



WB EVA PAVILION USER GROUP COMMITTEE

MINUTES

29 June 2017

These minutes were confirmed by Council as a true and correct record of proceedings by the WB Eva Pavilion User Group Committee Meeting held on 29 June 2017.

Presiding Member:.....**Date:**.....

This document is available in alternate formats upon request.

Shire of Brookton
WB Eva Pavilion User Group Committee held 29 June 2017
with a scheduled commencement at 6.00 pm

TABLE OF CONTENT

| | | |
|------------------------|---|----------|
| 1.06.17 | DECLARATION OF OPENING/ATTENDANCE..... | 3 |
| 2.06.17 | ANNOUNCEMENT OF VISITORS | 3 |
| 3.06.17 | APPLICATIONS FOR LEAVE OF ABSENCE..... | 3 |
| 4.06.17 | PETITIONS/DEPUTATIONS/PRESENTATIONS..... | 3 |
| 5.06.17 | CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS..... | 3 |
| 6.06.17 | ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION | 4 |
| 7.06.17 | DISCLOSURE OF INTERESTS | 4 |
| 8.06.17 | BUSINESS ARISING | 4 |
| 08.06.17.01 | SPORTS STORAGE SHEDS INFORMATION SHEET | 4 |
| 08.06.17.02 | MAINTENANCE ISSUES FROM PREVIOUS MEETINGS | 4 |
| 08.06.17.03 | CAPITAL ITEMS REQUESTED FROM PREVIOUS MEETINGS | 5 |
| 09.06.17 | GENERAL BUSINESS..... | 6 |
| 09.06.17.01 | USAGE | 6 |
| 09.06.17.02 | TERMS & CONDITIONS..... | 6 |
| 09.06.17.03 | POLICIES & PROCEDURES..... | 6 |
| 09.06.17.04 | MAINTENANCE | 6 |
| 09.06.17.05 | CAPITAL WORKS..... | 6 |
| 09.06.17.06 | OTHER BUSINESS..... | 7 |
| 10.06.17 | NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING | 7 |
| 11.06.17 | NEXT MEETING & CLOSURE..... | 7 |
| Attachment 08.06.17.01 | – Sports Storage Sheds Information Sheet | 8 |
| Attachment 08.06.17.02 | – Maintenance Issues from Previous Meetings | 9 |
| Attachment 08.06.17.03 | – Capital Items Requested From Previous Meetings | 10 |

1.06.17 DECLARATION OF OPENING/ATTENDANCE

Attendance

The Presiding Member opened the meeting at 5.58pm and welcomed Councillors, Group Representatives and Staff.

Members (Voting)

| | |
|-------------------|-------------------------------------|
| Cr KL Crute | Shire President (Presiding Member) |
| Judy Sudholz | Brookton Patchwork and Craft |
| Jessie Spark | Brookton Family Playgroup Inc. |
| Caitlyn Hartyl | Brookton Auskick |
| Denise Blechynden | Brookton Cricket Club |
| Cliff Fishlock | Brookton Pingelly Football Club Inc |
| Ash Hobbs | Brookton Tennis Club |
| Ellen Walker | Brookton Women's Hockey Club |
| Les Eyre | Seabrook Cricket Club |

Proxy Members (Non-Voting)

| | |
|-----------------|-----------------------|
| Mark Blechynden | Brookton Cricket Club |
|-----------------|-----------------------|

Staff (Non Voting)

| | |
|--------------------|--------------------------------|
| Carina Whittington | Community Services Manager |
| Ian D'Arcy | Chief Executive Officer |
| Vicki Morris | Deputy Chief Executive Officer |

Public

Apologies

Leave of Absence

2.06.17 ANNOUNCEMENT OF VISITORS

Nil

3.06.17 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4.06.17 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

5.06.17 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the minutes of the WB Eva Pavilion User Group Committee meeting held in the WB Eva Pavilion, on Thursday 23 May 2017, be confirmed as a true and correct record of the proceedings.

Moved: Les Eyre

Seconded: Denise Blechynden

Carried

6.06.17 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

7.06.17 DISCLOSURE OF INTERESTS

Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and also prior to the item.

Disclosure of Financial & Proximity Interests

- a. Members must disclose the nature of their interest in matters to be considered at the meeting. (Sections 5.60B and 5.65 of the *Local Government Act 1995*).
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the *Local Government Act 1995*).

Disclosure of Interest Affecting Impartiality

- a. Members and staff must disclose their interest in matters to be considered at the meeting in respect of which the member or employee has given or will give advice.

Financial, Proximity and Impartiality Interests

| Item no. | Members/Officers | Type of Interest | Nature of Interest |
|----------|------------------|------------------|--------------------|
| | | | |
| | | | |
| | | | |

8.06.17 BUSINESS ARISING

08.06.17.01 SPORTS STORAGE SHEDS INFORMATION SHEET

Moved that the attached Sports Storage Shed Information Sheet be accepted as an accurate portrayal of current arrangements, and that it be distributed to relevant staff and clubs.

Moved: Denise Blechynden

Seconded: Ellen Walker

Carried

Attachment 08.06.17.01 – Sports Storage Sheds Information Sheet

08.06.17.02 MAINTENANCE ISSUES FROM PREVIOUS MEETINGS

Sanitary bins – Signage placed in family room re not using for nappies to assist with the issue of becoming full. Will need to monitor to see if still filling up between services.

Four (4) weekly supply and servicing of sanitary bins costs \$179 per bin – so to place a sanitary bin in all the toilet stalls at the pavilion at the same interval (4 weeks) will be an additional \$11,635 per annum. Currently one in each change-room, the ladies toilet, and the disabled toilet.

Cliff will provide details of a cheaper alternative system.

Cliff to provide details.

Investigate putting a bin in the changerooms for nappies. To be removed by user at end of each use as per conditions of use.

Sign in family change to be moved next to the changetable, not the toilet.

Attachment 08.06.17.02 – Maintenance Issues from Previous Meetings

08.06.17.03 CAPITAL ITEMS REQUESTED FROM PREVIOUS MEETINGS

Moved that list of outstanding capital items be distributed to clubs for prioritising. To be returned by 31 August for discussion at September meeting.

Moved: Judy Sudholz

Seconded: Jessie Sparks

Carried

Moved that an application be submitted to Les McMullen Memorial Recreation Grants fund for the Community Life Member and Community Premiership boards and installation, as quoted and presented; and that clubs provide their details by 31 August for premierships and life members.

Moved: Les Eyre

Seconded: Denise Blechynden

Carried

Final draft of honour boards contents to be advertised in Telegraph to allow for further input from the community.

Moved that applications for funding be researched and submitted for the following items:

| ITEM | COST |
|--|----------|
| Memorabilia cabinets | \$ 7,890 |
| Chairs - 135 black/silver Swiftset, plus 3 trolleys | \$17,336 |
| Internal signage – WB Eva Pavilion & logo | \$ 1,760 |
| Tables – 15 x trestle white, on wheels | \$ 6,875 |
| Chairs – 20 'comfortable' chairs suitable for indoor use by craft and seniors etc. | ???? |
| | |

| FUNDING SOURCE | AMOUNT |
|-----------------------------|----------|
| Lotterywest, FRRR, WDC, etc | |
| Shire contribution | \$ 1,760 |
| Clubs contribution | |
| Corporates (eg Bendigo) | |

Moved: Denise Blechynden

Seconded: Les Eyre.

Carried

All users to go back to their clubs and discuss what a realistic contribution towards these items would be. Advise Community Services Manager know by 31 August.

Craft to advise Community Services Manager their preferences for a chair suitable for use for extended sitting.

Attachment 08.06.17.03 – Capital Items Requested From Previous Meetings

09.06.17 GENERAL BUSINESS

09.06.17.01 USAGE

- Locking of changerooms: The cleaners have had several instances of finding the change-rooms unlocked. It appears to be on the days when there are multiple users at the pavilion. Can groups please ensure if they're the last to leave that all doors are locked.
- Question: do netball have a key to lock the changeroom as they are often the last to leave and may not be able/know that they need to lock. Answer: Will follow up with them.
- Any additional items re usage?
 - Gym door was left open today.

09.06.17.02 TERMS & CONDITIONS

- Any additional items re terms & conditions?

No additional items to be raised.

09.06.17.03 POLICIES & PROCEDURES

- Any additional items re policies or procedures?

09.06.17.04 MAINTENANCE

- Any issues requiring attention
 - Light on the septic pump is on again.
 - Mouse baits – to be put in a sealed bait station so that kids can't accidentally pick up a bait. Plenty of mice are still around.
- Faulty door lock at gym end. Has been logged already and Infrastructure Officer has been looking into it.

09.06.17.05 CAPITAL WORKS

- Drinking fountain/water bottle filling station: Graphics have now been completed in line with new branding and has arrived at depot. Will be installed when Geoff returns from leave. Has a carbon filter. Clubs to encourage water bottle filling over sales of bottled water to reduce environmental impact and waste. Is wheelchair accessible.
<http://www.aquafil.com.au/product/aquafil-1500mm-water-bottle-refill-station-and-wheelchair-accessible-drinking-fountain/>
- Any other requests for capital items?
 - Changeroom theft – can we fit a lock into the door that gym users can access. Can cameras be looked at? Would also help with the unauthorised gym access.

09.06.17.06 OTHER BUSINESS

- Les McMullen Memorial Recreation Grants

Application from Cricket for nets

Application from group for the honour boards

Any others?

- Any other items to discuss?

- Cleaning – cleaner is not cleaning under the mats.

- Rubbish at football – are there any more 44's that can be put out. Quite a few of them are rusting out the bottom.

10.06.17 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil

11.06.17 NEXT MEETING & CLOSURE

There being no further business the meeting was closed at 7.00pm.

The next meeting of the WB Eva Pavilion User Group Committee will be held on Thursday 28 September at 6.00pm.

SPORTS STORAGE SHED



Clubs have an historical allocation to the spaces within the shed.

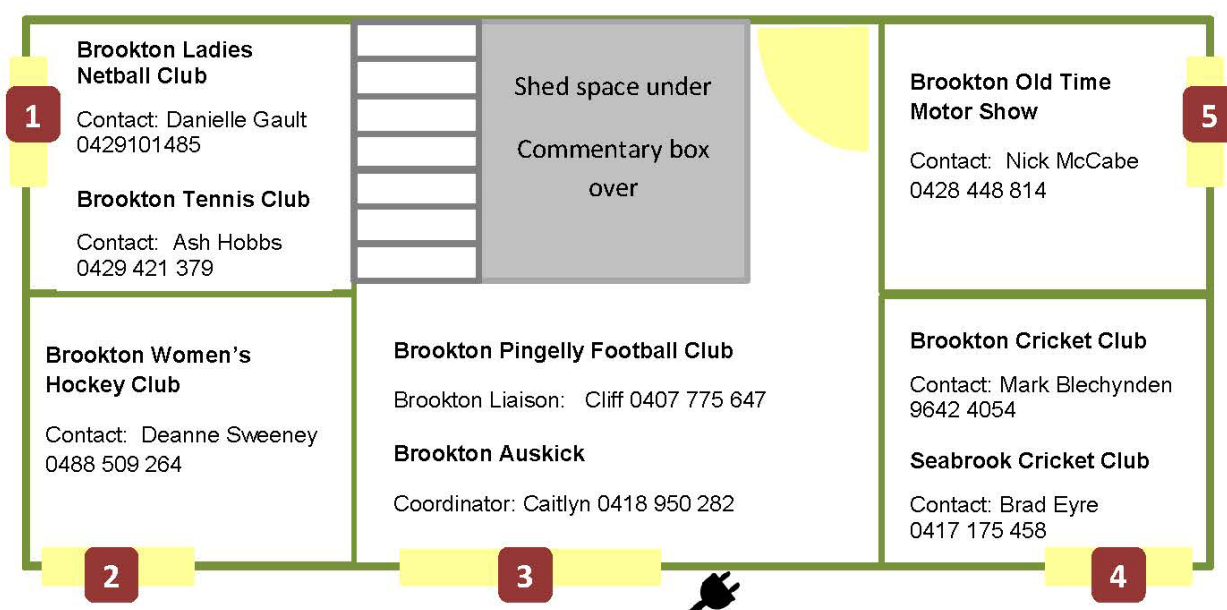
Clubs wishing to share/change need to contact the relevant club and make arrangements.

Shire does not charge for use of the sheds, nor is responsible for any maintenance or responsible for any upgrades required to the shed.

Keys are the responsibility of the clubs. The Shire maintains one full set of keys for emergency access only. Keys are not signed in or out via the Shire.

Public do have access to the commentary box on request to the Shire for broadcast purposes. Currently this is Laurie Johnson (radio) and OTMS and football for live radio broadcast.

Activation of phone for purpose of broadcast is the responsibility of the party requesting.



Attachment 08.06.17.02 – Maintenance Issues from Previous Meetings

| DATE RAISED | ISSUE | STATUS/RESULT |
|-------------|--|--|
| May 2017 | Drawer front in kitchen. Has been reported and cabinet makers contacted to replace runners and repair. | Repaired. Please advise if issue continues/returns. |
| May 2017 | Sanitary bins – there is only 1. Family room sanitary bin is always full. There needs to be one in all the toilets and emptied more frequently. | 4 weekly supply and servicing of sanitary bins costs \$179 per bin. Additional bins and servicing can be arranged with a proportionate budget increase. Increased operating costs may result in increased fees. Signage placed in family room re not using for nappies. |
| May 2017 | Kitchen shutter to main room – is now permanently unlocked. Suggest that bolts are put on either side in the kitchen. | Repaired. Please advise if issue continues/returns. |
| May 2017 | Doors – some of the locks are not locking smoothly. Ratchets – not many are holding open – need to be adjusted. | Majority repaired. Waiting on replacement parts for remainder. Once completed please advise if issue continues/returns. |
| May 2017 | Shade sails over playground - where are they? They have come down for the winter. | Shade sails are taken down each winter to prolong the life, and protect from winter storms. |
| May 2017 | Chairs/tables – when additional chairs/tables are provided for functions they need to be taken straight back as they are a danger to younger users and may topple. | Noted. Not always practical depending on the works programme at the time, and where crew are located. |
| May 2017 | Ventilation in first aid room? Aircon is not working when the aircon is on in the hall. | Air conditioning technician will review and quote in the new financial year. |
| May 2017 | Water rising in the gents and kitchen – there is water frothing, coming up in the gents and some times in the kitchen. Flashing alarm to septic pump has been reported 3-4 weeks ago. | Repaired. Please advise if issue continues/returns. |
| May 2017 | Sensor lighting outside the gym (inside door) – has not been working for a long time. Bunker lights on caravan park side are not working. | Electrician is addressing. |
| May 2017 | Oval lights- north east pole, south facing light is not working. | Electrician is addressing. |
| May 2017 | Power problem re lights? Connection in cable is being fixed. | Electrician is addressing. |
| May 2017 | Verandah up lights – two need repairing, pointing into ground. | Electrician is addressing. |
| May 2017 | Dog poo – there is a problem with people not picking up their dog poo. Has been poo in the playground. Perhaps pole on the other end of oval. Also currently plastic bags are empty. Is it possible for the ranger to come for a couple of mornings to police? | Ranger has been advised, has issued warnings and is patrolling when able. Additional dog poo bag dispenser to be installed. |
| May 2017 | Flooring in main hall – some spots that are raised and need repair. | Quotes being sourced for various options. |

Attachment 08.06.17.03 – Capital Items Requested From Previous Meetings

| DATE RAISED | ISSUE | STATUS/RESULT/COMMENT | PRIORITY FOR YOUR CLUB 1 – HIGH 3 – LOW |
|----------------|--|--|---|
| May 2017 | <u>Showerheads</u> – look at alternative shower heads – these are either too light or too harsh and too close to the wall. | Need to investigate vandal proof options and get quotes. | |
| May 2017 | <u>Lighting in the shower cubicles</u> needs to be looked at as very dark when doors are closed. | Need to further investigate what options are available for wet areas and within the bulk-heads. LED down lights were added to the toilet cubicles to address same issue, but electrician at the time couldn't install in the showers. | |
| May 2017 | <u>Request for additional lighting court end veranda</u> Request from tennis has been received for additional lighting on the court end veranda. | Quote has been received from Wheatbelt Electrics and has been submitted to the budget process for 2017-18. | |
| May 2017 | <u>Lighting needs</u> Additional lights at gym end for evening – bollard lighting or carpark floodlights. Or sensor floodlighting over the door. | Need to investigate and obtain quotes. | |
| May 2017 | <u>Lighting needs</u> Lighting over the BBQ – caravan park people use it too. | Need to investigate and obtain quotes. | |
| May 2017 | <u>Bigger BBQ</u> Can we purchase a bigger BBQ? Would a trailer BBQ work? General discussion over the size of the BBQ, and the expense. | Agreed that it would need to be a portable one as the electric one is just too cost prohibitive given all the other competing priorities. | |
| May 2017 | <u>Community Life Members Board</u> The original project committee and user group agreed to have a consolidated community life member board in the foyer area. (After the initial Hall of Fame concept was discarded). Is this still the wishes of the current group? Yes – can each club please verify the information and provide feedback. | Quotes received - \$880 Funding suggestion – submit application to Les McMullen Memorial Recreation Grants | |

| | | | |
|----------|--|---|--|
| May 2017 | <u>Community 'Premiers' Board</u> The original project committee and user group agreed to have a consolidated community premiership board in the foyer area. (After the initial Hall of Fame concept was discarded). Is this still the wishes of the current group? Yes - Clubs to populate. Clubs will then review when they can see what it looks like in date order. | Quotes received \$860 Funding suggestion – submit application to Les McMullen Memorial Recreation Grants | |
| May 2017 | <u>Brookton Football Club honour boards</u> Need photos of the Narrogin example of the shrunken brass boards. Football – Cliff will talk to football about the old honour boards and report back. | | |
| May 2017 | Large honour boards – need to be retained but reduced. Can premiership boards to be mounted in hall? | 3 Premiership boards from 1980, 1981 and 1982 have been mounted in the hall. | |
| May 2017 | Chairs Not material, ones that store flat. Same as school. On trolleys 150 would be good. 3 or 4 x 40 - whatever fits in storeroom. | Chairs - 135 black/silver Swiftset, plus 3 trolleys Quote - \$17,336 Chairs – 20 'comfortable' chairs suitable for indoor use by craft and seniors etc. Need to be specified and quoted. Lotterywest previously committed, other applications through WDC and FRRR may also be available. | |
| May 2017 | Tables White – same as country club but with rounded corners. 1.8m - seat 8 comfortably. Would be suitable for craft. 15 as a minimum. | Tables quoted - \$6875. Do have a rounded corner option available. Lotterywest previously committed, other applications through WDC and FRRR may also be available. | |
| May 2017 | Memorabilia cabinets | Quote received \$7890 Funding suggestion – Lotterywest Application to be submitted by Shire. | |
| May 2017 | Cricket nets – clubs are fundraising. Needs to be quoted – around \$20,000. CSRFF grants. Les McMullen. Approach Council. | DSR CSRFF Grants available for up to one third. Les McMullen Grants available for up to \$1000 | |

| | | | |
|----------|---|---|--|
| May 2017 | Electronic scoreboard | See image below of example of mobile board suitable for cricket and football recently purchased by South Perth Junior Football Club. Funding suggestion: DSR CSRFF (may not if they consider portable); Les McMullen for \$1000 | |
| May 2017 | Servery? Has been previously discounted due to cost and frequency of use. Groups still feel there is a need. To be costed and reviewed again. | Need to obtain quotes. Last investigated was \$4,200 just for the shutters but no builder willing to quote at the time on the installation as too complex – frames to be dismantled, kitchen would require new benchtop etc. | |
| May 2017 | Fencing around the playground. Has been previously considered by the Plant and Works Committee and not approved. | Meeting indicated a willingness to put in a group application for funding as they are quite firm on the need for a fence but mindful council might not have the funds for the fence. Comment from Playgroup following May meeting: <i>We strongly feel that it's the shires responsibility for fencing around the playground as the fence request is for the safety of all children playing there, not just playgroup.</i> <i>It's to help keep young kids safe from the sporting events, cars driving past, caravaners, etc...it designates the area, it also deters others that should not be there as well.</i> <i>We (and other clubs) might be the more regular users of the playground but so do the community as a whole, people passing through town, caravan park users etc. Our understanding is every Shire has a Grants officer of sorts (might be a shared role or part time role in our Shire given we are a small town). If the Shire has no budget for a fence, the grants officer should be the one applying for a grant on behalf of the Shire not Playgroup with support from other clubs.</i> Current playground has been inspected and passed as compliant. Council would need to obtain advice re fencing design and materials to ensure ongoing compliance. | |
| May 2017 | Main signage out the front of building – incorporating directional signage. | Outstanding from original project – now branding complete can be completed. \$6000 residual in Council reserves. | |
| May 2017 | External lighting in general – needs a review as not adequate for night events. | Need to investigate and obtain quotes. | |





COMMUNITY LIFE MEMBERS

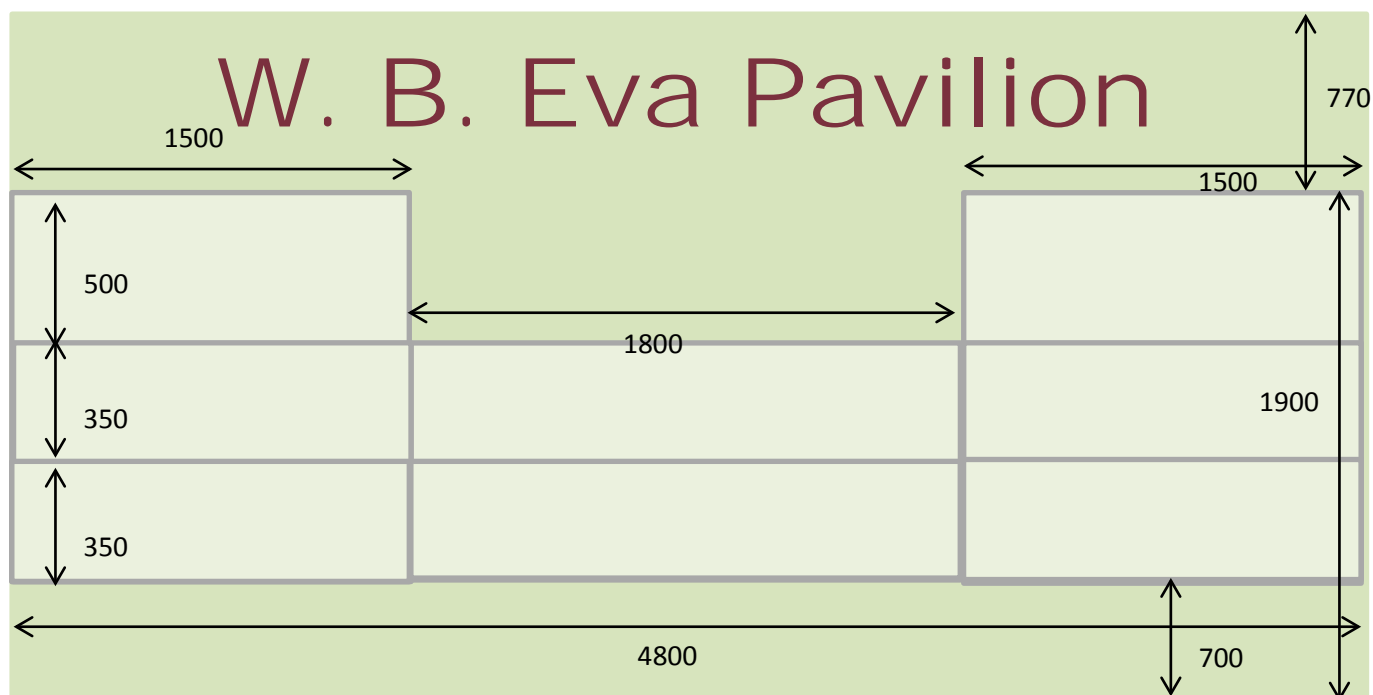
| Club | Life Member | Year |
|---------------------------------|------------------|------|
| Brookton Tennis Club | Frank White | Year |
| Brookton Tennis Club | Enid White | Year |
| Brookton Tennis Club | Colin Mills | Year |
| Brookton Football Club | CE Williams | Year |
| Brookton Football Club | HW Langley | Year |
| Brookton Football Club | DA Edwards | Year |
| Brookton Football Club | EJ Langley | Year |
| Brookton Football Club | AF Whittington | Year |
| Brookton Football Club | Mrs WBH White | Year |
| Brookton Football Club | Mrs LM Fancote | Year |
| Brookton Football Club | Mrs EM Penny | Year |
| Brookton Football Club | TA Yeo | Year |
| Brookton Football Club | FG Collard | Year |
| Brookton Football Club | VN White | Year |
| Brookton Football Club | RH Whittington | Year |
| Brookton Football Club | SG Wall | Year |
| Brookton Football Club | EH Davis | Year |
| Brookton Football Club | AJ Whittington | Year |
| Brookton Football Club | AW Evans | Year |
| Brookton Football Club | WB Spurr | Year |
| Brookton Football Club | WL Yeo | Year |
| Brookton Football Club | F Whittington | Year |
| Brookton Football Club | L Davis | Year |
| Brookton Football Club | W Copping | Year |
| Brookton Football Club | R Cliff | Year |
| Brookton Football Club | W Eva | Year |
| Brookton Football Club | J Epiro | Year |
| Brookton Football Club | F Fancote | Year |
| Brookton Cricket Club | O Valentine | Year |
| Brookton Cricket Club | RNG Meecham | Year |
| Brookton Cricket Club | C Beard | Year |
| Brookton Cricket Club | D Beard | Year |
| Brookton Cricket Club | B Stokes | Year |
| Brookton Cricket Club | B Fleay | Year |
| Brookton Ladies Netball Club | Joy Shipley | 1981 |
| Brookton Pingelly Football Club | Bruce Eva | 1998 |
| Brookton Pingelly Football Club | Eileen Smith | 2007 |
| Brookton Women's Hockey | Judy Yeo | 2009 |
| Brookton Women's Hockey | Anne Whittington | 2017 |
| Brookton Women's Hockey | Lila Borbidge | 2017 |



COMMUNITY PREMIERSHIPS

| Club | Year |
|--|---------|
| Brookton Football Club - Reserves | 1932 |
| Brookton Football Club - Reserves | 1951 |
| Brookton Football Club - Reserves | 1964 |
| Brookton Football Club - League | 1980 |
| Brookton Football Club - League | 1981 |
| Brookton Women's Hockey Club | 1981 |
| Brookton Football Club - League | 1982 |
| Brookton Women's Hockey Club | 1982 |
| Brookton Women's Hockey Club | 1984 |
| Brookton Women's Hockey Club | 1985 |
| Brookton Women's Hockey Club | 1986 |
| Seabrook Cricket Club | 1997-98 |
| Brookton-Pingelly Football Club - D Grade | 1999 |
| Brookton Cricket Club | 1999-00 |
| Brookton-Pingelly Football Club - Reserves | 2000 |
| Brookton Netball Club – Brookton Bluebirds | 2002 |
| Brookton Cricket Club | 2003-04 |
| Seabrook Cricket Club | 2007-08 |

North wall



South wall

