

Shire of Bruce Rock
Works and Services Committee Meeting held in
Bruce Rock Shire Council Chambers
Wednesday 8 October 2025, commencing at 3.00pm

MINUTES

1. Meeting Opened

The chair, Cr KP Foss welcomed everyone and declared the meeting open 3.02pm.

2. Attendance

Cr KP Foss	Councillor (Chair)
Cr AR Crooks	Deputy Shire President
Cr BJ Waight	Councillor
Cr P Hodgkiss	Councillor
Cr S Strange	Councillor
Mark Furr	Chief Executive Officer
Greg Stephens	Manager of Works and Services
Shaan Wood	Executive Support Officer (Minutes)

3. Declarations of Interest

In accordance with section 5.65 of the Local Government Act 1995, the following disclosures of **Financial** interest were made at the Council meeting.

Date	Name	Item No	Reason

In accordance with section 5.65 of the Local Government Act 1995, the following disclosures of **Closely Association Person and Impartiality** interest were made at the Council meeting.

Date	Name	Item No	Reason

In accordance with sections 5.60B and 5.65 of the Local Government Act 1995, the following disclosures of **Proximity** interest were made at the Council meeting.

Date	Name	Item No	Reason

4. Minutes

That the minutes of the Works and Services Committee held on the 19 June 2025 be confirmed as a true and correct record.

COMMITTEE DECISION

Resolution WSCM Oct 25 – 3.1

Moved: Cr Strange

Seconded: Cr Waight

That the minutes of the Works and Services Committee held 19 June 2024 be confirmed as a true and correct record.

Carried 5/5

5. Works and Services Program Area Updates:

This report provides the Works and Services Committee with an update on current and planned works programs. Due to the Manager of Works and Services being on leave for October, the program has been adjusted to focus on preparatory and maintenance activities that require less direct supervision, with major construction works rescheduled. Greg Stephens provided assurance that everything will be on track throughout his leave.

- **Road Construction**

- Old Beverley Road – Verge clearing programmed for October to allow survey and staged construction prior to harvest.
- Naremben/Cumminin Road intersection – Deferred until November.
- Hines Hill Road – Clearing and tree trimming complete; gravel shoulder preparation works underway in October to prepare for reconstruction in November/December. Importing gravel for preparation, pre work done while Greg is on leave. Once Greg Stephens returns from leave, he will commence the technical part of getting the road completed.
- Naremben intersection construction is on hold till Greg returns.
- Footpaths work will be completed while Greg is on leave and then Bridge works to commence after Harvest.

- **Road Maintenance**

- Update on Scheduled Works.
 - Maintenance grading completed.
 - Verge and drain clearing in progress.
 - Ongoing works: signs, guideposts, pothole patching, culvert clearing.
 - Road patching is currently underway – working on Foss Road at the moment, any issues in relation to potholes to contact Greg/Mark and this will get passed onto Jordan from the Roads crew.

- **Bridge Maintenance/Construction**

- Update on completed and current works.
 - Ardath Yarding Road bridge construction deferred to January 2026 to coincide with harvest and MWS availability.

- **Footpaths Maintenance**
 - Update on completed and current works.
 - Railway Parade works brought forward; construction programmed for October while MWS is on leave.

- **Drainage and other Infrastructure Maintenance**
 - Update on completed and current works.
 - Shephard Road floodway works underway, new low flow pipe and causeway improvements.

- **Plant Maintenance**
 - Plant Asset Replacement; Quotations are currently being sought for two vehicles. Vern Jetta's vehicle is scheduled for an upgrade, and the Recreation Centre Manager's vehicle will be reassigned to the Technical Services Officer. The Recreation Centre Manager will then receive a new dual cab vehicle.
 - Plant – currently routine maintenance in preparation to full roadworks and other.
 - The new patching truck (Multipatcher), currently being built in Queensland, is still on track for delivery in early December 2025. In preparation, the nominated operator will commence hands-on training at Corrigin in mid-October, working with their existing Multipatcher and operator. Training will be structured as weekly site visits, giving the operator practical experience prior to Bruce Rock's machine arrival. On-site training will also be provided by the supplier prior to the official handover, ensuring the operator is confident and fully prepared. This forward planning will allow for a smoother transition and immediate deployment of the machine upon arrival in December.
 - General Workshop Update.

6. Compliance

- Greg Stephens has completed his playground inspection course.
- Requirements (actual versus required)

<i>Area / Obligation</i>	<i>Required (Statutory / Program)</i>	<i>Actual (Progress to Date)</i>	<i>Comment / Action</i>
Main Roads WA / RAMM Reporting	Quarterly updates of road inventory, condition, and maintenance data	Data entry in progress; some backlog remains	Catch-up scheduled for Nov–March; Technical Officer to assist once role active.
Bridge & Culvert Inspections	Annual inspections of bridges and major culverts	Not commenced	Deferred to Dec-Feb due to MWS leave; to be managed alongside road construction.
OH&S / Statutory Checks	Plant safety checks, staff inductions, playground/footpath inspections	Plant checks up to date; playground/footpath inspections pending	Refresher staff training to be scheduled before year end.
Plans & Programs (2025/26)	Delivery of adopted works program (construction, maintenance, renewals)	Adjusted schedule due to MWS leave	Preparatory works underway; major construction rescheduled to Nov–March.

- Manager of Works and Services / Technical Officer Update
 - Recruitment of a new Manager of Works and Services has not yet been successful, which has delayed the formal commencement of the Technical Officer role. The intent was to have the new Manager in place prior to the current MWS going on leave in October. As this has not occurred, the construction season program has been adjusted to ensure supervision can still be provided. During October, the focus will be on preparatory works and general maintenance that do not require close supervision. Once the MWS is back on-site, construction supervision will resume, and the Technical Officer functions (including bridge inspections and technical program management) will be phased in alongside road construction oversight. While the delay has added some pressure to the program, it remains manageable with current staff and rescheduling of works.
 - Mark and Greg are having conversations about bridge inspections, and are coming up with a plan to off set the works while they are trying to recruit the MOWS
 - Priorities 2025/26.
- Plans and Programs
 - Road Construction; Old Beverley Road works to be started in October, verge clearing in preparation to starting survey and construction
 - Road Maintenance; General maintenance – signs, guideposts, pothole patching, culvert clearing etc.
 - Bridge Maintenance; Not started
 - Footpath Maintenance; Some general maintenance – sweeping etc.
 - Other Infrastructure Maintenance and Replacement.

7. Dams and Water Capturing Works

- DWER Grant and Projects; Tanks at Aerodrome and Noonajin Road
- Other. Awaiting contractors to install solar pump at Turkey's nest and plumbing at Tanks at Aerodrome and Noonajin Road
- Dam levels are lower than usual heading into summer, which is a concern. There are ongoing catchment issues affecting water flow into the Turkey's Nest.
- The Shire is working with DWER regarding the installation and management of tanks. The Shire staff will be constructing the base pad for the tanks.
- Cr Foss asked if contact could be made with DWER to check on delays with the project. Greg advised he has already emailed and DWER is waiting for the Minister's sign-off. He noted that other Shires are in the same position and that he follows up each month for updates. Mark Furr confirmed he has spoken with other CEOs experiencing similar issues.
- Cr Strange asked about the solar pump and its purpose. Any catchment water will be pumped into the Turkey's Nest. The catchment can currently only remain half full, but the goal is to fill the Turkey's Nest completely. Cr Foss raised concerns about not being able to pump water over the wall as quickly as it flows in. Ongoing concerns were noted regarding the solar pump's performance.
- Greg advised that a new 250,000-litre tank has been installed near the Shire depot.

8. Regional and Subgroup Meetings

- Updates on any previously attended or upcoming meetings.
- Bruce Rock hosted the Sub Regional Road Group meeting 2 weeks ago, will be handing over the secretary position to the Shire of Kondinin.
- Wheatbelt South Regional Road Group Meeting on Friday 10 October 2025, in Wickepin.

9. Finance

- 2025/26 Budget;
 - Reserves management. Not much movement, investing fund in term deposits.
 - More updates to come at the next meeting.
 - Budget review in February, Cr Strange requested a breakdown of Works and Services expenses, particularly contractor costs, before the review is presented to Council.
 - Greg advised that the contractor works have been completed and that a comparison of kilometres completed can be provided. He will present an update at the next meeting. Greg was pleased with the quality of work from both contractors and Shire staff and confirmed he has inspected all roads.
 - Discussion around winter spraying, needs improvement next year. Overall feedback from Community on the grader drivers and roads was positive.

10. Other Matters

- Committee reporting requirements.
- Committee Governance, next works and services meeting we would have had our election and need to choose a new committee. Kevin thank you Cr Waight for his contribution to the committee.
- Mark advised that he is working with Shire Supervisors to update the Works Schedule and plans to include additional information for clearer status updates. The updated schedule will be uploaded to the Document Centre. Cleaning of roadside drains is scheduled for February, to be completed before grading commences in March.
- Any other general matters that need to be discussed.

11. Date Next Meeting

18 December 2025

12. Meeting Closure

The Chair, Cr Kevin Foss, thanked everyone for their attendance and declared the meeting closed at 3.41pm.

These minutes were confirmed at a meeting on



Cr Kevin Foss
Committee Chairperson