



**Community Depot Management
Advisory Committee Meeting**

Minutes

22 October 2015

Preface

When the CEO approves these Minutes for distribution they are in essence "Unconfirmed" until the following Community Depot Management Advisory Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into an addendum to these Minutes.

Unconfirmed Minutes

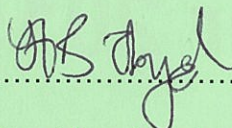
These minutes were approved for distribution on 3 December 2015.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on10 DECEMBER 2015

Signed:


Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

Shire of Toodyay

COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING 22 OCTOBER 2015

CONTENTS

1.	DECLARATION OF OPENING / ELECTION OF NEW CHAIRPERSON ..	1
2.	RECORDS OF ATTENDANCE / APOLOGIES.....	1
2.1	RECORD OF ATTENDANCE.....	1
2.2	APOLOGIES.....	1
3.	DISCLOSURE OF INTERESTS.....	2
4.	PUBLIC QUESTIONS (relating to the purpose of the meeting).....	2
4.1	RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
4.2	PUBLIC QUESTION TIME	2
5.	CONFIRMATION OF MINUTES.....	2
5.1	Community Depot Management Advisory Committee Meeting held on 23 July 2015.	2
5.2	Matters arising from previous minutes	2
5.2.1	Committee Membership.....	2
5.3	Review of the CDMAC Status Report	2
5.3.1	Questions and Responses	2
5.3.2	Membership of the Committee.....	3
6.	PUBLIC SUBMISSIONS (relating to the purpose of the meeting).....	3
7.	BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)	3
8.	REPORTS OF OFFICERS.....	3
8.1	Briefing Notes.....	3
8.1.1	Toodyay Community Radio Lease.....	3
8.1.2	Shed Tenders.....	4
9.	REPORTS OF COMMITTEE MEMBERS	6
9.1	Woodturners.....	6
9.2	Seed Orchard	6
9.3	Theatre Group	6
9.4	Cr Greenway	6
10.	NEW BUSINESS OF AN URGENT NATURE.....	7
11.	NEXT MEETING.....	7
12.	CLOSURE OF MEETING.....	7

ADDENDUM *with separate index follows Item 12.*

This Page has been Left Blank "Intentionally"

Shire of Toodyay

COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING 22 OCTOBER 2015

MINUTES

1. DECLARATION OF OPENING / ELECTION OF NEW CHAIRPERSON

The Chief Executive Officer declared the meeting open at 5.30 pm.

The Chief Executive Officer – Mr Stan Scott presided over the meeting to elect a new Chairperson for the Committee.

Nominations for Chairperson were called.

Cr Greenway nominated Ms Bethan Lloyd (Seed Orchard Rep).

Ms Bethan Lloyd – was elected unopposed.

Nominations for Deputy Chairperson were called.

Bethan Lloyd nominated Cr Greenway (Council Rep).

Cr Greenway – was elected unopposed.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Mr S Scott	Chief Executive Officer
Ms A Bell	Manager Community Development
Cr P Greenway	Council Member
Ms B Lloyd	Toodyay Seed Orchard Group Representative
Mrs L Boston	Toodyay Theatre Group Representative
Ms A McCandlish	Avon Woodturners Group Representative
Cr S Craddock	Council Deputy Member
Cr D Dow	Council Deputy Member (<i>departed at 5.32 pm</i>)

Staff

Mrs D Andrijich	Events/Project Coordinator
-----------------	----------------------------

2.2 APOLOGIES

Cr Welburn

3. DISCLOSURE OF INTERESTS

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

4. PUBLIC QUESTIONS (relating to the purpose of the meeting)

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Community Depot Management Advisory Committee Meeting held on 23 July 2015 there were no questions taken on notice.

4.2 PUBLIC QUESTION TIME

There were no public questions.

5. CONFIRMATION OF MINUTES

5.1 Community Depot Management Advisory Committee Meeting held on 23 July 2015.

OFFICER'S RECOMMENDATION/MOTION

MOVED Cr Greenway

SECONDED A McCandlish

That the Unconfirmed Minutes of the Community Depot Management Advisory Committee Meeting held on 23 July 2015 be confirmed.

MOTION CARRIED

5.2 Matters arising from previous minutes

5.2.1 Committee Membership

Ms McCandlish noted that Community Radio although correctly being listed on the minutes of the previous meeting are still listed as a member of the committee on the current agenda.

5.3 Review of the CDMAC Status Report

5.3.1 Questions and Responses

Question: Why are there items on the Report relating to items that have been completed, with some dating back to 2013?

Response: Officers to review and remove items which have been completed. CEO advised that items which have been completed to remain on listing until the following meeting of the Committee to keep all informed. Following the tabling on the updates and acceptance, items would then be removed.

5.3.2 Membership of the Committee

Clarification was sought.

CDMAC RECOMMENDATION TO COUNCIL

MOVED Cr Greenway

The Community Depot Management Advisory Committee recommends to Council the following:

That:

1. Toodyay Community Radio be removed as a Committee Member; and
2. Toodyay Farmers Markets Representative be appointed.

MOTION CARRIED

6. PUBLIC SUBMISSIONS (relating to the purpose of the meeting)

Nil.

7. BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)

Nil.

8. REPORTS OF OFFICERS

8.1 Briefing Notes

8.1.1 Toodyay Community Radio Lease

The Manager of Community Development provided an overview of the report relating to the termination of the Toodyay Community Radio lease agreement.

No questions were raised regarding termination of the lease.

General discussion followed regarding the rooms which would now be vacant and future uses. Some ideas included:

- Another Radio Group;
- Usage of room/s by current groups;
- Usage of room/s for storage for other community groups, currently not included; and/or
- Larger room at the end of building be utilised for Shire Record Storage/Archives.

Cr Greenway suggested that the Shire and Committee not seek or undertake any new ideas for this project until the current stage of works is completed.

MOTION

MOVED B Lloyd

That the Briefing Note be noted.

MOTION CARRIED

8.1.2 Shed Tenders

It was noted that a page of the report was missing from the Agenda.

Project Officer – Debra Andrijich provided an overview of the report relating to the Tender process to date and prices obtained from four companies who submitted Tenders. All prices were much higher than expected. The Administration working in with the Community Groups now need to work together to see where savings can be made on the sheds. Discussion took place to reduce specifications and agreement was sought from the Committee.

Cr Greenway produced a new brochure from a shed company for information.

CEO discussed ways of possible savings – insulate roofs but not walls. Remove installation of security screens on windows.

Ms McCandlish (Woodturners) – Spoke on the classification of the Woodturners building. There may be some savings on type of insulation that could be installed, however due to the nature of the activities that will be undertaken in the building it is necessary for some ventilation to remain such as the windows and whirllig. The three metre height of eaves was confirmed and remains part of the specifications.

The CEO mentioned that the new shed being looked at for the Woodturners is the same size as their current shed.

Ms Bethan Lloyd (Seed Orchard) advised that the Seed Orchard Group was chipping in the most dollars and would still require the shed as requested for the group to remain as per original specifications. In order to assist in savings the offer of the group's old shed for \$1,000 plus the costs involved to remove the shed from the old site to erect on the Community Depot site is perhaps a possible option for one of the other groups. The shed is a 6 x 6 colorbond Highline Shed.

Ms McCandlish (Woodturners) – suggested that instead of colorbond walls, can zinc cladding be used to assist in cost savings? *Events/Project Coordinator advised that this would not be a favourable option as it would be too industrial looking.*

Ms McCandlish (Woodturners) also suggested that any porticos or gazebos be at the individual group's own cost.

Ms Lloyd (Seed Orchard) advised that any future additions to buildings of the Community Groups would need further planning and building approval.

Ms Boston (Theatre Group) advised that the Theatre Group does require the shed to be of the size that was tendered for and would be used for storage of items so a roller door and PA door are required. Window and whirligig can be removed from the specifications for this group.

Further discussion took place on their current shed, however it was noted that this shed is not suitable for relocating.

Cr Greenway did query if prices on supply only of shed kits could be obtained with Shire staff undertaking the construction. CEO advised that it would be better practice to have sheds constructed by those who normally undertake this type of work. *CEO advised that Shire Staff have no capacity in the immediate future to undertake this work.*

Cr Greenway shared ideas on how sea containers may be utilised on the site, as a new option to be considered. *Overall this was an unfavourable option.*

It was advised that should this option be considered in the future it would need approval from Planning and Building.

CDMAC RECOMMENDATION TO COUNCIL

MOVED Cr Greenway

The Community Depot Management Advisory Committee recommends to Council the following:

That Council:

1. remove Toodyay Community Radio from the membership of the Community Depot Management Advisory Committee;
2. invite a representative of Toodyay Farmers Markets Inc. to join the Community Depot Management Advisory Committee; and

3. alter/remove some of the specifications with options for discussion with groups:

- specify Roof to be zincalume
- overall shed sizes to be reduced
- use of railway building room for a group (see briefing note on Railway building & Community Radio)
- insulation necessity
- whirlybird necessity
- PA door necessity
- windows / security mesh necessity:
- alternative structures.

MOTION CARRIED

9. REPORTS OF COMMITTEE MEMBERS

9.1 Woodturners

Noted that they are still very keen to see new premises, however there is no urgency for them to leave their current facility on the showgrounds.

9.2 Seed Orchard

Advised that they require new premises ASAP as their old site is no longer usable.

Query was raised regarding signage for the site including signage that the groups may need to display following grants/sponsorship. Tank and compost bins have been funded by grants obtained by the Seed Orchard Group.

CEO advised the groups that they need to advise our Events/Project Coordinator (Debra) what they require for signage.

9.3 Theatre Group

Advised similar to Seed Orchard. Their shed is old and situated on the old Parks and Gardens Depot site.

9.4 Cr Greenway

Advised that she is now the Council Representative on the Community Bus Committee and would work with the group to see if they would consider a move to the Community Depot site.

Query raised by Cr Greenway regarding sealing of roadways in the site. It was advised that this would not take place until after the construction of the sheds.

10. NEW BUSINESS OF AN URGENT NATURE

Nil.

11. NEXT MEETING

Date to be confirmed for January 2016.

Special meeting to be called prior to January with updates on pricing. Date to be set.

12. CLOSURE OF MEETING

The Chairperson closed the meeting at 6. 26 pm.



ADDENDUM

Attachments to Minutes of the

COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE

22 October 2015

ADDENDUM

ATTACHMENTS TO MINUTES OF THE COMMUNITY DEPOT MANAGEMENT ADVISORY
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON 22 OCTOBER 2015

CONTENTS

<u>5.3 REVIEW OF THE CDMAC STATUS REPORT</u>	<u>1</u>
Status Report	1
<u>8.1 BRIEFING NOTES</u>	<u>8</u>
Briefing Note	8



STATUS REPORT

Community Depot Management Advisory Committee Meetings *comprising of Recommendations to Council and Action List*

Recommendations made to Council

Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Deadline
23/07/15	Nil	No recommendations made.	MCD	Motions made but not for Council.	N/A



STATUS REPORT

Community Depot Management Advisory Committee Meetings *comprising of Recommendations to Council and Action List*

ACTION LIST (responses provided regarding other matters)

Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment
23/07/15	5.2.2	Community Radio	CEO	Can the CEO please send written correspondence to the Community Radio to seek advice as to what the groups intentions are for a proposed occupancy date of the premises and the progress on fit-out.
23/07/15	5.2.2	Community Radio	CEO	This item to be tabled for discussion at next meeting.
23/07/15	8.1	Briefing Notes	CEO	Can the document /spreadsheet be altered to reflect all sheds to have a roof height of 3000mm
23/07/15	8.1	Briefing Notes	CEO	Addendum to the Tender document to include provision to quote for front verandahs for 1200mm, 1800mm, 2400mm, 3000mm width. With exception of Shed 1 (Wood turners) who would like quotations for portico / awnings over PA door and window.
23/07/15	11	Next Meeting	MCD	General discussion to bring next meeting forward so that groups can have an update sooner on the tender progress. Date of 17 September 2015 suggested. A Bell advised the group that she would need to check if this date was available due to many other meetings scheduled in.
23/04/2015	5.3	Community Groups	CEO / PO	Advise community groups to advise regarding sponsorship signage requirements and protocols
23 April 2015 CDMAC	8.1	Briefing Note – Debra Andrijich	MCD	The Community Depot Management Committee request the Radio Station Committee provide a status report on the following: 1. Progress on fit out of their community depot premises; and 2. The proposed occupancy date of said premises. This report is to be made available at the next Community Depot Management Committee meeting.
22/10/15 CDMAC Mtg	9.2	Seed Orchard	MCD	Draft Signage Guidelines will be tabled at the next meeting



STATUS REPORT

Community Depot Management Advisory Committee Meetings *comprising of Recommendations to Council and Action List*

COMPLETED RECOMMENDATIONS (to Council) and ACTIONS completed.

Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
18/07/2013	10.1	Regional Development Australia Fund Grant Application	MCD	That the Community Depot Management Advisory Committee formally lends its support to the Regional Development Australia Fund Round Five grant application.	240/08/13
18/07/2013	10.2	NRM Stormwater Reuse Grant Actions	MCD	That the Community Depot Management Advisory Committee noted the successful grant application and endorse placement of a water tank as per the Toodyay Community Depot Concept Plan.	240/08/13
18/07/2013	Next Meeting	Request from Cr McCann	MCD	That the next meeting include a draft lease agreement for the community groups moving to the site.	<i>Not applicable</i>
18/07/2013	8.1	Terms of Reference	CEO/EA	Guidelines including the Standing Orders have been provided to Committee Members at a meeting held on 19 September 2013.	<i>Not applicable</i>
17/09/2013	9.1.1	Community Depot Management Advisory Committee – Membership	CEO/EA	Appointment of one (1) voting member for each of the following community groups: Toodyay Seed Orchard Group Toodyay Theatre Group Toodyay Community Singers Inc Toodyay Community Radio Toodyay Festivals Inc Avon Woodturning Group Appointment of CEO or delegated Senior Manager to be a voting member of the Community Depot Management Advisory Committee.	283/09/13



STATUS REPORT

Community Depot Management Advisory Committee Meetings *comprising of Recommendations to Council and Action List*

Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
19/11/13	9.2.3	Community Depot Project <u>Committee recommendation:</u> The Community Depot Management Advisory Committee recommends that Council consider the provision of temporary housing for Toodyay Community Radio at the Old Works Depot until such time as the building designated to Toodyay Community Radio at the Community Depot is available.	MCD/Grace	Council Resolution that: 1. Council make the following changes to its annual budget: <ul style="list-style-type: none"> GL 111334 - the anticipated grant from the Regional Development Australia Fund \$90,207 – be removed from the annual budget; GL 111351 – Buildings Public halls and Civic Centres be reduced by \$90,207 and the project to reroof the memorial hall be deferred to a future year; and GL 133332 – Community Depot – Capital Works proceed forthwith using Council funds. 2. If there is any undue delay in the completion of these works that the transportable offices at the Old Depot in harper Street are made available to Toodyay Community Radio as temporary accommodation until the Community Depot is available.	349/11/13
17/10/2013	9	Tour of Community Depot Site (Note: This item was from 2013)	MCD/CEO	Avon Wood Turners have requested a tour of the CDS – completed.	Completed. Requested 17/10/14 to remove
16/10/2014	8.1	Briefing Note – October 2014	CEO/MCD	A discussion took place regarding the retained water near the building. It was decided that it would be a good idea to investigate the feasibility of turning this into a wetland. Cr Madacsi, in consultation with Cr Lloyd, will complete a draft plan for the next meeting for further discussion.	Motion carried that this not be pursued 22/01/2015
19/09/2013 23/01/2014	8.1 discussed.	Leases – Community Depot (Note: This item was from 2013)	MCD/CEO	This was from 2013 Action List The Leases will be considered in due course	Removed from action list 14.7.15



STATUS REPORT

Community Depot Management Advisory Committee Meetings *comprising of Recommendations to Council and Action List*

Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
19/09/2013 23/01/2014	9.1 8.2 discussed.	Site Master Plan (Note: This item was from 2013)	MCD/CEO	Each Community Group will be approached once more regarding their own individual needs and provision of details for inclusion on site plan. The intent is to facilitate development of a site master plan. New Draft Plan complete and included in grant application.	Removed from action list 14.7.15
19/09/2013	9.2	Solar Panels (Note: This item was from 2013)	MCD/CEO	The consensus was whether the feasibility of fitting Solar Panels for electricity generation to the individual structures could be examined. The consensus was that solar panels should be considered at this stage as it may affect building orientations and thus any site master plan. NB: Until buildings are actually built this is deferred.	Removed from action list 14.7.15
23/01/2014	8.1	Toodyay Community Radio	CEO / PO	Project Officer and CEO to meet with TCR and their electrician to move forward on original plan. Electrical work will be done to make the building habitable / disabled access to buildings / ramp to be built, door frames width being looked at. Follow up with CEO. Ongoing.	Removed from action list 14.7.15
22/01/2015	8.1	Briefing Note	MCD	Action: That the Toodyay Community Depot Master plan dated 27 June 2014 be endorsed as the Concept Plan.	Removed from list 14.7.15
23/4/2015	8.1	Briefing Note	MCD	Action: The Community Depot Management Committee request the Radio Station Committee provide a status report on the following: 1. Progress on fit-out of their community depot premises; and 2. The proposed occupancy date of said premises. This report is to be made available at the next Community Depot Management Committee meeting.	Removed from list 14.7.15



STATUS REPORT

Community Depot Management Advisory Committee Meetings *comprising of Recommendations to Council and Action List*

Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
23/7/15	5.2.2	Community Radio	MCD	Can the CEO please send written correspondence to the Community Radio to seek advice as to what the groups intentions are for a proposed occupancy date of the premises and the progress on fit-out.	Removed from list 14.7.15
23/7/15	5.2.2	Community Radio	MCD	This item to be tabled for discussion at next meeting.	Removed from list 14.7.15
23/7/15	8.1	Briefing Note	MCD	Can the document /spreadsheet be altered to reflect all sheds to have a roof height of 3000mm	Removed from list 14.7.15
23/7/15	8.1	Briefing Note	MCD	Addendum to the Tender document to include provision to quote for front verandahs for 1200mm, 1800mm, 2400mm, 3000mm width. With exception of Shed 1 (Wood turners) who would like quotations for portico / awnings over PA door and windows.	Removed from list 14.7.15
22/10/15 CDMAC	5.3.2	Membership of the Committee	MCD	That Council: 1. Remove Toodyay Community Radio from the membership of the Community Depot Management Advisory Committee. 2. Invite a representative of Toodyay Farmers Markets Inc to join the Community Depot Management Advisory Committee.	217/10/15



STATUS REPORT

Community Depot Management Advisory Committee Meetings *comprising of Recommendations to Council and Action List*

Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
22/10/15 CDMAC	8.1.2	Shed Tenders	MCD	3. Alter or remove some of the specifications with options for discussion with groups to include: specify Roof to be zincalume; overall shed sizes to be reduced; use of railway building room for a group (see briefing note on Railway building & Community Radio); insulation necessity; whirlybird necessity; PA door necessity; windows / security mesh necessity; and alternative structures.	217/10/15

BRIEFING NOTES

DATE: 13 October 2015 **AUTHOR:** Debra Andrijich

SUBJECT: Community Depot Project

PURPOSE

To provide an update on the progress of the Community Depot Project tender process.

SUMMARY OF THE FACTS

The Request for Tender was advertised in the West Australian on 26th August and lodged with the Tenderlink website.

Summary of Tender submissions provided by Shed companies;

- 800 companies were sent tender alert notices.
- 147 Companies viewed the documents online.
- 40 companies downloaded the documents.
- 15 companies were represented at the mandatory site inspection
- 4 companies submitted tender applications.

The Tender submissions were opened in the presence of Debra Andrijich and Merridith Lamb at 2pm on 29 September 2015.

Key Considerations:

Council has allocated \$187,500 in the 2015/2016 budget, this allocation is distributed as follows;

Q126	Sheds	\$102,500
Q126	Accessible Toilet	\$ 30,000
Q155	Driveway & Car park	\$ 35,000
Q155	Water & Power install	\$ 20,000

Four Submissions were received through the Tenderlink Portal. All submissions were quoted at well above allocated funds, detailed summary of 4 submissions attached with all submissions being a minimum \$74,000 over budget.



Shire of Toodyay - TEN61 - Community Depot Sheds

	TENDERER 1			TENDERER 2		TENDERER 3		TENDERER 4	
	Price Per Item	Total Price	GST	Total Price	GST	Total Price	GST	Total Price	GST
Shed 1	Supply Total	\$ 49,574.90	\$ 4,506.81	\$ 40,943.70	\$ 4,094.38	\$ 23,789.04	\$ 2,378.90	\$ 43,378.00	\$ 4,337.80
	Construction	\$ 16,408.00	\$ 1,491.64	\$ 15,420.00	\$ 1,542.00	\$ 14,627.38	\$ 1,462.74	\$ 34,830.00	\$ 3,480.00
	TOTAL	\$ 65,982.00	\$ 5,998.45	\$ 56,363.70	\$ 5,636.38	\$ 50,116.62	\$ 5,011.66	\$ 78,208.00	\$ 7,817.80
Shed 2	Supply Total	\$ -	\$ -	\$ 50,746.86	\$ 5,074.69	\$ 29,737.67	\$ 2,973.77	\$ 63,446.75	\$ 6,344.67
	Construction	\$ 18,564.00	\$ 1,687.64	\$ 17,010.00	\$ 1,701.00	\$ 15,168.17	\$ 1,516.82	\$ 18,675.00	\$ 1,867.50
	TOTAL	\$ 72,301.70	\$ 6,572.88	\$ 67,756.86	\$ 6,775.69	\$ 56,606.04	\$ 5,660.60	\$ 82,121.75	\$ 8,212.17
Shed 3	Supply Total	\$ -	\$ -	\$ 26,282.87	\$ 2,628.28	\$ 16,439.41	\$ 1,643.94	\$ 35,736.25	\$ 3,573.62
	Construction	\$ 10,210.00	\$ 928.18	\$ 9,504.00	\$ 950.40	\$ 7,964.62	\$ 796.46	\$ 8,717.50	\$ 871.75
	TOTAL	\$ 39,178.00	\$ 3,561.63	\$ 35,786.87	\$ 3,578.68	\$ 29,474.23	\$ 2,947.42	\$ 44,453.75	\$ 4,445.37
Shed 4	Supply Total	\$ -	\$ -	\$ 19,193.00	\$ 1,919.41	\$ 12,152.08	\$ 1,215.21	\$ 17,817.25	\$ 1,782.12
	Construction	\$ 7,760.00	\$ 705.45	\$ 8,460.00	\$ 846.00	\$ 7,792.64	\$ 779.26	\$ 15,181.25	\$ 1,518.12
	TOTAL	\$ 30,788.80	\$ 2,798.98	\$ 27,653.99	\$ 2,765.41	\$ 24,624.92	\$ 2,462.49	\$ 32,998.50	\$ 3,300.24
TOTAL COST		\$ 208,250.50	\$ 18,931.94	\$ 187,561.42	\$ 18,756.16	\$ 160,821.81	\$ 16,082.17	\$ 237,782.00	\$ 23,775.58

The above quotations do not include Porticos, Awnings or verandah's

CONCLUSION (and/or Recommendations)

Recommend the following for consideration to bring in alignment with allocated budget funds.

1. Not accept any of the 4 tender submissions due to the prices all being well above budget in accordance with *Local Government (Functions and General) Regulations 1996 Part 4*
2. Re –request quotes for the shed supply and construction
3. Outsource the concrete pad installation locally
4. Alter/ remove some of the specifications, options for discussion;
 - a. Specify Roof to be zincalume
 - b. Overall shed sizes to be reduced
 - c. Use of railway building room for a group (see briefing note on Railway building & Community Radio)
 - d. Insulation necessity
 - e. Whirlybird necessity
 - f. PA door necessity
 - g. Windows / security mesh necessity

