Committee: Wooragee Community Centre Committee of Management

TO BE HELD: Wednesday 12 September 2018 at 8:10 pm

LOCATION: Wooragee Hall

CHAIR: Ray Henderson


APOLOGIES: Pam Nankervis and Jenny Mott

1. Welcome
   Ray Henderson welcomed everyone to the meeting.

2. Disclosure of conflicts of interest
   Confirmation of minutes of previous meeting
   Minutes of the previous meeting had been circulated by email prior to the meeting.
   Moved: Pauline Carson
   Seconded: Will Keenan
   Carried

3. Matters arising from the minutes
   Dealt with in General Business.

4. Financial report
   Pauline Carson presented the treasurer’s report. The opening balance as of 3 May 2018 was $23,660.09. The closing balance as of 12 September 2018 was $24,756.03 which represents a $1,095.94 increase in available funds over the financial reporting period. Notable entries include:
   - Income was $1,775.82 comprising $996.00 hall hire, $650.00 contribution to floor sanding from Council and $18.24 interest.
   - Expenses were $679.88 and $348.98 electricity, $150.00 pest control treatment, $110.00 appliance test n tag, $55.00 for mowing and $15.90 for hall sundries.

As of 12 September 2018, the account balances of the S13 account, the term deposit and the Bendigo Bank account were $8,690.15, $10,000.00 and $6,065.88 respectively.
Pending payments relate to the advertisement of the AGM and a Death Notice for A. French. Pauline noted that the term deposit account was renewed on 18th August 2018 at 2.25% interest for 6 months.

Moved: Robin McLiesh  
Seconded: John Goldsworthy  
Carried

5. **Reports (Chair/Secretary/Treasurer)**  
**Secretary's Report**  
Incoming correspondence included:  
- e-mail related to solar panels (TRY)  
- letter sent to Ray Henderson from Indigo Shire requesting a meeting to discuss future plantings along the Beechworth-Wodonga Road.  
No outgoing correspondence noted.

**Members Reports**  
**Landcare**  
No report tendered.

**CFA**  
No report tendered.

**Neighbourhood Watch**  
Pauline reported that VicRoads were presenting to Neighbourhood Watch about the Stage 2 Wardens Lane to Balaclava Road upgrade at an evening forum scheduled for Wednesday 19 September.

**Tennis Club**  
Refer General Business item below.

**School**  
No report tendered.

6. **General business – items to be discussed**  
7. **Upgrade to Wooragee tennis courts**  
Alison Maher presented on the recent activities associated with the Wooragee Tennis Club. The AGM was conducted in late August with the same office bearers being elected. The Saturday summer competition will likely include 2 Section 3 and an under 12 Wooragee team. Friday afternoon/evening coaching will commence in Term 4 and Monday night tennis commences in early November. Thursday lady’s tennis will also shortly commence.

Regarding the tennis courts redevelopment, Ray Henderson is continuing to liaise, on behalf of Council, with DELWP to lease additional land north of the existing courts. If successful, the additional land would be included in the current tennis court development programme. The project management plan is being developed and it is proposed that earthworks will commence in February. At this stage the intention is to upgrade the facility to 3 synthetic courts (upgrade of existing 2 concrete courts and 1 new court). The Tennis Club acknowledges Ray’s input and is grateful for his contributions and on-going efforts.

Fundraising is imminent to replace the retaining wall adjacent to the service road. It is planned that wooden sleepers will be available for purchase by the community with the purchaser’s name being inscribed into the sleeper. The retaining wall will be replaced before the commencement of the 2018/19 summer competition.
**Action:** Ray to advise tennis club representatives of the outcome of negotiations with DELWP to lease additional land below the existing courts.

**Introduction to Wooragee Brochure**
This action remains in progress with Pauline to try and retrieve a digital copy of the original brochure from which to update. Committee representatives deemed that the brochure was useful with positive feedback from recent Wooragee residents. Submissions from the CFA and Primary School are yet to be finalised and sent to Pauline.

**Action:** All community group representatives to complete contact form and return to Pauline.

**Funding application for sound reduction**
This action is on-hold owing to the financial commitment to the Wooragee Tennis Club.

**Action:** Note.

**Disabled toilet**
No progress. The renovation of the toilet to facilitate disabled access will be dependent on funding associated with the RailTrail upgrade. No grants and/or announcements have been issued from which funds could be sourced. In the interim, the Primary School may soon have a disabled toilet facility for use by the public.

**Action:** Note.

**S86 reporting requirements**
Robin McLiesh detailed the reporting requirements as outlined in the S86 guidelines which makes liable all Committee members in the event of non-compliance. Robin reinforced the likelihood that some current practices adopted by the Committee risks non-compliance. As examples, onerous tasks include:

- BYO liquor at hall events: no alcohol allowed unless authorised by management Committee;
- Safety inspections;
- Insurance;
- AGM.

It was recommended that: (1) Robin to prepare a draft outline of specific S86 guideline actions the Committee will take responsibility for; (2) the Secretary to circulate Robin’s document and an electronic copy of the S86 guidelines to all Committee members for comment; and (3) comments will be compiled and discussed at the next meeting outcomes from which a formal letter will be submitted to Council for comment.

The Committee expressed their appreciation to Robin for his meticulous review and interpretation of the S86 manual to identify potential liability issues that may significantly impact on the performance of the Committee and individual Committee members.

**Action:** Robin to prepare a draft outline of specific S86 guideline actions the Committee will take responsibility for. The Secretary to circulate Robin’s document and an electronic copy of the S86 guidelines to all Committee members for comment.

Robin McLiesh proposed that the Committee meetings be aligned with the S86 reporting timetable and end-of-financial year. Future AGM’s would be scheduled for mid-July (to accommodate end-of-financial year budget reporting), with general business meetings scheduled every 90 days on a Wednesday evening, with flexibility to adjust as required. This proposal was unanimously accepted by a show of hands by all present.

Moved: Robin McLiesh
Seconded: Will Keenan
Carried
Council request to discuss future plantings along Beechworth-Wodonga Road
The Committee welcomed the request for additional plantings on the proviso that Council commit to maintaining the trees (e.g. pruning, watering etc). It was proposed that interested Committee members will be invited to attend a future meeting with Council to discuss the proposal.

**Action:** Ray Henderson to liaise with Council (Emma O’Connor) and send an e-mail to all Committee members inviting them to attend a future meeting with Council to discuss the proposal.

Solar Panels
The Secretary spoke with Helen Jones (Environment Project Officer, Indigo Shire Council) regarding opportunities to partner with Council to install solar panels on the roof of the Wooragee Hall. Helen advised that, if interested, the Committee should start to review electricity usage, particularly interval data and arrange for 3 quotes. Community Energy Efficiency Grants may be available from October-December 2018. These grants will be competitive with co-investment from applicants. The Committee deemed that this work is not currently a priority and will be revisited when more financially viable after completion of the Wooragee tennis court upgrades.

**Action:** Note.

Hall safety inspection
Robin McLiesh conducted a hall inspection in accordance with S86 guidelines and reported no significant issues. An exit light in the kitchen requires replacement.

**Action:** Note.

Resignation of Jenny Mott and Alison Maher from the Committee
The Committee noted the resignations of Jenny Mott (Co-opted member) and Alison Maher (Wooragee Tennis Club representative) and expressed their thanks for the participation and contributions of both members to the Committee and associated functions. We wish them both all the best for the future.

8. **Date of next meeting**
The next meeting will be a General Meeting scheduled for Wednesday 21st November 2018, starting at 8:00 pm at the Wooragee Hall.

9. **Closure of meeting**
Meeting Closed at 9:14 pm.

**Wooragee Hall Usage 2 May 2018 to 12 September 2018**
No usage information was submitted at the meeting owing to the absence of Pam Nankervis. The following hall usage was subsequently provided on 2nd October 2018:

- BIBA: 10 events
- Neighbourhood Watch: 2 events
- Felters: 3 events
- Landcare: 4 events
- Toastmasters: 5 events