



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


MINUTES

**Clem Thompson Sports Pavilion, Stadium
Road, Tom Price
18 July 2017**

SHIRE OF ASHBURTON

PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING

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

Acting CEO: _____ 

Date: 25/07/2017

These minutes were confirmed by the Committee as a true and correct record of proceedings of the Paraburdoo Community Hub (CHUB) Committee Meeting held on 18 July 2017.

Presiding Member: _____

Date: 15/08/2017

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 9.36 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	Paraburdoe Ward (Presiding Person) Onslow Ward Tom Price
Staff:	Mr D Stewart MS A Serer Ms J Smith Mrs M Lewis	Acting Chief Executive Officer Director Strategic and Economic Development Executive Officer CEO & Councillor Support Officer
Guests:	Cr P Foster Cr L Thomas Cr D Dias Cr D Diver Sarah Johnson	Tom Price Ward Tableland Ward Paraburdoe Ward Tom Price Ward Strategic Partnership Manager
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	
Members 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

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.
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 interests declared.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING HELD ON 22 MAY 2017

Officers Recommendation and Committee Decision		
MOVED: Cr K White	SECONDED:	Cr L Rumble
That the Minutes of the Paraburdo Community Hub (CHUB) Committee Meeting held on 22 May 2017, be confirmed as a true and accurate record.		
CARRIED 3/0 Crs Rumble, 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 Paraburadoo 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 (CHUB) COMMITTEE MEETING FOR THE MONTH OF JULY 2017

MINUTE: 211/2017

FILE REFERENCE:	RC42129
AUTHOR'S NAME AND POSITION:	Anika Serer Director Strategic and Economic Development
AUTHORISING OFFICER AND POSITION:	Dale Stewart Acting Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	12 July 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author and authorising officer have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 16.2 (Minute No. 170) – Ordinary Meeting of Council 23 May 2017

Summary

At the Committee Meeting held on 22 May 2017 the 'Proposed Development Design Report' and 'Development Application Plans' for the Paraburdo CHUB were presented for consideration, with recommendations for minor changes such as omitting the eastern fence proposed to the new footpath connecting the CHUB with the Primary School.

Following endorsement of the plans, the development application was lodged with the Shire's Planning Department and approval received on 22 June 2017. This has enabled the design to be progressed to 'Contract Documentation' and 'Tender Documentation' stages. The architect attended site on 12 July 2017 to present the Contract Documentation to the Paraburdo Councillors and review with Officers. Samples were presented of the proposed finishes which are available for public viewing at the Shire's Project Office in Paraburdo.

The drawings have now been fully designed and engineered inclusive of civil, electrical, hydraulics, architectural, demolition plan, basic landscaping/site plan (detailed landscaping to be provided), specifications, fittings and colour schemes. The full set of 'Pre-Tender Plans' is provided for Committee consideration and recommendation under confidential cover, as these are the proposed designs to be issued with the Tender documentation and not for external distribution.

Due to the size and complex nature of the drawings, the most relevant (such as site, architectural, specifications) will be provided in hard copy for further review at the Committee Meeting.

**CONFIDENTIAL ATTACHMENT 7.1A
TO BE PROVIDED UNDER SEPARATE COVER**

Background

A Memorandum of Understanding was signed by Shire of Ashburton and Rio Tinto in July 2012, creating a long term partnership to work together to revitalise existing and develop new civic, sporting and community facilities and programs in the towns that Rio Tinto has a significant presence. The Paraburdoo CHUB project has been a primary focus of that partnership.

A business case was endorsed by Council at its Ordinary Meeting of Council on 26 April 2016, including a concept design providing the following scope:

- New multipurpose hall suitable for recreation and emergency shelter;
- Swimming pool facility upgrades (change rooms, first aid, office, kiosk);
- New facilities to support oval users including change rooms, first aid, equipment storage, club room, kitchen, bar, spectator outdoor viewing;
- Gym;
- Refurbish existing sports hall for neighbourhood centre, toy library, playgroup, squash courts;
- Upgrades to Lesser Hall; and
- External works (landscaping, carpark, footpaths) to improve connectivity and activation.

The project is budgeted to cost \$15.6 million which is funded by Rio Tinto (\$6 million), Royalties for Regions (\$5 million) and Shire of Ashburton (\$4.6 million). The funding agreements executed with Department of Regional Development (DRD) and Rio Tinto include specific requirements for project management and variation control. In particular there are requirements to:

- *“Establish a Project Reference Group...to provide continuous monitoring of the Project (during the scoping and construction phases of the Project) with representation from Rio Tinto and other key stakeholders, with the primary objective of ensuring key deliverables are achieved in line with the needs and expectations of the Parties, other stakeholders and the wider community and expenditure incurred consistent with the Project Budget; and*
- *Consult with and consider the recommendations of the Project Reference Group through the scoping and construction phases of the Project, to ensure that it has addressed all key issues prior to making or implementing any key commitments. The Shire of Ashburton must give written reasons to the Project Reference Group (which may be further referred to the Partnership Governing Committee under the MOU for consideration), if it objects to any of the recommendations made by the Project Reference Group” (Rio Tinto).”*

“The Recipient shall establish and maintain for the duration of the Project a Project Steering Committee (PSC) and Project Reference Group (PRG) and ensure the Pilbara Development Commission is represented on both Groups. The Recipient shall ensure the PSC and PRG meet regularly (not less than two [2] times per calendar year to report on Project Milestones (achievements, impediments, risks and solutions) and Funding.” (Dept. of Regional Development).”

At the February 2017 Ordinary Meeting of Council it resolved to appoint a Committee of Council to oversee the Paraburdoo Community Hub (CHUB) project, and report back to Council with

recommendations. The Committee is comprised of Councillors White, Rumble and Lynch. The Committee does not have Delegation and will report to Council with recommendations on proposed changes to the Paraburdoo CHUB project as required.

ATTACHMENT 7.1

Comment

The following changes were incorporated into the 'Pre-Tender Documentation' plans in response to feedback received from the Committee, internal departments (Infrastructure, Planning, Facility Manager), architect and the community user groups:

- New backwash tank for pool designed (existing tank must be relocated);
- Door access to the toy library – incorporate 'stable door' for top to open independently;
- Delete automatic door to rear of Op Shop (to be manual sliding door);
- Delete construction of footpath from CHUB carpark to rear of Youth Centre (between Sports Hall and Bowling Club) – addition of streetlighting to existing footpath south of bowls club;
- Review of proposed appliances, fittings and specifications – compare to other new facilities such as Onslow Pool and Shire Complex for consistency in Shire assets and operations;
- Detail provided on proposed ceiling/wall/floor finishes, light fittings, hydraulics, appliances etc as well as proposed colour schemes;
- Seating arrangements for the oval viewing terrace and surrounds to be defined as at the time of this report.

The Status Report for the month of June outlining key activities and milestones for the project is included at **ATTACHMENT 7.1B**.

Consultation

Acting Chief Executive Officer
Committee Members

Statutory Environment

Local Government Act 1995 – Subdivision 2 – Committees and their meetings
S5.20: Decisions of Councils and Committees
S.22: Minutes of Council and Committee meetings

Financial Implications

The latest drawings have been reviewed by the Quantity Surveyor, resulting in the following proposed adjustments to budget:

Item	Current Budget	Adjustment	New Budget
Refurbish Neighbourhood Centre	\$2,247,500	(\$232,500)	\$2,015,000
Multipurpose Centre	\$8,649,000	\$341,000	\$8,990,000
Outdoor Sports Court	\$295,000		\$295,000
Softball Diamond Permanent Net	\$90,000		\$90,000
Storage (convert clubrooms)	\$83,250		\$83,250
Lesser Hall	\$40,000		\$40,000
Swimming Pool (outdoor	\$160,332		\$160,332

amenities)			
External Works	\$1,209,000	\$61,000	\$1,270,000
External Services	\$604,500	\$140,500	\$745,000
Design Allowance	\$232,500	(\$232,500)	\$0
Construction Allowance	\$620,000		\$620,000
Escalation	\$0		\$0
Professional Fees	\$931,000		\$931,000
Preliminary Design Work	\$84,495		\$84,495
FFE	\$250,000		\$250,000
Allowance Power Supply (PS)	\$150,000		\$150,000
Total	\$15,646,577	\$77,500	\$15,724,077
Current Approved Budget	\$15,736,066		
Overall Impact	(\$89,489)		(\$11,989)

The cost estimate has taken into account the fully developed drawings and adjusted design contingency to 'nil'. Other cost adjustments were due to revisions to architectural design, electrical services, mechanical services and hydraulic services. A \$150,000 provisional sum has also been allocated to the design and connection of power to the sites. Taking this into consideration, there is currently an estimated budget saving of ~ \$12,000.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2017-2027

Goal 4 – Quality Services and Infrastructure

Objective 1 – Quality Public Infrastructure

Risk Management

At the March Committee Meeting it was noted that possession of the site is anticipated to be handed to the Contractor around 2 October 2017, following the tender submission and award at the end of September.

The annual public swimming pool season traditionally starts from 1 October each year, closing at the end of April. In order to construct the new multipurpose centre, the existing swimming pool facilities (change rooms, first aid, office, etc) will need to be demolished, and the existing plant run from a temporary power source.

Contractors will be requested to include a methodology/cost option in the construction tender submissions which mitigate any impact on the public pool season. HCP has undertaken further investigation of the risks and opportunities associated with requiring the pool to be accessible to the public for the 17/18 season and has identified the following:

1. Timeframe for the pool facility demolition will impact any ability to open the pool to the public (ie if contractors determine that it must be demolished at commencement of project);
2. Potential cost of temporary facilities not budgeted in the CHUB Project and will require separate consideration if required;
3. Health Department regulations for public pool safety and minimum requirements may prevent operation due to proximity of Stage 1 construction;
4. Risk to public health in the event of power supply outages, disconnection of other services, dirt/dust ingress from construction site, safety of public in proximity to the construction site;

5. Accessibility to the pool restricted during construction eg excavation of trenches for new underground services, construction equipment and material storage, concrete pours, etc.

The full report, potential staging diagram, and construction timeline for each option (closing the pool vs pool open all season) are provided at **ATTACHMENT 7.1C**. Due to the apparent complexity associated with maintaining the open pool season, the architect recommends that the Tenderers are requested to submit a price for this option but that it is not mandatory (ie a Tender submission will not be rejected if the two price options are not provided, should the contractor not feel it is possible to meet the requirements for the pool to remain open during the season).

Due to the short timeframe between review of tender submissions (and provision of potential mitigation options for the public swimming pool season), award of tender and commencement of construction, any impact on the pool season will not be known until around a week before it is expected to open. The Committee and Council was requested to consider the strong possibility that the season will be impacted, either partly or in its entirety, and support early communication to the public to enable expectations to be managed and alternative activities (if any) considered.

The Project Team will continue to work closely and formalise communication regarding the potential impact to the season over the coming months.

Policy Implications

ELM10 Financial Sustainability Policy
ENG09 Asset Management Policy

Voting Requirement

Simple Majority Required

Officers Recommendation and Committee Decision

MOVED: Cr M Lynch

SECONDED: Cr K White

That the Paraburdoo Community Hub (CHUB) Committee recommend to Council that:

That with respect to the Paraburdoo Community Hub Project, Council:

1. **Endorse the 'Pre-Tender Plans' prepared by Hodge Collard Preston for the Paraburdoo Community Hub as attached; and**
2. **Approve the proposed adjustment to budget as outlined in this report, noting that there will be an estimated \$12,000 surplus to the current the approved budget; and**
3. **Authorise the approved plans to be issued in a Request for Tender for Construction, noting that Tenderers will be requested to submit an alternative price and methodology to keep the Paraburdoo Swimming Pool open throughout the 17/18 season but this will not be a mandatory price submission.**

CARRIED 3/0

Crs Rumble, White and Lynch voted for the motion

8. NEXT MEETING

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

9. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member closed the meeting at 9.52 am.