



**COMMITTEE ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 17 NOVEMBER 2021**

| REPORT NUMBER | REPORT TITLE AND ATTACHMENT DESCRIPTION | PAGE NUMBER(S) |
|------------------|---|-------------------|
| COM01 – 11/21 | Chittering Bush Fire Advisory Committee – Unconfirmed Minutes from Tuesday, 12 October 2021 & Scheduling OF 2022 Meeting Dates Attachments 1. “Unconfirmed” minutes from Chittering Bush Fire Advisory Committee meeting held on 12 October | 1 – 12 |
| COM02 – 11/21 | Chittering Health Advisory Group Minutes Attachments 1. CHAG confirmed minutes Thursday, 17 June 2021 | 13 – 16 |
| COM03 – 11/21 | Muchea Recreation Centre (MRC) Reference Group Minutes Attachments 1. MRC Reference Group Minutes 170821 2. MRC Reference Group Minutes 300821 3. MRC Reference Group Minutes 130921 4. MRC Reference Group Minutes 280921 | 17 – 32 |



Chittering Bush Fire Advisory Committee Meeting Minutes

Tuesday, 12 October 2021

Council Chambers, 6177 Great Northern Highway, Bindoon

Commencement: 7:00pm

Closure: 8:44pm

MEMBERSHIP AS AT 18 AUGUST 2021

| Members | Deputies |
|--|--|
| Shire of Chittering Councillor Cr Carmel Ross | Shire of Chittering Councillor Cr Mark Campbell |
| Chief Executive Officer Matthew Gilfellow | Nil |
| Community Emergency Services Manager / Chief Bush Fire Control Officer David Carroll | Nil |
| Deputy Chief Bush Fire Control Officer Southern Region David Wilson | Nil |
| Deputy Chief Bush Fire Control Officer Central Region Phillip Humphry | Nil |
| Deputy Chief Bush Fire Control Officer Northern Region Kim Haeusler | Nil |
| Bindoon Brigade representative Peter Watterston | Bindoon Brigade representative Nic Walter |
| Lower Chittering Brigade representative Johan Rossouw | Lower Chittering Brigade representative Max Brown |
| Muchea Brigade representative Shelly Pannell | Muchea Brigade representative Shane Robertson |
| Upper Chittering Brigade representative Aaron Cover | Upper Chittering Brigade representative Gordon Carter |
| Wannamal Brigade representative Richard Rose | Wannamal Brigade representative Kim Haeusler |
| Chittering Incident Support Brigade representative Peter Hall | Chittering Incident Support Brigade representative Paul Groves |

Objectives

To make recommendations and advise Council on all matters relating to the Bush Fires Act 1954, Section 67(1).

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Chittering. The Committee will advise the local government all matters relating to:

- Preventing, controlling and extinguishing of bush fires
- The planning of the layout of fire-breaks in the district
- Prosecutions for breaches of the Bush Fire Act 1954
- The formation of bush fire brigades and the grouping thereof under group brigade officers
- The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

Tenure of Membership

Shall be in accordance with the *Local Government Act 1995, Section 5.11*.

Attendance by Government Agencies

The following are invited (non-voting) to attend meetings of the CBFAC:

- DFES District Officer – North East Metropolitan
- Department of Biodiversity, Conservation & Attractions / Parks and Wildlife Service

Delegated Authority

Nil

Preface

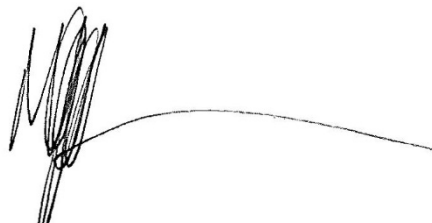
When the Chief Executive Officer approves these Minutes for distribution they are in essence "*Unconfirmed*" until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The "*Confirmed*" Minutes are then signed off by the Presiding Member.

Attachments that formed part of the agenda, in addition to those tabled at the Ordinary Meeting of Council are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 15 October 2021

A handwritten signature in black ink, appearing to be 'M Gilfellon', with a long horizontal flourish extending to the right.

Matthew Gilfellon
Chief Executive Officer

Confirmed Minutes

These minutes were confirmed at a meeting held on 8 March 2022

Signed

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

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1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 6:59PM

Good evening ladies and gentlemen, 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 / APPROVED LEAVE OF ABSENCE

2.1 Attendance

The following members have confirmed their attendance (Quorum – 6 Members):

| | | |
|------------|-------------------|---|
| Members: | Cr Carmel Ross | Council Delegate (Chairperson) |
| | Cr Mark Campbell | Council Deputy |
| | Matthew Gilfellow | Chief Executive Officer |
| | David Carroll | Chief Bushfire Control Officer |
| | David Wilson | Deputy Chief Bushfire Control Officer – South |
| | Johan Rossouw | Lower Chittering Volunteer Bushfire Brigade |
| | Peter Watterston | Bindoon Volunteer Bushfire Brigade |
| | Aaron Cover | Upper Chittering Volunteer Bushfire Brigade |
| | Shelly Pannell | Muchea Volunteer Bushfire Brigade |
| | Kim Haeusler | Deputy Chief Bushfire Control Officer – North |
| | Richard Rose | Wannamal Volunteer Bushfire Brigade |
| | Phillip Humphry | Deputy Chief Bushfire Control Officer – Central |
| | Paul Groves | Chittering Incident Support Brigade |
| Observers: | Murray McBride | Department of Fire and Emergency Services |
| | Jodie Connell | Development Services Support Officer (Minute Secretary) |
| | Graham Furlong | Bushfire Risk Officer |
| | Simon Cox | Muchea Volunteer Bushfire Brigade |
| | Alex Espey | Bushfire Volunteers Representative |
| | Jeremy Tennant | Lower Chittering Volunteer Bushfire Brigade |
| | Ben Riddle | Lower Chittering Volunteer Bushfire Brigade |
| | Leanne Bauerle | Lower Chittering Volunteer Bushfire Brigade |

2.2 Apologies

| | |
|-----------------|-------------------------------------|
| Peter Hall | Chittering Incident Support Brigade |
| Shane Robertson | Muchea Volunteer Bushfire Brigade |

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Chittering Bushfire Advisory Committee meeting: 9 March 2021

4.1 OFFICER RECOMMENDATION

Moved Peter Watterston / Seconded David Carroll

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 9 March 2021 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. ANNOUNCEMENTS WITHOUT DISCUSSION

5.1 Community Emergency Services Manager / Chief Bushfire Control Officer

Dave Carroll spoke to the following:

- Peter Hall recently had a heart attack and has had emergency surgery and is feeling ok and may be home for the weekend, our thoughts and best wishes go to Pete and Ann at this time.
- Restricted Burning Time commenced 1 October.
- AFAC Bushfire Seasonal Outlook for Spring 2021 – normal fire potential
- National cooperation to deliver standardisation of the Australian Fire Danger Rating System and the Australian Warning System
- Changes to the FDR system – the current system was developed by Alan McArthur in the 50s and 60s and has been used operationally since 1967 and uses 2 fire behaviour models Forest, Grassland and Combined. Will change nationally and become the Australian Fire Danger Rating System. New System uses 8 fire behaviour models - Categories on the FDR signs will most likely drop from 6 to 4
- Changes to the Bushfire Warning System, has become the Australian Warning System and includes Advice, Watch and Act and Emergency Warning and having yellow, orange and red colouring.

Brigade Statistics

| | Name of Registered Brigades/Units | Profile of Brigade | No. Incidents 2021 year to date | No. of Registered Members |
|---|--|----------------------------|--|----------------------------------|
| 1 | Wannamal Volunteer Bush Fire Brigade | Rural | 2 | 53 |
| 2 | Bindoon Volunteer Bush Fire Brigade | Urban Defensive Structural | 24 | 39 |
| 3 | Upper Chittering Volunteer Bush Fire Brigade | Settlement Brigade | 26 | 28 |
| 4 | Lower Chittering Volunteer Bush Fire Brigade | Urban Defensive Structural | 32 | 54 |
| 5 | Muchea Volunteer Bush Fire Brigade | Settlement Brigade | 29 | 24 |
| 6 | Chittering Incident Support Brigade | Comms/Support | 3 | 23 |

5.2 DFES District Officer – North East Metropolitan

Murray McBride spoke to the following:

- AFAC Review – four operational staff interviewed. The review will be a six week process looking at all different aspects of operations. Last round of interviews this week with different members of DFES.
- Wooreloo Review has presented a few learnings for the North East region including management of machinery during a large scale incident. Another aspect learnt was better utilisation of Community Emergency Services Managers – Mundaring and Chittering were put into Planning Officer roles which took them away from duties relating to their respective Local Governments. DFES are looking at how these issues can be remedied and dealt with in future.
- A recent issue regarding contractors using heavy machinery who are not insured for wildfire was highlighted at AFAC.
- Mitigation burns planned in Darlington and Mahogany Creek.
- Volunteer Preseason Forum – discussion was held regarding a new COVID-19 Policy potentially coming out and implications regarding intrastate and international travel for the purpose of firefighting.

Peter Watterston requested whether Shire heavy machinery was insured for wildfire. Matthew Giffellon stated he would check. David Wilson provided information regarding Gingin's experience relating to this issue. Further discussion was held by the Committee regarding insurance on plant and wildfire.

5.3 Chief Executive Officer

Nil

6. PREVENTION (MITIGATION, COMPLIANCE AND ENFORCEMENT)

6.1 Update on Fire Danger Rating Sign

Following the meeting held 9 March 2021, Murray McBride spoke to Rachael Parks at Department of Fire and Emergency Services who advised that new signs will be coming in June 2022. Rachael advised that the Local Government should not purchase any more signs at this time. Rachael also mentioned that there could be Federal funding to replace existing signs. At this time, the Shire of Chittering will put the proposed Fire Danger Rating sign proposal on hold until there is more information about the new signs. Murray did not have any further information on this item to provide to the Committee.

6.2 Shire Mitigation Activities under Mitigation Activity Funding

Graham Furlong spoke to the following:

April to June saw focus on engaging contractors to work on BRMS. Included brigade members and vehicles in mitigation and started Bushfire Risk Officer (Rangers & Chief) treatments at Wannamal Tip and Campground, Dampiera Court, Patens Drive, Muchea Reserves at McKenzie Street and Muchea South Reserve crossed with Archibald Street. Great to complete Bindoon-Dewars Pool Road which has been a long time coming. Completed 24 Bushfire Risk Officer visits and conducted Redcross Rediplan Session at Lower Chittering Hall.

July to September was predominantly Djidi-Djidi Ridge Reserve with 140 hours of prescribed burning of grass trees along with chemical work.

- Contractors completed and started Chittering Road verge from Lower Chittering Fire Station to Julimar Road by Eco Landcare sawing and mulching
- Carty Reserve firebreaks and Hart Drive entry
- Payne Street Road Reserve
- Burn Smart at Sussex Bend

I have also applied for MAFGP2122R2 which was submitted on 22nd of September which consists of 50 treatments 50% are verges on critical link roads. Completed 18 Bushfire Risk Officer visits and Shire of Chittering Disasters for Dummies.

October to December, priority is completing jobs on MAFGP2021R2 which finishes 10 November 2021.

- Contractors and Bushfire Risk Officer focused on completion of Chittering road verge from Great Northern Highway to Julimar Road with Entire Fire Management mulching.
- Carty Reserve firebreaks, hazard clearing, stacking and burning next year.
- Brigade Burns if weather suitable
- Djidi-Djidi Ridge Reserve Fire Breaks

Strategic fire break inspections completed Zone 8 Morley and Zone 6 Maryville, completed as time available in conjunction with Rangers. Completed 4 Bushfire Risk Officer visits, Bushfire Ready Facilitator Training and a Redcross Rediplan Session at Lower Chittering Hall.

Ongoing jobs when time prevails:

- Static Water Supply – Mapping, upgrading and maintenance of Shire of Chittering Water Tanks
- Strategic Firebreaks - Mapping, upgrading and maintenance of Shire of Chittering Strategic and alternate firebreaks
- Bushfire Management Plan Properties - Mapping, collecting data and assisting with actions of Bushfire Management Plans including Accommodation and Industrial properties
- Bush Reserves Plan – Mapping, upgrading and maintenance of Shire of Chittering Reserves
- Building the role around keeping community safe from bushfire including launch of bushfire ready newsletter.

Graham requested that brigades conducting mitigation burns let him know where and what they are burning to demonstrate to DFES. Simon provided information regarding padlocks in Muchea. Phillip Humphry requested information regarding a reserve on Hart Drive being burnt. Graham explained the process that reserves go through for funding and burning.

6.3 Compliance

Peter Watterston addressed the meeting regarding the upcoming compliance inspections and requested the Shire to take the wet conditions into account. Peter stated that he has received some feedback from the community regarding this issue. Shelly Pannell provided feedback from a local contractor who had experienced the same issue.

Matthew Gilfellow provided information to the Committee about the approach that Rangers and the Bushfire Risk Officer take when conducting inspections. Johan provided some feedback from a resident regarding the purchase of the property and the poor state it was left in. Graham Furlong talked through the process of Advice of Sales and what Rangers and Administration do in these scenario. Matthew Gilfellow stated that a service that the Bushfire Risk Officer offers to new landowners is providing education to new landowners to help them achieve compliance. Discussion was held by the Committee regarding sales of property and bushfire compliance.

7. RESPONSE

Nil

8. RECRUITMENT & TRAINING

8.1 Work Health & Safety Legislation Changes

Matthew Gilfellon addressed the meeting and provided an overview of what is known about the new legislation. LGIS have stated that volunteers are deliberately included in this legislation. The legislation introduces industrial manslaughter charges and other types of offences that organisations are liable for and may not be able to insure against. Matthew stated with regard to the activities regarding bushfire fighting, the risk profiles are known. The new legislation has been introduced to address ongoing and repeated negligence in the workplace.

WALGA, LGIS and DFES are known to be looking into the legislation and what it means for all parties and more information will most likely be provided before January. Matthew stated that brigades were already following procedures, conducting training and using the correct appliances and personal protective equipment to conduct brigade operations. Matthew detailed the potential concerns regarding spontaneous volunteers and farmer response units. Matthew and David Carroll will continue to seek more information and clarity regarding the changes and will provide a standard to demonstrate what is required and expected. Matthew asked that all brigades consider their current processes and make sure all information regarding incidents is recorded appropriately.

Peter Watterston requested whether there would be a Shire-based induction process in addition to the brigade specific induction. David Carroll stated that the induction had been recently updated and will ensure that the new aspects introduced by the legislation are incorporated. Matthew Gilfellon stated that there is the potential that firefighting specific safe work method statements (SWMS) may be developed. David Wilson requested information regarding the farmer response units and the responsibility and duty of care for these units. The Committee discussed the responsible parties. Alex Espey provided information regarding farmer response units and which party will be the person conducting business in that scenario. The Committee held further discussion regarding farmer response units, the risk, appropriate and management of units at incidents.

Alex Espey stated that safety has always been a responsibility of individuals and that the new legislation does not change that. The new legislation puts more of a focus on duty of care. Aaron Cover stated that there was a guide already in place for the operation of private vehicles on a fireground which is fit for purpose and that there is already a process in place for registering a private vehicle for use at incidents. Aaron went on to state that there are systems that help manage safety training and related activities.

9. RESOURCES & FACILITIES

9.1 Update on Transition to Volunteer Fire & Emergency Service Brigades

Matthew Gilfellon addressed the meeting and stated that there has been written requests sent to DFES regarding the transition however the letter had not been in line with their requirements – a letter would require the signature of both the Chief Executive Officer and the Brigade Captain. Matthew requested where the brigades stand on the transition. Peter Watterston and Shelly Pannell provided their perspective on the transition based on the information provided. David Wilson stated that more information and clarity was required as there had been contradictory information provided by different parties. Paul Groves requested what the potential impact on the

Chittering Incident Support Brigade could be. Paul stated that there should be more information why changing to Volunteer Fire & Emergency Services would be better. The Committee agreed for Matthew Gilfellon to send new letters to DFES requesting more information on the transition.

9.2 Growth Trends in the Shire

Matthew Gilfellon addressed the meeting and presented a Powerpoint Presentation on current development occurring in the Shire of Chittering. The presentation covered the Muchea Industrial Park, current subdivisions, Scheme Amendments and certain aspects of the Local Planning Strategy.

The Committee agreed for there to be a standing item at future meetings for Matthew Gilfellon to present updates on development in the Shire.

9.3 Future Development in the Shire – Guernsey Rise & Muchea Industrial Park

Johan Rossouw was satisfied with the information that was provided in Item 9.2.

10. COMMUNITY ENGAGEMENT & EDUCATION

Nil

11. 2022 COMMITTEE MEETING DATES & NEXT MEETING

In accordance with clause 1.12.3.11 Meetings in the "Council Committees and Advisory Group" booklet the Chittering Bushfire Advisory Committee are to determine the meeting dates for 2022.

It was discussed at the meeting on 13 October 2020 to hold a meeting in June only as required. Due to Annual General Meetings that occur mid-year it is proposed to reinstate the June meeting. The June meeting helps to facilitate the formal nomination of the next season's Fire Control Officers, the membership of the Committee and is held at an ideal time to discuss the next season's Firebreak and Bushfire Hazard Reduction Notice.

Matt provided feedback regarding the reasons for the June meeting being reinstated including the Fire Control Officer endorsement and discussion of the Firebreak Notice.

The dates that are suggested for 2022 are as follows:

- a. Tuesday 8 March
- b. Tuesday 12 June
- c. Tuesday 11 October

11.1 OFFICER RECOMMENDATION

Moved David Wilson / Seconded Peter Watterston

That:

- 1. The Chittering Bush Fire Advisory Committee meeting dates for 2022 are as follows:**
 - a. Tuesday 8 March**
 - b. Tuesday 12 June**
 - c. Tuesday 11 October**
- 2. The Chittering Bush Fire Advisory Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 7pm.**

CARRIED UNANIMOUSLY

12. CLOSURE

The Chairperson declared the meeting closed at 8:44PM



Chairperson: 0418728832
Secretary: 0428844868



Chairperson: alison@barnard.net
Secretary: cdc@chittering.wa.gov.au

Meeting of: Thursday, 17 June 2021
Venue: WACHS Meeting Rm, Chittering Health Centre
Time: 2pm – 4pm

| Agenda Items | Details |
|-------------------------------------|---|
| Apologies | Sara Pellent, Cr Curtis |
| Present | Alison Barnard, Lisa Kay, Harmarnie Barker (student), Alan Barnes, Jan Petersen, Jo Kavanagh, Mary Angus Eric Ander, Virtual Meeting Room – 62045. Membership update – Hon Martin Aldridge Office representative replacing Michelle (Lisa Logan) |
| Previous minutes – Business Arising | Care opinion – Sharing of info to community to encourage local stories to be told. Lisa to ensure that this is up on the Shire website and promote through Facebook. |
| Correspondence In | <ul style="list-style-type: none"> • Cancer Council WA June news • Genie update – Claire Mouat • Palliative Care WA – My Future Care Workshops • Families in Australia Survey • Women's Health Week 2021 • Barbara Brennan – Cancer Council WA retiring this week and replacement will be Monica Graham as Wheatbelt Cancer Support Coordinator. • Additional corro as outlined as part of meeting |
| Correspondence Out | <ul style="list-style-type: none"> • Chittering Community Services Forum – 12 August 2021 |

| | |
|---|--|
| <p>COM02 - 11/21 Chairperson report – Alison</p> | <p>I had a very productive discussion with Erik a few weeks ago regarding the availability of statistics for those health services for and accessed by children in the Shire of Chittering. Erik is to provide these statistics.</p> <p>At the recent DHAC meeting, the report by WA Primary Health Alliance mentioned that “Compassionate Communities” is to be rolled out across all Primary Health Networks and more news about its implementation in the Wheatbelt will be available soon, which is good news.</p> <p>Palliative Care WA are running on line Advanced Care Planning workshops - there is one on Wednesday, 23 June from 6pm – 7:30pm, and it is free and available to anyone in WA. It is necessary to book a place – go to Palliative Care WA website to book.</p> <p>Finally, this will be my last Chairpersons report, as it is time for someone else to take over the reins. I wish them and CHAG success in the future.</p> <p>Erik has advised that he is working with Health Promo officer to get some things into the local paper.</p> <p>Lisa to advise of scheduled Advance Care Planning Workshop.</p> <p>Alison stepping down as chair – seem to be meeting for meeting sake and although info is out there doesn’t seem to be much progress in promoting services to residents. Word of mouth is the best form of promo it is just getting the information to the front line staff/ local businesses etc. Alan sense of frustration over problem if Shire is unable to get promotions out through the rate notices particularly when a magnetized flyer was sent out last year that had useless contact numbers on it for the community. I.e. Main roads and incorrect numbers for fire control officers etc. Main form of communication is still very reliant on online forums that is not getting to those who really need to hear about the service. A community directory like the Northern Valleys is still needed. Value in service network meetings.</p> |
| <p>Service outline Wheatbelt Age Services – Sara Pellant</p> | <p>Apology for late notice of non-attendance</p> |

Jupiter – Doctors going on study leave. Dr Solomon and Dr Habib covering some days. Dr Nafis will be finishing on 8th July. 1 part time Doc from 8th July. No Doc for Sundays at moment. No locums available across the State. Will possibly be closed next Thursday for patient appointments. COVID vacs – email last week for EOI for Phiza vac. Mary waiting to see if have been allocated some. If this is approved it is likely that it will not be released until July – October. News today advised no under 60s to be given AstraZenica. Gingin not currently doing COVID Vacs which is leading to these patients coming to Bindoon. Also seeing patients from Bullsbrook.

WACHS – Permanent Sn Physio started last Thurs. Fully staffed with allied health. Aboriginal Health Team don't come across to Chittering, mainly working in Moora and Dalwallinu. Recently put on more Child Health Staff. Challenges with COVID clinics with conflicting or ambiguous information coming through from the Commonwealth and no additional resources to assist. Vaccinate WA website is problematic from a service provider perspective. Great feedback being received locally on time between referral and appointment with WACHS service provision.

AVIVO – N/A

Hon Martin Aldridge Office – late apology with Parliament trying to pass an urgent COVID-19 Bill.

Cancer Support Group – is a small but very committed group. A few members have recently moved to Perth. Barbara Brennan of Cancer Council of WA local representative is retiring as tabled in correspondence. Cancer Council willing to come to Network forum. Chittering Local group meet 4th Wed of month at 1:30pm at Martin Aldridge Office. Pamper packs available for newly diagnosed cancer patients. Available to talk on phone or meet with people at home. Happy to go and sit with someone at end stages to provide their carers some time.

Shire – update to shire website re Age forums, investigations to independent living clusters and Age Feasibility Study. Relevant public documents are available via a link or can be requested from the Shire. Erik pointed out with regard to age housing, Verso did a study in Jurien Bay about 10 yrs. ago and suggested that unless you have about 60beds it will not be viable to have a residential care facility. Some discussion amongst members present that it seems rental housing is beyond the Shire ability but why can't we build 2 houses, start small and get something started. There are people out there who would buy them. Don't need the survey what did this cost? We need some houses.

Public Health Plan – McCusker intern has completed the community engagement aspect of the plan. With recent unexpected leave of the Principal Health Office, the development of the Shire of Chittering Public Health Plan is on hold pending the officer returning to work. It is intended that we apply for a 3rd McCusker intern to consolidate the findings from the research and community engagement aspects into a draft Public Health Plan.

Silverchain – money for Home Care Packages is flowing. 10 clients in Chittering over 65 waiting for packages at the moment. Jo has about 20 clients in Gingin area waiting for packages. Full staffed for Chittering area. Find it hard to find qualified staff with Care Aid Cert 3. People working school hours is problematic but staffing is not reason that Silverchain is turning people away. Currently waiting for new Commonwealth budget. Over 65 Lower Chittering is considered metro service, request has been put forward that this locality be moved across to Wheatbelt Silverchain.

| | |
|--|---|
| COM02 - 11/21 Chittering Services Network Roundtable | Attachment 1 Thursday, 12 August 2021. Invitations have been sent out. |
| WACHS activity re services for children in Shire (DHAG Priority area 2021-2022) | Covered above. |
| Other business | Cr Curtis – knows of several people locally seeking urgent accommodation due to rental shortage. Not sure if CHAG has any views on this. Appointment of new Chair for October meeting. |

NEXT MEETING: 12 August 2021 (Network Forum)

Next General Meeting 21 Oct 2021

WACHS meeting room, Chittering Health Centre

MUCHEA RECREATION CENTRE REFERENCE (MRC) GROUP**AGENDA****Tuesday, 17 August 2021****Shire Chambers****6177 Great Northern Highway, Bindoon WA 6502****1. DECLARATION OF OPENING OF MEETING - Cr Ross**

Meeting open at 5:04pm

Welcome back to Site Architects Naomi and Steve.

Welcome to Louise, in attendance for her first meeting and thank you to everyone attending.

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.

With some representatives of the Muchea Hall User Group (MHUG) represented on the MRC reference group it is important for us to recognise the difference between the two groups with the MHUG focus on now and its current users. Where the MRC reference group is being asked to imagine the future of the needs of the Muchea Community – our best imagining of the whole community and how they can best utilise the facility. Looking through a big picture lense that considers the long term use of the facility and for the community as a whole to get the best outcome we can.

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

Cr Ross (Chair), Louise, Matt, Simon, Will, Lachie, Liz, Brian, Steve & Naomi (Site Architects), Nathan (Project Manager), Lisa (note taker)

2.3 Apologies

Nil

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

Amendment to section 3. Disclosure of Interest - MHUG noted at its meeting that Kylie Hughes, in addition to her role in the Muchea Netball Club, is also Shire President. Though it is Kylie's decision as to whether she has a conflict of interest, the group noted the potential for perceived conflict of interest among community members if she was to represent netball on the Reference Group.

5. ARCHITECT PRESENTATION OF PLANS

Currently in the design phase of the project. This is the most significant phase that determines a lot of decisions, based on feedback, input and briefing. Allows all parties to have input. Carefully considering information provided and providing design solutions to respond to our needs, wishes and visions.

A site feature survey has recently been undertaken. This informs the room available to build the facility, the relationship of the facility to users. It also enables us to consider how the community can take best advantage of the facility. The survey enabled site to look critically at the location and the proposed building.

Site Architecture provided 2 alternative site solutions to the placement and design of the building for consideration of the group. Once the group has determined the most optimal site, they will then commence work on the detailed planning of the facility. Refer to site plans as attached.

Option 1: Looked at originally proposed position for facility. This doesn't allow activity spaces connection with the centre of activity on the oval – it is off to the side and potentially worse off than the original hall. Very limited opportunity to build an outdoor spectators area due to level changes and the boundary of the oval. Disjointed / disconnected from Netball and playground. In summary there are some serious constraints with the position of the building that possibly doesn't exploit the full benefit of all users.

Option 2: this allows positioning of the passive area of the building in a more central location to connect centrally and more visually. Would require overlay to an existing netball court. One large building with fire walls to eliminate the triggering requirements for fire. Negative of this solution – In this arrangement connectivity to the first aid room for emergency services is problematic. The existing hall could not be retained which would not facilitate use of the old building during the build. This could be accommodated by temporary buildings. Feel that while this ticks some boxes it doesn't achieve everything that we have identified.

Option 3: split changerooms and main building. Centred on viewing of the pitch and oval. Centre access to changerooms, emergency vehicle access, and kitchen/canteen and connects well with circulation of netball and oval sports. Could have an internal space to the function area that connects both. Allow the existing building to be retained until the end of the build.

- Would result in a netball court being removed in the short term and a long term installation of a new netball court. To facilitate the 3 court options for netball in the interim would require resurfacing works to the old court on the north end of the facility adjacent to the cricket nets. Netball will ultimately need 4 useable netball courts in within the next few years to accommodate local competition through SMNA. Heritage listed trees would be impacted by this decision where there is

a strong view of longer term residents that the trees need to be retained. Would be nicer if it is 2 and 2 court placement, but at the moment have 3 and 1. Could make it work as long as the courts are installed appropriately

- Could facilitate more parking at entrance to the facility on the site of the existing hall. What amount of off street parking ought to be provided? Number of parking bays on site? Site will investigate this. Could effectively double the car parking area when the existing hall is removed and also at the northern end of the site.
- See incorporating the play area into the main part of the building. Clubs concerned over the playground close to the road. It is important to the reference group members that the playground is in a place that is in proximity and visual connection between activities and kids on the playgrounds.
- Could envisage a covered walk way between the buildings. Could provide shelter and an activity space with connection to inside activities (bar/kitchen/toilets).
- Septic's – could the existing units be utilised. Likely to result in an upgrade or replacement. New system has been budgeted for. Could be potential to keep old system to utilise as large function toilets/ open days.

Overall discussion: it is pointless to put a building in that is the same floor size as what we have now. The floor area originally proposed by the project was 590^m² including store and toilets. The proposed floor area is 500^m² plus the changerooms etc. that are another 200^m². In the next phase will look at rooms and their relationship and priorities to determine the best placement of these i.e. activity and function rooms.

We also need to figure the best design to budget. There are certain areas and divisions where it is sensible and economical to have fire separation. This may enable us to maximise space and drive economies of space within the changerooms particularly for football with the larger teams. Issue is ensuring there is adequate area for the community to use. It will be important for us to consider what is needed and what may be extravagant areas that can be economised to enable the rooms to function appropriately against the priorities determined by the MRC reference group while working within budget. There will be opportunity to critique the priorities and amend the floor plan to meet these within the current footprint.

Any suggestion to increase the footprint of the building will need to be considered by Council. Looking ahead 50 yrs. it is difficult to justify planning for growth in Steve's experience. For example numbers anticipated may end up being split with another facility. It is possible to design a building to add on to accommodate future growth and this could be accommodated in the area currently occupied by the existing hall.

Focus of tonight is to find the optimum place to position the building. Preferred solution of Site Architecture is option 3. Allows hall to be retained, central to oval, allows viewing area and all related activities, potentially less costly solution to squeezing into another area and the necessity of building retaining walls due to the proximity to the oval.

In reviewing each option the reference group discussed the below:

Option1 doesn't provide connectivity to sports activities. If the back court goes it could allow increased connectivity and footprint to the netball court but doesn't allow maximum viewing to netball and oval activities. This would disconnect the changerooms and kitchen etc., restricting connectivity and central activity.

Option 2 - the playground is disconnected and not ideal. Would mean that the existing facility would be off line during construction, impacting existing users. Viewing of oval not too bad but disconnected from Netball. Really only a slight improvement to what is currently provided in relation to viewing. Walkway from courts to oval and access to building from the northern end would be problematic due to space.

Option 3 – would enable first aid access at the northern end. Lighting tower is problematic in existing position. Should have been positioned between courts and oval. Fairly broad brush plan. Will continue to look for positive to achieve brief and achieve better outcomes, recognising existing constraints and make or minor changes to accommodate these. If we opted for this site could the changerooms be done quicker? We are looking at two buildings but one project. Need to consider the impact on cost of building. Two buildings completed simultaneously have economies of scale across trades working sequentially. Strongly suggest carefully considering the benefits and pitfall of staging the project. This option provides space north and south to expand lending to future expansion. Like the layout of changerooms separated from public toilets so spectators and players have privacy. This layout provides elevation and a walkway around back of the building so that people aren't entering the building through the spectator area.

Overall site considerations

- The position of playground needs to be in prominent place for parents to view what is going on. Want to optimise visibility for parents.
- Parking needs further thought particular the access and egress points
- If we used a shed for storage this may enable more floor area to increase function space. We would need to move the green shed and reposition to enable access to the site. Would need to consider the minimum standards for the run off to the netball court if positioning at the northern end of the old 4th court.

Project updates for community

Need to consider how we keep the community informed and communicate that the facility is a Community space not just a sporting facility. MHUG recommended the installation of a public noticeboard at the front of entrance to the facility to keep members and general community up to date on the project.

Resolution of the reference group: Option 3 as presented by Site Architect is the preferred option of MRC for the site position for the new building/s based on the above feedback.

6. NEXT MEETING

Site will be presenting more detailed spatial arrangements.

Monday preferred day for all reference group members.

Confirmed for Monday, 30 August 2021, Shire Chambers 5pm.

7. CLOSURE

Meeting closed 6:35pm

MUCHEA RECREATION CENTRE REFERENCE (MRC) GROUP**AGENDA****Monday, 30 August 2021****Shire Chambers****6177 Great Northern Highway, Bindoon WA 6502****1. DECLARATION OF OPENING OF MEETING - Cr Ross**

Meeting open at 5.06pm

Welcome to everyone.

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:

- 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

Cr Ross (Chair), Liz, Brian, Simon, Will, Lachlan, Steve & Naomi (Site Architects), Matthew, Nathan (Project Manager), Lisa (note taker)

2.3 Apologies

- Louise Yates

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

Netball - Seeking clarification on movement of 4th court. Understand that things need to be moved for access reasons and to accommodate the building. Seeking confirmation that the 4th court is part of this

project or will this be something that will need to be funded in the future. If the netball courts are not considered as part of this project, this could reduce current netball activities down approx. 25% capacity. When considering increasing the overall capacity of the facility shouldn't we be considering the court as a component of this project? Understand that proposed site over the netball court is the best position for the overall facility however, would like reassurance that the intention would be, to as soon as possible, install a 4th court. Inside the building is the least of the netball clubs priority, the courts are the biggest priority. The 4th court that is at the northern part of the building was built through hard work and contributions of the club.

Brian – back court is pretty average, a whole new court needs to be installed. Cricket was in a similar position previously where to accommodate building upgrades, they played fixture games at a different facility for the duration. There are options for the Netball to use other facilities locally if needed for the duration of the build, although recognise that this is not ideal.

Matt: for this project we are expecting some unexpected costs. Can never say definitively what the final project cost is going to be but work within the constraints of the budget as determined by Council. If we identify additional needs as a result of the project then we can put recommendations to Council for consideration. Would see the netball court as an additional project as a consequence of this project and will be asking Lisa to work closely with both the Muchea and IHC Netball Clubs to identify needs and prepare a project brief for Council consideration for next year's budget. If there is an immediate need then this process will enable you to present to Council before next year's budget. If considered for next year's budget, will most likely be built prior to the new building being completed. Looking at approx. \$200,000 including fencing etc. It is important to understand that Council determine budgets but dependent on Council priorities the identified projects and related budget lines can be changed. Our aim for this project is to make sure it is the best facility for the community it can be, incorporating all needs. We did consider alternative positions of the new facility and it was the entire reference group's opinion at the last meeting that we need to retain 4 courts. Taking money out of this project will impact the build considerably. When Council consider next year's budget (infrastructure) will include consideration for the courts as consequential issues as a result of the MRC project. Neither Matt nor Carmel can provide guarantee of Council's decision on this. What they can say from experience over the past few months is that Council has had a fundamental shift towards looking at whole projects and a long-term perspective, seeing them completed to an expected standard, rather than separate activities that are patch up projects.

Outcome: Netball clubs to discuss needs with Lisa and Matt and pursue these separate to the MRC project.

5. ARCHITECT PRESENTATION OF PLANS

Site Architecture Studio provided a recap of last meeting outlining why we have determined the new position for the building. This included:

- Connection to building and site.
- General arrangement keeps netball facilities well together.
- New building positioned for relationship with netball, football and general community is good.
- Elevated level from oval, ramps and steps to active playing surface.
- General entrance – additional car parking and vehicle access point to the carpark – improved forecourt – pre arrival to all activities undertaken in the main hall. Provides emergency vehicle access and some further development at the northern end of the oval.

Also considered that it is the appropriate solution to try and limit the fire compartment size to 500 by separating community facilities and the changerooms. This enables a connection between the separate playing services and could have the potential for another gathering space between the buildings.

Site Architecture have maintained a focus on spaces that we have been briefed on providing, how these relate to each other and the connectivity to activities occurring around the building. This is not cast in stone, it is a step in developing the concept design. Throughout this process they will be drawing on knowledge of how similar facilities have been designed and function.

The below comments should be read in reference to the attached concept plan provided by Site Architecture Studio.

Both the Changeroom and Main Pavilion have been sized according to the brief provided by the Shire and the previous plan provided by MHUG.

Changeroom - incorporates 2 dividable changerooms, showers toilets, first aid and clumped amenities for cost effectiveness.

Pavilion - large main hall, outdoor viewing area, incorporate terracing between viewing area and edge of playing field. Key ingredient is the main hall viewing area connection to netball and oval. Judo, dry store and coolroom store (space informed on input from clubs but seeking further input from Judo).

Not entirely happy with the layout but working to find a more sensible and less fragmented arrangement. Bar can serve function and social space collectively. Gallery leads people into the main hall – which can house and display club memorabilia.

Main hall is bigger than the existing hall. Existing hall measurements include the bar area and stage. New proposal includes a dividing wall between the main hall and club area that can be opened up to make a larger space for big functions that can't be accommodated in the existing facility.

Question from Brian - Is this going to be enough going forward? What we have now isn't big enough for us, will it meet the needs of future growth.

Response from Steve - In terms of the size of the building, it is a substantial building. Is difficult to determine what will be needed in 5 years when you consider the cost benefit over the times that it is used, new facilities across the Shire etc.

Carmel – what is the comparable m² comparison to other towns with similar population and memberships?

Response - Goomalling 200m² main room and a meeting room that does not connect with the main hall.

External sports stores - external to the building in the shed, other than those who utilise the internal building such as Judo.

Outdoor space – have increased the space between the buildings to incorporate an outdoor break out area and access to canteen/kitchen.

Reference group feedback on concept plan

Changerooms - separation of toilets for use by each changeroom with a 3 and 3 configuration of showers and toilets. These should be AFL sized changerooms based on plan provided by clubs which were 50m² combined, 25m² separated. Are the proposed changerooms to these AFL specifications?

Site asked if there is a need to combine them – no, when we discussed this previously determined that we would prefer 4 changerooms all the same size with their own ablutions. Would prefer treatment rooms per changeroom, but this can be incorporated into the space rather than a stand-alone sectioned area.

Matt outlined that this plan is based on the plan that was provided to the architects. If the clubs feel that there needs to be expansion to this plan then it needs to go to Council for approval if it exceeds the current budget for the project. What you present needs to be substantiated and discussed here for Council consideration. Site outlined that generally, additional floor area will cost more money. Whole changeroom block is 200sm.

With the current configuration there would be a need for the rooms to be opened up to meet regional guidelines.

Based on every ground that Will has been – nobody shares toilets between home and away teams. General discussion outlined that we could accommodate separation but would require an additional 2 shower and 2 toilets to what was originally planned. So that each changeroom had 2 shower, 2 toilets. If have 4 separate changerooms would need to be 45sm to meet guidelines which will increase again the overall m² of the facility. Overall the original plan provided to Site Architecture was 706m². The current concept plan is 736m².

If retain divider between rooms then could meet these requirements. However we would need to find a solution to the dividers that addressed Brian's concerns over safety of minors. Some of these safety concerns can be met by the design of the facility, but it is also a management responsibility of the respective users to ensure the safety of its members, particular minors.

Depending on the configuration that we arrive at for the Changerooms there will still need to a component of management of change over between teams use of the changerooms. Umpire rooms require a toilet and shower. Currently have junior and multi gender umpires so need to address privacy concerns for them.

What is required: Will has requested that Site consider James Miller Oval in Manning as this is the standard that they are after. Site will investigate and consider for review of concept plans for the next MRC reference meeting.

Court 4 – is there potential to put 2 new courts at front of the facility rather than resurfacing old court and building one new one at the front of the facility. General consensus was that this could be more cost effective but would increase the disconnect from the facility and reduce parking at the front of the facility.

Pavilion – include a prep area for social room as if this was hired separate to the main hall there is no access to the kitchen. Could be incorporated into the Bar area.

Would be Ideal to have a store area for the social room.

Verandah – would prefer to see glass fronts and cantilever roof with no poles to improve viewing of the oval.

Space for kitchen has been based on the equipment that has been purchased and need to look closer at what is needed – i.e. combined walk in freezer, under bench fridges. Consideration to what is being cooked in there. Currently looking at a pass through dishwasher which takes up quite a bit of space. Is this needed? Cricket club would like use of this for club functions and need to consider use of kitchen and bar to suit community use of the facility.

Will there be adequate vehicle access for external catering providers to the main kitchen?

Where to next: Sleep on proposal with consideration to costs and needs the facility can reasonably meet.
Feedback to Lisa/Nathan by 6 September 2021.

Site Architecture will collate feedback and visit James Miller and then update plan.

Muchea Community Forum, Wednesday, 1 September – Lisa provide copies the Muchea Recreation Centre Community Update at this forum and make available through Shire communications including the project page on the Shire website.

6. NEXT MEETING

Confirmed for Monday 13 September 5pm, Shire Chambers.

7. CLOSURE

Meeting closed 7:05pm

MUCHEA RECREATION CENTRE REFERENCE (MRC) GROUP**AGENDA**

Monday, 13 September 2021

Muchea Fire Station

Sandown Park, Cnr of Chittering Street and Granary Drive, Muchea

1. DECLARATION OF OPENING OF MEETING - Cr Ross

Meeting open at 5.05pm

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:

- 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

Simon, Liz, Brian, Will, Matt, Cr Ross, Naomi & Stephen (Site Architecture Studio), Lisa (Note taker)

Late comers: Nathan, Lachie

2.3 Apologies**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

No amendments

5. ARCHITECT**5.1 Overall layout feedback**

No feedback was received following the last meeting and therefore Site Architecture have assumed that it was a general consensus that everyone was reasonably happy with the layout, other than the changerooms.

Feedback provided by Brian at this meeting:

- Senior cricket club utilise the bar and kitchen in tandem where the kitchen and bar are central to each other. Would like to see a design layout that accommodated this need. If we have 2 function spaces would need to have capacity for access to the kitchen/bar that does not impact the other users.

Can consider this but may also need to consider some adjustment to management practices to accommodate amenity for all users

- Original design was drawn with the view that the original hall would be retained for the activities occurring in the main hall. Rebound floor would be considered the preferred flooring by judo and other exercise classes, which is provided by the existing hall.
- License agreement for alcohol needs to be accommodated including the potential for increasing from a Club seasonal license to a 12 month licence. Strong need to have the bar and kitchen co-located to service both function spaces.
- Hope to increase the use of the main function capacity of the facility. Doesn't make sense to lose this capability in the new facility.

Important that we get the design right at this stage. Site will take this on board and consider layout options. Over the past 5 years there has only been a handful of times where there has been a clash over the use of the kitchen by different users of the clubroom / hall areas. We could look at the possibility of sectioning off the main room to smaller spaces and enabling flexibility in both social space with the capacity to have the function and social space interchangeable with retractable doors so there is no defined rooms.

- Viewing window to oval from kitchen, at the moment there isn't one. This is due to the fact that the design will need wall space for equipment and by installing a window this would take up valuable wall space within the kitchen and impact the viewing space on the verandah.

5.2 Feedback on Changeroom design.

Following the last meeting Site Architecture Studio undertook to reconfigure the changerroom design and to look at James Miller oval as an example of a facility that is considered to have top class changerooms. Based on drawings provided for James Miller, Site Architecture have offered an alternative layout for the changerooms. As attached.

Interestingly the James Miller with amenities were 40m², not much different to what was proposed for this facility.

The new proposed layout has 2 toilets, showers and airlock per changerroom. Four dedicated fully separated changerooms. Can accommodate 22 spaces into these changerooms. Currently proposal of 33m² per changerroom. Total area is 237m² to accommodate additional showers. All services and ducts at the rear of the building. First aid at northern end provides ease of access. Overall floor area has increased. This will incorporate the treatment area rather than a separate space. Suggestion to have rear access doors to the netball courts would increase cost and would need to accommodate extra exit in changerroom that will compromise space in this area.

All in agreeance that proposed design presented at tonight's meeting suits the needs of all clubs.

5.3 Budget and QS estimate

Site Architecture have been working on the QS over the past week. As it doesn't make much sense to be progressing without an estimate of cost to measure against the budget.

Refer to attached summary of costs. The QS is based on square meter rates.

Please note other costs that are not included in their budget estimate are:

- Architectural Services \$300,000
- Shed \$25,000.

This is the quoted price to move the existing shed. However it is better value for money to build a

larger shed to allow garaging of shire machinery and a workshop. The balance of the funds will come from the Shire of Chittering Technical Services Department.

- Netball Lights Relocation \$23,000
Unexpected cost. Due to the new location of the building these lights will need to be moved.
- Netball court fencing relocation. \$25,000
Unexpected cost. Due to the new location of the building
- Bore decommission \$5,000.
- No Contingency for unexpected costs.

Current estimate cost \$2.843m includes size of building with changerooms, covered areas, estimate of cost for new ATU and disposal and the potable water system.

Repositioning of the netball lights and fencing where not considered in the original budget. The Shire will look at any activities that it can do to offset costs across this whole project. Geotechnical consult is currently being undertaken to understand the soil quality to influence build requirements. Structural solutions can be employed to address the outcomes of the Geotechnical report.

Site Architecture have also been investigating current services on site and those that would be needed for the facility. Have asked for indicative costs for these. Current proposal that no gas to site. Hot water systems far better served with gas, rather than electric. The power demand in order to service the showers etc., would require additional power to the site, very small margin in the existing transformer. Would recommend instantaneous gas with lower running costs. Solar panels require a booster and would still need reliance on gas or electricity and in colder months we couldn't really guarantee hot water to meet the needs of usage. Propose a bulk gas tank on site. Would need to consider potential fire concerns related to this storage. Concerns over water quality and impacts to the gas system were discussed Water has to be filtered to the facility. Nathan is organising water test for the facility and if this is ok then this may have some cost savings to the water filtration system to the new facility.

With no current contingency allowance in the budget we have some inherent risk to the project with increasing labour and material costs.

Currently \$150,000 over budget. This doesn't include other shire costs (Netball lights, fencing, moving the shed, decommission bore). Which would bring the overall costs to 2.9m with no contingency. Previous budget had a 10% contingency. \$80,000 has been considered separate to this project/ budget to knock down the old hall.

These additional costs mean that we would need to find approx. another \$250,000 towards the project. Council approved 2.7m. We need to look at what our options are.

General discussion highlighted the following:

- Getting the changerooms to the current plan is a priority as this is what started the conversation 3 years ago.
- At present the overall building has been increased by 60m² from the original proposal submitted to Site Architecture.

Carmel expressed that as a Councillor, she would be really uneasy knowing that estimates for the project were in excess of the budget prior to even going to tender for the build. Although we are currently working on a high level cost estimate, that provides a guide for expected costs throughout the project, there is a big risk going into a project that we already know is over budget.

General discussion:

- Want to be proud of what we have for the next 40years. Do it once, do it properly.
- With Council elections occurring in October, there could be the possibility a shift in priorities for projects, as seen with the previously proposed Lower Chittering Project at the last elections.

It could be that we focus on the Muchea Facility being set up to meet the needs of the sports clubs and direct any community based activities towards any new facilities developed in Lower Chittering. This could enable us to consider ways of reducing the m² and the need for function space in excess of club needs. Based on previous experience if we have considerable cost blow outs this wouldn't be looked at very favourably by the general public, as was the experience at Lower Chittering.

General discussion:

- With over 450 members who play sport on this oval, why is it that other facilities with less members have great facilities – most of these are metro based councils with larger rate base.

General consensus by all present that we need to prioritise what is important to the facility and find some reductions in the m² which will reduce costs.

All agree that the changerooms in their current configuration is the highest priority.

- Could save some money by challenging the size of the two function spaces. The size of the wet areas can't be reduced as these are proportional to the usage of the facility. Would need to reduce the floor area by approx. 60sqm.
- Capacity to remove the foyer as most people would be inclined to access via the oval side of the building rather than the foyer access.
- If we were going back to Council to seek increased funding for the project would need to provide a rationale and options showing costings and what we consider the priorities. It would also be important to define what would be lost if we had to work within the current budget, but if we received additional funding what would we stand to gain.
- Potential to look at reconfiguring the floor layout, removing foyer space, taking some area from function space and the office, but would still need some area for CCTV, and communications and building main switchboard.

Outcome: Site Architecture will try to squeeze down the floor space without impact on the amenity of the overall facility.

Next step - schematic design: where drawings have more details including materials that the building is made with. This will then provide a more detailed and considered cost estimate.

6. **NEXT MEETING** Confirmed for Tuesday 28th September 5pm at Muchea Hall Clubrooms
7. **CLOSURE** Meeting closed at 7pm.

MUCHEA RECREATION CENTRE REFERENCE (MRC) GROUP**AGENDA****Tuesday, 28 September 2021****Muchea Hall Clubroom
Archibald Street, Muchea****1. DECLARATION OF OPENING OF MEETING - Cr Angus**

Meeting open at 5:03pm

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:

- 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

Cr Angus, Louise, Liz, Will, Brian, Naomi, Stephen, Matthew, Nathan, Lisa

2.3 Apologies

Cr Ross, Paul Kendrick, Lachlan Chilman

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

Consensus by all present that these are a true record.

5. ARCHITECT**5.1. Detailed floor plan –**

Stephen provided a recap on the last meeting where there was a general endorsement of the changeroom arrangement. Outcome of this meeting for the main building (hall, kitchen and other amenities) was that the area of this building was putting pressure on the budget and special area challenges. Site Architecture Studio are working to providing sufficient details for a quantity surveyor to put some costs to the project. Aiming for connectivity within the building, existing sporting facilities and amenity. Suggestion that there was some

areas that could be sharpened up to reduce the size of the building.

Since last meeting and email consultation the architects have had a look at the spatial relationship diagram and critically analysed the spaces. Proposing 2 iterations of spatial diagram. Presented tonight and as attached.

Option 2 – this option was based on the option presented to clubs since the last meeting, as circulated via email. This included the capacity to section the main hall off into 4 different scenario 1 – 4. (Attachment 2)

General discussion on this option:

- Highlighted that having the canteen on the side or rear of building enables kids from accessing canteen without blocking the viewing area to the oval.
- Split the toilets in terms of numbers. Smaller function space enables access to bar and kitchenette with separate toilet.
- This option could manage the separate bar and kitchen arrangement.
- Capacity to section off large room into 4 different configurations depending on function and use.
- Adjoining kitchen and bar.
- Intention to have paved area around the facility and connectivity to netball dedicated toilets for each area will prevent patrons having to go outside to access the toilets.
- Room for spectators on netball courts cannot really be accommodated on the existing courts so would be useful having viewing areas around the new facility.
- Canteen placement at rear of the building is not suitable to the majority of needs and connectivity to all sports. Netball upgrades will need to be considered to ensure that the facility can be considered as focussed on the needs of the sporting users.
- Movement of food could be considered within the building which will increase the floor area again. Or a slightly enhanced staging kitchen in bar area/ kitchenette. Whole facility licenced with capacity for Cricket Club to retract their licence area to the area that is not required for specified use.

Site - This may not satisfy everyone but the facility needs to meet the needs of the brief. Community needs are being considered but the strong need has been representative of the sporting codes to ensure functionality to ensure a home that the clubs can be proud of. Having a level of flexibility to satisfy a casual community need requires a level of balance in the building design.

Option 1 – in principle this is unanimously the preferred option with capacity for licence capacity to retract to the necessary area. Similar to what they do now. Licencing the whole function space.

5.2. Budget – Nathan presented the below concerns over the budget.

The final budget cannot be estimated until there is:

- More detail on the building Plan and the Architecture.
- The results of the Geotechnical survey and soil classification have been completed. - That will affect the cost of the earthworks of the building and also the cost of the wastewater treatment disposal area.
- Results of testing the water from bore. -The quality of the water available from the bore will affect the type and cost of the treatment system

At the moment the indications are that we would still be on budget if the size of the Function area is reduced to 250m². That would mean that the hall would be licensed to accommodate 250 people. Or 167 people seated to have a meal. We could have an option that the hall could be opened up to an outdoor area to extend the floor area of the function area. It may be possible to reduce some costs and the building stay the same size **BUT** to avoid going back to council we really need to agree that if it is required to stay within budget you are prepared to reduce the size of the function area to approximately 250m².

Options available for the project to proceed include going to Council and ask for more money. Or we consider ways to reduce the floor area which could include the capacity to use external areas to increase function space and maybe reducing the area but have a more functional usable space. We run the risk of Council not supporting a further budget increase.

Site outlined that the budget is certainly being challenged with escalating material costs. There are some opportunities in existing budget but this will not be known until we have clearer costs and accurate indication of areas not currently considered in the spacial plans. More detailed info including water quality and soil will enable a more accurate cost report to the Quantity Surveyor. This will enable us to determine whether we are on budget or whether we need to consider reduction of floor space. Currently indicating that we may need to reduce the footprint but to what capacity this will not be known until we have the QS.

Outcome: Site recommend that they take away the discussions from tonight's meeting and develop a schematic design to provide to QS for more accurate costings. Current budget does have some contingency included however this has been chipped away and with escalating materials costs will expect increasing costs for the overall budget. Having said this, we can only work with the costs that we know now and prefer not to defer the project for this reason.

The Senior Cricket Club would be seeking to licence the whole function area. Would need to investigate through liquor and licencing whether this can be accommodated with closing of sections of the facility depending on the hiring configuration. Seeking a solution to make the facility the desired community hub whilst accommodating the needs of the clubs. WAFL with junior memberships may have some issues with a Tavern licence. Will need to investigate this as well. Cricket would consider the licenced area adjacent to the bar and southern end of the facility as there preferred club area but at times when functions are booked and require use of the kitchen they can utilise the southern section of the facility. Management processes will enable use of all parts of the facility to enable use of the kitchen and bar for all users.

Outcome: Shire and Cricket Club to investigate

Overall outcome of meeting:

General consensus that kitchen location in option 1 is the preferred location. Operational procedures will address some of the issues with regard to access to kitchen during club seasonal licence if the licenced area is at the southern end of the facility. Brian still concerned over how this can be managed and with regard to considering the communities issues going forward with hiring needs.

Site Architecture Studio to keep progressing to QS stage but everyone has heads up that we could be over budget and may need to reduce some areas to ensure that the project is still within the existing budget. Require 2 weeks prior to going to QS then about a week turn around. Everyone in agreeance that we reduce the footprint but would prefer no reduction to social area (this could include the office space, store areas etc.)

6. NEXT MEETING

Monday 25th October Muchea Clubroom 5pm.

7. CLOSURE: 6:54pm.