



NOTICE OF MEETING

Max Eastcott
General Manager

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Item 2 Roxy Cafe Project Management Group's Minutes

FILE REFERENCE

AUTHOR General Manager

DATE 11 December 2009

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

The attached Minutes of the Roxy Café Project Management Committee Meeting held on 8th December 2009 are attached for adoption and notation.

OFFICER RECOMMENDATION

THAT the Minutes of the Roxy Café Project Management Committee Meeting held on 8th December 2009 are noted and adopted.

ATTACHMENTS

AT-1 Minutes 3 Pages

**ROXY CAFE RESTORATION PROJECT MANAGEMENT COMMITTEE
MINUTES OF MEETING NO. 1
HELD AT ROXY CINEMA, BINGARA
11AM Tuesday 8th December, 2009.**

Present:	Clr. Catherine Egan	Deputy Mayor - Gwydir Shire	(CE)
	Clr. David Rose	Gwydir Shire Council	(DR)
	Peter Prineas	Feros Family Representative	(PP)
	John Wearne	N.W. Theatre Co.	(JW)
	Rick Hutton	Bingara 20/20 Vision Committee	(RH)
	Peter Jones	Bingara Historical Society	(PJ)
	Nancy McInnes	Community Representative	(NM)
	Ben Gardiner	Ver. Surgeon , Tenant (Part-time)	(BG)
	Leeah Daley	Development Director, Gwydir Shire Council	(LD)
	Rod Smith	Training Officer Gwydir Shire Council	(RS)
	Sandy McNaughton,	Roxy Cinema Manager	(SM)
	Tony Deakin	Magoffin and Deakin, Architects	(AD)
Consultants also attending (part-time)			
	Michael McPhillips	Magoffin and Deakin, Architects	(MM)
	Justin Cant	Kelley Covey	(KC)
	Tony Marshel	LED Consultants	(TM)
	Rick Cronshaw	Cronshaw & Associates	(RC)
Apologies	George Poulus	President Kytherian Association	
	Max Eastcott,	General Manager Gwydir Shire Council	(ME)

The following matters were discussed, decisions made, instructions given and resolutions passed.

- | | Action |
|--|---------------|
| 1. The Roxy Manager welcomed the Committee members and the Consultants to the Cinema and to the initial meeting of the Committee. | |
| 2. <u>Resolved</u> (moved Wearne/seconded Rose) that Tony Deakin be appointed Chairman of the Committee.
AD then chaired the meeting. | |
| 3. SM advised the Committee members of the details of the Federal Government Grant received for the project; these are: .1 The Grant is for \$750,000 + GST.
2 The Grant covers restoration of the Restaurant, provision of a Conference Centre, Relocation of the Tourism Office, marketing and promotion, and including Consultants fees.
3 Money is to be expended by 30 th June 2010. | |
| 4. The Brief for the project was confirmed by AD and SM, generally as follows: | |
| 1. Restaurant Project | |
| .1 Restore existing (vacant) Restaurant to its 1936 condition in respect of finishes, and include in it the Greek Restaurant fittings purchased by Council two years ago. | |
| .2 Provide new Toilets + exit required by current Building Code. | |
| .3 Provide additional facilities as required to recently renovated Restaurant Kitchen. | |
| .4 Convert existing (vacant) First Floor residence into Conference Centre with Meeting Room for 60 people, including tea/coffee facilities, and include Greek Heritage Centre/Museum Rooms. | |
| .5 Provide new First Floor Toilets. | |
| .6 Provide Stair and Disabled Access Lift from Cinema North Foyer to First Floor. | |
| .7 Relocate Council Tourism Office into current Vet. Surgery (southern most shop in Cinema building). | |
| .8 Include Landscaping/Restaurant seating and Maitland Street frontages. | |
| 2. Trade Training Kitchen
This part of the project is separately funded , and subject to details of the funding Grant and programme, will be part of this building contract and is designed to be constructed on the north west corner of the site, adjacent to the Cinema north wall. | |
| 5. AD summarised progress to date (before incorporation of the Committee): | |
| .1 A small Sub-Committee of ME, SM, LD, RS & AD discussed and confirmed the Brief, generally in accordance with the Government Grant Conditions; the Sub-Committee met twice. | |

- .2 The following Consultants were appointed by Council's General Manager, following submission of fees quotations:
Architects : Magoffin and Deakin, Armidale
Structural Engineers: Kelley Covey, Tamworth
Electrical Engineers: LED Consultants, Coffs Harbour.
Mechanical & Hydraulics Engineers: Cronshaw & Associates, Coffs Harbour. Action
- .3 Preliminary sketch plans were prepared by the Architects.
6. The amended/developed sketch plans Nos. 0926/SK02 & SK03 were tabled by the Architects showing:
- .1 The Restaurant, Conference Centre & Tourism Office renovations and restoration.
.2 The Landscaping/seating to Cunningham and Maitland Streets.
.3 The Trade Training Kitchen, including shared service delivery access from Cunningham Street.
- After explanation of the scheme by the Architects, and some questions and comments by members of the Committee it was Resolved (moved/Wearne/seconded Egan) that
- .1 The Brief as set out be confirmed and approved
and .2 The design shown on Drawing Nos. 0926/SK02 & SK03 be approved, subject to minor amendments to storage areas being increased in both Kitchens.
and .3 That the Architects be authorised to submit the Development Application to the Gwydir Shire Council, in accordance with approved drawings. The submission is to be for a 2-stage project. AD
7. .1 AD to confirm the details of the design and construction programme, consistent with attempted construction completion date by 30/6/10 (Restaurant Project only). AD
It is proposed that the Architects continue with preparation of working drawings and specifications immediately on completion of the Development Application documentation.
.2 Working drawings will be prepared in the first instance for the Restaurant project only, with the Trade Training Kitchen detail drawings to be deferred until details of the Grant for that work are confirmed.
RS advised that the details and conditions of the Trade Training Kitchen Grant had not yet been negotiated or confirmed; it is possible that they may not be confirmed until June 2010. RS hopes decisions can be made earlier, so that the Trade Training Kitchen can be included as part of the overall Roxy building contract. RS will submit final details of the Brief by 18th December.
8. Other matters arising from the Minutes of the Sub-Committee meeting of 9th November, 2009
- .1 While the Trade Training Kitchen may be included in the Roxy overall Contract, it is to be accounted for separately from the Restaurant project.
.2 AD & RS visited Tamworth College of TAFE Trade Training Kitchen on 24th November to discuss general requirements with the Head of School there; as a result of that visit the Architects amended the design of the Bingara Kitchen.
.3 AD reported he had visited the Store Shed of Bob Kirk (previous Owner of the Restaurant) to inspect some wall panelling, furniture and signs from the original Restaurant held by Mr Kirk.
.4 AD reported he had inspected, with SM, the Greek Cafe fittings and furnishings purchased by Council two years ago, and held in storage by Council.
.5 Council to consolidate Cinema Lot and Restaurant Lot into one Lot. ME
.6 Council is to discuss with BG his requirements for relocation of his Vet. Surgery and to consider what options are available for relocation. Relocation (even if temporary) will be required before building construction work begins on the Roxy project. ME
9. The status and duties of the Management Committee were discussed as follows:
- .1 The Committee is constituted as a Council Committee under Sec. 353 of the Local Government Act.
.2 The Committee will be responsible for all Policy decisions on the project, but will leave detail design decisions to a building Sub-Committee.
.3 The Committee will report to Council for each regular meeting and otherwise as necessary. It was Resolved (moved Egan/seconded Rose) that the Committee give delegated authority to a building Sub-Committee comprising ME, SM & AD to continue detailed design and documentation of the building between Committee meetings, subject to the building Sub-Committee reporting to the Committee between regular meetings, any matters it believes may not be in accordance with the policies and decisions already made by the Committee.
10. AD to report to the Committee, after discussions with ME, his recommendations for calling Tenders and/or quotations for the building work, possibly in the form of separate contracts and/or sub-contracts.
DR emphasised the necessity for obtaining quotations from local tradesmen, sub-contractors and suppliers for as much work on the project as possible, subject to their qualifications being

appropriate for the required work/supply.

11. Other Business
 - .1 RH asked that consideration be given to making provision in the current design to allow for future connection of solar panels, to reduce energy usage in the building.
 - .2 ME & SM to discuss arrangements for leasing Restaurant and joint use of Trade Training Kitchen for catering for functions in the Cinema. ME,SM
 - .3 DR asked that consideration be given to making provision for future liquor service with refrigerated piped beer from the existing cellar.
 - .4 JW emphasised the need for publicity to continue regularly so that the Community can be kept fully informed, RH asked if an "Artist's impression" could be provide for publicity purposes SM
 - .5 PP suggested that the Restaurant be re-named Peters and Co. as it originally was, and that the Roxy name be incorporated into crockery, cutlery etc.
 - .6 AD to check if old Peters Cafe sign still exists under the tiled entry paving to the Restaurant. AD
 - .7 RH asked if a shower could be provided off the Theatre Green Room; possibly in conjunction with the Trade Training Kitchen plumbing.
 - .8 RH asked for consideration of 'Mediterranean' elements on north elevation of new Trade Training Kitchen – olive & lemon trees, pergola etc.
12. The Committee confirmed the following future meeting dates:
Tuesday 9th February 2010
Tuesday 9th March 2010
Tuesday 6th April, 2010
Tuesday 4th May, 2010
Tuesday 8th June, 2010
All meetings to begin at 11AM.
13. Minutes of meetings will be prepared by the Chairman, and issued by email, unless required otherwise, to all those attending, and to all Committee members. AD to issue copy of drawings with issue of Minutes of this first meeting.
14. AD noted that he had not voted on any matter, and that no Chairman's casting vote was required on any matter.

There being no further business the Meeting closed at 12.45 pm.

MAGOFFIN AND DEAKIN PTY LTD

Architects
P.O. Box 271
Armidale NSW 2350
Ph. (02)67726211. Fax (02) 6771 1827
Email- magoffindeakin@optusnet.com.au

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Distribution by email:

Max Eastcott eastcott@bigpond.com
Leeah Daley ldaley@gwydir.nsw.gov.au
Sandy McNaughton roxy@gwydir.nsw.gov.au (for distribution to others)
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