



SPECIAL COUNCIL MEETING

AGENDA

**NOTICE IS HEREBY GIVEN that an
Special Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on 21 December 2009
at 6.30pm**

**Collene Longmore
CHIEF EXECUTIVE OFFICER**



No responsibility whatsoever is implied or accepted by the Shire of Roebourne for any act, omission or statement or intimation occurring during Council or Committee Meetings. The Shire of Roebourne disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that persons or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation of approval made by any member or Officer of the Shire of Roebourne during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Roebourne.

The Shire of Roebourne warns that anyone who has any application lodged with the Shire of Roebourne must obtain and should only rely on

WRITTEN CONFIRMATION

of the outcome of the application, and any conditions attaching to the decision made by the Shire of Roebourne in respect of the application.

Signed: _____
Ms C Longmore –Chief Executive Officer

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE) (updated 13 March 2000)

A member who has a **Financial Interest** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a **Financial Interest** in a matter. I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
 - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
 - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY

DEFINITION: *An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.*

A member who has an **Interest Affecting Impartiality** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- (a) in a written notice given to the Chief Executive Officer before the Meeting; or
- (b) at the Meeting, immediately before the matter is discussed.

IMPACT OF AN IMPARTIALITY CLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote.

With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

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AGENDA

1 OFFICIAL OPENING

2 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE

Councillors: Cr Nicole Lockwood [President]
Cr John Lally [Deputy President]
Cr Fay Cechner
Cr Ben Lewis
Cr Harry Hipworth
Cr Des Rothe
Cr Evette Smeathers
Cr Sharon Vertigan
Cr Fiona White-Hartig

Staff: Collene Longmore Chief Executive Officer
Ray McDermott Exec Manager Corporate Svces
Simon Kot Exec Manager Community Svces
Joel Gajic A/Exec Manager Development Svces
Troy Davis Exec Manager Technical Svces
Sue Heaton Minute Secretary

Apologies: Collene Longmore and Simon Kot

Absent:

Leave of Absence: Cr Garry Bailey

Members of Public:

Members of Media:

3 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 14 December 2009, be confirmed as a true and correct record of proceedings.

4 COMMUNITY SERVICES

4.1 COMMUNITY SERVICES

4.1.1 K2020 Projects Baynton West Family Centre Concept Plan

File No:	DT/4/1
Attachment(s)	Concept Plan Drawings (BW.SK.01 & BW.SK.02)
Responsible Officer:	Executive Manager Community Services
Author Name:	Project Manager K2020
Disclosure of Interest:	Nil

REPORT PURPOSE

To inform Council of the Concept Plan drawings and associated reports and to seek endorsement of future action required.

BACKGROUND

At its meeting held on the 21st September 2009, Council endorsed the Design brief for the Baynton West Family Centre vide Resolution 14805, in part,

That Council, with respect to the design and construction of the Baynton West Family Centre:

ENDORSES the Project Design Brief for the Baynton West Family Centre detailed as an attachment to this report and SUPPORTS the preparation of two costed Concept Plans showing design options.

Subsequently CODA Studio Pty Ltd was appointed as Project Architect and Davis Langdon as Cost Manager/Quantity Surveyor.

The Programme specified in the Consultancy Brief for the project called for the concept design and report to be submitted by the 27th November 2009 to enable review by administration, public and stakeholder consultation and report to Council for a Special meeting to be held on 21 December 2009.

The concept plans and reports were subsequently received on the 11th December 2009.

ISSUES

Concept Plans

The Concept Plan for the development of the Baynton West Family Centre are submitted as **ATTACHMENTS 1 and 2.**

The requirements of the Design Brief have been met and the development provides for the following:

Family Services Module

- Infant health Clinics (2 off)
- Clinicians Suite
- Counselling Rooms (2 off)
- Office
- Reception area
- Staff Room
- Amenities
- Store
- Office Accommodation – NFP's (3 off)

Playgroups/Community Services Module

- Playgroup Rooms (2 off) to accommodate 20 children each session.
- Amenities
- Kitchen
- Workshops Areas (2 off)
- Committee Rooms (2 off)
- Coffee Shop

Child Care Module (designed for 50 children in accordance with Child care Act and Regulations.)

- Office accommodation
- Staff room and amenities
- Child Care Rooms (3 off)
- Babies Change Room

The design as presented sees an increase in the briefed area from a notional 1250 sqm to 1520 sqm. The main elements contributing to this increase of 270sqm are attributable to the extent of verandas and some minor net increases in room areas for services.

Concept Reports

The Project Architect and Specialist Sub Consultant AECOM have both submitted detailed Concept Design Reports. Due to their size they have not been attached to this report but will be tabled for Councillors information at the meeting.

The reports point to several innovations in materials and systems that are proposed for the projects. Many of these materials and systems have not been tested in a North West environment and it is the Project Managers assessment that their selection imposes considerable risk on the Shire. They have not been subjected to either a Cost Benefit Analysis or to a detailed Life Cycle Cost report.

The main areas of concern are as follows:

Displacement Ventilation System for air-conditioning.

Advice has been received that this is a system widely used overseas but there is no evidence of it being implemented in Western Australia or in the North West environment in particular. The system and the significant building adjustments that must be made i.e. 3000-4000mm ceiling heights and either in floor or in wall ducting systems appear to make it a very expensive system to install. Operating and maintenance costs have not been provided.

Wall Systems

The proposed system is a modular proprietary system called SIDS, a relatively new technology in Australia although extensively used in Europe and the US. The panels are manufactured off site and transported for direct installation onto the floor slab. A reading of the brochure material indicates its primary use is in domestic construction and there appears to be no example installations in Western Australia of its use in a commercial application. Having regard to the proposed mechanical services system calling for 3000-4000 mm ceiling heights, it would appear that considerable additional wall bracing will be required.

Both the air-conditioning and wall systems must be regarded as being somewhat experimental and perhaps inappropriate for use in Karratha. This statement needs considerably more testing and analysis before a decision to implement their use is made to Council.

Roof Structure

The roof structure includes an area of 235 sqm for verandas. Whilst these add to the functionality of the Baynton West Family Centre it is considered that they could be reduced whilst achieving the same effect.

Central Courtyard.

This comprises a significant area and services to separate the buildings. It is considered that the design should be “tightened up” to reduce this courtyard area which may have the consequent effect of reducing costs in other areas.

Light and Power

The allowances made are considered to be well above comparative rates for similar buildings in Perth. The amount of supply being designed should also be reviewed with a view to a significant reduction without affecting functionality.

Vehicle Parking

A Traffic Management study has been commissioned to inform the design process on the minimum number of bays that need to be provided and on ingress and egress issues.

Cost Estimates

Davis Langdon, in Cost report No 1, has indicated that initial costs exceed the project budget by a factor of in the order of 100%.

This is considered to be unacceptable and it will be recommended that the project design be subjected to considerable review.

Life Cycle Cost Report

At the time of preparing this report, a Life Cycle Cost report is not to hand. As a consequence, definitive recommendations cannot be made to Council relative to adopting the Concept Plan as presented.

Risk Management

A Risk management Workshop is to be conducted on the 16th December 2009 and the key outcomes will be advised to Council by way of addendum.

CONSULTATION

Throughout the course of the concept plan development the potential tenant stakeholders have been involved in the process.

Stakeholders were invited to participate in a review meeting on the 11th December 2009 however the short notice precluded most from attending.

A detailed briefing was presented to Council at its Briefing Session held on the 11th December 2009.

The concept plans and reports were on display in the Centro Shopping Centre on Saturday 13th December 2009 and the Project Manager advises that the limited comments received were very supportive.

The outcome of the Public Meeting to be held on the 16th December 2009 will be reported to Council by way of Addendum Report.

FINANCIAL IMPLICATIONS

As previously indicated the current estimates for the project significantly exceed the budget provisions and recommendations will be made to address this.

Some issues that need to be taken into account in the Cost Plan prepared by Davis Langdon include the following:

Karratha Allowance.

For cost planning purposes a factor of 75% has been used.

Project Manager Cost Recovery

Provision has been made for the recovery of 100% of the Project Managers employment costs plus an Administration Fee equivalent to 2% of the project value to cover general administration costs. These costs have been distributed over all of the K2020 projects.

Funding

Funding models will need to be brought forward for consideration in February which will take into account the reviewed indicative project costs.

OPTIONS

It is considered that Council has no other option at this stage other than requiring a rigorous review of the project as recommended.

STRATEGIC PLAN

The project is listed in the Councils Strategic Plan for 2009/10 with a high priority.

POLICY IMPLICATIONS

There are no relevant policy implications pertaining to this matter.

LEGISLATIVE IMPLICATIONS

There are no relevant legislative implications pertaining to this matter.

CONCLUSION

The concept plans and reports as presented thus far, in the opinion of the Project Manager, cannot be submitted to Council for consideration for adoption.

Whilst the key elements of the Design Brief as amended have been met, the overall building area, design standards and cost all significantly exceed that laid down. Consequently the plans and design standards must be subject to rigorous review in order to more closely align themselves to Council stated objectives.

In order to achieve this it will be recommended that the plans and reports presented be noted and that a rigorous review be undertaken during the Schematic Design stage in order to achieve outcome more closely aligned with the briefed objectives.

This will include a strenuous review of the systems being promoted for air-conditioning and walls, the overall roof structure and circulation areas.

It will be further recommended that a detailed report be brought forward to the February meeting of Council detailing the outcomes of this review process in order consideration can be given to the advancement or otherwise of the project.

It will be further recommended that the merged Concept/Schematic Design report will be determined to be a Stop/Go stage of the project.

Voting Requirements

Simple.

RECOMMENDATION

THAT COUNCIL:

1. **NOTES the Concept Plan, Concept Reports and Cost Plan for the Baynton West Family Centre project and FURTHER DEFERS any consideration of the Concept Plan, Concept Reports and Cost Plan No. 1 until such times as a rigorous review is undertaken.**
2. **ENDORSES the design and cost review process of the Baynton West Family Centre project which, without limiting the scope of the review, shall include the preparation of cost benefit analysis for the following elements:**
 - a. **Mechanical Services**
 - b. **Wall Systems**
 - c. **Roof Structure**
 - d. **Light and Power**
 - e. **Vehicle Parking**
3. **NOTES the Concept Planning stage will be merged with the Schematic Design Stage for the Baynton West Family Centre to enable the design and cost review to be undertaken and FURTHER NOTES a detailed report on the design and cost review process will be brought forward to the February meeting Council.**
4. **NOTES the merged Concept/Schematic Design Stage for the Baynton West Family Centre project will be deemed to be a STOP/GO point.**

4.1.2 K2020 Projects - Bulgarra Community Centre Concept Plan

File No:	DT/3/8
Attachment(s)	Concept Plan Drawings (BG.SK.01 & BG.SK.02)
Responsible Officer:	Executive Manager Community Services
Author Name:	Project Manager K2020
Disclosure of Interest:	Nil

REPORT PURPOSE

To inform Council of the Concept Plan drawings and associated reports and to seek endorsement of future action required.

BACKGROUND

At its meeting held on the 21 September 2009, Council adopted the Design Brief for the Bulgarra Community Centre vide Resolution 14806, in part,

That Council, with respect to the implementation of the Bulgarra Sporting Precinct Master Plan:

ENDORSES the Project Design Brief for the Bulgarra Community Centre detailed as an attachment to this report.

Subsequently CODA Studio Pty Ltd was appointed as Project Architect and Davis Langdon as Cost Manager/Quantity Surveyor.

The Programme specified in the Consultancy Brief for the project called for the concept design and report to be submitted by the 27th November 2009 to enable review by administration, public and stakeholder consultation and report to Council for a Special meeting to be held on 21 December 2009.

At its meeting held on 16 November 2009, Council varied the scope of the project vide Resolution 14899, in part,

That Council, with respect to the K2020 Projects of the Baynton West Family Centre and the Bulgarra Community Centre;

- 1 APPROVES the proposed scope variation to incorporate the provision of a children’s occasional day care centre and ancillary facilities having an area of up to 380sqm at an indicative cost of \$1,700,000 at Perth Metropolitan rates.**
- 2 APPROVES the location of the children’s occasional day care centre and ancillary facilities to be located at Bulgarra Oval, Hunt Way, Bulgarra and FURTHER APPROVES of the children’s occasional day care centre and ancillary facilities being an extension to the proposed Bulgarra Community Centre.**
- 4 NOTES the Project Manager will fully investigate the following as part of the design process:**
 - a. Synergies between the proposed Community Centre and children’s occasional day care centre and ancillary facilities are fully explored in order to optimise design and construction efficiencies.**
 - b. The location of the facility/facilities on Bulgarra Oval is carefully examined to ensure the most appropriate location on the reserve.**
 - c. The design brief ensures that expectations are carefully managed and that the core purpose of the main hall in the Community Centre is retained for larger scale users and functions.**
 - d. Consideration is given to the potential to fully integrate the existing changerooms into any new design.**
 - e. Upgrading of the Hunt Way vehicle parking area is given consideration by formalising bay marking, installation of kerbing and drainage and controlled ingress and egress.**
- 8 REQUESTS a report be brought forward for consideration at the Special Meeting of Council to be held on the 21st December 2009 detailing the outcome of fee negotiations with CODA Design Studio Pty Ltd and Davis Langdon Australia Pty Ltd and implications these additional fees will have on 2009/2010 capital works budget.**

In accordance with Resolution No 14899 (8) Council is advised that the fee variations negotiated with CODA Studio Pty Ltd to the current contract for the K2020 projects as a whole, resulted in a fee increase of \$135,677. A new contract has been entered into with Davis Langdon for the sum, of \$24,000. A Deed of Variation is being prepared by CODA Studio Pty Ltd and a new Form of Agreement is being prepared for Davis Langdon.

The additional fees and the impact on the budget is being addressed through the half yearly budget review process.

In view of the extent of the scope variation, an extension of time was offered to CODA Studio Pty Ltd until February 2010 in order to complete the revised Concept Plans and Reports. This offer was declined and CODA Studio Pty Ltd opted to conform to the originally established timetable though a 2 week extension was granted in which to submit all documentation.

The concept plans and reports were subsequently received on the 11th December 2009.

ISSUES

Concept Plans

The Concept Plan for the development of the Bulgarra Community Centre and the Children's Occasional Care Centre are submitted as **ATTACHMENTS 1 and 2**.

The requirements of the Design Brief have been met and the development provides for the following:

- Main Hall with seating capacity for 120 of 8 (Cabaret Style) and 120 in rows (Theatre Style) with storage for all table, chairs and trolleys.
- External Area adjoining entertainment area for social events, concerts and as a possible stage for FeNaCLNG events.
- Kitchen for food distribution to the Main Hall and to the playing fields.
- Community meeting room to seat 16.
- Amenities and storage areas.
- Toy Library
- Occasional Care Centre to cater for 20 children.
- Playgroup accommodation for two groups of 20 children
- External shaded play areas.
- Plant room and storage.
- Upgrading of the existing changerooms.

In order to comply with Shire Town Planning Scheme, the development has to be raised a minimum of 750mm due to storm surge limitations. The Architects have chosen to raise the northern (Community Centre) component by 1500mm and the Children's Care component by 750mm. The outcome is that the development has three distinct levels with the creation of stairs and ramps to gain access from one to the other.

The design as presented sees an increase in the briefed area from a notional 857 sqm to 1342 sqm. The main elements contributing to this increase of 486sqm are attributable to a plant room of 60sqm; circulation area of 150sqm in the Occasional Care Centre; Outdoor Entertainment Area of an additional 151 sqm and veranda's of 100sqm.

Concept Reports

The Project Architect and Specialist Sub Consultant AECOM have both submitted detailed Concept Design Reports. Due to their size they have not been attached to this report but will be tabled for Councillors information at the meeting.

The reports point to several innovations in materials and systems that are proposed for the projects. Many of these materials and systems have not been tested in a North West environment and it is the Project Managers assessment that their selection imposes considerable risk on the Shire. They have not been subjected to either a Cost Benefit Analysis or to a detailed Life Cycle Cost report.

The main areas of concern are as follows:

Displacement Ventilation System for air-conditioning.

Advice has been received that this is a system widely used overseas but there is no evidence of it being implemented in Western Australia or in the North West environment in particular. The system and the significant building adjustments that must be made i.e. 3000-4000mm ceiling heights and either in floor or in wall ducting systems appear to make it a very expensive system to install. Operating and maintenance costs have not been provided.

Wall Systems

The proposed system is a modular proprietary system called SIDS, a relatively new technology in Australia although extensively used in Europe and the US. The panels are manufactured off site and transported for direct installation onto the floor slab. A reading of the brochure material indicates its primary use is in domestic construction and there appears to be no example installations in Western Australia of its use in a commercial application. Having regard to the proposed mechanical services system calling for 3000-4000 mm ceiling heights, it would appear that considerable additional wall bracing will be required

Both the air-conditioning and wall systems must be regarded as being somewhat experimental and perhaps inappropriate for use in Karratha. This statement needs considerably more testing and analysis before a decision to implement their use is made to Council.

Levels

The use of three levels in the design, though providing an excellent aspect over Bulgarra Oval from the main hall and outdoor entertainment area, has to be considered in the context of cost and general ease of access throughout the building.

The reduction in height from 1500mm to 750mm in order to comply with Town Planning Scheme requirements must be considered in the design review process. This could potentially lead to a reduction in circulation areas, ramps and stairs, earthworks and retaining walls.

Roof Structure

The roof structure has been extended not only to cover the new buildings but also to include the existing changerooms. This has been done to enhance the aesthetic of the changerooms and blend them into the new development. It is considered that this design feature should be maintained.

However, the extent of the outdoor entertainment area and verandas should be reviewed with a view to achieve considerable reductions in overall area without diminishing the functional objective.

Outdoor Stage Area

The design incorporates an area for the erection of a portable stage to cater for professional concerts and events. This was an aspect that the Brief called for to be investigated. However, the costs and extent of the stage area should be included in the overall review process.

Cost Estimates

Davis Langdon, in Cost report No 1, has indicated that initial costs exceed the project budget by a factor of in the order of 100%.

This is considered to be unacceptable and it will be recommended that the project design be subjected to considerable review.

Life Cycle Cost Report

At the time of preparing this report, a Life Cycle Cost report is not to hand. As a consequence, definitive recommendations cannot be made to Council relative to adopting the Concept Plan as presented.

Risk Management

A Risk management Worksop is to be conducted on the 16th December 2009 and the key outcomes will be advised to Council by way of addendum.

CONSULTATION

Throughout the course of the concept plan development the potential tenant stakeholders have been involved in the process.

Stakeholders were invited to participate in a review meeting on the 11th December 2009 however the short notice precluded most from attending.

A detailed briefing was presented to Council at its Briefing Session held on the 11th December 2009.

The concept plans and reports were on display in the Centro Shopping Centre on Saturday 13th December 2009 and the Project Manager advises that the limited comments received were very supportive.

The outcome of the Public Meeting to be held on the 16th December 2009 will be reported to Council by way of Addendum Report.

FINANCIAL IMPLICATIONS

As previously indicated the current estimates for the project significantly exceed the budget provisions and recommendations will be made to address this.

Some issues that need to be taken into account in the Cost Plan prepared by Davis Langdon include the following:

Karratha Allowance.

For cost planning purposes a factor of 75% has been used.

Project Manager Cost Recovery

Provision has been made for the recovery of 100% of the Project Managers employment costs plus an Administration Fee equivalent to 2% of the project value to cover general administration costs. These costs have been distributed over all of the K2020 projects.

Funding

Funding models will need to be brought forward for consideration in February which will take into account the reviewed indicative project costs.

OPTIONS

It is considered that Council has no other option at this stage other than requiring a rigorous review of the project as recommended.

STRATEGIC PLAN

The project is listed in the Councils Strategic Plan for 2009/10 with a high priority.

POLICY IMPLICATIONS

There are no relevant policy implications pertaining to this matter.

LEGISLATIVE IMPLICATIONS

There are no relevant legislative implications pertaining to this matter.

CONCLUSION

The concept plans and reports as presented thus far, in the opinion of the Project Manager, cannot be submitted to Council for consideration for adoption.

Whilst the key elements of the Design Brief as amended have been met, the overall building area, design standards and cost all significantly exceed that laid down. Consequently the plans and design standards must be subject to rigorous review in order to more closely align themselves to Council stated objectives.

In order to achieve this it will be recommended that the plans and reports presented be noted and that a rigorous review be undertaken during the Schematic Design stage in order to achieve outcomes more closely aligned with the briefed objectives.

This will include a strenuous review of the systems being promoted for air-conditioning and walls, the overall roof structure, design levels and circulation areas.

It will be further recommended that a detailed report be brought forward to the February meeting of Council detailing the outcome of this review process in order that consideration can be given to the advancement or otherwise of the project.

It will be further recommended that the merged Concept/Schematic Design report will be determined to be a Stop/Go stage of the project.

Voting Requirements

Simple.

RECOMMENDATION

THAT COUNCIL:

1. **NOTES** the Concept Plan, Concept Reports and Cost Plan for the Bulgarra Community Centre project and **FURTHER DEFERS** any consideration of the Concept Plan, Concept Reports and Cost Plan No. 1 until such times as a rigorous review is undertaken.
2. **ENDORSES** the design and cost review process of the Bulgarra Community Centre project which, without limiting the scope of the review, shall include the preparation of cost benefit analysis for the following elements:
 - a. **Mechanical Services**
 - b. **Wall Systems**
 - c. **Levels**
 - d. **Roof Structure**
 - e. **Light and Power**
 - f. **Events stage**
3. **NOTES** the Concept Planning stage will be merged with the Schematic Design Stage for the Bulgarra Community Centre to enable the design and cost review to be undertaken and **FURTHER NOTES** a detailed report on the design and cost review process will be brought forward to the February meeting Council.
4. **NOTES** the merged Concept/Schematic Design Stage for the Bulgarra Community Centre project will be deemed to be a **STOP/GO** point.

5 CLOSURE & DATE OF NEXT MEETING

15th February 2010