



# **Minutes**

## **Works & Services Committee Meeting**

On	Wednesday 19 April 2017
At	Bolgart Hall, Bolgart
Commenced	11.09am

## 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 .....	4
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 .....	9
9	DECLARATION OF CLOSURE .....	9

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

<b>President:</b>	Cr D Lovelock	West Ward
<b>Deputy President:</b>	Cr S Penn	South Ward (11.42am)
<b>Councillors:</b>	Cr N Clarke	South Ward
	Cr P Carr	West Ward
	Cr J Corless-Crowther	Central Ward
	Cr J Kelly	West Ward (11.42am)
	Cr D Smith	East Ward

<b>Chief Executive Officer:</b>	Mrs G Teede	
<b>Deputy Chief Executive Officer:</b>	Mr I Graham	
<b>Works &amp; Services Manager (WSM):</b>	Mr D Holland	
<b>Executive Assistant:</b>	Ms Suzanne Mearns	
<b>Apology:</b>	Cr A Broadhurst	East Ward

**Visitor:** Jaymie King

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

Cr A Broadhurst is an apology for this meeting.

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

Nil

**4 CONFIRMATION OF MINUTES**

**4.1 Confirmation of Minutes**

**RESOLUTION 54/2017**

**Moved: Cr N Clarke**

**Seconded: Cr J Corless-Crowther**

**That the Minutes of the Works and Services Committee Meeting held 15 March 2017 be confirmed as a true and correct record of proceedings.**

**Motion Put and Carried: 5/0**

**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 WORKS AND SERVICES MANAGERS REPORT**

FILE REFERENCE	A1.2.1
REPORT DATE	12 April 2017
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"><li>• Vehicle and Plant Report</li></ul>

**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.

As has been advertised I will be having a sweeper come in to most towns on a monthly basis this will start after Easter.

## **Maintenance Grading**

Grading in all areas I will be doing an “as required” grade with availability of contractors and council man power.

## **Plant**

General maintenance and servicing of council 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.

Plant purchases,

- We have purchased a dolly for the new Six Wheeler
- We have had the new Six Wheeler delivered and will be out to work shortly.

## **Construction Crew**

The crew are engaged in several small projects they have finished the Konnongorring Rd re-sheeting.

## **Future Construction Projects**

1. Yerecoin South East Rd completion of the works in front of the school, ongoing
2. Patches RRG funding on Toodyay Bindi-Bindi Rd Piawaning,
3. Seal widening Black Spot funding on Toodyay Bindi-Bindi Rd Bolgart to Calingiri and Calingiri to Yerecoin in various locations,
4. Seal widening RRG funding on Toodyay Bindi-Bindi Rd Bolgart- Wyening, will complete end of April early May

## **Contractors Projects**

Contractors will be doing these projects,

1. Box Hall Rd re-sheeting project, on going
2. Seal widening, Black Spot and RRG works, Completed
3. Kerbing program date to be confirmed, Early April
4. Drainage works on Yerecoin South East Rd starting after Easter,
5. Re-seal works starting on the 14<sup>th</sup> March, Completed.

### Councillors Information

- The order has been placed for the design works at the Bolgart sub-division, with the WSM suggesting that works be undertaken in a two stage process with a resolution to that effect being undertaken once costings have been obtained.
- We have started doing the pruning works at Mogumber reserve with the final part being completed after Easter.
- I have been in discussions with the CEO regarding the operations of the refuse sites, I will be asking for contractors to look after all sites starting with the Calingiri and Bolgart, then going into Mogumber in the future. Locks at Mogumber will be changed shortly and a key exchange programme will commence. Locks at Bolgart tip will also be changed with only Shire staff only having possession of the keys.
- Large recycling (skip) bins are going to be introduced to tip sites and around townsites with monthly collections to be arranged via Avon Waste.
- Aglime Route – A request has been received from DRG by the WSM for information relating to road counts, widths and crossovers on selected roads along the Aglime route. Information has to be provided by the end of April 2017.
- Mogumber West Road and the New Norcia-Calingiri Road will be redone with funding provided by the Wheatbelt Development Commission.

Crs J Kelly & S Penn arrived at 11.42am.

### Action Items required:

1. WSM to contact WALGA with regards to 'group' action being taken with regards to heavy haulage vehicles damaging local roads.
2. WSM to contact CBH with regards to their intentions relating to the New Norcia-Calingiri Road railway crossing as discussed in 2016.
3. WSM to contact MRD and the WA Transport Authority regarding excess speed of vehicles through townsites.
4. CEO to investigate whether letter was sent to Darren Chester regarding the Aglime route and whether a response has been received.

### **RESOLUTION 55/2017**

**Moved: Cr J Kelly**

**Seconded: Cr S Penn**

**That Council authorise the CEO to contact the Minister for Police and the WA Transport Authority regarding concerns about increased speed and congestion of vehicles using Shire roads.**

**Motion Put and Carried: 7/0**

**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</b>
Various
<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 56/2017**

**Moved: Cr P Carr**

**Seconded: Cr N Clarke**

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

**Motion Put and Carried: 7/0**

Vehicles and Plant Report – YTD

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

Plant No	Plant Description	Plant Repair Wages		Tyres & Tubes		Parts & Repairs		Insurance & Licences		Fuel & Oil		Cash Total		Operating Hours		Actual YTD	Budget	Total Life Hrs/Kms	Quantity Budget Usage	Actual YTD Versus Budget
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget							
PAV40	Jeep Cherokee																			
PAV41	Subaru Outback																			
PAV42	Mitsubishi ASX LS	56																		
PAV43	Subaru Outback																			
PAV44	Toyota Prado																			
	<b>Total Admin Vehicles</b>	56	3,524	3,524		853	1,853	4,315				10,552				5,010				
PFT10	Toyota Landcruiser																			
PFT11	Fire Truck - Bolgart																			
PFT13	Isuzu Fire Truck																			
PFT14	Fire Truck Isuzu - New Norcia																			
PFT15	Isuzu Fire Truck - Calligutti	291																		
PFT16	Isuzu Fire Truck - Vercoatin																			
	<b>Total Bush Fire Vehicles</b>	291	3,154	3,154		953	2,400	4,569				14,400								
PW451	Nissan DX DC Cab	846																		
PW452	Nissan DX Cab																			
PW453	Toyota Hilux	281																		
PW457	Toyota Hilux																			
PW458	Jeep Cherokee																			
PW459	Nissan Navara	1,169																		
PW460	Hollen Colorado LS	83																		
PW461	Isuzu D-Max 4x4 Space Lte	302																		
PW462	Toyota Prado	490																		
	<b>Total Depot Vehicles</b>	3,911	10,488	10,488		2,714	18,620	34,112				34,112								
PEX01	Caterpillar Excavator	1,056																		
PGN01	Kubota Gen Set K310																			
PGN02	BRVA Silent Generator (Cat)																			
PGN03	BRVA Diesel Generator (Bob)																			
PGN04	Caterpillar Grader 120	1,667																		
PGN05	Volvo L70D Multi Loader	1,238																		
PLR2	Manitou	422																		
PLR7	Caterpillar Loader	2,484																		
PLR8	Volvo BL71B Backhoe	884																		
PLR9	Bobcat T850 Truck	1,005																		
PLR10	Hand Mowers	101																		
PM02	Hand Mowers	101																		
PM07	ToroZ560D 25hp Ride On Mower	2,424																		
PM08	Turmaster 307 Commercial Mower	987																		
PR02	Road Broom	1,166																		
PR03	Dynapac Drum Roller	1,166																		
PR09	Makita Backhoe Loader	3,543																		
PSP2	Sandy Plant Items	3,659																		
PTK16	Mitsubishi Fuso 13 Truck																			
PTK17	Hino 9 Tonne Tip Truck	430																		
PTK18	Hino Series 300 Dump Truck	942																		
PTK19	Hino 700 series Truck	883																		
PTK20	Hino 700 Series Truck	2,175																		
PTK21	Hino 300 5T Truck	2,539																		
PTL01	Trailers																			
PTL02	Trailers (Bobcat)																			
PTL03	Trailers	60																		
PTL04	Trailers	45																		
PTL05	Trailers	32																		
PTL06	Sabah Trailer	220																		
PTL07	Howard Poulter D04 Trailer	710																		
PTL08	Joint Paves 7x5 HD Trailer	900																		
PTL09	Roadserve Series Trailer	994																		
PTL10	Trailer Toilet (ex VP Tourism)																			
PTL11	Pelicans 1103C-3 Generator	330																		
PTL12	Bobcat Trailer																			
PTP1	Tree Lopper	3,966																		
PTP3	Kubota M6540D Tractor/Mower																			
PVR1	Wacker Upright																			
	<b>Total Plant Costs</b>	37,269	21,655	21,655	68,318	97,500	13,055	28,110	63,864	790,050	189,651	1,050,000	248,742	373,655						
	<b>Total Vehicle &amp; Plant Costs</b>	41,529	21,655	21,655	85,702	97,500	28,069	20,110	87,880	190,050	248,742	373,655								



**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 12.10pm.

Signed this Seven..teenth day of may 2017.

Presiding Member 

