

BUILDING AND DISABILITY SERVICES COMMITTEE

Agenda



Meeting Date Friday 8 March 2024

Meeting Time 1:00 pm

To be held at Chapman Valley
Administration Office

3270 Chapman Valley Road, Nabawa WA
6532, Council Chambers.



ACKNOWLEDGEMENT OF COUNTRY

The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.

DISCLAIMER

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 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 of 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.

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 Royce

Cr Blakeway

Cr Elliott-Lockhart

Cr Warr

CEO

Building Surveyor/Projects

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1 Declaration of Opening & Announcements of Visitors

The Presiding member will welcome elected members and staff to the committee meeting and declare the meeting open.

“The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.”

2 Announcements from the Presiding Member

3 Record of Attendance

3.1 Attendees

The following are anticipated to attend the Building Committee Meeting:

Elected Members

Cr Kirrilee Warr (President)

Cr Philip Blakeway

Cr Elizabeth Elliott-Lockhart

Cr Trevor Royce

Officers

Jamie Criddle, Chief Executive Officer

Anthony Abbott, Building Surveyor & Project Officer

3.2 Apologies

4 Disclosure of Interest

Local Government Act 1995

Administration Part 5

Disclosure of financial interests and gifts Division 6

s. 5.59

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 Petitions/Deputations/Presentations

5.1 Petitions

The Council has not received any petitions at the time of writing this report

5.2 Presentations

The Council does not anticipate any presentations at the time of writing this report.

5.3 Deputations

The Council has not received any deputations at the time of writing this report.

6 Confirmation of Minutes from previous meetings

Recommendation

That the Minutes of the Building and Disability Services Committee Meeting held on 9 March 2023 be confirmed as true and accurate.



BUILDING AND DISABILITY SERVICES COMMITTEE

Minutes



Meeting Date Thursday 9 March 2023

Meeting Time 9:00 am

Held at Chapman Valley Administration Office, 3270 Chapman Valley Road, Nabawa
WA 6532, Council Chambers.

ACKNOWLEDGEMENT OF COUNTRY

The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.

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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.

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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

CEO

Building Surveyor/Projects

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Timing & Announcements of Visitors

North welcomed elected members, staff and visitors to the council meeting open at 9:07 am.

of traditional landowners through the reading of our
y.

*They would like to respectfully acknowledge the Naaguja peoples
and first people of the land on which we stand.*

pect to the elders past, present and emerging for they hold the
culture and hopes of the Naaguja peoples.”

from the Presiding Member

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council meeting:

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any petitions.

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any deputations in the course of the meeting.

minutes from previous meetings

Seconded: Cr Peter Humphrey

ing and Disability Services Committee Meeting held on 22
as true and correct.

le Batten and Cr Peter Humphrey

3 / 0
CARRIED UNANIMOUSLY
Minute Reference BDSC 2023/03-1

with En Bloc

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8 Officers Reports

8.1	Review of Operating & Capital Building Programs
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	Record 403.02, Minute Reference: 03/21-11 & SCM 07/21-03
Attachment(s)	<ol style="list-style-type: none"> 1. Draft Operating and Capital Building Programs [8.1.1 - 8 pages] 2. List of Additional Requests for Consideration [8.1.2 - 4 pages] 3. CV Historical Society Correspondence [8.1.3 - 2 pages]

Voting Requirements

Simply Majority

Staff Recommendation

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Peter Humphrey

9:10am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 8.1:

8.5 Priority when speaking,
8.7 Relevance,
8.8 Speaking twice,
8.9 Duration of speeches

For Cr Darrell Forth, Cr Nicole Batten and Cr Peter Humphrey

Against Nil

3 / 0

CARRIED UNANIMOUSLY
Minute Reference BDSC 2023/03-2

Discussion was undertaken on the item.

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Peter Humphrey

11:20 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 8.1:

8.5 Priority when speaking,

Building and Disability Services Committee 9 March 2023 - Minutes

8.7 Relevance,
8.8 Speaking twice,
8.9 Duration of speeches

For Cr Darrell Forth, Cr Nicole Batten and Cr Peter Humphrey
Against Nil

3 / 0
CARRIED UNANIMOUSLY
Minute Reference BDSC 2023/03-3

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Peter Humphrey

The Committee recommends Council consider the draft “*Operating & Capital Building Programs*” as presented and this be used as a basis to develop the Draft 2023/2024 Budget:

For Cr Darrell Forth, Cr Nicole Batten and Cr Peter Humphrey
Against Nil

3 / 0
CARRIED UNANIMOUSLY
Minute Reference BDSC 2023/03-4

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

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 2022 OCM:

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

The above resolution was the basis of forming the Draft 2021/2022 Budget for Council consideration at Budget Workshops. However; it must be understood there may have been

Building and Disability Services Committee 9 March 2023 - Minutes

variations to the above resolution by the time Council finally adopted the current year Budget.

Council adopted the 2022/2023 Budget at a Special Meeting in July 2022 where the Building Operating & Capital items were finalised and included in the Adopted Budget (**Minute Reference: SCM 08/22-03**)

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 **Draft Operating & Capital Building Programs** for Committee information.

Councillors should also refer to the "List of Additional Requests for Consideration" at **List of Additional Requests for Consideration** for items requested for consideration.

Correspondence from the CV Historical Society is provided at **CV Historical Society Correspondence**

Statutory Environment

Long Term Financial Plan

No major effect is anticipated on the Long Term Financial Plan.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

Long Term Financial Plan

No major effect is anticipated on the Long Term Financial Plan.

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 Implications

PHYSICAL & DIGITAL INFRASTRUCTURE

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

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 **List of Additional Requests for Consideration**.

Risk Assessment

A Minor Health Risk of Level 2 - Which could result in first aid injuries.

A Minor Financial Impact Risk of Level 2 - Which will likely be between \$1,001 to \$10,000.

A Minor Service Disruption Risk of Level 2 - Which will likely result in short term temporary interruptions with backlogs cleared in less than one day.

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.

A Minor Property Risk of Level 2 - Likely resulting in localised damage rectified by routine internal procedures.

A Minor Environmental Risk of Level 2 - Which will likely result in contained, reversible impact managed by internal response.

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8.2	Review of Disability Access & Inclusion Plan
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	Record 403.02, Minute Reference: 03/21-11
Attachment(s)	1. Disability Access Inclusion Plan [8.2.1 - 27 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council initiate a full review of the Disability Access & Inclusion Plan in 2023 and budget accordingly in the 2023/24 financial year.

Council Resolution

Moved: Cr Peter Humphrey **Seconded:** Cr Nicole Batten

That Council initiate a full review of the Disability Access & Inclusion Plan in 2023 and budget accordingly in the 2023/24 financial year.

For Cr Darrell Forth, Cr Nicole Batten and Cr Peter Humphrey

Against Nil

3 / 0
CARRIED UNANIMOUSLY
Minute Reference BDSC 2023/03-5

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

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 a review (in-house/desk-top or full review) of the Plan and recommend any amendments to Council for consideration.

As the five (5) year period will elapse during 2023, it is suggested that Council recommend to conduct a FULL REVIEW during the 2023/24 financial year.

A copy of the current DAIP is provided under separate cover at **Disability Access Inclusion Plan** for Committee information and review.

Statutory Environment

No Financial Implications Identified.

Long Term Financial Plan

No major effect is anticipated on the Long Term Financial Plan.

Disability Services Act (1993).

28. *Disability access and inclusion plans*

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- (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/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Long Term Financial Plan

No major effect is anticipated on the Long Term Financial Plan.

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 Implications

COMMUNITY HEALTH & LIFESTYLE

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.1 Development of plans and strategies relevant to emerging population needs.

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

An Insignificant Health Risk of Level 1 - Which could result in negligible injuries.

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

An Insignificant Property Risk of Level 1 - Likely resulting in inconsequential or no damage.

An Insignificant Environmental Risk of Level 1 - Which will likely result in contained, reversible impact managed by on site response.

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

Nil

10 Closure

The Deputy President thanked Elected Members and Staff for their attendance and closed the Building and Disability Services Committee Meeting at 11:29 am.

UNCONFIRMED

7 Items to be dealt with En Bloc

8 Officers Reports

8.1	Review of Operating & Capital Building Programs
Department	Development Service Building
Author	Jamie Criddle
Reference(s)	403.02
Attachment(s)	<ol style="list-style-type: none"> 1. C R 2425278 - R E_ Annual Building Inspection [8.1.1 - 2 pages] 2. CV Golf Club [8.1.2 - 2 pages] 3. Letter to CV Shire 2024 Annual Maintenance List [8.1.3 - 1 page] 4. Draft Operating Capital Building Programs 2024/25 [8.1.4 - 8 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That 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 2024/2025 Budget:

Location	Amendments & New Items for Consideration

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

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 2023 OCM:

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 2023/2024 Budget:

For Cr Darrell Forth, Cr Nicole Batten and Cr Peter Humphrey

Against Nil

3 / 0

CARRIED UNANIMOUSLY

Minute Reference BDSC 2023/03-4

The above resolution was the basis of forming the Draft 2023/2024 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 2023/2024 Budget at a Special Meeting in August 2023 where the Building Operating & Capital items were finalised and included in the Adopted Budget (***Minute Reference:SCM 2023/08-3***)

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 ***Draft Operating & Capital Building Programs*** for Committee information.

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

Correspondence from the CV Historical Society is provided at ***CV Historical Society Correspondence and Chapman Valley Golf Club***

Statutory Environment

No Financial Implications Identified.

Policy/Procedure Implications

A Policy or Procedure is affected:

Building & Projects Policy & Procedures

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

PHYSICAL & DIGITAL INFRASTRUCTURE

4.1 Develop, manage, and maintain built infrastructure.

4.1.2 Development Projects.

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 late January 2024, requesting feedback by 24 February 2022. Responses are listed at ***List of Additional Requests for Consideration.***

Risk Assessment

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

From: Christine Philippa
Sent: Mon, 19 Feb 2024 01:01:16 +0000
To: Shire of Chapman Valley Rates
Subject: CR2425278 - RE: Annual Building Inspection

Caution: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good Morning

The tap outside is leaking and the sprinklers on the lawn go out onto the court causing the new courts to get wet and therefore damaged.

The inside is still crumbling down and mice able to come inside in corners.

Thank you

Chrissy

From: Shire of Chapman Valley Rates <rates@chapmanvalley.wa.gov.au>
Sent: Thursday, 1 February 2024 2:25 PM
To: ncjphilippa@hotmail.com
Subject: Annual Building Inspection

Our Ref: 801.00

1 February 2024

Chapman Valley Tennis Club

Dear Tenant

ANNUAL BUILDING INSPECTION

I wish to advise that Council's Building Committee will undertake its annual to review of all Shire owned/controlled buildings early in the new year.

Please provide written comments to cs@chapmanvalley.wa.gov.au before 23 February 2024 of any issues arising with the building you lease, rent or use so the Committee can discuss any specific matters of concern.

In the interim, should you require any further information please do not hesitate to contact Anthony Abbott on (08) 9920 5011.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'Jamie', with a stylized flourish extending from the end.

Jamie Criddle
CHIEF EXECUTIVE OFFICER

Jamie Criddle

From: Heather Conroy <heatherconroy619@gmail.com>
Sent: Tuesday, 5 March 2024 2:10 PM
To: Jamie Criddle

Caution: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Jamie Criddle

CEO Shire of Chapman Valley

P.O. Box 1,

Nabawa WA 6532

Dear Jamie and Members of the Shire Building Committee,

As per the Shire's request regarding the annual review of Shire owned/controlled buildings, please find listed below the maintenance items members of the Chapman Valley Golf Club wish to be considered and hopefully addressed during 2024.

- **Building Exterior Cladding (Seroja Damage)** We received an update from the CEO at our recent AGM and look forward to the completion of the works.
- **Reverse Cycle Air conditioning:** Discussions were held at our recent AGM and the fact that it had to be held outside on the verandah due to the building being too hot. A request to install sufficient reverse cycle air-conditioning to allow the building to be utilised (if necessary) twelve months a year. Cost is in the vicinity of \$8.5k (inc GST) and whether this would be funded by the Shire or a contribution under the Community Growth grants scheme.

Can you please advise how this should be funded so that we can prepare applications (if required).

Thank you once again to Council and Shire staff for the continued support of improvements and maintenance to the Chapman Valley Golf Club and we look forward to your response.

Yours sincerely,

Heather Conroy

Secretary



Chapman Valley Historical Society Heritage Centre.
P.O. Box 3355,
Bluff Point WA 6530
Email: chapmanvalleyhs@gmail.com

Jamie Criddle
CEO CV Shire
P.O. Box 1,
Nabawa WA 6532

Dear Jamie and Members of the Shire Building Committee,

As per the Shire's request regarding the annual review of Shire owned/controlled buildings, please find listed below the maintenance items members of the CVHS wish to be considered and hopefully addressed during 2024.

- **The Public Toilets** at the Heritage Precinct are looking quite tired. We would like to see them repainted. This has been on our list for a couple of years now, so we are hoping it can be addressed this year. The floors could also do with a high pressure clean to remove the inground dirt.
- **Pest Control Spraying:** This has already been done – thank you.
- **The Old Road Board Building:** We were happy to see that the ramp has been treated and thank you for organising this. I also believe that measures have commenced to address the fretting brickwork and mortar and hopefully this is the correct solution. The window frames were also mentioned last year as being in a sad state,

Thank you once again to Council and Shire staff for the continued support of improvements and maintenance to the Heritage Centre at Nanson. It is much appreciated. Very positive comments are always received from tourists and visitors about the presentation of the centre.

Yours sincerely,
Dorothy

Dorothy Stokes
Secretary
8th February 2024

Letters/2024/Letter to CV Shire 2024 Annual Maintenance List.docx

				SHIRE OF CHAPMAN VALLEY												
				PROPOSED - FIVE YEAR CAPITAL BUILDING WORKS PROGRAM												
	COA GL	Job #	IE Code		2021/2022		2022/2023		2023/2024		2024/2025		2025/2026		2026/2027	
IE Code 99					Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description
					Minute Reference SCM 08/22-03											
	NABAWA															
\$ 57,700	0564		99	Shire Office	\$ 17,500.00	Convert old library to office space	\$17,500	Carry over project to be completed 22-23 full project costs approx \$25k contractor costs increased	\$10,000	Replace Chambers timber doors with Ali swing doors & security screens						
	0564		99	Shire Office	\$ 17,500.00	Convert old library to office space	\$30,000	\$30,000 Shelving for building permits in recessed wall outside CEO office								
	0564		99	Shire Office			\$4,000	\$4,000 Replace existing windows in male and female toilets with modern windows so they are better sealed thereby avoiding the aftermath we had from both the dust storm and the								
	0564		99	Shire Office			\$1,200	\$1,200 Refit old server room with modular shelving								
	0564		99	Shire Office			\$5,000	\$5,000 Rollover Fireproofing to Strong Room for Record Keeping Plan								
	0564		99	Shire Office							\$5,000	Upgrade power pole & box to office				
\$ 191,000	3264		99	Nabawa Depot Buildings	\$21,000	Install Truck Concrete Hardstand Area	\$8,000	\$8,000- Remove water tank gantry and extend concrete hardstand towards main shed	\$120,000	Est. cost construct dog pound facility						
	3264		99	Nabawa Depot Buildings			\$175,000	Works Depot Office/Crib/Toilets (Loan Funded) - may require additional funds - refer to Ant	\$30,000	Add. Works for install of transportable building, ret. Wall. septic	\$30,000	Add. Works for install of transportable building, ret. Wall. septic				
	3264		99	Nabawa Depot Buildings			\$8,000	WHS - Compliant Pit in workshed								
				Bush Fire Two Bay Shed												
	2644	1075	99	Community Centre - Land					\$9,000	Dump Point – Adjacent to Nabawa Tavern						
\$ 25,287	2644	1061	99	Community Centre - Building			\$25,287	LRCIP (3) Nabawa CC Lessor Hall upgrades								
\$ 20,000	2834	1076		Sports Pavilion & Basketball Stadium (Recreation Centre)			\$20,000	Stadium Downstairs Kitchen/Canteen improvements								
				Nabawa Oval					\$30,000	1/ 120KL water tank & new fence	\$5,000	Replace damaged Shade Structure (Seroja) Insurance shortfall				
				Town Entry Statements							\$113,000	Various Town Entry Statements				
		1764	99	Nabawa Rubbish Tip							\$90,000	Refuse Site Caretakers Building				
	YUNA															
	1762			Yuna Refuse Site												
		3624	99	Yuna Park Shade Structure							\$30,000	Replace damaged Shade Structure (Seroja) Insurance shortfall				
	2644		99	Yuna Golf Club Site	\$10,000	Install CCTV Security Cameras (LRCIP (3)			\$15,000	Rebld 2/ switch brds & connect shed with power & lights						
\$ 9,000	2644	1077	99	Public Hall and Toilets			\$9,000	Dump point adjacent to Yuna Hall	\$10,000	Dump point at Yuna Hall						
	Capital P&E Program 11 SP 34	1304		Yuna - Rockwell Bore	\$109,444	Carry Over project Expenditure 20/21 \$2,616 Rollover Budget \$109444										

				SHIRE OF CHAPMAN VALLEY												
				PROPOSED - FIVE YEAR CAPITAL BUILDING WORKS PROGRAM												
	COA GL	Job #	IE Code		2021/2022		2022/2023		2023/2024		2024/2025		2025/2026		2026/2027	
IE Code 99					Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description
					Minute Reference SCM 08/22-03											
			NANSON													
\$ 20,000	2644	1066	99	Nanson Showgrounds Precinct	\$10,000	Install CCTV Security Cameras (Own Resource Funds)	\$20,000	Additional power upgrades own resource funds	\$25,000	Replace roof sheeting subject to external and/or grant funding	\$70,000	Replace roof sheeting subject to external and/or grant funding				
	2644	1066	99	Nanson Showgrounds Precinct							\$16,000	Install sullage Dump Point				
	2644	1066	99	Nanson Showgrounds Precinct						Add. Power upgrades	\$20,000	Add. Power upgrades				
				Western Riding Club Facilities												
	3626		"22	Chapman Valley Museum & Old Road Board Precinct	\$3,000	Allocation for Electrical Design & Cost estimates to determine power upgrade requirements at the Nanson										
				Nanson Playground & Playground Equipment												
	CORONATION BEACH															
	7164	1008	99	Nature Based Campground Area					\$20,000	Ablution block at north end of campgrounds	\$45,000	Ablution block at north end of campgrounds				
	HOWATHARRA															
				Bush Fire Two Bay Shed												
	WESTERN REGIONS															
	2834		99	Bill Hemsley Park Precinct Parkfalls Estate - Bill Hemsley Park Developments							\$25,000	Storage Shed	\$15,000	Gazebo & Pad		
	YETNA															
				Fig Tree Camp Ground Area	\$11,900	Install CCTV Security Cameras (I RCIP /3)										
MISCELLANEOUS																
0744				Bushfire Radio Mast, Repeater & Shed Base Set, 2 Way							\$10,000	redo footings to mast tower				
					\$165,344		\$322,987		\$259,000		\$459,000		\$20,000		\$0	

SHIRE OF CHAPMAN VALLEY																							
				PROPOSED - FIVE YEAR <u>MAINTENANCE</u> BUILDING WORKS PROGRAM								Mtce 5 Year Building Program											
				Endorsed 5 Year Building																			
COA GL	Job #	IE Code	Sub Prog		LOCATION	CONSTRUCTION			2022/2023		2023/2024			2024/2025		2024/2025		2025/2026		2026/2027			
							Walls	Roof	Other	Cost	Description	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description	
Endorsed 5 Year Building Program Min Ref 03/22-03 & SCM SCM 07/22-xx																							
				NABAWA																			
0473		02	05	Administration Building Repairs & Maintenance	Lot 7 Nabawa	Brick	Tile		\$5,500	General Mtce	\$5,500	General Mtce		\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce		
0473		22		Administration Building Repairs & Maintenance							\$15,000	Contract cleaner cost,		\$20,000	Cleaner								
0473		22		Administration Building Repairs & Maintenance																			
0422	LOFF		05	Administration Building Surrounds	Lot 7 Nabawa	Brick	Tile																
0272		02		Council Chambers Repairs & Maintenance					\$4,500	General Mtce	\$4,500	General Mtce		\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce		
0272		22		Council Chambers Repairs & Maintenance								See Cap X for All doors											
0272		22		Council Chambers Repairs & Maintenance																			
0272		99		Council Chambers Repairs & Maintenance																			
3502	DEP1	02	38	Depot Includes: Transportable Workshop Garage Large Shed Small Generator Shed	Part Lot 7, Nabawa			Various	\$3,500	General Mtce	\$3,500	General Mtce		\$5,000	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce		
	DEP1	02		Gardener's Shed	Lot 14, Nabawa	Iron	Iron		\$1,000	General Mtce	\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce		
1722	NABAWA	02	06	Bush Fire Two Bay Shed	Part Lot 7, Nabawa	Iron	Iron		\$500	General Mtce	\$500	General Mtce		\$1,500	General Mtce	\$500	General Mtce	\$500	General Mtce	\$500	General Mtce		
2722	LHL1	22	32	Community Centre	Part Lot 2115, Nabawa	Brick	Steel		\$5,500	General Mtce	\$5,500	General Mtce		\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce		
2722	LHL1	22	32	Community Centre	Part Lot 2115, Nabawa	Brick	Steel		\$8,000	2x Split system airconditioning to Lessor Hall (additional works to LRCIP upgrades project)		To be completed 22-23		\$6,500	Cleaner								
2722	LHL1	02		Community Centre	Part Lot 2115, Nabawa	Brick	Steel																
2902	LIBN	02	09	Community Centre - Library	Part Lot 2115, Nabawa	Brick	Steel		\$2,000	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce		
2902	LIBN	02	09	Community Centre - Pre Primary - NOW relocated Library	Part Lot 2115, Nabawa	Brick	Steel																
2902	LIBN	02	09	Community Centre - Pre Primary - NOW relocated Library	Part Lot 2115, Nabawa	Brick	Steel																
2903	LIBN	22	09	Community Centre - Pre Primary - NOW relocated Library	Part Lot 2115, Nabawa	Brick	Steel																
2702	LIC	02	34	Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	Part Lot 3 Greater Sports	Brick/Metal	Metal/Asb		\$5,700	General Mtce	\$5,700	General Mtce		\$6,000	General Mtce	\$5,700	General Mtce	\$5,700	General Mtce	\$5,700	General Mtce		
2702	LIC		34	Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	Part Lot 3 Greater Sports	Brick/Metal	Metal/Asb																
2703	LIC	22	35	Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	Part Lot 3 Greater Sports	Brick/Metal	Metal/Asb							\$6,000	Contracts								
1482	1055	02	34	Nabawa Oval includes: Reticulation, water tank, fencing, lighting, seating, scoreboard etc	Nabawa Oval Lots 3&14			Plastic/PVC	\$15,000	General Mtce	\$15,000	General Mtce		\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce		
1482	1055	02	34	Nabawa Oval Turf renovations (verticut, sweep, top dress & fertilise)	Nabawa Oval Lots 3&14			Plastic/PVC	\$27,050		\$15,000	General Mtce		\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce		
1482	LSG	02		Toilet Block - Nabawa Oval/Tennis Club	Nabawa Oval Lots 3&14	Brick	Iron		\$1,000	General Mtce	\$1,000	General Mtce		\$2,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce		
1482	LSG	22		Toilet Block - Nabawa Oval/Tennis Club	Nabawa Oval Lots 3&14	Brick	Iron							\$???	Cleaner??								
1482	LSG	02		Roller Shed	6961 Chapman Valley Road	Iron	Iron		\$250	General Mtce	\$250	General Mtce		\$250	General Mtce	\$250	General Mtce	\$250	General Mtce	\$250	General Mtce		
1482	LSG	02		Playground Equipment					\$350	General Mtce	\$350	General Mtce		\$350	General Mtce	\$350	General Mtce	\$350	General Mtce	\$350	General Mtce		
1482	LSG	02		Additional > shade sail annual maintenance					\$1,500	General Mtce	\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce		

SHIRE OF CHAPMAN VALLEY																					
				PROPOSED - FIVE YEAR <u>MAINTENANCE</u> BUILDING WORKS PROGRAM								Mtce 5 Year Building Program									
				Endorsed 5 Year Building																	
COA GL	Job #	IE Code	Sub Prog		LOCATION	CONSTRUCTION			2022/2023		2023/2024			2024/2025		2024/2025		2025/2026		2026/2027	
						Walls	Roof	Other	Cost	Description	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Endorsed 5 Year Building Program Min Ref 03/22-03 & SCM SCM 07/22-xx																					
2712	LNTC	22	34	Nabawa Tennis Pavilion Includes: Courts Lighting Shade Sail Water Tank and Stand Fencing	Lot 14, Nabawa	Brick	Iron		\$1,000	General Mtce	\$3,000	General Mtce		\$7,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
2642	LPPK	02	34	Centenary Park Includes: BBQ Picnic Table Reticulation	Centennial Pk, Nabawa	Timber	Iron		\$1,000	Paint gazebo, materials only Prison Community Service labour	\$4,000	General Mtce		\$3,000	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
3102		02	31	Nabawa Cemetery Includes: Gazebo, Interment Wall, Fencing	Res No. 15203				\$2,000	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Ad Recoverables Account				Nabawa Cemetery Includes: Burials/Interments	Res No. 15204									\$1,000							
3102		02	31	Nabawa Cemetery new toilets					\$0	General Mtce	\$0	General Mtce		\$1,000	General Mtce	\$0	General Mtce	\$0	General Mtce	\$0	General Mtce
2722	1007	02	32	Mens Shed	Lot 14, Nabawa	Iron	Iron		\$3,000	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
2722	1007	02	32	Mens Shed	Lot 14, Nabawa	Iron	Iron		\$11,200	Mesnshed extension works - kit on site to be constructed external contractor quote	\$1,000	General Mtce		\$2,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
1792	NTIP	02	25	Nabawa Transfer Station					\$5,000	General Mtce	\$5,000	General Mtce		\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce
	NTIP	02	25	Nabawa Transfer Station CCTV					\$800	General Mtce	\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
				YUNA																	
2722	LHL2	02	32	Public Hall and Toilets	Res 24338	Brick	Iron		\$2,000	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
2722	LHL2	22	32	Public Hall and Toilets										\$3,000	Cleaner						
2722	LHL2	22	32	Public Hall and Toilets																	
2902	LIBY	22		Library					\$500	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$500	General Mtce	\$500	General Mtce	\$500	General Mtce
2712	LYTC	02	34	Tennis Courts Hit up Wall Lighting				Walktop	\$1,000	General Mtce	\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
3502	DEP2	02		Depot Shed	Lot 22/23	Iron	Iron		\$1,000	General Mtce	\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
2642	LYPK	02	34	Yuna Park includes: Gazebo, Shade Sails, Seating, Retaining Wall, Paving	Res 24338	Timber	Iron		\$4,500	General Mtce	\$4,500	General Mtce		\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce
2642	YUNPG	02		Yuna Park - Playground Equipment	Res 24338			Steel/Plastic	\$500	General Mtce	\$500	General Mntce		\$500	General Mntce	\$500	General Mntce	\$500	General Mntce	\$500	General Mntce
1792	YTIP	02		Yuna Refuse Site & Fencing	Chapman Valley Rd				\$500	General Mtce	\$500	General Mntce		\$500	General Mntce	\$500	General Mntce	\$500	General Mntce	\$500	General Mntce
1792	YTIP	02		Yuna Refuse Site CCTV & Golf Club CCTV	Chapman Valley Rd				\$800	General Mtce	\$800	General Mntce		\$800	General Mntce	\$800	General Mntce	\$800	General Mntce	\$800	General Mntce
				Yuna Golf Club Mtce	Chapman Valley Rd									\$2,500	General Mntce						
2722	1006	02	32	Yuna Multipurpose Community Centre	Res 24338	Rammed Earth	Iron		\$2,500	General Mtce	\$2,500	General Mtce		\$6,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce
2722	1006	02	32	Yuna Multipurpose Community Centre	Res 24338	Rammed Earth	Iron		\$5,000	Fascia Painting of building											
2722	1006	22		Yuna Multipurpose Community Centre										\$5,000	Cleaner						

SHIRE OF CHAPMAN VALLEY																					
				PROPOSED - FIVE YEAR <u>MAINTENANCE</u> BUILDING WORKS PROGRAM								Mtce 5 Year Building Program									
				Endorsed 5 Year Building																	
COA GL	Job #	IE Code	Sub Prog		LOCATION	CONSTRUCTION			2022/2023		2023/2024			2024/2025		2024/2025		2025/2026		2026/2027	
						Walls	Roof	Other	Cost	Description	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Endorsed 5 Year Building Program Min Ref 03/22-03 & SCM SCM 07/22-xx																					
				NANSON																	
2722	LSHG	02	32	Showgrounds CCTV	Res A7935	Iron	Iron		\$300	General Mtce	\$300	General Mtce		\$300	General Mtce	\$300	General Mtce	\$300	General Mtce	\$300	General Mtce
2722	LSHG	02	32	Showgrounds includes: Exhibition Buildings, Livestock Shelters, Storage Shed, Ag Society Hall, Sheds, Water Tanks, Ticket Box, Fencing,	Res A7935	Iron	Iron		\$3,500	General Mtce	\$4,500	General Mtce		\$4,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce
3626		02	36	CV Museum Road Board Old Road Board Office	Nanson	Brick	Iron		\$500	General Mtce	\$500	General Mtce		\$1,500	General Mtce	\$500	General Mtce	\$500	General Mtce	\$500	General Mtce
3626		22	36	CV Museum & Road Board Including Old Road Board Office	Nanson	Brick	Iron														
3626		02	36	CV Museum Precinct & Road Board Including Old Road Board Office Toilet Block Display Cottage Machinery Shelter New Plant Display Shed All Surrounds	Nanson	Iron	Iron		\$3,500	General Mtce	\$3,500	General Mtce		\$7,000	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce
3626		22	36	CV Museum Precinct & Road Board Including Old Road Board Office Toilet Block Display Cottage Machinery Shelter	Nanson	Iron	Iron		\$2,500	paint, door strip, annual pest	\$3,500	General Mtce		\$3,500	cleaner	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce
2642	NAN	02	34	Nanson Playground includes Playground Equipment, Basketball Courts & Backboard, Picnic Table, Fencing, Shade Sails	Nanson			Steel/Plastic	\$1,500	General Mtce	\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce
2643	NAN	22	34	Nanson Playground includes Playground Equipment, Basketball Courts & Backboard, Picnic Table, Fencing, Shade Sails	Nanson			Steel/Plastic	\$1,501	General Mtce	\$1,501	General Mtce		\$4,000							
				CORONATION BEACH																	
3412		02	33	Public WiFi Communications CCTV & Solar Panels	Coronation				\$600	General Mtce	\$600	General Mtce		\$2,000	General Mtce	\$600	General Mtce		General Mtce		General Mtce
3412		02	33	Campsite Area	Coronation				\$5,000	General Mtce	\$5,000	General Mtce		\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce
3412		22	33	Toilet Blocks x 3 Dump Station	Coronation	Timber	Iron		\$20,000	Pump Out & Services	\$20,000	Pump Out & Services		\$27,000	Pump Out & Services	\$15,000	Pump Out & Services	\$15,000	Pump Out & Services	\$15,000	Pump Out & Services
3412		02	33	Board Walk & Lookout	Coronation	Timber			\$800	General Mtce	\$3,500	General Mtce		\$14,000	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
3412		02	33	Camping and Recreation Reserve - Gazebo x 4 Shelters x 5 Picnic Table Fencing Platform	Coronation	Timber	Iron		\$1,500	General Mtce	\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce
				HOWATHARRA																	
1722	HOWA	02	06	Bush Fire Two Bay Shed	Lot 125 Nanson Howatharra	Iron	Iron		\$800	General Mtce	\$800	General Mtce		\$1,800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
				NARALING																	
2722	LHL3	02	32	Naraling Hall	Chapman Valley Road	Brick	Iron		\$1,200	General Mtce	\$7,500	General Mtce		\$10,000	General Mtce	\$1,200	General Mtce	\$1,200	General Mtce	\$1,200	General Mtce

SHIRE OF CHAPMAN VALLEY																						
				PROPOSED - FIVE YEAR <u>MAINTENANCE</u> BUILDING WORKS PROGRAM								Mtce 5 Year Building Program										
				Endorsed 5 Year Building																		
COA GL	Job #	IE Code	Sub Prog		LOCATION	CONSTRUCTION			2022/2023		2023/2024			2024/2025		2024/2025		2025/2026		2026/2027		
						Walls	Roof	Other	Cost	Description	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description	
Endorsed 5 Year Building Program Min Ref 03/22-03 & SCM SCM 07/22-xx																						
				WESTERN REGIONS																		
2722	1013	02		Bill Hemsley Park Community Centre & Precinct	As determined by Endorsed Plan & Funding			To be Determined	\$2,500	General Mtce	\$2,500	General Mtce		\$4,000	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce	
2722	Job # 1013	22		Bill Hemsley Park Community Centre & Precinct					\$5,000	External Contractor for various maintenance	\$8,000	Ext contractor		\$16,000	Cleaner							
2722	Job # 1013	22		Bill Hemsley Park Community Centre & Precinct																		
2722	Job # 1013	22		Bill Hemsley Park Community Centre & Precinct																		
2722	Job # 1013			Bill Hemsley Park Community Centre & Precinct																		
2722	Job # 1013			Bill Hemsley Park Community Centre & Precinct																		
2722	Job # 1013			Bill Hemsley Park Community Centre & Precinct																		
				YETNA																		
2642	FIG	02	34	Fig Tree Crossing Campground	Chapman Valley Road, Yetna	Timber	Iron		\$2,000	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	
2642	FIG	22	34	Fig Tree Crossing Campground CCTV	Chapman Valley Road, Yetna	Timber	Iron		\$300	General Mtce	\$300	General Mtce		\$300	General Mtce	\$300	General Mtce	\$300	General Mtce	\$300	General Mtce	
2642	MILL	02	34	Mills Lookout CCTV					\$800	General Mtce	\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	
					Chapman Valley Road, Yetna		Pine Bollards															
				MISCELLANEOUS																		
				TOTALS					\$177,451		\$176,701			\$257,400		\$130,500		\$129,900		\$129,900		

Cyclone Seroja Shire Assets Damage Listing									
May 21 Concept Forum discussions Draft budget include an appropriate amount for activation of the repairs to damaged assets with view to claim from insurance policy. Consider amending building reserve purpose as part of budget consideration process to allow for major/emergency related repairs	COA GL	Job #	IE Code	These are repairs NOT upgrades	Damaged Yes or No	Estimated Repair Costs	Repairs completed 2021/2022 Y / N	Repairs completed 2022/2023 Y / N	Damage Reported
Nabawa	3502	DEP1	22	Workshop/Garage	✓	\$ 6,300.00	Y		Truck Shed - Roof whirly vents damaged x 12, replacement Depot perimeter cyclone fence; North side; 3/ panels damaged; West side; 4/ panels & gate;
Nabawa	1482	LSG	22	Gardener's Shed (Roller Shed)	✓	\$ 7,000.00	Y		Gardeners / Pitch Roller shed damaged; Repair & re-sheet west wall, replace damaged flashings & roller door
Nabawa	2732	LHL1	22	Community Centre	✓	\$ 7,000.00	Claim denied		Comm. Centre Office - Split system air conditioner, damaged to be replaced Female public toilet - Roof & ceiling damage, repair & re-paint Minor Hall - Smashed window glass panel
Nabawa	2702	LIC	22	Sports Pavilion & Basketball Stadium	✓	\$ 41,000.00	carry forward	Scheduled for April 2023 TBC	Basketball court ridge cap damaged y Basketball court timber floor water damage, sand & reseal (recently re-sealed approx.. 2015) n
Nabawa	1482	LSG	22	Nabawa Oval - Lighting	✓	\$ 15,000.00	carry forward	No	Oval Floodlight Tower; 12m steel tower with 2/ floodlights destroyed
Nabawa	2712	LNTC	22	Tennis Pavilion	✓	\$ 20,000.00	carry forward	YES, Complete	Tennis Club; Shade dome destroyed; 8m x 8m
Nabawa	2712	LNTC	22	Nabawa Tennis Centre - Fencing	✓	\$ 1,200.00	Y		Aluminium fence panels x 5
Nabawa	1482	LSG	22	Toilet Block	✓	\$ 5,700.00	Y		Windows x 2 destroyed 1/ male toilet pan smashed
NANSON	2642	NAN	22	Golf Clubhouse	✓	\$ 5,000.00	carry forward	No, received quote for ACM removal \$14,000, await re-clad quote \$ TBC	Damaged wall & fascia sheets - 3/ asbestos wall & fascia sheets damaged & on the ground, remove asbestos from site & dispose of correctly, install several sheets of corrugated steel sheeting & re-seal building
NANSON - CV Museum Precinct	3626		22	Museum Shed at Nanson	✓	\$ 17,300.00	Y		Grain lifters - Blown to ground, footings & mounts to be replaced, crane required to re-instate, new footings Signage - Timber post & sign next to grain lifters Fencing around perimeter - North side, Hardifence, 5/ panels; East side, jarrah bush pole timber post & beam, 5/ panels, include termite treatment Main display Shed - 2/ solar roof sheets New display shed - Large roller door to north destroyed Historic Weigh bridge tropical roof - Secondary tropical roof ripped off, existing curved sheets salvaged for reuse, requires jarrah timber framing to be rebuilt, steel stub columns repaired & sheets replaced
NANSON	2722	LSHG	22	Exhibition Buildings (Pavilion and Office)	✓	\$ 4,600.00	Y		Pavillion Hall - Damaged roof sheeting x 4, flashings & timber barge boards Sheep Shed - Solar roof sheets damaged x 3 Switchboard - At south boundary, damaged door ripped off, replace switchboard
NANSON	2722	LSHG	22	Dining Hall	✓	\$ 2,100.00	Y		Window damaged, louvers & timber frame on west wall damaged Damaged patio steel column & concrete footing to be replace
NANSON	2722	LSHG	22	Show Ground Toilets	✓	\$ 15,000.00	Y		Roof completely destroyed, to be replaced

May 21 Concept Forum discussions Draft budget include an appropriate amount for activation of the repairs to damaged assets with view to claim from insurance policy. Consider amending building reserve purpose as part of budget consideration process to allow for major/emergency related repairs					Cyclone Seroja Shire Assets Damage Listing					
	COA GL	Job #	IE Code	These are repairs NOT upgrades	Damaged Yes or No	<u>Estimated</u> Repair Costs	Repairs completed	Repairs completed	Damage Reported	
							2021/2022	2022/2023		
					Y / N	Y / N				
	NARALING	2722	LHL3	22	Naraling Hall	✓	\$ 130,250.00	Carry forward	Near completion, estimate June 2024	Roof damaged 25% deroofed Ceiling collapsed 60%, replace & repaint Entry timber doors & frame damaged, to be reconstructed from existing materials Gable end panels destroyed, replace & repaint Facility & floor clean
	YUNA	2722	LHL2	22	Public Hall	✓	\$ 2,500.00	Y		Collapsed ceiling in minor hall & facility clean
	YUNA	2642	LYPK	22	Yuna Park - Shade Dome x2 over Playground Equipment	✓	\$ 70,000.00	Carry forward	Await quote for shade dome replacement	Shade dome structure destroyed approx. 30m x20m
	YUNA	2722	1006	22	Yuna Multipurpose Community Centre	✓	\$ 2,450.00	Y		External fan destroyed x 5
							\$ 352,400.00			Total costs estimated
					less completed	\$ 71,150.00				
						\$ 281,250.00	Expense line items 2022-2023			
Program 11		COA Income		2683	\$ 252,400.00			claim to be done when works is above the excess \$100k		
		COA Expenditure		various jobs across programs	\$ 281,250.00			final figure to be determined by actual contractor costs 2022/23		
			Transfer from Building Reserve	7385	-100000			total cost to shire is \$100k excess		
					\$ 252,400.00			total cost to be claimed \$352k less \$100k excess		

8.2	Review of Disability Access & Inclusion Plan
Department	Development Service Building
Author	Jamie Criddle
Reference(s)	403.02
Attachment(s)	1. Disability Access Inclusion Plan [8.2.1 - 27 pages]

Voting Requirements

Simply Majority

Staff Recommendation

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

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

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 2023 Building Committee process with the following being resolved at the March 2023 OCM:

Minute Reference: BDSC 2023/03-5

That Council initiate a full review of the Disability Access & Inclusion Plan in 2023 and budget accordingly in the 2023/24 financial year.

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 a review (in-house/desk-top or full review) of the Plan and recommend any amendments to Council for consideration.

A full review was conducted and adopted in April 2021, so it is suggested that Council recommend to conduct a Desktop during the 2024/25 financial year.

A copy of the current DAIP is provided under separate cover at **Disability Access Inclusion Plan** for Committee information and review.

Statutory Environment

No Financial Implications Identified.

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/Procedure Implications

A Policy or Procedure is affected:

Building & Projects Policy & Procedures

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 Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.1 Development of plans and strategies relevant to emerging population needs.

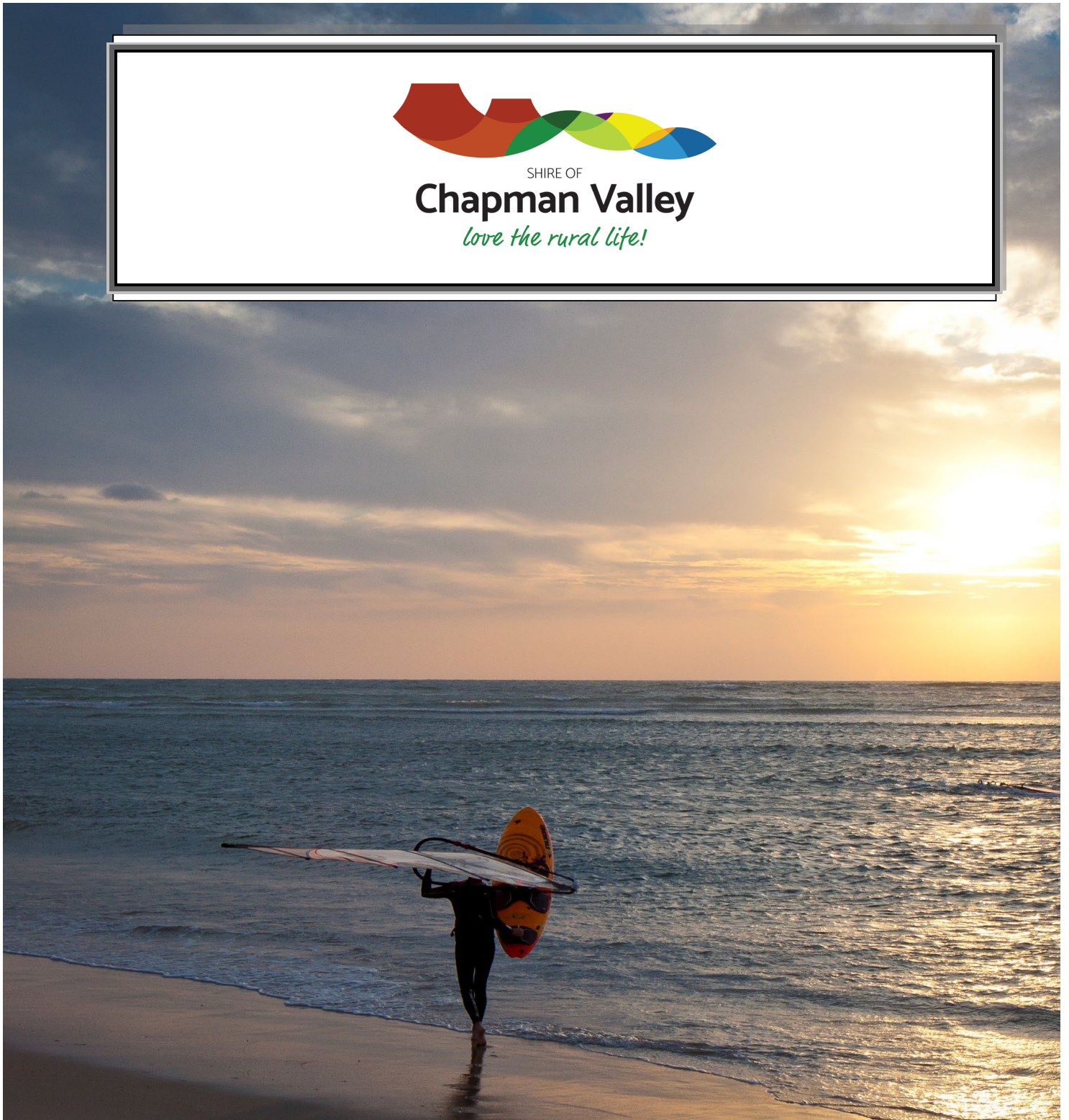
Consultation

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

An Insignificant Health Risk of Level 1 - Which could result in negligible injuries.

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.



Disability Access & Inclusion Plan

2021-2025

Full Reviewed 21 March 2018 (Minute Reference: 03/18-4)
Desktop Internal Review – April 2019, March 2020, March 2021



Contents

- 1.0 Responsibility for the Disability Access and Inclusion Plan
- 2.0 Background
 - 2.1 The Shire of Chapman Valley
 - 2.2 Functions, facilities and services provided by the Shire of Chapman Valley
 - 2.3 People with disability in the Shire of Chapman Valley
 - 2.4 Planning for better access
 - 2.5 Progress since 1995
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- 4.0 Strategies to Improve Access and Inclusion
- 5.0 Development of the Disability Access and Inclusion Plan
 - 5.1 Responsibility for the planning process
 - 5.2 Community Consultation
 - 5.3 Findings of the consultation
 - 5.4 Responsibility for implementing the DAIP
 - 5.5 Communication of the plan to staff and people with disability
 - 5.6 Review and evaluation mechanisms
 - 5.7 Reporting of DAIP
- 6.0 Implementation Plan
- 7.0 Conclusion



1.0 Responsibility of the Disability Access and Inclusion Plan

The responsibility for the Disability Access Inclusion Plan is the Chief Executive Officer.

2.0 Background

2.1 The Shire of Chapman Valley

The Shire of Chapman Valley is located northeast of Geraldton in the Mid West of Western Australia and covers an area of approximately 4,000km². It is bounded by the Indian Ocean and the Shire of Northampton and City of Greater Geraldton.

The Shire has a population of 1,500 (2016 Census), with the greatest concentration in the south-western section. The largest urban centre is 42km from Geraldton at Nabawa with approximately 90 residents and where the Shire administration is located along with community and sporting facilities. Yuna, a further 40km north-east has a population of approximately 20. At Yuna the Shire maintains sporting facilities, library, assists the community swimming pool and has one employee based there. Nanson 7km south of Nabawa now has a population of approximately 45 but was once the location of the Shire's administration. A community centre with satellite office facility is located in the south-western peri-urban area of the Shire.

The Shire's economy is reliant on a range of agricultural pursuits including intensive farming, grain production and wool growing. The southern section of the Shire has become popular for rural lifestyle living and includes the scenic Chapman Valley, which is a popular weekend destination for residents of Geraldton and travellers to the region.

A number of small tourist and cottage industry ventures have been established and are proving popular with visitors. Many visitors and campers are drawn to Coronation Beach, which is a world-renowned wind and kite surfing location on the Shire's 17km of coastline. The Shire maintains basic camping facilities at the beach but is currently restricted in the facilities it can provide by the lack of fresh water and power supplies.

2.2 Functions, facilities and services provided by the Shire of Chapman Valley

The Shire of Chapman Valley provides;

Services to properties including-

- Construction and maintenance of Shire owned roads, buildings, footpaths, cycle facilities, walking and bridle trails and boardwalks, rubbish collection and disposal (Nabawa, Nanson townsites, south-western peri-urban area and key arterial roads only) caring for trees, street lighting, and bushfire control.

Services to community include-

- Provision and maintenance of recreation grounds, playing areas, and reserves, management of three (3) community centres and stadium, two (2) libraries and information services,, coastal management, management of specific roadside tourist areas.

Regulatory services include-

- Planning, building and ranger services. Planning of roads and subdivisions in accordance with the town planning scheme, building approvals for construction, additions and alterations. Ranger services, including enforcement of legislation for dogs, cats, litter and pools/spas inspections. Environmental health services are provided by the Shire through external contracting.

General Administration including-

- The provision of general information to the public, rates notices, vehicle licensing and postal support.

Process of Government including-

- Ordinary and special council meetings, committee meetings, electors meetings and election of Councillors.



There is a small estimate of people with disability living within the Shire. The Australia Bureau of Statistics (ABS) figures were inconclusive concerning the number of people with disability in the Shire, however the officers, council, and community are aware there are people with disability who live in the community. The expansion of urban development in the south-western corner of the Shire will increase this number, and visitors with disability to the region must be considered.

2.4 Planning for better access

The *Western Australian Disability Services Act 1993* requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to facilities and services.

Other legislation underpinning access and inclusion includes the *Western Australia Equal Opportunity Act 1984* and the *Commonwealth Disability Discrimination Act 1992*, both of which make discrimination on the basis of a person's disability.

2.5 Progress since 1995

The Shire of Chapman Valley is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. Towards this goal the Shire adopted its first Disability Service Plan in 1996 and then reviewed the Plan to address the barriers within the community for people with disability. The Disability Services Plan addressed both its statutory requirements under the *WA Disability Services Act 1993* and its obligations under the *Commonwealth Disability Discrimination Act 1992* and has undertaken the following reviews:

Year	Review Type
2001	Full Review with Community, Councillor & Senior Staff Consultation
2007	Full Review with Community, Councillor & Senior Staff Consultation
2016	Internal Desktop Review with Councillor & Senior Consultation
2017	Full Review with Community, Councillor & Senior Staff Consultation
2018	Full Review with Community, Councillor & Senior Staff Consultation
2019	Internal Desktop Review with Councillor & Senior Staff Consultation
2020	Internal Desktop Review with Councillor & Senior Staff Consultation
2021	Internal Desktop Review with Councillor & Senior Staff Consultation



Since the adoption of the initial Disability Services Plan, the Shire has implemented many initiatives and made significant progress towards better access within the Shire of Chapman Valley, these are as follows;

Improvement of existing functions, facilities and services to meet the needs of people with disability

- Talking books positioned in a clearly designated and easily accessible section of the library.
- Building surveyors and planners have assisted in increasing disability access awareness of developers, and the introduction of disabled access to all newly constructed or altered public buildings, including playground and recreational areas.
- Satellite Office at the Bill Hemsley Park Community Centre with disabled access to reach out to the community, rather than to expect people to travel to Nabawa for services (e.g. building, planning applications).
- Major renovations to the Nabawa Shire Officers and Chambers to accommodate people with disabilities (e.g. widened access doors and passageways, new disabled ablution facilities)

Improved access to community buildings and facilities

- Unisex disabled accessible toilet block was centrally constructed in the Chapman Valley Community Centre and the Yuna Townsite.
- Footpath installed from the school to residential areas of Nabawa.
- Footpath installed from the school to the Shire Office in Nabawa.
- Access ramp installed at Yuna Library.
- ACROD car parking installed at Yuna Community Centre, Shire Administration office and Bill Hemsley Park Community Centre.
- Access ramp to Nanson Road Board Office & Ted Porter Cottage
- Disabled access Toilet to Nanson Showgrounds
- Ramp and door widening to new Library at Nabawa Community Centre
- New Ramp to Dining room building at Nanson Showgrounds

Opportunities provided for people with disability to participate in public consultations, grievance mechanisms and decision making processes are provided.

- Council services, functions and facilities are available on request in large print, and alternative formats.
- Council ensures that voting for municipal elections takes place in accessible buildings and that alternative voting arrangement (e.g. Postal Voting system) is available where required.



3.0 Access and Inclusion Policy Statement

The Shire of Chapman Valley is committed to ensuring that the community is an accessible community for people with disability, their families and carers, via the following;

- The Shire of Chapman Valley believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice.
- The Shire of Chapman Valley is committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access are addressed appropriately.
- The Shire of Chapman Valley is committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan.

The Shire is also committed to achieving the seven standards of its disability access and inclusion plan which are as follows;

1. Provide a means of ensuring that people with disability have the same opportunities as others to access the services of, and any event organised by the Shire of Chapman Valley.
2. Provide a means of ensuring that people with disability have the same opportunities as others to access buildings and other facilities of the Shire of Chapman Valley.
3. Provide a means of ensuring that people with disability receive information from the Shire in a format that will enable them to access information as readily as others are able to.
4. Provide a means of ensuring that people with disability receive the same level and quality of service from the staff of the Shire of Chapman Valley
5. Provide a means of ensuring that people with disability have the same opportunities as others to give feedback to the Shire of Chapman Valley.
6. Provide a means of ensuring that people with disability have the same opportunities as others to participate in any public consultation with the Shire of Chapman Valley.
7. Provide a means of ensuring that people with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Chapman Valley.



4.0 Strategies to Improve Access and Inclusion

The Shire of Chapman Valley is committed to achieving the following outcomes.

Timeliness of these outcomes is addressed in the implementation table in section five (5) of this DAIP document.

Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategies
Ensure people with disability are provided with an opportunity to comment on access to services. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Make library technology as accessible as possible.
Council will ensure that any events are organised so that they are accessible to people with disability.
Council will ensure that all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .

Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies
Ensure all buildings and facilities are physically accessible to people with disability.
Ensure that all new or redevelopment works provide access to people with disability, where practicable.
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.
Ensure that parks and reserves are accessible.
Increase the number of accessible playgrounds.
Improve access to beaches and the sea for people with disability.
Ensure that public toilets meet the associated accessibility standards.

Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Improve staff awareness of accessible information needs and how to obtain information in other formats. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Ensure that the Shires website meets contemporary and universal design practices.

Outcome 4

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategies
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.
Improve the awareness of new staff and new Councillors about disability and access issues.
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.

Outcome 5

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategies
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategies
Improve community awareness about the consultation process in place.
Improve access for people with disability to the established consultative process of Council. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Seek broad range of views on disability and access issues from the local community.
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.

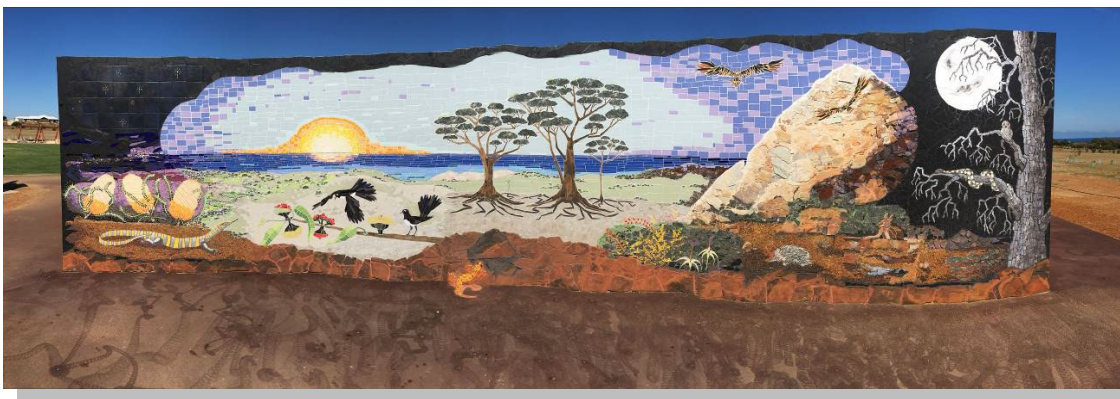
Outcome 7

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

Strategies

Provide for the needs of people with disability to obtain and maintain employment.

Advocate to the community to provide the needs of people with disability to obtain and maintain employment.



5.0 Development of the Disability Access and Inclusion Plan

5.1 Responsibility for the planning process

A Building and Disability Services Committee of council was established comprising of elected members of council and council officers to oversee the development and implementation, review and evaluation of the plan and efforts have been made to include the participation of a person with a disability.

5.2 Community consultation

In 2018, the Shire of Chapman Valley undertook the latest full community consultative review of its Disability Services Plan and advertised for public comment/submissions to draft a new Disability Access and Inclusion Plan to guide further improvements for access and inclusion.

The process included:

- Examination of the initial Disability Services Plan and review to see what has been achieved and what still needs work
- Examination of other Council documents and strategies
- Investigation of current good practice in access and inclusion
- Consultation with key staff; and
- Consultation with the community

The community was informed through the Shire Website and Geraldton Guardian Council was reviewing its current Disability Access and Inclusion Plan to address the barriers that people with disability and their families experience in accessing council functions, facilities and services. The community was advised they could provide input into the development of the plan. The community was invited to contact Shire officers to discuss and submit comments on the draft DAIP. No submissions were received through the public consultation process. The Disability Access and Inclusion Plan was adopted at the March 2018 Council meeting, subject to submissions being received, of which there were none.

In 2019 and 2020 Council undertake a *Desktop* review of the Plan with only significant amendment be to make specific reference to the Shire's *Community Communication Management Procedure*.

5.3 Findings of the consultation

While the review and consultation noted a level of achievement in improving access it also identified a range of barriers that requires redress. These include:

- Processes of Council may not be as accessible as possible.
- Events may not always be held in a manner and location that best facilitates the participation of people with disability.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability.

The identification of these barriers informed the development of strategies in the Disability Access and Inclusion Plan. The barriers have been prioritised in order of importance, which assists setting timeframes for the completion of strategies to overcome these access barriers.

5.4 Responsibility for implementing the DAIP

Implementation of the DAIP is the responsibility of all areas of the Shire of Chapman Valley. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

5.5 Communication of the plan to staff and people with disability

The community has been advised through the local media that copies of the plan are available to the community through the Shire website, upon direct request of Shire officers, and is available in alternative formats if required.

As plans are amended, Shire employees and the community will be advised of the availability of updated plans, using the above methods.

Council has adopted a *Community Communications Management Procedure*, which includes:

- Sharing information required by law to be publicly available.
- Sharing information, which is of interest and benefit to the Community.
- Promoting Shire of Chapman Valley events and services.
- Promoting Public Notices and community consultation/ engagement opportunities.

5.6 Review and evaluation mechanisms

The *Disability Services Act 1993* requires that DAIP's be reviewed at least every 5 years. The DAIP Implementation Plan can be amended more frequently to reflect advancements of access and inclusion issues. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission.

Monitoring and reviewing

The DAIP will be reviewed annually as a Desktop exercise for progress and implementation with all progress and recommended changes reported to council.

Evaluation

A full evaluation will occur periodically as part of the review of the DAIP. Community, staff and elected members will be consulted as part of the full evaluation and Implementation Plans will be amended based on the feedback received. Copies of the amended Implementation Plan, once endorsed by council, will be available to the community in alternative formats.

5.7 Reporting of DAIP

The *Disability Services Act 1993* requires the Shire to report on the implementation of its DAIP in its annual report outlining:

- Progress towards the desired outcomes of its DAIP.
- Progress of its agents and contractors towards meeting the seven desired outcomes.
- The strategies used to inform agents and contractors of its DAIP.



6.0 Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each strategy to be implemented to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually through Council's operations, to progress the achievements of all the strategies over the duration of the five (5) Year Plan.



Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategy	Task	Timeline	Responsibility
Ensure people with disability are provided with an opportunity to comment on access to services.	<ul style="list-style-type: none"> Shire's Disability Services Coordinator will liaise with contractors, who are developing and implementing the Shire evaluation activities, to increase their awareness of the importance of getting comments on services by people with disability. Develop feedback mechanism for use of all disability services provider to by the Shire. Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ ongoing	Disability Services Coordinator, CEO, DCEO and all Managers
Make library technology as accessible as possible.	<ul style="list-style-type: none"> Make library technology as accessible as possible 	Implemented/ ongoing	MFCS
Council will ensure that any events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> Ensure the needs of people with disability are planned for and provided by using the checklist provided through the access resource kit as provided by DSC. Request Agricultural Society to set aside parking spaces for easy access parking. 	Implemented/ ongoing Completed	DCEO, Community Development Officer, and CEO

<p>Council will ensure all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access.</p>	<ul style="list-style-type: none"> • Ensure all buildings, facilities and services are accessible to people with disability through ongoing review and evaluation using devised checklists and annual audits. Through these audits a report will be generated that clearly identifies improvements to ensure the inclusion and accessibility for everyone. <p>Again, using the guide and checklist provided through the access resource kit developed by the DSC.</p>	<p>Implemented/ ongoing</p>	<p>Disability Services Coordinator, CEO, DCEO and all Managers Council representatives</p>
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Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies	Task	Timeline	Responsibility
Demonstrate a willingness to ensure all buildings and facilities are accessible where practicable, to meet the access standards and any additional need in consideration of people with disability.	<ul style="list-style-type: none"> Audit and collate information on facilities. Generate an improvement report. Complete improvements from report where possible 	Implemented/ ongoing	CEO, DCEO, Building Surveyor, Council Representatives
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> All facilities allow for access for people with physical, cognitive, sensory and psychiatric disability through the application of specific building and planning codes. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable. 	Annually/ Ongoing	CEO, DCEO, Building Surveyor, Building Committee
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.	<ul style="list-style-type: none"> Undertake an audit of ACROD bays and implement a program to rectify non-compliance. (Checklist, from ART) 	Implemented/ ongoing	CEO, DCEO, Administration Manager, Building Surveyor, Building Committee

Ensure that parks and reserves are accessible.	<ul style="list-style-type: none"> All parks and reserves allow for access for people with physical, cognitive, sensory and psychiatric disability. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable. Increase the amount of seating throughout each townsite (Nanson, Yuna, Nabawa) and White Peak peri-urban area. 	Completed	CEO, DCEO Community Development Officer, Council Representatives
Increase the number of accessible playgrounds.	<ul style="list-style-type: none"> Implement accessible play areas to existing and new facilities through careful planning and advice from experts. 	Ongoing Part of Planning procedures	CEO, DCEO, Community Development Officer
Improve access to beaches and the sea for people with disability.	<ul style="list-style-type: none"> Where practicable allow access to beach areas within the Shire through investigation of methods that provide maximum opportunity for inclusion and access. 	Completed	CEO, DCEO, Building Surveyor
Ensure that public toilets meet the associated accessibility standards.	<ul style="list-style-type: none"> Provision of Unisex disabled toilet/s for wheelchair persons visiting the Shires facilities are considered and planned for. These toilet facilities will be identified through the annual building inspection and planned for through the function of this committee. Facilities currently highlighted as in need of accessible toilet/s include the Nanson Showgrounds, Nanson 	Implemented/ongoing	Disability Services Coordinator, CEO, DCEO and all Managers Council representatives

	Museum grounds, Yuna Townsite, and Nabawa Cemetery.		
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Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Task	Timeline	Responsibility
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio.	<ul style="list-style-type: none"> • Ensure all documents carry a notation regarding availability in alternative formats • Advise the community via local newspaper, radio, newsletters that other formats are available via electronic and audible formats. • Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ ongoing	All managers
Improve staff awareness of accessible information needs and how to obtain information in other formats.	<ul style="list-style-type: none"> • Make accessible information guidelines available on the internet • Develop an accessible information policy • Conduct accessible information training and include as part of the induction of new staff. • Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ ongoing	MFCS
Ensure that the Shires website meets contemporary and universal design practices.	Redevelop website according to the W3C guidelines as outlined by the state government access guidelines *	Implemented/ ongoing	MFCS

- W3C standards define an **Open Web Platform** for application development that has the unprecedented potential to enable developers to build rich interactive experiences, powered by vast data stores, that are available on any device. Although the boundaries of the platform continue to evolve, industry leaders speak nearly in unison about how HTML5 will be the cornerstone for this platform. But the full strength of the platform relies on many more technologies that W3C and its partners are creating, including CSS, SVG, WOFF, the Semantic Web stack, XML, and a variety of APIs.

Outcome 4

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategies	Task	Timeline	Responsibility
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.	<ul style="list-style-type: none"> Advise staff of minimum requirements Conduct a survey of all staff to determine training needs-completed 	Implemented/ ongoing	All Managers, Community Development Officer
Improve the awareness of new staff and new Councilors about disability and access issues.	<ul style="list-style-type: none"> Provide information and establish training in the induction for new staff and Councillors 	Implemented/ ongoing	All Managers
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.	<ul style="list-style-type: none"> Keep an updated database on people who can be called upon to ask advice 	Implemented/ ongoing	Community Development Officer and Administration Officers

Outcome 5

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategies	Task	Timeline	Responsibility
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.	<ul style="list-style-type: none"> Review current mechanisms for access. Consult with people with disability and expert advice. Develop other methods of making complaints, such as web based forms, access to interpreters, advocacy services, and alternative arrangements such as carers, parents, and guardians acting as advocates. Promote accessible complaints mechanisms to the community. Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ ongoing	CEO, MFCS

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategies	Task	Timeline	Responsibility
Improve community awareness about the consultation process in place.	<ul style="list-style-type: none"> Promote the existence and role/purpose of the DAIP to the community. Shire representatives to meet regularly to discuss and review DAIP and processes used to develop DAI policies, and make improvements where possible. Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ongoing	CEO, Community Development Officer, Building Committee
Improve access for people with disability to the established consultative process of Council.	<ul style="list-style-type: none"> Consult with people with disability using a range of mediums, including survey, focus groups, and interviews, on a regular basis. 	Implemented/ongoing	Community Development Officer, Building and Disability Services Committee
Seek broad range of views on disability and access issues from the local community.	<ul style="list-style-type: none"> Include appropriate questions about access and inclusion in general Shire surveys and consultative events. Actively pursue ideas and thoughts from people with disability. 	Implemented/ongoing	Community Development Officer, Building and Disability Services Committee
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	<ul style="list-style-type: none"> The Shire will regularly monitor the progress of the plan and be involved in the annual reviews. 	Implemented/ongoing	Community Development Officer, DCEO, Building and Disability Services Committee

Outcome 7

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

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



7.0 Conclusion

The Shire of Chapman Valley is committed to ensuring that people with disability and their carer's have the opportunity to fully participate in community life.

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

10 Closure