

PROJECT DETAILS

Project Number **PJ000497**

Project Name **Trentham Community Hub**

Project Address **66 High Street, Trentham**

Project Objectives **The objective of the project is to provide a multi-purpose community facility that enhances the community functions and services available in Trentham.**

Background The Trentham Community Hub is a project that will see the design and construction of a multi-purpose community facility in Trentham. The Hub will provide for the functionality of library service, Council customer service, visitor information services, meeting spaces, and hall space.

In mid 2018, Council conducted a community survey to establish the preferred location for the Trentham Community Hub. A 52% majority voted for the Trentham Community Hub to be built on the site of the Mechanics Institute, retaining the existing building on that site.

In August 2018, Council resolved:

That Council:

- *Confirms that it will design the Trentham Community Hub at 66 High Street Trentham in line with the majority result of the postal survey.*
- *Confirms it will deliver the Trentham Community Hub pending adequate Government funding at 66 High Street Trentham in line with the majority result of the postal survey.*
- *Proceeds to develop Concept Designs with a quantity surveyed cost estimate through a public request for tender for design services with the specification including the following key elements:*
 - o *total cost of \$3.5 million including fit out and contingency;*
 - o *the Trentham Community Hub will include the original hall and new additions. The original hall of the Trentham Mechanics Institute will be retained and other parts of the building will be demolished;*
 - o *scope elements that have been agreed are limited to library, visitor information centre, customer service, meeting and function rooms, and original main hall; and*
 - o *community consultation is required in detailing the concept plans for the above mentioned services already agreed.*
- *Confirms its financial commitment of \$800,000 to the construction of the Trentham Community Hub in future years.*
- *Resolves that the contract appointment following the public request for tender for design services be brought back to a Council meeting for decision.*
- *Resolves that it no longer intends to hand the crown land at 66 High Street Trentham back to the Department of Environment Land Water and Planning as this site will be used for the Trentham Community Hub.*

This project plan outlines the delivery of this project based on the Council resolution.

(Planned) Start Date **2019**

Strategic Link **Council Plan – Quality Community Infrastructure**

1.9 – Design and build the Trentham Community Hub incorporating enhanced library, meeting rooms, seniors and visitor information services

Asset Class **Buildings**

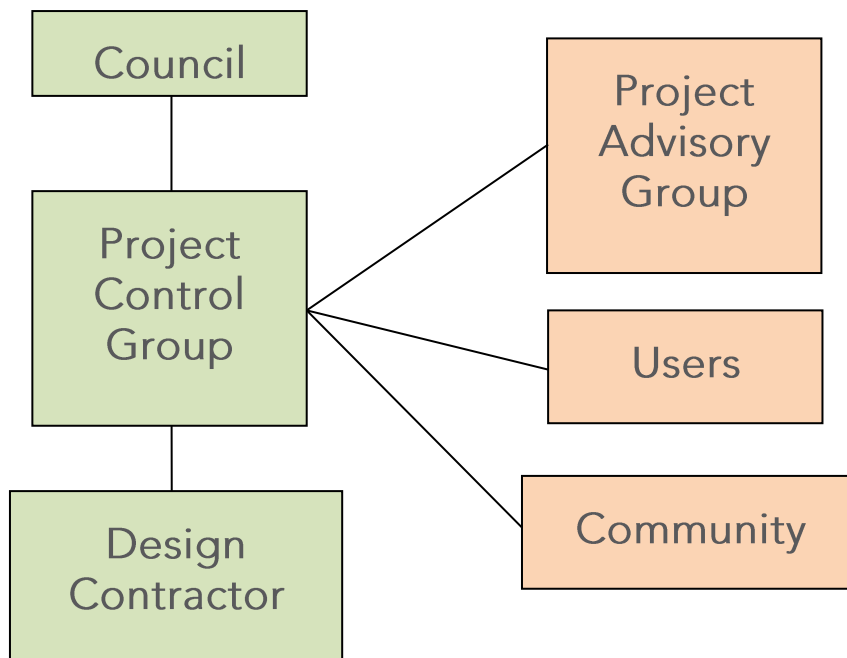
PROJECT BUDGET

Project Budget	\$54,084 (2018/19 adopted budget, carry forward to 2019/20) Endorsed project budget \$3.5M
Funding	Hepburn Shire Council – \$800,000 (future budget) External Funding - \$2.7M (subject to application)

PROJECT CONTROL GROUP

Project Sponsor	Director Corporate and Community Services
Project Manager	Project Manager, Major Projects
Team Member	Chief Executive Officer
Team Member	Director Infrastructure and Development Services

PROJECT GOVERNANCE



Group	Role
Council	<ul style="list-style-type: none"> • Set strategic direction • Approve any significant or material changes to budget, timeframes, or scope • Approve any changes to the details of the August 2018 resolution
Project Control Group	<ul style="list-style-type: none"> • Responsible for the planning and execution of the project • Procure and manage the design contractor • Administer and attend the Project Advisory Group • Understand and coordinate user requirements • Coordinate consultation
Design Contractor	<ul style="list-style-type: none"> • Lead consultation • Complete concept design balancing all functions and requirements
Project Advisory Group	<ul style="list-style-type: none"> • Input community views into concept design • Represent broader community vision for facility use • Engage with broader community on project
Users (including services to be operated from the Hub)	<ul style="list-style-type: none"> • Clarify ideal and minimum requirements of the facility • Detail operational requirements of the facility for the design process
Community	<ul style="list-style-type: none"> • Participate in community consultation throughout project.

DETAILED PROJECT SCOPE

Detailed Project Scope The scope of the project is as follows.

- Design and construct a new Community Hub at 66 High Street Trentham
- At this site, the Trentham Community Hub will include the original Mechanics Institute hall and new construction for the Trentham Community Hub. The original hall of the Trentham Mechanics Institute will be retained and renovated, and other parts of that building will be demolished.
- The following functional elements, and no others, will be included on the 66 High Street site:
 - library
 - visitor information centre
 - customer service
 - meeting and function rooms
 - hall
- Concept design last revised 2016
- Cost estimate complete 2016
- Includes all site improvements
- Includes on-site car parking and landscaping
- Staging of construction to be explored during design process
- Construction stage is dependent on external funding.
- Acquisition of planning permit

Scope Exclusions

- Works outside of the site
- Works to abutting roads
- Accommodation of services outside those listed above

- Construction or provision of a social space at any other facility
- Constraints to Delivery
- Availability of external funding
 - Council approval at various milestones
- Assumptions
- Property will remain Crown land, with Council as Committee of Management
 - The consideration of the management model for the facility once operational, including the community's involvement, will occur at a later date,
 - The operational planning of services to relocate into the new facility will occur separately from this project.
 - Neighbourhood house will not relocate into the new facility
 - Any non-council services or use of the new facility will occur through a casual hire, memorandum of understanding, licence, user agreement, or other appropriate arrangement

PROGRAM

MILESTONES	START DATE	END DATE
Instate New Project Advisory Group	06/08/2019	26/11/2019
Procure Design	02/09/2019	24/02/2020
Design	From Feb 2020	
Consultation	From December 2019	
Approve concept design	Mid 2020	

APPROVALS

Land Ownership / Land Owner's Consent	Required
Dja Dja Wurrung Notification	As part of planning permit
VicRoads Notification / Consent / Approval	As part of planning permit
DELWP / Parks Victoria Works Approval	Required
NCCMA Notification / Consent / Approval	As part of planning permit
Title Re-establishment (Survey)	Required
Planning Permit	Required
Heritage Approvals	As part of planning permit
Native Vegetation Approval	As part of planning permit
Building Permit	Required
Services Location (DBYD / On-site Location)	Required
Permits to Work	As part of construction contract

Who are the key stakeholders of this project?

Stakeholder	Description of Involvement
Project Advisory Group	Involve – input into the concept design to help realise community needs in the Hub
Community and community groups	Consult – feedback on concept design at key consultation stages
User groups who will be accommodated in new facility	Involve – feedback on functionality of new facility for the services
Current users of Mechanics Institute, including seniors groups	Involve – feedback on functionality of new facility for the current uses
Disability Advisory Committee	Consult – feedback at strategic points of concept plan to maximise accessibility of facility.
Internal service managers	Involve – ensure service needs of Council services are met by new facility. Endorsement of concept design.
HSC Facilities / Manager Environment and Waste.	Endorsement of concept design Practical Completion (handover), handover from contractor / Major Projects Final Handover from Contractor / Major Projects
HSC Cleaning & Maintenance Staff	Information

► PROJECT PLAN

STAKEHOLDER CONSULTATION PLAN

STAKEHOLDER	IMPACT ON PROJECT	PROJECT IMPACT ON THEM	KEY MESSAGES	UPDATES (TYPE & REGULARITY)	HOW DO THEY PROVIDE FEEDBACK
Project Advisory Group (PAG)	HIGH	HIGH	Help maximise functionality and community vision for the Hub.	Meetings, 6-weekly	Meetings
Community	HIGH	HIGH	Delivering new community facility	At milestones – media; for consultation – media, local information, PAG.	Determined during consultation
User groups who will be accommodated in new facility	HIGH	HIGH	Creating high quality facility for services to operate; improvements for operations and community enjoyment.	Meetings, as required	Meetings
Current users of Mechanics Institute, including seniors groups	HIGH	HIGH	Alternative arrangements during construction; improved facility	Via PAG (if membership represented), also as required; meetings	Meeting
Disability Advisory Committee	LOW	LOW	Ensure high quality accessibility functionality of design	As required, during design consultation	Various
Internal Service Managers	HIGH	HIGH	Ensure service operational needs are met in new facility	As required, during design consultation	Various
HSC Facilities / Manager Environment and Waste.	MEDIUM	MEDIUM	Maximise efficiency and cost effectiveness of ongoing operation and maintenance	As required, during design consultation	Various
HSC Cleaning and Maintenance Staff	LOW	LOW	Maximise efficiency and cost effectiveness of ongoing operation and maintenance	As required, during design consultation	Various

► PROJECT PLAN

RISKS

What are the RISKS for this project and how are they proposed to be mitigated? Refer Council Risk Assessment Policy, Procedures & Definitions [DOC/11/11840]

DESCRIPTION	INHERENT RISK	MITIGATION STRATEGY	RESIDUAL RISK	WITHIN TOLERANCE	COMMENT
Insufficient budget projections	Major x Possible = Medium	Concept designs, cost estimate previously developed.	Moderate x Possible = Medium	Yes	
Unable to secure sufficient external funding	Severe x Possible = High	Funding strategy, grant seeking.	Major x Possible = Medium	Yes	
Conflicting views about concept design from users or community	Moderate x Likely = Medium	Council appointed Project Advisory Committee; high quality consultation plan for the project	Moderate x Likely = Medium	Yes	
Community members upset if not on Project Advisory Group	Moderate x Likely = Medium	Transparent public Eol process; Council to appoint members in Council meeting,	Moderate x Possible = Medium	Yes	
Future user groups expectations unable to be met	Moderate x Possible = Medium	High quality consultation with future users/services	Moderate x Possible = Medium	Yes	
Procurement – unable to attract suitable submissions for construction	Major x Unlikely = Low	High quality, well detailed tender documentation; public tender process; directly send request for tender to select known contractors; generous request for tender advertisement timeframe.	Major x Unlikely = Low	Yes	
Insufficient community information about the progress of the project	Moderate x Possible = Medium	Council appointed Project Advisory Committee; high quality consultation plan for the project	Moderate x Unlikely = Low	Yes	