

WANDI PROGRESS ASSOCIATION (Inc)

**MINUTES OF THE MEETING HELD ON WEDNESDAY 21ST MARCH 2018 AT 7.00PM AT
THE WANDI COMMUNITY CENTRE, 302 DE HAER ROAD, WANDI**

This meeting was held in The Resource Centre meeting room

1. ATTENDANCE

Wayne Tentori (President), Les Whiddett (Vice President), Amanda Marshall (Treasurer), Debbie Cocks, Rod Cocks, Debbie Tentori, Chris Barnes, Ken Workman (Secretary)

2. APOLOGIES: Janet Carr

Meeting opened at 7.05pm and KW took the minutes.

3. CONTRIBUTIONS OF RESIDENTS/GUESTS: Nil

4. CONFIRMATION OF MINUTES

Les Whiddett **MOVED** that the minutes of the meeting held on 21st February 2018 be accepted . **Seconded Amanda Marshall. PASSED.**

5. BUSINESS ARISING : Nil

6. CORRESPONDENCE IN/OUT - As per schedule distributed and emailed

Correspondence In

1. 27/02/18 Fiona Bettsworth (COK) – re Grants workshop Monday 12th March 2018
2. 07/03/18 Tyrone Cannon, CoK – Update on air cond and lease agreement meeting 07/03/2018
3. 20/03/18 Julia Cullity (Community Bushland Co Ord) CoK – Landcare re conversation group website

Correspondence Out : Nil

7. REPORTS

7.1 President: WT wished to thank Rod Cocks, Les Whiddett & Ken Workman for attending the COK meeting held with COK concerning the proposed “draft” lease agreement to discuss the document and WPA committee position

7.2 Treasurer :

Treasurer’s report had been circulated prior to the meeting. Bank balance as at 21/03/18 is \$81,778.87

Payments presented for approval:

Telstra phone	\$ 55.09
R & D Cocks cleaning/maintenance	\$ 736.62
K.Workman-Commercial net (Tennis) repairs	\$ 79.20
K.Green :Bond refund	\$ 50.00
D.Tentori (N/Day) printing	\$ 207.00
Chuckabillies (N/Day) band	\$ 400.00
K.Whaley (N/Day) costs play dough/supplies	\$ 100.27
D.Cocks (N/Day) sausages	\$ 24.00
L.Whiddett -Pressure pump replacement	\$ 838.00

Amanda advised that she has received to date invoices for the Neighbour day event and will load these for online banking after confirmation of amounts and approval for payment for the following:

- \$475.00 Barn Babes
- \$575.00 Perth Coffee Express
- \$400.00 Chuckabillies
- \$ 24.00 Sausages

\$100.37 Kinta Whaley (Adjustment required as actual was \$100.27 small addition error)

(Note : N/Day is Neighbour day)

L Whiddett MOVED that the payments be made. SECONDED by Chris Barnes . PASSED

Income received \$1438.00

Amanda explained our Public liability insurance is due for renewal on 31 March 2018 .She has obtained quotes for public liability cover of \$10M being a premium of \$1750.00 and \$20M being \$2431.00. Position discussed by committee and agreed we need to align cover with COK draft lease terms provided and that we should seek to increase our present public liability cover from \$10M to \$20M

Motion: Rod Cocks MOVED that we accept the insurance quote of \$2431.00 being a higher public liability cover level of \$20M . SECONDED by Debbie Tentori and then PASSED

Amanda also confirmed as a follow up from previous minutes that our records and signatories with Westpac have now been updated to reflect present authorised representatives .Bendigo Bank details are also in process of being updated and this will be confirmed on completion

The Treasurer's report was moved as true and correct by Debbie Tentori and seconded by Chris Barnes -Passed

7.3 Facilities

Debbie Cocks (DC) raised the following facility matters occurred during the month :

- A) Power outage on Sunday 21/03/18 was out for most of the day
 - Unable to run events on the day with loss of revenue as impacted bookings for LARP and Forward in faith groups
 - DC & RC were required to called out as water taps needed to be turned off to avoid flooding
 - Wayne Tentori (WT) raised that he was not aware of any notice provided of the outage for users of the facilities

B) Bike riders had an 80 Km ride on Sunday 25/03/18 and Neighbour day event held in the afternoon

Rod Cocks (RC) raised the following:

- A) A broken hose (Hot water system) in resource centre flooded immediate area .Position now fixed and a replacement hose set has been purchased by RC and general maintenance of impacted area completed
- B) Triton club winding up and their sign has now been removed. They are returning access key this week along with outstanding rent to be paid to finalise club.
- C) Option now to move Woodturners into Triton Club old area .This would then centralise all woodturning groups into one area with same rent/same space allocated. Committee discussed and supported request and approved the relocation and for a key to be issued to the Woodturners group.
- D) COK staff came down and upgraded lighting (Exit signs /Emergency sign light boxes) in the hall/club rooms (WPA not advised)
- E) Hall water pump failed with no water available for playgroup being impacted .RC called down with Les Whiddett (LW) and determined no pump pressure to operate and swapped existing pump with spare held to restore water pressure and then LW arranged for damaged pump to be replaced and spare pump placed back in store room .Committee thanked RC & LW for work and their time involved in rectifying position

7.4 Projects:

RC raised that current projects including the following:

- A) Dust Extraction unit: RC reviewing again and has obtained a fresh quote of \$51986 (Including installation) .Previous quote was \$52,000 (Incl GST) from Melbourne based group Micro N Air but on top of this amount was the installation estimated at between \$8K/\$10K .

The new quote received from Cowley Sheet metal -Wangara has benefits that it includes installation cost and also has a variable speed controller (Dial up/down air volumes) .Extras required would be power supply (Electrician quote required) and unit would require it's own foundation slab.

Previously the Woodturners had agreed to raise \$10K and then WPA would match this contribution with balance to be from a Lotteries West grant .RC has advised he will review position and seek to re activate process in applying for a grant

7.5 Social: Ken Workman (KW) to arrange supper for next meeting 18th April 2018

7.6 Landcare:

LW raised the following:

- An email (Correspondence) from Julia Cullity (Community Bushland Co ordinator) setting up a new web page and purpose issued was an invitation to join a conversation group to discuss/raise Landcare and related issues
- Vandalism was evident around the old school memorial site where council has recently undertaken works but is also the site of rare orchids and concern is the need to protect that site
- Interactive signage picked up and looking at costs to have them re printed and restored .LW will bring quotes to discuss at a future meeting
- Wandi Community Tree planting day set for 24/06/17 (TBC) by Angela Jakobs

7.7 Website/Facebook:

Amanda Marshall (AM) and Debbie Tentori (DT) confirmed lots of "Likes" on pages including notice for the Neighbour day.

Website : Pulled Woodturners access from web page following issues raised around ownership of intellectual property (Photos) and woodturners web master .Access now via the Wandi Progress Association (Inc)

7.8 Outstanding Lease Agreement : New Heading added

Rod Cocks (RC) ,Les Whiddett (LW) and Ken Workman (KW) attended a COK scheduled meeting on 7th March 2018 at 2pm at COK offices to discuss the outstanding lease agreement to manage the Wandi Community centre

The meeting was attended by the above (3) WPA Inc committee members and Tyrone Cannon (Property Management Officer) and Travis (Representing the COK Council Legal) .We were advised at the meeting that the COK Senior Legal Counsel was not able to attend and the meeting held was not under any council minutes.

The meeting was arranged and held after correspondence received from COK (30/1/18 Tyrone Cannon) issued to the WPA Inc outlining that we were not to proceed with some previously approved capital works (Evaporative Air Conditioning installation project for Pavilion recreation room) at the Community centre's premises

RC had sought clarification but was again requested by Tyrone Cannon (Property Management Officer) not to proceed further until the outstanding lease agreement had been resolved

A Summary of the meeting held on 07/03/18 at COK council premises is provided as follows:

-Parties introduced themselves and including roles of volunteer WPA committee members (RC/LW & KW) .Tyrone Cannon (TC) confirmed his role as Property Management Officer with COK and Travis (Representing the COK Council Legal) outlined his role in assisting and reviewing including his involvement with "draft" lease agreement

-TC advised that the COK had been seeking to resolve this without success or response for past 24 mths .LW confirmed that the WPA provided a response letter (Refer previous WPA minutes letter was issued to COB dated 29 May 2016) which was delivered to COK outlining the reasons why the "Draft" lease was not acceptable to our volunteer organisation. Les Whiddett (LW) then presented a copy of that letter delivered to COK and both Tyrone Cannon Travis (Representing the COK Council Legal) maintain they were not aware of that correspondence or content outlining our response

-WPA committee members at our last meeting had raised that we were concerned that COK (Tyronne Cannon) were now not approving works to proceed (Air conditioning system installation) previously approved for a community based organisation to use it's own funds raised solely for the benefit and comfort of the users of Pavilion recreation room. Both Tyronne & Travis were both advised that this would be placed in the WPA minutes which TC confirmed he understood

-KW presented that the WPA Inc is a volunteer organisation and gave a detailed background of the association including went the length of tenure of the two committee members (RC & LW) since the beginning of the WPA Inc (Circa 30 yrs) .Discussed the development of the Community centre into a significant COK asset that has been managed to date by the various WPA committees to support and develop users of the facilities and build the involvement of local and wider community groups operating from these facilities.

Both Tyronne and Travis were asked when they last visited the Wandi community centre site and Tyronne said he had not been to the site for 18 mths and Travis has not visited the site at all and neither were involved in volunteer groups. Both were invited to visit the centre premises to review the layout of the facilities and/or attend our monthly WPA Inc Committee meetings but they both elected not to attend at this stage.

-Lease agreement has previously been reviewed by WPA committee members including RC,LW & KW and areas within the document have been highlighted and draft was emailed back to COK to form part of these discussions .Raised that our committee believe that the terms/conditions of this "draft" Community lease of the Wandi Community Centre (Prepared by COK legal firm McLeods) are too onerous on a volunteer group and are a major variance from previous management agreements held in place and yet the centre has been developed and well managed to date.

Travis advised that the previous expired management agreement was no longer appropriate and community lease document was prepared for us but also other COK assets being managed.

We commenced reviewing the lease document presented and the paragraphs highlighted by us as requiring clarification/amendment/deletion in the lease document are numerous but include introduction of a Peppercorn rent \$108 pa (Not clear on how determined) and requirement that all outgoings (Section 5 & 6) including but not limited to all land tax/regional improvement tax ,water/sewerage rates/insurance/government rates /rubbish removal being met by lessee. Schedule of these anticipated costs for next 12 months was not provided and as yet still to be determined including power costs as a shared metre breaking down various users is not held at the centre

We discussed the following highlighted sections of the "draft" document

- Section (7 & 8) outlines lessee indemnifying the lessor (COK) all acts or omissions as if lessee were owner/occupier which for a volunteer group working for the community was raised as something we could not commit the current and future WPA Inc committee to entering as all responsibility and associated known and unknown costs associated are believed to be with the lessee (WPA Inc).Point 8.1 outlines that the lessor (COK) will not be liable for loss, damage or injury to any person or property in or about the premises

-Section (9) outlines the maintenance, repair & cleaning schedule (No costing provided) but a schedule (annexure 2 outlines responsibility to undertake and pay and frequency and who may undertake these works.The WPA Inc committee members believe that if this is costed out using accredited sub contractors that the revenue being raised would be insufficient for these works to be completed as scheduled and again based on information provided could not execute the document as concerns re financial viability without COK (Lessor) support as has been previously available or works have been done when funds are available .

-Section (10) Outlines restrictions of use and includes sections (10.6) which are incomplete and includes keeping premises free from dirt and rubbish including areas with public areas

-Section (15) includes event of default and lessor may remedy breach and recover costs and expenses incurred by lessor and recover damages against the lessee which appear based on limited information provided beyond the financial capacity of the WPA Inc association presently to be able to meet.

-Schedules attached are incomplete as to terms/options but point 10.4 indicates under Right to terminate on basis 6 months notice given by either party which was raised as difficult to support if financial capacity was not evident when notice given by lessee to lessor.

-Annexure 1 : Sketch of premises (Blank) not proving any detail or outlining specific areas /ownership

-Annexure 2 : Maintenance schedule No costing provided and we provided to them under the requirements of our recently updated constitution the last lodged return of our latest financial statement indicating potentially insufficient financial capacity of the Lessee from revenue generated to meet all these scheduled maintenance costs along with all other costs outlined in "Draft" Community lease document including those unknown costs as part of "draft" lease document are incomplete

The meeting went over scheduled 1 hour and required an extension in an adjoining room and Tyronne & Travis (COK) were advised that the WPA (Inc) committee felt that as a volunteer group managing a COK asset that we were not comfortable to enter into a lease agreement that both operationally (to maintain and run the premises in line with these scheduled terms/conditions) along with all financial obligation requirements /clauses over a long lease term were considered not acceptable or commercially viable for us to recommend to our committee to enter into the agreement.

The meeting was left with both parties agreeing that we want to get a resolution to the position outstanding but at this stage we would report back to the WPA Inc committee of our initial discussions and seek that the COK also review their position and this "draft" document . We advised them we were happy to continue to work with them both .

RC & LW again sought that the COK review the previous now expired management arrangement as a basis and we acknowledge that it was not unreasonable for the community centre to pay a levy back to COK from surplus funds held and that our financial records were audited and available for them to review

Tyronne Cannon (COK) advised that the COK will need to discuss the position further and that he would be back in touch with the WPA Inc committee

Meeting finished around 3.30pm

Discussion was held on the above summary with WPA committee members on the content of the meeting and next requirements .Request raised by WT that this will now need to be a sub section in the monthly agenda to document and update on discussions with COK

8. WANDI WARBLER:

Debbie Tentori (DT) will delay any updates on the Warbler until after Neighbour Day but will raise again at our April meeting which will be before Clean Up Day.

9. GENERAL BUSINESS

9.1 Neighbour Day – Sunday 25 March 2018 3pm – 6pm.

DT advised seeking assistance from the committee and volunteers to set up the Neighbour day event from 1 pm for 3.00pm start

Actions required:

-KW to collect 450 bread rolls/buns from Brunby's Bakery Harvest Lakes (Invoice \$202.00)

-Meat to be cooked and Debbie Cocks (DC) went through last year's orders/volumes)

-Slow cookers required to be delivered to DT home on Friday night

-200 Bottles of water to be refrigerated

-Fire brigade will be putting on a fire/equipment display

-Signage required: Toilets /Blackboard in store room to be prepared

-Sam Martin has confirmed availability and that pony rides will be available from 3.00pm onwards and will access oval via gate

-LW to pick up games for the day

10 NEXT MEETING : 18th April 2018 at 7pm KW to bring refreshments.

Meeting closed at 9.02pm.