



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Asset & Works Committee Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 13 August 2024
Commencing 3.00pm

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 13 August 2024 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin commencing at 3.00pm.

Aaron Wooldridge
Acting Chief Executive Officer
8 August 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
3:00pm Tuesday 13 August 2024



1. Official Opening

The Chair welcomed those in attendance and declares the Meeting open at 3:00pm.

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 B Jones | Acting Chief Executive Officer |
| Mr B Forbes | Asset & Works Coordinator |
| Ms K Rose | Governance Coordinator |

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 Governance Coordinator for inclusion in the Disclosures Register.

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

5.1 Asset & Works Committee Meeting held on 23 April 2024

[Attachment 5.1A](#)

Voting Requirements

- Simple Majority
 Absolute Majority

Officer's Recommendation – 5


That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Asset & Works Committee Meeting, held on 23 April 2024, be confirmed as a true and correct record of proceedings.

6. Presentations

Nil

7. OFFICER'S REPORTS

7.1 Policy 4.2 - Gravel, Sand and Pit Rehabilitation and Gravel Agreement Review

| | | |
|--|--|--|
| <h1 style="color: #C00000;">Asset & Works</h1> | |  <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p> |
| Date: | 5 August 2024 | |
| Location: | Not Applicable | |
| Responsible Officer: | Ben Forbes, Asset & Works Coordinator | |
| Author: | Kahli Rose, Governance Coordinator | |
| Legislation: | <i>Local Government Act 1995</i> | |
| SharePoint Reference: | Corporate Management/Committees/Asset & Works | |
| Disclosure of Interest: | Nil | |
| Attachments: | Attachment 7.1A - Gravel Agreement - Current Attachment 7.1B - 4.2 - Gravel, Sand and Pit Rehabilitation Policy | |

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Asset and Works Coordinator brings this item to the committee seeking a review of the current Shire of Dowerin Gravel Agreement and related policy; 4.2 - Gravel, Sand and Pit Rehabilitation. The focus is on amending the cubic metre rate paid to landowners and removing the 28% bulking factor.

The adopted policy outlines the material specifications and rates of payment for materials removed from private property. The committee is asked to consider the feasibility and implications of:

1. Reducing the cubic metre rate from \$3.30 to \$2.50 (inclusive of GST).
2. Eliminating the 28% bulking factor from the agreement.

Background

The current Shire of Dowerin Gravel Agreement includes:

- A royalty payment of \$3.30 (inclusive of GST) per cubic metre, or alternative arrangements as mutually agreed, in lieu of the royalty payment listed in the additional information/conditions' column.
- A 28% bulking factor, subtracted from the total cubic metres loaded, as detailed in the Bulking Factor Sheet.
- A commitment to rehabilitate the pit area at the end of its 'Useable Life,' unless otherwise agreed.

Comment

Recent community feedback has highlighted concerns about the 28% bulking factor being applied to the total amount of gravel removed. Management suggest that the cubic metre rate is reduced to \$2.50 (inclusive of GST) and removal of the bulking factor.

Financially, the proposed changes would result in a minor increase in payments to landowners. For example, under the current rate of \$3.30 per cubic metre with the 28% bulking factor, a landowner would receive \$23,760 (inclusive of GST) for 10,000 cubic metres of gravel. By removing the bulking factor and applying a flat rate of \$2.50 per cubic metre, the payment would increase to \$25,000 (inclusive of GST).

The committee requested to consider the feasibility of these amendments, factoring in community feedback, financial implications, and operational requirements.

Consultation

Ben Forbes, Asset & Works Coordinator
 Aaron Wooldridge, Acting Chief Executive Officer
 Asset & Works Committee, 13 August 2024 Workshop

Policy Implications

4.2 - Gravel, Sand, and Pit Rehabilitation 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

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

| | |
|--------------------------------------|--|
| Risk Profiling Theme | Supplier/Contract Management |
| Risk Category | Project Budget |
| Risk Description | Less than \$5,000 |
| Consequence Rating | Insignificant (1) |
| Likelihood Rating | Unlikely (2) |
| Risk Matrix Rating | Low (2) |
| Key Controls (in place) | Asset Management Plan Ongoing Monitoring |
| Action (Treatment) | Annual Budget Allocations Annual Policy Reviews |
| Risk Rating (after treatment) | Adequate |

Financial Implications

The proposed change would result in a minor increase in payments to landowners. The amendment of this rate would result in a \$1,240 increase per 10,000 cubic metres of gravel.

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation 7.1

The Asset & Works Committee recommends that Council amend the current policy; 4.2 – Gravel, Sand and Pit Rehabilitation Policy and the Shire of Dowerin Gravel Agreement with the following changes:

1. Removal of the 28% bulking factor.
2. Decrease to \$2.50 per cubic meter for compacted gravel removed from private property.

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 Dowerin Memorial Swimming Pool Repairs | |
|--|---|
| <h1 style="color: #E34A33;">Asset & Works</h1> | |
|  <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p> | |
| Date: | 5 August 2024 |
| Location: | Not Applicable |
| Responsible Officer: | Ben Forbes. Asset & Works Coordinator |
| Author: | Kahli Rose, Executive Governance Officer |
| Legislation: | <i>Local Government Act 1995</i> |
| SharePoint Reference: | Technical/Asset Management/Service & Maintenance |
| Disclosure of Interest: | Nil |
| Attachments: | 7.2A - Swimming Pool Leak Detection RFQ Evaluation 7.2B - RFQ Responses and Quotes 7.2C - Historical Findings |

Purpose of Report

- Executive Decision
 Legislative Requirement

Summary

Following the 2023/24 pool season, the pool manager reported that a major leak was present at the Dowerin Memorial Swimming Pool. Management have sought quotes for thorough investigation into the leak(s).

Two companies responded to the RFQ, and both are capable of completing the required work. Since both quotes would exceed the proposed budgeted allocation of \$5,000, this item is presented to the Asset & Works Committee for recommendation to Council.

Background

Following the last pool season, the current pool manager informed management about the problem. During a meeting with the Asset & Works Committee, the manager proposed a suitable course of action and detailed the investigation needed to assess the full extent of the repairs required.

Comment

Distinctive Pools proposes a detailed service for \$9,815 (GST exclusive), which includes SCUBA dive dye leak detection, camera inspections, and a thorough report outlining leaks and recommendations.

WetDek Pools offers a solution at \$22,000, addressing site-specific challenges with a larger team, advanced technology, and a comprehensive written report. They have 35 years in construction, with a focus on pools in recent years.

Both options provide different benefits and approaches for addressing the pool's issues, which is further outlined in Attachment 7.2A, and both quotes provided as Attachment 7.2B. Historical leak detection reports and related photos are able to be reviewed in Attachment 7.2C

Consultation

Ben Forbes, Asset & Works Coordinator
 Asset & Works Committee, Workshop 13 August 2024

Policy Implications

3.11 – Purchasing Policy
 4.7 – Asset Management 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

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

| | |
|--------------------------------------|---|
| Risk Profiling Theme | Asset Management Practices |
| Risk Category | Property (Plant, Equipment, Buildings) |
| Risk Description | \$5,001 - \$50,000 |
| Consequence Rating | Minor (2) |
| Likelihood Rating | Unlikely (2) |
| Risk Matrix Rating | Low (4) |
| Key Controls (in place) | Asset Management Plan Ongoing Monitoring |
| Action (Treatment) | Annual Budget Allocations Asset & Works Committee Meetings |
| Risk Rating (after treatment) | Adequate |

Financial Implications

Both quotes will exceed the \$5,000 allocated for this project in the 24/25FY budget, resulting in a deficit of \$5,000 to \$17,000.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation - 7.2

The Asset & Works Committee recommends that Council increase the allocation for account **2110352 REC - Consultants** from \$5,000 to \$25,000 in the proposed 2024/2025 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.

| | |
|-----|----------------------------------|
| 8. | Questions from Members |
| 9. | Date of the Next Meeting |
| | 29 October, commencing at 2:00pm |
| 10. | Closure |