



# Point Samson Community Association Committee Meeting MINUTES

Thursday 24<sup>th</sup> June 6:30 PM

## Attendees:

Taryn Higgins	President	Sarah MacGregor	Committee
Rob Collins	Vice President	Kirsten Bouzaid	Committee
Peter Baird	Treasurer	Mark Cleaver	Committee
Alice Barr	Secretary	Mick Whittaker	Committee

## 1. Apologies:

Simo Thorley, Peter Green, Hayley Massara, Greg Scheffler, Jess Green, Hayley Ramsay, Reece Dean

## 2. Opening:

Meeting opened at 6.33pm

## 3. Acceptance of Previous Minutes

### May Minutes

Moved RC Seconded SMG

## 4. Treasurers Report – Pete Baird

### June Treasurer's Report

Report was presented from 24<sup>th</sup> June – Profit & Loss Report & General Ledger

#### Income

- All outstanding hall income has been received to date
- \$3000 from LoS (Half of 2020/2021 payment) has been received – to be allocated to Hall Maintenance account on MYOB

#### Junior Fishing Competition Grant & Acquittal

- Acquittal for CofK grant needs to be completed by 30<sup>th</sup> June.
- Grant money was received in one financial year however spent over a number of years (due to event being postponed in 2019 - Covid).
- Invoice needs to be created for payment for use of the hall during event – registrations & presentations – all agreed

#### Grant Money

- Discussion as to what purchases were made from various grants
- Treasurers report to be tabled for discussion at July Meeting
- In future committee to have more discussion as to where money is allocated
- Everyone in agreement they are happy for PB to streamline the accounting process so it is easier for people to understand

**PB to contact RSM accountants to ensure items have been recorded correct**

**KB to send all documents regarding JFC grant to PB: original CofK PO for grant, all purchases made from grant**

**PB & KB to check over acquittal before submitting to CofK**

**PB to create invoice for Junior Fishing Competition's Hall Hire**

**June Treasurers report to be re-presented & signed at July Committee Meeting**

## 5. Community

### Meeting with City of Karratha & PSCA reps 14<sup>th</sup> June in Karratha

Attended by TH, KB, Liam Sorrell (CofK) & Kate James (CofK)

Notes from the meeting were emailed to executive members & presented/discussed at the meeting

#### Points Discussed

- Entry Statement
- Skate Park
- Foreshore
- Point Samson Bush Fire Brigade



- Garden Area next to hall
- Fishing Platform
- Hall Lease
- Mural/Grant
- Town Hall Meeting with Mayor (Peter Long) & CEO (Chris Adams)

#### Feedback from committee members

- Foreshore/Fishing Platform – will be good to get more info after CofK council meeting
- Mural/Grant – do we need a new design, would it cost less money if we used the existing design
- Town Hall Meeting – a good thing, hopefully community members will attend

**TH will keep committee informed of any new information that is sent by CofK in relation to the above matters and anything else after June Council meeting.**

**PSCA will inform community of any info for town hall meeting - when it is received from CofK  
Everyone continue to use “report it” app for any issues in town**

**See “Attachment 1”**

**PSCA - Notes - Meeting with CofK Monday 14<sup>th</sup> June 2021**

#### **First Aid/De-fib**

- New first aid kit on hall kitchen wall
- New portable leisure first aid kit for events in locked cupboard
- De-fib has been purchased at reduced rate of \$249 thanks to St Johns & Lotterywest
- De-fib has been installed at the community hall thanks to Tidal Solutions
- De-fib will be maintained (and batteries replaced if necessary) by St Johns Wickham for 5 years
- There another 24/7 de-fib at Johns Creek (Harbour Master building) & one inside Samson General Store (not 24/7)
- 000 still needs to be called and they will direct you to de-fib with instructions on access & usage
- 2<sup>nd</sup> De-fib grant application not approved

#### **Junior Fishing Competition Summary**

- Event was successful, lots of happy children throughout the weekend
- Big thank you to the sub-committee for organizing such a successful event
- Idea for next year – set up a FB page specifically for JFC which will streamline process for photos etc.
- Feedback – is there any photos published of the winning fish/winners?

## **6. Community Hall**

#### **Hall equipment**

It was presented to the committee to purchase the following items for the hall

- 2 x chair trolleys (\$75 x 2) - \$150 + freight
- New BBQ as old BBQ old & not practical for big events – (up to \$1800 incl freight)

Purchases approved by all committee members present

#### **Asset Register**

It was presented to the meeting to remove items from the asset register which the PSCA hasn't owned for a number of years

- Lawn Mower
- Fridge with Glass Doors
- Old BBQ
- Pressure Cleaner
- Skate Park – as per previous correspondence with CofK

Approval given by all committee members present for PB to have these items removed from old asset register

#### **Internet**

It would be beneficial for Community Hall to have a Wi-Fi Connection, as mobile reception is not good, and therefore in the past we have lost out on hall bookings due to no internet or phone reception

Having a reliable internet would generate more bookings & so more income for PSCA

Quote from NW Comms for internet for Community Hall

- \$300 Connection + \$165 Callout
- \$500 - \$1000 Rewiring (unknown cost until started)
- \$100/month for 12 month contract – after this we can look at other options
- Cost is up to \$2700 for installation & first years monthly payments

Approval given by all committee members present & HM for up to \$2700 to be spent on internet for the hall for installation plus first year monthly payments



### **New Hall Booking Fees**

Subcommittee of TH/AB/SMG/MW to discuss new hall fees & work on booking form & webpage and report back to the committee at the next meeting

**Purchases: TH - chair trolleys / MC – BBQ / KB to contact NW Comms  
Hall Audit still to be completed/actioned for next meeting**

## **7. Events**

### **Potato Port – 14<sup>th</sup> August**

- Point Samson Residents event
- PB will put some costs together & bring to committee

### **Bingo/Trivia/60s/70s night**

- Point Samson Residents event
- Everyone bring a plate, so minimum cost
- \$500 budget approved to purchase bingo machine & cards etc.

### **Meetings with other community associations**

- Suggested to meet up 2-3 times a year with other local community groups
- MW will coordinate with Dampier Community Association & Wickham Tidy Towns

## **8. Funding**

### **Rio Tinto - Dollars for Doers**

- TH has applied to Rio Tinto for \$500 grant for PSCA
- If money is received suggested it go towards recycling bags for residents & a replacement locomotive sign for entry statement (old one is unreadable)
- Can discuss at next meeting on approval of grant

### **Point Samson Booklet – Discuss at next meeting**

- Waiting on further info from original order

### **Business case with Rio Tinto**

- TH & KB have made a list of upgrades which they would like done on the hall “wish list”
- 2 local contractors are coming out this week to quote on the job, these will be rough estimates as prices are changing quickly due to a high volume of work currently
- This will help Ross Humphries (Rio) to put together a business case for PSCA, which will be put forward at a GM panel for consideration (August/September 2021)

## **9. Other outstanding actions from previous meetings**

## **10. General/New business**

- Cart in playground needs some maintenance, PSCA have maintained in past at a busy bee
- Cistern leaking in men’s toilets
- Lights in playground – need reported to CofK
- Bobcat Bypass – Rio is responsible for this, they are going to replace
- TH & RC are going to meet with GM Rio Tinto on 14/7
- Large pot plants at front of the hall – no plants growing, committee decided to replant

**MC & MW will have a look at the scope and work out a budget, people to help**

**AB to contact plumber for maintenance**

**AB to report playground lights on Report it app**

**SMG to look at plant options for pots**

Meeting Closed 8.35pm

## **11. Next Meeting –TBC**



Attachment – 1

## **PSCA – Notes – Meeting with CofK Monday 14<sup>th</sup> June 2021**

### **Summary**

#### **PSCA**

- Requested a meeting due to the larger PS outstanding items and lack of timely communication/updates – trying to be proactive in this space
- PSCA provided CofK discussion dot points on 08/06 for the meeting as requested by CofK (also requested someone else more experienced be present for the Foreshore discussion)
- Travelled to Karratha for meeting on Monday 14<sup>th</sup> June
- Attendee’s – Taryn, Kirsten, Liam, Kate
- PSCA requested discussion notes from CofK post meeting so that parties could agree to the content

### **Entry Statement**

#### **CofK**

- Parks and Gardens are investigating options for more salt resilient plants
- Target is to plant in the first quarter of the new financial year (subject to plant availability)
- May take 12 weeks lead time for plant stock

#### **PSCA discussion**

- Challenged the update which has been the same for 2 years
- Why do we have no further update than “investigating salt resilient plants”. If being planted in first quarter of the new financial year with a possible 12-week lead time surely someone has the list of appropriate trees by now
- Very frustrating when the community sees the airport planting, round about planting, planting along highways, planting at intersections, advertising to plant out tear drops in local streets etc.
- This is our entry to town, this is the first thing everyone sees as they come to Samson, it should have been a priority when the issue was first raised (following TC Veronica)
- Retic needs to be sorted in the process so new trees when planted don’t die and existing are much better maintained

#### **ACTION**

- CofK commit to advising PSCA of the salt tolerant plant list
- CofK to commit to planting/retic repairs and timeline as per above



## Skate Park

### **CofK**

- Report received from MKM Consulting Engineering late last week
- Staff are reviewing the report

### **PSCA discussion**

- Advised by the CofK the shade sails would be re-installed at the location
- Minor works need to happen to re-open
- Fencing should come down in week (as per advised by Liam)
- PSCA asked if they could have a summary of what the report included

### **ACTION**

- CofK will provide update for the community that the PSCA can share when its open
- CofK to forward PSCA summary of the report

## Foreshore

### **CofK**

- Program for 2021/2022 FY awaiting budget approval. City to advise PSCA of program in July 2021

### **PSCA discussion**

- When PSCA sent through dot points of items to discuss at this meeting a request was made to have someone from the correct dept. at the meeting however this didn't happen
- Advised by the CofK report going to council at the June meeting for budget approval
- PSCA asked what the report includes, unable to provide information till post council meeting
- PSCA as per previous discussions over a number of years referred to the foreshore management plan, the current state of the foreshore, the lack of any maintenance over 5 plus years, the sand trap fencing, overgrown tamarisk trees, dead vegetation, broken fences, barren garden beds etc. No information or communication to the PSCA of what the remediation works will include even though we were advised on the 7/4 we would get some detail. PSCA have not been involved in the details of report being presented to council so it would be great if a representative who is an expert in the field and has full knowledge of the works can meet representatives from the PSCA to do a walk around of the foreshore and explain what remediation works will be included
- Also requested to have a meeting with all parties/stakeholders so everyone is familiarized and on the same page with the Foreshore Management Plan/Cardno Report and the way forward to rectify and beautify this area

### **ACTION**

- CofK to provide PSCA a copy of the report post council meeting
- CofK to organise a walk around meeting at the location ASAP with the correct people



## Point Samson Bush Fire Brigade

### **CofK**

- Ongoing discussions between CofK, DFES and PSBFB
- Investigations at current location and modified design
- DFES deem the operational needs

### **PSCA discussion**

- Still awaiting summary of the community consultation held back in October 2020
- How will feedback be given to all those who participated in the consultation
- Imperative that further community wide consultation and communication happens sooner rather than later for a variety of reasons like the PSCA have mentioned since late 2020
- PSCA offered again to be part of any discussions with DFES, CofK and our local fire services
- Concerning that there seems to be discussions happening behind the scenes for existing location however no further consultation with the community. It was very clear that this location was not a preferred location by anyone at the Oct 20 community consult session. We also need to understand what our local fire services needs are and all be aligned/transparent moving forward so there are no surprises for the community, and community members have the opportunity to comment at further community consultation

### **ACTION**

- CofK to send the PSCA a summary of the community consultation from October 20
- CofK to update the community
- CofK need to hold further community consultation

## Garden area next to the Hall

### **CofK**

- Parks and Gardens to plant out the garden beds before the end of June using existing plant stock
- This will be added to the Eastern Corridor maintenance contract

### **PSCA discussion**

- Great that the gaps will be planted out with the 70 promised plants as per previous discussions
- Not sure why this has taken many months with updates from CofK continually stating they were developing a plant list but now using existing stock
- This area should already be part of the contract as the LoS no longer exists and hasn't according to the CofK since December

### **ACTION**

- CofK to commit to the above and timeline



## Fishing Platform

### **CofK**

- Preferred location is separate to the viewing platform, fishing platform will be 30m in length, constructed from concrete and steel
- Concepts being presented to council June 30<sup>th</sup>, further information to follow council meeting

### **PSCA discussion**

- Preferred location/concept being presented to council – is this the preferred location/concept from the consultation that happened in April 2021. CofK advised that it's the preferred location/concept due to a range of factors (consultation, location, design, investigation, expert, cost etc.)
- PSCA and community members were advised that further consultation would happen approx. 8 weeks post the April consultation – where is this at?
- PSCA also requested some feedback and update on an ongoing basis due to the fact the PSCA was the instigator and driving force of the 1<sup>st</sup> stage of this iconic project and have continued to keep the 2<sup>nd</sup> stage on the radar
- PSCA advised that it would be good to have someone present at the PSCA July committee meeting to our committee members

### **ACTION**

- CofK to provide the PSCA with information post the June council meeting
- CofK to advise the PSCA/community when the next consultation will occur

## Hall Lease

### **CofK**

- Rate's exemption form to be completed each year. These will be assessed by council
- Kate to email through form post meeting

### **PSCA discussion**

- PSCA clarified mention of LoS in lease as last update received was that we were still awaiting answer from the Director if this needed amending prior to signing. Advised it doesn't need amending, can go ahead and sign lease when ready
- PSCA asked if we were going to receive anything in writing about the rate waiver each year like we requested, and we were advised no – the form needs to be completed and presented to council each year
- PSCA questioned what the rate exemption form included and when was it required to be completed each year, CofK did not know but would find out

### **ACTION**

- CofK to send through form and details of timeframe on form submission each year
- PSCA need to sign new lease when ready and then have CofK execute/witness



## Mural/Grant

### **CofK**

- Large grants will open 1<sup>st</sup> July

### **PSCA Discussion**

- Small grants can be submitted (up to \$5000) at any time, 6 week turn around
- PSCA advised to complete project approx. \$10,000 considering the CofK have already agreed in writing to cover the anti-graffiti component separate to the mural project cost
- PSCA questioned the possibility of submitting 2 x small grants at once considering the history of the mural and the timeline for the large process. One grant for community consultation/design with artist and second grant for execution of mural on building with artist/community
- PSCA requested some feedback from higher up if the CofK would be receptive at all to receiving 2 x small grants applications at once
- PSCA relayed again the importance of the mural to our community and the fact that its imperative that we aim to re-do the mural ASAP

### **ACTION**

- CofK to advise PSCA ASAP in relation to the request of submitting the 2 x small grant applications at once
- KB to make time to meet with KJ or CofK representative following information received as per above dot point

## Town Hall Meeting

### **CofK**

- The Mayor (Peter Long) and the CEO (Chris Adams) would like to hold a town hall style meeting in Point Samson post the July school holidays
- Would Thursday 22<sup>nd</sup> July (evening) suit?
- Location – Point Samson Hall

### **PSCA discussion**

- Suggested following week 29<sup>th</sup> July, an evening session best time would be 7.00pm
- Great idea, the PSCA welcome any consultation the CofK would like to do with our wider community as a whole
- Booking the hall – contact is Secretary Alice Barr
- CofK will advertise, PSCA can share advert and have offered to print and deliver advert to house holds

### **ACTION**

- CofK to advise PSCA when advert is available for the PSCA to assist in distributing to our community





### NOTES POST MEETING

- Kate emailed 17/06 which included a Point Samson Bush Fire Brigade Engagement Summary pdf doc – emailed to committee 18/06 and community 21/06
- Tim Bailey emailed regarding Fishing Jetty 16/06 – Rob Collins responded and emailed to committee 18/06
- Kate emailed 17/06 which included rates form – still questions outstanding as per phone conversation TH made to KJ on Friday 18/06
- Document of discussion notes provided by the CofK to the PSCA on 17/06 - notes don't accurately reflect correct information – requested word version on Friday 18/06 to amend and send back but have not heard anything