



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

**AGENDA & ATTACHMENTS
(Public Document)**

**Mayu Maya Centre, Pannawonica
21 September 2017**

AGENDA - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
21 SEPTEMBER 2017

SHIRE OF ASHBURTON

PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING

Notice is hereby given that a Paraburdoo Community Hub (CHUB) Committee Meeting of the Shire of Ashburton will be held on 21 September 2017 at the Mayu Maya Centre, Pannawonica commencing at 10:00 am.

The business to be transacted is shown in the Agenda.



Dale Stewart
ACTING CHIEF EXECUTIVE OFFICER

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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21 SEPTEMBER 2017

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1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at _____.

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	Paraburdoo Ward (Presiding Member) Onslow Ward Tom Price
Staff:	Mr D Stewart Mr A Serer Ms J Smith Mrs M Lewis	Acting Chief Executive Officer Director Strategic and Economic Development Executive Officer CEO & Councillor Support Officer
Guests:		
Members of Public:	There were _____ members of the public in attendance at the commencement of the meeting.	
Member of Media:	There were _____ 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 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:

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- (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.

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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 HELD ON 18 JULY 2017

Officers Recommendation

That the Minutes of the Paraburdoo Community Hub (CHUB) Committee Meeting held on 18 July 2017, be confirmed as a true and accurate record.

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);

AGENDA - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING
21 SEPTEMBER 2017

- 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).

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)

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- 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)

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7. AGENDA ITEMS

7.1 PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING FOR THE MONTH OF SEPTEMBER 2017

FILE REFERENCE:	RC42129
AUTHOR'S NAME AND POSITION:	Anika Serer Director Strategic & Community Development
AUTHORISING OFFICER AND POSITION:	Dale Stewart Acting Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	8 September 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. 208/2017) – Ordinary Meeting of Council 18 July 2017

Summary

Request for Tender (RFT) 17/17 Construction of the Paraburdoo Community Hub was advertised on 27 July 2017 with a proposed closing date of 25 August 2017. The tender closing date was extended by one week (1st September 2017) following advice from several tenderers that subcontractors were unable to submit pricing within the given timeframe.

RFT17/17 closed at 3pm on Friday 1 September 2017; three compliant and one non-compliant submissions were received (non-compliant submission bid on a small component of the specification rather than the overall requirement).

Background

At the Committee Meeting held on 18 July 2017 the 'Pre-Tender Plans' and associated budget for the Paraburdoo CHUB were presented for review. The Committee recommended to Council that the plans be endorsed for progression to Request for Tender, which was confirmed.

Comment

The proposals were assessed by a tender evaluation panel against the following predetermined criteria:

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Relevant Past Company Performance	25%
Key Personnel and Resources	10%
Methodology, Innovation, Programme, Systems, Risk	25%
Tendered Price	40%

The summary of compliant tenders received and the scores achieved as a result of the evaluation are:

Tenderer	Total Score
Ri-Con Contractors	59.1
Pindan Contracting	74.6
Cooper & Oxley Builders	63.6

*Ri-Con Contractors were allocated a \$50,000 price preference in the valuation for engagement of local subcontractors in accordance with *FIN04 – Buy Local Regional Price Preference Policy*.

The comprehensive tender assessment is provided as a confidential attachment.

CONFIDENTIAL ATTACHMENT 7.1A

Pindan Contracting is the preferred Tenderer with the highest overall score of 74.6. The submission of \$11,082,023 plus GST is within the budget allocation for the project, and methodology/program meet the requirements of the Request for Tender. Pindan's proposed program allows for the swimming pool to be open for a substantial portion of the 2017 Pool Season through the provision of temporary facilities. It is expected that there will be a period of approximately one week at the end of November 2017 when the pool will be closed to allow the changeover to the new backwash tank and set up the temporary facilities. Other short-term closures can also be expected throughout the season (service connection changes, any issues with dust ingress to pool water, movement of heavy machinery) however these will be communicated beforehand wherever possible. The cost of the temporary facilities is \$225,000 plus GST, and is included in the tendered price.

Pindan's proposed program outlines the following key dates:

Contract Award	2 October 2017
Possession of Site	30 October 2017
Contract Duration	56 calendar weeks & 3 days from date of award
Practical Completion:	
New Pool Facilities	1 October 2018
Overall Project	30 October 2018

It is recommended that Pindan Contracting be endorsed as the preferred Tenderer, and the Acting CEO be given authority to finalise the terms and execution of contract.

Project Budget

There is no proposed change to the forecast budget breakdown endorsed by Committee and Council in July:

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Item	Budget	Adjustment	New Budget (no change)
Indoor Sports Hall (Refurbish/ Neighbourhood Centre)	\$2,015,000	<i>No change</i>	\$2,015,000
Multipurpose Centre	\$8,990,000	<i>No change</i>	\$8,990,000
Outdoor Sports Court	\$295,000	<i>No change</i>	\$295,000
Softball Diamond Permanent Net	\$90,000	<i>No change</i>	\$90,000
Storage (convert clubrooms)	\$83,250	<i>No change</i>	\$83,250
Lesser Hall	\$40,000	<i>No change</i>	\$40,000
Swimming Pool (outdoor amenities)	\$160,332	<i>No change</i>	\$160,332
External Works	\$1,270,000	<i>No change</i>	\$1,270,000
External Services	\$745,000	<i>No change</i>	\$745,000
Design Allowance	\$0	<i>No change</i>	\$0
Construction Allowance	\$620,000	<i>No change</i>	\$620,000
Escalation	\$0	<i>No change</i>	\$0
Professional Fees	\$931,000	<i>No change</i>	\$931,000
Preliminary Design Work	\$84,495	<i>No change</i>	\$84,495
FFE	\$250,000	<i>No change</i>	\$250,000
Allowance Power Supply (PS)	\$150,000	<i>No change</i>	\$150,000
Total	\$15,724,077		\$15,724,077
Current Approved Budget	\$15,736,066		
Overall Impact	(\$11,989)		(\$11,989)

It is noted that the preferred tender submission falls within the budget allocation for these components of the project (please refer to the confidential tender assessment for further information). A proposal to amend the breakdown will be presented to the Committee and Council once the Tender has been awarded and contract formalised.

Register of Design Changes

- There are no proposed changes to the 'Pre-Tender Plans' received by the Committee and endorsed by Council at the July 2017 Ordinary Meeting of Council.

Status Report

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

Consultation

A/Chief Executive Officer

Facilities Manager

Technical Officer

Hodge Collard Preston Architects

JCA Project Planning

Owenconsulting (Quantity surveyors and construction consultants)

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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 administrative requirements for the monthly meetings of the Committee are captured within the existing Strategic and Economic Development operating budget, and is expected to be negligible.

Historically the CEO has been authorised to manage all contracts within the constraints of the overall project budget and scope, including variations. It is inevitable that there will be variations to the construction contract during delivery of the Paraburdoo CHUB, which will be made in accordance with the terms of that agreement. If the standard response times to Requests for Variations, Extensions etc. cannot be met due to the Council's governance requirements of the project, it should be noted that the contractor may be entitled to claim time penalties (for example, construction crew on 'standby' waiting for approval to change a structural beam or substitute materials).

The CEO and or through that officers delegate (superintendent of works) as required, will continue to manage variations up to a value of \$100,000 (within the other given constraints such as project budget and scope), however consideration should also be given to urgent requests such as the examples given above. If the circumstance is particularly urgent, it is suggested that the CEO exercise *DA02-4 Delegation of Powers and Duties of the Local Government Act to the CEO* which requires at least 24 hours' notice via EMACCESS could be utilised.

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 were requested to include a methodology/cost option in the construction tender submissions which mitigate any impact on the public pool season. The submission from Pindan has addressed this request via the provision of temporary facilities that will enable the season to operate with minimal disruption (one week for backwash tank and temporary facility handover, plus any minor closures required to ensure public safety or health considerations).

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It is noted that the Special Meeting of Council held on 30 August 2017, the entry fees for the Quentin Broad Swimming Pool were waived for the duration of the 2017/18 season due to the uncertainty of facility closures. It is recommended that a Public Notice is issued to the Paraburdoo Community advising that the pool will be open as much as possible, however due to the likelihood of unplanned interruptions the entry will be free.

Policy Implications

ELM10 Financial Sustainability Policy
ENG09 Asset Management Policy
FIN04 Buy Local – Regional Price Preference Policy
FIN12 Purchasing and Tender Policy

Voting Requirement

Simple Majority Required

Officers Recommendation

That the Paraburdoo Community Hub Committee recommend to Council;

That with respect to the Paraburdoo Community Hub (CHUB) Council:

1. Appoint Pindan Contracting as the preferred Tender for RFT 17/17 Construction of Paraburdoo Community Hub; and
2. Authorise the Acting Chief Executive Officer or that officer's nominee to negotiate, execute and manage the Contract, including any minor variations, to a maximum value of \$100,000 plus GST per approval and if cumulated variations and/or individual variation requests exceed \$500,000 plus GST, to only utilise that approval and discretion by complying with the provisions of Delegation DA02-4 including reference to all elected members via EMACCESS and subject to at all times the total of the project, inclusive of all variations being within the overall Council approved Budget; and
3. Issue a public notice to the Paraburdoo Community advising that the pool will be open as much as possible during construction, however due to the likelihood and need for occasional unplanned interruptions, the entry as previously approved by the Council will be free for the season.

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8. NEXT MEETING

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

9. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member closed the meeting at ____ pm.



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

MINUTES

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

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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

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MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING 18 JULY 2017

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MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING 18 JULY 2017

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	Paraburdoo 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 Paraburdoo 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

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING 18 JULY 2017

Councillors to Note

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or;
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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;
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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.

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- 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 Paraburdoo 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;
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- c) Final documented designs before presentation to Council for endorsement;
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- e) Proposed variations to the terms of the funding agreements (via request to the Project Steering Group);
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MEETINGS**Membership**

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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

MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING 18 JULY 2017

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)

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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 Paraburdoo 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 Paraburdoo 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 Paraburdoo.

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.

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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

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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

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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;

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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

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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.

PARABURDOO COMMUNITY HUB PROJECT STATUS REPORT: AUGUST 2017



Prepared by: Anika Serer

Director, Strategic and Community Development

1. PREVIOUS BUDGET FORECAST (June 2017)

Item	Budget	Committed Expenditure	Expenditure to Date
Indoor Sports Hall (Refurbish/ Neighbourhood Centre)	\$2,015,000		
Multipurpose Centre	\$8,990,000		
Outdoor Sports Court	\$295,000		
Softball Diamond Permanent Net	\$90,000		
Storage (convert clubrooms)	\$83,250		
Lesser Hall	\$40,000		
Swimming Pool (outdoor amenities)	\$160,332		
External Works	\$1,270,000		
External Services	\$745,000		
Design Allowance	\$0		
Construction Allowance	\$620,000		
Escalation	\$0		
Professional Fees	\$931,000	\$ 569,743	\$ 316,335
Preliminary Design Work	\$84,495		\$ 84,495
FFE	\$250,000		
Allowance Power Supply (provisional sum, subject to confirmation of requirements)	\$150,000		
Total	\$15,724,077	\$ 569,743	\$ 400,830
Approved Budget	\$ 15,736,066	Difference: (\$11,989)	

Current Budget Forecast:

Item	Budget	Adjustment	New Budget (no change)
Indoor Sports Hall (Refurbish/ Neighbourhood Centre)	\$2,015,000	<i>No change</i>	\$2,015,000
Multipurpose Centre	\$8,990,000	<i>No change</i>	\$8,990,000
Outdoor Sports Court	\$295,000	<i>No change</i>	\$295,000
Softball Diamond Permanent Net	\$90,000	<i>No change</i>	\$90,000
Storage (convert clubrooms)	\$83,250	<i>No change</i>	\$83,250
Lesser Hall	\$40,000	<i>No change</i>	\$40,000
Swimming Pool (outdoor amenities)	\$160,332	<i>No change</i>	\$160,332
External Works	\$1,270,000	<i>No change</i>	\$1,270,000
External Services	\$745,000	<i>No change</i>	\$745,000
Design Allowance	\$0	<i>No change</i>	\$0
Construction Allowance	\$620,000	<i>No change</i>	\$620,000
Escalation	\$0	<i>No change</i>	\$0
Professional Fees	\$931,000	<i>No change</i>	\$931,000
Preliminary Design Work	\$84,495	<i>No change</i>	\$84,495
FFE	\$250,000	<i>No change</i>	\$250,000
Allowance Power Supply (PS)	\$150,000	<i>No change</i>	\$150,000
Total	\$15,724,077		\$15,724,077
Current Approved Budget	\$15,736,066		
Overall Impact	(\$11,989)		(\$11,989)

Approved Funding Sources:

Source	Total Approved	Total Received
Shire of Ashburton	\$ 4,596,066	-
Rio Tinto	\$ 6,140,000	\$1,140,000*
Royalties for Regions	\$ 5,000,000	\$1,000,000
Total	\$15,736,066	

* \$140,000 of the funding received to date was previously paid by RTIO for CHUB design/preliminary works in the previous Childcare Centre funding agreement.

** RTIO has also committed \$2.5 million over five years to operating costs upon completion

2. SNAPSHOT OF ACTIVITIES

- Architect engaged to undertake contract administration and site supervision by Infrastructure Services officers – captured within existing allocation for Project Manager (following unsuccessful recruitment);
- Project Reference Group (community user groups and stakeholders) ongoing feedback received from plans presented in April, working through various requests with user groups such as location of power points etc;
- Request for Tender for Construction (RFT 17/17) finalised and advertised 27th July;
- Architect briefing for tenderers held in Perth on 2nd August (three attendees); site inspection held 9th August (four attendees);
- Closing date for Tender extended from Friday 25th August to Friday 1st September (1 week) following feedback that sub-contractors were unable to prepare quotes within allocated time.

3. UPCOMING APPROVALS AND MILESTONES

Milestone	Timeframe	Brief Description
Land Tenure	June/July COMPLETE	Pool and oval are on separate reserves, amalgamation underway to allow building to be constructed over existing boundary
Design Development	March COMPLETE	HCP issued Draft Concept Design Report for review and feedback
	April COMPLETE	Schematic design to be developed and issued for review – due April
	May COMPLETE	Detailed design including engineering, civils etc has been issued in draft form for review
Services/Headworks	June IN PROGRESS	Rio Tinto Utilities have met on site, sewer location to be investigated and possible relocation (project cost) subject to design
Construction Tender	June/July IN PROGRESS	Issue RFT for construction – Advertised 27 July
Tender Assessment	September	Assess Construction Tender submissions - 1 week Award of Contract at September Council Meeting
'Turning of the Sod'	4 October IN PROGRESS	Stakeholder ceremony & formal kickoff - Invitations have been distributed
Building Licence	October 2017	
Contractor Mobilise to site	October 2017	Contractor mobilise and set up Demolition
Construction Commence	October 2017	
Practical Completion	October 2018	Certificate of Occupancy, Inspections & Handover
Opening & Operation	Mid-late October 2018	

4. RISK

- **DESIGN DEVELOPMENT APPROVALS**

- HCP has reviewed the program to allow two weeks for Council review and approval of significant design development stages. This has extended the Practical Completion date from 29 June 2018 to 18 October 2018 – the 2018 Summer Pool Season may therefore be impacted by several weeks (historically opens on 1 October 2018).
- The current proposed program for construction of the multipurpose centre and refurbishment of the sports hall provides for 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.

Tenderers are invited to submit an alternative price and methodology which requires the public pool to remain open during the 17/18 season as much as practicable. The Staged Construction Program for both options (pool closed vs pool open) is attached for information, along with identified risks and considerations. Due to the extent of 'unknowns' surrounding the Pool Option Open, this option is not a mandatory component of the Tender Submission ie a Tenderer may choose not to submit a price and methodology for this option if they do not feel capable of fulfilling the requirements.

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. Stakeholders are 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.

- **SOIL CONDITION/GEOTECH**

- Testing has been undertaken – results will inform the footings and construction requirements which may impact budget.

5. RESOURCES AND PROCUREMENT

- Procurement of contractor for service relocation - If required (Rio Tinto Utilities)
- Procurement of contractor for construction of building (RFT 17/17 currently advertised)
- Demolition (part of RFT 17/17)
- Procurement of contractor for renovation/refurbishment of existing Sports Pavilion (part of RFT 17/17)
- The architect's services have been extended to include Tender and contract administration to ensure adequate resourcing.

6. COMMUNICATIONS

- Public notice advising the community that there may be an impact to the 2017 Pool Season however this is not yet known
- Status Reports
- Ongoing feedback and communication with specific user groups regarding design (particularly the gym, play group and toy library)

8. OTHER COMMENTS & RECOMMENDATIONS

N/A

9. GENERAL 'HEALTH' OF PROJECT

BUDGET	OnTarget <ul style="list-style-type: none"> • Project is currently on track and confidence in budget is increasing as the design is further detailed and investigations carried out.
TIMELINE	Program adjusted to October 2018 as agreed at Project Steering Group meeting February 2017.
SCOPE	On Target – rationalisation may be required if budget deficit occurs during further cost reviews but contingency is allocated

Legend:

	On Track
	Emerging Risk/Issue
	Risk requires immediate mitigation / escalation

