

NAMBUCCA SHIRE COUNCIL

MINUTES OF THE PROJECT CONTROL GROUP – EXTENSION TO NAMBUCCA HEADS LIBRARY COMMITTEE MEETING HELD ON 8 MAY 2019 AT 12.00

PRESENT

Cr Anne Smyth (Chairperson)	Cr Susan Jenvey
Mark Northover (Library Officer/Minutes)	Sally Waterson (Create NSW)
Michael Chance (Create NSW)	Clint Fitzsummons (Manager Assets)
Gavin Chow (Design Advisor and Building Surveyor)	Marlene Griffin (Nambucca Community and Arts Centre Committee of Management)
Ms Coral Hutchinson (Manager Community Development)	Mr Wes McQuillan (Senior Librarian)

APOLOGIES

Nil

ELECTION OF CHAIRPERSON

On the motion of Marlene Griffin, seconded Cr Susan Jenvey, Cr Anne Smyth was elected to the position of Chairperson by consensus.

The appointment of a deputy Chair was discussed and then it was agreed that in the absence of the Chairperson, an alternative Chair would be appointed on the day – in accordance with 3.8.1 Proxies (Attachment 5 of the Funding Agreement).

PROJECT GOVERNANCE AND PROGRESS

The meeting commenced with an overview of the project and an outline of the roles and responsibilities of the Project Control Group by Manager Community Development. Two documents were circulated and discussed:

1. Electronic Document 16631/2019 Governance and Terms of Reference - Project Control Group, Extension to Nambucca Heads Library, RCF18A031
2. Electronic Document 16644/2019 Overview of project to date - Nambucca Heads Library extension, RCF18A031

Key points:

PCG membership is prescribed by the Funding Agreement. Decisions are by consensus. A suggestion that a working party made up of facility users which could provide feedback to the PCG was not supported by the NCAC Committee representative.

Project Rationale – important to note that library is half the size of State Library benchmarks. There are no proper staff areas, no disabled toilets, no meeting rooms, no adequate storage, no adequate spaces for library programs and events, little or no spaces for study.

In terms of progress to date, the following were noted:

- Agreement has been signed.
- First status report submitted and first Milestone payment received.
- Consultation - public consultation through Library Strategic Plan; meetings with precinct user groups including Council Library staff, Nambucca Community and Arts Centre Committee of Management, Nambucca Valley Arts Council, and State Library of NSW.

GENERAL BUSINESS

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There was then discussion about community views regarding the concept plan with some members of the community wanting more input into the actual plan. When will this happen?

The Manager Community Development was asked to circulate correspondence which outlines pros and cons of the current design.

There followed a general discussion on design issues with the current plan – internal layout and lines of sight, public toilets at the front of the building, and site specific restrictions that would impact on arts precinct user groups, specifically loss of courtyard space. Also noted were the lack of parking in the area and the opportunity for an inspirational design particularly given community concerns about the current plan. Following a question about further consultation on the existing concept plans, the PCG decided that the best option would be to move forward on a redesign and not spend more time consulting on the plan that people aren't supporting.

Michael Chance and Sally Watterson (Create NSW) attended the meeting by telephone and provided the following comments about their role:

- To review the risk assessment for project.
- Will ensure that the requirements of the Funding Agreement are met and help manage any issues that arise.
- They are not here to influence the decision making process, but make sure it is done in the correct way, satisfying requirements of the Funding Agreement, making sure that the risk factors are addressed, and that Council delivers a successful project within the timeframe.

The following information was provided to the Committee:

The funding round was highly competitive with applications totalling \$147m, only a few projects were funded (\$47m) so the success of the Council's application should be noted.

Create NSW stressed the need to keep to timing and pointed out that there are Milestone Payments with certain elements of the project that need to be completed to get the payments released. They also expressed concern that the essence of the plan is not agreed to and would like to hear at the next meeting how these issues will be addressed and how the project will move forward from here. A Project Plan with time lines is to be presented. Any proposed changes are to be "like-for-like" and will have to be within the Funding Agreement. Projects are to commence within 24 months ie by December 2021, and be completed within 3 years.

Create NSW requested evidence that Council are committed to putting funds into the project.

NEXT STEPS

- Provide evidence to Create NSW of Council support.
- Meeting with U3A to get more feedback from this user group.
- Preparation of a Project Plan and timelines.
- Circulate correspondence and community comments.
- It was agreed that the library plans would need to be redesigned by an architect with library design experience and how to move forward on this would be discussed on at the next meeting.
- Copy of Milestones to be reported to next meeting.

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NEXT MEETING DATE

The PCG agreed that monthly meetings will be held on the 1st Wednesday of each month at 11.30am start with a 12.30pm (flexible) finish. The next meeting will be on the 5 June 2019 at 11.30am.

CLOSURE

There being no further business the Chairperson then closed the meeting the time being 1.20 pm.

CR ANNE SMYTH
(CHAIRPERSON)