

# General Hall & Building Meeting

## MINUTES

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HELD AT **Council Chambers 27/05/2014**

### Meeting Summary

#### 5. Business arising from last meeting:

##### 5.2: Action Items from May meeting

- Action items discussed with any follow up.

##### 5.3: 2014/15 Maintenance Funding

- Nathan made presentation.
- Recommendations made to S355 Committee – one amendment and moved unanimously.

#### 6. Standing Business

##### 6.1 Workplace Health & Safety for Committees

- Recent request from Council staff regarding First Aid Officers at hall working bees. Council is hoping to run some courses to ensure there is always on trained person on site at working bees.

##### 6.2: Code of Conduct for Committees

- To be a permanent item on the agenda.
- There has been a slight change to BVSC Code of Conduct, now using NSW Local Government standard.
- A reminder that Committee members are representatives of Council and are therefore bound by the same Code of Conduct as staff.

#### 7. New Business

##### 7.1: Fire Safety

- Re-cap on definition of Neighbourhood Safer Places
- Item to be moved to next meeting as Council's Risk Officer was not available to give talk.
- Individual Committees should raise concerns/issues separately to Karen or Erin.

##### 7.2: Booking Forms

- Booking forms handed to representatives for feedback.

## Present

Committee Representatives –

Cr Anne Mawhinny (Chair)	Howard Stanley (Murrah)	Wayne O'Connor (Wandella)
Tanya Pearce (Brogo)	Margaret Harrap (Rocky Hall)	Gen Ryan (Eden)
Keith Frew (Wolumla)	Rod McLean (Towamba)	Ron Grealy (Pambula)
Tony Jarman (Tarraganda)	Sam Martin (Candelo)	Yvette Beurteaux (Tanja)
Vivian Herriot (Wyndham)	John Trevana (Bemboka)	James Hinckley (Nethercote)
Nathan Marshall (BVSC Volunteering Coordinator)	Annette Evelyn (Kiah)	Janet Menefy (Quaama)
Erin Moon (BVSC Committee Liaison Officer)	Karen Terwin (BVSC Committee Liaison Officer)	Peter Mercieca (BVSC Building Assets Coordinator)

### ADDITIONAL HALL COMMITTEE MEMBERS IN ATTENDANCE

Peter Honer

Micheal Harrap

### 1 Apologies:

Joan Whitby (Rocky Hall)	Joy Masterson (Wandella)	John Davidson (Kiah)
Len Crowe (Brogo)	Stuart Alcock (Bemboka)	

### Absent

Sheelagh Brunton  
(Cobargo)

## 2 Confirmation of minutes

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

Moved - James Hinckley

## 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.

New staff member - Bronty Burhop BVSC Volunteering Trainee.

Nathan and staff wanted to thank Erin Moon for all her work over the last year; she has been a valued member of the team and will be missed as she finishes her contract in June and will be leaving to have a baby.

## 4 Business arising from previous meeting

### 4.1 Action items from February meeting

Committee went through action items from previous meeting with the following ongoing –

**Action item 1 – BVSC to continue investigation into multiple codes for deposit cards.** We have the codes and will be testing these once we have new cards organised.

**Action item 2 – BVSC to find alternative deposit card option for use by all halls (Eden Log Cabin, Tanja having issues).** New card handed to Gen Ryan (Eden Log Cabin) to take and test.

**Action item 4 – ALL Hall committees to have feedback on receipt books back to council as soon as possible – BVSC to continue working on receipt book with suggested changes.** New receipt book handed around to representatives to have a look at. 2 books will be forwarded to committees with cover letter explaining use.

Request from committees that all correspondence to do with monies to be forwarded to the treasurer soft and hard copy.

Also requested that rates and electricity bills be forwarded to committees. Council can do this on request but it is a difficult task. If committees see any issues on the quarterly statements let staff know and we can look in to it.

**Action item 6 – BVSC to look into Quaama Hall statements.** Quaama committee have been emailed. Clerical error at BVSC end, have resolved and all statements from now on should be correct.

**Action item 7 – ALL Hall committees to provide feedback to council by the end of April on maintenance guide – BVSC to finalise once feedback received - BVSC to forward test and tag schedule.** Copy handed to representatives and a soft copy will also be forwarded. Test and tag information to be forwarded committees to do audit of equipment, anything that's is plugged in and/or moved around must be tested.

**Action item 8 – BVSC to get quote on halls to have initial check – Halls that have had a recent to check to inform Council. ONGOING**

**Action item 9 ONGOING – BVSC to meet with Candelo Hall re: access issues.** Much improved but still a couple of issue.

**Action item 11 – ALL Hall committees to have key mud map and list of users to BVSC by the end of April.** Brogo, Cobargo, Quaama and Tanja are still outstanding. BVSC are looking in to who will cover the costs of the new system. Any new locks must be change over to the new system, let us know if you need to change any locks. There is no timeframe as yet, it will be done progressively.

**Action item 12 – ALL Hall committees to have recommendations for 2014/15 Fees & Charges to BVSC as soon as possible (no later than the end of March).** Fees & Charges are currently on display and any submissions can be made to [council@begavalley.nsw.gov.au](mailto:council@begavalley.nsw.gov.au).

**Action item 13 – BVSC to deliver First Aid kits to Pambula, Towamba and Rocky Hall. Instantaneous cold packs for Tanja.** Kits are ready and need to be delivered – ONGOING.

**Action item 14 – BVSC Peter Mercieca to organise plans and DA for Wandella Hall toilets.** Still in planning stage - ONGOING

**ACTION ITEM 1 – BVSC to forward receipt books with cover letter to committees.**

**ACTION ITEM 2 – BVSC to forward all correspondence regarding monies to treasurer soft/hard copy. All correspondence regarding S355 committee to be forwarded S355 representative and secretary.**

**ACTION ITEM 3 – BVSC to forward maintenance schedule soft copy. Test and tag information to be forwarded. COMMITTEES to audit equipment to be tested.**

**ACTION ITEM 4 - BVSC to get quote on halls to have initial check – Halls that have had a recent to check to inform Council – ONGOING.**

**ACTION ITEM 5 – Brogo, Cobargo, Quaama and Tanja Hall Committees to forward key mud map to BVSC.**

**ACTION ITEM 6 - BVSC to deliver First Aid kits to Pambula, Towamba and Rocky Hall. Instantaneous cold packs for Tanja. Kits and packs are ready and need to be delivered – ONGOING.**

**ACTION ITEM 7 - BVSC Peter Mercieca to organise plans and DA for Wandella Hall toilets. Still in planning stage – ONGOING.**

#### 4.2 2014/15 Maintenance Funding

Nathan Marshall made presentation on funding allocations -

- A total of \$62,000 was allocated from 2013/14
- \$15,000 remaining from 2012/13 budget was allocated to Wandella Hall toilet works
- The remaining \$12,000 of 2013/14 funding was allocated to additional maintenance issues that arise through the year.
- Additional projects included - Emergency repairs to Candelo Hall footings; Emergency replacement of Bemboka Hall septic failure; Pambula Hall fence
- Previously funded projects now completed included Towamba Hall access ramp and deck, Tathra Hall repairs, Wyndham Hall drainage and stumps
- Committee funded projects included – Tathra Hall kitchen upgrades; Wyndham access parking; Eden Log Cabin parking

#### 2014/15 Nominations – General feedback on nominations -

- One project per nomination
  - If you have multiple projects please fill them out on multiple forms so they can be assessed individually.
  - Those that submitted additional projects not relevant to funding have been left out
- Photos should accompany nominations
- Fully scoped projects are easier to assess
  - Quotes make it even easier

#### Bemboka Hall

- Electrical work to bring up to Aust. Standard – Quote: \$14,245
- Repairs to leaking roof – Quote: \$8,800

**Requested - \$23,045**

#### Pambula Hall

- Landscape and re-sealing of driveway – Estimate: \$8,165 + \$4,300 in kind

**Requested - \$5,965**

#### Wyndham Hall

- Repair Leaking roof and Paint hall – Quote: \$14,520

**Requested - \$11,616**

Quaama Hall

- Repair to failing grease trap – Estimate: \$4,100
- Replace internal staircase – Estimate: \$4,687

**Requested - \$8,787**

Wolumla Hall

- Rust-proof and repaint rear fire escape – Estimate: \$3,500

**Requested - \$3,500**

Tarraganda Hall

- Insulate, line & paint internal walls – Estimate: \$12,900

**Requested - \$9,900**

Kiah Hall

- Paint, tile & upgrade of toilets – Quote: \$4,140

**Requested - \$3,000**

Rocky Hall Hall

- Repair/Replace Stumps – Quote: Repair \$874      Re-stump \$44,000

**Requested – Total**

Candelo Town Hall

- Concrete drainage and access – Estimate: \$15,000

**Requested - \$10,000**

Recommendations -

In 2015/16 Council have made a commitment of additional funds to be made available for upgrades of recreational halls via its ***Recreational Assets Management Plan***.

It is therefore recommended that we focus on level 1 priority and some level 2 projects that have been properly scoped to allow additional *urgent* projects through the year to be addressed.

**Bemboka Hall Projects** – Fully scoped quotes - Funding totalling \$23,045 to undertake urgent electrical upgrades and roof repairs.

**Wyndham Hall** – Fully scoped quotes – Funding totalling \$11,616 to undertake urgent roof repairs and overdue painting.

**Quaama Hall** – Trade estimate \$7,000 – Urgent upgrade of grease trap.

**Kiah Hall** – Fully scoped quotes – Funding totalling \$3,000 to upgrade toilets to meet standards and safety concerns.

**Candelo Town Hall** – Fully Scoped Estimate with cap on funding – Funding totalling \$10,000 to address safety, access and urgent drainage works.

The below projects to be fully scoped and re-submitted -

Pambula Hall – Project needs to be fully scoped and quoted.

Wolumla Hall – Project needs to be fully scoped and quoted on.

Tarraganda – Up to date quotes required and project of capital works nature.

Rocky Hall Hall – Engineers report required for project scope.

These can be re-submitted in next year's funding round or once fully scoped can be put forward for any funding outside of Council that may come up.

**Funding TOTAL - \$54,661.00**

**Balance of \$19,384 to be maintained for other urgent projects through year – un-used funds to be rolled over to next year's budget.**

**NOTE** – Eden Log Cabin and Murrah Hall believed to have submitted nominations. Confirmed with Eden Log Cabin that nomination was not sent. No record of Murrah Hall nomination on file.

Murrah Hall nomination to repair white ant damage (as per report forwarded to Council). Keith Frew motion for Murrah Hall to be included in funding – Second James Hinckley – committee vote unanimous.

**VOTE on recommendations for 2014/15 funding allocation (including Murrah Hall) –**

Moved - Tony Jarman

Second – Tanya Pearce

Committee – Unanimous

Recommendations will be carried to Council meeting and confirmation will be forwarded to committees after this.

Further information on the next steps will be forwarded with paperwork.

**ACTION ITEM 8 – BVSC to forward maintenance funding confirmation and further paperwork once passed through Council.**

## **5 Standing Business**

### **5.1 Workplace Health & Safety**

Query regarding email committees received about First Aid Officers –

Council is wanting to have a First Aid Officer from each committee present at all working bees. Would like to ascertain which committees have first aid officers and which committees need a member to be trained. It must be someone that will always be able to be at working bees.

Bronty will be organising group training sessions and will forward information to committees.

**ACTION ITEM 9 – COMMITTEES to forward list if First Aid officers and let BVSC know if training needed (one per committee) BVSC to organise and forward information on First Aid course.**

## **5.2 Code of Conduct for Committees**

This will now be a permanent agenda item; BVSC will have topics prepared for each meeting for discussion.

There has been a slight change in the Code of Conduct for Council staff and volunteers no longer just at a local government level but rather a state government level. Just a reminder that all volunteers are bound by the same Code of Conduct as Council staff and should act appropriately at all times.

## **6 New Business**

### **6.1 Fire Safety**

Hoping to have Council's new Risk & Internal Audit Coordinator Peter Jones along to discuss issues around the safer place, feeding station, evacuation centre conversations the committee have had in the past and to get some clarification. This will remain on the agenda for the next meeting. Some halls have had some work done to get them safer and some are still in the process of having work done.

If any committees do have individual questions or issues please contact Karen or Erin.

### **6.2 Booking Forms**

New booking form handed out to representatives to take back to committees and provide feedback to BVSC.

**ACTION ITEM 10 – Committees to forward feedback on booking form ASAP.**

## **7 Other Business**

Eden Log Cabin wanted to note that they have applied for State Heritage Listing.

## **8 Meeting Close**

Meeting was closed at 7:35pm.

### **Next meeting**

The next meeting is to be held on Tuesday 26<sup>th</sup> August 2014.

## Action Items –

- 1 – **BVSC** to forward receipt books with cover letter to committees.
- 2 – **BVSC** to forward all correspondence regarding monies to treasurer soft/hard copy. All correspondence regarding S355 committee to be forwarded S355 representative and secretary.
- 3 – **BVSC** to forward maintenance schedule soft copy. Test and tag information to be forwarded. **COMMITTEES** to audit equipment to be tested.
- 4 - **BVSC** to get quote on halls to have initial check – Halls that have had a recent to check to inform Council – **ONGOING**.
- 5 – Brogo, Cobargo, Quaama and Tanja Hall Committees to forward key mud map to BVSC.
- 6 - **BVSC** to deliver First Aid kits to Pambula, Towamba and Rocky Hall. Instantaneous cold packs for Tanja. Kits and packs are ready and need to be delivered – **ONGOING**.
- 7 - **BVSC** Peter Mercieca to organise plans and DA for Wandella Hall toilets. Still in planning stage – **ONGOING**.
- 8 – **BVSC** to forward maintenance funding confirmation and further paperwork once passed through Council.
- 9 – **COMMITTEES** to forward list of First Aid officers and let BVSC know if training needed (one per committee) **BVSC** to organise and forward information on First Aid course.
- 10 – **COMMITTEES** to forward feedback on booking form ASAP.