



WB EVA PAVILION USER GROUP COMMITTEE

MINUTES

23 May 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 23 May 2017.

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

Shire of Brookton
WB Eva Pavilion User Group Committee held 23 May 2017
with a scheduled commencement at 6.00 pm

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1.05.17 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) |
| Jenny Windsor | 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 |
| Brad Bassett | Brookton Tennis Club |
| Ellen Walker | Brookton Women's Hockey Club |
| Les Eyre | Seabrook Cricket Club |

Proxy Members (Non-Voting)

Staff (Non Voting)

| | |
|--------------------|----------------------------|
| Carina Whittington | Community Services Manager |
|--------------------|----------------------------|

Public

Apologies

| | |
|--------------|------------------------------|
| Judy Sudholz | Brookton Patchwork and Craft |
|--------------|------------------------------|

Leave of Absence

2.05.17 ANNOUNCEMENT OF VISITORS

Nil

3.05.17 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4.05.17 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

5.05.17 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Nil

6.05.17 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

7.05.17 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 |
|----------|------------------|------------------|--------------------|
| | | | |
| | | | |
| | | | |

8.05.17 BUSINESS ARISING

Nil

09.05.17 GENERAL BUSINESS

09.05.17.01 USAGE

• Fixtures and bookings

There have been some minor issues with bookings management with problems from both Shire staff and clubs. This has resulted in some double bookings or overlaps, clubs being contacted directly by others wanting the venue, and many bookings not actually recorded.

To assist, please:

- As soon as clubs have fixtures, please book with the accurate times that are needed, including any additional time for set-up or pack-up.
- Please advise of any changes – this means that the facility can be offered to others if there are any enquiries.
- Please book even if just using the oval. From time to time there are commercial or other users of the oval, and can't guarantee availability if bookings are not recorded.

If there is a potential clash or overlap, Shire staff will contact the first hirer to discuss options. This usually is resolved amicably with a sharing arrangement.

Noted that Patchwork have been asked to move many times.

Question – where there is a clash, who gets the facility?

Response - generally it is first booking takes priority. However there are circumstances for 'greater good' where we have significant events that a group may be approached to change their booking. Examples include the art exhibition, motor show etc.

Question – can staff tell hirers that they are not to contact other users when advised the pavilion is booked?

Answer – yes.

- Any additional items re usage?

Current clash with hockey and footy training now on Wednesdays. Cliff to advise when the bookings will be made. Hockey do not feel that sharing is possible due to lights.

09.05.17.02 TERMS & CONDITIONS

- Caravan Park access during training/fixtures

The caravan park caretaker has reported ongoing use of the caravan park ablutions by pavilion users, mostly during training and with young children. Please remind members that these facilities are for the paying caravan park patrons. It may also become a member protection issue for the club if unaccompanied children are using caravan park facilities.

- Any additional items re terms & conditions?

No additional items to be raised.

09.05.17.03 POLICIES & PROCEDURES

- Storage sheds – clarify arrangements.

The outside storage sheds have been 'self-managed' by clubs since they were installed. Minor issue recently where Outkick are using the football shed, and did not realise that it was not exclusive use until their footballs went missing during a home fixture. Internal discussions highlighted that due to staff change-overs there is not a common understanding of the sheds, who is in them, who can access etc.

Question – Should there be documented 'terms' for the sheds? Are clubs happy with the status quo?

Answer - - Just document the current status – map of the shed and who has what – contact details for clubs.

Question – can Auskick use the netball shed, or can a cage be put into the football area to secure the Auskick equipment?

Answer – yes to both as the sheds are managed by clubs. Auskick will talk with football. Les McMullen is available for use.

- Any additional items re policies or procedures?

No additional items to be raised.

09.05.17.04 MAINTENANCE

- Any issues requiring attention
 - Drawer front in kitchen. Has been reported and cabinet makers contacted to replace runners and repair.
 - 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.
 - Kitchen shutter to main room – is now permanently unlocked. Suggest that bolts are put on either side in the kitchen.
 - Doors – some of the locks are not locking smoothly. Ratchets – not many are holding open – need to be adjusted.
 - Shade sails - where are they? They have come down for the winter.
 - 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.
 - Ventilation in first aid room? Aircon is not working when the aircon is on in the hall.
 - 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.
 - Sensor lighting outside the gym (inside door) – has not been working for a long time. Bunker lights on caravan park side are not working.
 - Oval lights- north east pole, south facing light is not working.
 - Power problem re lights? Connection in cable is being fixed.
 - Verandah up lights – two need repairing, pointing into ground.
 - 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?
 - Flooring in main hall – some spots that are raised and need repair.

- Showerheads – look at alternative shower heads – these are either too light or too harsh and too close to the wall.
- Lighting in the shower cubicles needs to be looked at as very dark when doors are closed.
- Request for additional lighting court end veranda
 - 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.
- Lighting needs
 - Additional lights at gym end for evening – bollard lighting or carpark floodlights. Or sensor floodlighting over the door.
 - Lighting over the BBQ – caravan park people use it too.
- Bigger BBQ
 - 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.

- Community Life Members Board

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? If yes, need list completed to obtain quotes. See attachment 09.05.17.05A.

Yes – can each club please verify the information and provide feedback.

- Community 'Premiers' Board

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? If yes, need list completed to obtain quotes. See attachment 09.05.17.05B.

Clubs to populate. Clubs will then review when they can see what it looks like in date order.

- Outstanding items

- Brookton Football Club honour boards
Previously user group agreed old honour boards were not to be mounted - only current groups. Barry Coote was on the original committee as Council President and as past president of the BFC held a strongly expressed view that the old premiership boards be 'reduced' and mounted in the hall. Suggestion that the last known committee of the Brookton Football Club be reconvened to determine the future of these boards.

This group - Large honour boards – need to be retained but reduced. Can premiership boards to be mounted in hall?

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.

- Noticeboard

Do clubs still want? Suggestion was a noticeboard mounted in the hallway opposite kitchen?

No – don't need one.

- Chairs

Choose quantity, style and colour from selection of brochures

Not material, ones that store flat. Same as school. On trolleys

150 would be good.

3 or 4 x 40 - whatever fits in storeroom.

- Tables

Choose quantity, style and colour from selection of brochures

White – same as country club but with rounded corners.

1.8m - seat 8 comfortably. Would be suitable for craft.

15 as a minimum.

- Memorabilia cabinets

- To go on the south wall of the main foyer, and house the trophies and flags and other memorabilia from the old pavilion.

- Historical society have been consulted on the rotation of the collection.

- Previous user group and project committee had a preference for brushed aluminium and glass. See draft design as attachment 09.05.17.05C

- To go on north wall instead.

- Suggestion – instead of just the Brookton logo include - WB Eva Pavilion.

- Any other requests for capital items?

- Cricket nets – clubs are fundraising. Needs to be quoted – around \$20,000. CSRFF grants. Les McMullen. Approach Council.

- Electronic scoreboard???

- 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.

- 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.

- Main directional signage out the front.

- External lighting in general – needs a review as not adequate for night events.

09.05.17.06 OTHER BUSINESS

- Associations Act changes – club update

New *Associations Incorporations Act 2015* came into effect 1 July 2016. By now your club should have:

- Enrolled in Associations Online
- Updated /provided contact information
- Completed your first annual information statement
- Plus other changes may be required re eligibility and finances depending on your club.

You should now be up to Transition Pack 3. Rules of Association (constitutions) need to be updated prior to 1 July 2019.

Go to: <http://www.commerce.wa.gov.au/consumer-protection/associations-new-law>

If you need assistance, please contact Community Recreation Officer, Corinne Kemp on cro@brookton.wa.gov.au or 9642 0213 on Friday's

- Update of club honour boards

Could clubs please update their honour boards.

Tennis – 2009-10

Cricket – 2014-15

Auskick ✓✓

Netball – 2010

Panthers – 2011

Hockey ✓✓

- Les McMullen Memorial Recreation Grants

No applications were received from any clubs for this last round of Les McMullen Memorial Recreation Grants. Council have agreed to accept applications at any time.

- Any other items to discuss?

No additional items to be raised.

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

Nil

11.05.17 NEXT MEETING & CLOSURE

There being no further business the meeting was closed at 7.33pm.

The next meeting of the WB Eva Pavilion User Group Committee will be held on Thursday 29 June at 6.00pm.

Attachment 09.05.17.05A – Community Life Member Board

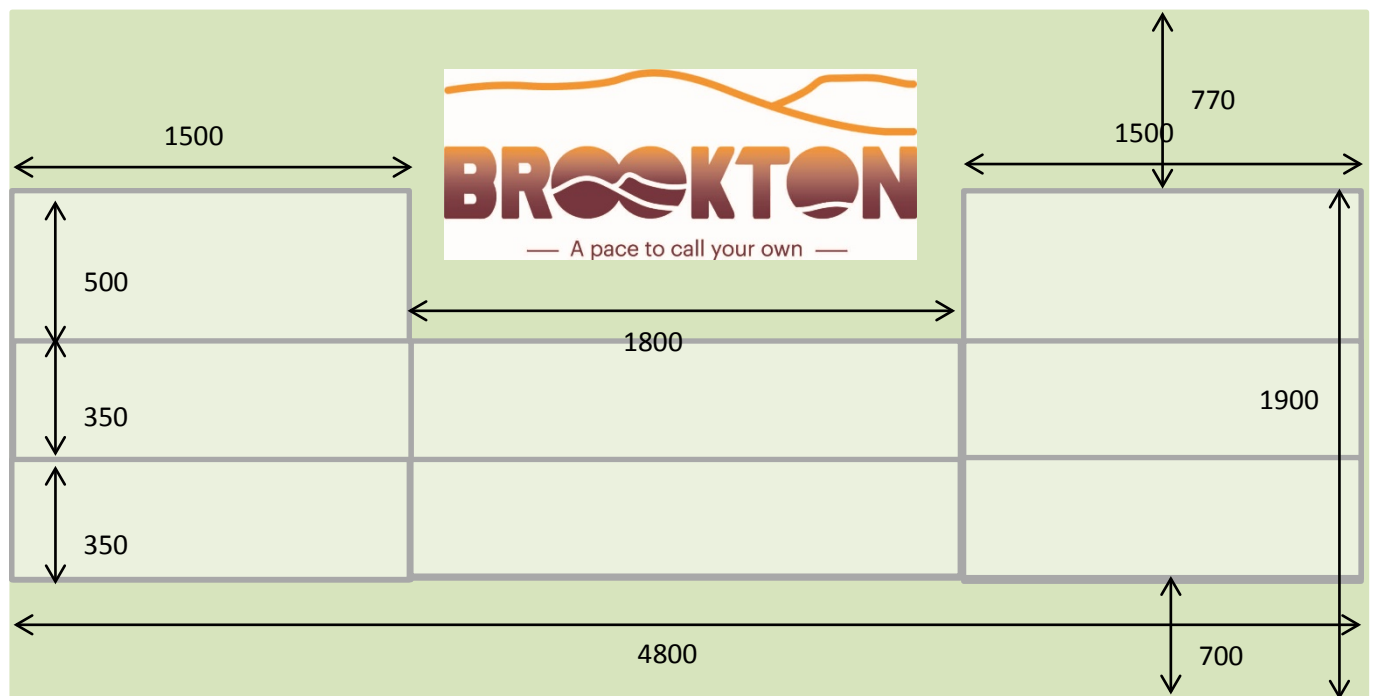
(To be sorted by year when populated)

| 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 | Mrs 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 Pingelly Football Club | Bruce Eva | 1998 |
| Brookton Pingelly Football Club | Eileen Smith | 2007 |
| 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 Women's Hockey | Judy Yeo | 2009 |
| Brookton Women's Hockey | Anne Whittington | 2017 |
| Brookton Women's Hockey | Lila Borbidge | 2017 |

(To be sorted by year when populated)

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

North wall



South wall

