

AGENDA

BUILDING AND DISABILITY SERVICES COMMITTEE

27th FEBRUARY 2020
9:00 AM
COUNCIL CHAMBERS
NABAWA

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 (President)

Cr Nicole Batten

Cr Peter Humphrey

Cr Ian Maluish

Cr Darrell Forth

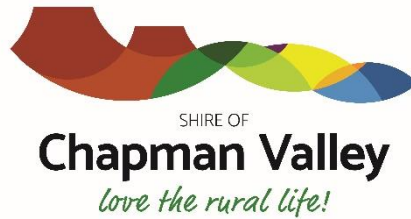
Chief Executive Officer

Building/Project Officer

(Observer)

(Observer)

DISCLAIMER



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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 large, light-colored circular scribble.

Maurice Battilana
CHIEF EXECUTIVE OFFICER



**BUILDING & DISABILITY SERVICES COMMITTEE MEETING 9.00AM
27th FEBRUARY 2020 COUNCIL CHAMBERS, NABAWA**

Note: Council has requested the Committee undertake inspections of Council owned/controlled properties. Tenants/Property Users have been invited to meet with the Committee to discuss any items they have raised for Committee consideration.

ORDER OF BUSINESS

1.0 Declaration of Opening / Announcements of Visitors

2.0 Presiding Member

- 2.1 Election of Presiding Member
- 2.2 Announcement by 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

See “*Schedule of Inspections & Estimated Times*” on next page.

6.0 Confirmation of Minutes from previous meetings

That the minutes of the Building & Disability Committee of the Shire of Chapman Valley held on 7th March 2019 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 (Desktop)

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

10.0 Closure

Schedule of Inspections & Estimated Times:

Est Time	Location	Items listed for consideration	Estimated Cost	Tenant Property User Attending
09:00am	Council Chambers & Office	<u>Staff Request</u> <ul style="list-style-type: none"> • Front Lawn Kerbing 	\$15,000	
		<u>Previous Year Request</u> <ul style="list-style-type: none"> • VOIP Telephones 	\$20,000	
09:15am	Nabawa Depot & Gardeners Shed	<u>Previous Year Request</u> <ul style="list-style-type: none"> • Truck Washdown Bay 	\$30,000 (Option 1) \$25,000 (Option 2)	
		<ul style="list-style-type: none"> • Cable Gate; or Retractable Gate 	\$10,500 (Option 1) \$18,500 (Option 2)	
09:40am	Nabawa Community Ctr & Sports Pavilion	<u>Previous Year Request</u> <ul style="list-style-type: none"> • Roller Shutter Upgrades (Farrell Balcony) 	\$5,000	
		<u>CV Tennis Club</u> <ul style="list-style-type: none"> • Resurface Courts – Quote Received 	\$130,000 (or \$115,000 if Client removes existing base)	
		<u>Jay Rayner</u> <ul style="list-style-type: none"> • Upgrade Hall for Wedding/Function (nothing specific stated) • Roof Repairs • Doors – Maintenance Required • Heating & Cooling (Airconditioning) • PA System • Silver Chain use of CV Vibes Room • Upgrade & Increase kitchen size (into Kindergarten area) • New Chairs, Tables, Crockery 	\$To Be Determined (TBD)	

		<ul style="list-style-type: none"> • Plumbing repairs (odour issue) • Convert Kindergarten area to accommodate cooking classes & bowling club • Nabawa Tavern – Shire purchase and utilise for camping, bowling club 		
10:00am	Centenary Park (Nabawa)	Nothing Listed		
10:15am	Nanson Cemetery	Nothing Listed		
10:40am	Nabawa Refuse Site	Nothing Listed		
11:00am	Nanson Museum Area & Playground	<u>Previous Year Request</u> <ul style="list-style-type: none"> • Power Upgrade – Road Board Office <u>CVHS Requests</u> <ul style="list-style-type: none"> • Solar Panels on Shed Roof • Airconditioning (Units supplied & subject to power upgrades) 	\$40,000 \$TBD (grant being sort) \$TBD	
11:30am	Nanson Showgrounds	<u>Previous Year Request</u> <ul style="list-style-type: none"> • Power Upgrades (19/20 Grant Unsuccessful) • New Timber Framed Toilet 	\$50,000 \$60,000	
12:15	LUNCH – COUNCIL CHAMBERS			
1:15pm	Naraling Hall	Nothing Listed		
1:45pm	Yuna Hall	<u>Tourism & Events Working Group</u> Items yet to be determined		
2:00pm	Yuna Park/Gazebo	Nothing Listed		
2:10pm	Yuna Depot	Nothing Listed		

2:20pm	Yuna MCC	Nothing Listed		
2:45pm	Howatharra Bush Fire Shed	Nothing Listed		
3:00pm	Coronation Beach	<ul style="list-style-type: none"> • Awaiting Masterplan Review outcomes 	\$ To be determined	
		<u>Staff Request</u> <ul style="list-style-type: none"> • Playground Upgrades (Seek Grants) 	\$ To be determined	
3:20pm	Bill Hemsley Park CC	<u>Previous Year Request</u> <ul style="list-style-type: none"> • Overflow Carpark • Screening – Gazebos 	\$24,000 \$ 4,000	
		<u>C Maluish – Shire Tour</u> <ul style="list-style-type: none"> • Interpretive Sign – Mural Wall • Mural Wall – Promote as a Tourist Attraction • CCTV – Playground Area • Water Tank Gate • Additional Table & Benches (4) 	\$TBD \$TBD \$TBD \$TBD \$TBD	
4:00pm	Fig Tree Camping Reserve	Nothing Listed		
4:30pm	Return to Council Chambers			

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:	MINUTE REF: 03/19-6
DATE:	27th FEBRUARY 2020
AUTHOR:	MAURICE BATTILANA

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.1(a)	Draft Operating Building Maintenance Program		✓

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.

Council resolved the following at the March 2019 OCM:

Minute Reference: BDSC 03/19-2

The Committee recommends Council consider the amended "5 Year - Operating Building Maintenance Program presented with the following amendments and this Program be used as a basis to develop the Draft 2019/2020 Budget:

- *Nabawa Community Centre – Power Upgrade increased from \$3100 to \$4000;*
- *Nabawa Recreation Centre – Bar Upgrades – discuss with CVFC to determine the work and costs and specific line item to be placed in Municipal Fund draft budget;*
- *Nabawa Tennis Pavilion – Install floor covering (e.g. lino) and lining (colorbond custom orb) to ceiling;*
- *Yuna Park Play equipment – Install basketball pole, backboard and concrete footing (approx. \$2000 TBC);*
- *Chapman Valley Museum – Install LED lighting to Shed 1 (approx. \$5000 TBC).*

*Voting 7/0
CARRIED*

Minute Reference: 03/19-6

COUNCIL RESOLUTION

The above resolution was the basis of forming the Draft 2019/2020 Budget for Council consideration. However; it must be understood there may have been variations to the resolution by the time Council finally adopted the 2019/2020 Budget.

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 existing Building Maintenance Program is provided under separate cover at **Attachment 8.1(a)** for Committee information.

Councillors should also refer to the **Schedule of Inspections & Estimated Times** at the beginning of the Agenda for items requested for consideration

Also **attached under separate cover is correspondence** received from Groups/Organisations on requests for Committee & Council information. These request have been incorporated into the **Schedule of Inspections & Estimated Times**.

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:**

Ref	Objective	Strategy	Action
4.1	Develop, manage and maintain built infrastructure	Asset Management Plan	Review Asset Management Plan regularly and maintain integration with other Strategic Plans within the Shire

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 draft *“Operating Building Maintenance Program”* presented with the following amendments and this be used as a basis to develop the Draft 2020/2021 Budget:

Location	Amendments & New Items for Consideration

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:	MINUTE REF: 03/19-7
DATE:	27th FEBRUARY 2020
AUTHOR:	MAURICE BATTILANA

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.2(a)	Draft Capital Building Works Program		✓

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

Council resolved the following at the March 2019 OCM:

Minute Reference: BDSC 03/19-3

The Committee recommends Council consider the amended "5 Year - Capital Building Works Program" as presented with the following amendments and this Program be used as a basis to develop the Draft 2019/2020 Budget:

- *Nabawa Depot – security gates increase from \$10,500 to \$20,000;*
- *Nabawa Community Centre – remove main switchboard replacement item duplicated in maintenance budget;*
- *Nabawa Oval lighting – approach CVFC to determine interest in donated light being installed at Nabawa Oval and if interested estimated costs be inserted in 2019/20 draft budget;*
- *Cemetery – reword toilet facilities to "install reduced septic system type toilet either transportable/prefab or built":*
 - *Combine existing amounts of \$18,000 and \$3,000 for toilets and water respectively into the one-line item;*
- *Nanson Showgrounds – remove reference to donated lights being installed at CVWRC precinct;*
- *CV Museum - \$4,000 for disable access to Ted Porter Cottage and /or Road Board Office to be placed in 2019/20 & 20/21 Draft budget;*
- *Bill Hemsley Park precinct –*
 - *2019/20 Prioritise carpark overflow and bollard installation as per masterplan;*
 - *Staff prioritise future works in accordance with Masterplan in forward estimates of Capital Works Programs and bring back to Council for further consideration;*
 - *Move gazebo/BBQ from 2020/21 to 21/22 financial year.*
- *Specific budget item be allocated to individual precincts to either replace existing shade sails when required or introduce solid shade structures commencing 2019/2020.*

Voting 7/0
CARRIED

Minute Reference: 03/19-7

The above resolution was the basis of forming the Draft 2019/2020 Budget for Council consideration. However; it must be understood there may have been variations to the resolution by the time Council finally adopted the 2019/2020 Budget.

COMMENT

A copy of the existing Shire 5 Year - Capital Building Works Program is provided under separate cover at **Attachment 8.2(a)** for the Committee to review and present any recommended amendments to Council for consideration.

Councillors should also refer to the **Schedule of Inspections & Estimated Times** at the beginning of the Agenda for items requested for consideration

Also **attached under separate cover is correspondence** received from Groups/Organisations on requests for Committee & Council information. These request have been incorporated into the **Schedule of Inspections & Estimated Times**.

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:**

Ref	Objective	Strategy	Action
4.1	Develop, manage and maintain built infrastructure	Asset Management Plan	Review Asset Management Plan regularly and maintain integration with other Strategic Plans within the Shire

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 draft “5 Year - Capital Building Works Program” presented with the following amendments and this be used as a basis to develop the Draft 2020/2021 Budget:

Location	Amendments & New Items for Consideration

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:	MINUTE REF: 03/19-9
DATE:	27th FEBRUARY 2020
AUTHOR:	MAURICE BATTILANA

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.3(a)	Disability Access Inclusion Plan		✓

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 2019 Committee process with the following being resolved at the March 2019 OCM:

Minute Reference: BDSC 03/19-5

Council request staff undertake an in-house, desk-top review of the Disability Access and Inclusion Plan and if necessary, recommend any amendments to Council for consideration.

Voting 7/0

CARRIED

Minute Reference: 03/19-9

COMMENT

In accordance with Section 28(7) of the *Disability Services Act (1993)* a full review of the DAIP must occur at least every 5 years i.e.

28. Disability access and inclusion plans

- (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.*

The purpose of this Agenda Item is for the Committee to recommend staff undertake an in-house, desk-top review of the Plan and recommend any amendments to Council for consideration.

A copy of the current DAIP is provided under separate cover at **Attachment 8.3(a)** 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:**

Ref	Objective	Strategy	Action
1.1	Nurture the sense of community	Development of plans relevant to population needs	Review existing plans and develop new plans as required

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

Council request staff undertake an in-house, desk-top review of the Plan and if necessary recommend any amendments to Council for consideration.

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

11.0 Closure