



Corrigin Recreation and Events Centre Advisory Committee

Minutes

Wednesday 26 February 2020

TERMS OF REFERENCE:

1.0 NAME

The Committee shall be known as the Corrigin Recreation and Events Centre Advisory Committee ('Committee').

2.0 ROLE OF THE ADVISORY COMMITTEE

- To advise Council on the effective, efficient, economic and equitable means of operating the Corrigin Recreation and Events Centre.
- To provide a forum for the dissemination and consideration of information regarding sport and recreation issues with particular reference to operating the Corrigin Recreation and Events Centre.

3.0 OBJECTIVES OF THE ADVISORY COMMITTEE

- To make recommendations to assist Council in its decision making regarding the Corrigin Recreation and Events Centre.
- To assess proposals and make recommendations to Council in relation to the development, operation and utilisation of the Corrigin Recreation and Events Centre.

4.0 MEMBERSHIP

The Council appoints to the Advisory Committee those categories of membership outlined below.

Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term. Membership of the Committee shall be:

- One Councillor.
- The following representatives of sport and recreation clubs operating within and comprising members based in the Shire of Corrigin:
 - o Corrigin/Babakin Cricket Club
 - o Corrigin Football Club;
 - o Corrigin Hockey Club;
 - o Corrigin Netball Club; and
 - o Corrigin Squash Club.

Representatives of sport and recreation clubs are required to have a letter of authorisation from their club, appointing the person as a representative to the committee.

Authorised representatives of sport and recreation clubs who are not appointed to the Committee may attend meetings and participate as a "proxy" at the discretion of the Presiding Member. Club representatives that are acting as a proxy have full voting rights at the meeting. Council staff members will provide advice and administrative support to the Committee.

5.0 PRESIDING MEMBER

The members of the Committee shall elect a Presiding Member to chair committee meetings and also, a Deputy Presiding Member to chair in the absence of the Presiding Member.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders.

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation. The Local Government Act 1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees.

The Presiding Member if not the Shire President as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

The Committee is established by the Council of the Shire of Corrigin under the powers given in section 5.8 of the Local Government Act 1995. Meetings are to be held twice yearly on a date to be determined by the Presiding Member in consultation with the Advisory Committee Members.

Notice of meetings, quorum requirements of the members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only.

Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

1. DECLARATION OF OPENING

The CEO, Natalie Manton opened the meeting at 7.07pm.

2. ATTENDANCE

Chief Executive Officer	N Manton
Corrigin Football Club	J Hewett
Corrigin Football Club	G Bunker
Corrigin Squash Club	D Rendell
Corrigin Hockey Club	N Connelly

APOLOGIES

Corrigin Hockey Club	S Baker
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3. MINUTES OF PREVIOUS MEETING – 6 August 2018

Moved: J Hewett Seconded: D Rendell

That the minutes of the previous Corrigin Recreation and Events Centre Advisory Committee meeting held on 6 August 2018.

Carried

4. GENERAL BUSINESS

4.1 Election of Chairperson/Deputy Chairperson

In the absence of any nominations from the delegates for the position of Chairperson the committee members present requested N Manton carry out the role of the Chairperson.

4.2 Financial Information

A financial report on operating costs was presented.

4.3 Roof Defects

Site Architecture, as the CREC project supervisor, have issued a Supervisor's direction for the installation of temporary flashing in early February to prevent further water leaks into the building.

There is no new information on the status of the court proceedings.

4.4 Oval Lights

The Shire is in the process of tendering for an upgrade to the oval lights and plans to change the globes to LED lights.

4.5 Netball Court

Antiglare

The Shire of Corrigin spent \$4,000 installing tinting on the Western wall of the netball court but it is not very satisfactory so no further tinting will be done on the northern roller doors.

Other options are extremely expensive. The Building Maintenance Officer is currently investigating blinds.

CREC Netball Court Scrubber

A disk scrubber has been purchased to maintain the indoor netball court, with the purchase comes a two-hour training lecture on proper use and maintenance on the scrubber and the courts. Only authorised personnel with proper training can use the floor scrubber. The unit that was selected was the Comac Antea 50BT Disk scrubber for \$8,500+GST.

Outdoor Court

Cracks have been appearing in the outdoor netball court that was resurfaced in 2018. The contractor has been notified and inspected the site, pending a solution to rectify the problem.

4.6 Hockey Oval

The Shire of Corrigin received a letter from the Roe Districts Hockey Association about the state of the hockey oval. The southern end of the hockey oval has been fenced off and watered to get the grass to grow in time for the 2020 season.

4.7 CREC playground Shade

A detailed report has been developed with multiple options for shade sails or a more permanent structure. The Shire's Building Maintenance Officer has been in communication with contractors about the construction of the shelter. Works are ready to proceed once a final decision has been made for the aesthetics of the playground shelter.

4.8 Honour boards

Concept designs with quotes for CREC Honour Boards have been ready for presentation to the committee.

Action: Clubs are to consult members on concepts and report back.

4.9 New CREC Furniture

New tables and chairs sets have been purchased for the foyer area of the Corrigin Recreation and Events Centre. The new furniture compliments the modern design and colouring within the foyer and is a welcome and useful addition to the centre.

4.10 Projector and Screen

Two quotes have been obtained from suppliers for equipment purchase and installation of a new Data Projector in the CREC Function Room. The updated quotes now include more detailed installation costs rather than \$/hour estimates and come in at \$7,400. As only \$3,000 (approx.) was included the 2019/20 budget this expenditure will need to be approved by Council at the Budget Review meeting in March. So the purchase and installation of the Data Projector for CREC is on hold until March April.

4.11 PA System

The PA system was serviced in February and some of the faulty microphones were replaced. Shire staff have received training in how to operate the system.

4.12 User Manuals

User manuals for the CREC are currently under review and will be available prior to winter sports season.

4.13 Other general business

Clubs have expressed interest in having a lesson on how to operate the kitchen equipment.

Action: Shire of organise for kitchen equipment supplier to conduct an information session.

Clubs have requested to have a master key cut to that a designated person or President can have full access during the sporting season.

Action: In order to limit the number of master keys new keys have not been ordered as the CEO, Deputy CEO, Manager of Works, Building Officer all have master keys and can be called if required to lock the building.

The football club have requested to have a rail or hanging system installed in the change rooms for the premierships flags.

Action: Building Officer to investigate rail or hanging system for change rooms.

The CEO has requested that the Shire cleaning staff check the building on Fridays and Mondays as well as after events and clean as required.

Sporting clubs with seasonal bookings are expected to keep the change rooms and meeting rooms clean and tidy throughout the season and be mindful that there may be other people using the building from time to time.

Action: The Shire cleaners will allow some addition cleaning time to assist with mopping showers and floors during the winter sport season to keep the building in excellent condition.

The hockey club have requested shelving or racks to be installed in the servery room for storing the goalie bags.

Action: Hockey club to suggest preferred shelving option before seeking final approval from CEO.

5. NEXT MEETING

The next meeting will be held on 28 October 2020.

6. MEETING CLOSURE

The Chairperson closed the meeting at 9.38pm.