



Shire of Victoria Plains

**Minutes of a Plant and Works Committee Meeting of
Council held**

On	Tuesday 16 th October 2007
At	Council Chambers, Calingiri
Commencing	11.02am

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	734
2	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED	734
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	734
4	APPLICATIONS FOR LEAVE OF ABSENCE AND DECLARATIONS OF INTEREST	734
5	CONFIRMATION OF MINUTES.....	734
5.1	Confirmation of Minutes	734
6	ANNOUNCEMENT BY THE PRESIDING MEMBER WITHOUT DISCUSSION.....	735
7	PRESIDENT AND COUNCILLORS REPORTS	735
8	ITEMS FOR CONSIDERATION BY COMMITTEE.....	735
8.1	Plant and Works Committee Status Report	735
8.2	PLANT AND WORKS	736
W20	Works Managers Report	736
W21	Variation to Capital Works Budget Program	738
W22	New Works and Services Manager	740
9	NOTICE OF MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	742
10	CONFIDENTIAL ITEMS.....	742
11	NEW BUSINESS OF AN URGENT NATURE APPROVED BY COUNCIL RESOLUTION	742
12	DECLARATION OF CLOSURE.....	742

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 11.02am

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED

President	Cr M Anspach	West Ward
Councillors	Cr J Kelly	West Ward
	Cr D Holmes	South Ward
	Cr N Smith	East Ward
	Cr J Brennan	Central Ward
Chief Executive Officer	Harry Hawkins	
Works Manager	Allen Kent	
Executive Assistant	Fiona Watson (Minutes)	

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 APPLICATIONS FOR LEAVE OF ABSENCE AND DECLARATIONS OF INTEREST

Nil

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

The minutes of the Plant and Works Committee Meeting held 18th September 2007, Resolutions 257/07 to 265/07 inclusive were confirmed as a true and correct record of the proceedings by Resolution 697/07 at the Ordinary Meeting held 18th September 2007 .

6 ANNOUNCEMENT BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

7 PRESIDENT AND COUNCILLORS REPORTS

Nil

8 ITEMS FOR CONSIDERATION BY COMMITTEE

8.1 Plant and Works Committee Status Report

Resolution 701/07

Moved Cr Smith seconded Cr Holmes that the items in the Plant and Works Committee Status Report detailed below be noted.

MOTION PUT & CARRIED 5/0

Item No	Report Details	Plant and Works Committee Action Required	Status
W18	Works and Services Managers Report	Nil. Report received	Complete
W19	Bitumen and Aggregate Tenders	Nil. Information received	Complete. Tenderers notified.

8.2 PLANT AND WORKS

W20 WORKS MANAGERS REPORT

File Reference:	A1.2.1
Report Date:	10 th October 2007
Applicant/Proponent:	n/a
Officer Disclosure of Interest:	nil
Previous Meeting References:	nil
Author:	Allen Kent - Works and Services Manager
Attachments:	Report

PURPOSE OF REPORT

To advise Council of the Works and Services Manager's actions and work plans.

BACKGROUND

See report

COMMENT

Construction

Calingiri New Norcia Road -AgLime Route 2

All drainage works are now complete and the works crew has applied the sub grade material and compacted the first 1200m x 10m in length and has started carting in the crushed gravel for the base course. Once material carting for the base course is complete this section will be water bound and compacted to meet compaction specifications in readiness for the 7m wide primer seal to be applied.

By completing this project in stages it will have a big saving on watering, dust control and traffic control. At this stage the bulk of council employed staff are solely engaged on the Calingiri New Norcia – AgLime Route 2 project.

Maintenance Grading

Garry Stewart is operating the maintenance grader and is working on a priority program on gravel roads which have become corrugated with the onset of drier conditions. Some of the heavier trafficked roads require more work this time of the year to keep the roads up to a good standard. These roads would normally be picked up in the normal maintenance grading program however some are worse for wear than others. We have received complaints from people who use Old Plains road regularly and have reported dangerous areas from Calingiri West to Pither road.

All roads will be inspected in due course and a priority list will be drawn up and completed.

Parks and Gardens

Don Westlake is continuing with his normal routine work within parks and gardens throughout the shire. It has almost come to the end of the verge spraying season as the drier conditions are upon us it is not altogether suitable trying to kill noxious weeds if they are under stress and dried out.

Plant and Machinery Report

All plant is operating effectively and efficiently, there are no major breakdowns or expensive repairs to report. All services will be carried out as they fall due as per the scheduled maintenance criteria.

Bolgart Cemetery

This report is an update for councilors in relation to the Bolgart cemetery. I must thank all Works Services staff for putting in such a huge effort to make sure that the cemetery was ready for the burial of the late Brian Darragh from Bolgart.

All stops were pulled out to meet the needs of the Darragh family. Most people who attended the funeral service all had something nice to say about how the cemetery turned out on the day. Unfortunately the concrete beams were not in place for the day due to the over commitment of our normal concrete contractors.

However the concrete beams will be in place before the middle of October 2007 at the Bolgart cemetery.

Leaving my position of employment with the Shire of Victoria Plains as Works Services Manager.

I must say that I have enjoyed working with the Shire of Victoria Plains over the past 6 ½ years and I must thank all Councillors for the hard work and support that does sometimes go unnoticed. I also thank you for the opportunity of representing your shire and its ratepayers and residents. I would like to thank Chief Executive Officer Harry Hawkins for his help and support over these past years, also a big thank you to Finance and Administration Manager Neil Hamilton for his help with finance matters and other technical support associated with administration work. To all office staff (ladies) a big thank you especially Fiona Watson for your help and advice it has been a wonderful working relationship with all administration staff.

To all works services staff, thank you for being so supportive during my time as Works Services Manager. I believe between us all we have achieved a huge amount of trust and have been committed to our tasks at hand.

Last but not least a big thank you to all ratepayers and residents within the Shire of Victoria Plains. I have enjoyed working with you all and have made some very good friends whilst living and working in the Shire of Victoria Plains.

Allen Kent
Manager Works Services.

POLICY REQUIREMENTS

Nil

LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

➤ Environment

There are no known significant environmental implications associated with this proposal.

➤ Economic

There are no known significant economic implications associated with this proposal.

➤ Social

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: No

Resolution 702/07

Moved Cr Smith seconded Cr Kelly that the Works and Services Manager's report be received.

MOTION PUT & CARRIED 5/0

W21 VARIATION TO CAPITAL WORKS BUDGET PROGRAM

File Reference:	T3.1
Report Date:	10 th October 2007
Applicant/Proponent:	n/a
Officer Disclosure of Interest:	nil
Previous Meeting References:	nil
Author:	Allen Kent - Works and Services Manager
Attachments:	Nil

PURPOSE OF REPORT

To seek Council input on proposed changes to the adopted capital works budget program.

BACKGROUND

With the additional monies allocated by Main Roads of \$231,000 for the 2007/2008 financial year over and above the original budgeted amount,

funding is required by council to match the 2/3^{rds} with 1/3rd of the funding with Main Roads.

The additional funding from Main Roads other than what had already been budgeted for is \$231,000.

Council's contribution of 1/3rd will be \$120,000 to match this contribution for AgLime Route 2 this financial year.

COMMENT

This will mean that council will need to find an additional \$120,000 outside of the budget already adopted to match the 1/3rd contribution with Main Roads for AgLime Route 2.

POLICY REQUIREMENTS

Nil

LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

Consideration to altering an adopted Budget Item

VOTING REQUIREMENTS

Absolute Majority Required: No

STAFF RECOMMENDATION:

That it be recommended to Council that council remove two Capital Works projects from the 2007/2008 adopted budget as follows:-
1. Bulligan Road gravel re-sheeting project for 2007/08; and
2. Behanging South Road gravel re-sheeting project for 2007/08
and use these funds for Councils 1/3rd share of its contribution to match the additional allocation of \$231,000 from Main Roads W.A.

Resolution 703/07

Moved Cr Smith seconded Cr Brennan that Council reduce Bulligan Road and Behanging Road projects by \$40,000 and reallocate aged persons units funds of \$80,000 to the Aglime Route 2 project with any surplus budget funds after the mid year review being allocated to Bulligan and Behanging Road Projects as a priority.

MOTION PUT & CARRIED 5/0

Reason for change:

Considered that these two jobs (Bulligan and Behanging) have been put off for a number of years and it is considered essential that they go ahead.

W22 NEW WORKS AND SERVICES MANAGER

File Reference:	ST1.2
Report Date:	10 th October 2007
Applicant/Proponent:	n/a
Officer Disclosure of Interest:	Nil
Previous Meeting References:	Nil
Author:	Harry Hawkins - Chief Executive Officer
Attachments:	Resume of Ross Hooper

PURPOSE OF REPORT

To advise members of the Plant and Works Committee of the process and appointment of Ross Hooper to the position of Works and Services Manager.

BACKGROUND

With the resignation of Allen Kent from the position of Works and Services Manager a replacement was sought and advertised with applications closing on the 28th September 2007. Five applications were received with one late application not considered and another subsequently withdrawn three candidates were considered for the position.

COMMENT

Three candidates were considered for the position of Works and Services Manager with the Shire of Victoria Plains however two of those were overseas candidates with limited experience in road construction and a \$5,000 fee payable to WALGA if they were employed. The third candidate was Ross Hooper who had held the position of Works Manager previously at the shires of Carnarvon, Merredin and Lake Grace as well as having road construction experience while contracting and consulting in recent years and it was decided to interview him.

It was considered that rather than have the whole Plant and Works Committee interview him which may be a bit overwhelming to the applicant that a panel consisting of the CEO, Shire President and Plant and Works Committee member Cr Neil Smith would conduct the interview on Friday 5th October 2007.

Ross Hooper interviewed well and appeared to have the skills and attributes required for the position and is available to start before Allen Kent leaves on the 31st October 2007 therefore it was decided by the panel that we should offer the position to him before he goes elsewhere. He was subsequently offered the position of Works and Services Manager at the Shire of Victoria Plains for a three year contract following an initial three month probationary period which he accepted.

Ross was born in Northam and has lived in the country for most of his life and is keen to get out of the city and move to Calingiri with his daughter and two grandchildren. He has served on committees of various sporting clubs in the past and indicated a desire to become a part of the community and should fit in well in Victoria Plains.

POLICY REQUIREMENTS

Nil

LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this proposal.

SUSTAINABILITY IMPLICATIONS

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

The additional \$10,000 per annum offered to senior staff is included in the contract offered and reasonable relocation expenses as per Council policy are unbudgeted expenditure.

VOTING REQUIREMENTS:

Absolute Majority Required: *No*

Resolution 704/07

Moved Cr Brennan seconded Cr Holmes that the actions of the interview panel consisting of the CEO, Shire President and Cr Smith in offering the position of Works and Services Manager to Mr Ross Hooper on a three year contract following an initial three month probationary period be endorsed.

MOTION PUT & CARRIED 5/0

Cr Holmes
Erickson Road needs attention.

Cr Anspach
Letter from WALGA read to committee and will be discussed during the Ordinary Meeting of Council.

9 NOTICE OF MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 CONFIDENTIAL ITEMS

Nil

11 NEW BUSINESS OF AN URGENT NATURE APPROVED BY COUNCIL RESOLUTION

Nil

12 DECLARATION OF CLOSURE

There being no further business the Presiding Member declared the meeting closed at 12.09pm.