



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# AGENDA

## Asset & Works Committee Meeting

To be held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 23 April 2024  
Commencing 2.00pm

ABN: 35 939 977 194

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## NOTICE OF MEETING

Dear Asset & Works Committee Members,

The next Asset & Works Committee Meeting of the Shire of Dowerin will be held on Tuesday, 23 April 2024 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin commencing at 2.30pm.

Aaron Wooldridge  
Acting Chief Executive Officer  
19 April 2024

### DISCLAIMER

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Dowerin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

It should be noted that the Attachment hyperlinks may not be functional from this document when sourced from the Shire of Dowerin's website. Attachment copies follow on at the end of the Agenda and Minutes.

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Shire of Dowerin  
Asset & Works Committee Meeting  
2:30pm 23 April 2024



**1. Official Opening**

**2. Record of Attendance / Apologies / Leave of Absence**

**Committee Members:**

Cr JC Sewell	Chair
Cr WG Allsopp	
Cr AJ Metcalf	
Cr RI Trepp	

**Staff:**

Mr A Wooldridge	Acting Chief Executive Officer
Mr B Forbes	Asset & Works Coordinator
Ms K Rose	Executive & Governance Officer

**Apologies:**

**Approved Leave of Absence:**

**3. Public Question Time**

**4. Disclosure of Interest**

Committee Members are to complete a Disclosure of Interest Form for each item they are required to disclose an interest in. The Form should be given to the Presiding Member before the meeting commences. After the meeting, the Form is to be provided to the Executive & Governance Officer for inclusion in the Disclosures Register.

**5. Confirmation of Minutes of the Previous Meeting(s)**

5.1 Asset & Works Committee Meeting held on 5 September 2023.

**Attachment 5.1A**

**6. Presentations**

Nil

## 7. OFFICER'S REPORTS

### 7.1 Plant Replacement Program

<h1 style="color: #C00000;">Asset &amp; Works</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	18 April 2024	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Ben Forbes, Asset & Works Coordinator	
<b>Author:</b>	Kahli Rose, Executive Governance Officer	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>SharePoint Reference:</b>	Technical/Fleet, Plant and Equipment/Reporting	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<p><a href="#"><u>Attachment 7.1A - Plant Replacement Program - Spreadsheet</u></a></p> <p><a href="#"><u>Attachment 7.1B - External Parts and Repairs</u></a></p> <p><a href="#"><u>Attachment 7.1C - Replacement Options - Hino Watercart</u></a></p> <p><a href="#"><u>Attachment 7.1D -Replacement Options - Fuso Trucks</u></a></p> <p><a href="#"><u>Attachment 7.1E -Replacement Options - CAT Loader</u></a></p> <p><a href="#"><u>Attachment 7.1F -Replacement Options - CAT Posi</u></a></p> <p><a href="#"><u>Attachment 7.1G -Replacement Options - Mustang Skid Steer</u></a></p> <p><a href="#"><u>Attachment 7.1H - JD, Clark &amp; CAT quotes</u></a></p>	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

The Asset and Works Coordinator has developed a comprehensive 10-year plant replacement program to guide the Asset and Works Committee in analysing and determining optimal trade-in periods for plant and vehicles. This plan enables informed decision-making to align with organisational goals and budgetary constraints.

#### Background

The 10-year plant replacement program template provides a structured framework for the Asset and Works Committee to analyse trade-off options and make informed decisions. It includes specific plant reports highlighting priority equipment for potential replacement in the upcoming financial year, streamlining decision-making processes by focusing on the replacement of crucial assets.

Attachments 7.1A-7.1H detail the proposed expenditure on external parts and repairs for each piece of plant, along with quotes and specifications for potential replacements. These resources equip the Committee with comprehensive information for strategic decision-making regarding plant and vehicle replacement within the Shire.

## Comment

The Plant Replacement Program streamlines the decision-making process for the Committee by focusing attention on critical assets and providing detailed expenditure breakdowns. The availability of quotes and specifications for potential replacement options further enhances the Committee's ability to make informed decisions regarding plant replacement strategies before presenting to Council. With the current resources available to operators, the Shire will continue to have a large expense for vehicle maintenance and parts.

Overall, these resources equip the Asset and Works Committee with the necessary tools and information to make strategic and informed recommendations to Council regarding plant and vehicle replacement within the Shire.

## Consultation

Ben Forbes, Asset & Works Coordinator  
Aaron Wooldridge, Acting Chief Executive Officer  
Asset & Works Committee, 23 April Workshop

## Policy Implications

3.11 - Purchasing Policy  
4.7 - Asset Management Policy  
4.8 - Replacement of Plant and Vehicles Policy

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Infrastructure  
Objective: We have functional infrastructure that meets the needs of the community  
Outcome: 3.2  
Reference: 3.2.1

Community Priority: Our Infrastructure  
Objective: We have functional infrastructure that meets the needs of the community  
Outcome: 3.2  
Reference: 3.2.2

### Asset Management Plan

Identified key controls and actions associated with asset management are factored into the Asset Management Plan.

### Long Term Financial Plan

Identified key controls and actions associated with financial management are factored into the Long-Term Financial Plan.

## Statutory Implications

The *Local Government Act 1995*

**Risk Implications**

<b>Risk Profiling Theme</b>	Asset Management Practices
<b>Risk Category</b>	Financial Impact
<b>Risk Description</b>	More than \$500,000
<b>Consequence Rating</b>	Extreme (5)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	High (10)
<b>Key Controls (in place)</b>	Asset Management Plan Ongoing Monitoring
<b>Action (Treatment)</b>	Annual Budget Allocations Annual Review of Plant Replacement Program Asset & Works Committee Meetings
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

This replacement plan will impact on the budgeted expenditures for the following 10 years, and an overall cost of \$3,660,364 over the 10-year plan.

**Voting Requirements**

- Simple Majority                       Absolute Majority


**Officer’s Recommendation 7.1**

***This motion will be drafted after the discussions at the Asset & Works Committee Workshop, being held on 23 April 2024***

**That the Asset & Works Committee recommend to Council:**

*Please note that the Asset & Works Committee does not have delegated authority to make decisions. All recommendations of the Asset & Works Committee are presented to Council for ratification.*

**7.2 Capital Roadworks Program**

<h1>Asset &amp; Works</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	18 April 2024	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Ben Forbes. Asset & Works Coordinator	
<b>Author:</b>	Kahli Rose, Executive Governance Officer	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>SharePoint Reference:</b>	Technical/Roads/Planning	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b><u>Attachment 7.2A - Proposed Capital Works Program</u></b>	

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Summary**

The Capital Roads Proposal for the 2024/2025 financial year outlines various road projects and their associated costs, aiming to enhance road infrastructure within the Shire of Dowerin (Attachment 7.2A). The proposal includes detailed assessments of road conditions, traffic data, and project priorities, supported by available funding sources such as the Roads to Recovery program and LCRIP Phase 4 Part B. Additionally, the proposal addresses outstanding flood damage gaps and includes considerations for other road improvement projects, including intersection enhancements and maintenance measures.

**Background**

The Capital Roads Proposal for 2024/2025 includes a comprehensive list of road projects, categorised by road name, segment, category, bus route status, condition rating, traffic data, and total project cost. The proposal highlights the availability of funding from various sources, including the Roads to Recovery program and LCRIP Phase 4 Part B, to support these projects. Additionally, the proposal identifies outstanding flood damage gaps and provides details on current LCRIP Phase 4 Part B projects, including reseals and culvert repairs. Furthermore, the proposal discusses considerations for other road improvement projects, such as intersection enhancements and maintenance measures, to improve traffic flow and safety within the Shire of Dowerin.



In preparation for the upcoming financial year, the Asset and Works Committee, alongside the Asset and Works Coordinator, embarked on a road tour to evaluate potential capital road projects. The objective of this tour was to assess the conditions of different roads and identify areas requiring attention. By gaining firsthand insights into the infrastructure landscape, the Committee aimed to develop a comprehensive understanding of the infrastructure needs within the Shire. The tour aimed to equip the Committee with valuable information to facilitate informed decision-making regarding project prioritisation and grant fund allocation for the 2024/2025 financial year.

### Comment

The Capital Roads Proposal for 2024/2025 demonstrates the Shire of Dowerin's commitment to improving road infrastructure and safety for its residents. The detailed assessments and project priorities outlined in the proposal indicate a thorough understanding of the infrastructure needs within the Shire. The availability of funding from various sources further underscores the Shire's dedication to addressing these needs in a timely and effective manner. Overall, the proposal reflects a proactive approach to road management and highlights the Shire's efforts to ensure the optimal utilisation of resources for the benefit of the community.

### Consultation

Ben Forbes, Asset & Works Coordinator  
Asset & Works Committee, Road Tour 18 April 2024  
Asset & Works Committee, Workshop 23 April 2024

### Policy Implications

3.11 - Purchasing Policy  
4.4 - Road Engineering and Subdivisional Development Policy  
4.7 - Asset Management Policy

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation  
Objective: We are recognised as a transparent, well governed, and effectively managed Local Government  
Outcome: 5.3  
Reference: 5.3.1

Community Priority: Our Infrastructure  
Objective: We have functional infrastructure that meets the needs of the community  
Outcome: 3.2  
Reference: 3.2.1

#### Asset Management Plan

Identified key controls and actions associated with asset management are factored into the Asset Management Plan.

#### Long Term Financial Plan

Identified key controls and actions associated with financial management are factored into the Long-Term Financial Plan.

**Statutory Implications**

The *Local Government Act 1995*

**Risk Implications**

<b>Risk Profiling Theme</b>	Asset Management Practices
<b>Risk Category</b>	Financial Impact
<b>Risk Description</b>	Uncontained, irreversible impact
<b>Consequence Rating</b>	Extreme (5)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	High (10)
<b>Key Controls (in place)</b>	Asset Management Plan Ongoing Monitoring
<b>Action (Treatment)</b>	Annual Budget Allocations Annual Review of Capital Roadworks Program Asset & Works Committee Meetings
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

The Capital Roadworks Program will require a significant budget allocation to enable the works to proceed, including the utilisation of funds available in the Roadworks Reserve.

Grants from RRG, WSN, Roads to Recovery, LCRIP 4B, and Black Spot have been secured to assist financially.

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation - 7.2

**That the Asset & Works Committee recommend to Council the below projects are accepted for the Capital Roadworks Program for the 2024/2025 financial year:**

### Gravel Resheeting:

1. Rabbit Proof Fence Road - 38.54 - 43.15
2. Hindmarsh Road - 6.17 - 8.71
3. Amery Benjaberring Road - 6.00 - 8.67
4. Old Koorda Road - 5.55 - 6.55

### LCRIP Phase 4, Part B

1. Reseal of the Dowerin-Meckering Road 18.40 - 21.50
2. Culvert Repair on Metcalf Road 3.58
3. Culvert Repair on Harris East Road 4.38

### Shoulder Reconditioning

1. Dowerin Koorda Road 15.52 - 22.13

### Intersection Upgrades:

1. Redding Road & Stewart Street

### Town Road Reseals

1. Memorial Avenue 0.00-0.84
2. Stacy Street - 0.00-0.57
3. Maisey Street - 0.00-0.38
4. Meckering Road - 0.63-0.85
5. Amery Benjaberring Road - 8.40-8.98
6. Minnivale North East Road - 0.00-0.10

### Regional Road Group

1. Extend planned construction on Cunderdin Minnivale Road by 730m 24.50-27.23 increasing total job length 2.73kms
  - a. This extension will spend the surplus funds from Koomberkine North Road - totalling \$154,587

*Please note that the Asset & Works Committee does not have delegated authority to make decisions. All recommendations of the Asset & Works Committee are presented to Council for ratification.*

**7.3 Namelcatchem Revegetation VNC Order**

**Asset & Works**



<b>Date:</b>	18 April 2024
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Ben Forbes. Asset & Works Coordinator
<b>Author:</b>	Kahli Rose, Executive Governance Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b><u>Attachment 7.3A - VCN Quotes and Plans</u></b>

**Purpose of Report**

Executive Decision                       Legislative Requirement

**Summary**

The Shire of Dowerin has received a Vegetation Conservation Notice (VCN) from the Department of Water and Environment Regulation (DWER) regarding clearing activities at the Namelcatchem Reserve in 2022. The Asset and Works Coordinator has developed a revegetation plan in collaboration with Natural Area, outlined in Attachment 7.3A, to address environmental concerns. The plan includes a breakdown of costs and requires review by the Asset and Works Committee for approval.

**Background**

The VCN from DWER requires the Shire to adhere to stringent guidelines for vegetation restoration at Namelcatchem Reserve. The Asset and Works Coordinator has proactively developed a comprehensive revegetation plan with Natural Area, providing a roadmap for restoring vegetation in the affected area. The plan's cost breakdown facilitates budgetary planning for the Shire, as noted in Attachment 7.3A.

**Comment**

The Asset and Works Coordinator's collaboration with Natural Area to develop the revegetation plan demonstrates proactive and responsible environmental management. The Asset and Works Committee's review of the plan and associated costs is crucial for ensuring regulatory compliance and demonstrating the Shire's commitment to environmental stewardship. The committee's deliberations on managing this matter over the ten-year duration of the plan will further implement the Shire's dedication to responsible land management practices.

## Consultation

Ben Forbes, Asset & Works Coordinator  
Asset & Works Committee, 23 April Workshop

## Policy Implications

4.2 - Sand, Gravel & Pit Rehabilitation Policy

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed, and effectively managed Local Government

Outcome: 5.3

Reference: 5.3.1

Community Priority: Our Natural Environment

Objective: We manage our natural environment appropriately to ensure a sustainable future for our community

Outcome: 4.1

Reference: 4.1.3

### Asset Management Plan

Identified key controls and actions associated with asset management are factored into the Asset Management Plan.

### Long Term Financial Plan

Identified key controls and actions associated with financial management are factored into the Long-Term Financial Plan.

## Statutory Implications

The *Local Government Act 1995*

**Risk Implications**

<b>Risk Profiling Theme</b>	Environment Management
<b>Risk Category</b>	Natural Environment
<b>Risk Description</b>	Contained, reversible impact managed by internal response
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Moderate (6)
<b>Key Controls (in place)</b>	Rehabilitation Plan Ongoing Monitoring Regular Review
<b>Action (Treatment)</b>	Allocations in annual budget for the lifespan of the rehabilitation plan
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

The financial implications as shown in Attachment 7.3A indicate the cost of the VCN will amount to \$100,464.02 over the lifespan of the rehabilitation project.

Budgetary allocations will need to be made on an annual basis to allow for the projects ongoing financial responsibility.

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation - 7.3**

**That the Asset & Works Committee recommend to Council that:**

- **Council adopt the 10-year plan as proposed by Natural Area, and the financial implications be allocated in the budget.**

*Please note that the Asset & Works Committee does not have delegated authority to make decisions. All recommendations of the Asset & Works Committee are presented to Council for ratification.*

7.4 Standpipe Upgrade Project	
<h1 style="color: red;">Asset &amp; Works</h1>	
 <p>SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY</p>	
<b>Date:</b>	18 April 2024
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Ben Forbes, Asset & Works Coordinator
<b>Author:</b>	Kahli Rose, Executive Governance Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	Technical/Asset Management
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#"><b>Attachment 7.4A - Standpipe Upgrade Quotes</b></a>

### Purpose of Report

- Executive Decision
  Legislative Requirement

### Summary

The Shire of Dowerin has allocated \$13,200 in the 2023/24 budget for the Standpipe Upgrade Project to improve water distribution efficiency and safety. Industrial Automation Group Australia has proposed an automatic standpipe control system with various components; however, the overall cost of this project will exceed the allocated budget by \$7,052 (mains powered) or \$8587 (solar), bringing the initial total to \$20,252 for mains powered, or \$21,787 for solar, this initial fee includes installation, swipe cards (\$800), and the annual server fees for the first 12 months (\$1,307)

Despite exploring other options, the market on such products in Western Australia is sparse. Feedback from neighbouring Shires such as Yilgarn and Kellerberrin who have also utilised the services of Industrial Automation Group Australia has been positive. The Asset and Works Committee is tasked with assessing the proposed options suitability.

The YTD balance of the Economic Reserve Fund is \$67,803. Utilising the additional funds from the Reserve would have the following impact:

SUPPLY	COST	REQUIRED	YTD RESERVE BALANCE	NEW BALANCE
Mains	\$20,252	\$7,052	\$67,803	<b>\$60,751</b>
Solar	\$21,787	\$8,587	\$67,803	<b>\$59,216</b>

## Background

The Standpipe Project aims to enhance water distribution efficiency and safety. The Shire has allocated \$13,200 for the project in this year's budget; however, the proposed system includes a Standpipe Control System with 50mm Flange in/out connection, external camlock assembly, operational costs such as SIM card and telephone support fees, annual cloud server fees, and optional extras like safety bollards and PayPal self-pay feature. Delivery and installation options are also outlined, with the possibility of self-installation or delivery and installation by Industrial Automation Group. By utilising this option, the overall project cost is between \$20,252 - \$21,787 dependent on power supply, with an annual, ongoing cloud server fee of \$1,307.

Despite investigating the market in the East Coast, the Shire notes a monopoly on such products in Western Australia. Feedback from neighbouring Shires that have implemented the same system have been positive.

## Comment

The Shire of Dowerin's allocation of funds for the Standpipe Project demonstrates a commitment to improving water distribution efficiency and safety. The proposal from Industrial Automation Group Australia offers a comprehensive solution, albeit with an increase in associated operational and initial set up costs.

The positive feedback from neighbouring Shires indicates the viability of the proposed system. However, the Asset and Works Committee must carefully consider whether the proposed option aligns with budget constraints for the initial set up and installation of the Standpipes, and the ongoing annual fees.

## Consultation

Ben Forbes, Asset & Works Coordinator  
Asset & Works Committee, 23 April Workshop

## Policy Implications

3.11 - Purchasing Policy

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Infrastructure

Objective: We have functional infrastructure that meets the needs of the community

Outcome: 3.2

Reference: 3.2.2

### Asset Management Plan

Identified key controls and actions associated with asset management are factored into the Asset Management Plan.

### Long Term Financial Plan

Identified key controls and actions associated with financial management are factored into the Long-Term Financial Plan.

## Statutory Implications

The *Local Government Act 1995*



**Risk Implications**

<b>Risk Profiling Theme</b>	Asset Management Practices
<b>Risk Category</b>	Project Budget
<b>Risk Description</b>	\$5,001 - \$50,000
<b>Consequence Rating</b>	Extreme (5)
<b>Likelihood Rating</b>	Almost Certain (5)
<b>Risk Matrix Rating</b>	Extreme (25)
<b>Key Controls (in place)</b>	Asset Management Plan
<b>Action (Treatment)</b>	Regular review of AMP Ongoing scheduled maintenance to assets
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

The overall financial expense for the upgrade of the standpipes will amount to \$21,787 (solar) \$20,252 (mains), with an ongoing annual fee of \$1,307, as per attached quotes.

**Voting Requirements**

- Simple Majority
  Absolute Majority

**Officer's Recommendation - 7.4**

**That the Asset & Works Committee recommend to Council:**

- **The difference of \$7,052 for the mains-powered utility is pulled from the Economic Reserve to fund the project.**

*Please note that the Asset & Works Committee does not have delegated authority to make decisions. All recommendations of the Asset & Works Committee are presented to Council for ratification.*

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<b>8.</b>	<b>Questions from Members</b>
<b>9.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
<b>10.</b>	<b>Date of the Next Meeting</b> Tuesday, 30 July 2024 at 2:30pm
<b>11.</b>	<b>Closure</b>