



## Building a Community Facility

**Project Name:** Community Centre / Administration Building Project

### Project outcome:

To complete a new community building that will allow a range of community gatherings, entertainment and social interaction as identified by Council and to provide office accommodation for Warren Shire staff.

### Why is this project required?

This project has been identified in the Community Strategic Plans as a short-term objective of Council at a cost of \$1.4million. Council has budgeted for the development of this new facility. Funding has been allocated in the 2018/19 financial year.

This project was identified to meet a community requirement to provide accessibility to the Council chambers for the whole of the community. Further the current administration section of Council has outgrown the available space for staff.

The council chambers shall be designed to allow a range of function options, from formal council meetings and committee style gatherings, to art or display use by the community. This development will provide intergenerational benefits across the community.

### Project brief:

This project was developed to allow staff, councillors and the community to have input into the planning process. To achieve this outcome the project will;

- Concept plans were initially developed for consultation with Council.
- Final plans have been prepared and construction certificates have been submitted. The final approval will be presented to Council for determination.
- Assumptions used to estimate the financial costs associated with the project will be put to open public quotation or tender. A quotation process will be undertaken to place and compact road base materials. A Tender (building cost being greater than \$150,000) will be called for the construction of the building and associated infrastructure.
- An update of the estimates of potential financial costs and savings and providing reference to critical dates for the financial planning process will be developed with Council's finance team.
- Provide additional information to the community through media (print and social) as to the start and completion dates and other matters of public interest.

### How will the project be delivered?

The project is to be delivered by internal staff resources, consultancies and through quotation and tender process.

### What are the Risks?

A risk assessment has been undertaken in accordance with Council's Risk Plans. It is considered that this project has a high to very high-risk factor as it is a community building and subject to tendering and budgetary constraints. Risks will be reduced through the development of a sound project plan.

### What will the project's key outcome be?

The project will take approximately eight months from development approval submission to completion of construction. This is subject to acceptance of tenders by council, dates from which construction can commence, weather and other impacts.

To ensure that the project progresses in a deliverable direction the following steps will be followed;

- Scope the project works to be achieved
- Establish realistic time frames and resource allocation, support services and actions.
- Create a detailed project plan
- Seek quotations and tenders for the project components and report these to council.
- Develop and implement the action plan to meet the expected time constraints.
- Create an executive briefing and report monthly on progress
- Review the project outcomes

### How will we know we achieved the outcomes?

- We will assess the project deliverables and review the outcomes every month
- We will report to the executive each month on progress
- We will work with the council and community to reduce the impact of the project on other activities.

### Implementing future changes:

Council as part of its Business practices will work to develop the building and its use to meet long term community needs and ensure that future budgets address maintenance and enhancements as required.