

COMMENCEMENT

The discussion was held via Zoom and commenced at 3:10pm

PRESENT

Name	Organisation	Position
George El Kazzi	HHC	Director Service Delivery and Special Projects
Manny Ibrahim	HHC	Project Manager
Glen Sanford	HHRUFC	President
Peter McFarlane	HHRUFC	Vice President
Bec Ho	HHRUFC	Hunters Hill Rugby Union Football Club
Isobel Fry	Rude Hunters Hill Cricket Club	Administration Officer (Minutes)

APOLOGIES

No apologies were received.

DECLARATIONS OF INTEREST

The Chairperson called for Declarations of Interest without response.

CONFIRMATION OF MINUTES

RECOMMENDATION

REPORTS

1. Purpose of Meeting

- The Plan of Management has now been agreed, along with an agreement on the footprint dimension and a general location.
- Hunter's Hill Council is keen to get this project moving forward, this meeting will be a discussion to plan the way forward with the project.
- Currently, the actions needed by Council are to prepare an RFQ to go out so an architect can be engaged. It is recommended to get the architect engaged in the project early in order to facilitate stakeholder engagement.

2. Scope of Project

- Manny has created a draft project brief.
- Manny outlined the specifics of the building; the footprint is likely to be around 396m² and no larger than 450m²; the building will be double story, 8 meters above ground level; the building will be named the Boronia Park Community and Sports Facility.

- The broad objectives currently are to work with HHRUFC to identify services needed and at what level they will be needed, as well as what will be needed to provide this.
- The building will be positioned between ovals 1 and 2 and will be used to connect both ovals.
- The budget for the project is very important, and will be broken up into different areas. Hunter's Hill Council would like it to be clear that the budget for the building may be \$1.5million, not \$2 million as other factors such as design, contingency will need to be factored into overall budget figure
- It is important not to alter the design once it has been drawn up, otherwise more of the budget will need to be allocated to altering the design.
- It is beneficial for all parties to understand the construction budget up front.

3. Funding Contributions from Hunters Hill Rugby Union Football Club

- Glen and Peter explained that they are currently in a predicament, as without a building design it will be difficult to secure donations. It would be beneficial to have something more tangible to show potential benefactors.
- At present, Hunters Hill Rugby Union Football Club currently has \$250,000, and a \$500,000 grant from the Federal Government.
- The Rugby Club doesn't want to borrow money to fund the project.
- How does Hunters Hill Rugby Union Football Club secure donations without a design? The club is looking to secure \$250,000 to meet the \$2million target from large donations from benefactors.
- HHRUFC also asked whether Council could make a donation. HHRUFC could approach other sports clubs and Councillors and ask whether they would be willing to make a contribution.
- George asked Peter and Glen whether they would be happy for Council to make an estimate of a \$2million overall budget and move forward. Peter and Glen agreed that as donations cannot be secured without a design, an estimate should be made that the overall budget will be \$2 million, so designs can be drawn up and taken to potential benefactors.
- HHRUFC will need to agree in writing that they are happy with this. The club will need to consult with their committee before they can provide this in writing.
- Peter explained that it is likely to be a short fundraising process as the club is looking to secure large amounts from benefactors. As there is currently enough funding to engage an architect this should be moved forward now.

4. Stakeholder Engagement

- The first phase concept design stage will involve engagement from high level stakeholders. Once the initial design has been done it can be showcased to other stakeholders.
- Manny explained that Hunter's Hill Council will not be allowed to go to tender for construction without the funds committed to the project as part of proper procurement process.
- George explained that all parties need to be mindful that Sydney Water will need to review the designs and give the project the all clear to go ahead.
- Peter explained that there are likely to be a number of solutions to the building being located over a sewer, for example the building could straddle the sewer.

Manny highlighted that extra costs associated with this need to be taken into account.

- As there is also a Telco tower in the suggested location, it might be beneficial to approach Telco and ask whether they could contribute any funds to the project, as they do not pay to rent the land, and the building may include a new casing for the tower within the building. This will be looked into as design develops.

5. Engaging an Architect

- George explained that Hunter's Hill Council would like the architect involved from the start of the project, which HHRUFC agreed with, as it would be useful to discuss requirements before any plans are drawn up.
- When proposing initial designs HHRUFC engaged Melocco and Moore Architects, and were extremely happy with them. They would like them to be considered in the tendering process. George discussed the probity requirements and Local Government Act parameters to ensure that other architects will also be invited to ensure a fair and transparent process.
- Manny explained that there is a threshold which needs to be hit before the architect would need to go to public tender, but this is unlikely to be the case with this project.
- At least three architects will need to quote, Melocco and Moore will be invited to quote.
- For this project an entire team is engaged when selecting an architect as principal consultant including all sub consultants, Quantity Surveyors etc..
- A panel will be put together before awarding the project, which will make it a fair and transparent process. The architects will be judged on a number of different criteria, not just price, and will then be selected based on who gets the highest score against these criteria. It will be a rigorous process.

6. Timeframe

- Firstly, an architect needs to be engaged, and then there will be discussions with stakeholder as the concept design is drawn up. After that fundraising can take place, and then the design will need DA approval.
- Manny explained that Hunter's Hill Council is anticipating to have the Request for Quotation (RFQ) ready within the next 3 weeks, this RFQ may need to then go to the PCG for a briefing. There will then be a 2 week minimum timeframe for companies to give quotes, and then it will take a few weeks to evaluate the quotes. This will all need to be determined according to procurement standards.
- The aim is to have engaged an architect within the next two months, the architect will then be able to set a timeframe for the design stages within the project
- It was noted that a DA usually takes 40 days but could be longer and is outside of Councils control
- George will check on the Memorandum of Understanding to determine whether the RFQ needs to be checked by the PCG.

7. Memorandum of Understanding

- Manny asked whether HHRUFC will need to see the RFQ before it goes out for quotes. HHRUFC would like to see the final draft so they can be kept in the loop,

but recognises that Council are running the project and are happy to the Council to exercise control.

- Bec informed the group that the MOU has not yet been proceeded with. While the grant specifies which organisations are on the PCG, the MOU would be more specific of which individuals need to be represented.
- HHRUFC explained that the MOU was drawn up when there was different personnel at the Council and the rugby club thought they would need to play a larger role in the project. HHRUFC would like to consider further the MOU and what should be included.
- George agreed that the MOU does not need to be finalised and signed until HHRUFC has had more time to consider it. It may be good to have a MOU for peace of mind, but more time can be taken to consider it, and it can be amended. The MOU should be agreed to and signed off before any funds are spent in engaging the architect or other consultants.
- Manny suggested that due to time pressures it is better to have a stakeholder group that could meet on a regular basis than a defined list of specific people who need to vote on every decision.
- The current MOU has the project completion date as June 2020, so will need to be updated.
- Glen requested to see the funding agreement, Bec explained that this is an internal Council document. George explained that it names the schools and clubs that need to be consulted as stakeholders, but gives Council flexibility on who should be included on the PCG.

8. Budget and Government Funding

- A deed of variation to the State has been requested to extend the deadline on the funding. Anthony Roberts is across this.
- HHRUFC has \$500,000 from Federal Funding, which is not currently in their account but is coming to its due date on June 30th 2020.
- This money should be used first to engage the architect as it is shorter dated than the rest of the funds.
- HHRUFC has members who can provide goods and services to the project, what is the view on this? Manny explained that through the design process specifications can be made about what can and cannot be included. If something is being purchased it needs to be completed to design standards and requirements.
- There needs to be enough money in Council's account, and Council needs to have control of this before they can go to tender for construction.
- The building needs to be fit for purpose – this is extremely important. It needs to fulfil the function it was originally intended for.
- Other buildings, such as that in West Epping, can be used as examples and will be considered when creating the RFQ.

9. Other Business

- Following the drainage works on Boronia Oval 3, the trenches have slightly sunk. George will send Council's Outdoor Staff to go and address this.
- George will also go and inspect the fencing at Boronia Oval 1, and may reconsider reinstating this. HHRUFC have also requested a plastic product to be embedded in the grass.

10. Next Steps

- Council will go and visit the site at West Epping and get the RFQ drawn up within the next 3 weeks.
- Another meeting will be organised between Hunter's Hill Council and HHRUFC.
- HHRUFC will provide Council with a letter stating they are happy with an overall \$2million budget for the project which includes construction and design costs,
- HHRUFC will look through the MOU and advise of any amendments.

CLOSE OF MEETING

The meeting ended at approximately 4:11pm.