

Item 12: Reports from Committees

12.1 Botobolar Community Committee Meeting Minutes - 24 May 2022

REPORT BY THE DIRECTOR COMMUNITY
TO 20 JULY 2022 ORDINARY MEETING
GOV400098, A0060107

RECOMMENDATION

That Council:

1. **receive the report by the Director Community on the Botobolar Community Committee Meeting Minutes - 24 May 2022;**
2. **endorse the minutes and recommendations of the Botobolar Community Committee meeting 24 May 2022; and**
3. **endorse the Terms of Reference for the Botobolar Community Committee.**

Executive summary

This report is to advise Council of the matters given consideration at the meeting of the Botobolar Community Committee held on 24 May 2022.

The Botobolar Community Committee focuses on the ongoing operation of the Botobolar Community Room.

Disclosure of Interest

Nil

Detailed report

At the meeting on 20 April 2022, Council endorsed the reinstatement of the Botobolar Community Committee and the endorsement of its members.

The committee held its first meeting on 24 May 2022 and this report provides the minutes to Council for their information.

One of the main tasks was to establish a Terms of Reference which needs to be supported by Council. This is provided to Council for endorsement.

The Committee have also recommended future capital works be considered at the site and that quotes be sought for a toilet block as well as a 6 meter roller door and associated supports to go in the area between the vehicle shed and the community room in order to facilitate a better coordinated

use of the community room by the RFS and community. They have also recommended that quotes be sought for a small shed to store a lawn mower.

The Rural Fire Service have stated that they have funds available to assist with capital works.

Community Plan implications

Theme	Looking After Our Community
Goal	Meet the diverse needs of the community and create a sense of belonging
Strategy	Support programs which strengthen the relationships between the range of community groups

Strategic implications

Council Strategies

Not applicable

Council Policies

Code of Conduct

Legislation

Section 355 of the Local Government Act (1993)

Financial implications

Not applicable

Associated Risks

Not applicable

SIMON JONES
DIRECTOR COMMUNITY

10 June 2022

Attachments: 1. Terms of Reference - Botobolar Community Committee.
2. Botobolar Community Committee Meeting Minutes 24 May 2022.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



TERMS OF REFERENCE Mid-Western Regional Council Botobolar Community Committee

*A prosperous
and progressive
community.*

ADOPTED		REFERENCE	2.1
MIN		REVIEW DATE	JUNE 2025
DATE PREPARED:	10 JUNE 2022	FILE NUMBER	A0100024

Preamble

Mid-Western Regional Council appreciates the advice, voluntary time, commitment, interest and dedication demonstrated by members of its Advisory Committees. Council will give consideration to recommendations stated in the minutes of Advisory Committees. Such recommendations are considered in the context of Council's Community Plan, Operational Plan and Delivery Program and budgetary considerations at an operational and strategic level.

Responsibilities

- Manage the ongoing operation of the Botobolar Community Room
- Provide advice to Council on any proposed Memorandum of Understanding between Council, the Rural Fire Service and the community regarding the use of the Community Hall and Fire Shed
- Provide advice to Council on any required capital works for the Botobolar Community Room

Composition of Committee

The Committee shall comprise the following members:

- One (1) elected Councillor
- Rural Fire Service Representatives (up to 2)
- Community representatives (up to 10)

Meeting Frequency and Quorum

The Committee shall meet up to four times per year and report the minutes from these meetings back to Council.

The quorum shall be half the current membership plus one.

Council Contact and Support

The Director, Community or their delegate is the Council contact officer for the Botobolar Community Committee.



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MINUTES

BOTOBOLAR COMMUNITY COMMITTEE

Tuesday 24th May 2022 at the Botobolar Community Hall

Meeting opened at 3.04pm

Present: Cr Des Kennedy, Troy Porter (RFS), Neil Williams (FRS), David Sargeant, David Swansson, Mat Lynch, Michael Burnicle, Diane Burnicle, Simon Jones (staff)

1. Welcome

Cr Kennedy opened the meeting and welcomed those present.

2. Apologies

Apologies were noted from Adam Ellis

3. Terms of Reference

Terms of Reference for the Committee were discussed. The focus of the Terms of Reference will be to manage the relationship with the Rural Fire Service via a Memorandum of Understanding and coordinate the use of the community room, including bookings.

It was agreed that a Memorandum of Understanding (MOU) would be developed between Council (the Committee) and the RFS over the use of the community room and the site generally. Any such MOU would remain consistent with the existing Rural Fire District Service Agreement in place between Council and the RFS.

It was noted that the RFS have no issue with the community using the Community Room or the RFS shed within a framework to be agreed through the MOU.

Action: Terms of Reference to be drafted based on discussions and to be presented to Council for endorsement.

Action: Memorandum of Understanding to be drafted for review by RFS and the Committee before being submitted to Council for endorsement

4. Capital Works

The Committee discussed possible capital works at the site that would facilitate a better coordinated use of the shed and community room by the RFS and the community.

The main considerations are for additional toilets, a small storage area for a lawn mower and a roller door to go between the vehicle shed area and the community room.

Motion: That quotes be sought for a toilet block and small storage area at the rear of the RFS shed.

Moved: D. Swansson/N.Williams

Motion Supported

Motion: That quotes be sought for a 6 metre roller door and associated supports to go in the area between the vehicles shed and the community room.

Moved: D. Swansson/N.Williams

Motion Supported

5. Brigade Funds

N.Williams stated that the Brigade is keen to give back to the community and has funds available to assist with capital works.

6. Keys to the Building

It was noted that the RFS shed would be converted to the RFS key system. We will need to sort out key access to the community room.

Meeting Closed at 3.47pm

Next meeting – to be confirmed