

# S355 General Community Hall

## Committee Meeting

30 March 2021



## Minutes

HELD AT Bega Valley Commemorative Civic Centre

### Present

Tanya Pearce (Brogo)	Tony Ovington (Towamba) David Gatrell	Raymond & Christine Tynan (Nethercote)
Michael Harrap (Rocky Hall)	Joy Masterson (Wandella) June Tarlinton	Linda Sang (Cobargo) Louise Brown
Kathy Tyson (Bemboka Hall)	Keith Frew (Wolumla)	Cr Mitchell Nadin
David Karonidis (Quaama)	Howard Stanley (Murrumbidgee)	Rickee Marshall (BVSC Property Services Manager)
Kim Armstrong (Tarraganda)	Clare McMahon (Kiah) Julie Morandini (Tanja)	Katrina Berenguer (BVSC Cemetery & Halls Officer)

### Apologies

Sue Horton (Eden Log Cabin), Cr Robyn Bain

### Absent Hall representatives

Candelo and Wyndham

### 1. Introductions

### 2. Confirmation of minutes

The Minutes of 24 November 2020 S355 General Community Hall Committee meeting were taken as read. Confirmed by David Karonidis and seconded by Joy Masterson. All Committee members agreed.

### 3. Action Items from the previous meeting

Action	Status	Minutes of meeting held 24 November 2020	Update
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  Will advise when the next course is scheduled.
Action	Completed	Tanya Pearce reported that the new external stairs at Brogo Hall could be slippery and to investigate.	Council officer inspected stairs and they were found to be within Australian Standards with yellow anti-slip paint on each step.
Action	Completed	Sam Martin reported that contractors have advised that they discovered broken asbestos in the Candelo Hall roof.	Katrina Berenguer visited Candelo Hall on 11 March and delivered an Asbestos warning sign to be displayed on the roof hatch.
Action	Ongoing	Any hall committees wanting to change their 2020/21 maintenance projects must contact Katrina Berenguer to discuss approval requirements.	
Action	Ongoing	Brogo Hall's water pump to be replaced and funded by emergency maintenance fund. Tanya Pearce to forward quote to Council.	Still in progress
Action	Completed	Start a new agenda item to include hall committees sharing ideas for example promotions, advertising and what works well in their halls.	Cobargo Hall Committee to share ideas at 30/03/2021 meeting.
Action	Completed	Invite a member of the RFS to attend next S355 General Community Hall Committee meeting to discuss Neighbourhood Safer Places	Marty Webster, Community Safety Officer for the Far South Coast Rural Fire Service will be attending 30/03/2021.

### 4. Standing Business

#### 4.1. Risk Management and Workplace Health & Safety for Committees

Brogo Hall – Tanya Pearce water filter/hot water system located under the hall and up under bearers. Difficult to access and request to move further down under hall for better access.

**Action:** Council to engage a contractor to investigate the location of the water filter/hot water service at Brogo Hall to improve access for the hall committee.

#### 4.2 Policy & Procedure

New Community Hall COVID-19 Safety Plan effective from 29 March 2021. Capacity limits have not changed – still one person per 2 square meters but other restrictions have eased. Distributed at meeting and separate email sent to the hall committees advising of updated COVID 19 Safety Plan restrictions.

### 5. Business Arising

#### 5.1 Maintenance projects/capital works update

Community Halls	Carried Forward FY2020	Maintenance Project Details	Progress Notes
Candelo	\$ 10,000	Carried forward from FY2018 – Drainage project	Complete - allocated to kitchen upgrade
Murrah	\$ 9,955	External painting/repair	In progress - timber slabs ready July-Aug
Nethercote	\$ 3,000	New window installation /heater relocation	Complete
Quaama	\$ 3,075	Gutters/downpipes/footpaths	Purchased Mitre 10 materials
Towamba	\$ 1,000	Timber floor repair	In progress
Wandella	\$ 779	Purchase of chairs	In progress
Wolumla	\$ 5,500	Back door and window repair	Complete

Community Halls	Amount FY2021	Maintenance Projects Details	Progress notes
Bemboka	\$ 2,000	MBM Yr 2 - Strip back, repair and repaint external roadwork ancillary's timber pole.	Change of project indicated by hall committee - in progress
Candelo	\$ 5,400	Reimburse DA, structural design, fire safety compliance and plumbing fees for new kitchen.	Complete
Eden Log Cabin	\$ 7,100	Arborist removal and pruning trees \$4k. MBM Yr 2 - External timber Window casement \$3,1k	Need quote from arborist - in progress
Pambula	\$ 5,000	Electrical re-wiring cabling to the lights	In progress - need another quote from electrician
Quaama	\$ 8,840	Timber floor sanding of stage and door repairs. Plus, repairs of lighting and power points.	Quotes for floor sanding near completion.
Rocky Hall	\$ 2,400	MBM Yr 2 - Internal storeroom door - replace with new frame and door.	In progress - Hall committee may change project
Tanja	\$ 1,500	MBM Yr 2 - Replace 50L storage heater	In progress - hall committee indicated change of project to repair leaking back door/roof
Tarraganda	\$ 5,500	MBM Yr 2 - External wall replacement of brick piers	In progress - difficulty in obtaining quote
Towamba	\$ 9,100	Slab/cage for new generator & MBM Yr 1 External door repairs \$3.5k. Security system \$600	Cage for generator/install completed \$5262.22. Security system completed. Project left \$3237.78
Wolumla	\$ 4,268	Fire Safety compliance - exit emergency lighting	Complete.
Wyndham	\$ 6,000	MBM Yr 2 - Re-seal timber floors in main hall & supper room	In progress - need quote

**Action:** Council Officer to organise a scope of works for the brick pier replacement at Tarraganda Hall identified in the 2021 Maintenance Project to enable engagement of a contractor.

## 5.2 Major works/grant funding projects update

Community Halls	Grant Funded Projects	Status
Candelo	Stronger Country Communities Funding Round 2 – kitchen upgrade	Complete
Cobargo	Access grant for concrete slab to enable accessible parking to be incorporated into Recovery project with rebuilding of toilets and replacement of roof.	Ongoing
Nethercote	Building Better Regions Fund – new hall deck. Final occupation certificate issued.	Complete
Quaama	Minderoo Foundation - \$10k Obtaining quote for upgrade of electrical board, lighting and power points	Ongoing

Community Halls	Grant Funded Projects	Status
Bemboka, Quaama & Wyndham	<p>Increasing Resilience to Climate Change fund.</p> <p>Solar/battery component has been installed. Hall committee to meet with contractor to get an overview week commencing 12 April 2020. Exact time still to be confirmed.</p> <p>Community engagement component which includes a baseline survey of hall committee and stakeholders. Community engagement report from Kategic is due in April 2021.</p>	Ongoing

## 5.2 Hall Rebuild update – Gemma Gill

Community Halls	Fire Recovery Rebuild Updates	Status
Kiah	<p>Establishing Project Reference Group. Need 3 representatives from Hall Committee. More info from Gemma Gill to come soon.</p> <p>Council is still working with Resilience NSW to finalise funding deed for the additional funding announced in November 2020.</p> <p>Next to coordinate a Road Safety audit at intersection.</p>	Ongoing
Cobargo	<p>Cobargo Hall toilet – structural assessment complete and insurer is likely to support Council's plans to demolish and rebuild. Awaiting settlement from Insurance company.</p> <p>Cobargo Hall Roof – structural assessment is close to completion. Determined that the roof has been fire affected and claiming settlement with insurance company.</p>	Ongoing
Wandella	<p>Establishing Project Reference Group. Need 3 representatives from Hall Committee. More info from Gemma Gill to come soon.</p> <p>Council is still working with Resilience NSW to finalise funding deed for the additional funding announced in November 2020.</p> <p>Delays due to ongoing consultation with RFS/Environmental planning to finalise BAL ratings. Close to completion.</p>	Ongoing.

## 6. New Business

### 6.1 Hall Committee Sharing ideas

#### Cobargo Hall

Cobargo is a service town where many people visit. During the week stacked bookings on most days. Council has used the hall for fire recovery outreach and library for programs and Cobargo committees such as writing workshops, sewing, CWA, yoga and meditation. Also, one on one consultations such as art therapy and naturopathy. Works well because the supper room can be hired as a separate space for smaller meetings. Hall Committee did some work to improve the look of the hall. Difficult to encourage younger people to join the hall committees.

#### Murrah Hall

Murrah Hall is a well-known music venue that was awarded a cultural grant via South East Arts for lighting bars and sound equipment. Hall Committee need to be responsible for the upkeep of this type of equipment and know how it all works. Good to have cultural infrastructure. House professionals that can

be hired for events by the band. Music venues in city are becoming less available and shows/music are going on the road. Good opportunity.

**Action:** Katrina Berenguer to invite a member of the Communications team to come to the next meeting to discuss: -

- encouraging new hall committee members to join in September; and
- upgrading BVSC venue hire website pages to make it easier for the public to hire the halls.

**Action:** All hall committees to review their hall BVSC website page and come to next meeting with ideas on updating the current information.

## 6.2 Neighbourhood Safer Places – Marty Webster - Far South Coast RFS

Neighbourhood Safer Place (NSP) is a place that has been assessed by the RFS as a place of last resort not a place to gather in an emergency. It is the bottom line if all the rest of your contingency planning has gone wrong. No facilities are provided and most designated NSP are open places.

Brogo Hall is the only building that has been designated an NSP. In the event of elevated fire danger, Police have an MOU to open the facility.

**Action:** Council to fine tune procedure with Marty Webster from Far South Coast RFS regarding opening Brogo Hall in the event of elevated fire danger.

It was suggested that signage will eventually need to be replaced by RFS as a place of last resort. Additional signage may be required to the designated open space. Signage changes need to be co-ordinated with RFS.

The designated NSP areas have safety audits conducted around September of each year.

Nethercote – There is no NSP identified in Nethercote, looking at private property but not a formal arrangement.

Towamba Hall – Peppermint trees around Showground that need removing. Marty Webster offered to conduct a safety audit with Dave Gatrell from the Hall Committee. RFS also agreed to replace fire hose that went missing in the 2019 fire event.

Tanja Hall – NSP is open space between back of school and hall. Slashing done on adjoining property.

## 6.3 Fire Safety Compliance Update

Due to the New South Wales Government introducing a series of new reforms to fire safety regulation and certification a stricter level of compliance is now required to obtain the necessary Annual fire safety statement. Over the past few years, the fire safety compliance levels have not been adequate which has resulted in some additional works required and increases in costs.

We have identified the following costs in this financial year not to be paid from the hall accounts to assist in managing these costs.

Community Hall	Amount (inc GST)
Bemboka	1,140.00
Brogo	3838.50
Candelo	2112.00
Cobargo	676.50
Eden Log Cabin	2420.00
Nethercote	1980.00
Quaama	1,450.90
Rocky Hall	1,463.00

Tanja	2,260.00
Tathra	1,430.00
Wolumla	4268.00
<b>Total</b>	<b>\$23,038.90</b>

The fire safety and maintenance contract that accommodates routine inspections, regulatory testing and maintenance of various building asset's fire protection systems and equipment has recently been relet to Bega Fire Systems. The table below provides an outline of annual regulatory expenses (excl. GST)

Community Hall	6 mthly Service Schedule	Yrly Service Schedule including AFSS	Annual Expenditure
Bemboka Memorial Hall	\$243	\$368	\$611
Brogo Public Hall	\$262	\$387	\$649
Candelo Town Hall	\$252	\$377	\$629
Cobargo School of Arts Hall	\$272	\$397	\$669
Eden Log Cabin	\$161	\$286	\$447
Murrah Public Hall	\$279	\$404	\$683
Nethercote Public Hall	\$223	\$348	\$571
Pambula Public Hall	\$518	\$643	\$1161
Quaama School of Arts Hall	\$239	\$364	\$603
Rocky Hall Public Hall	\$171	\$296	\$467
Tanja Public Hall	\$246	\$371	\$617
Tarraganda Public Hall	\$223	\$348	\$571
Tathra Public Hall	\$233	\$358	\$591
Towamba Public Hall	\$247	\$372	\$619
Towamba Public Booth	\$35	\$160	\$195
Wolumla Public Hall	\$204	\$329	\$533
Wyndham Public Hall	\$176	\$301	\$477

In addition to the service schedule, other expenses may be charged such as:

- item replacement(s);
- new installation(s); and
- recharges.

Below is a schedule indicating costs relating to those typical expenses.

## Section 2 - Replacement and additional items

Item ID No	Main Item Description	Sub Item Description	Unit Replacement / exchange Cost (excl GST)	New installation including bracket & signage (excl GST)	Fire extinguisher recharge cost (excl GST)
RA1		Wet Chem 2kg**	\$105.00	\$149.00	\$105.00
RA1.1		Wet Chem 3.5kg**	\$149.00	\$235.00	\$149.00
RA1.2		Dry Chem ABE 1kg	\$48.00	\$48.00	\$48.00
RA1.3		Dry Chem ABE 2kg	\$59.00	\$59.00	\$59.00
RA1.4		Dry Chem 4.5kg	\$82.00	\$115.00	\$82.00
RA1.5		Dry Chem 9kg	\$89.00	\$135.00	\$89.00
RA1.6		Carbon Dioxide CO <sub>2</sub> 2kg	\$76.00	\$170.00	\$76.00
RA1.7		Carbon Dioxide CO <sub>2</sub> 3.5kg	\$82.00	\$195.00	\$82.00
RA1.8		Carbon Dioxide CO <sub>2</sub> 5kg	\$89.00	\$228.00	\$89.00
RA1.9		Foam AF 9L	\$78.00	\$172.00	\$78.00
RA1.10		Water AW 9L	\$62.00	\$155.00	\$62.00
F2	Fire Blanket**		\$45.00	\$45.00	N/A
F3	LED Spitfire Emergency Lighting**		\$140.00	N/A	N/A
F4	LED Exit Signs**		\$185.00	N/A	N/A

F5	Break Glass Assembly**	\$85.00	N/A	N/A
F6	Internal surface/recess-mounted speaker**	\$55.00	N/A	N/A
F7	Horn Speaker	\$95.00	N/A	N/A
F8	240 volt conventional smoke & thermal detector	\$85.00	N/A	N/A
F9	Standard size, 2-hour rated fire door**	\$2,000.00	N/A	N/A
F10	Fire hose reel cabinet**	\$240.00	N/A	N/A
F11	Fire hose reel with hose included**	\$480.00	N/A	N/A
F12	Replacement Brass fire hose nozzle kit	\$42.00	N/A	N/A
F13	Replacement of sprinkler head**	\$220.00	N/A	N/A
F14	Replacement of existing above ground Hydrant landing valve**	\$420.00	N/A	N/A
F15	Fire Safety Statement**	N/A	\$125.00	N/A

**Action:** Council to check with Bega Fire Systems whether separate charges for Towamba Hall and Public Booth are required. In the past it was not charged separately.

**Action:** Katrina Berenguer to email Bega Fire Safety invoices/quotations with the minutes of this meeting for each hall. Please advise if you have any questions.

### 6.4 Quarter 3 – Community Hall Financial Statements

Distributed financial statements for Quarter 3 at meeting.

### 6.5 2021/22 Fees and Charges

The proposed 2021/22 Fees and Charges for the Community Halls were distributed at the meeting.

To streamline the fees and charges for standard charges across all halls they will be listed in a new section for all Hall Committees. These charges are as follows: -

#### **Bonds** **Amount**

Low Risk Bond	\$200
High Risk Bond	\$500
Regular Hirer key deposit	\$50

#### **Other**

Elections (including cleaning)	\$360
School Hire (per 10 sessions)	\$70
Funeral and Wakes	\$50 minimum (unless the hall already has a nominated fee)
Friends of Hall Committee Functions	Donation

## 7. Meeting close

6:45pm

## 8. Next meeting

Tuesday 25 May 2021

### Action Items

Status	Action
Rolling Action	First Aid Training - Nominations received for training from: - Wolumla Hall - Susana Howard & Graham Sage Nethercote Hall - Mel Page Wandella Hall - Joy Masterton  Council officer will advise when the next course is scheduled.
Rolling Action	Any hall committees wanting to change their 2020/21 maintenance projects must contact Katrina Berenguer to discuss approval requirements.
Rolling Action	Tanya Pearce to forward quote to Katrina Berenguer for replacement of the water pump at Brogo Hall.
New Action	Council to engage a contractor to investigate the location of the water filter/hot water service at Brogo Hall to improve access for the hall committee.
New Action	Council Officer to organise a scope of works for the brick pier replacement at Tarraganda Hall identified in the 2021 Maintenance Project to enable engagement of a contractor.
New Action	Katrina Berenguer to invite a member of the Communications team to come to the next meeting to discuss: - <ul style="list-style-type: none"><li>• encouraging new hall committee members to join in September; and</li><li>• upgrading BVSC venue hire website pages to make it easier for the public to hire the halls.</li></ul>
New Action	All hall committees to review their hall BVSC website page and come to next meeting with ideas to discuss on updating the current information.
New Action	Council to fine tune procedure with Marty Webster from Far South Coast RFS regarding opening Brogo Hall in the event of elevated fire danger.
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