



## **ATTACHMENTS TO COUNCIL ITEMS**

Part 3 – Council Committee Minutes

ORDINARY COUNCIL MEETING

26 September 2017

**ATTACHMENT:9.2.1**

Minutes of Asset Management Advisory Committee 14 August 2017



**MINUTES FOR THE ASSET MANAGEMENT  
ADVISORY COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBERS ON MONDAY,  
14 AUGUST 2017 AT 8:30AM**

**PRESENT:**

<b>Members</b>	<b>Representative Group</b>
Cr I F West (Chairperson)	Council
Cr M T Smith	Council

**Staff**

Mr D Simmons, Chief Executive Officer  
Mr G Peddie, Director Planning, Community & Infrastructure  
Mr S Ivers, Manager Technical Services  
Mrs S Pratt-King, Coordinator Technical Services (Minute Taker)

**APOLOGIES:**

Cr B R Thompson	Council
Cr S Gumley	Council

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- 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**
  - 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**
  - 3. MINUTES OF THE ASSET MANAGEMENT ADVISORY COMMITTEE MEETING HELD ON 10 JULY 2017.**

A copy of the Minutes of the Asset Management Advisory Committee Meeting held on 10 July 2017 was provided to all Committee Members under separate cover.

**ASSET MANAGEMENT ADVISORY COMMITTEE DECISION:**

**MOVED:** Cr Smith

**SECONDED:** Cr West

***That the Minutes of the Asset Management Advisory Committee Meeting, held on 10 July 2017, be confirmed as a true and accurate recording of that meeting.***

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**4.1 73 Richardson Road**

The Committee discussed freehold, refurbishment, repurposing and demolition options for the Shire's property located at 73 Richardson Road.

Due to the deteriorating state of the property and limited funds in the 2017/18 budget all present supported completing basic care and maintenance of the property with a review in twelve months.

**ASSET MANAGEMENT ADVISORY COMMITTEE RECOMMENDATION TO COUNCIL:**

**MOVED:** Cr Smith

**SECONDED:** Cr West

***That the property located at 73 Richardson Road be maintained inline with minor care and maintenance practices with a review in twelve months.***

**5. REPORTS**

Nil

**6. DISCUSSION ITEMS**

**6.1 Solar Power – Green Infrastructure Strategy**

The Committee discussed Solar Power options for Shire assets as outline in the Green Infrastructure Strategy. The Committee agreed where there was an environmental and financial benefit to the community/organisation consideration would be made against available funding. A cost and benefit analysis would need to be considered to determine the level of benefit to the community of any future solar power projects.

A tenant application for Shire assisted solar power at the Aged Pensioner Units in Port Denison was discussed. The units being a joint venture between the Housing Authority and the Shire of Irwin. The application was rejected on the basis that it would not provide a financial or environmental benefit to the community, only the individual tenant and therefore did not meet the above requirements. Applications for tenant installed solar power would need to be considered against the current power supply configuration and infrastructure.

The Coordinator Technical Services to obtain further clarification from the Housing Authority.

**6.2 Recreational Jetty Repairs - Quote**

The Manager Technical Services provided a detailed estimate for the Recreational Jetty Repairs as prepared by Duratec. Due to financial constraints the Committee requested quotes from an alternative contractor to complete only the high risk items highlighted in the condition report for remedial actions in the next 12 months.

Coordinator Technical Services to obtain estimates from BLS Construction for high risk repairs for the Recreational Jetty.

To manage the risks associated with the deteriorating asset, the Committee agreed annual condition assessments would be scheduled to monitor/highlight all high risk defects.

**6.3 Tree Removal**

The Committee considered an internal request from the Operations Supervisor to remove two trees causing damage to Council and private infrastructure.

Tree 1 – Located at 1B Irwin Crescent; old Olive Tree causing root damage to the owners drive way and gate. Request was received as a Customer Request from the property owner. Operations Supervisor's recommendation was to remove and replace with another variety of tree further up the verge away from private property.

The Committee requested the Operations Supervisor investigate the possibility of managing the root growth prior to approving removal of the tree completely.

Tree 2 – Located on the corner of Bungaru Road; native tree causing root damage to the footpath and creating a significant trip hazard. Operations Supervisor’s recommendation was to remove without replacement.

All present approved the recommendation to remove the tree and repair the damaged footpath.

#### **7.4 Foreshore Maintenance**

The Committee discussed the car park resealing works along the foreshore as per the Draft 2017/18 budget. Car parks would be priorities based on condition due to limited funding. The Manager Technical Services confirmed that the preferred treatment option would be asphalt reseals, however estimates for bitumen reseals would be obtained and considered against funding provisions.

The continuation of the ship wreck walk along the foreshore was aimed at improving access and inclusion whilst creating minimal impact to the landscape. The Manager Technical Services confirmed that the asphalt walk path would be 1.3 meters wide to ensure consistency with the current ship wreck walk. The project will be funded through Council’s 2017/18 operating budget.

All present supported the project scope for the car parks reseal and ship wreck walk.

### **7. INFORMATION ITEMS**

#### **7.1 Surf Beach Erosions Control – Retaining Wall**

The below response from Cardno, the Shire’s Coastal Engineering consultants, regarding erosion control measures was provided to the Committee for information purposes.

*What you have proposed is essentially a buried seawall option but with the “seawall” taking the form of a limestone retaining wall. A buried seawall is certainly one of options that we have considered and is one of the forms in which Geotubes could be utilised which we will describe in the preliminary report we will send you soon. However, in a coastal engineering context vertical limestone retaining walls are not really suitable as coastal protection structures for the following reasons:*

- *Vertical limestone retaining walls do not function adequately as coastal protection structures when subjected to wave attack.*
- *A limestone retaining wall is a “hard” coastal engineering solution which we would not recommend as a temporary solution to erosion issues. “Hard” coastal engineering solutions are generally better suited as medium to long term solutions due to cost and permanency of structures.*
- *There are considerable difficulties in constructing limestone retaining walls close to/in groundwater levels which would likely be the case here.*
- *A vertical seawall structure (such as a limestone retaining wall) is highly reflective which will cause scour in front of the wall which increase the erosion of the beach in front of the wall and risks structurally undermining the wall.*
- *There is the risk of creating a safety hazard after a sever event if the wall results in a vertical drop in the beach face.*

The Manager Technical Services to further investigate the suitability of the retaining wall option, which will include exploratory excavation to determine the depth of the bedrock.

It was also recommended that a small delegation from the Shire of Irwin visit the current erosion control construction work being undertaken at the City of Greater Geraldton.

### **8. CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 9.48am.

**ATTACHMENT:9.2.2**

Minutes of Asset Management Advisory Committee 11 September 2017



## MINUTES OF THE ASSET MANAGEMENT ADVISORY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS ON MONDAY, 11 SEPTEMBER 2017 AT 8:30 AM

**PRESENT:**

Members	Representative Group
Cr B R Thompson (Chairperson)	Council
Cr I F West	Council
Cr M T Smith	Council

**Staff**

Mr. D Simmons, Chief Executive Officer  
Mr G Peddie, Director Planning, Community & Infrastructure  
Mr. S Ivers, Manager Technical Services  
Mrs. S Pratt-King, Coordinator Technical Services (Minute Taker)

**APOLOGIES:** Cr S Gumley Council

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1. **DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**
  2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**
  3. **MINUTES OF THE ASSET MANAGEMENT ADVISORY COMMITTEE MEETING HELD ON 14 AUGUST 2017.**

A copy of the Minutes of the Asset Management Advisory Committee Meeting held on the 14 August 2017 was provided to all Committee Members under separate cover.

**ASSET MANAGEMENT ADVISORY COMMITTEE DECISION:**

**MOVED:** Cr West

**SECONDED:** Cr Smith

*That the Minutes of the Asset Management Advisory Committee Meeting, held on 14 August 2017, be confirmed as a true and accurate recording of that meeting.*

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**4.1 Tree Removal**

Tree 1 – Located at 1B Irwin Crescent; Operations Supervisor investigating options to manage root growth. Further consultation with property owner required.

Tree 2 - Located on the corner of Bungaru Road removed by Operations Staff.

**4.2 Recreational Jetty Repairs**

Quotes from local contractor BLS Construction for repairs classified as High-High in the Duratec Condition Assessment Report to be presented at the next AMAC meeting.

**5. REPORTS**

Nil

## 6. DISCUSSION ITEMS

### 6.1 Solar Power Proposal – Irwin Rec Centre

The Committee considered a proposal by Shine Tech Solar for the supply and installation of a solar powered system at the Irwin Recreation Centre. The proposal based on current power consumption data forecasted an estimated monthly saving of \$1,700. The quote included repayment options over a ten-year term or a one off upfront payment.

Based on the projected financial benefit all present supported the proposal pending further investigation into repayment terms and conditions, system compatibility with current infrastructure and alternative quotes from local suppliers.

**ACTION: The Manager Technical Services to seek clarification on repayment options, terms, and conditions and current system requirements.**

**ACTION: The Coordinator Technical Services to obtain additional quotes from regional suppliers in line with Council's Purchasing Policy.**

### 6.2 Surf Beach Erosions Control

The Committee viewed a presentation on Sandsaver; an economical alternative to beach nourishment and erosion control for consideration at Surf Beach. The system operates in 2 manners; first by breaking down the energy of the wave, therefore drastically reducing the erosion on the beach. Secondly, it enables the wave, which consists of large amounts of sand and beach sediment, to go through the tapered openings and onto the beach area. When the water retreats, it must pass through the smaller tapered open portion of the module enabling the sand sufficient time to settle into the coastline and not back into the surf, therefore building the beach. All present supported the further investigation by the Manager Technical Services to source similar products through regional suppliers.

**ACTION: The Manager Technical Services to investigate if the Sandsaver product is available through local or regional suppliers and report back to the Committee.**

### 6.3 Denison Bowling Club

The Committee received the letter from the Denison Bowling Club seeking information and direction in regards to some matters relating to the asset management of facilities at the Bowling Club.

The Committee reviewed the current lease agreement and discussed at length the questions raised by the Bowling Club. As per the request from the Bowling Club all present supported inviting a representative group from the club to discuss the current lease agreement terms. The Committee recommended extending the offer to the Golf Club to ensure consistency and fairness across all groups.

Due to the impending Council Elections, the discussion will be scheduled for later in the financial year.

**ACTION: The Director Planning, Community, and Infrastructure to respond to the Denison Bowling Club as per the AMAC recommendation.**



**ASSET MANAGEMENT ADVISORY COMMITTEE RECOMMENDATION:**

**MOVED: Cr West**

**SECONDED: Cr Smith**

***That Council authorises the Asset Management Advisory Committee, CEO or his nominee, to comprise an initial group meeting with the Denison Bowling Club and Dongara Golf Club to discuss current lease terms and arrangements for both clubs.***

**7. INFORMATION ITEMS**

**7.1 Plant Replacement Program**

The Coordinator Technical Services provided an update to the Committee on the recent disposal of the Mitsubishi Rosa Bus and Merlo Telehandler by public auction.

The acquisition of a new Kubota Tractor, Amazone, Verti Drain and Slasher for turf management and rural road maintenance have been finalised. Quotes are currently being reviewed for the replacement telehandler.

In line with best practice fleet management processes, the Caterpillar Grader has undergone extensive diagnostic investigation at Westrac to ensure it is operational for the grading program. Feedback from Westrac suggests that previous maintenance, including basic pre-operational checks, have been inadequate. A detailed report will be provided to the Shire to ensure all future maintenance on the grader is completed in line with industry standards.

**7.2 Town Hall – Update**

The CEO advised that he would be attending the next Autumn Centre AGM to discuss the Shire's plans for the Town Hall. The miscellaneous items that were stored in the Town Hall have been relocated to the Shire's recycling shop at the Transfer Station.

**8. CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 10.10am.