



SHIRE OF  
**Chapman Valley**  
*love the rural life!*

# UNCONFIRMED MINUTES



**BUILDING AND DISABILITY SERVICES  
COMMITTEE**

**22<sup>nd</sup> FEBRUARY 2022**

**4.00PM**

**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 Nicole Batten  
Cr Elliott-Lockhart  
Cr Darrell Forth  
Cr Peter Humphrey**

**Chief Executive Officer  
Building/Project Officer**

**(Observer)  
(Observer)**

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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.

Jamie Criddle  
**CHIEF EXECUTIVE OFFICER**



## BUILDING & DISABILITY SERVICES COMMITTEE MEETING

4.00PM 22 FEBRUARY 2022

COUNCIL CHAMBERS, NABAWA

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**Note:** Tenants/Property Users have been invited to provide the Committee with items for budget consideration.

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### ORDER OF BUSINESS

#### 1.0 Declaration of Opening / Announcements of Visitors

The CEO welcomed elected members and staff opening the meeting at 4.03pm.

I would like to acknowledge the traditional owners of the land we are meeting on today, the Naaguja and we pay our respects to the elders both past, present and emerging.

#### 2.0 Presiding Member

##### 2.1 Appointment of Presiding Member

The Chief Executive Officer called for nominations for the Presiding Member of the Building and Disability Services Committee. Cr Humphrey nominated Cr Forth, who accepted the nomination. There being no further nominations Cr Forth was elected unopposed to the position of Presiding Member of the Building and Disability Services Committee.

##### 2.2 Appointment of Deputy Presiding Member (only if considered necessary)

Not required..

#### 3.0 Record of Attendance

##### 3.1 Present

Committee Member	Time In	Time Out
Cr Nicole Batten	4.03pm	6:31pm
Cr Liz Elliott-Lockhart	4.03pm	6:31pm
Cr Peter Humphrey	4.03pm	6:31pm
Cr Darrell Forth	4.03pm	6:31pm

Officer	Position	Time In	Time Out
Jamie Criddle	Chief Executive Officer	4.03pm	6:31pm
Anthony Abbott	Building Surveyor/Projects Officer	4.03pm	6:31pm
Dianne Raymond	Mgr Finance & Corporate Services	4.03pm	5:00pm

Beau Raymond	Minute Taker	4.03pm	6:31pm
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### 3.2 Apologies

Nil

### 4.0 Disclosure of Interest

Nil

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 "List of Additional Requests for Consideration" at Agenda Item 8.1.

### 6.0 Confirmation of Minutes from previous meeting

**MOVED: Cr Batten**

**SECONDED: Cr Humphrey**

The Minutes of the Building & Disability Committee of the Shire of Chapman Valley held on 24<sup>th</sup> February 2021 be confirmed as a true and accurate record of proceedings.  
(Supplied under separate cover)

Voting F4/A0

CARRIED

Minute Reference: BDSC 02/22-01

### 7.0 Items to be dealt with En Bloc

Nil

**8.0 Agenda Items**

## 8.1

AGENDA ITEM:	8.1
SUBJECT:	REVIEW OF OPERATING & CAPITAL BUILDING PROGRAMS
PROPONENT:	BUILDING & DISABILITY SERVICES COMMITTEE
SITE:	COUNCIL CHAMBERS
FILE REFERENCE:	403.02
PREVIOUS REFERENCE:	MINUTE REFERENCE: 03/21-11 & SCM 07/21-03
DATE:	22 FEBRUARY 2022
AUTHOR:	JAMIE CRIDDLE

### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.1(a)	Draft Operating & Capital Building Programs		✓
8.1(b)	List of Additional Requests for Consideration		✓
8.1(c)	LRCIP(3) Building Projects (if not completed in 21/22)		✓
8.1(d)	CV Historical Society Correspondence		✓
8.1(e)	Dump Point Concept Forum Sept 2021		✓

### 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 & Capital Building Programs for future budgets.

Council resolved the following at the March 2021 OCM:

*Council receive the Minutes of the Building & Disability Services Committee and endorse the recommendations within i.e.*

#### 1. ***Minute Reference: BDSC 02/21-4***

*The Committee recommends Council consider the draft "Operating & Capital Building Programs" as presented with the following amendments and this be used as a basis to develop the Draft 2021/2022 Budget:*

<b>Location</b>	<b>Amendments &amp; New Items for Consideration</b>
Public Toilets Tennis Club	Add Upgrade doors to reduce vermin access
	Add Maintenance on verandah Z purlins
	Add Reroof Capital Works Program Year 5
Works Depot	Remove cable gates/retractable gates
	Reintroduce Washdown Bay approx. 20m x 7m with compliant drainage and pressure cleaner to be re-costed.
Nabawa Community Centre	Add item to remove garden bed against building wall and resurface area
Council Chambers	Add replacement of windows western end and repair carpet
CV Museum Precinct	Reintroduce Power Upgrade and internal works to Precinct. Seek accurate costing estimates for future budget consideration and possible grant leverage funds

CVHS Requests	Defer CVHS request for Solar Panels on Shed Roof until power upgrade resolution. Defer CVHS request for until power upgrade resolution
Tourism & Events Working Group	Add a contingency amount of \$5,000 for Yuna Hall in 21/22 and encourage grant funds to be leveraged using these funds.
BHPCC	Defer Gazebo and pad from year 2021/22 in the 5 Year Capital Building Program until 2025/26
	Remove Overflow carpark
Yuna Golf Club	Add installation CCTV
Nanson Showgrounds	Add installation CCTV
	Add a contingency amount to continue internal power reticulation upgrades

The above resolution was the basis of forming the Draft 2020/2021 Budget for Council consideration at Budget Workshops. However; it must be understood there may have been variations to the above resolution by the time Council finally adopted the current year Budget.

Council adopted the 2021/2022 Budget at a Special Meeting in July 2021 where the Building Operating & Capital items were finalised and included in the Adopted Budget (*Minute Ref: SCM 07/21-03*).

#### 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 Draft Operating & Capital Building Program is provided under separate cover at **Attachment 8.1(a)** for Committee information.

Councillors should also refer to the “*List of Additional Requests for Consideration*” at **Attachment 8.1(b)** for items requested for consideration.

A Copy of the LRCIP (Phase 3) Project is provided at **Attachment 8.1(c)** with the building project highlighted. These will only need to be considered for inclusion into the 22/23 Budget if not completed in 21/22.

Correspondence from the CV Historical Society is provided at **Attachment 8.1(d)**.

#### 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. Correspondence was sent out to tenants/user groups of Council owned/controlled buildings in December 2021, requesting feedback by 4 February 2022. Responses are listed at **Attachment 8.1(b)**.

## 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

### **MOVED: Cr Batten**

### **SECONDED: Cr Humphrey**

4.08pm Suspend standing orders.

**CARRIED**  
**Voting F4/A0**  
**Minute Reference: BDSC 02/22-02**

Discussion was undertaken on item.

### **MOVED: Cr Batten**

### **SECONDED: Cr Elliott-Lockhart**

6.58pm Reinstate standing orders

**CARRIED**  
**Voting F4/A0**  
**Minute Reference: BDSC 02/22-03**

### **MOVED: Cr Batten**

### **SECONDED: Cr Elliott-Lockhart**

**BDS COMMITTEE/STAFF RECOMMENDATION**

The Committee recommends Council consider the draft “*Operating & Capital Building Programs*” as presented and this be used as a basis to develop the Draft 2022/2023 Budget.

**CARRIED**  
**Voting F4/A0**  
**Minute Reference: BDSC 02/22-04**

AGENDA ITEM:	8.2
SUBJECT:	REVIEW OF DISABILITY ACCESS & INCLUSION PLAN
PROPONENT:	BUILDING & DISABILITY SERVICES COMMITTEE
SITE:	COUNCIL CHAMBERS
FILE REFERENCE:	403.02
PREVIOUS REFERENCE:	MINUTE REF: 03/21-11
DATE:	22 FEBRUARY 2022
AUTHOR:	JAMIE CRIDDLE

#### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.2(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 2021 Building Committee process with the following being resolved at the March 2020 OCM:

*Minute Reference: BDSC 02/21-5*

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

#### 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 lodgement of the report of one review of a plan and the lodgement 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 8.2(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 lodgement of the report of one review of a plan and the lodgement 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

**MOVED: Cr Batten**

**SECONDED: Cr Humphrey**

## BDS COMMITTEE/STAFF RECOMMENDATION

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

**CARRIED**  
**Voting F4/A0**  
**Minute Reference: BDSC 02/22-05**

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

Nil

**11.0 Closure**

The Presiding Member thanked the Committee members and staff for their attendance and declared the meeting closed at 6:31pm.