MINUTES OF MEETING
F180208

Road Infrastructure Advisory Committee meeting held in the JC Rose Room on Thursday 25th May 2023

FUNCTIONS OF THE COMMITTEE

1. **To review the Infrastructure Works components of the Shire's 10 year Forward Capital Works Plan.**
2. **To review the Shire's Infrastructure Works Budget.**
3. **Review amendments to the Shire's Infrastructure Works Budget.**
4. **To meet on special occasion to investigate and/or evaluate urgent road infrastructure issues.**

Important Matters for the Attention of Meeting Attendees:

- To ensure the proceedings are accurately recorded, this meeting may be electronically recorded in accordance with clause 6.16 of the Shire of Manjimup Standing Orders Local Law 2013; and
- Any recommendations in this meeting are unable to be acted upon until such time as the recommendations are endorsed by Council, with the exception of recommendations that are of an administrative nature.

1. DECLARATION OF OPENING OF MEETING

Michael Leers declared the meeting open at 12.04pm with the Shire of Manjimup respectfully acknowledging the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders past and present.

2. ATTENDANCE

Cr Donelle Buegge	Councillor and RRG elected member
Cr Steven Miolin	Councillor and RRG elected member
Cr Jayde Darin	Councillor
Cr Wendy Eiby	Councillor
Cr Paul Omodei	Councillor
Cr Murray Ventris	Councillor entered at 12.18pm
Michael Leers	Director Works & Services
Greg Lockwood	Director Business
Catherine Mills	Manager Technical Services
Andrew Johns	Manager Works
Nicole Booth	Minute Taker

GUEST

Katherine Celenza	WALGA

3. ELECTION OF CHAIRPERSON

Michael Leers nominated Cr Donelle Buegge as Chairperson of the Road Infrastructure Advisory Committee. Cr Buegge accepted.

Moved: Michael Leers / Seconded: Cr P Omodei

CARRIED: 9/0

4. TERMS OF REFERENCE

4.1 Amend the error on the Terms of Reference for the Road Infrastructure Advisory Committee from Cr Paul Darin to Cr Jayde Darin.

Recommendation - Amend the error on the Terms of Reference for the Road Infrastructure Advisory Committee from Cr Paul Darin to Cr Jayde Darin.

Moved: Cr Jayde Darin / Seconded: Michael Leers

CARRIED: 9/0

Cr Wendy Eiby entered the meeting at 12.07pm.

4.2 Make a correction on the Terms of Reference for the Road Infrastructure Advisory Committee by either reducing the number of members from 11 to 10 or by adding another Councillor to the Committee. With the recent reduction in Councillor numbers the reduction from 11 to 10 committee members was considered to be the best option.

Recommendation - Amend the Terms of Reference for the Road Infrastructure Advisory Committee to show 10 Committee Members.

Moved: Cr Donelle Buegge / Seconded: Cr Jayde Darin

CARRIED: 10/0

5. DECLARATION OF INTEREST

Cr Murray Ventris as a School Bus Business Operator declared an impartiality interest.

6. CONFIRMATION OF PREVIOUS MINUTES

Recommendation - The Minutes of the Road Infrastructure Advisory Committee meeting held on Thursday 25th May 2023 be adopted as a true record of proceedings.

Moved: Cr Wendy Eiby / Seconded: Greg Lockwood

CARRIED: 10/0

7. GUEST SPEAKER

Katherine Celenza from WALGA addressed the Committee about the Shire of Manjimup's involvement / participation in becoming a Roadwise Council with a new joint focus to encourage, motivate and support Local Governments with a reactive and preventative target of reaching zero injuries and fatalities by 2035 specific to our Local Government road network.

8. DECISIONS BY COUNCIL ON COMMITTEE RECOMMENDATIONS

8.1 Local Roads and Community Infrastructure Program Phase 4 Funding

The Committee approved at the meeting of 25th May 2023 LRCIP Phase 4 funding of $526,631 on reseal of distributor and connector roads being Middleton $126,000, Eastbourne $130,000, Sears $100,000, Graphite $85,000, Seven Day $35,631 and crack sealing of $50,000. Malatesta and Fulton Hogan as WALGA preferred suppliers have been appointed to complete the work. The approved Crack Sealing project has not been included in this process and is currently being investigated.

9. MATTERS ARISING FROM PREVIOUS MINUTES

9.1 Update progress Old Vasse Road

- Pipes and some gravel work has been completed, clearing permits have been received. Some vegetation clearing work will commence soon.
- Two very large trees at the intersection of Old Vasse and Hawke Roads are problematic. Expect significant price for tree removal ie in the vicinity of $25,000 however, still awaiting quotes. Will require serious machinery and possibly fall trees in sections onto the road. Power lines are involved. Clearing permits do not allow the falling of trees into bushland which will damage other vegetation.
- This is a long term project however, significant progress has been made on this road. Hoping to have some bitumen on the road in this financial year.

10. RISK MANAGEMENT

Michael Leers addressed the members and outlined risk due to the Committee being newly elected.

- Misconduct - this committee manages the risk of intentional activities in excess of authority granted to an employee through appropriate oversight of plant/road infrastructure management
- Inadequate Engagement Practices - this Committee manages the risk of failure to maintain effective working relationships with the community (including local media), stakeholders in regards road infrastructure upgrades
- Inadequate Asset Sustainability Practices - this committee manages the risk of failure or reduction in service of road infrastructure assets, plant, equipment or machinery

Risks are mitigated through proper oversight by this Committee of the 15 Year Forward Capital Works Plan and yearly infrastructure works budget process**.**

11. GENERAL BUSINESS

11.1 Gravel update

No real change – current supply from Catalano which is very high quality specification with good quantity and Dronow Contracting where there are issues with quality, and as the pit is almost expired issues with quantity.

11.2 Request for new road and surveyors report

A request has been received to construct a section of road in an unnamed and unconstructed road reserve which is directly adject an existing access easement on Lot 108 Wetherall Road allowing access to Lot 109 off Wetherall Road. The property owners of Lot 108 purchased the property with the easement already existing on the title. The Shire has no legal responsibility in this issue. The historical reason is unknown as to why the road was not constructed by the developers at the point of subdivision, but Shire employees believe it may have been because a trafficable track already existed on the firebreak of Lot 108 (the site of the current easement) and it is believed clearing a large number of native trees on the unnamed and unconstructed road reserve would not have been preferable, however, this remains undetermined.

Recommendation - The Committee refuse the request to construct a road in the unnamed and unconstructed road reserve parallel to the existing access easement on Lot 108 Wetherall Road.

Moved: Cr Wendy Eiby / Seconded: Cr Jayde Darin

CARRIED: 10/0

11.3 Seal Southern Section of Johnston Crescent

The northern section of Johnston Crescent works have been completed but remaining in the budget is a carried forward total of $63,000. It is proposed to use the CF budget to seal the southern section of Johnston Crescent with asphalt seal along the road traffic section and spray seal in the car parking areas.

The Richmond Street seal request was again raised but the Committee disagreed with the suggestion of sealing the street as Richmond Street affects one business. The southern section of Johnston Cresent will complete beautification works to tie in Linear Path, the trail bike hub and park playground area. The southern section of road also services many businesses and ratepayers using the CBD.

Johnstone Crescent in its current condition is a heavy burden on the maintenance budget which requires regular and continuous maintenance. Sealing works would make significant improvement and reduce ongoing spending.

11.4 Manjimup drainage

In the current budget there is $120,000 allocated to “Drains - Various Manjimup Priority 1”. It is proposed to use $40,000 from these funds to conduct a study on the potential requirements for the renewal and/or upgrade of sections of the underground drainage system in Manjimup. Current information is sourced from a study undertaken in 2006/07 which is out of date. This study will identify issues in order to better prioritise and plan works into the future.

Recommendation - The Committee endorse the spending of $40,000 from the allocated budget for Drains – Various Manjimup Priority 1 to prepare a condition report on Manjimup townsite drainage.

Moved: Cr Wendy Eiby / Seconded: Cr Steven Miolin

CARRIED: 10/0

Interim Chief Executive Officer Brian Robinson entered the meeting at 12.59pm.

11.5 Waste Facility Tracks – renewal budget

The Committee discussed using this budget for upgrade of cul-de-sacs where waste trucks are not able to turn around without reversing. This budget is not fit for this purpose. Therefore, the Committee requested a list of roads in all towns with issues relating to rubbish trucks reversing in cul-de-sacs. Shire staff will present to the committee a list of sites with the possibility of funding from unsealed roads in townsites or minor works various.

11.6 General discussion

- Old Vasse Road - completed by Contractors and Shire ie gravel cart and seal by contractors, on ground works by Shire.

- Intersection Ipsen Street / West Boundary Road – Shire staff to further investigate affordable ways to improve safety at the site as part of normal operational business.
- Perup Road heavy haulage – concerns regarding size of trucks and number of truck movements each day on the road. A danger to other road users. Perup Road has recently been removed from the RRG funding after spending 15 years upgrading sections of Perup Road.

12. DATE OF NEXT MEETING
To be advised

Meeting closed: 1.12pm