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**HAMES  
SHARLEY**

# Meeting Minutes

Name: Purkiss Reserve Swimming Pool & Football Change Rooms Stakeholder Meeting  
Number: **001**  
Venue: Barkly Regional Council  
Date / Time: 31.07.14 / 11.00

ATT	APOL	DIST	NAME	INT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edwina Marks (Barkly Regional Council - BRC)	EM
<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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"/>	Michael Lambert (Hames Sharley - HS)	ML
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Keith Savage (Hames Sharley)	KS
<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: TBC  
Time: TBC  
Venue: Barkly Regional Council

ITEM	DESCRIPTION	ACTION	DATE BY
<b>1.0</b>	<b>Introduction</b>		
	<ul style="list-style-type: none"> <li>Introduction from HSz with a brief overview of the project to date and the importance of stakeholder engagement throughout the project.</li> <li>Personal introductions from all stakeholders present and the design team.</li> </ul>	Note	
	<ul style="list-style-type: none"> <li>The stakeholder engagement process was discussed with KS outlining the process by which the design team would develop the appropriate solution for the refurbished facility with direction from the client group. HS confirmed that:               <ul style="list-style-type: none"> <li>The design team would identify where direction was required by either the Project Control Group (PCG) or the wider stakeholders.</li> <li>Prompt response to any queries would assist the design team to work within the tight program.</li> </ul> </li> </ul>	Note	
<b>2.0</b>	<b>Concept Design Review</b>		
	<ul style="list-style-type: none"> <li>The state of the existing facility was discussed with the BRC confirming their desire for a new pool facility with the best quality equipment with all associated warranties.</li> </ul>	Note	
	<ul style="list-style-type: none"> <li>The concept design for the swimming pool complex was discussed with HSc providing a summary of the Purkiss Reserve Consultative Committee's recent review of the concept design. The following key items were discussed:</li> </ul>	Note	

ITEM	DESCRIPTION	ACTION	DATE BY
	<ul style="list-style-type: none"> <li>- The concept design was prepared with input from key stakeholders.</li> <li>- Entry to the Swimming pool complex: BRC highlighted their desire for an entry statement and strong visibility of the pool facilities. It was suggested that entry off of Peko Road may be preferable. HS to review during the master planning of the site.</li> <li>- Additional office accommodation: BRC suggested that it may not be necessary and the existing accommodation proposed for refurbishment could be reutilized as a store room. HS to review during the briefing process.</li> <li>- Pool orientation: HS to recommend orientation based on best practice.</li> </ul>		
	<ul style="list-style-type: none"> <li>• The Tennant Creek town plan and master plan for Purkiss Reserve were discussed with the BRC to provide any available information for HS to assist with the provision of an updated master plan of the Purkiss Reserve and associated Swimming Pool Complex. <ul style="list-style-type: none"> <li>- Post meeting note: HS received a copy of the existing Town Plan on 1/8/14</li> </ul> </li> </ul>	BRC  HS	07/08/14  14/08/14
	<ul style="list-style-type: none"> <li>• The reduction in light towers outlined in the Request for Quotation (RfQ) was discussed with HSc suggesting that it may be possible to dismantle and reuse them within the refurbished facility. Design team to review.</li> </ul>	Note	
	<ul style="list-style-type: none"> <li>• The requirements for the football change rooms were discussed with BRC confirming the following: <ul style="list-style-type: none"> <li>- The <i>AFL preferred facility requirements for 'Local Facilities'</i> is the desired layout with the change rooms and gymnasium components of the AFL template to be provided as part of the works and the remainder (Social room, kitchen, offices, etc) to be constructed at a later date.</li> <li>- The intent is for the change room's to be a multi-purpose facility with the change rooms to be orientated towards the oval and the social area to be completed at a later date to be orientated towards Ambrose Reserve.</li> </ul> </li> </ul>	Note	
	<ul style="list-style-type: none"> <li>• The key qualities of the redevelopment were discussed with stakeholders with the following feedback provided: <ul style="list-style-type: none"> <li>- Quality product that lasts a minimum of 25 years.</li> <li>- The design should be a modern and contemporary facility that is inviting, drawing people into the facility.</li> <li>- The refurbished facility is to be an integral part of the town and promote tourism from within the wider region.</li> <li>- Facilities that promote healthy activity for the youth of Tennant Creek is important to the community.</li> <li>- Accessibility is important.</li> <li>- Purkiss Reserve is the community 'hub' of Tennant Creek and is used by the extended community.</li> <li>- There is a strong art community within Tennant Creek and they, along with local children should have input into the design.</li> </ul> </li> </ul>	Note	
	<ul style="list-style-type: none"> <li>• Current usage of the existing swimming pool complex was discussed with the following the BRC confirming the following: <ul style="list-style-type: none"> <li>- Hours of operation is between 7am and 5pm. These are likely to be extended to 7pm in the new facility to accommodate aqua aerobics.</li> <li>- The pool is open between October and February each year. It is closed in winter and there is no requirement for the pool to be heated to enable usage throughout the entire year.</li> <li>- Security spotlights currently illuminate the site at night.</li> <li>- The primary energy source was gas with diesel powered back up.</li> </ul> </li> </ul>	Note	
<b>3.0</b>	<b>Project / Site Information Review</b>		
	<ul style="list-style-type: none"> <li>• HSc confirmed that the facility is a council asset which the BRC currently and will continue to manage and maintain the facility into the future. A risk assessment recently undertaken on the current facility by BRC to be issued to the design team.</li> </ul>	HSc	07/08/14
	<ul style="list-style-type: none"> <li>• Documentation of the current facilities was discussed with KS confirming that in the absence of detailed information for the existing site, a survey of the current facilities including the property boundary and the adjoining</li> </ul>	BRC	07/08/14

ITEM	DESCRIPTION	ACTION	DATE BY
	roadways was required. BRC to engage survey to provide necessary site information. <ul style="list-style-type: none"> <li>The presence of an easement at the rear of the pool facility was noted.</li> </ul>		
	<ul style="list-style-type: none"> <li>The existing trees on site were discussed with the stakeholder's confirming that where possible all trees should be retained to maximize shade over the swimming pool complex.</li> </ul>	Note	
<b>4.0</b>	<b>Program</b>		
	<ul style="list-style-type: none"> <li>The 12 week program outlined within the RfQ was discussed with HSc advising that construction is to occur over a 30 week period between pool seasons from March to September.</li> </ul>	Note	
	<ul style="list-style-type: none"> <li>HS suggested that the current program is short and would review and provide feedback to the BRC.</li> </ul>	KS	07/08/14
<b>5.0</b>	<b>Procurement</b>		
	<ul style="list-style-type: none"> <li>Construction contractors and sub-contractors for the project were discussed with HSc suggesting that: <ul style="list-style-type: none"> <li>The construction project could be awarded as separate contracts for the pool complex and the football change room facility respectively.</li> <li>General servicing contractors for the facility to be sourced from Tennant Creek with specialists from outside where required.</li> <li>The tender process would place emphasis on Tennant Creek subcontractors with council to request interest from local trades.</li> </ul> </li> </ul>	Note	
<b>6.0</b>	<b>Project Delivery</b>		
	<ul style="list-style-type: none"> <li>HSc advised that the BRC would require marketing information, such as a physical model or 3d visualisations, to present to the Tennant Creek residents upon completion of the design. HS to provide examples of previous presentations and a cost for this additional work.</li> </ul>	KS	07/08/14
	<ul style="list-style-type: none"> <li>The Commonwealth funding reporting process was briefly discussed with HS to assist as required. HSc to provide a copy of the cost plan utilized for the Commonwealth funding application. <ul style="list-style-type: none"> <li>Post meeting note: HS received a copy of the original capital funding budget considerations on 5/8/14</li> </ul> </li> </ul>	HSc	07/08/14
	<ul style="list-style-type: none"> <li>BRC record of the project: BS suggested that the BRC media staff could capture key milestones such as council meetings on video.</li> </ul>	Note	

The meeting closed at [12.00]