



Ordinary Council Meeting

28th September 2011

INFRASTRUCTURE SERVICES

ATTACHMENTS

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Government of Western Australia
Department of Transport

New Coastal Assets

Your ref :
Our ref : DT11/03113
Enquiries : Stephen Smith 9216 8428

Chief Executive Officer
Shire of Augusta Margaret River
PO Box 61
MARGARET RIVER WA 6285

Attention: Mr W. Prangnell

13 September 2011

Dear Wayne

Augusta Boat Harbour – Construction of Access Road & Site Preliminaries

A Ministerial Media Statement dated 2 August 2011 by Premier Barnett announced that the State Government will invest \$25 million in a new boat harbour in Augusta. The funding will apply over two years during which time the Department of Transport (DoT) will be responsible for the construction.

I refer to the meeting held between the Shire of Augusta Margaret River (Shire) and DoT on the 1 August 2011 at which time the Shire expressed a willingness to construct the new access road from Leeuwin Road into the boat harbour site. This letter seeks to confirm and formalise those discussions and to establish an agreement on the roles and responsibilities of DoT and the Shire for the delivery of the project.

Scope of Works

The scope of works to be undertaken by the Shire includes:

- Construction of approximately 330m of road to a limestone finish to the widths and levels as detailed on drawings:
 - 1554-10-01 Longitudinal Section
 - 1554-10-02 Finished Surface Contours and Isopachs
- Installation of temporary fencing and gates to locations and details to be advised by DoT but generally around the identified declared rare flora populations as shown on drawing 1554-10-03 Clearing and DRF Boundaries.
- Provision of temporary rock protection works to the road formation at the locations shown on drawing 1554-10-01 Longitudinal Section.

Shire's Responsibility

The Shire shall provide and/or arrange for site supervision, ground condition assessments, site survey and pegging, traffic management, site facilities, fencing, clearing and grubbing, removal of spoil and vegetation from site, cutting and filling, materials supply and placement including limestone and rock, compaction, trimming to levels, provision of plant and equipment and all other items required to complete the works.



DoT's Responsibility

DoT shall provide funding, design services, environmental advice and support and overall project management for the Augusta Boat Harbour.

Timing

Construction may not proceed until formal advice has been received from the Department of Sustainability, Environment, Water, Heritage, Population and Communities. This advice is anticipated to be received in September 2011.

Construction, including temporary rock protection works, is required to be completed by 23 December 2011 unless otherwise agreed.

Financial

A budget estimate for the works amounts to \$525,000 (exc GST) with actual costs to be incurred on a schedule of rates basis. Expenditure above this amount shall require prior approval from DoT.

The Shire shall undertake the works through their existing materials and plant hire contracts, by use of the Shires day labour workforce and/or with other local service providers as required. All costs incurred by the Shire in the delivery of the project shall be reimbursed by DoT including supervision costs.

The Shire shall establish a project account and invoice DoT on a monthly basis with supporting invoices and/or financial transaction reports. DoT shall process Shire invoices within 30 days of receipt.

Environmental Commitments and Constraints

The Shire and its contractors will be required to comply with a number of environmental commitments and constraints that apply to the works, including:

- Use of dieback free materials;
- Fencing of declared rare flora areas prior to mobilising construction plant;
- Restriction of plant and vehicle access to approved areas only;
- Implementation of dieback management procedures;
- Approval of lay-down and vehicle turning areas;
- Site inductions to all construction personnel; and
- Observing DEC clearing protocols for the Western Ringtail Possum.

DoT's Project Manager or Environmental Consultant will provide further information as required on these matters.



DoT's Representative

Project Manager – Mr Stephen Smith

Shire's Representatives

Construction Manager – Mr Wayne Gailey
Site Supervisor – Mr Peter Walker

Any change to the Shire's representative shall be by agreement with DoT.

Reporting

A weekly project meeting will be held between the Shire and DoT either on site or at the Augusta Shire Office for the period of the works. The meeting shall be held on every Friday, or as otherwise agreed. Agenda items shall include:

- Weekly progress
- Design and construction issues
- Contractors and materials supply
- Expenditure incurred
- Expenditure forecast
- Safety

Can you please provide written confirmation on the acceptance of the proposed arrangements for construction of the access road for the Augusta Boat Harbour.

Yours sincerely

Larry Adams
A/New Coastal Assets Manager

Enc: Drawing 1554-10-01 Rev D
Drawing 1554-10-02 Rev B
Drawing 1554-10-03 Rev A



Augusta Boat Harbour Stakeholder Group

1. CHARTER

The general charter of the Stakeholder Group is to oversee the delivery of Stage 1 of the Augusta Boat Harbour.

2. ROLE

The Role of the Working Group is to:

- Oversee and manage key stakeholder interests
- Provide a conduit for stakeholder and public consultation
- Ensure the project meets budget and time requirements
- Approve ^(Recommend) scope changes
- Provide feedback and advice to Transport

3. RESPONSIBILITIES

MEMBERSHIP

- Membership of the Working Group shall be limited generally to representatives of key state and local government agencies that have a statutory, regulatory, regional or financial interest in the construction of the boat harbour, including:
 - Department of Transport
 - Shire of Augusta Margaret River
 - Department of Regional Development and Lands
 - South West Development Commission
- Should a member be unable to attend a scheduled meeting, the member shall endeavour to contact the Chair as early as possible to advise alternate representation.

DUTIES

Stakeholder Group members shall endeavour to:

- Attend all meetings, give due consideration to the matters raised and actively participate in discussions
- Fairly represent the views of their organisation
- Maintain confidentiality where matters of a sensitive nature are considered

4. MEETING PROCEDURES

FREQUENCY

Meetings will typically be held at monthly intervals at the Shire office in Augusta. However other meeting arrangements may also be requested by the Chair.

QUORUM

The quorum for meetings shall be 50% of the members plus one. The quorum shall include the Chair.

VOTING

On matters where consensus cannot be reached, the Chair shall obtain a majority decision. In these circumstances each organisation shall have one vote.