

General Hall & Building Meeting

HELD AT **Council Chambers 25 August 2015**

Meeting open 5:30pm

Meeting Summary

Details are contained in the below minutes of the meeting.

2. Confirmation of minutes

- Confirmation of minutes from 26 May meeting

3. Introductions

- Anne Cleverley – Coordinator Community Development

4. Action Items from May meeting

- Action items discussed with any follow up.

5. Standing business

5.1 Risk Management and Workplace Health & Safety

- Kiah Hall – Issues with play equipment and road.
- Brogo Hall – Guttering.
- Bemboka Hall – Driveway/road.
- Tarraganda Hall – Driveway/road.
- Wyndham Hall – Driveway/road.

5.2 Policy & Procedure

- Inductions for new committee members.
- Amend financial statements with interest added.

6. Questions

- Bemboka Hall – notice board for front of hall.
- Tarraganda Hall – Issues with Pest Control

Present

Committee Representatives –

Cr Anne Mawhinny (Chair)	Howard Stanley (Murrah)	Wayne O'Connor (Wandella)
Len Crowe (Brogo)	Warren Howard (Wolumla)	Keith Frew (Wolumla)
Vivian Herriot (Wyndham)	Evan Harris (Towamba)	Janet Menefy (Quaama)
Margaret Harrap (Rocky Hall)	Tony Jarman (Tarraganda)	John Davidson (Kiah)
Yvette Beurteaux (Tanja)	Karen Terwin (BVSC Committee Liaison Officer)	Simon Schweitzer (BVSC Manager Community & Culture)
John Trevana (Bemboka)	Anne Cleverley (BVSC Coordinator Community Development)	

ADDITIONAL HALL COMMITTEE MEMBERS IN ATTENDANCE

Jill Bowen	Annette Evelyn	Coleen Jarman
Linda Sang	Michael Harrap	Peter Honer

1 Apologies:

Andrew Spencer (Cobargo)	John Chandeller (Pambula)	Margaret O'Connor
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Absent from meeting -

Sam Martin (Candelo)	Shereen Green (Nethercote)
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2 Confirmation of minutes

The Minutes of the 26 May 2015 General Halls and Buildings Committee meeting were taken as read – amendment to state Nethercote as an apology.

Moved – John Davidson

Second – Vivian Heriot

3 Introductions

Anne Cleverley – Coordinator Community Development. The recent restructure at Council has seen the Halls and Committees team integrated into the Community Development Team which Anne coordinates. Anne has been with BVSC for 15mths prior to that was at Snowy River Council.

The Community Development Team is part of the broader Community, Leisure and Relationships team, with the Group Manager being Anthony Basford. Other program areas in this team are recreation facilities, libraries, customer service, gallery, children's services and services for aging and disability.

Karen is still the first point of contact for all enquiries regarding hall and committee issues.

4 Actions Items from previous meeting

Action 1 – Wandella Toilet planning and development – Final quotes and plans have been submitted by contractor, we are waiting on one piece of paperwork to go through. Contractor is working with Council's Workplace Health & Safety Officer to get paperwork organised. Hoping to break ground on the project in the next couple of weeks.

Action 2 - BVSC to meet with committees to work through Facility Management Plans. ONGOING – Condition assessments to be carried out on all halls - The condition assessments will be carried out as part of Council's greater asset management plan and included with the other buildings in the Shire. This will go to tender as a whole across the entire shire. BVSC will continue to liaise with the committees regarding this process.

Action 3 - BVSC to carry out Testing and Tagging at all halls. ONGOING – BVSC looking into training a second person to carry out testing. BVSC propose the halls be included in the schedule for other Council buildings. BVSC will organise and cover costs for an initial check with future processes to be considered after this. Council will instruct contractors to not throw away any equipment that does not pass the test; these items will be put aside.

Action 4 – BVSC to follow up with RFS re: works at Brogo Hall. ONGOING – BVSC to try and contact RFS regarding unfinished work. BVSC received an email back from the RFS which was forwarded on to the hall committee – feedback from the committee was that a number of the issues were still not addressed. BVSC to follow up with RFS.

Action 5 – Cobargo Hall Committee to forward incident report. COMPLETED

Action 6 – BVSC to put proposal together outlining process for project nominations – ONGOING. BVSC working out a process around the maintenance funding and obtaining funds from other sources.

Action 7 – BVSC to forward information and paperwork on next step for nominated projects. All committees that have been successful in gaining funding have been emailed and BVSC will continue to liaise with the committees in getting the projects underway.

Action 8 – BVSC to follow up with procurement regarding purchase of consumables - BVSC have emailed the procurement team, we are waiting on a response as to whether this is a possibility and will follow this up.

5 Standing Business

5.1 Risk Management and Workplace Health & Safety

Kiah Hall —

- The committee had a clean-up at the hall recently and removed some rubbish away from where the old toilets were located and have discovered a large hole.
- There is some old play equipment that may need to be removed.
- Roadway leading to the hall is quite badly eroded and could cause a slip/trip hazard.

BVSC – will organise the Town Team to head out and put some bunting around the hole and have a look at the other issues.

Brogro Hall - some plant growth in the guttering, coming up to fire season this will need to be removed. This may need a cherry picker or similar.

BVSC will organise for a contractor to assess. and contact the RFS regarding unfinished work at the hall around the leaf guards they were to have installed.

Bemboka Hall – bitumen has lifted on the driveway/road adjacent to the hall doors.

Tarraganda Hall – bitumen reported lifted on the driveway/road leading to the hall.

Wyndham Hall – bitumen reported lifted leading up to the public toilets/hall.

BVSC will organise with the roads team to get someone out to have a look at these three halls issues.

5.2 Policy & Procedures

There are a number of new committee members that need to be inducted. Council will organise these inductions in different parts of the Shire for those committee members.

BVSC will liaise with committees to work out the best course of action, we have a list of members that have not been inducted and we will be in contact with those individually.

Question regarding interest on the monies held. Council has that information and will send out amended statements with the interest added for 2014/15 financial year.

6 Questions

Bemboka Hall would like to put a notice board up out the front of the hall to notify the community of upcoming events.

This may be a public land use issue, BVSC will look into this and possible organise an officer to meet with the committee onsite.

Tarraganda Hall raised an issue around the reliability of the pest control contractor – when the contractor visited the hall to place the baits he had another look around to find the termites. Council will follow up with the contractor to see how the baiting programs are going for all the halls.

Meeting Close –

6:30pm

Next meeting

The next meeting is to be held on Tuesday 24th November 2015.

Action Items –

ACTION 1 – BVSC will organise an initial Test & Tag check in all halls.

ACTION 2 - BVSC to meet with committees to work through Facility Management Plans.
ONGOING – Condition assessments to be carried out on all halls

ACTION 3 – BVSC to follow up further with the RFS regarding unfinished work at the Brogo Hall.

ACTION 4 – BVSC to further liaise with committees regarding projects for their individual halls.

ACTION 5 – BVSC to organise Town Team to visit Kiah hall regarding WHS issues.

ACTION 6 – BVSC to organise contractor to go and clear guttering at Brogo Hall.

ACTION 7 – BVSC to speak with roads team regarding issues at Bemboka, Tarraganda and Wyndham Halls.

ACTION 8 – BVSC to organise inductions for all new committee members.

ACTION 9 – BVSC to forward amended financial statements with interest included.

ACTION 10 – BVSC to look into the use of signage at Bemboka Hall

ACTION 11 – BVSC to follow up with pest control contractor regarding baiting programs at the affected halls.