

# Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

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## MINUTES

**Monday 23 August 2021 – 10.30am**

Venue: ZOOM	Present: Brian Adams, Jan Martin, Anne Brant, Keven Cocks, Peter McDonald, Robert Close, Andrew Smith, Doreen Oughton, Lucy Richardson
Meeting Opened: 10.29am	Apologies: Nova Smith - Minutes
	Absent:

### **Chairperson's Address:**

Welcome to all, thank you all for attending. If you wish to speak, please show your hands, and show hands when voting.

### **Acknowledgement of Country**

We acknowledge the traditional Custodians of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

### **CONFIRMATION OF AGENDA:**

**Proposed: Andrew**

**Seconded: Peter**

1 additional item to incoming correspondence: email re CCSA conference

**All in favour – show of hands – carried unanimously**

### **MINUTES OF PREVIOUS MEETING: 26 July 2021**

#### **Motion to accept Minutes as a true Record:**

Change to previous minutes, as incorrectly titled of agenda.

**Proposed: Robert**

**Seconded: Peter**

**All in favour – show of hands – carried unanimously**

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## **BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):**

<b>ACTION</b>	<b>PERSON</b>	<b>DATE CREATED / NOTES</b>
BCP	All	Response to Brian by 2 <sup>nd</sup> week of October
Membership	Peter	Will progress via email, please respond urgently
Jobs Australia	Rob	Lyn Walkley has updated the authorised people - Rob Close, Brian Adams and Anne Brant are now on the list in addition to Lucy, as people that can contact Jobs Australia for advice. Lucy to forward Rob the email. <span style="float: right;"><b>COMPLETE</b></span>
Skills Audit	All	All - Please respond to Anne's request. Lucy has sent and reminder and will follow up <span style="float: right;"><b>COMPLETE</b></span>
Garden Access	Nova	Previously drafted letter to Council to be sent <span style="float: right;"><b>COMPLETE</b></span>
Kitchen oven upgrade	Operations SC	Now with Operations SC Brian will contact Simon now that Lucy is back <span style="float: right;"><b>ONGOING</b></span>
Service demarcation	Lucy	The Working Together document has been circulated by Lucy, please have feedback to Lucy within 2 weeks. Kathrin attending next meeting to discuss. <span style="float: right;"><b>ONGOING</b></span>
R&A audits to DCR	Brian	Copy of the new proposed audit plan has been circulated, can now go on the DCR. Playgroup audit - in development now. <span style="float: right;"><b>ONGOING</b></span>
Delays and detail for utilities invoices	Doreen	Requested chargers quarterly and copies of bill. We have not had any changes since May, so we had to accrue. Paul Wright has responded that it will be actioned and is an important issue as affecting other too. Doreen will forward email. <b>ONGOING</b>
VH report	All	Advise Lucy what information is required in VH report, within 2 weeks please. <span style="float: right;"><b>ONGOING</b></span> This also applies to all reports received. We want to make sure the information is worthwhile, and good use of staff / volunteer time. <ul style="list-style-type: none"> <li>• Number of rooms / number of hirers, percentage room hire over a month, the cost fluctuations from budget.</li> <li>• One off hirers fee – the time it takes to book a person in for a casual hire – often running at a loss due to time required. Regular hirers are our bread and butter.</li> <li>• 1 page enough – as also reports verbally to Operations SC.</li> </ul>
Skills Audit	Lucy	Regarding documentation for catch up <span style="float: right;"><b>COMPLETE</b></span>

### **Motion to accept Business arising as stated:**

**Proposed: Andrew**

**Seconded: Rob**

**All in favour – show of hands – carried unanimously**

### **REPORTS:**

1. Treasurer – report with agenda

Doreen Oughton

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- Profit and loss – utilities – year to date actuals, credit of \$2,455 due to anticipated utilities bill.
  - Salaries and Wages – up due to PPL- parental payment leave for Tracey.
  - Small profit made, although anticipating a loss.
  - Doreen would like to thank Sue Dallison for all of her help, as she has resigned. She has been invaluable, and we are sorry she is leaving, it is a big loss. A big thank you from the whole committee for her work.
2. CDO – verbal report Lucy Richardson
- Firstly, a massive thank you to Nova and Sheridan for their work in my absence – I am so appreciative of being able to go on holiday, knowing that you are well supported. Sheridan only had a few days at the centre, with lockdown and school holidays, but really did some great work.
  - Emma Little has been recruited as Team Leader, Community Development, she will commence end of August. Jan Brown remains as Coordinator, Community Centres.
  - Lucy has forwarded an email from Community Centres SA re the Conference. Great to see it being planned to go ahead this year. Lucy will clarify if we can split one registration over 2 volunteers. If you haven't been before it is good to attend. Let Lucy know if you are interested.
  - Annual catch ups with Management Committee members are set up for my return – contact me if you have any questions prior.
  - Angela Berney, Coordinator Woodcroft Library has been liaising with me re an annual activity plan to ensure we are working collaboratively wherever possible – focus on First Nations and Partnerships, so it will tie in well with our work.
  - I am working with Debra Mules (new volunteer) to develop team building sessions for staff and volunteers – focussing on resilience, supporting each other – we are working on a slogan – Be kind and Be Courageous or similar.
3. CDSO – report with agenda Nova Smith
- Lucy shared that Nova wanted to add to her CDSO report, that delays in actioning tasks from Media and Operations subcommittees are also due to COVID lockdown, not just Lucy's leave.
4. Volunteer Team Meeting – no report due Lucy Richardson
5. CC Network Report – report with agenda Brian Adams
6. Literacy (Quarterly) – no report due Keven Cocks
7. PALS (Quarterly) – no report due Pauline Smith
8. Venue Hire (Quarterly) – no report due Tanya Oakes
9. Playgroup (Quarterly) – no report due Joanne Keatley

## **Sub-Committees Reports**

1. Events & Fundraising (27/7) - report with agenda Lucy Richardson

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2. Media (3/8) - report with agenda Jan Martin
3. Operations (2/8) - report with agenda Andrew Smith
4. Risk and Audit (19/8) – emailed today Peter McDonald  
Workplace inspection is overdue to City of Onkaparinga. Lucy has not been able to log into the Council system to access the document. Lucy has let Paul Wright know the reason it is overdue. It needs to be completed as a matter of urgency.
5. HR report (10/8) - report with agenda Robert Close
  - Discussion on Unconscious bias. Rob has contacted Lyn Walkley, who has provided a website link and suggested there may be training for Council staff, Lucy to investigate 'My Employment'. Link from Anne Brant - <https://www.forgov.qld.gov.au/working-in-the-public-service/attract-and-recruit-employees/unconscious-biases>
  - Rob would like to thank Anne for her support for the HR committee with the great minutes.
6. Finance - no report due Doreen Oughton

## **Motion to accept Reports as tabled:**

**Proposed: Andrew**

**Seconded: Anne**

**All in favour – show of hands – carried unanimously**

## **NEW BUSINESS:**

1. Venue hire report Brian Adams  
As discussed in action table.
2. Review of business continuity plan (BCP) Brian Adams  
Has been on hold due to the ASES audit and is now back under review. Risk and Audit SC have reviewed, it is now to be reviewed by the MC. It is a plan that is never 100% correct or finished, but an ongoing work in progress. Brian will circulate the updated BCP. Comments back to Brian by the 2<sup>nd</sup> week of October please. Please send a nil response email if no changes. ACTION: All

## **STANDING ITEMS:**

### **Governance:**

Brian Adams

### **WHS:**

- **Issues for discussion:** Brian Adams  
Lighting in the front / southern car park at night is unsafe. Lighting is low for general safety and there are also trip hazards that are hard to see.  
Brian is meeting Jason Wotton regarding the side footpath already. Will include the lighting at this meeting. Item is in the Media SC minutes, point # 6. To go to Risk and Audit SC instead of network meeting.

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- **Risk Register** Brian Adams  
Nil

- **Incidents Reported** Brian Adams  
Nil

## **Application for WMVNC membership** Brian Adams

- 21 applications for memberships sitting on Nova's desk. Peter will send via email to the MC for approval for membership urgently. ACTION: Peter

## **Business Plan 2021-22** Lucy Richardson

- Phone system upgrade – awaiting Council audit. ONGOING
- Establish team for community lunches – new project. ONGOING
- Skills Audit of all Volunteers – New project. ONGOING.
- Cultural Diversity Statement – New project. Lucy needs assistance with this. ONGOING.
- Fundraising Strategy – New project. Working with Events team, template provided. ONGOING.
- Effectiveness Survey to be developed – New project. Ties in with Anne's project. ONGOING.

## **OUTGOING CORRESPONDENCE:**

1. Nil

## **INCOMING CORRESPONDENCE:**

1. DHS letter RE: ASK (Adults Supporting Kids) dated 12 August 21. Be aware of the service and refer if needed. Requests we add their link to our website – refer to Media SC.
2. Email re CCSA conference

**MEETING CLOSED: 11.38am**

<b>NEXT MEETING:</b> Monday 27 <sup>th</sup> September (AGM) 2021, 10am at the Centre
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Chairperson

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Date

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Secretary

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Date