

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

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www.wandering.wa.gov.au



MINUTES

Wandering Community Centre Committee Meeting 12 June 2024

OUR VISION

Wandering is a community of responsible, resilient and adaptable residents thriving in our scenic, economically diverse environment.

These Minutes of the Wandering Community Centre Committee Meeting held on 12 June 2024 are confirmed as a true and correct record of proceedings without amendment.

.....
Brendan Whitely, Chairperson

.....
Date

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The purpose of this council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

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Alan Hart
Chief Executive Officer

SHIRE OF WANDERING

Minutes of the Wandering Community Centre Committee Meeting held in the Council Chambers on Wednesday 12 June 2024 – commencing at 7pm.

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1. Declaration of Opening / Announcements of Visitors

The Chairman declared the meeting open at 7.36pm.

2. Attendance / Apologies / Approved Leave of Absence

Councillors

Cr Max Watts

Community Members

Brendan Whitely, Darralyn Ebsary, Lee Muller

Shire of Wandering Staff

Alan Hart – Chief Executive Officer

Karl Mickle – Operations Manager

Project Manager

Lou Cowan

Visitor

Cr Ian Turton

Apologies

Cr Gillian Hansen, Cr Sheryl Little

3. Confirmation of Minutes of Previous Meetings Held

3.1 Committee Meeting Minutes – 8 May 2024

Statutory Environment:

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the Council or the committee, as the case requires, for confirmation.

Voting Requirements:

Simple Majority

010624 Moved: Max Watts Seconded: Lee Muller

Recommendation and Committee Decision:

That the Minutes of the Wandering Community Centre Upgrade Committee Meeting held on 8 May 2024 be confirmed as true and correct.

Carried 4/0

For: D Ebsary, L Muller, B Whitely, Cr M Watts

Against: Nil

4. General Business

4.1 Project Manager Update Report

File Reference: 11.111.11101
Location: Down Street, Wandering
Applicant: N/A
Author: Lou Cowan, Project Manager
Authorising Officer: Alan Hart, Chief Executive Officer
Date: 10 June 2024
Disclosure of Interest: Nil
Attachments: Project Manager Update Report
Previous Reference: N/A

Summary:

For the Committee to receive the Project Manager's report.

Background:

The Wandering Community Centre is the hub for the Wandering community and has been identified as a building that needs to be upgraded to ensure that community expectations of a modern facility are addressed and the building is fit for purpose going into the future

Comment:

The Project Manager will present the report to the Committee at the meeting.

Consultation:

Not applicable

Statutory Environment:

Not applicable

Policy Implications:

Not applicable

Financial Implications:

Nil.

Strategic Implications:

PROVIDE STRONG LEADERSHIP

Our Goals	Our Strategies
A well informed Community	Foster Opportunities for connectivity between Council and the Community
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance

Sustainability Implications:

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations

Risk Implications:

Nil

Voting Requirements:

Simple Majority

020624 Moved: Darralyn Ebsary Seconded: Lee Muller

Recommendation and Committee Decision:

That the Committee accepts the Project Manager's report.

Carried 4/0

For: D Ebsary, L Muller, B Whitely, Cr M Watts

Against: Nil

REPORT to UPGRADE COMMITTEE
10 June 2024

Since the last Project Manager report, the following items have taken place and are presented to the Community Centre Upgrade Committee at the next meeting on 12 June 2024:

Purchase of Stainless Steel Benches and Kitchen Appliances:

I believe that the benches and appliances are due for delivery to Wandering shortly. A 40 foot container has been purchased by the Shire and will be placed in the carpark adjacent to the bowling green kerb. This will be used for temporary storage to clear the store-room of any items.

Building Works Quotation:

A Request for Quotation (RFQ) for the kitchen and store-room upgrade works was recently advertised, with the closing date being 4.00pm today, 10 June 2024. Documents for the electrical upgrade requirements were also provided to the interested parties. There was an option provided for the electrical works to be included with the main quotation, or to be discarded and treated as a separate contract.

The contract works will still allow limited use of the hall and toilets for community events, but the kitchen and store-room areas will become 'no go' zones. An area of the carpark will also be fenced off, for the exclusive use of the building contractor.

The Community Centre verandah area, cricket oval, tennis courts, bowling green and childrens' play areas will be unrestricted.

Roof Drainage:

The Shire work team is presently working on the roof drainage outfall to ensure that the downpipes don't discharge over the paved area during periods of heavy rain.

Regards – Lou Cowan

Project Manager
Wandering Community Centre Upgrade Project.

4.2 Request for Quote – Kitchen and Storeroom Upgrades

File Reference:	11.111.11101
Location:	Down Street, Wandering
Applicant:	N/A
Author:	Alan Hart, Chief Executive Officer
Authorising Officer	Alan Hart, Chief Executive Officer
Date:	6 June 2024
Disclosure of Interest:	Nil
Attachments:	Summary of Probable Costs from Quantity Surveyor Quotation from Stallion Homes
Previous Reference:	N/A

Summary:

Background:

The Wandering Community Centre is the hub for the Wandering community and has been identified as a building that needs to be upgraded to ensure that community expectations of a modern facility are addressed and the building is fit for purpose going into the future

Comment:

Request for Quotations for the upgrade of the Kitchen and Storeroom at the Community Centre closed on Monday 10th June 2024 and one quotation was received from Stallion Homes. The Quote was \$439,934 (including GST). This included all electrical works.

The quote was assessed by the project manager and he has made the following comments

“The quotation from Stallion Homes appears to have covered all bases, with the following particularly noted:

- The price reflects an up-rated main beam 'B1' from 200UB to 250UB. Engineering approval is sought to confirm.*
- The price reflects a 'grid-type' ceiling instead of a suspended plasterboard ceiling. I had not picked up on this earlier on the design drawings, assuming a grid-type ceiling would be required for accessibility into the ceiling void in the future. A grid-type ceiling must be installed, and it is quite probably cheaper than the suspended plasterboard type.*
- There is no allowance in the electrical price for exit and emergency lighting. It is presumed that this will be required to satisfy present public safety requirements. For further consideration.*
- It is noted that the existing switchboard is probably sub-standard and requires upgrading. An upgrade may have a concessional saving on the installation of a sub-main board. For further consideration.*

Price-wise, we have:

- Preliminaries: \$17,020*
- Demolition: \$30,640*
- Construction including plumbing, gas and drainage: \$303,450*
- Electrical: \$43,830*
- Contingency: \$5,000*

to a GST-excluded total of \$399,940. I originally expected that the value of the works would have been in the order of \$300K, so the price is not too far off the mark. At the end of the day, we will have an asset that Wandering can be proud of well into the future.”

The Quantity Surveyor costed these works at \$225,085. The actual quote received was \$399,940.

Section 3.57 of the Local Government Act requires that where the value of the works is more than \$250,000 Tenders are to be publicly invited before the Local Government enters into a contract. The Shire called for quotations as the estimated value of the works was expected to be less than \$250,000. As the quotation was for more than this amount, tenders will need to be called.

The original request for Quotation had a tight construction timetable with all works to be completed by the 31st December 2024. With going back out to the market, we have an opportunity to revisit the construction time-table and this may attract other builders to tender for the project. The works are to be completed by the 30th June 2025, potentially giving a longer construction period than what was originally specified. The committee may also want to consider the Wandering 150th celebration on the 13/14 September 2024 and to ensure the success of that event, construction works commence after this date.

The quotation is also significantly higher than estimated and the current funding for the works are \$180,000. Council will need to now consider how it will fund the additional cost.

Consultation:

Not applicable

Statutory Environment:

Section 3.57 of the Local Government Act (1985) as amended.

Policy Implications:

Policy 12- Purchasing and Tenders

Financial Implications:

As Detailed in the report.

Strategic Implications:

PROVIDE STRONG LEADERSHIP

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We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance

Sustainability Implications:

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations

Risk Implications:

Nil

Voting Requirements:

030624 Moved: Max Watts Seconded: Darralyn Ebsary

Recommendation and Committee Decision:

That the committee recommend to Council to;

- 1. not accept the quote for the construction works**
- 2. call for tenders for the construction works with a tender period of five weeks concluding 31 July 2024**
- 3. extend the construction period to 30 April 2025**
- 4. ensure that site works cannot commence until after the 16th September 2024.**

Carried 4/0

For / Against: L Muller, B Whitely, Cr M Watts, D Ebsary

5. Closure of Meeting

The meeting was declared closed at 8.44pm.

Breakdown of Probable Costs -Wandering Community Centre

Item	Description	Amount	Kitchen and Store	Verandah	Equipment	Other
1.1	Alterations and Demolition	\$ 27,916	\$ 27,916			
1.2	Substructure	\$ 9,300	\$ 9,300			
1.3	Columns	\$ 5,040	\$ 5,040			
1.4	Roof	\$ 103,640	\$ 20,655	\$ 82,985		
1.5	External Walls	\$ 26,880	\$ 26,880			
1.6	External Doors	\$ 2,000	\$ 2,000			
1.7	Wall Finishes	\$ 12,680	\$ 12,680			
1.8	Floor Finishes	\$ 7,980	\$ 7,980			
1.9	Ceiling Finishes	\$ 3,870	\$ 3,870			
1.1	Fitments	\$ 16,000	\$ 16,000			
1.1	Special Equipment	\$ 100,000			\$ 100,000	
1.12	Hydraulic Services	\$ 25,150	\$ 25,150			
1.13	Electrical Services	\$ 13,000	\$ 13,000			
1.14	Mechanical Services	\$ 14,000	\$ 14,000			
	SUB-TOTAL	\$ 367,456	\$ 184,471	\$ 82,985	\$ 100,000	
	Preliminaries Allowance	\$ 46,000	\$ 23,093	\$ 10,388	\$ 12,519	
	Design Contingency/Allowance	\$ 41,000				\$ 41,000
	Locality Allowance	\$ 68,300				\$ 68,300
	Construction Continency Allowance	\$ 26,200	\$ 13,153	\$ 5,917	\$ 7,130	
	Cost Ecalation	\$ 8,700	\$ 4,368	\$ 1,965	\$ 2,368	
	SUB-TOTAL	\$ 190,200	\$ 40,614	\$ 18,270	\$ 22,016	\$ 109,300
	TOTAL	\$ 557,656	\$ 225,085	\$ 101,255	\$ 122,016	\$ 109,300

Part 3 COMPLETE AND RETURN THIS PART

3 Respondent's Offer

3.1 Offer Form

The Chief Executive Officer
Shire of Wandering
22 Watts Street, Wandering WA 6308

I/We (Registered Entity Name): STALLION BUILDING CO PTY LTD
(BLOCK LETTERS)

of: 14 MITCHELL AVE, NORTHAM WA 6401
(REGISTERED STREET ADDRESS)

ABN 144 593 564 ACN (if any) 57 144 593 564

Telephone No: 08-9621 2020

E-mail: andrew@stallionhomes.com.au

In response to Request for Quotation (RFQ) 01/2024- Wandering Community Centre - Upgrade of Kitchen and Storeroom Facilities:


I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFQ closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Dated this 10th day of June 20 24

Signature of authorised signatory of Respondent: 

Name of authorised signatory (BLOCK LETTERS): ANDREW SHARPE

Position: SALES MANAGER

Telephone Number: 08-9621 2020 / 0400 362 125

Authorised signatory Postal address: PO BOX 908, NORTHAM WA 6401

Email Address: andrew@stallionhomes.com.au

3.2 Selection Criteria

3.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFQ including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes
b) Respondents are to provide their <ul style="list-style-type: none"> • Builders Registration Certificate & • Certificate of Currency-Public Liability Insurance 	Yes
c) Compliance with the Specification contained in the Request.	Yes
d) Compliance with the Completion Date.	Yes
e) Risk Assessment Respondents must address the following information in an attachment and label it “Risk Assessment”:	
i) An outline of your organisational structure inclusive of any branches and number of personnel.	Yes
ii) If companies are involved, attach their current ASC company extracts search including latest annual return.	Yes
iii) Provide the organisations directors/company owners and any other positions held with other organisations.	Yes
iv) Provide a summary of the number of years your organisation has been in business.	Yes
v) Attach details of your referees. You should give examples of work provided for your referees where possible.	Yes
vi) Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal.	No
vii) Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.	No
viii) Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.	Yes
ix) Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.	No

Part 3 COMPLETE AND RETURN THIS PART**Description of Compliance Criteria**

x)	Are you presently able to pay all your debts in full as and when they fall due?	Yes
xi)	Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes please provide details.	No
xii)	In order to demonstrate your financial ability to undertake this contract, include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.	Yes
The insurance requirements for this Request for Quotation are stipulated in Part 3 of the RFQ. Respondents are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If a Respondent holds "umbrella Insurance", please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within 14 days of acceptance.		Yes

Part 3 COMPLETE AND RETURN THIS PART

3.2.2 Qualitative Criteria

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

<p>A. Relevant Experience Describe your experience in completing/supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it "Relevant Experience": (Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</p>	<p style="text-align: center;">Weighting 25%</p>	
<p>a) Provide details of similar work. b) Provide scope of the Respondent's involvement including details of outcomes. c) Demonstrate sound judgement and discretion. d) Provide details of issues that arose during the project and how these were managed. e) Demonstrate competency and proven track record of achieving outcomes.</p>	<p style="text-align: center;">"Relevant Experience"</p>	<p style="text-align: center;">Tick if attached</p> <p style="text-align: center;"><input checked="" type="checkbox"/></p>
<p>B. Key Personnel Skills and Experience Respondents should provide as a minimum information of proposed personnel to be allocated to this project, such as: (Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</p>	<p style="text-align: center;">Weighting 25%</p>	
<p>a) Their role in the performance of the Contract. b) Curriculum vitae. c) Membership to any professional or business associations. d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement. e) Any additional information.</p>	<p style="text-align: center;">"Key Personnel"</p>	<p style="text-align: center;">Tick if attached</p> <p style="text-align: center;"><input checked="" type="checkbox"/></p>
<p>Supply any other relevant details in an attachment and label it "Key Personnel Skills and Experience".</p>		
<p>C. Respondent's Resources Respondents should demonstrate their ability to supply and sustain the necessary: (Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</p>	<p style="text-align: center;">Weighting 25%</p>	
<p>a) Plant, equipment and materials. b) Any contingency measures or backup of resources including personnel (where applicable).</p>	<p style="text-align: center;">"Respondent's Resources"</p>	<p style="text-align: center;">Tick if attached</p> <p style="text-align: center;"><input checked="" type="checkbox"/></p>
<p>As a minimum, Respondents should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Respondent's Resources".</p>		

Part 3 COMPLETE AND RETURN THIS PART

D. Demonstrated Understanding Respondents should detail the process they intend to use to achieve the Requirements of the Specification. Areas you may wish to cover include: (Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)	Weighting 25%	
<i>a)</i> A project schedule/timeline (where applicable). <i>b)</i> The process for the delivery of the Goods/Services. <i>c)</i> Training processes (if required). <i>d)</i> Demonstrated understanding of the Scope of Work.	"Demonstrated Understanding"	Tick if attached <input checked="" type="checkbox"/>
Supply details and provide an outline of your proposed methodology in an attachment labelled "Demonstrated Understanding".		

3.3 Price Information

Respondents must complete the following "Price Schedule". Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

3.3.1 Price Basis

Are you prepared to offer a fixed price?	Yes
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Part 3 COMPLETE AND RETURN THIS PART
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3.3.2 Price Schedule

Breakdown of Lump Sum

Prices below are ex GST

No	Task	Amount
1.	Preliminaries	\$17,020.00
2.	Demolition	\$30,640.00
3.	Construction <u>Including Electrical</u>	\$347,280.00
4.	Contingencies	\$5,000.00
	Total Lump Sum Price (ex GST)	\$399,940.00
	Total GST Component	\$39,994.00
	Total Lump Sum Price (inc GST)	\$439,934.00

Amount in Words:

Note:

Electrical works are \$43,830 ex GST, included above.

ITEMS THAT ARE NOT CLEARLY DEFINED IN THE DRAWINGS

Items that are required to be considered or undertaken by the Building Contractor, but which perhaps are not clearly defined in the Request for Quotation or the Project Drawings:

1. Existing Supply of Electricity and Water:

The Principal will arrange to have the electricity to the kitchen and storeroom areas disconnected, leaving the main hall, front foyer and toilet amenities connected. There will be an ability to provide some power for the building construction at no cost to the Contractor. **NOTE: We are including electrical works in this price as per discussions with Lou Cowan & Alan Hart**

Temporary disconnection and reconnection of water shall be by the Contractor, having regard to minimising the time for water disconnection at the toilet amenities area.

2. Security of the Site:

While the Contractor is in possession of the Site, the Contractor is liable for the care of the Works, any temporary works, materials, plant and equipment on the Site until the Principal issues a Completion Certificate. **NOTED**

3. Hall Occupancy:

There may be times when the main hall, front foyer, eastern verandah area and toilet amenities are occupied by others. The kitchen, storeroom and rear grassed area will become excluded zones to others not associated with the building project. **NOTED. We request calendar from Shire for planned events**

4. Working Hours:

The Work to be performed under the contract shall be subject to execution within certain restricted working hours and the Contractor shall observe the following working hours:

- Monday to Saturday (except public holidays): 7.00am to 5.00pm.
- Sundays and Public Holidays: 8.00am to 4.00pm with works restricted to low-noise hand tools. **NOTED**

5. Services Installation:

The structural, electrical, plumbing, drainage, gas and similar service installations, equipment and their associated services shall be installed in such order that will ensure they are located as shown on the drawings and that all essential components and parts are accessible for the purposes of future maintenance and replacement. **NOTED**

The Hot Water System is to be relocated to the southern exterior wall, with gas connection to the relocated gas bottles. The Building Contractor shall supply and install a lockable gas bottle cage similar to <https://thesafetycabinetworkhouse.com.au/product/domestic-45kg-gas-bottle-cage-with-shelf/>. **NOTED**

A hand wash basin is to be supplied and installed at the eastern end of the kitchen as shown on the drawings. Two outside garden taps are required to be installed on the southern exterior wall. **NOTED**

6. Coordination of Works:

The Contractor shall be responsible for co-ordination between the various service installers in attaining the required locations and tolerances. This includes the electrical installation which will be undertaken as a separated contract, but which shall be coordinated with the major works. **As per Clause 1, our bid includes separable electrical works**

Stainless Steel Kitchen Benches and other Appliances:

The supply and fit-out of the kitchen with stainless steel benches and appliances will be performed by others, however the provision of plumbing, drainage and gas for these items will be the responsibility of the Building Contractor. New drainage connections will be made to the existing 100mm drain at the southern end of the building, with the old drain line connections suitably capped. **NOTED**

ITEMS THAT ARE NOT CLEARLY DEFINED IN THE DRAWINGS

7. Flashings to End of New Verandah Roof:

The changed roof at the storeroom extension adjacent to the gas bottle position shall be flashed similarly to Details 9 and 10 on Drawing A05. The verandah itself shall be flashed on the ends to hide the exposed purlins. **NOTED**

8. Transport of Materials to and from Site:

All debris, spoil, rubbish or materials shall be suitably contained in vehicles during transportation to or from the Site to prevent spillage.

All Site refuse (including foodstuffs) shall be handled and disposed of appropriately. The Shire will allow disposal at the Wandering Transfer Station without charge to the Building Contractor. Disposal to the Transfer Station shall be coordinated through the Shire of Wandering office. **NOTED**

9. Universal Beam. We believe that the selection of 200UB for the roof may be marginal and as such suggest using a 250UB26, which we have priced in our bid. We request this is approved by your engineer.

10. Grid Ceiling. We do not recommend the installation of a gyprock suspended ceiling as it is structurally unable to handle the weight of someone in the roof space if ever needed for future maintenance. As such, we have priced in a grid type ceiling where panels can be removed from below for safe access.

ELECTRICAL WORKS

We have allowed for the following:

- Submains cable from existing board to new sub-board in store room. New circuit breaker to be installed adjacent to existing board.
- New sub-board in store room.
- Cable and sub-board to be sized to allow for future kitchen AC and sports amenities block as listed.
- Power points as per plans.
- 15A double power points for trailer cool rooms.
- 3ph 32A circuit and isolator for dishwasher (including appliance connection).
- 3ph 10A circuit and isolator for extraction hood (electrical connection by installer).
- 15 LED battens for kitchen and store room.
- 5 LED vandal resistant lights along new veranda.

Notes:

- No allowance for exit and emergency lighting as this is not in the scope, however this will be required as this is a public building.
- Realistically it is not going to be possible to add a circuit large enough for the new sub board to the existing board. See recommendation below.
- We would recommend the existing switchboard in foyer be replaced entirely. This existing (the larger one) board is very old, uses fuses, lacks RCD protection and given the age it possibly has ACM. The lack of RCD's is of particular concern as this is a public building.
- If the existing board is upgraded it will be possible to just have the one board in the building and not have the cost of adding a board in the store room as well.
- We would recommend a site maximum demand be done to ensure existing power supply to the building is sufficient to allow for the current and future proposed additions. Rough calculations suggest this may not be the case.