



# Balingup Town Hall Library Advisory Committee

## Minutes

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Held on

Tuesday, 2 February 2016

Commencing at 3.35pm

At the Balingup Community Centre,  
Brockman Street, Balingup WA 6253

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**John Attwood**  
Chief Executive Officer

**4 February 2016**

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# BALINGUP TOWN HALL LIBRARY ADVISORY COMMITTEE

## MEETING MINUTES

2 FEBRUARY 2016

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# SHIRE OF DONNYBROOK/BALINGUP

## BALINGUP TOWN HALL LIBRARY ADVISORY

### COMMITTEE MEETING MINUTES

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**held at the Community Centre, Balingup on 2 February 2016 at 3.35pm**

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This meeting, originally scheduled for 8 December 2015, did not have a quorum and was rescheduled.

In the absence of the Chief Executive Officer, The Manager Development & Environmental Services declared the meeting open at 3.35pm, and called for nominations for Presiding Officer.

#### **MEMBERS PRESENT**

<b>COUNCILLORS</b>	<b>SHIRE OFFICERS</b>	<b>COMMUNITY</b>
Cr Bailey Cr Mills	Leigh Guthridge – Manager Development & Environmental Services	H Christensen W Ayers (arrived 3.45pm) D Cortis

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#### **PUBLIC GALLERY**

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#### **1 NOMINATION OF PRESIDING OFFICER AND DEPUTY PRESIDING OFFICER**

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Helen Christensen nominated Cr Mills to the position of Presiding Officer. In the absence of any further nominations the Manager Development and Environmental Services duly declared Cr Mills elected as the Presiding Officer of the Committee.

Cr Mills took the chair and called for nominations of the position of Deputy Presiding Officer.

Helen Christensen nominated Noelene King to the position of Deputy Presiding Officer. Noelene, although absent from the meeting, was aware of and accepted the nomination. In the absence of any further nominations, Noelene King was duly declared elected as Deputy Presiding Officer of the Committee.

#### **2 APOLOGIES**

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Noelene King

### **3 DECLARATION OF FINANCIAL INTEREST**

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Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Committee members to ensure that a financial interest is declared and that they refrain from voting on any matter which is considered may come within the ambit of the Act.

### **4 PETITIONS/DEPUTATIONS/PRESENTATIONS**

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### **5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

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**Moved:** Helen Christensen                      **Seconded:** Dennis Cortis

**That the Minutes of the Balingup Town Hall Advisory Committee Meeting held on 14 December 2011 be confirmed as a true and correct record.**

**Carried 4/0**

### **6 REPORTS OF OFFICERS**

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#### **6.1 Manager Development and Environmental Services**

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<b>6.1.1</b>	<b>SUBJECT:</b>	<b>BALINGUP TOWN HALL – PROPOSED STORAGE FACILITY</b>
	<b>Location:</b>	<b>40 Jayes Road Balingup</b>
	<b>Applicants:</b>	<b>Shire of Donnybrook-Balingup</b>
	<b>Zone:</b>	<b>Reserved for Public Purposes</b>
	<b>File Ref:</b>	<b>PWF 13K</b>
	<b>Author:</b>	<b>Leigh Guthridge – Manager Development and Environmental Services</b>
	<b>Report Date:</b>	<b>2 December 2015</b>
	<b>Attachments:</b>	<b>6.1.1(1). Concept Plan – Balingup Town Hall Cultural and Community Service Centre (May 2010)</b> <b>6.1.1(2). Concept Plans for the new Storage Room</b>

#### **Background**

Council at its meeting on the 21<sup>st</sup> December 2011 resolved the following:

- 1. That Council modify the concept plans of The Balingup Town Hall Cultural and Community Service Centre (dated May 2010 plans 1-4) to incorporate additional storage space for tables, chairs and any other bulky items.**
- 2. That the outcomes for the modifications be:**

- **Retain double doors for exposure to outside air for breezeway.**
- **Construct a verandah like structure along the area between toilets and the proposed 'Multi-Purpose Community Room'.**
- **Proposed storage area to be located between double doors and toilet area.**

Following this resolution Council updated the Concept Plans (Attachment 5.1.1(1))  
The purpose of this project is to provide storage for equipment including tables and chairs from the Balingup Town Hall. At present the chairs and tables are stored in an adhoc manner within the hall.

The new storage area will ensure that equipment is accessed from the same level as the main hall floor so that manual handling tools such as trolleys (for tables and chairs) can be wheeled from the storage area to the hall floor. This will reduce the manual handling 'effort' required by users of the hall and cleaning staff.

### **Comment**

After several attempts to secure external funding, LotteryWest confirmed on the 24 September 2015 that the Shire was successful in receiving \$45,000 for this project.

Plans subsequently have been prepared for the storage area as per Attachment 5.1.1(2) in accordance with Council's instructions as per the December 2011 resolution. Council is requested to endorse the plans prior to staff developing final working drawings and procurement documentation for a suitable building contractor.

As the Shire has also budgeted to replace the concrete ramp to the main entrance of the hall it is proposed that this work be incorporated into the contract will the successful building contractor.

### **Policy/Statutory/Voting Implications**

#### Voting

Simple Majority

#### **Consultation**

The planning of this project has been undertaken in consultation with the Balingup Town Hall Library Advisory Committee. It is proposed that a copy of the plans be placed on the Balingup Town Hall notice board once Council endorses the plans.

#### **Financial Implications**

The Shire has budgeted \$80,000 in its 2015/2016 budget to construct the new storage facility of which \$40,000 is budgeted to be received as income to offset the capital costs. The Shire however has been approved \$45,000 funding from LotteryWest and this will need to be reflected as a budget adjustment.

#### **Strategic Implications**

Outcome 3.2 – Quality community and recreational facilities that are well used by all ages and abilities.

**Officer's Recommended Resolution**

**Moved: Cr Bailey**

**Seconded: Helen Christensen**

**That Council:**

- 1. Endorse the plans for the new storage room and verandah at the Balingup Town Hall prepared by *EcoAngle Design and Drafting* dated 23 November 2015.**
- 2. Amend the 2015/2016 budget to receive \$45,000 as capital income to Account 127750.**

**Carried 4/0**

\*\* 3.45pm – Wendy Ayers arrived.

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**7 GENERAL BUSINESS**

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Nil

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**8 CLOSURE OF MEETING**

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The Chairperson advised that the next Balingup Town Hall Advisory Committee meeting will be held at the Community Centre, Brockman Street, Balingup; the date for this meeting to be advised.

The Chairperson declared the meeting closed at 3.50pm.

**These Minutes were confirmed as a true and accurate record at the Balingup Town Hall Advisory Committee Meeting held on \_\_\_\_\_**

<b>Shire President</b>		<b>Presiding Member</b>