

Date: Thursday 26 September 2024
Time: 1.00pm
File No: 5457E (D24/419998)
Location: Shoalhaven City Council Administration Building – Wairo Meeting Room
& Teams Online meeting

Attendees:

- Red Head Villages Association (RHVA) Representatives:
 - Chris Hayes, President;
 - Kerry Moore, Secretary;
 - Kevin (Surname not recorded).
- External Consultants:
 - Beau Wade, Director Alpha Building & Design Pty Ltd;
 - Eugene (Surname not recorded) Private Certifier.
- Shoalhaven City Council Staff:
 - Paul Donnelly, Manager - Open Space & Recreation Planning;
 - Kevin Norwood, Director - City Lifestyles (Acting);
 - Beth Britton, Facilities Coordinator, Shoalhaven Swim Sport Fitness;
 - Matthew Graham, Manager Shoalhaven Swim Sport Fitness (Acting);
 - Peter Johnston, Lead - Development Services South.

MINUTES & ACTION ITEMS

Item for Discussion**Welcome / Introductions**

- Introductions by PD
- RHVA has requested to extend grant beyond March 2025, and is awaiting response (grant funding body).

Discussion points:

1. Condition 44: Certifier advised this is the owner's responsibility. PD - suggest RHVA meet this condition by agreement with SSF (via Matthew Graham) to the effect that "Council will undertake to (meet the requirement)". Certifier indicated support for this approach, subject to receipt of acceptable documentation.
2. Condition 42: PD - The intention is to establish the condition of the pipes prior to works in order to identify any damage as a consequence of the works and recoup any costs to rectify. Suggest the solution be to make formal representation to Council outlining the investigations RHVA has undertaken to date, and noting that market rates for further CCTV investigations are likely to be prohibitive, with request for Council (via Shoalhaven Water) to undertake these works on behalf of RHVA.
3. KM – **Will Council approve our request?** PD - Question taken on notice – it will be referred to Shoalhaven Water and we can't advise the time required to respond to the enquiry. My impression is that this is a fair and reasonable condition on the basis that the proposed project is expanding the catchment area of the roof.
4. PD - Council's records show that there is infrastructure under the building. CH – RHVA has submitted plans showing the drain does not travel under the building. **PD - requested RHVA resubmit the plans (to PD).**
5. In response to PD's request for clarification re. funding sources, CH confirmed grant funds are the sole source of funding for this project.
6. PD confirmed RHVA to provide evidence that funds available are sufficient to services project in-full, and requested this information be provided in the form of a project budget document for Council's consideration.

Clarifying who will take responsibility for insurances:

7. CH – Spoke about the local builder insurances – he does not have Professional Indemnity insurance. Upon enquiry, insurance broker has queried why the builder needs Professional Indemnity insurance.
8. PD acknowledged CH's comments re. insurances, and clarified the intention is for the nominated project manager to hold adequate PI insurance – **Please provide RHVA's proposal for project management services to Council, including which entity you propose to hold Professional Indemnity insurance. Please also provide builder's qualifications and licences.**
9. CH – What are the requirements for a Project Manager (PM)... obtaining Professional Indemnity would be difficult for the PM engaged to date.
10. PD – We recognise that Ray (RHVA's current Project Manager) has indicated he is not able to undertake those services. A suitable PM is required, either via commercial entity or Council on behalf of RHVA. Council would require recouping PM costs from the grant funds, which is standard across all Council projects. All projects of this scale are progressed by Council by a qualified PM. If we use a Council PM, Council's insurances will cover Professional Indemnity, an external provider will need to provide the Professional Indemnity insurances.
11. KM – Clarified the PM can be qualified to project manage only, not necessarily an architect or other qualified professional.

12.KM – additional question re. condition 45. PD suggest RHVA meet this condition by agreement with SSF (via Matthew Graham) to the effect that “Council will undertake to (meet the requirement)”. Certifier indicated support for this approach, subject to receipt of acceptable documentation.

Actions:

- 13.RHVA to provide draft timeline (proposed project programme) for Council’s consideration (Received: 30/09/2024);
- 14.RHVA to prepare and submit overall project budget with line items identifying architect’s fees; contingency, builder’s fees, certifier’s fees, and more as required;
- 15.RHVA to resubmit documentation related to previous stormwater infrastructure investigations (ie. plans showing the drain does not travel under the building footprint) (Received: 30/09/2024);
- 16.RHVA to nominate proposed project manager, for Council’s consideration;
- 17.RHVA to provide ‘company profile’ information for nominated builder (Received: 30/09/2024).

Discussion continued:

- 18.PD - It is promising to see that the builder’s quote is in line with original quotes used in conjunction with the original grant application.
- 19.CH – Expressed hopes that Council will not return the funding.
PD – Clarified these grant monies are not held by Council, and so cannot be returned by Council, and further explained that Council staff are undertaking due diligence to ensure project viability and that project risks are managed within acceptable ranges.
- 20.PD confirmed we are seeing that a number of funding programs are reaching the end of their funding envelopes and the limit of their ability to extend milestone deadlines.