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**HAMES
SHARLEY**

Meeting Minutes

Name: Purkiss Reserve Swimming Pool & Football Change Rooms Stakeholder Meeting
Number: 95% Submission
Venue: BRC Council / teleconference with HS in Adelaide and WGE in Darwin
Date / Time: 28.10.14 / 1.00pm NT / 2.00pm SA

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 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 type="checkbox"/>	<input checked="" 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 Dept 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Darcy Dunbar (NTG Dept of Infrastructure)	DD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jo Rush (TC Swimming Club)	JR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Emma Rush (TC Swimming Club)	ER
<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Renier van Jaarsveld (Wood & Grieve)	RJ
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jake Pienaar (Wood & Grieve)	JP

NEXT MEETING

Date: TBC
Time:
Venue: BRC Council / teleconference with HS in Adelaide and WGE in Darwin

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 the 95% Design Development stage. 	Note	
2.0	Swimming Pool Complex and Multi-purpose Football Change Room Design:		
	<ul style="list-style-type: none"> ML presented the Swimming Pool and Football Change Room design and provided an update on the following items discussed at the 75% submission: <ul style="list-style-type: none"> Café seating layout and selections presented with BRC confirming that both the products nominated and the number of tables (4) and chairs (16) were acceptable. All existing outdoor tables and bench seats to be salvaged. First Aid room layout and associated furniture were presented with the layout deemed acceptable. The client team suggested that the existing examination bench was adequate with HSz to review and advise if this 	Note Note HSz	 29/10/14

ITEM	DESCRIPTION	ACTION	DATE BY
	<p>is to be salvaged. The provision of a baby change facility was also discussed with HS to locate within the existing accessible change room.</p> <ul style="list-style-type: none"> - The provision of an accessible shower was discussed with HS confirming that there was insufficient room for this to be provided within the existing accessible toilet. Shower to be provided within the new accessible toilet within the administration building with appropriate wayfinding signage to direct the public to this location. - Twin door entry into the new accessible toilet was discussed with HS to confirm hardware selection and operational strategy as part of the tender issue. - Existing drinking fountain to be replaced with new fixture located on the side of the administration building facing the swimming pool to the east of the Duty room. HS to update documentation. 	<p>Note</p> <p>Note</p> <p>HS</p>	<p>29/10/14</p>
	<ul style="list-style-type: none"> • Materials and finishes were discussed with ML presenting the following alternative selections as requested: <ul style="list-style-type: none"> - Administration building facade: Feature color added to the façade design with the servery /reception counter and the associated metal shroud above the glazed windows powder coated in a lime green color. Client team confirmed acceptable. Exposed plexiglass glazing at high level on the southern façade was discussed with the client team concerned it may be subject to vandalism. HS to remove and continue FC sheet cladding. - Entry Fencing: Timber material to entry fencing still to be confirmed. HS to provide details to the BRC (HSz) tomorrow for sign-off. Material to be a light color as represented within the visualisations presented. - Administration building floor finish: Vinyl flooring selections discussed with HS confirming that both the Formbo vinyl products nominated have a 5 year warranty. The BRC confirming that this was generally acceptable but if a product was available with a 10 year warranty for the same price this would be preferred. HS to review and provide alternative if available. - Feature tile within Swimming Pool change rooms: Visualisations of alternative lime green or orange selections presented with lime green preferred by the client team. - All other external and internal finishes selections were deemed acceptable by the client team. 	<p>Note</p> <p>HS</p> <p>HS</p> <p>HS</p> <p>Note</p> <p>Note</p>	<p>31/10/14</p> <p>29/10/14</p> <p>29/10/14</p>
	<ul style="list-style-type: none"> • Water Play Area: The layout of the water play detailed design was presented with the following features included in the design: <ul style="list-style-type: none"> - 3 bells tipping bucket - 2 no. ground sprays - Water canon - Bollard activator A 5 bucket option was discussed with HS to confer with the supplier as to whether this could be accommodated within the 45m splash pad and the additional cost. 	<p>Note</p> <p>HS</p>	<p>29/10/14</p>
	<ul style="list-style-type: none"> • Swimming Pool Design: <ul style="list-style-type: none"> - The provision of temporary starting blocks and the locations of lane ropes and flag poles (for backstroke) were presented and the client team confirmed this was acceptable. - Extending the depth of the northern end of the 25m lap pool from 1.5m to 1.8m was discussed with HS confirming that the cost of this alternative depth was currently being priced by the QS. HS raised that providing a 1.8m deep portion of the pool created a potential risk with patrons diving into the pool. 	<p>Noted</p> <p>HS</p>	<p>29/10/14</p>

ITEM	DESCRIPTION	ACTION	DATE BY
	<ul style="list-style-type: none"> Skate Park concrete slab and associated fencing: <ul style="list-style-type: none"> The demolition of this area was discussed with the client group confirming that the concrete slab was to remain with a new painted finish with line marking for a basketball key and 3 point line to be provided. Basketball ring to also be provided. The internal fencing between the Skate Park concrete slab and the Swimming Pool complex to be removed. 	Note Note	
	<ul style="list-style-type: none"> DDA Certification discussed with HS confirming the project has been designed to AS 1428.1. HS (ML) to discuss the design with Disability Advocacy Services with the BRC (HSz) to provide contact details. 	HS	29/10/14
	<ul style="list-style-type: none"> WGE (JP) presented the Swimming Pool Complex and Football Change Rooms with the following items discussed in detail: <ul style="list-style-type: none"> WGE following the architectural design provided by HS. Client review of the hydraulics design is currently being undertaken by DD. Any comments are required by the end of this week. Kitchen fitout: ability to serve hot chips discussed with HS awaiting a quote from Hill equipment for the necessary equipment. To be forwarded to the BRC (HSz) for confirmation as to whether this is to proceed. The client group confirmed that the priority area is the Football Change Rooms. 	Note DD HS	 31/10/14 29/10/14
5.0	Cost Estimate		
	<ul style="list-style-type: none"> HS (ML) confirmed that they are still awaiting the 75% complete documentation cost estimate and this is now due on 29/10/14 Separable portions for the Swimming Pool works were discussed with HS confirming the following items to be nominated. <ul style="list-style-type: none"> Timber gates. Covered Seating area. Commercial kitchen (TBC) The BRC (HSz) confirmed that the Commonwealth has been advised of the developed scope of the project as part of the reporting procedures for the Community Development Grant and that the project requires sign-off by the Commonwealth Government to proceed. 	QS / HS Note Note	29/10/14
6.0	Planning Application		
	<ul style="list-style-type: none"> HS (ML) confirmed that a Planning application was only submitted for the Swimming Pool Complex and was not required for the Football Change Rooms. 	Note	
7.0	Building Certification		
	<ul style="list-style-type: none"> HS (ML) confirmed that this is currently being undertaken by the certification consultant, Central Building Services and is due for completion on the 5th of November. 	Note	
8.0	Program		
	<ul style="list-style-type: none"> HS (ML) confirmed that late changes have resulted in the design team requiring an additional week to finalise the tender documentation. Revised issue date to be 7th of November. 	Note	

The meeting closed at [4.00]