



## 6.0 CORRESPONDENCE

**Correspondence IN & Correspondence OUT** (List emailed to Committee members)  
*Business arising from correspondence — none.*

**Moved:** DP

**Seconded:** MH

**Carried**

## 7.0 RISK MANAGEMENT

- Incidents – Reported / otherwise — Nothing to report.
- Health Risk Assessment (HRA) & Job Safety Analysis (JSA).

*Health & Safety sub-committee* have identified that Job Safety Analysis (JSA) needs to be done for activities we conduct e.g. Footy Gate, Sweet Valley Sounds supervision, Christmas Street Decorations, Lawn Mowing etc. **Any volunteers for this task?**

## 8.0 GENERAL BUSINESS

- 8.01. *Shed Construction Progress Report & Upcoming Work* — Ian gave a verbal report: Electrical Certificate has arrived. Plumbing Certificate is pending. Bruce Howie indicated that our HazChem Storage needs to be in the Lions Storage Shed. Rock wall advice from CF on Thursday 10<sup>th</sup> Dec. Pavers — will be ordered prior to Xmas (Beechworth prisoners may assist but this will not be until late January '16). Awning for roller door is a priority but requires Barry Hinson's expertise for framework. Removing the pile of dirt on the West side of Shed is a priority and needs to be done before we Officially open the Shed on 19<sup>th</sup> Feb '16. Air Con will be installed later this week or early next week. Blinds will be installed in late January.
- 8.02. -----
- 8.03. *Formal process to follow when quoting for community projects.* It was decided that an hourly rate of \$20 was reasonable if it was for a specific job that could be costed. Materials are to be paid by the client and costed accordingly with a 10% loading. If possible other requests for work needed to be evaluated and treated on a case by case basis.
- 8.04. *A Process to follow when deciding on what projects to take on was discussed and agreed upon as follows:*
1. A **project leader** for that job will be appointed (no leader no project)?
  2. **Leader** will seek helpers as needed.
  3. **Leader** will work out a budget (material costs plus a 10% loading) and order materials for the job.
  - 3, The job will given a **priority listing** taking into account our current Project List
- It was decided that we need a **Works Schedule Noticeboard** to record Project details. This could be attached to the back of Compactus Bay#1 that faces our into the Shed. Beechworth used a large blackboard which could be made very cheaply. **Action: Need a volunteer**
- 8.05. *First Aid stocktake plus an 'Injury & Near Miss Register'* — Stocktake in progress and Register is being developed. It will be located in the Rec. Room. **Action: JD & PLH**
- 8.06. *A working bee is needed to clean out the storage shed at the Sawmill* — Held over to the New Year.
- 8.07. *Update of Strategic Plan* — Held over to the New Year.
- 8.08. *Rules/Roster for kitchen/rec room cleaning and similar for ablutions area* — Held over to the New Year.  
**Action: MH & DH**
- 8.09. *Insurance cover when working on the scaffolding to erect/dismantle Street Christmas Decorations.* Ian indicated that the legal height limit specified in our Insurance Policy is **3.5m**. Dick to check height of scaffolding and if we cannot comply then we need to think of alternatives before we dismantle.  
**Action: DP**
- 8.10. *Grant applications submitted:*
- (1) *Vic Department of Health Shade Sails Grant* for north end of Shed (\$5,400).
  - (2) *Vic Electrical Union Grant* for a wet & dry vacuum cleaner & welding helmets (\$520).
  - (3) *Federal Government Volunteer Grant* for a Compactus Storage Unit (\$2,600).
- 8.11. *Replacement H&S Officer* in Brian Keeble's absence (DP) – Dick Puttyfoot will replace Brian while he is overseas. Thanks Dick.
- 8.12. *Christmas/New Year Break – Finish Thursday 17 Dec '15 and recommence on Tuesday 12 Jan '16* which is the day Shed is open to members. There will be sausage sizzle lunch on that day **Action: MH**

- 8.13. *Xmas Lunch (12noon)*: Mark gave an overview of menu and organisation. Volunteers needed there at 10am to help with setup. Mark has 42 replies so far. **Action: MH & Helpers**
- 8.14 Rod Hyde – Suggested we get window security screens, develop an outside-normal-working-times Shed access Policy and changing the meeting day from Monday to say Tuesday afternoon. Further discussion at the Feb. meeting.
- 8.15 Irvin Beeston – Ladder Golf donated to KV House for Xmas. Thanks Irvin for the offer. Present at the Xmas Lunch. **Action: IB**
- 8.16 John Driver – Proposed *Spanner in the Works Health Check* in 2016.

**9.0** **NEXT MEETING** — Monday 15 February 2016. **Note:** No CoM meeting or BBQ in January 2016

**10.0** **CLOSED** –

**SIGNED** ..... **President**

**Date** .....