

Montreal Goldfield s355 Committee

25 February 2021



Minutes

HELD at Montreal Goldfield

Present

| | |
|-------------------|------------------------|
| Chris Franks | Bill Southwood |
| Bob Hearn | Alan Douch |
| Sheila Brice | Judi Hearn |
| Kerri Binstock | Cr. Liz Seckold (BVSC) |
| Marshall Binstock | Scott Baker (BVSC) |
| Bev Franks | Karen Terwin (BVSC) |
| Lori Hammerton | Nisha Boyce (BVSC) |

1 Welcome and apologies

That the apologies submitted by Geoffrey Guiffre, Peter Baxter, Barry Virtue, Malcolm Halliday, Anne Cleverley, Rickee Marshall, Mayor Russell Fitzpatrick for their inability to attend the meeting be accepted.

2 Confirmation of minutes

Not applicable for first s355 Committee meeting.

3 Presentations to the Committee

Alan Douch – Montreal Goldfield Hazard Reduction Plan 2020 - 2023

- Major concern is area near highway and dense fuel load. Legislation says you cannot burn within rotation period of 8 years. It did not burn properly in 2014 so there may be a way around it. Hopefully this will be done this year. Need approval from Council to carry out.
- Flora and Fauna reserve to be monitored but should be ok without burns if the areas surrounding are burned.
- Need to update tracks to carry out burns in other areas – need machinery to clear grass and leaf litter to create tracks for driving.

Action: Track Maintenance falls under Facility Maintenance Plan - Scott to follow up with Council for approvals and consent from Crown Lands – to build in with lease agreement.

Action: Secretariat to circulate the presentation with minutes.

4 Review of Action Items & Outcomes Register

Not applicable for first s355 Committee meeting.

5 New and other Business

Clarification of s355 Committee function

- Meeting today is the first s355 Committee meeting - this is to ensure correct governance from Council
- Distinction between s355 Committee meetings and Association meetings
 - s355 Committee meetings are held quarterly with BVSC representatives and Montreal Goldfield members in attendance
 - Association meetings can continue on a monthly basis with just the Montreal Goldfield committee members in attendance
 - Office bearers can be the same individuals for both groups if desired

Election of Office Bearers

Motion to adopt:

| | |
|--------------------------|-------------------|
| President | Chris Franks |
| Vice President | Bob Hearn |
| Secretary | Sheila Brice |
| Treasurer | Marshall Binstock |
| Publicity/Public Officer | Judi Hearn |

Motion Moved: Liz Seckold **In favour:** All

Committee Guidelines and Operations Manual

Motion to Adopt:

Defer adoption until next meeting to allow Committee to review and offer changes.

Note: This Manual is a 'dynamic' document and can be updated when needed.

Action: Nisha to send manual to Committee for review.

Action: Committee to review and send amendments to Karen Terwin for adoption at next meeting. Key areas of focus – correct spelling of name “Goldfield”, decision on bookings to external 3rd parties, including number of fundraising days & review of appendices.

Establishment of Friends of the Montreal Goldfields

Committee Meetings

- Frequency, dates, times, location
 - Frequency: Quarterly Meetings
 - Location: Montreal Goldfield
 - Time: Mornings but allow for one meeting that the Mayor can attend (not on a Thursday)

Next meeting – Friday 28th May 10am.

Action: Nisha to send invitation to next meeting.

Financial arrangements

Thank you to the Committee for its patience and flexibility in working with Council to set this up. Changing banks has delayed the process.

Transfer of funds to Council –

- When deposit book comes – cash deposits to be taken to the Bermagui Waste Transfer Station. They have a process for cash handling set up to take funds to the Council daily. As soon as money is deposited and registered in account you can draw on this money straight away.

Electronic payments and Eftpos machine –

- Electronic payments should occur soon. Eftpos machine will be provided and tested for working - if not adequate other options will be looked at. Requires small amount of connectivity so should work at the Goldfield.
- Eftpos machine was expected 22nd February.
- Work Order number – Income WO number and expense number is a key component to ensure funds are deposited into Montreal account with Council. There are two work orders for the s355 Committee:
 - W8798.1800.1128 (Income-Admission Fees)
 - W8798.2106.2502 (Administration Expenses-Bank Fees & Charges)

Action: BVSC to confirm date with bank for supply of Eftpos machine.

Action: Karen to provide guidelines on the electronic payment process to the Committee.

Larger groups invoicing –

- Receipt/invoice books can be provided to Montreal by Council for on the day payments to be provided to groups.

Action: Karen to provide Receipt/invoice books to Committee.

Questions from the Committee –

- How quickly can s355 Committee withdraw funds from Council to manage the facility?
 - Funds are available immediately. Council will not use Committee money for any other purpose. These stay in a Work Order specifically for Montreal Goldfield only.
 - Funding and grant support can be generated to raise funds for updates to facilities. \$1,000 cap on funds for incidental expenses. Keep \$1,000 in account – when this goes down Council reimburses you. Larger projects – discussion to be had to address how to fund.
- How does Association spend money around the Goldfield?
 - Major works – Council should be notified by Committee.

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- Day-to-day minor works (under \$5,000) – can be paid/managed by Goldfield. The Committee should use funds from their association account until reserves have accumulated in the BVSC account. An amount of at least \$1000 should remain in the association account to cover reimbursement timeframes from the s355 BVSC account.
- Over \$5,000 for an individual trade or service needs three quotes and to notify BVSC.

Action: Karen can provide list of accredited contractors.

- Do we need to update the Constitution to ensure expenditure process is in line with s355 Committee and Council requirements?
 - Yes, as a safeguard.
- Can we do a transfer of money from Association account straight to Council rather than going to the transfer station when it could be closed?
 - Bermagui transfer station now open 7 days a week (closed 12pm-1pm each day) – Sat/Sun 10-2pm.
 - Electronic transfer details will be provided when available from BVSC Finance
- Committee has funds from August to go into Council account. There has been a build-up of costs since then. We would like to submit accounting of that to Council and get money back. We have borrowed money from Friends of account and we would like to fix that quickly? Is that possible?
 - Yes, once deposit book and electronic deposit details are finalised
- Is it possible to create Cultural Heritage area in Council to put us within?
 - This is not needed because no one else in the shire would go under that heading. Perhaps this could change in the future, but Montreal Goldfield are unique in this space.
- The Association can use this premises for fundraising and is not considered as an external body. Are there insurance implications with this?
 - Because the Committee are registered as volunteers it is covered for liability and insurance.
 - Use of Montreal Goldfield as way of raising funds for specific activities e.g. heritage days can go into Association account and does not have to go into council account.
 - Only fees listed on Councils Fees & Charges register need to go back to Council. These currently are:
 - Guided Tour (No Charge for Children Under 5 Years) **Fee** (excl. GST): \$6.82
 - Guided Tour – Child **Fee** (excl. GST): \$4.55
 - Guided Tour – Family **Fee** (excl. GST): \$22.73
 - Heritage Centre Hire for Exhibitions **Fee** (excl. GST): \$45.45
 - Any other funds raised can go into association account.
 - Fundraising days do not have official tours as a part of them so all entry donations on those days are classified as fundraising. Committee to decide how many fundraising days occur each year – this to be built in Manual.

Action: 5 fundraising days per year added into the Manual.

Action: Committee and Council to work together to update Manual and adopt at next meeting.

Property management

- Development of Facility Management Plan (see below)
- Apportioning of Operating/Maintenance Costs
 - Operating costs versus maintenance costs?
 - Constant maintenance work in forest and property e.g. safety issues with trees and shafts
 - Shared responsibility with Council – in another forum the shared responsibilities should be defined and included as part of facility management plan
 - This needs to be done as possible to ensure safety issues are addressed promptly
 - Risk and Safety Officer – James Dangers will come out and assess. Contact List will be provided as part of this.

Action: Meeting on site with committee, BVSC Property Services and James Dangers (BVSC Health & Safety rep) to walk through and initiate Facility Management Plan.

First: **Facility Management Plan** – yearly operations plus bigger projects and reactive maintenance

Second: **Master Plan** – shovel ready projects for grant applications, costs, restrictions, consent from Crown lands. The committee can start this by asking “What is the Committee vision for the Goldfield?”

Challenges: Council does not have a ‘bucket’ of money to use but there are BVSC resources to help access/apply for grant funding

Action: Karen to provide written report by Mel Tarcy was not provided from last inspection regarding maintenance.

- Security
 - Addressed within Facility Management Plan
 - What are the Committee concerns/vision for this?
 - need better locks than the sliding door locks
 - hard to stop people walking in
 - Cameras – but issues arise with this i.e. checking, recording, power
 - Insurance - \$10,000 damage to make claim. Vandalism and petty theft are not really covered with that
 - At least there is a property next door for incidental surveillance
 - Changing front entrance might deter people – signage
- Potential road hazard at entrance
 - A really dangerous issue to be addressed urgently
 - Has been noted and escalated within Council Roads department as urgent to address.

Action: Scott to follow up with Council.

- Hazard reduction burns and track clearing within Reserve area
 - See “Hazard Reduction Plan” 2020 presentation notes
- Power supply for Montreal
 - Part of Facility Management Plan & Master Plan objectives
- Constraints on public fossicking within reserve
 - advice from Governance team and James Dangers – mitigated through signage?

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- Council to investigate to see if it could register MG as a claimed area– this being granted Council could refuse any fossicking
- Strong push to allow Shire open for fossicking and Committee supports that – but on a reserve and need to find out regulations for that here. If this activity grows – risk of being injured increases, if they do find gold and we have a gold rush? This could cause headaches...
 - Use reserve across the road for general fossicking?
 - Provide BVSC Information sheet at the Goldfield for the public on where they can fossick?

Action: Council to seek advice for legalities or mitigation processes. Fossicking license for committee? Check Pambula Goldfield regulations?

- Upgrade to front fence
 - Part of Facility Management Plan
 - An easy fix – and would give tidier look and discourage people from coming in. Would be good to get this done asap.
 - Needs to be assessed but no costing has been done so far. Originally Council paid for materials, but Committee put the fences up.

Action: Karen/BVSC will take some photos to then get quotes.

Action: Community Working B? Group with 20 min volunteer induction so covered by public liability insurance.

- Clarification of 'rent building to outside body'

Action: Committee to make decision on hiring of the space.

Allocation of consumables

- Allocation of Consumables – e.g. cleaning materials, toilet paper etc could be supplied more cheaply through Council.
- PPE – General and Covid safety – e.g. hand sanitiser, eyewear, high vis, sunscreen etc.

Action: Karen Terwin to provide list of what Council can supply. Then Committee to provide council with list of needs.

Promotion/ Advertising

Committee have spent over \$1,000 since November. Who pays for this?

These are operational costs, so comes out of fees and charges – draw out of Council account or utilise the finances in the Association account as they have come from fees and charges previously.

Action: BVSC Comms team to promote, especially special fundraising days to minimise expense.

- Assist with design of flyers. Promote on BVSC Facebook page and Montreal Goldfield webpage on BVSC website – this can be updated by Council - send updates to Karen
- Media Releases – trick is to **have it as a story rather than advertisement** – think about community interest for events
- Committee to have review of where they are promoting – Southcoast Gem and South Coast Style are good for attracting tourists. Triangle might just reach locals that already know about the Goldfield
- Chamber of Commerce – provide brochures to them?

How much do people depend on social media?

Action: Council to seek advice from Gallery or the Museum Adviser to advise on this.

Other Business

Review of fees and charges

Does Committee want to increase/reduce fees?

Current prices:

- \$7.50 Guided tour
- \$5.00 guided tour child over 5
- \$25 guided tour for families
- \$7.50 bus tour
- \$50.00 Heritage Centre hire for exhibitions – specify daily or weekly rate - ‘rent building to external body’
 - Discount to volunteers? Remove or keep? Clarify details and wording
 - Committee to think about usage of this space.
 - 3rd party hiring - Booking form mentioned in manual.

Action: Committee to review current pricing and hiring procedures.

Action: Scott to send email to Committee with current charges and Committee to get response back to Scott with updates/confirmation by email by 15th March.

Procedure Forms

Action: BVSC Provide all forms – safety, incident reports, booking form, reimbursement of funds, invoices, receipts

Incidents/safety hazards

Committee to take a record – photos, information.

This can add weight to getting support for upgrades.

Action: Committee to take photos and record any incidents.

6. Correspondence

Correspondence In

| Correspondence from | Subject | Action taken |
|---------------------|---------|--------------|
| Nil | | |
| | | |
| | | |

Correspondence Out

| Correspondence to | Subject |
|-------------------|---------|
| Nil | |
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Meeting closed: 12:50pm

Next s355 Committee meeting to be held at **10am on Friday 28th May at Montreal Goldfield.**