



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

MINUTES

**Ashburton Hall, Ashburton Avenue,
Paraburdoo**

19 June 2018

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
19 JUNE 2018

SHIRE OF ASHBURTON

PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING

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

CEO: _____

Date: 19/06/2018

These minutes were confirmed by the Committee as a true and correct record of proceedings of the Paraburadoo Community Hub (CHUB) Committee Meeting held on 19 June 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
19 JUNE 2018

| | | |
|-----------|---|-----------|
| 1. | DECLARATION OF OPENING..... | 4 |
| 1.1 | ACKNOWLEDGEMENT OF COUNTRY | 4 |
| 2. | ATTENDANCE | 4 |
| 2.1 | PRESENT | 4 |
| 2.2 | APOLOGIES..... | 4 |
| 2.3 | APPROVED LEAVE OF ABSENCE | 4 |
| 3. | ANNOUNCEMENT OF VISITORS..... | 4 |
| 4. | DECLARATION BY MEMBERS..... | 4 |
| 4.1 | DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA | 4 |
| 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 13 FEBRUARY 2018 | 6 |
| 6. | REFERENCE..... | 6 |
| 6.1 | TERMS OF REFERENCE | 6 |
| 6.2 | REFERENCE DOCUMENTS & KEY AGENCIES..... | 8 |
| 7. | AGENDA ITEMS | 9 |
| 7.1 | PARABURDOO COMMUNITY HUB PROJECT UPDATE - JUNE 2018..... | 9 |
| 8. | NEXT MEETING | 16 |
| 9. | CLOSURE OF MEETING | 16 |

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 10.30 am.

1.1 ACKNOWLEDGEMENT OF COUNTRY

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

2. ATTENDANCE

2.1 PRESENT

| | | |
|---------------------------|---|---|
| Members: | Cr L Rumble Cr K White Cr M Lynch | Paraburdoos Ward (Presiding Member) Onslow Ward Tom Price Ward |
| Staff: | Mr R Paull Ms A Serer Ms J Smith | Chief Executive Officer Director Strategic and Community Development Executive Officer |
| Guests: | Cr Foster Cr Dias | Tableland Ward Paraburdoos 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

2.3 APPROVED LEAVE OF ABSENCE

3. ANNOUNCEMENT OF VISITORS

4. DECLARATION BY MEMBERS

4.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

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

4.2 **DECLARATIONS OF FINANCIAL / PROXIMITY / IMPARTIALITY INTEREST**

Councillors to Note

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

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

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

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

NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)

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

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

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

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
19 JUNE 2018

make recommendations to Council on:

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

MEETINGS

Membership

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

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

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

Authority

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

Budget and Organisational Support

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

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).

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
19 JUNE 2018

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 - JUNE 2018

MINUTE: 377/2018

| | |
|--|--|
| 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: | 6 June 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 12.2 (Minute No. 307/2018) – Ordinary Meeting of Council 13 February 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 gutting of old sports hall)

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
19 JUNE 2018

- Temporary swimming pool facilities for public use installed (changerooms etc)
- Backwash tank to pool demolished and new tank installed
- Installation of structural steelwork complete
- Installation of roof and metal wall cladding almost complete
- Concrete retaining walls underway
- Storm water works Stage One completed – Stage Two underway
- Plumbing, electrical and mechanical first fix complete

Other components of the CHUB Masterplan being progressed include:

- Resurface netball/basketball courts & replace fences: RFT 22/17 awarded 2017 for \$148,376 plus GST; works now complete and courts are being utilised. Minor potential defects being investigated (line marking quality/colour and white residue on surface). Current underspend is \$146,624, 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 .
- 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. The detailed Budget and Expenditure Report (as at 5 June 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;
6. Picperf screen (oxidised look)*; and
7. Relocation of shed in lesser hall courtyard.

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
19 JUNE 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.

A provisional sum of \$150,000 was allowed in the project budget for electrical connection to the existing transformer (near the child care centre). The quote for works has now been provided by Rio Tinto Utilities, totalling \$48,577.52 (pending installation). As at 5 June 2018 there is a total forecast underspend of \$2.62 million for the project.

Register of Design Changes

There are no proposed changes to the plans received by the Committee and endorsed by Council at the July 2017 Ordinary Meeting of Council.

The contract for the construction of the Multipurpose Centre (RFT 17/17) includes a provisional sum for 'Pic-Perf Screens' – perforated aluminium screens with artwork designs – to be incorporated into the new entry fencing to the swimming pool as a public art feature. Emma Blyth (artist) has been engaged to undertake community engagement and contribution to develop a proposed design for the screens. The consultation work is expected to take place the week of 5 June 2018, with the draft design due 22 June 2018 (to be forwarded to Councillors for feedback).

** Picperf screen (oxidised look) – the suggestion to include oxidised panels in the decorative screening to the pool entry has been referred to Hodge Collard Preston Architects and Pindan for feedback. The response is that this not recommended in the proposed site as the oxidisation may cause discolouration to the concrete floor and adjoining panels. Other areas in the outdoor landscaping may be more appropriate for this type of finish, which will be investigated for further recommendations.*

Status Report

The Status Reports for the month of May 2018 outlining key activities and milestones for the architect and builder are provided at **ATTACHMENT 7.1B**.

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 to date:

- Sports Hall Refurb \$75,856.56 - 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.
- Multipurpose Centre \$180,036.93 - 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.

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
19 JUNE 2018

Proposed Variations

Following a site inspection by the user groups in April, a number of requests were made particularly with regard to the proposed fitout and finishes in the new 'Karingal' building. The following variation quotations have been received for consideration:

- a) Tap to playgroup area \$511.50: the playgroup committee has requested that a tap be installed in the outdoor playground area, to enable equipment and the area to be hosed down (not in current design);
- b) Softfall and fencing extension to playgroup area \$2,968.08: the playgroup committee has requested that a swing be included in the fixed playground equipment specification, this will require the softfall and fencing to be expanded slightly.
- c) Upgrade kitchenette \$4,188.86: Karingal has requested an oven, cooktop and rangehood be included in the kitchenette to enable cooking classes to continue, meals to be prepared for playgroup and catering for meetings etc (currently a basic cabinet / sink type layout included).

Other proposed variations:

- d) Upgrade tapware to showers throughout \$1,600: it has been discovered that the tapware specified by the client in the showers is not actually the required model, it is a 'push-button' that requires constant pressure for water flow. The contractor has advised this is not suitable particularly for hot water, and has recommended a 'time-flow' alternative for the showers in all changerooms. The original specification was taken from the Onslow pool facility schedule, which does have 'time-flow' taps however it has been discovered that these were retrofitted and the schedule not updated.
- e) Box gutters to plantroom (pending): the construction of the framework around the pool plantroom and pool entry has shown an issue where the water flow from the roof will gush onto the entry in one area (similar to what happened with the canopies in the Tom Price mall) – installation of box gutters at construction-only cost whilst contractors are on site installing roof and other gutters.
- f) Concrete path/drain pit changes to pool entry (latent condition): the balance tank under the pool surrounds was not correctly documented in the 'as-con' drawings provided to the architect. It has now been further investigated and surveyed, and is located closer to the new entry than shown on designs, which will require further concrete to be cut and a drain pit changed to enable the entry path to be even and meet accessibility grade requirements due to the depth of the tank lid (cost to be finalised but contractor has advised it will not be more than \$3,000 plus GST).

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

Karingal has also requested permission to set up a community garden in the area between the gym and neighbourhood centre (entry to main facility). This area has already had a landscaping plan developed as part of the contract, and is quite a small, heavily trafficked area. It is therefore recommended that the area between the neighbourhood centre and bowling club would be more appropriate for the community garden.

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
19 JUNE 2018

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

Informal discussions have been held with the Paraburdoo Ward Councillors regarding the naming of the complex and individual areas. The following has been suggested for consideration:

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;
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 will be requested following the confirmation of naming and signage locations.

It is also noted that the funding agreement with Rio Tinto requires their involvement in naming of the facility and any other secondary facility naming rights. Pending Council's confirmation of preferences these will be forwarded to Rio Tinto for review and feedback.

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
19 JUNE 2018

Committee Decision

MOVED: Cr K White

SECONDED: Cr M Lynch

That the Committee suspend standing orders at 10.53 am.

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

Committee Decision

MOVED: Cr M Lynch

SECONDED: Cr K White

That the Committee re-instate standing orders at 11.00 am.

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

Officers Recommendation

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

1. Notes the progress report;
2. Approves the following variation requests in regard to RFT 17/17 Construction of Paraburdo Community Hub:
 - a. Tap to playgroup area \$511.50;
 - b. Softfall and fencing extension to playgroup area \$2,968.08;
 - c. Upgrade kitchenette \$4,188.86;
 - d. Upgrade tapware to showers throughout \$1,600;
 - e. Box gutters to plantroom (pending);
 - f. Concrete path/drain pit changes to pool entry (latent condition – estimated cost \$3,000).
3. Approves Karingal's request for an area to set up a community garden, nominating the area between the neighbourhood centre and bowling club (currently grassed and unused);
4. Approves the naming of the facility, subject to approval by funding stakeholders in accordance with the terms of financial agreements to be:
 - a. The overall precinct will be named 'Paraburdo Sports, Fitness and Community Complex';
 - b. 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;
 - c. There will be 'Wings' which will also be identified on the central directional map (eg Wing A and 'Name');

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
19 JUNE 2018

- Wing A – Quentin Broad Swimming Pool (also sign on facility).
- Wing B – Lifestyle Centre (also sign on facility).
- Wing C – Multipurpose Hall.
- Wing D – Function Room & Pavilion.
- Wing E – Karingal Neighbourhood Centre (also sign on facility).
- Wing F – Squash Courts.
- Wing G – Outdoor Netball Courts.
- Wing H – Softball Diamond.

Committee's Alternate Recommendation and 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. Tap to playgroup area \$511.50;**
 - b. Softfall and fencing extension to playgroup area \$2,968.08;**
 - c. Upgrade kitchenette \$4,188.86;**
 - d. Upgrade tapware to showers throughout \$1,600;**
 - e. Box gutters to plantroom (pending);**
 - f. Concrete path/drain pit changes to pool entry (latent condition – estimated cost \$3,000).**
- 3. Note Karingal's request for an area to be set aside for a future community garden, nominating the area between the neighbourhood centre and bowling club (currently grassed and unused) to be reviewed after completion of construction of the CHUB;**
- 4. Approves the naming of the facility, subject to approval by funding stakeholders in accordance with the terms of financial agreements to be:**
 - a. Request concept elevations showing the name 'Paraburdoo Sports, Fitness and Community Complex' and alternatives;**
 - b. There will be 'Wings' which will also be identified on the central directional map (eg Wing A and 'Name'):**
 - **Wing A – Quentin Broad Swimming Pool (also sign on facility).**
 - **Wing B – Lifestyle Centre (also sign on facility).**
 - **Wing C – Multipurpose Hall.**
 - **Wing D – Function Room & Pavilion.**
 - **Wing E – Karingal Neighbourhood Centre (also sign on facility).**
 - **Wing F – Squash Courts.**
 - **Wing G – Outdoor Netball Courts.**

- **Wing H – Softball Diamond.**

CARRIED 3/0

Crs Rumble, White and Lynch voted for the motion

Reason for change: To support the location and to give clarity to review it once the CHUB is completed. Committee sought clarity as to the naming of building and felt that concept images would be helpful.

8. NEXT MEETING

The next Paraburadoo Community Hub (CHUB) Committee meeting will be held at time to be determined.

9. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member closed the meeting at 11.01 am.