



ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 26 July 2017
9am

at

Guyra Council Chambers

SUPPLEMENTARY ATTACHMENTS

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7.3 OUR INFRASTRUCTURE

7.3.3 FOR DECISION: Approval of the Stage 1 budget for the office accommodation upgrade of the former Armidale Regional Council War Memorial Library

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8.8 FOR INFORMATION: Minutes of the Business Advisory Committee Meeting held on 20 July 2017

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STRATEGIC PLAN

13th July 2017

Office Accommodation

Strategic Plan

Title: Office Accommodation Strategic Plan
Version Number: 20170713/1
Issue Date: 13th July 2017

Prepared By:

Document Owner(s)	Organization Role	Date
Ned Mozzell	Project Manager	13/07/2017

Amended By:

Document Owner(s)	Document Type	Version

SUMMARY

OVERVIEW OF THE STRATEGIC PLAN

The objective of this strategic plan is to compile Armidale Regional Councils vision, strategy and direction of making decisions in the allocation of its resources to pursue this strategy.

This Strategic Plan will be a multiple staged report and will incorporate organizational management activities that will be used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the Councils direction in response to the changing environment.

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STRATEGIC PLAN DETAILS

1.1 TITLE

Armidale Regional Council Office Accommodation Proposal

1.2 GENERAL INFORMATION

ARMIDALE REGIONAL COUNCIL
135 Rusden Street
P.O. Box 75A
ARMIDALE, NSW
2350

Phone: (02) 6770 3600

www.armidale.nsw.gov.au

ABN 39 642 954 203

1.3 PROJECT DESCRIPTION

Project Location:

The proposed office accommodation proposal will incorporate the following areas;

- The existing vacant Library building
- Current Armidale Regional Council Building



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INTRODUCTION

2.1 SUMMARY

To assist the Armidale Regional Council in making decisions on how to provide an effective and productive staff environment the strategic plan will provide an overview of the planning process its objectives and a detailed outline of tasks, costings and delivery times.

2.2 CURRENT OFFICE ACCOMMODATION HISTORY OVERVIEW

The current office accommodation layout does not provide adequate workspace areas that would enhance new work practices and future service delivery requirements. Issues to the current office accommodation layout are as follows;

- Overcrowding
- Air quality and ventilation
- Aesthetics
- Does not meet current building codes and/or Australian Standards, i.e. Fire Egress.
- Current workspaces and overall building layouts incorporate numeral Work Health and Safety issues, i.e. trip hazards.
- An aging building and services

2.3 PROJECT VISION AND OBJECTIVES

The council's vision and objectives are as follows;

- Provide acceptable workspace areas that meet the Building Code of Australia & Australian standards
- Accommodate current staff numbers in line with best works practices and space utilization and WHS.
- Deliverance and staging of new work space areas whilst provisioning for minimal interruptions to staff and customers.
-

2.4 STAKEHOLDER INPUT

There will be Input required to be obtained from the following groups and associations for the initiatives detailed in this proposal.

- Armidale Regional Council – Office Accommodation Design Workers Group
 - Steve McElroy
 - Andrew Strudwick
 - Ned Mozzell

2.5 REFERENCED DOCUMENTS

Key documents used to form the proposal are as follows;

- Current Building design and layouts
- Location of current services

2.6 ACRONYMS

- ARC - Armidale Regional Council
- KPI - Key Point Indicators
- WHS - Work Health and Safety

2.7 GLOSSARY OF TERMS

*** TERMINOLOGY

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DESIGN

3.1 DESIGN OVERVIEW

The Office Accommodation Design Workers Group (OADWG) was formed to apply a concept design and a Planning/Feasibility study estimate for both the existing vacant Library building and the Current Armidale Regional Council Building.

The Office Accommodation design workers group using best work practices for work spaces have made the following recommendations through mediation on a concept design and incorporated provisions for costings of a budget estimate and staged deliverance.

3.2 OADWG RECOMMENDATIONS

The Office Accommodation Design Workers Group recommendations are as follows;

- The overview of the whole Office Accommodation concept to be staged over three years, 2017/2018 through to 2019/2020 and incorporating three (3) Stages.
- **Stage 1, 2017/2018 Existing Vacant Library Building** - To provide the specialized work spaces to accommodate the different organizational structure and group numbers the recommendation for the Existing vacant library building was to use scenario 2 concept design and accommodate for 50 to 55 services people (Water & Sewer, Engineering Design & Construction & maintenance Services) on the ground floor and approximately six (6) I.T. personnel on Level 1.
- **Stage 2, 2018/2019 Current ARC Building Level 1** – To provide a complete fit-out of level 1 to accommodate financial services, waste management services & Human resources. Stage 2 works will incorporate in its works the majority of required upgrades to existing and ageing services of the building.
- **Stage 3, 2019/2020 Current ARC Building Ground Floor** – To provide a complete fit out of the Ground Floor to accommodate new Administration area, Building and Planning services, Records, Cashier and Customer Services.
- Complete a Planning/Feasibility Study Estimate based on concept designs of office accommodational areas for the purposes of provisioning costings for a budget estimate. Please refer to following Reference Tables 3.2.1, 3.2.2 & 3.2.3. In regards to the reference tables it would be recommended that provision for a ROM estimate (Rough Order of Magnitude) be developed that would suite the project costings.

3.2.1 Reference Table

Estimate for Stage 1 works for staff accommodation of 55 persons in Old library - 2017/18

Accommodation for IT on first floor, Water and Sewer, physical amenities, engineering design and Construction and Maintenance Services on ground floor

Item No	Description	Unit	Rate	Qty	Amount
1	Architectural and Structural design	Item	\$ 50,000	1	\$ 50,000
2	Electrical, hydraulic and mechanical design	Item	\$ 25,000	1	\$ 25,000
3	Internal human accommodation design	Item	\$ 15,000	1	\$ 15,000
4	Demolition	Item	\$ 30,000	1	\$ 30,000
5	Roof replacement	m2	\$ 60	482	\$ 28,920
6	Steel construction	Item	\$ 30,000	1	\$ 30,000
7	Mezzanine floor construction	m2	\$ 1,500	96	\$ 144,000
8	Supply and lay carpet	m2	\$ 70	482	\$ 33,740
9	Provide new sanitary facilities	m2	\$ 2,500	42	\$ 105,000
10	Electrical, communications and security fitout	m2	\$ 125	482	\$ 60,250
11	IT department relocation to first floor	Item	\$ 20,000	1	\$ 20,000
12	BCA & DDA compliance works including WH&S	Item	\$ 75,000	1	\$ 75,000
13	Section J BCA requirements	Item	\$ 30,000	1	\$ 30,000
14	Paint throughout	m2	\$ 30	600	\$ 18,000
15	Re use air conditioning system and augment with new ducting	Item	\$ 150,000	1	\$ 150,000
16	Ground floor fitout	m2	\$ 1,100.0	335	\$ 368,500
17	Supply and fit new workstations	Item	\$ 200,000.0	1	\$ 200,000
18	Sprinkler system and wall wetters for adjacent buildings	Item	\$ 20,000.0	1	\$ 20,000
Total					\$ 1,403,410
\$/m2					\$ 3,057

3.2.2

Reference Table

Estimate for Stage 2 works for staff accommodation of level 1 of Council building - 2018/19
Accommodation for Financial Services, Waste Management Services, Human Resources

Item No	Description	Unit	Rate	Qty	Amount
1	Architectural and Structural design	Item	\$ 15,000	1	\$ 15,000
2	Electrical, hydraulic and mechanical design	Item	\$ 15,000	1	\$ 15,000
3	Internal human accommodation design	Item	\$ 10,000	1	\$ 10,000
4	Demolition, remove workstations and relocation to Old Library	Item	\$ 50,000	1	\$ 50,000
5	Supply and lay carpet	m2	\$ 70	692	\$ 48,440
6	Upgrade sanitary facilities	Item	\$ 15,000	1	\$ 15,000
7	Electrical, communications and lighting fitout	m2	\$ 125	692	\$ 86,500
8	New ceilings	Item	\$ 50	692	\$ 34,600
9	BCA & DDA compliance works including WH&S	Item	\$ 70,000	1	\$ 70,000
10	Section J BCA requirements	Item	\$ 70,000	1	\$ 70,000
11	Replace air-conditioning system with new ducting	Item	\$ 300,000	1	\$ 300,000
12	New offices	m2	\$ 1,200.0	80	\$ 96,000
13	Painting throughout	m2	\$ 30.0	800	\$ 24,000
14	Supply and fit new workstations	Item	\$ 250,000.0	1	\$ 250,000
15	Upgrade staff amenities area and remove council kitchen	Item	\$ 50,000.0	1	\$ 50,000
16	Fit AAA water saving devices	Item	\$ 25,000.0	1	\$ 25,000
17	Fire safety improvements	Item	\$ 30,000.0	1	\$ 30,000
18	Treat windows on north and west walls with thermal blinds	Item	\$ 20,000.0	1	\$ 20,000
19	Provided instantaneous gas/solar hot water system	Item	\$ 120,000.0	1	\$ 120,000
Total					\$ 1,329,540
\$/m2					\$ 1,396

Please note, that if recommendation 3 is approved in the Approval of Stage 1 budget for the office accommodation upgrade approximately \$500,000 of the above items relate to fire, safety and BCA/DDA safety and compliance upgrades. This would reduce the budget in Stage 2 to \$829,540.

3.2.3 Reference Table

Estimate for Stage 3 works for staff accommodation of Ground floor of Council building - 2019/20

Accommodation for Administration , Building and Planning Services, Records, Cashier, Customer Services

Item No	Description	Unit	Rate	Qty	Amount
1	Architectural and Structural design	Item	\$ 10,000	1	\$ 10,000
2	Electrical, hydraulic and mechanical design	Item	\$ 10,000	1	\$ 10,000
3	Internal human accommodation design	Item	\$ 10,000	1	\$ 10,000
4	Demolition, remove workstations	Item	\$ 20,000	1	\$ 20,000
5	Supply and lay carpet	m2	\$ 70	623	\$ 43,610
6	Upgrade sanitary facilities	Item	\$ 15,000	1	\$ 15,000
7	Electrical, communications and lighting fitout	m2	\$ 125	623	\$ 77,875
8	New ceilings	Item	\$ 50	623	\$ 31,150
9	BCA & DDA compliance works including WH&S	Item	\$ 50,000	1	\$ 50,000
10	Section J BCA requirements	Item	\$ 70,000	1	\$ 70,000
11	Replace air conditioning system with new ducting	Item	\$ 200,000	1	\$ 200,000
12	New offices	m2	\$ 1,200.0	120	\$ 144,000
13	Painting throughout	m2	\$ 30.0	720	\$ 21,600
14	Supply and fit new workstations	Item	\$ 200,000.0	1	\$ 200,000
15	Fit AAA water saving devices	Item	\$ 20,000.0	1	\$ 20,000
16	Fire safety improvements	Item	\$ 20,000.0	1	\$ 20,000
17	Relocate Customer services, Cashier, building/planning counter	Item	\$ 235,000.0	1	\$ 235,000
18	Relocate electric door and provide new window for Executive PA	Item	\$ 15,000.0	1	\$ 15,000
Total					\$ 1,193,232
\$/m2					\$ 1,253

Please note, that if recommendation 3 is approved in the Approval of Stage 1 budget for the office accommodation upgrade approximately \$550,000 of the above items relate to fire, safety, ceiling and BC/DDA safety and compliance upgrades. This would reduce the budget in Stage 3 to \$693,232.

3.3 .DESIGN OBJECTIVES

In preparing the design response for the office accommodation Strategic Plan the following key design objectives have been explored.

- To provide ample work space for each specific work type,

- Improve the quality of the current staff accommodation,
- Improvements to current street scape and public access,
- Provide work areas to which comply with current building codes and standards,
- Identify construction staging and costings.

3.4 SCOPE

Following council acceptance on concept design and budget allocations the Project stages will be segmented into multiple stages which will incorporate all phases of the proposed project from design through to delivery of the project. Each stage of the proposed project will require, arriving to meet its KPI's..

Stage 1: Existing Vacant Library – 2017/2018

- Procurement of design Consultants – 4 - 6 weeks
- Engage design consultants – 4 - 6 weeks
- Procurement of Contractors – 4 - 6 weeks
- Construction – 6 months

Stage 2: Level 1 ARC Building – 2018/2019

- Procurement of design Consultants – 4 - 6 weeks
- Engage design consultants – 4 - 6 weeks
- Procurement of Contractors – 4 - 6 weeks
- Construction – 6 months

Stage 3: GF ARC Building – 2019/2020

- Procurement of design Consultants – 4 - 6 weeks
- Engage design consultants – 4 - 6 weeks
- Procurement of Contractors – 4 - 6 weeks
- Construction – 6 months

3.5 DETAILED DESCRIPTION OF SUPPLY

While during this draft proposal and strategic plan and until an approved design is approved, a structured description of all major design, system configuration, sub-systems, functionality, parts and components, operational and maintenance manuals, standards, installation, training, etc. will not be able to be obtained.

3.6 PROJECT PERFORMANCE CRITERIA

The critical performance figures of the project are as follows;

- Compile a list of main Stakeholders of the project and ensure that key stakeholders are able to get direct input into the development of the plan.
- Establishment of an appointed Office Accommodation Workers Group to meet regularly to guide the design process to which will be presented for councils consideration.
- Appointed Architect or Draftsman for Design of the Proposed Project.
- Appointed Contractors for construction of the proposed project.

3.7 STANDARDS

List of the standard's adopted and compiled to be incorporated into the CBD strategic plan are;

- AS 1428.1 – 2009 Design for Access and Mobility.

3.8 MAINTENANCE

The routine maintenance schedule and special requirements of the proposed project is expected to be;

- Mechanical & Electrical systems

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MANAGEMENT PROPOSAL

4.1 MANAGEMENT ARRANGEMENT

A project team will be assembled primarily from the ARC to manage the proposed project. The following Roles and responsibilities will be carried out as follows;

- Project Management and Supervision by ARC
- Proposed Project Design by an appointed Architect or Draftsmen.

5 WORK PACKAGE DESCRIPTION

ARC will manage the project using the best practice Project Management techniques to ensure that the work can be carried to cost and schedule. As part of this exercise, the project has been broken down into a number of distinct work packages, which will enable progress to be monitored effectively. The work breakdown structure will also be used as the basis for defying milestones against which payments for progress during the project would be made.

5.1 MILESTONES

Item	Title	Description
1.	Proposal	<ul style="list-style-type: none"> • Compile Draft Proposal of proposed project. • Feedback from ELT of their recommendations and design ideas. • Final Proposal.
2.	Design	
	Electrical and Mechanical Services Design	<ul style="list-style-type: none"> • Detailed design of the proposed works
	Architect / Draftsmen	<ul style="list-style-type: none"> • Appoint Architect or Draftsmen • Draft Architect's impression and design • Approve Architect's impression and design
3.	Procurement	
		<ul style="list-style-type: none"> • Scope of works compiled • Contracts signed
4.	Construction	
		<ul style="list-style-type: none"> • Commencement of specific work tasks • Completion of specific work tasks • Reporting
5.	Completion	
		<ul style="list-style-type: none"> • Proposed Completion of project • Received all accompanied project documentation

5.2 PROGRAMME

The proposed projects programme will consist of a high-level Gantt chart incorporating the, 4.1 Milestones.

5.3 QUALITY MANAGEMENT

The ARC will adhere to its Quality Assurance Systems, outlining major activities, procedures, roles and responsibilities of the Project Manager and other team members.

5.4 SAFETY MANAGEMENT

The ARC and associated trades carrying out work on the proposed project will comply with all Safety management and requirements of the Work Health and Safety Act.

5.5 REPORTING

A report of the proposed projects monthly progression will be maintained throughout the life of the project. The report will require covering the following points;

- Project Details
- Programme and Milestones
 - Project Programme details
 - Milestone deliverables performance reporting
 - Milestones Project impact
 - Project risk management status
 - Project issue Management Status
- Budget Report – include forecasts
- Risk Management Report
- Issue Report – Areas of concern, specific problems and corrective actions
- Work health and Safety Report
- Quality Assurance Report
- Design
- Contracts and Suppliers
- Photos

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DRAWINGS & ACCOMPANIED DOCUMENTATION

The proposed projects Drawings and accompanied documentation.

1. Drawings
 - a. Existing Vacant Library Building Concept Drawings
 - i. Scenario 1, 2 & 3



BUSINESS ADVISORY COMMITTEE

Held on

Thursday, 20 July 2017
2.00pm

at

Committee Room, Armidale

MINUTES

Dr Tiley, the Administrator, welcomed members to the inaugural meeting.

1. APOLOGIES

Mr Jackson's notice of apology was noted.

2. DECLARATIONS OF INTEREST

Nil.

3. REPORTS

3.1 Terms of Reference

Ref: AINT/2017/12008 (ARC17/2172)

RECOMMENDATION:

That the Business Advisory Committee Terms of Reference be accepted.

3.2 Chairperson Selection

Ref: AINT/2017/12087 (ARC17/2172)

RECOMMENDATION:

That the new Council appoint a Councillor as Chairperson of the Business Advisory Committee following the September 2017 election and that a second Councillor serve on the Committee.

4. GENERAL BUSINESS

4.1 Business Directory

Ref: AINT/2017/12107 (ARC17/2172)

RECOMMENDATION:

That Council's business directory be enhanced with the options suggested by Locals for Locals, subject to budgetary constraints.

Mr Korsch provided feedback on the issues and benefits of having a centralised online business directory. Mr Lawrence indicated he was committed to working closely with the interested members of the Committee in improving the business directory.

ACTION: Mr Lawrence and Ms Harrison to work with Alliance to firm up a proposal and to bring this proposal back to the Committee for consideration.

4.2 Armidale Mall and Beardy Street Guyra Update

Ref: AINT/2017/12090 (ARC17/2172)

That the report on Armidale Mall and Beardy Street Guyra Update be noted.

Mr Woodland provided a verbal update on the Vibrancy Plan. He advised that the parking study had been undertaken and the key features of the Armidale Mall (such as the sails, stage, lighting and Cinders Lane) were being considered. With respect to the Guyra Main Street, it is anticipated that \$2.77 million will be spent on the upgrade with work commencing in October. An information report is due to be presented at the next Ordinary Council meeting. Consultation with the business stakeholders and community will take place in the near future. Mrs MacDonald requested that members familiarise themselves with the *Renew Newcastle* model.

4.3 Small Business Friendly Council Program

Ref: AINT/2017/12609 (ARC17/2172)

RECOMMENDATION:

That the report on the Small Business Friendly Council Program be noted.

Mrs Cull spoke on the Small Business Friendly Council Program and explained some of the benefits of the program. Mr Lawrence was aware of the program and offered to present a report at the next meeting.

ACTION: Mr Lawrence to present a report on the Small Business Friendly Council Program at the next Business Advisory Committee meeting.

There being no further business the Chairman declared the meeting closed at 2.45pm.