



Yass Soldiers Memorial Hall Advisory Committee Meeting

**Thursday 9 February 2023
4.00pm
Council Chambers
209 Comur Street, Yass**

YASS SOLDIERS MEMORIAL HALL ADVISORY COMMITTEE

NOTICE OF MEETING

A meeting of the Yass Soldiers Memorial Hall Advisory Committee will be held in Council Chambers, 209 Comur Street, Yass, on Thursday 9 February 2023, commencing at **4.00pm**

AGENDA

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Acknowledgement of Country

- 1. Apologies**
- 2. Declarations of Interests**
- 3. Confirmation of Minutes**
Minutes of Yass Soldiers Memorial Hall Advisory Committee Meeting held on 13 October 2022
- 4. Staff Reports**
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- 5. Next Meeting -11 May 2023**

Committee Members: Crs Abbey, Turner & Pothan, S Neuhaus (N Turner Alt), A Hennell,
J Davidson (C Mongan Alt), J Scanes, S Jitts, A McCarthy



Minutes of the Yass Soldiers Memorial Hall Advisory Committee Meeting

Thursday 13 October 2022

4.00pm

Council Chambers

209 Comur Street, Yass

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Present

Cr Abbey (Chair), Cr Pothan, J Davidson (left 4.15pm), S Jitts, J Davidson, C Mongan, A McCarthy, A Hennell (4.40pm)

Also in attendance

Cr Cameron, Cr McGrath, James Dugdell – Director, Infrastructure & Assets YVC, Helen Ranyard – Project Officer, Facility & Waste Assets

1. Apologies

Apologies were received from Cr Turner, S Neuhaus, J Scanes, T Stevens –Manager – Facility & Waste Assets

2. Declarations of Interest

C. Mongan – President of Yass Historical Society

3. Confirmation of Minutes

COMMITTEE DECISION

That the minutes of the Yass Soldiers Memorial Hall Advisory Committee Meeting held on 11 August 2022 be taken as read and confirmed.

(Pothan/Jitts)

4. Staff Reports

4.1 YASS SOLDIERS MEMORIAL HALL MAINTENANCE PRIORITIES

SUMMARY

To present an update on the maintenance priorities for the Yass Soldiers Memorial Hall.

COMMITTEE DECISION

That the update report on the Memorial Hall maintenance work be noted.

(Pothan/McCarthy)

5. Next Meeting

Thursday 9 February 2023, at 4.00pm in Council Chambers, 209 Comur Street, Yass

Agenda item for 9 February 2023 meeting to include 'discussion on events to be planned for the Centenary of the Yass Soldiers Memorial Hall'.

The meeting closed at 4:46 p.m.

4.1 CENTENARY OF THE YASS SOLDIER'S MEMORIAL HALL

SUMMARY

A discussion on possible options to mark the centenary of the Hall.

RECOMMENDATION

That the outcome of the discussions be noted, and any committee decision be considered by Council prior to setting a date for any type of Council organised community event.

FINANCIAL IMPLICATIONS

Nil.

POLICY & LEGISLATION

Nil.

REPORT

2023 marks the 100th anniversary of the Yass Soldier's Memorial Hall. Options for celebrations to be discussed as to what the Committee may recommend as a community event to mark the celebration of this occasion.

Governor General Lord Forster laid the foundation stone in **1922** and the building was officially opened by Brigadier General H E 'Pompey' Elliott on 5th March 1923. Designed by Vernon and Hill of Sydney as a war memorial and public hall; it was built by Walter Macintosh of Yass and paid for by public subscription.

The Yass Soldiers Memorial Hall Advisory Committee may wish to consider options that would allow the hall to be open and available to the public for such an event. As a suggestion any planned event could consist of a display of Yass Memorabilia and Hall history through the years. Keeping in mind the purpose being Yass Soldiers Memorial Hall, and the attraction of Youth to be involved in any such event.

The committee may wish to offer their thoughts and options for discussion at the meeting.

It is believed that Yass SPIN Foundation are in the process of organising a SPIN Foundation fundraiser event marking the 100th anniversary of the Hall in May 2023. The proposed event will be a Gala Ball consisting of 100 people at \$100 per ticket.

At this stage no other details have been discussed or a booking made with Council.

ATTACHMENTS: Nil

4.2 COMPLETION REPORT FOR RESTORATION WORKS

SUMMARY

Completion report for restoration works undertaken in the Shrine area.

RECOMMENDATION

That the report be noted.

FINANCIAL IMPLICATIONS

Funding was included in the 2022/23 Operational Plan.

POLICY & LEGISLATION

Local Government Act 1993.

REPORT

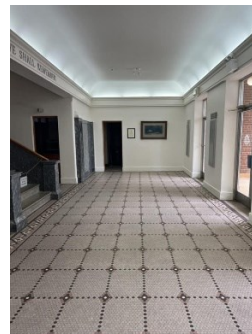
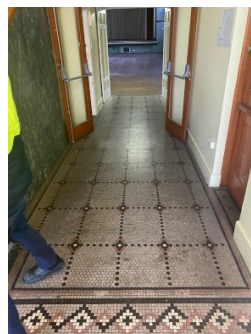
Council was successful in receiving funding through the Department of Veteran's Affairs 'Saluting Their Service', and NSW Office for Veteran's Affairs 'Community War Memorials' grants, to assist with the restoration of the Shrine area in the Memorial Hall. The \$18,300 in grants, along with \$7,480 in funds and labour from Council, enabled the following works to be completed in November 2022:

- Professional cleaning of the tessellated floor
- Repairs to the half barrel vaulted ceiling
- Painting of the ceiling & walls
- Restoration of the aluminium honour boards
- Restoration of the marble honour boards
- Upgrading the LED lighting

Before and after photos of the foyer show the beautiful transformation of this important space.



Before



After





Before



After



Before



After



Before



After



Before



After



Before



After

The grant funding has provided great improvement to the Memorial section at the foyer of the hall.

Council staff will continue to apply for Veteran Affairs memorial Grants to do further work associated with the memorial section of the Hall as and when grants become available

ATTACHMENTS: Nil

4.3 REPLACEMENT OF ROOF SHEETING AND ROOF MODIFICATIONS - YASS SOLDIERS MEMORIAL MALL

SUMMARY

Providing a report to the committee on the awarding of re-sheeting and roof modification works as per tender number YVC.IA.2022.

RECOMMENDATION

That that the information be noted.

FINANCIAL IMPLICATIONS

Council determined to allocate \$714,454 from the Local Roads & Community Infrastructure Program grant to the Yass Soldier's Memorial Hall roof replacement. \$50,000 has been allocated in the 2022/2023 Capital Works budget for maintenance on the Memorial Hall.

POLICY & LEGISLATION

- Local Government Act 1993
- Procurement Policy

REPORT

1. Background

A building dilapidation report was undertaken on the Yass Soldier's Memorial Hall by Peak Consulting and the findings of this report were presented to the Yass Soldier's Memorial Hall Committee on 7 October 2021.

At its June 2022 meeting, Council resolved to allocate \$714,454 for replacement of roof sheeting as a priority.

Tenders were called on 2 November 2022 and closed on 30 November 2022. One tender was received.

At Councils meeting of 14 December 2022, Council resolved the following:

1. *The tender submitted by National Roof Care Pty Ltd to undertake the Yass Soldiers Memorial Hall Roof Modifications and Re-sheeting be rejected for a total cost of \$1,113,668.60 due to insufficient funding*
2. *The CEO and his nominated officer be authorised to negotiate with the Tenderer on progressing the completion of the following sections and to execute a contract to complete:*

Item 1	Roof sections 1 – 4	\$169,521.30
Item 2	Roof sections 5 – 8	\$464,321.20
Total		<u>\$733,842.50 excluding GST</u>
3. *The \$19,388.50 additional required be funded from the 2022/23 Memorial Hall maintenance expenditure budget.*

2. Further negotiations with Tenderer

A meeting was arranged with the tenderer National Roof Care Pty Ltd to progress the completion to Roof sections 1 – 4 and 5 – 8 pending a further structural engineer's report on how to fix the crack in the southern side brick wall. This report is not to impede on the front roof replacement but to make sure that an engineer signs off on required brick work prior to roof replacement.

A report is currently being prepared to address making the brick wall structurally sound prior to replacing the roof over that section. There will be minor costing adjustment for this work. Pending the final cost, one of the smaller roof sections may be required to move to Stage II placement work in the future.

3. Timeframe for work

National Roof Care Pty Ltd met with Council Manager Facility & Waste Assets – and Project Officer Facility & Waste Assets - to establish a start date and timeframe for completion.

National Roof Care Pty Ltd have an opportunity to start work on this project on the 20 February 2023. An anticipated completion date is mid May 2023.

Grant funding must be expended before 30 June 2023 under the terms of the funding agreement.

4. Work to be Carried Out

A scope of works as Tendered is included with this report as **Attachment A** to provide the Committee detail of the extent of works to be carried out.

ATTACHMENTS: A. Yass Memorial hall Reroofing Scope of Works [↓](#)



SCOPE OF WORKS

[Draw your reader in with an engaging abstract. It is typically a short summary of the document. When you’re ready to add your content, just click here and start typing.]

Memorial Hall LRCI
phase 3

SCOPE OF WORKS

Project name: Memorial Hall LRCI phase-3 works.

Location: 82-94 Comur street, Yass NSW 2582

Assets owner: Tony Stevens

Contact: 0427 379 577

Email: TStevens@yass.nsw.gov.au

Project manager: Philip Hodge

Contact: 0429 005 399

Email: Phodge@yass.nsw.gov.au

Company: Yass Valley Council

Building Background:

A substantial two storey brick building with four stone pillars and stone facings, located in the main street of Yass. In the foyer are multiple honour rolls and plaques for conflicts in which Australia has been involved. The foundation stone was laid on 24 May 1922 and the dedication took place on 5 March 1923. Designed by Vernon and Hill of Sydney as a war memorial and public hall; it was built by Walter Macintosh of Yass and paid for by public subscription. It has housed a cinema, ex-serviceman's (sic) club, literary institute, and lecture room. Two upper storey rooms were added in 1928 and 1930.

Project Background

In April of 2021 Peak Consulting were engaged to carry out a dilapidation report with the purpose of getting an accurate understanding of the condition and materials of Memorial Hall and priorities repair work. As identified in the Peak Consulting report, the roof, flashing, box gutters and parapets are priority number 1.

All work to be carried out in agreement with Local Roads and Community Infrastructure Program - Phase 3.

SCOPE OF WORKS

Scope of works

1.1 Engineering/redesign for modifications required to roof pitch to accommodate deeper box gutters.

Roof 1.

This roof and guttering will need to be reengineered and replaced to cope with the capacity of rainwater over the prescribed catchment area and box guttering will need to be redesigned to achieve adequate depth and fall.

Replacement of all roof sheets, battens, and flashings.

Patching a parapet wall cracks

Replace Downpipes

Roof 2

Roof frame has a broken bearer that will need replacing

This roof and guttering to be replaced to cope with the capacity of rainwater over the prescribed catchment area and box guttering will need to be redesigned to achieve adequate depth and fall.

Replacement of all roof sheets, battens, and flashings.

Patching a parapet wall cracks

Replace Downpipes

Roof 3

This roof and guttering will need to be reengineered and replaced to cope with the capacity of rainwater over the prescribed catchment area and box guttering will need to be redesigned to achieve adequate depth and fall.

Replacement of all roof sheets, battens, and flashings.

Patching a parapet wall cracks

Replace Downpipes

Roof 4

Requires new roof sheeting, battens, flashings, valley, guttering and fascia.

Replace Downpipes

Roof 5

Replace all roof sheets, battens, flashings, fascia and guttering

Install new roof vents.

Reengineer box gutter to achieve adequate depth and fall.

Replace Downpipes

Roof 6

Replace all roof sheets, battens, flashings, fascia and guttering

Reengineer box gutter to achieve adequate depth and fall.

Replace Downpipes

SCOPE OF WORKS

Roof 7

Replace all roof sheets, battens, flashings, fascia and guttering
Delete roof vents in this section.
Reengineer box gutter to achieve adequate depth and fall.
Replace Downpipes

Roof 8

Replace all roof sheets, battens, flashings, fascia and guttering
Install new roof vents
Replace Downpipes

Now Not Included this is Scope of Works Deferred until further funding is available.

Roof 9

Replace all roof sheets, battens, flashings, fascia and guttering
Replace box gutter to achieve adequate depth and fall.
Replace Downpipes

Roof 10

Replace all roof sheets, battens, flashings, fascia and guttering
Replace Downpipes

Roof 11

Replace all roof sheets, battens, flashings, fascia and guttering (including replacement of skylights).
Replace box gutter to achieve adequate depth and fall.
Replace Downpipes

Roof 12

Replace all roof sheets, battens, flashings, fascia and guttering
Check integrity of structural and quote accordingly to fix or replace.
Replace.
Remove identified asbestos sheeting and replace ceiling.
Install and connect new storm water drain. Connecting downpipes from laneway and install new drain and connect to existing stormwater at rear of library.
Replace Downpipes

- 1.2 Agreed new roof sheeting material/colour.
- 1.3 AD approval
- 1.4 Access point to roofs, scaffold/handrail, public safety, (can we get away with little to no scaffold)
- 1.5 Site layout, work/loading zones, new and old material storage zones, (any permits required)
- 1.6 Order of roof repair, (Agreed roof zones)
- 1.7 Project timeframe (end date 30th June 2023)
- 1.8 Agreed hold/check points (agreed person of inspection and sign off)
 1. Check and sign off on any engineered work carried out.
 2. Inspection and sign off on individual sections of roofing on completion of each section before starting new section.

SCOPE OF WORKS

3. Flashing & guttering inspections
4. Parapet inspection

1.9 Agreed hand back condition

It will be the contractor responsibility for the site to be handed back in usable condition including work and storage zones, with all debris and waste materials removed from site.

This will be in liaison with the contract manager.



Scope of works (Contractor)

2.1 Site set up. (Load zones, material storage, scaffold etc)

2.2 Site security

While under construction site security will be the responsibility of the contractor from handover until sign off.

2.3 Costing and timeframe per zone

2.4 Include all traffic and pedestrian controls.

2.5 Site establishment costs, waste disposal skip bins, Scaffolding

SCOPE OF WORKS

Responsibility of contractor and expense included in tender price.

2.6 Removal and disposal of all current roofing.

Responsibility of contractor

2.7 Repainting of any required item, relation to work carried out.

- Facia
- Guttering
- Flashing
- Walls
- Windows.

2.8 Expectations for repairs of Parapets

Supply and install of flashing, repair of capping and masonry cracking.

Any repairs to parapets are to be carried out in line with the Peak Consultants Report

Attachment B.

2.9 Replacement or repair of windows that meet or join to flashing

Any replacement/ repairs of flashing where it meets windows, the contractor will be responsible for repair and painting windows.

Please tender on job as a hole tender lot:

Yass Soldiers Memorial Hall Re-roofing Project as whole works	\$
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According to set budget Council may not be able to undertake this project as a whole and may be required to undertake works to selected areas.

Please supply tender price for individual sections for Consideration should the whole tender price exceeding set budget.

Individual Roof Sections		Price Inc GST
Roof 1		\$
Roof 2		
Roof 3		
Roof 4		
Roof 5		
Roof 6		
Roof 7		
Roof 8		
Roof 9		
Roof 10		
Roof 10		
Roof 12		
Site Setup & Dismantle		\$
Drainage Work		\$

4.4 YASS SOLDIER'S MEMORIAL HALL MAINTENANCE PRIORITIES

SUMMARY

To present an update on the maintenance priorities for the Yass Soldier's Memorial Hall.

RECOMMENDATION

That the update report on the Memorial Hall maintenance work be noted.

FINANCIAL IMPLICATIONS

The following amounts have been included in the 2022/23 Operational Plan:

- \$50,000 in Operational Plan for maintenance
 - Part funds have been spent on upgrading the two front rooms ready for occupation.
 - Approximately \$20,000 has been approved by Council to support shortfall on roof re-sheeting.
- \$714,454 grant for roof replacement allocated from grant funding
- \$8,300 grant for restoration of Honour Rolls
- \$7,480 grant for foyer maintenance.

POLICY & LEGISLATION

Local Government Act 1993.

REPORT

1. Introduction

There are three focus areas for maintenance of the hall:

- General Maintenance
- Roof Replacement
- Grants

2. General Maintenance

The following amounts are proposed to be included in the 2023/24 Operational Plan for Council budget approval in June 2023:

- \$10,000 grant for front door maintenance (if application successful)
- \$50,000 General maintenance budget

The Committee may wish to consider priorities for 2023/2024 financial year as part of the function of this Committee for Council consideration.

The priorities and current status are as follows:

Item	Status	
Stage upgrade and painting	No funding available at this stage	
works identified in dilapidation report	Further significant electrical work to be funded separately.	

Item	Status	
Renovate two front rooms to bring up to standard	Most of the \$50,000 allocated will be used to renovate the front rooms for future use	Rooms in process of being upgraded. New tenants will commence lease 13 February 2023.
Aesthetic repairs to window frames and glass replacement	Additional funding required to undertake this work possible further grant funding application.	
Foyer upgrade: Upgrade LED lighting Ceiling repairs & paint Walls painted Tessellated floor professionally cleaned Marble, aluminium & bronze honour rolls professionally restored	Grants funds from Saluting Their Service Commemoration program and Community War Memorials Fund totalling \$18,300 plus Council funds and labour to the value of \$7,480 have been expended. Total spent on upgrade of Shrine area - \$25,780	Completed Nov 2022
	RCD have been upgraded.	Completed

3. Roof Replacement

Council determined to allocate \$714,454 from the Local Roads & Community Infrastructure Program grant to the roof replacement.

Please see separate report for an update on the roof replacement.

4. Grants

Two grants were received from the 'Saluting Their Service Commemorations Program' and the 'Community War Memorials Fund' for restoration of the Honour Rolls and Foyer.

Work completed includes:

- Upgraded LED lighting to foyer/shrine area
- Repairs to ceiling and painting of foyer ceiling and walls
- Cleaning to the tessellated floor tiles
- Restoration of the marble, bronze and aluminium Honour Rolls

A further grant application under the Community War Memorials Fund is expected to be submitted in February 2023 to restore the 3 sets of double doors at the front of the building.

ATTACHMENTS: Nil