



Shire of Victoria Plains

**Minutes of a Plant and Works Committee Meeting of
Council held**

On	Tuesday 20 th August 2013
At	Council Chambers, Calingiri
Commencing	11.02am

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 11.02am.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED

Chairperson: Cr J Kelly West Ward

Committee: Cr G Erickson South Ward
Cr D Holmes South Ward

Leave of Absence: Cr B Johnson East Ward

Observers: Nil

Apologies: Nil

Chief Executive Officer: Mr H Hawkins
Works and Services Manager: Mr G Stephens
Executive Assistant: Mrs F Watson (Minutes)

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

The minutes of the Plant and Works Committee Meeting held 16th July 2013 were confirmed as a true and correct record of the proceedings by Resolutions 150/2013 and 151/2013 at the Ordinary Meeting held the same day.

6 ANNOUNCEMENT BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

7 PRESIDENT AND COUNCILLORS REPORTS

Nil

8 ITEMS FOR CONSIDERATION BY COMMITTEE

8.1 Plant and Works Committee Status Report

Resolution 158/2013

Moved Cr Erickson seconded Cr Holmes that the items in the Plant and Works Committee Status Report detailed below be noted.

Motion Put & Carried 3/0

Item No	Report Details	Plant and Works Committee Action Required	Status
W12	Works and Services Managers Report	Nil. Report received	Complete

8.2 PLANT AND WORKS

W13 WORKS AND SERVICES MANAGERS REPORT

File Reference: A1.2.1
Report Date: 14/8/2013
Applicant/Proponent:
Officer Disclosure of Interest:
Previous Meeting References:
Author: GW Stephens – Works and Services Manager
Attachments: Nil

PURPOSE OF REPORT

To inform Council of the Works and Services Manager's, staff actions, works and information items.

BACKGROUND

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

COMMENT

Gardens, Parks, Villages and Road Verges

- Litter collection
- Admin gardens
- Depot maintenance
- Equipment maintenance
- Reticulation maintenance
- Routine rubbish site maintenance

- Noxious weed spraying, rural roads
- Gardens, Parks, Ovals, Villages and road verges
- Mowing, general maintenance, weed control and spraying
- Routine maintenance within the shire towns and rural areas

Yenart Bore Field

The bore is only run on a weekly basis to top up the tank on Gouge Road and circulate the system.

Tender RFT 2-2013.14 Re-Construction Edmonds Street Calingiri.

A tender process has been completed for the re-construction works of Edmonds Street Calingiri.

The tender asked for suitable companies to do the required works as stated in the tender.

Tender Assessment

Since the taxpayers' dollar must be spent wisely and in a way that is free from bias, it is important to have an accountable and transparent process. While this tender process can be complex, it offers a proven framework and selection process that is consistent; free from favour; objective; and accountable.

The tender system in which the technical proposal is evaluated and bids ranked separately to the financial offer is scored. It ensures that price does not influence the technical evaluation of the bid.

The tenders must be evaluated on the basis of consistently applied weightings and a consistent consideration of the criteria.

Evaluation and decision making of the results must be in the best interest for Council.

Bolgart Play Area

Work on the site is currently underway with the laying of the soft fall within the play area and beside the skate ramp. The existing sand was removed to the hard pan and gravel and cracker dust imported and compacted by council staff. The day care outdoors area was also prepared with gravel and cracker dust for the imitation grass. Once all the soft fall and concrete paths are in place the grass will be placed.

The footing on one of the shade frames needed to be re-done due to some slight movement when the shade material was placed, the shade was removed, footing repaired, the shade needed to be remodelled to suit the frame, this will be placed once the other construction has been completed, the contractor who supplied the works and shade is responsible for the repairs at no cost to Council.

Maintenance - Grading

Maintenance grading is in progress.

“Area 1”

Being Great Northern Highway to the eastern boundary, Carani Rd to the southern boundary of the shire grading is currently underway. The works are as per the tendered area 3. Gravel is being pulled in from the V drains (where it can be retrieved) and placed back on the road wearing surface, drains are being re-established and getting the shape back into the roads.

“Area 2”

Being Great Northern Highway to the eastern boundary, Carani Rd to the northern boundary of the shire grading is currently underway. The works are as per the tendered area 3. Gravel is being pulled in from the V drains (where it can be retrieved) and placed back on the road wearing surface, drains are being re-established and getting the shape back into the roads.

“Area 3”

Being Great Northern Highway to the western boundary, taking in the Mogumber and Gillingarra and Waddington areas has been completed. The gravel that has been pushed out into the V drain (over many years) has been recovered and pulled back into the road carriageway. Although there are a few sticks and the odd rock pulled up the grading was done as per the specifications of the contract for the first round.

As previously discussed it will take a few more grades to get the results that we require to have the unsealed roads to a better and more acceptable standard.

Plant

General servicing and maintenance.

Items from the Works and Services meeting 16th July 2013 taken on notice.

Nil

IPWEA Conference - Darwin

The Works and Services Manager attended the IPWEA (Institute of Public Works Engineers Association) International Public Works Conference in Darwin from the 11th to the 15th August.

The conference kicked off on the Sunday night with the welcome reception at the Darwin Convention Centre. Next morning was the exhibition opening at 8.30am followed by the official opening by Peter Styles, the NT Minister for infrastructure and key note speaker Dr Carol Boyle, University of Auckland.

Information sessions followed through the day.

Session 1

Project Management.

- High performance team development for effective project development. Methodology using best practice project management techniques to develop a planned approach to delivering project outcomes with collaborative, high performance teams.

Session 2

Stormwater Management 1

- To increase the volume of stormwater runoff, bitumen catchment runoff efficiency is having a significant effect on the volume of water that could be collected in the town's water supply, more water less cost.

Sustainable Communities

- Rural councils successfully engineering sustainable futures through effective infrastructure development. The essential role of local leadership, the need to work with an engaged community.

Session 3

Parks Management

- AUS-SPEC maintenance system is consistent with current legislative requirements for asset reporting, asset inspection, defects, programmed and prioritised works.

Pavement Management

- Investigation to assess the performance of pavement structures used in Christchurch and surrounding districts after the Canterbury Earthquakes.

Day 2

Opened with the national address. Chris Champion CEO IPWEA and the keynote speaker, Mr Paul Porteous, entertaining, inspiring and life changing.

The Information sessions followed through the day.

Session 4

Waste Management

- Turning a dump into a modern waste management facility. A council landfill is to reach its capacity in 2017 and implemented a waste management strategy 2010-2015 with key aims.

Session 5

Utilising New Technologies

- Environment and economic decision making. Public engagement, long term environmental performance, construction and planning. Planning for lifetime monitoring and maintenance.

Session 6

Materials Technology

- The benefits of synthetic fibre include lower cost, improved durability and increased efficiency into general concreting works.

Sustainable lighting

- Street lighting – the largest single contributor to energy consumption and greenhouse emissions for Australian Local Governments.

Day 3

Opened with an address from young IPWEA member Kym Sedgwick and young IPWEA National Chair as the key note speaker, Kim Seeling Smith.

Information sessions followed through the day.

Session 7

The public works engineer

- The balancing Act – Why wouldn't an employer choose a cadet rather than a qualified engineer?
- Pros and Cons of accepting a cadetship from both the employee and benefits of moving from the city to a remote regional Council, study whilst working in Local Government.

To sum up the conference to date (Wednesday 14th) I feel that the sessions that I attended were educational and that this will improve the way I think about infrastructure within local government. There were presentations and papers from all around Australia and New Zealand. Talks on how things are done in major capital cities and small country towns, everywhere we go or have been there has been infrastructure "an engineer has been there and built something". Buildings, roads, water services and other utilities, whatever we build or repair needs to be done correctly and to a standard.

The conference will finish on Wednesday afternoon, and Thursday being a day of technical tours. I will be attending the Defence and Darwin Waterfront tour.

This report will be continued and tabled at the meeting due to timing, as the works and services report needed to be printed and sent before the end of the conference.

Administration Meetings and Inspections during this reporting period

Administration
Staff time sheets
ROMAN11- road inventory data
Ordering parts and materials
Depot - general duties, phone, emails, design, staff works program, etc
Works and Services Agenda
Meetings
Works and Services Meeting/Council Meeting
Contractor meetings
Depot Staff meetings
Admin Meeting various – CEO, D/CEO
2013-14 Works Budget
Insurance Schedules
Council Meeting
Asset Management data

Roads Data - Asset Management Plan D/CEO

IPWEA Conference and Workshop

Site Inspections/Works

Calingiri, Bolgart, Mogumber Waste Sites - Weekly

Road signage

Traffic Counters – Carani West Rd, Waddington Rd and Yulgering Rd

Bolgart Communal area works

Rural Roads “Area 1”

Rural Roads “Area 2”

Rural Roads “Area 3”

Bitumen Roads

Heavy Patching scope works (Waddington Rd)

Bolgart Water

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 159/2013

Moved Cr Holmes seconded Cr Erickson that the Works and Services report be received and noted.

Motion Put & Carried 3/0

Vehicle and Plant Report – YTD 31st July 2013

Shire of Victoria Plains
Vehicles & Plant Report YTD 31st July 2013

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 YTD	Budget	Total Life Hrs/Kms	Quarterly Budget Usage	
PAV24	Holden Caprice															
PAV35	Ford Falcon XR6T 4.0L															
PAV38	Toyota Prado															
5 Total Admin Vehicles																
PFT6	2.4 Model Fire Truck															
PFT10	Toyota Land Cruiser															
PFT11	Bobcat Fire Truck															
PFT12	New Norcia Fire Truck															
PFT13	Izuzu Fire Truck															
PFT14	New Norcia Fire Truck kuzu															
Total Bush Fire Vehicles																
PWV44	Ford PK Ranger Super	230														
PWV47	Ford Ranger Dual Cab Ute															
PWV48	Holden Astra															
PWV49	Holden Colorado															
PWV50	Holden Colorado															
PWV51	Nissan Navara ST															
PWV51	Nissan Navara ST															
PWV52	Nissan Patrol															
Total Depot Vehicles																
PGR9	Caterpillar 120	115														
PGR10	Caterpillar 120M Series Grader															
PLR2	Volvo L700 Multi Loa															
PLR6	Bobcat															
PLR7	Manitou															
PLR8	Cat Loader															
PW02	Hand Mowers															
PW02	Hand Mowers															
PR02	Tracked Backhoe															
PR02	Tracked Backhoe															
PR09	Dynapac 14T Drum Roller															
PR09	Dynapac Multi-tyred Roller															
PSF2	Sundry Plant Items															
PTK16	Mitsubishi Fuso 13 Truck															
PTK17	Hino 9 Tonne Tip Truck															
PTK18	Hino Series 300 Dump Truck															
PTK19	Hino 700 series Truck															
PTK20	Hino 700 Series Truck															
PTK21	Hino 300 ST Truck															
PTL01	Trailers															
PTL02	Trailers (bobcat)															
PTL03	Trailers															
PTL04	Trailers															
PTL05	Trailers															
PTL06	Side Tipper Trailer															
PTL07	Howard Porter DD4 Trailer															
PTL08	John Pappas 7x5 HD Trailer															
PTR1	Tree Lopper (Woodsnalling)															
PTR03	Kubota M8540D Tractor/Mower															
PVR1	Wacker Upright															
Total Plant Costs		2,844	23,905		32,450	9,562	97,500	22,293	26,643	8,442	228,932	30,986	409,630		13,108	
Total Vehicle & Plant Costs		3,074	23,905		32,450	9,969	97,500	25,564	26,643	11,687	228,932	45,413	409,630		13,108	

MSOVP-58008Company\Finance\Plant\13-14July 2013 Plant

Analysis of Maintenance Grading Hours for Financial Year 2013/2014

Shire of Victoria Plains

Analysis of Maintenance Grading Hours for the Financial Year 2013-14

Total Hrs	Jul - Sept		Oct - Dec		Jan - Mar		Apr - Jun		Total	
	PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract
Aboriginal Community										
MG000										
MG0024										
ADAMS LANE										
BAIN RD										
BATTY BOG RD										
MG0044										
BEHANGING NORTH RD	32.00								32.00	
MG0010	1.00								1.00	
BEHANGING RD										
MG0034	2.00								2.00	
BENARING RD										
MG0091	14.00								14.00	
BIG SPRINGS RD										
MG0018	15.00								15.00	
BIN RD										
BLOOD RD										
MG0051										
BOLGART EAST RD										
MG0007	2.00								2.00	
BOLGART WEST RD										
MG0023	5.00								5.00	
BOUNDARY RD										
MG0017										
BOXHALL RD										
MG0062										
BULL RD										
MG0054										
BULLIGAN RD										
MG0032										
BURNETT RD										
MG0078										
CALCARRA EAST RD										
MG0011										
CALCARRA SIDING RD										
MG0075										
CALCARRA WEST RD										
MG0057										
CALINGIRI NEW NORCIA RD										
MG0008										
CALINGIRI NEW NORCIA RD										
MG0037										
CARANUI EAST RD										
MG0013										
CARANUI WEST RD										
MG0036										
CATABODY RD										
MG0073	4.00								4.00	
CATABODY WEST ROAD										
MG0052	8.00								8.00	
CLARKE RD										
MG0003										
COCKING RD										
MG0025										
CORONDINE RD										
MG0055										
DARRAGH RD										
MG0089										
DONNELLY RD										
MG0039										
DUGGAN RD										
MG0079	18.00								18.00	
EDMONDS RD										
MG0050										
ERICKSON RD										
MG0068										
ESSEX RD										
MG0042										
FLAVELL RD										
MG0035	1.00								1.00	
FORDHAM RD										
MG0119	2.00								2.00	
FORDHAM RD										
FORREST ST										
MG0084	32.00								32.00	
FOWLER RD										
MG0026										
GABALONG WEST RD										
MG0016										
GILLINGARRA WEST RD										
MG0019										
GILLINGARRA-GLENTROMIE RD										
MG0004										
GLENTROMIE YERECOIN RD										
MG0021										
GOLF COURSE RD										
MG0123										
GOOMALLING-CALINGIRI RD										
MG0030										
GOUDGE RD										
MG0134										
GUTHRIE										

Shire of Victoria Plains

Analysis of Maintenance Grading Hours for the Financial Year 2013-14

	Total Hrs	Jul - Sept		Oct - Dec		Jan - Mar		Apr - Jun		Total	
		PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract
MG0116 WYENING SLIDING RD		12.00								12.00	
MG0028 WYENING WEST RD											
MG0005 YERECOIN SOUTH EAST											
MG0045 YENART RD											
AG0008 AG - CALINGIRI/NEW NORCIA											
AG0123 AG-CALINGIRI/GOOMALLING											
RR0019 GILLINGARRA GLENTROMIE RD											
C0027 OLD PLAINS RD											
C0029 SKILLING RD											
C0033 PITHER RD											
C0030 GOUDGE RD											
C0019 GILLINGARRA GLENTROMIE RD											
Flood FLOOD DAMAGE											
R4R004 R4R - Yerecoin/Glentromis											
AGINT AgLime Callingiri Goomalling &											
C0127 Bolgart West Road											
C0132 Benaring Road											
R4R120 Bolgart East Road		138.00	85.00							138.00	85.00
	223.00	138.00	85.00							138.00	85.00

**W14 AWARDING OF TENDER RFT 2-2013.14 - RECONSTRUCTION
EDMONDS STREET CALINGIRI**

Location / Address:	Edmonds Street, Calingiri
Name of Applicant / Owner:	Shire of Victoria Plains
File Reference:	F1.9.5
Author:	Greg Stephens – Manager Works and Services
Disclosure of Any Interest:	Nil
Date of Report:	14th August 2013
Attachments:	Nil

SUMMARY:

This item seeks Council approval not to award the advertised tender RFT 2-2013.14 being the reconstruction of Edmonds Street, Calingiri to any of the tenders received and that the works be re-scoped to suit the adopted budget 2013/2014 and that council, project manage and complete the works using council staff and selected contractors to complete the works.

BACKGROUND:

As per Councils adopted 2013/2014 budget, tenders were called for improvement works on Edmonds Street. The improvement works include the removal of existing road base material, importation of 150mm base material (MRD standard) gravel, a two coat seal, barrier-mountable kerbing, and the reconstruction of crossovers and paths which are existing concrete (hence have to be removed to be realigned with the new height).

The tender was duly advertised and 11 requests were made for the applicable tender documents.

At the tender closing time being 4.00pm on the 9th August 2013, four (4) submitted tender documents were received from the following companies:-

Company submitting tender
Timberden Plant Hire
Dean Contracting
Advanteering Civil Engineers
Yamatja Mining and Civil

STATUTORY ENVIRONMENT:

Local Government Act– 3.57 Tenders for the providing goods or services and Regulation Part 4 Tenders for providing goods or services

POLICY IMPLICATIONS:

Local Government Act– 3.57 Tenders for the providing goods or services and Regulation Part 4 Tenders for providing goods or services

Australian Standards – Conditions for tendering

FINANCIAL IMPLICATIONS:

Funds for the undertaking of this contract are contained within the 2013/14 Shire of Victoria Plains Adopted budget.

STRATEGIC IMPLICATIONS:

1. Community

Possible noise and road usage restrictions during construction

2. Lifestyle

Nil

3. Opportunity

Nil

CONSULTATION:

The advertised Tender allowed 21 days for individuals or companies to submit tenders, which included the opportunity to view and inspect the construction site.

COMMENT:

Tender RFT 2-2013.14 being Edmonds Street Reconstruction (between Yulgering Road and Lambert Crescent) was advertised in local and state-wide newspapers, with the tender closing 4.00pm on Friday 9th August 2013.

Three of the companies submitted alternative tenders along with their conforming tenders. These works involved different methodologies of road construction and one tenderer had cut part of the construction process out as a reduction from the conforming tender. All conforming and alternative tenders were priced above the adopted 2013/2014 budget.

Tender Evaluation

The submitted tenders were evaluated by Council officers:

The initial conforming tenders were assessed for compliance to be afforded a preference in accordance with Regulation 24A-G of the Local Government (Functions and General) Regulations

All tenderers were assessed against the selection weighted criteria, being

Relevant Experience	20%
Key Personnel skills and experience	15%
Tenderers Resources	15%
Demonstrated Understanding	20%
Pricing	30%

The weighted values based on the above and scores out of 100 for each criterion are as shown in the table listed in the attachments.
All the conforming and alternative tenders were evaluated because the conforming and alternative tenders were more than 10% over the adopted budget they were not considered.

Two tenderers had submitted a different methodology (alternative Tender) in road construction using the insitu material as well as imported gravel overlay with cement or lime stabilisation, this methodology has been used extensively in Australia and found to be cost saving, other reasons are that gravel and road building material is scarce.

Conclusion

All conforming and alternative tenders were priced above the adopted 2013/2014 budget, as the all the tenders were over 10% of the budgeted amount there could be no negotiations with the tenderer who could provide the best outcome for the Shire and the project to look into some cost saving areas to get it back to the budgeted amount.

It is proposed to re scope the project to suit the budget, this will mean that we will project manage the works in house using council plant, staff and contract specialised machinery to do the road construction, contract out the bitumen seal, kerbing and footpaths and council staff to do the drainage, clean up and final works of the project.

In the result that the recommendation is approved by council the works program for the construction of works within the 2013.14 year will have to be re programmed.

Recommendations

Based upon the above assessment, it is recommended that none of the tenderers be awarded the tender RFT 2-2013.14.

VOTING REQUIREMENT:

Absolute Majority

Resolution 160/2013

Moved Cr Erickson seconded Cr Holmes that

- 1. the tender RFT 2-2013.14 being the reconstruction of Edmonds Street not be awarded to any of the tenderers who submitted tenders and the works; and**
- 2. the works be re scoped to suit the adopted budget 2013.14 to project manage and complete the works using Council staff and selected contractors to complete the works.**

Motion Put & Carried 3/0

Cr Erickson

Road users are reporting they are happy with road shaping and work done in Bolgart and South ward area.

Cr Kelly

Grading in Gillingarra area well done.

Cr Holmes

Reports of large areas of pot holes on Old Plains Road. The compost facility at Atlas farms has been halted by the EPA.

Cr Kelly

Sykes Road – culvert damage reported by ratepayer in the area.
Cocking Road some grading mounds have been left and reports of rocks and sticks left on Murphy Gully Road.

Works and Services Manager

Reported that the culvert was not visible until grading works had commenced. The culvert will be repaired. A culvert also needs repairing on Rogers Road.

Cr Kelly

Are baits ever placed in council in tips, particularly Mogumber? A recent visiting Caravan club had one of their dogs go missing.

Works and Services Manager and Chief Executive Officer.

There are strict guidelines and no baits are used at refuse sites.

Cr Holmes

Queried the Telstra cable on Toodyay Bindi Bindi Road – will it ever be buried underground?

Works and Services Manager

Will investigate with Telstra.

Cr Erickson discussed Bolgart East Road.

Works and Services Manager

Once weather is fine and timing is right for sealing road will be finished. Possibly September.

Cr Holmes

Small load of gravel is required at the Bolgart tip face.

Works and Services Manager will organise.

Chief Executive Officer

Provided a copy of the plan for the Great Northern Highway upgrade from Batty Bog Road to Walebing.

Discussion was held on correspondence to and from the State Government and Main Roads WA regarding the New Norcia townsite bypass.

Cr Erickson discussed the speed limit in New Norcia townsite.

Cr Kelly

Reported a bad section of road south of Hay Flat Road in Wannamal and advised that two or three people had been killed on that junction. Council

need to correspond with the Shire of Chittering and MRWA and query their plan of works at this junction.

Cr Erickson

Suggests an online survey/petition is developed in support of the New Norcia Townsite bypass.

Chief Executive Officer

Will seek permission from the Benedictine Community along with Roadwise and MRWA.

Chief Executive Officer

Reported to the committee that Royalties for Regions (Country Local Government Funding) has finished until approx 2016. VP had \$270.000 earmarked in the budget for pavement failures/repairs/patching etc. No funding will be coming through to Victoria Plains. The Toodyay Bindi Bindi road works will not go ahead.

WALGA are drafting an agenda item for the next state Council meeting and the CEO and Cr Erickson will address this issue at the next zone mtg.

Cr Kelly

Queried outside staff pay rates. Are we keeping up with rates of pay in comparison with other Local Governments?

Chief Executive Officer

Explained the format of pays and the current EBA.

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 Chairperson declared the meeting closed at 11.55am.

Signed this 20th day of August 2013

Chairperson