



Yass Soldiers Memorial Hall Committee Meeting

Thursday 7 October 2021

2.30pm

Via Zoom/Council Chambers

209 Comur Street, Yass

Zoom Meeting ID: 810 8928 6628

Password: 279675

YASS SOLDIERS MEMORIAL HALL

NOTICE OF MEETING

A meeting of the Yass Soldiers Memorial Hall will be held via Zoom/Council Chambers 209 Comur Street, Yass, on Thursday 7 October 2021, commencing at 2.30pm.

Note: There are restrictions on the number of people permitted in Council Chambers, as per COVID-19 rules

Page No.

Acknowledgement of Country

- 1. Apologies**
- 2. Declarations of Interests**
- 3. Confirmation of Minutes**
Minutes of Yass Soldiers Memorial Hall Committee Meeting held on 26 November 2020
- 4. Notes – for information**
Notes of Yass Soldiers Memorial Hall Committee Meeting held on 4 February 2021
- 5. Status Reports – Memorial Hall Dilapidated Report**
- 6. Next Meeting**



Minutes of the Memorial Hall Committee Meeting

Thursday 26 November 2020

2.00pm

Memorial Hall Annex

Table of Contents

No table of contents entries found.

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

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 exists 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.



Notes of the Yass Soldiers Memorial Hall Committee Meeting

Thursday 4 February 2021
2.00pm
Yass Soldiers Memorial Hall

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

Table of Contents

No table of contents entries found.

Present

Cr Geoff Frost (in the Chair), Cr Kim Turner, Neil Turner, Alfred McCarthy

Note: There was no quorum present

In Attendance

Chris Berry, Asbian Bhandari, Tony Stevens, Philip Hodge, Seamus McGurk, Adrian Cameron, Jean Frost, Valarie Jewell, Judy Breitkopf and Steve Neuhaus.

The Passing of Con Novitski

Thirty seconds silence was observed in remembrance of Committee member Con Novitski who passed away in December 2020.

The Committee wished the following to be recorded in the meeting notes:

Con was a very good friend to all of us and to Yass. Con was involved in the setting up and early running of Yass FM, where his skills as a broadcaster and technical officer, as were his ability to work productively with others. Con was always a sensible source of sound advice and a reliable and valuable team member. Con played a massive role in establishing and running the station, and I doubt we would have Yass FM without him. On Council committees, Con was a passionate about tourism and economic development and was a very strong supporter of the Railway Museum and the Yass Cup which was held at Canberra racecourse but was a truly Yass event - largely due to Con's passion and enthusiasm for it. Con was a member of the old Development Corporation and stayed on as a member of its successor Council Committees. In these roles Con always provided calm and sensible advice and backed his talk with action. Similarly, on the Memorial Hall committee, Con could always be relied on to provide a different and sensible view and was enthusiastic about its restoration and long term use by the community. He always made an important contribution, right up to the last meeting of the committee in November 2020.

We will miss Con's wisdom and common sense, but more so his humour and sunny positive outlook on all things.

1. Apologies

Apologies were received from James Ward and Jan Scanes.

2. Declaration of Interest/Disclosures

Nil

3. Confirmation of Minutes

FOR CONSIDERATION AT NEXT MEETING

That the minutes of the Yass Soldiers Memorial Hall Committee Meeting held on 26 November 2020, be taken as read and confirmed.

4. Business Arising from Minutes

Nil

5. Matters Brought Forward

RSL Expression of Interest – Use of Yass Memorial Hall Front Office

An expression of interest received by Council from the RSL to use the southern side front office of the Hall. The committee was advised that Expressions of Interest would be advertised and a report submitted to a future Council meeting for determination.

6. Staff Reports

6.1 COMMITTEE UPDATE REPORT

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.

Staff spoke to the attached reports and provided an update on the water damage in particular to the kitchen floor area, the committee was informed that the area has been cordoned off and is not safe for use until further investigation can be carried out to ascertain the extent of damage and cost of repairs.

Investigation on the male amenities needs further investigation as the floor is uneven and there are some cracked tiles. All Forward bookings have been contacted and advised of the need for alternate arrangements for kitchen use.

The committee was also informed that due to safety concerns the upstairs gallery is not to be used until further complete structural engineer's assessment as per schedule in the recommendation is carried out.

DETERMINATION

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.*

6.2 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.

DETERMINATION

That Hall hire fees for 2021/22 remain unchanged.

6.3 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.

DETERMINATION

That the report be noted.

7. General Business from the Committee

7.1 NOMINATION OF COMMITTEE MEMBERS

SUMMARY

The Committee strongly supports three new applications to the Section 355 Yass Soldiers Memorial Hall for Council's consideration from the following Community/user groups:

1. A replacement nomination for current retiring Music Club member.
2. A new nomination from the Yass Historical Society to fill the vacant position.
3. That the number of committee members to be amended to include one additional position, this would accommodate an additional nomination from the of Yass RSL Sub Branch. The RSL would hold three positions of the committee.

Three nomination forms were provided with two nomination forms completed and handed to Council staff for further action.

DETERMINATION

That three nominations be accepted when received by Council for inclusion on the Yass Soldiers Memorial Hall Committee.

7.2 CONSULTATION WITH USER/CATERING GROUPS

SUMMARY

In attendance were members of the Country Women's Association (CWA) who provide catering for the Music Club. Yass CWA Branch representatives provided an overview of kitchen requirements to meet catering needs for consideration in any future planning of upgrade works.

DETERMINATION

That the users of the kitchen be consulted and involved in design prior to any upgrade /renovation works being undertaken to the kitchen area.

7.3 MAINTENANCE BUDGET

SUMMARY

The committee would like a separate maintenance budget line for Yass Memorial Hall Maintenance included in the 2021/2022 operations budget for repairs and maintenance. This would ensure that the Committee has input into priority maintenance issues but managed by Council staff.

DETERMINATION

The committee members ask Council to establish a separate maintenance budget line for the Yass Soldiers Memorial Hall with sufficient funds for minor maintenance issues at the Hall.

8. Confidential Matters

Nil

9. Next Meeting

April 2021

The meeting closed at 3.37 p.m.

5.1 MEMORIAL HALL DILAPIDATION REPORT

SUMMARY

To provide the Committee with the Special Purpose Inspection Dilapidation Report as prepared by Peak Consulting. The Report is attached as **Attachments A & B**.

RECOMMENDATION

For the Committee's consideration and recommendation.

- ATTACHMENTS:**
- A. Special Purpose Inspection Dilapidation Report - Part 1 (*Under Separate Cover*) [⇒](#)
 - B. Special Purpose Inspection Dilapidation Report - Part 2 (*Under Separate Cover*)