



# **Minutes**

## **Works & Services Committee Meeting**

On	Wednesday 20 September 2017
At	Council Chambers, Calingiri
Commenced	11.05am

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

The President declared the meeting open at 11.05 and confirmed that the Council meeting was being recorded for minute taking purposes.

**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 N Clarke	South Ward
	Cr D Smith	East Ward
	Cr J King	Central Ward
	Cr J Kelly	West Ward

<b>Apology:</b>	Cr J Corless-Crowther	Central Ward
	Cr A Broadhurst	East Ward
	Cr P Bantock	West Ward

<b>Chief Executive Officer:</b>	Mrs G Teede
<b>Works &amp; Services Manager (WSM):</b>	Mr D Holland
<b>Executive Assistant:</b>	Ms Suzanne Mearns
<b>Corporate Services Manager:</b>	Mr Jeremy Clapham

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

Nil

**4 CONFIRMATION OF MINUTES**

**4.1 Confirmation of Minutes**

**RESOLUTION 137/2017**

**Moved: Cr S Penn**

**Seconded: Cr N Clarke**

**That the Minutes of the Works and Services Committee Meeting held 19 July 2017 be confirmed as a true and correct record of proceedings.**

**Motion Put and Carried: 6/0**

**4.2 Business Arising from Minutes**

**Industrial Blocks – Bolgart**

**RESOLUTION 138/2017**

**Moved: Cr S Penn**

**Seconded: Cr J Kelly**

**That the CEO contact the Minister for Energy to question requirements being placed on the Shire with regards to development of works.**

**Motion Put and Carried: 6/0**

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

Nil

**6 PRESIDENT AND COUNCILLORS REPORTS**

Cr S Penn

- Cr Penn confirmed that only positive remarks have been provided with regards to management of the Bolgart/Calingiri tips.
- Cr Penn asked about footpath and crossover repairs required on Lambert Crescent. The WSM confirmed that he would investigate.

Cr D Smith

- Cr Smith asked if any further information has been received with regards to long vehicle parking in Calingiri. The WSM advised that the Shire is still waiting on a response from Main Roads.
- Cr Smith asked when we would be taking over New Norcia Road and about directions signage to Calingiri (from the GNH New Norcia). It was confirmed that further works needed to be completed by Main Roads on the whole stretch of road prior to it being accepted by the Shire. With regards to the signage, The WSM will be again contacting Main Roads with regards to this issue.
- Cr Smith asked when the signage would be erected at Bin Road and a date for this to be completed. Resolution as follows:

**RESOLUTION 139/2017**

**Moved: Cr S Penn**

**Seconded: Cr J King**

**That the Works & Services Manager discuss with the Yerecoin Progress Association and determine a convenient date and time to hold the official opening.**

**Motion Put and Carried: 6/0**

Cr J Kelly

- Cr Kelly asked whether overhanging trees could be trimmed on Rick Road, Piawaning and also Glentromie/Gillingarra Road (West of GNH). The WSM confirmed he would have these areas investigated.

**7 ITEMS FOR CONSIDERATION BY COMMITTEE**

**7.1 WORKS AND SERVICES MANAGERS REPORT**

FILE REFERENCE	A1.2.1
REPORT DATE	12 September 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><li>• Grading Hierarchy</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.

### **Maintenance Grading**

Grading in all areas will be going in earnest as we have now received a good down pour of rain and with availability of contractors and council man power, this will continue over the winter and spring period.

### **Construction Crew**

The crew are on to the maintenance grading program now that we have had enough rain to start.

The construction crew will be starting the graveling program when the grading has finished. They will start at Yerecoin doing Golf Course Rd then going to Yerecoin South East Rd upgrades.

### **Staff Recruitment**

In consultation with the CEO we have employed a trainee, this person will be working with our maintenance crew and gardener, this new employee is a local, they are keen to work with the Shire to better themselves with new skills that can be learnt within the Shire.

### **Plant**

General maintenance and servicing of Shire 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.

### **For Councils Consideration**

I will be putting a submission into the WALGA e'Quote system for the single axle tipper as approved by Council in this year's budget.

- I would ask Council to consider the proposal of having changes to the configuration of this vehicle, through the budget process I asked for a road patching truck, this was cut to achieve a balanced budget.  
My proposal is to have this configured to make it into a patching truck with a two way tipper incorporated (see attached drawing), this will allow me to in the next budget replace the old Fuso six wheeler with a new six wheel two way tipper, and still utilise it as a second and main construction water tank/ truck, this will also help in the fire season.

### **RESOLUTION 140/2017**

**Moved: Cr J Kelly**

**Seconded: Cr S Penn**

**That Council accept the proposal of changing the configuration of the single axle tipper to a patching truck with a two way tipper (as per following diagram).**

**Motion Put and Carried: 6/0**

### Councillors Information/ Consideration

- I would ask Council to consider a request to dispose of un-used and other building materials, old used and other machinery cluttering the depot. This request is to action the un-wanted materials through Pickles online Actions in the September or October action.
- I have put out through the WALGA e'Quote system the road works on Toodyay Bindi-Bindi Rd, the quote closed on the 15<sup>th</sup> September. Upon tender closure, three quotations were received. After reviewing the quotes with the CEO, two quotes came in within the budget estimate, and a successful tenderer has been chosen. Works are scheduled to commence in the second week of October with the project being completed by the first week of November.

### 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 141/2017**

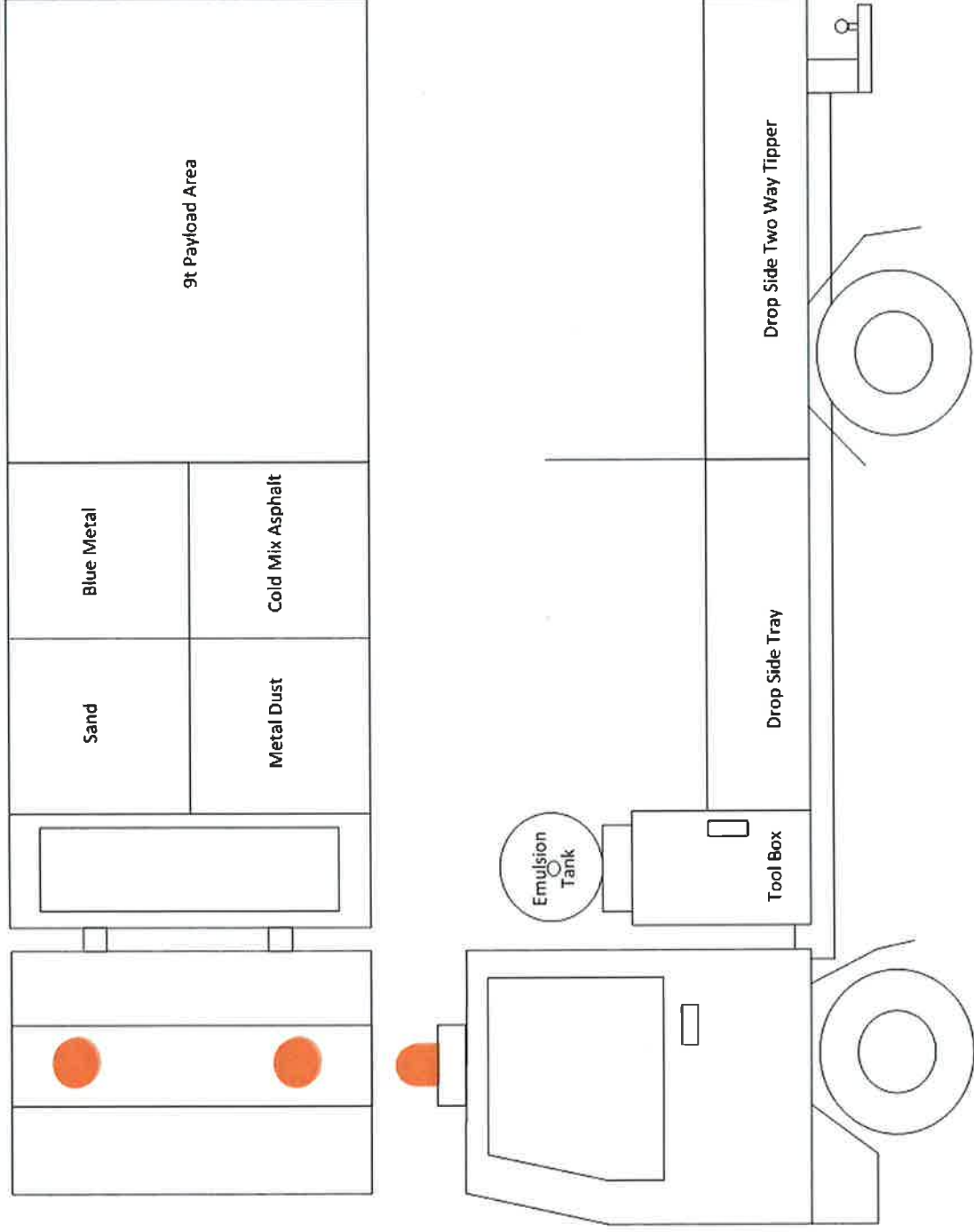
**Moved: Cr D Smith**

**Seconded: Cr J King**

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

**Motion Put and Carried: 6/0**





Vehicles and Plant Report – YTD

Vehicles & Plant Report YTD 31st August 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		122		614	
PAV43	Subaru Outback							277		547		824	
PAV44	Toyota Prado	216				1,570		419		560		2,764	
	<b>Total Admin Vehicles</b>	216				1,570		1,187		1,229		4,201	
PFT10	Toyota Landcruiser							170				170	
PFT11	Fire Truck - Bolgart							604				604	
PFT13	Isuzu Fire Truck							2,165				2,165	
PFT14	Fire Truck Isuzu - New Norcia							2,807				2,807	
PFT15	Isuzu Fire Truck - Calingiri							2,914				2,914	
PFT16	Isuzu Fire Truck - Yerecoin							2,216				2,216	
	<b>Total Bush Fire Vehicles</b>							10,876				10,876	
PWV54	Nissan RX D/Cab	49				20		323		443.68		836	
PWV56	Toyota Hilux					20		461		314.19		795	
PWV57	Toyota Hilux	416				342		474		526.92		1,759	
PWV59	Nissan Navara	309				880		520		380.35		2,088	
PWV60	Holen Colorado LS					20		166		426.69		613	
PWV61	Isuzu D-Max 4x4 Space Ute	483				100		593		668.64		1,844	
PWV63	Toyota Prado	182						395		710.57		1,287	
	<b>Total Depot Vehicles</b>	1,438				1,382		2,930		3,471		7,934	

**Vehicles and Plant Report – YTD (continued)**

**Vehicles & Plant Report YTD 31st August 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	323				58		803				862	
PGN01	Kubota Gen Set K310											323	
PGN02	8KVA Silent Generator (Cal)									73		73	
PGN03	6KVA Diesel Generator (Bol)									34		34	
PGR9	Caterpillar Grader 120	1,126				2,235		1,164		1,810		5,532	
PGR10	Caterpillar 120M Series Grader	576		799		1,712		1,518		1,520		6,124	
PLR2	Volvo L70D Multi Loader	117				36		466		174		793	
PLR8	Caterpillar Loader	88				39		1,058		146		1,331	
PLR9	Volvo BL71B Backhoe					20		1,038		71		1,129	
PLR10	Bobcat T650 Track	182				275		811		617		1,885	
PM02	Hand Mowers												
PM07	ToroZ580D 25hp Ride On Mower	117						137		31		286	
PM08	Turfmaster 30" Commercial Mow							15				15	
PRB2	Road Broom	58						155		26		239	
PR08	Dynapac 14T Drum Roller	1,566				466		696		167		2,895	
PR09	Bomag Multi-tyred Roller	1,292				395		894		1,581		4,960	
PSP2	Sundry Plant Items	873		799		1,584		874		59		3,390	
PTK16	Mitsubishi Fuso 13 Truck					20		612				632	
PTK17	Hino 9 Tonne Tip Truck					520		606		1,154		2,280	
PTK18	Hino Series 300 Dump Truck	336				37		507		373		1,252	
PTK20	Hino 700 Series Truck	58				20		1,125		359		1,562	
PTK21	Hino 300 5T Truck	1,020				3,474		717		980		6,191	
PTK22	Hino 700 Series F	702				985		1,341		685		3,713	
PTK23	Fuso FEB71	563				809		550		230		2,152	
PTL01	Trailers							73				73	
PTL02	Trailers (Bobcat)							57				57	
PTL03	Trailers			18				34				52	
PTL04	Trailers							29				29	
PTL05	Trailers							111				111	

Vehicles & Plant Report YTD 31st August 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
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
PTL06	Side Tipper Trailer												
PTL07	Howard Porter DD4 Trailer	119				1,143		419				1,562	
PTL08	John Papas 7x5 H/D Trailer					-89		484				515	
PTL09	Roadserve Series Trailer					1,711		26				26	
PTL10	Trailer Toilet (ex VP Tourism)					3		658				2,368	
PTL11	Perkins 1103C-33Generator							24				27	
PTL12	Bobcat Trailer					295		118				118	
PTL13	SFM Boggie Dolly	58				110		155				451	
PTL14	SAM Trailer							77				245	
PTP1	Tree Lopper							24				24	
PTR03	Kubota M8540D Tractor/Mower	587				140		99				99	
PVR1	Wacker Upright							335			137	1,198	
	<b>Total Plant Costs</b>	9,760	23,180	1,615	24,225	15,999	95,000	17,822	35,000	10,227	154,000	54,621	
	<b>Total Vehicle &amp; Plant Costs</b>	11,414	23,180	1,615	24,225	18,950	95,000	32,815	35,000	14,927	154,000	77,632	331,405

**Grading Report**

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

	Total Hrs	Jul - Sept		Oct - Dec		Jan - Mar		Apr - Jun		
		PGR9	PGR10	Contract	PGR9	PGR10	Contract	PGR9	PGR10	Contract
Aboriginal Community										
MG00										
ADAMS LANE										
MG0024										
BAIN RD										
MG0044										
BATTY BOG RD										
MG0112										
BEHANGING NORTH RD				8.40						
MG0010	8.40									
BEHANGING RD										
MG0034										
BENARING RD										
MG0091										
BIG SPRINGS RD										
MG0118										
BIN RD										
MG0051	6.60									
BLOOD RD										
MG0007										
BOLGART EAST RD										
MG0023										
BOLGART WEST RD										
MG0017										
BOUNDARY RD										
MG0062										
BOXHALL RD										
MG0054										
BULL RD										
MG0032										
BULLIGAN RD										
MG0078										
BURNETT RD										
MG0011										
CALCARRA EAST RD										
MG0075										
CALCARRA SIDING RD										
MG0057										
CALCARRA WEST RD										
MG0008										
CALINGIRI NEW NORCIA ROAD										
MG0037										
CARANI EAST RD										
MG0013	30.00	15.00	15.00							
CARANI WEST RD										
MG0036	35.50	14.00	21.50							
CATABODY RD										
MG0073	4.00		4.00							
CATABODY WEST ROAD										
MG0052										
CLARKE RD										
MG0003										
COCKING RD										
MG0025	17.40			17.40						
CORONDINE RD										

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

	Total Hrs	Jul - Sept		Oct - Dec		Jan - Mar		Apr - Jun	
		PGR9	PGR10 Contract	PGR9	PGR10 Contract	PGR9	PGR10 Contract	PGR9	PGR10 Contract
MG0055	DARRAGH RD								
MG0089	DONNELLY RD	4.00							
MG0039	DUGGAN RD	27.00	2.00						
MG0079	EDMONDS RD		7.00						
MG0050	ERICKSON RD	11.60		11.60					
MG0068	ESSEX RD								
MG0042	FLAVELL RD	16.50	9.00	7.50					
MG0035	FORDHAM RD								
MG0119	FORREST ST								
MG0084	FOWLER RD								
MG0026	GABALONG WEST RD								
MG0016	GILLINGARRA RD								
MG0019	GILLINGARRA-GLENTROMIE RD								
MG0004	GLENTROMIE YERECOIN RD								
MG0021	GOLF COURSE RD	18.00	7.00	11.00					
MG0123	GOOMALLING-CALINGIRI RD								
MG0030	GOUDGE RD								
MG0134	GUTHRIE								
MG0088	HALLIGAN RD								
MG0058	HAWKINS RD								
MG0083	HEAD RD								
MG0111	HOWARD RD								
MG0135	HUNT RD								
MG0074	JONES RD								
MG0061	KELLY RD								
MG0082	KING RD								
MG0014	KONNONGORRING WEST RD								
MG0110	LONDON STREET								
MG0085	LONGMAN RD								
MG0056	LYDOCK RD								
MG0113	LYDOCK SOUTH RD								
MG0049	MARTIN RD								
MG0053	MESTON RD								
MG0087	MISSION RD								

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

	Total Hrs	Jul - Sept		Oct - Dec		Jan - Mar		Apr - Jun	
		PGR9	Contract PGR10	PGR9	Contract PGR10	PGR9	Contract PGR10	PGR9	Contract PGR10
MG0006									
MG0048	16.00	15.00	1.00						
MG0059									
MG0001									
MG0129									
MG0027									
MG0046									
MG0031									
MG0072									
MG0033									
MG0076									
MG0070									
MG0018									
MG0069									
MG0043									
MG0063									
MG0071	2.00	2.00							
MG0002	2.00	2.00							
MG0064									
MG0029									
MG0090									
MG0040	14.50	10.50	4.00						
MG0060									
MG0020									
MG0047									
MG0067									
MG0104									
MG0012									
MG0086									
MG0041									
MG0066									
MG0038	25.00	23.00	2.00						





**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 12.02pm.

Signed this 31<sup>st</sup> ... day of January ... 2018  
Presiding Member ..... 