

Finance Committee Bi-Monthly Project Status Report

Project Name	Wanneroo – Joondalup State Emergency Service Building Extension		
Project Description	To extend the existing Wanneroo – Joondalup SES facility to increase the available operational and planning space within the building.		
Project Manager	Manager Asset Management		
Project Sponsor	Director Infrastructure Services		
Report Period	December 2016	Report Date	25 Jan 2017
TRIM No	11015	Project Status*	

*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)		
TOTAL \$ 824,000.00	\$824,000	\$430,790

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	Apr 2017	
• Preparation of revised tender documentation and advertising		Jul 2016		Aug 2016
• Evaluate new tender documents		Aug 2016		Aug 2016
• Award tender		Sep 2016		Oct 2016
• Construction		Apr 2017		
• Handover		Jun 2017		

Overall summary and actions completed within month
December 2016

- Construction continued as follows:
 - Ceiling installation completed
 - Painting commenced
- Temporary accommodation for Wanneroo-Joondalup SES extended through a new lease arrangement.

Overall summary and actions completed within month

November 2016

- Construction re-commenced as follows:
 - Remaining brickwork completed
 - Windows and doors installed
 - Pre- lay of hydraulic, electrical and mechanical services completed
 - Plastering completed
- Discussions held with DFES regarding the provision of additional funds for any potential budget shortfalls for the project.

October 2016

- Council awarded new contract to McCorkell Constructions to complete outstanding works.
- Site clean-up undertaken in preparation of works to re-commence.

September 2016

- Tender evaluation completed.

August 2016

- Tender evaluation commenced.

July 2016

- New tender documents have been prepared indicating the outstanding works.
- Tender has been advertised.

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.

Overall summary and actions completed within month

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 and SES to identify temporary accommodation for the Unit during construction.

July 2015

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

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

- Construction works to continue.

Key Issues for next period	Priority <i>(Low, Medium, High)</i>	Progress / Support Required
• Formally seeking additional funding contributions from DFES	High	Development of proposal for DFES’ consideration

Key Risks to project / task completion	Potential Extent of Impact <i>(Low, Moderate, High, Extreme)</i>	Likelihood of Occurrence <i>(Low, Moderate, High, Extreme)</i>	Progress / Support Required
• Securing additional funding from DFES to complete outstanding works as part of new building contract	High	Low	Confirmation from DFES to fund additional costs.

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Project Name	MacDonald Park Landscape Master Plan		
Project Description	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.		
Project Manager	Coordinator Natural Areas and Capital Works Projects		
Project Sponsor	Manager Operation services		
Report Period	December 2016	Report Date	25 January 2017
TRIM No	104985	Project Status*	

*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
\$475,000	\$3,500	\$23,495

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
• Landscape concept development		Aug 2016	Sep 2016	Sep 2016
• Detailed irrigation design		Aug 2016	Nov 2016	Nov 2016
• Detailed landscape design		Dec 2016	Feb 2017	
• Consultation		Mar 2017	Apr 2017	
• Installation of replacement bore(s)		Mar 2016	Jun 2017	
• Construction		Mar 2017	Aug 2017	
• Consolidation		Aug 2017	Nov 2017	

Overall summary and actions completed within month

December 2016

- Progress continued with detailed landscape design.

November 2016

- Progressed detailed irrigation design & documentation.
- Liaised with key stakeholders to confirm irrigation layout.

October 2016

- Detailed irrigation design & documentation progressed.
- Liaised with key stakeholders to confirm irrigation layout.

September 2016

- Completed detailed review of proposed water usage and set targets.
- Draft irrigation drawing completed

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July/ August 2016

- Site investigations undertaken and commencement of hydrozone concept design.

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

- Progress Project estimate
- Progress irrigation design documentation
- Progress detailed landscape design and documentation.
- Consultation development.

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

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Project Name	Ocean Reef Road Dualling		
Project Description	Stage 1: Construction of second carriageway between Marmion Avenue and Oceanside Promenade Stage 2: Construction includes 500m additional road section from Oceanside Promenade to Swanson Way		
Project Manager	Manager Infrastructure Management Services		
Project Sponsor	Director Infrastructure Services		
Report Period	December 2016	Report Date	25 Jan 2017
TRIM No	103887	Project Status*	

*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	\$1,470,000	\$1,036,320

Tasks/Milestones	Status	Planned completion date	Revised completion date	Date actually completed
<u>CIVIL CONSTRUCTION STAGE 1</u>				
• 1 st 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	Sep 2016
<u>CIVIL CONSTRUCTION STAGE 2</u>				
• Main Roads Regulatory approvals		Jun 2016		Jun 2016

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

Overall summary and actions completed within month

December 2016

- Stage 1 - Reticulation and landscaping completed.
- Stage 2 - December Council endorsed award of contract to Tracc for construction. Letter of award issued.

November 2016

- Stage 1 - Continue reticulation and landscaping.
- Stage 2 - Report for Council endorsement completed.

October 2016

- Stage 1 - Civil works complete. Continue reticulation and landscaping. Finalise project costs.
- Stage 2 - Recommend contractor for award and submission to December Council.

September 2016

- Completed civil punch list items for Stage 1 and issue practical completion. Commence irrigation piping.
- Evaluate Stage 2 tender submission.

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

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- Detailed design commenced.
- September 2014
- Survey completed.
- August 2014
- 1st 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

- Commence construction Stage 2

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

Key Risks to project / task completion	Potential Extent of Impact <i>(Low, Moderate, High, Extreme)</i>	Likelihood of Occurrence <i>(Low, Moderate, High, Extreme)</i>	Progress / Support Required
<ul style="list-style-type: none"> Overhead Western Power poles to be relocated. 	High	High	Modification of the design has confirmed that no poles need to be moved. Order on Western Power cancelled.
<ul style="list-style-type: none"> Traffic management. 	Low	Low	Ongoing review and assessment of pedestrian activity within work areas to maintain pedestrian safety.

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Project Name	Ocean Reef Road / Joondalup Drive Intersection Upgrade		
Project Description	Extension of signalized left-turn lanes on Joondalup Drive and extension of existing turning lanes on Ocean Reef Road		
Project Manager	Coordinator Civil Design and Construction		
Project Sponsor	Director Infrastructure Services		
Report Period	December 2016	Report Date	25 Jan 2017
TRIM No	02581	Project Status*	

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

Project Budget	Year to Date Budget	Year to Date Actual
\$1,543,000	\$802,200	\$415,929

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
• 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	Apr 2017	

Overall summary and actions completed within month

December 2016

- Completed construction including intersection night works (asphalt).
- Continued irrigation and landscaping works.

November 2016

- Commenced irrigation works and box out for landscaping.
- Completed construction of retaining wall.
- Completed construction of pavement layer works.

October 2016

- Box-out right filter lanes on Joondalup Dr and Ocean Reef Road west. Install limestone and asphalt.
- Commence retaining wall on eastside of Joondalup Drive

September 2016

- Vegetation cleared for retaining wall on Joondalup Drive. Start wall foundations. Install traffic signage.

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.

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

- Complete irrigation and landscaping works
- General clean up and finish off
- Issue punch list and PC
- MRWA linemarking, signage and signal modifications

Key Issues for next period	Priority <i>(Low, Medium, High)</i>	Progress / Support Required
<ul style="list-style-type: none"> • Residents complaints regarding noise wall and vibration 	Medium	Vibration is being investigated by the contractor. Meeting held with residents to discuss issues regarding future noise.

Key Risks to project / task completion	Potential Extent of Impact <i>(Low, Moderate, High, Extreme)</i>	Likelihood of Occurrence <i>(Low, Moderate, High, Extreme)</i>	Progress / Support Required
<ul style="list-style-type: none"> • Maintain traffic flows during construction period 	High	High	Detailed traffic management plan required dealing with traffic flow

Finance Committee Bi-Monthly Project Status Report

Project Name	Leafy City Program		
Project Description	<ul style="list-style-type: none"> Detailed mapping and data capture of existing vegetation to identify focus areas and assist with project prioritisation. 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. Development of community engagement protocols and education material for distribution. 		
Project Manager	Coordinator Natural Areas and Capital Works Projects		
Project Sponsor	Manager Operation Services		
Report Period	December 2016	Report Date	25 January 2017
TRIM No	104447	Project Status*	

*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
\$500,000	\$125,000	\$94,227

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
Phase 1 Data Capture				
• 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
Phase 2: Project Development				
• Engage arborculturalist consultancy to trial planting details and species selection for trial planting.		Feb 2016		Feb 2016
• Report to Strategy Session setting vision, outcomes and objectives for key focus areas for the program.		Feb 2016		Feb 2016

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• 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 Leafy City Program for 2017 onwards.		Aug 2016		Aug 2016
• Presentation/report to Elected Members on program development outcomes.		Aug 2016		Aug 2016
• Completion of species selection list.		Oct 2016		Oct 2016
• Develop public engagement process and promotional material.		Aug 2016		Aug 2016
Phase 3: Project Implementation				
• Tender/quoting development for green stock supply for scheduled projects		Sep 2016		Sep 2016
• Presentation to Elected Members on 2016/17 program		Oct 2016		Nov 2016
• Pre order and purchase tree stock for 2016/17 tree planting		Oct 2016		Nov 2016
• Release of promotional material for the City's Leafy City Program		Oct 2016	Feb 2017	
• Presentation to Elected Members on 2017/18 program		Nov 2016		Nov 2016
• Pre order and purchase tree stock for 2017/18 tree planting		Nov 2016		Nov 2016
• Tender/quoting for 2016/17 and 2017/18 projects		Dec 2016	Apr 2017	
• Release of project specific public survey and species selection feedback		Apr 2017		
• 2016/ 17 tree planting		Jun 2017		
• 2017/ 18 tree planting		Sep 2017		
• Presentation to Elected Members on 2018/19 program		Oct 2017		
• Pre order and purchase tree stock for 2018/19 tree planting		Nov 2017		
• Tender/quoting for 2018/19 projects		Nov 2018		
• Release of project specific public survey and species selection feedback		Apr 2019		
• 2018/19 tree planting		Jul 2019		

Overall summary and actions completed within month

December 2016

- Tender document drafted.
- Finalised tree quantities for 2016-17 & 2017-18 green stock.

November 2016

- Commenced sourcing proposed 2017 and 2018 tree species.
- Commenced drafting RFT document for green stock installation, tree watering and consolidation of 2016-17 and 2017-18 projects.

October 2016

- Finalised 2016-17 tree species & quantities.
- Commenced sourcing proposed 2017-18 tree species.
- Commenced drafting the RFQ for the tree installation services.
- Commenced drafting RFT for tree watering services.
- Reviewed scope of tree removals for 2016-17 works & requested itemised quote.
- Release of promotional material to be postponed until February 2017 due to the amount of public consultation currently being undertaken by the City.

September 2016

- Commenced drafting community consultation material.
- Raised purchase order for green stock supply.

August 2016

- Presented program to Elected Members at the 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

- Finalise draft community consultation material.
- Finalise RFT document for 2016-17 and 2017-18 green stock installation, consolidation and watering.

Key Issues for next period	Priority (Low, Medium, High)	Progress / Support Required
Acceptance of Leafy City Program by the community as presented to Strategy	High	Project Manager
Development of species selection list	Medium	Consultant arboriculturist developing list

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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"> Meeting project timelines 	Moderate	Possible	Stakeholder consultation and appropriate allocation of tasks to set time lines
<ul style="list-style-type: none"> Timely provision of plant stock 	Moderate	Possible	Species list development with selection diversity and green stock supply contracts in progress.
<ul style="list-style-type: none"> Non acceptance from the public to verge tree planting 	Moderate	Likely	Development of public engagement and education material.
<ul style="list-style-type: none"> Establishment period for plant stock to mitigate tree loss 	Moderate	Possible	Engagement of arboriculturist consultancy and establishment of tree maintenance contract.
<ul style="list-style-type: none"> Restrictive planting opportunities due to utility services in verges 	Moderate	Likely	Services / utilities location and identification search undertaken.
<ul style="list-style-type: none"> Main Roads WA (MRWA) approval 	Low	Rare	Distributor and access roads do not fall under MRWA jurisdiction.

Finance Committee Bi-Monthly Project Status Report

Project Name	Joondalup City Centre Lighting		
Project Description	Replacement pole and lighting in the Joondalup City Centre.		
Project Manager	Manager Infrastructure Management Services		
Project Sponsor	Director Infrastructure Services		
Report Period	December 2016	Report Date	25 Jan 2017
TRIM No	102496	Project Status*	

*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
2015-2016	\$1,966,456	\$1,966,456	\$595,418
2016-2017	\$3,800,000	\$480,000	\$1,393,188

Tasks/Milestones	Status	Planned completed date	Revised completion date	Date actually completed
Phase 1 Stage 1: Joondalup Drive				
• 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	Feb 2017	
Phase 2 Stages 2-3:				
• Design and documentation		Jul 2016	Feb 2017	
• Advertising, evaluation and award of contract		Feb 2017	Mar 2017	

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• Construction commences		Mar 2017	Jun 2017	
• Construction completed		Nov 2021	Dec 2018	

Overall summary and actions completed within month

December 2016

- 98% of original scope complete. Variations for additional cabling works issued to contractor with works programmed for January/February 2017.
- 98% of new light poles installed.

November 2016

- Works progressing on site. 98% of concrete footings installed. Testing of existing cabling continuing and identifying the requirement for majority of cabling to be replaced.
- 95% of new light poles installed.

October 2016

- Works progressing on site. New concrete footings installed from Grand Boulevard to Lakeside Drive (south). Testing of existing cabling continuing and identifying the requirement for majority of cabling to be replaced.
- 80% of new light poles installed.

September 2016

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

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.

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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.
- Complete Stage 1 original contract and commence additional cabling works.

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

Key Risks to project / task completion	Potential Extent of Impact <i>(Low, Moderate, High, Extreme)</i>	Likelihood of Occurrence <i>(Low, Moderate, High, Extreme)</i>	Progress / Support Required
• Existing footings not suitable for reuse	Moderate	Moderate	New footings design and Installed
• Existing underground cabling installed in a variety of methods.	Moderate	Moderate	Replace deteriorated cabling.

Finance Committee Bi-Monthly Project Status Report

Project Name	Admiral Park Flood Lighting Upgrade		
Project Description	Installation of six floodlight poles at Admiral Park		
Project Manager	Electrical Projects Engineer		
Project Sponsor	Director Infrastructure Services		
Report Period	December 2016	Report Date	25 Jan 2017
TRIM No	08434	Project Status*	

*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
\$519,313	\$1,500	\$11,076

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
• Detailed design		Aug 2016	Sep 2016	Aug 2016
• Prepare tender documentation		Sep 2016	Sep 2016	Sep 2016
• Advertise tender		Oct 2016	Oct 2016	Oct 2016
• Award tender		Dec 2016	Dec 2016	Nov 2016
• Commence construction		Dec 2016	Jan 2017	Dec 2017
• Complete construction		Apr 2017		

Overall summary and actions completed within month
<p><u>December 2016</u></p> <ul style="list-style-type: none"> Construction commenced. <p><u>November 2016</u></p> <ul style="list-style-type: none"> Tender evaluation completed and tender awarded. <p><u>October 2016</u></p> <ul style="list-style-type: none"> Tender advertised and currently being evaluated. <p><u>September 2016</u></p> <ul style="list-style-type: none"> Tender documentation completed <p><u>August 2016</u></p> <ul style="list-style-type: none"> Detailed design complete. Finalising tender specification.

Monthly Status Report

Outlook for next period / key tasks <i>as outlined in Project Plan</i>

- | |
|---|
| <ul style="list-style-type: none"> • Continuation of site works. |
|---|

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

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

Penistone Park Community Sporting Facility Project

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

Project description:

- 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 Manager

Manager Leisure and Cultural Services

Project Sponsor

Director Corporate Services

Report Period

December 2016

Report Date

13 January 2017

TRIM No.

02184

***Overall Status**

Proceeding according to plan.

Project Status / Summary of actions completed this period

- Tenders closed 13 December 2016.
- Assessment of tenders commenced.

*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	22/09/2016
• Review detailed design/amendments		26/09/2016	26/09/2016	26/09/2016
• Tender documentation		28/10/2016	28/10/2016	28/10/2016
• Pretender estimate		04/11/2016	04/11/2016	4/11/2016
• Preparation of tender		18/11/2016	18/11/2016	18/11/2016
• Tender (opens 19/11)		13/12/2016	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	\$129,816	Expenditure to date	\$0
Balance	\$3,574,184	Balance	\$244,000

Outlook for next month - key tasks

- Assessment of tenders.

Key issues for next month	Priority <i>(Low, Medium, High)</i>	Progress / Support Required
Assessment of tenders.	High	As it is planned to commence construction early 2017, it is important that timelines for tender assessment remain on track.

Key risks to completion of next month key tasks	Consequence of occurrence <i>(insignificant, minor, medium, major, Catastrophic)</i>	Overall risk level <i>(Low, moderate, high, extreme)</i>	Mitigation Strategy
Assessment of tenders – could be impacted by the number of tenders to assess and staff availability.	Minor	Low	<ul style="list-style-type: none"> • Project Controller: Maintain regular communication with the project team and allow adequate time for assessment.

VARIATION REPORT

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

Overall summary and actions completed previous periods

November 2016

- Preparation of pre-tender estimate.
- Preparation of tender – advertised tender.

October 2016

- Completed tender documentation.

September 2016

- Complete detailed designs.
- Commence tender documentation.

August 2016

- 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.

July 2016

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

Document Acceptance and Approval

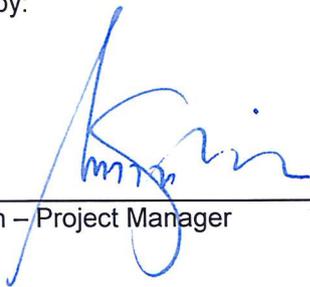
Prepared by:



Honni Jacobs – Project Controller

Date: 13/1/17

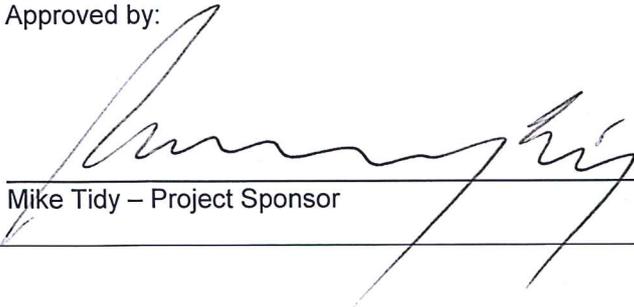
Endorsed by:



Mike Smith – Project Manager

Date: 13-01-17

Approved by:



Mike Tidy – Project Sponsor

Date: 16/1/17

Finance Committee Bi-Monthly Project Status Report

Project Name	Warwick Activity Centre – City Community Facilities		
Project Description	<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>		
Project Manager	Manager City Projects		
Project Sponsor	Director Planning and Community Development		
Report Period	December 2016	Report Date	25 Jan 2017
TRIM No	105946 and 104022	Project Status*	

*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
\$270,000	\$90,000	\$0

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
Tentative Tasks/Milestones until in receipt of the Community Needs, Planning and Commercial Analysis				
<ul style="list-style-type: none"> Inception meeting to set the direction, approve the methodology and deliverables, and provide City information to assist with the consultants' research. 		Nov 2016		
<ul style="list-style-type: none"> Conduct research for Part A of the consultancy and submit key findings to the City for consideration 		Feb 2017		
<ul style="list-style-type: none"> Conduct research for Part B and submit draft report for Parts A and B to the City. 		Apr 2107		

Finance Committee Bi-Monthly Project Status Report

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
<ul style="list-style-type: none"> Modify and provide final draft of full report to City 		Jun 2017		
<ul style="list-style-type: none"> Presentation to Executive Staff 		Aug 2017		
<ul style="list-style-type: none"> Presentation to Elected Members 		Sep 2017		

Overall summary and actions completed within month

December 2016

- Proposed changes to the pre-project documentation to show staged processes being assessed.

November 2016

- Proposed changes to the pre-project documentation to show staged processes being assessed.

October 2016

- Pre-project documentation being developed.
- Request for Quotation document for the provision of consultancy services finalised.

September 2016

- Request for Quotation documentation for the provision of consultancy services being developed.

August 2016

- 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*

- Approval of the Request for Quotation for the provision of consultancy services.
- Approval of the pre-project documentation.
- The project task dates will be reviewed and amended as required.

Key Issues for next period	Priority <i>(Low, Medium, High)</i>	Progress / Support Required
<ul style="list-style-type: none"> Level of pre-project documented for first stage of the project approved. 	Medium	Manager City Projects
<ul style="list-style-type: none"> Moving forward with the Request for Quotation 	Medium	Manager City Projects
<ul style="list-style-type: none"> Moving forward with the Request for Quotation 	Medium	Manager City Projects

Finance Committee Bi-Monthly Project Status Report

Key Risks to project / task completion	Potential Extent of Impact <i>(Low, Moderate, High, Extreme)</i>	Likelihood of Occurrence <i>(Low, Moderate, High, Extreme)</i>	Progress / Support Required
<ul style="list-style-type: none"> Lack of interest by suitably qualified consultants to take on the brief 	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

Project Name	Sorrento Beach Enclosure		
Project Description	Supply and install a beach enclosure at Sorrento Beach		
Project Manager	Development Engineer		
Project Sponsor	Director Infrastructure Services		
Report Period	December 2016	Report Date	25 Jan 2017
TRIM No	105712	Project Status*	

*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
\$910,000	\$910,000	\$289,866

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

Overall summary and actions completed within month
<p>December 2016</p> <ul style="list-style-type: none"> • Week 5: 28 November - 3 December - Remainder of enclosure installed, with final 5m section installed on Saturday 3 December 2016. • Week 6: Structure adjustments and observations to ensure enclosure is performing as predicted. Top line attached to improve float alignments, and additional stays placed at South West corner to assist in positioning during high strain events. • License from Hillarys agreed in principle and documentation received for signing and seal. • Official opening held on Sunday 18 December 2016. • Installation of permanent signage.

November 2016

- Week 1: 7-12 November – Works commenced, 50% of moorings in position by end of week.
- Week 2: 14-19 November – 100% moorings in position, 70% Weights positioned, 100% anchors installed, anchor point at Hillarys installed.
- Week 3: 21-26 November – Anchors completed, Enclosure commences and 30% complete.
- Week 4: 28-30 November – 60% of enclosure completed
- No work on Sundays allowed Surf club nippers events to continue without interference. No health and safety or public complaints relating to the construction works were reported.
- Jetty Licence received, and reviewed, to be checked with respect to insurance statements and signed. No objection from Department of Transport to commence enclosure construction.
- Signage quotes completed and signs commissioned for Project Signage and Safety Signage for the section of beach from Sorrento Surf Club to Hillarys Boat Harbour.

October 2016

- DPAW issued the lease over the Marmion Marine Park.
- Selection and approval of connection point to Hillarys Boat Harbour.

September 2016

- Preparation of lease documentation commenced.
- Development of project signage and Beach Warning Signs.

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*

- Not applicable.

Key Issues for next period	Priority <i>(Low, Medium, High)</i>	Progress / Support Required
<ul style="list-style-type: none"> • Not applicable. 		

Finance Committee Bi-Monthly Project Status Report

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

Warwick Hockey Centre Project - Construction stage

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

December 2016

Report Date

13 January 2017

TRIM No.

100981; 26520

***Overall Status**

Proceeding according to plan.

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

- Continue construction of the building – building lockup; internal works; car parking; synthetic pitch.
- Continue fabrication of artwork.
- 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	30/09/2016
• Relocation of cricket (Mirror Park centre wicket)		30/09/2016	30/10/2016	21/10/2016
• Building lockup		10/11/2016	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	\$4,849,016	Expenditure to date	\$117,121
Balance	\$1,641,939	Balance	\$82,879

Outlook for next month - key tasks
<ul style="list-style-type: none"> • Continue construction of the building – internal works; external works; synthetic pitch. • Continue artwork fabrication. • Further grass renovation works.

Key issues for next month	Priority <i>(Low, Medium, High)</i>	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 <i>(insignificant, minor, medium, major, Catastrophic)</i>	Overall risk level <i>(Low, moderate, high, extreme)</i>	Mitigation Strategy
<ul style="list-style-type: none"> • Continue construction of the building – could be impacted by damage caused by vandals which may affect building program timelines and completion of the project. 	Medium	Moderate	<ul style="list-style-type: none"> • Random patrols of City Rangers in place during the construction period. • Dummy surveillance camera's onsite to deter vandalism. • Timelapse camera onsite which assists in deterring vandalism. • Project Construction Superintendent: Maintain regular communication with construction contractor.

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

Overall summary and actions completed previous periods

November 2016

- Continued construction of the building – building lockup; internal works; synthetic pitch.
- Continued artwork proposal process – approval to commence fabrication.
- Further grass renovation works.

October 2016

- Continued construction of the building – building lockup; internal works; synthetic pitch.
- Continued artwork proposal process – completed detailed concept.
- Completed cricket relocation process.
- Continued softball relocation process – community consultation closed, project approved and stakeholders notified.
- Further grass renovation works.

September 2016

- Continue construction of the building – windows and doors; synthetic pitch – substructure.
- Continue artwork proposal process – continue detailed concept.
- Continue cricket relocation process.
- Continue softball relocation process – community consultation.
- Further grass renovation works.

August 2016

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

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 license 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 were 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: 13/1/17

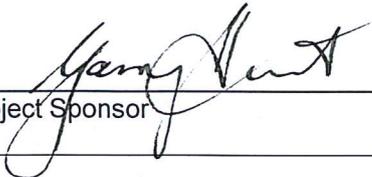
Endorsed by:



Mike Smith – Project Manager

Date: 13.01.17

Approved by:



Garry Hunt – Project Sponsor

Date: 17.1.17

Finance Committee Bi-Monthly Project Status Report

Project Name	Percy Doyle – Undercroft Extension		
Project Description	Undercroft Bridge Club Refurbishment Project		
Project Manager	Manager Asset Management		
Project Sponsor	Director Infrastructure Services		
Report Period	December 2016	Report Date	25 Jan 2017
TRIM No	17817	Project Status*	

*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	\$170,180	\$265,800

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		Sep 2016
• Construction		Feb 2017		
• Practical completion		Feb 2017		
• Handover		Mar 2017		

Overall summary and actions completed within month
December 2016

- Brickwork completed.
- Windows installed.
- Roof sheeting installed.
- Internal walls installed.
- Plastering completed.

November 2016

- Brickwork
- Carpentry
- Roof
- Pre-lay mechanical
- Pre-lay hydraulic
- Pre-lay electrical

Finance Committee Bi-Monthly Project Status Report

October 2016

- Demolition works completed.
- New concrete footings poured.

September 2016

- Contractor appointed, Hickey Constructions.

August 2016

- Approval to award contract provided by Council.

July 2016

- RFT advertised and evaluated.
- Preparation of tender documentation.
- Mandatory on-site briefing held.

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

- Ceiling installation
- Painting
- Floor finishes
- Tiling
- Fix sanitary equipment

Key Issues for next period	Priority <i>(Low, Medium, High)</i>	Progress / Support Required
<ul style="list-style-type: none"> • Upgrading of electrical switchboard and sub-mains to service additional power requirements. 	High	Liaison with electrical consultants to advise.

Key Risks to project / task completion	Potential Extent of Impact <i>(Low, Moderate, High, Extreme)</i>	Likelihood of Occurrence <i>(Low, Moderate, High, Extreme)</i>	Progress / Support Required
<ul style="list-style-type: none"> • Requests for changes to the project impacting on timeframes for delivery. 	Moderate	Moderate	Continued liaison with the Undercroft Bridge Club to ensure that works proceed in accordance with the approved contract and drawings.