

Oaks Estate Progress Association

**Draft minutes of a special OEPA Committee meeting re the Community Hall,
held at the Hall, Oaks Estate, 7.15pm, Thursday 4 April 2013.**

Present. Karen Williams (Chair), Lyn Diskon (Southside Community Services), Alex Saeck, John Bruggeman, Bernadette Fitzgerald, Ewan Maidment.

Apologies: Judith Saeck.

Leasing and management of the Oaks Estate Community Hall:

Karen called the meeting to discuss the idea of a relationship/partnership between Southside Community Services and OEPA regarding the management of the Hall. She said that it is an opportunity for the OEPA to pursue.

Lyn reported that, when the lease came up for renewal recently, the South Side executive had suggested that the Oaks Estate community may want to take it back. South Side had been finding it difficult to cover the costs of running the Hall. The South Side target is an income from Hall hirings of \$5,000pa. Lyn estimated that current income is about half that. She is not sure of the amount of out-going expenditure.

But then some long term hiring arrangements were made with a dance group and a martial arts group (Aikido). Hire of the Hall for polling in the forthcoming Federal elections will also bring in income. Warehouse Circus (part of a training project for public housing tenants, being organized by Tim Coxhead – Samaritans) will also wish to use the Hall once the project is underway.

Further, South Side has put in a tender to the Queanbeyan City Council for Commonwealth funded Home and Community Care (HACC) which, if successful, would mean that South Side would need the Hall for programs, activities and offices.

So the South Side executive pulled back. They will re-sign the lease for 5 years. Lyn thinks however that the South Side executive would still like to see an agreement with the OEPA for the joint management of the Hall.

Lyn thinks that the South Side executive would accept a memorandum of understanding (MoU) with the OEPA under which some of the maintenance and monitoring tasks associated with management of the Hall would be allocated to the OEPA. The OEPA would receive some of the income from Hall hirings in proportion to the share of the Hall's management tasks which we undertake.

Both South Side and the OEPA would have free use of the Hall.

South Side's current insurance arrangements would cover the Hall and will continue to do so.

Kirsten, the South Side receptionist, would continue to take bookings, issue invoices, manage keys and run day-to-day management. Income and expenditure would be tracked by the South Side Finance Manager who provides a monthly report to Lyn.

Mowing of the hall grounds is undertaken by TAMS. South Side pays costs of repair and replacement up to the first \$500 on each occasion. Some maintenance is undertaken by South Side's own maintenance man.

Lyn will ask Kirsten to draw up a list of the tasks undertaken in association with management of the Hall and allocate the amount of time spent on each task. The list should be provided to the OEPA by 18 April. If not, Lyn asked for a gentle reminder.

Kirsten's list would be used to determine which tasks could be undertaken by the OEPA and specified in the proposed MoU, for example:

- some maintenance tasks,
- monitoring and protection of the venue,
- checks on condition after hiring,
- and quarterly hazard checks.

The MoU should be in place by 30 June for the new financial year. The MoU would be reviewed at 3, 6 and 12 months, and then for an agreed period.

The Griffith and Narrabundah community associations currently do some monitoring of their Halls, but not under any MoUs.

Lyn agreed that the OEPA can put up a letter box at the Hall, but we would have to send a plan to Lyn who would advise the Government of what the community intends to do.

It was noted that:

- the outside toilets at the Hall are in disrepair and not functioning. They need to be closed, repaired or demolished;
- Work Cover arrangements would need to be addressed.
- Tax implications for the OEPA would need to be considered. See Lynton Bond email to MCG Executive forwarded to OEPA Cmte by John Bruggeman 8 Feb 2013.
- There would be additional work for the OEPA Treasurer.

Karen stated that she sees this proposed partnership with South Side as:

- an opportunity to return some of the responsibility for the Hall to the Oaks Estate community;
- a means of generating some income for the OEPA and an alternative to imposing membership fees;
- a way of supporting and hosting activities generated in Oaks Estate, for example, social inclusion projects conducted by non-government social services organizations working in Oaks Estate and in conjunction with potential uses of the community garden for market gardening, sustainable urban agriculture and associated workshops, possibly in association with the Queanbeyan community garden off Henderson Road, and seeding and supporting compatible activities on the Railway lands and use of the mixed use zoned area and the open space in Oaks Estate in front of Queanbeyan Station as a market area.

Other Business:

Karen reported that the Inner South Canberra Community Council has granted the OEPA \$295 toward printing costs. Receipts and distribution numbers will be required.

It was agreed that the next ordinary meeting of the committee be held as soon as convenient to committee members to deal with preparations for the AGM and other matters.

The meeting closed at 8.45pm.