

MUCHEA RECREATION CENTRE REFERENCE (MRC) GROUP



Minutes Monday, 4 April 2022 ZOOM Meeting:

<https://us06web.zoom.us/j/84031448785?pwd=Vjdqb0VzcFh2ZnITWDFDZUFvNTlIZz09>

1. DECLARATION OF OPENING OF MEETING - Cr Ross

Meeting open at: 7.05pm

We wish to acknowledge the traditional custodians of the land we are meeting on, the Yued people. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

2. RECORD OF ATTENDANCE / APOLOGIES

2.1 MEMBERSHIP

Membership of the Reference Group shall consist of:

- o The elected representative appointed to the Muchea Hall User Group (MHUG)
- o Project Manager;
- o 4 representatives of the existing Muchea Hall User Group – 1 (Cricket) 1 (Football) 1 (Netball) 1 (Judo);
- o 3 independent Community representatives and;
- o Other intermittent stakeholders as determined and invited by the Project Manager.

2.2 ATTENDANCE

In person

Chair – Cr Ross

Nathan Gough (Project Manager), Matthew Gilfellon (CEO), Lachlan Chilman (Cricket Rep)
Brian Chipchase (Community Rep), Will Grimshaw (Football Rep), Lisa Kay (Admin)

Cr King – Observer

Zoom link in

Kylie Hughes (Netball), Simon Cox (Community Rep)

It is noted, any attendees who are not appointed representatives are present as observers only.

2.3 APOLOGIES

Since last meeting, have received a resignation from Louise Yates as a community representative. Also resignation of Liz Puglsey as Netball Representative. Kylie Hughes has been appointed by the Netball club as interim representative.

3. DISCLOSURE OF INTEREST

It is noted that the club representatives of Chittering Junior Football, Chittering Junior Cricket, Muchea Senior Cricket, Muchea Netball Club, and Muchea Judo Club have an inherent interest in this project as existing users of this facility.

4. PREVIOUS MINUTES

True and accurate record of October Meeting minutes

5. COUNCIL RESOLUTION 140222

Cr Ross expressed that this is a complex resolution and required some explanation to the Reference Group so that everyone understands the intention and requirements within each step.

SUBSTANTIVE MOTION / COUNCIL RESOLUTION

Moved Cr Ross, seconded Cr Campbell

That Council instruct the Chief Executive Officer to:

- 1. Instruct Site Architecture Studio Shine to undertake the detailed design with staging to be as per the amended Staging Plan and prepare the tender documents (e.g. scope of work, specifications and design requirements);**
- 2. Authorise additional funding to appoint an experienced individual or company to work with Site Architecture to run the tender process;**
- 3. Prepare an agenda item for the next Ordinary Council Meeting or at a Special Council Meeting held for the specific purpose, to enable Council to decide upon the technical and commercial bid evaluation assessment criteria and tender conformance criteria;**
- 4. Release a severable portion tender for the Muchea Recreation Centre, where portions may include Stage 1 only; Stage 2 only; Stage 3 only; Stage 4 only; Stages 1 and 2 combined; Stages 1, 2, and 3 combined; Stages 1, 2, 3 and 4 combined;**
- 5. On receipt of tenders, with assistance from Site Architecture Studio Shine and the appointed experienced individual or company;**
 - a. undertake technical bid evaluations (TBE) including but not limited to verifying conformance against the project scope of work, specifications and other tender documentation;**
 - b. undertake commercial bid evaluations (CBE) including but not limited to verifying tenderer's experience, capability (resources) to complete the work, financial solvency and conformance to the agreed criteria;**
 - c. derive normalised total cost for each separable portion;**
 - d. prepare a Recommendation for Award (RFA);**
- 6. Workshop the Long Term Financial Plan with Council utilising potential loan repayments; and**
- 7. Prepare an agenda item with the Recommendation for Award (RFA) and include it on the agenda, where practicable and in line with legislative requirements, at the next Ordinary Council Meeting.**

CARRIED UNANIMOUSLY 7 / 0

TIME: 7.59

This resolution has an impact on the future direction of the reference group which will be addressed further within these minutes.

Below is an explanation for each point within the resolution:

Point 1 of the resolution – last November there was pause on the project while Council considered all of the documents presented by Site Architecture Studio (SAS) and the recommendations of the Reference Group. The design presented to Council was the schematic design drafted by SAS in consultation with the Reference Group. Council looked at how the project could be staged and the cost of the overall project. A subsequent staging plan was drafted by SAS which set out how this could be achieved. Council were then happy to go out to tender. In preparation for tender SAS now need to develop a detailed design which essentially takes the schematic design (the aerial design view) and puts this into more detail.

Point 2 – Due to the complexity of this resolution the tender becomes quite detailed and with limited expertise within the shire to direct this process Council resolved to appoint an independent company to run this process along with SAS. Once SAS have finalised the detailed design, we will appoint the independent body to assist with the tender process.

Point 3 – when we put out a tender, it is not only about value for money, but also qualitative factors. Council will determine the criteria for selection and tender conformance criteria that will be based on the design elements that we are seeking.

Point 4 – as outlined. Council will get a variety of costs back to consider what stage(s) they will approve.

Point 5 – The assessment of tender submissions against evaluation criteria is an administrative function. The Council cannot participate in the evaluation process, not only because it is an administrative function but importantly it is in conflict with the Council's independent role as the decision maker.

Point 6 – whatever costs come in we will model into the long term financial plan

Point 7 – what comes from the tender and aligning with the long term financial plan, Shire officers will submit a recommendation to Council for decision.

With the above resolution in mind, it is probable that we will not be expending funds for this project this year. We are expecting the appointment of a quantity surveyor at the end of April as well as the completion of the design elements. The schematic design stands as what was presented to MRC at the October meeting.

Point 3 potentially going to May OCM. Tender would then go out at end of May with recommendation to July OCM. Dependent on timing we may need to seek a Special Council Meeting.

Still within timeframes for CSRFF grant. If timeframe pushes out we can seek a grant variation. As part of the grant terms, the Project manager has been providing monthly reports to the funder and will alert them to the possibility that an extension to the grant terms may be required.

POST NOTE: SOC to liaise with other funders.

There is potential for stages 3 & 4 (netball courts) to be undertaken as a separate project which would enable possibility of alternative funding. However resurfacing is not a high priority. Redevelopment would hold a higher chance of receiving external grant funding.

Staging project worries Brian, as costs are escalating all the time and assume that would save a lot more money by doing the project all in one go rather than in separate portions.

Cr Ross and Cr King - outlined that Council went through all different variabilities, very difficult situation as we are crystal ball gazing a situation that has no certainty. Council have seen the plans and can see why doing the entire project has benefit, the reason for separable portions is the financial concerns the entire project and how this can be balanced with other critical projects across the Shire.

Council needs to make a considered decision to consider all projects across the Shire with the MRC project one project amongst other infrastructure projects under consideration. Shire has financial constraints but would not have got to this point if Council wasn't committed to this project.

Brian – need to consider the impact on clubs by doing separable projects with potential loss to memberships if members/ teams have to move off site for duration of build.

Cr King - Council have been briefed on these logistics and the impact of continuity of access between canteen and changerooms.

Lachie – Are council aware of cost of not going ahead with stage 2. This will have considerable cost ensuring that the existing hall is compliant. I.e., fire suppression and requirements for buildings over 500sqm. Additionally, need to consider the equipment that is currently in store waiting for project to be implemented. Has council established a breakdown of costs if we have to maintain the existing hall should stage 2 not go ahead?

Cr Ross - Very conscious that this committee has been in place for several months now and feel that it is necessary when you stop and think how we have gone from A – Z and worked together to develop a multi-million dollar project design. It is useful to review the journey to date and the stages undertaken and highlight the stages along the way to acknowledge the significant contribution this reference group has made.

Carmel – amount of covered space outside the buildings is important and a strength in the design and the proximity of the change rooms and clubrooms to each other. When you look at original document and current design it has been a huge journey, with some back and forth discussions that were required to assist us with a major project. Going forward, Council needs to consider the management of spaces to accommodate all user needs once the building is completed. I.e. Judo use during cricket liquor license period and access to the Judo store.

Nathan – have come to the end of the design stage. Thank everyone who contributed to the design, something that will benefit the whole community. Been great to work with people who are committed to their community. Nathan stepped through achievements and plan iterations. See attachments.

At a point now where the design has been finalised and provided to the Architect. We have had considerable feedback and we have to draw a line in the sand and proceed with the tender process.

Will is concerned that membership does not know how we have got to where we are and why Council are considering a staged approach and the cessation of the MRC reference group.

Lisa to develop a newsletter to circulate to clubs and the general community explaining in layman's terms the Council resolution and how clubs will be involved going forward, utilising MHUG and updates on Shire website.

6. NEXT STEPS

Cr Ross - As above, Matthew has talked through the Council resolution. This has an impact on the terms of reference for the group.

When a new resolution goes through it can have an impact on previous resolution. For the time being, this group has no more work to do. The contribution has been huge and has reached a point where the project goes out to tender. Nathan has been appointed to look after the job. He will liaise with anyone who needs to have input to anything further requests from the Architects.

The other component of the terms of reference for this group was to consider the governance model. It will be an officer recommendation that this group winds up with the completion of the design phase. When we have estimated completion dates council will be asked to consider establishing a new reference group to reflect the current users of the facility to inform considerations surround the governance model of the new facility.

Over recent years there have been significant issues identified by Council with regard to the governance of council facilities. Council needs to do some work on what are the parameters that it needs to work within to ensure appropriate governance of the new facility. This would then become a recommendation to Council.

For the duration of the build component of this project there will be avenues for updates as part of the MHUG. If the Project Manager requires any further information he will seek this out directly from the respective MHUG members and expectation that MHUG circulate information about the project to their general membership.

As the Reference Group has been appointed by Council this must go to council for consideration. It is the intention of Shire officers to submit this recommendation to Council May OCM.

Cr Ross – Simply want to thank you all reference group members. It has been a rewarding group to be a part of. We have had robust debate and put considerable thought as a group into what would work on the available space on the site and be functional for all stakeholders. The group has worked together to achieve a good design that captures as many of these needs as possible and your generosity of time has been appreciated.

Lachie - Acknowledgement and thank you to Carmel for Chairing.

7. CLOSURE: 8:35

POST NOTE: Subsequent to the meeting, Shire Officers checked the BCA compliance of the current building and confirmed a compliance sign-off was completed by an external inspector. Future maintenance needs will be considered.