

### Meeting Minutes No. 8

Wednesday 7 November 2022 at 6.00pm

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

**Attendees invited:**

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

1	Agenda	Action
2	<b>Project Overview - Status</b> <ul style="list-style-type: none"> <li>• Development Approval               <ul style="list-style-type: none"> <li>○ Planning Approval Issued, Reserve Matters closed</li> <li>○ Building Rules Consent [BRC] Issued</li> <li>○ Development Approval issued 5 days after BRC, planning amendment to be closed out prior to DA being issued.</li> </ul> </li> <li>• Tender Status               <ul style="list-style-type: none"> <li>○ Tender Process Completed</li> <li>○ Sarah Constructions Successful Contractor and a Letter of Acceptance has been issued</li> <li>○ Post tender Negotiations Completed and contract will be executed by Friday 9 December 2022</li> </ul> </li> </ul>	
3	<b>Design</b> <ul style="list-style-type: none"> <li>○ Detailed Documentation 100% Complete - Issued for construction [IFC] drawings due 12 December 2022 from City Collective</li> <li>○ Peppercorn Trees -for Removal – The ongoing concern of the tree removal was raised and discussed in detail – CoP advised that there is photographs from 1949 as such the trees are not as old</li> </ul>	

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as has been suggested. JM raised that there are minutes from a meeting with the RSL.

- a. CoP to circulate the Aerial images of the Oval from 1949
- b. JM to forward minutes regarding the origins of the trees

Notwithstanding this the tree are approved from removal which will occur in Jan 2023.

- SA Power Networks Transformer – Updated fee proposal was due 30 November 2022 however it is still pending.

Discussion occurred with the transformer location in the northern portion of the northern carpark in the landscaped garden bed.

The transformer needs to be roadside as per SA Power Networks requirements. The power supply feed comes from the northern end of Poltawa Terrace hence the current documented location is the most logical. The transformer will supply power to the buildings main switch board which is located on the northern side of the building also.

**It was queried if it could be moved** - Moving it further south is not possible as we have a significant tree and other smaller trees, if it was positioned beyond this then then it is well past the connection line, and we would need to trench through the tree protection zone. The supply cables will be underground however SA Power Networks need access to the front of the transformer hence the enclosure itself can't be located underground. The transformer is set back and will nestle into the landscaped areas.

#### Design Discussion Items

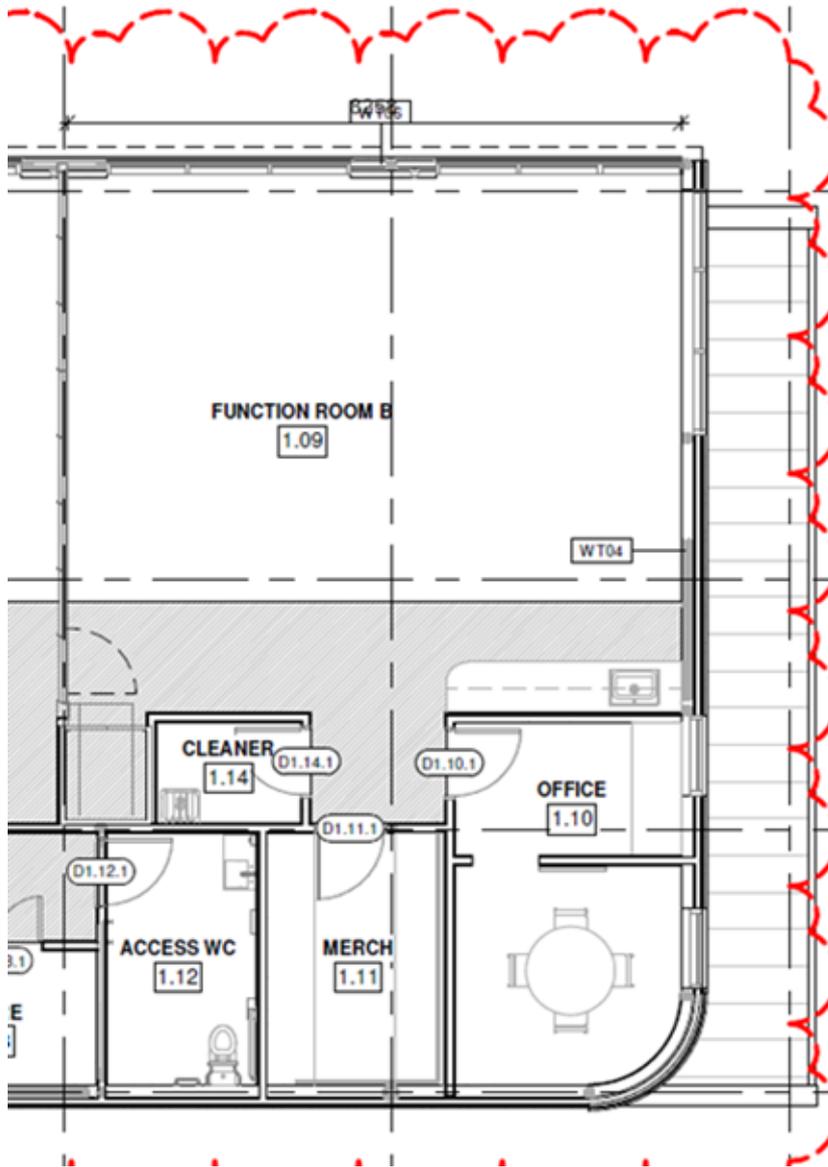
- Operable Wall – In the September 2022 Community Reference Group [CRG] Meeting the location of the operable wall was discussed in detail and concern centred on the facility having two similar food and beverage areas with acoustic separation between them. Other issues included access in and out, the toilet facilities and function room delineation. Staff were tasked with reviewing the operable location, seeking community feedback on the size and services they would require and to consider its optimal location.

This review resulted in the operable wall being repositioned on Grid I as per the below opposite. The Access WC and merchandise rooms have been flipped, and the cleaners room relocated. This solution, after multiple options, best reflects the broadest use of both spaces. The room is nominally 65m<sup>2</sup> and it will have a buffet unit as a refreshment area

The benefits of this arrangement Include:

- Smaller space allowing community groups to use this area for varied uses
- Located on grid I to reduce any structural support upgrade

- Dedicated amenities allowing the larger amenities to be used for function room A.
  - Clear delineation between functions
  - Full acoustic sealing of the room
  - Provides flexibility with the wall being open for one large space or closed for two smaller spaces.
- Function room B (Level 1) Services included in Function room B to be discussed – Wet kitchenette



- Hearing Loop – Under review to determine what would be appropriate and the use it would receive
- Wayfinding – To be presented when suitably progressed
- Look & Feel Presentation was presented to the group and the materials board was also provided to give members an appreciation of the finish's aesthetics. The proposed finishes were well received.

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**4 Program Update**

- Tender Award – Letter of Acceptance issued
- Site Possession – 5 December 2022
- Builder to Issue Letter of Award to Subcontractors – Commence Shop Drawings – 7 December 2022
- Sod Turning Event – 10 December 2022
- Works to commence from 9 January 2022

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**5 Construction Management**

- Letter of Notice – Construction Letter to Residents Issued
- Site Possession provided as of 5 December 2022

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**6 Facilities Management**

- Facilities Working Group Updated
  - Status of Lease - Ongoing with BFC
  - Function Room booking approach – to be managed by the BFC through an electronic booking system
- Community Use
  - Function Room A+B Use Options, Size, Community Interest, types of Community Use

Community Consultation and feedback has occurred with re-positioning the wall and determining the best location for the broadest community use. Of the current user groups (data sourced via SpacetoCo, volunteers, anecdotal), the most in-demand size of user groups are between approx. 20-30 people who regularly gather at one of our community hire spaces. Of the 300 individuals contacted the continued theme of a smaller space would be preferable. A buffet has also been included for serving food and beverages.

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**7 Other Business**

- Design Updates to be circulated via emails
- Website Community Engagement Hub has been updated and will be progressively updated as the works progress.

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**8 Next Meeting – APRIL 2023 – Date to Be Confirmed**

Agreed that meeting frequency should be each quarter unless an urgent matter arises.

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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	Y	Design team to review in line with Planning application
23/2/22	Roof Design	Paul Caretti	Y	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	Y	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		Y	Design team to review
23/2/22	Audio visual requirements	Mayor O'Loughlin	N	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	Y	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	Y	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	Y	Design cost option
6/6/22	Fit out of kiosk, bar and kitchen	Council/Club	Y	To be detailed through design development and MOU process
19/09/22	Operable Wall Location – Review location for the operable, consider acoustic separation, wet joinery unit	CRG Members	Y	Operable wall in alternative locaion
19/09/22	Hearing Loop – to be reviewed and considered as part of design	CRG Members		CoP Admin to review
19/09/22	Wayfinding – CRG to be advised of final wayfing for the project	CRG Members		CoP Admin to review