



Ravensthorpe Swimming Pool Management Committee (RSPMC)

Growing our Community

Minutes

for meeting to be held Tuesday 2nd July 2013, at 3:30pm at the:

RAVENSTHORPE ENTERTAINMENT CENTRE

1. **DECLARATION OF OPENING:**

The meeting was declared open at 3:40pm by the Chairman Mr Matthew Hunt

2. **RECORD OF ATTENDANCE:**

PRESENT:

Raelene Guest	Community Representative
Nikki Crane	Community Representative
Matthew Hunt	SoR Representative (Manager Recreation and Community Services)
Bill Auburn	SoR Representative (Building Maintenance Officer)
Courtney Wilson	RDHS Representative (Deputy Principal)

APOLOGIES:

Kate Wilson	RDHS Representative (Principal)
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3. **CONFIRMATION OF MINUTES:**

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7th May 2013

RECOMMENDATION:

MOVED: Rae Guest

SECONDED: Courtney Wilson

That the minutes of the Ravensthorpe Swimming Pool Management Committee meeting held on Tuesday 7th May 2013, be confirmed as a true and correct record of proceedings.

CARRIED 5/0

4. **SHIRE UPDATE:**

4.1 **Upcoming Agenda Items**

June / July	Nil
July / August	Contributions for Capital works following Audit Pool Opening Dates and funds for Open Day

4.2 **Council Update**

Resolutions from Council meetings are as follows:

COUNCIL DECISION AND OFFICER RECOMMENDATION (1)

ITEM 10.4.1

Moved: Cr Field Secoded: Cr Duncan

That Council accept the final (V3) LGEEP Cost: Benefit Analysis prepared by Enigin WA, for use by staff in submitting a LGEEP grant application for federal funds.

Carried:5/0

Res:75/13

COUNCIL DECISION (2) ITEM 10.4.1

Moved: Cr Norman Seconded: Cr Goldfinch

That Council allocate a contribution of \$12,533 (exc gst) into the 2013/14 annual budget, in accordance with the LGEEP grant application, towards the local installation of solar collector systems for efficient hot water at the Ravensthorpe Entertainment Centre and a high efficiency heat pump system at the Ravensthorpe Swimming Pool for hot showers and should the grant not be successful the \$12,533 be allocated to the provision of two 250 litre high efficiency heat pumps at the Ravensthorpe swimming pool.

Carried: 3/2

Res:76/13

5. MATTERS ARISING FROM PREVIOUS MINUTES

5.1 Group Review and Update of 'Agreement'

Comments were tabled by the group for collation by the Secretary and subsequent presentation to Council in coming months for consideration. The School noted that the Dept would present a new Agreement closer to the end period for Council consideration and signing also. Nikki and Matthew agreed to progress changes to current agreement at a sub meeting in mid-July and present at the august meeting.

5.2 LGEEP Analysis and Outcomes

As per above Council resolutions for progression. Matthew was asked to double check that the quotes and reports account for adequate power supply for the implementation of new Heat Pumps.

5.3 Water and Operational Audit

Report is in and has been send to the School. The Dept. of Education has confirmed they will pay for half of the Audit bill as per previous minutes from Council of up to \$1,750.00. A letter is to be sent to the Minister and School from the CEO, requesting their formal assessment of this report and advice on their tender or procurement process and resultant actions from their end. Quotes from both RDHS and Shire for Pool works from assessment may be required as previously discussed. A report to Council in August noting actions and potential funds pending response from Dept. of Education is requested from the Committee.

RECOMMENDATION:

MOVED: Nikki Crane

SECONDED: Rae Guest

That a letter from Shire Executive be prepared for the Minister to inform of Pool Audit outcomes and request confirmation of procurement and implementation of outcomes for this point.

CARRIED 5/0

5.4 Pool Management Options

Recommendations to be considered at the next Committee Meeting for future notes to Council to consider options. Minor discussions only to date only on this item.

5.5 Risk Management and Emergency Response Planning

Discussion was held with regard to specificity of draft Plans presented. Marked up copies were provided to the Secretary for amendment and subsequent sending to the local Emergency Services for comment, prior to progression for Council consideration. A summary Emergency Response sheet was also requested. Matthew is to progress and send out prior to the next meeting of the Committee.

RECOMMENDATION:

MOVED: Nikki Crane

SECONDED: Rae Guest

That the draft Emergency Response and Risk Management Plans be submitted to relevant local emergency authorities for comment prior to finalisation. These may include FESA, St Johns, Police and Shire Compliance officer.

CARRIED 5/0

5.6 Bus Housing

Clarification is required as to the ownership and responsibility of community Bus provision. It was noted that it is not the Shire's Bus and that bookings are currently taken through the RDHS. Courtney from the RDHS will provide copies of the Terms and Conditions and any information on the Bus that is provided through the Booking process. This will allow the group to ascertain who is responsible for its location i.e. A Bus Committee or the RDHS. The Committee wish it to be relocated while the Pool is open to ensure adequate Emergency Access for St Johns and other Emergency Services.

6. GENERAL BUSINESS

6.1 Activity Updates

Through discussion with Terry (Pool Operator) and the Committee it is requested that the Pool be opened on the 5th October for 2013/14 which is a few weeks earlier than last year (2012/13) to allow for Community use during the last week of Term 3 School Holidays. An Open Day to be facilitated by the Committee is being planned for Sunday 27th October from 10am to 2pm. This Open Day will allow free use of the facility by the wider Community with a Life Guard on Duty, two Inductions held for non-members and some EOI activities for potential community service activities. Detailed planning for this including written School support for the day to be progressed by Nikki and Rae for presentation at the August Pool Committee meeting.

RECOMMENDATION:

MOVED: Nikki Crane

SECONDED: Rae Guest

That the Pool be opened on the 5th October for 2013/14 which is a few weeks earlier than last year (2012/13) to allow for Community use during the last week of Term 3 School Holidays. An Open Day be approved, to be facilitated by the Committee for Sunday 27th October from 10am to 2pm.

CARRIED 5/0

6.2 Maintenance Report

Bill notes some of the recent works completed by Supreme Heating. This was at a minimal cost to the Shire, including fixing leaks, gutters and the pool mat at the Assembly Building on the current Pool Grounds.

6.3 Other

Matthew to provide the Max Accommodation Charts for the Pool site at the next meeting.

Matthew to look into Kidsport funding for Pool Access to resident children.

7. CORRESPONDENCE

7.1 Correspondence out

Helen Laycock letter for resignation from Committee
LGEEP Application to federal Funder

7.2 Correspondence in

Water Audit Report

8. NEXT MEETING

The next meeting will be on Tuesday 13th August at the Ravensthorpe Entertainment Centre at 4:00pm.

8. CLOSURE OF MEETING:

Meeting was closed by the Chairman Mr Matthew Hunt at 6:00pm.