



Coonamble Shire Council

Building Management Plan
2017/2018 - 2027/2028

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 Assets Management strategy and 2017/2018 Operational Budget.

Council currently own in excess of 50 buildings comprising of major structures including office buildings, community facilities, residencies, amenities and sporting clubhouses with a total replacement value in excess of \$28.7 million in General Fund alone

Currently funds allocated for building maintenance of \$385,715 this cover the costs of rates and insurance plus basic maintenance as well as a allowing for budgeted major repairs of approximately \$60,000 per year. As a result, routine and strategic maintenance has been deferred leaving many public buildings to deteriorate. Consequently there are a number of buildings in need of major repairs and are unable to be rectified without having a substantial impact on the annual budget.

In addition to this, it is estimated that approximately \$600,263 which is an approximate average of \$11,800 per asset, would be required for the preservation of building. This however is not allowing for any future building replacement costs. If long term replacement of buildings were provided for, the annual allowance would be closer to \$1,006,680. Clearly this situation is not sustainable over the long term.

Council have made some effort to address this problem with \$60,000 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. Council has also undertaken a review of the levels of demand and utilisation of its building assets and where possible assets that are no longer required are disposed of. Most recently this has resulted in the sale of the Senior citizen centre and the Vacation Care building.

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 2017/27, 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 aid in establishing a framework for the maintenance of all Council buildings. This is to be achieved through the identification of each of Councils buildings with the allocation of a planned maintenance standard. A list of all Council buildings and their estimated maintenance needs is provided in Appendix A.

2. BUILDING ASSETS

Council currently has under its care and control 51 buildings throughout the shire ranging from office buildings, community facilities, residencies, amenities and sporting clubhouses with an estimated replacement value of \$28.7 million.

3. EXISTING MAINTENANCE PLAN

The current level of maintenance is limited to air conditioning services and ground maintenance to selected major buildings, with emergency repairs attended to as needed and in line with the budget allocation.

Given the limited allocation of funding (approximately \$385,715 p.a for 50 major buildings) there is little provision for routine maintenance such as replacement of floor coverings, painting or preventative maintenance on gutters, roofs or wiring with an estimated shortfall of \$214,548 p.a. or \$620,965 p.a if future building replacement is allowed for.

It should be noted that there are a number of buildings have deteriorated over their useful life and will require major works to meet statutory and technical requirements in the future years.

4. **BUILDING ASSESSMENT CATEGORIES**

A list of all Council buildings and their estimated maintenance needs is provided in Appendix A. The assessment has been based on the following maintenance categories.

4.1. **BUILDING TYPES**

Buildings have been rated into categories depending on expected standard and current use, as described below:

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

4.1. CONDITION INDEX SCALE

The scale reflects the current condition of the asset with estimated costs of corrective maintenance required detailed in the “Building Maintenance Costing” document found in Appendix A.

Asset Condition and Definitions		
Rating	Status	Definition
5	Excellent	Building or asset has no defects; condition and appearance are as new.
4	Good	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.
3	Fair	Building or asset is in average condition; deteriorated surfaces required attention; services are functional, but require attention; deferred maintenance work exists.
2	Poor	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.
1	Very Poor	Building or asset has failed; is not operational and unfit for occupancy or normal use.

4.2. PRIORITY RANKING OF WORKS

Corrective works to be undertaken have been graded as follows:

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 surroundings.
4	Works which can be deferred beyond one year and be re-assessed at a future date.

5. 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.

5.1. 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 2017/18 so that a long term maintenance plan can be developed which will be based on the following works program sub categories.

Category	Sub-Category	Definition
Planned Maintenance	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.
	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.
	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.
Unplanned Maintenance	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.

6. SUMMARY

This document identifies Councils 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 2016/17 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		Condition		Painting		Electrical/AC		Grounds Main		General Main		Roof/Gutter Main		Floor Coverings		Rates		Insurance		with Replacement		without Replacement		
		cost	cycle	Index 1-5	Priority 1-4	cost	cycle	cost	cycle	cost	cycle	cost	cycle	cost	cycle	cost	cycle	cost	cycle	cost	cycle	cost	life	cost	life	
																										annually
S7	Coonamble Library	1,702,000	100	4	8,510	4	8,190	7	17,020	10	3,000	1	17,020	1	5,106	3	6,808	7	1,080	1	5,106	1	48,773	4,877,257	31,753	3,175,257
	Administration building	3,515,220	100	4	17,576	4	15,360	7	35,152	10	7,000	1	35,152	1	10,546	3	14,061	7	1,140	1	10,546	1	100,223	10,022,348	65,071	6,507,128
	VIC	572,250	100	4	2,861	4	5,120	7	5,723	10	3,000	1	5,723	1	1,717	3	2,289	7	1,320	1	1,717	1	19,685	1,968,468	13,962	1,396,218
S6	Rural Transaction Centre	745,700	100	4	7,457	4	10,240	7	7,457	10		1	7,457	1	2,237	3	2,983	7	1,850	1	2,237	1	22,381	2,238,147	14,924	1,492,447
	Coonamble Pool	2,253,150	100	3	90,126	2	18,430	7	45,063	10	4,000	1	22,532	1	6,759	3	9,013	7		1	6,759	1	66,502	6,650,227	43,971	4,397,077
	Saleyard Canteen Office	214,300	100	3.0	53,575	1	5,120	7	2,143	10	1,500	1	2,143	1	643	3	857	7		1	643	1	7,711	771,139	5,568	556,839
	Saleyards Amenities	136,600	100	3	4,098	4	3,070	7	1,366	10		1	1,366	1	410	3	546	7	2,980	1	410	1	6,912	691,163	5,546	554,563
	Saleyards - Scales Room	22,300	40	4	223	4	1,540	7	223	10		1	223	1	67	3	89	7	-	1	67	1	1,125	44,990	567	22,690
	Saleyards - Workshop	135,000	40	4	1,350	4	1,540	7	1,350	10		1	1,350	1	405	3	540	7	-	1	405	1	5,697	227,886	2,322	92,886
	Museum	496,700	100	4	993	4	2,560	7	4,967	10	1,800	1	4,967	1	1,490	3	1,987	7	-	1	1,490	1	14,867	1,486,704	9,900	990,004
	Museum Stables	97,900	100	4	490	2	1,540	7	979	10		1	979	1	294	3	392	7		1	294	1	2,723	272,344	1,744	174,444
	Museum Other	174,600	80	3	1,397	1	4,100	7	1,746	10		1	1,746	1	524	3	698	7		1	524	1	5,487	438,959	3,304	264,359
	Gulgambone Pool	1,215,360	80	3	60,768	3	15,360	7	12,154	10	600	1	12,154	1	3,646	3	4,861	7	650	1	3,646	1	37,561	3,004,894	22,369	1,789,534
S5	Dwelling - Yatton	426,000	100	2.5	21,300	1	5,120	7	4,260	10	600	1	1,065	1	1,278	3	1,704	7	800	1	1,278	1	9,830	982,986	5,570	556,986
	Dwelling - New Yatton	327,000	100	5.0	16,350	1	5,120	7	3,270	10	600	1	818	1	981	3	1,308	7	800	1	981	1	8,041	804,079	4,771	477,079
	Dwelling - Nash St	246,000	80	3	15,770	3	5,120	7	2,460	10	600	1	615	1	738	3	984	7	1,150	1	738	1	7,542	603,360	4,467	357,360
	Dwelling - Tooloon St	352,000	100	2.5	22,500	1	5,120	7	3,520	10	600	1	880	1	1,056	3	1,408	7	1,150	1	1,056	1	8,843	884,257	5,323	532,257
	Dwelling - Townsend St	370,000	100	3.5	11,300	2	5,120	7	3,700	10	600	1	925	1	1,110	3	1,480	7	1,150	1	1,110	1	9,168	916,786	5,468	546,786
	Dwelling - 32 Yarran St	399,800	100	3.5	21,000	2	5,120	7	3,998	10	600	1	1,000	1	1,199	3	1,599	7	1,150	1	1,199	1	9,706	970,639	5,708	570,839
	Dwelling - 46 Yarran St	424,000	100	3.0	5,000	2	5,120	7	4,240	10	600	1	1,060	1	1,272	3	1,696	7	1,150	1	1,272	1	10,144	1,014,371	5,904	590,371
	Dwelling - Pool Gulgambone	300,200	80	3	76,500	1	5,120	7	3,002	10	600	1	751	1	901	3	1,201	7	1,440	1	901	1	8,947	715,758	5,194	415,558
S4	Coonamble Depot Amenities	331,200	100	4	1,656	4	5,120	7	3,312	10	2,400	1	3,312	1	994	3	1,325	7	530	1	994	1	12,131	1,213,069	8,819	881,869
	Coonamble Depot Store	330,100	40	3	16,505	3	1,540	7	3,301	10	-	1	3,301	1	990	3	1,320	7		1	990	1	13,613	544,505	5,360	214,405
	Coonamble Depot W/Shop	1,377,800	40	3	27,556	4	1,020	7	13,778	10	-	1	13,778	1	4,133	3	5,511	7		1	4,133	1	56,045	2,241,801	21,600	864,001
	Coonamble Depot Other	533,900	40	2	320,340	2	1,020	7	5,339	10	-	1	5,339	1	1,602	3	2,136	7		1	1,602	1	21,807	872,272	8,459	338,372
	Caravan Park	426,380	100	2.5	85,276	2	8,190	7	4,264	10	4,800	1	4,264	1	1,279	3	1,706	7		1	1,279	1	16,873	1,687,315	12,609	1,260,935
	2 x Cabins at caravan Park	86,000	80	5			2,050	7	860	10	-	1	860	1	300	3	400	7		1	258	1	2,729	218,320	1,654	132,320
	Quarry	2,219,920	40	3	66,598	3	5,120	7	22,199	10	1,200	1	22,199	1	6,660	3	8,880	7	2,120	1	6,660	1	94,117	3,764,670	38,619	1,544,750
	Aerodrome Terminal & Hangar	212,000	80	3	21,200	3	8,190	7	2,120	10	8,000	1	2,120	1	636	3	848	7	2,870	1	636	1	17,991	1,439,291	15,341	1,227,291
	Rural Fire Service Office	758,300	80	3	75,830	2	8,190	7	7,583	10	4,800	1	7,583	1	2,275	3	3,033	7	1,070	1	2,275	1	28,327	2,266,125	18,848	1,507,825
	Rural Fire Service Sheds	182,800	80	3	18,280	4	2,050	7	1,828	10	1,200	1	1,828	1	548	3	731	7		1	548	1	6,624	529,945	4,339	347,145
	Tip	114,700	40	3	11,470	4	12,290	7	1,147	10	600	1	1,147	1	344	3	459	7		1	344	1	7,009	280,370	4,142	165,670
	Gular Youth Centre	723,700	40	3	72,370	4	4,100	7	7,237	10	1,809	1	7,237	1	2,171	3	2,895	7	820	1	2,171	1	32,577	1,303,060	14,484	579,360
	Gular Depot	139,200	40	3	26,448	3	2,050	7	1,392	10	1,200	1	1,392	1	418	3	557	7	620	1	418	1	7,760	310,416	4,280	171,216
Quambone Depot	31,700	40	3	6,023	3	2,050	7	317	10	1,200	1	317	1	95	3	127	7		1	95	1	2,779	111,159	1,986	79,459	
S3	Sportsground Canteen / Amenities	400,700	100	4	4,007	4	3,070	7	4,007	10	3,600	1	4,007	1	1,202	3	1,603	7		1	1,202	1	14,285	1,428,544	10,278	1,027,804
	Sportsground Grandstand	517,900	100	3.0	7,769	3	1,540	7	5,179	10	9,600	1	5,179	1	1,554	3	2,072	7		1	1,554	1	23,063	2,306,344	17,884	1,788,444
	SES Shed	398,900	100	3.0	11,967	3	4,100	7	3,989	10	997	1	3,989	1	1,197	3	1,596	7		1	1,197	1	11,783	1,178,341	7,794	779,441
	Showground Main Pavilion	987,900	80	5	9,879	4	3,580	7	9,879	10	12,000	1	9,879	1	2,964	3	3,952	7		1	2,964	1	40,243	3,219,455	27,894	2,231,555
	Showground Poultry Pavilion	79,800	40	2.5	31,920	3	4,100	7	798	10		1	798	1	239	3	319	7		1	239	1	3,823	152,933	1,828	73,133
	Showground Sheep Pavilion	228,900	80	2.5	114,450	1	12,290	7	2,289	10		1	2,289	1	687	3	916	7		1	687	1	8,181	654,501	5,320	425,601
	Showground Amenities	956,500	40	3	76,520	2	20,480	7	9,565	10		1	14,348	1	2,870	3	3,826	7		1	2,870	1	46,515	1,860,591	22,602	904,091
	Gulgambone Hall	1,027,200	80	3	51,360	3	15,360	7	10,272	10	600	1	10,272	1	3,082	3	4,109	7	960	1	3,082	1	32,589	2,607,141	19,749	1,579,941
	Gular sportsground buildings	297,000	100	3	20,790	1	8,190	7	2,970	10	9,600	1	2,970	1	891	3	1,188	7		1	891	1	18,365	1,836,471	15,395	1,539,471
	Combara	478,400	80	2	23,920	2	5,120	7	4,784	10	1,196	1	4,784	1	1,435	3	1,914	7		1	1,435	1	15,357	1,228,544	9,377	750,144
	Quambone Library	23,290	80	3	2,329	3	5,120	7	233	10	58	1	233	1	70	3	93	7		1	70	1	1,443	115,475	1,152	92,185
	Quambone Pool	170,000	80	3	8,500	3	8,190	7	1,700	10	425															

Appendix B – Priority Maintenance Projects

Priority	Location	Defect	Estimate	Year
1	Coonamble Admin Building	Reseal of vehicle movement area	\$ 28,280	17/18
2	Gulargambone Pool	Reclad and replace guttering on Administration Complex	\$ 20,000	17/18
3	Yarren Street Residence	Replace Tile roof with Aluminium to relieve building stress and movement	\$ 42,000	18/19
4	Yatton Residence	Replace Tile roof with Aluminium to relieve building stress and movement	\$ 42,000	18/19
5	Dwelling - Gulargambone Pool	External cladding required to protect further weather damage to building.	\$ 17,500	19/20
6	Coonamble Pool	Painting / Gutter Replacment - Admin Complex	\$ 9,120	19/20
7	Showground Sheep Pavilion	Restoration required. Weather causing strucutal deterioraion.	\$ 30,000	19/20
8	Aerodrome Terminal	Painting/ Floor Coverings / Gutter Replacement	\$ 9,120	20/21
9	Showground Toilets (Greyhound)	External Facelift - Refit of Internal fixtures	\$ 30,000	20/21
10	Coonamble Sportsground	Refit of Grandstand and facilities	\$ 30,000	20/21
	Total		\$ 258,020	