

# SHIRE OF YORK

**MINUTES OF THE  
WORKS COMMITTEE MEETING  
HELD ON 6 NOVEMBER, 2014  
COMMENCING AT 5.04PM  
IN COUNCIL CHAMBERS,  
YORK TOWN HALL, YORK**



## Table of Contents

<b>1. OPENING .....</b>	<b>4</b>
1.1 Declaration of Opening .....	4
1.2 Disclaimer .....	4
1.3 Suspension of Standing Orders .....	4
1.4 Announcement of Visitors – .....	4
1.5 Declarations of Interest that Might Cause a Conflict.....	4
Financial Interests .....	4
Disclosure of Interest that May Affect Impartiality .....	4
<b>2. ATTENDANCE .....</b>	<b>5</b>
2.1 Committee Members .....	5
2.2 Staff.....	5
2.3 Apologies.....	5
2.4 Leave of Absence Previously Approved.....	5
2.5 Number of People in Gallery at Commencement of Meeting.....	5
<b>3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>5</b>
<b>4. PUBLIC QUESTION TIME .....</b>	<b>5</b>
4.1 Written Questions – Current Agenda .....	5
4.2 Public Question Time .....	5
<b>5. APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>5</b>
<b>6. PETITIONS / PRESENTATIONS / DEPUTATIONS.....</b>	<b>5</b>
<b>7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>5</b>
<b>8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION .....</b>	<b>6</b>
<b>9. REPORTS .....</b>	<b>6</b>
9.1 ENGINEER – WORKS MANAGERS REPORT.....	7
9.2 SHIRE OF YORK WATER REPORT.....	9
9.3 PARKS & GARDENS REPORT.....	9
9.4 MOU on Totum Poles .....	10
<b>10. MATTERS FOR DISCUSSION .....</b>	<b>6</b>
<b>11. OTHER BUSINESS .....</b>	<b>10</b>
<b>12. NEXT MEETING .....</b>	<b>10</b>
<b>13. CLOSURE .....</b>	<b>10</b>



## SHIRE OF YORK

### THE WORKS COMMITTEE MEETING OF THE COUNCIL HELD ON THURSDAY, 6 NOVEMBER, 2014, COMMENCING AT 5.04PM IN COUNCIL CHAMBERS, YORK TOWN HALL, YORK

The York Shire Council acknowledges the traditional owners of the land on which this meeting will be held.

#### **1. OPENING**

##### **1.1 Declaration of Opening**

*Cr Matthew Reid, Shire President, declared the meeting open at 5.04pm.*

##### **1.2 Disclaimer**

The Committee Chairperson advised the following:

*"I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that any decisions made at the meeting today, can be revoked, pursuant to the Local Government Act 1995.*

*Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material."*

##### **1.3 Suspension of Standing Orders**

*Not Put*

##### **1.4 Announcement of Visitors –**

*Nil*

##### **1.5 Declarations of Interest that Might Cause a Conflict**

*Councillors/Staff are reminded of the requirements of s5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed and also of the requirement to disclose an interest affecting impartiality under the Shire of York's Code of Conduct.*

##### **Financial Interests**

*Nil*

##### **Disclosure of Interest that May Affect Impartiality**

*Nil*

## **2. ATTENDANCE**

### **2.1 Committee Members**

*Cr Matthew Reid (Chair); Cr David Wallace; Cr Tony Boyle (entered the meeting at 5.10pm); Mike Gill; Ron MacKay; Ian Crombie; Don Randell*

### **2.2 Staff**

*Gail Maziuk, Human Resources/Compliance; Helen D'Arcy-Walker, Executive Support Officer*

### **2.3 Apologies**

*Michael Keeble, Chief Executive Officer; Keith Dickerson, Works Manager*

### **2.4 Leave of Absence Previously Approved**

*Nil*

### **2.5 Number of People in Gallery at Commencement of Meeting**

*There were no people in the Gallery at the commencement of the meeting.*

## **3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

*Nil*

## **4. PUBLIC QUESTION TIME**

### **4.1 Written Questions – Current Agenda**

*Nil*

### **4.2 Public Question Time**

*Public Question Time Opened at 5.05pm and Closed at 5.05pm as there were no members of the public in the gallery*

## **5. APPLICATIONS FOR LEAVE OF ABSENCE**

*Nil*

## **6. PETITIONS / PRESENTATIONS / DEPUTATIONS**

*Nil*

## **7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Minutes of the Works Committee Meeting held October 2, 2014

Corrections – Mike Gill requested letter to be included in the Appendix from his presentation at the October 2014 Works Committee meeting.

Confirmation

### **RESOLUTION**

**WC 011114**

Moved: Mike Gill

Seconded: Ron MacKay

*"That the minutes of the Works Committee Meeting held October 2, 2014 to be confirmed, with the above correction, as a correct record of proceedings.*

**CARRIED: 6/0**

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION
9. REPORTS
10. MATTERS FOR DISCUSSION

9. EXECUTIVE MANAGEMENT REPORTS  
9.1 ENGINEER – WORKS MANAGERS REPORT

FILE NO: OR.MTG.5  
COUNCIL DATE: 6th November 2014  
REPORT DATE: 31<sup>st</sup> October 2014  
SENIOR OFFICER: Keith Dickerson, Consulting Works Manager  
AUTHOR: Works Administrator, Leonie Kempin  
APPENDICES: 1 - Vehicle Hours/kms Report July 2014  
2 - Grading, Construction & Rural Rd Works  
3 - Town Works  
4 - Potholes, Guide Posts & Signs  
5 - Private Works  
6 - Plant Maint / Servicing - October 2014  
7 - Plant Maint / Servicing - July 2012 to current  
DOCUMENTS TABLED: MOU - Relocation & Maintenance of York DHS  
Totem Poles  
REPORT APPROVED BY THE CEO: Michael Keeble

*Cr Boyle entered the meeting at 5.10pm*

**RESOLUTION  
WC 021114**

Moved: Mike Gill

Seconded: Ron MacKay

*"The Committee Recommends to Council:*

*To receive and note the September and October 2014 report prepared by the Consulting Works Manager."*

*Carried: 7/0*

**NEW MOTION**

**RESOLUTION  
WC 031114**

Moved: Mr Gill

Seconded: Cr Boyle

*"The Committee Recommends to Council:*

*Prior to resealing of Goldfields & Quellington Roads that these sections of roads are to be checked for excess gravel in the drains and any excess gravel to be removed to clear drains and reused. To avoid damage to the new seal."*

*CARRIED: 7/0*

**NEW MOTION**

**RESOLUTION  
WC 041114**

Moved: Mr Randell

Seconded: Cr Wallace

*"The Committee Recommends to Council:*

*That they develop a policy that requires all sub-contractors engaged by the Shire of York be required to carry out safety inductions and plant inspections in accordance with the relevant OH&S Act."*

**CARRIED: 7/0**



## 9.2 SHIRE OF YORK WATER REPORT

Report was tabled by Ian Crombie  
Appendices Attached

### NEW MOTION

#### RESOLUTION WC 051114

Moved: Mr Crombie

Seconded: Cr Wallace

*"The Committee Resolves:*

*To revisit the watering of trees in Avon Terrace by automated process at the March 2015 Works Advisory Committee meeting.*

**CARRIED 7/0**

## 9.3 PARKS & GARDENS REPORT

Report was tabled by Ian Crombie  
Appendices Attached

### NEW MOTION

#### RESOLUTION WC 061114

Moved: Mr Crombie

Seconded: Mr Randell

*"The Committee Recommends To Council That Council:*

*Approach the operators of the York monthly markets to relocate to Avon Terrace between South Street and Macartney Streets."*

**CARRIED: 7/0**

*Cr Boyle left meeting at 6.30pm and returned to meeting at 6.33pm.*

Discussion took place regarding pruning of trees on Spencers Brook Road. A photograph was tabled and is attached.

### NEW MOTION

#### RESOLUTION WC 071114

Moved: Mr MacKay

Seconded: Mr Crombie

*"The Committee Recommends to Council that Council:*

*Engage with Mr Ron MacKay of the Works Committee on a voluntary basis to research the Shire of Yorks road maintenance manual requirements and develop a list of the documentation required to achieve industry best practice and present the list to the Works Committee."*

**CARRIED: 7/0**

#### 9.4 MOU on Totum Poles

Report was a tabled document – Ian Crombie spoke to the MOU.

#### NEW MOTION

#### RESOLUTION WC 081114

Moved: Mr Crombie

Seconded Cr Boyle

*"The Committee Recommends to Council that Council:*

*Approve the installation of Totum Poles from York District High Scholl to Candice Bateman Park as per the MOU."*

**CARRIED: 7/0**

#### 11. OTHER BUSINESS

*Nil*

#### 12. NEXT MEETING

#### RESOLUTION WC 091114

Moved: Mr MacKay

Seconded: Cr Wallace

*"That the Committee:*

*hold the next Works Committee Meeting on December 4, 2014 at 5.00pm in Council Chambers, York Town Hall, York."*

**CARRIED: 7/0**

#### 13. CLOSURE

*Cr Reid thanked everyone for their attendance and declared the meeting closed at 6.42pm*

## VEHICLE REPORT OCTOBER 2014 - WORKS DEPOT

PLATE #	PLANT #	YEAR	VEHICLE DESCRIPTION	HRS/K M	CURRENT READING	PREVIOUS READING	MONTHLY USAGE
Y.96	P159	2010	Ford Ranger Ute (P. Murray)	kms	6636	4635	2001
Y.830	P149	2012	Multipac Roller	hrs	1716	1689	27
Y.770	P136	2003	Ford Courier 4x4 (N. Thomas) - NEW	kms	2390	292	2098
Y.6947	P163	2011	Great Wall Ute (Gardener)	kms	73150	72564	586
Y.6742	P151	2010	Armado Street sweeper (ride-on) - NEW	hrs	17.4	0	17
Y.600	P109	2010	John Deere Loader	hrs	473.1	421.2	52
Y.4894	P144	1998	Volvo Roller	hrs	233	220	13
Y.466	P125	2000	Cherry Picker	hrs	1393	1391	2
Y.4099	P108	2012	Mitsubishi Canter truck	kms	56931	55694	1237
Y.397	P157	2008	Hino Crew Cab	kms	122675	122028	647
Y.3777	P155	2008	Hino Truck	kms	96588	96303	285
Y.347	P138	2004	Toyota 4x4 (Ranger)	kms	92290	90356	1934
Y.345	P152	2008	Hino Truck 13t	kms	153838	153386	452
Y.299	P116	2001	Kubota Tractor	hrs	503.4	483.7	20
Y.205	P147	2006	Volvo Grader (new)	hrs	528	528	0
Y.1660	P156	2008	Hino Truck 6t	kms	95580	95456	124
Y.15206	P158	2008	Vermeer Chipper	hrs	500.6	500.6	0
Y.130	P143	2005	Volvo Grader	hrs	2522	2415	107
N/A	P130	2009	John Deere mower	hrs	388.3	385	3
ICAE.874	P145	2005	Community Bus	kms	71293	70436	857
1TLB.302	P122	2010	Road Sweeper (trailer)	hrs	299.4	297.7	2
1ELM.142	P168	2001	Ford Courier 4x4 (Spray unit)	kms	10844	9975	869

## APPENDIX 2

**SHIRE OF YORK - WORKS DEPOT**  
**Grading, Construction & Rural Rd Works**  
**October 2014**

Date	Road / Site	Grading	Rolling	General Maint.	Construction
1/10/14	Moore Road	✓	✓		
	Helena Road	✓			
	Mokine Road - road counter			✓	
	Wambyn Road - road counter			✓	
2/10/14	Eighth Road	✓			
	Goldfields Road			✓	
	Caravan Park Road		✓		
	Goldfields Road - trees			✓	
	Quellington Road - culvert repair			✓	
	Mount Brown - fire breaks			✓	
7/10/14	Shire land - fire breaks			✓	
8/10/14	Mount Bakewell			✓	
	Boyles Road			✓	
	East Gwambygne Road			✓	
	Station Road			✓	
9/10/14	Mount Bakewell - fire breaks			✓	
	Spencers Brook Road - culvert clearing/maint.			✓	
10/10/14	Station Road	✓			
	Allen Road - bus route	✓			
	Allen Road	✓			
	Helena Road			✓	
13/10/14	Helena Road	✓			
	Knotts Road - tree pruning/lopping			✓	
14/10/14	Wilberforce Road	✓			
	Karabine Road	✓			
	Knotts Road - tree pruning/lopping			✓	
15/10/14	Gwambygne East Road	✓			
16/10/14	Myanarra Road	✓			
20/10/14	Lennard Road	✓	✓		
21/10/14	Qualen West Road - tree pruning/lopping			✓	
22/10/14	Qualen West Road - tree pruning/lopping			✓	
23/10/14	Qualen West Road - tree pruning/lopping			✓	
	Oakover Road			✓	
24/10/14	Qualen West Road - tree pruning/lopping			✓	
	Mercer Road	✓			
	Talbot Hall Road	✓			
27/10/14	Prunster Road - brushcutting			✓	
	Spencers Brook Road - tree pruning/lopping			✓	
28/10/14	Piccadilly Road	✓			
	Mackie Road	✓			
	Qualen West Road - shoulders			✓	
	Spencers Brook Road - tree pruning/lopping			✓	
	Goldfields Road			✓	
	Knotts Road				
	Qualen West Road				
	Mannavale Road				
	Lee Crescent				
	Doodenanning Road				
29/10/14	Spencers Brook Road - tree pruning/lopping			✓	
	Centennial Park - fire breaks			✓	
30/10/14	Spencers Brook Road - tree pruning/lopping			✓	
	Centennial Park - fire breaks			✓	
	Transfer Station - earthworks			✓	

## APPENDIX 3

**SHIRE OF YORK - WORKS DEPOT**  
**Monthly Report - Town Works**  
**October 2014**

Date	Work Done	Job Site
01-Oct-14	Rubbish removal	Avon Terrace
		Sundry Parks
	Gutter clearing	Avon Park toilet block
	General maintenance	Sewerage Ponds
		Cricket pitch
		Forrest Oval - new dam
		Mount Brown
	Car Park masintenance	Shire offices
		Forrest Oval
	Gardening - fertiliser application	Forrest Oval
	Gardening - mowing	Hockey field (old)
		Hockey field (new)
		Forrest Oval
	Gardening - brushcutting	Brunswick Street
	Retic. maintenance	Residency Museum
		Avon Park
		Pioneer Cemetery
		Swimming Pool
02-Oct-14	Rubbish removal	Avon Terrace
		Sundry Parks
	Vandalism cleanup	Candice Bateman Park
	Grave digging (by hand)	Pioneer Cemetery
	General maintenance	Forrest Oval - new dam
		Candice Bateman Park
		Pioneer Cemetery
	Gardening - brushcutting	Pioneer Cemetery
	Gardening - mowing	Forrest Oval
		Old Tennis Club
	Gardening - watering	Cricket pitch
	General maintenance	Candice Bateman Park
		Pioneer Cemetery
	Retic. maintenance	Avon Park
		Peace Park
		Johanna Whiteley Park
		Memorial Park
		Candice Bateman Park
		Residency Museum
	Pest contron - ants	Sundry Parks
03-Oct-14	Road sweeping & cleaning	Avon Terrace
		Joaquina Street
		Howick Street
		South Street
		Maxwell Street
	Grave setup	Pioneer Cemetery
	Gardening - tree watering (by hand)	Avon Terrace
		Howick Street carpark
	Rubbish removal	Sundry Parks
	Gardening - mowing	Avon Park
		Forrest Oval

APPENDIX 3

Monthly Report - Town Works  
October 2014

Date	Work Done	Job Site
	General maintenance	Avon Park
		Motocross track
		Mount Brown
		Gwambygine Park
		Pioneer Cemetery
		Candice Bateman Park
		Swimming Pool
	Car Park maintenance	Monger Reserve
	Gardening - brushcutting	Tenth Road
	Grave setup	Pioneer Cemetery
	Grave filling	Pioneer Cemetery
	Spraying - weeds	Arnold Park Road
	Gardening - watering	Cricket pitch
06-Oct-14	Rubbish removal	Avon Terrace
		Sundry Parks
	Gardening - raking & weeding	Sundry Parks
	General maintenance	Forrest Oval
		Pioneer Cemetery
		Candice Bateman Park
		Avon Park
		Mount Brown
		Motocross track
		Gwambygine Park
07-Oct-14	Weed control	Top Beverley Road
	Rubbish removal	Avon Terrace
		Avon Park
	Gutter maintenance	Shire Administration building
	Gardening - general	Macartney Street roses
		Sundry Parks
	Gardening - watering	Cricket pitch
	General maintenance	Forrest Oval
		Pony Club
	Footpath maintenance - brick pavers levelled	Post Office laneway
08-Oct-14	Rubbish removal	Avon Terrace
		Sundry Parks
	Gardening - mulching	Macartney Street roses
	General maintenance	Forrest Oval
		Gwambygine Park
		Pony Club (spread dirt)
	Weed control	Mount Brown
	Retic. maintenance	Macartney Street roses
		Centennial Units
		Avon Park
	Gardening - mowing	Hockey Oval - new
		Hockey Oval - old
09-Oct-14		Forrest Oval
	Rubbish removal	Avon Terrace
	Retic. maintenance	Macartney Street roses
	Gardening - weeding	Macartney Street roses
	Gardening - mulching	Macartney Street roses
	General maintenance	Avon Park
		Avon Terrace
		Forrest Oval

## APPENDIX 3

# Monthly Report - Town Works

## October 2014

Date	Work Done	Job Site
	Banner installation	Spencers Brook Road
		Panmure Road
10-Oct-14	Road sweeping & cleaning	Avon Terrace
		South Street
		Joaquina Street
	Rubbish removal	Information Bay
	Gardening - mowing	Candice Bateman Park
	General maintenance	Avon Park
		Sewerage ponds
		Shire Office
		Memorial Park
		Gwambygine Park
		Forrest Oval
		Avon Park
		Candice Bateman Park
		Mount Brown
		Pioneer Cemetery
		Helena Road
	Kerbing maintenance	Suburban Road
	Gardening - general	Peace Park
		Memorial Park
		Johanna Whiteley Park
		Macartney Street roses
	Removed fence	Helena Road
	Removed kerb	Suburban Road
	Parking bay maintenance - disabled	YRCC
11-Oct-14	CALL OUT - Break in	Town Hall
13-Oct-14	Rubbish removal	Avon Terrace
		Sundry Parks
	Event pack up (Art & Craft awards)	Town Hall
	Retic. maintenance	Candice Bateman Park
		Centennial Units
	General maintenance	Centennial Units
		Gwambygine Park
		Mount Brown
		Motocross track
		Cricket pitch
	Removed tree from road	Waterfall Road
14-Oct-14	Rubbish removal	Sundry Parks
		Information Bay
	Gardening - brushcutting	Spicers Road
	Gardening - slashing	Avon Terrace
	General maintenance	Forrest Oval
		Information Bay
		Sewerage ponds
	Event pack up (Art & Craft awards)	Town Hall
	Gardening - mowing	Hockey Oval - new
		Hockey Oval - old
	Retic. maintenance	Avon Park
		Avon Park
		Centennial Units
	Gardening - weeding	Sundry Parks
	Gardening - pruning & mowing	Centennial Units

## APPENDIX 3

# Monthly Report - Town Works

## October 2014

Date	Work Done	Job Site
15-Oct-14	Rubbish removal	Avon Terrace
		Avon Park
	Retic. maintenance	Forrest Oval
		Centennial Units
		Avon Park
		Residency Museum
	General maintenance	Netball Courts
		Avon Park
		Residency Museum
	Gardening - slashing	Avon Terrace (Shire blocks)
	Gardening - brushcutting	Avon Terrace (Shire blocks)
		Spicers Road
	Gardening - mowing	Forrest Oval
16-Oct-14	Gardening - watering	Cricket pitch
	Tree pruning / lopping	Knotts Road
	Rubbish removal	Avon Terrace
		Sundry Parks
	Banner installation	Old Cemetery
	Gardening - brushcutting	Avon Park
	Gardening - tree watering	Avon Terrace
		Howick Street car park
		Cricket pitch
	Gardening - mowing	Forrest Oval
		Hockey Oval - new
		Hockey Oval - old
		Peace Park
	General maintenance	Forrest Oval
		Avon Park
		Johanna Whiteley Park
		Gwambygne Park
		Swimming Pool
		Pioneer Cemetery
	Grave maintenance	Pioneer Cemetery
	Pest control - ants	Pioneer Cemetery
		Gwambygne Park
		Mount Brown
	Bollard replacement	Avon Park
	Replaced door	Town Hall
	Tree pruning / lopping	Knotts Road
17-Oct-14	Road sweeping & cleaning	Avon Terrace
		South Street
		Joaquina Street
	Gardening - mowing	Johanna Whiteley Park
		Peace Park
		Old Tennis courts
	General maintenance	Motocross track
		Candice Bateman Park
		Mount Brown
		Gwambygne Park
		Motocross track
		Avon Park
		Pioneer Cemetery
	Tree pruning / lopping	Knotts Road



## APPENDIX 3

# Monthly Report - Town Works

## October 2014

Date	Work Done	Job Site
20-Oct-14	Rubbish removal	Avon Terrace
		Candice Bateman Park
	General maintenance	Transfer Station
		Avon Park
		Mount Brown
		Motocross track
		Gwambygine Park
		Pioneer Cemetery
	Retic. maintenance	Avon Park
		Peace Park
		Johanna Whiteley Park
		Candice Bateman Park
		Memorial Park
		Macartney Street roses
		Residency Museum
		Pioneer Cemetery
	Gardening - brushcutting	Candice Bateman Park
	Road maintenance	Mannavale Road
21-Oct-14	Tree pruning / lopping	Knotts Road
	Event setup (Seniors)	Town Hall
	Weed control	Top Beverley Road
	Rubbish removal	Avon Terrace
		Avon Park
		Sundry Parks
	Playground maintenance	Swimming Pool
	Tree pruning / lopping	Bland Road
	General maintenance	Candice Bateman Park
		Pioneer Cemetery
22-Oct-14	Retic. maintenance	Pioneer Cemetery
		Residency Museum
		Candice Bateman Park
		Peace Park
		Johanna Whiteley Park
	Gardening - brushcutting	Candice Bateman Park
	Tree pruning / lopping	Knotts Road
	Rubbish removal	Avon Terrace
		Sundry Parks
		Information Bay
23-Oct-14	Removed tree branch from road	Parker Road
	Gardening - fertiliser application	Memorial Park
	Gardening - brushcutting	Avon Park
	Gardening - mowing	Hockey oval - new
		Hockey oval - old
		Forrest Oval
	Retic. maintenance	Hockey oval - new
		Hockey oval - old
		Forrest Oval
		Avon Park
23-Oct-14		YRCC
	Rubbish removal	Avon Terrace
		Sundry Parks
	Weed control	Swimming Pool
23-Oct-14	General maintenance	Gwambygine Park

## APPENDIX 3

# Monthly Report - Town Works

## October 2014

Date	Work Done	Job Site
		Town Hall
		Cricket pitch
		Bowling greens
		Swimming Pool
	Gardening - removed grass	Forrest Oval
	Gardening - brushcutting	Avon Park
	Moved archives	Shire Office
24-Oct-14	Road sweeping & cleaning	Avon Terrace
		South Street
		Joaquina Street
	Gardening - brushcutting	Avon Park
		Swimming Pool
	Gardening - mowing	Forrest Oval
	General maintenance	Town Hall
		Motocross track
		Candice Bateman Park
		Pioneer Cemetery
		Avon Park
		Mount Brown
		Gwambygine Park
27-Oct-14		Swimming Pool
	Rubbish removal	Avon Terrace
	Pest control - ants	Avon Terrace
	General maintenance	Candice Bateman Park
		Swimming Pool
		Transfer Station
		Avon Park
		Mount Brown
		Pioneer Cemetery
		Motocross track
		Gwambygine Park
	Gardening - slashing	Monger Reserve
		Candice Bateman Park
		Avon Terrace
	Gardening - pruning	Swimming Pool
	Animal control - snake	Northam Road
	Culvert / drain clearing & maintenance	Henrietta Street
		Macartney Street
	Retic. maintenance	Avon Park
		Peace Park
		Johanna Whiteley Park
		Pioneer Cemetery
		Sundry Parks
		Candice Bateman Park
		Residency Museum
	Firebreaks	Centennial Road
		Nugent Road
	Gardening - mowing	Hockey field - old
		Hockey field - new
		Bowling greens - old
28-Oct-14	Rubbish removal	Sundry Parks
		Monger Reserve
	Pest control - ants	Information Bay

## APPENDIX 3

# Monthly Report - Town Works

## October 2014

Date	Work Done	Job Site
	Gardening - watering & fertiliser application	Hockey field - old
		Hockey field - new
		Candice Bateman Park
		Forrest Oval
	Gardening - mowing	Shire Office grounds
	Gardening - pruning	Swimming Pool
	Retic. maintenance	Sundry Parks
	Security camera maintenance	Avon Park
	General maintenance	Bushland Gardens
	Animal control - snake	Avon Terrace
	Gardening - brushcutting	Prunster Road
		Centennial Park
		Prunster Road
		Newcastle Street
		Ulster Road
		Dinsdale Street
		Shire Office grounds
	Firebreak inspection	St Ronans Well
29-Oct-14	Gardening - watering & fertiliser application	Johanna Whiteley Park
		Memorial Park
		Residency Museum
		Pioneer Cemetery
		Peace Park
		Swimming Pool
	General maintenance	Cricket pitch
		Avon Park
		Peace Park
		Town Hall
		Avon Terrace
	Retic. maintenance	Avon Park
	Moved paintings	Town Hall
	Pest control - ants	Alfred Street
	Gardening - brushcutting	Osnaburg Road
		Ninth Road
30-Oct-14	Road maintenance	Wheeler Street
	Removal of tree on road	Panmure Road
	Rubbish removal	Sundry Parks
	Retic. maintenance	Avon Park
	Gardening - mowing	Swimming Pool
		Forrest Oval
	Gardening - brushcutting	Dinsdale Street
	General maintenance	Swimming Pool
		Sewerage ponds
		Town Dam
31-Oct-14		Sundry Parks
	Tree pruning / lopping	Centennial Drive
	Road sweeping & cleaning	Avon Terrace
		South Street
		Joaquina Street
	Rubbish removal	Sundry Parks
	Event setup (Medieval Fayre)	Peace Park
	General maintenance	Avon Park
		Candice Bateman Park

APPENDIX 3

Monthly Report - Town Works  
October 2014

Date	Work Done	Job Site
		Mount Brown
		Motocross track
		Gwambygne Park
	CALL OUT - After hrs - removed tree on Road	Great Southern Highway

**SHIRE OF YORK - WORKS DEPOT**  
**Monthly Report - Potholes, Guide Posts & Signs**  
**October 2014**

Date	Road / Location	Patching (Potholes)	Guide Posts	Signage	Bollards
1/10/14	Hamersley Siding Road			✓	
	Spencers Brook Road	✓	✓		
	Avon Terrace		✓		
	Trews Road		✓		
	Quellington Road	✓			
	Mannavale Road	✓			
	Goldfields Road	✓			
2/10/14	Helena Road		✓	✓	
	Howick Street	✓			
	Avon Terrace	✓			
	Georgiana Street	✓			
	Goldfields Road	✓			
6/10/14	Georgiana Street	✓			
7/10/14	Osborne Road	✓			
	Top Beverley Road	✓			
	Georgiana Street	✓			
	South Street	✓			
	Tenth Road		✓		
8/10/14	Talbot Road	✓			
9/10/14	Talbot Road	✓			
	Spencers Brook Road	✓			
10/10/14	Henrietta Street			✓	
	Spencers Brook Road	✓			
20/10/14	Mokine Road			✓	
	Gwambygine East Road			✓	
	Spencers Brook Road			✓	
21/10/14	Spencers Brook Road			✓	
24/10/14	Avon Terrace			✓	
27/10/14	Ford Street			✓	
28/10/2014	Knotts Road	✓			
	Qualen West Road	✓			
	Mannavale Road	✓			
	Lee Crescent			✓	
	Doodenanning Road		✓		
29/10/14	Knight Street		✓		
30/10/14	Herbert Road		✓		
	Avon Park				✓
	Tenth Road		✓		

APPENDIX 4

**SHIRE OF YORK - WORKS DEPOT**  
**Monthly Report - Potholes, Guide Posts & Signs**  
**October 2014**

Date	Road / Location	Patching (Potholes)	Guide Posts	Signage	Bollards
31/10/14	Avon Park				✓

APPENDIX 5

**SHIRE OF YORK - WORKS DEPOT**  
**Monthly Report - Private Works**  
**October 2014**

Date Work Done	Requested By	Job Location	Work Done / Materials Purchased	Hours
06-Oct-14	Hang Gliding Assoc. WA	Mount Bakewell	Firebreaks - grading	7.5
06-Oct-14	Smiths Shell	Cameron Road, York	Moved recycled tyres from Smiths Shell to Cameron Road	5.5
13-Oct-14	The Shed Company	Forrest Street, York	Removal of old shed sign & directional	3.0
13-Oct-14	Avon Waste	Northam-York Road, York	Road accident cleanup	4.5
15-Oct-14	Elders Real Estate	2105 Top Beverley Road, York	Firebreaks - grading	0.5
24-Oct-14	Skidive the Beach & Beyond	York air field	Earthworks, grading & rolling	36.0
28-Oct-14	Gary McNamara	Maud Street, York	Patching	2.0

**APPENDIX 6**

**SHIRE OF YORK - WORKS DEPOT  
Monthly Report - Plant Maintenance/Service  
October 2014**

<b>Date</b>	<b>Service Provider</b>	<b>Work Done / Parts Purchased</b>
04-Oct-14	M.A.L. Autos	Y600 - John Deere Loader: cutting edge (installation only)
14-Oct-14	M.A.L. Autos	1CAE874 - Community Bus: Service (per sched); repair of cable damaged by rats; supply & install 2 x 12V batteries
14-Oct-14	M.A.L. Autos	1CNW823 - Greenhills Fire unit: Annual pre-fire season service/repairs & replace wheel hubs & cylinders
14-Oct-14	M.A.L. Autos	1CMQ210 - Talbot Fire unit: Annual pre-fire season service & repairs
16-Oct-14	M.A.L. Autos	Y86 - Hyundai i30: 42,000km service (per schedule)
16-Oct-14	Avon Valley Tyre Service	Y86 - Hyundai i30: Puncture repair
22-Oct-14	Avon Valley Tyre Service	Y6947 - Great Wall ute: Supply & fit driver's side windows
27-Oct-14	M.A.L. Autos	1DJZ487 - Burges Fire unit: Annual pre-fire season service
27-Oct-14	M.A.L. Autos	1DLX312 - Malebelling Fire unit: Annual pre-fire season service



**SHIRE OF YORK - WORKS DEPOT**  
**Plant Maintenance/Servicing**  
**1st July 2012 - 31st October 2014**

**Plant #:** P104  
**Plate #:** Y711  
**Description:** Truck - HINO - 13T

Date	Work Done/Parts purchased
11-Jul-13	72,500km service kit - SUPPLY ONLY
12-Jul-13	Service - 72,500km (per schedule)
Oct 2013	Replace broken tail light
06-Nov-13	Windscreen replaced (supply & fit)
04-Nov-13	Puncture repair
05-Dec-13	Service kit - 85,000km service (SUPPLY ONLY)
09-Dec-13	Steerer tyres (x 2)
08-May-14	Service kit for 110,000km service (per schedule)
16-May-14	100,000km service (per schedule)
23-Jul-14	Puncture repair (x 1)
21-Aug-14	Installed new fuel tank strap

**Plant #:** P108  
**Plate #:** Y4099  
**Description:** Truck - Mitsubishi - 3T

Date	Work Done/Parts purchased
05-Aug-13	Supply & replace front windscreen
01-Nov-13	30,000km service (per schedule)
10-Feb-14	Repair flashing light
27-May-14	45,000km service (per schedule)
13-Jun-14	Supply & fit 2-way radio
28-Jul-14	Supply, fit & balance 2 x Yokohama tyres (215/75r 17.5 V steel rib)
26-Aug-14	Supply & fit 2-way radio

**Plant #:** P109  
**Plate #:** Y600  
**Description:** Loader - John Deere

Date	Work Done/Parts purchased
04-Jul-13	Latch-left rear window - Part # AT226000
01-Aug-13	Cutting edge (x 1); 3/4 bolts & nuts
20-Sep-13	2 x hydraulic hoses (assembly)
16-Oct-13	Repairs to bucket sensor (on site)
15-Oct-13	Cutting edges - trimmed ends to fit
18-Dec-13	Aicond. Filter - part # AT191102;
19-Feb-14	Replace 2 x O ring
21-Feb-14	Service - 3000hrs (per schedule)
20-Feb-14	Replaced Aerials
18-Mar-14	Grease gun cartridges
19-Mar-14	Cutting edge (x 2); 3/4 bolts & nuts
27-Mar-14	Replace 1 x O ring
09-May-14	Blade for bucket, nuts & bolts
21-May-14	Cutting edge (x 1), nuts & bolts

# APPENDIX 7

21-May-14	Calibration of scales (standard annual service)
23-May-14	2 x 90 degree hydraulic fittings
29-May-14	Repair self level sensor
30-May-14	Hydraulic hose (x1)
23-Jul-14	Puncture repair (x 1)
23-Jul-14	1 x window glass Part # T244711 - series # 24KP625780 - SUPPLY ONLY
14-Aug-14	Fit side window
04-Oct-14	Cutting edge installed

Plant #: P116  
Plate #: Y299  
Description: Tractor - Kubota

Date	Work Done/Parts purchased
10-Oct-13	Service kit - 200hr service (per schedul)
08-Nov-13	Bucket sensor repairs
20-Nov-13	200hr Service (per sched).

Plant #: P117  
Plate #: 1CMQ210  
Description: Talbot Fire Truck

Date	Work Done/Parts purchased
14-Oct-14	Annual pre-fire season service & repairs

Plant #: P122  
Description: Minor Plant & Equipment

Date	Work Done/Parts purchased
31-Jul-13	Trailers ( x 6): Various maint. & repairs
05-Sep-13	1 x Battery for spray unit pump
11-Sep-13	Replacement skid plate - part # 01.50.01.2640; & screws (x 18)
18-Sep-13	Spray unit: repair solenoid
05-Nov-13	Replacement lever for STIHL FS240C brushcutter - part # 4144 182 2801
Oct-2013	Sweeper Trailer: Repaired brakes
	Pedestrian Roller: Repaired
	Mobile Water Tank: Repaired pipe
15-Nov-13	Kevrek Crane: Repairs (Y4099)
22-Jan-14	Wheel Barrow: Tyres (x4) - supply & fit
20-Feb-14	Supply of 3 x Husqvarna 450E chainsaws (HOC965145038) - LESS trade in (\$200 x 2)
20-Feb-14	Supply of 3 x Stihl blowers (STV4241 011 1724) - LESS trade in (\$100 x 3)
09-May-14	1TGR157 - Trailer: puncture repair
26-May-14	1TLB302 - Road sweeper trailer: Repair flashing light & motor
30-May-14	2 Way Radios: General maintenance
13-Jun-14	Samm Trailer: Wheel nuts x 1 pack
13-Jun-14	Sweeper Trailer: Repaired beacon & power fault
20-Jun-14	Trailer (G, Plaisted): Repair lights
20-Jun-14	Wheel Barrow: Supply & Installation of replacement tyre tube
01-Jul-14	Honda weed spray pump unit: strip unit down, supply & fit new pump unit
03-Jul-14	Wheel Barrow: Supply & Installation of replacement tube & tyre
03-Jul-14	1TME264 - Trailer: 2 x tyres (supply & fit)
01-Aug-14	Concrete Saw: Repair fault & full service. Won't idle back to stop cutting saw from turning
01-Aug-14	1 x Husqvarna 450 chainsaw (to replace stolen chainsaw); 1 x spare chain; 2 x files

# APPENDIX 7

14-Aug-14	Spray unit: Fit hydraulic crimp
Plant #:	P125
Plate #:	Y4189
Description:	Cherry Picker - Gundoo
Date	Work Done/Parts purchased
16-Jul-13	Repair cage hydraulics
01-Jul-14	Check & test elevated work platform & rectify
07-Aug-14	Puncture repair (x 1)
Plant #:	P126
Plate #:	1DLX312
Description:	Malebelling Fire Truck
Date	Work Done/Parts purchased
05-Jun-14	End of season service (per schedule)
27-Oct-14	Annual pre-fire season service
Plant #:	P128
Plate #:	1CNW823
Description:	Greenhills Fire Truck
Date	Work Done/Parts purchased
14-Oct-14	Annual pre-fire season service; Replaced wheel hubs & cylinders
Plant #:	P130
Plate #:	Y1328
Description:	Mower - Ride On - John Deere
Date	Work Done/Parts purchased
05-Sep-13	Fit & wire up LED beacons, front ind/park lights, rear combo lights & horn ready for licensing
07-Feb-14	Sharpen blades
09-Jun-14	2 x turf tyres (24 x 12.00 - 12" 6ply)
Plant #:	P133
Plate #:	Y86
Description:	Hyundai i30 (EHO vehicle)
Date	Work Done
16-Oct-14	42,000km service (per schedule)
16-Oct-14	Puncture repair
Plant #:	P134
Plate #:	Y387
Description:	Ute - Ford Ranger
Date	Work Done
28-Aug-14	16,000km service (per schedule)
Plant #:	P136
Plate #:	Y770
Description:	Ute - Works Grader - Ford Courier
Date	Work Done/Parts purchased
16-Jan-12	16" 4WD tyres x 2
13-Feb-12	General Service & check
	Engine Oil
	Oil filter
	Waste Oil levy
	Degreaser

# APPENDIX 7

	Work shop consumables
29-May-12	Repair starting problem - labour
	Glow plugs
	Freight on glow plugs
	Work shop consumables
23-Jan-13	Remove & repair rear brake cylinders
	Service - 150,000km; Recondition gear box
26-Feb-13	Battery
24-Apr-13	Seat belt -drivers side (SUPPLY ONLY)
12-Aug-13	Repaired fuel pump
24-Apr-13	Full service (per schedule)

**Plant #:** P138  
**Plate #:** Y347  
**Description:** Toyota Landcruiser 4x4 - Ranger's vehicle

Date	Work Done/Parts purchased
27-Feb-12	10,000K Service & Check
08-Jan-13	Supply & fit 1 x windscreen
23-May-14	Service (per schedule)
20-Jun-14	Repair beacon
07-Aug-14	Puncture repair (x 1)

**Plant #:** P139  
**Plate #:** Y4118  
**Description:** Ute - Works Grader - Ford Courier

Date	Work Done/Parts purchased
16-Jan-12	16" 4WD tyres x 2
13-Feb-12	General Service & check
14-May-12	Supply rear left indicator lens
14-May-12	Replacement battery
05-Jun-12	Repair trailer plug & replace light switch
13-Jul-12	Gen'l service; Seat belt stalk; check handbrake; test trailer plug
07-Sep-12	1 x puncture repair
13-Nov-12	Supply & fit 1 x back left window
16-May-13	Service - 192,000kms
16-Jul-13	Brake repairs
22-Jan-14	Tyres (x2) - Supply, fit & balance
30-Jan-14	Seatbelt & buck replaced-drivers side

**Plant #:** P142  
**Plate #:** 1TAJ.721  
**Description:** Trailer - Low Loader

Date	Work Done
01-Mar-12	3/4" JIC-3/8" Hose 90deg
26-Jun-12	2 x 15" tyres (supply & fit)

**Plant #:** P143  
**Plate #:** Y130  
**Description:** Grader - Volvo G930

Date	Work Done/Parts purchased
09-Jul-12	Install 2-way radio

# APPENDIX 7

15-Aug-12	Cutting edges x 20; Nuts & bolts x 24 sets
02-Nov-12	Supply aerials (x 3) & fit beacons
08-Jan-13	Rotate 4 x grader tyres
08-Jan-13	Supply & fit 2 x tyres
18-Feb-13	Cutting edges x 10; Nuts & bolts x 12 sets
19-Mar-13	1 x replacement 2-way radio (Audi Uniden)
15-Apr-13	Scarifier tips (hard tipped)
30-Apr-13	Cutting edges x 20; Nuts & bolts x 48 sets
14-Jun-13	Service - 1000hr (per schedule)
25-Jul-13	Camlocks (x 5)
28-Jun-13	Parts & labour - fitted aerial & globes
09-Jul-13	Cutting edges, nuts & bolts - SUPPLY ONLY
17-Jul-13	Headlights & work lights (SUPPLY ONLY)
15-Aug-13	Swap 1 x grader tyre
06-Sep-13	Service - 1250hr (per schedule)
30-Sep-13	Repair step
23-Oct-13	Cutting edges: Heat treated & standard (x 1 bundle of each), nuts & bolts
Oct 2013	Replaced Aerial
28-Oct-13	Puncture repair x 1
03-Oct-13	Repairs to mouldboard (welded plates on blade)
01-Nov-13	Service - 1500hr (per schedule)
15-Jan-14	Brake fluid (part # QS15197438) x 1 litre
28-Feb-14	Coolant (part # V11715729)
12-Mar-14	Cutting edges x 15; Nuts & bolts x 19 sets
18-Mar-14	Grease gun cartridges
27-Mar-14	4 x replacement tyres (1400-24)
15-May-14	2000hr service (major)

Plant #: P144  
Plate #: Y4894  
Description: Roller - Volvo Steel Vibe

Date	Work Done/Parts purchased
26-Jul-13	Fitted beacon to roller (incl. in purchase price)
03-Feb-14	Replacement fuel cap
13-Mar-14	First 50 hour service - parts & labour

Plant #: P147  
Plate #: Y205  
Description: Grader - Volvo G930 (acquired 2014)

Date	Work Done/Parts purchased
20-Feb-14	Purchase of new Volvo Grader G930
12-Mar-14	Cutting edges x 15; Nuts & bolts x 19 sets
18-Mar-14	Grease gun cartridges
21-May-14	2 x cans of graphite spray
14-Aug-14	1 x ceramic fuse

Plant #: P149  
Plate #: Y830  
Description: Roller - Multi Tyre - AMMANN AP 240

Date	Work Done/Parts purchased
09-Jul-12	Install 2-way radio

# APPENDIX 7

29-Aug-12	Service
22-Oct-12	Globes x 2
02-Jan-13	Service
11-Jun-13	Service kit (500hrs - per schedule) - SUPPLY ONLY
28-Jun-13	500hr service (per schedule)
Oct 2013	Replaced beacon & lights
12-Jun-14	Moveable upper glass window - right side. Part # 11576381 - SUPPLY ONLY
23-Jun-14	2 x batteries (supply & installation) & check alternator
31-Jul-14	Service kit (1500hrs - per schedule) - SUPPLY ONLY
21-Aug-14	1500hr service (per schedule)

Plant #: P150  
Plate #: Y1328  
Description: Mower - Gianni Ferrari

Date	Work Done/Parts purchased
15-May-12	Bolt kit
	Right hand blade 250 deck 150
	Left hand blade 250 deck 150
27-Nov-12	Tyre repairs/patching (x 2)
26-Mar-13	1 x full set of blades; 1 x set of top blades; nuts, bolts & washers
01-Oct-13	Installation of work lights
04-Oct-13	2 x full set of blades & assoc. nuts, bolts & washers
20-Feb-14	2 x full set of blades & assoc. nuts, bolts & washers

Plant #: P151  
Plate #: Y6742  
Description: Sweeper Machine - MACH 6 Deisel

Date	Work Done/Parts purchased
22-Nov-12	Supply of main broom & side broom
16-Dec-11	Labour JV (General Service)
21-May-12	Service - 500hr
21-Dec-12	Service - 300hr
22-Aug-14	1 x main brush; 1 x side brush

Plant #: P152  
Plate #: Y345  
Description: Truck - HINO 2008 (Engine E13CUY10135) - 13T

Date	Work Done/Parts purchased
29-Nov-11	24V flashing beacon
25-Jun-12	Service
03-Aug-12	Puncture repair x 1
24-Sep-12	Puncture repair x 1
17-Apr-13	2 x steerer tyres (supply & fit); 2 x truck tyre disposal; 2 x balancing compound
14-Jun-13	Service kit-12000km (per schedule)- SUPPLY ONLY
28-Jun-13	Service - 12000km (per schedule)
05-Sep-13	Puncture repair (1 tyre)
06-Nov-13	Windscreen replaced (supply & fit)
25-Nov-13	Service kit-134,000km (per schedule) - SUPPLY ONLY
29-Nov-13	134,000km service (per schedule)
30-Jan-14	Repair oil leak on motor; Remove & repair oil line off turbo; Refit tube
25-Feb-14	Repaired ignition
27-Mar-14	2 x steerer tyres (supply & fit) - 11R 22.5 - Conti

# APPENDIX 7

16-May-14	145,000km service (per schedule)
11-Aug-14	Supply & fit 8 x 11R 22.5 drive tyres
13-Aug-14	2 x 12V batteries (Cobra)

Plant #: P155  
Plate #: Y3777  
Description: Truck (Gardener) - HINO 2008 - 3T

Date	Work Done/Parts purchased
24-Aug-12	General service, parts & labour
03-Jan-13	Puncture repair x 1
26-Apr-13	Service - 65,000km
25-Jun-13	Replacement rear vision mirror - left side
26-Jul-13	Supply, fit & balance 2 x tyres
30-Jul-13	Replacement windscreen
05-Aug-13	Replace front windscreen
19-Aug-13	Rewired flashing light to tail lights
01-Oct-13	Portable vehicle lights (SUPPLY ONLY)
26-Sep-13	Supply & fit 4 x tyres
17-Dec-13	80,000km service (major - per schedule)
28-May-14	93,000km service (per schedule)
26-Aug-14	Supply & fit 2-way radio

Plant #: P156  
Plate #: Y1660  
Description: Truck - HINO - Tip - 12/13T

Date	Work Done/Parts purchased
19-Apr-12	Supply & fit amber LED beacons
07-Jul-12	Wire up spray controller
31-Jul-12	Repair fuses, parts & labour
24-Aug-12	Service - all filters, parts & labour
31-Aug-12	2 x batteries (supply & fit)
15-Nov-12	Replace 90 degree air coupling
21-Mar-13	Replacement lens indicator cover
23-Jul-13	82,500km service kit - SUPPLY ONLY
26-Jul-13	82,000km service (per schedule)
30-Aug-13	Replace electric window switch (supply & fit)
27-Nov-13	Puncture repair (x 1)
13-Mar-14	100,000km service kit - SUPPLY ONLY
04-Apr-14	Supply & fit 2 x tyres (9.5R 17.5LT)
13-Jun-14	Repair brake lights

Plant #: P157  
Plate #: Y397  
Description: Truck - Dual Cab - HINO 716

Date	Work Done/Parts purchased
03-Jan-12	2 x front tyres
05-Jan-12	Repair broken door handle
02-Feb-12	Tyre puncture repair
13-Mar-12	Fuel Meter 1" L-FM25
05-Apr-12	General service & check
19-Apr-12	Instal & wire up fuel pump
14-Sep-12	General service & check (70K)
06-Oct-12	Supply & install 2 x beacons

## APPENDIX 7

16-Jan-13	Expansion tank
	Repair ABS lights (flashing on/off)
02-Apr-13	Supply & fit 2 x 208/85R16" tyres
06-Sep-13	110,500km service (per schedule)
28-Jan-14	Supply & fit 2 x steerer tyres-205/85 R16)

**Plant #:** P158

**Plate #:** Y15206

**Description:** Woodchipper - VERMEER BC1000XL

Date	Work Done / Parts Purchased
20-Feb-13	Engine cooling fan (SUPPLY ONLY)
28-May-13	Service kit - 500hr (SUPPLY ONLY)
03-Jul-13	500hr service (per schedule)

**Plant #:** P161

**Plate #:** Y641

**Description:** Tip truck - HINO Ranger - 9T

Date	Work Done/Products Purchased
02-Dec-11	General service & check
22-Dec-11	Repair ignition
05-Jun-12	Switch for beacon & repair fog light
16-Jul-12	Service
16-Nov-12	Repair brakes
04-Apr-13	Heavy duty truck wheel bracket x 1 (SUPPLY ONLY)
19-Jul-13	92,000km service (per schedule)
09-Aug-13	Supply & fit 2 x 11R22.5 steer tyres
20-Aug-13	Puncture repair
23-Aug-13	Repairs to hydraulic tank & PTO leak; Replace reverse light
18-Nov-13	Remove & replace aircond. Belt & tensioner; replace 2 x rear view mirrors
24-Jan-14	Check & adjust brakes
11-Mar-14	Puncture repair
27-Jun-14	Flush coolant & service (per schedule)
18-Aug-14	Tyre swap (x1)
21-Aug-14	Welded wheel guards on

**Plant #:** P163

**Plate #:** Y6947

**Description:** Great Wall V240 - 4x2 Single Cab Utility (Ranger's vehicle)

Date	Work Done
16-Apr-12	First service & check
11-Apr-12	Fit worklights, beacons & wire up; 4mm cable & in-line waterproof blade
21-May-13	Supply, fir & balance 1 x 235/70R16"tyre
19-Sep-13	General service
01-Nov-13	Puncture repair
24-Jun-14	Service (per schedule)
26-Aug-14	Supply & fit 2-way radio; repair airbag light; repair trailer plug wiring
22-Oct-14	Supply & fit driver's side window

**Plant #:** P164

**Plate #:** 1DZJ487

**Description:** Burges Fire Truck

Date	Work Done
13-Jun-14	End of season service (per schedule)
27-Oct-14	Annual pre-fire season service



## APPENDIX 7

**Plant #:** P166  
**Plate #:** Y96  
**Description:** Ford Ranger Dual Cab Ute

Date	Work Done
13-Jun-14	Supply & fit beacons
28-Aug-14	27,000km service (per schedule)

**Plant #:** P168  
**Plate #:** 1ELM142  
**Description:** Toyota Hilux single cab (spray ute)

Date	Work Done
28-Jul-14	5000km service (per schedule)





# Waterwise Councils Program Assessment

Non-ICLEI Water Campaign™ participants

## Criteria for Shire of York to be recognised

Requirement	Evidence	Provided (by LGA) Yes / No	Criteria met Yes / No
<b>Criteria 1</b> <b>Sign a Memorandum of Understanding (MoU) with the Water Corporation to commit to participation in the Waterwise Councils Program.</b>	✓ Signed MoU received by the Water Corporation	YES	YES
<b>1.1</b> Nominate an employee/position as a point of contact for water related issues.	✓ Provide name and contact details to Water Corporation	YES	YES
<b>1.2 Review council water consumption</b> <ul style="list-style-type: none"> <li>Identify and audit one of the top water using sites owned by the council.</li> <li>Include the water auditing of the other top water using sites in the Council's action plan.</li> <li>Use best endeavours to implement at least 50% of recommendations from the audit.</li> </ul>	✓ Copy of water audit report	YES	YES
<b>1.3 Complete an action plan</b> Plan must include all the mandatory corporate and community actions as listed in the program guidelines including: <ul style="list-style-type: none"> <li>Waterwise verge policy.</li> <li>Waterwise purchasing policy.</li> <li>Promote the use of waterwise vegetation and irrigation within council properties.</li> <li>Interact with households and business ratepayers to promote water efficiency.</li> <li>Encourage community involvement in other WW Programs.</li> </ul>	✓ Provide a copy of the Council's endorsed action plan. Must include the mandatory actions ✓ Provide evidence that mandatory actions have been addressed in the action plan.		
<b>1.4 Report progress</b> Demonstrate substantial progress towards implementation of actions identified in the council's action plan.	✓ Provide a copy of the annual report which includes progress on actions to date and demonstrates ongoing commitment to water efficiency		







# Waterwise Councils Program Assessment

Non-ICLEI Water Campaign™ participants

<b>Criteria 2</b> <b>Ensure all appropriate staff members attend Water Corporation's Waterwise Specialist training sessions.</b>	✓ List of Council attendees.	WC has list	YES
<b>Criteria 3</b> <b>Review irrigation of council grounds and public open space.</b> <b>3.1</b> Demonstrate that irrigation systems using scheme water are operating effectively and efficiently. Apply only the appropriate volume of water the site requires; water budgeting.	✓ Copy of maintenance schedule for irrigation (scheme).		
<b>3.2</b> Submit a water conservation plan to the Department of Water where required.	✓ Copy of advice from DoW of receipt of water conservation plan.	N/A	N/A
<b>Criteria 4</b> <b>No breaches of water licence terms or conditions set by the Department of Water in the past 12 months.</b>	✓ Copy of advice from DoW that no breaches have occurred.	N/A	N/A
<b>Criteria 5</b> <b>No breach notice issued to council in the past 6 months from the Water Corporation (i.e. compliance with watering day rosters and daytime sprinkler bans)</b>	✓ No breaches issued to Council in past 6 months.	WC has report	YES



Government of Western Australia  
Department of Water





# Draft Copy

Comment [n1]: Insert Shire  
Logo

Shire of York

Comment [n2]: Insert Shire  
name

Non-ICLEI Waterwise Council

Local Action Plan - Accreditation  
Submission

Comment [n3]: Insert Date

## Contents

Introduction.....	2
Context .....	2
Background .....	3
Water Conservation Goals.....	8
Criteria for the Waterwise Councils Program .....	12
Actions and Policies .....	18
Planned Actions.....	19
Commitment to Monitoring and Review .....	22
Related websites.....	23

## Introduction

Water is recognised as a vital, yet increasingly scarce resource in the Agricultural Region of Western Australia known as the Avon Valley being the eastern portion of the Darling Ranges and transitioning through the Wheatbelt. Water is a major feature not only of the natural environment, in terms of our rivers, oceans and floodplains but also of our culture and our economy. As such, the management of water related issues is fundamentally important to our community as a whole. The Shire of York also recognises that as large consumers of water they also have a responsibility to show leadership by utilising water within the community in a sustainable and efficient manner.

The Shire of York has embraced this challenge through participation in the Water Corporation's Waterwise Council Program. The development of this Local Action Plan is a subset of many initiatives aimed at furthering the Towns overall vision of creating a cohesive, engaged, vibrant and sustainable community. This Local Action Plan details specific management actions that the Shire of York is committed to implementing in order to achieve its objectives in relation to water conservation.

## Context

### **What is the Waterwise Council program?**

The Water Corporation and the Department of Water, with support from the International Council for Local Environmental Initiatives (ICLEI) – Local Governments for Sustainability, have developed a Waterwise Council program. The aim of this program is to build a co-operative working relationship with local governments to improve water use efficiency in local government and their communities.

### **What are the benefits of becoming a Waterwise Council?**

Becoming a Waterwise Council will provide a number of benefits, including:

- a better understanding of councils water use
- potential water and financial savings through improved efficiency
- free specialist Waterwise training courses for appropriate council staff
- access to Waterwise materials on water efficiency and conservation
- access to the Waterwise branding to promote the council as a sustainable water manager



## Background

### Background

The Shire of York is located in the historic Avon Valley District of the Wheatbelt Area approx. 100kms east of Perth and is the first inland Town established in Western Australia. York is a vibrant , historic and a growing district centre in the Avon Valley and encompasses the town of York, and adjacent farming and hills localities. With a population of over approx. 4,000 people, and an area of 21,333 km2..

The region's town residents are employed in a variety of industries including Agriculture, Tourism, Government Services, Education, transport and freight services, pastoral, cattle, sheep and speciality cottage industry and tourism. The supporting infrastructure also provides employment and career opportunities. The York Council mission is included below.

### *Our Mission*

The vision for the Shire of York is:

- A proud community, which values and preserves its history, heritage, rural character and country lifestyle.
- A cohesive and vibrant community, respecting diversity and working together with a strategic vision.
- A friendly and safe place with strong community spirit.
- An economically strong community, with growth in employment, businesses, agriculture and tourism.
- A place with easy access to a full range of social services, including medical, education, and law and order.
- A unique and beautiful place, attractive to residents, businesses and visitors – a town where people can come to learn and experience different things, away from the City.
- A place with hope for the next generation, where heritage, the natural environment, farming and new developments are in balance.
- A place of opportunity where our young people have a sense of what it means to belong to a community and be included.
- A community recognised locally, nationally and internationally for its heritage, arts and crafts, and approach to tourism.
- A Council, which provides leadership and vision, and is committed to working with all the diverse elements of the community to create a future of promise.

Mission: We are dedicated to working with the community to achieve the best possible services and infrastructure to meet their needs. The emphasis is on infrastructure asset enhancement, provision of facilities to ensure York is a vibrant, cohesive and comfortable place whilst supporting the clean and green vision for the Town.

## Climate

York is in a temperate climate zone and experiences distinctly dry (and hot) summers and cool, wet winters. The mean annual daily maximum temperature is 24.7 °C and the mean annual daily minimum temperature is 10.5 °C. The hottest month is January with a mean maximum temperature of 33.6 °C, while the coolest month is July with a mean minimum temperature of 5.3 °C. York has a mean annual rainfall of 449.8 millimeters. The wettest month is June with 87.9 millimeters and the driest is January with 9.5 millimeters.

## Water Supply Scheme

Opened in January 1903, the Goldfields Water Supply Scheme criticised as 'a scheme of madness' is now an internationally acclaimed engineering feat. Designer CY O'Connor believed water could be pumped so far and lifted so high through a steel pipeline that it would reach the inhospitable goldfields almost 600 km from the storage reservoir sourced at Mundaring.

The historical importance of the Goldfields pipeline to the economic development of both WA and Australia is profound. From the very day C.Y. O'Connor's creation reached the dry gold town of Kalgoorlie, the pipeline has been a lifeline for vast inland areas of WA. In fact the Goldfields, based around the world famous Golden Mile, could simply not have grown without this vital link. The pipeline is even more important now than when it was first constructed. Originally the pipeline supplied only the towns of Coolgardie, but further extensions now also cover significant areas of agricultural farmland and the Eastern Goldfields.

Today the main pipeline remains the Water Corporation's single largest asset and provides billions of dollars of economic activity annually. Approximately 37,300 services are provided within the agricultural areas and Eastern Goldfields via 9,500km of pipe mains and 21 pump stations. The York Water Supply is provided off the BG Mains Extension and fed from the West Northam Tank off the Goldfields Pipeline. The Water Corporation delivers approx. 05 billion litres to the community of York. The cost of delivering water to York is expensive at \$3.50 per kilolitre and

all measure to ensure efficient use of water are necessary to ensure future water supplies remain secure and the future of our community is assured.

#### **Future water sources options**

The Water Corporation has options to expand the existing Goldfields and Agricultural Water Supply Scheme to meet future increases in demands. The scheme is now integrated into the Perth Integrated Water Supply Scheme to ensure that source water to Mundaring Weir is able to be augmented as necessary to maintain continuity of supplies. Continued growth of York will imposes constraints on the existing BG Pipeline Extension that will require augmentation in the future.

#### **Water efficiency**

The Shire of York maintains a strong partnership with the Water Corporation and has undertaken additional actions to improve its Wastewater Re-cycling Scheme to complement the Shire Storm Water Capture for re-use water being used for the Councils Playing Fields.

The Shire has trained all of its Parks and Gardens Staff with Gardenwise Training and ensures that public gardens plantings and waterwise.

The Shire has undertaken significant improvements of its irrigation systems and automating the planning and scheduling of irrigation waterings to the various Parks and Gardens and Plating Fields throughout York.

The York Leisure Complex has undergone water efficiency retrofits and to improve the sustainability and significantly reduce energy and water costs to the complex.

The Shire had undertaken water audits of the Playing Fields, and Leisure Complex and has substantially completed most actions recommended.

#### **Shire of York Corporate Water Consumption Inventory**

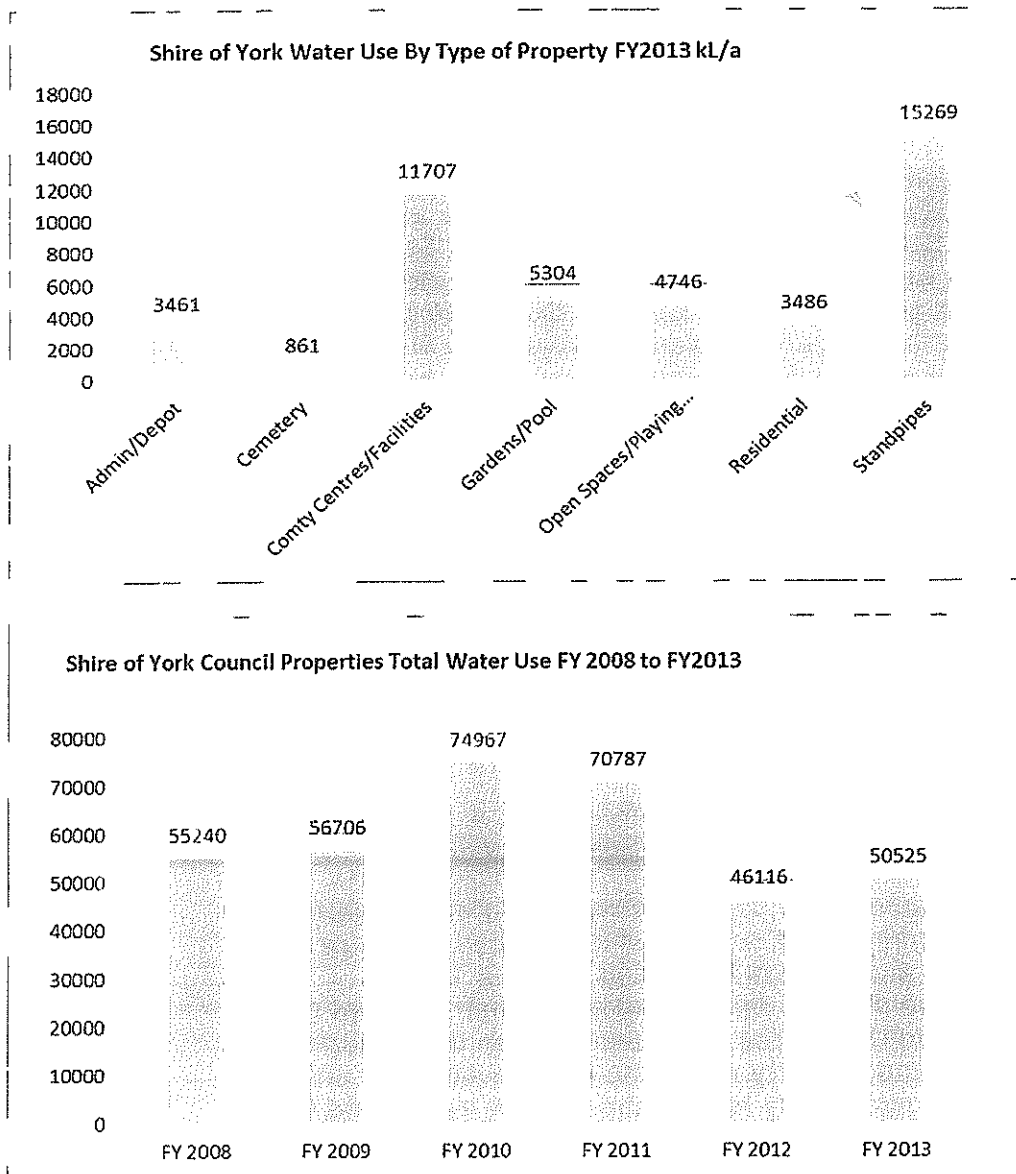
The Shire of York has reviewed its corporate consumption in order to measure the effectiveness of planned water conservation initiatives.

The following graphs and tables were sourced from the Water Corporation on the Shire of York Inventory Report on data which outlines the Shire of York consumption in the financial years from 2008 to 2013. This information underpinned the decision making processes that informed the consumption goal set for the City by the water team. Given the projected growth from development and Industry within the local government area, it is anticipated that water use is likely to continue to grow as demand for public facilities and pressure on open space increases.

## Water Consumption Baseline Data Profile

The purpose of the Corporate and Community water consumption inventories is to identify priority areas for action and assist council to track property water consumption over time. The results of these past inventories are outlined below.

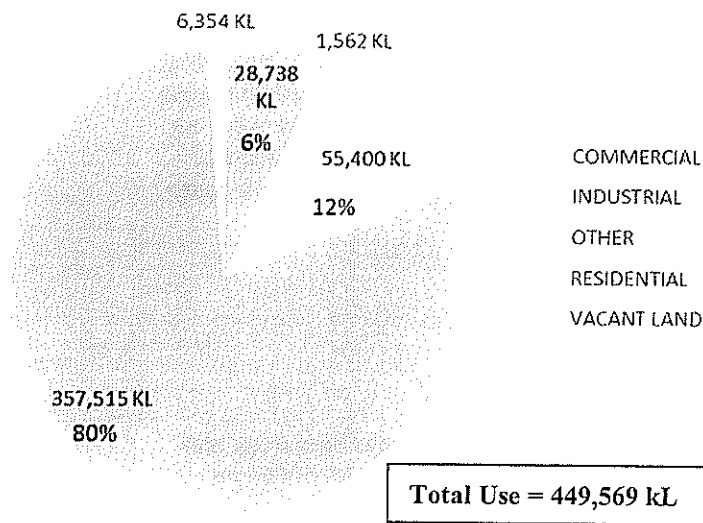
### Shire of York Consumption Profile

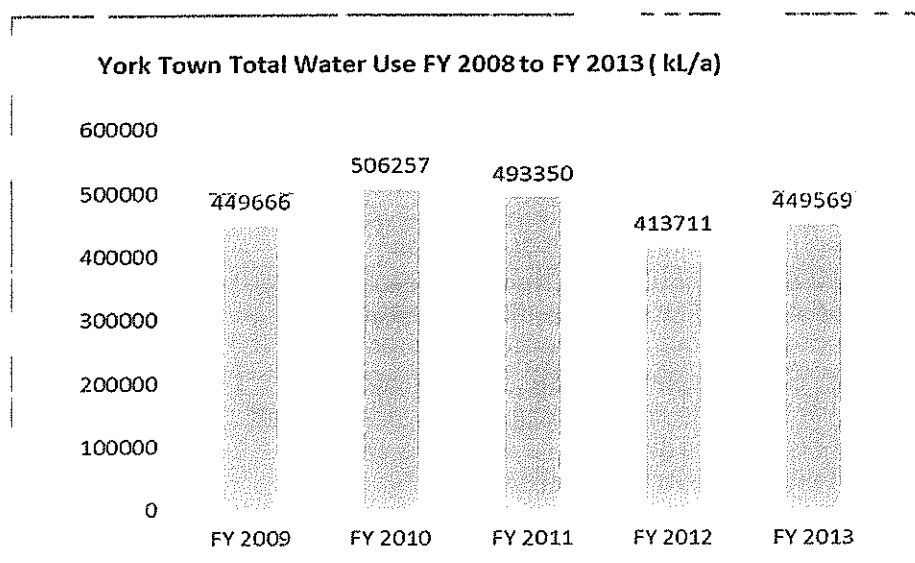


## Consumption Profile

See below for an outline of the community scheme water consumption figures supplied ex the Water Corporation. The community data is outlined into Residential (flats and houses), the Mining Industry and Non-residential (industrial, commercial and community other facilities). The Corporate data provided above is a subset of this community data. The Commercial sector includes laundries, offices, light industrial sheds, depots, factory, yard, workshops, caravan parks, shop, service station, exchange, power station, restaurant, hotels and motels, and airport. Other includes a hospital, centres, schools, sports grounds, a day care centre, irrigation, standpipe, toilets, ambulance depot, basketball courts, church and police station.)

York Town Scheme Water Use by Type (kL/a)





The Residential and Commercial water consumption has shown a declining trend over the past 6 years that is attributed to the community embracing the water efficiency message and adopting waterwise practices as well as residents and business dealing with the rising price of water by reducing demand. The Mining Industry and Other uses has remained constant over this period.

## Water Conservation Goals

### Corporate Water Priorities

The initial waterwise strategies which address the management of water resources and water conservation within the Council's area of responsibility have been identified as—  
E.g.

- **Improve water management within the Council's own operations; and**
- **Improve water efficiency in the residential and non-residential sectors**

Shire/City/Town of \_\_\_\_\_ Waterwise Goals

The Shire/City/Town has nominated some initial key goals to improve water use. These include:

E.g.

1. Enhanced water efficiency through improved irrigation practices employed in the watering of green space
2. Improve water efficiency at community centres and other public facilities controlled by the Shire/City/Town of \_\_\_\_\_

3. Investigate the cost effective reuse and efficiency of treated effluent wastewater and groundwater for irrigation
4. Achieve improved per household average annual water consumption in those dwellings owned by the Shire/City/Town of \_\_\_\_\_

Shire/City/Town of \_\_\_\_\_ Potable Water Conservation Reduction Goal  
E.g The Shire/City/Town of \_\_\_\_\_ commits to achieving a 10 per cent reduction in water consumption within the town-site (per capita population of the Town) based on 2009/10 consumption data by the year 2012 and to ensure no net increase in consumption of the same period, based on current developments within the town. The timelines and targets are designed to fit with the community goal.

**Community Potable Water Conservation Goal**

E.g The Community Goal differs from the Corporate Goal to some extent in that it is unable to be achieved purely through the Local Governments single effort.

## Criteria for Shire of York to be recognised

Requirement	Evidence	Provided (by LGA) Yes / No	Criteria met Yes / No
<b>Criteria 1</b> <b>Sign a Memorandum of Understanding (MoU) with the Water Corporation to commit to participation in the Waterwise Councils Program.</b>	✓ Signed MoU received by the Water Corporation dated 13 January 2013	YES	YES
<b>1.1</b> Nominate an employee/position as a point of contact for water related issues.	✓ Graham Lantzke ✓ – Works Manager ✓ (08) 9641 2233	YES	YES
<b>1.2 Review council water consumption</b> <ul style="list-style-type: none"> <li>Identify and audit one of the top water using sites owned by the council.</li> <li>Include the water auditing of the other top water using sites in the Council's action plan.</li> <li>Use best endeavours to implement at least 50% of recommendations from the audit.</li> </ul>	✓ Copy of water audit report ✓ York Recreation Centre	YES	YES
<b>1.3 Complete an action plan</b> Plan must include all the mandatory corporate and community actions as listed in the program guidelines including: <ul style="list-style-type: none"> <li>Waterwise verge policy.</li> <li>Waterwise purchasing policy.</li> <li>Promote the use of waterwise vegetation and irrigation within council properties.</li> <li>Interact with households and business ratepayers to promote water efficiency.</li> <li>Encourage community involvement in other WW Programs.</li> </ul>	✓ Provide a copy of the Council's endorsed action plan. Must include the mandatory actions ✓ Provide evidence that mandatory actions have been addressed in the action plan.		
<b>1.4 Report progress</b> Demonstrate substantial progress towards implementation of actions identified in the council's action plan.	✓ Provide a copy of the annual report which includes progress on actions to date and demonstrates ongoing commitment to water efficiency		
<b>Criteria 2</b> <b>Ensure all appropriate staff members attend Water Corporation's Waterwise Specialist training sessions.</b>	✓ List of Council attendees.	WC has list	YES
<b>Criteria 3</b> <b>Review irrigation of council grounds and public open space.</b> <b>3.1</b> Demonstrate that irrigation systems using	✓ Copy of maintenance schedule for irrigation (scheme).		



scheme water are operating effectively and efficiently. Apply only the appropriate volume of water the site requires; water budgeting.			
3.2 Submit a water conservation plan to the Department of Water where required.	✓ Copy of advice from DoW of receipt of water conservation plan.	N/A	N/A
Criteria 4 No breaches of water licence terms or conditions set by the Department of Water in the past 12 months.	✓ Copy of advice from DoW that no breaches have occurred.	N/A	N/A
Criteria 5 No breach notice issued to council in the past 6 months from the Water Corporation (i.e. compliance with watering day rosters and daytime sprinkler bans)	✓ No breaches issued to Council in past 6 months.	WC has report	YES

## **Criteria for the Waterwise Councils Program**

### **Criteria 1**

**Sign an MOU with the Water Corporation to commit to participation in the Waterwise Councils Program**

The Shire of York has signed a Memorandum of Understanding (MoU) with the Water Corporation and the Department of Water to participate in the Waterwise Councils program dated 18 January 2013. The purpose of the MoU is to detail both organisations' commitment to build a cooperative working relationship, so that each organisation may more effectively and efficiently service mutual customers while promoting water efficiency.

### **Criteria 1.1**

**Nominate an employee/position as a point of contact for water related issues**

Graham Lantzke

### **Criteria 1.2**

**Review Council water consumption**

- **Identify and audit one of the top water using sites owned by the council.**
- **Include the water auditing of the top water using sites in the Council's action plan**
- **Commit to the implementation of 50% of recommendations from the audit**

### **Shire/City/Town Controlled Properties**

E.g. As a demonstration of the Shire/City/Town's commitment to the Waterwise program Shire/City/Town staff have commenced a regular program of reading Shire/City/Town water meters in an endeavour to obtain a profile of where and why water consumption is used at various Shire/City/Town facilities and public open spaces.

This process will not only show consumption, but also aim to demonstrate where consumption has been reduced through the introduction of strategic water use reduction initiatives.

These details will be highlighted against each Shire/City/Town facility to quantify individual property and overall cumulative potable water savings.

E.g.

The following sites were audited and retrofitted in 20XX. All recommended actions have been implemented.

Last Name/ Company Name	Audit/Re trofit Address 1	Aerator Retrofit/ s Female (Qty)	Aerator Retrofit/ s Male (Qty)	Cistern/ s Leaking (Qty)	Shower Tap Set/s Leaking (Qty)	Shower head Rise Retrofit/ s (Qty)	Shower head Short Retrofit/ s (Qty)	Tap Set/s Leaking (Qty)	Toilet Cistern Retrofit/ s (Qty)	Toilet Suite Retrofit/ s P Trap (Qty)	Toilet Suite Retrofit/ s S Trap (Qty)	Grand Total
AIRPORT												
OASIS												
CITY												
ADMINISIT- RATIVE OFFICE												
LIBRARY												
COMMUNITY CENTRE		0	0	0				0	0	0	0	0
		0	0	0				0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0
		0	0					0				0
								0				0
								0				0
TOILET FACILITY							36	6				42
SHIRE FACILITY				0		1				1		2
SHIRE FACILITY		0	0	0	0	0	0	0	0	0	0	0
SHIRE FACILITY		0	0	0	0	0	0	0	0	0	0	0

### Criteria 1.3

#### Corporate water priorities

- 1) Enhanced water efficiency through improved irrigation practices in relation to the watering of green space

E.g.

- Adopted a schedule for irrigating all public open space areas to ensure compliance with the Water Corporation's irrigation schedule for the \_\_\_\_\_ region.
  - Irrigated POS audited to ensure optimal water use efficiency.
- 2) Improve water efficiency at community centres and other public facilities owned by the Shire/City/Town of \_\_\_\_\_

#### Shire/City/Town Industrial/Commercial properties

In this area the main area users of water include-

- Airport - investigations on use to be clarified and strategies implemented from outcomes
- Shire/City/Town Workshop/Depot- the main use comes from filling of the small truck mounted water tank to supplement watering on the median area in XX Ave, and other tree plantings where current irrigation systems fail to supply adequate water in hotter periods. Improved automated irrigation systems will reduce this use from the Depot site. (corresponding increases will occur from meters at median irrigation water meters but overall water use should reduce with watering being during cooler evening periods)
- Caravan Park -The main water use is from domestic type camper usage as there are limited landscape areas on site. A management plan for water use based on a redevelopment of this site needs implementation as part of the lease renewal contract.
- Sports grounds
  - Oval area - the areas irrigation system and turf management requires review from a turf management consultant to optimise:
    - Irrigation coverage and application times and quantities
    - Turf growth from soils improvement, turf type evaluation, aeration/fertilisation/water retention methods
  - Sports club -upgrade facilities with low water use outlets
  - Ablutions -The new facility has water wise fittings and use could be monitored by installing an internal water meter
  - Spray Park - the facility has been designed for low water use. A separate meter should be installed to monitor actual use versus climatic conditions. Additional wind screen plantings on the south and west side of the facility should be implemented to reduce water loss from wind effects

- 3) Increase the use and efficiency of treated wastewater for irrigation

#### **Wastewater reuse**

3)

The Water Corporation has been working with Shire/City/Town staff to explore treated wastewater reuse and water efficient opportunities.

- 4) Achieve improved per household average annual water consumption in those dwellings owned by the Shire/City/Town of \_\_\_\_\_
- Actively encouraging Shire/City/Town of \_\_\_\_\_ community to become more waterwise.

#### **Shire/City/Town Residential Properties**

30). In the area of Shire/City/Town staff dwellings the aim is to reduce total consumption annually per dwelling to less than 500KL.

To achieve this goal the following programs are to be implemented:

- Upgrading residences to low water use fittings
- Reduction of irrigated grass areas to landscaped areas
- Implement low water use plantings in landscaped areas
- Install automatic irrigation systems to water in cooler periods of the day at \_\_\_\_\_.

The following strategies to improve water use should be implemented:

- within tenant contracts set reasonable water use allowances for units and educate tenants in waterwise methods
- upgrade facilities with efficient waterwise outlets
- control landscape areas
- install common area automated controlled irrigation system

#### **Criteria 1. Report progress**

- 1) Demonstrate substantial progress towards council having implemented actions from their Corporate and/or Community local action plan.

As demonstrated by action plan contained within this report.

- 2) Include reporting on water efficiency targets and performance in the council's annual report.

Link to Annual Report on Council website

#### **Criteria 2**

Ensure all appropriate staff members attend Water Corporation's waterwise Specialist training sessions

Provide date/s attended/completed

#### **Criteria 3**

Review irrigation of council grounds and public open space

### Criteria 3.1

Demonstrate that irrigation systems are using scheme water are operating effectively and efficiently. Apply only the appropriate volume of water the site requires; water budgeting.

E.g.

- Irrigation schedule developed
- Adopted schedule for irrigating all public open space areas to ensure compliance with the Water Corporations irrigation schedule
- Irrigated POS audited by a contractor to:
  - determine the correct watering requirement for irrigated areas
  - investigate replacing areas of turf and soil with water efficient varieties
  - Reduce irrigation areas along beachfront

### Shire/City/Town Reserve Areas

These areas primarily relate to the watering of medians and small park areas.

Initial objectives should be to ----

- Consider amount of grassed areas required at current sites. Sections may be able to be reduced with implemented areas of low water use plants.
- Grassed areas should be upgraded to optimise water demand through-
  - Use of turf type
  - Upgrade of soil conditions or use of water retention products
  - Upgrade of irrigation systems to be totally automated to allow optimum watering cycles
  - Ongoing effective turf management principals
- Possibility of considering use of synthetic turf in areas based on cost benefit analysis and user needs
- Median areas to initially be implemented with low cost automatic trickle controllers and efficient dripper systems
- Planned upgrade of XX Ave streetscape to implement low water use irrigation and plantings
- Upgrade of street tree planted areas with automated irrigation systems with drippers on deep watering pipe systems to encourage deep tree root growth and moisture retention in the soil.
- Establishment of an agreed optimum tree and shrub planting landscape schedule for
  - Narrow verges/medians
  - Wide verges
  - Park areas
  - Foreshore areas
- Establish cost effective supply of alternative mulch type materials including-
  - Stone types
  - Periodical mulching of green waste from tip area

### Criteria 3.2

Submit a water conservation plan to the Department of Water where required

*See Appendix 1 if Water Conservation Plan is required, liaise with Aaron Compton, Water Recycling and Efficiency Branch, Department of Water (08) 6364-6773 or [Aaron.Compton@water.wa.gov.au](mailto:Aaron.Compton@water.wa.gov.au)*

### Criteria 4

No breaches of water licence terms or conditions set by the Department of Water in the past 12 months

No breaches recorded

#### **Criteria 5**

**No breach notice issued to council in the past 6 months from the Water Corporation (ie compliance with watering day, noisters and daytime sprinkler bans)**

**No breaches recorded**

**The following actions must also be included in the action plan:**

#### **Corporate:**

1. Develop a purchasing policy which incorporates Waterwise products and services or amend existing purchasing procedures to incorporate Waterwise products and services.

The Shire/City/Town has committed to the development and endorsement of a purchasing policy and have identified this as an action within the LAP for development and implementation in the future.

2. Promote the use of Waterwise vegetation and irrigation within council properties, verges, public open space, etc.

The Shire/City/Town has committed to the development and endorsement of a Waterwise Verge and landscaping policy and have identified this as an action within the LAP for development and implementation in the future.

3. Where possible, retrofit with Waterwise vegetation and irrigation, incorporate hydrozoning techniques and introduce amended soils as part of councils' Maintenance and Capital Program. These programs should form part of councils' Works Program.
  - Irrigation schedule developed

#### **Community:**

3. Develop a Waterwise Verge Policy/Guidelines and provide information to residents on how to design and maintain a Waterwise verge.

The Shire/City/Town has committed to the development and endorsement of a Waterwise Verge and landscaping policy and have identified this as an action within the LAP for development and implementation in the future.

4. Interact with household and business ratepayers to promote water efficiency via: newsletters, rate notices, Waterwise workshops, website and water focused community engagement activity.
  - Waterwise article published in \_\_\_\_\_
  - Waterwise messages emailed to Shire/City/Town of \_\_\_\_\_ staff regarding XXXXX
  - Community Garden Project developed and implemented by Shire/City/Town of \_\_\_\_\_
  - Waterwise projects and initiatives promoted on website
5. Encourage local community and business to participate in or utilise other Waterwise Programs for example: Waterwise Schools, Waterwise Garden Centres, Waterwise Garden Irrigators, Waterwise Landscapers and Waterwise Lawnmowing Contractors, etc.
  - All relevant staff have completed Waterwise Gardening Training and Waterwise Auditing Training
  - Community encouraged to participate in Waterwise programs where possible.

**At least one of the following actions must be included in your action plan:**

**Community:**

- 1) Support the implementation of water sensitive urban design in new land developments:
  - Encourage land developers to participate in the Water Corporation's Waterwise Land Development and Waterwise Display Village Programs.
  - Support the increased use of storm water and non-potable water supplies as irrigation alternatives to reduce irrigation by scheme water.
  - Support the development of local laws and local policies within the Shire/City/Town Planning process to address water at the lot, subdivision and regional stage of the town planning process and assess compliance when processing planning applications.
  - Incorporate a checklist into the building approval process for checking water efficiency when assessing building plan submissions.
- 2) Include water as a standing agenda item on relevant ratepayers' advisory committee or on an appropriate community group meeting.
- 3) Waive the inspection fee for the installation of greywater systems and rainwater tanks.

## **Actions and Policies**

The Shire/City/Town of \_\_\_\_\_ has had a long held commitment to improve water resource management. To fulfil this commitment and achieve the aims of increased water efficiency and reduced impact on water quality both within the Shire/City/Town of \_\_\_\_\_ corporate organisation and the wider community, the Shire/City/Town of \_\_\_\_\_ has undertaken the following initiatives since commencing with the Waterwise Councils Program:



## Planned Actions

### Action Plan Example

The following actions have been planned after a detailed investigation of Shire water use. In some instances immediate action has been undertaken and in other areas actions have been included in planning processes. Actions will be further evaluated where major funding or Council approval is required.

Priority Area	Comments	Implemented by
<b>SHIRE WATER EFFICIENCY INITIATIVES</b>		
Meter Reading	Reading Shire/City/Town water meters in an endeavour to obtain a profile of where and why water consumption is used at various Shire facilities and public open spaces. Detailed site audits will then be conducted to determine any service leakages or meter inaccuracies.	Projects Coordinator
Shire/City/Town Residential Properties	In the area of Shire/City/Town staff dwellings the aim is to reduce total consumption annually per dwelling to less than ____kL.	
Waterwise Programs	Encourage local community and business to participate in or utilise other Waterwise Programs for example: Waterwise Schools, Waterwise Garden Centres, Waterwise Garden Irrigators, Waterwise Landscapers and Waterwise Lawnmowing Contractors, etc. <ul style="list-style-type: none"> <li>• Ensure all relevant staff have completed Waterwise Gardening Training and Waterwise Auditing Training</li> <li>• Encourage community to participate in Waterwise programs where possible.</li> </ul>	Projects Coordinator
Shire/City/Town Industrial/Commercial properties retrofits and upgrades	Retrofits and upgrades for Council facilities: <ul style="list-style-type: none"> <li>• Airport</li> <li>• Shire Workshop/Depot/Sports grounds</li> </ul> Facilities Audits <ul style="list-style-type: none"> <li>• Airport</li> <li>• Caravan Park</li> <li>• Sports Grounds</li> </ul>	Sites Audited and retrofitted  A number of sites have been identified for future audits including the _____. Caravan Park is the second highest water using site controlled by the Shire/City/Town of _____. The town oval is the highest water user but, the _____ Caravan Park should be audited as a matter of priority. The Project Office will investigate data logging the Caravan

Shire/City/Town Reserve Areas	POS watering rationale, irrigation equipment upgrades and improved management practices	Park site in support of this audit to assist with identifying internal leaks and in order to gain a better understanding of the site water use. Parks and Gardens Officer
-------------------------------	---	--

#### **INTERNAL AND EXTERNAL DEVELOPMENT AND PLANNING**

Waterwise Verge Policy	The Shire/City/Town has committed to the development and endorsement of a Waterwise Verge and landscaping policy and have identified this as an action within the LAP for development and implementation in the future.	Shire Planning Officers
Waterwise Procurement Policy	The Shire/City/Town has committed to the development and endorsement of a Waterwise procurement Policy and have identified this as an action within the LAP for development and implementation in the future.	Shire Planning Officers
Waterwise Auditing Training	A minimum of at least 1 additional officer trained to perform water audits each year. Online Training Provided by Water Corporation	Appropriate Officers – Parks and Gardens Officers and Building Maintenance.
Waterwise Gardening Training	A minimum of at least 1 additional officer to complete online Waterwise Gardening Training Provided by Water Corporation	Appropriate Officers – Parks and Gardens Officers and Building Maintenance.
Waterwise Building Checklist	Incorporate a checklist into the building approval process for checking water efficiency when assessing building plan submissions.	Projects Coordinator

#### **ALTERNATIVE SOURCES**

Wastewater Reuse Actions	Eg. Options for reuse of treated effluent ponds will be further investigated by the Water Corporation, together with options for use of Bio Pod type treatment systems for recycling self contained property operations.	Projects Coordinator
Groundwater for irrigation	Eg. Sourcing suitable ground water for irrigation purposes for playing grounds and tree irrigation.	Projects Coordinator

#### **COMMUNITY EDUCATION AND ENGAGEMENT ACTIONS**

Communications	Interact with household and business ratepayers to promote water efficiency via: newsletters, rate notices, Waterwise workshops, website and water focused community engagement activity. E.g <ul style="list-style-type: none"> <li>Waterwise article published in Water Services Newsletters</li> <li>Waterwise messages emailed to Shire of _____ staff regarding water efficiency initiatives</li> <li>Project _____ such as the Community</li> </ul>	Communications Officer
----------------	---	------------------------

Garden supported by Shire of

- Waterwise projects and initiatives promoted on web-site

## **Commitment to Monitoring and Review**

### **Waterwise Strategy Review**

#### **E.g.**

The Shire/City/Town of \_\_\_\_\_ Waterwise Council Program shall be managed through consultation between delegated Shire/City/Town staff and Water Corporation Staff.

The roles of staff members to include---

- Project Officer
  - coordinate program , meetings to facilitate activities and provide report updates to Shire/City/Town Executive and Water Corporation staff
  - updating of water use recordings
  - update of program on a quarterly basis
  - development of a cost/benefit evaluation of all water wise initiatives implemented
- Works Foreman
  - implement ground water wise budgeted initiatives as scheduled
  - arrange collection of monthly water meter readings
- Shire/City/Town Building Maintenance Coordinator
  - Upgrade to Shire building facilities as resolved and budgeted

The Shire/City/Town of \_\_\_\_\_ Local Action Plan is intended to be a living/dynamic document that outlines an ongoing implementation plan to achieve the Shire's goals and more generally the overall aim of continuous improvement in regards to water resource management.

In order to ensure that this Local Action Plan remains relevant in the face of changes within the Shire of \_\_\_\_\_ itself, in State and National policy and in regards to research and understanding of water related issues, the Shire commits to monitoring the success of its actions and reviewing this Local Action Plan on an ongoing basis.

The Shire of \_\_\_\_\_ commits to:

- 1) Demonstrate substantial progress towards council having implemented actions from their Corporate and/or Community local action plan.
- 2) Include reporting on water efficiency targets and performance in the council's annual report.

## Related websites

Information about saving water is available on the Department of Water's website: [www.water.wa.gov.au](http://www.water.wa.gov.au)

Information on saving scheme water and Waterwise programs for business, industry, schools and the community are available on the Water Corporation's website: [www.watercorporation.com.au](http://www.watercorporation.com.au) under: Being Waterwise.

Information on water sensitive urban design topics is available on the New Water Ways website: [www.newwaterways.org.au](http://www.newwaterways.org.au)

For information on the Water Efficiency Labelling and Standards (WELS) Scheme – tests; labels and products for water efficiency - visit their local government specific information on: [www.waterrating.gov.au/government](http://www.waterrating.gov.au/government)

Smart Approved Water Mark website: [www.smartwatermark.info/home](http://www.smartwatermark.info/home) provides information on Australia's outdoor water saving labelling program for products and services that help to reduce water use around the home.

## Appendix 1 Northam (York) Gardenwise Training Attendees List

Gardenwise Regional Seminars- Water Audit Training – Northam/Merredin  
1 & 2 November 2011

### Assessment Results

Waterwise Council Training Northam & Merredin - 1<sup>st</sup> & 2nd Nov 2011 -

John Colwill

	Name	Organisation	Email	Mark
1	Shane Fewster	Shire of York		20/24
2	Robert Scott	Shire of Kellerberrin	robertrosemarie@bigpond.com.au	22/24
3	Ian Kent	Shire of Kellerberrin	kenty@bigpond.com	21/24
4	Michael Sredojevic	Shire of Mukinbudin		23/24
5	Kylie Sippe	Shire of Mukinbudin	ksippe@westnet.com.au	20/24
6	Kerrie Dunn	Shire of Merredin	Digger1378@bigpond.com	23/24
7	Ian Jacobsen	Shire of Merredin		23/24
8	Rodney Robertson	Shire of Merredin		22/24
9	Daniel Berglund	Shire of Merredin		23/24
10	John McKenzie	Shire of Corrigin		23/24
11	Damon Johns	Shire of Corrigin	Rock22@westnet.com.au	24/24
12	Kyle Taylor	Shire of Wongan-Ballidu	Suprag69@hotmail.com	24/24
13	Bruce Mitchell	Shire of Wongan-Ballidu	Laurelle60@hotmail.com	20/24
14	Albert Fourie	Shire of Tammin	mybert@westnet.com.au	17/24
15	David Martin	Shire of Tammin		19/24
16	David Bird	Shire of Dowerin		23/24
17	Tom Findlay	Shire of Northam		21/24
18	Katrina Kingston	Shire of Westonia	nrm@westonia.wa.gov.au	22/24
19	Shauna Wells	Shire of Wyalkatchem	swellsy1@yahoo.com.au	24/24
20	Wendy Dallywater	Shire of Yilgarn	eho@yilgarn.wa.gov.au	24/24
<b>WATERWISE AUDITING TRAINING</b>				
<b>Geoff Diver</b>				
1	Glen Jones	Shire of York	works@york.wa.gov.au	100%

2	Tom Findlay	Shire of Northam	100%
3	Albert Fourie	Shire of Tammin	93%
4	David Martin	Shire of Tammin	67%
5	David Bird	Shire of Dowerin	73%
6	Daniel Berglund	Shire of Merredin	100%
7	Kerrie Dunn	Shire of Merredin	100%
8	Robert Scott	Shire of Kellerberrin	100%
9	Ian Kent	Shire of Kellerberrin	100%
10	Katrina Kingston	Shire of Westonia	100%
11	Wendy Dallywater	Shire of Yilgarn	100%
12	Michael Sredojevic	Shire of Mukinbudin	87%
13	Kylie Sippe	Shire of Mukinbudin	80%

	<b>NORTHAM GARDENSWISE PD Training Day - 12 Nov 12</b>		
1	Tamara Johnson Tel 96311030 Lisa.sinclair@education.wa.edu.au	Dowerin District High School	96%
2	Richie Roser Tel: 0896221489	Anne Woods Avonvale Primary School	
3	Christian Chadwick PH: 08 9641 1219 York Depot <Depot@york.wa.gov.au>	Leonie Kempin Shire of York - Works Depot	76%
4	Trevor Webb Tel 96811186 <del>works@wyalkatchem.wa.gov.au</del>	Shire of Wyalkatchem	
5	Aiden Begley Tel 96811186	Shire of Wyalkatchem	96%
6	Ben Enkelman Tel 96811186	Shire of Wyalkatchem	100%
7	Len Edwards Mob 0429772416	Gidiegannup Pmy School	
8	Peter Cornelius Tel. 96221712	West Northam Pmy School	80%
9	David Martin Tel 96371101	Shire of Tammin	96%
10	Albert Fourie Tel 96371101	Shire of Tammin	60%
11	Mrs Carol Johns Tel 9654 6035	Yerecoin Pmy School	88%
12	Ms Nicole McGuinness Tel 96287030	Calingiri Pmy School	
13	Mr Marilyn Chester Tel.96291101	Shire of Goomalling	96%
14	Mr Clinton Verner Tel. 96291101	Shire of Goomalling	92%

15	Ms Hillary Joyce Tel 95736239	Wundowie Pmy School	96%
16	Valerie Best	Shire of Northam	84%
17	Kraig Chappell	Shire of Northam	88%
18	Stephen Allen – Mgr Parks & Gardens	Shire of Northam	92%
19	Amanda Hagbcom	Dowerin District High School	100%
20	Dale Stone	Shire of Dowerin	92%
21	Gordon Watson	Goomalling Primary School	92%
22	Bevin Joy	Northam Primary School	72%
23	Georgia Cousins	Shire of Wongan - Ballidu	92%
24	Barbara Hopla	Bakers Hill Primary School	88%
25	Bruce Mitchell	Shire of Wongan – Ballidu	96%
26	Irena Biel	Shire of Wongan - Ballidu	84%
27	Doug Peat	Bakers Hill Primary School	80%

Local Action Plan prepared on behalf of the Shire/City/Town of \_\_\_\_\_

By \_\_\_\_\_

This copy reviewed and updated as at \_\_\_\_\_

**Comment [n4]:** Insert name

**Comment [n5]:** Insert Key  
Contacts name and position

**Comment [n6]:** Insert Date



## **Community Garden Proposal**

### Background:

Over the past two years, members of local societies and the general community have expressed a need for a local community garden to be created here in York.

It was also noted that during recent Tidy Towns competitions that neighbouring Shires have also enhanced their communities with a similar garden project.

### Assessment - investigation

Instead of establishing a new garden area for this purpose, I have suggested that the community concentrate on resurrecting and improving the current Residential Museum garden areas.

These gardens currently include a "Noongar Garden", a water-wise section, a "Pioneer Garden" as well as a rose garden and lawn area.

I have had meetings with the Curator and staff of the Residency Museum, plus discussions with the York Garden Club, the local Noongar community, the Avon Branch of WA Wildflower Society, York CRC and Ability Focus.

All agencies are willing to support this project by means of garden design, supplying of plant material, planting and ongoing maintenance, signage and fund raising.

The Shire of York is currently responsible for maintaining the garden reticulation, plus the mowing and watering the grassed areas.

### Plan:

Continue to discuss and create a strategy with the Curator and Staff of the Residency Museum and interested groups and businesses.

This plan will aim to re-establish the species selected in the original plant list of the Noongar Garden.

Install reticulation to this indigenous garden area.

Replant the Pioneer Garden with plant species first selected and grown by the pioneer community.

Restore the water-wise garden with appropriate plants and demonstrate the importance of utilizing various mediums for mulching and moisture retention.

Maintain the rose and lawn areas.

Improve and introduce new interpretative signage to all garden areas.

Create a works schedule

Create a community feeling in maintaining and sharing in the successful retention of this important historical asset within the Shire of York

Ian Crombie

17<sup>th</sup> October 2014



Sub Committee Meeting Thurs 6<sup>th</sup> November 2014

Community Garden

Public and organisations in York have requested  
Tidy Towns

Revamp old rather than create new

Residency Museum

Variety of Gardens.  
Existing Noongar garden  
Pioneers garden  
Water wise  
Lawn and roses

York CEO  
Meeting Curator staff  
Wildflower, Socv, Garden club, York CRC, Ability Focus  
SOY reticulation  
Original design and plant list

Me- undertaking a costing to install reticulation to top area

Shire to continue mowing duties, tree surgery and maintaining the reticulation  
Community maintain gardens.





ITEM 9.3  
Appendix 3,







# MEMORANDUM OF UNDERSTANDING

between

Shire of York

&

York District High School

## RELOCATION AND MAINTENANCE OF TOTEM POLES

POLE RELOCATION RESPONSIBILITIES						
Task	Allocation of duties			Cost (approx.)		Comments
	Shire of York	%	York DHS	Shire of York	York DHS	
Agreed Location for poles:  Poles are to be located in a park or public area in the Shire of York.  Shire of York Works Committee to liaise with Mike Mount-Bryson (Deputy Principal, York DHS) and determine an agreed location for totem poles.	✓		✓	N/A	N/A	Candice Bateman is the preferred location (as agreed to in discussions between Ian Crombie and Mike Mount Bryson).
Mounting of poles to be done by the Shire	✓	100%		<u>Manpower &amp; hours:</u> Contractor (Greg Jones) to undertake the installation of 5 totem poles on behalf of SOY. Quoted price - \$120.00 <u>Plant/Machinery required:</u> • Hoist - \$150.00/hr • Truck - \$127.00/hr <u>Materials:</u> Creosote -No charge	N/A	ITEM 2.4 Appendix 1





POLE RELOCATION RESPONSIBILITIES						
Task	Allocation of duties			Cost (approx.)		Comments
	Shire of York	%	York DHS	Shire of York	York DHS	
Ongoing maintenance of poles	<p>✓</p> <p><u>Grounds maintenance:</u></p> <p>Weed &amp; pest control to be carried out periodically as required.</p>	100%	<p>✓</p> <p><u>Aesthetic maintenance:</u></p> <p>Periodical painting, timber/pest treatments (&amp; whatever else may be required to keep poles in presentable condition)</p>	<p>100%</p> <p><u>Manpower &amp; hours:</u></p> <ul style="list-style-type: none"> <li>Area to be sprayed periodically as part of the Shire's weed control program.</li> <li>Area to be mowed within parameters of the Shire's parks &amp; gardens maintenance program</li> </ul> <p><u>Plant/Machinery required:</u></p> <ul style="list-style-type: none"> <li>Lawn mower</li> <li>Brushcutter</li> </ul>	<p>NA</p>	<p>York DHS to undertake periodical maintenance from their existing budget</p> <p>No additional cost of maintenance to SOY</p>

Shire of York  
Name (print): \_\_\_\_\_

Date \_\_\_\_\_

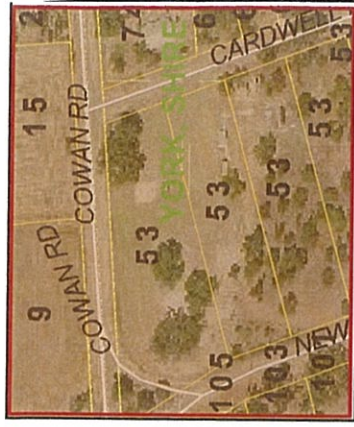
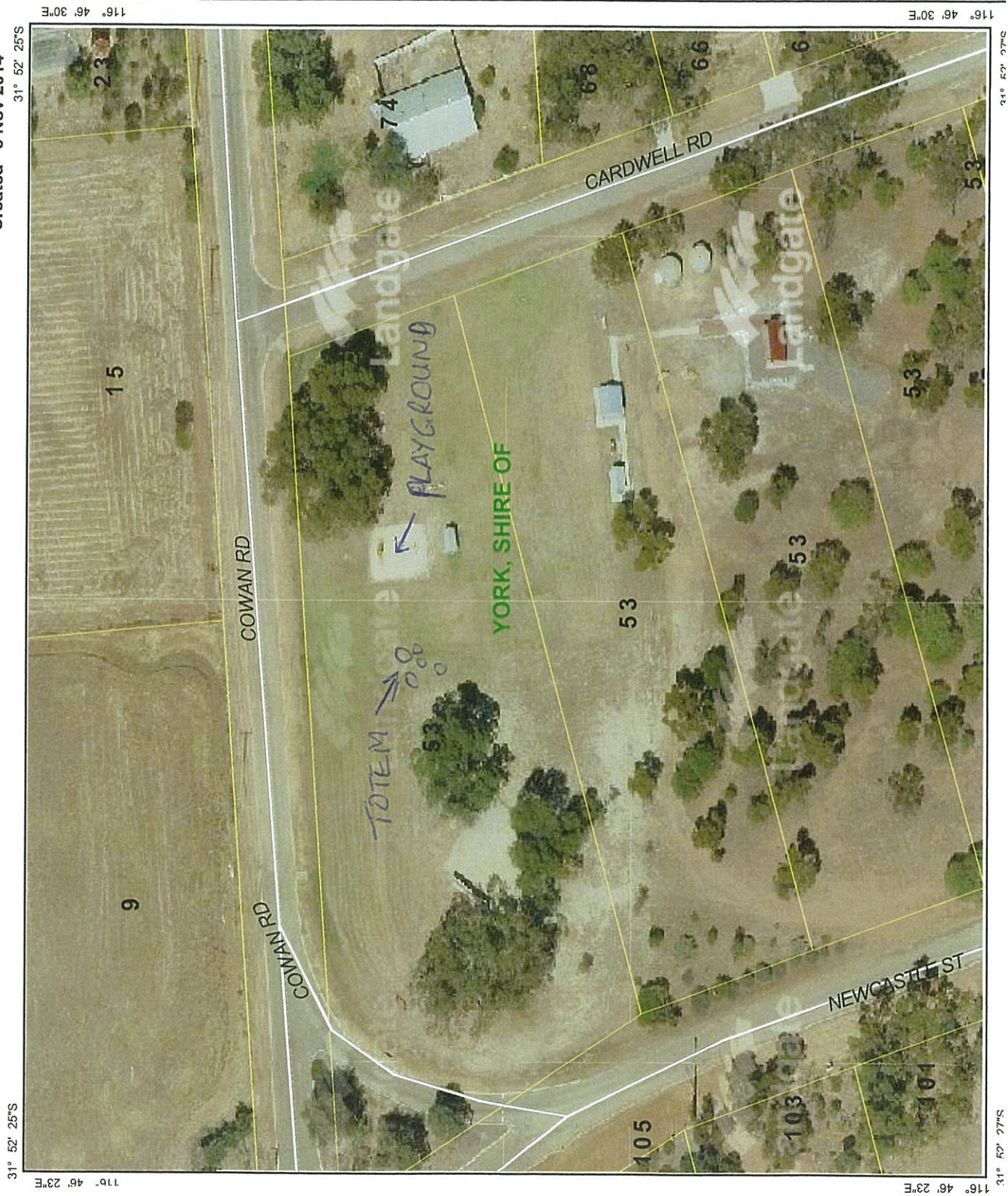
Shire of York  
Name (print): \_\_\_\_\_

Date \_\_\_\_\_



# Map Viewer

Created 5 Nov 2014



Scale: 1:911

## Description

Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric Datum of Australia  
1994

1 Midland Square  
Midland WA 6056  
(08) 9273 7341  
customerservice@landgate.wa.gov.au  
www.landgate.wa.gov.au







## Michael Gill

**From:** Michael Gill [michael.gill37@bigpond.com]  
**Sent:** Tuesday, 30 September 2014 3:47 PM  
**To:** 'Michael Keeble'  
**Cc:** 'records@york.wa.gov.au'; 'Matthew Reid'; 'milbrookfarm@bigpond.com';  
'mark@malautos.com.au'; 'asboyle@bigpond.com'; 'cats1307@bigpond.com.au';  
'catweasles@hotmail.com'; 'icombus@gmail.com'  
**Subject:** Documentation  
**Attachments:** York Shire Incident Report.doc

Michael

As discussed, during the next Works Committee Meeting I will be following up on the safety concerns that emerged during the Storm Water Reuse Project at Forrest Oval.  
I have previously documented and submitted to the Shire my concerns regarding the Safety and Quality of works carried out at the Knotts Rd Bridge replacement earlier this year.

These two projects have utilised contractors to carry out significant components of the work.

I therefore formally request that copies of the contractual documentation used to engage these contractors and maintain control over both Quality and Safety, and to ensure that Probity can be satisfied.

The documentation that I require at this Thursday's Works Committee Meeting should include but not be limited too :

- Tender Documents
- Specification and Description of Works including Quality and Safety requirements.
- Contract Documents at Award
- Proof of appropriate Insurances to indemnify the Shire against negligence
- Cost reconciliation documentation, including payment certificates.
- Risk Assessments for each project

I trust that the incident report submitted to you on Monday 22<sup>nd</sup> of September 2014 (attached) regarding the unsafe practice witnessed at Forrest Oval has been acted upon as is required, including registering the incident in the Incident Register, and that a Corrective Action Report has been prepared and actioned to ensure a repeat of the incident does not occur.

As a community representative of the Works Committee it is my duty to follow through with these issues as failure to do so would be an act of negligence in itself.

Regards,

Michael Gill  
MIE Aust CP Eng  
Managing Director  
Avon Civil Engineering

