

S355 General Community Hall

Committee Meeting

12 October 2021



Minutes

HELD AT Bega Valley Commemorative Civic Centre

Present

Sue Horton (Eden Log Cabin)	Tony Ovington (Towamba)	Raymond & Christine Tynan (Nethercote)
Michael Harrap (Rocky Hall) Linda Reid	Joy Masterson (Wandella)	Steve Williams (Cobargo)
Jonathon Trevena (Bemboka)	Keith Frew (Wolumla) Warren Howard	Rickee Marshall (BVSC Property Services Manager)
Tanya Pearce (Brogo)	Howard Stanley (Murrah)	Katrina Berenguer (BVSC Cemetery & Halls Officer)
Robert Kingston (Tarraganda)	Julie Morandini (Tanja)	

Apologies

Bob Hunt (Wyndham), Sam Martin (Candelo), Clare McMahon (Kiah), Cr Robyn Bain

Absent Hall representatives

David Karonidis (Quaama)

1. Introductions

2. Confirmation of minutes

The minutes of meeting held 8 June 2021 for the S355 General Community Hall Committee was taken as read. Confirmed by Howard Stanley and seconded by Joy Masterson. All Committee members agreed.

3. Action Items from the previous meeting

Action	Status	Minutes of meeting held 8 June 2021	Update
Rolling Action	Ongoing	BVSC to check with all Community Hall Committees regarding status of First Aid Officers and organise training if required. First Aid Officer training names have been received:- Wolumla Hall - Susana Howard Nethercote Hall - Mel Page Wandella Hall – Joy Masterton	First Aid Course via Surf Life Saving Club – delivered CWA Pambula - Susana Howard declined to attend - Mel Page attended course on 15/8/2021 Joy Masterson to be confirmed

Rolling Action	Ongoing	Brogo Hall's water pump to be replaced and funded by emergency maintenance fund. Tanya Pearce to forward quote to Council.	Approved under FY2022 Hall Maintenance funding. Need to find out what type of water pump to order.
Rolling Action	Complete	Brogo Hall – Council to engage a contractor to investigate the location of the water filter/hot water service to improve access to change the filter.	Engaged Harris Plumbing to investigate and provided quote. Included in FY2022 Hall Maintenance funding.
Rolling Action	Ongoing	Council to finalise procedure with Marty Webster from Far South Coast RFS regarding opening Brogo Hall in the event of elevated fire danger.	Still in progress – Marty Webster is no longer a contact at the RFS. Will contact Local Emergency Management Committee to ascertain next steps.
New Action	Complete	Council officer to provide a hard copy of what is currently on the Council website for each community hall and distribute before the next meeting. This will enable the hall committees to workshop some ideas and suggested changes and assist with putting together a list of information of what they would like included on the webpage.	All hall committees were sent emails by Katrina Berenguer on week commencing 23 August of the current Hall BVSC website pages.
New Action	Ongoing	Hall committees to provide Council the key things that help to attract new volunteers. Provide a story on why you contribute as a volunteer in this way and how that is a rewarding experience. This will generate more interest in the community.	No feedback received.
New Action	Complete	Council Officer to investigate the parcel of land adjacent to Wandella Hall site which is Crown Land to use for hall parking and to finalise with the new build.	Rickee Marshall has investigated and advised the rebuild Project Manager. This parcel of land can be utilised for parking with the new build.
New Action	Ongoing	All hall committees to review the list of current hall committee members and advise the Council Officer of any changes or updated details. Also advise Council Officer if any current hall committee members are not interested in renominating into the new Council term.	Responses received from Bemboka, Eden Log Cabin, Cobargo, Murrah, Towamba, Wandella and Wyndham.
New Action	Complete	Council Officer to advise applicable hall committees with the new Origin gas arrangements.	Provided handout at meeting.
New Action	Complete	Hall Committees to submit their maintenance projects to Council for next year on the Hall Maintenance Project Proposal form by 30 July 2021. Projects will be considered and voted by the S355 General Halls Committee at the next meeting on 24 August 2021. Any larger projects you would like to consider for the hall, please also let us know for other funding opportunities.	FY2022 Hall Maintenance Projects were adopted by Council on 6 October 2021.

4. Standing Business

4.1. Risk Management and Workplace Health & Safety for Committees

COVID 19 Information

In line with the NSW Government's Reopening NSW Roadmap, from Monday 11 October 2021 Community Halls must adhere to the following:-

- All visitors to the halls (including volunteers) must be fully vaccinated to enter the facilities. Signage must be displayed at the entrance.
- New COVID 19 Safety Plans have been issued – a copy must be displayed at the hall.

COVID 19 information for Community Halls and flyers were handed out at the meeting.

Council will advise the hall committees of any changes to the restrictions.

Any questions about this please contact Katrina Berenguer on 6499 2112.

4.2 Policy & Procedure

Hall Committee Guidelines and Operations Manual

The Hall Committee Guidelines and Operations Manual will be reviewed and updated for the new term.

Action: A copy of the draft version with the proposed changes of the Hall Committee Guidelines and Operations Manual will be forwarded to the Hall Committee for comments or feedback.

Action: A copy of the current Hall Committee Guidelines and Operations Manual to be sent to Robert Kingston.

Community Project Proposals

There is a difference in process for progress/community associations wanting to apply for grants and or wanting to upgrade the community halls which must have Council approval via the Community Project Proposal process. This is a different process for the Hall Committee project proposals.

Community Project Proposals are assessed by the Leisure and Recreation section of Council and put into two categories for approval:-

- Minor projects which are approved by the Director and can be assessed throughout the year; and
- Major projects which are approved only once per year.

Action: Community Project Proposal process will be put this on the agenda at the next meeting, so the hall committees have a good understanding of the process.

5. Business Arising

5.1 2020/21 Maintenance projects wrap up

Hall	Project	Amount	Project amendment	Status
Bemboka	As per MBM Building Assessment report - Removal of external fibre cement cladding and strip back, repair and repaint external roadwork ancillaries.	\$2,000	Hall committee reported project already completed in prior years. Change of project to refurbishment of external areas was approved.	Complete
Candelo	Reimburse DA, structural design, fire safety compliance and plumbing fees for new kitchen.	\$5,400	Nil	Complete
Eden	Arborist removal and pruning trees \$4k. As per MBM Building Assessment Report - External	\$4,000 \$3,100	Nil Hall committee reported that external timber window	Complete

Hall	Project	Amount	Project amendment	Status
	timber Window casement \$3.1k.		casement not required – no expenditure. Change of project suggested: External sign at front entrance requires updating, request to carry forward \$2,000 towards this.	Carried Forward Request \$2,000
Pambula	Electrical re-wiring cabling to the lights.	\$5,000	Delays in LED lights to be upgraded via Green Guys - Environment project.	Carried Forward Request \$5,000
Quaama	Timber floor sanding of stage and door repairs. Repairs of lighting and power points.	\$8,840	Nil Nil	Complete Complete
Rocky Hall	As per MBM Building Assessment Report - replace internal storeroom door with new frame and door.	\$2,400	Building inspection reported that the external supper room door being the main entrance door was beyond repair and required a new frame and door to secure the building rather than repair an internal door. Hall committee requested a change of project which was approved.	Complete
Tanja	As per MBM Building Assessment Report - Replace 50L storage heater.	\$1,500	Hall Committee reported that new storage heater was not required. Requested change of Project – repair leak in supper room door.	Complete
Tarraganda	As per MBM Building Assessment Report - External wall replacement of brick piers.	\$5,500	Hall committee requested a structural report on building which reported that brick piers were sound but recommended to clean gutters which was done. Total cost \$870. Request for contribution of \$4,500 towards upgrade of accessible toilets. DA approved.	Carried Forward Request \$4,500
Towamba	Slab/cage for new generator. Security system. As per MBM Building Assessment Report - External door repairs \$3.5k.	\$5,000 \$600 \$3,500	Nil Nil Hall committee reported that the external doors did not need replacing. Requested change of project as listed below:	Complete Complete Complete

Hall	Project	Amount	Project amendment	Status
			<ul style="list-style-type: none"> Repairs to concrete back stairs. Total spend \$2,070 Repairs - vandalism to showers entrance doors. Requesting to carry forward \$1,000 towards repairs. 	Carried Forward Request \$1,000
Wolumla	Fire Safety compliance - exit emergency lighting.	\$4,268	Nil	Complete
Wyndham	As per MBM Building Report - re-seal timber floors.	\$6,000	Works scheduled to be completed in December 2021.	Carried Forward Request \$6,000

5.2 Major works/grant funding projects update

Hall	Grant Funded Projects	Status
Candelo	Crown Reserves Grant \$74,014 drainage works, retaining walls and installation of a timber deck including demolition of chimney – Project Manager Andy Foster	Ongoing
Cobargo	BVSC Access Grant (2019) \$4,245 Concrete slab to enable accessible parking to be incorporated into project with rebuilding of toilets and replacement of roof – Project Manager Andy Foster.	Ongoing
Quaama	Minderoo Foundation \$10k - Lakeside electrical \$4,824 external lighting improvements. Left - \$5,176 St Vincent De Paul \$8,552.50 awarded for Supper Room Upgrade – insulation and air conditioning	Ongoing New
Towamba	Club Grants \$2,962 awarded for purchase of AV equipment (screen and projector)	New
Wolumla	Club Grants \$2,500 awarded to contribute to total cost of air conditioner in supper room.	New
Bemboka, Quaama & Wyndham	Increasing Resilience to Climate Change fund <ul style="list-style-type: none"> Solar/battery component has been installed. Inductions undertaken for each hall. Operation manuals will be supplied to hall committees. Community engagement component which includes a baseline survey of hall committee and stakeholders and results from drop-in sessions completed – (copy attached for Bemboka, Quaama & Wyndham) A generator has been purchased to complete the backup design of the halls – this will be housed at the Bega Depot. Logistics of deployment processes being determined. Planning being undertaken to conduct one trial cool refuge opening this summer to inform hall procedures – location yet to be determined. Project Manager Michael Fiedler 	Ongoing

Hall	Grant Funded Projects	Status
Special Variation (Buildings) Grant Funded Projects		
Candelo	\$14k - Old kitchen change to green room project. Will need to complete demolition of chimney from Crown Reserves Grant before commencing.	On Hold
Cobargo	\$80k – Roof/toilets replacement – Project Manager Andy Foster Kelli Rieck is waiting on BCA Compliance Report from the Consultant. This is the minimum necessary requirements for safety, health, amenity and sustainability in the design and construction of new buildings (and new building work in existing buildings) in NSW. Once compliance report received, the DA submission will be submitted.	Ongoing
Murrah	\$21k – External repairs to timber cladding. External repair and painting. Tender conducted 26/11/2020 - only one submission from Delso Painting \$46,800 that included timber for cladding. Difficulty in obtaining timber cladding due to materials shortage.	Ongoing
Local Roads and Community Infrastructure Program		
Tanja	Upgrade of road for school bus access, driveway and parking upgrade including an accessible car park and connecting pathway to hall and toilets – Project Manager Aaron Gorsch	Near completion
Wyndham	Pathway upgrade to access public toilet – Project Manager Aaron Gorsch	Complete

Tanja Hall have requested to obtain quotes to upgrade the toilet to an accessible standard.

Action: Council Officer to contact Aaron Gorsch, Project Manager to ascertain if the contractor at Tanja Hall can provide a quote to upgrade the toilets to an accessible standard.

5.3 Wandella/Kiah Halls rebuild update

Hall	Fire Recovery Rebuilds	Status
Kiah	With thanks to Clare McMahon and Australian Business Volunteers, Council is engaging with Arup (Engineering/Highway Engineering Services) on their Pro-bono offer to the Kiah Hall project to develop a design (or design options) to a minimum level such so that budget estimates and key recommendations can be made and put forward to Asset & Operations for principal support and then to TfNSW. Through obtaining this preliminary work pro-bono with Arup it is a positive step forward in the projects efforts to improve the safety and sight distance of the intersection and make our further advocacy to TfNSW. The timeline we are working to for Design tender for both Halls is scheduled going to market in October 21, closing by December 10, 2021.	Ongoing
Wandella	With the delay of the appointment of our Project Manager, Mark Baker we had intended to go to market for the Wandella Design in September, this has now been pushed back to this month October, as we will be going to market for Design Concepts under the one tender for both Hall's this month, scheduled October 21, closing by December 10, 2021. In relation to the adjoining Council Managed Crown reserve land, Mark Baker will progress the scope of works to provide to the Property team for the Native Title Assessment for both reserves to progress use of carparking as part of the rebuild project.	Ongoing

5.4 Origin Gas

Origin Gas delivery schedule for each hall is listed below.

Hall	Cylinder	Usage	Delivery	Comments
Brogo	2 x 45kg LPG	Heating only	Once per year	Before cooler weather
Candelo	2 x 45kg LPG	Cooking, hot water and heating	Quarterly	
Cobargo	2 x 45kg LPG	Cooking only	Once per year	
Murrah	2 x 45kg LPG	Cooking, hot water and heating	Quarterly	
Nethercote	1 x 45kg LPG	Cooking and heating	Twice per year	During cooler weather
Tathra	2 x 45kg LPG	Heating only	Once per year	Before cooler weather
Towamba	1 x 45kg LPG	Hot water for showers and cooking	Quarterly	
Wolumla	2 x 45kg LPG	Cooking and heating	Twice per year	
Wyndham	Insitu cylinder 190kg	Cooking, hot water, space heating and radiant heating	Bi-monthly deliveries in the colder months	Do not need deliveries in summer

Any additional deliveries of gas outside of this schedule should contact Origin Gas on 1300 765 583 from Monday to Friday between 8am – 6pm.

Any emergencies or gas leaks contact 1800 808 526 24 hours 7 days per week.

6. New Business

6.1 2021/22 Maintenance Projects Proposal outcome

All new hall maintenance projects were approved by resolution of Council at the meeting on the 6 October 2021.

Hall	Project	Amount
Bemboka	New external skillion roof over solar inverters and tesla battery	\$5,000
Brogo	1. Re-position water filter for easier access under building \$1,000 2. Replacement of water pump \$1,000	\$2,000
Eden Log Cabin	External repaint of building and interior windows	\$12,400
Murrah	Termite treatment	\$990
Nethercote	Replacement of kitchen external door	\$2,500
Quaama	1. New verandah roof over kitchen and supper room doors on eastern side of hall \$4,950 2. Replacement/repair of external doors \$4,500 3. Repair of leaking verandah roof \$2,500	\$11,950

Hall	Project	Amount
Rocky Hall	1. Aluminium mesh for roof gutter \$3,000 2. Land survey fees \$2,000	\$5,000
Towamba	Window coverings/blinds for hall	\$5,760
Wolumla	Replace section of eastern skillion roof that has been leaking	\$10,000
	Contingency and responsive maintenance	\$16,866
	TOTAL	\$72,466.00

Council officer will contact hall committee to commence the projects and engage the contractors.

6.2 End of year/first quarter financial statements

Each hall was provided a copy of their end of year 2021 financial statement and the first quarter financial statement for 2022.

Hall hire impacted in first quarter due to COVID 19 restrictions which was expected.

Hall hire income is expected to be banked on a regular basis. Banking can be done online via BPay. Anyone wishing to do it this way to contact Katrina Berenguer for further instructions.

6.3 Council elections – 7 December 2021

After the Council elections, Council will be recruiting and advertising for all new S355 Committees early next year. This term will be 2 years and 9 months because of the delayed Council elections.

Action: A Council officer will be contacting all current hall committee members to confirm if they would like to continue as a volunteer on the hall committee into the new term.

6.4 Acknowledgement to Hall Committee members

Thank you to long term volunteers, Tony Ovington - President Towamba Hall Committee and Warren Howard - President of the Wolumla Hall Committee who are moving away. Council acknowledges their commitment and dedication in their roles on the hall committee and to their local community.

6.5 Other

Tanja Hall requested an update on the Emergency lighting quote at Tanja Hall.

Council's Facility Officer is currently reviewing all the fire safety upgrade work required in the halls to be compliant due to the legislation change in 2018. Once confirmed, will arrange for this work to be completed and all hall committees will be advised. There are funds allocated in the Special Variation Building fund to cover some of these costs.

Fire Safety service inspections will be taking place in November and a schedule will be sent to all hall committees of the upcoming inspection dates.

7. Meeting close

6:30pm

8. Next meeting

Final meeting for this term. New meeting to be confirmed early next year around February 2021.

Action Items

Status	Action
Rolling Action	Community Hall Committees First Aid Officers training - Joy Masterson (Wandella) to be confirmed
Rolling Action	Brogo Hall's water pump to be replaced and funded by FY2022 maintenance fund. Tanya Pearce to forward quote to Council.
Rolling Action	Council to finalise procedure with Far South Coast RFS regarding opening Brogo Hall in the event of elevated fire danger.
Rolling Action	Hall committees to provide Council the key things that help to attract new volunteers. Provide a story on why you contribute as a volunteer in this way and how that is a rewarding experience. This will generate more interest in the community.
Rolling Action	The following hall committees to review the list of current hall committee members and advise the Council Officer of any changes or updated details. (Brogo, Candelo, Nethercote, Quaama, Tanja, Tarraganda, Wolumla)
New Action	Council officer to forward a copy of the draft version with the proposed changes of the Hall Committee Guidelines and Operations Manual to the S355 General Community Hall Committee for comments or feedback.
New Action	Council officer to email a copy of the current Hall Committee Guidelines and Operations Manual to be sent to Robert Kingston (Tarraganda Hall).
New Action	Next meeting add agenda item - Community Project Proposal process, so the hall committees have a good understanding of the process.
New Action	Council Officer to contact Aaron Gorsch, Project Manager to ascertain if the contactor at Tanja Hall can provide a quote to upgrade the toilets to an accessible standard.
New Action	Council officer will be contacting all current hall committee members to confirm if they would like to continue as a volunteer on the hall committee into the new term.