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Meeting Minutes

Name: Purkiss Reserve Swimming Pool & Football Change Rooms Stakeholder Meeting
Number: 50% Submission
Venue: NTG Offices – Tennant Creek / Teleconference in Adelaide (HS) and Darwin (WGE)
Date / Time: 30.09.14 / 2.00

ATT	APOL	DIST	NAME	INT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edwina Marks (Barkley Regional Council - BRC)	EM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Barb Shaw (BRC)	BS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Henry Szczypiorski (BRC)	HSz
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Courtney Barber (BRC)	CB
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hal Ruger (BRC Elected Councillor)	HR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tony Boulter (BRC Elected Councillor)	TB
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ray Wallis (Tennant Creek Resident)	RW
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Linda Renfrey (Auskick Coordinator)	LR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Marcus Maher (Anyinginyi Health)	MM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Steve Edgington (NTG Department of the Chief Minister)	SE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wayne Green (NT AFL & Little Athletics)	WG
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yvonne Mudford (Tennant Creek Resident)	YM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pat Brahim (Julalikari Council Aboriginal Corporation)	PB
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Darcy Dunbar (NTG Dept of Infrastructure)	DD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Michael Lambert (Hames Sharley - HS)	ML
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Peter McGregor (Hames Sharley)	PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Renier van Jaarsveld (Wood & Grieve)	RJ
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jake Pienar (Wood & Grieve)	JP

NEXT MEETING

Date: 14th October 2014
Time: 11am NT
Venue: BRC Council

ITEM	DESCRIPTION	ACTION	DATE BY
1.0	Introduction		
	<ul style="list-style-type: none"> Introduction from ML with a brief overview of the tasks that have been undertaken since the last meeting as the design has been progressed to 50% Design Development stage. Personal introductions from all stakeholders present and the design team. 	Note	
2.0	Swimming Pool Complex Design:		
	<ul style="list-style-type: none"> ML outlined that the design team have continued to develop the project to bring the project brief, scope and budget into alignment, with the following changes tabled: 	Note	
	<ul style="list-style-type: none"> Administration / Entry Building: <ul style="list-style-type: none"> The functional requirements have been reviewed after feedback at the last stakeholder meeting as to how the facility will operate, staffing numbers and the office and kitchen requirements with the overall building footprint being reduced from 115m2 to 70m2 Single open plan office area. Reduced café seating area. Existing kiosk to not be incorporated in the administration building and to be utilized as a stand-alone store room. 	Note	

ITEM	DESCRIPTION	ACTION	DATE BY
	<ul style="list-style-type: none"> - First Aid relocated from administration building to existing change rooms along Ambrose St. It was suggested by the stakeholders (SH) that this location was not ideal due to the distance from the administration building and it could be located in part of the adjoining kiosk. It was agreed to proceed with this change. - External materials were discussed with SH confirming that low maintenance and robust materials are required. Blockwork façade discussed with concerns over graffiti raised. HS to proceed with an anti-graffiti coating. Exposed glazing along Peko Rd was raised as a risk by the SH. HS to review glass selection and provide a robust and secure option. - Ochre colorbond roof finish discussed with SH confirming that this was undesirable in the summer months and it was agreed to proceed with a zincalume finish. - The provision of a secure / lockable storage area in the open plan office area was raised by SH with HS to review and provide in the duty room. - The provision of a full height drinks display fridge and low level ice cream freezer were raised by SH. HS to review layout and include in next issue. 	HS	3/10/14
	<ul style="list-style-type: none"> - External materials were discussed with SH confirming that low maintenance and robust materials are required. Blockwork façade discussed with concerns over graffiti raised. HS to proceed with an anti-graffiti coating. Exposed glazing along Peko Rd was raised as a risk by the SH. HS to review glass selection and provide a robust and secure option. 	HS	14/10/14
	<ul style="list-style-type: none"> - Ochre colorbond roof finish discussed with SH confirming that this was undesirable in the summer months and it was agreed to proceed with a zincalume finish. 	HS	14/10/14
	<ul style="list-style-type: none"> - The provision of a secure / lockable storage area in the open plan office area was raised by SH with HS to review and provide in the duty room. 	HS	14/10/14
	<ul style="list-style-type: none"> - The provision of a full height drinks display fridge and low level ice cream freezer were raised by SH. HS to review layout and include in next issue. 	HS	14/10/14
	<ul style="list-style-type: none"> • Swimming Pool Change Rooms: <ul style="list-style-type: none"> - Scope of works discussed with ML confirming the existing walls would typically remain with new fixtures and fittings, new floor and wall finishes and existing elements repainted. - The existing cubicle change areas in the female change were discussed and it was agreed for the cubicle in the south west corner of the room to be removed. - The lightweight entry wall to the DDA WC and the Store room is to be replaced with a painted FC sheet façade with 2 no. new doorways. 	Note	
	<ul style="list-style-type: none"> - The existing cubicle change areas in the female change were discussed and it was agreed for the cubicle in the south west corner of the room to be removed. 	HS	3/10/14
	<ul style="list-style-type: none"> - The lightweight entry wall to the DDA WC and the Store room is to be replaced with a painted FC sheet façade with 2 no. new doorways. 	HS	3/10/14
	<ul style="list-style-type: none"> • Swimming Pools: <ul style="list-style-type: none"> - The combined pool facility was discussed with the design now showing handrails along the beach entry into the LTS and toddler pools and 4 step recessed ladders at each end of the lap pool. - The water play area was discussed with HS suggesting that the extent of features would depend on the available budget. SH confirmed that additional water play facilities were of a higher priority than the café seating area. HS to review upon receipt of revised cost estimate. - The profile of the lap pool was discussed with SH suggesting 1.8m deep at the northern end is preferable to match the existing facility. HS to review and provide cost estimates for both 1.5 and 1.8m deep at the northern end. 	Note	
	<ul style="list-style-type: none"> - The water play area was discussed with HS suggesting that the extent of features would depend on the available budget. SH confirmed that additional water play facilities were of a higher priority than the café seating area. HS to review upon receipt of revised cost estimate. 	HS	
	<ul style="list-style-type: none"> - The profile of the lap pool was discussed with SH suggesting 1.8m deep at the northern end is preferable to match the existing facility. HS to review and provide cost estimates for both 1.5 and 1.8m deep at the northern end. 	HS	21/10/14
	<ul style="list-style-type: none"> • WGE (JP) tabled the extent of existing and new services proposed for the Swimming Pool Complex with the relocation of the existing flood lights discussed in detail. 	Note	
	<ul style="list-style-type: none"> • WGE (RJ) outlined that the combined swimming pool facility is proposed to be constructed out of sprayed concrete and the new administration building to be a steel framed blockwork building. 	Note	
4.0	Multi-purpose Football Change Rooms		
	<ul style="list-style-type: none"> • The football change rooms were presented with PM outlining the following updates: <ul style="list-style-type: none"> - Toilets relocated to face the football oval with dual access into the facilities to allow them to be used for other events. - Natural ventilation to the change rooms was discussed with HS to provide an open and secure mesh at high level. 	Note	
	<ul style="list-style-type: none"> - Natural ventilation to the change rooms was discussed with HS to provide an open and secure mesh at high level. 	HS	14/10/14
	<ul style="list-style-type: none"> • WGE (RJ) outlined the structural design with a steel framed blockwork building proposed. 	Note	
	<ul style="list-style-type: none"> • WGE (JP) tabled the mechanical design and SH queried whether an evaporative solution was appropriate. Concerns were raised with services 	JP	14/10/14

ITEM	DESCRIPTION	ACTION	DATE BY
	equipment exposed within the change rooms. WGE to review and potentially provide high levels fans in lieu of an evaporative solution.		
5.0	Cost Estimate		
	<ul style="list-style-type: none"> HS (ML) provided an update on the current cost estimate undertaken at the 25% Concept design phase and confirmed that the football change rooms are on budget but the swimming pool complex is currently 1.23m above the project budget. HS (ML) outlined that the design team is targeting savings of \$1.3 million of savings (approx. \$650k of savings in the total net costs), which would reduce the total net costs to \$1.9 million and would align the total estimated cost with the project budget of \$3.3 million (incl. GST). BRC (HSC) also confirmed that an independent cost review of the project is currently being undertaken by BRC QS with additional information from the design team. 	Note	
6.0	Planning Application		
	<ul style="list-style-type: none"> HS (ML) confirmed that a report and drawings will be submitted in the coming week for the Swimming Pool Complex upgrade and that the Football change rooms do not require DCA approval. 	Note	
7.0	Program		
	<ul style="list-style-type: none"> HS (ML) confirmed that the design team is still on track to finalise the tender documentation at the end of October. 	Note	

The meeting closed at [4.00]