

#### **11.1.4 Project Manager**

**File Reference:** 00025  
**Location:** Shire of Pingelly  
**Applicant:** Gavin Pollock, Chief Executive Officer  
**Author:** Gavin Pollock, Chief Executive Officer  
**Date:** 16 June 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** N/A

#### **Summary:**

Council to approve advertising for a Project Manager to undertake grant applications for the Recreation and Cultural Centre. The Project Manager would also oversee and coordinate the development of the Recreation and Cultural Centre project from start to finish.

#### **Background:**

The Shire of Pingelly has endorsed the concept drawings for a new Recreation and Cultural Centre, as well as approving a \$2,500,000 loan in the 2014/15 budget that has now been approved by Treasury and will be drawn down on the 30 June 2015.

The Recreation and Cultural Centre is estimated to cost between \$5,000,000 and \$5,500,000 with council committing \$2,500,000 of loan funds and \$500,000 of reserve funds totalling a \$3,000,000 contribution to the project.

It is estimated that an additional \$3,000,000 in grant funding can be gain from quality informed grant submissions presented to Lottery West, Department of Sport and Recreation, National Stronger Regions Fund, Royalties for Regions and the Bendigo Bank plus a number of smaller grants we may be able to gain funding from.

#### **Comment:**

Due to the strategic and management requirements for this project it is unsustainable for the Chief Executive Officer to continue to deliver the required responsibilities of a project of this size and importance. It must be noted that a number of the funding applications close on 31 July 2015.

The Project Manager would be offered a three (3) year contract and would be funded from the project grant funds received.

The Project Manager's key duties under direction of the CEO is to project manage the delivery of the new Recreation and Cultural Centre, development of tender documentation and project specifications, Coordination of services and communications with WACHS on the new Pingelly Health Centre, coordination with Wheatbelt Development Commission on the delivery of the cluster aged care units to ensure new services meet the needs of all projects, prepare and submit grant applications, sourcing letters of support from groups to use the facility and working with the CEO and Sport and Recreation Focus Group to ensure the project objectives are met.

In advertising for a Project Manager we would be looking for an experienced Local Government professional with qualifications as a Project Manager delivering a similar nature project.

#### **Consultation:**

Cr Lange and Cr Marshall

#### **Statutory Environment:**

Nil

**Policy Implications:**

Not appointing a Project Manager may impact on developing the required detailed asset management plans and full of life operation costs.

**Financial Implications:**

In attracting a professional to the position of Project Manger the salary would need to be set from \$90,000 to \$105,000 per year depending on experiences and qualifications. The position would be offered housing, vehicle, utilities and relocation compensation.

The vehicle allocated would be the current Works Supervisor's car as it is due to be traded as of 1 July 2016 and would attract a low trade and would suit this position to save purchase of a new vehicle.

**Strategic Implications:**

In appointing a Project Manager it will enable the project to be given the required attention to ensure a quality delivered project along with attracting maximum grant funding. The Project Manager will also be developing the strategic objectives for the completed site in relation to current and future stages of development for the new Pingelly Medical Centre and Ageing in Place units.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That Council:**

1. **Approve the Chief Executive Officer to seek a suitable qualified Project Manager with a salary range from \$90,000 to \$105,000 per year depending on experience.**
2. **Approve the Chief Executive Officer, if required, to engage a recruitment agency to assist in finding a suitable applicant.**
3. **Appoint the Shire President, Deputy President and Chief Executive Officer to shortlist applicants and conduct the interview process as required.**
4. **Endorse the salary costs be allocated and expended from Account Number RCC01 Recreation and Cultural Centre for the remainder of the 2014/15 financial year.**
5. **Endorse the expenditure of approximately \$39,000 to purchase a new vehicle before 30 June 2015 from surplus funds remaining from savings made on 2014/15 plant purchases and the non-purchase of a spray unit that will be carried forward to the 2015/16 budget.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_