

S355 General Community Hall

Committee Meeting

24 November 2020



Minutes

HELD AT Bega Valley Commemorative Civic Centre

Present

Tanya Pearce (Brogo)	Tony Ovington (Towamba) David Gatrell	Raymond & Christine Tynan (Nethercote)
Sam Martin (Candelo)	Joy Masterson (Wandella)	Daniel Djikic (BVSC Project & Property Services Manager)
Sue Horton (Eden Log Cabin)	Keith Frew (Wolumla) Warren Howard	Rickee Marshall (BVSC Property & Facilities Services Coordinator)
David Karonidis (Quaama)	Howard Stanley (Murrah)	Katrina Berenguer (BVSC Acting Cemetery & Halls Officer)
Robert Kingston (Tarraganda)	Terry & Kathy White (Kiah)	

Apologies

Jonathon Trevena (Bemboka), Ronda Margetts (Rocky Hall), Bob Hunt (Wyndham), Cr Robyn Bain

Absent Hall representatives

Tanja & Cobargo

1. Introductions

2. Confirmation of minutes

The Minutes of 1 September 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

Status	Minutes of meeting held 1 September 2020	Update
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 from: Wolumla Hall - Susana Howard Nethercote Hall - Mel Page Wandella Hall – Joy Masterton Graham Sage - Wolumla Will advise when the next course is scheduled.
Complete	Nethercote Hall – Raymond Tynan to forward quotation to BVSC for maintenance work to	New window installed and heater relocated.

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	be added into the 2019/20 Maintenance Projects																			
Ongoing	Towamba Hall - Council to escalate the issue of vandalism at Towamba Hall via the Police Liaison Committee for further advice on the best course of action.	<p>Towamba Hall matter was raised at the last Police Liaison Committee. Chief Inspector Volf asked for the details of the Blaze Aid Coordinator so that he can investigate further.</p> <p>Towamba Hall committee could consider raising issue with Andrew Constance as a state matter.</p>																		
Complete	Katrina Berenguer to provide feedback to Council team who installed closure signage at Candelo Hall that they damaged the front door.	Provided feedback to town team.																		
Complete	Katrina Berenguer to provide a template list of the COVID 19 contact register to the hall committees so that it can be passed onto hall hirers to use.	Emailed to hall committees with 1 September 2020 minutes of meeting. Hard copies also provided at meeting.																		
Complete	All committee members agreed for the projects presented at the meeting to be put forward as the FY2021 Maintenance Projects to be considered and adopted by Council.	Adopted by Council on the 7 October 2020.																		
Ongoing	Hall Committees to contact Katrina Berenguer if the 2019/20 maintenance project is at risk of not being completed by 30 June 2020 to see if we can roll over to next year.	<p>The following projects have been approved by Council to be rolled over into 2020/21 FY and must be delivered by 30 June 2021.</p> <table border="1"> <thead> <tr> <th>Hall</th><th>Project</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Candelo</td><td>Carried over from 2017/18</td><td>\$10,000</td></tr> <tr> <td>Murrah</td><td>External painting and repair carried over from 2019/20</td><td>\$9,955</td></tr> <tr> <td>Nethercote complete</td><td>New window installation/heater relocation carried over from 2019/20</td><td>\$3,000</td></tr> <tr> <td>Quaama</td><td>Gutters/downpipes/footpaths project carried over from 2019/20</td><td>\$3,075</td></tr> <tr> <td>Towamba</td><td>Replace floorboards carried over from 2019/20</td><td>\$1,000</td></tr> </tbody> </table>	Hall	Project	Amount	Candelo	Carried over from 2017/18	\$10,000	Murrah	External painting and repair carried over from 2019/20	\$9,955	Nethercote complete	New window installation/heater relocation carried over from 2019/20	\$3,000	Quaama	Gutters/downpipes/footpaths project carried over from 2019/20	\$3,075	Towamba	Replace floorboards carried over from 2019/20	\$1,000
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Complete	Katrina Berenguer to provide a list of the community halls that have received externally funded projects over the last five years to the hall committee.	<p>List provided to hall committees at the 24 November 2020 meeting.</p> <p>A total of \$546,519 has been delivered from external grants/funding to Community halls from 2018 – 2020.</p>									
Complete	Katrina Berenguer to investigate how to implement QR codes for the community halls and report back to the hall committee with information.	<p>QR Codes have been created for all the community halls and will be distributed at the 24 November meeting and via email. The QR codes must be displayed at the entrances of the halls so that visitors can record their visit.</p> <p>From Monday 23 November 2020, the businesses listed below are required to record contact details of customers via QR codes or other electronic forms. The new rules do not apply to community halls but do apply to some of the hall functions as listed below: -</p> <ul style="list-style-type: none"> entertainment facilities hospitality venues, including casinos, food and drink premises, micro-breweries, small distilleries, pubs, small bars and registered clubs function centres information and education facilities (other than libraries) recreation facilities (indoor) <p>The new rules will also apply to events, including:</p> <ul style="list-style-type: none"> corporate events funerals and memorial services and gathering after funerals and memorial services wedding services and gatherings after wedding services. <p>Venues must manually collect contact details in instances where electronic forms cannot be accessed, including during internet outages.</p>									
Complete	Katrina Berenguer to advise hall committee when the roadshow/community consultation is scheduled at Kiah and Wandella.	<p>Wandella Hall</p> <p>Following on from recent community consultations the Projects Architect Tim Lee has prepared first draft of the Design Brief for review.</p> <p>Thursday 26th November - Gemma Gill and Tim Lee will be meeting with community at the Wandella Hall site from 10:00am and talk through Draft 1 of the Design Brief.</p>									

Status	Minutes of meeting held 1 September 2020	Update
		<p>December/January - Finalise Design Brief in consultation with the Community and Hall Committee.</p> <p>February 2021 – Procurement for Design drawings & concepts (based from approved Architects Design Brief).</p> <p>March 2021 – Present Design drawings & concepts to Community and Council for approval.</p> <p>Estimated construction commencement July 2020.</p> <p>Kiah Hall</p> <p>Refer to attached timeline flyer – construction estimated to commence late August 2021.</p> <p>Andrew Constance funding announcement</p> <p>Gemma Gill, Project Manager waiting on the funding deed/information to assist in understanding the particulars of the funding for Kiah and Wandella hall rebuild projects. Further information will be provided once we know more.</p>
Complete	Katrina Berenguer to organise a letter of appreciation on behalf of the Hall Committee to the Rotary Club of Merimbula to be signed by Cr Robyn Bain.	Letter signed by Cr Robyn Bain and emailed to Sue Jellis, President of Rotary Club of Merimbula on 3 December 2020.

4. Standing Business

4.1. Risk Management and Workplace Health & Safety for Committees

COVID 19 Safety Plan

Full details are provided in the physical distancing section of the COVID-19 Safety Plan.

Community centres and halls	Maximum capacity summary
Attendance	One visitor per 4 square metres of space (excluding staff). Children count towards the capacity limit.
Gatherings with specific limits	<p>Weddings: 150 guests, or one guest per 4 square metres for a wedding service, whichever is less. Children count towards the capacity limit.</p> <p>Funerals, memorial services and gatherings after such events: 100 attendees, or one attendee per 4 square metres. Children count towards the capacity limit.</p> <p>Corporate events: 300 people or one person per 4 square metres of space (excluding staff), whichever is less. Children count towards the capacity limit.</p>
Group activities	A maximum of 20 participants, plus the instructor or facilitator and any assistants, at any group activity such as yoga classes or group counselling sessions, in a space that complies with one person per 4 square metres.

Community centres and halls	Maximum capacity summary
Group activities - dance classes	<p>High energy dance, such as Zumba or similar classes should have additional planning including:</p> <ul style="list-style-type: none"> - Additional physical distancing or smaller classes - Cleaning with detergent and disinfectant after each class - Holding these classes in large spaces with high ceilings and good ventilation - If partnered dancing, avoid rotation of partners.
Concert Hall ticketed event	<p>Community halls can be considered a “concert hall” under the COVID 19 restrictions. Therefore, you can hold a musical event night under the concert hall restrictions where capacity must not exceed one person per 4 square metres of publicly accessible space (excluding staff), OR 50% capacity of the venue, whichever is the greater. Note: The 50% capacity limit calculation can only be used for seated and ticketed events. A COVID 19 safety plan must be completed and adhered to for a concert hall as well as adhering to the current COVID 19 safety plan for community halls.</p> <p>The next thing to consider is the capacity number, as detailed below the capacity of persons for a “Theatre and Public Hall” is based on 1 m². This is based on the size of the main hall. For example, if the main hall size is 20m x 10m = 200m² then the maximum number is 200 people therefore 50% capacity is 100 people seated in ticketed seats.</p> <p>If you have any enquiries about running this type of event, please advise Katrina Berenguer so that further information can be provided.</p>

Post meeting update – From 7 December 2020 new COVID 19 restrictions were announced

Community centres and halls	Maximum capacity summary
Attendance – from 7 December 2020	<ul style="list-style-type: none"> • capacity must not exceed one customer per 2 square metres • the density limit does not apply if there are 25 customers or less at the premises. • Children count towards the capacity limit. <p>Under the changes, maximum capacity caps will be removed subject to the 2sqm rule for:</p> <ul style="list-style-type: none"> • weddings • funerals • regional agricultural shows • corporate events • religious services

Brogo Hall

Tanya Pearce reported that the new external stairs at Brogo Hall could be slippery.

Action: Katrina Berenguer to investigate Brogo Hall external stairs to see if any additional work is required to alleviate the potential of slips.

Candelo Hall

Sam Martin reported that contractors have advised that they discovered broken asbestos in the Candelo Hall roof.

Action: Katrina Berenguer to investigate broken asbestos in Candelo Hall roof and possibly recommend installing a warning sign of asbestos on roof hatch for contractors.

4.2 Policy & Procedure

No items raised

5. Business Arising

5.1 Maintenance projects/capital works update

2019/20 maintenance projects status as follows: -

Hall	2019/20 carried forward project	Amount	Status
Candelo	Carried Forward from FY2018	\$10,000	Allocated to kitchen upgrade FY2021.
Murrah	External painting and repairs of hall	\$9,955	To be completed with SV Funded work in FY2021.
Nethercote	New window and heater relocation	\$3,000	Complete
Quaama	Gutters, downpipes & footpaths	\$3,075	Difficulty to complete with Bushfire Relief Centre. To be completed FY2021.
Towamba	Replace termite damaged floorboards	\$1,000	Carpenter lost tools in fire. To be completed FY2021.
Wandella	Purchase of chairs	\$779	Hold until hall is rebuilt.
Wolumla	Replace rear door and window	\$5,500	Work to be completed with SV Funded work in FY2021.
Total carried over from FY2020		\$33,309	

2020/21 maintenance projects status as follows: -

Hall	Proposed Amount	2020/21 maintenance project
Bemboka	\$ 2,000	Roadwork ancillary's timber pole already repaired. Hall committee propose new project - remove damaged old wooden tree guards on the east side of the hall and replace with concrete tree guards.
Candelo	\$ 5,400	Reimburse DA, structural design, fire safety compliance and plumbing fees for new kitchen.
Eden Log Cabin	\$ 7,100	Arborist removal and pruning trees \$4k. MBM Year 2 - External timber window casement \$3.1k.
Pambula	\$ 5,000	Electrical re-wiring cabling to the lights.
Quaama	\$ 8,840	Timber floor sanding of stage and door repairs. Repairs of lighting and power points. Contribution to septic upgrade \$3k
Rocky Hall	\$ 2,400	MBM Year 2 - Internal storeroom door - replace with new frame and door.
Tanja	\$ 1,500	MBM Year 2 - Replace 50L storage heater

Tarraganda	\$ 5,500	MBM Year 2 - External wall replacement of brick piers
Towamba	\$ 9,100	Slab/cage for new generator. MBM Year 1 external door repairs \$3.5k. Security system \$600
Wolumla	\$ 4,268	Fire Safety compliance - exit emergency lighting
Wyndham	\$ 6,000	MBM Year 2 - Re-seal timber floors in main hall & supper room
Responsive Maintenance	\$ 14,712	Contingency on above projects and responsive maintenance. Gutter clean outs.
Total	\$ 71,820	

Action: Any hall committees wanting to change their 2020/21 maintenance project must contact Katrina Berenguer to discuss approval requirements.

Hall	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 has commenced.	Ongoing
Bemboka, Quaama & Wyndham	Increasing Resilience to Climate Change fund. Implementation of solar/battery component by November 2020. Community engagement component which includes a baseline survey of hall committee and stakeholders commencing December 2020.	Ongoing

6. New Business

6.1 Quarter 1 – 2020/21 Community Hall financial statements

All hall committees should have received their quarter 1 financial statements.

If you have any questions, please advise Katrina Berenguer.

6.2 Various

Brogo Hall

Tanya Pearce reported that the Brogo Hall committee are finding that their hall hire income has reduced significantly due to COVID restrictions and dances being the main source of income. Brogo Hall's pump needs replacing and issues with water filter system. She requested Council for additional funding to be allocated to the halls.

Action: Brogo Hall's water pump replacement can be funded from the emergency maintenance fund. Tanya Pearce to forward quote to Katrina Berenguer.

Hall Committees sharing information

It was suggested at the meeting that some halls that are doing well hall hire usage could share with the committee how they promote the use of the hall within their community and what works and what doesn't. This could benefit the hall committees for their own forward planning in activating the halls.

Action: Start a new agenda item that at every meeting a hall committee can present/share their promotions and what works well at their community hall.

Neighbourhood Safer Places

RFS have identified Brogo Hall and outside spaces at Bemboka, Towamba, Rocky Hall, Tanja, Quaama and Cobargo Hall as neighbourhood safer places that need to be open in times of emergency and a place of last resort. This is not to be confused with an evacuation centre. The process will need to be formalised. It is expected that the RFS should be able to access the hall in a time of emergency and a suggestion to get lock boxes installed at the entry of these halls with notice a to call RFS in an event of emergency.

Action: Katrina Berenguer to invite a member of the RFS to attend next S355 General Community Hall Committee meeting to discuss procedure and next steps.

Community Hall master keys

Council is working towards implementing a master key system for all community halls, but it is expensive and is being done when there is funding available and other work is required.

Council staff changes

Karen Terwin will be returning to the Cemeteries and Halls Officer role in January 2021. Katrina Berenguer will be returning to substantive role in Community, Environment and Planning.

Rickee Marshall will be leaving Council in the new year and commencing with Crown Lands.

7. Meeting close

6:15pm

8. Next meeting

23 February 2021

Action Items

Status	Action												
Rolling Action	<p>First Aid Training - Nominations received for training from: -</p> <p>Wolumla Hall - Susana Howard & Graham Sage</p> <p>Nethercote Hall - Mel Page</p> <p>Wandella Hall - Joy Masterton</p> <p>Council officer will advise when the next course is scheduled.</p>												
Rolling Action	<p>Towamba Hall - Council to escalate the issue of vandalism at Towamba Hall via the Police Liaison Committee for further advice on the best course of action.</p> <p>Update: Matter was raised at the last Police Liaison Committee. Chief Inspector Volf asked for the details of the Blaze Aid Coordinator to investigate further.</p>												
Rolling Action	<p>The following projects have been approved by Council to be rolled over into 2020/21 FY and must be delivered by 30 June 2021.</p> <table><tr><th>Hall</th><th>Project</th><th>Amount</th></tr><tr><td>Candelo</td><td>Carried over from 2017/18</td><td>\$10,000</td></tr><tr><td>Murrah</td><td>External painting and repair carried over from 2019/20</td><td>\$9,955</td></tr><tr><td>Nethercote complete</td><td>New window installation/heater relocation carried over from 2019/20</td><td>\$3,000</td></tr></table>	Hall	Project	Amount	Candelo	Carried over from 2017/18	\$10,000	Murrah	External painting and repair carried over from 2019/20	\$9,955	Nethercote complete	New window installation/heater relocation carried over from 2019/20	\$3,000
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New Action	Katrina Berenguer to investigate broken asbestos in Candelo Hall roof and possibly recommend installing a warning sign of asbestos on roof hatch for contractors.			
New Action	Any hall committees wanting to change their 2020/21 maintenance projects must contact Katrina Berenguer to discuss approval requirements.			
New Action	Tanya Pearce to forward quote to Katrina Berenguer for replacement of the water pump at Brogo Hall.			
New Action	Start a new agenda item that at every meeting a hall committee can present/share their promotions and what works well at their community hall.			
New Action	Katrina Berenguer to invite a member of the RFS to attend the next S355 General Community Hall Committee meeting to discuss neighbourhood safer places procedure and next steps.			