



Minutes

Works & Services Committee Meeting

| | |
|-----------|-----------------------------|
| On | Wednesday 17 August 2016 |
| At | Council Chambers, Calingiri |
| Commenced | 11.00am |

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 | 4 |
| 6 | PRESIDENT AND COUNCILLORS REPORTS..... | 4 |
| 7 | ITEMS FOR CONSIDERATION BY COMMITTEE | 4 |
| | 7.1 PLANTS AND WORKS SERVICES COMMITTEE REPORT | 4 |
| | 7.2 WORKS AND SERVICES MANAGERS REPORT | 5 |
| 8 | NEW BUSINESS OF AN URGENT NATURE APPROVED BY COUNCIL RESOLUTION..... | 13 |
| 9 | DECLARATION OF CLOSURE | 13 |

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 11.11am.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED

| | | |
|-------------------------------------|-----------------------|----------------|
| President: | Cr D Lovelock | West Ward |
| Deputy President: | Cr S Penn | South Ward |
| Councillors: | Cr A Broadhurst | East Ward |
| | Cr D Smith | East Ward |
| | Cr J Kelly | West Ward |
| | Cr D Smith | East Ward |
| | Cr J Corless-Crowther | Central Ward |
| Apologies: | Cr P Carr | West Ward |
| Leave of Absence: | Cr N Clarke | South Ward |
| Chief Executive Officer: | | Mr H Hawkins |
| Executive Assistant: | | Ms S Mearns |
| Works & Service Manager: | | Mr D Holland |
| | | Mr P McDermott |

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes

RESOLUTION 163/2016

Moved: Cr J Kelly

Seconded: Cr J Corless-Crowther

That the Minutes of the Works and Services Committee Meeting held 20 July 2016 be confirmed as a true and correct record of proceedings.

Motion Put & Carried: 6/0

4.2 Business Arising from Minutes

Nil

5 ANNOUNCEMENT BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

6 PRESIDENT AND COUNCILLORS REPORTS

Nil

7 ITEMS FOR CONSIDERATION BY COMMITTEE

7.1 PLANTS AND WORKS SERVICES COMMITTEE REPORT

RESOLUTION 164/2016

Moved: Cr J Kelly

Seconded: Cr D Smith

That the items in the Plant and Works Status Report detailed below be noted.

Motion Put & Carried: 6/0

| Item No | Report Details | Action Required | Status |
|---------|------------------------------------|-----------------------|----------|
| W8/2016 | Works and Services Managers Report | Nil. Report received. | Complete |

7.2 WORKS AND SERVICES MANAGERS REPORT

| | |
|--------------------------------|--|
| FILE REFERENCE | A1.2.1 |
| REPORT DATE | 5 August 2016 |
| APPLICANT/PROPONANT | Nil |
| OFFICER DISCLOSURE OF INTEREST | Nil |
| PREVIOUS MEETING REFERENCES | Nil |
| AUTHOR | David Holland - Works and Services Manager |
| 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 and replace.

The crews have been doing various maintenance works.

Refuse Sites

The two refuse sites of Bolgart and Calingiri will as of Saturday the 20th August will be manned, there has been information put into the monthly newsletter, with opening and closing times, the Calingiri site will be closed on the evening of the 17th August.

Maintenance Work

Signage replacement and repairs is ongoing.

We are also doing a lot of drainage and culvert maintenance throughout the shire.

Maintenance Grading

Grading of areas 1 and 2, is now into the winter grade.

Area 3 is now being completed by the contractor that tendered for the works.

I have given a portion of the grading to AK Evans, I will see if the two contractors can complete other sections before giving it out to a third contractor.

Plant

General maintenance and servicing of Shire plant and machinery. There have been some major and minor break downs this month they are:

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

I have purchased as per this year's budget an 11t excavator for the refuse sites and large drainage works, the machine is a 2013 CAT 311D with 2500 hrs on it, it has also had a lot of extras installed, the cost of the machine was \$114,000 which is well under our budget.

Construction Crew

The crew are continuing maintenance works, with them starting shoulder grading on Mogumber-Yarawindah at the end of the month.

Future Construction Projects

First projects this year will be the marking and preparation of the line marking on Toodyay Bindi-Bindi Rd from boundary to boundary. I will get the spotting completed by the middle of September for MRWA's approval then line mark when the approval comes in.

Contractors Projects

Contractors doing the works on Gillingarra- Glentromie Rd and Wirrilda Rd, have suspended works until the end of the month as it is too wet at the moment.

Discussion Points

1. We are still having problems with heavy vehicles being driven over wet roads and roads that are not suited to the task. MRWA Heavy Division has said they don't have the man power to enforce the conditions of our roads. This is becoming a very expensive situation with the contractors and farms not abiding by the law. I would ask Council to consider what can be done about this before it becomes an even greater burden on the rate payers and proves dangerous to other road users.

RESOLUTION 165/2016

Moved: Cr S Penn

Seconded: Cr J Kelly

That Council give the CEO authority to approach known offenders and highlight damage to roads and potential costs incurred to ratepayers for repair of roads and enforce the possibility of road closures should damage by heavy vehicles continue.

Motion Put & Carried: 6/0

Councillors Questions

Bolgart East Rd, I have been in discussion regarding the surface of this road and have been informed that they will be repairing the surface as soon as there is a break in the weather. This is a problem for several councils.

Burnett Rd, Harry and I met with one of the residents and councillors on site to look into the situation on this road, at this meeting we discussed the problems and have come up with some solutions to the concerns of the resident.

1. I have cleaned all the culverts and the main culvert of concern. I will wait for the water to go and it dries out, then I will install a new culvert and head walls to the most serious one, and in the next budget I will look at installing other culverts to intercept the water in places.
2. I have spoken to the contractor doing the maintenance grading in that area and we will make larger stopping areas on some of the hills and see what we can do with the hills that have rocks showing and don't have good shape to them.
3. I have got my mulching contractor to mulch the trees that are sticking out into the road way and the tops of hills so we can widen them.

All I can do is to make this road as safe as I can but some situations may not be able to be resolved first time around.

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 166/2016

Moved: Cr D Smith

Seconded: Cr S Penn

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

Motion Put & Carried: 6/0

Vehicles and Plant Report – YTD

Shire of Victoria Plains
Vehicles & Plant Report YTD 30th June 2016

| Plant No | Plant Description | Plant Repair Wages | | Tyres & Tubes | | Parts & Repairs | | Insurance & Licences | | Fuel & Oil | | Cash Total | | Operating Hours | | Actual Versus Budget |
|--|---------------------------------|--------------------|--------|---------------|--------|-----------------|--------|----------------------|--------|------------|--------|------------|---------|-----------------|----------------------|----------------------|
| | | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Total Hrs/Min | Monthly Budget Usage | |
| PAV40 | Jeep Cherokee | | | | | | | | | | | | | | 42914 | |
| PAV41 | Subaru Outback | | | | | | | | | | | | | | 18885 | |
| Total Admin Vehicles | | | | | | | | | | | | | | | | |
| PFT10 | Toyota Landcruiser | | | | | | | | | | | | | | | |
| PFT11 | Bolton Fire Truck | | | | | | | | | | | | | | | |
| PFT13 | Isuzu FTR Truck | | | | | | | | | | | | | | | |
| PFT14 | New Norcia Fire Truck (bu) | | | | | | | | | | | | | | | |
| PFT15 | 3x4 Fire Truck - Calligutti | | | | | | | | | | | | | | | |
| PFT15 | 3x4 Fire Truck - Yarrakon | | | | | | | | | | | | | | | |
| Total Bush Fire Vehicles | | | | | | | | | | | | | | | | |
| PWV51 | PWV5 - Nissan RX D/Cab 2 | 307 | | 152 | | 152 | | 214 | | 326 | | 684 | | | 119256 | |
| PWV54 | Nissan RX D/Cab 2 | | | 36 | | 36 | | 235 | | 208 | | 780 | | | 49139 | |
| PWV56 | Toyota Hiux - Works Crew | | | 50 | | 50 | | 170 | | 170 | | 547 | | | 42751 | |
| PWV57 | Toyota Hiux - Gardener | | | 20 | | 20 | | 337 | | 356 | | 647 | | | 45151 | |
| PWV58 | Jeep Cherokee | | | | | | | 337 | | 381 | | 716 | | | 38331 | |
| PWV59 | Nissan Patrol | | | | | | | 166 | | 115 | | 281 | | | 40347 | |
| PWV90 | Holten Colorado LS | | | | | | | 166 | | 115 | | 281 | | | 40347 | |
| Total Depot Vehicles | | 307 | | 224 | | 224 | | 1,548 | | 1,924 | | 3,954 | | | | |
| PGR8 | PGRR Cat Grader 170 | 443 | | 162 | | 162 | | 119 | | 1,675 | | 2,955 | | | 5753 | |
| PGR10 | Caterpillar 120M Series Grader | | | 784 | | 784 | | 447 | | 4,775 | | 4,149 | | | 5774 | |
| PLR2 | Volvo L70 MxH L09 | | | 219 | | 219 | | 385 | | 104 | | 488 | | | 11754 | |
| PLS7 | Manitou | | | 385 | | 385 | | 987 | | 43 | | 657 | | | 788 | |
| PLR8 | Cat Loader | 255 | | 32 | | 32 | | 364 | | 364 | | 1,273 | | | 2628 | |
| PLR9 | Volvo R17 in Balance | 174 | | 408 | | 408 | | 966 | | 150 | | 1,779 | | | 340 | |
| PLR10 | Bobcat 1650 Track | | | | | | | 592 | | 158 | | 924 | | | 379 | |
| RM02 | Hand Mowers | 116 | | | | | | 66 | | 87 | | 289 | | | 540 | |
| RM09 | Trac2300 25hp Ride On Mower | | | | | | | 15 | | 15 | | 15 | | | 367 | |
| RM18 | Turnmaster 30 Commercial Mow | | | | | | | 132 | | 132 | | 132 | | | 327 | |
| RR02 | 890 Caterpillar 95B | | | | | | | 625 | | 625 | | 625 | | | 1428 | |
| RR06 | Dodge 14T Dump Body | | | | | | | 923 | | 923 | | 4,464 | | | 1816 | |
| RR09 | Bomag Mulch-type Roller | 116 | | 1,660 | | 1,660 | | 650 | | 1,406 | | 901 | | | 132044 | |
| PSP2 | Sturdy Plant Items | | | 211 | | 211 | | 395 | | 272 | | 1,237 | | | 169528 | |
| PTK16 | Mitsubishi Fuso 13 Truck | 87 | | 571 | | 571 | | 329 | | 451 | | 1,448 | | | 185320 | |
| PTK17 | Hino 9 Tonne Tip Truck | 319 | | 69 | | 69 | | 164 | | 276 | | 829 | | | 107993 | |
| PTK18 | Hino Series 300 Dump Truck | 28 | | 390 | | 390 | | 789 | | 824 | | 2,133 | | | 74512 | |
| PTK19 | Hino 700 Series Truck | 29 | | 154 | | 154 | | 781 | | 356 | | 1,329 | | | 61530 | |
| PTK20 | Hino 700 Series Truck | 43 | | 20 | | 20 | | 296 | | 397 | | 756 | | | 93865 | |
| PTK21 | Hino 300 5T Truck | | | | | | | 13 | | 13 | | 33 | | | 279 | |
| PTL01 | Trailers | | | | | | | 33 | | 33 | | 10 | | | 93865 | |
| PTL02 | Trailers (Bobcat) | | | | | | | 10 | | 10 | | 5 | | | | |
| PTL03 | Trailers | | | | | | | 5 | | 5 | | 87 | | | | |
| PTL04 | Trailers | | | | | | | 87 | | 87 | | 395 | | | | |
| PTL05 | Trailers | | | | | | | 395 | | 460 | | 460 | | | | |
| PTL06 | S46 Tether Trailer | | | | | | | 460 | | 460 | | 658 | | | | |
| PTL07 | Howard Pover D14 Trailer | | | | | | | 696 | | 696 | | 658 | | | | |
| PTL08 | John Pappas 7x5 H/D Trailer | | | | | | | 118 | | 118 | | 118 | | | | |
| PTL09 | Reaservic Series | | | | | | | 132 | | 132 | | 4,849 | | | | |
| PTL10 | Trailer Trailer (ex VP Tourism) | | | | | | | 96 | | 96 | | 96 | | | | |
| PTL11 | Penns 1103C-33 Generator | | | | | | | 253 | | 253 | | 253 | | | | |
| PTL12 | Bobcat Trailer | 294 | | 4,452 | | 4,452 | | 118 | | 118 | | 118 | | | | |
| PTP1 | Tree Lopper (Woodmillling) | | | | | | | 96 | | 96 | | 96 | | | | |
| P-RR3 | Kubota M8540D Tractor/Mower | 87 | | 144 | | 144 | | 253 | | 65 | | 353 | | | | |
| PURT | Wacker Jumper | | | | | | | 144 | | 144 | | 144 | | | | |
| Total Plant Costs | | 1,963 | 21,509 | 1,660 | 30,323 | 1,660 | 30,323 | 8,895 | 97,202 | 13,361 | 34,092 | 5,143 | 245,848 | 10,051 | 219,848 | 33,709 |
| Total Vehicle & Plant Costs | | 2,271 | 34,556 | 1,860 | 30,323 | 1,860 | 30,323 | 8,895 | 97,202 | 20,215 | 37,000 | 10,051 | 249,848 | 49,561 | 210,229 | |

* Finance/Plant & Tools - Data

Grading Report

Shire of Victoria Plains

Analysis of Maintenance Grading Hours for the Financial Year 2016-17

| Aboriginal Community | Jul - Sept | | Oct - Dec | | Jan - Mar | | Apr - Jun | | Total | |
|----------------------|------------|------------------|-----------|------------------|-----------|------------------|-----------|------------------|-------|------------------|
| | PGR9 | PGR10 Contract | PGR9 | PGR10 Contract | PGR9 | PGR10 Contract | PGR9 | PGR10 Contract | PGR9 | PGR10 Contract |
| MG000 | | | | | | | | | | |
| MG0024 | | | | | | | | | | |
| MG0044 | | 5.50 | | | | | | | | 5.50 |
| MG0172 | 11.00 | 6.00 | | | | | | | 11.00 | 6.00 |
| MG0010 | 20.00 | 13.50 | | | | | | | 20.00 | 13.50 |
| MG0034 | 14.75 | 7.25 | | | | | | | 14.75 | 7.25 |
| MG0091 | | | | | | | | | | |
| MG0118 | | | | | | | | | | |
| MG0051 | | | | | | | | | | |
| MG0007 | | | | | | | | | | |
| MG0023 | | | | | | | | | | |
| MG0017 | 5.00 | | | | | | | | 5.00 | |
| MG0062 | 5.00 | | | | | | | | 5.00 | |
| MG0064 | | | | | | | | | | |
| MG0092 | | | | | | | | | | |
| MG0078 | 4.50 | | | | | | | | 4.50 | |
| MG0011 | | | | | | | | | | |
| MG0075 | | | | | | | | | | |
| MG0057 | | | | | | | | | | |
| MG0059 | | | | | | | | | | |
| MG0037 | | | | | | | | | | |
| MG0013 | | | | | | | | | | |
| MG0035 | 34.50 | 12.00 | | | | | | | 34.50 | 12.00 |
| MG0073 | | | | | | | | | | |
| MG0052 | 1.00 | | | | | | | | 1.00 | |
| MG0063 | 5.50 | | | | | | | | 5.50 | |
| MG0025 | 74.50 | 33.00 | | | | | | | 74.50 | 33.00 |
| MG0069 | | | | | | | | | | |
| MG0099 | | | | | | | | | | |
| MG0079 | 9.00 | 11.00 | | | | | | | 9.00 | 11.00 |
| MG0060 | | | | | | | | | | |
| MG0068 | | | | | | | | | | |
| MG0042 | | | | | | | | | | |
| MG0035 | | | | | | | | | | |
| MG0119 | | 6.50 | | | | | | | | 6.50 |
| MG0084 | | | | | | | | | | |
| MG0026 | | | | | | | | | | |
| MG0016 | 9.50 | | | | | | | | 9.50 | |
| MG0019 | 10.00 | | | | | | | | 10.00 | |
| MG0004 | | | | | | | | | | |
| MG0021 | | | | | | | | | | |
| MG0123 | | | | | | | | | | |
| MG0030 | | | | | | | | | | |
| MG0134 | | | | | | | | | | |

T:\Finance\Monthly Reports\Financial Year 2016-17\Grading Plans Hours 2016-17\Grading Plans Hours by Council 2016-17

Shire of Victoria Plains
Minutes – Works and Services Committee Meeting

17 August 2016

Shire of Victoria Plains

Analysis of Maintenance Grading Hours for the Financial Year 2016-17

| | Jul - Sept | | Oct - Dec | | Jan - Mar | | Apr - Jun | | Total | |
|-------------------------------|------------|----------|-----------|----------|-----------|----------|-----------|----------|-------|----------|
| | PGR9 | Contract | PGR9 | Contract | PGR9 | Contract | PGR9 | Contract | PGR9 | Contract |
| MG0068 HALLICAN RD | | | | | | | | | | |
| MG0068 HAYKINS RD | | | | | | | | | | |
| MG0063 HEAD RD | | | | | | | | | | |
| MG0111 HOWARD RD | | | | | | | | | | |
| MG0135 HUNT RD | | | | | | | | | | |
| MG0074 JONES RD | | | | | | | | | | |
| MG0061 KELLY RD | | 5.00 | | | | | | | | 5.00 |
| MG0062 KING RD | | | | | | | | | | |
| MG0014 KONKONGORRING WEST RD | | | | | | | | | | |
| MG0110 LONDON STREET | | 7.00 | | | | | | | 12.50 | 7.00 |
| MG0055 LONGMAN RD | | | | | | | | | | |
| MG0056 LYCOCK RD | | | | | | | | | | 3.50 |
| MG0113 LYDOCK SOUTH RD | | | | | | | | | | |
| MG0049 MARTIN RD | | | | | | | | | | |
| MG0053 MESTON RD | | | | | | | | | | |
| MG0087 MISSION RD | | | | | | | | | | |
| MG0006 MOGUMBER YARAWINDA RD | | | | | | | | | | |
| MG0048 MOTONING RD | | | | | | | | | | |
| MG0059 MURPHY GULLY RD | | 4.25 | | | | | | | | 4.25 |
| MG0001 NEWDALE RD | | | | | | | | | | |
| MG0129 O DEA PLACE | | | | | | | | | | |
| MG0027 OLD PLAINS RD | | | | | | | | | | |
| MG0046 OLD TELEGRAPH SOUTH RD | | | | | | | | | | |
| MG0031 PARKER RD | | | | | | | | | | |
| MG0072 PHILLIPS RD | | | | | | | | | | |
| MG0053 PITHER RD | | | | | | | | | | |
| MG0076 PURNELL RD | | 1.00 | | | | | | | 1.00 | |
| MG0070 PUTNAM RD | | | | | | | | | | |
| MG0018 RED GULLY RD | | | | | | | | | | 4.25 |
| MG0069 RICK RD | | | | | | | | | | |
| MG0043 ROE RD | | | | | | | | | | |
| MG0063 ROGERS RD | | | | | | | | | | 8.50 |
| MG0071 SALT RD | | | | | | | | | | |
| MG0002 SANDPLAIN RD | | | | | | | | | | |
| MG0064 SCHOLZ RD | | 2.50 | | | | | | | | 2.50 |
| MG0020 SKILLING RD | | | | | | | | | | |
| MG0080 SMITH RD | | | | | | | | | | |
| MG0040 SUDHOLZ RD | | | | | | | | | | |
| MG0060 SYKES RD | | 3.50 | | | | | | | | 3.50 |
| MG0020 THOMPSON RD | | 6.50 | | | | | | | | 6.50 |
| MG0047 THOMPSON RD | | | | | | | | | | |
| MG0067 WALLAMARRA RD | | | | | | | | | | |
| MG0104 WATERS ST | | 2.00 | | | | | | | | 2.00 |
| MG0012 WATSON RD | | | | | | | | | | |
| MG0066 WESTLAKE RD | | | | | | | | | | |
| MG0041 WILSON RD | | | | | | | | | | |

T:\Finance\Monthly Reports\Financial Year 2017\Grader 9am h.c.a.2016.17\Grader 9am Hours for Council 2016.17

**8 NEW BUSINESS OF AN URGENT NATURE APPROVED BY COUNCIL
RESOLUTION**

Nil

9 DECLARATION OF CLOSURE

There being no further business the Presiding Member declared the meeting closed at 12.05pm.

Signed this Twenty First day of September 2016

Presiding Member


