

S355 General Community Hall

Committee Meeting

27 August 2019



Minutes

HELD AT **Bega Valley Commemorative Civic Centre**

Present

Cr Robin Bain (Chair)	Margaret Harrap (Rocky Hall)	Tony Ovington (Towamba)
Tanya Pearce (Brogo)	Carol Peachey (Tarraganda)	Jon Trevena (Bemboka)
Sam Martin (Candelo)	Joy Masterson (Wandella)	Sue Horton (Eden Log Cabin)
Raymond Tynan (Nethercote)	Warren Howard (Wolumla)	Katrina Berenguer (BVSC Acting Cemetery & Halls Officer)
David Karonidis (Quaama)	Vivian Heriot (Wyndham)	Rickee Marshall (BVSC Property & Facilities Services Coordinator)

Apologies

Howard Stanley (Murrah)

Absent Hall representatives

Kiah, Cobargo and Tanja Halls

1. Introductions

2. Confirmation of minutes

The Minutes of 21 May 2019 General Community Hall Committee meeting were taken as read. Moved by David Karonidis and seconded by Tanya Pearce. All Committee members agreed.

3. Action Items from the previous meeting

Action	Status	Minutes of meeting held 21 May 2019	Update
Rolling Action	Complete	BVSC to contact Kane McKill and Origin Energy for any excess mulch that can be delivered to a community hall.	Any excess mulch will contact Katrina Berenguer to organise a delivery.
Rolling Action	Ongoing	BVSC to follow up with Procurement on the Hall Fire Inspection arrangements with Bega Fire Services.	Facilities Officer will be joining Property Services team on the 23/09/2018 and will help to facilitate the ongoing community halls fire safety obligations. All Council buildings will be uploaded

			<p>into a computerised maintenance system. Already being used for mowing schedules by town teams. Bega Fire Services will be able to access this system and input defects into system immediately. Will also look at instant approval to replace certain items.</p> <p>Bega Fire Systems should give a couple of days' notice before an inspection.</p> <p>Nethercote Hall to contact for key first.</p>
Rolling Action	Complete	Ask Ian Macfarlane, Works Manager to attend S355 General Community Hall meeting to ask any questions regarding mowing and maintenance.	If you have any specific questions with respect to mowing and maintenance at your hall, please contact Katrina Berenguer to follow up.
Rolling Action	Complete	First Aid Kit Checklist and Restock form to be completed by Nethercote Hall Committee and emailed to halls@begavalley.nsw.gov.au .	Received by Carol Ahern. Will arrange items on list and delivery.
Action	Ongoing	All Community Hall Committees will be provided with a First Aid Kit Checklist and Restock Request Form (attached to minutes) to be completed every 3 months. Once completed, email to halls@begavalley.nsw.gov.au or send in by mail to BVSC, PO Box 492 Bega NSW 2550.	<p>Forms received by the following halls:- Nethercote, Wyndham, Brogo, Wolumla, Eden Log Cabin and Nethercote.</p> <p>If you don't require a renewal just advise halls@begavalley.nsw.gov.au</p> <p>Action: Katrina Berenguer to send another reminder with minutes.</p>
Action	Ongoing	BVSC to check with all Community Hall Committees regarding status of First Aid Officers and organise training if required.	<p>Only one person has put their name forward to complete First Aid Officer training.</p> <p>Action: Katrina Berenguer to send another reminder with minutes.</p>
Action	Complete	BVSC to email Tarraganda Hall Committee a full detailed financial statement.	Emailed with full year financial statement
Action	Ongoing	When the 2019/20 fees and charges have been adopted by Council, BVSC to update website in the community hall area with the fees and charges applicable to each hall.	Have commenced updating website, input as a table and should be completed soon.
Action	Complete	BVSC to advertise an expression of interest to the community to join either Tathra Hall or Pambula Hall Committees via Council's Facebook and Council news.	<p>No expression of interest by community for Tathra Hall.</p> <p>One expression of interest for Pambula Hall, need at least 4 people to form a committee.</p>
Action	Complete	Project Proposal Forms to be submitted by the Hall Committees to Katrina Berenguer by 15 July 2019 . The forms	To be presented at the 27 August 2019 meeting.

		will be compiled and summarised for consideration at the 27 August 2019 General Community Hall Committee meeting.	
Action	Complete	BVSC to advise Bega Fire Systems of the updated contact list for the Community Halls and let them know that they must make contact before visiting a hall.	New contact list forwarded to Bega Fire Systems.
Action	Ongoing	BVSC to investigate the following matters for Tarraganda Hall: <ul style="list-style-type: none"> 1. Water usage – check who pays what portion (RFS/Woodcraft Association/Hall) 2. Outside toilets – check who should be cleaning the toilets (RFS/Woodcraft Assoc/Hall) 	<ol style="list-style-type: none"> 1. Woodcraft Association is not contributing to water – full year only \$156.84. Lease/Rental Income \$498 full year. 2. RFS do not want to pay to clean the toilets. Will look at altering the toilet doors so that the wind does not blow so much dirt under the door.
Action	Complete	Tarraganda Hall Committee to provide Council with the details of the new air conditioner and installation prior to any works.	RFS will not be funding a new air conditioner for Tarraganda Hall.
Action	Complete	BVSC to discuss with Wandella Hall contractor who is completing the PRMF grant funding works to quote for additional repair of external hand rail to include with the PRMF grant funding.	Contractor has been advised to add additional repair of external hand rail to the scope of works for the PRMF grant funding.

4. Standing Business

4.1. Risk Management and Workplace Health & Safety for Committees

No new items.

4.2 Policy & Procedure

No new items.

5. Business Arising

5.1 Grant Funding Status

Hall	Project	Status
Eden Log Cabin	Stronger Country Community Funding Round 1 Roof replacement and kitchen upgrade. Looks great.	Complete
Wyndham & Rocky Hall	Stronger Country Community Funding R2 – Kitchen upgrades. Received good feedback from the community.	Complete
Brogo & Tarraganda	Stronger Country Community Funding R2 – Kitchen upgrades. To be completed by 13 September 2019.	Completed by 13/9/19
Candelo	Stronger Country Community Funding R2 – Kitchen upgrade. Working towards scoping new location of kitchen for upgrade. Draftsmen putting together plans to develop scope of works.	Completed by early 2020.
Wandella	Crown Reserves Improvement Fund – external stairs	Complete

Hall	Project	Status
Nethercote	Building Better Regions Fund – new hall deck. In process of finalising Crown land and native title requirements.	Ongoing
Bemboka, Quaama & Wyndham	Increasing Resilience to Climate Change fund. Scoping works by Council's environmental team.	Ongoing

6. New Business

6.1 2019/20 Maintenance Projects

Hall	Project	Amount
Bemboka	Reimbursement for kitchen improvement to servery bench	\$894
Brogo	Rebuild two external landings and stairs	\$13,700
Candelo	Drainage issues carried over from 2017/18	\$10,000
Eden Log Cabin	Floor sanding Cyprus pine floor boards and re application of floor finish	\$2,845
Murrah	External painting of hall	\$9,955
Quaama	Repairs to gutters and downpipes at entrance and external concrete footpaths to improve access	\$3,075
Towamba	Replace termite damaged floor boards	\$1,000
Wandella	External painting of hall, outdoor bench, table and toilet door	\$14,410
Wolumla	Replace rear exit door and wooden sash window to aluminium in the Green room	\$5,500
Wyndham	Repair damaged roof sheets and battens on North West side of building and repair damaged tank stand base at rear of hall	\$3,733
Total		\$65,112

Committee agreed to add Nethercote Hall window repair and moving the location of the gas heater to the above list of Hall Committee maintenance submissions.

Action: Raymond Tynan to forward quotation to BVSC for works to be added into the 2019/20 Maintenance Projects.

Katrina Berenguer advised that approximately \$10 - 15k is required from this fund for emergency and or responsive maintenance.

Action: All members voted and agreed with the above maintenance projects including Nethercote Hall. The maintenance projects will be provided to Council at its meeting on the 9 October 2019 for adoption.

Contact Katrina Berenguer if any hall maintenance work is required. It will need to be established if the BVSC hall account can pay for it. If there are sufficient funds, a quote for the works will need to be provided to BVSC by a tradesperson. If the tradesperson is not an approved supplier, they can still be used as long a copy of their trade licence, professional indemnity and workers compensation insurances are provided.

Vandalism has been an issue with Towamba Hall.

Cr Bain suggested that signage "facility is under surveillance" has been used on other public facilities which has had success in reducing the vandalism.

Towamba advised that it caused more problems and the signs get damaged.

Sam Martin from Candelo Hall advised that all halls had asset assessments completed and given priority ratings. He requested a summary of these reports with the high priority ratings for each hall to be used to assess and allocate the \$70k maintenance fund? He felt that there needs to be recognition that the cost of maintaining the halls via the annual maintenance fund is not enough.

Cr Bain advised that maintenance projects are smaller projects, the larger projects and upgrades to the halls are to be funded by external funding opportunities.

Action: Katrina Berenguer to follow up on the asset condition reports that were recently conducted by MBM and provide a summary at the next General Halls Committee meeting.

In the medium term the Facility Management Plans for each hall will be reviewed to include the current maintenance schedule and historic information.

6.2 Commonwealth Native Title and NSW Aboriginal Land Rights impacting on halls

A Native Title application was made for the South Coast region by Yuin traditional owners in July 2017. The first respondent is the NSW Government. Bega Valley Shire, Shoalhaven and Eurobodalla Councils are parties to the South Coast People Native Title claim in the Federal Court. Hearing dates in the Federal Court have not yet been set, but the matter is listed for case management in December 2019. Several of the community halls are BVSC managed Crown Land so Native Title needs to be taken into account with extending time frames by 3 – 6 months for any new constructions outside of the footprint of the hall building.

The process involves advice and oversight from a Native Title Manager to ensure compliance with the applicable provisions of the Native Title legislation and can take some time. There is also a requirement to notify and give the opportunity to comment to the South Coast People as Native Title claimants and to NTSCorp Limited as the representative aboriginal body for New South Wales. Council is unable to group all halls in one assessment or negotiation; it has to be submitted on a case by case basis for each project.

An Aboriginal Land Claim was also lodged by the NSW Aboriginal Land Council over all Crown Land in the Bega Valley Shire in December 2016. Consequently, there are additional processes for Council to undertake with the Department of Industry – Lands and Water in relation to Crown Land in Council's management. There is currently no timeframe for determination of this claim either. The NSW Aboriginal Land Council is dealing with a huge amount of enquiries and we are experiencing long delays for approval.

The following halls are BVSC managed Crown Land and will be impacted:-

- Candelo Town Hall
- Murrah Hall
- Nethercote Hall
- Tarraganda Hall
- Tathra Hall
- Wandella Hall
- Wyndham Hall

6.3 Fees and charges update 2020/21

Cr Bain advised that by Council resolution the fees and charges for hall hire was not increased for the 2019/20 financial year and the 2020/21 maintenance fund is pegged to be increased.

Katrina Berenguer advised that hall hire fees and charges for 2020/21 which commence from 1 July 2019 has a 2.6% increase.

Action: Katrina Berenguer to email a list of the proposed 2020/21 fees and charges for each hall with the minutes of meeting for review by the Hall Committee. If you have any questions, please contact Katrina Berenguer.

7. Other Business

- Bega Valley Pest Inspections commencing again for this year. They will contact the hall committee before an inspection.
- Ann Fagan, Cemeteries and Halls assistant retires on 30/08/2019. New staff member replacing Ann is Lucy Togni who will be commencing on 02/09/2019.

7. Meeting close –

6:20pm

8. Next meeting

26 November 2019

Action Items

Rolling Action	BVSC to follow up with Procurement on the Hall Fire Inspection arrangements with Bega Fire Services.
Rolling Action	All Community Hall Committees will be provided with a First Aid Kit Checklist and Restock Request Form (attached to minutes) to be completed every 3 months. Once completed, email to halls@begavalley.nsw.gov.au or send in by mail to BVSC, PO Box 492 Bega NSW 2550. If you do not require a renewal just advise halls@begavalley.nsw.gov.au .
Rolling Action	Please advise halls@begavalley.nsw.gov.au if anyone from your Hall Committee is interested in completing a one day First Aid Officers training.
Rolling Action	When the 2019/20 fees and charges have been adopted by Council, BVSC to update website in the community hall area with the fees and charges applicable to each hall.
Rolling Action	Tarraganda Hall outside toilets - RFS do not want to pay to clean the toilets. To make it easier for the hall committee to clean the toilets will look at altering the toilet doors so that the wind does not blow so much dirt under the door.
Action	Nethercote Hall - Raymond Tynan to forward quotation to BVSC for maintenance work to be added into the 2019/20 Maintenance Projects.
Action	All members voted and agreed on the 2019/20 maintenance projects submitted including Nethercote Hall. The 2019/20 maintenance projects will be provided to Council at its meeting on the 9 October 2019 for adoption.
Action	Katrina Berenguer to follow up on the asset condition reports that were recently conducted by MBM and provide a summary at the next General Halls Committee meeting.
Action	Katrina Berenguer to email a list of the proposed 2020/21 fees and charges for each hall with the minutes of meeting for review by the Hall Committee. If you have any questions, please contact Katrina Berenguer.