

MUCHEA RECREATION CENTRE REFERENCE (MRC) GROUP



Minutes Thursday, 21 April 2022 Shire Chambers

ZOOM Link: <https://us06web.zoom.us/j/82094009239?pwd=K1RvM0cxYmQvMGl3NXRacGhmTE12QT09>

1. DECLARATION OF OPENING OF MEETING - Cr Ross

Meeting open at: 6:05pm

We wish to acknowledge the traditional custodians of the land of the Shire we are meeting on, the Yued and Whatjuk 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:

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

2.2 Attendance

Chairperson: Cr Ross

Nathan Gough (Project Manager), Steven Hart (Architect), Brian Chipchase (Community Rep), Cr King (Observer), Lisa Kay (Admin)

Via Zoom link: Lachlan Chilman (Cricket representative), Kylie Hughes (Netball representative)

2.3 Apologies

Simon Cox (Community Representative), Will Grimshaw (Football Representative), Matthew Gilfellon (CEO)

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

Circulated to all reference group members and with no amendments identified these are accepted as a true record.

5. ARCHITECT

Brief summary provided– Have signed off on schematic design. Completed the design development phase which in summary incorporates engineering and mechanical design into the architecture.

This month been focusing on the contract documentation phase including final drawings including details and development of the area around the building. This also incorporates the netball courts and car parking operations and minor external works.

Contract documentation phase will see at completion detailed specifications used for quantity surveyor for pre tender estimate. This will be the same info that the tenders consider to put their prices together.

Conditions of tender - Council have determined to appoint an external consultant to prepare these documents which is the criteria that tenders need to address in their application

QS will be conducted early next week and expect this pre estimate by 9th May in preparation for May OCM.

At tonight's meeting presenting and sharing the following components.

- **Final layouts for bar and kitchens**

Kitchen - Arcus - Commercial design company who have provided expert advice. Number of items that needed to be incorporated as purchased by Clubs which has informed the design.

Has been a few additional things incorporated to fill in gaps and make the kitchen work based on feedback from company. (See plans supplied by Site)

Comments:

- Bench space beside oven needs to accommodate the oven trays.
- How wide is the servery - 1800 internal 2.4 external servery. Better to have this as wide as possible as can be closed off to suit but difficult to open up once built.
- Freezer door – not enough width of cool room to allow a sliding door. Possibility of removing shelving from one side and move the door to the side that shelving on.
- Floor waste incorporated.

Bar – fridge typically have glass top and bottom – what is our preference?

- Little value to have glass doors at bottom.

Prep area incorporated with prep sink so can serve food out of bar if needed. Lift up benches for access. Installing provision for beer lines in flooring.

Can't accommodate a larger external door to enable access with pallets. If this was accommodated it would have a flow on effect to other layout that would not provide best benefit to the layout. Current door largest that can be accommodated at around 900m.

Shutters to lock off bar and can incorporate locks on cool rooms.
Stainless bench top and bar at 1100m

Floor waste in bar. Concrete plinth under benches.

Will provide drawings for further feedback from MRC reference group post this meeting but this will be time limited. Naomi to forward to Lisa for circulation.

- **Internal and External material and colour selections**

3d images presented at last MRC Reference group meeting.
Samples supplied at tonight's meeting for consideration.

Questions:

- Within tender are we allowing substitutions for specifying products? It is recommended that if tenderer wants to substitute, have to seek superintendent approval.
- Availability of materials – currently available and locally stocked with reasonable lead times. Some have a long lead time and will advise contractor at start up to determine schedule for ordering allowing for long lead times.
- Cr King - at tender are we asking for lead times on products to hold to account with leverage should they not meet supply needs? Fixed price contract. – Site strongly recommend not allowing escalation within the contract, contractors should factor in elements of risk. Site will discuss with tender documentation contractor to determine the most appropriate tender escalation clauses.

A commercial field is very different to the residential market. Risk sitting with the contractor places greater emphasis on the contractor to build the project as quickly as possible to reduce risk of escalation of products. Commercial contractors are often not working on a large number of projects at one time, differing to the residential market.

Good to have some advice on timeframe for preparation of tender to ensure tenders have adequate time to provide the best tender. May need to consider 6 weeks instead of 4 for bid period. Site will be putting feelers out to market to try and ensure we have best tender process and will recommend this. Could put out an EOI to gauge interest pre tender. Simple one pager.

Sample considerations

- Textured wall finishes are less attractive to graffiti artists, in Site experience.
 - Colour matched paints are available for the proposed elements.
 - Grey grout to tiles as easier to clean.
 - Plywood and plasterboard internal walls to change rooms. Brian still concerned about robustness of internal walls. Fibrerock would be first choice of SITE, but second choice through BGC. To damage it would have to be malicious and this would be a consideration for any type of wall. Layer of 12m ply with 10m plasterboard over top. Can specify dual spec that if Fibrerock available this would be our preference.
 - Classic design that is not going to date quickly. Site have used these products regularly and find them hard wearing. Best to avoid colour fads.
- Electrical outlet location – location not so critical but would like to have quantity right. Refer to plans supplied by Site.

Kitchen and bar electrical has been done to suit equipment. Additional appliances?

Is it possible to have all kitchen outlets as 15 amp to reduce overload on system? Electrical consultants will spread outlets across circuits to accommodate large load through appliances.

Have we got enough circuits to kitchen to accommodate appliances? Clubs could provide a list of appliances likely to be used at full load. Arcus are providing all electrical requirements for equipment.

Is there the likelihood of utilising a 20amp? Steven to chat with electrical consultant. Safety policy over no piggy backing appliances and 20amp appliances.

MRC Reference Group suggest asking electrical consultant the benefit of utilising urns or boiling water systems and impact of water supply on these the facility is not on reticulated water system in Muchea. Water quality is a challenge.

Hall – power connections and cabling for audio of TV and speakers. No other AV considerations. Typically double outlets.

CCTV – 2 in bar and externally.

Possibility of additional power outlets at front of kitchen servery and opposite end of hall to accommodate functions that may have podiums, DJ's, lecterns etc.

Some external lights on a PE with time clocks based on likely movement of people around building. A selection that will go off according to the time clock and some that will stay on until sun comes up. Flexible arrangement to manage lights and energy responsible. SITE to enquire whether there is a possibility of lighting coming on when alarm triggered.

The air conditioner pre-purchased is sufficient to the facility. Capacity for multi head and split system and can be controlled in individual areas.

6. CLOSURE: meeting closed 8:05pm