

# minutes

## Capital Works Committee

MEETING HELD ON

**TUESDAY 3 FEBRUARY 2015**

**TABLE OF CONTENTS**

<b>Item No.</b>	<b>Title</b>	<b>Page No.</b>
	<b>Declaration of Opening</b>	<b>3</b>
	<b>Declarations of Interest</b>	<b>3</b>
	<b>Apologies/Leave of absence</b>	<b>3</b>
	<b>Confirmation of Minutes</b>	<b>4</b>
	<b>Announcements by the Presiding Member without discussion</b>	<b>4</b>
	<b>Identification of matters for which the meeting may be closed to the public</b>	<b>4</b>
	<b>Petitions and deputations</b>	<b>4</b>
	<b>Reports</b>	<b>5</b>
1	Update on 2014-15 Capital Works Program – [102496]	5
2	Bi-Monthly Capital Works Project Reports – [102496]	8
3	2015-16 Community Facility Refurbishment Project – [07174, 58541]	12
4	Adoption Of Meeting Dates For 2015 – Capital Works Committee – [102496]	19
	<b>Urgent Business</b>	<b>22</b>
	<b>Motions of which previous notice has been given</b>	<b>22</b>
	<b>Requests for Reports for future consideration</b>	<b>22</b>
	<b>Closure</b>	<b>22</b>

## CITY OF JOONDALUP

MINUTES OF THE CAPITAL WORKS COMMITTEE MEETING HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY 3 FEBRUARY 2015.

### ATTENDANCE

#### Committee Members

Cr Kerry Hollywood	<i>Presiding Member</i>	
Mayor Troy Pickard		
Cr Geoff Amphlett, JP		
Cr John Chester	<i>deputising for Cr Corr</i>	<i>until 5.49pm</i>
Cr Brian Corr		<i>from 5.49pm</i>
Cr Teresa Ritchie, JP		
Cr Philippa Taylor	<i>Deputy Presiding Member</i>	<i>from 5.46pm</i>

#### Officers

Mr Mike Tidy	Director Corporate Services
Mr Nico Claassen	Director Infrastructure Services
Mr Mike Smith	Manager Leisure and Cultural Services
Mr Brad Sillence	Manager Governance
Mrs Dawn Anderson	Governance Officer

#### Observers

Cr John Chester	<i>from 5.49pm</i>
-----------------	--------------------

### DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5.45pm.

### DECLARATIONS OF INTEREST

Nil.

### APOLOGIES/LEAVE OF ABSENCE

#### Apology:

Cr Christine Hamilton-Prime.

#### Leave of Absence Previously Approved:

Cr Mike Norman	1 – 10 February 2015 inclusive; 21 – 28 March 2015 inclusive.
----------------	--

*Cr Taylor entered the room at 5.46pm.*

## **CONFIRMATION OF MINUTES**

### MINUTES OF THE CAPITAL WORKS COMMITTEE HELD 24 NOVEMBER 2014

**MOVED** Cr Amphlett, **SECONDED** Cr Ritchie that the minutes of the meeting of the Capital Works Committee held on Monday 24 November 2014 be confirmed as a true and correct record.

**The Motion was Put and**

**CARRIED (6/0)**

**In favour of the Motion:** Cr Hollywood, Mayor Pickard, Crs Amphlett, Chester, Ritchie and Taylor.

## **ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

## **IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

In accordance with Clause 5.2 of the *City's Meeting Procedures Local Law 2013*, this meeting was not open to the public.

## **PETITIONS AND DEPUTATIONS**

Nil.

*Cr Corr entered the room at 5.49pm.*

**REPORTS****ITEM 1                      UPDATE ON 2014-15 CAPITAL WORKS PROGRAM**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Nico Claassen Infrastructure Services
<b>FILE NUMBER</b>	102496
<b>ATTACHMENT</b>	Attachment 1          Capital Works Project Report 2014-15
<b>AUTHORITY / DISCRETION</b>	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

---

**PURPOSE**

For the Capital Works Committee to note the update on the *2014-15 Capital Works Program*.

**EXECUTIVE SUMMARY**

The Capital Works Project Report for the 2014-15 program, as at 20 January 2015 is attached (Attachment 1 refers).

*It is therefore recommended that the Capital Works Committee NOTES the report on the Capital Works Projects for 2014-15 as at 20 January 2015 forming Attachment 1 to this Report.*

**BACKGROUND**

At its meeting held on 15 May 2012 (CJ094-05/12 refers), Council resolved in part, to establish a Capital Works Committee to:

- *oversee the monthly progress of the City's annual Capital Works Program and review of the City's Five Year Capital Works Program*
- *oversee the long term planning of major capital works projects not being the role of a Council Committee established for such purposes*
- *consider recommendations to modify the City's Capital Works.*

**DETAILS**

The Capital Works Project Report for the 2014-15 program as at 20 January 2015, is provided at Attachment 1.

**Issues and options considered**

Not applicable.

**Legislation / Strategic Community Plan / policy implications****Legislation**

Sections 5.17 and 6.8 of the *Local Government Act 1995*.

A committee cannot make decisions, on behalf of the Council, that require an Absolute Majority decision (section 5.17 of the *Local Government Act 1995*), in which case, and in accordance with Section 6.8 of the *Local Government Act 1995*, includes approving expenditure not included in the City's Annual Budget. The Capital Works Committee could only recommend to the Council to approve or modify capital works projects.

**Strategic Community Plan****Key theme**

Financial Sustainability.

**Objective**

Major project delivery.

**Strategic initiative**

Not applicable.

**Policy**

Not applicable.

**Risk management considerations**

Not applicable.

**Financial / budget implications**

Not applicable.

**Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

The Capital Works Project Report for the 2014-15 program provides an update on the capital works activities undertaken as at 20 January 2015.

## **VOTING REQUIREMENTS**

Simple Majority.

**MOVED** Mayor Pickard, **SECONDED** Cr Amphlett that the Capital Works Committee **NOTES** the Report on the Capital Works Projects for 2014-15 as at 20 January 2015 forming Attachment 1 to this Report.

**The Motion was Put and**

**CARRIED (6/0)**

**In favour of the Motion:** Cr Hollywood, Mayor Pickard, Crs Amphlett, Corr, Ritchie and Taylor.

*Appendix 1 refers*

*To access this attachment on electronic document, click here: [Attach1agnCWC030215.pdf](#)*

## **ITEM 2                      BI-MONTHLY                      CAPITAL                      WORKS                      PROJECT REPORTS**

<b>WARD</b>	All	
<b>RESPONSIBLE DIRECTOR</b>	Mr Nico Claassen Infrastructure Services	
<b>FILE NUMBER</b>	102496, 101515	
<b>ATTACHMENT</b>	Attachment 1	Broadbeach/Flinders Park upgrades
	Attachment 2	Seacrest Park floodlighting
	Attachment 3	Iluka District Open Space – sports lighting upgrade
	Attachment 4	Ocean Reef Road dualling
	Attachment 5	Whitfords Avenue dualling
	Attachment 6	Joondalup City Centre lighting
	Attachment 7	Iluka Sports Centre refurbishment
	Attachment 8	Bramston Park facility
	Attachment 9	Multi Storey Car Park – Boas Avenue
	Attachment 10	Marmion Angling and Aquatic Club parking
	Attachment 11	Synthetic Hockey Project Warwick
	Attachment 12	Otago Park – sump beautification
<b>AUTHORITY / DISCRETION</b>	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').	

### **PURPOSE**

For the Capital Works Committee to note the bi-monthly project status reports for capital works projects.

### **EXECUTIVE SUMMARY**

At the Capital Works Committee meeting held on 5 August 2014 the Committee determined which capital works project reports were required and the frequency of reporting. The bi-monthly project reports are attached (Attachments 1-12 refer).

*It is therefore recommended that the Capital Works Committee NOTES the:*

- 1     *bi-monthly capital works project reports forming Attachments 1-12 to this Report;*
- 2     *completion of the Iluka District Open Space – sports lighting upgrade project and that no further status reports will be provided for this project.*



## BACKGROUND

At its meeting held on 5 August 2014 the Capital Works Committee requested that the following project reports from the *2014-15 Capital Works Program* be provided on a bi-monthly basis:

- Broadbeach/Flinders Park upgrades.
- Seacrest Park floodlighting.
- Iluka District Open Space – sports lighting upgrade.
- Entry Statements Joondalup Drive.
- Shenton Avenue landscaping.
- Ocean Reef Road dualling.
- Whitfords Avenue dualling.
- Joondalup City Centre lighting.
- Iluka Sports Centre refurbishment.
- Bramston Park facility.
- Multi Storey Car Park – Boas Avenue.
- Marmion Angling and Aquatic Club parking.
- Synthetic Hockey Project Warwick.
- Delamere Park construction.
- Otago Park – sump beautification.

The following projects which required bi-monthly project reports have now been completed and the final report was presented to the Capital Works Committee held on 7 October 2014:

- Entry Statements – Joondalup Drive.
- Shenton Avenue landscaping.
- Delamere Park construction.

## DETAILS

A summary of the projects and their current status is detailed in the bi-monthly project reports forming Attachments 1-12 to this Report.

The following project which required a bi-monthly project report has now been completed and no further reports will be presented to the Capital Works Committee:

- Iluka District Open Space – sports lighting upgrade.

## Issues and options considered

Not applicable.

**Legislation / Strategic Community Plan / policy implications****Legislation**

Sections 5.17 and 6.80 of the *Local Government Act 1995*.

A committee cannot make decisions, on behalf of the Council, that require an absolute majority decision (section 5.17 of the *Local Government Act 1995*), in which case, and in accordance with Section 6.8 of the *Local Government Act 1995*, includes approving expenditure not included in the City's Annual Budget. The Capital Works Committee could only recommend to the Council to approve or modify capital works projects.

**Strategic Community Plan****Key theme**

Financial Sustainability.

**Objective**

Major project delivery.

**Strategic initiative**

Not applicable.

**Policy**

Not applicable.

**Risk management considerations**

Not applicable.

**Financial / budget implications**

Not applicable.

**Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

The attached capital works project reports provide an update on the activities undertaken in the last two months.

**VOTING REQUIREMENTS**

Simple Majority.

**MOVED Cr Ritchie, SECONDED Cr Amphlett that the Capital Works Committee NOTES the:**

- 1 bi-monthly capital works project reports forming Attachments 1-12 to this Report;**
- 2 completion of the Iluka District Open Space – sports lighting upgrade project and that no further status reports will be provided for this project.**

**The Motion was Put and**

**CARRIED (6/0)**

**In favour of the Motion:** Cr Hollywood, Mayor Pickard, Crs Amphlett, Corr, Ritchie and Taylor.

*Appendix 2 refers*

*To access this attachment on electronic document, click here: [Attach2agnCWC030215.pdf](#)*

### **ITEM 3                    2015-16 COMMUNITY FACILITY REFURBISHMENT PROJECT**

<b>WARD</b>	South-East	
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services	
<b>FILE NUMBER</b>	07174, 58541	
<b>ATTACHMENT</b>	Attachment 1	Aerial map of Kingsley Park Memorial Clubrooms
	Attachment 2	Kingsley Park Memorial Clubrooms floor plan (existing)
	Attachment 3	Kingsley Park Memorial Clubrooms concept plan
	Attachment 4	Kingsley Park Memorial Clubrooms revised concept plan
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.	

---

#### **PURPOSE**

For Council to approve the revised concept plan, estimated capital costs and recommendations for the 2015-16 community facility refurbishment project, for the Kingsley Park Memorial Clubrooms.

#### **EXECUTIVE SUMMARY**

Each year the City plans to undertake one or two refurbishments of community and sporting facilities.

As part of the City's *Five Year Capital Works Program* the Kingsley Park Memorial Clubrooms is listed for refurbishment in 2015-16 and there is \$650,000 currently listed for this project.

The Kingsley Park Memorial Clubrooms meets the needs of the user groups well, however activity room two has not been updated since construction and does not have direct access to toilet facilities. The lesser hall kitchen also needs updating. Other issues at the facility include a lack of adequate storage, the size and orientation of the existing changerooms and lack of an umpire changeroom.

As part of the needs analysis stage of the project, stakeholder consultation was undertaken with existing user groups who hire the facility on a regular basis. Considering the feedback from user groups and priorities identified by the City, a scope of works was developed in order to undertake concept plans and a cost estimate for the project.

At its meeting held on 21 October 2014 (CJ196-10/14 refers), Council approved the proposed concept plan at a cost estimate of \$841,000 noting that the storeroom extension would be removed if cost savings are required once tender quotes are received. Following the decision of Council, a request to reconfigure the proposed changeroom layout was received from the Kingsley Amateur Football Club. At its meeting held on 24 November 2014, the Capital Works Committee requested a report on the possible reconfiguration of the changerooms, as requested by the Kingsley Amateur Football Club.

The revised concept plan includes the reorientation of the changerooms to run north-south providing more space, the ability to use the changerooms for warming-up before games and direct access onto the oval. To reconfigure the changerooms the universal park toilet has been relocated to between the home-and-away changerooms and the umpire changeroom relocated to outside the lesser hall kitchen.

The revised estimated capital cost for the project is \$852,000 (includes the \$44,000 that is estimated for the temporary toilets and changerooms that would be required during the construction) which is \$202,000 over the existing budget allocation. It is recommended that the existing \$650,000 budget within the City's *2015-16 Capital Works Program* for the project is not increased. Based on the determined project priorities, it is recommended that the storeroom extension be removed from the proposed refurbishment project following the tender process if required to provide cost savings.

*It is therefore recommended that Council BY AN ABSOLUTE MAJORITY AMENDS Part 3 of its decision of 21 October 2014 (CJ196-10/14 refers) to read as follows:*

*“3 APPROVES the proposed refurbishment works at the Kingsley Park Memorial Clubrooms as detailed in Attachment 4 of this Report at a project cost estimate of \$852,000 (includes temporary toilets/changerooms during construction), with the storeroom extension works (estimated at \$167,000) to be removed if cost savings are required once tender quotes are received;”.*

## **BACKGROUND**

The Kingsley Park Memorial Clubrooms are located on 68 Kingsley Drive, Kingsley (Attachment 1 refers). The facility has been constructed in various stages over the years and consists of two halls, two activity rooms, four kitchens/kitchenettes, toilets, changerooms, four furniture stores, memorial area and user group storage (Attachment 2 refers).

As part of the City's *Five Year Capital Works Program* the Kingsley Park Memorial Clubrooms is listed for refurbishment in 2015-16 and there is \$650,000 currently listed for this project.

At its meeting held on 21 October 2014 (CJ196-10/14 refers), Council approved the proposed concept plan (Attachment 3 refers) at a cost estimate of \$841,000 noting that the storeroom extension would be removed if cost savings are required once tender quotes are received. Following the decision of Council, a request to reconfigure the changeroom refurbishment was received from the Kingsley Amateur Football Club (KAFC). At its meeting held on 24 November 2014, the Capital Works Committee requested a report on the possible reconfiguration of the changerooms, as requested by the KAFC.

## DETAILS

### Stakeholder consultation

As part of the needs analysis stage of the project, stakeholder consultation was undertaken with existing user groups who hire the facility on a regular basis. A consultation package was sent to each regular user group which included a cover letter, frequently asked questions sheet and comment form. Stakeholder consultation was undertaken from Monday 3 February 2014 to Friday 28 February 2014.

During May - July 2014 a number of meetings were held with the sporting clubs that use the facility to provide an overview of the concept plan and discuss the proposed changerooms and storeroom works. During these meetings the KAFC did not raise any issues with the proposed refurbishment works.

Following the request from the Capital Works Committee in November 2014 to consider the reconfiguration of the changerooms, a revised concept plan was developed. In December 2014, the four sporting clubs that use the facility were given the opportunity to provide feedback on the revised concept plan. There was no opposition from the clubs for the reconfigured changeroom area.

### Concept plan and capital cost estimates

The revised concept plan (Attachment 4 refers) includes the following changes from the original concept plan:

- Reorientation of the changerooms to provide more space and allow players to use the changerooms for warming-up before games.
- Direct access to the home changeroom from the oval.
- Home changeroom size (existing size is 41m<sup>2</sup>) increased from approximately 50m<sup>2</sup> to approximately 58m<sup>2</sup> and away changeroom size (existing size is 29m<sup>2</sup>) increased from approximately 41m<sup>2</sup> to approximately 42m<sup>2</sup>.
- Relocation of the universal park toilet to between the home and away changerooms.
- Relocation of the umpire changeroom to outside the Lesser Hall kitchen (will require the removal of the kitchen window).

The following is a summary of the items included in the refurbishment project, with a comparison showing the original cost estimate and revised cost estimate:

Item	Cost (\$)	Revised cost (\$)
Activity room two refurbishment and provision of bin wash down area	108,000	108,000
Activity room two universal access toilet	40,000	40,000
Changeroom reconfiguration and new umpire changeroom and universal access 'park' toilet <sup>1</sup>	353,000	364,000
Lesser hall refurbishment	49,000	49,000
New security screens to doors and windows	34,000	34,000
Activity room one and main hall repainting	4,000	4,000
Main Hall kitchen ventilation	14,000	14,000
Storeroom extension	167,000	167,000
PV (solar) panels	28,000	28,000
<b>TOTAL</b>	<b>797,000</b>	<b>808,000</b>

<sup>1</sup> temporary toilets and changerooms would be required during construction – this has been estimated at an additional \$44,000 which is not included in the above table.

The cost estimate summary table includes preliminaries and small works margin (15%), professional fees in order to undertake detailed design (10%), design contingencies (5%), building contingencies (5%) and cost escalation to June 2015 (2.9%).

The additional \$11,000 that the revised cost estimate has identified can be attributed to the changeroom reconfiguration which has resulted in a size increase to the home and away changerooms.

### **Issues and options considered**

It is important to note that the budget amounts within the *Five Year Capital Works Program* were indicative and the figures were not based on any project scoping, concept plan or cost estimate.

There is currently \$650,000 listed for consideration in 2015-16 of the City's *Five Year Capital Works Program* for this project. The total cost estimate to undertake all the works as part of the revised refurbishment project is \$808,000 which does not include the \$44,000 that is estimated for the temporary toilets and changerooms that would be required during the construction. There are therefore two options for the project – either list an additional \$202,000 for consideration as part of the 2015-16 budget or remove some of the recommended facility refurbishment items (if required once a tender price is received).

Updating the lesser hall kitchen; refurbishing and providing activity room two with direct access to toilet facilities; reconfiguring the existing changerooms to provide more space and creating an umpire changeroom; repainting of activity room one and the main hall; and addressing the main hall kitchen ventilation issues are considered items required to meet compliance standards or are important to the user groups' functionality of the facility.

The storeroom extension at the southern end of the facility was proposed to provide the sporting clubs with additional externally accessible storage areas and is considered the lowest priority for the project.

Therefore, based on the determined project priorities, the following item could be removed from the project scope if cost savings are required:

- Storeroom extension – \$167,000.
- TOTAL saving of \$167,000.

Removing the storeroom extension from the project (based on the revised cost estimate) will reduce the total project cost to \$685,000 (which includes the estimated costs for the temporary toilets and changeroom). While this is \$35,000 over the project budget of \$650,000, it is anticipated that given the current building industry climate, the project may be achievable for the budget. It is also proposed to include the storeroom extension as part of the tender for the project. If the tender price received is over the \$650,000 budget, it is proposed the storeroom extension would be the refurbishment item removed from the project.

The Kingsley Amateur Football Club have identified they are willing to make a financial contribution of \$30,000 to the project based on their request for the changerooms to be reconfigured from the original concept plan.

If the storeroom extension is removed from the project due to budget constraints, the Kingsley Amateur Football Club could be given approval to proceed with their application to the City to undertake a 'Club Funded Upgrade' project for their requested storeroom where they proposed to fund the new 38m<sup>2</sup> storeroom to be constructed next to the junior football club's existing externally accessible storeroom. It is suggested that this approval is not

provided until after the tender process for the project, to ensure it cannot be included in the City's refurbishment project within the existing budget.

### **Legislation / Strategic Community Plan / policy implications**

**Legislation** Not applicable.

### **Strategic Community Plan**

**Key theme** Community Wellbeing.

**Objective** Quality facilities.

**Strategic initiative**

- Support a long-term approach to significant facility upgrades and improvements.
- Understand the demographic context of local communities to support effective facility planning.
- Employ facility design principles that will provide for longevity, diversity, inclusiveness and where appropriate support the decentralising of City services.

**Policy** Not applicable.

### **Risk management considerations**

All capital projects bring risks in relation to contingencies and over runs against original design. The capital cost estimate is based on high level concept plans and may differ once further detailed designs are undertaken for the project.

Although the Kingsley Amateur Football Club have identified they are willing to make a financial contribution of \$30,000 to the project if required, there is a risk that the City will be required to contribute further funds to the project if the club is unable to meet this financial obligation.

### **Financial / budget implications**

The following is listed within the City's *2015-16 Capital Works Program*:

<b>Account no.</b>	BCW2524
<b>Budget Item</b>	Kingsley Park Memorial Clubrooms Refurbishment
<b>Budget amount</b>	\$ 650,000
<b>Amount spent to date</b>	\$ Nil
<b>Balance</b>	\$ 650,000

The revised estimated capital cost as provided by the external Quantity Surveyor for this project is \$808,000 (plus an additional amount of an estimated \$44,000 for temporary toilets and changerooms required during construction).

There are therefore two options for the project – either list an additional \$202,000 for consideration as part of the 2015-16 budget or remove some of the recommended facility refurbishment items as discussed in the issues and options section of this report (if required once a tender price is received).



Based on the determined project priorities, the following item could be removed from the project scope if cost savings are required:

- Storeroom extension – \$167,000
- TOTAL saving of \$167,000.

#### Future financial year impact

**Annual operating cost** The operating cost for the Kingsley Park Memorial Clubrooms is estimated at \$124,147 for 2014-15.

It is estimated that with the proposed refurbishment works the annual operating costs would increase by \$18,364 to \$142,511. This increase includes additional maintenance, cleaning, utilities and air-conditioning and PV panel services as a result of the refurbishment.

**Estimated annual income** The income for the Kingsley Park Memorial Clubrooms is estimated at \$23,894 for 2014-15.

It is expected that the proposed refurbishment works would not have an impact on the annual income for the facility.

**20 Year Strategic Financial Plan impact** The estimated net cash impact over the current adopted *20 Year Strategic Financial Plan* is estimated to be \$367,289. This is based on the estimated increase to the annual operating costs for a 20 year period (does not include escalation/inflation costs).

All amounts quoted in this report are exclusive of GST.

#### **Regional significance**

Not applicable.

#### **Sustainability implications**

##### Environmental

All facility refurbishment projects are planned to reduce the impact of the carbon footprint and consider environmental sustainability design features where possible within the project budget.

##### Social

The project has included consultation with existing user groups to ensure that feedback received represents their needs. Furthermore, any refurbishment works will consider access and inclusion principles and will aim to enhance the amenity of the public space.

##### Economic

One of the main principles of the City's *Master Planning Framework* is the development of 'shared' and 'multi-purpose' facilities to avoid their duplication, and to reduce the ongoing maintenance and future capital expenditure requirements.

## Consultation

Consultation was undertaken with existing user groups of the facility during the site and needs analysis stage of the project. In addition, the City also met with the sporting clubs on a number of occasions during the original concept design stage of the project to discuss the proposed changeroom and storeroom works. In December 2014 the clubs were given the opportunity to provide feedback on the revised concept plan.

## COMMENT

As requested by the Capital Works Committee in November 2014, a revised concept plan has been developed including a reconfiguration of the changeroom area of the facility. The additional \$11,000 that the revised cost estimate has identified can be attributed to the changeroom reconfiguration which has resulted in a size increase to the home and away changerooms.

The total cost estimate to undertake all the works as part of the revised refurbishment project is \$852,000 (includes \$44,000 that is estimated for the temporary toilets and changerooms that would be required during the construction) which is \$202,000 over the existing budget allocation. As outlined, based on the determined project priorities, the storeroom extension can be removed from the proposed refurbishment project following the tender process, if required to provide cost savings. It is recommended that the existing \$650,000 budget within the City's *2015-16 Capital Works Program* for the project is not increased as it is anticipated that given the current building industry climate, the project may be achievable for the budget.

## VOTING REQUIREMENTS

Absolute Majority.

**MOVED Cr Corr, SECONDED Mayor Pickard that Council BY AN ABSOLUTE MAJORITY AMENDS Part 3 of its decision of 21 October 2014 (CJ196-10/14 refers) to read as follows:**

**“3 APPROVES the proposed refurbishment works at the Kingsley Park Memorial Clubrooms as detailed in Attachment 4 of this Report at a project cost estimate of \$852,000 (includes temporary toilets/changerooms during construction), with the storeroom extension works (estimated at \$167,000) to be removed if cost savings are required once tender quotes are received;”.**

**The Motion was Put and**

**CARRIED (6/0)**

**In favour of the Motion:** Cr Hollywood, Mayor Pickard, Crs Amphlett, Corr, Ritchie and Taylor.

*Appendix 3 refers*

*To access this attachment on electronic document, click here: [Attach3agnCWC030215.pdf](#)*

**ITEM 4                    ADOPTION OF MEETING DATES FOR 2015 –  
CAPITAL WORKS COMMITTEE**

---

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	102496
<b>ATTACHMENT</b>	Nil.
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

---

**PURPOSE**

For the Capital Works Committee to consider the proposed schedule of Committee meeting dates for 2015.

**EXECUTIVE SUMMARY**

In order to assist with forward planning for all Elected Members, management and staff, a schedule of meeting dates has been prepared for the Capital Works Committee, ensuring synergy between meeting dates and the flow of information and decision-making.

It is recommended that the Capital Works Committee adopts the meeting dates and times for the Capital Works Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup.

**BACKGROUND**

The Capital Works Committee was established at the Ordinary Council Meeting held on 15 May 2012 (CJ094-05/12 refers). The purpose of the committee is to:

- oversee the monthly progress of the City's annual Capital Works Program and review of the City's Five Year Capital Works Program
- oversee the long term planning of major capital works projects not being the role of a Council Committee established for such purposes
- consider recommendations to modify the City's Capital Works.

At its meeting held on 21 October 2014 (CJ177-10/14 refers), Council adopted the meeting dates for its Strategy and Briefing sessions, and Ordinary Council meetings.

The schedule of Council meeting dates was based on the format used in recent years; a monthly meeting format with Strategy Sessions held on the first Tuesday of each month; Briefing Sessions held on the second Tuesday and Council meetings on the third Tuesday.

This enables committee meetings to be scheduled on the Monday, Tuesday or Wednesday of weeks one, two and three so as to minimise potential conflicts with other Council activities and provide a 'meeting-free' week in the fourth week of each month.

## DETAILS

In 2014, the Capital Works Committee met bi-monthly prior to Strategy Sessions with the start time being 5.45pm. It is proposed that this meeting time and scheduling be retained for 2015.

### Issues and options considered

The Capital Works Committee can either:

- adopt the meeting dates as proposed in this report  
or
- amend the meeting dates.

### Legislation / Strategic Community Plan / policy implications

**Legislation** *Local Government Act 1995.  
Local Government (Administration) Regulations 1996.  
City of Joondalup Meeting Procedures Local Law 2013.*

### Strategic Community Plan

**Key theme** Governance and Leadership.

**Objective** Corporate Capacity.

**Strategic initiative** Not applicable.

**Policy** Not applicable.

### Risk management considerations

Should forward planning of committee meetings not be identified, then there is a risk for meetings to be held on an ad-hoc basis; lacking coordination with other key meetings and corporate planning processes.

### Financial/budget implications

Not applicable.

### Regional significance

Not applicable.

### Sustainability implications

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

The dates proposed have been designed on the basis of the 2014 meeting cycle and are intended to provide Council, Committee members and staff with an indicative meeting timeline for the Capital Works Committee.

No meetings are proposed in October due to the biennial local government elections.

**VOTING REQUIREMENTS**

Simple Majority.

**MOVED** Cr Ritchie, **SECONDED** Cr Amphlett that the Capital Works Committee **ADOPTS** the following meeting dates and times for the Capital Works Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup:

<b>Capital Works Committee To be held in Conference Room 2</b>
<b>5.45pm on Tuesday 7 April 2015</b>
<b>5.45pm on Tuesday 2 June 2015</b>
<b>5.45pm on Tuesday 4 August 2015</b>
<b>5.45pm on Tuesday 24 November 2015</b>

**The Motion was Put and**

**CARRIED (6/0)**

**In favour of the Motion:** Cr Hollywood, Mayor Pickard, Crs Amphlett, Corr, Ritchie and Taylor.

**URGENT BUSINESS**

Nil.

**MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION**

Nil.

**CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 6.05pm; the following Committee Members being present at that time:

Cr Kerry Hollywood  
Mayor Troy Pickard  
Cr Geoff Amphlett, JP  
Cr Brian Corr  
Cr Teresa Ritchie, JP  
Cr Philippa Taylor