



Minutes

Works & Services Committee Meeting

On	Wednesday 15 November 2017
At	Council Chambers, Calingiri
Commenced	11.04am

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	3
2	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED	3
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4	CONFIRMATION OF MINUTES	3
5	ANNOUNCEMENT BY THE PRESIDING MEMBER WITHOUT DISCUSSION	3
6	PRESIDENT AND COUNCILLORS REPORTS.....	3
7	ITEMS FOR CONSIDERATION BY COMMITTEE	4
	7.1 WORKS AND SERVICES MANAGERS REPORT	4
8	NEW BUSINESS OF AN URGENT NATURE APPROVED BY COUNCIL RESOLUTION.....	5
9	DECLARATION OF CLOSURE	15

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 11.04am.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED

Cr D Lovelock	West Ward	President
Cr P Bantock	West Ward	Deputy President
Cr S Penn	South Ward	
Cr N Clarke	South Ward	
Cr J Corless-Crowther	Central Ward	
Cr J King	Central Ward	

Apology

Cr A Broadhurst	East Ward
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Chief Executive Officer:	Mrs G Teede
Acting Works & Services Manager (WSM):	Mr S Willcocks
Executive Assistant:	Ms Suzanne Mearns
Corporate Services Manager:	Mr Jeremy Clapham

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 CONFIRMATION OF MINUTES

Not required – minutes were endorsed at the Ordinary Meeting of Council held 25 October 2017.

5 ANNOUNCEMENT BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

6 PRESIDENT AND COUNCILLOR REPORTS

Nil

7 ITEMS FOR CONSIDERATION BY COMMITTEE

7.1 WORKS AND SERVICES MANAGERS REPORT

FILE REFERENCE	A1.2.1
REPORT DATE	7 November 2017
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	David Holland - Works and Services Manager
AUTHORISED BY	Glenda Teede – Chief Executive Officer
ATTACHMENTS	<ul style="list-style-type: none">• Vehicle and Plant Report• Grading Hierarchy

PURPOSE OF REPORT

To inform Council of the Works Manager and staff actions, maintenance program.

BACKGROUND

A schedule of maintenance works that are undertaken throughout the Shire is provided for Councils information.

COMMENT

Gardens, Parks and Road Verges

Bolgart

- General up keep
- Tip Maintenance.
- Bolgart Cemetery, Clean up.
- Weed spraying
- Mowing

Calingiri

- General up keep
- Tip Maintenance.
- Weed spraying
- Mowing

Mogumber

- General up keep
- Tip maintenance.
- Weed spraying

Yerecoin, Gillingarra, Piawaning

- General up keep
- Weed spraying

General

Mowing, clearing rubbish including tree branches, clearing drains, parks and reserves, reticulation, weed spraying, footpath repairs.

The crews have been doing various maintenance works.

Maintenance Grading

Grading in all areas has been completed, the program will now be on an as needs basis until the new year, and after harvest when there should be a summer grade completed.

Construction Crew

The construction crew have started the graveling program. They completed the section of Golf Course Rd as per program, they are going to Konnongoring Rd as the next project then after Christmas will start Yerecoin South East Rd upgrades.

Plant

General maintenance and servicing of council plant and machinery.

There have been some minor break downs this month they are:

- Various servicing to vehicles, plant and machinery,
- Broken windows on various vehicles, plant and machinery,
- Various small plant repairs.

Councillors Information

- I have asked Pickles online Actions to dispose of un-used and other building materials, old used and other machinery cluttering the depot, this action has taken place and the proceeds of the auction was \$10,483.
- The seal repairs to be carried out on the two roads Toodyay Bindi and Yerecoin South East Rd's have been completed, there is still a section to be completed on the Yerecoin South East Rd and can be tied in with the works further out.
- The works on Toodyay Bindi Rd has now been 80% completed with line marking going in soon and some culvert works to be carried out.
- Line marking throughout the Shire has been spotted, marking will be completed when MRWA have approved it.
- The gravel re-sheeting on Box Hall Rd has been completed.
- The footpath program has started and the first location has now been completed, the next one to be completed will be the path in front of the Bolgart School.
- Kerbing program will start soon with works being programmed for Calingiri and the Calingiri New Norcia Rd, quotes have been obtained for these works.

Administration, meetings and inspections during this reporting period

Administration
Private Works.
Staff time sheets.
Customer enquiries.
Maintenance works program.

Ordering parts and materials.
Depot General Duties - phone, emails, design, staff works program, etc.
Meetings
Various
Site Inspections/works
Road signage.
Bitumen Roads.
Rural Roads Area 1 Area 2 and Area 3 inspections
Calingiri, Bolgart, Mogumber Waste Sites – Weekly.

POLICY REQUIREMENTS

NIL

LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

➤ Environment

There are no known significant environmental implications associated with this proposal.

➤ Economic

There are no known significant economic implications associated with this proposal.

➤ Social

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: No

RESOLUTION 192/2017

Moved: Cr P Bantock

Seconded: Cr N Clarke

That the Works and Services Managers report be received and noted.

Motion Put and Carried: 6/0

Vehicles and Plant Report – YTD

Shire of Victoria Plains
Vehicles & Plant Report YTD 31st October 2017

Plant No	Plant Description	Plant Repair Wages		Tyres & Tubes		Parts & Repairs		Insurance & Licences		Fuel & Oil		Cash Total	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
PAV42	Mitsubishi ASX LS							491		128		619	
PAV43	Subaru Outback					70		637		884		1,591	
PAV44	Toyota Prado	216				1,570		419		1,041		3,246	
PAV45	Toyota Prado					2,465		419		131		3,015	
	Total Admin Vehicles	216				4,104		1,966		2,184		8,470	
PFT10	Toyota Landcruiser					405		170		60		576	
PFT11	Fire Truck - Bolgart							630				690	
PFT13	Isuzu Fire Truck							2,165				2,165	
PFT14	Fire Truck Isuzu - New Norcia					620		2,807				3,427	
PFT15	Isuzu Fire Truck - Calingiri	58				505		2,914				3,477	
PFT16	Isuzu Fire Truck - Yerecoin					457		2,216				2,672	
	Total Bush Fire Vehicles	58				1,987		10,902		60		13,007	
PWW54	Nissan RX D/Cab					60		323		1041.9		1,656	
PWW56	Toyota Hilux	231				60		461		719.23		1,240	
PWW57	Toyota Hilux	597				422		474		1051.91		2,545	
PWW59	Nissan Navara	309				1,110		520		589.05		2,527	
PWW60	Holen Colorado LS					60		166		786.05		1,012	
PWW61	Isuzu D-Max 4x4 Space Ute	955		36		220		593		1159.13		2,962	
PWW63	Toyota Prado	182				331		395		1417.27		2,324	
	Total Depot Vehicles	2,273		36		2,262		2,930		6,765		11,942	

Shire of Victoria Plains

Vehicles & Plant Report YTD 31st October 2017

Plant No	Plant Description	Plant Repair Wages		Tyres & Tubes		Parts & Repairs		Insurance & Licences		Fuel & Oil		Cash Total	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
PEX01	Caterpillar Excavator	\$ 874		\$		\$ 442		\$		\$ 393		\$ 1,639	
PGN01	Kubota Gen Set K310							803				874	
PGN02	8KVA Silent Generator (Cal)							-		163		163	
PGN03	6KVA Diesel Generator (Bol)							-		73		73	
PGR9	Caterpillar Grader 120	2,102		207		4,835		1,164		3,385		10,465	
PGR10	Caterpillar 120M Series Grader	816		799		2,338		1,518		2,914		8,385	
PLR2	Volvo L70D Multi Loader	1,162				1,014		466		516		3,158	
PLR8	Caterpillar Loader	575				173		1,058		828		2,634	
PLR9	Volvo BL71B Backhoe					60		1,038		521		1,619	
PLR10	Bobcat T650 Track	328				1,736		811		1,289		4,163	
PM02	Hand Mowers							-					
PM07	ToroZ580D 25hp Ride On Mower	642				553		137		237		1,569	
PM08	Turfmaster 30" Commercial Mow							15				15	
PRB2	Road Broom	146						155		26		327	
PR08	Dynapac 14T Drum Roller	1,653				553		696		1,055		3,957	
PR09	Bomag Multi-tyred Roller	1,559		871		778		894		2,799		6,901	
PSP2	Sundry Plant Items	1,116				3,470		874		221		5,681	
PTK16	Mitsubishi Fuso 13 Truck	930				424		612		309		2,276	
PTK17	Hino 9 Tonne Tip Truck	112				560		606		2,073		3,351	
PTK18	Hino Series 300 Dump Truck	336				57		507		373		1,272	
PTK20	Hino 700 Series Truck	117				454		1,125		3,341		5,036	
PTK21	Hino 300 5T Truck	1,194		212		3,564		717		2,050		7,737	
PTK22	Hino 700 Series F	2,489				4,319		1,341		1,970		10,119	
PTK23	Fuso FEB71	1,457				1,420		550		857		4,283	
PTL01	Trailers	117						73				190	
PTL02	Trailers (Bobcat)							57				57	
PTL03	Trailers			41		489		34				564	
PTL04	Trailers							29				29	
PTL05	Trailers							111				111	
PTL06	Side Tipper Trailer	122				1,343		419		207		2,091	
PTL07	Howard Porter DD4 Trailer	177				-30		484				631	
PTL08	John Papas 7x5 H/D Trailer							26				26	

Shire of Victoria Plains

Vehicles & Plant Report YTD 31st October 2017

Plant No	Plant Description	Plant Repair Wages		Tyres & Tubes		Parts & Repairs		Insurance & Licences		Fuel & Oil		Cash Total	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
PTL09	Roadserve Series Trailer					1,711		658				2,368	
PTL10	Trailer Toilet (ex VP Tourism)			3				24				27	
PTL11	Perkins 1103C-33Generator							118				118	
PTL12	Bobcat Trailer	590				1,223		155				1,968	
PTL13	SFM Boggie Dolly	307				190		77				574	
PTL14	SAM Trailer							24				24	
PTP1	Tree Lopper							99				99	
PTR03	Kubota M8540D Tractor/Mower	849		243		151		335		259		1,838	
PVR1	Wacker Upright							13				13	
	Total Plant Costs	19,768	23,180	2,373	24,225	31,830	95,000	17,822	35,000	25,859	154,000	96,425	
	Total Vehicle & Plant Costs	22,316	23,180	2,409	24,225	40,184	95,000	33,620	35,000	34,867	154,000	129,844	331,405

Grading Report

Analysis of Maintenance Grading Hours for the Financial Year 2017-18

	Total Hrs	Jul			Aug			Sep			Oct		
		PGR9	PGR10	Hire	PGR9	PGR10	Hire	PGR9	PGR10	Hire	PGR9	PGR10	Hire
Aboriginal Community													
MG00													
ADAMS LANE													
MG0024													
BAIN RD													
MG0044	8.00			8.00									
BATTY BOG RD													
MG0112	9.00								5		4		
BEHANGING NORTH RD													
MG0010	8.40			8.40									
BEHANGING RD													
MG0034	43.25						17.25	14	12				
BENARING RD													
MG0091													
BIG SPRINGS RD													
MG0118													
BIN RD													
MG0051	6.60			6.60									
BLOOD RD													
MG0007													
BOLGART EAST RD													
MG0023	60.00			27.00						33.00			
BOLGART WEST RD													
MG0017	12.00			12.00									
BOUNDARY RD													
MG0062	14.00			14.00									
BOXHALL RD													
MG0054													
BULL RD													
MG0032	19.50			19.50									
BULLIGAN RD													
MG0078													
BURNETT RD													
MG0011	6.50						6.50						
CALCARRA EAST RD													
MG0075													
CALCARRA SIDING RD													
MG0057	14.50			14.50									
CALCARRA WEST RD													
MG0008													
CALINGIRI NEW NORCIA ROAD													
MG0037	12.50								2		10.5		
CARANI EAST RD													
MG0013	32.50				15	15		2.5					
CARANI WEST RD													
MG0036	35.50				14	21.5							
CATABODY RD													
MG0073	37.50					4		19.5	14				
CATABODY WEST ROAD													
MG0052													
CLARKE RD													
MG0003	12.00						12.00						
COCKING RD													
MG0025	43.40			17.40			26.00						
CORONDINE RD													
MG0055	5.00												5.00
DARRAGH RD													
MG0089	4.00				2	2							
DONNELLY RD													
MG0039	27.00	20	7										
DUGGAN RD	6.00												
MG0079													6.00
EDMONDS RD													
MG0050	26.85			11.60			15.25						
ERICKSON RD													
MG0058	5.00												5.00
ESSEX RD													

Analysis of Maintenance Grading Hours for the Financial Year 2017-18

	Total Hrs	Jul			Aug			Sep			Oct		
		PGR9	PGR10	Hire	PGR9	PGR10	Hire	PGR9	PGR10	Hire	PGR9	PGR10	Hire
MG0042	FLAVELL RD	9	7.5										
MG0035	FORDHAM RD						15.25						
MG0119	FORREST ST												
MG0084	FOWLER RD												
MG0026	GABALONG WEST RD			17.00									
MG0016	GILLINGARRA RD			12.00									
MG0019	GILLINGARRA-GLENTROMIE RD			16.00									
MG0004	GLENTROMIE YERECOA RD												
MG0021	GOLF COURSE RD		5		7	6						5	
MG0123	GOOMALLING-CALINGIRI RD						24.00			13.00			
MG0030	GOUDGE RD												
MG0134	GUTHRIE												
MG0088	HALLIGAN RD												
MG0058	HAWKINS RD								4				
MG0083	HEAD RD							1					
MG0111	HOWARD RD							5	9.5				6.00
MG0135	HUNT RD												
MG0074	JONES RD												3.00
MG0061	KELLY RD			8.00									
MG0082	KING RD												
MG0014	KONNONGORRING WEST RD							4	3				
MG0110	LONDON STREET												
MG0065	LONGMAN RD			8.00									
MG0056	LYDOCK RD			2.00									56.00
MG0113	LYDOCK SOUTH RD												5.00
MG0049	MARTIN RD							7	7.5				
MG0053	MESTON RD			6.00									
MG0087	MISSION RD												
MG0006	MOGUMBER YARAWINDA RD												
MG0048	MOTONING RD	10	1		5			4					
		20.00											

Shire of Victoria Plains

Minutes – Works and Services Committee Meeting

15 November 2017

Analysis of Maintenance Grading Hours for the Financial Year 2017-18

	Total Hrs	Jul			Aug			Sep			Oct		
		PGR9	PGR10	Hire	PGR9	PGR10	Hire	PGR9	PGR10	Hire	PGR9	PGR10	Hire
MG0059 MURPHY GULLY RD	8.00						8.00						
MG0001 NEWDALE RD	33.00									33.00			
MG0129 O'DEA PLACE													
MG0027 OLD PLAINS RD	40.00									40.00			
MG0046 OLD TELEGRAPH SOUTH RD													
MG0031 PARKER RD	10.00									10.00			
MG0072 PHILLIPS RD													
MG0033 PIT HER RD	10.00									10.00			
MG0076 PURNELL RD	4.00							4					
MG0070 PUTNAM RD													
MG0018 RED GULLY RD	6.50						6.50						
MG0069 RICK RD	8.00												8.00
MG0043 ROE RD													
MG0063 ROGERS RD	9.00			9.00									
MG0071 SALT RD	2.00				2								
MG0002 SANDPLAIN RD	2.00	2											
MG0064 SCHOLZ RD	8.00			8.00									
MG0029 SKILLING RD	22.00			17.00									5.00
MG0090 SMITH RD	4.00							4					
MG0040 SUDHOLZ RD	14.50	7.5	4		3								
MG0060 SYKES RD	9.00			9.00									
MG0046 TELEGRAPH RD				21.50									
MG0020 THOMPSON RD	19.00			14.00				3	2				
MG0047 THOMSON RD	34.25							14.5	19.75				
MG0067 WALLAMARRA RD	4.00			4.00									
MG0104 WATERS ST													
MG0012 WATSON RD	2.00							2					
MG0086 WESTLAKE RD	3.00							3					
MG0041 WILSON RD													
MG0066 WIRRILDA RD													

Analysis of Maintenance Grading Hours for the Financial Year 2017-18

	Total Hrs	Jul			Aug			Sep			Oct		
		PGR9	PGR10	Hire	PGR9	PGR10	Hire	PGR9	PGR10	Hire	PGR9	PGR10	Hire
MG0038	WOODS RD												
MG0022	WYENING EAST RD	15	2		8						3.5		
MG0116	WYENING SLIDING RD												12.00
MG0028	WYENING WEST RD												
MG0045	YENART RD			14.00			15.25			9.00			5.00
SG0006	Shoulder Grading - Mogumber Ya												
SG0015	Shoulder Grading - Mogumber We												
SG0126	Shoulder Grading - Mongan Hill												
R2R017	Golf Course Road 2016-17												
BM9999	Bitumen Maintenance												
RR0025	Toodyay-Bindi Bindi Rd Shoulder												
RR0021	REG RD GILLINGARRA GLENTROMIE												
R2R023	Golf Course Road (2017-18)							19.5	2		37.5	2	
MG0130	Maint Grading - Claycrete Trial												
XXX999	Misc Road Maintenance												
R2R015	Konmongoring Road 2016-17												
RR0032	Toodyay-Bindi Bindi Road 0125												
C9128	Behaning Rd												
		63.50	26.50	304.50	56.00	48.50	146.00	109.00	78.75	167.00	55.50	7.00	116.00
		1156.75											

8 NEW BUSINESS OF AN URGENT NATURE APPROVED BY COUNCIL RESOLUTION
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Glenda Teede – CEO

- Ms Teede confirmed that a relief WSM has been appointed on a temporary basis while recruitment activities continue to find a person to take on the role permanently.
- Community Vehicle - Councillors attending the meeting approved for the SOVP Logo stickers to be removed from the Community Vehicle and requested a price be obtained for a 'transparent' sticker of the logo for the back window.
- Shire Grader – the CEO confirmed that the grader has been re-listed to be auctioned with a reserve price.
- New Norcia rubbish bins – CEO to obtain information on type of bins etc that require emptying and present at the December meeting of Council.
- New Norcia Bridge – CEO to confirm who is responsible for the bridge and also contact other Shires to determine who they use to independently review bridges (structurally).

RESOLUTION 193/2017

Moved: Cr S Penn

Seconded: Cr P Bantock

That funds received from the auction sale go towards the shortfall of truck purchase.

Motion Put and Carried: 6/0

Cr Lovelock - President

- Cr Lovelock spoke of the recent issue where Main Roads had the Mogumber-Yarawindah Road recorded as a 'no through road'. Following discussions, Main Roads confirmed that any restriction would be lifted from this Road.
- Cr Lovelock spoke of the options in relation to the Mogumber emergency water supply and confirmed that the matter would be discussed further at the Ordinary meeting of Council.

Cr Bantock – Deputy President

- Advised that the water standpipe at Gillingarra requires repair/replacement as it is rusting near the bottom of the pipe.
- Mentioned that mowing is required around the Arena area at Mogumber. The CEO confirmed that this is being actioned.

Cr Clarke

- Requested a lock be placed on the gas bottle enclosure outside of the Bolgart Hall.
- Spoke of signage which is fading in Bolgart. Mr Willcocks confirmed that the sign company are in the process of reviewing signage and making new signs.
- Stated a number of trees require pruning (which are overhanging over roads).

Further discussion was held regarding trees 'leaning' across roads in a number of areas across the Shire. Cllrs were asked to take photographs and information

pertaining to offending trees and advise the CEO by the February 2018 meeting of Council. A report will then be compiled by the CEO who will then present a report to the appropriate authorities. Cllrs are asked to contact the CEO immediately however if they feel the situation is of an urgent nature.

Action: Cllrs to photograph and provide a report to the CEO prior to the February 2018 meeting

Cr Penn

- Cr Penn enquired about security camera installation at the Mogumber refuse site.

RESOLUTION 194/2017

Moved: Cr S Penn

Seconded: Cr J Corless-Crowther

That a suitable camera be installed at the Mogumber refuse site by the beginning of December.

Motion Put and Carried: 6/0

9 DECLARATION OF CLOSURE

There being no further business the Presiding Member declared the meeting closed at 12.01pm.

Signed this

31st

day of

January

2018

Presiding Member



