



MINUTES

ROAD REFERENCE GROUP MEETING

29 March 2022

(VIA E-MAIL)

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of the Road Reference Group

Signed:
(CEO)

Date 08 April 2022

These minutes were confirmed at the Road Reference Group Meeting held on

Signed:

(The minutes of the meeting held on 8 February 2022 were voted on, electronically via E-mail and were confirmed as an accurate record of the proceedings. The Presiding Person will be requested to sign this in the next Road Reference Group meeting)

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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Alternative formats are also available upon request, including large print, electronic format (disk or emailed), audio or Braille

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Please note that meetings may be recorded for minute taking purposes.

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ROAD REFERENCE GROUP MEETING

29 MARCH 2022

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

This meeting was held via email as agreed with the Presiding Person, due to current COVID conditions and there being only one item to be considered for comment. The Agenda was sent out on 29 March 2022 via email requesting response by close of business 5 April 2022.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Reference Group Members (Voting)

Cr Tim Wiese – Presiding Person
Cr Graham Broad – Deputy Shire President
Cr Murray Fisher
Cr Roxanne McNab (Proxy)

Staff (Non-Voting)

Mr T Evans – Executive Manager Technical & Rural Services
Mr J Warburton – Manager Operations
Mrs W Russell – Executive Support Officer – Minutes
Ms S Roopchand – Engineering Technical Officer

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICERS' RECOMMENDATION & MEETING RESOLUTION

Moved: Cr Tim Wiese Seconded: Cr Murray Fisher

That the minutes of the Road Reference Group Meeting held on 08 February 2022 be confirmed as an accurate record of the proceedings.

CARRIED 3/0

4. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Name	Item No	Interest	Nature
Cr Tim Wiese	5.1	Proximity/Impartiality/ Financial Interest	

Item 5.1 refers to a new draft Council Policy and Council Report that gives explanation to the policy. EMTRS agreed to note the declarations.

5. MATTERS WHICH REQUIRE DECISIONS

5.1 NEW POLICY – FUNDING CONTRIBUTION – APPLICATION FOR ADVANCEMENT OF SEALING OF SHIRE GRAVEL ROADS

File Reference	28.2.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	25 March 2022
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none"> Draft Policy - Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads Amended Draft Policy - Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads.

Summary

The Road Reference Group (RRG) are requested to read Attachment 1 and consider the contents of this report and the attachment. As this agenda is being sent via email to the RRG, any questions of clarity are to be emailed back to the Executive Manager Technical and Rural Services (EMTRS) with all the RRG included where the EMTRS will respond to the RRG.

Each member of the Road Reference Group is asked to email back to the EMTRS if they support the item being recommended to Council for resolution or not, and or with any suggested amendments or variations, within five days of receiving the email agenda, being close of business on 05 April 2022.

Council is requested to consider adopting the following draft policy – Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads, as per Attachment 1.

Background

There is no current policy in place that guides staff or potential applicants on this process should an application be received. The policy, if adopted, would serve to give staff and applicants clear guidance on facilitating applications for the sealing of sections of Shire gravel roads, that may be applied for from time to time.

Once such application has been received from a rural landowner, so it is prudent to have in place a Council Policy that allows staff to facilitate and deal with this and future applications consistently.

Consultation

Consultation has occurred with:

- Chief Executive Officer;
- Manager of Operations;
- Road Reference Group;
- An applicant, who was advised that a policy would need to be drafted and presented to the Road Reference Group, in the first instance, then recommended to Council from the Road Reference Group if agreed upon, prior to any further conversation being entered into with the applicant.

Statutory Environment

The Local Government Act 1995, with respect to Budget variations and budgeted works applies (Sections 6.2 and 6.8).

Policy Implications

No current policy exists that allows and guides staff to deal with an application, should one be received, hence this policy being presented to Council for consideration and adoption.

Financial Implications

This policy identifies that an applicant would need to fund 50% of any successful application for sectional gravel road sealing. If an application was approved by the Chief Executive Officer, then the Shire would need to fund the remaining 50% of the cost to seal that section of road seal. The 50% Shire contribution to partially seal the Shires asset would need to be considered by Council in the annual Budget or at mid-year Budget review and it is thought that such Shire funding would be drawn from Municipal funding.

To give Council an idea of the average cost to seal a 300m section of gravel road (as identified in the attached draft policy) would be dependent on site specific details, environmental factors and material and labour costs of the day. At present, to seal a 300m section of gravel road to an acceptable standard (see attached policy for acceptable standard), would be estimated by the Manager of Operations, at around \$34,000. This would then require the applicant and the Shire to contribute 50% of this cost each at \$17,000.

Ongoing maintenance costs of this section of new road seal and adjoining gravel road would be by the Shire and would be contained within future annual Budgets.

Strategic Implications

The following Strategic Implications are considered to relate:

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Outcome:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions
Outcome:	1.3	An effective well maintained transport network
Strategy:	1.3.1	Maintain and improve road network in line with resource capacity

Comment/Conclusion

The draft policy as presented at Attachment 1, was initiated by the author in consultation with the Chief Executive Officer following an enquiry from a rural Shire rate payer. The Chief Executive gave guidance to the author, drawing on past experience from other previous Shire tenures, where a policy of this nature was facilitated and implemented due to occasional community demand.

Should Council adopt this policy, as with other policies, it would guide staff and potential applicants in traversing an adopted process giving clear direction inclusive of financial and Budget requirements as part of an application process.

The author does not envisage that there would be an overwhelming initial demand for this service, however thinks it prudent and professional to have a recognised process in place that gives clear direction.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to Council Policy: Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads, Council is requested to adopt the policy as presented at Attachment 1.

Each member of the Road Reference Group was requested to email back to the EMTRS, if they supported the item being recommended to Council for resolution or not, and/or with any suggested amendments or variations by close of business 05 April 2022.

Cr Murray Fisher requested clarification as follows: *If a ratepayer accepts a quote and enters into a contract to have the work done and we have a weather / seasonal situation which prevent the works being carried out for a longer than normal time frame, what provisions are in place to hold the cost at quoted levels?*

The EMTRS proposed the following amendments:

- a changing in the word 'quote' to 'estimate' to keep the policy consistent and to mitigate any confusion; and
- to add the following wording: In the event works cannot proceed for any reason within 6 months of the estimate being issued, then the Shire will revise the estimate in consultation with the applicant. If the applicant is in agreeance with the revised estimate, then this estimate will be valid for a further 6 months from date of issue.

ROAD REFERENCE GROUP RECOMMENDATION

Moved: Cr Murray Fisher Seconded: Deputy Shire President Graham Broad

That the Road Reference Group recommend to the Executive Manager Technical & Rural Services the Report and amended draft Policy – Funding Contribution – Application for Advancement of Sealing for Shire Gravel Roads, with the proposed amendments (Attachment 2), to be presented to Council for consideration.

CARRIED 2/0

Councillor Wiese did not vote or participate in discussion or debate on this item.

6. GENERAL BUSINESS

Nil

7. CLOSURE OF MEETING

There being no further business to discuss, the meeting via email closed on 06 April 2022, 7:40 am.

DRAFT POLICY - FUNDING CONTRIBUTION – APPLICATION FOR ADVANCEMENT OF SEALING OF SHIRE GRAVEL ROADS

Statutory context Local Government Act 1995

Corporate context Asset Management Plan - Road Program 2021-2031
Road Network Analysis and Forward Works Program (May 2016) (Talis)
Roads 2030 - Regional Strategies for Significant Local Government Roads (2013) (MRWA) (Wheatbelt South)

History Adopted dd mmmm yyyy DRAFT

Policy Statement

This Policy is to be used by staff to facilitate applications received from landowners or businesses, outside of the townsite (rural), who request a section of the Shire's gravel road network to be sealed, generally for the purpose of dust suppression, but not limited too.

Applications may be made from applicants who are landowners or businesses in the Shire of Narrogin who wish to advance (bring forward) the bitumen sealing program from where it currently may / may not lie in the Council's adopted Road Improvement Programs.

Background

Occasionally in rural areas of the Shire, landowners have dwellings or businesses have office or other developments in close proximity to a gravel road within the Shire, that experiences inconvenience or nuisances such as dust falling onto their dwelling or other, as a result of traffic driving past on the gravel road adjacent.

Interested applicants may make application in writing to the Chief Executive Officer to have a section of gravel road sealed. All project specific details are to be in the application inclusive of:

- Name of landowner/applicant/business;
- Address of the dwelling or business property to which the seal applies;
- Description of the seal request i.e., what is the applicant applying for, length, location, width, etc;
- A simple diagram of road seal in relation to the dwelling or other asset(s); and
- Other details as requested by the Chief Executive Officer.

The Bitumen Seal will be a 2-coat bitumen seal using 14/7mm aggregate however the Manager of Operations will assess each application and advise the applicant of the best seal rate to use taking into consideration site specific conditions.

Applicants will be required to fund 50% of the full cost to seal the gravel road section applied for, to the standard of Main Roads WA Supplement to Aust Roads Guild to Road Design for that category/hierarchy of road. The Shire will not make a profit on an application and will only charge the applicant 50% of the actual cost to seal the section of road applied for (i.e. using internal rates and not using Private Works rates). The Shire will furnish the applicant an estimate of the total cost prior to proceeding with any application and, if the applicant is in agreement, and Shire matching funding is available, then the project will proceed, whereby the applicant will be invoiced prior to commencement of the project. The works will not proceed unless:

1. A budget exists for the project (this may require a budget amendment); and
2. Applicant's payment has been received in full.

Works are to be scheduled to optimise mobilisation of staff, plant and availability of materials and bituminous product. Any quotes provided by Shire Staff are to be clearly stipulated that they are only valid for 6 months and works will not take priority over Shire Budgeted and previously scheduled works. Resource implications must be taken into account.

For dust suppression sealing, for example, in front of a dwelling or business, a minimum sealed length of road of 300m is considered necessary to be effective, being 150m either side of the dwelling or asset adjacent the road. It is emphasised that the Shire does not warrant that this will be the case. Prevailing winds, vehicle volumes, type of adjoining pavement material all impact upon results.

Officers will make reference to the current adopted Forward Road Programs of the day, to see if the particular road being applied for is included within it. If the road is included in the road program, then this will be advised to the applicant, who can decide if they still wish to proceed with their application or wait for the road to be sealed as per the program (which may be amended from time to time by the Council).

Each application will be assessed on a case-by-case scenario and approved by the Chief Executive Officer as being compliant with this Policy.

The Shire's matching 50% funding toward any approved application will be dependent on available funds within the Annual Budget. If there is no specific Budget allowance for an approved application, then officers will need to submit a Budget request form that will be considered in the annual Budget context, or Budget Review process, among other competing projects.

Procedures

No current procedures relate.

Forms and Templates

No current forms or templates relate.

– End of Policy

Notes

AMENDED DRAFT POLICY - FUNDING CONTRIBUTION – APPLICATION FOR ADVANCEMENT OF SEALING OF SHIRE GRAVEL ROADS

Statutory context Local Government Act 1995

Corporate context Asset Management Plan - Road Program 2021-2031
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