



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

AGENDA

**Council Chamber, Onslow Shire Complex,
Second Avenue, Onslow
13 March 2017
4.00 pm**

PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING 13 MARCH 2017

SHIRE OF ASHBURTON

PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING

Dear Councillor

Notice is hereby given that a Paraburdo Community Hub (CHUB) Committee Meeting of the Shire of Ashburton will be held on 13 March 2017 at Council Chamber, Onslow Shire Complex, Second Avenue, Onslow commencing at 4:00 pm.

The business to be transacted is shown in the Agenda.

Neil Hartley
CHIEF EXECUTIVE OFFICER

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by 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 Chief Executive Officer will preside until the position of a Presiding Person (at Item 2.1) is filled.

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**

Cr K White	Onslow Ward
Cr L Rumble	Paraburdoo Ward
Cr M Lynch	Tom Price Ward
Mr N Hartley	Chief Executive Officer
Ms A Serer	Executive Manager, Strategic & Economic Development
Ms J Smith	Executive Officer
Mrs T Forbes	CEO & Councillor Support Officer

2.2 ELECTION OF CHAIRPERSON

The election of Committee Presiding Member will be conducted in accordance with Section 5.12 and Schedule 2.3 (Division 1) of the Local Government Act 1995. The Chief Executive Officer (CEO) will conduct this election as per clause 4(2) of Schedule 2.3.

The CEO will preside and conduct this election.

Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.

Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.

The Committee Members are to vote on the matter by secret ballot as if they were electors voting at an election.

2.3 APOLOGIES

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2.4 APPROVED LEAVE OF ABSENCE**3. ANNOUNCEMENT OF VISITORS****4. DECLARATION BY MEMBERS****4.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA**

That Councillors have given due consideration to all matters contained in the Agenda presently before the meeting.

4.2 DECLARATIONS OF INTEREST**Councillors to Note**

A member who has a Financial 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 FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a Financial 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.

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3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
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

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING**

Note that this is the first meeting of the Committee, therefore no previous Minutes exist.

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

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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; and
- d) Major variations (over \$100,000 in cost, or exceed total budget, or change in scope that affects 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 Ashburton Tourism Development Committee will be:

- 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)

**Note: Reference Documents are provided separately to the Agenda unless specified as an attachment.*

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7. AGENDA ITEMS**7.1 PARABURDOO COMMUNITY HUB PROJECT UPDATE****FILE REFERENCE:** RC42129**Comment****Updated Designs and Reports Regarding Estimated Cost, Risk and Deliverables**

Hodge Collard Preston (HCP) was awarded RFT 23/16 'Architectural and Civil Design Services – Paraburadoo Community Hub' at the Ordinary Meeting of Council held on 17 January 2017. HCP has reviewed the Project Definition Plan prepared by CODA in 2014 (**Reference Document B**) which informed the funding Business Case, and feedback from the Project Reference Group (**Reference Document D**) in response to that original planning outline.

A 'Return Brief' has been prepared by HCP (**Reference Document E**) which outlines the architect's proposed approach to the design and development, considers the feedback from relevant groups and stakeholders, outlines identified key risks, and provides concept plans incorporating areas such as mechanical plant, etc and project budget.

The Return Brief identified that an additional 325 square metres of area were required to meet regulatory/building requirements such as mechanical plant, bin stores, public toilets with UAT (universally accessible) and the original budget did not consider the possible requirement for fire services (page 39). The revised Indicative Budget (page 40) estimated an additional \$1,880,000 was required to meet the full scope requested.

HCP has now rationalised the design where appropriate (such as combining umpire and first aid rooms), reviewed the cost rates used by the Quantity Surveyor and identified site information which has further budget and project risk implications. The information and design are presented in the Concept Design Plan (**Reference Document F**). In particular the Concept Design Plan has identified the following (pages 35-39):

1. Additional 258 square metres required to cater for public toilets, mechanical plantroom, storage, bin stores etc (reduced from 325 square metres originally highlighted in the Return Brief);
2. Verandas and covered entry areas were not included in the original Project Definition Plan;
3. Fencing changes to pool and entry;
4. The Multipurpose Centre will be approximately 1 metre higher than the oval and child care centre, which will require retaining walls, ramps and stairs;
5. Flow and pressure tests of existing fire service infrastructure has determined that tanks and pumps will not be required;
6. Hazardous materials test at the existing Sports Pavilion has identified asbestos containing materials (ACM) to numerous areas which will need to be considered during renovations.

Overall, the above changes and requirements has had a further negative impact on the budget, with an estimated \$2.111 million deficit from the original budget of \$13.794m (for the Multipurpose Centre

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and Sports Pavilion components). HCP has been requested to provide feedback on further rationalisation such as:

- a. Reduce extent of veranda, particularly around secondary entrance to courts/kitchen;
- b. Remove massage area to both oval changerooms;
- c. Reduce evacuation store and pool bin store;
- d. Identify areas which may be separated out of the 'core' scope (such as shade structures to footpaths) which may be reviewed once the building construction has been tendered and cost known.

As an interim measure, it is suggested that the Committee consider means of funding the budget deficit and/or reviewing the overall scope to find savings. By removing the re-sealing of the outdoor basket/netball courts, and transferring \$1.2 million previously identified in the 2016/17 Budget for tourism (reconsidered at the January 2017 Councillors Workshop as a potential for additional staff housing), the current identified deficit can be reduced from \$2.111 million to around \$630,000. Further review by HCP of the design is expected to realise other savings and suggested prioritisation of the scope. The current proposed variation to budget is:

Item	Budget	Adjustment	New Budget
Indoor Sports Hall (Refurbish/ Neighbourhood Centre)	\$ 2,074,575	\$95,425	\$2,170,000
Multipurpose Centre	\$ 7,592,775	\$1,978,475	\$9,571,250
Outdoor Sports Court	\$ 295,000	(\$295,000)	\$0
Softball Diamond Permanent Net	\$ 90,000		\$90,000
Storage (convert clubrooms)	\$ 83,250		\$83,250
Lesser Hall	\$ 40,000		\$40,000
Swimming Pool (outdoor amenities)	\$ 160,332		\$160,332
External Works	\$ 472,200	\$636,050	\$1,108,250
External Services	\$ 885,000	(\$172,000)	\$713,000
Design Allowance	\$ 581,867	(\$617.25)	\$581,250
Construction Allowance	\$ 610,961	(\$29,710)	\$581,250
Escalation	\$ 384,905	(\$384,905)	\$0
Professional Fees	\$ 930,988		\$931,000
Preliminary Design Work	\$ 84,213		\$84,213
FFE	\$ 250,000		\$250,000
Proposed Impact	\$ 14,536,066	\$1,827,729	\$16,363,795
Transfer funds from tourism	(\$1,200,000)	\$627,730	

At the time of writing this report the feedback from HCP had not been received to include for consideration. It is envisaged that it will be available for distribution and review at the Committee

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Meeting, and may provide further recommendations on scope changes that can reduce the budget overrun (\$627,730).

Register of Design Changes

The Concept Design Report (attachment) includes a Design Revisions Register on page 37, tracking changes to the areas of components in each design revision. The initial 'Return Brief' design indicated that an additional 325 square metres was required in comparison to the concept design produced by CODA. The Concept Design Report has reduced this by 67 square metres.

Status Report

The Status Report for the month of February 2017 outlining key activities and milestones for the project is included at **Reference Document H**.

Recommendation

The Committee:

1. Notes the contents of the 'Return Brief' and 'Concept Design Report' prepared by Hodge Collard Preston for the Paraburdoo Community Hub as attached, and in particular the potential requirement for an additional 258sqm of facility at a potential cost of up to \$2,111,317.82;
2. Recommends that Council adopts the proposed variation to budget as outlined in this report; and
3. Recommends that Council approves the transfer of \$1,200,000 currently allocated in the 2016/17 budget for 'Area Promotion General – Project Consultancy costs' to the Future Projects Reserve for the Paraburdoo Community Hub project.

Author: Anika Serer	Signature:
Manager: Neil Hartley	Signature:

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8. NEXT MEETING

The next Paraburdoo Community Hub (CHUB) Committee meeting will held on a date and time to be determined.

9. CLOSURE OF MEETING