



HEAVY PLANT COMMITTEE

MINUTES

SECTION 5.9(2)(c) LGA 1995

The functions of the Heavy Plant Committee are:

- (1) *To review the existing Policy I/PM/1 Plant – General Policy and make recommendations to the Council regarding but not limited to:
 - a. *Specifications of heavy plant;*
 - b. *Type and number of heavy plant;*
 - c. *Maintenance regime;*
 - d. *Optimum replacement; and*
 - e. *Operator efficiency and productivity.**

And

- (2) *The Heavy Plant Committee shall report to the Council on or before its meeting to be held on 16 September 2014 at which time the Committee shall be dissolved.*

Ordinary Meeting of the Heavy Plant Committee held in the Council Committee Room, Lowood Road, Mount Barker WA 6324, 3.00pm Tuesday 10 June 2014

Rob Stewart
CHIEF EXECUTIVE OFFICER

Committee Members

Cr Len Handasyde, Cr Chris Pavlovich, Cr Jon Oldfield (Resolution No. 77/14)

TABLE OF CONTENTS

| ITEM | SUBJECT | PAGE NO |
|-------------|--|----------------|
| 1 | DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS | 1 |
| 2 | RECORD OF ATTENDANCE / APOLOGIES | 1 |
| 3 | DISCLOSURE OF MEMBERS' INTERESTS | 1 |
| 4 | CONFIRMATION OF MINUTES | 1 |
| 5 | REPORTS OF COMMITTEE MEMBERS AND OFFICERS | 1 |
| 5.1 | LIST OF SHIRE OF PLANTAGENET HEAVY PLANT | 1 |
| 5.2 | WALGA FLEET EXPO | 1 |
| 5.3 | VISIT TO HEAVY PLANT RETAILERS | 2 |
| 5.4 | DEVELOPMENT OF HEAVY PLANT MATRIX | 2 |
| 6 | NEXT MEETING | 3 |
| 7 | MEETING CLOSURE | 3 |

Chairperson: Cr Chris Pavlovich

Deputy Chairperson: Cr Jon Oldfield

Membership: Quorum (2)

Cr C Pavlovich
Cr L Handasyde
Cr J Oldfield

Councillor
Councillor
Councillor

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

At 3.00pm the Presiding Member declared the meeting open.

2 RECORD OF ATTENDANCE / APOLOGIESMembers Present

Cr C Pavlovich (Presiding Member)

Cr L Handasyde

Cr J Oldfield

Staff

Rob Stewart - Chief Executive Officer

Dominic Le Cerf – Manager Works and Services

Amy Chadbourne – Senior Administration/Project Officer Works and Services

3 DISCLOSURE OF MEMBERS' INTERESTS

There were no disclosures by Committee Members.

4 CONFIRMATION OF MINUTES

Moved Cr L Handasyde, Seconded Cr J Oldfield:

That the minutes of the Ordinary Meeting of the Heavy Plant Committee, held on Tuesday 13 May 2014 as circulated, be taken as read and adopted as a correct record.

CARRIED

5 REPORTS OF COMMITTEE MEMBERS AND OFFICERS**5.1 LIST OF SHIRE OF PLANTAGENET HEAVY PLANT**

The Committee discussed the Shire of Plantagenet's Heavy Plant List provided by Mr Le Cerf (see Appendix One).

Committee members looked at the types of heavy plant included in the list and the definition of categories. It was suggested that Category 1 was most relevant to the Committee and its scope due to that category's equipment receiving the greatest amount of use by Shire staff.

The Committee agreed the list, with the addition of the tip compactor, and the use of categories was a good reference point for the developing policy.

5.2 WALGA FLEET EXPO

The WALGA Fleet Expo is to be held on Thursday 7 August 2014 from 9.00am to 4.00pm at the Convention Centre in Perth. The

Expo will provide information on fleet, preferred supply, EQuotes and asset management. In addition, truck, plant and equipment and machinery will also be on display.

The Committee discussed whether members should attend the Expo (see Appendix Two). Mr Le Cerf advised Shire of Plantagenet staff attended the Expo every year and it was a good occasion for mechanics and supervisors to see the latest machinery available and to broaden their knowledge of such. The Expo also presented a good opportunity for staff to network and broaden their knowledge on other Shires' methodology.

The Committee decided that as it was focusing more on policy review than equipment, the Expo would be a more valuable tool for staff than Councillors. It was noted that any Councillor who wished to attend the Expo should speak to Dom.

5.3 VISIT TO HEAVY PLANT RETAILERS

The Committee discussed the possibility of members visiting heavy plant retailers and agreed that as the Committee was formed to focus on policy rather than equipment, visits to heavy plant retailers were not a priority at this time.

Members agreed that visiting the Depot and looking at plant items owned by the Shire would assist them in the developing policy.

5.4 DEVELOPMENT OF HEAVY PLANT REPLACEMENT MATRIX

Cr Pavlovich brought up some points from the last Heavy Plant Committee Meeting. He suggested the Committee needed to look at existing plant and identify its suitability and condition and determine the triggers for replacement. He thought the Committee should develop a matrix to assist with the above. He felt the matrix should include the following:

- Fair Value price
- Indicative replacement cost for plant item
- Repair costs for 1 year – driveline only
- Suitability of the plant item / fit for purpose
- Is the plant item required?
- Service to the Plantagenet community?

Committee Members discussed the matrix and how it could be weighted. All agreed this was something that could be worked out over the next few months.

A trigger to pinpoint the start of a review on a plant item was suggested. It was agreed that after the Shire had purchased a plant item, five years was the starting point of an annual review. Using the matrix, each plant item would be reviewed annually in March giving Shire staff enough time to factor costs into the plant replacement budget.

It was suggested that this method would free up the plant replacement budget and allow it to become more flexible. The method of assessment could become more subjective with the Mechanic and Works Supervisor being asked for comment. Staff conducting the annual review could look at future projected use of the machine.

Committee Members discussed the amount required for the annual plant replacement budget. The meeting agreed that a long term average could be obtained from previous budget figures and that amount be set aside every year until it was determined what the figure should be. The policy would be designed to ensure these funds were quarantined. The methodology of Council approval for new items of machinery would be the same.

Moved Cr L Handasyde, Seconded Cr J Oldfield:

That Mr Stewart's draft Policy for Committee consideration be prepared on the following basis:

Each item of heavy plant shall be reviewed annually in March such that the Council can consider whether any item should be replaced, retained or disposed of based on overall and expected costs of ownership, utility to the organisation, adopted or proposed works programs and level of service.

CARRIED

Committee members agreed that the matrix and its use for modelling would be a focus at the next meeting. Members agreed to communicate prior to the next meeting about the matrix's parameters.

Action: Mr Le Cerf advised he would draft a matrix for plant evaluation based on the discussion at today's meeting and circulate to Committee Members for input at the next Heavy Plant Committee Meeting.

6 NEXT MEETING

Tuesday 1 July at 3.00pm

7 MEETING CLOSURE

At 4.10pm the Presiding Member declared the meeting closed.

CONFIRMED

PRESIDING MEMBER _____ DATE _____
