

General Hall & Building Meeting

HELD AT **Council Chambers 24 November 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 25 August meeting

3. Introductions

- Kay Burns – Tanja Hall Committee

4. Action Items from May meeting

- Action items discussed with any follow up.

5. Standing business

5.1 Risk Management and Workplace Health & Safety

- Quaama Hall – Kitchen access and possum in roof space.
- Wandella Hall – Old toilets to be removed.
- Cobargo Hall – Star pickets on fence, trip hazards and emergency exit.

5.2 Policy & Procedure

- Brogo Hall – number of meetings per year.

6. New Business

6.1 Community Noticeboards

- Noticeboards available for halls.

6.2 Volunteer Review

- General review of all volunteer processes.
- Committee process review.
- Guidelines review.

6.3 Project Proposal Forms

- Looking at simplifying the process and form.

7. Questions

- Eden - Cleaning contract.
- Brogo – OSM high risk, 3yr contract.
- Towamba – Friends of clarification.

Present

Committee Representatives –

Cr Anne Mawhinny (Chair)	Howard Stanley (Murrah)	Margaret O'Connor (Wandella)
Tanya Pearce (Brogo)	Warren Howard (Wolumla)	Keith Frew (Wolumla)
Vivian Herriot (Wyndham)	Evan Harris (Towamba)	Janet Menefy (Quaama)
Yvette Beurteaux (Tanja)	Kay Burns (Tanja)	Rick Chandler (Pambula)
John Trevana (Bemboka)	Karen Terwin (BVSC Committee Liaison Officer)	Rosemary Steele (Tarraganda)
Andrew Spencer (Cobargo)	Anne Cleverley (BVSC Coordinator Community Development)	Simon Schweitzer (BVSC Manager Community & Culture)

ADDITIONAL HALL COMMITTEE MEMBERS IN ATTENDANCE

Jill Bowen

Chris Steele

Wayne O'Connor

Peter Honer

1 Apologies:

Margaret Harrap (Rocky Hall)

Sam Martin (Candelo)

Coleen Jarman

Michael Harrap

Tony Jarman (Tarraganda)

Absent from meeting -

John Davidson (Kiah)

Shereen Green (Nethercote)

2 Confirmation of minutes

The Minutes of the 25 August 2015 General Halls and Buildings Committee meeting were taken as read.

Moved – Vivian Herriot

Second – Janet Menefy

3 Introductions

Kay Burns – Tanja Hall Committee

4 Actions Items from previous meeting

ACTION 1 – BVSC will organise an initial Test & Tag check in all halls. Council sought quotes from a number of contractors; most competitive quote was from contractor 1 - \$144.00 per hall with up to 12 tags - \$10.00 per additional tag. Initial check will be paid for by BVSC with further checks will be part of the maintenance schedule and attributed to the individual hall budget. Anything that fails will be put aside for collection or disposal and it will be up to the committee to replace these items.

Motion moved to use contractor 1 – First – Tanya Pearce Second – Andrew Spencer UNANIMOUS

ACTION 2 - BVSC to meet with committees to work through Facility Management Plans (FMP). – Condition assessments to be carried out on all halls. The aim is for these to be drafted prior to the February meeting. BVSC has much of the information already but will schedule meetings with each committee prior to the Feb S355 committee to have a conversation around the future projects and areas of greatest needs for the halls. The FMPs feed in to Council's broader Asset Management Plan. All or part of the committee can be present at these meetings. The plans are more or less written, they just need the condition assessment and the input from the committees. The annual maintenance funding will not be impacted by these plans, those are funds already identified in the budget. *ongoing*

ACTION 3 – BVSC to follow up further with the RFS regarding unfinished work at the Brogo Hall. Anne has spoken to the RFS and there was an issue with the contractor but they have assured us that they will be completing the work in December.

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

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

ACTION 6 – BVSC to organise contractor to go and clear guttering at Brogo Hall.
Contractor will be visiting hall this week to check job.

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

ACTION 8 – BVSC to organise inductions for all new committee members. Looking to do these inductions in the second week of December in three locations across the Shire. Council will be in touch with those committee members to organise this.

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

ACTION 10 – BVSC to look into the use of signage at Bemboka Hall. Have spoken individually with the committee regarding this and will continue to liaise with them in the organisation of signage. *Action complete*

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

5 Standing Business

5.1 Risk Management and Workplace Health & Safety

Quaama Hall – Access from the kitchen can be quite dangerous when it is dark or wet. Looking at solutions to this issue, there is an outside light but it is still quite treacherous.

There is a resident possum in the roof space causing quite a bad smell. The committee have tried to catch him but have been unsuccessful. The roof space is to be sealed when the ceiling job is being done.

Wandella Hall – The old toilets are to be removed as they are a hazard, one has already been condemned and a barrier put up around it. These will be removed permanently as soon as the new toilets are complete. There is an event on the 12th December; we will have these old toilets removed before then.

Cobargo Hall – Star pickets on the outside barrier of the fence need to covers on them.

Trip and fall hazards on the concrete path around the toilets. This will need to be looked at with access in mind as part of the management plans.

Fire exit light/sign is not working, have changed globe but will need an electrician.

5.2 Policy & Procedures

Clarification on requirements for committee meetings

BVSC staff clarified requirement of hall committees is a minimum of 4 meetings per year.

5.3 2015/16 Maintenance Funding Update

Kiah Hall – Complete

Wyndham Hall – Old tank has been removed and replaced and this is to be connected by the plumber tomorrow.

Wolumla Hall – 1 further quote was sought and this has been forwarded to the committee for consideration.

Tanja Hall – Have had issues with the nominated contractor, will have to look at further quotes.

Pambula Hall – Design issues have held the project up. An engineer is to make assessment

Quaama Hall – Clarification on quotes and further scoping.

Brogo Hall – Further quotes to be sought.

Wandella Hall – Contractor to be completing his part this week. Committee are to paint and finish off.

Towamba Hall – Further quote for termite damage repair to be sought

6 New Business

6.1 Community Noticeboards

Council have a number of noticeboards available to put up at halls across the shire, these are at no cost to committees. These are to get public information, committee/hall information and council information out to the community. Karen will forward information on dimensions and any committee that would like one can respond to this email.

6.2 Volunteer Review

Council have started the process of reviewing volunteering across the Shire, at present there are 340 Council volunteers. We are hoping to gather information on volunteer's experiences and general feedback to improve processes. There will be a survey forwarded to all volunteers over the next couple of months.

6.3 S355 Committee Review

There will also be a review of committee processes and guidelines in line with Council elections next year and the committee spills. We will be having discussions with you on these processes, to give committees the opportunity to give feedback on how things are done. This will need to be organised by June next year

6.4 Project Proposal Forms

Council is looking at simplifying this process due to issues raised on the current process which is creating double handling and extra work for both the committees and Council staff. Council is proposing a revamped Project Proposal Form and process. The aim is to streamline the process for committees – it will cover critical information such as what the project is, what issues are being addressed, the estimated cost, preferred contractor etc. This draft will be distributed prior to the next meeting.

If necessary, Council will have proposed projects formerly scoped. Quotes will be sought for works based on that scope. Those projects will then be put to the S355 committee and voted on.

General consensus of the meeting was that this was a good idea.

7 Questions

Q: Shire wide cleaning contract, what is the status of this? (Eden)

A: This is on the agenda for Council meeting 25/11/2015. Halls can be added to this contract if wanting to be.

Q: Received 3yr OSM contract from Council, what will happen when this is up (Brogo)?

A: Environmental Services will come and do another inspection and any changes will be made at that time.

Q Suggestion that the \$100.00 allocation for the Friends of Account be increased to allow committees more freedom when doing small projects around the hall. (Towamba)

A: This money is to be used for incidental purchases only, not to be used for larger maintenance projects. Invoices can be raised for larger purchases though Karen This was something that was decided on in conjunction with the finance department. It allows Council to keep track of the funds to reduce over spends maintain overall running costs.

This process can be looked at as part of the committee review.

Meeting Close –

6:45pm

Next meeting

The next meeting is to be held on Tuesday 23rd February 2016.

Action Items –

ACTION 1 – BVSC to engage contractor to carry out an initial Test & Tag check in all halls.

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

ACTION 3 – BVSC to speak with roads team regarding issues at Bemboka, Tarraganda and Wyndham Halls *ongoing*

ACTION 4 – BVSC to organise removal of old toilets from Wandella Hall.

ACTION 5 – BVSC to organise contractor to fix emergency exit light at Cobargo Hall.

ACTION 6 – BVSC to forward information on noticeboards

ACTION 7 – BVSC to forward draft project proposal form and process to Committees for feedback.

ACTION 8 – BVSC to forward information on Friends of account to committees.