



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

**MINUTES**

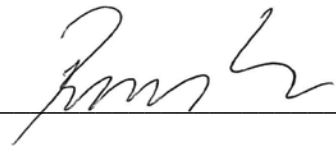
**Mayu Maya Centre, Pannawonica  
19 September 2018**

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING  
19 SEPTEMBER 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: 19/09/2018

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 19 September 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.*

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## 1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 11.02 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

<b>Members:</b>	Cr L Rumble Cr K White Cr M Lynch	Paraburdoo Ward (Presiding Member) Onslow Ward Tom Price Ward
<b>Staff:</b>	Mr Rob Paull Ms C Bryce  Mrs S Johnston Ms J Smith Mrs D Walkington	Chief Executive Officer Acting Director, Property and Development Services Acting Director, Community Services Executive Officer Administration Officer
<b>Guests:</b>	Cr R de Pledge Cr L Thomas Cr M Gallanagh Cr P Foster	Ashburton Ward Tableland Ward Pannawonica Ward Tom Price Ward
<b>Members of Public:</b>	There were no members of the public in attendance at the commencement of the meeting.	
<b>Member of Media:</b>	There were no members of the media in attendance at the commencement of the meeting.	

### 2.2 APOLOGIES

There were no apologies.

### 2.3 APPROVED LEAVE OF ABSENCE

There were no Councillors on approved leave of absence.

## 3. ANNOUNCEMENT OF VISITORS

There were no visitors in attendance.

## **4. DECLARATION BY MEMBERS**

### **4.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA**

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

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

#### **Councillors to Note**

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

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

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

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

#### **NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)**

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

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

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

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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 Declaration of Interest provided.		

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**5.1 PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING HELD ON 14 AUGUST 2018**

<p><b>Officers Recommendation and Committee Decision</b></p> <p><b>MOVED: Cr M Lynch</b> <span style="float: right;"><b>SECONDED: Cr K White</b></span></p> <p><b>That the Minutes of the Paraburdo Community Hub (CHUB) Committee Meeting held on 14 August 2018, be confirmed as a true and accurate record.</b></p> <p style="text-align: right;"><b>CARRIED 3/0</b></p> <p style="text-align: right;"><b>Crs Rumble, White &amp; Lynch voted for the motion</b></p>
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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.

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**ROLES AND RESPONSIBILITIES**

The Committee is to undertake the task of overseeing the CHUB project and to make recommendations to Council on:

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

**MEETINGS**

**Membership**

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

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

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

**Authority**

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

**Budget and Organisational Support**

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

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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)



## 7. AGENDA ITEMS

### 7.1 PARABURDOO COMMUNITY HUB PROJECT UPDATE SEPTEMBER 2018

MINUTE: 420/2018

<b>FILE REFERENCE:</b>	RC42129
<b>AUTHOR'S NAME AND POSITION:</b>	Chantelle Bryce Acting Director, Property and Development Services
<b>AUTHORISING OFFICER AND POSITION:</b>	Rob Paull Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	7 September 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and authorising officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 9.6 – Ordinary Meeting of Council 14 August 2018

#### Summary

Committee is requested to note the design and arrangements for the kitchen/function area of the Paraburadoo Community Hub.

#### 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.

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

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Key activities that have been undertaken:

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

At the Committee meeting of 14 August 2018 Committee recommend to Council as follows:

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

1. *Notes the progress report;*
2. *Approves the following variation requests in regard to RFT 17/17 Construction of Paraburadoo 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*

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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.”*

The above recommendation was supported by Council. Committee also resolved to hold the next meeting on 19 September 2018.

**Comment**

Whilst part 4 of the above resolution was carried out by Shire Staff, not all Councillors responded to a request to provide comment on the design. Committee is requested to formalise its position in relation to the revised upgrade of the Clubroom and Clubroom Kitchen as provided in **ATTACHMENT 7.1**.

**Statutory Environment**

*Local Government Act 1995 Section 3.57. Tenders for providing goods or services*

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

*Local Government Act 1995 Section 5.23. Meetings generally open to public*

- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1) (b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
  - (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;”*

*Local Government (Functions and General) Regulations 1996*

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub-regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if:*
  - (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
  - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;*

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**Financial Implications**

There is no proposed change to the forecast budget breakdown endorsed by Committee and Council in August 2018. However, Staff are seeking to ascertain a cost for the modifications to the Clubroom Kitchen which should be available in the very near future.

**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**

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 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.

This item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk for the project is considered to be "Low".

The low level of risk is being driven by the "minor" consequence of time and/or cost impacts and the "Unlikely" likelihood that a time and/or cost risk could occur. The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures and subject to annual monitoring by the Operational Manager.

**Policy Implications**

Policy FIN12 Shire of Ashburton Purchasing Policy. This Policy outlines how the Shire of Ashburton will deliver best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities. This Policy was used to undertake the procurement process through a publically advertised RFT.

**Committee Decision**

**MOVED: Cr K White**

**SECONDED: Cr M Lynch**

**That the Committee suspend Standing Orders at 11.05 am.**

**CARRIED 3/0**

**Crs Rumble, White and Lynch voted on the motion**

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**Committee Decision**

**MOVED: Cr M Lynch**

**SECONDED: Cr K White**

**That the Committee reinstate Standing Orders at 11.35 am.**

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

**Officers Recommendation**

That the Paraburdoo Community Hub (CHUB) Committee recommend to Council that with respect to the *Paraburdoo Community Hub Project Update September 2018*, Council approves the revised upgrade of the Clubroom and Clubroom Kitchen as provided in ATTACHMENT 7.1.

**Committee 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 Update September 2018*, that Council**

- 1. Approves the revised upgrade of the Clubroom and Clubroom Kitchen as provided in ATTACHMENT 7.1.**
- 2. Approves the following variation requests in regard to RFT 17/17 Construction of Paraburdoo Community Hub as provided in ATTACHMENT 7.1A.**

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

**Reason for change of recommendation:**

Update of financial variations was provided by the Shire to the Committee for consideration.

**8. NEXT MEETING**

The next Paraburadoo Community Hub (CHUB) Committee meeting will be at a time and date yet to be determined.

**9. CLOSURE OF MEETING**

There being no further business to discuss the Presiding Member closed the meeting at 11.37 am.

UNCONFIRMED MINUTES