

General Hall & Building Meeting

HELD AT **Council Chambers 25/11/2014**

Meeting Summary

Details are contained in the below minutes of the meeting.

3. Introductions –

3.1 Meeting Procedures

- Simon Schweitzer (BVSC Community Services Coordinator) gave a brief explanation on changes in the way meetings are to be run.

4. Action Items from August meeting

- Action items discussed with any follow up.

5. Business Arising –

5.1 2014/15 Fees and Charges

- New procedure in bringing recommendations to Council.
- Any changes or issues are to be discussed between now and February meeting.
- Recommendations are to be forwarded by the end of the year (Dec).

5.2 Test and Tagging

- Nathan and Bronty are now accredited to carry out testing at the halls.
- All appliances are to be tested in every hall; any appliances that fail will be removed, repaired or replaced.

6. Standing business

6.1 Risk Management and Workplace Health & Safety

- Quamma Hall raised the issue of cleaning gutters at heights.
- Wandella Hall and Eden Log Cabin raised issues around asbestos removal and repair.
- How often should and are Fire & Safety checks being carried out around the Shire.

6.2 Policy & Procedure

- Brogo Hall has some old playgroup equipment that is no longer being used and would like to donate or similar.

7. New Business -

7.1 2015/16 Maintenance Funding for next meeting

- Committees to have projects identified for February meeting.
- Committees will make short presentations to the S355 committee on each project.
- Works to be fully scoped between the February and May meetings.

Present

Committee Representatives –

Cr Anne Mawhinny (Chair)	Howard Stanley (Murrah)	Margaret O'Connor (Wandella)
Tanya Pearce (Brogo)	Warren Howard (Wolumla)	Gen Ryan (Eden)
John Trevana (Bemboka)	Rod McLean (Towamba)	Margaret Harrap (Rocky Hall)
Vivian Herriot (Wyndham)	Janet Menefy (Quaama)	Yvette Beurteaux (Tanja)
Tony Jarman (Tarraganda)	Sam Martin (Candelo)	
Nathan Marshall (BVSC Volunteering Coordinator)	Karen Terwin (BVSC Committee Liaison Officer)	Bronty Burhop (BVSC Volunteering Trainee)

ADDITIONAL HALL COMMITTEE MEMBERS IN ATTENDANCE

Peter Honer

Len Crowe

1 Apologies:

Andrew Spencer
(Cobargo)

Ron Grealy (Pambula)

John Davidson (Kiah)

Peter Mercieca (BVSC Building
Assets Coordinator)

Keith Frew (Wolumla)

Absent

James Hinckley
(Nethercote)

2 Confirmation of minutes

The Minutes of the 26 August 2014 General Halls and Buildings Committee meeting were taken as read.

Moved – Vivian Herriot

Second – Rod McLean

3 Introductions

Meeting attendees introduced themselves and their committee/employee positions.

3.1 Meeting Procedures

Simon Schweitzer briefly explained new procedure for running S355 committee meetings, a number of committees have raised concerns and given feedback that they do not feel comfortable raising issues in these meetings. Council wants to ensure that this is your meeting and we are happy to revise the way we do things all the time. Timelines have been revised allowing more consultation time between Council and committees to iron out any issues, we have put together a couple of flow charts to outline these timelines.

If there are any items that committees would like added to the agenda for S355 meetings forward these through and we can look and if these are to be added or sorted out with the individual committee.

4 Actions Items from previous meeting

Action 1 – BVSC to organise pest inspections in consultation with committees ASAP.

Pest inspections for all halls have now been completed and the reports have been forwarded to Council. There are 7 halls including Towamba that have come back with active termites. Council will be meeting with the Pest Inspector to discuss action for these halls. The cost for treatment is around \$2900.00 per hall. A copy of the report was handed to each committee representative. Once staff have met with the contactor, meetings with the affected committees will be arranged.

Warren Howard noted the contractor was very professional and helpful when he visited the hall.

Action 2 – BVSC to deliver first aid kit to Rocky Hall. Nathan apologised that this had not been completed; he did visit Rocky Hall but did not have the kit with him. Will deliver ASAP.

Margaret O'Connor advised that Bega Valley Locksmiths are able to cut spare keys to first aid kits if needed.

Action 3 – Wandella Toilet planning and development – ONGOING.

Action 4 – Deposit Cards – COMMITTEES to forward feedback on their cards, BVSC to try and find a solution. Feedback has been forwarded and it seems that in some form all committees are able to deposit funds. If this changes please advise Council. **COMPLETED**

Action 5 – Financial Statements – BVSC to look into issues with interest and incorrect charges. There have been a number of issues that have been rectified, but there still appears to be ongoing problems. Nathan is still in discussion with the finance department to have the interest applied. **ONGOING**

Action 6 – BVSC to forward updated to Emergency Contact list to committees.

COMPLETED. Some committees noted that correspondence is not getting through to the correct people. ALL correspondence is emailed to the secretary and the relevant office bearer and in most cases the committee postal address. If committees would like the president on the mailing list with the secretary please advise via email or if the committee postal address as changed.

Action 7 - BVSC – to send electronic version of updated guidelines and operations manuals – COMMITTEES to have feedback to us prior to next meeting. COMPLETED –

New guidelines and operations manuals handed to representatives and a hard copy to be sent to each individual committee member. Please use these as a first point of reference for committee and operational issues that may arise.

Action 8 - BVSC to meet with committees to work through Facility Management Plans.

ONGOING – Drafts have been put together, there will be a project plan put together to outline the process for these Facility Management Plans being put in place. Building contractors will be doing inspections and providing reports for each hall, this along with termite inspections, plant and equipment registers, maintenance schedules and budgets will make up the Facility Management Plans.

Action 1 – BVSC to deliver first aid kit to Rocky Hall.

Action 2 – Wandella Toilet planning and development – ONGOING.

Action 3 – Financial Statements – BVSC to look into issues with interest and incorrect charges. ONGOING.

Action 4 – BVSC to forward updated guidelines and operations manuals hard copy to all committee members.

Action 5 - BVSC to meet with committees to work through Facility Management Plans. ONGOING

5 Business Arising

5.1 2015/16 Fees and Charges

There is a new procedure in brining recommendations to Council this year, a number of halls have already submitted their recommendations. We have put together a flow chart to outline this new procedure (attached). Recommendations are to be to Council by the end of this year, this will allow Council staff to have discussions with individual committees about any issues or changes before the February meeting. A final document will then be presented to S355 committee for endorsement, previously these deadlines have snuck up and changes have had to be made after the fact. This new process will hopefully alleviate those issues. Please advise council even if you do not wish to make any changes, we are hoping to streamline the descriptions further to make it a more readable document for the public.

Action 6 – Committees to 2015/16 Fees and Charges to council by the end of the year.

5.2 Test and Tagging

Nathan and Bronty have recently completed a Test and Tag course to allow them to carry out testing at all halls. This is a legal requirement for all public buildings to ensure that all appliances are in working order. Most committees have now forwarded their lists to Council and Nathan and Bronty will organise a time with individual committees to come and carry out the tests, all appliances must be tested including extension leads and power adaptors. Any appliances that fail the test will have to be removed from service immediately. Nathan will then discuss the preferred course of action by the committee – repaired, replaced, or disposed of.

It was raised that a number of regular users bring their own equipment, like sewing groups etc. Committees can contact us individually if they have concerns and we can meet them onsite to discuss.

Testing will be carried out annually for all hall appliances.

Action 7 – BVSC to carry out Testing and Tagging at all halls.

5.3 Update on Candelo Town Hall Café

Council was able to redirect funds (\$18,000) from other savings in the Community & Relations section to help fund the work for the Candelo Town Hall Café. Work has nearly been completed and the Café is due to reopen shortly. Sam Martin wanted to thank all that were involved in getting the funds and the project up and running.

6 Standing Business

6.1 Risk Management and Workplace Health & Safety

Committees asked to raise any issues at individual halls –

Quaama – Gutter cleaning – too high for volunteers to carry out work, RFS does not have the equipment to reach the higher parts of the hall. This is not work that the BVSC Town Team are able to do and a contractor should be sought to carry out the work. This is something that should be on regular rotation, probably carried out twice a year. This can be worked into the Facility Management Plan and yearly budget.

Wandella – The committee understand that some of the hall is constructed using asbestos. It has been noticed that there is often some form of dust that falls from the ceiling vents into the hall which is raising concern from hall users. This will need to be inspected and level of risk determined.

It is understood that all halls have had an asbestos check in recent years but reports have not been forwarded. Council to follow up on these reports so committees can be aware of asbestos when considering works in the hall.

Eden Log Cabin – Asbestos in the roof shingles, already been identified. They are continuing to weather and cause concern to the committee. Nathan advised that a further assessment of the roofing will need to be undertaken to identify the level of asbestos content found and level of risk determined by the weathering – this will assist in determining course of action.

A number of halls do not believe that they have had a Fire & Safety check in some time. There were originally two contractors carrying out these checks, one in the north of the shire and one in the south. The contractor in the north is no longer accredited and has not been carrying out the inspections. Council to follow up all halls last inspections and reports and liaise with committees.

Action 8 – BVSC to follow up on asbestos checks carried out at all halls and forward reports.

Action 9 – BVSC to organise further assessment on asbestos levels in roofing at Eden Log Cabin.

Action 10 – BVSC to follow up on Fire & Safety inspections and reports.

6.2 Policy & Procedures

Brogo Hall has some equipment at the hall that was left behind from a playgroup that has not been running for some years. They would like to donate or give it away if possible. Simon to look into who/if this can be donated.

Action 11 – BVSC (Simon) to follow up the donation of playgroup equipment.

7 New Business

7.1 2015/16 Maintenance Funding for next meeting

The procedure around how these nominations will be presented has slightly changed; Council staff have put together a flow chart (attached) outlining this process. As with the fees and charges it is to allow more consultation time between Council staff and committees.

Committees are to have their projects identified by the February meeting and we are asking representatives to make a short presentation on these projects. Between the February and May meetings projects will be fully scoped and quoted. These will then be presented at the

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May meeting for further discussion and the recommendations from this meeting will be put to Council.

Council staff can present them on the committees behalf if you wish.

Projects that were put forward last year but did not get funded must be re-submitted if committees would like them to be considered.

Rocky Hall questioned if a project is large and not likely to be funded should they nominate a smaller project. Nathan advised that the nominated project should be based on the priorities for the hall. Part of the benefit of having the Facility Management Plans in place is that these projects will already be identified and can be more easily scheduled shire wide. First and foremost we must ensure that the hall is safe for users and the public.

The funding is allocated across the shire and the halls according to the priorities throughout; this creates a balance and ensures that venues are maintained across the Shire. All projects for all halls are to be included in the Facility Management Plans.

Sam Martin noted that there are a number of grants that can be applied for outside of Council to help get works completed. These cannot be applied for by the hall committee but rather the progress/residence associations etc.

Council to forward any information that is received on grants to committees.

Action 12 – COMMITTEES to have identified projects for 2015/16 maintenance funding and have presentations ready for February meeting.

Action 13 – BVSC to forward any information on grants as they receive them.

8 Questions

Warren Howard

Q: Pink near miss forms, where are these found?

A: All committee members would have received one of these with their induction paperwork. If there is an incident involving a volunteer at the hall, contact Nathan and he will fill this form in on your behalf.

If an incident occurs with a hirer, this is to be treated as any incident would be in a public place and must go through council's insurance. If committees would like to keep notes on any incidents please do so.

Q: Wolumla hall has a leaking roof - how do they get this repaired?

A: Wait until it is raining and contact a contractor to come and have a look – this is classed as an emergency repair as it threatens damage to property.

Q: There is some work that was completed at the Wolumla Hall a couple of years ago which is coming apart – is there some kind of builder guarantee?

A: It depends how old the works, forward information to Council and we can look into it.

Len Crowe

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Q: The RFS got funding to do some fire protection work at the Brogo Hall to make a 'safer place'. Part of the work has been completed but the colour bond fence has not been completed and a number of trees that were meant to be removed have not been.

A: Council to follow up with the RFS.

Action 14 – BVSC to follow up on RFS works at the Brogo Hall.

Meeting was closed at 7:10pm.

Next meeting

The next meeting is to be held on Tuesday 24th February 2015.

Action Items –

Action 1 – BVSC to deliver first aid kit to Rocky Hall.

Action 2 – Wandella Toilet planning and development – ONGOING.

Action 3 – Financial Statements – BVSC to look into issues with interest and incorrect charges. ONGOING.

Action 4 – BVSC to forward updated guidelines and operations manuals hard copy to all committee members.

Action 5 - BVSC to meet with committees to work through Facility Management Plans. ONGOING

Action 6 – Committees to 2015/16 Fees and Charges to council by the end of the year.

Action 7 – BVSC to carry out Testing and Tagging at all halls.

Action 8 – BVSC to follow up on asbestos checks carried out at all halls and forward reports.

Action 9 – BVSC to organise further assessment on asbestos levels in roofing at Eden Log Cabin.

Action 10 – BVSC to follow up on Fire & Safety inspections and reports.

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Action 12 – COMMITTEES to have identified projects for 2015/16 maintenance funding and have presentations ready for February meeting.

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Action 14 – BVSC to follow up on RFS works at the Brogo Hall.