



Works Advisory Committee Meeting

11 September 2024

Minutes

To: Works Advisory Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the Works Advisory Committee Meeting, held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.

A handwritten signature in purple ink, appearing to be 'A. Bowman', is positioned above the name of the Chief Executive Officer.

Aaron Bowman

CHIEF EXECUTIVE OFFICER



Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into separate attachments to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 13 September 2024.



Aaron Bowman

CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 30 October 2024.

Signed: 

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

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1 DECLARATION OF OPENING

Chairperson, declared the meeting open at 4.05pm.

1.1 ANNOUNCEMENT OF VISITORS

NIL

1.2 RECORD OF ATTENDANCE AND APOLOGIES

Members

Cr M McKeown	Shire President (Chair)
Cr J Prater	Councillor
Mr A Lamas	Member

Staff

Mr A Bowman	Chief Executive Officer
Mr C Sullivan	Executive Manager Infrastructure, Assets and Services
Ms J O'Driscoll	Executive Support Officer

Visitors

Nil

Apologies

Cr M Dival	Deputy Shire President
Mr D Bennett	Member

1.3 DISCLOSURE OF INTEREST

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

Minutes of Meeting held on 12 June 2024

OFFICER'S RECOMMENDATION/WAC RESOLUTION NO.WAC008/09/24

MOVED Cr J Prater

SECONDED Cr M McKeown

That the Unconfirmed Minutes of the Works Advisory Committee Meeting held on 12 June 2024 be confirmed.

Voted For: Crs J Prater, M McKeown, Mr A Lamas

Voted Against: Nil

MOTION CARRIED 3/0

2.2 REVIEW OF STATUS REPORT

Nil.

2.3 INWARD/OUTWARD CORRESPONDENCE

Nil.

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

4 OFFICER REPORTS

4.1 Works Advisory Committee Update

Date of Report:	4 September 2024
File Reference:	Works Advisory Committee
Author:	J O'Driscoll – Executive Support Officer
Responsible Officer:	C Sullivan – Executive Manager Infrastructure, Assets & Services
Attachments:	<ol style="list-style-type: none"> 1. Bridge Asset Management 2. 2024/2025 Municipal Budget - Termites 3. Goomalling Rd Bridge - Rail / Fence 4. Capital Projects FY2023/2024

PURPOSE

To provide an update to the Works Advisory Committee on:

- Reviewing school bus stops, making sure they are accessible and safe.

- Bridge Asset Management, six key areas highlighted (refer to attachment 1)
- Newcastle Bridge – 2024/2025 Municipal Budget \$80,000 termite reference (refer to attachment 2)
- Goomalling Rd Bridge – Pedestrian rail/fence (refer to attachment 3)
- Capital Projects FY2023/2024 – 12 questions (refer to attachment 4)
- Feedback on proposed pump track.

BACKGROUND

The Works Advisory Committee was reconstituted by Council and the first meeting took place on 12 June 2024. In accordance with the terms of reference, the Works Advisory Committee will oversee and make recommendations to the Council on matters related to:

Works required to construct, upgrade, and maintain streets, footpaths, thoroughfares, and other public places, including streetscape upgrades and landscaping initiative; and

The design, construction, upgrading and maintenance of parks, reserves, recreational and civic amenities and facilities, and Council owned buildings.

COMMENTS AND DETAILS

In the time available, the following answers are provided:

School Bus Stops

A review of existing school bus stop locations for accessibility and safety can be undertaken, noting that this is not a budget item in the current 2024/25 budget and hence would need to be included in budget submissions for Council’s consideration for the 2025/26 budget.

Bridge Asset Management

According to the Main Roads WA Bridge Inspection Framework, the Shire of Toodyay is responsible for 16 bridges. Level 1 bridge inspections are conducted annually, and the results provided to the Main Roads WA.

No L2 bridge inspection results are provided to the Shire of Toodyay for action as major repairs or refurbishment is funded by Main Roads WA.

Proactive and reactive maintenance activities (budget amounts shown on the right hand column) were conducted by the Shire of Toodyay in 2023/24 at the following locations:

Bridge No. 0698 - Bindi Bindi Toodyay Road - Picnic Hill - Bridge Repair	\$20,000
Bridge No. 0697 - Bindi Bindi Toodyay Road - Waters Brook - Bridge Repairs	\$20,000
Bridge No. 4080 - Julimar Road - West Toodyay	\$181,836
Bridge No. 4085 - Slaughterhouse Bridge	\$79,123

Bridge No. 0702 - Bindi Bindi Toodyay Road - Connor Road	\$17,000
Bridge No. 0708 - Bindoon Dewars Pool Road	\$20,000
Bridge No. 4085 - Slaughterhouse Bridge - MRWA Design	\$90,000
Bridge No. 9025 - Newcastle Pedestrian Footbridge - Pile Replacement	\$93,445
Bridge No. 4084 - Dumbarton Bridge	\$58,602

There is currently no asset management plan for the bridge portfolio in the Shire of Toodyay at present – all asset management plans will be reviewed or drafted when resources become available.

The Shire of Toodyay Infrastructure Asset Management Plan (2018) currently includes a 10 year capital expenditure estimate for the upgrade and renewal of assets.

Grant funding for the maintenance of the bridges on local roads is a matter of debate at present with the Federal Government, the WA State Government and WALGA. At this point in time, only the Direct Grants from Roads to recovery and the Federal Assistance Grants have been identified for bridge maintenance.

The Local Government Grants Commission has also been consulted and referred to the State Road Funding Agreement for Local Government.

The financial records can be searched if required to check the expenditure on bridge maintenance or upgrade over the past ten years.

Newcastle Bridge Municipal Budget 2024/25

In relation to the 2024/25 Municipal Budget – \$80,000 (Termites), this item refers to the timber pier replacement due to termite attack at the Newcastle Park Pedestrian Bridge. This was discovered on site during the programmed works in the 2023/24 budget for the replacement of three of the timber piers that was delayed due to the approval required under the Aboriginal Heritage legislation.

The additional pier was replaced as the existing pier was no longer taking load due to the extent of termite damage and was carried out as urgent works with municipal funds.

A licenced company (Morris Pest and Weed Control) carries out termite inspections and treatments of the timber elements of the local road bridges. Quotes are sought on an annual basis for termite inspections and treatments.

Goomalling Toodyay Road Bridge

A safety assessment will be carried out to determine the safety rail requirement and a cost estimate included for Council consideration in the 2025/26 budget deliberations.

Capital Projects FY2023/24

These questions require some consideration and will be responded to in due course.

OFFICER'S RECOMMENDATION/WAC RESOLUTION NO.WAC009/09/24**MOVED** Cr J Prater**SECONDED** Cr M McKeown

That the Works Advisory Committee receives an update regarding:

1. Feedback from Member Dustin Bennett
2. Feedback from Member Aldo Lamas

Voted For: Crs J Prater, M McKeown and Mr A LamasVoted Against: Nil**MOTION CARRIED 3/0**

The motion was carried and a discussion was allowed to take place by the Chair, noting this is not normal procedure. Mr A Lamas expressed disappointment that questions were not answered relating to the previous financial year as he believed the information should have been available without delay given it is historical and saved within the system already, and expected the answers.

Mr A Lamas

Question Attachment 3, Paragraph 1, 2 and 3

How many L2 reports were received in the last 2 years and what actions were completed as a result of each report?

Taken on Notice by Executive Manager Infrastructure & Asset Services

Mr A Lamas

Question Connor Bridge Goomalling Road, can a pedestrian fence be installed to prevent injury by falling down the rock pitching into the river, can a safety assessment and cost estimate to be completed?

Taken on Notice by Executive Manager Infrastructure & Asset Services

Mr A Lamas

Question Capital Projects 2023/24 – Incomplete projects – Why were they not complete and what are the proposed dates of completion?

The Chair advised that there were many questions and all questions were to be answered by Executive Manager Infrastructure & Asset Services in writing through normal channels and not verbally confirmed during the committee meeting.

Mr A Lamas

Question Heavy Haulage footpath corrective action to be confirmed, what were the actions and which have been completed.

Question 1 - Bridge Asset Management

Asset Knowledge

- Currently how many bridges are the Shire of Toodyay responsible for?
- How many L1 inspections have been conducted by the Shire of Toodyay and provided to the council for action or budgeting purposes?
- How many L2 *inspections* have been conducted by MRWA and provided to the Shire for action or budgeting purposes?

Current Asset Performance

- Has any proactive & reactive maintenance been conducted?

Asset Lifecycle Management

- Are there any maintenance and renewal cost estimates into designs to enable improved estimation of lifecycle costs associated with new works?

Financial Sustainability

- Does the shire of Toodyay have a Long Term Financial Plan (LTFP) which identifies the Shires long term financial strategy to maintain the infrastructure in a sustainable financial manner?

Grant Funding

- What grants have been available for maintenance and of these grants, which ones did we apply for?

Bridge Asset Management Plan Financial Summaries

- Are there any records of the last 10 years of financial summaries regarding bridge assets in terms of maintenance works and or upgrades completed?

Prepared by: Aldo Lamas
Works Advisory Committee Member
Shire of Toodyay
Wednesday, 11 September 2024

Question 2 - From agenda ordinary council meeting on the 28/08/2024

Item 9.2.2 – Adoption of the draft 2024/25 Municipal Budget, there is a list for capital project at the Newcastle bridge for pile replacement. How many piles will be replaced with the proposed amount (\$70,000.00) has this been identify by MRWA or Engineering Consultant Report? I believe 3 piles were already replaced as part of the capital project FY23/24 could you provide the final cost for those replacements ?, also there is another item for this bridge regarding termites for \$80,000.00 what type of treatment will be conducted for that amount? Has an authorised /licenced pest control company identity current termite activities? I believe termite inspection and treatment is part of the yearly maintenance as per MRWA requirements, could you please clarify what will be covered with the proposed amount ?

Prepared by: Aldo Lamas
Works Advisory Committee Member
Shire of Toodyay
Wednesday , 11 September 2024

Question 3 - Goomalling Toodyay Bridge Footpath

Is there any chance that a pedestrian handrail/fence can be installed at the footpath that joins the Goomalling Toodyay Rd and Drummond St as the drop-off in some areas is greater than 2m and I believe it represents a risk for the pedestrians, especially kids. Please refer to picture below of the other side of the bridge near Mercy Retreat where a black fence was installed to mitigate that risk.



Proposed location for installation of fence



Prepared by: Aldo Lamas
Works Advisory Committee Member
Shire of Toodyay
Wednesday , 11 September 2024

Question 3 - Goomalling Toodyay Bridge Footpath



130m approx..

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Works Advisory Committee Member
Shire of Toodyay
Wednesday , 11 September 2024

Questions - Capital projects FY2023/24 and infrastructure

1. Could you please provide an update of how many grants/funding applications has been submitted for FY 2025/2026 as per below:

- Regional Road Group - Applications Close in September 2024
- State / Federal Black Spot Program - Applications Close in July 2024
- WA Bicycle Network – Applications Close on Friday 06/09/2024
- Commodity Route Funding – Applications Close on Friday 20/09/2024
- Low-cost safety improvements for rural Local Government roads in WA
- Secondary Freight Networks
- MRWA Direct Grants
- LRCI
- Roads to Recovery

These applications are very important as they are required to be submitted a year or two in advance depending on the Grant

2. Could you please provide an update for the proposed works for the Townsite - Heavy Haulage - Footpath Corrective Action has it been completed as part of the list of the capital project FY23/24 and safety Audit conducted? If not is there any action plan to carry out the completion?
3. Could you please provide an update for the proposed works for Nottingham Road - Section 2 - SLK 0.29 - 0.50 has been completed as part of the list of the capital project FY23/24? If not is there any action plan to carry out the completion?



4. Could you please provide an update for the proposed work for North Street - Road Upgrade - SLK 0.44 - 0.60 has been completed as part of the list of the capital project FY23/24? If not is there any action plan to carry out the completion?

Prepared by: Aldo Lamas
Works Advisory Committee Member
Shire of Toodyay
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Questions - Capital projects FY2023/24 and infrastructure



- 5. Could you please provide an update for the proposed design work for Bejoording Road - Widening - SLK 9.34 - 12.30 has been completed as part of the list of the capital project FY23/24? Has the Shire submitted a grant/fund application for the road reconstruction/widening? If not is there any action plan to carry out the completion?



- 6. Could you please provide an update for the proposed work/design for the Secondary Freight Network (WSFN) Project Development - Bindoon Dewars Pool Road has been completed as part

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Questions - Capital projects FY2023/24 and infrastructure

of the phase? What is planned for next financial year 24/25 in terms of this development? If not is there any action plan to carry out the completion?

7. As part of the capital projects for FY23/24 road reconstruction was conducted at Chitty Road, and I noticed that a section between the new asphalt installation of the curve near the entrance of Midland Brick Quarry and the new sealed there was a gap missed (refer picture below). Could you please provide reason why this was not completed? I believe now the road pavement in that area will be a weak point as the existing seal is old and appears to have only one layer. If this section was completed with the road works it will cost approx. \$12 per m2 equal to less than \$1,000, and if this needs to be done now it will be a minimum charge of \$7k to \$10k depending on the contractor.



8. Are there any requirements for the extractive industry licence regarding upgrades of crossover and turning section on the road, as there is a property on Chitty Road which currently operates as Catalano Gravel Pit, and the existing driveway is gravel, the condition is really poor and it is very deteriorated due to heavy trucks coming in and out and now this issue is starting to affect the road shoulder. Soon the potholes will be start affecting the wheel path and road. I got the impression that this type of pit will require to have an asphalt seal driveway and part of the section of the road where the vehicle turning will occur.



Prepared by: Aldo Lamas
Works Advisory Committee Member
Shire of Toodyay
Wednesday, 11 September 2024

Questions - Capital projects FY2023/24 and infrastructure

9. Are there any plans in terms of road safety improvement regards delineations on roads:
- Re-spraying centre and edge line marking
 - Installation of raise pavement markers
 - Installation of chevron alignment markers (Unidirectional Hazard Markers are used to direct traffic through a curve)
 - Installation of edge line marking as most of our road does not have edge line marking
 - Installation of warning signs
 - Installation of guidepost
10. Has the shire conducted or has records of any safety audit report on the arterial and RAV4 network roads such as:
- Julimar Rd
 - Bindi Bindi Toodyay Rd
 - Bindon Dewars Pool Rd
 - Coondle West Rd
 - Toodyay West Rd
 - Morangup Rd
 - Fernie Rd
 - Salt Valley Rd
 - Clackline Toodyay Rd
 - Bejoording Rd

Please refer to attached MRWA - ROAD SAFETY AUDIT for Toodyay Rd, this is a good example and provides a corrective action to improve the safety on our network and community.

11. Does the shire have a 10 Year Capital Works Road Program in place for the road rehabilitation (Road widening, road re-construction, road upgrades etc)?
12. Does the shire have a 10 Year Re-seal program in place?

Prepared by: Aldo Lamas
Works Advisory Committee Member
Shire of Toodyay
Wednesday, 11 September 2024

5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

NIL

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Works Advisory Committee is scheduled to be held on 30 October 2024 commencing at 4:00 PM.

7 CLOSURE OF MEETING

The Chairperson closed the meeting at 4.28pm.

