

**Finance Committee Bi-Monthly Project Status Report**
**APPENDIX 2**

ATTACHMENT 1

<b>Project Name</b>	Timberlane Park Upgrade		
<b>Project Description</b>	Refurbishment of existing building, new changeroom extension, umpire room and universal access toilet.		
<b>Project Manager</b>	Manager Asset Management		
<b>Project Sponsor</b>	Director Infrastructure Services		
<b>Report Period</b>	August 2016	<b>Report Date</b>	20 Sep 2016
<b>TRIM No</b>	105300	<b>Project Status*</b>	

*Status	Proceeding according to plan	
	Manageable issues exist	
	Serious issues – may require help	
	Completed	
	Carry forward	

Project Budget	Year to Date Annual Budget	Total Project Actual
\$895,019	\$895,019	\$932,250 (inclusive of design expenditure in 2014-15 not shown in 2015-16 budget figure plus CFWD in 2016-17)

Tasks/Milestones	Status	Planned completion date	Revised completion date	Date actually completed
• Final design		May 2015		May 2015
• Preparation of tender documentation and advertising		Jul 2015		Jul 2015
• Award tender		Sep 2015		Oct 2015
• Construction		Jun 2016		
➤ Demolish existing toilets/change rooms		Dec 2015		Dec 2015
➤ Earth works		Dec 2015	Feb 2016	Feb 2016
➤ Erect structural steel work		Jan 2016	Mar 2016	Mar 2016
➤ Walls		Mar 2016	May 2016	May 2016
➤ Roof		Apr 2016	May 2016	May 2016
➤ Finishing works		Jun 2016	Jul 2016	Jul 2016
• Handover		Jun 2016	Aug 2016	Aug 2016

**Overall summary and actions completed within month**
**August 2016**

- Gas connection complete.
- Obtained practical completion.
- Purchase ordered raised for sewer connection (part of separate project and budget).

### Overall summary and actions completed within month

- Clubs moved back into the building.
- Temporary buildings removed.

#### July 2016

- Finishing works continued, including rectifying plumbing issues with taps and shower heads; patching and painting; making good surrounding grounds; gap-filling in change rooms.
- Gas connection still to be achieved.
- Part practical completion was granted to inside change rooms, hall, store rooms and playgroup toilet.
- External change rooms needed work to rectify drainage issue whereby tiles were not laid as per specification and therefore water did not fall towards drainage point. These works are ongoing.

#### June 2016

- Practical Completion was not provided, as scheduled, on 24 June 2016 due to finishing works being incomplete.

Works completed during the month included:

- Installation of vinyl floor covering to main hall area.
- High pressure cleaning of security screens.
- Installation of hooks and bench seating to change rooms.
- Complete external concrete, foot path, bin wash down and BBQ pad.
- Installation of BBQ.
- Complete ceramic tiling.
- Install new ceilings.
- Install roof safety systems.
- Complete painting.
- Install partitions.
- Install timber and aluminium benches.

#### May 2016

- Finished internal brick work.
- Finished roof cover.
- Installed window frames, louvers, doors and hardware.
- Commence electrical, mechanical and hydraulic works.

#### April 2016

- Installed external brick walls.
- Installed most of the internal brick walls.
- Installed external door frames.
- Installed part of roof cover.

#### March 2016

- Installed sewer pump.
- Erected structural steel.
- Commenced installation of brick walls.

#### February 2016

- Pre-laid hydraulics.
- Footings poured.
- Slab poured and cured.

### Overall summary and actions completed within month

#### January 2016

- Compaction works completed.
- Earth works continued.
- In-ground services installed.

#### December 2015

- Approval of shop drawings.
- Completed demolition of existing toilets/change rooms.
- Commenced earth works.

#### November 2015

- Temporary buildings delivered.
- Site possession.

#### October 2015

- Tender awarded to Classic Contractors. Construction scheduled to start in November.
- Pre start meeting held.

#### September 2015

- Delay in report to Council due to tender amount higher than expected.

#### August 2015

- Report to September Council Meeting. Tender amounts are higher than expected.

#### July 2015

- Tender closed.
- Tender evaluation.

#### June 2015

- Tender documentation completed.
- Tender advertised.

#### May 2015

- Tender documentation compiled and being prepared for advertising.

#### February 2015

- Design consultants appointed.

### Outlook for next period / key tasks *as outlined in Project Plan*

- Final finishes.
- Clean up.
- Sewer connection.

## Finance Committee Bi-Monthly Project Status Report

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Key Issues for next period	Priority (Low, Medium, High)	Progress / Support Required
<ul style="list-style-type: none"> <li>Sewer connection</li> </ul>	Medium	New application submitted to Water Corporation.

Key Risks to project / task completion	Potential Extent of Impact (Low, Moderate, High, Extreme)	Likelihood of Occurrence (Low, Moderate, High, Extreme)	Progress / Support Required
Not applicable			

**Finance Committee Bi-Monthly Project Status Report**

ATTACHMENT 2

<b>Project Name</b>	Kingsley Memorial Clubrooms - Refurbishment		
<b>Project Description</b>	Refurbishment and extension of the Kingsley Memorial Clubrooms including refurbishment and extension to change rooms, park universal access toilet, umpire room and upgrade to the kitchen.		
<b>Project Manager</b>	Manager Asset Management		
<b>Project Sponsor</b>	Director Infrastructure Services		
<b>Report Period</b>	August 2016	<b>Report Date</b>	20 Sep 2016
<b>TRIM No</b>	07174	<b>Project Status*</b>	

*Status	Proceeding according to plan	
	Manageable issues exist	
	Serious issues – may require help	
	Completed	
	Carry forward	

<b>Revised Budget</b>	<b>Year to Date Budget</b>	<b>Project Total Actual</b>
\$710,000	\$710,000	\$313,976

<b>Tasks/Milestones</b> <i>for the report period, as outlined in Project Plan and Task List</i>	<b>*Status</b>	<b>Planned completion date</b>	<b>Revised completion date</b>	<b>Date actually completed</b>
• Final design		Sep 2015		Sep 2015
• Preparation of tender documentation and advertising		Sep 2015		Sep 2015
• Award tender		Dec 2015		Dec 2015
• Construction		Jul 2016	Sep 2016	
• Preparation of new request for quotation		Jul 2016		Jul 2016
• Appointment of new contractor		Aug 2016		Aug 2016
• Practical completion		Jul 2016	Sep 2016	
• Handover		Jul 2016	Sep 2016	

**Overall summary and actions completed within month**
August 2016

- New builder has been appointed.
- Outstanding works have commenced.
- Shelter construction is complete.

July 2016

- Put together new RFQ for outstanding works.
- Prepare new drawings for outstanding works.
- Request quotes for outstanding works.
- Start construction of shelter.

### June 2016

- Engagement with appointed Administrators, through the City's lawyers, continued to determine ownership of materials left on-site and to reconcile outstanding payments.
- A Quantity Survey on outstanding works required was completed.
- An action plan, materials register and RFQ were drafted.
- Responsibilities were assigned to members of a new project team to progress the project.

### May 2016

- CPD group have gone into voluntary administration, works are on hold.

### April 2016

- Handover of Lesser Hall, Activity Room 2, Umpire, change rooms and Park UAT.
- Painting, tiling finished.
- Vinyl installed.
- Lights installed.
- Cabinets installed.

### March 2016

- Installed plumbing, electrical, air-conditioning and ventilation.
- Installed kitchen.
- Laid slab for storeroom extension.

### February 2016

- Concrete slab in change rooms installed.
- Starting construction brickwork to change rooms and universal access toilet.

### January 2016

- Construction commenced.
- Demolition of existing change rooms commenced.
- Strip out activity room 2 and lesser hall commenced.
- Pre-lay plumbing in change rooms commenced.
- Excavation for footings completed.

### December 2015

- Tender awarded.
- Prepared construction drawings.

### November 2015

- Prepared drawings for building permit.
- Issued for building license applications.

### October 2015

- Tender evaluation completed.

### September 2015

- Tender advertised.

### August 2015

- Service Consultants design completed.
- Finalised design.

## Finance Committee Bi-Monthly Project Status Report

July 2015

- Consultants appointed.
- Draft design completed

### Outlook for next period / key tasks as outlined in Project Plan

- Complete outstanding works.

Key Issues for next period	Priority (Low, Medium, High)	Progress / Support Required
<ul style="list-style-type: none"> <li>• Engaging stakeholders to manage communications and expectations.</li> </ul>	Medium	Liaison with LCS to update stakeholders according to new action plan timeframes.

Key Risks to project / task completion	Potential Extent of Impact (Low, Moderate, High, Extreme)	Likelihood of Occurrence (Low, Moderate, High, Extreme)	Progress / Support Required
<ul style="list-style-type: none"> <li>• Obtaining certifications and warranties for works completed.</li> </ul>	High	Moderate	Support appointed contractor to identify and engage previous sub-contractors and consultants.

**Finance Committee Bi-Monthly Project Status Report**

ATTACHMENT 3

<b>Project Name</b>	Wanneroo – Joondalup State Emergency Service Building Extension		
<b>Project Description</b>	To extend the existing Wanneroo – Joondalup SES facility to increase the available operational and planning space within the building.		
<b>Project Manager</b>	Manager Asset Management		
<b>Project Sponsor</b>	Director Infrastructure Services		
<b>Report Period</b>	August 2016	<b>Report Date</b>	20 Sep 2016
<b>TRIM No</b>	11015	<b>Project Status*</b>	

*Status	Proceeding according to plan	
	Manageable issues exist	
	Serious issues – may require help	
	Completed	
	Carry forward	

Revised Project Budget	Year to Date Annual Budget	Project to Date Actual
\$729,000 (LGGS)		
\$95,000 (COJ)		
<b>TOTAL \$ 824,000.00</b>	\$824,000	\$232,525

Tasks/Milestones	Status	Planned completion date	Revised completion date	Date actually completed
• Final design		Sep 2015	Oct 2015	Oct 2015
• Preparation of tender documentation and advertising		Nov 2015		Nov 2015
• Evaluate tender documents		Dec 2015	Jan 2016	Jan 2016
• Award tender		Feb 2016		Feb 2016
• Construction phase		Sep 2016	Aug 2017	
• Preparation of revised tender documentation and advertising		Jul 2016		Aug 2016
• Evaluate new tender documents		Aug 2016		Aug 2016
• Award tender		Sep 2016		
• Handover		Oct 2016	TBA	

Overall summary and actions completed within month
<u>August 2016</u> <ul style="list-style-type: none"> <li>Tender evaluation.</li> </ul>
<u>July 2016</u> <ul style="list-style-type: none"> <li>New tender documents have been prepared indicating the outstanding works.</li> <li>Tender has been advertised.</li> </ul>



### Overall summary and actions completed within month

#### June 2016

- Engagement with appointed Administrators, through the City's lawyers, continued to determine ownership of materials left on-site to reconcile outstanding payments.
- A Quantity Survey on outstanding works required was completed.
- An action plan, materials register and RFT were drafted.
- Responsibilities were assigned to members of a new project team to progress the project.

#### May 2016

- The contract builder CPD have entered into voluntary administration which resulted in the cessation of building at the worksite. A static guard was organised for the worksite to prevent the removal of any equipment or materials until advised by the Administrator.
- Wanneroo – Joondalup SES Unit will remain at their temporary accommodation (8 Tesla Link, Wangara) until further notice – the existing lease on the premises expires in January 2017 and may need to be renegotiated to seek an extension.

#### April 2016

- Construction continued.

#### March 2016

- Construction commenced.
- Variation to contract (01) received in regards to additional work required due to the structural integrity of the concrete slab (formerly the roof) and additional earthworks.

#### February 2016

- Tender Awarded (Council approval).
- SES Unit completed move into temporary accommodation for the duration of the construction.

#### January 2016

- Finalised tender evaluations and prepared recommendation for Council approval .

#### December 2015

- Evaluation team continued with the tender evaluation.
- Continued liaison between the City's architect and SES in relation to amendments to the electrical drawings.

#### November 2015

- Tender document completed & request for quotation advertised. Evaluation team identified and papers disseminated.

#### October 2015

- Final design drawings completed.

#### August 2015

- Ongoing work towards completing final drawings prior to commencing the tender process.
- Completed a flow pressure test on the nearest fire hydrant (Winton Road).
- Assisted DFES & SES to identify temporary accommodation for the Unit during construction.

### Overall summary and actions completed within month

July 2015

- Request for quotation process commenced, tender documents advertised & tender bids consolidated.

### Outlook for next period / key tasks *as outlined in Project Plan*

- Continue to liaise with Administrators to finalise payments and purchasing of materials.
- Conduct evaluation of tender submissions and prepare Council report.

Key Issues for next period	Priority (Low, Medium, High)	Progress / Support Required
<ul style="list-style-type: none"> <li>Arranging insurance over the site to enable construction to resume.</li> <li>Ensuring security of the site.</li> </ul>	<p>High</p> <p>Medium</p>	<p>Assistance and advise from LGIS required.</p> <p>Patrols from City Rangers to assist.</p>

Key Risks to project / task completion	Potential Extent of Impact (Low, Moderate, High, Extreme)	Likelihood of Occurrence (Low, Moderate, High, Extreme)	Progress / Support Required
<ul style="list-style-type: none"> <li>Builder does not complete works on time.</li> </ul>	High	Extreme	Establish internal project team to expediently progress new RFT and appoint new contractor.
<ul style="list-style-type: none"> <li>Site works (utilities upgrade) costs exceed the anticipated budget</li> </ul>	Moderate - High	Moderate	Report to COJ Finance to identify the additional funds required.

## Finance Committee Bi-Monthly Project Status Report

ATTACHMENT 4

<b>Project Name</b>	MacDonald Park Landscape Master Plan		
<b>Project Description</b>	The scope of this project is to upgrade the existing irrigation system to ensure efficient distribution of water and provide effective hydrozoning, ecozoning and additional landscaped amenity.		
<b>Project Manager</b>	Coordinator Natural Areas and Capital Works Projects		
<b>Project Sponsor</b>	Manager Operation services		
<b>Report Period</b>	August 2016	<b>Report Period</b>	September 2016
<b>TRIM No</b>	104985	<b>Project Status*</b>	

*Status	Proceeding according to plan	
	Manageable issues exist	
	Serious issues – may require help	
	Completed	
	Carry forward	

<b>Revised Budget</b>	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>
\$475,000	\$475,000	\$9,294

<b>Tasks/Milestones</b> <i>for the report period, as outlined in Project Plan and Task List</i>	<b>*Status</b>	<b>Planned completion date</b>	<b>Revised completion date</b>	<b>Date actually completed</b>
• Landscape concept development		Aug 2016		Aug 2016
• Detailed irrigation design		Aug 2016	Oct 2016	
• Consultation		Nov 2016		
• Detailed landscape design		Dec 2016		
• Installation of replacement bore(s)		Jan 2016		
• Construction		Mar 2017		
• Consolidation		Aug 2017		

<b>Overall summary and actions completed within month</b>
<u>July/ August 2016</u> <ul style="list-style-type: none"> <li>Site investigations undertaken and commencement of hydrozone concept design.</li> </ul>

<b>Outlook for next period / key tasks</b> <i>as outlined in Project Plan</i>
<ul style="list-style-type: none"> <li>Progress landscape concept design.</li> <li>Progress irrigation design with external consultant.</li> </ul>

<b>Key Issues for next period</b>	<b>Priority</b> (Low, Medium, High)	<b>Progress / Support Required</b>
<ul style="list-style-type: none"> <li>Progress irrigation design and documentation for quotation purposes</li> </ul>	Medium	Irrigation Supervisor, Contracted Certified Irrigation Designer

Key Risks to project / task completion	Potential Extent of Impact (Low, Moderate, High, Extreme)	Likelihood of Occurrence (Low, Moderate, High, Extreme)	Progress / Support Required
<ul style="list-style-type: none"> <li>Public support for hydrozoning</li> </ul>	Moderate	Medium	<ul style="list-style-type: none"> <li>Analysis of consultation and implementation of outcomes</li> </ul>
<p>Project deadlines are not met which may result in:</p> <ul style="list-style-type: none"> <li>Delay in practical completion</li> <li>Contract variation/contractual payment for delays</li> <li>Possible impact on sporting groups</li> <li>Public criticism from user groups and general community</li> </ul>	Moderate	Medium	<ul style="list-style-type: none"> <li>Project Construction Superintendent: Maintain regular communication with construction contractor.</li> <li>Project Manager: Update Project Sponsor and stakeholders regularly.</li> <li>Consider acceleration of timelines by external contractors if required</li> </ul>
<ul style="list-style-type: none"> <li>Project expenditure exceeds allocated budget which results in higher costs and delays.</li> </ul>	Moderate	Medium	<ul style="list-style-type: none"> <li>Internal stakeholders identified and development process in progress with bench marking against other organisations.</li> </ul>

## Finance Committee Bi-Monthly Project Status Report

ATTACHMENT 5

<b>Project Name</b>	Ocean Reef Road Dualling		
<b>Project Description</b>	<b>Stage 1:</b> Construction of second carriageway between Marmion Avenue and Oceanside Promenade <b>Stage 2:</b> Construction includes 500m additional road section from Oceanside Promenade to Swanson Way		
<b>Project Manager</b>	Manager Infrastructure Management Services		
<b>Project Sponsor</b>	Director Infrastructure Services		
<b>Report Period</b>	August 2016	<b>Report Date</b>	20 Sep 2016
<b>TRIM No</b>	103887	<b>Project Status*</b>	

*Status	Proceeding according to plan	
	Manageable issues exist	
	Serious issues – may require help	
	Completed	
	Carry forward	

	Annual Project Budget	Year to Date Annual Budget	Year to Date Annual Actual
Stage 1 2014-2015	\$1,160,000	\$1,160,000	\$47,834
Stage 1 2015-2016	\$2,512,166	\$2,512,166	\$2,107,773
Stage 2 2016-2017	\$4,089,166	\$1,420,000	\$652,944

Tasks/Milestones	Status	Planned completion date	Revised completion date	Date actually completed
<b>Civil Construction Stage 1</b>				
• 1 <sup>st</sup> 40% grant submission claim prepared		Jul 2014		Jul 2014
• Road Safety Audit		Feb 2015		Feb 2015
• Detailed design		Mar 2015	Jun 2015	Jun 2015
• Tender specifications development		Mar 2015	Jun 2015	Jun 2015
• Main Roads Regulatory approvals		Apr 2015		Mar 2015
• Tender advertised		Aug 2015		Aug 2015
• Award tender		Feb 2016		Nov 2015
• Contractor engaged		Feb 2016		Dec 2015
• Civil Construction Stage 1		Jul 2016	Sep 2016	
<b>Civil Construction Stage 2</b>				
• Main Roads Regulatory approvals		Jun 2016		Jun 2016

## Finance Committee Bi-Monthly Project Status Report

Tasks/Milestones	Status	Planned completion date	Revised completion date	Date actually completed
• Detailed design		Aug 2016	Jul 2016	
• Tender specifications development		Aug 2016		
• Tender advertised		Aug 2016		
• Award tender		Nov 2016		
• Contractor engaged		Dec 2016		
• Construction completed		Jun 2017		

### Overall summary and actions completed within month

#### August 2016

- Civil works construction for stage 1 is nearing completion.
- Civil works detailed design for stage 2 is complete and tender has closed.

#### June 2016

- Civil works construction for stage 1 is progressing.
- Civil works detailed design for stage 2 is progressing.

#### April 2016

- Storm water drainage works on southern carriageway is ongoing and 40% completed.
- Retaining walls 90% completed.

#### March 2016

- Works are Progressing, Drainage 60% completed, Asphalt resurfacing 85% completed.

#### February 2016

- Construction works commenced on site, works progressing.

#### January 2016

- Preparation works commenced on site.

#### December 2015

- Notifications of works sent to residents. Works will commence early January 2016.

#### November 2015

- Tender awarded.

#### October 2015

- Report prepared to award tender for November Council meeting.

#### September 2015

- Tender closed.
- Tender assessed.

#### August 2015

- Tender advertised.

### July 2015

- Provide tender issue plans to external Quantity Surveyor for pre-tender cost estimate.

### June 2015

- Complete specification and documentation for Tender advertisement.

### May 2015

- Design completed and plans prepared for Tender issue.

### April 2015

- Commenced storm water drainage design.
- Prepared application to Western Power for street lighting upgrade quotation.

### March 2015

- Linemarking and signing drawings approved by Main Roads WA.
- Vertical design completed.

### February 2015

- Road Safety Audit undertaken.
- Vertical design 50% complete.

### January 2015

- Vertical design 25% complete.

### December 2014

- Linemarking and signing drawings completed for Main Roads WA approval.
- Horizontal design complete.
- Vertical design commenced.

### November 2014

- Horizontal design 85% complete.

### October 2014

- Detailed design commenced.

### September 2014

- Survey completed.

### August 2014

- 1<sup>st</sup> 40% grant funding submission over total project submitted and funds for \$1,160,000 received.

### **Outlook for next period / key tasks** *as outlined in Project Plan*

- Complete construction for stage 1.
- Award tender for stage 2.

## Finance Committee Bi-Monthly Project Status Report

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Key Issues for next period	Priority (Low, Medium, High)	Progress / Support Required
Not applicable.		

Key Risks to project / task completion	Potential Extent of Impact (Low, Moderate, High, Extreme)	Likelihood of Occurrence (Low, Moderate, High, Extreme)	Progress / Support Required
<ul style="list-style-type: none"> <li>Overhead Western Power poles to be relocated.</li> </ul>	High	High	
<ul style="list-style-type: none"> <li>Traffic management.</li> </ul>	Low	Low	Ongoing review and assessment of pedestrian activity within work areas to maintain pedestrian safety.



**Finance Committee Bi-Monthly Project Status Report**

ATTACHMENT 6

<b>Project Name</b>	Ocean Reef Road / Joondalup Drive Intersection Upgrade		
<b>Project Description</b>	Extension of signalized left-turn lanes on Joondalup Drive and extension of existing turning lanes on Ocean Reef Road		
<b>Project Manager</b>	Coordinator Civil Design and Construction		
<b>Project Sponsor</b>	Director Infrastructure Services		
<b>Report Period</b>	August 2016	<b>Report Date</b>	20 Sep 2016
<b>TRIM No</b>	02581	<b>Project Status*</b>	

*Status	Proceeding according to plan	
	Manageable issues exist	
	Serious issues – may require help	
	Completed	
	Carry forward	

<b>Project Budget</b>	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>
\$1,543,000	\$10,000	\$132,389

<b>Tasks/Milestones</b> <i>for the report period, as outlined in Project Plan and Task List</i>	<b>*Status</b>	<b>Planned completion date</b>	<b>Revised completion date</b>	<b>Date actually completed</b>
• First 40% grant submission claim prepared		Oct 2015		Sep 2015
• Road Safety Audit		Oct 2015		Sep 2015
• Detailed design		Dec 2015		Dec 2015
• Tender Specifications development		Dec 2015	May 2016	May 2016
• Main Roads WA Regulatory approvals		Dec 2015	Mar 2016	Apr 2016
• Tender advertised		Jan 2016	May 2016	Jun 2016
• Award Tender		Mar 2016	Aug 2016	Aug 2016
• Contractor engaged		Mar 2016	Aug 2016	Aug 2016
• Construction completed		Nov 2016	Dec 2016	

**Overall summary and actions completed within month**
Aug 2016

- Tender awarded and contractor engaged.
- Works planned to commence in September.

June 2016

- Tender documents advertised. Tender evaluation commenced.

April 2016

- Tender documentation review in progress and likely to be advertised in May 2016.

March 2016

- Signal design approved by Main Roads WA.

### February 2016

- Signal design completed and submitted to Main Roads WA for approval.

### January 2016

- Signal design awarded to GHD.

### December 2015

- Design was approved in principle by Main Roads WA, traffic signal design awarded.

### November 2015

- Design submitted to Main Roads WA for approval.

### October 2015

- Design amended in accordance with RSA recommendations.
- Commenced storm water drainage design.

### September 2015

- Road Safety Audit (RSA) undertaken.
- Vertical design completed.

### August 2015

- Linemarking and signing drawings completed for Main Roads WA approval.
- Horizontal design complete
- Vertical design commenced.

### July 2015

- Horizontal design 85% complete.
- Prepared application to Western Power for quotation for street lighting works/adjustments.

### **Outlook for next period / key tasks as outlined in Project Plan**

- Complete tender evaluations, finalise Council report for August 2016 meeting, engage contractor.

<b>Key Issues for next period</b>	<b>Priority</b> (Low, Medium, High)	<b>Progress / Support Required</b>
• Issue tender and award contract	High	Support from Contracts & Procurement required

<b>Key Risks to project / task completion</b>	<b>Potential Extent of Impact</b> (Low, Moderate, High, Extreme)	<b>Likelihood of Occurrence</b> (Low, Moderate, High, Extreme)	<b>Progress / Support Required</b>
• Maintain traffic flows during construction period	High	High	Detailed traffic management plan required dealing with traffic flow

## Finance Committee Bi-Monthly Project Status Report

ATTACHMENT 7

<b>Project Name</b>	Leafy City Program		
<b>Project Description</b>	<ul style="list-style-type: none"> <li>Detailed mapping and data capture of existing vegetation to identify focus areas and assist with project prioritisation.</li> <li>Investigation and establishment of supporting horticultural practices and processes for species selection and soil modification to ensure healthy development and longevity of the City's leafy canopy.</li> <li>Development of community engagement protocols and education material for distribution.</li> </ul>		
<b>Project Manager</b>	Coordinator Natural Areas and Capital Works Projects		
<b>Project Sponsor</b>	Manager Operation Services		
<b>Report Period</b>	August 2016	<b>Report Date</b>	20 Sep 2016
<b>TRIM No</b>	104447	<b>Project Status*</b>	

*Status	Proceeding according to plan	
	Manageable issues exist	
	Serious issues – may require help	
	Completed	
	Carry forward	

<b>Revised Budget</b>	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>
\$500,000	\$0	\$38,516

<b>Tasks/Milestones</b> <i>for the report period, as outlined in Project Plan and Task List</i>	<b>*Status</b>	<b>Planned completion date</b>	<b>Revised completion date</b>	<b>Date actually completed</b>
<b>Phase 1 Data Capture</b>				
• Scoping data capture		Oct 2015		Oct 2015
• Quoting process/award contract		Nov 2015		Nov 2015
• Data capture for Vegetation Cover assessment & thermal mapping		Mar 2016		Mar 2016
• Data analysis for Vegetation Cover assessment & thermal mapping		May 2016		May 2016
• Street Tree Inventory Collection		Jun 2016		Jun 2016
• Tree inventory development within Tech 1 Works and Assets including spacial interfaces.		Jul 2016		Jul 2016
<b>Phase 2: Project Development</b>				
• Engage arborculturalist consultancy to trial planting details and species selection for trial planting.		Feb 2016		Feb 2016
• Report to Strategy Session.		Feb 2016		Feb 2016
• Setting vision, outcomes and objectives for key focus areas for				

the program.				
• Engage arborculturalist consultancy to develop a complete species list for selection in suburbs.		Jun 2016		Jun 2016
• Data analysis and project selection driven by Leafy City Program.		July 2016		Jul 2016
• Draft schedule of projects for <i>Leafy City Program</i> for 2017 onwards.		Aug 2016		Aug 2016
• Presentation/report to Strategy on program development outcomes.		Aug 2016		Aug 2016
• Completion of species selection list.		Oct 2016		
• Develop public engagement process and promotional material.		Aug 2016		Aug 2016
• Tender/Quoting for green stock supply for scheduled projects		Sep 2016		
• Release of promotional material for the City's Leafy City Program		Oct 2016		
• Release of project specific public survey and species selection feedback		Apr 2017		
<b>Phase 3: Project Implementation</b>				
• Tender/Quoting for 2016-17 & Phase 1: 2017-18 projects		Oct - Feb 2016 - 2017		
• Notification issued for commencement of construction for 2016-17 & Phase 1: 2017-18 projects		Mar/Apr 2017		
• Projects Implementation 2016-17		May/Jun 2017		
• Projects Implementation Phase 1: 2017-18		Jul – Sep 2017		
• Tender/Quoting for Phase 2: 2017-18 and Phase 1: 2018-19 projects		Oct - Feb 2017 - 2018		
• Notification issued for commencement of construction for Phase 2: 2017-18 and Phase 1: 2018-19 projects		Mar/Apr 2018		
• Projects Implementation Phase 2: 2017-18		May/Jun 2018		
• Projects Implementation Phase 1: 2018-19		Jul – Sep 2018		
• Tender/Quoting for 2016-17 & Phase 1: 2017-18 projects		Oct - Feb 2016 - 2017		
• Notification issued for commencement of construction for 2016-17 & Phase 1: 2017-18		Mar/Apr 2017		

## Finance Committee Bi-Monthly Project Status Report

projects				
• Projects Implementation 2016-17		May/Jun 2017		

### Overall summary and actions completed within month

#### August 2016

- Presentation to Strategy Session.
- Commenced development of tender/quotation documentation for supply of green stock.
- Commenced development of tree species list for priority projects identified at Strategy Session.

#### July 2016

- Data analysis and project selection completed for presenting in August Strategy Session.
- Progression of public engagement material.

### Outlook for next period / key tasks as outlined in Project Plan

- Completion of species selection list.
- Draft Tender/Quoting documentation for green stock supply for scheduled projects.
- Draft Community consultation material.

Key Issues for next period	Priority (Low, Medium, High)	Progress / Support Required
• Development of species selection list	High	Consultant arboriculturist developing list.

Key Risks to project / task completion	Potential Extent of Impact (Low, Moderate, High, Extreme)	Likelihood of Occurrence (Low, Moderate, High, Extreme)	Progress / Support Required
• Meeting project timelines	Moderate	Possible	Stakeholder consultation and appropriate allocation of tasks to set time lines
• Timely provision of plant stock	Moderate	Possible	Species list development with selection diversity and green stock supply contracts in progress.
• Non acceptance from the public to verge tree planting	Moderate	Likely	Development of public engagement and education material.
• Establishment period for plant stock to mitigate tree loss	Moderate	Possible	Engagement of arboriculturist consultancy and establishment of tree maintenance contract.
• Restrictive planting opportunities due to utility services in verges	Moderate	Likely	Services / utilities location and identification search undertaken.
• Main Roads WA (MRWA) approval	Low	Rare	Distributor and access roads do not fall under MRWA jurisdiction.

**Finance Committee Bi-Monthly Project Status Report**

ATTACHMENT 8

<b>Project Name</b>	Joondalup City Centre Lighting		
<b>Project Description</b>	Replacement pole and lighting in the Joondalup City Centre.		
<b>Project Manager</b>	Manager Infrastructure Management Services		
<b>Project Sponsor</b>	Director Infrastructure Services		
<b>Report Period</b>	August 2016	<b>Report Date</b>	20 Sep 2016
<b>TRIM No</b>	102496	<b>Project Status*</b>	

*Status	Proceeding according to plan	
	Manageable issues exist	
	Serious issues – may require help	
	Completed	
	Carry forward	

Total Funds Available		Year to Date Annual Budget	Year to Date Annual Actual
<b>2015-2016</b>	\$1,966,456	\$1,966,456	\$595,418
<b>2016-2017</b>	\$3,800,000	\$120,000	\$544,232

Tasks/Milestones	Status	Planned completed date	Revised completion date	Date actually completed
• Seek endorsement for recommended pole and luminaire for the replacement pole and lighting in the City Centre.		Sep 2015		Sep 2015
• Prepare scope and specifications for tender documentation for Joondalup Drive.		Nov 2015		Nov 2015
• Advertise tender for Joondalup Drive City Centre Lighting Stage 1		Nov 2015	Dec 2015	Dec 2015
• Award tender for Joondalup Drive City Centre Lighting Stage 1		Feb 2016		Feb 2016
• Construction commences for Joondalup Drive City Centre Lighting Stage 1		Mar 2016		Mar 2016
• Construction completed Joondalup Drive City Centre Lighting Stage 1		Nov 2016		
• Stages 2 & 3		TBA		
• Construction completed all stages		Jun 2021		

### Overall summary and actions completed within month

#### August 2016

- Works progressing on site. New concrete footings installed from Shenton Avenue to Collier Pass. Testing of existing cabling continuing and identifying the requirement for majority of cabling to be replaced.

#### July 2016

- Works progressing on site. New concrete footings installed from Shenton Avenue to Lakeside Drive. Testing of existing underground cabling continuing.

#### June 2016

- Works progressing on site. Shenton Avenue / Joondalup Drive intersection 19 poles and luminaires installed.

#### April 2016

- Works progressing on site.

#### March 2016

- Site investigative works commenced, works at Shenton Avenue intersection commenced.

#### February 2016

- Awarded tender for Joondalup Drive City Centre Lighting Stage 1.

#### January 2016

- Tenders received and assessed for Joondalup Drive stage works.

#### December 2015

- Advertised tender for Joondalup Drive stage works.
- Remaining Stages 2 & 3 to have further structural engineering works for footings.

#### November 2015

- Prepare scope and specifications for tender documentation of Joondalup Drive stage.
- Remaining stages 2 & 3 to have footings verified.

#### October 2015

- Finalised street lighting design for staged upgrade works.

#### September 2015

- EOI evaluation report was presented to Strategy Session on 29 September 2015.

#### August 2015

- EOI evaluation report completed.
- Presentation report to a Strategy meeting prepared for consideration by Elected Members in September 2015.

#### July 2015

- EOI's assessed.

#### June 2015

- EOI's closed.

### May 2015

- Two EOI's advertised. One to identify the preferred City pole and one to identify the preferred City luminaire for inclusion in a supply and install tender.

### April 2015

- Finalised documentation for advertising of EOI's in May 2015.

### March 2015

- Considerable research on the options for delivering this project was undertaken. The research highlighted that there are many options (types of poles and luminaires) available. The best option to proceed and to provide elected members an opportunity to input into the selection of the preferred pole and luminaire is to follow an EOI process. The EOI process is to allow the City to take full advantage of the options available in the market and to ensure compliance with technical requirements. It further ensures the future proofing of the CBD lighting to allow for the development in technology.
- Prepare documentation for advertising of two EOI's; one to shortlist the preferred City pole and one to shortlist the preferred City luminaire for inclusion in a supply and installation tender. The supply and installation will be for prioritised sectors in the CBD only, commencing with the inner City.

### February 2015

- Consultant preparing documentation for advertisement of luminaires and new pole options.
- Prepare expression of interest for pole and luminaire contract.

### January 2015

- Consultant report completed.

### December 2014

- Assessed submissions.
- Successful consultant for project appointed.

### November 2014

- Advertised for fee submissions from consultants.

### October 2014

- Prepare documentation to appoint an electrical consultant for their expertise and to assist with the design, specification and tender assessment for this lighting replacement program.

### September 2014

- Research available pole and lighting options.

### **Outlook for next period / key tasks** *as outlined in Project Plan*

- Prepare documentation for tender advertisement of next stage.
- Finalise structural engineering works for next stage.

Key Issues for next period	Priority (Low, Medium, High)	Progress / Support Required
NA		



Key Risks to project / task completion	Potential Extent of Impact (Low, Moderate, High, Extreme)	Likelihood of Occurrence (Low, Moderate, High, Extreme)	Progress / Support Required
<ul style="list-style-type: none"><li>Existing footings not suitable for reuse</li></ul>	Moderate	Moderate	

**Finance Committee Bi-Monthly Project Status Report**

ATTACHMENT 9

<b>Project Name</b>	Admiral Park Flood Lighting Upgrade		
<b>Project Description</b>	Installation of six floodlight poles at Admiral Park		
<b>Project Manager</b>	Electrical Projects Engineer		
<b>Project Sponsor</b>	Director Infrastructure Services		
<b>Report Period</b>	August 2016	<b>Report Date</b>	20 Sep 2016
<b>TRIM No</b>	08434	<b>Project Status*</b>	

*Status	Proceeding according to plan	
	Manageable issues exist	
	Serious issues – may require help	
	Completed	
	Carry forward	

<b>Revised Budget</b>	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>
\$519,313	\$1,000	\$3,018

<b>Tasks/Milestones</b> for the report period, as outlined in Project Plan and Task List	<b>*Status</b>	<b>Planned completion date</b>	<b>Revised completion date</b>	<b>Date actually completed</b>
• Detailed design		Aug 2016		Aug 2016
• Prepare tender documentation		Sep 2016		
• Advertise tender		Oct 2016		
• Award tender		Dec 2016		
• Commence construction		Dec 2016		
• Complete construction		May 2016		

<b>Overall summary and actions completed within month</b>
<u>August 2016</u> <ul style="list-style-type: none"> <li>Detailed design complete.</li> <li>Finalising tender specification.</li> </ul>

<b>Outlook for next period / key tasks</b> as outlined in Project Plan
<ul style="list-style-type: none"> <li>Advertise Tender</li> </ul>

<b>Key Issues for next period</b>	<b>Priority</b> (Low, Medium, High)	<b>Progress / Support Required</b>
Not applicable.		

<b>Key Risks to project / task completion</b>	<b>Potential Extent of Impact</b> (Low, Moderate, High, Extreme)	<b>Likelihood of Occurrence</b> (Low, Moderate, High, Extreme)	<b>Progress / Support Required</b>
Not applicable.			

The Penistone Park Community Sporting Facility project will see the redevelopment of the clubroom facility at Penistone Park, Greenwood. The project will consist of:

- New Community Sporting Facility.
- New cricket practice nets and softball batting cages.
- New 3 on 3 basketball pad.
- New BBQ, picnic shelter and playground.
- New tennis courts and hit up wall.
- New softball infrastructure.
- New carpark.

### Project description:

### Project Manager

Manager Leisure and Cultural Services

### Project Sponsor

Director Corporate Services

### Report Period

August 2016

### Report Date

09 September 2016

### TRIM No.

02184

### \*Overall Status

Proceeding according to plan.

### Project Status / Summary of actions completed this period

- Consultant architect commenced work on the detailed designs.
- Project team was formed and regular meetings arranged.
- Project management documentation was developed.
- Project cost estimate was updated by the quantity surveyor.

*Status key	Proceeding according to Plan	
	Manageable Issues Exist	
	Serious Issues – Need Help	
	Completed	
	Carry Fwd to next Financial Year	

Tasks/Milestones <i>for the report period, as outlined in Project Plan and Task List</i>	*Status	Planned Date (from Project Plan)	Expected completion date	Date actually completed
• Update cost estimate		31/08/2016	31/08/2016	01/09/2016
• Detailed design		22/09/2016	22/09/2016	
• Review detailed design/amendments		26/09/2016	26/09/2016	
• Tender documentation		28/10/2016	28/10/2016	
• Pretender estimate		04/11/2016	04/11/2016	
• Preparation of tender		18/11/2016	18/11/2016	
• Tender (opens 19/11)		13/12/2016	13/12/2016	
• Assessment of tenders		20/01/2017	20/01/2017	
• Preparation of tender report (deadline 23/2)		23/02/2017	23/02/2017	
• Council meeting		21/03/2017	21/03/2017	
• Appoint builder		28/03/2017	28/03/2017	
• Notification to residents and user groups of upcoming construction		04/04/2017	04/04/2017	
• Precommencement		07/04/2017	07/04/2017	
• Construction		23/02/2018	23/02/2018	
• Practical completion		28/02/2018	28/02/2018	
• Inspection of works and handover of site		02/03/2018	02/03/2018	
• Landscaping remedial works (irrigation and turfing)		16/03/2018	16/03/2018	



# Penistone Park Community Sporting Facility Project

## Monthly Status Report

• Conduct building orientation with user groups		16/03/2018	16/03/2018	
• Update website and media release on new facility		30/03/2018	30/03/2018	
• Installation of artwork		26/04/2018	26/04/2018	
• Develop as constructed drawings		27/04/2018	27/04/2018	
• Official opening ceremony		19/05/2018	19/05/2018	
• Complete external funding acquittal		25/05/2018	25/05/2018	
• Complete project evaluation report		08/06/2018	08/06/2018	

### BUDGET/EXPENDITURE REPORT

Total Project Budget		Project Contingency	
Budget Amount	\$3,704,000	Budget Amount	\$244,000
Expenditure to date	\$14,006	Expenditure to date	\$0
Balance	\$3,689,994	Balance	\$244,000

### Outlook for next month - key tasks

- Complete detailed designs.
- Commence tender documentation.

Key issues for next month	Priority (Low, Medium, High)	Progress / Support Required
Complete detailed designs.	High	As it is planned to tender for construction before the end of 2016, it is important that timelines for detailed design and tender documentation remain on track.

Key risks to completion of next month key tasks	Consequence of occurrence (insignificant, minor, medium, major, Catastrophic)	Overall risk level (Low, moderate, high, extreme)	Mitigation Strategy
Complete detailed designs – could be impacted by additional amendments required following review by project team.	Minor	Low	<ul style="list-style-type: none"> <li>• Project Controller: Maintain regular communication with the project team and set up a design documentation review meeting to allow adequate time for review.</li> </ul>

### VARIATION REPORT

Area of variation	Planned	Actual	Reason for variance
Project scope			
Plan (time)			
Deliverable			
Budget			
Resources			

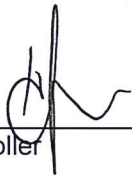
### Overall summary and actions completed previous periods

#### July 2016

- Consultant architect was appointed.
- Project management was confirmed to be with Leisure and Cultural Services.

### Document Acceptance and Approval

Prepared by:



Honni Jacobs – Project Controller

Date: 9/9/16

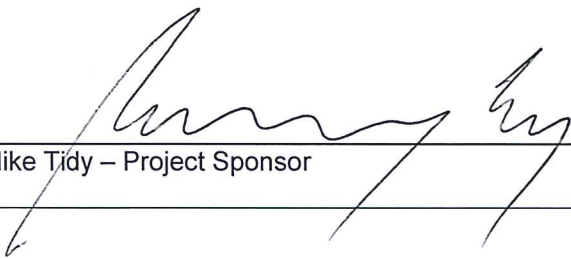
Endorsed by:



Mike Smith – Project Manager

Date: 12.09.2016

Approved by:



Mike Tidy – Project Sponsor

Date: 13/9/16

<b>Project Name</b>	Warwick Activity Centre – City Community Facilities		
<b>Project Description</b>	<p>The City owns three community facilities within the Warwick Activity Centre – Warwick Community Centre, Dorchester Hall and a facility utilised as a commercial early learning centre. These facilities are currently utilised by a number of groups, are approximately 40 years old and are in need of major upgrades and/or replacement.</p> <p>The adjacent commercial property owners have indicated an interest to redevelop their property at this location. Depending upon timing, this interest may provide opportunities for the City to optimise the benefit of its freehold land at this location.</p> <p>This project will commence by engaging consultants to undertake a community needs, commercial and planning analysis to provide the City with the information required to progress the direction of the project.</p>		
<b>Project Manager</b>	Manager City Projects		
<b>Project Sponsor</b>	Director Planning and Community Development		
<b>Report Period</b>	August 2016	<b>Report Date</b>	20 Sep 2016
<b>TRIM No</b>	105946 and 104022	<b>Project Status*</b>	

*Status	Proceeding according to plan	
	Manageable issues exist	
	Serious issues – may require help	
	Completed	
	Carry forward	

<b>Revised Budget</b>	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>
\$270,000	\$0	\$0

<b>Tasks/Milestones</b> <i>for the report period, as outlined in Project Plan and Task List</i>	<b>*Status</b>	<b>Planned completion date</b>	<b>Revised completion date</b>	<b>Date actually completed</b>
Tentative Tasks/Milestones until in receipt of the Community Needs, Planning and Commercial Analysis				
• Inception meeting to set the direction, approve the methodology and deliverables, and provide City information to assist with consultants' research.		Nov 2016		
• Conduct research for Part A of the consultancy and submit key findings to the City for consideration		Feb 2017		
• Conduct research for Part B and submit draft report for Parts A and B to the City.		Apr 2017		
• Modify and provide final draft of full report to City		Jun 2017		
• Presentation to Executive		Aug 2017		

## Finance Committee Bi-Monthly Project Status Report

<b>Tasks/Milestones</b> <i>for the report period, as outlined in Project Plan and Task List</i>	<b>*Status</b>	<b>Planned completion date</b>	<b>Revised completion date</b>	<b>Date actually completed</b>
Staff				
<ul style="list-style-type: none"> <li>Presentation to Elected Members</li> </ul>		Sep 2017		

### Overall summary and actions completed within month

#### August 2016

- Provided an updated Requirement Brief concerning the Request for Quotation for the provision of consultancy services - Community Needs, Planning and Commercial Analysis.
- Consultants are required to identify the social need for a multi-purpose community facility within the Warwick Activity Centre or the surrounding area/suburbs and to recommend the design and location of such a facility. Renovation of an existing community facility on-site may also be considered.

### Outlook for next period / key tasks *as outlined in Project Plan*

- Forward the Request for Quotations for the provision of consultancy services - Community Needs, Planning and Commercial Analysis to suitable consultants.
- Approval of the Pre-project Mandate and Strategic Assessment by the Chief Executive Officer.

<b>Key Issues for next period</b>	<b>Priority</b> <i>(Low, Medium, High)</i>	<b>Progress / Support Required</b>
<ul style="list-style-type: none"> <li>Moving forward with the Request for Quotation</li> </ul>	Medium	Manager City Projects

<b>Key Risks to project / task completion</b>	<b>Potential Extent of Impact</b> <i>(Low, Moderate, High, Extreme)</i>	<b>Likelihood of Occurrence</b> <i>(Low, Moderate, High, Extreme)</i>	<b>Progress / Support Required</b>
<ul style="list-style-type: none"> <li>Lack of interest by suitably qualified consultants to take on the brief</li> </ul>	Moderate	Low	To ensure that the Request for Quotation is forwarded to consultants capable of undertaking the work to a high standard



**Finance Committee Bi-Monthly Project Status Report**

ATTACHMENT 12

<b>Project Name</b>	Sorrento Beach Enclosure		
<b>Project Description</b>	Supply and install a beach enclosure at Sorrento Beach		
<b>Project Manager</b>	Development Engineer		
<b>Project Sponsor</b>	Director Infrastructure Services		
<b>Report Period</b>	August 2016	<b>Report Date</b>	20 Sep 2016
<b>TRIM No</b>	105712	<b>Project Status*</b>	

*Status	Proceeding according to plan	
	Manageable issues exist	
	Serious issues – may require help	
	Completed	
	Carry forward	

<b>Revised Budget</b>	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>
\$910,000	\$10,000	\$7,786

<b>Tasks/Milestones</b> <i>for the report period, as outlined in Project Plan and Task List</i>	<b>*Status</b>	<b>Planned completion date</b>	<b>Revised completion date</b>	<b>Date actually completed</b>
• Strategy & tender				May 2016
• Design Review		Aug 2016	Sep 2016	
• Materials Testing		Aug 2016	Oct 2016	
• Statutory Approvals		Sep 2016		
• Permanent Signage		Oct 2016		
• Pre Construction & Commencement		Nov 2016		
• Installation complete		Dec 2016		

**Overall summary and actions completed within month**
**August 2016**

- Contractor requested change of moorings to enable re-use of materials from Ballina Project at Sorrento. Design certificate received on 8 September 2016 and being reviewed by MP Rogers.
- Materials from Ballina transported to Perth.
- Preliminary lease documents received from the Department of Parks and Wildlife (DPAW).
- First half of State Government grant received.

**July 2016**

- Jetty Licence - preliminary information sent to Department of Transport.
- Request for approval to Hillarys Boat Harbour.
- DPAW Meeting and presentation.
- MP Rogers Design Review completed for original design.
- Design Submitted by Eco Shark Barrier complete with plans and Design Certification.
- Request to DPAW for approval of project – Marmion Marine Park.



### Outlook for next period / key tasks *as outlined in Project Plan*

- Hillarys Boat Harbour approval has been submitted and remains pending.
- Jetty Licence – official submission.
- DOT Marine Safety & Navigation approval has been submitted and remains pending.
- Construction plan to be received from Eco Shark Barriers and reviewed by City.
- Setout and finalisation of connection points to Hillarys Boat Harbour and Sorrento Groyne
- Final Approval, Manufacture and installation of signage.
- Construction notifications including Surf Club, general public and web site.
- Review of revised design to ensure that the proposal has no critical issues and can be installed without significant technical issues. Note that both projects in NSW have now failed, including both Eco Shark Barrier and Global Marine Enclosure. Ocean and wave conditions at Sorrento are however, much less severe than NSW east coast locations and are not considered to be critical for Sorrento.
- Recent failure at Coogee Enclosure has been fixed. Note that design of Coogee Structure based on a more rigid design. Sorrento design is more flexible and reduces the uptake of wind and wave forces on the structure.
- Clarification of insurance requirements to Local Government Insurance Services.
- Testing of components via ECU, and establishment of a long term structural testing. Will determine level to which the components degrade in time when exposed to salt water and UV.
- Final technical review and approvals.

Key Issues for next period	Priority (Low, Medium, High)	Progress / Support Required
<ul style="list-style-type: none"> <li>• Complete design review</li> <li>• Complete lease documentation</li> <li>• Progress signage design to manufacture stage</li> <li>• Complete insurance documentation</li> <li>• Construction documentation and approvals</li> <li>• Hillarys Boat Harbour Approvals</li> <li>• Materials testing</li> </ul>	Medium Medium Medium  Medium Medium  Medium Medium	Project Manager, MP Rogers Project Manager, CEO, DPAW Executive Sign off, Marketing, Sign Contractor Manager Financial Services Eco Shark Barriers  Hillarys Boat Harbour ECU, Eco Shark Barriers

Key Risks to project / task completion	Potential Extent of Impact (Low, Moderate, High, Extreme)	Likelihood of Occurrence (Low, Moderate, High, Extreme)	Progress / Support Required
<ul style="list-style-type: none"> <li>• Capacity of contractor to deliver project documentation and manage construction</li> </ul>	Moderate	Unlikely	Not applicable
<ul style="list-style-type: none"> <li>• Financial failure of contractor</li> </ul>	Moderate	Possible	Not applicable
<ul style="list-style-type: none"> <li>• Technical problems with design and installation</li> </ul>	Moderate	Unlikely	Eco Shark Barrier, MP Rogers, NMS, City and ECU working to ensure design is functional

The Warwick Hockey Centre project will see the development of one of the largest hockey facilities in the north metropolitan area at Warwick Open Space, Warwick. The project will consist of:

### Project description:

- Three full size hockey pitches including two full size grass hockey pitches and one full size synthetic hockey pitch.
- Floodlighting for the pitches.
- Clubroom facility including benches for scorers and players and spectator viewing area.
- Car parking.

### Project Manager

Manager Leisure and Cultural Services

### Project Sponsor

Chief Executive Officer

### Report Period

August 2016

### Report Date

09 September 2016

### TRIM No.

100981; 26520

### \*Overall Status

Proceeding according to plan.

### Project Status / Summary of actions completed this period

- Continued construction of the building – walls and internal services.
- Connection of power services to the site.
- Continued artwork proposal process – commence detailed concept.
- Commenced cricket relocation process.
- Continued softball relocation process.
- Further grass renovation works.

•Status key	Proceeding according to Plan	
	Manageable Issues Exist	
	Serious Issues – Need Help	
	Completed	
	Carry Fwd to next Financial Year	

Note: If a project milestone has not commenced, leave the status box blank – no colour required.

Tasks/Milestones <i>for the report period, as outlined in Project Plan and Task List</i>	*Status	Planned Date (from Project Plan)	Expected completion date	Date actually completed
• Precommencement		10/03/2016	10/03/2016	10/03/2016
• Site establishment		28/04/2016	28/05/2016	28/05/2016
• Siteworks		26/05/2016	30/06/2016	30/06/2016
• Building structure		30/09/2016	30/09/2016	
• Relocation of cricket (Mirror Park centre wicket)		30/09/2016	30/09/2016	
• Building lockup		10/11/2016	10/11/2016	
• Synthetic hockey pitch		16/01/2017	16/01/2017	
• Internal works		25/02/2017	25/02/2017	
• External works		25/02/2017	25/02/2017	
• Clean up		28/02/2017	28/02/2017	
• Practical completion		28/02/2017	28/02/2017	
• Inspection of works and handover of site		03/03/2017	03/03/2017	
• Conduct building orientation for WHC		17/03/2017	17/03/2017	
• Relocation of softball		31/03/2017	31/03/2017	
• Update website and media release on new facility		31/03/2017	31/03/2017	
• Installation of artwork		27/04/2017	27/04/2017	



# Warwick Hockey Centre Project - Construction stage

## Monthly Status Report

• Develop as constructed drawings		28/04/2017	28/04/2017	
• Finalise lease documentation		15/05/2017	15/05/2017	
• Official opening ceremony		20/05/2017	20/05/2017	
• Complete external funding acquittal		26/05/2017	26/05/2017	
• Complete project evaluation report		09/06/2017	09/06/2017	

Further details of the project timelines are shown in the MS Project gantt chart attached.

BUDGET/EXPENDITURE REPORT			
Total Project Budget		Project Contingency	
Budget Amount	\$6,490,955	Budget Amount	\$200,000
Expenditure to date	\$2,074,701	Expenditure to date	\$121,148
Balance	\$4,416,254	Balance	\$78,852

Outlook for next month - key tasks
<ul style="list-style-type: none"> <li>• Continue construction of the building – windows and doors.</li> <li>• Continue artwork proposal process – complete detailed concept.</li> <li>• Complete cricket relocation process.</li> <li>• Continue softball relocation process – community consultation.</li> <li>• Further grass renovation works.</li> </ul>

Key issues for next month	Priority (Low, Medium, High)	Progress / Support Required
Continue construction of the building.	High	Due to the delay in Western Power confirming the location of the fibre optic cable, the construction may not meet the target completion date. It is critical that construction continues as planned in order to avoid further delays. The builder has reviewed the construction milestones to determine what tasks can be streamlined to save time and assist with this.

Key risks to completion of next month key tasks	Consequence of occurrence (insignificant, minor, medium, major, Catastrophic)	Overall risk level (Low, moderate, high, extreme)	Mitigation Strategy
Continue construction of the building – could be impacted by environmental conditions which may delay project.	Medium	Moderate	<ul style="list-style-type: none"> <li>• Project Construction Superintendent: Maintain regular communication with construction contractor.</li> </ul>

VARIATION REPORT			
Area of variation	Planned	Actual	Reason for variance
Project scope			
Plan (time)			
Deliverable			
Budget			
Resources			

### Overall summary and actions completed previous periods

#### July 2016

- Continued construction of the building – structure steel erection and roof.
- Continued artwork proposal process – artist contract signed.
- Continued softball relocation process.
- Removal of trees approved in clearing permit.
- Further grass renovation works.

#### June 2016

- Continue construction of the building – excavation, under slab services and slab laid.
- Continue artwork proposal process – recommendation to Elected Members of the Policy Committee.
- Commenced softball relocation process.
- Clearing permit approval received for the four trees on the eastern side of the synthetic pitch (within the existing oval area) that were identified for removal as the root systems will impact on the integrity of the synthetic pitch in the future.

#### May 2016

- Completed design for the additional parking for northern car park.
- Completed site establishment and continue site works.
- Commenced construction of the building.
- Commenced artwork proposal process.
- Agreement not to accelerate construction works due to delays caused by in Western Power confirming the location of the fibre optic cable.
- Four trees on the eastern side of the synthetic pitch (within the existing oval area) have been identified for removal as the root systems will impact on the integrity of the synthetic pitch in the future – a clearing permit was submitted.

#### April 2016

- Risk management plan completed.
- Project management plan endorsed.
- MS Project system to track project completed.
- Western Power confirmed fibre optic cable location (not through site).
- Site works commenced.

#### March 2016

- Template project management documentation was completed.
- Building licence was issued to McCorkell Constructions.
- Council agreed to the naming of the facility (Warwick Hockey Centre) and use of project "surplus" funds (additional car parking).
- Risk management workshop was held to develop risk management plan for the project.
- Contractor marked out construction site.

#### February 2016

- Council accepted the construction tender and a letter of acceptance was provided to McCorkell Constructions.
- The management of the project was assigned to Leisure and Cultural Services as a trial of one project manager for the life of a project.
- New template project management documentation was developed.
- Reports to Council recommending the naming of the facility and use of project "surplus" funds were prepared.
- Sod turning event was organised.

#### January 2016

- Report to Council recommending construction tender was prepared.



### Document Acceptance and Approval

Prepared by:



Honni Jacobs – Project Controller

Date:

9/9/16

Endorsed by:



Mike Smith – Project Manager

Date:

12.29.2016.

Approved by:



Garry Hunt – Project Sponsor

Date:

12-9-16

**Finance Committee Bi-Monthly Project Status Report**

ATTACHMENT 14

<b>Project Name</b>	Percy Doyle – Undercroft Extension		
<b>Project Description</b>	Undercroft Bridge Club Refurbishment Project		
<b>Project Manager</b>	Manager Asset Management		
<b>Project Sponsor</b>	Director Infrastructure Services		
<b>Report Period</b>	Aug 2016	<b>Report Date</b>	20 Sep 2016
<b>TRIM No</b>	17817	<b>Project Status*</b>	

*Status	Proceeding according to plan	
	Manageable issues exist	
	Serious issues – may require help	
	Completed	
	Carry forward	

Revised Budget	Year to Date Budget	Year to Date Actual
\$394,000	\$14,940	\$3,005

Tasks/Milestones <i>for the report period, as outlined in Project Plan and Task List</i>	*Status	Planned completion date	Revised completion date	Date actually completed
• Tender documentation and advertising		Jul 2016		Jul 2016
• Tender evaluation and tender award		Aug 2016		Aug 2016
• Appointment of contractor		Sep 2016		
• Construction completion		Feb 2017		
• Practical completion		Feb 2017		
• Handover		Mar 2017		

Overall summary and actions completed within month
<u>August 2016</u> <ul style="list-style-type: none"> <li>Approval to award contract provided by Council.</li> </ul> <u>July 2016</u> <ul style="list-style-type: none"> <li>RFT advertised and evaluated.</li> <li>Preparation of tender documentation.</li> <li>Mandatory on-site briefing held.</li> </ul>

Outlook for next period / key tasks <i>as outlined in Project Plan</i>
<ul style="list-style-type: none"> <li>Finalising construction drawings in consultation with the Undercroft Bridge Club, following requests for amendments from the Club after Council approval to award the contract.</li> <li>Start up meeting with contractor.</li> </ul>

## Finance Committee Bi-Monthly Project Status Report

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Key Issues for next period	Priority (Low, Medium, High)	Progress / Support Required
<ul style="list-style-type: none"> <li>Prepare and update for construction drawing including requested changes from the club.</li> </ul>	Medium	

Key Risks to project / task completion	Potential Extent of Impact (Low, Moderate, High, Extreme)	Likelihood of Occurrence (Low, Moderate, High, Extreme)	Progress / Support Required
<ul style="list-style-type: none"> <li>Requests for changes to the project impacting on timeframes for delivery.</li> </ul>	Moderate	Moderate	Negotiation with the Undercroft Bridge Club required ensuring realistic expectations for project delivery and costs associated with any changes.