Shire of Perenjori

MINUTES

Plant and Works Committee Meeting

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on

7th December 2016 to commence at 5.00 pm.

Table of Contents

16121  PRELIMINARIES ........................................................................................................................................ 2
  16121.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS ................................. 2
  16121.2 DISCLAIMER READING .................................................................................................................... 2
  16121.3 RECORDS OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE ........................................ 2
  16121.4 NOTATIONS OF INTEREST .............................................................................................................. 2
  16121.5 APPLICATIONS FOR LEAVE OF ABSENCE .................................................................................. 2
  16121.6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS ...................................................... 2

16122  INFRASTRUCTURE SERVICES ........................................................................................................... 3
  16122.1 ROAD MAINTENANCE NOVEMBER 2016 ......................................................................................... 3

16123  GENERAL BUSINESS ......................................................................................................................... 6
  16123.1 CONFIDENTIAL ............................................................................................................................... 6
  16123.2 DATE OF NEXT MEETING ............................................................................................................... 6
  16123.3 CLOSURE ........................................................................................................................................ 8
16121 PRELIMINARIES

16121.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS
Cr P Waterhouse declared the meeting open at 5.00 pm.

16121.2 DISCLAIMER READING

16121.3 RECORDS OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Cr P Waterhouse – Presiding Member
Cr K Pohl
Cr R Desmond
Ken Markham – MIS

Apology;
Cr G Reid
Ali Mills - CEO

16121.4 NOTATIONS OF INTEREST

Financial Interest – Local Government Act s 5.60A
Proximity Interest – Local Government Act s 5.60B
Interest Affecting Impartiality – Shire of Perenjori Code of Conduct.

16121.5 APPLICATIONS FOR LEAVE OF ABSENCE

16121.6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the Minutes of the Plant and Works Committee Meeting of 9\textsuperscript{th} November 2016 be confirmed as a true and correct record of the meeting.

Committee Resolution – Item 16122.1

\begin{tabular}{|l|}
\hline
Moved: Cr R Desmond & Seconded: Cr K Pohl \\
That the Minutes of the Plant and Works Committee Meeting of 9\textsuperscript{th} November 2016 be confirmed as a true and correct record of the meeting. \\
Carried: 4/0 \\
\hline
\end{tabular}
EXECUTIVE SUMMARY

This item seeks Council’s acceptance of the road maintenance report for November 2016.

BACKGROUND

Listed are the roads graded for the month of December.

North Road
Boonerong Road
Warriedar Coppermine Road
Rabbit Proof Fence Road
Syson Road
Spencer Road
Starkeys Road
James Road
Waddi Road
Hirsch Road
Maya East Road
Iona Road
Otte Road
Old Perth Road

STATUTORY ENVIRONMENT

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

POLICY IMPLICATIONS

FINANCIAL IMPLICATIONS

As per road maintenance budget

STRATEGIC IMPLICATIONS

Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment

Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs.

RISK MANAGEMENT

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
</table>

3
Not maintaining roads will lead to deterioration of the asset and safety issues for users.

Consultation
Team Leader - Ken Barndon

Comment
The maintenance graders have been working on maintaining school bus routes and harvest roads.

Voting Requirements – Simple Majority

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 16122.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the road maintenance report for November 2016 be accepted as presented.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee Resolution – Item 16122.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr R Desmond</td>
</tr>
<tr>
<td>Seconded: Cr K Pohl</td>
</tr>
<tr>
<td>That the road maintenance report for November 2016 be accepted as presented.</td>
</tr>
<tr>
<td>Carried: 4/0</td>
</tr>
</tbody>
</table>
16123 GENERAL BUSINESS

16123.1 CONFIDENTIAL

**16123.1.1 CONFIDENTIAL ITEM - RFT GTS PE 03-2016 SUPPLY OF HIRED ROAD PLANT WITH OPERATORS**

**APPLICANT:** SHIRE OF PERENJORI

**FILE:** ADM 0366

**DISCLOSURE OF INTEREST:** NIL

**AUTHOR:** KEN MARKHAM - MANAGER INFRASTRUCTURE SERVICES

**RESPONSIBLE OFFICER:** KEN MARKHAM - MANAGER INFRASTRUCTURE SERVICES

**REPORT DATE:** 7TH DECEMBER 2016

**ATTACHMENTS** RECOMMENDATION REPORT

Voting Requirements – Simple Majority

**Officer Recommendation – Item 16123.1.1**

That Council award RFT GTS PE 2016/17, Supply of Hired Road Construction Plant with Operators:

THEM Earthmoving Pty Ltd, for the estimated Total Cost of $2,274,960 + GST; and,

In the event that THEM Earthmoving Pty Ltd is not available, then,

The contract be awarded to Quadrio Earthmoving Pty Ltd for the estimated Total Cost of $2,352,505 + GST.

**Committee Resolution – Item 16123.1.1**

Moved: Cr K Pohl

Seconded: Cr R Desmond

That Council award RFT GTS PE 2016/17, Supply of Hired Road Construction Plant with Operators:

THEM Earthmoving Pty Ltd, for the estimated Total Cost of $2,274,960 + GST; and,

In the event that THEM Earthmoving Pty Ltd is not available, then,

The contract be awarded to Quadrio Earthmoving Pty Ltd for the estimated Total Cost of $2,352,505 + GST.

Carried: 4/0
Voting Requirements – Simple Majority

Officer Recommendation – Item 16123.1.2

That the Council award RFT GTS PE 04/2016 Contract Flood Damage Supervisor to; Deans Contracting (Martin Dean) for the estimated tender sum of $153,213.80 (plus GST) as calculated from the rates listed within the submitted RFT dated 12/10/2016.

In the event that Deans Contracting is not available then,

The contract be awarded to Remote Roads (Kevin Walker) for the estimated sum of $197,710.00 (plus GST) as calculated from the rates listed within the submitted RFT dated 03/10/2016.

Committee Resolution – Item 16123.1.2

Moved: Cr K Pohl  Seconded: Ken Markham - MIS

That the Council award RFT GTS PE 04/2016 Contract Flood Damage Supervisor to; Deans Contracting (Martin Dean) for the estimated tender sum of $153,213.80 (plus GST) as calculated from the rates listed within the submitted RFT dated 12/10/2016.

In the event that Deans Contracting is not available then,

The contract be awarded to Remote Roads (Kevin Walker) for the estimated sum of $197,710.00 (plus GST) as calculated from the rates listed within the submitted RFT dated 03/10/2016.

Carried: 4/0
16123.2 DATE OF NEXT MEETING
The next Plant and Works Committee Meeting will be held on the 8th February 2017.

16123.3 CLOSURE
Cr P Waterhouse declared the meeting closed at 5.40 pm.
Previous Minutes

Plant & Works Committee Meeting
9th November 2016
Shire of Perenjori

MINUTES

Plant and Works Committee Meeting

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on

9th November 2016 commenced at 5.00 pm.

Table of Contents

16111 PRELIMINARIES ................................................................................................................2
  16111.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS .......... 2
  16111.2 DISCLAIMER READING ......................................................................................... 2
  16111.3 RECORDS OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE ...... 2
  16111.4 NOTATIONS OF INTEREST .................................................................................. 2
  16111.5 APPLICATIONS FOR LEAVE OF ABSENCE .................................................... 2
  16111.6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS ......................... 2

16112 INFRASTRUCTURE SERVICES .............................................................................. 3
  16112.1 ROAD MAINTENANCE OCTOBER 2016 ............................................................. 3
  16112.2 CONCRETE BATCH PLANT ............................................................................... 6
  16112.3 NORTH YARD FENCING ............................................................................... 8
  16112.4 TRACTOR & REACH MOWER .......................................................................... 10

16113 GENERAL BUSINESS ............................................................................................. 12
  16113.1 CONFIDENTIAL ................................................................................................. 12
  16113.2 DATE OF NEXT MEETING ............................................................................... 12
  16113.3 CLOSURE ......................................................................................................... 12
16111  PRELIMINARIES

16111.1  DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS
Cr G Reid declared the meeting open at 5.10 pm.

16111.2  DISCLAIMER READING

16111.3  RECORDS OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Cr G Reid
Cr P Waterhouse
Cr R Desmond
Ali Mills – CEO
Ken Markham – MIS

Apology;
Cr K Pohl

16111.4  NOTATIONS OF INTEREST
Financial Interest – Local Government Act s 5.60A
Proximity Interest – Local Government Act s 5.60B
Interest Affecting Impartiality – Shire of Perenjori Code of Conduct.

16111.5  APPLICATIONS FOR LEAVE OF ABSENCE

16111.6  CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS
That the Minutes of the Plant and Works Committee Meeting of 12th October 2016 be confirmed as a true and correct record of the meeting.

<table>
<thead>
<tr>
<th>Committee Resolution – Item 16111.6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr R Desmond</td>
</tr>
<tr>
<td>That the road maintenance report for October 2016 be accepted as presented.</td>
</tr>
<tr>
<td>Carried: 5/0</td>
</tr>
</tbody>
</table>
16112 INFRASTRUCTURE SERVICES

16112.1 ROAD MAINTENANCE OCTOBER 2016

APPLICANT: SHIRE OF PERENJORI
FILE: R999
DISCLOSURE OF INTEREST: NIL
AUTHOR: KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER: KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
REPORT DATE: 9TH NOVEMBER 2016
ATTACHMENTS: MAP - OCTOBER

Executive Summary
This item seeks Council's acceptance of the road maintenance report for October 2016.

Background
Listed are the roads graded for the month of October.
Billeroo Road Oliver Road
Liebe Road Hibble Road
Avery Road Rabbit Proof Fence Road
Caron East Road Simpson Road
Cannon East Road Taylors Road
Bob Kings Road Warriedar Coppermine Road
Oversby North Road

Statutory Environment
Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Policy Implications

Financial Implications
As per road maintenance budget

Strategic Implications
Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment
Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs.

Risk Management
Shire of Perenjori

Plant and Works Committee Meeting

MINUTES 9th November 2016

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not maintaining roads will lead to deterioration of the asset and safety issues for users</td>
<td>High</td>
<td>To maintain roads to a standard and implementation of a Road Maintenance Plan.</td>
</tr>
</tbody>
</table>

Consultation
Team Leader- Ken Barndon

Comment
The maintenance graders have not covered as much of the road network this month due to assisting with the seal program.

Voting Requirements – Simple Majority

Officers Recommendation – Item 16112.1
That the road maintenance report for October 2016 be accepted as presented.

Committee Resolution – Item 16112.1
Moved: Cr R Desmond Seconded: Cr G Reid
That the road maintenance report for October 2016 be accepted as presented.
Carried: 5/0
Executive Summary

This item seeks Council’s consideration of works to address safety issues with the Concrete Batch Plant.

Background

The Batch Plant is a hopper and conveyor system located at the North Yard Depot used to load aggregates, sand and cement into the concrete agitator truck to produce concrete. The plant has been in place for over 22 years and has had various maintenance and repair works carried out over the years including, hopper refurbishment, new generator, digital scales installed and new conveyor belt. It is currently in reasonable operating condition apart from issues that have been highlighted from internal safety inspections.

To bring the plant up to compliance there is work required to safeguard personnel from the conveyor belt (guarding), access ladder replacement and guard railing to meet regulations.

A quote was received from Maicon for the works and the cost is approximately $31,536 ex GST.

The other option to consider is to dispose of the batch plant. There is a local contractor in Perenjori who does concrete supply. There could be issues of reliability of contractors and the risk of the business closing and not having concrete supplies close by. There are no current issues with the contractor or supplies.

In the past the Shire of Perenjori has done some of its own concrete works including laying and finishing. We currently only have a couple of people with the skills to grano works. We mainly use the batch plant for culvert works and small projects like fencing and the occasional supply and delivery to others.

If the works are carried out on the batch plant there is also the ongoing maintenance to consider. The money to carry out the required works on the batch plant has been identified to come from the Parts budget with a review of the account to be carried out in the February Budget review to ensure that there are enough funds through to the end of the financial year.

<table>
<thead>
<tr>
<th>OPTION</th>
<th>PRO</th>
<th>CONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPAIR</td>
<td>Have a compliant batch plant for our own use at times convenient to</td>
<td>Ongoing maintenance cost, lack of use due to local supply contractors and unskilled workers. Continued requirement to meet OHS standards.</td>
</tr>
<tr>
<td></td>
<td>the Shire.</td>
<td></td>
</tr>
<tr>
<td>DISPOSE OF</td>
<td>Not have to worry about ongoing maintenance issues or OHS</td>
<td>Potential to lose access to concrete if local contractor closes business. Availability</td>
</tr>
<tr>
<td></td>
<td>requirements.</td>
<td></td>
</tr>
</tbody>
</table>
Statutory Environment

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Section 3.57 Local Government Act 1995 (“the Act”)

Part 4 Local Government (Functions and General) Regulations 1996 (“the Regulations”)

Local Government (Functions and General) Amendment Regulations 2007 (“the Regulations”)

Policy Implications

Nil

Financial Implications

$31,536 ex GST from Parts Budget for meeting compliance requirements.

Strategic Implications

Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment

Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs

Risk Management

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>The current situation with the batch plant means that it is uncompliant with regulations regarding guarding of machinery and access at height. The risk of disposing of the Batch plant is that we will be relying on local contractor. The service may end in future leaving us without local access to concrete.</td>
<td>High</td>
<td>By carrying out the highlighted issues, the plant will be compliant and the risk of injury to persons will be greatly reduced. By carrying out the works to the batch plant we are able to keep it operational giving us long term access to concrete.</td>
</tr>
<tr>
<td></td>
<td>medium</td>
<td></td>
</tr>
</tbody>
</table>

Consultation

CEO
LGIS
MIACON

Comment

Voting Requirements – Simple Majority
Officers Recommendation – Item 16112.2

That the concrete batch plant be offered for sale by tender and removed along with the concrete truck.

Committee Resolution – Item 16112.2

Moved: Cr G Desmond
Seconded: Cr P Waterhouse

That the concrete batch plant be offered for sale by tender and removed along with the concrete truck.

Carried: 5/0

16112.3 NORTH YARD FENCING

APPLICANT: SHIRE OF PERENJORI
FILE: NIL
DISCLOSURE OF INTEREST: NIL
AUTHOR: KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER: KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
REPORT DATE: 9th NOVEMBER 2016

Executive Summary
This item seeks Council’s approval for an amendment to the budget for Account 12285 to allow for proposed replacement of the North Yard fencing.

Background
Workplace inspections highlighted security and access issues to the North Yard Depot. Account #12285 had an amount of $14,316 put into the budget to allow for the replacement of the existing fence. Recent discussions with our LGIS risk Co-Ordinator have led to the requirement for the proposed fencing to be upgraded further. This involves having 1.8 metre chainmesh fencing installed to all sides with 3 barb on top. A quote was received with the new specifications and this has led to an increase of $14,391.10 to the initial estimate to carry out the works.

It is suggested that the works be carried out and the extra costs be found from savings identified in the Budget review in February.

Statutory Environment
Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Section 3.57 Local Government Act 1995 (“the Act”)
Part 4 Local Government (Functions and General) Regulations 1996 (“the Regulations”)
Local Government (Functions and General) Amendment Regulations 2007 (“the Regulations”)
Policy Implications

Financial Implications

The cost of $28,709.10 to upgrade the fencing is $14,391.10 more than the existing budget.

Strategic Implications

Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment

Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs.

Risk Management

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>The risk of not upgrading the fencing as highlighted in previous audits is that the security and access issues will not be addressed leaving the Council at risk of litigation and/or security issues.</td>
<td>High</td>
<td>By upgrading the fencing as recommended the risk of unlawful access and litigation issues is greatly reduced,</td>
</tr>
</tbody>
</table>

Consultation

LGIS
CEO
OHS Reps

Comment

Voting Requirements – Simple Majority

Officers Recommendation – Item 16112.3

That Council approves the Budget increase of account #12285 to $28707.10 for the fence replacement at the North Yard Depot with the extra cost to be found from savings identified in the Budget review in February.

Committee Resolution – Item 16112.3

Moved: Cr P Waterhouse  
Seconded: Cr G Reid

That Council approves the Budget increase of account #12285 to $28707.10 for the fence replacement at the North Yard Depot with the extra cost to be found from savings identified in the Budget review in February.

Carried: 5/0
Executive Summary
This item seeks Council’s approval for an increase in expenditure for the purchase of the Reach Mower and Tractor.

Background
The 2016/17 plant replacement program has a budget for the purchase of a reach mower and tractor of $159,050. The quote for the reach mower and cutter head has remained the same as per estimates in the original budget leaving $80,000 for the purchase of the tractor. Three quotes have been received from McIntosh & Son, Cunninghams and Roshers. The best quote is from Rosher for the Kubota M126GX. An option for a front end loader bucket was requested and this increased the cost of the tractor to $86,500, which is $6,500 over original budget. There is currently $47,000 in plant reserve with a further $190,000 from plant reserve in a term deposit.
By having a front end loader bucket on the tractor, the operator would be able to remove any vegetation from the road cut down whilst carrying out vegetation pruning, meaning that we do not need to send other machines behind the reach mower to clean up.

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>PRODUCT</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosher</td>
<td>125hp Kubota M126GX tractor</td>
<td>$86,500</td>
</tr>
<tr>
<td>Cunninghams</td>
<td>125hp Case Maxxum Ultimate</td>
<td>$95,000</td>
</tr>
<tr>
<td>McIntosh &amp; Son</td>
<td>114hp New Holland Electo Command T5.115 FWA tractor</td>
<td>$95,500</td>
</tr>
</tbody>
</table>

Statutory Environment
Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.
Section 3.57 Local Government Act 1995 (“the Act”)
Part 4 Local Government (Functions and General) Regulations 1996 (“the Regulations”)
Local Government (Functions and General) Amendment Regulations 2007 (“the Regulations”)

Policy Implications
Councils Purchasing Policy has been followed.

Financial Implications
An extra $6,500 from Plant Reserve Budget.
Shire of Perenjori Plant and Works Committee Meeting

MINUTES 9th November 2016

Strategic Implications
Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment

Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs.

Risk Management

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not having a front end loader attachment would mean having other machinery follow to clean up.</td>
<td>medium</td>
<td>Purchasing the attachment with the new machine would allow for clean up as it works keeping the road safe.</td>
</tr>
<tr>
<td>Purchasing the front end loader attachment after could cost more.</td>
<td>Low</td>
<td>Purchasing the attachment with the tractor now is a known cost.</td>
</tr>
</tbody>
</table>

Consultation
CEO

Comment
By having the front end loader attachment on the tractor it would make the operator more self-sufficient in that they could clean up as they work and not require another machine to follow behind.

Voting Requirements – Simple Majority

Officers Recommendation – Item 16112.4

1. That Council approves the increase in expenditure for the purchase of the Kubota tractor and reach mower of $6,500.
2. Allow for the addition of the front end loader attachment from the preferred supplier and that the expenditure comes from the Plant Reserve Budget.

Committee Resolution – Item 16112.4

Moved: Cr P Waterhouse Seconded: Cr R Desmond

That Council approves the increase in expenditure for the purchase of the Kubota tractor and reach mower of $6,500.

Carried: 5/0
16113  GENERAL BUSINESS

16113.1  CONFIDENTIAL

16113.2  DATE OF NEXT MEETING
The next Plant and Works Committee Meeting will be held on the 7th December 2016.

16113.3  CLOSURE
Cr G Reid declared the meeting closed at 5.50 pm.

I certify that this copy of the Minutes is a true and correct record of the meeting held on 9th November 2016.

Signed: ________________________

Presiding Elected Member

Date: _________________________