposed to be scoped and included in the RFQ for clubroom conversions to storage.
- Softball Diamond: Proposed Location and Orientation Map for the site is as per the original investigations and Business Case for the project. It is proposed to scope the diamond / fencing etc to match the specs of the Tom Price facility. A \$90,000 budget may not allow dug-outs to be included, these have been added to a 'wish list' for consideration if there is project underspend in other areas as per the Committee's recommendation from the meeting held on 13 February 2018. Work has been publically quoted and in excess of budget, design and scope will be reviewed.
- Lesser Hall: replacement of air-con, painting, floorboard repairs and shade sail complete
- Old Clubrooms (convert to storage): will be scoped and delivered once the new clubrooms are completed as still required for oval activities (late 2018).

Project Budget

There is no proposed change to the forecast budget breakdown endorsed by Committee and Council in September 2017. The detailed Budget and Expenditure Report (as at 31 July 2018) is provided at **Attachment 7.1A**.

Potential works have been identified for consideration if there is an overall budget underspend, to complement the approved scope and maximise the benefits of the Community Hub Master Plan. These include:

1. Small basketball/netball club storage shed located between the courts and squash club (captured within budget for the courts upgrade);
2. Upgrades to pedestrian path/connection to the town centre as identified in the master plan, including traffic calming treatment;
3. Dug-out and additional facilities for new softball diamond;
4. Additional spectator viewing/oval side facilities;
5. Roof to outdoor basketball/netball courts; and
6. Relocation of shed in lesser hall courtyard.

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
14 AUGUST 2018

In accordance with the Committee's recommendations, endorsed by Council at the Ordinary Meeting held on 13 February 2018, these items will be scoped/costed, to enable further consideration as final project costs are known.

Provisional sums had been provided in RFT17/17 Construction of the Paraburdo Community Hub for the playgroup playground, Telstra relocation, headworks fees, and provision of power supply. These have now been finalised and a credit of \$107,420 applied to the contract.

Overall the project is currently tracking at \$2,571,987 under budget.

Design Changes

1. Proposed separation/door to toilet access in multipurpose building foyer:

It has been identified that patrons using the clubroom/terrace after-hours will require access to the internal toilets. These currently have open access to the foyer/breakout space/offices, which may create security issues. Hodge Collard Preston have prepared a design to separate this area with a combination of cladding and glass doors as illustrated at **ATTACHMENT 7.1B** and a quotation has been requested from the builder for consideration.

2. Provision of floor-mounted bar tables to the Clubroom:

The builder has been requested to provide a quotation for the construction and installation of 1.1m height built-in bar tables along part of the glass walls facing north and west. The proposed counter top is 20mm essa stone gloss nickel to match cabinetwork. Refer to **ATTACHMENT 7.1C** for the proposed design and layout.

3. Changes to specification of Clubroom Kitchen:

The architect, engineers and builder have been requested to provide a cost and advice regarding any programme impact for the following changes to the current specifications of the clubroom kitchen for consideration:

- a) Alteration to floor space to include cool-room with service front fridges (refer to **ATTACHMENT 7.1D** for proposed sketch layout);
- b) Upgrade rangehood, oven and cooktop to commercial standard;
- c) Install greasetrap;
- d) Stainless steel benchtops with ice/drink prep trough;
- e) 15amp power points to function area, terrace and indoor hall; and
- f) Install connection points for ceiling mounted projector (quoted \$1,170.07).

4. Karingal Neighbourhood Centre Kitchen and Reception:

A request has been received from the Karingal Neighbourhood Centre to consider design and specification changes that will improve its functionality and ability to provide a range of services to the community:

- a) Install 15amp plug to group area (quoted \$526.63);
- b) Tea Prep area: upgrade to a commercial kitchen rather than 'heat and serve' style area; and
- c) Revision of design of reception/entry to increase open plan area for circulation.

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
14 AUGUST 2018

Informal feedback from the architect regarding these requests indicate that changing the tea prep area to a commercial kitchen will have a significant impact on other areas within the space (will require store room area to be merged into kitchen), cost and construction program. These proposed design changes have therefore not been pursued for detailed drawings and costing which would attract further architectural and engineering fees.

5. Reduction of Security Screens to Buildings

During regular review of the detailed drawings for the project it was noted that security screens had been specified for all of the external glassed area for the new multipurpose centre and Karingal building. The extent of screens covered all fixed panels, sliding windows and glass doors. The screens will impact on the ability to easily clean and maintain the glass panels, and is a significant increase to the extent of security normally included on the Shire's buildings in Paraburadoo. A quote has been requested to reduce the extent of screens to sliding doors only, which will be provided to the Committee and Council under separate cover.

Status Report

The Status Reports for the month of June 2018 outlining key activities and milestones for the architect (Hodge Collard Preston) and builder (Pindan Contracting) are provided at **ATTACHMENT 7.1E** and **ATTACHMENT 7.1F**.

Variations

The Variations register is provided in the architect's report. All known and pending financial impacts are also included in the detailed Budget and Expenditure Report; total approved variations as at 31 July 2018:

- Neighbourhood Centre \$84,525 - tree removal, footpath double-thickness demolition, extend replacement of aged paving to north/east of hall); squash court lintel replacement, roof fall arrest system, CFC cladding, upgrade finish to bathroom floors, air-conditioner condenser cage, specification changes to kitchenette and playground. New Variations:
 - Latent condition: replacement of section of brickwork above new window opening (latent condition; brickwork collapsed when the window opening was being formed due to being unstable) – quote pending;
 - Latent condition: install furring channels to walls where steel frames are protruding from brickwork to enable lining to be applied flush (\$4,042.50);
- Multipurpose Centre \$88,530 (note the amount has reduced due to the credit adjustment in provisional sums) - waterproof backwash tank, drainage survey, additional footing to old pool building requiring demolition, relocate reticulation controller for oval (was fitted to the old pool building), upgrade pump for backwash tank to stainless steel; asbestos removal, stormwater upgrades, latent conditions, additional streetlight and bollard lighting, modification to shade sail, minor specification changes (shower taps).

Proposed Variations

Please refer to 'Proposed Design Changes' for information regarding current requests for design and quotation (changes to the clubroom kitchen, foyer/toilet separation in multipurpose building, Karingal kitchen/reception). At the time of preparing this report the proposed costs were not available for inclusion and will be provided under separate cover.

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
14 AUGUST 2018

Other proposed variations:

- a) Swimming Pool – the current landscaping design provides for a strip of lawn (approx. 1-2m width) between the edge of the pool concourse and the changerooms. It has been identified that this will be problematic due to foot traffic wearing the lawn, and potential run off/scouring during rain events into the pool. It is suggested that this area is concreted; and a concrete path also be installed to enable transfer of equipment etc from the shed that has been relocated to the rear boundary. Power and lighting has also been requested for the shed. A quote has been requested from the contractor;
- b) Multipurpose Centre – change specification: current water filter specified will not have large enough capacity, recommend upgrade to enable 50mm inlet - \$1,212.20; and
- c) Multipurpose Centre – recommend installation of permanent ladder from lower to upper roof levels to enable access for maintenance etc - \$1,963.50.

All variations have been managed within contingency allowed for the project and current underspend.

Risk

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

Facility Naming

At the June 2018 OCM the following naming protocol was endorsed:

1. The overall precinct will be named 'Paraburdoo Sports, Fitness and Community Complex';
2. This will be the name on the front of the new multi-purpose building and title on a central directional map which will direct visitors to the various areas; and
3. There will be 'Wings' which will also be identified on the central directional map (ie Wing A and 'Name'):
 - a. Wing A – Quentin Broad Swimming Pool (also sign on facility)
 - b. Wing B – Lifestyle Centre (also sign on facility)
 - c. Wing C – Multipurpose Hall
 - d. Wing D – Function Room & Pavilion
 - e. Wing E – Karingal Neighbourhood Centre (also sign on facility)
 - f. Wing F – Squash Courts
 - g. Wing G – Outdoor Netball Courts
 - h. Wing H – Softball Diamond.

There is a provisional sum in Pindan's contract of \$75,000 for signage however this may not be sufficient for the extent of signage described above (eg central directional map). A quotation has been requested based upon the concept design prepared by Hodge Collard Preston.

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
14 AUGUST 2018

Committee Decision

MOVED: Cr M Lynch

SECONDED: Cr K White

That the Committee suspend the standing orders at 9.09 am.

CARRIED 2/0

Crs White and Lynch voted for the motion

Committee Decision

MOVED: Cr M Lynch

SECONDED: Cr K White

That the Committee reinstate standing orders at 9.30 am.

CARRIED 2/0

Crs White and Lynch voted for the motion

Officers Recommendation

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;
2. Approves the following variation requests in regard to RFT 17/17 Construction of Paraburdoo Community Hub:
 - a. Multipurpose Centre – change specification: current water filter specified will not have large enough capacity, upgrade to enable 50mm inlet - \$1,212.20;
 - b. Multipurpose Centre –installation of permanent ladder from lower to upper roof levels to enable access for maintenance etc - \$1,963.50;
 - c. Neighbourhood Centre - Install 15amp plug to group area - \$526.63; and
3. Support the provision of floor-mounted bar tables to the Clubroom as provided in ATTACHMENT 7.1C along with modifications to the Clubroom Kitchen as provided in ATTACHMENT 7.1D.
4. Authorises the Chief Executive Officer, in consultation with the Paraburdoo Community Hub Committee and Paraburdoo Ward Councillors, to obtain detailed designs and quotations for the upgrade of the Clubroom and Clubroom Kitchen specification, and issue a variation to the contractor for any agreed changes.

Committee's Decision

MOVED: Cr M Lynch

SECONDED: Cr K White

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;**
- 2. Approves the following variation requests in regard to RFT 17/17 Construction of Paraburdoo Community Hub:**
 - a. Multipurpose Centre – change specification: current water filter specified will not have large enough capacity, upgrade to enable 50mm inlet - \$1,212.20;**
 - b. Multipurpose Centre –installation of permanent ladder from lower to upper roof levels to enable access for maintenance etc - \$1,963.50;**
 - c. Neighbourhood Centre - Install 15amp plug to group area - \$526.63; and**
- 3. Support the provision of floor-mounted bar tables to the Clubroom as provided in ATTACHMENT 7.1C along with modifications to the Clubroom Kitchen generally as provided in ATTACHMENT 7.1D modified to relocate cool room approximately 1m closer to the bar area with the CEO requested to provide under separate cover to Committee members updated kitchen area plans that show the proposed commercial kitchen appliances and facilities.**
- 4. Authorises the Chief Executive Officer, in consultation with the Paraburdoo Community Hub Committee and Paraburdoo Ward Councillors, to obtain detailed designs and quotations for the upgrade of the Clubroom and Clubroom Kitchen specification, and issue a variation to the contractor for any agreed changes.**

CARRIED 2/0

Crs White and Lynch voted for the motion

Reason for change of recommendation:

The mover and seconder accepted the modification to part 3 as it seeks to improve functionality of the storeroom, cool room, and kitchen.

8. NEXT MEETING

The next Ordinary Meeting of Council will be held on 19 September 2018, at the Barry Lang Centre / Mayu Maya Centre, Pannawonica.

9. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member closed the meeting at 9.37 am.