Meeting Summary

4. Business arising from last meeting:

4.1: Committee Finances
   - 4th quarter statements sent to committees. Accrued interest applied to the next statement.

4.2: Fees and Charges
   - 2013/14 fees and charges have been adopted by Council.
   - Committees must use these rates for all bookings.
   - Forms are available if hirers wish to apply for a donation from Council to assist with meeting fees.

4.3: Project Proposal Update
   - The 2013/14 major projects have been approved by Council (letters sent out)
   - Next - committees to submit Delivery Plans.
   - The Delivery Plans must be approved by Council staff BEFORE any works are to begin.

4.4: Designated halls for use during emergencies
   - The condition and capacity of all hall kitchens was recorded for the area emergency planning committee.

5. New Business

5.1: Obligation of committees in regards to minutes and meetings
   - Minutes from hall committee meetings must be submitted to Council within 1 month of meeting (council@begavalley.nsw.gov.au and halls@begavalley.nsw.gov.au).
   - Minutes from S355 General Halls and Buildings meetings are to be tabled at hall committee meetings and at least the summary and action items must be read out.

5.2 Information for Council’s website
   - Committees asked to provide any materials to put onto Council’s website to improve their hall’s profile.

5.3. Accredited contractors
   - Committees reminded they can only use accredited contractors for any works at halls (Permission must be sought from Council to use non-accredited contractors).
   - An updated list of accredited contractors has been sent out to committees.

5.4 Cancellation of ABN’s
   - All hall committee ABNs must be cancelled by law. Must be done by the committee.

5.5: Committee forms
   - Emergency contacts and hall management forms were provided to committees.

6. Standing Business

6.1 Workplace Health & Safety for Committees
   - Committees were asked to raise and WH&S concerns or needs at their hall.
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**Action Items**

1. **BVSC** to resend financial statements to Eden Log Cabin, Quaama and Nethercote secretaries.
2. **BVSC** to resend hall’s fees and charges extract to Eden Log Cabin and Brogo Hall Booking Officers.
3. **BVSC** to provide Cobargo Hall with the heating/sustainability report from the recent audit and plans for what to do next.
4. **BVSC** to develop a flowchart for writing a Delivery Plan and provide to committees for future use.
5. **Wandella Hall** to schedule a meeting ASAP and contact Nathan with details so he can attend.
6. **BVSC** to provide the hall kitchen details to the emergency services for their planning.
7. **BVSC** to provide a summary page of action items with meeting minutes that can be read out at individual hall committee meetings.
8. **BVSC** Council to advise each committee what meeting minutes are required from them. **Individual committees** are to then provide Council with meeting minutes for their records.
9. **ALL Hall committees** to send any information, schedules of regular events and photos to Council to update their profiles on Council’s website.
10. **BVSC** to investigate the online community calendar and get back to committees with information.
11. **BVSC** to send Wandella a hard copy of their profile on Council’s website.
12. **BVSC** to resend the accredited contractor list to Tarraganda and Wyndham halls.
13. **ALL Hall committees** with ABNs must have these cancelled by law.
14. **BVSC** to do a presentation and clarify the use of ‘Friends of’ bank account at next meeting.
15. **BVSC - Peter Mercieca** to follow up on Nethercote driveway with hall committee.
16. **BVSC - Fire and Safety inspections for all halls to be put out to EOI.**
17. **BVSC** to investigate and make new and improved deposit cards and distribute to committees.
18. **BVSC** to follow up on rates and electricity charges on Tarraganda’s financial statement and service fee on Wandella’s statement.
19. **BVSC** to post out 2 small and 2 big no smoking signs to all committees.
20. **BVSC - Nathan** to deliver 1st aid kits to Cobargo, Bemboka, Pambula, Wandella – any others needing can contact Council.
21. **BVSC - Peter Mercieca** to follow up with the painter of Brogo Hall to become accredited.
22. **BVSC** to investigate tip vouchers for halls.
23. **BVSC** to investigate bins that lock in to a secured attachment.
1 Apologies:
Simon Schweitzer (BVSC Community Services Manager)  Peter Mercieca (BVSC Building Assets Coordinator)  Cassie Hooper (Tanja)
Anne Hopper & Sam Martin (Canavalo)  Vivian Herriot (Wyndham)

2 Confirmation of minutes
The Minutes of the 28 May 2013 General Halls and Buildings Committee meeting were taken as read.
Moved Rod McLean – Second Gen Ryan.

3 Introductions
Meeting attendees introduced themselves and their committee/employee positions.
It was requested that people stated their name and affiliated hall prior to speaking to aid minute taking.
4 Business arising from last meeting

4.1 Committee Finances – migration to new procedure

The financial statements for the 4th quarter of 2012/13 have been sent (emailed and posted) to hall committees.

Interest accrued by these accounts during the 2012/13 financial period will be applied to the next quarterly statements (1st quarter of 2013/14 financial year).

Meeting attendees were asked to contact the Committees Liaison Officers (Karen Terwin and Erin Moon) if they had specific queries regarding their latest financial statements.

Three hall committees identified that they did not receive their hall’s financial statements; Eden Log Cabin, Quaama and Nethercote.

It was generally agreed that committees would like to receive separate emails for different matters, as bundled emails with multiple attachments can result in some information being missed.

Action item 1: BVSC to resend financial statements to Eden Log Cabin, Quaama and Nethercote secretaries.

4.2 Fees and Charges

Fees and Charges for 2013/14 have been adopted by Council and are published on Council’s website.

The whole fees and charges document is available at http://www.begavalley.nsw.gov.au/file.asp?q=RES-SKJ-15-00-71. An extract of the document showing fees and charges for all halls was sent (emailed and posted) to hall committees in July 2013. This was done, in part, so that committees could look at how other halls are charging. This may influence how committees choose to charge at the next fees and charges review (end of 2013/14 financial year).

Two hall committees, (Eden Log Cabin and Brogo Hall) identified that they had not, or were unsure if they had received the hall’s fees and charges extract. Cobargo Hall suggested that it would be more useful to them to have the fees for each hall displayed on one page each.

All bookings must use the rates published in the fees and charges. Hall committees are not permitted to alter or waive these fees for a user.

If a person wishes to book a hall and believes that the fees should be waivered, they can apply to the General Manager for financial assistance. These forms have been made available to most hall committees however it is the person making the applications responsibility to contact council and make the request. If this application is made with plenty of notice, it is possible for the application to be processes prior to the event, however usually the applicant pays first and are reimbursed latter pending approval of the request.

Action item 2: BVSC to resend hall’s fees and charges extract to Eden Log Cabin and Brogo Hall Booking Officers.

4.3 Project proposal update

The 2013/14 major projects have been approved by Council. A letter and email was sent to all hall committees outlining the major projects and included information for next steps.

The next step is to write a Delivery Plan and submit this to Council (attention to Karen or Erin) for approval. The Delivery Plan outlines the process for undertaking the work, including
identifying who will be project managing, whether the work will be completed by a contractor, whether volunteers will be used and if so how they will be managed, and the Safe Work Methods Statement(s) (SWMS). Once these have been assessed and approved by Peter Mercieca (BVSC Building Assets Coordinator), the projects may begin. Committees were advised to contact Karen or Erin if they are unsure how to proceed with the Delivery Plans. **The Delivery Plans must be approved BEFORE any works are to begin.**

It was discussed that depending on the size of the project, some projects will be managed by Peter while smaller projects will be managed by the committee. If committees are uncertain who will be managing their project, they can contact Karen or Erin.

Kiah’s project will be managed by Peter as it is a large project, and is considered high risk as it involves the replacement of asbestos.

Cobargo Hall asked how they could progress their project to install new heaters in the hall. Nathan explained that the project is not one of the approved major projects and has not yet been approved by Peter Mercieca. For any hall committee to propose their own project, they need to follow the following procedure;

1. Proposal outline (using the project nomination form)
2. Develop Plan (organise paperwork including possible Development Application)
3. Delivery Plan

Once each step has been submitted to Council, Peter will assess the implications of the project and grant approval accordingly.

A sustainability audit was conducted at Cobargo Hall which identified that insulation is required as a first step to improve the thermal comfort of the hall prior to installing heaters. Sheelah commented that they have not had feedback regarding the audit and expressed frustration with the overall slowness of the project. It was agreed to provide the sustainability report to Cobargo Hall and to continue the discussion outside of the meeting.

Murrah Hall stated that they found the language in the paperwork intimidating and unclear as to how to proceed with the Delivery Plan. They requested a flow chart outlining the order of steps be developed to help committees write their Plans.

Wandella Hall asked whether the management of their project to build toilets will continue to be managed by Peter. Nathan confirmed that it will and explained that this project was continuing from last year’s major project as the size of the project had grown. On request from Kiah Hall, Nathan explained that the project had expanded from just building toilets to including a ramp to the hall to allow disabled access. This is because once a major change is made to a public building; it triggers accessibility legislation, requiring the entire hall to be made accessible. Joy agreed to arrange a meeting ASAP and invite Nathan and Peter.

**Action item 3:** BVSC to provide Cobargo Hall with the heating/sustainability report from the recent audit and plans for what to do next.

**Action item 4:** BVSC to develop a flowchart for writing a Delivery Plan and provide to committees for future use.

**Action item 5:** Wandella Hall to schedule a meeting ASAP and contact Nathan with details so he can attend.

### 4.4 Designated halls for use during emergencies

Emergency services are developing a shire wide emergency plan. The current plans proved inadequate during last summer’s fire - Wolumla hall’s kitchen was inadequate for needs of fire fighters. Suitable town halls will be designated as the following:
1. Place of last resort – require first aid kit, water tanks, and hoses. Building meets code for bush fire resilience.
2. Evacuation centres – adequate facilities for large groups to stay with full support.
3. Feeding stations – adequate kitchen to cater for large groups of emergency services.

Funding may be available for these halls to be upgraded by the emergency services. Emergency services are making these designations – Council is not responsible for this decision-making.

If kitchens are upgraded to commercial size, committees could consider introducing a kitchen fee in the next fees and charges review. Quaama Hall was raised as an example of this.

The condition and capabilities of hall kitchens were discussed for each hall (table below):

<table>
<thead>
<tr>
<th>Hall</th>
<th>Condition</th>
<th>Capability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kiah</td>
<td>Fair</td>
<td>Medium Domestic</td>
</tr>
<tr>
<td>Pambula</td>
<td>Fair</td>
<td>Medium-Large domestic</td>
</tr>
<tr>
<td>Towamba</td>
<td>Fair</td>
<td>Medium Domestic (fridge commercial size)</td>
</tr>
<tr>
<td>Brogo</td>
<td>Poor</td>
<td>Small Domestic</td>
</tr>
<tr>
<td>Wandella</td>
<td>Good</td>
<td>Very Large Domestic</td>
</tr>
<tr>
<td>Eden</td>
<td>Fair</td>
<td>Very small – unsuitable</td>
</tr>
<tr>
<td>Nethercote</td>
<td>Excellent</td>
<td>Large semi-commercial</td>
</tr>
<tr>
<td>Quaama</td>
<td>Excellent</td>
<td>Medium commercial</td>
</tr>
<tr>
<td>Wolumla</td>
<td>Fair</td>
<td>Small Domestic</td>
</tr>
<tr>
<td>Wyndham</td>
<td>Fair</td>
<td>Small Domestic</td>
</tr>
<tr>
<td>Tarraganda</td>
<td>Poor</td>
<td>Very small – unsuitable</td>
</tr>
<tr>
<td>Bemboka</td>
<td>Poor</td>
<td>Medium Domestic</td>
</tr>
<tr>
<td>Cobargo</td>
<td>Good</td>
<td>Medium-Large semi-commercial</td>
</tr>
</tbody>
</table>

Action item 6: BVSC to provide the hall kitchen details to the emergency services for their planning.

5 New Business

5.1 Obligation of committees in regards to minutes and meetings

Hall committees are required to provide a copy of their minutes from committee meetings within one month of the meeting to Council. Minutes must be sent to both council@begavalley.nsw.gov.au and halls@begavalley.nsw.gov.au. Hard copies are not necessary, but if this method is preferable, post to Council Chambers, PO Box 492, Bega, NSW 2550.

Hall committee meetings must be held in each quarter (A minimum of 4 meetings per year). It is not necessary for minutes to be signed. Minutes are stored in Council’s record system and may be provided to the public on request. Minutes from individual hall meetings are not put on Council’s website or released in an information bulletin.
The minutes from the S355 General Halls and Buildings meetings are published on Council’s website within 2 weeks of a meeting. These meetings are held quarterly.

Tarraganda asked if the general public were permitted to attend the individual hall meetings. Nathan confirmed that the general public are permitted to attend these meetings, but are not entitled to vote. Only committee members can vote. General public must also put any issues on the agenda and be allocated a time slot that way.

Hall committees are required to table the minutes from the latest S355 General Halls and Buildings meetings.

Wyndham asked if it was enough to have the minutes sent out to the committee members and ask if they were read. It was explained that Council has been finding some information has not been filtering through from the S355 meetings to the rest of the hall committee members. This then can consume lots of Karen & Erin’s time responding to individual members issues that were discussed at the meeting. It was agreed that it was not necessary to read the entire minutes verbatim, but was asked that the S355 Representative summarise each section as they go through the minutes. It was agreed that a summary page of action items would be provided with the minutes that are to be read out at individual hall meetings.

Action item 7: BVSC to provide a summary page of action items with meeting minutes that can be read out at individual hall committee meetings.

Action item 8: BVSC Council to advise each committee what meeting minutes are required from them. Individual committees are to then provide Council with meeting minutes for their records.

5.2 Information for Council’s website

Council would like to update the Hall’s profiles on Council’s website. Committees were asked to provide any information or photos to Council to be uploaded to their hall’s page. This is an opportunity for committees to advertise their hall in whatever way they want (within Council guidelines of course!).

Nethercote advised that they have their own website and will therefore provide a link to their website on their hall’s council profile.

A schedule of regular events can be included; however, Council doesn’t have the resources to keep updating the hall’s profiles with one off events. Council is looking into an online community calendar that will be set up for halls to advertise one-off events.

Action item 9: ALL Hall committees to send any information, schedules of regular events and photos to Council to update their profiles on Council’s website.

Action item 10: BVSC to investigate the online community calendar and get back to committees with information.

Action item 11: BVSC to send Wandella a hard copy of their profile on Council’s website.

5.3 Accredited contractors

An updated list of accredited contractors was sent (email & post) to hall committees. Tarraganda and Wyndham noted that they did not receive a copy.

Hall committees were reminded that they must use an accredited contractor for any work undertaken at halls. Skilled persons who donate their time to do a job at halls do not have to be accredited; however, they must be licenced and insured if is a licenced activity (e.g. electrician). Non-accredited volunteers can be reimbursed for their materials, providing committees meet the normal requirements to fund the works.
There are situations where non-accredited contractors can do work for Council, but these must be signed off by the engineering group manager of Council (Wayne Satori). If a committee need to use a non-accredited contractor, they can contact Karen or Erin to request approval from Wayne.

Accreditation is provided by BNG Conserve who manages Council’s contractors. BNG ensure the contractor’s paperwork is complete and current, that insurances are adequate and all WH&S needs are met. This meets Council’s contractor management requirements under Workcover. Accreditation costs $140/year.

There are also situations where a non-accredited contractor can be sub-contracted by an accredited contractor. In that situation, the accredited contractor is responsible for managing the WH&S requirements of the sub-contractor.

Use of volunteers must follow Council’s Occupational Health and Safety (OH&S) Policy and complete the Volunteer Risk Assessment form. Nathan is happy to attend working bees to run through the assessment forms with volunteers and conduct inductions if required, or discuss this over the phone if easier. It is a legal requirement that the names of volunteers are logged by the committee. These forms must then be submitted to Council for record keeping.

**Action item 12:** BVSC to resend the accredited contractor list to Tarraganda and Wyndham halls.

### 5.4 Cancellation of ABN’s

It is a legal requirement that any outstanding ABNs held by hall committees must be cancelled. Council can only legally have one ABN and hall committees are a committee of Council. This must be done by the committee and cannot be done by Council.

Members of hall committees are permitted to form another organisation outside of the hall committees that may have an ABN. It was discussed that ‘The Friends of [hall name]’ could be used in this way.

‘The Friends of’ account is a NON-COUNCIL account. Council make a one-off DONATION to this account which is then reimbursed for small hall expenses under $100 (receipts MUST be provided).

Hall committees can use Council’s ABN when applying for grants; however they require approval from Council first. This process is made quicker if the committee have already identified the projects they wish to undertake and these have been approved by Council. Otherwise, this has to happen first before Council can give approval for the grant application.

Council is near completing templates for Facility Management Plans. Committees will be able to use these to plan and prioritise projects at their hall.

Further general discussion about the use of the ‘Friends of’ account continued – it was decided to put it on the agenda for next meeting.

**Action item 13:** ALL Hall committees with ABNs must have these cancelled by law.

**Action item 14:** BVSC to do a presentation and clarify the use of ‘Friends of’ bank account at next meeting.

### 5.5 Committee forms

Committees were provided with an emergency contact list and a top-up of forms for managing halls. Committees were asked to report any incidents/accidents to Nathan when they occur. A message can be left on his mobile.
Committees were reminded that their first point of contact at Council is with either Karen Terwin on 6499 2299/0437 048 634 or Erin Moon on 6499 2263/0428 289 095 or collectively on halls@begavalley.nsw.gov.au.

Committees are not required to use the Council's Booking form provided their own form contains a hire agreement that is at least as comprehensive as the Council's agreement.

It was confirmed that at hall events where alcohol is provided, must be served by someone with a Responsible Service of Alcohol certificate. Committees were reminded that they must notify the police prior to hall events where alcohol will be present. This must be done indiscriminately. It was discussed that a good relationship with the local police is beneficial.

6  Standing business

6.1 Workplace Health & Safety for Committees

Committees were asked to raise any WH&S concerns or needs at their hall.

Nethercote re-identified a slip hazard caused by their unsurfaced driveway.

Cobargo identified that standing up on ladders to reset the timers on the heaters was a hazard. Nathan noted that Council's WH&S officer has conducted a safety audit of the hall. The report will be provided to the committee once completed.

Wandella hall have an outside light that is broken. Nathan confirmed that Shane Black can do the work as a volunteer and the hall will pay for the materials.

Cobargo expressed concern with multiple key holders as they are having problems with the toilets being left open. Nathan confirmed that Council officers will notify committees through Karen or Erin when they are visiting the halls. He advised that if there were security concerns at the hall, perhaps the committee could revise their booking/key process.

Bemboka questioned whether hirers were covered by Council’s insurance if they were hanging banners or decorations from the roofs. Nathan stated that Council’s insurance is for the use of the hall and only covers the utility of the hall. Users are not permitted to, and are not covered by insurance, to climb onto the roof, scale up the walls or climb to heights. If hirers wish to hang things from heights, they must engage someone with the appropriate expertise and insurances to do it.

Tarraganda mentioned that the fire extinguisher at the hall is still out of date and the process to have it updated and a full fire and safety inspection conducted has been very slow. A quote has been obtained from Sapphire Fire and Safety, but the committee are concerned that the quote is too expensive. Nathan proposed that the committee get another quote. He also suggested that the Fire and Safety inspections for all halls be put out to EOI (Expressions of Interest) to get the best price. The hall committees unanimously agreed to put the contract out to EOI.

Action item 15: BVSC - Peter Mercieca to follow up on Nethercote driveway with hall committee.

Action item 16: BVSC - Fire and Safety inspections for all halls to be put out to EOI.

7  Other business

Bob Hunt from Wyndham showed the meeting the smart meter he developed to operate a user pay system for gas heaters. The system uses plastic cards which have credit applied to them. Cards are inserted into the smart meter and heaters turn off when credit has run out,
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or the user removes the card. This has greatly reduced the hall’s energy bills, and it means that hirers don’t abuse the heaters.

Some committees are having problems with their deposit cards which aren’t scanning at some of the post offices.

Tarraganda questioned the $30 service fee under rates and the power bill on their financial statement. Wandella also questioned their service fee under rates.

Wolumla requested ‘no smoking’ signs.

Brogo Hall asked what was happening with the painter. Peter Mercieca is chasing up the painter to become accredited.

Tarraganda Hall requested that the committees be provided with the tip vouchers if they were paying for a garbage service.

Cobargo mentioned that their bins have gone missing. They would like to investigate bins that have a lock in mechanism.

Action item 17: BVSC to investigate and make new and improved deposit cards and distribute to committees.

Action item 18: BVSC to follow up on rates and electricity charges on Tarraganda’s financial statement and service fee on Wandella’s statement.

Action item 19: BVSC to post out 2 small and 2 big no smoking signs to all committees.

Action item 20: BVSC - Nathan to deliver 1st aid kits to Cobargo, Bemboka, Pambula, Wandella – any others needing can contact Council.

Action item 21: BVSC - Peter Mercieca to follow up with the painter of Brogo Hall to become accredited.

Action item 22: BVSC to investigate tip vouchers for halls.

Action item 23: BVSC to investigate bins that lock in to a secured attachment..

8 Meeting Close

Meeting was closed at 7:30pm.

Next meeting

The next meeting is to be held on Tuesday 26th November. This is the last meeting of 2013.