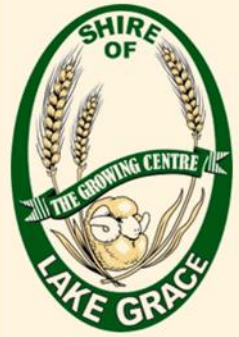


Shire of Lake Grace

Newdegate Library Resource and
Community Resource Centre
Management Committee

MINUTES

Tuesday 14 May 2024
Meeting Commencing at 10:30 am



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Acknowledgement of Country to be read by the Chairperson

I wish to acknowledge the traditional Custodians of the land on which we meet today, and pay my respects.

I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

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SHIRE OF LAKE GRACE

Minutes of the Newdegate Community Library and Community Resource Centre Management Committee Meeting held at the Newdegate Community Library, Mitchell St, Newdegate on Tuesday 14 May 2024.

OBJECTIVES OF THE COMMITTEE

Subject to mutual directions from the Shire, the Newdegate CRC and the Minister and subject to the Agreement to which the committee rules the objectives are;

- 1) to ensure that the Facilities are administered efficiently and in accordance with principles and procedures set down in the Agreement.*
- 2) to maintain policy and guidelines which shape the day-to-day operation of the Facilities;*
- 3) to annually review matters relating to fees and charges, access and service delivery;*
- 4) to annually review plans for the Facilities to ensure that they are consistent with the Agreement and complement the needs and aspirations of persons using the Facilities;*
- 5) to assist in mediating and settling any disputes arising from the use of the Facilities;*
- 6) to facilitate the management and control of the Facilities in accordance with the requirements and policies of the Shire and the Minister;*
- 7) to develop community awareness of the potential and the limitations of the Facilities and to facilitate communication between users of the Facilities, the Shire, the Centre and the Minister;*
- 8) to encourage and facilitate access to the resources of the Facilities so that they are available to both School and public/community users;*
- 9) to ensure that the equipment and other resources of the Facilities will be of good quality and suitable to meet the needs of the School and community users;*
- 10) to ensure that there will be coordinated management and administration of all information materials, items and resources used in the Facilities;*
- 11) to encourage and facilitate the provision of fully integrated and efficient services, facilities and operation for the benefit of both School and community users; and*
- 12) to liaise and accept additional materials offered to the Facilities by way of community donation; provided that such donations to the Library conform to the Shire's and the Department of Education's Libraries Selection Guidelines.*

1.0 DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

The Acting Chairperson DCEO Chris Paget opened the meeting at 10.33am.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present

Judy Garlick	Principal	DoE Representative
Naomi Barrett-Lennard	Librarian	DoE Representative
Claire Ness	Librarian	CRC Representative
Roz Lloyd	Councillor	Shire of Lake Grace
Chris Paget	Deputy CEO	Shire of Lake Grace
Nicole Kennedy		Community Representative

Apologies

Stephanie Clarke-Lloyd	Chairperson	CRC Representative
Alan George	Chief Executive Officer	Shire of Lake Grace

Observers/Visitors

Aimee Turnbull – Community Economic Development Officer, Shire of Lake Grace

3.0 CONFIRMATION OF MINUTES

3.1 NEWDEGATE COMMUNITY LIBRARY & COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE MEETING – 23 NOVEMBER 2023

Recommendation/ Resolution

Moved: Roz Lloyd

Seconded: Judy Garlick

That the minutes of the Newdegate Community Library & Community Resource Centre Management Committee Meeting held on 23 November 2023 be confirmed as a true and accurate record.

CARRIED 6/0

4.0 REPORTS

4.1 NEWDEGATE LIBRARY REPORT

Newdegate Library Statistics

Issued
and
Renewals

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2005	12	45	37	21	46	33	4	16	6	15	15	14
2006	21	21	27	7	21	22	14	34	27	6	20	15
2007	17	16	24	3	24	32	15	39	25	19	19	4
2008	9	30	15	14	33	14	6	16	9	20	17	8
2009	2	23	20	15	25	28	12	15	10	17	15	8
2010	3	13	16	14	13	23	28	26	27	26	35	27
2011	5	37	52	27	77	54	22	42	35	76	72	38
2012	10	69	33	27	50	20	49	18	26	54	59	31
2013	8	34	30	20	30	21	36	28	18	27	36	29
2014	39	50	35	33	53	36	61	29	24	61	32	47
2015	23	50	52	58	62	53	42	59	45	38	88	38
2016	17	77	29	45	42	15	53	39	43	43	65	42
2017	26	55	40	43	29	29	40	13	29	39	29	28
2018	9	37	15	30	19	36	33	18	51	30	66	48
2019	31	26	54	34	33	39	29	34	7	43	35	33
2020	6	33	42	2	12	23	27	24	39	54	21	16
2021	17	36	51	53	22	32	25	31	38	33	20	27
2022	5	23	27	8	31	13	19	32	8	42	8	17
2023	13	9	14	10	26	29	9	28	21	37	14	10
2024	6	12	18	13								



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Newdegate WA 6355
Ph: 98711 791 Fax 98711 792
ABN: 38 285 471 449
E-mail: admin@newdegatecrc.com.au

Newdegate Library Report May 2024

- The Newdegate Library was successful in receiving a grant from LISWA for the Large format Printer.
- The carpets in the Library are were cleaned 20/12/23.
- Currently investigating grants for furniture upgrades for the Library area
- Library area continues to be used by community for

Newdegate Primary School-Assemblies/ Display area
Forklift Course
ICPA Meeting
Farm Spray / Business meeting
Tiny Tots first Aid
Embroidery workshop

Claire Ness

4.2 NEWDEGATE COMMUNITY RESOURCE CENTRE REPORT



**Tuesday, 14
May 2024 Chairpersons Report
- Newdegate CRC Management
Committee Meeting Venue:
Newdegate CRC, Library
Time: 10:30am**

STAFFING

- Coordinator currently on three months leave, we have engaged a new casual staff member to share the Coordinators role with Jade and Claire during this time. Jessie Beilby has settled in well and continues to work her way through key priorities and we are delighted to have a new team member on board.
- During the next month or two, we will be reviewing staff contracts – we have some new amendments to the Award which need to be updated and some of our team are changing their hours.

FINANCE

- RSM (Katanning) were engaged late last year (October/November 2023) to perform the bookkeeping function for the NCRC, reliving our permanent bookkeeper of many years. During this transition, we also decided to migrate our payroll/accounting system from MYOB across to Xero (for easier future integration of payroll functions) and the RSM team, along with our Treasurer – Michelle Garlic, have done a great job of the migration. There are still issues that need to be resolved, but for the most part, the transition has been relatively smooth. The financial processes and payroll processes are now much more streamlined and transparent, and the new system is quite efficient. Thank you to our Treasurer for her hours of work ensuring the changeover has worked as well as possible for everyone.
- Last year we also engaged a new Auditor – after Graham Sherriff changed the nature of his work. David Payne performed last year’s audit – however due to medical reasons, he is unable to carry on auditing, so we will be looking to engage a new Auditor for this financial year.

GOVERNANCE

- ATO Changes and Charity Registration – CRC’s are now subject to paying income tax, unless they are identified as a charity – by the ATO. Linkwest is working with CRC’s to make this significant change, and it has taken many hours of staff and committee time to progress. We are not there yet, but hope to be where we need to be prior to end of Financial Year. This will also require significant constitutional change and that will happen in due course.
- We are on track to meet our DPIRD Contractual agreements for this quarter, and while seeding is planned

with few events to accommodate the community – we look forward to getting back into more events come June/July.

Stephanie Clarke-Lloyd
Chairperson
Newdegate CRC

4.3 NEWDEGATE PRIMARY SCHOOL REPORT

Newdegate Primary is continually working collaboratively with CRC and using the space constantly. Assemblies, P&C and School Council Meetings, School Development Days for Professional Learning, Incursions – Police Chat, Spare Parts Puppet Theatre, Started online Speech Therapy sessions Tuesday 30th April for parents and students, supported by an Education Assistant.

5.0 MATTERS FOR CONSIDERATION

The Acting Chair noted that the second 5-year term of the Public Library agreement between the Department for Education (Newdegate Primary School), Newdegate Community Resource Centre and Shire of Lake Grace would be expiring at the end of May, and that unless any party gave notice to the contrary the next 5-year extension would be activated for the period 1 June 2024 to 31 May 2029.

Judy Garlick advised that the agreement extension has been endorsed in-principle through the District Office, but the Department of Education may possibly require some minor changes to the document to meet their new standards.

6.0 OTHER BUSINESS

Shire CEDO Aimee Turnbull gave an update on proposal to examine a Regional Economic Development (“RED”) grant opportunity through the Wheatbelt Development Commission for the establishment of community learning hubs in our area with a specific focus for local women to pursue training and small enterprise courses. Community Resource Centres have been identified as suitable spaces, so seeking feedback on whether this may be feasible.

She also mentioned that the Shire’s Community Development team is looking at delivering the “Better Beginnings” family literacy program again soon, and could the committee give thought to a convenient location (CRC or Playgroup room) and sessions schedule in Newdegate. General feedback was one session per month, most likely after Kinder gym on Mondays.

7.0 DATE OF THE NEXT MEETING

The next Newdegate Library Resource and Community Resource Centre Management Committee Meeting is scheduled to take place on 22 October 2024, commencing at 10:30am at the Newdegate Community Resource Centre, Mitchell St, Newdegate.

8.0 CLOSURE

There being no further business, the Acting Chairperson closed the meeting at 10.58am.