

# Special Council Meeting

Agenda for 9 April 2019



**city of  
kalamunda**

## NOTICE OF MEETING SPECIAL COUNCIL MEETING

Dear Councillors

Notice is hereby given that a Special Meeting of Council will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Tuesday 9 April 2019 at 7.30pm.**



Rhonda Hardy  
**Chief Executive Officer**  
5 April 2019



### Core Values

- Service:** We deliver excellent service by actively engaging and listening to each other.
- Respect:** We trust and respect each other by valuing our differences, communicating openly and showing integrity in all we do.
- Diversity:** We challenge ourselves by keeping our minds open and looking for all possibilities and opportunities.
- Ethics:** We provide honest, open, equitable and responsive leadership by demonstrating high standards of ethical behaviour.

### Aspirational Values

- Creativity:** We create and innovate to improve all we do.
- Courage:** We make brave decisions and take calculated risks to lead us to a bold and bright future.
- Prosperity:** We will ensure our District has a robust economy through a mixture of industrial, commercial, service and home based enterprises
- Harmony:** We will retain our natural assets in balance with our built environment

*Our simple guiding principle will be to ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.*

[www.kalamunda.wa.gov.au](http://www.kalamunda.wa.gov.au)

**city of  
kalamunda**

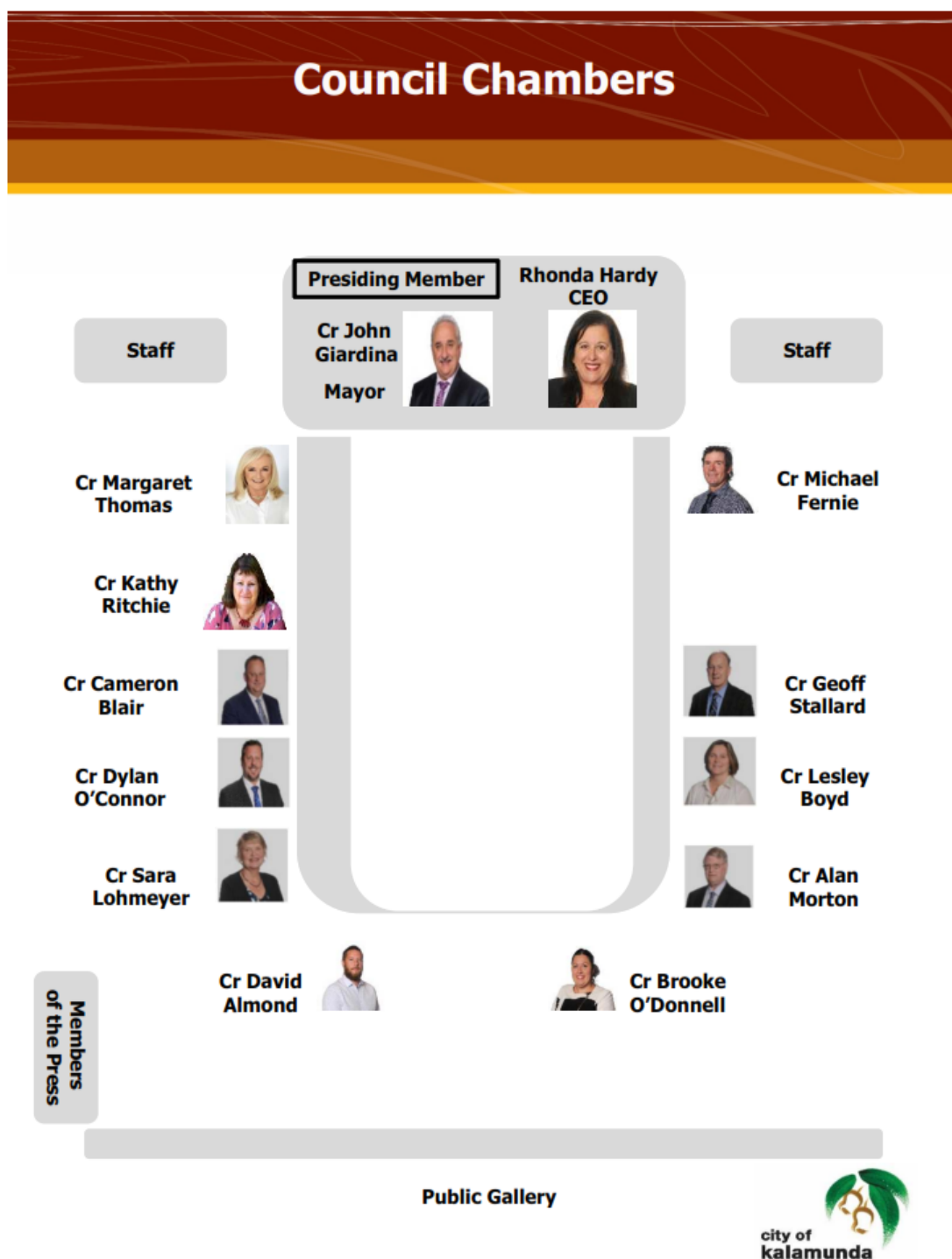


## INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Welcome to this evening's meeting. The following information is provided on the meeting and matters which may affect members of the public.

If you have any queries related to procedural matters, please contact a member of staff.

### Council Chambers – Seating Layout



### **Special Council Meetings – Procedures**

1. Council Meetings are open to the public, except for Confidential Items listed on the Agenda.
2. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice prior to the meeting from a City Staff Member.
3. Members of the public are able to ask questions at a Special Council Meeting during Public Question Time on matters relating to the functions of this meeting.
4. To facilitate the smooth running of the meeting, silence is to be observed in the public gallery at all times except for Public Question Time.
5. All other arrangements are in general accordance with Council's Standing Orders, the Policies and decision of the City or Council.

### **Acknowledgement of Traditional Owners**

We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk Noongar people. We wish to acknowledge their Elders' past, present and future and respect their continuing culture and the contribution they make to the life of this City and this Region.

## **Emergency Procedures**

**Please view the position of the Exits, Fire Extinguishers and Outdoor Assembly Area as displayed on the wall of Council Chambers.**

**In case of an emergency follow the instructions given by City Personnel.**

**We ask that you do not move your vehicle as this could potentially block access for emergency services vehicles.**

**Please remain at the assembly point until advised it is safe to leave.**

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**1. Official Opening**

**2. Attendance, Apologies and Leave of Absence Previously Approved**

**3. Public Question Time**

*A period of not less than 15 minutes is provided to allow questions from the gallery on matters relating to the functions of this meeting. For the purposes of Minuting, these questions and answers will be summarised.*

**4. Petitions/Deputations**

**5. Announcements by the Member Presiding Without Discussion**

**6. Matters for Which the Meeting may be Closed**

**7. Disclosure of Interest**

**7.1. Disclosure of Financial and Proximity Interests**

- a. Members must disclose the nature of their interest in matter to be discussed at the meeting. (Section 5.56 of the *Local Government Act 1995*.)
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.70 of the *Local Government Act 1995*.)

**7.2. Disclosure of Interest Affecting Impartiality**

- a. Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee had given or will give advice.

## **8. Reports to Council**

### **8.1. Asset Services Reports**

#### **8.1.1. Kalamunda Community Centre Building: Adoption of Design**

*Declaration of financial / conflict of interests to be recorded prior to dealing with each item.*

Previous Items	SCM 08/2017 & 87/2017 OCM 28/2016, 209/2016, 129/2017, 189/2017, 108/2018
Directorate	Asset Services
Business Unit	Asset Services
File Reference	SP-03/020
Applicant	N/A
Owner	N/A
Attachments	1. KCCCRG Terms of Reference <b>[8.1.1.1]</b> 2. Kalamunda Community Centre Concept Plans <b>[8.1.1.2]</b> 3. KCCCRG Minutes 27.03.19 <b>[8.1.1.3]</b>

### **EXECUTIVE SUMMARY**

1. The purpose of this report is to seek endorsement of the concept design for the new Kalamunda Community Centre Building (Building) to allow design and documentation to progress.
2. The concept design for the Building in its preferred location has progressed since the appointment of the architectural team. This design has been developed in consultation with the Kalamunda Community Centre – Community Reference Group (KCCCRG) who endorsed the design on 27 March 2019.
3. Noting the endorsement by the KCCCRG it is proposed that Council similarly endorse the design.

### **BACKGROUND**

4. The City of Kalamunda is developing a new Kalamunda Community Centre Building to be located within Jorgensen Park, Kalamunda to be funded through Commonwealth, State and Lotterywest Grants and the Kalamunda Community Learning Centre (KCLC).
5. The KCCCRG was formed by Council in July 2017 to aid Council in the process for establishing a new Building project.
6. Concept designs have been developed for the Building in its proposed location within Jorgensen Park.

## DETAILS

7. At a Special Council Meeting held on 29 May 2017, Council endorsed a concept plan for the Jorgensen Park Community Centre (which has since been renamed for the purposes of this project as the Kalamunda Community Centre Building). This endorsement included a preferred location for the building within Jorgensen Park.
8. At the Ordinary Council Meetings of 24 July 2017 and 30 October 2017, Council resolved to establish a KCCCRG (July 2017) and appointed members to this Group (October 2017).
9. At the Ordinary Council Meeting of 26 June 2018, Council revised the terms of reference for KCCCRG as well as determining that the new Building would be located upon the site of the existing building in Jorgensen Park. The revised (and current) terms of reference for the KCCCRG are provided as Attachment 1 to this report. At the time of making the decision in June 2018 to relocate the Building from the May 2017 concept plan and location, the impacts upon the concept plan were not certain.
10. By August 2018, commitments for funding totalling \$6.65m had been received from the Commonwealth, State, Lotterywest and KCLC. This allowed the City to proceed to engage the design team to take the project to fruition.
11. In December 2018, Bollig Design Group (BDG) were appointed to take the project through staged design (concept, schematic, detail design and documentation) as well as participation in the construction phase.
12. The concept design has been developed within the following general parameters:
  - a) review of existing information, previous concept and KCLC needs;
  - b) undertaking initial site survey, including flora, fauna and bushfire risk assessments to determine fatal flaws in the proposed location;
  - c) adaption of the original concept to match the improved site information;
  - d) inclusion of the architect's expertise and discussions on the general 'flow' within and external to the building;
  - e) inclusion of the architect's design thinking regarding the façade of the building and energy efficiency measures;
  - f) consultation and review of evolving concepts with councillors at strategic briefing sessions and meetings with the KCCCRG;
  - g) ensuring that the internal layout as much as practical has flexibility for room usage that meets the needs of existing and potential future community centre users, much of which is not yet known; and
  - h) continued clarification with the KCLC as their needs as the primary user of the Building.



13. The concept design and site layout is shown as Attachment 2 to this report. Whilst the building footprint is similar to the original concept (in gross floor area) it has diverged from the original concept for the following reasons:
- a) located more over some existing car park to better mitigate environmental impacts and improve disability access;
  - b) better internal floor layouts, especially when the function rooms require pre-function and break out space;
  - c) improvement of the capability for many rooms to be more common user rather than purposed solely for one need; and
  - d) adoption of passive energy improvements (especially natural ventilation and light).
14. The KCCCRG at its meeting held on 27 March 2019, endorsed this concept design and site layout. A copy of the minutes of this meeting are provided as Attachment 3.
15. Subject to Council endorsement of this concept, works will now proceed through the design development and tender documentation phases to produce a final set of plans and specifications which would form the basis of seeking construction tender for the Building.
16. At this point in time, the indicative program for design and construction is:

Phase	Target Date
Finalisation of detailed design	End May 2019
Finalised 'ready for tender' drawings, specifications and Pre-Tender cost estimate	Mid July 2019
Tenders close for construction bids	End August 2019
Tender assessment and Tender Award by Council	Mid October 2019
Construction start date	Early Nov 2019
Practical completion of Building	Early Nov 2020

17. The material risks to achieving this program relate primarily to ensuring that the various Regulatory approvals needed are properly managed in a timely fashion.
18. The City will also need to re-engage with the Commonwealth Government to vary the milestone payment schedule (which is linked to project program) within the funding agreement. This is not seen as a material risk to the project.
19. During the design development phase, there will be the need to continue engagement with the KCCCRG. It is proposed that the City's officers and project team identify the key milestones within the design development phase that are appropriate to engage with the KCCCRG consistent with its terms of reference.

20. Similarly, there will be a point in time where the design has reached the phase of “final design” whereby Council will be engaged to approve this design.
21. There will be continuing community engagement and information during the construction phase of the project. Whilst within the Terms of Reference of the KCCCRG indicate that the group exists until the adoption of the final design by Council, it would be appropriate that KCCCRG is recognised as a good communications conduit to the broader community during construction of the Building. Accordingly, it is proposed that during the construction phase of the project, continuing communication with the KCCCRG is maintained (albeit in a less formalised manner than undertaken).
22. Finally, whilst this project has been referring to the project as the Kalamunda Community Centre Building, there is no implication intended that this will become the name of the building/facility when completed. It would be intended that a separate exercise be undertaken to identify and resolve the name of the building.

### **STATUTORY AND LEGAL CONSIDERATIONS**

23. There are no specific statutory or legal issues in consideration of this report.

### **POLICY CONSIDERATIONS**

24. Nil.

### **COMMUNITY ENGAGEMENT REQUIREMENTS**

#### **Internal Referrals**

25. Nil.

#### **External Referrals**

26. KCCCRG has been (and will continue) to be engaged in the design process.

### **FINANCIAL CONSIDERATIONS**

27. The project currently is estimated to be within the \$6.65m budget inclusive of some contingency.

## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

28. *Kalamunda Advancing Strategic Community Plan to 2027*

#### **Priority 1: Kalamunda Cares and Interacts**

**Objective 1.2** - To provide a safe and healthy environment for community to enjoy.

**Strategy** - 1.2.3 Provide high quality and accessible recreational and social spaces and facilities.

## SUSTAINABILITY

### Social Implications

29. Completion of this project will provide the City with a contemporary facility for the community to engage and interact both at social level and more formal gatherings.

### Economic Implications

30. The construction phase of the project will stimulate activity in that sector.

### Environmental Implications

31. It is recognised that Jorgensen Park is a valued area with strong environmental (flora and fauna) values. This project will be designed as much as possible to minimise the impact upon the natural environment but also be developed in a fashion to be optimise low carbon footprint energy outcomes.

## RISK MANAGEMENT CONSIDERATIONS

- 32.
- |   |                   |               |
|---|-------------------|---------------|
| <b>Risk:</b> That the project incurs material increases in time or cost or scope variation due to regulatory issues or user groups requests for change. |                   |               |
| <b>Consequence</b>  | <b>Likelihood</b> | <b>Rating</b> |
| Significant   | Unlikely          | Medium        |
| <b>Action/Strategy</b>  |                   |               |
| A project control group has been established to ensure all risks regarding scope, time and cost are identified and mitigated.                           |                   |               |

## OFFICER COMMENT

33. Endorsement of this concept design will see the achievement of a significant milestone for the City in its goal of developing a new community facility within Jorgensen Park. This concept has been developed with valued input of user groups, the KCCCRG and the design team.

<b>Voting Requirements: Simple Majority</b>
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**RECOMMENDATION**

That Council:

1. ENDORSES the concept plans for the Kalamunda Community Centre shown as Attachment 2 to this report as the basis for completion of design and documentation.
2. NOTES that there will be continuing engagement with the Kalamunda Community Centre Community Reference Group at main milestones during the design development process until such time that a final design is endorsed by Council.
3. APPROVES that the overall community engagement process during the construction of the Kalamunda Community Centre will include the Kalamunda Community Centre Community Reference Group as a distinct entity.

**9. Meeting Closed to the Public**

**10. Closure**