

WICKEPIN CARAVAN PARK

Precinct Master Plan

Architectural Services

Request for Quotation RFQ 12-2021/2022

ORA

Office of Regional
Architecture

OFFICE OF REGIONAL ARCHITECTURE

Architects at Large



CONTENTS

Please contact us if you have any queries

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A Issue for RFQ 30/11/2021

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3.1 OFFER FORMS

3.1.1 Respondents Offer

OFFER FORM
The Chief Executive Officer
SHIRE OF WICKEPIN
77 Wogolin Road, Wickepin WA 6370


I/We (BLOCK LETTERS):OFFICE OF REGIONAL ARCHITECTURE
ADDRESS: 2 LENNARD STREET, BROOKTON WA 6306
ABN: 52 624 524 590
ACN: 624 524 590
Telephone No: 0429 421 287
E-mail: rpecheva@regionalarchitect.com.au

In response to RFT – 12- 2021/2022 - Precinct Master Plan for the Wickepin Caravan Park:

I / We agree that I am / We are bound by, and will comply with this request and its associated schedules, attachments, all in accordance with the Conditions of Quotation contained in this Request signed and completed.
The Quotation price is valid up to thirty (30) calendar days from the date of the Quotation closing or forty-five (45) days from the Council's resolution for determining the Quotation whichever is the later unless extended on mutual agreement between the Principal and the Quotation in writing.

I / We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Quotation irrespective of its outcome.
The Quotation consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Quotation.

Dated this: 30th day of November 2021

Signature of authorised signatory of Quotation:  _____

Name of authorised signatory (BLOCK LETTERS): ROSALIE PECH EVA
Position: DIRECTOR
Address: 576 Brookton-Corrigin Highway, Brookton WA

Witness Signature:  _____

Name of witness: (BLOCK LETTERS): BRAD WETHERALL
Position: PROJECT ARCHITECT
Address: 46 Counsel Road, Coolbellup 6163

3.1.2 Price Structure

Please Note: ALL PRICING IS INCLUSIVE OF GST.

PRICE BASIS

1. Are you prepared to offer a fixed price? YES
2. Are you prepared to allow a discount for prompt settlement of accounts? NO

PRICE SCHEDULE

Stage 1: Wickepin Caravan Park Precinct Concept Plan (Master Plan) – Methodology & Estimate of Time & Cost

- Establish with the Client the project objectives and constraints 1.0hr
- Review documentary precedents (listed above) 2.0hr
- Prepare detailed written Brief 2.0hr
- Obtain approval and confirm detailed Brief from Client 1.0hr
- Site Visit #1, prepare photographic record and measured diagrams 1.0hr (Disbursements at cost – ORA standard rate \$410)
- Review statutory planning controls and guidelines 1.0hr
- Analyse site opportunities and constraints and prepare site plan to suitable scale (A2 format 1:200) to illustrate same 4.0hr
- Prepare relevant functional relationship and spatial diagrams 4.0hr
- Prepare DRAFT Precinct Concept Plan 5.0hr
- Review DRAFT Precinct Concept Plan with Client and obtain approval 1.0hr
- Incorporate Client feedback and requirements into INTERIM Precinct Concept Plan 3.0hr
- Review INTERIM Precinct Concept Plan with Client and obtain approval 0.5hr
- Co-ordinate sub-Consultants where necessary (fees paid by Client – BAL Assessment, QS) and obtain sub-Consultant design for incorporation into the design 3.0hrs
- Incorporate Client feedback and requirements into FINAL Precinct Concept Plan 3.0hr
- Review FINAL Precinct Concept Plan with Client and obtain approval 0.5hr
- Prepare A2 format poster for Client purposes 2.0hr
- Prepare, print and deliver 3 off A2 bond paper colour posters to Client 1.0hr (Disbursements at cost – Best Office Systems, Narrogin, or Wickepin CRC if capable)

Our Time (34.0hr), Skill & Experience	\$5,100
Disbursements (Site Visit #1 & Printing)	\$450 allowance
10% GST	\$555
TOTAL Fee Estimate	\$6,105

Stage 2: Wickepin Caravan Park Precinct Detailed Design – Methodology & Estimate of Time & Cost

- Establish with the Client the stage objectives and constraints including budget 1.0hr
- Prepare detailed written Developed Brief including Preliminary Project Cost Plan 4.0hrs
- Obtain approval and confirm detailed Brief from Client 1.0hr
- Co-ordinate sub-Consultants where necessary (fees paid by Client – land survey) and obtain sub-Consultant design for incorporation into the design 1.0hr
- Prepare detailed site plan incorporating land surveyors data 3.0hrs
- Site Visit #2, Client meeting and site measure, photographs and sketches 1.0hr (Disbursements at cost – ORA standard rate \$346.50)
- Review statutory building and planning controls and guidelines 1.0hr
- Prepare relevant functional relationship and spatial diagrams each functional/building area identified in Master Plan 4.0hr
- Prepare detailed designs for each functional/building area identified in Master Plan 16.0hrs
- Prepare DRAFT Functional Area/Building Concept Plans 8.0hrs
- Review DRAFT Precinct Detailed Design with Client and obtain approval 1.0hr
- Incorporate Client feedback and requirements into INTERIM Precinct Detailed Design 4.0hrs
- Co-ordinate sub-Consultants where necessary (fees paid by Client – struct, elect, hydraulic, BCA compliance, QS) and obtain sub-Consultant design for incorporation into the design 5.0hrs
- Incorporate sub-Consultant design and requirements into INTERIM Precinct Detailed Design 4.0hrs
- Review INTERIM Precinct Detailed Design with Client and obtain approval 0.5hr
- Incorporate Client feedback and requirements into FINAL Precinct Concept Plan 4.0hrs
- Review FINAL Precinct Developed Design with Client and obtain approval 0.5hr
- Prepare A2 drawings to adequately describe the works 2.0hrs
- Prepare, print and deliver 3 off A2 bond paper drawing sets to Client 1.0hr (Disbursements at cost – Best Office Systems, Narrogin, or Wickepin CRC if capable)

Our Time (62.0hr), Skill & Experience	\$9,300
Disbursements (Site Visit #1 & Printing)	\$450 allowance
10% GST	\$975
TOTAL Fee Estimate	\$10,725

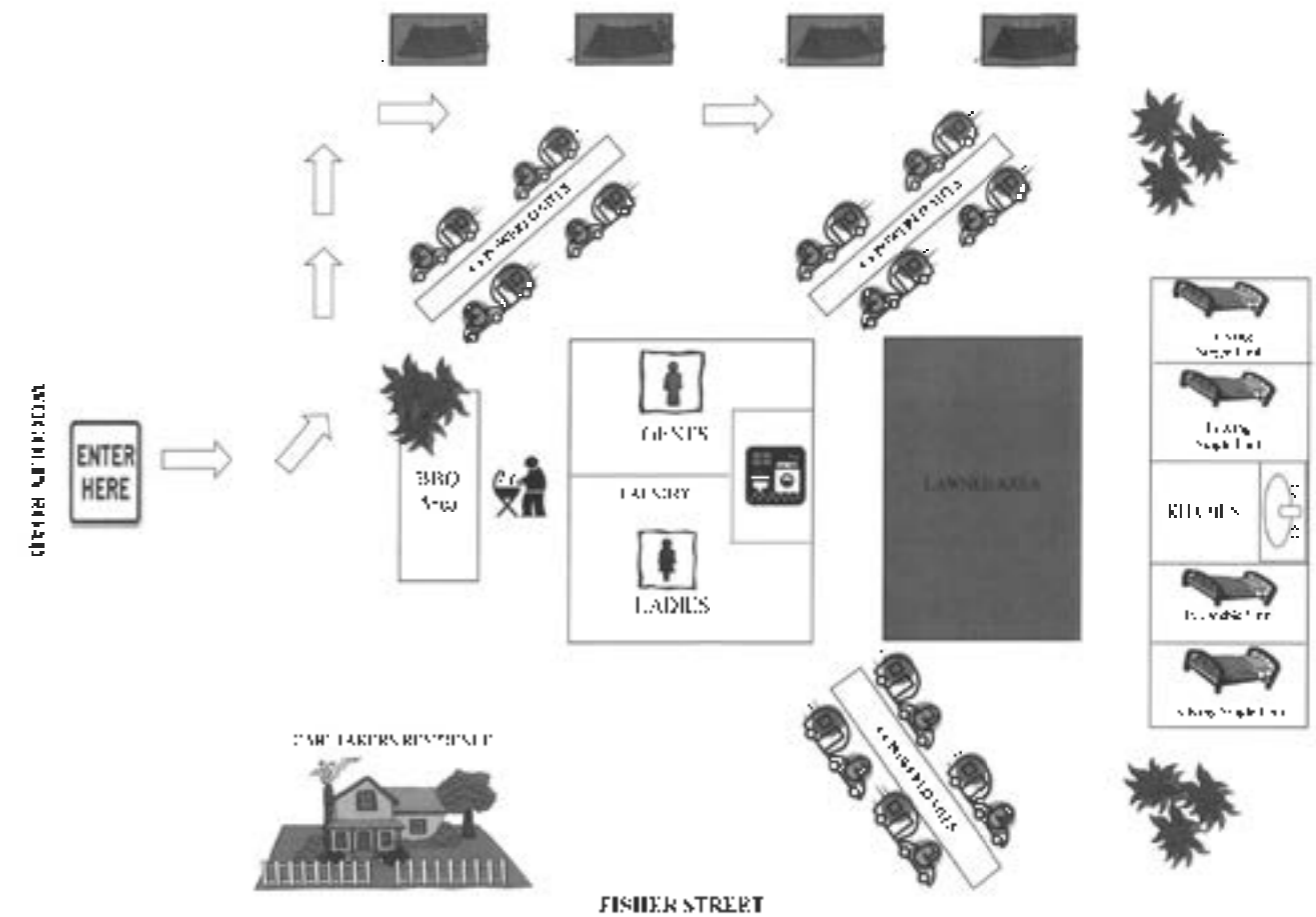
Stage 3: Wickepin Caravan Park Precinct Built Elements Construction Documentation – Methodology & Estimate of Time & Cost

TOTAL Fee Estimate **\$ To Be Advised on completion of Stage 2.**

Please refer to Appendix for additional essential reference documentation.



Bathroom Renovation at 'Our Barn', York



3.2 APPLICANT'S RESPONSE

3.2.1 ORGANISATIONAL PROFILE (Attachment 1)

Office of Regional Architecture is an accredited architectural practice offering a full range of architectural and planning services to clients in regional Western Australia.

The practice, based in the heart of the Wheatbelt in Brookton, has completed a variety of building and planning projects across the Wheatbelt, Great Southern and South West regions over the past decade.

We are trained to solve complex built environment challenges with reference to all design parameters, at all scales, and at every stage of procurement. We are particularly passionate about creating sustainable regional communities through appropriate and viable design solutions, and we love working in the following specialisations:

- Local Government & Community NFP projects
- Sport & Recreation Centre Redevelopment
- Project Brief, Scope & Methodology Reports
- Independent Design Reviews
- Master Planning of Public Spaces
- Planning Applications & Negotiation
- Landscape Architecture Design
- Heritage & Adaptive Reuse Projects
- Retail, Cafes, Galleries & Offices
- New Houses, Additions & Alterations

Our practice is committed to providing a high standard of sustainable building and landscaping design and associated architectural services to local government, community, business and private Clients in the regions of Western Australia. We are based in the heart of the Wheatbelt and invest our energies into creating and realising projects that benefit the people and communities of regional Western Australia. We believe in the viability and importance of the contribution of the regions to the wider Australian community, and the importance of infrastructure and development projects to the economic and social sustainability of the communities of the Wheatbelt and Great Southern regions, as well as the joy and increased quality of life that considered architectural design can bring to families, small businesses and community groups in daily life. We are extremely focused on presenting viable solutions to the problems Clients face in realising their building and planning projects. Office of Regional Architecture is a registered architectural practice #3315 with the Architects Board of Western Australia, and is affiliated with the Australian Institute of Architects and the Australian Association of Consulting Architects.



ORA are located in Brookton, in the Heart of the Wheatbelt, and are proud to service the Wheatbelt and Great Southern Regions.

DIRECTOR

ROSALIE PECH EVA
Director and Design Architect
ABWA # 2510

PROJECT ARCHITECTS

ALEXANDRA MACKENZIE
Project Architect
ABWA #

BRAD WETHERALL
Project Architect
ABWA #

SUPPORT STAFF

NATALIA HALL
Practice Manager

THOMAS FLENTRI
Architectural Technician

ORA Pty Ltd operates under a flat organisational structure. More information on key project personnel can be found under 3.3 Key Personnel.

REFEREES

3.2.2 REFEREES (Attachment 2)

Tory Young
Manager of Planning & Development Services
Shire of Kondinin

T 08 9889 1092
E mpd@kondinin.wa.gov.au

Project:
Kondinin Community Recreation Centre Additions & Alterations

Client:
Kondinin CRC Committee Inc as Lessee of the premises, with the Shire of Kondinin acting as their agent.

Scope of Architectural Services:
Preliminaries, Concept Design & Costing, Design Development, Construction Documentation.

Year
2018

Cost of Construction:
\$1 million

Project Progress
The construction of the facility is complete and continues to form an integral part of, and greatly enhance, community life within the Kondinin Shire.

Darren Mollenoyux
Chief Executive Officer
Shire of Bruce Rock

T 08 9061 1377
E ceo@brucerock.wa.gov.au

Project:
Bruce Rock Supermarket

Client:
Shire of Bruce Rock

Scope of Architectural Services:
Preliminaries, Concept Design & Costing, Design Development, Construction Documentation, Tendering Services, Contract Administration & Construction Inspection, Defects Liability Period Finalisation.

Year
2021, ongoing

Cost of Construction:
\$3.55 million exclusive of GST

Project Progress
The project nears the end of Design Development, with Community Engagement ongoing and the Shire currently seeking grant funding opportunities to realise the project.

Dale Stewart
Chief Executive Officer
Shire of Narrogin

T 08 9884 1056
E ceo@wandering.wa.gov.au

Project:
Narrogin Heritage Railway Precinct Master Plan

Client:
Shire of Narrogin

Scope of Architectural Services:
Preliminaries & Concept Design .

Year
2021, ongoing

Cost of Construction:
TBA

Project Progress
The project is at completion of Concept Design, with Community Engagement underway and the Shire currently seeking grant funding opportunities to realise the project.

3.2.3 AGENTS

ORA Pty Ltd is not acting as an agent for another party.

3.2.4 TRUSTS

ORA Pty Ltd is not acting as a trustee of a trust.

SUBCONSULTANTS

3.2.5 SUBCONTRACTORS/SUBCONSULTANTS

We propose our team of qualified, experienced subconsultants herein, whose input may be required to complete the proposed scope of work. We will assist the Client to engage, co-ordinate and liaise with all the necessary subconsultants to complete the work. The Client will engage and reimburse the subconsultants professional fees.

Land Surveyor/ Site Survey

FM Surveys, Licensed Surveyor
Mark Spencer - Elizabeth Pl, Northam WA 6401

Quantity Surveyor/ Opinion of Probable Cost

West Coast Estimating, Quantity Surveyors
Jason Dodds - 30 Parker St, Bassendean WA 6054

BAL Assessor/ BAL Report

Bushfire Safety Consulting, Level 3 BAL Assessor
Rohan Carboon - Great Eastern Hwy, Mundaring WA 6073

BCA Certification Services

WA Building Certifiers & Assessors (WABCA Group)
Suite 14 Centre Park Business Centre, 755 Albany Hwy, East Victoria Park WA 6101

Energy Assessment

WA Building Certifiers & Assessors (WABCA Group)
Suite 14 Centre Park Business Centre, 755 Albany Hwy, East Victoria Park WA 6101

Fire Engineering

WA Building Certifiers & Assessors (WABCA Group)
Suite 14 Centre Park Business Centre, 755 Albany Hwy, East Victoria Park WA 6101

Geo-Tech Assessment & Structural Design

Structerre Consulting Perth
1 Erindale Rd, Balcatta WA 6021
Structural & Civil Design - Structerre Consulting Perth (1 Erindale Rd, Balcatta WA 6021)

Hydraulic, Electrical, Acoustic, Communications & Mechanical Design

Alphazeta Group
68 St Georges Terrace, Perth WA 6000

Landscape Design

Office of Regional Architecture Pty Ltd
2 Lennard Street, Brookton WA 6306

Interior Design

Melissa Welsh Style & Design
5 Chamberlin St, York WA 6302

Other subconsultants to be determined during the course of the work – To be advised.

3.2.6 CONFLICTS OF INTEREST

No actual or potential conflict of interest in the performance of the obligations under the Contract exist if ORA Pty Ltd is awarded the Contract, nor are any such conflicts of interest likely to arise during the Contract.

3.2.7 FINANCIAL POSITION

ORA Pty Ltd is presently able to pay all debts in full as and when they fall due.

ORA Pty Ltd is not currently engaged in litigation as a result of which it may be liable for \$50,000 or more.

If ORA Pty Ltd is awarded the Contract, it will be able to fulfil the Requirements from its own resources or from resources readily available to it and remain able to pay all of its debts in full as and when they fall due.

Financial Referees

Accountant
Marie Studer-Pluss
Thorntons Accountants & Business Advisors
1/184 Adelaide Terrace, East Perth WA 6004
Telephone 9421 1722

Bank Manager
Peter Keogh, Bendigo Bank
Lot 6 Great Southern Hwy, Brookton WA 6306
Telephone 9642 1500

3.2.8 OHS & PROJECT RISKS (Attachment 8)

ORA can demonstrate capability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.

Please refer to ORA's OHS head document at the Appendix: copies of the suite of sub-documents are available on request.

The document Traffic Management for Works on Roads Code of Practice - Main Roads February 2021 is part of the suite.

3.2.9 QUALITY ASSURANCE (Attachment 5)

ORA Pty Ltd is an A+ Member Practice of the Australian Institute of Architects, Practice #E7856, and subscribes to and implements the AIA Acumen Practice guides, protocols, and best practice for Quality Assurance and Risk Management in Australian architecture practices, including Quality Control for Working Drawings, Quality Control for Specifications & Schedules, Risk Management via subscription to and implementation of Australian Standards, and Quality Control via Checklists for Working Drawings, Specifications & Schedules.

In addition, all ORA staff regularly participate in Continuing Professional Development programs run by the AIA, the Association of Consulting Architects and our Insurance providers and Risk Management advisors, not only to maintain Registration as Architects individually and as a practice per the requirements of the Architects Act 2004 and the Architects Board of WA, but also to remain abreast of the developing risk environment (e.g. flammable cladding, management of Covid-19 protocols and practices in delivering architectural services, risks to quality posed by design-&-construct procurement contracts, quality documentation practices, value of briefing, etc).

3.2.10 INSURANCE COVERAGE

Professional Indemnity Insurance
Insurer: Planned Cover, Policy # PCSP00844, Renewal Date: 20-09-2022
Limit of Indemnity: \$2,000,000

Public Liability Insurance
Insurer: WFI, Policy # 11 OPL 3220719
Renewal Date 27-05-2022
Limit of Indemnity \$20,000,000

Workers Compensation Insurance
Insurer: QBE, Policy # PE1966150GWC
Renewal Date 11-10-2022

3.3 SELECTION CRITERIA

3.3 COMPLIANCE CRITERIA

A	Compliance with the Conditions of Responding to RFQ	YES
B	Compliance with providing Financial Information	YES
C	Compliance with identifying any actual or potential Conflict of Interest	YES
D	Compliance with providing details of Insurance Coverage	YES
E	Compliance with Acknowledgment of RFQ Addenda	YES
F	Compliance with identifying any Critical Assumptions	YES
G	Compliance with the Specification included in the RFQ	YES
H	Compliance with Licencing/ Registration Requirements	YES
I	Compliance with and completion of the Price Schedule	YES



3.3.1 QUALITATIVE CRITERIA

A. RELEVANT EXPERIENCE (Attachment 6)

Project:

Narrogin Heritage Railway Precinct Master Plan

Client:

Shire of Narrogin

Scope of Architectural Services:

Preliminaries & Concept Design

Subconsultants

N/A

Year

2021, ongoing

Cost of Construction:

TBA

Building Contractor

TBA

Comment

The project site is a prominent and key core regional town site, which due to its current condition does not present Narrogin or its historic and cultural significance, in a very flattering light. ORA has successfully realised and showcased the enormous potential of the site to progress many of the Shires key strategic initiatives, over a considered roll-out of asset improvements and strategic stakeholder coalitions. Community Engagement for the project is now underway and the Shire are currently seeking grant funding opportunities to realise the project. The development of the Concept Design for the Master Plan included an extensive desktop review of applicable Shire strategies, policies and consultants' reports, including Narrogin Townscape Study Review 2016, Gnarrogin Park Master Plan 2019, Shire of Narrogin Walk Trails Master Plan 2019, Stories of Us – Narrogin Heritage Walk Trail brochure, Narrogin Railway Station & Goods Shed Conservation Management Plan 2020, Narrogin Railway Station & Goods Shed Adaptive Reuse Strategy 2020, Shire of Narrogin Public Art Strategy & Masterplan 2019, Shire of Narrogin Disability Access & Inclusion Plan 2018-2023, Narrogin Tourism Strategy 2019, Report of an Aboriginal Ethnographic Survey for the Gnarrogin Park Master Plan 2020, & Westrail Lease Number: L6578 Narrogin WAGRC & Town of Narrogin dated Dec 1996

Project:

Wandering Community Centre Precinct Redevelopment (including Additions and Alterations to the existing Community Centre building & Precinct Master Plan)

Client:

Wandering Community Centre Precinct Redevelopment Working Group and the Shire of Wandering

Scope of Architectural Services:

Preliminaries, Concept Design & Costing

Subconsultants

BAL Assessment – Bushfire Safety Consulting, Land Surveyor – FM Surveys, Quantity Surveyor – West Coast Estimating

Year

2021, ongoing

Cost of Construction:

Adds & Alts to Community Centre \$1.2 million exclusive of GST, Precinct Master Plan elements \$1.16 million exclusive of GST

Building Contractor

TBA

Comment

The Client were an articulate and disciplined group, very outcome oriented, who ORA was able to guide to think strategically rather than get bogged down in the minutiae of design details. The Shire are currently seeking grant funding opportunities to realise the project, when funding sources have been identified, Community Engagement will commence.

Project:

Kondinin Community Recreation Centre Additions & Alterations

Client:

Kondinin CRC Committee Inc as Lessee of the premises, with the Shire of Kondinin acting as their agent.

Scope of Architectural Services:

Preliminaries, Concept Design & Costing, Design Development, Construction Documentation.

Subconsultants

Structural Design & Geo Tech – Structerre, Elect, Hydro & Mech Design – AlphaZeta, BCA Compliance & Energy Compliance – WABCA, Quantity Surveyor – Davson + Ward

Year

2018

Cost of Construction:

Approx. \$1 million exclusive of GST

Building Contractor

A Corp Construction

Comment

There were some intricacies in this project in managing the relationship with a dual Client with competing priorities, however ORA amicably managed those challenges such that the splendid outcome overshadowed any difficulties experienced during the process. The facility is complete, has been embraced by the user groups and is in routine recreational, social and community use, and forms an integral part of community life in the Kondinin Shire.

Project:

Bruce Rock Supermarket

Client:

Shire of Bruce Rock

Scope of Architectural Services:

Preliminaries, Concept Design & Costing, Design Development, Contract Documentation, Tendering, Contract Administration, Defects Liability Period Finalisation

Subconsultants

The Retail Resources Company, Supermarket Fitout – Lane Industries, Land Surveyor – Survey Tech, Quantity Surveyor – Rawlinsons, BCA Compliance – Russell Building Approvals, Structural Design – Fulcrum, Elect & Mech Design – Forth

Year

2021, ongoing

Cost of Construction:

\$3.55 million exclusive of GST

Building Contractor

TBA, the Client intends to nominate sub-contractors from within local trades capability

Comment

The project was initiated under emergency conditions after the existing supermarket and hardware store were destroyed by fire during the onset of the Covid-19 pandemic, and a temporary supermarket was set up by the Shire and continues to operate out of the Town Hall premises. The loss of the facility potentially spelled the collapse of the local economy, as residents were forced to leave Bruce Rock to shop for essentials in neighbouring centres, and ORA was called on to collaborate with the Shire on an urgent, yet strategic and considered solution. The project currently nears the end of Design Development, with Community Engagement underway and the Shire are seeking grant funding opportunities to realise the project.

The Project

The Town of Narrogin in the Upper Great Southern has its historical roots entwined with the development of the Great Southern Railway as it spread south from the State capital to the southern outpost port of Albany. The character and built elements of the centre of the townsite are a rich tapestry of Railway Heritage artifacts comprising the Railway Station, Goods Shed, Railway Institute, Overhead foot Bridge, the central Mackie Park and the Horden Hotel - these sites link Gnarogin Park, the green centre of town and the civic and community heart of the CBD. The Shire of Narrogin recognised that importance of heritage, culture & arts, and the stories that remain as part of the cultural heritage of the community of Narrogin and, invited the Office of Regional Architecture to prepare a Master Plan with an emphasis on experiential tourism, public art, wayfinding (walk trails and links) and greening (improving amenity, thermal comfort and attractiveness of the Precinct and wider Townsite) in early 2021.

What we did

The project is currently at Community Engagement Stage stage. We have been an essential project partner with the Shire of Narrogin, integrating a considerable amount of valuable existing documentation of policy and strategy from numerous sources, and created high-value design strategies which will integrate and assist with implementation of long-standing community goals for this community

Our impact

ORA's iterative design process, thorough desktop review of substantial literature and the development of a highly detailed developed brief, enabled the elected members of Council to confidently adopt the Master Plan as a suitable way forward for the Precinct, while identifying 'low-hanging fruit' actions that can be quickly and cheaply implemented while more substantial elements of the design can be detailed, costed and funded according to a realistic and manageable timeframe.

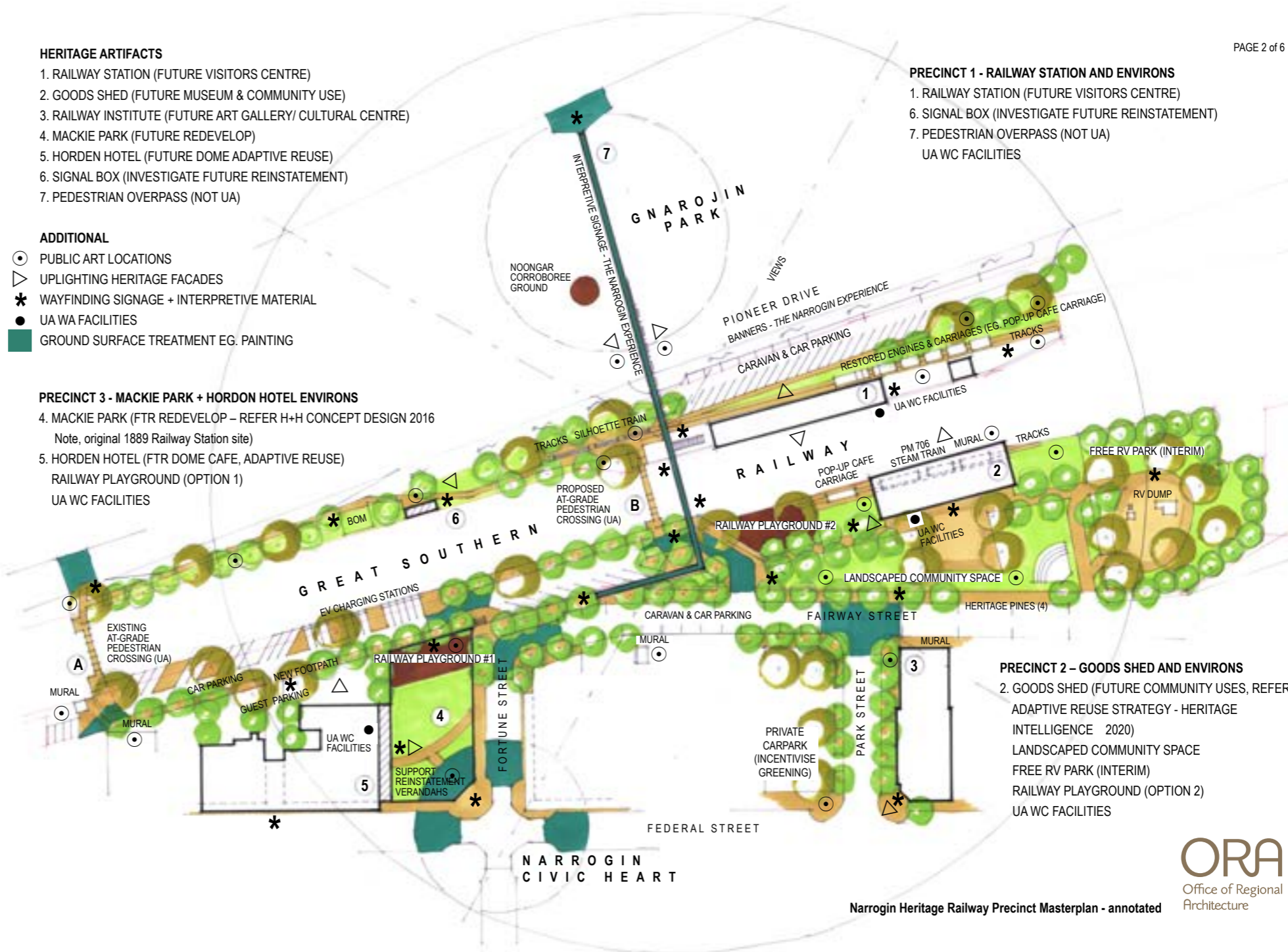
- HERITAGE ARTIFACTS**
1. RAILWAY STATION (FUTURE VISITORS CENTRE)
 2. GOODS SHED (FUTURE MUSEUM & COMMUNITY USE)
 3. RAILWAY INSTITUTE (FUTURE ART GALLERY/ CULTURAL CENTRE)
 4. MACKIE PARK (FUTURE REDEVELOP)
 5. HORDEN HOTEL (FUTURE DOME ADAPTIVE REUSE)
 6. SIGNAL BOX (INVESTIGATE FUTURE REINSTATEMENT)
 7. PEDESTRIAN OVERPASS (NOT UA)

- ADDITIONAL**
- PUBLIC ART LOCATIONS
 - △ UPLIGHTING HERITAGE FACADES
 - * WAYFINDING SIGNAGE + INTERPRETIVE MATERIAL
 - UA WA FACILITIES
 - GROUND SURFACE TREATMENT EG. PAINTING

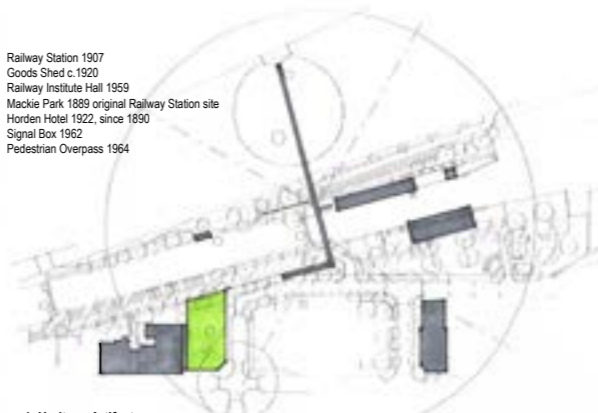
- PRECINCT 3 - MACKIE PARK + HORDON HOTEL ENVIRONS**
4. MACKIE PARK (FTR REDEVELOP - REFER H+H CONCEPT DESIGN 2016 Note, original 1889 Railway Station site)
 5. HORDEN HOTEL (FTR DOME CAFE, ADAPTIVE REUSE) RAILWAY PLAYGROUND (OPTION 1) UA WC FACILITIES

- PRECINCT 1 - RAILWAY STATION AND ENVIRONS**
1. RAILWAY STATION (FUTURE VISITORS CENTRE)
 6. SIGNAL BOX (INVESTIGATE FUTURE REINSTATEMENT)
 7. PEDESTRIAN OVERPASS (NOT UA) UA WC FACILITIES

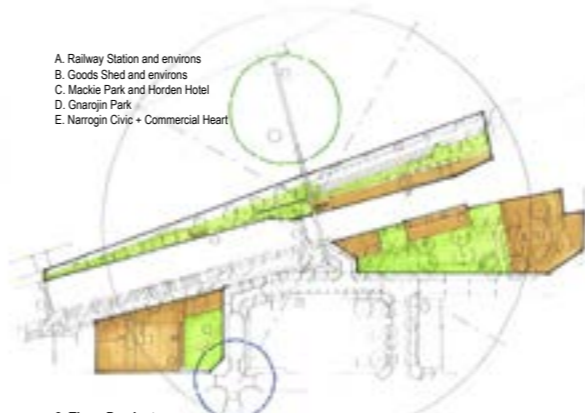
- PRECINCT 2 - GOODS SHED AND ENVIRONS**
2. GOODS SHED (FUTURE COMMUNITY USES, REFER ADAPTIVE REUSE STRATEGY - HERITAGE INTELLIGENCE 2020) LANDSCAPED COMMUNITY SPACE FREE RV PARK (INTERIM) RAILWAY PLAYGROUND (OPTION 2) UA WC FACILITIES



Narrogin Heritage Railway Precinct Masterplan - annotated



1. Heritage Artifacts
A constellation of culturally significant railway artefacts that collectively form a new, engaging place as well as being crafted and intact buildings individually.



2. Three Precincts
Three new distinct but interlinked experiences and precincts for the community and visitors to Narrogin, forming new connections between Gnarogin Park and the CBD.



4. Greening
Improved amenity, thermal comfort and attractiveness provided through sustainable planting to the whole Railway environment, connecting into existing tree avenues and green spaces.

Placemaking Strategy Diagrams

WANDERING COMMUNITY CENTRE 2021 - CURRENT

The Project

The community of Wandering hold several large events annually and wanted to upgrade their Community Centre to accommodate and service those events, including the Wandering Long Table, the annual Fair, as well as campouts, funerals and weddings in addition to the usual community sport and recreation uses. The current building had served as a recreation and social focus since it was designed by Gregory Sansome Architect and constructed by Forum Construction in the mid-80s, but a new commercial kitchen, updated and accessible facilities, huge covered verandah to house the Lunch, and more storage were required.

What we did

This project involved working closely with the Wandering Community Centre Precinct Redevelopment Working Group and the Shire of Wandering to develop and realise the brief, carry out preliminary due diligence, concept design, and prepare detailed estimates of cost for each element of additions and alterations to the building and the improvements to the wider precinct. Our strategy was to enlarge the building footprint using similar materials to the existing, and the use of skillion roofs over additional floor area so as not to compete with the striking existing roof form.

Our impact

The project will be funded by a variety of State, local government funds, and the in-kind support of the Shire and community members. The importance of cultural, sporting and social activities to maintaining community cohesiveness in regional communities is demonstrated in this project, by a community already planning the bigger, better events which will be able to be hosted in the new facility when constructed, which has been and will continue to be at the centre of community life. The value of our architectural design process will be realised when the Working Group bring the whole community on-board with our presentation materials backed by detailed documentation including drawings, 3D visualisation and project and costing reports, so that they can understand the proposal, it's aesthetic qualities, functional benefits, and the associated costs involved.



KONDININ COMMUNITY RECREATION CENTRE 2018

The Project

The community of Kondinin were ready to update and expand their tired, ugly, but serviceable, community recreation building, and wanted a iconic visual transformation which reflected their aspirations as a progressive Wheatbelt community. The building had served as a recreation and social focus since the 1970s, but functional requirements had outgrown the footprint and the building looked dated externally and felt old-fashioned and austere inside.

What we did

This project involved working closely with the Kondinin Community Recreation Centre (KCRC) Committee Inc along with the Shire of Kondinin to develop and realise the brief, carry out preliminary due diligence, concept design, design development, and contract documentation for the additions and alterations to the late '70s red brick, flat-roofed sports pavilion. Our strategy of removing the flat roof but retaining the structurally sound steel skeleton and brick partitions, and adding a curved steel roof to take in the rolling vistas of grain fields, we were able to transform an ugly but serviceable public building into a proudly-regarded, distinctly Wheatbelt-inspired aesthetic focus for the community, which reflects the aspirations and trajectory of a thriving Wheatbelt community.

Our impact

The project was funded by a variety of State, local government sources together with the Committee's own funds, and the in-kind support of the Shire and community members. The importance of sporting activities to maintaining community cohesiveness in regional communities is demonstrated in the preparedness of a volunteer organisation to invest in and completely transform a dated Wheatbelt Recreation Centre into a modern social hub which is the centre of community life. The value of our architectural design process was realised when the whole community came to understand the proposal, it's aesthetic qualities, functional benefits, and the associated costs involved.



Credit - Natalie Davy Photography

BRUCE ROCK SUPERMARKET 2021 - CURRENT

The Project

In early 2020, the former Bruce Rock Supermarket and Hardware store were destroyed in a devastating fire. This meant that the local community of approximately 1200 would be forced to travel to nearby towns to complete their shopping, an outcome that the community believed would sound the death-knell for the local economy. The Shire of Bruce Rock recognised that importance of a local shop for its community and, following a competitive tender, awarded the Office of Regional Architecture the contract for full Architectural Services in early 2021.

What we did

The project is currently nearing completion of Design Development. Understandably, the Local Council had no experience in developing commercial projects of this kind. We have become an essential project partner, assisting them in the design and documentation of the project, and helping them navigate the volatile construction environment that the sector is currently experiencing. ORA are also assisting the Shire with an effective strategy of community engagement, essential for the future success of the Supermarket and the project's place in the community.

Our impact

ORA has expertly and calmly directed and maintained the course for the project, providing a the needed degree of certainty for decision-making by the Shire's elected members, despite a climate of rising construction costs, and the novelty of embarking upon a commercial undertaking in the retail sector. We are working with a diverse mix of consultants, including a business broker and a supermarket fitout designer to ensure that the project is progressing toward construction, expected in early 2022.



KEY PERSONNEL

3.3.2 QUALITATIVE CRITERIA

B. ARCHITECT'S RESOURCES: KEY PERSONNEL, SKILLS & EXPERIENCE (Attachment 7)

DIRECTOR



Rosalie Pech Eva

PROJECT ARCHITECTS



Alexandra Mackenzie



Brad Wetherall

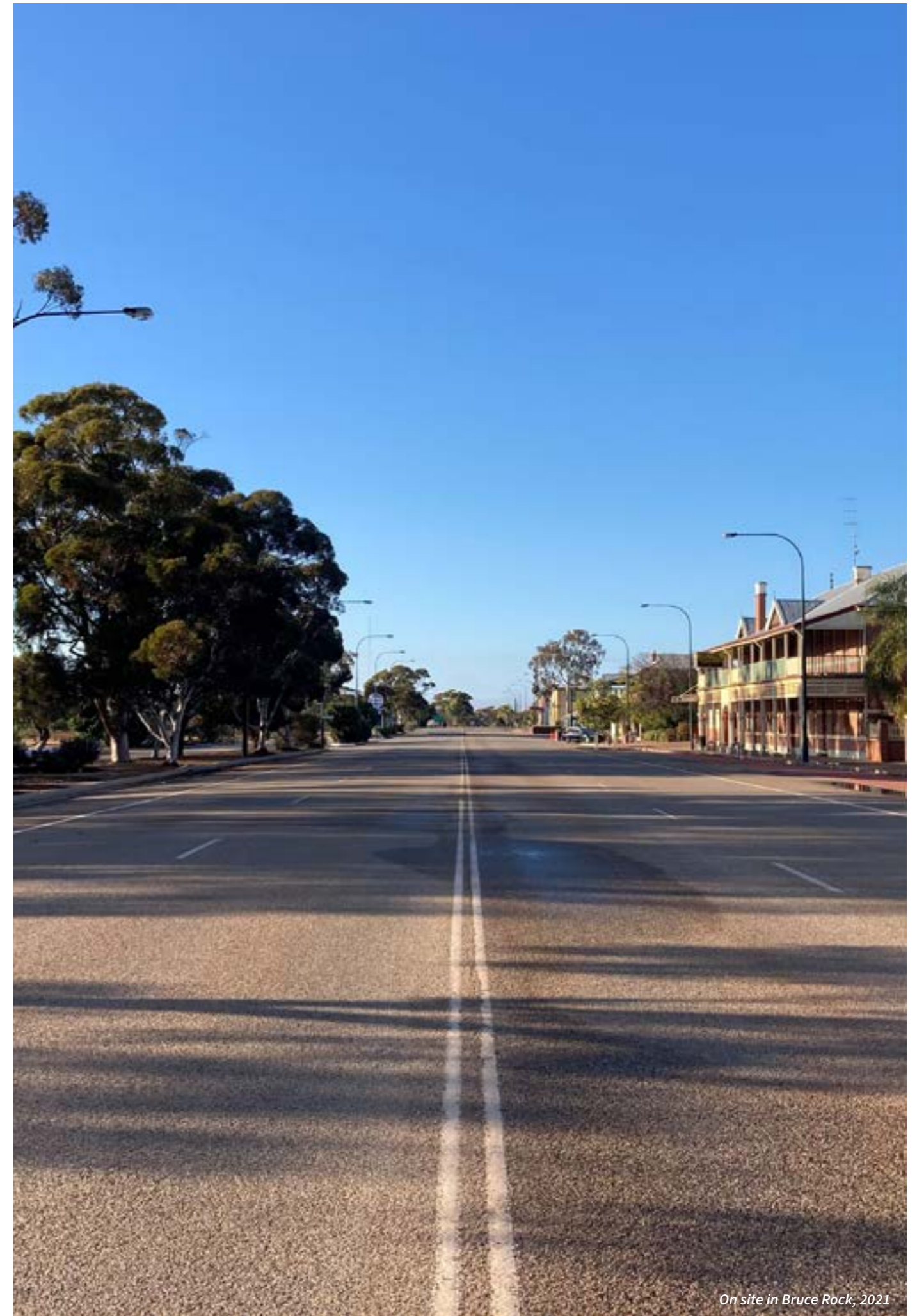
SUPPORT STAFF AND ADMINISTRATION



Natalia Hall



Thomas Flentri



On site in Bruce Rock, 2021

KEY PERSONNEL CONTINUED

QUALITATIVE CRITERIA

ARCHITECT'S RESOURCES

KEY PERSONNEL, SKILLS & EXPERIENCE CONT.

Rosalie Pech Eva

Registered Architect, ORA Design Architect, ORA Director

B. Arch (Hons 1st Class), 1991 (University of WA)
Architects Board WA registered Architect # 2510

BIOGRAPHY

Rosalie has 30 years' experience in local government and community not for profit projects and community engagement up to \$5 million in value. If ORA is selected for the project, Rosalie will be the Architect of Record, and will be ultimately responsible for the time, quality and cost scope and deliverables including community engagement, and the successful delivery of the project.

RELEVANT SKILLS

- Working collaboratively with LGA clients to successfully complete landmark projects designed to facilitate sustainable community development, and assisting LGAs to realise strategic community objectives.
- Applying for and acquitting grants on behalf of community not-for-profit and private clients.
- Working with heritage and existing built fabric in residential, local government and community not-for-profit projects, and leading adaptive reuse projects for sustainable recycling of buildings.
- Facilitating design workshops with community groups for local government and community not-for-profit organisations.
- Landscape Design for local governments and community not for profit organisations including active youth (skateparks, pump tracks), aged care (dementia appropriate), urban areas (town centres & children (nature playgrounds).
- Working within the WAPC Statutory Planning framework, including as assistant to the Shire Planner and then Acting Shire Planner at Shire of Brookton 2011-2012

PROJECT EXPERIENCE

Bruce Rock Supermarket

Retail & Community
Local Government, 2021

Wandering Community Centre Additions & Alterations

Sport, Recreation & Community
Local Government, 2021

Corrigin Wellness Centre

Health & Community
Local Government, 2021

Narrogin Heritage Railway Precinct Master Plan

Landscape, Heritage & Community
Local Government, 2021

Pingelly Town Hall Alterations & Additions

Community & Tourism
Local Government, 2021

Bruce Rock Hockey Club Pavillion

Sport, Recreation & Community
Community NFP & Local Government, 2020

Kondinin Community Rec. Centre Alterations & Additions

Sport, Recreation & Community
Community NFP & Local Government, 2018



Brad Wetherall

Registered Architect, ORA Project Architect
M. Arch, 1991 (Curtin University)
Architects Board WA registered Architect #xxxx

BIOGRAPHY

Brad has over six years' experience in local government and community not for profit projects and community engagement up to \$6.5 million in value. If ORA is selected for the project, Brad will be the nominated Project Architect and Client and Subconsultant daily point of contact, and manage the time, quality and cost scope and deliverables, This would include community engagement, and the successful delivery of the project.

RELEVANT SKILLS

- Facilitating design workshops with community groups for local government and community not-for-profit organisations.
- Brief Development, project feasibility and community consultation
- Extensive experience in Community Development and Aboriginal Housing
- Experience working alongside Community not-for-profits offering design advice, project definition and visualisation capabilities



PROJECT EXPERIENCE

Bruce Rock Supermarket

Retail & Community
Local Government, 2021

Corrigin Wellness Centre

Health & Community
Local Government, 2021

Emergency Isolation Facilities

Community Health Facilities, COVID Response
Aboriginal Corporation & State Government Agency
At TheFulcrum.Agency 2021*

Martu Student Hostel, Newman

Community & Education
Aboriginal Corporation & State Government Agency
At TheFulcrum.Agency 2021*

Room to Breathe Program, NT

Government & Indigenous Housing
Territory Government Agency
At TheFulcrum.Agency 2019*

Groote Eylandt Sport & Recreation, NT

Sport, Community & Recreation
Aboriginal Corporation
At TheFulcrum.Agency 2019*

Katanning Early Childcare Centre

Community & Education
Local & State Government
At Slavin Architects 2018*

Fremantle Mausoleum Remediation & Renovation

Cultural & Institutional
State Government Agency
At Slavin Architects 2018*

KEY PERSONNEL CONTINUED

3.3.2 QUALITATIVE CRITERIA

B. ARCHITECT'S RESOURCES KEY PERSONNEL, SKILLS & EXPERIENCE CONT.



Alexandra Mackenzie

Registered Architect, ORA Project Architect

M. Arch, 2010 (Curtin University)

Architects Board WA registered Architect # 3254

Alex has 10 years' experience in in local government and community not for profit projects and community engagement up to \$3 million in value. If ORA is selected for the project, Alex will support the Project Architect in a research, documentation, and presentation capacity.



Natalia Hall

ORA Practice Manager

10 years' experience in architectural project administration, and many more in pharmacy, childcare and distribution logistics administration. If ORA is selected for the project, Natalia will support the architectural team and our Client in an administration capacity.



Thomas Flentri

Architectural Technician

Thomas has 5 years undergraduate experience in CAD and 2D & 3D visual presentation technologies. If ORA is selected for the project, Thomas will support the architectural team in a CAD documentation and presentation capacity.

3.3.2 QUALITATIVE CRITERIA

C. ARCHITECT'S RESOURCES CONCURRENT WORK COMMITMENTS

ORA will have the following projects at various stages which will run concurrently with this Contract - as at January 2022

BRUCE ROCK SUPERMARKET (Shire of Bruce Rock)
Finalisation of Construction Documentation, entering Tender process

CORRIGIN WELLNESS CENTRE (Shire of Corrigin)
Tender assessment, entering Contract Administration & Construction Inspection

NORTHAM TOWN CENTRE ACCOMODATION STRATEGY (Shire of Northam)
Community Engagement

KEY PERSONNEL CONTINUED

3.3.2 QUALITATIVE CRITERIA

B. ARCHITECT'S RESOURCES: KEY PERSONNEL, SKILLS & EXPERIENCE CONT.

OUR PREFERRED SUBCONSULTANT TEAM

Quantity Surveyor

West Coast Estimating, Quantity Surveyors
Jason Dodds
30 Parker St, Bassendean WA 6054

Two Opinions of Probable Cost are included, one at conclusion of Concept Design Stage, one at conclusion of Design Development Stage

BAL Assessor

Bushfire Safety Consulting - Level 3 BAL Assessor
Rohan Carboon
Great Eastern Hwy, Mundaring WA 6073
BAL Assessment Report & Fire Management Plan (if required)

BCA Compliance

WA Building Certifiers & Assessors (WABCA Group)
Suite 14 Centre Park Business Centre, 755 Albany Hwy, East Victoria Park WA 6101
Design Compliance Report

Energy Assessment

WA Building Certifiers & Assessors (WABCA Group)
Suite 14 Centre Park Business Centre, 755 Albany Hwy, East Victoria Park WA 6101
Energy Assessment Report

Fire Engineering

WA Building Certifiers & Assessors (WABCA Group)
Suite 14 Centre Park Business Centre, 755 Albany Hwy, East Victoria Park WA 6101
Fire Performance Solutions Report

Geo-Tech Assessment & Design

Structerre Consulting Perth
1 Erindale Rd, Balcatta WA 6021
Geotechnical Report

Structural & Civil Design

Fulcrum Structural Engineering
Duncan Pratt
PO Box 137, Chidlow WA 6556

OR

Structerre Consulting Perth
1 Erindale Rd, Balcatta WA 6021
Structural and Civil Design to end of Design Development Stage

Hydraulic, Electrical, Acoustic, Communications & Mechanical Design

Alphazeta Group
68 St Georges Terrace, Perth WA 6000

OR

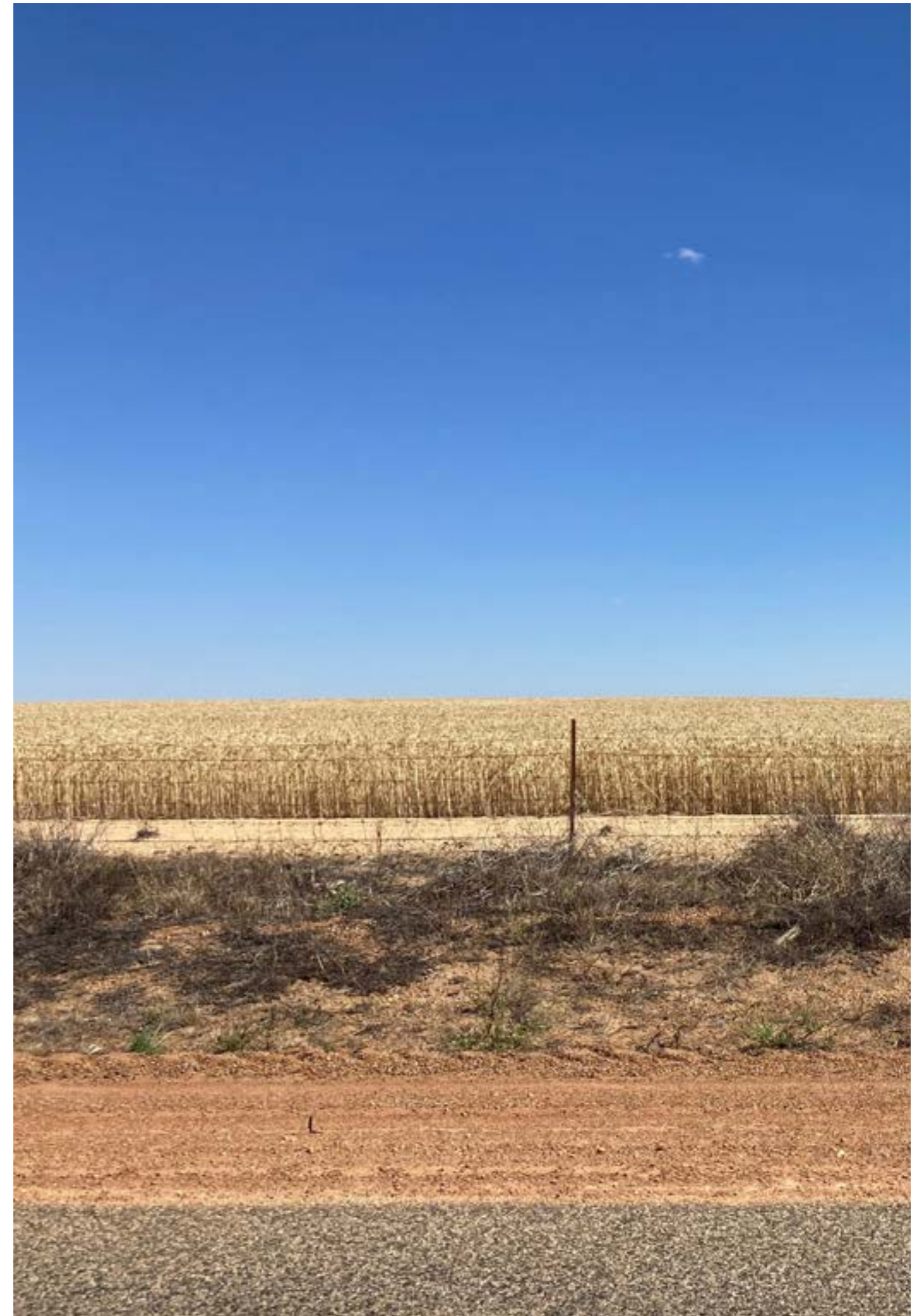
Forth Consulting
1064 Hay Street, West Perth WA 6005
To end of Design Development Stage

Landscape Design

Office of Regional Architecture Pty Ltd
Rosalie Pech Eva
2 Lennard Street, Brookton WA 6306
Landscape Design to end of Design Development Stage

Interior Design

Melissa Welsh Style & Design
5 Chamberlin St, York WA 6302
Interior Design to end of Design Development Stage



DEMONSTRATED UNDERSTANDING

3.3.2 QUALITATIVE CRITERIA

C. DEMONSTRATED UNDERSTANDING (Attachment 7)

DEMONSTRATED UNDERSTANDING OF SCOPE OF WORK

The ORA team understand the Shire of Wickepin seek a proposal for the provision of Architectural Services including Concept Design, and Design Development, for the Wickepin Caravan Park Precinct Master Plan and associated infrastructure specified herein for the proposed redevelopment of the site.

PROJECT ADDRESS

Wickepin Caravan Park Precinct
7 Fisher Street
Wickepin WA 6370

GUIDING DOCUMENTS

- **Shire of Wickepin Policy Manual February 2021**
- **Shire of Wickepin Strategic Community Plan 2018**
- **Shire of Wickepin Corporate Business Plan 2015-2020**
- **Shire of Wickepin Disability Access & Inclusion Plan**

PROJECT BRIEF

The Architectural Brief comprises:

Prepare Master Plan with functional drawings for the upgrade of the Wickepin Caravan Park 7 Fisher street Wickepin WA 6370

Master Plan for the Wickepin Caravan Park to include:

- caravan sites with ensuite and other usual services,
- new campers alfresco kitchen and covered dining area,
- hard and soft landscaping,
- CBH Seasonal Accommodation,
- areas for expansion at current location.

ORA'S RESPONSE TO BRIEF

The Architectural Brief created by the Client will be developed by the ORA team into a detailed design brief which will guide the preparation of the Concept Design (and costing) with the Client, and thereafter Design Development and costing of the project.

The ORA team and it's subconsultants will work collaboratively with a Council appointed Project Manager, and nominated Shire staff in the development of the design and costing, to achieve the best possible project outcomes in terms of timeframe, quality and cost for the Wickepin community, the Wickepin Caravan Park Precinct stakeholders and the Shire of Wickepin.

The project documentation developed from this starting point by the ORA team and the Client will be consistent with developed Brief, and will be used for the following purposes:

- As a basis for seeking engagement and support for the project from the Wickepin community.
- To establish realistic project cost budgets, including an estimated cost of construction for each element listed in the preliminary architectural brief herein.
- To support the Shire of Wickepin's applications for project grant monies from the range of available Funding Providers.
- To provide sufficiently detailed documentation to permit Shire of Wickepin staff to prepare and submit a Development Application, where required.
- To enable Construction Documentation to be prepared for the future Tender for a Contract for Building Construction for the elements of the proposal as determined by the Shire of Wickepin Council.

DETAILED PROJECT SCOPE

PROJECT AIM AND PURPOSE

ORA understands the project aim and purpose is to successfully complete the preliminaries, revised concept design, design development, documentation and costing of the Wickepin Caravan Precinct Master Plan.

The project aims are to develop a building that:

- fulfills the project vision,
- complies with industry standards and regulations,
- is functional and efficient,
- is an example of industry best practice,
- allows flexibility of programming and management,
- allows the dynamic nature of community usage to be fully exploited,
- allows access from existing infrastructure onsite,
- is secure and safe,
- allows for changing uses into the future.

High Level Project Vision: to successfully achieve the design and construction of:

- A community facility comprising buildings, facilities and surrounding grounds, suitable to be used by visitors to the Shire of Wickepin, providing space for tourism, seasonal workforce, and visiting individuals, groups and families.

SCOPE OF ARCHITECTURAL SERVICE & TIMEFRAMES

- Arrange initial meeting with Client to validate the scope of the Precinct redevelopment (end February 2022)
- Prepare a final Concept Design based on Client feedback (end March 2022)
- Provide a cost estimate based on final Concept Design (mid April 2022)
- Assist the Shire with appointment of secondary consultants (start April 2022)
- Prepare Design Development for presentation and discussion with Client (end June 2022)
- Provide a cost estimate based on final Design Development (mid August 2022)

CONCEPT DESIGN

PROJECT OUTCOMES

PRELIMINARIES / PRE DESIGN SERVICES

STAGE ONE

A.1 Objectives of this Stage:

This stage involves the identification of the Client's requirements (Brief) and gathering of appropriate information to enable subsequent phases of the submission to be undertaken.

A.2 Services - Standard

- a Execute Client-Architect Agreement
- b Arrange, attend and record project meetings with the Client
- c Assist Client in building site selection
- d Consult with local authorities regarding regulations and requirements
- e Identify building constraints, easements and covenants
- f Provide recommendations for the appointment of other specialist consultants as required
- g Obtain surveys: topographical, geographical, existing building and service surveys supplied by Client
- h Identify Client objectives and constraints (Brief)
- i Assist the Client to provide a preliminary estimate budget/cost of works

Services - Project Specific

- a Conduct site visit and investigations to determination of site and project opportunities and constraints.
- b Organise and collate base mapping, review existing information including documentary precedents
- c Undertake consultation with the Client, including a total of 2 on-site meetings, first at Project Initiation, second at completion of Design Development.
- d Develop an understanding of the use and future user demand for the facility
- e Define design principles and criteria in consultation with the Client, including consideration of any strategic documents that may impact on the final facility design.

CONCEPT DESIGN

STAGE TWO

B.1 Objectives of this Stage:

This stage involves the preparation of design ideas that address the Client's Brief and relevant local authority requirements

B.2 Services

- a Record the Client's agreement to proceed with Concept Design services
- b Arrange, attend and record project meetings with the Client, authorities and other consultants
- c Confirm Client brief
- d Review laws, codes and regulations applicable to the Architect's service
- e Prepare environmental, conservation and context studies
- f Prepare sketches, diagrams and other information to communicate the conceptual idea(s)
- g Undertake preliminary selection of materials and finishes
- h Obtain Estimate of Probable Cost from Quantity Surveyor
- i Review Concept design against Estimate of Probable Cost and Client's budget
- j Update Project time lines
- k Advise on the need for other consultants as required, and prepare design briefs for other consultants if required
- l Obtain the Clients approval of the Concept Design

DESIGN DEVELOPMENT

PARTS C&D

SCHEMATIC DESIGN

STAGE THREE

- C.1 Objectives of this Stage:**
This stage involves the development of an approved Concept Design
- C.2 Services**
- a Record the Client's agreement to proceed with Schematic Design Services
 - b Arrange, attend and record project meetings
 - c Confirm changes to Client Brief if required
 - d Prepare block or 3D visualisation model if required
 - e Review Client's budget/cost of works against the Schematic Design
 - f Receive design input from other consultants: environmental assessor, bushfire risk assessor, building certifier, structural engineer, other as required
 - g Evaluate sustainability, energy consumption issues, universal access issues and fire protection issues
 - h Obtain the Client's approval to submit Town Planning/Development Application, where required

DESIGN DEVELOPMENT

STAGE THREE

- D.1 Objectives of this Stage:**
This stage involves developing the design to a level that will adequately explain the developed design and allow for submission to the relevant local authorities for planning consent.
- D.2 Services**
- a Record the Client's agreement to proceed with Design Development Services
 - b Record the Client's agreement to submit the application to the appropriate authorities where required
 - c Arrange, attend and record pre-application meetings with authorities, consultants & other relevant parties
 - d Confirm local statutory requirements and regulations
 - e Prepare appropriate drawings and outline specifications for submission to planning authority
 - f Prepare schedule of accommodation and circulation areas, if required
 - g Provide schedule of proposed materials and finishes
 - h Review design against budget
 - i Assist Client in the coordination of other consultants
 - j Assist Client with lodging planning application
 - k Update Project timelines
 - l Obtain Client's approval of the Developed Designs

UNDERSTANDING OF THE CONTRACT

GENERAL REQUIREMENTS OF THE CONTRACT

The ORA team acknowledge the following requirements of the Scope of Work:

- a Client Meetings
Attendance at Client meetings as required. A maximum of 2 Meetings will be scheduled to be held at the Shire of Wickepin Administration Offices, 77 Wogolin Road Wickepin and/or the site, during normal business hours.
- b Consultants
The Architect shall be responsible for assisting the Client with the selection and appointment of, and the coordinating and supervising of, all specialist consultants required to complete the Design Development stage. The Architect will then be responsible for the integration, co-ordination, performance and delivery of service of all Consultants for the agreed period, which may not exceed the period of the contract. The Architect shall ensure that the documentation of all consultants is fully integrated with the Architects documentation. The Architect shall approve all Consultants contract drawings to signify that they meet the requirements of the project. The Client shall be responsible for the engagement of and payment of the professional fees of, all specialist consultants. Including, but not limited to:
 - Geotechnical
 - Electrical
 - Hydraulics
 - Mechanical (including conditioned spaces and ventilation requirements)
 - Civil Engineer
 - Structural Engineer
 - BCA Compliance (including Environmental Performance and Universal Access requirements)
 - BAL Assessor (BAL Report, Bushfire Management Plan & associated requirements)
- c Copies of Documents: The Project Architect shall provide, within the fee for service, the following quantities and types of documents:
 - The required number of drawings and supporting documentation to comply with the requirements set down for each stage of the work.
 - One off coloured presentation set of plans, elevations and sections to describe the revised Concept Design Option 2B proposal.
 - Electronic copies of all plans. Architects will allow permission for the plans to be retained and used by the Shire of Wandering
- d Client Approvals
The Project Architect must liaise with the Client and obtain the approval of the Shire of Wickepin at the completion of each of the following stages of service, and prior to commencing the next stage:
 - Preliminaries
 - Concept Design and Costing
 - Design Development and Costing
- e Authorities
The Project Architect shall ensure that all relevant authorities having jurisdiction over the works are properly consulted at all relevant stages of the development, and that all documentation satisfies those authorities.

UNDERSTANDING OF THE CONTRACT

SPECIFIC REQUIREMENTS OF THE CONTRACT

- a Shire of Wickepin Project Management & Liaison Requirements
Name: Mark Hook, Chief Executive Officer
PO Box 19 Wickepin WA 6370
Phone: 9888 1005
Mobile: 0429 207 855
Email: ceo@wickepin.wa.gov.au
- b Shire of Wickepin Resources
The Shire of Brookton will be responsible for the supply of the following information pertaining to the project:
- Zoning Maps
 - Approved or pending development plans
 - Strategic documents and studies
 - Relevant Council Policies
 - Certificates of Title and land survey data
 - Provision of all preliminary material relating to the project and Architects service from inception including drawings, written specifications, spreadsheets, and CAD files for the existing building and site, the proposed conservation works, and the proposed addition to the existing building, as described in Concept Design Option 2B as prepared by Stephen Carrick Architect, and the applicable Quantity Surveyors costings on an elemental basis (Opinions of Probable Cost).
- c The Architect agrees to license the Shire of Wickepin to use the Concept Design described in this Scope of Work for the purposes of Concept Design, Design Development, Construction Documentation and Construction on the nominated site of the building described in the Designs (per the Copyright Act 1968), provided all outstanding fees and expenses have been paid in full. Rosalie Pech Eva, Architect retains and asserts their Moral Rights as Architect of the Concept Designs, and their rights of attribution as creator of those designs, per the Copyright Amendment (Moral Rights) Act 2000. The preferred form of attribution is Architect: Office of Regional Architecture.
- d The terms of the appointment will be Office of Regional Architecture's Standard Form of Agreement including Office of Regional Architecture's General Terms and Conditions, being the Australian Association of Consulting Architect's Client-Architect Agreement as amended (attached at Appendix), or other such terms of appointment as agreed between the parties.

PROJECT METHODOLOGY

METHODOLOGY TO DELIVER THE PROJECT

If successful, the ORA team will act as lead Consultant for the work briefed in the RFQ, and work with our qualified and experienced sub-consultant team, and the nominated Shire of Wickepin Project Manager and Client representatives, sub-Consultants and project managers, to deliver architectural services for the project as briefed in the RFQ and as defined in our Demonstrated Understanding of Scope of Work. This work will be completed to align with the timeframe, certification requirements and risk mitigation strategy outlined in the RFQ, and detailed in Timeframes & Deliverables, to allow for the Shire's approvals, budgeting, public comment, tendering and construction timeframes.

We will engage with our tested and structured methodology which produces excellent results time after time, and which meets our Clients' expectations as to quality, cost, and time standards. Accordingly, the ORA team will conduct a program of site inspections and Client meetings on location in Wickepin throughout each stage as required for Concept Design and Design Development,

Following the completion of Concept Design and Design Development, the suite of documentation delivered by the ORA team will be available to be used at the following critical project milestones:

- As a basis for seeking engagement and support for the project from the Wickepin community.
- To establish realistic project cost budgets, including an estimated cost of construction for each element listed in the preliminary architectural brief herein.
- To support the Shire of Wickepin's applications for project grant monies from the range of available Funding Providers.
- To enable an accurate suite of Construction Documentation including drawings, written specifications and schedules to be prepared.
- To enable a Construction Contract with a nominated Contractor to be prepared for the Construction Works for the each of the elements of the proposal as determined by the Shire of Wickepin Council.

METHODOLOGY - STAGE OVERVIEW

PRELIMINARIES / PRE DESIGN SERVICES

STAGE ONE

This stage will encompass ORA working closely with the Client and project stakeholders to develop a detailed Brief for the site. This work will include analysis of the previously selected exemplars for Wheatbelt Caravan Park Precincts which clearly identify the intended character of the development, and the individual structures within it. It will also encompass identifying and reporting upon all the opportunities and constraints which are relevant to the particular site: project risk assessment and cost budget planning, best-practice design guidelines, bush fire risk assessment, service provision, site and environmental characteristics, statutory planning and building regulations.

Deliverables

Prepare and present in person to Client representatives for comment, development and approval all drawings, sketches, schedules, reports, calculations including but not limited to the following:

- Desktop Review of Materials Summary
- Site & Project Opportunities & Constraints Report
- Architectural Developed Brief and Report
- Site and Building Spatial Relationships Diagrams

Timeframe

- Based on the understood brief, ORA estimate that this phase will take 2 (two) weeks from mid February 2022.
- The proposed Timeframe is inclusive of Client/site meetings, and exclusive of protracted Client/subconsultant response periods/approvals.

CONCEPT DESIGN

STAGE TWO

During this phase ORA will engage in close collaboration with our subconsultant team and our Client and develop a Concept Design for the Wickepin Caravan Park Precinct Master Plan which meets all the requirements conveyed to us by our detailed Brief and the opportunities and constraints presented by the project: Best-practice design, cost budgeting, passive solar design and environmental sustainability, universal accessibility, and statutory planning and building parameters. ORA will then present our Concept to our Client, seeking detailed feedback and always responding, where appropriate, to incorporate stakeholder and Client feedback into our developing understanding of the right solution for this project. When the right solution has been arrived at and approved the Shire and the community can then proceed to the most technically detailed part of the process.

Deliverables

Prepare and present to Client representatives for comment, development and approval all drawings, sketches, schedules, reports, calculations including but not limited to the following:

- Architectural Developed Brief and Report
- 1:100 floor plans
- 1:100 elevations and sections
- 1:100 outline roof plan
- Preliminary Schedule of Materials & Finishes
- Opinion of Probable Cost & Report

Timeframe

- Based on the understood brief, ORA estimate that this phase will take 6 (six) weeks to mid April 2022.
- The proposed Timeframe is inclusive of Client/site meetings, and exclusive of protracted Client/subconsultant response periods/approvals.

SCHEMATIC & DESIGN DEVELOPMENT

STAGE THREE

This stage will see ORA and the Consultant team delve deeply into the detail of the project, preparing detailed structural, services, construction, materials, finishes solutions for every aspect of the project. ORA will also prepare the documentation required for the statutory planning process, and prepare and submit the requisite Development Application, attending to all requests for information and incorporating all requirements identified as conditions of planning approval. At the end of this stage, our Client and stakeholders will be able to clearly envision every aspect of the Wickepin Caravan Park Precinct Master Plan from the visualisation materials ORA presents.

Deliverables

Prepare and present in person to Client representatives for comment, development and approval all drawings, sketches, schedules, reports, calculations including but not limited to the following:

- Architectural Detailed Design Brief and report
- Subconsultants reports & documentation packages
- 1:100 floor plans
- 1:100 elevations and sections
- 1:100 outline roof plan
- Final Schedule of Materials & Finishes; and
- 1:200 Master Plan site plan showing contours, type and extent of works, parking areas, paving, walking paths and indicative landscaping.
- Opinion of Probable Cost & Report

Timeframe

- Based on the understood brief, ORA estimate that this phase will take 12 (twelve) weeks to July 2022.
- The proposed Timeframe is inclusive of Client/site meetings, and exclusive of protracted Client/subconsultant response periods/approvals.

BUDGET DEVELOPMENT

END OF EACH STAGE

Budget development will occur at three stages:

Preliminaries

Architect's preliminary review of the construction cost estimate previously prepared.

Revised Concept Design Option 2B

Quantity Surveyor's Opinion of Probable Cost on an elemental cost basis, including estimates of subconsultant input, prepared at the end of this stage.

Schematic & Design Development

Revised and updated Quantity Surveyor's Opinion of Probable Cost on an elemental basis including subconsultant design input, prepared at the end of this stage and evaluated and reported to the client by ORA.

Deliverables

ORA to prepare a Budget Development Report on the following:

- The projected construction cost of the Wickepin Caravan Park Precinct Master Plan and associated infrastructure. The projected cost of other infrastructure being works outside the main Contract (Works by Shire) with input from Client representatives.
- The most effective and cost-efficient method of undertaking the development, including staging if appropriate.
- Any other issues as set out in the Project Design Brief.

Timeframe

- This will be undertaken in conjunction with each Stage 1-3.
- For Client information, ORA allows approximately two weeks duration for each Quantity Surveyor's Opinion of Probable Cost & Report to be prepared after issue of our Costing documentation package.

3.4 PRICE INFORMATION

3.4.1 DISCOUNTS

ORA Pty Ltd is not prepared to allow a discount for prompt settlement of accounts.

3.4.2 PRICE BASIS

ORA is prepared to offer a fixed price.

3.4.3 PRICE SCHEDULE

Stage 1: Wickepin Caravan Park Precinct Concept Plan (Master Plan) – Methodology & Estimate of Time & Cost

Our Time (34.0hr), Skill & Experience	\$5,100
Disbursements (Site Visit #1 & Printing)	\$450 allowance
10% GST	\$555
TOTAL Fee Estimate	\$6,105

Stage 2: Wickepin Caravan Park Precinct Detailed Design – Methodology & Estimate of Time & Cost

Our Time (62.0hr), Skill & Experience	\$9,300
Disbursements (Site Visit #1 & Printing)	\$450 allowance
10% GST	\$975
TOTAL Fee Estimate	\$10,725

Stage 3: Wickepin Caravan Park Precinct Built Elements Construction Documentation – Methodology & Estimate of Time & Cost

TOTAL Fee Estimate	\$ To Be Advised on completion of Stage 2.
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3.4.4 HOURLY CHARGE-OUT RATES FOR WORK ADDITIONAL TO SCOPE

Where additional work is required outside the agreed Scope of Work herein described, and as agreed and communicated in writing between the parties, the following hourly rates exclusive of GST apply:

Director	\$230
Project Architect	\$150
Architectural Technician	\$120
Administration Officer	\$110

3.4.5 DISBURSEMENTS FOR WORK ADDITIONAL TO SCOPE

Where additional work is required outside the agreed Scope of Work herein agreed, and as agreed and communicated in writing between the parties, the following charges exclusive of GST will apply:

- Certificates of Title, Diagrams of Survey, etc (Landgate) – At Cost
- Postage/ Courier (Australia Post) – At Cost
- Additional Printing & Copying (local CRC) – At Cost
- Additional Site Visits (Mileage & Travel Time – 1 staff member) - \$370
- Additional Site Visit (Travel Time – per additional staff member) - \$210
- Additional Site Visits (Accommodation – per staff member per night) - \$NA
- Additional Site Visits (Meals – per staff member per night) - \$NA

3.4.6 EXCLUSIONS TO SCOPE AND DELIVERABLES

- BIM Modelling
- Physical 3D model
- Digital 3D models and visualisation in excess of those specified herein (available by arrangement)
- Co-ordination and costs of community engagement including inviting Project Working Group members, co-ordinating suitable dates for meeting with members, supply and distribution of copies of documentation submitted as PDF files to Client for distribution
- Preparation and attendance at additional site, council and community meetings beyond those listed in the scope.
- Additional disbursements related to work outside the scope described in the RFQ document.

ORA Pty Ltd is a Wheatbelt regional business with procurement practices reflecting Buy Local values – we commit to supporting businesses within the Shire of Brookton and the regions. Your investment in the services we deliver benefits the local and the regional economy and keeps local people and regional subconsultants employed locally in Brookton and in the regions.



Part 3 – General Terms & Conditions of Engagement

THIS AGREEMENT IS COMPRISED OF OUR LETTER OF OFFER, PART 1 FEE PROPOSAL, PART 2 SCOPE OF SERVICE, PART 3 GENERAL TERMS & CONDITIONS & PART 4 SIGNATURE PAGE

1. PERFORMANCE

1.1 Architect's Responsibility

The Architect must:

- (a) perform the Services with the professional skill, care and diligence that would be expected of a professional architect experienced in providing services for projects similar to the Project;
- (b) promptly notify the Client of each matter of which the Architect becomes aware that could have a material impact on the Services or the Architect's ability to perform them;
- (c) report to the Client, at least monthly, as to the progress of the Services; and
- (d) keep accurate records (including financial records) relating to the performance of the Services and give the Client access to those records on reasonable notice.

1.2 Client's Responsibility

The Client must:

- (a) appoint the Architect as the Client's agent to the extent necessary for the Architect to perform the Services;
- (b) in a timely manner:
 - (i) provide all information and documents required by the Architect to perform and complete the Services; and
 - (ii) cooperate fully with the Architect to ensure the efficient performance of the Services;
- (c) directly engage any specialist consultants reasonably requested by the Architect, and pay all fees and expenses associated with their engagement; and
- (d) allow the Architect to erect signage at the Project site.

1.3 Provision of equipment and materials

The Architect's obligations under this agreement exclude (and the Fee does not cover) providing equipment, material or services not expressly referred to in the Services Schedule.

1.4 Prior Services

The terms of this agreement apply to any Services performed by the Architect prior to the date of this agreement.

1.5 Stages

- (a) Subject to clause 1.4, the Client consents to the Architect performing any Concept Design, Design Development or Construction Documentation forming part of the Services:
 - (i) Concurrently or otherwise at the Architect's discretion; and
 - (ii) on and from the date of this agreement.
- (b) The Architect:
 - (i) must obtain the Client's consent before performing any Contractor Selection forming part of the Services; and
 - (ii) may thereafter sequentially perform any Contract Administration forming part of the Services without seeking the Client's consent.

1.6 Design

- (a) Subject to clause 1.6(b), the Services must comply with:
 - (i) the Client's requirements for the Project;
 - (ii) the law, including any authority having jurisdiction in respect of the Services or the Project; and
 - (iii) the National Construction Code.
- (b) The Architect gives no warranty (express or implied) that the design will be fit for the Client's purposes.

2. COST OF WORKS

The Cost of Works stated in the Services Schedule:

- (a) is indicative only and the Architect bears no liability if it is found to be in error in any respect;
- (b) includes:
 - (i) the final adjusted contract price (excluding GST) in accordance with any building contract;
 - (ii) the equivalent final cost (excluding GST) of any work or items supplied to the building contractor by the Client as if provided by the building contractor under the building contract; and
 - (iii) the final cost (excluding GST) of any part of the Project provided otherwise than under the building contract; and
- (c) excludes:
 - (i) removal and relocation costs;
 - (ii) professional fees;

- (iii) authority fees and charges; and
- (iv) finance charges.

3. VARIATIONS

3.1 Agreement to Vary

The Client may vary the scope of the Services only by agreement with the Architect and confirmed by the Architect in writing detailing:

- (a) the scope of the variation; and
- (b) the:
 - (i) Fees for the variation;
 - (ii) rates to apply to the variation; or
 - (iii) some other mechanism for valuing the variation.

3.2 No Prior Agreement to Vary

If, in the Architect's reasonable opinion, the Client has given the Architect a direction:

- (a) that will result in a variation to the scope of the Services; and
- (b) without the matters referred to in clause 3.1 first having been agreed upon in writing, the Architect must, before complying with the direction, provide a written notice to the Client:
 - (c) identifying the direction;
 - (d) advising the Client:
 - (i) of the Fees for the variation; or
 - (ii) if the Fees cannot reasonably be determined in advance, the mechanism the Architect will use for valuing the variation once it is completed.

3.3 Client Confirmation

If the Client receives a written notice from the Architect under clause 3.2, the Client may, within three business days after the date of the notice:

- (a) direct the Architect in writing:
 - (i) to proceed with the direction; or
 - (ii) not to proceed with the variation; or
- (b) give no direction, in which case the Architect must (at the Architect's discretion) advise the Client in writing that the Architect will:
 - (i) proceed with the variation; or
 - (ii) not proceed with the variation.

3.4 Client Liable for Additional Fees

If the Architect proceeds with a variation under clauses 3.3(a)(i) or 3.3(b)(i), the Client will be liable for the additional Fees referred to in the written notice from the Architect under clause 3.2.

3.5 Deemed Variations

It will be a deemed variation to the scope of the Services if the Architect is delayed in the performance of the Services for any reason beyond the Architect's reasonable control, including any failure by the Client to comply with its obligations under clause 1.2.

3.6 Valuation of Deemed Variations

If there is a deemed variation under clause 3.5, the Architect must promptly provide a written notice to the Client:

- (a) identifying the delay; and
- (b) advising the Client:
 - (i) of the Fees for the deemed variation; or
 - (ii) if the Fees cannot reasonably be determined in advance, the mechanism the Architect will use for valuing the deemed variation once it is completed.

4. TIME

4.1 Performance of the Services

The Architect must:

- (a) provide a timeframe for the provision of the Services; and
- (b) use its best endeavours:
 - (i) to perform the Services in a timely manner and in accordance with the timeframe; and
 - (ii) mitigate any delays in the performance of the Services.

4.2 Architect's Suspension

If the Client fails to pay in full (within the time provided under clause 5.3) any one or more of the tax invoices provided by the Architect (under clause 5.2), the Architect may (on giving two business days' written notice):

- (a) suspend the performance of all or part of the Services; or
- (b) exercise its rights under clause 10.2.

4.3 Resuming Performance after Suspension

The Architect may, on giving two business days' written notice, resume the performance of the Services or the relevant part.

4.4 Consequences of Suspension

If the Architect exercises its rights under clause 4.2, the:

- (a) Client may not terminate this agreement under the general law (or otherwise); and
- (b) the licence granted under clause 9(b) is revoked,

during the period of the suspension.

4.5 Suspension Costs

- (a) The Client must pay the Architect a reasonable amount agreed or determined under clause 4.5(b) in respect of the Architect's costs (including losses and expenses) incurred in any way in connection with any suspension under clause 4.2.
- (b) The amount payable under clause 4.5(a) must be:
 - (i) agreed by the parties; or
 - (ii) failing agreement, determined by the Architect acting reasonably.

5. PAYMENT

5.1 General

The Client must:

- (a) pay the Architect the Fees (as adjusted under this agreement) and the Reimbursable Expenses incurred (including an administration fee set out in the Services Schedule – 15%); and
 - (b) otherwise perform its obligations,
- in accordance with this agreement.

5.2 Tax Invoices

The Architect may (on or after the day set out in the Services Schedule) provide a tax invoice to the Client setting out:

- (a) the total value of the Services performed; and
 - (b) the Reimbursable Expenses incurred (including any administration fee set out in the Services Schedule),
- by the Architect in respect of the Project less the payments received to date.

5.3 Payment Due to the Architect

The Client must pay the Architect:

- (a) the amount of each tax invoice referred to in clause 5.2 within the time provided for in the Services Schedule; and
- (b) a late payment fee calculated at the rate set out in the Services Schedule on any overdue payments, or \$25.00, whichever is greater.

6. RELEASE

The Client releases the Architect from any liability or obligation to the Client (or anyone claiming through or on behalf of the Client) in respect of:

- (a) physical loss, or damage to, any real or personal property;
- (b) personal injury, disease or illness to, or death of, persons; or
- (c) financial loss, expense, or damage,

arising out of or in connection to the performance of the Services and the Architect's other obligations under this agreement.

7. INSURANCE

The Architect must maintain:

- (a) public liability insurance (provided such insurance is available upon reasonable commercial terms); and
- (b) professional indemnity insurance,

covering legal liability in connection with the Architect performing the Services and its other obligations under this agreement.

8. LIMIT OF LIABILITY

- (a) The Architect's maximum aggregate liability to the Client (or anyone claiming through the Client) arising out of or in connection with this agreement (including liability for breach of contract, for tort including negligence, or on any other legal basis) is limited to the greater of:
 - (i) \$1,000; or
 - (ii) insurance proceeds actually recovered (if any).
- (b) If any part of clause 8(a) is void, the Architect's liability is (at the Architect's discretion) limited to:
 - (i) supplying the relevant Services again; or

- (ii) payment of the cost of having the Services supplied again.

9. COPYRIGHT

- (a) All copyrights coming into existence in connection with the performance of the Services vest in and are owned by the Architect, except where varied by agreement in writing.
- (b) Subject to clause 4.4(b), the Architect grants to the Client a revocable, non-transferrable licence to use the documents created by the Architect once only for the construction of the Project on the identified site.
- (c) The Architect (or any nominee) may:
 - (i) after giving reasonable notice, take such records, including photographic records; and
 - (ii) publish such materials,
 in respect of the Project as the Architect considers desirable.
- (d) The Services exclude the provision of any documents in digital formats other than Portable Document Format.

10. TERMINATION

10.1 Generally

This agreement may be terminated:

- (a) at any time by mutual agreement of the parties in writing;
- (b) by either party at its sole discretion (without giving reasons) by giving no less than 15 business days' written notice to the other party; or
- (c) immediately by the Architect in writing if, in the Architect's professional judgment, the provision of the Services (or any part of the Services) requires the Architect to act:
 - (i) in a manner the Architect considers unethical; or
 - (ii) in contravention of the law.

10.2 Default

If:

- (a) the Architect:
 - (i) considers that the Client is in breach of its obligations under this agreement; and
 - (ii) gives the Client a written notice identifying the breach and the time within which it must be rectified; and
- (b) the Client fails to remedy the breach within the time provided for (which may not be less than two business days after the date of the notice),

the Architect may by further written notice terminate this agreement.

10.3 Insolvency

Either party may terminate this agreement, with immediate effect, by written notice to the other party if any of the following occurs with respect to that other party:

- (a) it is, or states that it is, insolvent as defined in the *Corporations Act 2001* (Cwlth);
- (b) it is placed under any form of external administration; or
- (c) it fails to comply with a statutory demand.

10.4 Consequences

- (a) If the agreement is terminated under clauses 10.1, 10.2 or 10.3 (or otherwise), the Architect may submit a tax invoice showing:
 - (i) the total value of the Services performed, and Reimbursable Expenses incurred (including any administration fee set out in the Services Schedule) up to the date of the termination less the payments received to date; and
 - (ii) all other costs incurred (or anticipated to be incurred) by the Architect in bringing the Services to an end.
- (b) The Client must pay the Architect:
 - (i) the amount of the tax invoice referred to in clause 10.4(a) within the time provided for in the Services Schedule; and
 - (ii) a late payment fee calculated at the rate set out in the Services Schedule on any overdue payment.

11. TAXES

- (a) The parties acknowledge that, unless otherwise expressly stated, all amounts of monetary consideration in this agreement are exclusive of GST.
- (b) If GST is or becomes payable on a supply made by a party (**Supplier**) under or in connection with this agreement, the party providing consideration for the supply must pay an additional amount to the Supplier equal to the GST payable by the Supplier in relation to the supply.
- (c) Any amount payable under clause 11(b) will be paid to the Supplier at the same time as the consideration for the supply is paid to the Supplier

OHS Policy

This is our main OHS policy that provides an overview of our strong commitment to ensure that we have a safe workplace.

Office of Regional Architecture is committed to:

- Ensuring the health, safety and welfare of its workers and any other people who may be affected by **Office of Regional Architecture's** operations. In securing work health and safety, **Office of Regional Architecture** promises to pursue effective business practices in OHS and to fulfil its statutory duties with regard to OHS at all times.
- Continual improvement of OHS within **Office of Regional Architecture**. This is to be achieved by continually evaluating the performance of the OHS Management System against policies, objectives and targets so as to identify opportunities for improvement; and
- Achieving zero incidents/zero harm in relation to OHS.

Resources

Resources in terms of personnel, time, effort and financial outlay commensurate with the priority which **Office of Regional Architecture** places on work health and safety will be made available in order to:

- Comply with all relevant legislation.
- Ensure the health and safety of workers and others.

Where necessary, **Office of Regional Architecture** will contact external OHS Consultants for further advice and support so as to ensure that work health and safety is appropriately managed.

OHS priorities

As priorities, **Office of Regional Architecture** will ensure that:

- An effective OHS program is introduced and maintained to ensure that all workplace hazard are identified, the associated risks assessed and appropriate measures introduced to control these risks.
- Once established, the OHS program is monitored and reviewed to take account of changing conditions and circumstances at the workplace.
- Appropriate records are kept in relation to the risk management program.
- Workers are consulted on OHS issues relevant to them.
- All relevant documentation relating to OHS issues is made available to workers.
- It observes effective standards with regard to the safety of its operations.
- All necessary registration, certification and licensing requirements are complied with.

- All necessary inspections, maintenance, repairs, cleaning, modifications and housekeeping are undertaken in a timely manner.
- Tasks requiring specific qualifications, skills or experience are only undertaken by those competent to do so.
- All workers and contractors are appropriately trained, supervised and provided with adequate information to undertake their duties safely and without risk to health.
- All visitors & others to the workplace are adequately supervised to ensure work health and safety standards are met.
- Appropriate means are provided to prevent visitors and other unauthorised people from entering restricted areas or parts of the business where they may be at risk, or endanger others' safety and health.
- Any personal protective equipment needed to secure health and safety is provided free of charge and workers and other relevant people (such as contractors) are adequately instructed in its proper use, maintenance and storage.
- All accidents, incidents and near-misses are reported; the circumstances of the accident, incident or near-miss are investigated and recorded; and appropriate measures are taken to prevent a recurrence.
- This policy is regularly monitored and revised in the light of legislative and organisational changes.

Organisation responsibilities

In order to ensure that health and safety is successfully managed within **Office of Regional Architecture** the following responsibilities have been allocated:

Duties of senior management

'Senior Management' is defined as the Directors, the CEO & the CEO's direct reports and the Practice Principal/Owner. Senior management has responsibility/authority to manage OHS. Senior Management accepts overall responsibility for the effective management of workplace health, safety and welfare, and delegate the practical implementation of OHS to the Managers and the OHS Working Group.

Duties of managers

Managers are defined as being the level(s) below the CEO's direct reports and have staff management responsibilities. This includes the Practice Manager.

Managers primary responsibility is ensure that the objectives of the OHS policies are integrated into work practices.

In addition, Managers are responsible for ensuring that:

- The tasks required for the successful implementation of this organisation's risk management program are undertaken.
- Workers are consulted on work health and safety matters which may affect them.

- Communication on OHS issues is promoted as a normal component of work.
- All equipment, substances and work systems used are suitable for their intended purpose in the workplace and meet safety requirements.
- Adequate training, information, instruction and supervision are provided so that work is conducted safely.
- Contractors and other visitors are made aware of safety procedures.
- Immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from work activity.
- The attention of senior management is promptly brought to any relevant health and safety issues.
- All accidents and near-misses are properly recorded and reported, and an investigation is carried out to determine causal factors.
- Safe access to, and egress from, the workplace is maintained at all times.

Duties of workers

Workers are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Cooperating with measures introduced including any reasonable policy and procedure in the interests of work health and safety.
- Taking reasonable care that their acts of omission do not adversely affect the health and safety of others.
- Complying so far as the worker is reasonably able with any reasonable instruction that is given by their Manager to allow compliance with the Act.
- Informing their Manager of any damage to, defect in, or need to repair any of the equipment.

Duties of contractors

All Contractors engaged to perform work for *Office of Regional Architecture* are required, as part of the contract, to comply with the work health and safety policies, procedures and programs and to observe directions on health and safety from designated staff. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Please refer to *Contractors Policy*.

Duties of the OHS working group

Competent people have been appointed to the OHS Working Group to assist *Office of Regional Architecture* in meeting its health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the OHS policy is being adhered to.

As a core part of our Consultation Policy, the OHS Working Group plays an important role in implementing, maintaining and monitoring safety in our workplace.

Please refer to the *Consultation Policy*.

Fire wardens

Emergency procedures are designed to give warning of imminent danger and to allow workers to move to a place of safety. Managers are responsible for ensuring that all workers are informed of, and are fully conversant with, emergency procedures.

A Fire Warden(s) has been appointed to assist with evacuation. Periodic evacuation drills will be conducted in accordance with legislative requirements. All emergency personnel (as outlined below) will be given adequate instruction and training to ensure their effectiveness. (See also separate emergency procedures and fire safety policies)

Please refer to *Emergency Policy*.

First aid

Office of Regional Architecture will maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. The identities of first aid personnel will be appropriately displayed in your workplace.

Our organisation will ensure that adequate first aid facilities are available to provide immediate treatment of injuries and illnesses that may arise. Typical injuries expected at our organisation will be identified and any additional supplies that may be required to deal with these injuries will be included in the first aid kits.

Please refer to *First Aid Policy*.

Information and communication

Office of Regional Architecture will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to workers and contractors. Statutory notices will be displayed in the workplace.

Safety will be addressed at all staff meetings.

Signed:

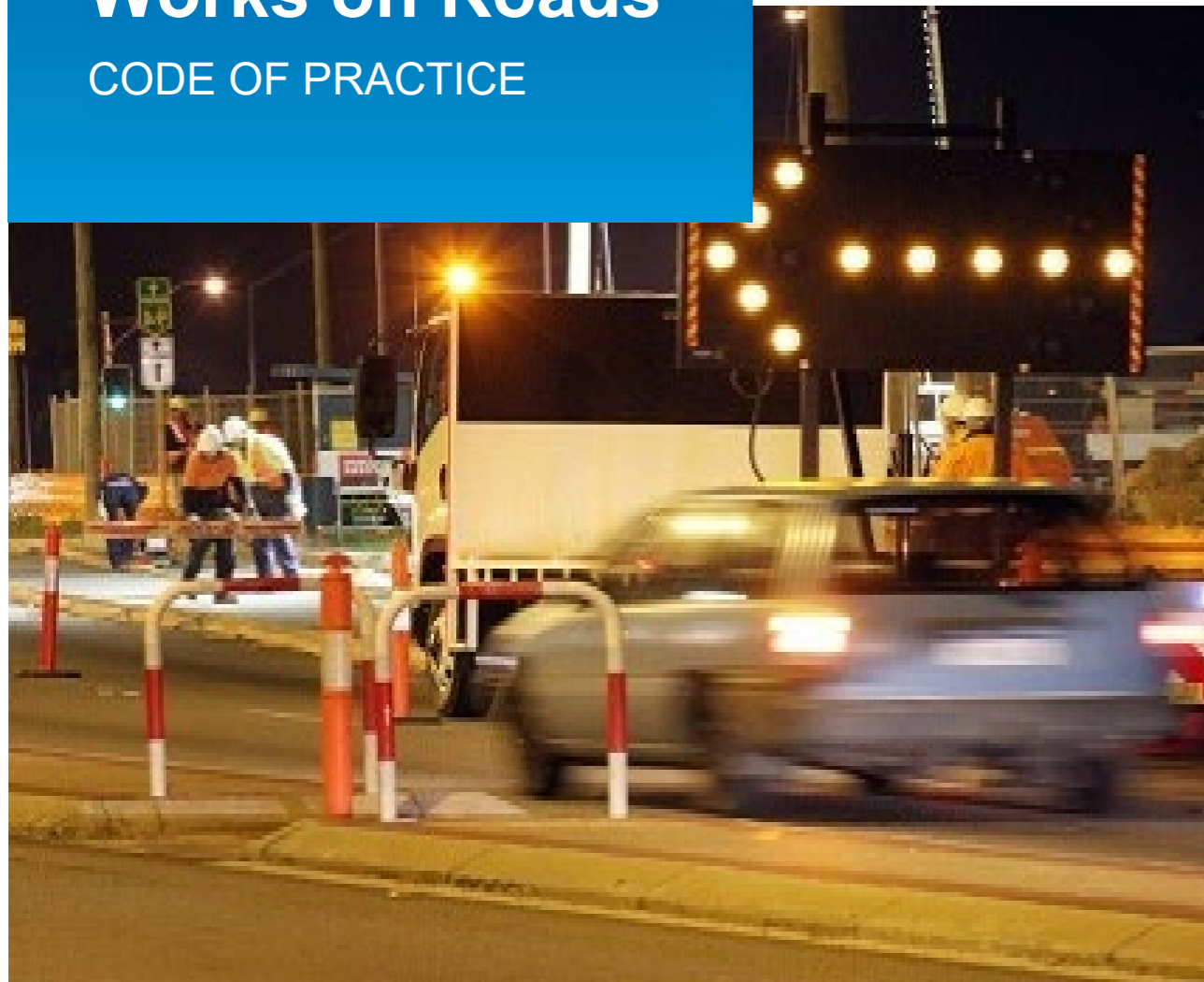


23/09/2021

Rosalie Pech Eva
Director
Office of Regional Architecture

Traffic Management for Works on Roads

CODE OF PRACTICE



FEBRUARY 2021

TRAFFIC MANAGEMENT FOR WORKS ON ROADS *CODE OF PRACTICE*

All printed copies are uncontrolled

Main Roads Western Australia
Planning and Technical Services Directorate
Road Safety Branch

February 2021

Inquires 1300 300 630

Issue date 20 Feb 21

Company Statement

Extract of particulars - s346A(1) Corporations Act 2001

CORPORATE KEY: 23743989

Check this statement carefully

You are legally obligated to ensure that all your company details listed on this company statement are complete and correct. This is required under s346C (1) and/or s346B and s346C (2) of the *Corporations Act 2001*.

You must check this statement carefully and inform ASIC of any changes or corrections immediately. **Do not return this statement.** You must notify ASIC within 28 days after the date of change, and within 28 days after the date of issue of your annual company statement. Late lodgement of changes will result in late fees. These requirements do not apply to the **Additional company information**.

You must notify ASIC of any changes to company details — Do not return this statement

- To make changes to company details or amend incorrect information
- go to www.asic.gov.au/changes
- log in to our online services and make the required updates
- first time users will need to use the corporate key provided on this company statement

ACN 624 524 590
FOR OFFICE OF REGIONAL ARCHITECTURE PTY LTD

REVIEW DATE: 20 February 21

Phone if you've already notified ASIC of changes but they are not shown correctly in this statement. Ph: 1300 300 630

Use your agent.

Company Statement

These are the current company details held by ASIC. You must check this statement carefully and inform ASIC of any changes or corrections immediately. Late fees apply. **Do not return this statement.**

1 Registered office
THORNTONS GROUND FLOOR 184 ADELAIDE TERRACE EAST PERTH WA 6004

2 Principal place of business
EVERVALE CORRIGIN ROAD BROOKTON WA 6306

3 Officeholders
Name: ROSALIE WENDY PECH EVA
Born: ALBANY WA
Date of birth: 05/05/1966
Address: EVERVALE CORRIGIN ROAD BROOKTON WA 6306
Office(s) held: DIRECTOR, APPOINTED 20/02/2018; SECRETARY, APPOINTED 20/02/2018

4 Company share structure

Share class	Shares description	Number issued	Total amount paid on these shares	Total amount unpaid on these shares
ORD	ORDINARY SHARES	20	\$20.00	\$0.00

5 Members

These details continue on the next page

OFFICE OF REGIONAL ARCHITECTURE PTY LTD ACN 624 524 590

Page 1 of 2

DocuSign Envelope ID: A69845DD-67DC-48EC-BE9F-017964B73922

Company statement continued

Name: ROSALIE WENDY PECH EVA

Address: EVERVALE CORRIGIN ROAD BROOKTON WA 6306

Share Class	Total number held	Fully paid	Beneficially held
ORD	20	Yes	Yes

You must notify ASIC within 28 days of the date of change, and within 28 days of the issue date of the annual company statement. Late lodgement of changes will result in late fees.

End of company statement

This concludes the information to which the company must respond (if incorrect) under s346C of the *Corporations Act 2001*.

Additional company information

This information is optional under the *Corporations Act 2001*. Late lodgement fees or late review fees do not apply to this information. To add, remove or change a contact address, see www.asic.gov.au/addresses.

6 Contact address for ASIC use only
Registered agent name: THORNTON PARTNERS PTY LTD
Registered agent number: 691
Address: PO BOX 6833 EAST PERTH WA 6892

OFFICE OF REGIONAL ARCHITECTURE PTY LTD ACN 624 524 590

Page 2 of 2

Office of Regional Architecture

Architects at Large

Office of Regional Architecture

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