



Shire of
Chapman Valley
Love the Rural Life

AGENDA

BUILDING AND DISABILITY SERVICES COMMITTEE

**3 MARCH 2017 COUNCIL CHAMBERS
NABAWA**

**8.00 am (Shire Office) or
8.40 am (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 (Presiding Member)

Cr Pauline Forrester

Cr Peter Humphrey

Cr Ian Maluish

Chief Executive Officer

(Observer)

Building/Project Officer

(Observer)

Manager of Finance & Corporate Services

(Observer)

Executive Services Administrator

(Minute Taker)

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', written in a cursive style.

Maurice Battilana
CHIEF EXECUTIVE OFFICER



Shire of
Chapman Valley
Love the Rural Life

**AGENDA FOR BUILDING & DISABILITY SERVICES COMMITTEE MEETING
TO BE HELD IN THE COUNCIL CHAMBERS NABAWA ON 3 MARCH 2017
COMMENCING AT 8.00 AM**

ORDER OF BUSINESS

Site Inspections Undertaken prior to meeting proper commencing

1.0 Declaration of Opening / Announcements of Visitors

2.0 Announcements from the Presiding Member

3.0 Record of Attendance

3.1 Present

3.2 Apologies

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

6.0 Confirmation of Minutes from previous meetings

That the minutes of the Building & Disability Committee of the Shire of Chapman Valley held on 10th March 2016 be confirmed as a true and accurate record of proceedings. *(Supplied under separate cover)*

7.0 Items to be dealt with En Bloc

8.0 Agenda Items

8.1 Review of Operating Building Maintenance Program

8.2 Review of Capital Building Works Program

8.3 Review of Disability Access & Inclusion Plan

AGENDA ITEM:	8.1
SUBJECT:	REVIEW OF OPERATING BUILDING MAINTENANCE PROGRAM
PROPONENT:	BUILDING & DISABILITY SERVICES COMMITTEE
SITE:	COUNCIL CHAMBERS
FILE REFERENCE:	403.02
PREVIOUS REFERENCE:	N/A
DATE:	3rd MARCH 2017
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.

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 effect 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 risk of buildings and facilities deteriorating if adequate resources are not allocated to address depreciation and fair wear and tear of the buildings. However; in this instance I believe the risk is currently **Minor** i.e.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

The Committee recommends Council consider the amended *Operating Building Maintenance Program* as presented and this Program be used as a basis to develop the Draft 2017/2018 Budget.

SHIRE OF CHAPMAN VALLEY

PROPOSED - FIVE YEAR OPERATING MAINTENANCE BUILDING WORKS PROGRAM Council Minute Reference: 04/16-13

PROPERTY INSURED	2016/2017		16/17 Budget Profile	2017/2018		17/18 Budget Profile	2018/2019		2019/2020		2020/2021		2021/2022		
	Cost	Description		Cost	Description		Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Key:															
36 Chapman Valley Museum - Shed	\$3,500	General Mtce	Sept/Dec/March/June	\$3,500	General Mtce			\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce
Chapman Valley Museum - Machinery Shelter															
Chapman Valley Museum - Toilet Block															
Chapman Valley Museum - Shelter															
Chapman Valley Museum - Display Cottage															
Shed															
Chapman Valley Museum - Historical Society Grounds	\$750	Upgrade power board	August												
Chapman Valley Museum - Historical Society Grounds	\$3,000	Prune trees on East Terrace	August												
Chapman Valley Museum - Historical Society Grounds	\$400	Vaugh Shields shed roof requires sealing down the middle - CVHS agreed to do	October												
Chapman Valley Museum - Historical Society Grounds	\$100	Repair front door to main Exhibition Hall	October												
Chapman Valley Museum - Historical Society Grounds	\$0	Acknowledge the Anzac structure and path - CVHS funding application													
34 Nanson Playground - Playground Equipment	\$500	General Mtce	Dec/May	\$1,500	General Mtce	Increase to allow for shade sail repairs		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce
Nanson Playground - Shade Sails															
Backboard															
Nanson Playground - Picnic Table															
Nanson Playground - Fencing															
CORONATION BEACH															
33 Campsite Area	\$5,000	General Mtce	April & June	\$5,000	General Mtce			\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce
Shade Shelters (Gazebo) x 5	\$15,000	Pump Out & Services - Rubbish Collection \$5,000; - Long Drop Pump outs \$10,000	Even spread	\$15,000	Pump Out & Services			\$15,000	Pump Out & Services		Pump Out & Services	\$15,000	Pump Out & Services	\$15,000	Pump Out & Services
Toilet Block 1															
Toilet Block 2															
Toilet Block 3															
Dump Station															
Board Walk & Lookout	\$500	General Mtce		\$800	General Mtce			\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
Camping and Recreation Reserve - Gazebo x 4	\$1,500	General Mtce		\$1,500	General Mtce			\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce
Camping and Recreation Reserve - Shelter x 3															
Camping and Recreation Reserve - Seating															
Camping and Recreation Reserve - Picnic table															
Camping and Recreation Reserve - Fencing															
Camping and Recreation Reserve - Platform															
Coronation Beach	\$0	Fencing & Signage	Completed 15/16												
HOWATHARRA															
06 Bush Fire Two Bay Shed	\$1,000	General Mtce	Nov & June	\$800	General Mtce			\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
NARALING															
32 Naraling Hall	\$1,000	General Mtce (includes Exterra contract)		\$1,200	General Mtce			\$1,200	General Mtce	\$1,200	General Mtce	\$1,200	General Mtce	\$1,200	General Mtce
WESTERN REGIONS															
Bill Hemsley Park Building															
General Mtce															
YETNA															
34 Figtree Crossing Campground - Toilet Block	\$2,000	General Mtce - includes septic pump outs	Dec & June	\$2,000	General Mtce			\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
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															
	\$0														
TOTALS	\$158,730			\$91,550				\$94,550		\$79,550		\$94,550		\$94,550	

AGENDA ITEM:	8.2
SUBJECT:	REVIEW OF CAPITAL BUILDING WORKS PROGRAM
PROPONENT:	BUILDING & DISABILITY SERVICES COMMITTEE
SITE:	COUNCIL CHAMBERS
FILE REFERENCE:	403.02
PREVIOUS REFERENCE:	N/A
DATE:	3rd MARCH 2017
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.

The following items have been raised for Committee consideration:

- Nabawa Cemetery:
 - ~ Toilet facilities – Est Cost \$TBC;
 - ~ Entry Statement at Main & Vehicle Entrances – Est Cost \$TBC
- Nabawa Shire Depot:
 - ~ Wash Down Bay (east of shed) – Est Total Cost \$16,200:
 - 20m x 8m x 125mm concrete slab with F72 steel mesh (Estimated Costs \$11,200);
 - Extend water & power from greasing shed to SE corner (Est. Cost - \$2,500);
 - Trench French drain (Shire Plant & Labour – Est. Cost - \$2,500).
 - ~ 5000ltr self-bunded fuel storage facility – Est. Cost \$15,000;
- Nabawa Stadium – Remove Chair Lift from Program (Grant Reliant) – Est Cost \$40,000;
- Nabawa Tennis Club – Fence Replacement & Court Resurfacing Project (already been to Feb '17 OCM) – Est Costs \$44,650 + In-Kind
- Coronation Beach:
 - ~ New BBQ area in Camp Grounds – Est. Costs \$8,000;
 - ~ Windbreaks around some Camp Sites – Est Costs \$2,000
- Shire Depot - Staff Carport along northern Depot boundary fence – Est Cost \$TBC;
- Yuna Residence – Install Air-conditioned – Split Unit - Est Costs \$TBC
- Nanson Showgrounds:
 - ~ Western Riding Club – Open Sided Shed – Est Cost \$TBC
 - ~ Upgrade Toilets to establish disabled access – Est Cost \$TBC

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 buildings owned/controlled by the Shire. Staff also continually liaise with tenants/users of these facilities.

RISK ASSESSMENT

There is a risk of buildings and facilities deteriorating if adequate resources are not allocated to address capital upgrades to buildings. However; in this instance I believe the risk is currently **Minor** i.e.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

The Committee recommends Council consider the amended "5 Year - Capital Building Works Program" as determined and this Program be used as a basis to develop the Draft 2017/2018 Budget.

SHIRE OF CHAPMAN VALLEY													
PROPOSED - FIVE YEAR CAPITAL BUILDING WORKS PROGRAM Council Minute Reference: 04/16-13													
SP	PROPERTY INSURED	2016/2017		2017/2018		2018/2019		2019/2020		2020/2021		2021/2022	
		Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description
	NaNson												
	Showgrounds - Exhibition Buildings (Pavilion)				Consider > Proposal from Western Riding Club potential open sided shed structure > Disabled access WC at exist WC block					\$25,000	Replace roof sheeting subject to external and/or grant funding		
	Showground - Shelter No 1												
	Showground - Livestock Shelter & Pens												
	Showground - Shelter No 2												
	Showground - Storage Shed												
	Showground - Agriculture Society Hall												
	Showground - Shed / Shelter												
	Showground - Shed												
	Showground - Water Tank												
	Showground - Ticket Box												
	Showground - Fencing												
	Show Ground Toilets												
	Old Road Board Office												
	Chapman Valley Museum - Shed												
	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												
	Nanson Playground - Playground Equipment												
	Nanson Playground - Shade Sails												
	Nanson Playground - Basketball Court and Backboard												
	Nanson Playground - Picnic Table												
	Nanson Playground - Fencing												
	CORONATION BEACH												
	Campsite Area				Consider > install second gas BBQ & concrete slab to south of existing BBQ structure under existing gazebo								
	Shade Shelters (Gazebo) x 5												
	Toilet Block 1												
	Toilet Block 2												
	Toilet Block 3												
	Dump Station												
	Board Walk & Lookout												
	Camping and Recreation Reserve - Gazebo x 4												
	Camping and Recreation Reserve - Shelter x 3												
	Camping and Recreation Reserve - Seating												
	Camping and Recreation Reserve - Picnic table												
	Camping and Recreation Reserve - Fencing												
	Camping and Recreation Reserve - Platform												
	HOWATHARRA												
	Bush Fire Two Bay Shed												
	NARALING												
	Naraling Hall												
	WESTERN REGIONS												
34	Parkfalis Estate - Bill Hemley Park Developments	\$278,030	Developer Contribution										
	Parkfalis Estate - Bill Hemley Park Developments	\$100,000	Shire own resource Minute Reference: 04/16-11										
		\$32,200	Subject to inclusion of office in proposed building Minute Reference: 04/16-11 funded from Building Reserve										
	Parkfalis Estate - Bill Hemley Park Developments	\$400,000	Grant and/or external funds										
			Capital expenditure will be determined by finalisation of the Bill Hemley Park Concept Plan and the funds leveraged to complement the Developer & Shire Contributions										
	YETNA												
	Figtree Crossing Campground - Toilet Block												
	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 & Shod Base Set, 2 Way	\$12,000											
	TOTALS	\$ 1,062,230		\$44,650		\$0		\$0		\$445,000		\$0	

AGENDA ITEM:	8.3
SUBJECT:	REVIEW OF DISABILITY ACCESS & INCLUSION PLAN
PROPONENT:	BUILDING & DISABILITY SERVICES COMMITTEE
SITE:	COUNCIL CHAMBERS
FILE REFERENCE:	403.02
PREVIOUS REFERENCE:	N/A
DATE:	3rd MARCH 2017
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. This review is a legislative requirement in accordance with Disability Services Act (1993).

Council reviewed the DAIP as part of the 2016 Committee process with the following being resolved at the April 2016 OCM:

"Recommendation 5 - Review of Disability Access & Inclusion Plan

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

COMMENT

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

A copy of the current DAIP is 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. However; I believe the risk in this instance is *insignificant* i.e.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple majority

COMMITTEE RECOMMENDATION – Option 1

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

--- OR ---

COMMITTEE RECOMMENDATION – Option 2

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 2

Council advertise advertised requests for public comments and submissions on the draft Disability Access & Inclusion Plan in accordance with legislation.

In the event there are no adverse comments or submissions received the Draft Plan is adopted as presented. 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.

9.0 Information Items

Nil

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

11.0 Closure