

MUCHEA RECREATION CENTRE REFERENCE (MRC) GROUP



AGENDA

Monday, 14 March 2022

ZOOM Meeting: <https://zoom.us/j/92447092153?pwd=bUxGUUVV6VGIBMDI0SlliRGJGaC9Qdz09>

1. DECLARATION OF OPENING OF MEETING - Cr Ross

Meeting open at: 5:04pm

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

Chair – Cr Ross

Matthew Gilfellon, Cr King (Observer), Kylie Hughes (Netball), Nathan Gough (Project Manager), Lisa Kay (minute taker)

Lachlan Chilman (attended at 5:15pm – after decision to postpone the meeting).

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

2.3 Apologies Will Grimshaw (Junior Football & Jnr Cricket), Louise Yates (netball)

With no representation from Football, Cricket, Muchea Judo and community representation, the meeting has been postponed. To be advised.

No further agenda items were discussed.

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

5. COUNCIL RESOLUTION 140222

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

6. NEXT STEPS

7. NEXT MEETING

8. CLOSURE: 5:14pm