

KANGAROO ISLAND COUNCIL
MINUTES OF THE AMERICAN RIVER HALL COMMITTEE MEETING
HELD IN THE AMERICAN RIVER HALL ON 12 December 2007 AT 3:30
pm.

- 1.0 **Present**
 Cr Willson, D Cowans (ARPA), T Klieve (ARCSA), C Spark, J Buick, and D Rowley (CFM), L Davis (Youth Club)
- 2.0 **Apologies**
 Mayor, Cr Morris, C Noon (CEO) and C Frances (CCSM)
- 3.0 **Acting Chair**
 Moved- Cr Willson Seconded- T Klieve
 That D Rowley be the Acting Chair for this meeting.
 CARRIED.
- 4.0 **Minutes of Meeting held 25/10/07**
 Moved- Cr Willson Seconded- D Cowans
 That the Minutes of the Meeting held on 25/10/07 be confirmed.
 CARRIED.
- 5.0 **Business Arising from the Minutes of 25/10/07**
- 5.1 Multi-use Facilities
- D Rowley followup with C Francis re a report
- 5.2 Youth Club Requirements
- L Davis addressed the meeting and advised the following-
 - Will change to Kids Club and “grow” a Youth Club in American River
 - Murals, games, darts, table tennis
 - Will report back to group on what is done on mainland
 - Plenty of room for growth
 - Sunday afternoon monthly
- 5.3 Chairs
- D Rowley to provide a picture of the \$21 chairs
 - Keep an eye out for the Small Equipment Grants
- 5.4 Maintenance
- Due to Local Heritage listing maintenance cannot be done without Development Approval
 - Broken window will be replaced with plywood until Development Approval is received for the replacement
- 6.0 **General Business**
- 6.1 Newsletter
- Resolved for Council to commence the Public Consultation in accordance with Council Policy
 - To expedite the process, committee members are to endorse these minutes out of meeting time to enable the Council to consider the minutes at the January Council Meeting

- 6.2 Risk Assessment
 - Received for information

7.0 **Next Meeting**
TBA following Public Consultation but prior to Council receiving the results of the Public Consultation

8.0 **Closure**
4:30pm



American River Community Hall Newsletter

Kangaroo Island Council established the American River Hall Committee, under Section 41 of the *Local Government Act*, to determine the direction for this facility in the future ensuring a facility continues in the township of American River that meets the current and future needs of the community. The Committee consists of the following representatives-

- Mayor
- Councillors Willson and Morris
- American River Progress Association (David Cowans)
- American River Community Sports Association (Tony Klieve)
- Community Representatives (Carol Spark and Judy Buick)

The Committee commissioned Shannon Architects to undertake an assessment of the American River Hall complex to determine the cost to upgrade the facility to meet current building standards for such a facility the assessment shows the following-

General Interior-	\$31,800
Foyer-	\$9,500
Hall-	\$13,600
Stage-	\$16,800
Kitchen-	\$32,500
Toilet Replacement-	\$240,000
Exterior-	\$61,800 including car park and other requirements

The details of these costs have been reviewed independently and assessed against similar actual costs for other such upgrades, including the modification of the Kingscote Town Hall, and have been determined to be relatively conservative.

The American River Hall Committee are considering the sale of surplus land at the American River Hall site to assist in upgrading this facility. Overleaf is a concept plan of what the committee proposes.

The Committee proposes-

- Allotment 2 and 3 be sold
- Funds from the sale be placed in a Council Reserve set aside specifically for the upgrade of the American River Hall
- Further external funding be sought to complete the upgrade

As the land the American River Hall is located is "Community Land" under the Local Government Act, Council is required to seek public opinion on the proposal and obtain the ministers approval prior to proceeding.

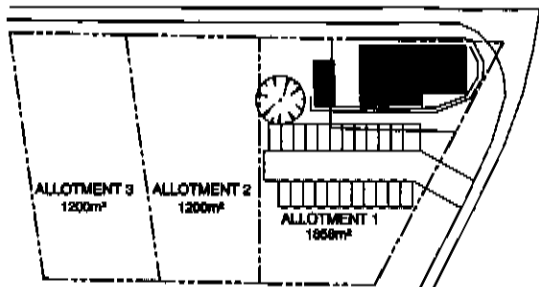
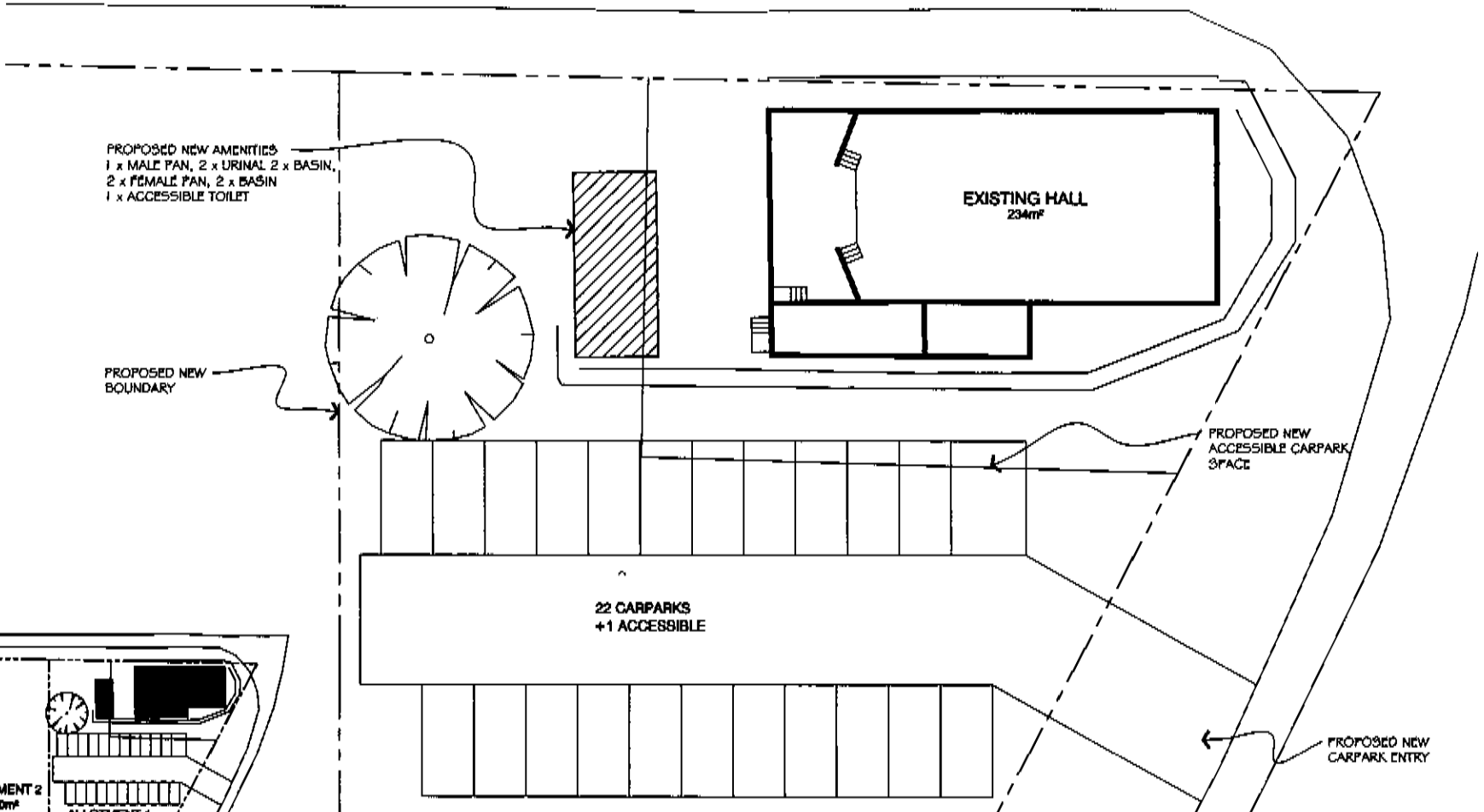
Please complete the following and return to the Leaflet Box at American River Post Officer or return to Kangaroo Island Council at-

43 Dauncey Street Kingscote
 PO Box 121 Kingscote SA 5223
 Fax- 08 8553 0251

Prior to XXXXXXXXXXXX.

✕ _____
 <<Name>>>, <<Address 1>>, <<Address 2>>
 I support / do not support (please circle)

the American River Hall Committee's proposal to sell Allotment 2 and 3 as per Drawing No 07018-Sk1 dated 18-9-07 and the funds raised be placed in a Council Reserve specifically for the upgrade of the American River Hall.



SITE PLAN

SCALE 1:1000



PART SITE PLAN

SCALE 1:200



PRELIMINARY

SHANNON ARCHITECTS

Issue: Date: 18-09-07 Revision/Description: OPTION 1 Drawn: MW Appd:

**PROPOSED HALL REDEVELOPMENT
AT AMERICAN RIVER
FOR KANGAROO ISLAND COUNCIL**

SCALES 1:200
DRAWN MW DATE 18-09-07
DRAWING No 07018-Sk1 P

OPTION 1

12 November 2007

Daniel Rowley
Community Facilities Manager
Kangaroo Island Council



ABN 26 021 015 866
16 Hutt Street
Adelaide SA 5000
PO Box 7170
Hutt Street SA 5000
Telephone 0421610276
Email brigb@lita.com.au

Dear Daniel

American River Community Hall

As requested I reviewed the Shannon Architects report and inspected the American River Hall with Cristian Barrios on 25 September 2007.

It was indicated that the hall:

- Is used regularly by a couple of small local groups
- Is used occasionally for meeting and functions,
- Has minimal catering from the kitchen (except tea and coffee)
- Stage area is rarely used
- Asbestos has been assessed
- Has no change in usage is envisaged in short term

It is noted that Shannon's report is based on bringing the building up to current building requirements for new buildings. My inspection of the building only identified safety issues that require corrective action and are identified below. The structural integrity, enclosed spaces of the building were non inspected.

The safety issues identified do not require major building modifications/renovations. Given this, Council's Building Inspectors may be able to advise if :

1. Building Code of Australia requirements apply, and therefore if any or all of the modifications identified in Shannon's report are required, e.g. disability requirements and the amenity replacement issues.
2. The building can continue to be used for current use/activities with only the safety issues identified in this report corrected.

Based on the hall's unchanged ongoing usage and the below safety issues addressed, I have started the Risk Register section of the attached risk assessment (See attachment 1). Council staff will need to complete, and add to if required, the Risk Register section, and complete Risk Treatment Schedule and Plan section. Then on an ongoing basis, at least annually, the completed risk assessment will need to be reviewed, changed, added to due to any usage changes, building maintenance / modifications or new legislative requirements.

There may be additional hazards / risk and areas for improvement identified by Council after reading this report and/or completing the attached risk assessment. As with all

council facilities, there needs to be a regular documented inspection and maintenance program to ensure the early identification and management of hazards.

Ultimately, it is council's responsibly to ensure that risks have been identified and appropriate corrective actions are determined and implemented.

Please contact me if you require any further information or clarification on the issues raised in this report.

Yours sincerely,

Brad Briggs

Brad Briggs
Regional Risk Coordinator
Hills and Southern Area

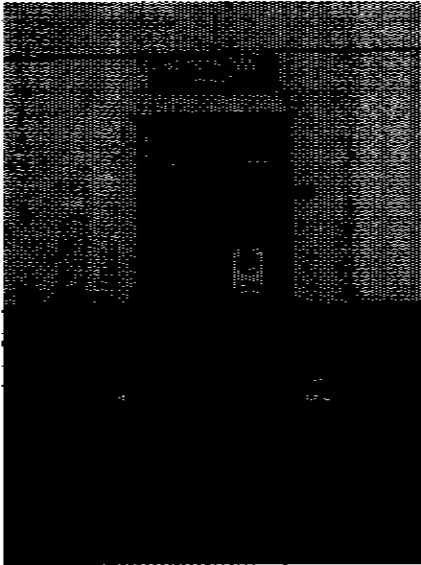
12/11/2007

Date

To complete works recommended (based on Shuman Report)

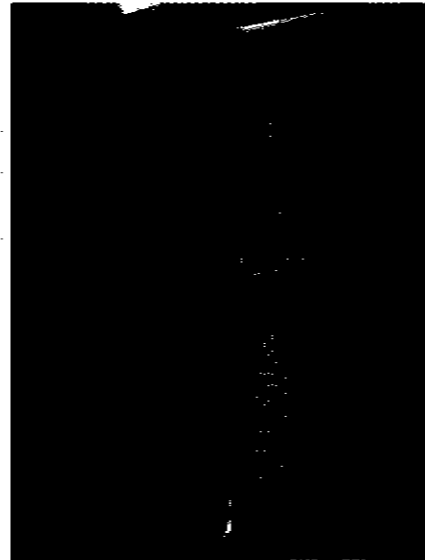
General	-	\$53,800
Kitchen	-	\$32,500
Toilet	-	\$240,000

Safety Issues Identified



\$8,000

Front entrance - Ensure doors are structurally sound and weather proof. Replace door handle to comply with Emergency Exit door handles.

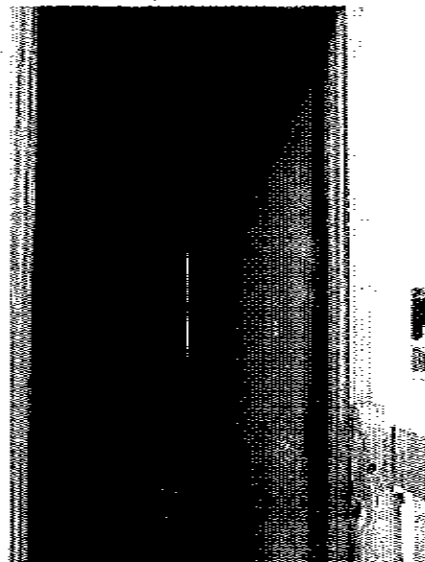


Front Door (inside) - Replace door handle to comply with Emergency Exit door handles.



Side doors - Ensure doors are structurally sound and weather proof. As an interim measure assess the suitability and legality of providing a disability access ramp to a side door.

\$4,800

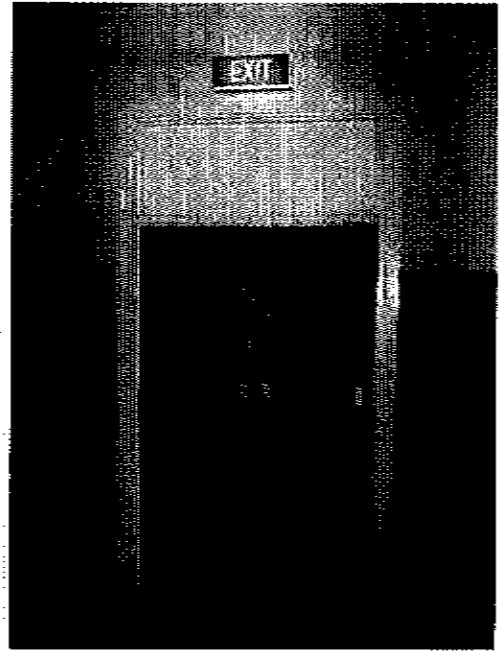


Rear door - Ensure the door is structurally sound and weather proof.



Flooring - Repair or replace vinyl floor covering, and install weather strip to door to prevent storm water from running under the door.

\$1,500



Side Emergency Exit Doors - Remove the rope from door push bars, inspect and service/repair Emergency Exit Doors and push bar mechanism to ensure the doors are able to be easily opened with minimal force.

\$6,000

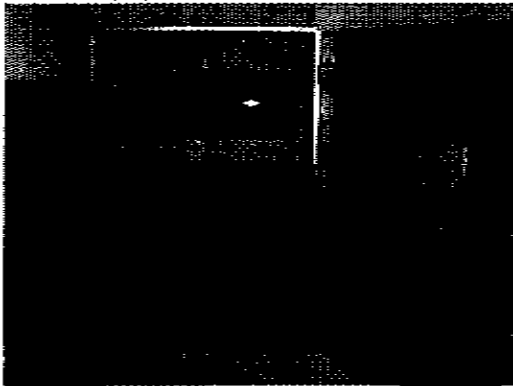


Rear stairs - Ensure stairs comply with Building Code of Australia or relevant Australian Standards

\$3,000

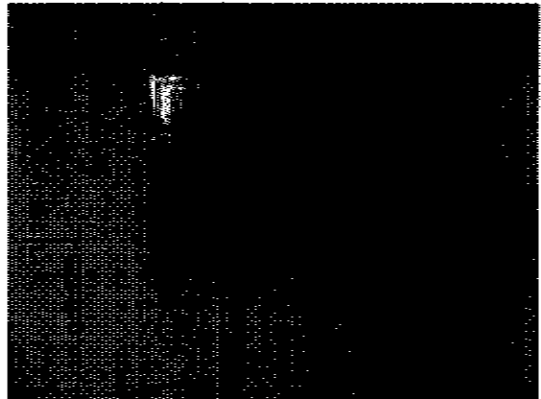


Side Emergency Exit Doors - Repair doors and make weather poof.

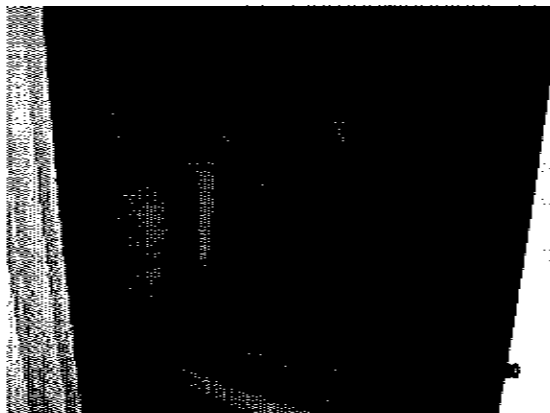


Electrical – Ensure Residual Current Devices protect all power points, and electrical equipment / appliances are tested annually by an electrician.

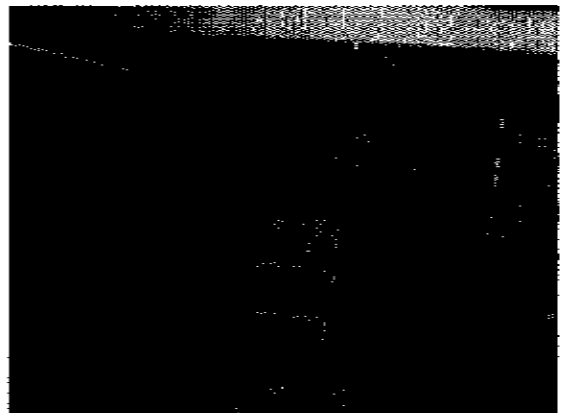
\$15,000
(all electrical)



Asbestos Register – Ensure the Asbestos Register is located on site, and the register and asbestos products reviewed annually for changes / deterioration.

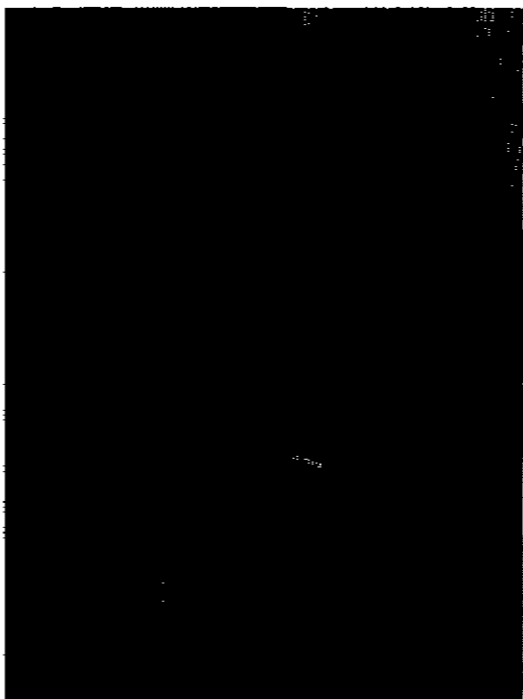


Hazardous Substances – Maintain a site Hazardous Substance Register with completed risk Assessments and advise building users of the location and contents of the register. Substance quantities to be rationalised to be stored appropriately.



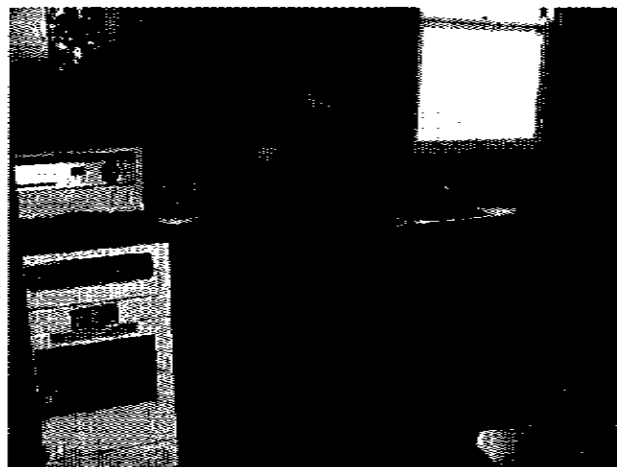
Under stage area – Remove items. This should not be used as a storage area for fire prevention and manual handling issues. Access doors to the area should be locked, and the area assessed against confined space requirements and managed appropriately.

\$500



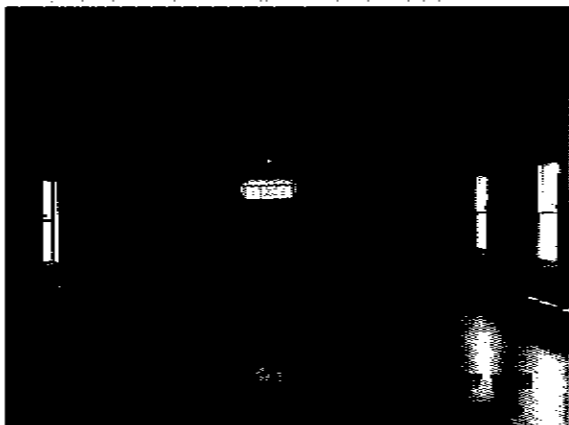
Stage Stairs – Install a handrails fixed to the wall, and non slip tread nosing to stair treads to both sets of stairs.

\$11,000



Kitchen – Suitable for making tea & coffee, not suitable for the preparation of food / meals for functions, parties, etc.

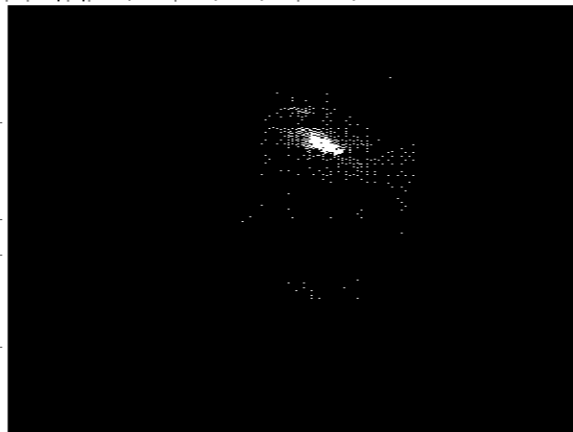
\$32,500



Emergency Exit – Remove the timber partition from in front of the front emergency exit door.

Hall Area – Ensure the regular inspection, cleaning and maintenance of area.

see P5



Emergency Procedures – In addition to the above signage, develop and display emergency evacuation procedures and plans.



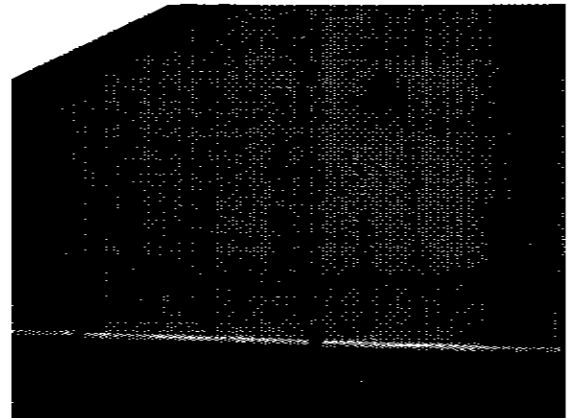
Timber Windows - Ensure windows are structurally sound and weather proof.

\$4,000



Toilets - Remove trip / fall hazards in adjacent area and pathways, repair broken windows, identify and resolve the source of flooding on the floor, ensure external lighting is available to illuminate the pathway from the hall at night. Should the toilets be developed to include a disability toilet, ensure pathways have the correct width and fall.

Toilet - \$240,000.

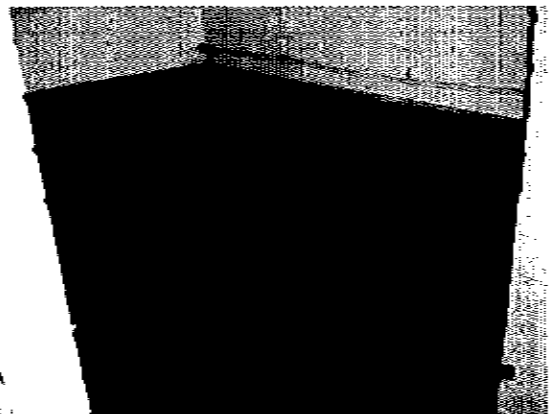


Exterior - Repair or replace broken battens.

70



Skylight in toilets - Replace broken sheeting And install wire mesh under the sheeting to prevent a person falling through.



Urinal - Ensure compliance with relevant standards if any. Consider the possibility of turning into a disabled toilet.

Attachment 1 – American River Hall Risk Assessment

Risk Matrix

Table 1 Consequence Rating - Qualitative measures of consequence or impact

Level	Descriptor	Example detail description
1	Insignificant	No injuries, insignificant damage, minimal financial loss, no impact on staff, no impact on program or activity and confined to a very small number of clients/others, no breach of OHS&W legislation or penalties, compliance with WorkCover Standards, no adverse external criticism or media coverage.
2	Minor	Minor physical/psychological injury, first aid treatment or minor medical treatment by GP Emergency Department or Out Patient, internal defusing or minimal external debriefing, minor property/ equipment damage, small financial loss, incident immediately contained using established procedures/practices, small impact on program or activity and confined to a minority of services/clients/others, minimal external criticism directed at staff/managers, minor breach of OHS&W legislation with no penalties, minor non-compliance with WorkCover Standards, no adverse media coverage, minimal impact on staff/others, clients or overall morale.
3	Moderate	Moderate physical/psychological injury, medical treatment required by Emergency Department, In Patient and/or specialist, external debriefing, moderate property / equipment damage, moderate financial loss, incident contained with outside assistance, moderate impact on programs activities & clients, some external & internal criticism directed at staff/managers or directors by clients, stakeholders, breach of OHS&W legislation with \$ penalties, non-compliance with WorkCover Standards, small amount of adverse media coverage, minor embarrassment to council, impact on staff/others noticeable, degree of change in morale.
4	Significant	Extensive physical/psychological injuries which may result in death, loss of production capability, incident contained with outside assistance, major financial loss, programs and activities reduced or suspended, serious internal/external criticism directed at directors/executive by key stakeholders, multiple breaches of legislation with large \$ penalties, major non-conformance with WorkCover Standards, adverse media coverage, embarrassment to council, substantial impact on many clients/staff, staff moral and performance affected, measurable increase in stress related issues.
5	Catastrophic	Death/s, incident with detrimental effect, programs and activities stopped/closed permanently, huge financial loss, possible abolition of the service, dismissal of manager / director / CEO, significant impact on staff through miss management, significant adverse media coverage, multiple breaches of legislation with maximum \$ penalties, major non-conformance with WorkCover Standards, embarrassment to council, significant impact on staff morale and psychological well being.

Table 2 Likelihood Rating - Qualitative measures of likelihood

Level	Descriptor	Description - The event:
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time within this council
D	Unlikely	May have occurred at some time elsewhere in council or other councils
E	Rare	May occur only in exceptional circumstances

Table 3 Level of Risk - Qualitative risk analysis matrix

Likelihood		Consequences				
		Insignificant 1	Minor 2	Moderate 3	Significant 4	Catastrophic 5
A (Almost certain) 5	5	H 5	H 10	E 15	E 20	E 25
B (Likely) 4	4	M 4	H 8	H 12	E 16	E 20
C (Possible) 3	3	L 3	M 6	H 9	E 12	E 15
D (Unlikely) 2	2	L 2	L 4	M 6	H 8	E 10
E (Rare) 1	1	L 1	L 2	M 3	H 4	H 5

Legend

- E - Extreme risk: Immediate action by Executive and outcome required
 H - High risks: Director attention needed with an outcome within 1 month
 M - Moderate risk: Individual supervisor/manager responsibility assigned with outcomes specified in defined timeframes
 L - Low risk: Manage by routine procedures

RISK CONTROL - HIERARCHY OF CONTROLS

The objective is to eliminate or minimise the risk. The categories below are the required control options to be applied in descending order.

- 1 **ELIMINATION** - Complete removal of the risk of exposure to the risk e.g. remove the problem/process.
- 2 **SUBSTITUTION** - Involves replacing the plant, equipment, substance or work process with one with less risks.
- 3 **ENGINEERING CONTROLS** - May include: barriers, redesigning/re-engineering the place, fixing guards, or maintenance to minimise exposure to risks
- 4 **ADMINISTRATION CONTROLS** - May include: introducing new work practices, policies, placing signs, training and operating procedures.
- 5 **PERSONAL PROTECTIVE EQUIPMENT** - The use of safety shoes, goggles, respirators, protective suits, gloves etc. are the least effective method of control but are sometimes used to assist in protecting employees from risks to health & safety.

Risk Register

Function/activity American River Hall

Compiled By Brad Briggs, Regional Risk Coordinator

Date October 2007

Ref	The risk: What can happen and how it can happen	Consequences (What will happen)	Likelihood (How often has it happened or will it happen)	Existing controls and their Adequacy	Consequence rating	Likelihood rating	Level of risk	Risk priority
1	Trips, slips & falls associated with the front, rear and stage steps, and external pathways.	Injuries associated with falling on level surfaces or down stairs	Has been know to happen at other councils facilities, walkways, pathways	Regular inspection and maintenance of steps & pathways by council staff.	Moderate	Possible	H 9	3
2	Storage and handling of on site substances.	<ol style="list-style-type: none"> Spillage of substance Unable correctly identify substance Lifting heavy containers No first aid, medical treatment, PPE, handling, storage usage information 	<ol style="list-style-type: none"> Known to have occurred when handling large containers On old containers or where the label has been damaged Known to have occurred when handling large containers Known to have happened when no MSDS available 	No Hazardous Substances Register or MSDS's on site. Unable to identify if staff have had Hazardous Substance Training	Moderate	Unlikely	M 6	4
3	No heating or cooling to provide thermal comfort inside hall in hot or cold weather conditions	Hall users being hot or cold	Weather dependant	Users can decide if they want to use the hall on the day, or to continue to use the hall during an event.	Minor	Unlikely	L 4	5
4	Access by hall users to external toilets when raining	Becoming wet	Only when it rains constantly with no breaks in rain	None by council, up to individual hall users to wait or use umbrellas	Insignificant	Unlikely	L 2	6
5	Not enough toilets as required by the Building Code of Australia	Queuing, Embarrassment	For large groups it would be a problem	Small group usage No change in hall usage envisaged	Minor	Rare	L 2	7

Ref	The risk: What can happen and how it can happen	Consequences (What will happen)	Likelihood (How often has it happened or will it happen)	Existing controls and their Adequacy	Consequence rating	Likelihood rating	Level of risk	Risk priority
6	Access to and use of the toilets by the general public, possibly compromising the safety and security of hall users when accessing and using the toilets	Inappropriate behaviour Sexual intimidation / assault	Not know to have happened with these toilets. Has been know to have happened in other council areas toilets	No provision for, or locked external door doors on toilet block	Significant	Rare	H 4	1
7	No designated car parking area only on the street or open grassed space, resulting in possible trips, slips & falls associated with undulating and weather effected ground surfaces.	Injuries associated with falling on level surfaces	Has been know to happen at other similar areas	Regular inspection and maintenance of grassed area by council staff.	Moderate	Possible	H 9	2
8	No disability or pram access to hall or toilets	Persons using a wheelchair, walking frame, etc, or pram etc, will not be able to, or have difficulty in gaining access to these area.	<i>Council staff will need to answer this section</i>	Manual handling of wheelchairs, prams through hall front or side doors, and to / through toilets and doors	Moderate	<i>Council staff will need to answer this section</i>	<i>Council staff will need to answer this section</i>	<i>Council staff will need to answer this section</i>

Risk Treatment Schedule and Plan

The risk in priority order from Risk register	Possible treatment options (Use hierarchy of controls to identify treatment options)	Preferred option/s	Risk rating after treatment	Result of cost/benefit analysis A: accept B: reject	Person responsible for implementation	Timetable for implementation	Who, how & when will monitor this risk and the treatment options

Manager / Director Signature Date

Dates reviewed.