



Shire of
Chapman Valley
Love the Rural Life

UNCONFIRMED MINUTES

BUILDING AND DISABILITY SERVICES COMMITTEE

**THURSDAY 10 MARCH 2016 COUNCIL
CHAMBERS NABAWA
8:00am (Shire Office) or
8.40am (Convene at Yuna Hall)**

Committee Purpose & Delegations

Will meet at least annually to inspect all Shire Buildings/Properties and then subsequently to:

- ~ Review preliminary costings for proposed works for consideration in draft Council Budget;
- ~ Review the Capital & Building Works Program;
- ~ Disability Access & Inclusion Plan; and
- ~ Any other building/property items referred to the Committee by Council.

~ Delegations – Nil

The Building and Disability Services Committee is comprised of:-

**Cr Anthony Farrell
Cr Pauline Forrester
Cr Peter Humphrey
Cr Ian Maluish
Cr Veronica Wood**

Chief Executive Officer	(Observer)
Building/Project Officer	(Observer)
Manager of Finance & Corporate Services	(Observer)

Executive Assistant	(Minute Taker)
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DISCLAIMER



Shire of
Chapman Valley
Love the Rural Life

No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on written confirmation of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in black ink, appearing to read 'M. Battilana', is written over a light grey circular watermark that contains the same logo as seen at the top of the page.

Maurice Battilana
CHIEF EXECUTIVE OFFICER



Shire of
Chapman Valley
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**UNCONFIRMED MINUTES OF BUILDING & DISABILITY SERVICES
COMMITTEE MEETING TO BE HELD IN THE COUNCIL CHAMBERS
NABAWA ON THURSDAY 10TH MARCH 2016 COMMENCING AT 8.40AM**

ORDER OF BUSINESS

Site Inspections Undertaken prior to meeting proper commencing

1.0 Declaration of Opening / Announcements of Visitors

The Chief Executive Officer, Mr Maurice Battilana welcomed Councillors and staff and declared the meeting open at 2.30pm

2.0 Election of Presiding Member (and Deputy Presiding Member if considered necessary)

Mr Battilana called for the Election of Presiding Member and Deputy Presiding Member of Shire of Chapman Valley Building & Disability Committee (*S5.12 Local Government Act*).

Cr Forrester nominated Cr Farrell as Presiding Member there being no further nominations Cr Farrell accepted the nomination and was declared Presiding Member and took the Chair.

There were no nominations for Deputy Presiding Member.

3.0 Record of Attendance

3.1 Present

Cr Peter Humphrey
Cr Anthony Farrell
Cr Pauline Forrester
Cr Veronica Wood

Mr Maurice Battilana
Mr Anthony Abbott
Mrs Karen McKay
Mrs Dianne Raymond

Chief Executive Officer
Building Surveyor / Project Officer
Executive Assistant (Minute Taker)
Manager of Finance & Corporate Services

3.2 Apologies

Cr Ian Maluish

4.0 Disclosure of Interest

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Section 5.60A:

*“a person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.”*

Section 5.60B:

*“a person has a **proximity interest** in a matter if the matter concerns –*
(a) a proposed change to a planning scheme affecting land that adjoins the person’s land; or
(b) a proposed change to the zoning or use of land that adjoins the person’s land; or
(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person’s land.”

Regulation 34C (Impartiality):

*“**interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.”*

5.0 Petitions / Deputations / Presentations

Nil

6.0 Confirmation of Minutes from previous meetings

That the minutes of the Building & Disability Committee of the Shire of Chapman Valley held on Wednesday 25 March 2015 be confirmed as a true and accurate record of proceedings. (Attachment 1)

MOVED: CR HUMPHREY

SECONDED: CR WOOD

That the minutes of the Building & Disability Services Committee of the Shire of Chapman Valley held on 25 March 2015 be confirmed as a true and accurate record of proceedings.

**CARRIED
Voting 4/0**

7.0 Business Arising

7.1 Review of Operating Building Maintenance Program

7.2 Review of Capital Building Works Program

7.3 Review of Disability Access & Inclusion Plan

Chief Executive Officer February 2016

Contents

7.0 AGENDA ITEMS

- 7.1 Review of Operating Building Maintenance Program
- 7.2 Review of Capital Building Works Program
- 7.3 Review of Disability Access & Inclusion Plan

AGENDA ITEM:	7.1
SUBJECT:	REVIEW OF OPERATING BUILDING MAINTENANCE PROGRAM
PROPONENT:	BUILDING & DISABILITY SERVICES COMMITTEE
SITE:	COUNCIL CHAMBERS
FILE REFERENCE:	403.02
PREVIOUS REFERENCE:	N/A
DATE:	10th MARCH 2016
AUTHOR:	MAURICE BATTILANA

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The purpose of this Agenda Item is for the Committee to discuss the items to be specifically added to the Operating Building Maintenance Program for future budgets.

COMMENT

Discussion on items identified by Councillors, staff, tenants and users of Council owned/controlled building is designed to determine future budget items for staff to cost.

The Proposed Operating Building Maintenance Program is presented at **Attachment 1** for Committee information. This basically has only the annual general costs included with the inspections of building and facilities to determine and specific maintenance items.

I have included an indicative amount of \$10,000 for repairs and upgrades to the Bushfire Radio Mast (see *Miscellaneous* section of Program) and associated facilities into the Program as this has been recently identified with me as work being overdue. The amount is yet to be determined as accurate.

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

None applicable

FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents.

- **Long Term Financial Plan (LTFP):**

Operating maintenance will have a minimal affect on the LTFP.

STRATEGIC IMPLICATIONS

The annual inspection of buildings and review of building works programs(s) is important to ensure these programs are current and Shire resources are allocated where the highest priorities are.

- **Strategic Community Plan/Corporate Business Plan:**

Objective	Strategy	Outcome
We want to strengthen our community's position for the future	Maintain a resilient and independent Shire	A sustainable and progressive local government

CONSULTATION

Council staff continually monitors buildings and facilities owned/controlled by the Shire. Staff also continually liaises with tenants/users of these facilities.

RISK ASSESSMENT

There is a high risk of buildings and facilities deteriorating if adequate resources are not allocated to address depreciation and fair wear and tear of the buildings.

VOTING REQUIREMENTS

Simple Majority

COMMITTEE / STAFF RECOMMENDATION

MOVED: CR FORRESTER

SECONDED: CR HUMPHREY

The Committee recommends Council consider the following amendments to the existing Operating Building Maintenance Program

- Yuna Hall
 - Toilet block paint and gutter on library
 - Remount fire extinguisher
 - Flyscreen door on kitchen
 - Change lock to library to restricted system
 - Replace blind panels in library
- Yuna Community Centre
 - CABY install cupboards in kitchen and soundboards at their cost
 - Run tiles up to hand dryers in both male and female toilets
- Shire Depot
 - Advertise the fire shed for disposal
- Shire house – Lot 23 Chapman Valley Road Yuna - Subject to possible disposal of asset
 - Fix or replace toilet
 - Replace roller door to shed
- Community Centre
 - Continue replacement gutters
- Pre-school
 - Remove swings and tyres. re-establish lawn
- Nabawa Recreation Centre
 - Replace whirly bird in basketball stadium and roof sheet middle of building
 - Industrial marine carpet to timekeepers box
 - Purchase 15 trestle tables and 50 chairs for bar area
 - Request CVFC replace grate and repair hole in ceiling and cornice in training rooms as per Management Procedure CMP-013
 - Offer old Goal posts to CVFC to use as flag poles adjacent to scoreboard installed to the satisfaction of the Building Officer.
 - Upgrade retic pipe to oval to blue line

Cr Wood left Chambers at 3.13pm

- Nabawa Depot
 - Replace guttering on gardener shed front & rear plus move downpipe
 - Tidy up around gardener shed
 - Replace pit grate
 - Slope in Maintenance shed – paint hazard stripe

Cr Wood re-entered Chambers at 3.18pm

- Shire Office
 - Air conditioners to 4 offices
 - Blinds to Chamber windows
 - Repair to Exit signs throughout building
 - Fire extinguisher increase maintenance costs as per requirements
 - Patio over table and paint table and chairs
- Centenary Park
 - Silicon crack in floor of gazebo
 - Fix water fountain
- Cemetery
 - Fencing around unmarked grave
 - Fencing on south side of car park to be replaced

Cr Wood left the meeting at 3.38pm

- Historical Society Grounds
 - Upgrade power board
 - Prune trees on East Terrace
 - Possum proof roof in Road Board Building
 - Vaughan Sheilds shed roof needs requires sealing down middle (CVHS agreed to do)
 - Repair front door to main Exhibition Hall
 - Acknowledge the Anzac structure and path (fully funded by CVHS) – await for application
- Coronation Beach
 - Fencing
 - Signage

CARRIED
Voting 3/0

32	Community Centre	\$4,000	General Mntce										
09	Community Centre - Pre Primary	\$2,000	General Mntce										
34	Sports Pavilion & Basketball Stadium	\$5,000	General Mntce										
34	Nabawa Oval - Reticulation	\$4,000	General Mntce	\$5,000	General Mntce	\$5,000	General Mntce	\$6,000	General Mntce	\$6,000	General Mntce	\$6,000	General Mntce
	Nabawa Oval - Fencing												
	Nabawa Oval - Goal Posts												
	Nabawa Oval - Lighting												
	Nabawa Oval - Scoreboard												
	Nabawa Oval - Water Tank												
	Nabawa Oval - Mini Basketball court												
	Nabawa Oval - Shade Sails												
	Nabawa Oval - Playground Equipment												
	Nabawa Oval - Ticket Box												
Nabawa Oval -													

	Player/Coaching Box x 2												
	Nabawa Oval - Seating												
	Toilet Block - Nabawa Oval	\$500	General Mntce										
34	Tennis Pavilion	\$500	General Mntce										
	Nabawa Tennis Centre - Courts												
	Nabawa Tennis Centre - Lighting												
	Nabawa Tennis Centre - Shade Salt												
	Nabawa Tennis Centre - Water Tank and Stand												
Nabawa Tennis Centre - Fencing													
	Gardener's Shed												
34	Gazebo Centennial Park	\$500	General Mntce										
	Centennial Park - BBQ												
	Centennial Park - Picnic Table												
	Centennial Park - Reticulation			\$800	General Mntce								

36	Chapman Valley Museum - Shed	\$2,500	General Mntce										
	Chapman Valley Museum - Machinery Shelter												
	Chapman Valley Museum - Toilet Block												
	Chapman Valley Museum - Shelter												
	Chapman Valley Museum - Display Cottage												
	Chapman Valley Museum - New Plant Display Shed												
34	Nanson Playground - Playground Equipment	\$500	General Mntce										
	Nanson Playground - Shade Sails												
	Nanson Playground - Basketball Court and Backboard												
	Nanson Playground - Picnic Table												
	Nanson Playground -												

	Fencing												
	CORONATION BEACH												
33	Campsite Area	\$4,700	General Mntce & Contract Rubbish Collections	\$2,000	General Mntce								
	Shade Shelters (Gazebo) x 5												
	Toilet Block 1	\$7,200	Pump Out & Services	\$7,200	Pump Out & Services	\$7,200	Pump Out & Services	\$7,200	Pump Out & Services	\$7,200	Pump Out & Services	\$7,200	Pump Out & Services
	Toilet Block 2												
	Toilet Block 3												
	Dump Station												
	Board Walk & Lookout	\$500	General Mntce	\$500	General Mntce	\$500	General Mntce	\$500	General Mntce	\$500	General Mntce	\$500	General Mntce
	Camping and Recreation Reserve - Gazebo x 4	\$1,000	General Mntce	\$1,000	General Mntce	\$1,000	General Mntce	\$1,000	General Mntce	\$1,000	General Mntce	\$1,000	General Mntce
	Camping and Recreation Reserve - Shelter x 3												
Camping and Recreation Reserve - Seating													

Campground - Toilet Block		Mntce		Mntce		Mntce		Mntce		Mntce		Mntce
Figtree Crossing Campground - Dump Station												
Figtree Crossing Campground - Shelter x 3												
Figtree Crossing Campground - BBQ												
Figtree Crossing Campground - Picnic Table												
Figtree Crossing Campground - Fencing												
MISCELLANEOUS												
Bushfire Radio Mast, Repeater & Shed Base Set, 2 Way			\$10,000	Repair Tower and Facilities (Price yet to be obtained)								
TOTALS	\$90,650		\$67,500		\$57,500		\$58,500		\$58,500		\$58,500	

AGENDA ITEM:	7.2
SUBJECT:	REVIEW OF CAPITAL BUILDING WORKS PROGRAM
PROPONENT:	BUILDING & DISABILITY SERVICES COMMITTEE
SITE:	COUNCIL CHAMBERS
FILE REFERENCE:	403.02
PREVIOUS REFERENCE:	N/A
DATE:	10th MARCH 2016
AUTHOR:	MAURICE BATTILANA

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The purpose of this Agenda Item is for the Committee to review the Shire 5 Year - Capital Building Works Program

COMMENT

A copy of the existing Shire 5 Year - Capital Building Works Program is provided at **Attachment 2** for the Committee to review and present any recommended amendments to Council for consideration.

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

The Shire's 5 Year - Capital Building Works Program forms part of the Shire's Integrated Planning & Reporting structure.

FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents.

- **Long Term Financial Plan (LTFP):**

The Shire's 5 Year - Capital Building Works Program forms part of the Shire's Integrated Planning & Reporting structure and any recommended amendments will affect the LTFP.

STRATEGIC IMPLICATIONS

The annual inspection of buildings and review of the Shire's Five (5) Year - Capital Building Works Program is important to ensure this program is current and Shire resources are allocated where the highest priorities are.

- **Strategic Community Plan/Corporate Business Plan:**

Objective	Strategy	Outcome
We want to strengthen our community's position for the future	Maintain a resilient and independent Shire	A sustainable and progressive local government

CONSULTATION

Council staff continually monitor building owned/controlled by the Shire. Staff also continually liaise with tenants/users of these facilities.

RISK ASSESSMENT

High risk of buildings and facilities deteriorating if adequate resources are not allocated to address depreciation and fair wear and tear of the buildings.

VOTING REQUIREMENTS

Simple Majority

COMMITTEE / STAFF RECOMMENDATION

MOVED: CR FARRELL

SECONDED: CR FORRESTER

The Committee recommends Council consider the following amendments to the existing 5 Year - Capital Building Works Program.

- Move CEO house to year 2020-2021
- Bring in Office extension to 2016-2017
- Remove \$100,000 depot shed from 2016-2017
- Nanson Showground Pavilion - replace roof sheeting 2020-2021 (grant and external funding reliant)

CARRIED
Voting 3/0

COMMITTEE RECOMMENDATION

MOVED: CR FORRESTER

SECONDED: CR FARRELL

That the Building and Disability Committee recommend to Council to undertake public consultation (eg public meeting or survey) with residents as to the long term future of the Yuna Hall.

CARRIED
Voting 3/0

COMMITTEE RECOMMENDATION

MOVED: CR FORRESTER

SECONDED: CR HUMPHREY

That the Building and Disability Committee recommend to Council that the Shire owned properties at 7058 Chapman Valley Road, Yuna and 3270 Chapman Valley Road, Nabawa be listed for sale once vacated by current tenants.

CARRIED
Voting 3/0

MISCELLANEOUS														
Radio Mast, Repeater & Shed Base Set, 2 Way														
TOTALS	\$1,264,800		\$500,000		\$760,000		\$100,000		\$400,000		\$0		\$0	

AGENDA ITEM:	7.3
SUBJECT:	REVIEW OF DISABILITY ACCESS & INCLUSION PLAN
PROPONENT:	BUILDING & DISABILITY SERVICES COMMITTEE
SITE:	COUNCIL CHAMBERS
FILE REFERENCE:	403.02
PREVIOUS REFERENCE:	N/A
DATE:	10th MARCH 2016
AUTHOR:	MAURICE BATTILANA

DISCLOSURE OF INTEREST

Nil

BACKGROUND

A review of the Shire's Disability Access Inclusion Plan (DAIP) forms part of the annual Building & Disability Services Committee (Committee) agenda for consideration and recommendation to Council. The review is a legislative requirement the must comply with in accordance with Disability Services Act (1993).

Due to legislative changes to the Disability Services Act, 1993, the Shire undertook a review of the Plan in may 2015 to incorporate these legislative amendments i.e.

MOVED: CR WARR

SECONDED: CR FORRESTER

- 1 *Council endorse the existing Disability Access & Inclusion Plan as presented with the inclusion of Outcome 7 as follows and for this amended draft to be advertised for public comments and submissions in accordance with legislation:*

Outcome7 – People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

<i>Strategies</i>	<i>Implementation</i>
<i>Provide for the needs of people with disability to obtain and maintain employment.</i>	<i>Encourage and promote access processes for the needs of people with disability in obtaining employment.</i>
	<i>Encourage and promote access processes for the needs of staff with disability to be supported in their employment.</i>
<i>Advocate to the community to provide the needs of people with disability to obtain and maintain employment.</i>	<i>Encourage best practice information to the community for the needs of people with disability to obtain and maintain employment.</i>

- 2 *In the event there are no adverse comments or submissions received the draft plan is adopted. However, in the event there are comments and submissions received requesting amendment to the draft Plan this be brought back to Council for further consideration.*

Voting 7/0

CARRIED

Minute Reference 05/15-11

COMMENT

The purpose of this Agenda Item is for the Committee to review the Plan recommend any amendments to Council for consideration.

A copy of the current DAIP provided under separate cover for Committee information and review.

STATUTORY ENVIRONMENT

Disability Services Act (1993).

28. *Disability access and inclusion plans*

- (1) *Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.*
- (2) *A disability access and inclusion plan must meet any prescribed standards.*
- (3) *A public authority must lodge its disability access and inclusion plan with the Commission —*
 - (a) *if the authority was established before the commencement of the Disability Services Amendment Act 2004, without delay;*
 - (b) *if the authority is established after the commencement of the Disability Services Amendment Act 2004, within 12 months after the day on which it is established.*
- (4) *A public authority may amend its disability access and inclusion plan at any time.*
- (5) *A public authority may review its disability access and inclusion plan at any time.*
- (6) *After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).*
- (7) *Not more than 5 years is to elapse —*
 - (a) *between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or*
 - (b) *between the lodgment of the report of one review of a plan and the lodgment of the report of another review of the plan.*
- (8) *After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.*
- (9) *If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.*
- (10) *A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.*

Disability Services Regulation 2004

10. *Procedure for public consultation by authorities (s. 28)*

- (1) *For the purposes of section 28(10) of the Act, a public authority is to undertake consultation in relation to its disability access and inclusion plan by calling for submissions either generally or specifically —*
 - (a) *by notice in a newspaper circulating throughout the State or, in the case of a local government, the district of that local government under the Local Government Act 1995; and*
 - (b) *on any website maintained by or on behalf of the public authority.*
- (2) *Nothing in subregulation (1) prevents a public authority from also undertaking any other consultation.*

POLICY IMPLICATIONS

The DAIP become a statutory policy required by Council in accordance with the Disability Services Act (1993) which is reported on annually.

FINANCIAL IMPLICATIONS

No significant financial implications are anticipated.

- **Long Term Financial Plan (LTFP):**

No significant implications anticipated on the LTFP.

STRATEGIC IMPLICATIONS

It is sound to ensure people with disabilities are given every opportunity to gain access to Council facilities and be included in Council and community activities.

- **Strategic Community Plan/Corporate Business Plan:**

We need good services to support our development as a Shire	Maintain existing services and facilities	Manage existing building and structures to ensure they are safe and comply with legislative requirements
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CONSULTATION

There is a consultation process Council need to adhere to in accordance with the Disability Services Act (1993) which will be implemented as part of the DAIP review.

RISK ASSESSMENT

There is a high risk of excluding a sector of the community if the DAIP is not reviewed and improved on a regular basis.

VOTING REQUIREMENTS

STAFF RECOMMENDATION

Simple majority

1. Council endorse the following amendments to the Shire’s Disability Access Inclusion Plan (DAIP) and for this amended draft to be advertised for public comments and submissions in accordance with legislation:

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2. In the event there are no adverse comments or submissions received the draft plan is adopted. However, in the event there are comments and submissions received requesting amendment to the draft Plan this be brought back to Council for further consideration.

COMMITTEE RECOMMENDATION

MOVED: CR FARRELL

SECONDED: CR HUMPHREY

Council endorse the Shire’s Disability Access Inclusion Plan (DAIP) as presented without change.

**CARRIED
Voting 3/0**

8.0 Information Items

Nil

9.0 Urgent Business Approved by the Presiding Member or by a Decision of the Committee

10.0 Closure

The chairman thanked the Committee members and staff for their attendance and declared the meeting closed at 4.15pm