

# General Hall & Building Meeting



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HELD AT **Council Chambers 24/02/2015**

**Meeting open 5:30pm**

## Meeting Summary

Details are contained in the below minutes of the meeting.

### **4. Action Items from August meeting**

- Action items discussed with any follow up.

### **5. Business Arising –**

#### 5.1 Pest Inspection Update

- Termites found in 7 halls.
- Quotes to be sought for treatment.

#### 5.2 2015/14 Maintenance Funding (moved to end of meeting)

- Committees made presentations to the S355 Committee on their project nominations for this year.

### **6. Standing business**

#### 6.1 Risk Management and Workplace Health & Safety

Accredited contractors VS Non-accredited contractors –

- Committees must try to use accredited contractors at all times.
- Non – accredited contractors must meet all council requirements.

#### 6.2 Policy & Procedure

No issues raised.

### **7. New Business -**

Tarraganda Hall raised issues around financial statements – Council to organise a member of the finance team to come and address the S355 Committee.

## Present

Committee Representatives –

Cr Anne Mawhinny (Chair)	Howard Stanley (Murrumbidgee)	Margaret O'Connor (Wandella)
Tanya Pearce (Brogo)	Warren Howard (Wolumla)	Gen Ryan (Eden)
John Trevana (Bemboka)	Rod McLean (Towamba)	Margaret Harrap (Rocky Hall)
Vivian Herriot (Wyndham)	Janet Menefy (Quaama)	Yvette Beurteaux (Tanja)
Tony Jarman (Tarraganda)	Sam Martin (Candelo)	John Davidson (Kiah)
Keith Frew (Wolumla)	Dave Rugendyke (Cobargo)	Simon Schweitzer (BVSC Manager Community & Culture)
Nathan Marshall (BVSC Volunteering Coordinator)	Karen Terwin (BVSC Committee Liaison Officer)	Jackie Grant (BVSC Committee Liaison Officer)

### **ADDITIONAL HALL COMMITTEE MEMBERS IN ATTENDANCE**

Ida Akkerman	Wayne O'Connor	Tony Ovington
Peter Honer	Rosemary Steele	Chris Steele
Tim Lucas	Michael Harrap	Annette Evelyn

### **1 Apologies:**

Lis Shelley (Pambula)

### **Absent**

James Hinckley  
(Nethercote)

## 2 Confirmation of minutes

The Minutes of the 25 November 2014 General Halls and Buildings Committee meeting were taken as read.

**Moved – Vivian Herriot**

**Second – Howard Stanley**

## 3 Introductions

Meeting attendees introduced themselves and their committee/employee positions.

## 4 Actions Items from previous meeting

**Action 1 – BVSC to deliver first aid kit to Rocky Hall.** First aid kit handed to committee at meeting. **COMPLETE**

**Action 2 – Wandella Toilet planning and development.** Nathan has spoken to the contractor and hopes to meet with him and the committee onsite next week.

**Action 3 – Financial Statements – BVSC to look into issues with interest and incorrect charges.** Simon and Nathan to meet with the finance department regarding interest may get them to come and address the next meeting.

The financial statements are done manually and as such clerical errors do occur, we do ask that committees check these statements straight away to ensure any errors are picked up quickly. There are times when errors are made at a higher level, where things are costed to the wrong place etc. Council does have a system in place to check these statements prior to them being sent out but things may not always be picked up.

The committee requested copies of all bills that are forwarded directly to Council for payment, electricity, rates, fire safety statements etc. Council is happy to do this.

**Action 4 – BVSC to forward updated guidelines and operations manuals hard copy to all committee members. COMPLETE**

**Action 5 – BVSC to meet with committees to work through Facility Management Plans.** A builder has been engaged to carry condition assessments on all of the halls; he will provide a written report on each building. He will be contacting committees in the coming weeks to schedule times. The cost of this will be covered by Council funds.

**Action 6 – Committees to have 2015/16 Fees & Charges to council by the end of the year. COMPLETED** – BVSC will now get these in the correct format and forward them to committees to sign off on. They will go on public exhibition in May and come into effect on the 1<sup>st</sup> of July.

**Action 7 - BVSC to carry out Testing and Tagging at all halls. ONGOING** – BVSC will contact Committees in the coming weeks to get these started.

**Action 8 - BVSC to follow up on asbestos checks carried out at all halls and forward reports.** The reports have been found and copies will be emailed to committees. Quaama hall have discovered some asbestos in one of the storerooms. BVSC to organise an assessment.

**Actions 9 – BVSC to organise further assessment on asbestos levels in roofing at Eden Log Cabin.** BVSC to meet with committee individually to discuss the next step.

**Action 10 – BVSC to follow up on Fire & Safety inspections and reports.** BSVV to forward most recent reports to committees. There are still a number that need to be inspected, these have been organised with contractor.

**Action 11 – BVSC (Simon) to follow up the donation of playgroup equipment.** Strict regulations around equipment, none of the children’s services can take it. This equipment will have to be disposed of, BVSC can organise the town team to come and collect it if the committee would like.

Wandella Hall has a number of chairs and an old organ they do not want if any other hall would like them. Quaama requested some chair – committees to work out between each other.

**Action 12 – Committees to have identified projects for 2015/16 maintenance funding and have presentations ready for February meeting. COMPLETED**

**Action 13 – BVSC to forward any information on grants as they receive them.** None have come in.

**Action 14 – BVSC to follow up on RFS works at the Brogo Hall.** Nathan has emailed the RFS but has had no response as yet, will follow up.

**Action 1 – Wandella Toilet planning and development – ONGOING.**

**Action 2 – BVSC to forward a copy of all bills that are paid directly by Council to the committees.**

**Action 3 - BVSC to meet with committees to work through Facility Management Plans. ONGOING**

**Action 4 – BVSC to forward Fees & Charges to committees for approval.**

**Action 5 - BVSC to carry out Testing and Tagging at all halls. ONGOING**

**Action 6 – BVSC to forward asbestos reports to committees. BVSC to organise assessment at Quaama Hall.**

**Action 7 – BVSC to meet with Eden Log Cabin Committee Re: roof.**

**Action 8 – BVSC to forward Fire Safety reports.**

**Action 9 – BVSC to follow up with RFS re: works at Brogo Hall.**

## 5 Business Arising

### 5.1 Pest Inspection update

All the halls were assessed and active termites were found in 7 of the halls, Towamba Hall has already undergone the treatment program.

Council will be seeking 3 quotes for the treatment of the remaining halls to ensure the best service/price is obtained. Council will then contact the affected committees once we have those quotes back.

**Action 10 – BVSC to seek further quotes for termite treatment.**

### 5.2 2015/16 Maintenance Funding

Moved to the end of the meeting.

## 6 Standing Business

### 6.1 Risk Management and Workplace Health & Safety

Accredited contractors VS Non-accredited contractors –

Council require committees to try to use accredited contractors at all times, there is a process involved and this fits in with Council's insurance, Workplace Health and Safety and WorkCover requirements.

In the case of an emergency repair if committees cannot get an accredited contractor and you cannot contact a Council officer to assist you, you do have delegated rights to engage someone suitably qualified and insured, however this is a last resort if an accredited contractor or Council staff are not contactable.

If committees have a project that you would like to have done you can seek quotes from non-accredited contractors providing they are suitably qualified. This does not mean that they will automatically get the work if they have the lowest price. Committees must put a request into Council to use that contractor; the contractor still needs to meet all the requirements that they would if they were to be accredited (Licence, Insurance WHS etc). Staff will then seek approval from the Group Manager level to use that contractor.

Quaama raised an issue around getting contractors to come and quote on jobs, they are reluctant to work with council. They have found this difference in the last 12 months.

Eden and Kiah have a similar issue getting accredited contractors to come and quote on jobs in the south of the Shire.

If committees could forward all this feedback to [halls@begavalley.nsw.gov.au](mailto:halls@begavalley.nsw.gov.au) on this process we can then pass it on to management. At present Council is looking at the whole procurement process and this feedback will be taken into account.

The issue with simply ringing the local tradesman is although he might be licenced etc. being that Council is a government organisation if anything was to go wrong WorkCover would investigate. Council has a responsibility to ensure that contractors follow all WHS requirements.

A number of contractors have mentioned to committees that they have found dealing with Eurobodalla Council far easier. This is something that will be 'fed up the line' as part of the procurement review.

There is also the option of sub-contracting, a builder or similar that is accredited could sub-contract another tradesman to carry out the work. This means they would be covered under the builder's insurance etc. This could be an option to approach a builder in some areas to see if they would be interested in overseeing other contractors.

Candelo raised issues around the cleaning of the hall. This is an issue across a number of the halls, as the jobs are generally quite small the accredited contractors are not interested. Peter Mercieca is putting together a tender at the moment for some of the other buildings and halls in the Shire. We will include interested halls in this.

### 6.2 Policy & Procedures

No comments.

## 7 New Business

Tony Jarman – Tarraganda wanted to move a motion surrounding the financial statements and invoices – **Before any action is taken in regards to development or work on the halls or accounts are to be paid on behalf of the halls written approval shall be obtained from the various hall committees in the form of writing or email – LAPSED for want of a seconder.**

Generally this does already happen, the only time it may not is in the case of rates notices where the account is automatically paid by the rates department and occasionally with the electricity accounts. If invoices from contractors on occasion send invoices directly to council, in these cases committees are asked via email for approval. This process is already laid out in the committee guidelines.

There was some confusion around the termite inspections and treatment plans and payment for these. This committee voted to have the inspections paid for with maintenance funding, committees funds were not used for this. Council has now had clarification around the procurement process and is seeking further quotes for the treatment; Council will be in consultation with committees regarding this.

Cr Mawhinny would like a member of the finance department to come address the concerns of this committee at the next meeting. Committees are to have any questions to Council one month prior to the next meeting so that representative can have answers prepared.

**Action 11 – Committees to have questions on notice to BVSC 1 month prior to the May meeting.**

### **2015/16 Maintenance Funding Presentations –**

Committees were asked to give a brief overview of what the planned Project Nominations would be 2015/16.

#### Candelo Hall – Repair damaged shed –

A car has crashed into the shed over the summer period and done significant damage to the side wall and some structural damage. Colorbond sheeting to be replaced and some support beams. No quotes at this stage.

#### Wyndham Hall – Re-stumping and Water Tank –

Re-stump easternmost room in the hall – Quote \$4900.00

Replace existing corrugated iron tank with same style tank with the addition of storz outlet for firefighting – Quote \$3154.50

#### Brogo Hall – Window Replacement –

Replace windows in entire hall – Quote \$6000.00

#### Eden Log Cabin – Roof Repair –

Have had the roof shingles tested and asbestos is present. The roof now also has a leak which is causing damage to the cyprus lining.

Estimate - \$90 000.00

Towamba Hall – Repair Termite Damage and Roof Guttering –

Termite damage in kitchen and other areas of the hall to be repaired, quotes to be sought once treatment complete.

Gutter overflows and the flow may need to be re-directed. Edge of new deck is getting damaged from overflow.

Cobargo Hall – Access ramp –

Access ramp to side entrance of hall to allow access to the kitchen and supper room.

Estimate - \$7000.00 (verbal)

Quaama Hall – Ceiling/wall and replace windows –

Ceiling/wall – Quote - \$45 - \$48 000.00

Replace windows western side – Quote - \$48 000.00

Wolumla Hall – Replace windows –

Replace 4 wooden windows with aluminium ones.

Quote - \$6521.00

Request - \$6000.00

Tarranganda Hall – Insulation –

Lining and Insulation of walls.

Estimate - \$12 900.00

Kiah Hall – Curtain/Blinds or Verandah –

Install timber venetians on all windows to allow privacy and warmth.

Repair verandah concrete slab and cover with same material as in the toilets.

Quote - \$9000.00

Rocky Hall Hall – Re-Stumping –

Have had a couple of quotes for this job, quite varied. Need an engineering report to see what the best option is to level the floor.

Tanja Hall – Driveway or stage steps –

Repair driveway and drainage issues.

Quote - \$5000.00

Stage steps are very narrow and dangerous.

Quote - \$1822.00

Bemboka Hall – Roof repair –

Funds remaining from last year's allocation - Major works, quotes exceeding \$100 000.00

Pambula Hall – Driveway and fence replacement –

Removal of existing driveway, levelling and extend and replace driveway.

Erect metal fencing inside existing wooden fence.

Quote - \$16 742.00

Request - \$6562.00

Simon wanted to thank everyone who presented, found it to be valuable and a better way of presenting projects to this committee.

Between now and the next meeting we will be able to meet with committees and scope out the works completely and this committee can then vote on what recommendation the committee would like to make up to Council for funding.

## **8 Questions**

Meeting was closed at 7:15pm.

### **Next meeting**

The next meeting is to be held on Tuesday 26<sup>th</sup> May 2015.

### **Action Items –**

**Action 1 –** Wandella Toilet planning and development – **ONGOING.**

**Action 2 –** BVSC to forward a copy of all bills that are paid directly by Council to the committees.

**Action 3 -** BVSC to meet with committees to work through Facility Management Plans.  
**ONGOING**

**Action 4 –** BVSC to forward Fees & Charges to committees for approval.

**Action 5 -** BVSC to carry out Testing and Tagging at all halls. **ONGOING**

**Action 6 –** BVSC to forward asbestos reports to committees. **BVSC** to organise assessment at Quaama Hall.

**Action 7 –** BVSC to meet with Eden Log Cabin Committee Re: roof.

**Action 8 –** BVSC to forward Fire Safety reports.

**Action 9 –** BVSC to follow up with RFS re: works at Brogo Hall.

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