



# Minutes

## Works & Services Committee Meeting

On	Wednesday 18 May 2016
At	Council Chambers, Calingiri
Commenced	11.05am

## 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	APPLICATIONS FOR LEAVE OF ABSENCE AND DECLARATIONS OF INTEREST .....	3
5	CONFIRMATION OF MINUTES .....	3
6	ANNOUNCEMENT BY THE PRESIDING MEMBER WITHOUT DISCUSSION .....	4
7	PRESIDENT AND COUNCILLORS REPORTS .....	4
8	ITEMS FOR CONSIDERATION BY COMMITTEE .....	4
	8.1 PLANTS AND WORKS SERVICES COMMITTEE REPORT .....	4
	8.2 WORKS AND SERVICES MANAGERS REPORT .....	5
9	NOTICE OF MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	14
10	CONFIDENTIAL ITEMS .....	14
11	NEW BUSINESS OF AN URGENT NATURE APPROVED BY COUNCIL RESOLUTION .....	14
12	DECLARATION OF CLOSURE .....	14

**1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The President declared the meeting open at 11.05am.

**2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED**

<b>President:</b>	Cr D Lovelock	West Ward
<b>Deputy President:</b>	Cr S Penn	South Ward
<b>Councillors:</b>	Cr A Broadhurst	East Ward
	Cr P Carr	West Ward
	Cr D Smith	East Ward
	Cr J Kelly	West Ward
<b>Apologies:</b>	Cr N Clarke	South Ward
<b>Leave of Absence:</b>	Cr J Corless-Crowther	Central Ward
<b>Works and Services Manager:</b>		Mr D Holland
<b>Chief Executive Officer:</b>		Mr H Hawkins
<b>Deputy Chief Executive Officer:</b>		Mr I Graham
<b>Executive Assistant:</b>		Ms S Mearns

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

Nil

**4 APPLICATIONS FOR LEAVE OF ABSENCE AND DECLARATIONS OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES**

**5.1 Confirmation of Minutes**

**RESOLUTION 87/2016**

**Moved: Cr S Penn**

**Seconded: Cr P Carr**

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

**Motion Carried: 6/0**

**5.2 Business Arising from Minutes**

**6 ANNOUNCEMENT BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**7 PRESIDENT AND COUNCILLORS REPORTS**

The CEO reported that discussions have been held with the Shire of Toodyay regarding sharing a speed alert trailer. A joint grant application will be submitted today for purchase of the trailer.

Cr D Smith spoke briefly of his recent trip to view roads in Bruce Rock together with Cr S Penn and the Works & Services Manager. Further information will be provided in the Ordinary Council Meeting.

**8 ITEMS FOR CONSIDERATION BY COMMITTEE**

**8.1 PLANTS AND WORKS SERVICES COMMITTEE REPORT**

**RESOLUTION 88/2016**

**Moved: Cr J Kelly**

**Seconded: Cr D Smith**

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

**Motion Carried: 6/0**

Item No	Report Details	Action Required	Status
W5/2016	Works and Services Managers Report	Nil. Report received.	Complete

## 8.2 WORKS AND SERVICES MANAGERS REPORT

FILE REFERENCE	A1.2.1
REPORT DATE	10 May 2016
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	David Holland - Works and Services Manager
ATTACHMENTS	Vehicle and Plant Report

### 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
- Mosquito Fogging
- Bolgart Cemetery, Clean up
- Weed spraying

#### Calingiri

- General up keep
- Tip Maintenance
- Weed spraying
- Mowing
- Mosquito Fogging

#### Yerecoin

- General up keep
- Weed spraying
- Mowing
- Mosquito Fogging

#### Mogumber

- General up keep
- Tip maintenance
- Weed spraying

**Gillingarra**

- General up keep
- Weed spraying

**Piawaning**

- General up keep
- Weed spraying
- Mosquito Fogging

**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. They also completed some fencing and clean up of the refuse sites.

Crews have been out repairing damaged roads and cleaning drains in the Yerecoin area they will continue doing drains heading towards New Norcia on various roads.

**Maintenance Work**

Signage replacement and repairs is ongoing.

**Maintenance Grading**

Grading in areas 1 and 2, is ongoing in a reactive grading situation where required and the up-keep of bus routes.

After the last rains we are now starting to do a winter grade starting on Parker and Carani West roads.

I have had a contractor do some works in Area 3 to keep the roads in a reasonable condition before the tender starts.

**Plant**

General maintenance and servicing of council plant and machinery.

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

- Recall and service on the Works Managers vehicle,
- Wheel alignment on the works supervisors ute,
- Various repairs on small plant.

**Construction Crew**

Works crew has completed the first part of the corner widening on Mogumber West Rd ready for milling, this should be sealed a few days after the milling has been completed.

They have completed three quarters of the age friendly foot paths.

Drainage works on Edmonds St are completed, I will wait and see how it handles the major down pours, which we have had recently and it has handled it well.

The construction of the netball court is waiting on the surface to be installed before I have the fence put up.

All of these projects should be completed by the end of the month.

#### **Future Construction Projects**

The works crews will be then go onto the Yarawindah-Mogumber Rd and complete the clean ups after the storm went through over Easter.

I will be getting the crew to install the dongers and septic system at the two tip sites ready for the new hours at these two sites.

The last project which will take them to the end of the financial year will be the intersection works at Gillingarra-Glentromie Rd.

#### **Contractors Projects**

Contractors doing the works on Bolgart East Rd have completed the majority of works and should complete the project by the 30<sup>th</sup> May 2016.

The last two resealing projects on Wirrilda and Gillingarra-Glentromie roads have been completed.

#### **Construction Projects for 2016/ 17**

On Wednesday the 4<sup>th</sup> I did a field trip with Cr Penn and Cr Smith to Bruce Rock to look at different ways of doing roads, converting bridges to culverts and dust suppression ideas, this was a long day but I hope the councillors gained some new ideas.

The list of roads I would like to complete next year are:

1. **Gravel Re-Sheeting;** Konnongorring Rd, Boxhall Rd, Erickson Rd, Golf Course Rd. Cost estimate attached.
2. **Gatt Seal;** Yerecoin South East Rd, in the red mix sections to 4m and widen to full 7m on crests and at the school site. Cost estimate attached.
3. **Shoulder Widening;** Wongan-Waddington Rd from boundary to Toodyay Bindi Bindi Rd. Cost estimate attached.
4. **Dust Suppression Trial;** at the old mission on Behanging Rd. Cost estimate attached.

\*It was discussed that the abovementioned items be placed in the budget for 2016/17 and that funding be sourced (where applicable) with the knowledge that funding would not be received by the Shire until the 2017/18 financial year.

5. **Regional Road funding;** Toodyay Bindi Bindi Rd, various locations of shoulder widening and repairs.
6. **Black spot funding;** line marking of the Toodyay Bindi Bindi Rd from boundary to boundary.
7. **Construction project;** intersection works at Wirrilda and Gillingarra – Glentromie Rd.
8. **Reseals;** Waters St, Milner St, McDonald St and Edmonds St that was put on hold to complete the drainage works.
9. **Footpath works;** remove and replace the slab path on Haig St, section of path on Yerecoin South East Rd from the school to the first house, allows better access for the elderly residents, Cavell St from the school to Young St.
10. **Kerbing Works;** Edmonds St to the depot, Mofflin St on the depot side, New Norcia Rd on the hill just east of GNW.

**Administration, meetings and inspections during this reporting period**

<b>Administration</b>
Private Works.
Staff time sheets.
Customer enquiries.
Maintenance works program.
Ordering parts and materials.
Depot General Duties - phone, emails, design, staff works program, etc.
<b>Meetings - various</b>
<b>Site Inspections/works</b>
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 89/2016**

**Moved: Cr J Kelly**

**Seconded: Cr P Carr**

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

**Motion Carried: 6/0**

**Vehicles and Plant Report – YTD**

Share of Victoria Plains  
Vehicles & Plant Report YTD 30th April 2016

Plant No	Plant Description	Plant Repair Matters		Tyres & Tubes		Parts & Repairs		Insurance & Licences		Fuel & Oil		Cash Total		Operating Hours		Actual Verses Budget
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
PAV38	Jeep Cherokee	3	3	5	3	1	1	56	56	3	3	3	3	SOLD	20650	
PAV39	Honda Accord													30808	30808	
PAV40	Jeep Cherokee													12355	12355	
PAV41	Subaru Outback															
<b>Total Admin Vehicles</b>																
PEF10	Toyota Landcruiser															
PEF11	Bolton Fire Truck															
PEF13	Isuzu Fire Truck															
PEF14	New Norcia Fire Truck Issu															
SEF15	Isuzu Fire Truck - Calmain															
SEF16	Isuzu Fire Truck - Weston															
<b>Total Bush Fire Vehicles</b>																
PAW48	MAZDA Nissan Nismo	414	414													
PAW51	Mitsubishi MR 2 Cab 2															
PAW53	Holden Colorado															
PAW56	Nissan MR 2 Cab 2															
PAW58	Nissan Patrol V81 Auto															
PAW60	Mazda MX6															
PAW62	Toyota Hilux - Gardiner															
PAW68	Jeep Cherokee															
PAW69	Nissan Navara															
PAW60	Holden Colorado S															
<b>Total Depot Vehicles</b>																
GR9	PG&S Off Grader 17C	3242	3242													
GR10	Calbarr Jar 20M Series Grader	4542	4542													
PLR2	Volvo 700 Multi Use	2245	2245													
PLR7	Muralba	824	824													
PLR8	Cal Loader	1534	1534													
PLR9	Cal BL7.5 Jackhoe	2119	2119													
PLR10	Blower	1000	1000													
PLR11	Rebar 1650 Track	918	918													
PLR12	Hand Mower	358	358													
PLR13	1502580 25Hp Ride On Mower	975	975													
PLR14	111100 10HP Commercial Mower	696	696													
PLR15	1605 14" Drive Roller	476	476													
PLR16	3rd Party Multi-tyred Roller	610	610													
PLR17	Sandy Plant Items	3093	3093													
PLR18	Mitsubishi Fuso 13 Truck	16C	16C													
PLR19	Hino 9 Ton W/Tip Truck	109C	109C													
PLR20	Hino 100 Series Truck	2114	2114													
PLR21	Hino 150 Series Truck	1858	1858													
PLR22	Hino 200 Series Truck	17C	17C													
PLR23	Hino 300 5T Truck	5C	5C													
PLR24	Tracked (Backhoe)	8C	8C													
PLR25	Tracked (Backhoe)	11	11													
PLR26	Tracked (Backhoe)	11	11													
PLR27	Trailers	174	174													
PLR28	Railers	87	87													
PLR29	Side Tipper Trailer	376	376													
PLR30	Howe's Bone DOA Trailer	57	57													
PLR31	John Pappas 7x5 HP Trailer	249	249													
PLR32	Roadsave Series	368	368													
PLR33	Trailer (Collection of 4) 4m x 1m															
PLR34	Felkins 103C-20 Generator	2431	2431													
PLR35	Local Council Road Signs	102	102													
PLR36	Local Council Road Signs	102	102													
PLR37	Local Council Road Signs	102	102													
PLR38	Local Council Road Signs	102	102													
PLR39	Local Council Road Signs	102	102													
PLR40	Local Council Road Signs	102	102													
PLR41	Local Council Road Signs	102	102													
PLR42	Local Council Road Signs	102	102													
PLR43	Local Council Road Signs	102	102													
PLR44	Local Council Road Signs	102	102													
PLR45	Local Council Road Signs	102	102													
PLR46	Local Council Road Signs	102	102													
PLR47	Local Council Road Signs	102	102													
PLR48	Local Council Road Signs	102	102													
PLR49	Local Council Road Signs	102	102													
PLR50	Local Council Road Signs	102	102													
PLR51	Local Council Road Signs	102	102													
<b>Total Plant Costs</b>																
<b>Total Vehicle &amp; Plant Costs</b>																

Minutes – Works and Services Committee Meeting  
18 May 2016

Grading Report

Shire of Victoria Plains

Analysis of Maintenance Grading Hours for the Financial Year 2015-16

Aboriginal Community	Jul - Sept		Oct - Dec		Jan - Mar		Apr - Jun		Total	
	PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract
MG000										
MG004										
MG004		5.50								
MG004	21.00									
MG012	31.00		14.50							
MG015	71.00		11.50							
MG004	15.00									
MG001	12.00	4.50	4.50							
MG018	7.50									
MG001	7.00									
MG007										
MG007	44.50		2.00							
MG023	10.00	5.00								
MG017	10.00	5.00								
MG002	7.50									
MG004	17.00	8.00	3.50							
MG002	15.00	6.00								
MG001	33.50	5.50								
MG007										
MG007	71.00	8.50	10.50							
MG006	37.00	5.50	5.00							
MG013	40.00	3.00	22.00							
MG008	32.50	22.50								
MG003	11.00	5.00								
MG006	18.50	1.00	1.00							
MG003	52.00	5.50								
MG005	9.00	18.50	24.00							
MG005	3.25	5.00								
MG009	23.00	2.50	4.75							
MG009	11.00	10.00	1.50							
MG009	22.00	9.50	3.00							
MG009	4.00	11.00								
MG004	13.00	13.00								
MG005	18.50	8.50	2.50							
MG019	4.00	3.50								
MG004	2.00	2.00								
MG006	42.50	15.00	12.50							
MG005	27.00	9.50	17.50							
MG001	57.00	10.00	30.00							
MG004	71.50	20.00	14.00							
MG002	30.50	6.00	5.00							

Shire of Victoria Plains - Financial Year 2015-16 Grading Report - 11 of 15

**Minutes – Works and Services Committee Meeting  
18 May 2016**

Shire of Victoria Plains

**Analysis of Maintenance Grading Hours for the Financial Year 2015-16**

	Jul - Sept		Oct - Dec		Jan - Mar		Apr - Jun		Total			
	PGR9	PGR10	Contract	PGR9	PGR10	Contract	PGR9	PGR10	Contract	PGR9	PGR10	Contract
	<b>Total Hrs</b>											
MG00081 WALLIGAN RD	8.50											
MG00082 HAWKINS RD	9.50											
MG00083 HEAD RD		8.00										
MG0111 HOWARD RD												
MG0135 HUNT RD		5.00			11.50							
MG0074 JONES RD												5.00
MG0091 KELLY RD												
MG0082 KING RD	4.00			3.00						4.00		
MG0074 KONNONGORRING WEST RD		9.50		10.50						8.00		
MG0110 LONDON STREET												8.50
MG0065 LONGMAN RD			3.50									
MG0055 LYDOKK RD		5.00		5.00								
MG0113 LYDOKK SOUTH RD		5.00			4.50							
MG0049 MARTIN RD		1.50		9.00	7.00							
MG0053 MESTON RD		5.00		3.50						16.00		
MG0087 MISSION RD				2.50								
MG0066 MCGUMBER YERAMINDA RD												
MG0048 MOTONINGS RD	37.75	13.00		7.50	3.25					13.00		3.25
MG0069 MURPHY GULLY RD	20.25		4.25									4.25
MG0091 NEWDALE RD	24.00	2.00		2.00						9.00		2.00
MG0129 O'DEA PLACE	22.00									22.00		
MG0077 OLD FINANS RD	163.50	30.00		14.00						32.50		32.50
MG0046 OLD TELEGRAPH SOUTH RD	40.50	11.00		6.00						18.00		2.50
MG0037 PARKER RD	20.50			15.00								
MG0072 PHILLIPS RD	1.00											
MG0030 PITHER RD	18.50	7.00										
MG0076 PURNELL RD	2.50	1.50								4.00		
MG0070 PUTNAM RD												
MG0078 RED GULLY RD	14.25											
MG0099 RICK RD	2.00											
MG0043 ROE RD	11.00	6.00		5.00						2.00		
MG0060 ROGERS RD	19.50									6.00		
MG0071 SALT RD												
MG0002 SANDPLAIN RD												
MG0094 SCHULZ RD	3.50			1.00						1.00		
MG0029 SKILLING RD	95.25	40.00		10.50	18.75					66.00		18.75
MG0090 SMITH RD	2.50	2.50										
MG0040 SUDIOLZ RD	23.50	12.50								12.50		11.00
MG0050 STYKES RD	8.50									5.00		
MG0020 THOMPSON RD	41.50			20.00								
MG0047 THOMPSON RD	3.25									16.00		
MG0067 WALLABRA RD	3.00	1.00										
MG0104 WATERS ST	1.00											
MG0012 WATSON RD		1.00										
MG0086 WESTLAKE RD	2.00			2.00								
MG0041 WILSON RD	10.00	13.00								13.00		

1. It is recommended to report financial year 2016/17 street works hours for Council 2016/17

**Minutes – Works and Services Committee Meeting  
18 May 2016**

**Shire of Victoria Plains**

**Analysis of Maintenance Grading Hours for the Financial Year 2015-16**

	Jul - Sept		Oct - Dec		Jan - Mar		Apr - Jun		Total	
	PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract
<b>Total Hrs</b>										
M30065 WIRRIDLA RD	5.50	1.50							10.00	23.50
M30038 WOODS RD	33.50	8.50	4.00		15.00	5.00			4.00	32.00
M30022 WYENING EAST RD	26.00	12.00	4.00	2.00	8.00					1.50
M30116 WYENING SLIDING RD	1.50	1.50								
M30028 WYENING WEST RD	41.00	8.50			8.50			14.50		41.00
M30045 YENART RD	48.00	7.00	5.00	3.50	15.00				28.00	16.50
CS117 CALINGIR NEW NORCIA ROAD										
CS118 YERECON GLENTROME ROAD										
CS119 GOOWALLING-CALINGIR-CORONG										
CS120 NEW NORCIA - GILLIMARRA RD										
RR0028 Caran Road West	72.50		31.00		41.50				72.50	
RR0025 Toodyay-Bindi Bindi Rd Shouldie	60.00		48.00	11.00					49.00	11.00
RR0021 REG RD GILLINGARRA GLENTROME										
RR0011 TOODYAY-BINDI BINDI										
M30130 Maint Grading - Claycrete Tra	23.00		17.00	6.00					17.00	6.00
E001 BOLGART MUSIC FESTIVAL	22.50	22.50							34.50	22.50
BM9999 Blument Maintenance	34.50				34.50				34.50	
RR0023 Mogumber West Road	24.00				24.00				24.00	
RR0025 Toodyay-Bindi Bindi Road Cemen	30.00				28.00				28.00	2.00
RR0024 Coomalling-Galings Road	26.00				25.00				26.00	
	2144.00	205.00	240.00	234.50	276.00	119.50	54.50	107.00	775.50	1020.50
										348.00

T:\Finance\Monthly Reports\Financial Year 2015\Budget Plan Hours 2015-16\Contract Plan Hours by Council 2015-16

**9 NOTICE OF MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10 CONFIDENTIAL ITEMS**

Nil

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

Nil

**12 DECLARATION OF CLOSURE**

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

Signed this fifteenth day of June 2016.

Presiding Member .....

