

## **Yass Soldiers Memorial Hall Committee Meeting**

**Thursday 4 February 2021  
2.30pm  
Council Chambers, 209 Comur Street  
Yass**

# **YASS SOLDIERS MEMORIAL HALL COMMITTEE**

## **AGENDA**

**Page No.**

### **Acknowledgement of Country**

**1. Apologies**

**2. Declarations of Interests**

**3. Confirmation of Minutes**

Minutes of Memorial Hall Meeting held on 26 November 2020

**4. Business Arising from Minutes**

**5. Staff Reports**

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**6. General Business from the Committee**

**7. Next Meeting**

**Committee Members:** Cr G Frost (Chair), Cr K Turner, A McCarthy, J Ward, N Turner,  
P Keogh, J Scanes, S Peer, vacant position



## **Minutes of the Memorial Hall Committee Meeting**

**Thursday 26 November 2020**

2.00pm

Memorial Hall Annex

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**Present**

Cr Geoff Frost (in the Chair), Cr Kim Turner, James Ward, Neil Turner, Alfred McCarthy, Jan Scanes, Con Novitski

**In Attendance**

Adrian Cameron, John Heggart, Asbian Bhandari

**1. Apologies**

Apologies were received from Peg Keogh, Sophie Peer and Tony Stevens

**2. Declarations of Interest**

Nil

**3. Confirmation of Minutes**

**COMMITTEE DECISION**

*That the minutes of the Memorial Hall Meeting held on 16 August 2018 be accepted.*

*(N Turner/K Turner)*

**4. Correspondence**

Nil

**5. Matters Brought Forward**

Nil

**6. Staff Reports**

The absence of Tony Stevens due to illness meant that no meaningful update could be given to the committee regarding the state of the Hall.

The committee expressed its concern regarding the lack of support for the committee and the paucity of data regarding the Hall usage and maintenance. Members noted that no information has been provided to the committee since the last meeting two years ago.

**COMMITTEE DECISION**

*That a report be provided with the updated statistics regarding bookings and income generation for the past two years.*

*(Novitski/Frost)*

## **6.1 YASS MEMORIAL HALL COMMUNITY CONSULTATION OUTCOMES REPORT**

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### **SUMMARY**

To present the consultation report on the future use of the Yass Memorial Hall undertaken by Elton Consulting.

### **NOTES**

The Committee noted that the “consultation report” provided by the consultant does not reflect the action sought by the Committee and agreed to by the then Acting General Manager and Council. The planning session sought was not forthcoming and the report provided by Elton is not an adequate substitute. While the Committee recognises that staff turnover was a contributing factor, it is concerned at the funds spent and seeks information on the cost of the consultancy. The planning work required still needs to be done, and the Committee is seeking Council’s assistance in undertaking that work.

Regarding the report itself, the Committee believes that it is vague and lacks any significant conclusion. However, the Committee believes that the document may contain some useful input into the long term planning for the Hall – in particular Section C. The Committee seeks Council’s help to assist the Committee to build on the consultation outcomes report to develop a substantial plan going forward.

### **COMMITTEE RECOMMENDATION**

*That Council:*

- 1. Confirm that maintenance of the Hall is part of Council’s budget.*
- 2. Provide a detailed report of maintenance planned and undertaken during the past financial year.*
- 3. Advise of estimates of maintenance (and associated budgets) for this financial year.*

*(McCarthy/Novitski)*

## **7. Development of a Strategic Vision for the Hall**

### **8. General Business**

#### **8.1 Box Gutter Maintenance**

The Committee is concerned about the state of the Hall roof following the recent water entry and the lack of information staff regarding the incident.

### **COMMITTEE DECISION**

*That a report be provided covering:*

- 1. Steps that have been taken to repair the box gutter spill damage, including actions taken by the SES (the SES report) and the follow up actions undertaken and planned by Council.*
- 2. The routine maintenance schedule throughout the Hall up to the recent date.*

*(McCarthy/Frost)*

## 8.2 Current State of the Building

The Memorial Hall is this district's most significant memorial to those from this area who served in conflict. As such the state and upkeep of the building should appropriately reflect the regard in which those servicemen and women are held. The building is also a community facility and a tourist attraction. The Committee notes more widespread maintenance issues and the lack of funds spent on the Hall in recent times. In order to address these, and to provide a basis or forward planning, the Committee requests the Council undertake an audit of the physical condition of the whole facility. The aim of the audit is to establish the potential cost of the works needed to bring the Hall back to current specification and access. The Committee is hoping that the audit will provide a common sense overview of issues across the facility, including the state of the toilets, the main street façade, the main hall floor, broken window panes, safety at exits and stairs and so on.

### **COMMITTEE DECISION**

***That an audit of the true state of the Hall complex, identifying priorities and broad cost estimates for remediation be undertaken.***

***(Frost/Scanes)***

## 8.3 Potential Improvements

The Committee is also aware that there may be opportunities for the Council to obtain grant or other funds to assist in upgrading the Hall. The Committee notes the consideration by Council at its November meeting of options for funding of projects in the Hall. Noting the Elton report and from its own observations, the Committee recommends that Council focus on the upgrade of kitchen facilities, air conditioning, toilet facilities and upgrading of Hall furniture as priorities for improvement funding.

### **COMMITTEE DECISION**

***That the Committee's initial priorities for potential improvements to the Hall to make it fit for contemporary purposes are:***

- 1. Installation of adequate air conditioning.***
- 2. Upgrade of the kitchen facilities to commercial standards.***
- 3. Improvements in the standard and access to the toilet facilities.***
- 4. Upgrading of the Hall furniture to allow more flexibility and easier storage.***

***(Ward/Scanes)***

### **COMMITTEE RECOMMENDATION**

***That the Committee recommends that Council undertake a cost, feasibility and timing analysis for these projects in anticipation of funding.***

***(Ward/Scanes)***

While the audit, costings and the Committee's future planning may lead to refinement of these priorities, based on the Elton report and its own experience the Committee believes that these are necessary items for improvement and will remain necessary for the foreseeable future and therefore are appropriate priorities.

## 8.4 Occupation of Rooms on the Southern Side of the Main Hall Entrance

Committee member Neil Turner from the Yass sub-branch of the RSL has indicated that the RSL will be approaching Council directly seeking to occupy the rooms facing Comur Street on the southern side of the main entrance. This will allow the sub-branch to oversee the opening to the public of the Memorial Hall foyer area on a limited basis. The Committee supports the concept noting the advantages to security and access to this key part of the memorial.

**COMMITTEE RECOMMENDATION**

*The Committee supports the initiative of the Yass RSL sub-branch to establish a presence in the rooms adjacent to the Memorial Hall foyer.*

*(McCarthy/Scanes)*

**8.5 Security of Archives**

Users of the building are asked to ensure that people who are entering the venue lock when exiting the premises.

**14. Confidential Matters**

Nil

**15. Next Meeting**

To be advised.

The meeting closed at 4.00 p.m.



## 5.1 COMMITTEE UPDATE REPORT

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### SUMMARY

Providing the Committee with an update on the Condition Audits undertaken on the Yass Soldiers Memorial Hall to inspect the hall as fit for purpose and to ascertain required and potential upgrade requirements.

### RECOMMENDATION

*That:*

1. *A full structural integrity report be undertaken by a certified engineer on aspects listed below:*
  - *Roof structure*
  - *Floor and subfloor condition assessment*
    - a. *Kitchen floor area be accessed as a priority and an urgent separate report provided.*
  - *Access and egress – condition and compliance*
  - *Electrical condition report – code compliance, including all electrical control panels / boards*
  - *Fire safety compliance*
  - *Plumbing/Drainage condition*
  - *Upper storey load level report*
  - *Asbestos report*
  - *Lead paint report*
2. *Priorities for repairs be fully costed and presented to The Yass Soldiers Memorial Hall Committee for further consideration*
3. *Grant funding opportunities be explored for source funding of urgent repairs*

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### FINANCIAL IMPLICATIONS

It is estimated that the current Capital works budget associated with Yass Soldiers Memorial hall will cover the Structural report being requested.

### POLICY & LEGISLATION

- Building Code of Australia

### REPORT

#### 1. Background

The minutes of the Yass Soldiers Memorial Hall Committee were considered at the December Council meeting.

Council endorsed the following recommendations:

#### ***Item 6.1 – Yass Memorial Hall Community Consultation Outcomes Report***

*That Council:*

1. *Confirm that maintenance of the Hall is part of Council's budget.*
2. *Provide a detailed report of maintenance planned and undertaken during the past financial year.*
3. *Advise of estimates of maintenance (and associated budgets) for this financial year.*

**Item 8.3 – Potential Improvements**

*That the Committee's initial priorities for potential improvements to the Hall be considered as part of the budget process, to make it fit for contemporary purposes are:*

1. *Installation of adequate air conditioning.*
2. *Upgrade of the kitchen facilities to commercial standards.*

*That the following initial priorities be noted:*

1. *Improvements in the standard and access to the toilet facilities.*
2. *Upgrading of the Hall furniture to allow more flexibility and easier storage.*

*That the Committee recommends that Council undertake a cost, feasibility and timing analysis for these projects in anticipation of funding.*

**Item 8.4 – Occupation of Rooms on the Southern Side of the Main Hall Entrance**

*The Committee supports the initiative of the Yass RSL sub-branch to establish a presence in the rooms adjacent to the Memorial Hall foyer.*

Also the Committee made several decisions effectively seeking information relating to the maintenance and upgrade of the building for its continued use as a community hall including undertaking an audit of the building to:

- Identify the maintenance/upgrade projects undertaken in the past 12 months
- Identify the maintenance/upgrade projects that are needed for the continued use of the building as a community hall
- Suggest the priorities for this work
- Estimate the cost of this work

**2. Response to Actions - December 2020 Council Meeting**

**Information for Committee**

Response to Item 6.1:

1. *Confirm that maintenance of the Hall is part of Council's budget.*

**Response:** Council has a small overall facilities budget for minor maintenance items this is used for minor reactive maintenance for operational needs. No specific line item for the maintenance of the Hall is allocated in the budget.

2. *Provide a detailed report of maintenance planned and undertaken during the past financial year.*

**Response:** There was no approved separate maintenance budget, therefore no planned maintenance was planned or carried out.

3. *Advise of estimates of maintenance (and associated budgets) for this financial year.*

**Response:** There was no planned maintenance budget this financial year.

Response to Item 8.4:

Occupation of the room on the southern side of the main entrance.

Due to other inquiries regarding the use/rental of this space an Expression of Interest will be advertised and a further report presented to council for determination.

**2.1 Memorial Hall Building Audit Reports**

The following reports were undertaken to assess the initial external wall structural condition and a maintenance audit was undertaken by staff to assess the priority for maintenance.

A summary of the reports are as follows.

**Coot Engineering Report on Cracking and Settlement (refer Attachment A)**

*Summary Recommendations:*

Recommended that the following work be done at the site to further investigate and repair issues observed.

- a. All external buried sewer and stormwater pipework be camera inspected by a licenced plumber this should include the Northern driveway, the North Eastern corner at the Library. The drainage at the Southern walkway, and the downpipes at the sides of the entrance on the Western road frontage. All inspected pipes should be checked for proper connection, blockages and functionality.
- b. Sufficient and adequate provision should be made at the Northern driveway outlet to rainwater runoff. This should include directing water away from the building.
- c. The deteriorated lime mortar southern side be re-pointed.
- d. Repair brickwork at North Eastern corner of the Library should be completed only after the plumbing investigation and repairs, and the regrading of the Northern driveway area are completed. This will aim to ensure the foundation moisture is addressed first. Premature repairs of brickwork before equilibrium foundation moisture is obtained, will possibly result in future settlement and cracking.

**Yass Soldiers Memorial Hall - Internal Condition Report (refer Attachment B)**

Inspection undertaken by Council's Maintenance Supervisor.

On 19 January 2021 Building Maintenance undertook a detailed visual inspection of Memorial Hall. The purpose of this audit / inspection is to develop a proactive maintenance program for Memorial Hall based on the following priorities:

1. Safety
2. Compliance
3. Function
4. Fit for purpose
5. Aesthetic

The inspection has identified many repairs requiring a strategic phased approach for the rectification works. However the inspection has also identified a number of serious safety and potential structural issues with Memorial Hall. These are summarised in the reports included in Attachments C and D.

**Yass Soldiers Memorial Hall - Visual Roof Inspection (refer Attachment C).**

Inspection undertaken by Council's Maintenance Supervisor.

On the 22 January 2021 as a result of issues identified in report (refer Attachment B), Building Maintenance undertook a visual inspection of the roof of Memorial Hall. This inspection identified a number of issues with the roof ie

1. Flashing is in poor condition
2. Roof sheets require securing and some replacement
3. Additional gutter replacement is required (one new gutter installed)
4. Parapets have extensive creaking and loose capping cement
5. Vents in poor condition
6. Ridge capping requires securing and replacement due to rusting
7. Chimney and remaining fixtures appear to be in fair condition

8. The roof is showing signs of structural failure, this is identified by the roof dropping / sagging at various locations, additionally parts of the roof have slackness under light weight load

**Yass Soldier Memorial Hall - Kitchen Floor and Sub Floor Report** (refer Attachment D)

Inspection undertaken by Council's Maintenance Supervisor.

*Kitchen Floor / Sub Floor*

Resulting from report on the Interior condition of the hall (refer Attachment B) substantial sagging was identified in a section of the kitchen floor. On 28 January 2021 building maintenance removed a section of the floor covering to ascertain the cause. It was found extensive wood rot caused by water / moisture. The extent of which cannot be established without further investigation of the floor and sub floor.

Building Maintenance recommend the closure of the kitchen area until results of structural report identifying required action is obtained.

Maintenance issues will be identified and costed, but consideration needs to be given to upgrading the kitchen to a commercial kitchen may trigger a need to make the building compliant with the current BCA, it is recommended that the committee receive a structural engineers report to ascertain the extend of work required and the cost of this works for consideration by the committee in prioritising works to make the hall compliant and functional.

**3. Summary**

Based on preliminary structural inspection prepared by Coot Consulting Engineers Pty Ltd and internal building audit undertaken by Council's Maintenance Supervisor the findings have been greater than expected. Upon further investigation and advice from Council's Maintenance Officer the following items need to be assessed by a certified structural engineer to determine the condition current condition of the hall and the order of priority work in order to keep the hall functional.

The main considerations will be public safety, WHS, building serviceability, and compliance.

The main areas of focus of this investigation will be as follows:

- Roof structure
- Floor and subfloor condition assessment
  - a. Kitchen floor area be accessed as a priority and an urgent separate report provided
- Access and egress – condition and compliance
- Electrical condition report – code compliance, including all electrical control panels / boards
- Fire safety compliance
- Plumbing/Drainage condition
- Upper storey load level report
- Asbestos report
- Lead paint report

Final report to provide a priority repair list based on safety, compliance and WHS. The final report will also include detailed costing for priority repairs.

Maintenance issues will be identified and costed, but consideration needs to be given to upgrading the kitchen to a commercial kitchen may trigger a need to make the building compliant with the current Building Code of Australia, it is recommended that the Committee receive a structural engineer's report to ascertain the extend of work required and the cost of this works for consideration by the committee in prioritising repairs to make the hall compliant and functional.

- ATTACHMENTS:**
- A. Structural Engineering Report on Cracking & Settlement (*Under Separate Cover*) ➡
  - B. Internal Visual Inspection Report (*Under Separate Cover*) ➡
  - C. Visual Roof Inspection Report (*Under Separate Cover*) ➡
  - D. Visual Inspection Kitchen & Floor Report (*Under Separate Cover*) ➡

## 5.2 CONSIDERATION OF 2021/2022 FEES AND CHARGES - YASS MEMORIAL HALL

### SUMMARY

Presenting report for consideration of the Memorial Hall Committee in recommending Hall hire fees for 2021/22

### RECOMMENDATION

*That Hall hire fees for 2021/22 remain unchanged.*

### FINANCIAL IMPLICATIONS

Loss of minimal revenue on current hire statistics.

### POLICY & LEGISLATION

Nil.

### REPORT

Attached are the current Yass Soldiers Memorial Hall Hire Fees and Charges for 2020/21.

For the Committee to review and recommend Fees for the hire of the Memorial Hall in 2021/2022 for Councils consideration and approval in the budget process.

Yass Soldiers Memorial Hall - Hire Fees				
Entire Hall	per day	Y	Partial Cost	\$ 210.00
Yass Rotary Club - Rotary Markets	per day	Y	Partial Cost	75% of complete fee
Yass Music Club - set up and pack up chairs (additional to hire fee)	per event	Y	Partial Cost	\$ 31.00
Schools exempt (for all locally organised events)			Partial Cost	No fee
Kitchen Annex and meeting room				
Per hour	per hour	Y	Partial Cost	\$ 22.00
Per day	per day	Y	Partial Cost	\$ 110.00
Upstairs Meeting Room				
Per hour	per hour	Y	Partial Cost	\$ 22.00
Per day	per day	Y	Partial Cost	\$ 110.00

Due to the restrictions on use of the hall pending final condition report, only the main hall and kitchen annex are available for hire at the present time.

Please note the kitchen area and upstairs meeting room is not available within the hall hire at this stage. Remediation work to the kitchen floor needs to be determined before it can be used.

In consideration of the limited areas available for use it could be prudent to not increase hire fees for 2021/22 financial year.

**ATTACHMENTS:** Nil

## 5.3 MEMORIAL HALL INCOME, EXPENSE AND USAGE REPORT

### SUMMARY

Providing an overview of Hall income and expenses over the past three years also included is the usage numbers and a breakdown of hire type for the committee's information.

### RECOMMENDATION

*That the report be noted.*

### FINANCIAL IMPLICATIONS

Nil.

### POLICY & LEGISLATION

Nil.

### REPORT

Attached for committee information are the Income and Expenses summary for the past three years.

Capital Works expenditure for the past two financial years is also included in the summary.

#### Hall Income & Expense Summary

July 2020 - January 2021		Number of Bookings	July 2019 - January 2020	Number of Bookings	July 2018 - January 2019	Number of Bookings
Hire Income	\$ 5,019.50	29	\$ 6960.00	54	\$ 14,343.00	73
<b>Operating Expenses</b>						
Property Mgmt - Wages			\$ 6312.00		\$ 9,985.00	
Property Mgmt - Materials	\$ 1,254.00		\$ 1,780.00		\$ 269.00	
Property Mgmt - Stores			\$ 1,066.00		\$ 161.00	
Property Mgmt - Contracts	\$ 9,188.00		\$ 26,633.00		\$ 16,543.00	
Property Mgmt - Electricity	\$ 5,227.00		\$ 10,113.00		\$ 7,420.00	
Property Mgmt - Other	\$ 20.00		\$ 2,291.00		\$ 1,640.00	
Property Mgmt - Rates	\$ 7,040.00		\$ 3,820.00		\$ 6,378.00	
Property Mgmt - Insurance	\$ 6,950.00		\$ 6,780.00		\$ 6,658.00	
<b>Capital Works</b>						
Building Audit, repair box gutter. Repair & pain Ceiling	\$ 30,000.00	Replace six Windows	25,000.00	Part of \$10k grant funding		

### **Hall Bookings Breakdown**

Hall usage summary for the past three financial years for committee information

#### **2020/2021**

- 13 Hall bookings for Rotary Markets
  - 3 Private bookings
  - 5 not for profit Community Groups
  - 5 Music Club Bookings
  - 3 Council bookings

#### **2019/2020**

- 19 Hall bookings for Rotary Markets
- 27 Private group bookings
  - 5 not for profit Community Groups
  - 4 Council bookings

#### **2018/2019**

- 22 Hall bookings for Rotary Markets
  - 7 Music Club Bookings
- 30 Private group bookings
- 10 not for profit Community Groups
- 4 Council bookings

**ATTACHMENTS:**    Nil