

Dundurrabin Community Centre

14 March 2024

### Item 07.24.008 Committee Report

This is the formal notification of the decision made during the 27 February 2024 Council Meeting regarding the Dundurrabin Community Hall Committee. The Committee report, identified as ITEM 07.24.008, led to the resolution that the Council disbanded the committee after the careful consideration of the confidential attachment.

The exercise by the s.355 Committee of its power and functions is subject to legislative limitations and conditions that may from time to time be imposed by law, specified by resolution of the Council, or in writing by the General Manager to the Committee.

The Committee is required to comply with its Constitution and any regulations made by the Council, in relation to the facility/function under its management and control. If at any time the Committee is deemed to be functioning outside the limits of its powers, all powers may be revoked by written notice to the Committee signed by the General Manager or their representative.

A copy of Council's resolution is attached for your information.

The full minutes of the meeting is available on our website at [www.clarence.nsw.gov.au](http://www.clarence.nsw.gov.au).

#### Key Points:

**Disbandment:** The Dundurrabin Community Hall Committee is formally disbanded.

**Community Access:** Despite the disbandment, community access to the hall will continue directly through the Council.

#### Basis for Decision:

- The decision was informed by communications from committee members, community members and Council Officers.
- These communications centred around feedback and compliance.
- The committee had not been able to meet quorum on several occasions. Administrative requirements such as financial reporting and sending minutes to Council have also not been met. In addition, there are other issues resulting from the Dundurrabin s.355 Committee's breaches of the Code of Conduct, Committee Handbook, and Constitution.

## **Operational Changes:**

### **Booking Management:**

- Clarence Valley Council will assume responsibility for managing all incoming bookings.
- Bookings will be assessed for risk, and only suitable bookings will be accepted to the discretion of responsible Council Officers.
- High-risk events (such as parties) will not be accepted due to the current reduced passive security measures.
- Bookings can be made via Council's online booking system accessible from CVC's website. Bookings are made and paid for by credit card in accordance with Council's adopted fee's and charges.
- Key and access information for the Dundurrabin Community Centre will be provided after bookings have been approved and paid for.
- For regular bookings (such as recreation classes), where assessed as low risk by Council staff, the bond will be taken only once for a series of bookings.

*\*Please note Council is currently transitioning to the online booking processes and online bookings are not yet available. A website page will be setup and remain updated with timeframe information and progress, patrons should refer to the website for updates on when the hall may be open for bookings.*

### **Community Bookings:**

The Council aims to support community-oriented bookings, including playgroup sessions, computer classes, yoga, and any similar activities.

### **General Information:**

- Grounds maintenance will be managed by Council's Open Spaces team from a maintenance schedule.
- The playground will not be impacted and can still be utilised as normal by the community.
- The toilets connected to the hall will not be open as they are toilets that service the hall and are not classed as public toilets.
- If members of the community wish to report any maintenance or concerns relating to the Dundurrabin Community Centre, they can do so by contacting CVC's Customer Service team at 6643 0200, and concerns will be reported to the correct Council team for action.

### **Access and keys:**

- Council is investigating appropriate means of managing keys and access; this is expected to be partially electronic with keypads or similar, but this is yet to be finalised.
- If a keypad and code procedure is successfully implemented, the code will be intended to be reset remotely after each booking.
- Council is currently exploring suitable systems in consultation with service providers.

### **Inspections:**

- Monthly onsite inspections will be conducted by Council staff.
- An additional fortnightly inspection will occur when operational needs allow.
- Contractors working on ongoing works and upgrades will also provide informal surveillance.

### **Financials:**

- Council requests the handover of bank account details for administrative purposes.

### **Nominations**

- Council will advise for nominations in due course.

**Items to be returned**

- 3x CK2-8-17 (Hall keys)
- 3x CK2-8-18 (Toilets)
- CCTV – CCTV software will be disconnected by Council as soon as possible.
- Any equipment that belongs to Council
- Lawn mower key
- Key for mower store shed
- Keys for battery storage room
- Key for storage shed under external staircase
- Keys for storeroom under mezzanine
- Keys for side stage storeroom
- Keys for kitchen locks

A committee representative must schedule an appointment within the next 2 weeks to return the requested items.

Please send an email to [facilities@clarence.nsw.gov.au](mailto:facilities@clarence.nsw.gov.au) to arrange a suitable time.

Any fixtures and fittings purchased with S355 committee funds and attached the Community Centre asset become part of the building and will remain with the building as property of Council.

**For handover:**

- Removal of all personal items and waste
- General tidy of hall including windows, floors, and appliances
- Removal of any food from fridge/freezers

**General Information:**

- No other activities are permitted on the hall grounds including use of the pizza oven and tennis courts unless a booking has been made through Council's website. Any loitering and antisocial behaviour will not be tolerated. Community members are encouraged to report such activity to Council.
- The Dundurrabin Community Hall is not an allocated Emergency Evacuation Centre. Use of any emergency equipment such as the fire tank, pump and hose reels are not permitted unless authorised by Council. In the event of an emergency, community members shall act in accordance with direction from the designated combat agency.

Clarence Valley Council appreciates that Dundurrabin Community Hall plays a vital role serving as the heart and hub of the community. We want to provide a safe and trusted space allowing residents to interact, share experiences and build friendship. Whether it is a local event, a workshop, or a gathering, community halls promote a sense of belonging.

Council will continue to investigate and work on identifying the best options for managing the hall. Further information will be available in due course.

Should you wish to discuss this matter further, please do not hesitate to contact Council's Governance Officer, Lorraine Souza on 6443 0200 or by email [Lorraine.Souza@clarence.nsw.gov.au](mailto:Lorraine.Souza@clarence.nsw.gov.au).

Kind Regards,



Laura Black  
**General Manager**

Enc. Item 07.24.008 Committee Report