



## AGM Meeting 21<sup>st</sup> November 2018

### Minutes

**Date:** Wednesday 21<sup>st</sup> November 2018

**Time:** 6.00pm – 7.00pm

**Location:** Radisson on Flagstaff 380 William St, Melbourne

**Sponsor:** Desert Software

#### Attachments:

| Description                                  | Comments               | Reference |
|--|------------------------|-----------|
| Minutes – MWOA AGM 22 <sup>nd</sup> November | Added to this Document |           |
| CEO Report                                   | Added to this Document |           |
| MWOA Annual Report                           | Available upon request |           |
| MWOA Board Report 2017-2018                  | Available upon request |           |
| MWOA Financial Report 2017-2018              | Available upon request |           |
| AGM attendance sheet                         | Available upon request |           |

1. **Apologies:** Steve Van Orsouw, Derek Robertson, Tony Gellatly

**Motion (Peter Young):** That the apologies be accepted.

**Moved:** Ron Sneddon

**Seconded:** Lynn Undy

**Carried**

**Attendees:** Peter Young (Chair), Lynn Undy, Neil Whiteside, Shane Hickey, Ross Hibbert, Ron Sneddon, Stephen M Robertson, Steve Robertson and others – refer attendance sheet

**Teleconference:** Nil

2. **Guests:** Camilo Martos, Director - Road Master (guests of Desert (Software))

3. **Minutes of Previous Meeting:**

**Motion (Peter Young):** That the Minutes of the MWOA AGM dated 22<sup>nd</sup> November 2017 be accepted – see attached.

**Moved:** Brett Quarrier

**Seconded:** Lynn Undy

**Carried**

**4 MWOA Board Report – delivered by Lynn Undy**

**Motion (Peter Young):** That the MWOA Board Report be accepted.

**Moved:** Neil Whiteside

**Seconded:** Stephen M Robertson

**Carried**

**5 MWOA Finance Report – delivered by Neil Whiteside**

**Motion (Peter Young):**

*“That the MWOA Membership resolves, based on the Report presented to the Members at the Annual General Meeting on 21<sup>st</sup> November 2018 and the Financial Report for 2017-2018 (including the Independent Audit Report from Davidsons Assurance Services) contained within the MWOA Annual Report 2017-2018, to endorse and adopt the MWOA Financial Report for 2017-2018”*

**Moved:** Neil Whiteside

**Seconded:** Peter Ali

**Carried**

**6 CEO Report – delivered by Steve Robertson**

**Motion (Peter Young):** That the CEO report be accepted – see attached.

**Moved:** Lynn Undy

**Seconded:** Ross Hibert

**Carried**

**7 General Business – open to the floor**

Nil

**8 MWOA Board Election Results – delivered by Steve Robertson**

Re-elected (un-opposed): Lynn Undy, Neil Whiteside and Peter Young

Newly elected (un-opposed): Peter Ali, Darren Findlay and Mauro Starc

**9 Next Meeting: Melbourne Branch: 5<sup>th</sup> December 2018**  
**Venue:** R&S Grating 13 Healy St, Dandenong South, Vic  
**Sponsorship:** R&S Grating



# **ANNUAL GENERAL MEETING**

22<sup>nd</sup> November 2017

6:15pm

**Attendance:** Lynn Undy, Cameron Wigney, Keith Hehir, Derek Robertson, Cathy Bottas, Finbarr Carroll, Joe Furno, Kim Hanish, Greg Backhouse, David Hallett, Shane Hickey, Steve Hockham, Hanna Taouk, Ian Smith, Scott Hilton, Rod Walker, Tony Russo, Warrick Crawford, Mark Wakefield, Branko Bubica, Santha Kumaran & Reneake Jayawardena

**Apologies:** *Stephen Robertson, N Whiteside*

**Minutes AGM 2016:** Motion to accept the minutes of 2016

**Moved** Derek Robertson  
**Seconded** Lynn Undy

**Board Report:** Lynn Undy  
**Motion** The Board Report for 2016 – 2017 be accepted

**Moved** Bruce Douglas  
**Seconded** Graham Gregson

**Financial Report:** Shane Hickey  
**Motion**

*“That the MWOA Membership resolves,  
based on the Report presented to the Members at the Annual General Meeting on 22<sup>nd</sup>  
November 2017 and the Financial Report for 2016-2017 (including the Independent Audit  
Report from Davidsons Assurance Services) contained within the MWOA Annual Report 2016-  
2017, to endorse and adopt the MWOA Financial Report for 2016-2017”*

**Moved** Derek Robertson  
**Seconded** Graham Gregson

**Strategic Plan** As per presented on the MWOA web site October 2017  
And as per hard copy presented at the meeting

**Moved** Shane Hickey

## ***General Business***

**Steve Skinner** prefers printed Access opposed to on line Access  
What are the cost savings?  
Perhaps ask members what they want?

**Graham Gregson** – write a stern letter to VicRoads about B, C and possible A Grade road conditions with IPWEA. MWOA needs to take the lead. Reflecting poor on Local Government. Message to VicRoads should include adding signs to roads belonging to VicRoads with their contact details, then rate payers will know who to contact regarding the repairs. VicRoads need to spend money on roads and not fencing. MWOA need to offer our services to VicRoads. Graham will be ashamed of the Association if they do nothing. VicRoads to fix the real problems and not just patch holes, checking to see if the cause is drainage etc.

**Ian Smith** says it is an urban problem as well.

**Whittlesea** mention they have the contract on a yearly bases for some roads and VicRoads is very quick to complain about the roads they are looking after if they are not acceptable. Perhaps send a spreadsheet to all members listing street names with problems to send to VicRoads

**Peter Young** – will work out a plan of approach and get back at a later date

# **Municipal Works Operations Association** **General Meeting Report November 2017**

## **CEO Report: Stephen M Robertson presented by Peter Young**

### **NW&EC:**

#### **Program**

Lachie Smart, embrace the crazy (this time next year show on channel 9)  
Dylan Alcott, Para Olympian with gold medals in Basketball & now Tennis  
Panel session, Alcohol & other drugs, and employee assist was very well received with several councils seeking advice & policy from Mornington Pen Shire Council  
Topics also included, Best Practice Engineering, Technology & Leadership, Parks & Assets and our business breakfast we had Derek McManus who talked about building confidence, Courage, Capability & Resilience. (current police officer in SA who talked on risk management etc due to being shot 14 times)  
Out entertainer for the evening was Darren Carr, Comedian, Ventriloquist, & the audience participation was fantastic.  
The final speaker on the Friday was Kevin Sheedy who was really all about, “If you don’t use it, you will lose it”.

Next year we hope we have our back, 20<sup>th</sup> & 21<sup>st</sup> September 2018

Please forward any suggested topics/demonstrations, or if anyone wishes to do a presentation, please contact us.

**Awards:**

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| NW&EC International Study Tour Award: | Darren Findlay, City of Hobsons Bay |
| R& S Grating Award:                   | Luke Ives, City of Ballarat         |
| Polycom Maintenance Award:            | Rory Hazeldine, Alpine Shire        |
| Dial Before You Dig Award:            | Wayne Rowen, COGB (Bendigo)         |

Congratulations to all the award winners and we wish them well with their travels and endeavours for the future.

**Regional Reports;****Ballarat**

- 8 new Garbage Compactors
- Opt in Service for green waste (300 properties)
- New Grader

**Macedon Ranges**

- Major Restructure  
CEO, Manager, 4 Coordinators

**Moorabool**

- Major Restructure
- New Asset Mgt Program
- New Plant, MWR, Loader, 2 Truck & Trailers, 1 Truck,  
Moving out of leased Plant

**Baw Baw**

- Projects include Arts Centre
- 2 Bridges
- Plenty of Road Works

**Sth Gippsland**

- Mobile Computing, Paperless in the field
- Outsourcing reseals (compare against their own for the future)
- Smaller construction season, a bit going out to contractors
- Reviewing service levels for unsealed roads, not working well
- Looking at Road Management Plan, to turn around to be more pro active

**Cardinia Shire**

- New Draft R M Plan
- Nearly 100% tablets in the field, more support for older and other staff
- \$1.5m re sheeting program

**Wellington Shire**

- Plant replacement OK
- Capital Works budget OK
- Urban upgrades, owners pay part costs
- Aged workforce with management slow to act

## **Bass Coast**

- Capital Works Program \$19m
- Looking at a Ferry Service Project (Cowes to Mornington)
- Completed a service review, now implementing

## **COGShepparton**

- Plant Replacement, Water Cart
- 5 of Gross Pollutant Traps, normally get 20 ton of rubbish p/a each  
This year because of no rain, 8 ton each

## **Moira**

- Moira has their own quarry with many years left, they are only down 7 meters
- Tried a product call Polytare @ \$0.30 m2  
Polycom is a better product

## **Mansfield**

- New Back Hoe and small tipper

## **Indigo**

- No plant replacement
- Capital Works Program extremely low with concerns for the employment of staff

## **Benalla**

- New Grader (new one last year)
- Hiring 2 more graders until Xmas to catch up
- Huge problems with damaged plant, looking at ways to make operators more accountable

## **Warrnambool**

- Plant replacement includes;  
Grader, 16ft Deck Mowers & doing a business case for a Jet Vac Truck
- Opening of the first stage of Liebig Street Project 5/12/2017  
Now trialing foot path street sweepers for the new footpaths (hydraulic hose concerns  
bursting & staining the new pavers)
- New covers for the service pits in the workshop
- New shed in the depot for records & a Shipping Container fitted out for Chemical storage
- Currently going through a process to dispose of excess clean fill with a local farmer

## **Corangamite**

- Bridge Replacement, \$5m over 2 years
- Reseals \$1.6m
- Gravel Roads, \$1.9m
- New Plant, Grader, Skid Steer, Mulcher Grinder, Truck & Trailer & a Belly Dumper Prime  
Mover

## **Southern Grampians**

- New Plant, Street Sweeper, Truck & Trailer, Loader/Back Hoe, Front Deck Mowers
- Worksafe Audit, 100 defects (now down to 40)  
They knew that Worksafe was coming as the council was looking at Self Insurance

## **Colac Otway**

- New Plant includes Grader and various mowers

- Completed a Service Review
- More Capital Works done In House
- Hiring a caravan for the works crew
- Class two 20mm crushed rock scarce due to the Vic Roads works on the Princes Hwy
- Looking for a specialist Safety Consultant
- Doing a Plant & Equipment Trial (Proof Concept)

## **COGG**

- Enterprise Agreement with 1.9% offer on the table
- Capital Works \$40m
- Issues with an overfilled illegal dump site. Currently monitoring & a fear of fire is a real threat
- Relocating the truck wash from the Old Saleyards site which has been closed down

## **West Wimmera**

- \$4m Capital Works Program, late start due to wet pavements, 3 bridge replacements
- Maintenance very challenging due to having to “Re-Train” staff to deal with wet weather conditions re the roads etc
- Employing more casual staff for peak times
- Vic Roads Maint Contract expires in June 2019, this employs 6 staff. It is possible to drop back from \$2m to \$300k so they would like to retain the contract
- Grain storage on farms a problem, saving the grain for better rates but when they transport the road network suffers due to spring rain and wet subgrades. Trying to work with the Grain Corp to encourage more rail pick up. Most farmers now own their own “B Doubles”
- Lower Plant replacement this year, buy out a leased grader, new Water Cart, and a new tow behind power pack broom
- 12 months left on the Road Recovery Program

## **Northern Grampians**

- Capital Works and Maintenance programs very high this year
- Local roads and Bridge work projects already started
- Plant replacement includes a Grader and 2 Loaders
- Flood works 70% completed
- Tyres are a big problem with a cost of \$5m to get rid of them. This is believed to be cheaper than having the tyres catch fire with an estimate cost of \$50b

**Note:** They were carted to Melb, crushed and shredded, and then recycled back into bitumen products

## **Horsham Rural City**

- Horsham also had 3,500 tonne of tyres to get rid of at a huge cost
- Capital Works Program has started
- Gravel road grading went from wet wet wet to dry dry dry
- Council doing a lot of work for V/R due to a lack of contractors in the area
- CEO retiring
- Just completed a bridge after 2 years with the contractor going into liquidation and having the job finished by council staff which was also over budget

## **Hindmarsh**

- Capital Works Program OK including 2 major jobs to do
- Some works contracted out due to not enough staff
- Currently have 3 casual staff employed
- Plant replacement GPS for the graders, 2 Quad Dog Trucks

- Flood damage works valued at \$3m
- Started grass slashing program AGAIN (second time)
- Reduction burns at the transfer station, no green waste

### **Yarriambiack**

- Local roads problem with the Grain Storage and cartage, and now the hay carting season
- Capital Works Program OK
- Slashing Program started
- Plant replacement budget is \$900k, Grader and Truck & Trailer. The Truck & Trailer is covered by Insurance due to the driver hitting overhead power lines in the roadside stack site. The driver was unaware of the incident; he had remained in the truck and drove off.

A risk assessment when selecting roadside stack sites is important and selecting a site with no power lines is essential



## **MWOA CEO Report – Steve Robertson**

The intent of this report is to provide you with an overview of the activities and achievements of the MWOA over the financial year, 2017 - 2018.

### **Introduction**

When we reflect on the year, we have been very fortunate to have succeeded in all of our endeavours to provide our members with a range of information relating to new technology, whilst creating an awareness of issues experienced by the sector that have an effect on their duties.

### **MWOA Operations & Activities**

The MWOA continue to be proactive in encouraging meetings with the various industry stakeholders to foster relationships with the many organisations that provide services to the local government sector. We have an MOU with IPWEA (Vic) and MAV, the intention of which is to share and collaborate on views, ideas and events further strengthening our position in the sector.

Our regional branch meetings have seen consistent attendance with a minimum of two sponsors and one presenter per meeting. These meetings provide an informal forum for networking and the sharing of ideas, thus generating discussion and the transfer of knowledge and information to better assist our members in their day to day activities.

We have enjoyed combined meetings with the IPWEA who shares our space and provides for a good fit with our members.

The new digital version of the ACCESS magazine provides sponsors an opportunity to present marketing material to our members both state-wide and nationally whilst the 'case studies' and narratives are both interesting and thought provoking.

eSolutions continues to be an innovative and un-intrusive tool for members to ask questions and seek solutions. I thank all those who have taken the time to respond to the many queries we receive.

The MWOA Mentoring Program continues to grow with positive feedback received. This program presents as an opportunity for our members to grow and develop both professionally and personally.

As well as the Mentoring Program we also have a Secondment Program. The uptake of which has been slow however the feedback from those who have taken on the program is very positive and again I see there to be plenty of opportunities for the professional and personal growth and development of our members.

The National Works and Engineering Conference 2017 exceeded expectations with 475 attendees and 57 exhibitors. In addition to this we had 20+ speakers and presenters as well as several outdoor demonstrations. Feedback was been positive with both members and exhibitors expressing their satisfaction. The 'conference' continues to be a vital tool for the sharing of knowledge and information as well as providing a tremendous financial foundation which underpins our activities throughout the year.

## **General Membership**

The support of our General Membership is solid giving us a strong position in the public sector.

No's 339

## **Corporate Sponsors**

The MWOA Corporate Sponsors are to be acknowledged. It is their continued support and commitment which allows the activities and events of the MWOA to prosper at a very high and professional level.

Our Corporate sponsorship continues to expand where through our networks, meetings and events as we offer opportunities for them to ethically extend their reach in to local government whilst exposing our members to new technologies and advancements in the sector.

|             |         |            |            |
|-------------|---------|------------|------------|
| Platinum: 7 | Gold: 7 | Silver: 20 | Bronze: 33 |
|-------------|---------|------------|------------|

## **Financial Management**

MWOA has maintained its strong financial position within the local government industry. This has been achieved through sound management structures supported by a diligent Board and competent Management.

The new digital version of the ACCESS magazine is proving a savvy business decision with substantial cost savings over the traditional hard copy.

## **NWOA (National Works Officers Association)**

The NWOA is progressing well. Both the Works Officers Association Queensland (WOAQ) and the Local Government Supervisors Association of Western Australia (LGSAWA) both struggle with the tyranny of distance with such large geographical areas to serve. They are however working proactively in promoting their respective associations and looking at ways to fulfil the needs of their members from the far outer regions.

**Many thanks for your support and I look forward to another challenging year ahead and please call if I can be of any assistance at any time.**