

## Meeting Minutes No. 7

Monday 19 September 2022 at 6.00pm

Tirkanthi Kuu room, Level 1, Payinthe, 128 Prospect Road, Prospect

### Attendees invited:

Mayor O’Loughlin (City of Prospect)	Sam Dilena (Chair) (Director City Works and Presentations, City of Prospect)
Cr Allen Harris (City of Prospect)	Josie Meyer (Community Representative)
Shane Hodby (President Broadview Football Club)	Jaime Gardner (Community Representative)
Rob Clutterham (Prospect Bowling Club)	Theo Dalkos (Collingrove Tennis Club)
David Callan (Prospect District Cricket Club)	Farlie Taylor (Director City Strategy, Community and Culture)
	Dwaine Bickerdike (City of Prospect)
<b>Apologies</b>	
Tom Reynolds (City Collective)	Russell Mountford (Neighbourhood Representative)
Cr Steven Rypp (City of Prospect)	Klinton Devenish (Broadview Tennis Club)
Angela White (Community Representative)	Varun Agheda (Community Representative)

1	Agenda	Action
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2	<b>Special Council Meeting Report 31 August 2022</b>	
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**Key outcomes**

- the project cost has increased beyond the budget allocated due to
  - alignment with the maturity of the design,
  - a better cost alignment with actual scope,
  - risks costs associated with contamination [soil and asbestos] being costed
  - Principal held contingency being included to align with prudential report requirements
  - Escalation for material supply increases estimated being allocated to the project completion.
- two staged procurement model proposed, namely, to release the Expression of Interest for short-list the tender field and then a Select Request for Fixed Price Tender of the works.

3	<b>Design</b>	
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- 70% Design Update provided with overhead slides and open discussion

**Design Alterations**

- Operable wall to be included in the design
- Auto Sliding door to be included in the design – DAIP item
- Window furniture to be included in the design

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- Access WC GF to have family room services [baby change table etc]
  - Transformer Size 200AMPs under review – ensuring its sufficient size for current and future use
  - Access control requirements under review
  - CCTV extent under review
  - Soffit insulation to GF Soffit due to Section J requirements
  - Fireproof protection [promat | Intumescent to structural steelwork

**Design Discussion Items**

- Operable Wall - Open discussion occurred with the current location and options of how to best utilise both separated areas. Staff to consider alternate location which provides noise separation as well as accessibility and update design – Location of the operable to be considered as part of the operational use for the spaces.
- Function Area B (Level 1) Staff to consider inclusion of small wet kitchenette to improve useability of the space adjoining boardroom.
- Hearing Loop – Staff to consider integrating a hearing loop into the design, noting that the Club are providing AV.
- Wayfinding – Open discussion with statutory requirements noted and, CRG members noted more pictorial signage in design. CRG to be involved in final wayfinding proposed for the building

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**4 Cost Management**

- 70% Cost Plan completed resulting in additional project costs.

Cost changes | increases to the 30% cost plan include

- Environmental Report – Contamination + Asbestos register
- Re-alignment of cost plan with 70% design drawings [assumptions]
- Include window treatments, fire proofing and insulation
- Adjustments to services
- Escalation and contingency updates

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**5 Program Milestones – Two Month Update**

- Submit Acquisition Plan for Approval Monday 22 August 2022
  - Planning Notification Release 22 August 2022
  - Commence 70 – 100% Docs Monday 22 August 2022 (4-week period)
  - Release EOI for Construction Services Wednesday 31 August 2022
  - Council Meeting Tuesday 30 August 2022
  - Close EOI For Construction Services 14 September 2022
  - Close Planning Notification Period 09 September 2022
  - Assessment Panel Shortlist Builders 12 – 16 September 2022
  - Complete 100% Docs – Friday 16 September 2022
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- Prepare tender package – publish to Tenders SA Tuesday 20 September 2022 (4-week tender period)
  - Council Assessment Panel Meeting 10 October 2022
  - Building Rules Consent 31 October 2022
  - Close Tenders 18 October 2022
  - Tender Clarifications (1-week) 25 October 2022
  - Tender Assessment / Recommendation (1-week) 1 November 2022
  - Award Contract on or before 3 November 2022

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## 6 Construction Management

- Project Staging – EOI closed - RFT to be released for Construction Services Contractor
- Construction Staging plans will be provided as part of the works – Constructions submissions need to address site hoardings, accommodation, traffic, parking, pedestrian management, storage as part of the builder's management plan. The Builders Site management plan.  
**Consideration and submissions are of importance to the community.**
- Use of the former Croquet Club – for Storage and stockpiling of spoil
- Site Environmental report – Plain English communication of contaminants as part of the project environmental plan
- Temporary Running track implementation important. Consider unsealed rubble surface between new building and player bench seat enclosure. Further clarification through tender will confirm appropriate separation distance to construction envelope.

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## 7 Facilities Management

- Facilities Working Group established to establish Lease and operating model
- Building functionality and Potential Community Use Options to be worked through
- Facility Management Principles to be tabled with the CRG once established.

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## 6 Other Business

- Design Updates to be circulated via emails
- Website to be updated post contract award confirming the successful Builder

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## 7 Next Meeting – Monday 28 November 2022 at 6pm

Meeting frequency to be every two Months

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## Community Reference Group Design Input Log

Completed Items shaded

Date	Issue	Raised by	Closed Off Y/N	Result
23/2/22	Final sign off on Design	Angela White	Y	Elected members to sign off on final design
23/2/22	Salvage of existing plant and goods in clubrooms	Josie Meyer	Y	Salvage where possible
23/2/22	2 <sup>nd</sup> stair to level 1 required – general view oval side is best	Paul Caretti	Y	updated
23/2/22	Extent of new parking – general aim to increase parking- Northern entry should be away from building	Josie Meyer	Y	Refer updated planning plans, retain northern car park (funding)
23/2/22	Cricket Nets & Location	Varun Agheda	Y	Consider in design development, no budget for crickets nets in this phase
23/2/22	Retain club pergola	Shane Hodby	Y	retained
23/2/22	Waste Management/Building Plant	Paul Caretti		Design team to review in line with Planning application
23/2/22	Roof Design	Paul Caretti		Part of planning submission/ Refer to architect
23/2/22	Operable Wall to level 1	Shane Hodby	Y	Cost option as part of tender
23/2/22	Portable Stage to level 1/ furniture layouts	Shane Hodby		Design team to review, function space now increased with additional funding support from Council
23/2/22	Kiosk and public toilet locations	All	Y	Relocate to northern side of building
23/2/22	Medical room scope	Shane Hodby	Y	Updated in draft planning set
23/2/22	Extent of level 1 deck and construction type	Paul Caretti	Y	Design team subject to budget
23/2/22	Running track integration/ ball sports interface			Design team to review
23/2/22	Audio visual requirements	Mayor O'Loughlin		Design team to review
23/2/22	Reverse kitchen and bar location	Shane Hodby	Y	Refer updated plans
23/2/22	Prefer fridges to kiosk in lieu of cool room	Shane Hodby	Y	Design team to review
23/2/22	Ambulance/ roller access to oval	Russell Mountford		Design team to review
23/2/22	Confirm capacity of function space current is 280 persons	Shane Hodby		Design team to review in line with revised funding
23/2/22	Emergency access from L1	Jamie Gardner	Y	Lift provision
23/2/22	Hoon behaviour on Thursday nights	Russell Mountford	Y	Consider traffic slowing devices – refer concerns direct to Shane Hodby

23/2/22	Verify tree protection zone	Klinton Devenish	Y	Encroachment into TPZ less than 10% as per Aust Standards
23/2/22	Which trees are to be removed/protected	All		Design Team/Council Review
23/2/22	Coaches Boxes – Not in Building scope	Shane Hodby		Relocate to wings and within swales
23/2/22	Consider location of kegs	Shane Hodby	Y	Refer updated planning set
23/2/22	Kitchen equipment log	Mayor O'Loughlin		Design team to detail
4/5/22	Best position for lift	CRG		Refer to design team
4/5/22	Foyer access point	CRG		Refer to design team
4/5/22	Gym required/can this function on level 1?	Architect		Refer to Design team
4/5/22	Best configuration for kitchen/bar	BFC		Refer to Design team
4/5/22	Need 280m2 of function space	BFC		Refer to Design team
4/5/22	Can balcony be built later/potential staging of project	CRG	Y	Possible but unlikely to provide value
4/5/22	Levels of compromise subject to budget? Can the building be designed for future extension?	CRG		
24/5/22	Window sills to first floor to be floor level to improve views to oval	Council		Design cost option
6/6/22	Fit out of kiosk, bar and kitchen	Council/Club		To be detailed through design development and MOU process