



# **Coonamble Shire Council**

**Building Management Plan  
2011/2021**

## BUILDING MANAGEMENT PLAN

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## **EXECUTIVE SUMMARY**

In August 2005, Council adopted a Building Management Plan. This Building Management Plan is an annual review and update and will form input into Council's 2011/21 Management Plan.

Council currently own 59 buildings with a total replacement value in excess of \$16 million. Many of these buildings are old and in need of repairs. Council currently budget only for rates, insurance, grounds maintenance and emergency repairs. Major repairs and scheduled major replacements are not funded, nor are they provided for through a reserve accumulation. It is currently estimated that there is an annual shortfall of funds for building maintenance of approximately \$92,000, not allowing for any future building replacement costs. If long term replacement of buildings were provided for, the annual shortfall would be closer to \$377,000.

The result of this is that a number of buildings that need major repairs are unable to be rectified without having a substantial impact on the annual budget. Clearly this situation is not sustainable over the long term.

Council have made some effort to address this problem with \$20,000 allocated to major building repairs in recent years, as well as voting to allocate staff rent from Council houses to go toward major maintenance of those properties. Despite this, there will be a need to increase the contribution toward building maintenance in coming years to reduce the shortfall.

With the funding shortfall in mind this Plan identifies the need for more detailed inspections and planning of major maintenance. Improvements to this planning process will be put in place during 2011/21, along with asset revaluations, to ensure that long term maintenance plans are in place for each of Councils buildings.

## **1. INTRODUCTION**

This document is intended to establishing a framework for the maintenance of all Council buildings. This is done through the identification of each of Councils buildings and the allocation of a planned maintenance standard.

## **2. EXISTING ASSETS**

Council has under its care and control 59 buildings throughout the shire. These buildings have been categorised into seven building types as outlined in section 3.

### **2.1. Existing Maintenance**

The current level of maintenance is limited to rates, insurance, air conditioner services and ground maintenance at major buildings only and emergency repairs as needed.

There is little provision for routine maintenance such as replacement floor coverings, painting or preventative maintenance on gutters, roofs or wiring.

### **2.2. Funding**

A list of all Council buildings and their estimated maintenance needs is provided in Appendix A.

It can be seen by the estimates provided in Appendix A that current funding for building maintenance is approximately \$92,000 p.a short of that required, even if no allowance is made for future building replacement.

If future building replacement is allowed for, current funding is \$377,000 p.a short of that required.

Council's recent allocation of \$20,000 per annum for additional building maintenance along with the allocation of accumulated rent towards staff housing maintenance goes a small way towards rectifying the shortfall. Despite this, there is a need for additional funding in coming years if Council is going to achieve any reasonable level of asset maintenance.

### 3. **BUILDING TYPES**

For the purposes of maintenance, Council Buildings will be rated into 1 of 7 standard categories depending of the use and expected standard as described below:

<b>Building Category</b>	<b>Condition Standard</b>	<b>Rating</b>
Business operations requiring high public presentation (eg. Council Admin Building)	Asset to be in good condition operationally and aesthetically.	<b>S7</b>
Business operations requiring acceptable public presentation (eg. Pools)	Asset to be in good condition operationally and aesthetically acceptable.	<b>S6</b>
Residential dwellings	Asset to be in good condition operationally and aesthetically acceptable.	<b>S5</b>
Functionally-focussed asset at utility level (eg. Depot).	Asset to be in reasonable condition, fully meeting operational requirements.	<b>S4</b>
Public Buildings used on occasions (eg. Halls, pavilions)	Condition needs to meet minimum operational and aesthetically requirements.	<b>S3</b>
Buildings dormant pending utilisation	Condition needs to meet minimum requirements only.	<b>S2</b>
Buildings dormant pending disposal, demolition, etc.	Condition can be allowed to deteriorate and marginally maintained to meet minimum statutory requirements only.	<b>S1</b>

## **4. BUILDING MAINTENANCE SYSTEM**

The development of the building maintenance system requires an understanding and thorough knowledge of the Council's service delivery requirements and the role that building assets have in the delivery of those services.

### **4.1. Preparation of Building Maintenance System**

Despite having a Building Maintenance Plan in place for several years, a structured inspection program has yet to be established. This will be developed during 2011/2012 so that a long term maintenance plan can be developed.

## **5. SUMMARY**

This document identifies Council's building assets, and the need to improve the maintenance funding for them. It also identifies a need to improve the inspection regime for these buildings to ensure that a long term asset maintenance program can be developed. This inspection program will be established during 2011/2012 with the aim of providing better information to Council for the following year. This will assist in the allocation of funding for building maintenance.

# Appendix A - Building Maintenance Costing

Expected Standard		Asset		replacement		Painting		Electrical/AC		Grounds Main		General Main		Roof/Gutter/Main		Floor Coverings		Rates		Insurance		with Replacement		without Replacement			
				cost	cycle	cost	cycle	cost	cycle	cost	cycle	cost	cycle	cost	cycle	cost	cycle	cost	cycle	cost	cycle	cost	cycle	annually	life	annually	life
S7		Coonamble Library	762,400	100	3000	10	10300	10	3000	1	8150	1	1000	3	5000	10	1800	1	4600	1	27337	2733733	19713	1971333	57113	57113333	
		Administration building	2,648,600	100	15000	10	25800	10	7000	1	27600	1	1000	3	10000	10	1400	1	15500	1	83599	83599333	57113	57113333	16387	16386667	
		Rural Transaction Centre	851,100	100	10000	10	20600	10	0	1	6400	1	1000	3	5000	15	1300	1	4960	1	24898	2489767	16387	16386667	16387	16386667	
		Castlereagh Centre	280,300	100	8000	10	3000	10	0	1	14000	1	1000	3	3000	10	1900	1	1490	1	9406	9406333	6803	6803333	25507	25506667	
S6		Coonamble Pool	1,078,400	100	3000	10	0	10	4000	1	5740	1	500	3	5000	20	2300	1	13000	1	36291	3629067	25507	25506667	9938	9938333	
		Senior Citizens Centre	580,800	100	8000	10	10300	10	0	1	3500	1	1000	3	5000	20	1000	1	3025	1	15746	1574633	9938	9938333	9938	9938333	
		Saleyards Amenities	180,500	100	2000	10	2100	10	500	1	3300	1	500	3	3000	20	1100	1	1280	1	8712	871167	6907	6906667	6907	6906667	
		Gulargambone Pool	387,000	100	2000	10	0	10	5000	1	3300	1	500	3	3000	7	900	1	4800	1	18237	1823667	14367	1436667	14367	1436667	
S5		Dwelling - Aberford St	189,600	100	5000	7	5200	10	1000	1	5000	1	1000	3	3000	7	900	1	970	1	11762	1176219	9866	986619	9866	986619	
		Dwelling - Ginty Est	375,800	100	5000	7	5200	10	500	1	1820	1	1000	3	3000	7	1400	1	1920	1	11394	1139419	7636	763619	7636	763619	
		Dwelling - Nash St	230,800	100	5000	7	5200	10	500	1	4800	1	1000	3	3000	7	900	1	1160	1	11664	1166419	9356	935619	9356	935619	
		Dwelling - Tooboon St	240,000	100	5000	7	5200	10	0	1	800	1	1000	3	3000	7	900	1	1230	1	7326	732619	4926	492619	4926	492619	
		Dwelling - Townsend St	298,800	100	5000	7	5200	10	500	1	5000	1	1000	3	3000	7	900	1	1550	1	12934	1293419	9946	994619	9946	994619	
		Dwelling - 32 Yarran St	311,100	100	5000	7	5200	10	500	1	1000	1	1000	3	3000	7	1000	1	1600	1	9207	920719	6096	609619	6096	609619	
		Dwelling - 46 Yarran St	346,100	100	5000	7	5200	10	500	1	4300	1	1000	3	3000	7	900	1	1800	1	12957	1295719	9496	949619	9496	949619	
		Dwelling - Dr Gulargambone	200,000	100	5000	7	5200	10	0	1	1000	1	1000	3	2000	7	1100	1	1450	1	6303	630333	4303	4303333	4303	4303333	
		SES Shed	190,200	100	3000	10	1500	10	0	1	1000	1	1000	3	2000	7	1100	1	1180	1	7437	743733	5133	5133333	5133	5133333	
		Coonamble Depot Amenities	170,800	100	3000	10	3100	10	0	1	8800	1	500	3	1000	10	500	1	1020	1	5099	509667	3197	319667	3197	319667	
Coonamble Depot Store	133,800	100	1000	10	2100	10	0	1	1000	1	100	3	1000	10	500	1	1030	1	10815	1081467	9107	910667	9107	910667			
S4		Tip	111,380	100	10	10	0	10	0	1	100	1	100	3	10	400	1	520	1	2167	216713	1053	105333	1053	1053333	1053	1053333
		Caravan Park	191,400	100	10	10	0	10	0	1	100	1	100	3	10	400	1	1100	1	3447	344733	1533	1533333	1533	1533333		
		2 x Cabins at caravan Park	68,000	100	10	10	0	10	0	1	100	1	100	3	10	400	1	370	1	1083	108333	403	403333	403	403333		
		Quarry	170,400	100	3000	10	1500	10	0	1	3400	1	200	3	1000	10	500	1	3120	1	12768	1276817	7547	754667	7547	754667	
		Coonamble Depot W/Shop	522,150	100	500	10	4100	10	0	1	0	1	200	3	1000	10	500	1	1300	1	4214	421367	2367	236667	2367	236667	
		Coonamble Depot Other	184,700	100	10	10	0	10	500	1	0	1	200	3	1000	10	1100	1	300	1	2437	243667	2277	227667	2277	227667	
		Saleyards - Scales Room	16,000	100	1000	10	2100	10	0	1	500	1	200	3	2000	15	4700	1	700	1	13351	1335100	1180	1180000	1180	1180000	
		Aerodrome Terminal	155,100	100	2000	10	0	10	2000	1	4000	1	200	3	2000	15	4700	1	6860	1	25912	2591167	12227	1222667	12227	1222667	
		Showground Main Pavilion	1,368,500	100	8000	10	0	10	0	1	1000	1	500	3	2000	20	5100	1	2300	1	12060	1205967	8667	866667	8667	866667	
		Sportsground Amenities	339,300	100	2000	10	0	10	0	1	800	1	500	3	2000	20	5100	1	930	1	3033	303267	1097	109667	1097	109667	
S3		Gular sportsground buildings	193,600	100	10	10	0	10	0	1	500	3	500	3	20	20	1	640	1	2088	208767	807	80667	807	80667		
		Quambone Racecourse buildin	128,100	100	10	10	0	10	0	1	500	3	500	3	20	20	1	300	1	1057	105667	467	46667	467	46667		
		Quambone Sportsground	59,000	100	10	10	0	10	0	1	500	3	500	3	20	20	1	600	1	1961	196067	767	76667	767	76667		
		Lions Park Amphitheatre	119,400	100	10	10	0	10	0	1	140	1	200	3	1000	10	300	1	260	1	1009	100867	767	76667	767	76667	
		Quambone Depot	24,200	100	0	10	0	10	0	1	1500	1	200	3	1000	10	900	1	400	1	13193	1319267	12617	1261667	12617	1261667	
		Gular Depot	57,600	100	1000	10	1500	10	1000	1	1000	1	200	3	1000	10	900	1	160	1	2203	220333	1893	1893333	1893	1893333	
		Quambone Library	31,000	100	2000	10	0	10	0	1	1500	1	100	3	1000	10	0	1	1500	1	5414	541367	4467	446667	4467	446667	
		Quambone Pool	94,700	100	2000	10	2000	10	2000	1	500	1	200	3	1000	10	200	1	2830	1	12103	1210267	8597	859667	8597	859667	
		Museum	360,600	100	5000	10	0	10	2000	1	3000	1	200	3	1000	10	200	1	670	1	5857	585667	5037	503667	5037	503667	
		Museum Stables	82,000	100	1000	10	0	10	1000	1	3000	1	200	3	1000	10	200	1	175	1	1232	123167	842	84167	842	84167	
S2		Showground Poultry Pavilion	39,000	100	1000	10	0	10	0	1	500	1	200	3	1000	10	0	1	830	1	3321	332107	1597	159667	1597	159667	
		Showground Sheep Pavilion	172,440	100	1000	10	0	10	0	1	600	1	200	3	1000	10	0	1	2580	1	8866	886633	3713	3713333	3713	3713333	
		Sportsground Grandstand	515,300	100	1000	10	0	10	0	1	1000	1	100	3	1000	10	0	1	3050	1	13485	1348467	7917	791667	7917	791667	
		Gulargambone Hall	556,800	100	5000	10	0	10	0	1	3100	1	200	3	1000	10	1200	1	510	1	1594	159367	577	57667	577	57667	
S2		Combara Hall	101,700	100	10	10	0	10	0	1	2000	1	200	3	20	20	1	2500	1	11253	1125267	6467	646667	6467	646667		
		Quambone Hall	478,600	100	2000	10	0	10	1000	1	2000	1	200	3	1000	10	700	1	300	1	1853	185333	1333	1333333	1333	1333333	
		Yarran St Shed	52,000	100	10	10	0	10	500	1	500	1	100	3	1000	10	1200	1	3180	1	9943	994333	5923	5923333	5923	5923333	
		Vacation Care Building	402,000	100	2000	10	3100	10	0	1	1000	1	100	3	1000	10	800	1	1220	1	6326	632667	3887	388667	3887	388667	
Gular Youth Centre	243,900	100	3000	10	0	10	1000	1	500	1	200	3	1000	10	800	1	105360	105360	525150	52515037	360197	36019667	360197	36019667			

## Appendix B – Maintenance Works Program Sub Categories

Category	Sub-Category	Definition
<b>Planned Maintenance</b>	1 Statutory Maintenance	Both preventative service maintenance and condition based maintenance may contain elements of statutory maintenance which is defined as action performed to provide the minimum level of maintenance to meet legal and other mandatory requirements contained in Commonwealth and State Regulations, Australian Standards and Codes of Practice.
	2 Preventative Service Maintenance	The actions performed to prevent failure by providing systematic inspection and monitoring to detect and prevent incipient deterioration of failure and includes testing to confirm correct operation.
	3 Condition Based Maintenance	Corrective maintenance work performed, as a result of significant deterioration or failure, to restore an asset to its required condition standard, The work may be programmed as a result of Condition Assessment or as random additions to the program based on priority.
<b>Unplanned Maintenance</b>	Routine & Breakdown Maintenance	Unplanned and reactive maintenance actions performed to restore an asset to operational condition, as a result of an unforeseen failure.
	Incident Maintenance	Unplanned maintenance actions to restore an asset to an operational or safe condition as a result of property damage resulting from storms, fire, forced entry and vandal damage.

## Appendix C - Condition Index Scale

<b>Asset Condition and Definitions</b>		
<b>Rating</b>	<b>Status</b>	<b>Definition</b>
<b>5</b>	<b>Excellent</b>	Building or asset has no defects; condition and appearance are as new.
<b>4</b>	<b>Good</b>	Building or asset exhibits superficial wear and tear, minor defects, minor signs of deterioration to surface finishes; but does not require major maintenance, no major defects exist
<b>3</b>	<b>Fair</b>	Building or asset is in average condition; deteriorated surfaces required attention; services are functional, but require attention; deferred maintenance work exists.
<b>2</b>	<b>Poor</b>	Building or asset has deteriorated badly; serious structural problems; general appearance is poor with eroded protective coatings; elements are defective, services are frequently failing; significant number of major defects exist.
<b>1</b>	<b>Very Poor</b>	Building or asset has failed; is not operational and unfit for occupancy or normal use.

## Appendix D - Priority Ranking of Work

Priority	Definition
1	Works needed immediately or as soon as possible to meet Statutory requirements, and to ensure the health and safety of building occupants and users, including work to prevent serious disruption of building activities.
2	Works that affect the operational capacity of the building and those which are likely to lead to serious deterioration and higher future costs of repair.
3	Works that have minimal effect on the operational capacity of the asset but desirable to maintain the environmental quality of the asset and it's surroundings.
4	Works which can be deferred beyond one year and be re-assessed at a future date.

## Appendix E – Priority Maintenance Projects

### High Priority Building Maintenance Projects 2011/2115

Priority	Location	Project	Estimate	Year
1	Dwelling - 46 Yarran St	Various	20,000	2011/12
2	All Buildings	Asbestos Audit	20,000	2012/13
3	Dwelling - Aberford St	Roof	15,000	
4	Dwelling - Gulargambone	Electrical/ac	4,000	2013/14
5	Dwelling - Nash St	Roof/Gutter	1,000	
6	Saleyards Amenities	Electrical/ac	2,000	
7	Senior Citizens Centre	Electrical/ac	10,000	
8	Senior Citizens Centre	Painting	8,000	2014/15
9	Dwelling - Gulargambone	Flooring	3,000	
10	Dwelling - Aberford St	Painting	5,000	
11	Dwelling - Aberford St	Flooring	3,000	
12	Dwelling - Aberford St	Electrical/ac	5,000	2015/16
13	Saleyards Amenities	Painting	2,000	
14	SES Shed	Roof/Gutter	1,000	
15	Quambone Library	Painting	2,000	
16	Gular Youth Centre	Painting	3,000	
17	Dwelling - Gulargambone	Painting	5,000	
18	Dwelling - Aberford St	Roof/Gutter	1,000	
19	Dwelling - Ginty Est	Roof/Gutter	1,000	
20	Dwelling - 32 Yarran St	Roof/Gutter	1,000	
21	Dwelling - Gulargambone	Roof/Gutter	1,000	
22	Aerodrome Terminal	Toilets	8,000	
23	Aerodrome Terminal	Flooring	2,000	
24	Dwelling - 32 Yarran St	Flooring	3,000	
25	Dwelling - 46 Yarran St	Flooring	3,000	
26	Showground Poultry Pavilion	Painting	1,000	
27	Showground Sheep Pavilion	Painting	1,000	

**\$131,000**