Shire of Plantagenet

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.

(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 13 May 2014

Rob Stewart
CHIEF EXECUTIVE OFFICER

<u>Committee Members</u>
Cr Len Handasyde, Cr Chris Pavlovich, Cr Jon Oldfield (Resolution No. 77/14)

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Chairperson: Cr Chris Pavlovich

Deputy Chairperson: Cr Jon Oldfield

Membership: Quorum (3)

Cr L Handasyde	Councillor
Cr C Pavlovich	Councillor
Cr J Oldfield	Councillor

1   DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

At 3.05pm Mr Rob Stewart declared the meeting open.

2   RECORD OF ATTENDANCE / APOLOGIES

<u>Present</u>

Cr C Pavlovich	Councillor
Cr J Oldfield	Councillor
Cr L Handasyde	Councillor

<u>Staff</u>

Mr R Stewart	Chief Executive Officer
Mr D Le Cerf	Manager Works and Services
Ms Amy Chadbourne	Senior Administration/Project Officer Works and Services

Election of Chairperson

Mr Stewart (CEO) called for nominations for the position of Chairperson.

Cr Chris Pavlovich nominated himself. As there were no other nominations Cr Pavlovich was declared Chairperson.

Cr Pavlovich assumed the Chair.

Election of Deputy Chairperson

Cr Pavlovich called for nominations for the position of Deputy Chairperson.

Cr Jon Oldfield nominated himself. As there were no other nominations Cr Oldfield was declared Deputy Chairperson.

3   DISCLOSURE OF MEMBERS' INTERESTS

There were no disclosures by Committee Members.

4.1   GENERAL

4.1.1   ELECTION OF CHAIRPERSON

As noted under Declaration of Opening/Announcement of Visitors.

4.1.2   ELECTION OF DEPUTY CHAIRPERSON

As noted under Declaration of Opening/Announcement of Visitors.

4.1.3   SCOPE AND DIRECTION OF COMMITTEE

As this was the first meeting of the Heavy Plant Committee, members discussed the possible scope and direction the Committee should take in its recommendations to the Council.

The purpose of the Heavy Plant Committee as defined by the Council was looked at and discussed

Moved Cr L Handasyde, Seconded Cr J Oldfield:

That it be recommended to the Council:

That the Heavy Plant Committee responsibilities be adjusted with the addition of 'Disposal of Heavy Plant'.

CARRIED

Point (1) of the functions of the Heavy Plant Committee would then read as follows:

(1)   To review the existing Policy I/PM/1 Plant – General Policy and make recommendations to the Council regarding but not limited to:

a.   Specification of heavy plant;
b.   Type and number of heavy plant
c.   Maintenance regime;
d.   Optimum replacement;
e   Operator efficiency and productivity; and
f.   Disposal of heavy plant.

The meeting also discussed issues that could guide the policy. These included the cost of life of the item of plant to the Shire; service and backup (or repairs and maintenance) and annual utilisation or production targets.

Micro factors included operator environments, fuel consumption and resale value.

Flexibility for different decisions was seen as being important.

Points for policy development were discussed.   The Committee looked at whether the Shire wanted to maintain the asset value base and have a policy based on what the Shire needs to complete its work or just have plant 'fit for purpose'.

4.1.4   SHIRE OF PLANTAGENET POLICY NO I/PM/1 PLANT - GENERAL POLICY

The current plant replacement policy was looked at by Committee Members – see Appendix One. Cr Pavlovich

asked if the policy was always followed when staff replaced heavy equipment and Mr Le Cerf agreed that it was a guideline for staff.

4.1.5 OTHER SHIRES' HEAVY PLANT POLICIES

The Coolamon Shire and the Shire of Augusta/Margaret River plant replacement policies were assessed by the Committee (see Appendix Two). The Augusta/Margaret River policy was recommended by WALGA as the best in Western Australia. Committee Members felt the policy was very broad but that it provided a starting point for recommendations to the Council.

Mr Le Cerf stated he had information he could send out to members discussing fair value and asset management. Jeff Rooda had presented the information to delegates at the 2013 LGMA WA Annual Finance Professionals Conference.

Action: Mr Le Cerf advised he would email a presentation by Jeff Roorda on Fair Value to Committee Members.

4.1.6 LIST OF SHIRE OF PLANTAGENET HEAVY PLANT

Appendix Three is a list of Shire of Plantagenet heavy plant as presented in the 12 Year Plant Replacement Program to Council every year. Discussion revolved around the list and the information it provided.

Action: Mr Le Cerf advised he would sort the list into three categories according to use and priority. For each item on the list, information he would provide would include the plant item's age, kms, costs per hour, servicing costs, and whether it is fit for purpose. The list would be emailed to Committee Members before the next meeting scheduled for 10 June 2014.

4.1.7 HEAVY PLANT FLEET MANAGEMENT

Examples of reports from James Trail at Unifleet were discussed (see Appendix Four). Mr Le Cerf explained the Shire of Plantagenet currently uses Excel spreadsheets for fleet management and the modelling was based around predicting hours, achieving targets and using depreciation as a guide to ensure there was enough money to replace the machine in the future.

A negative aspect of software programs such as Unifleet was that staff with specific knowledge were required to run them, however, the program could be managed from one location.

4.1.8   OTHER GENERAL BUSINESS

Mr Le Cerf mentioned a WALGA Fleet Expo coming up that might be beneficial for members of the Committee to attend.

All present agreed that email was a productive and efficient way for discussion between this meeting and the next and all expressed their support for its use.

The frequency of meetings was discussed and all agreed that a monthly meeting would be suitable. Cr Oldfield suggested that it was impossible for a heavy plant committee to not be ongoing and suggested that once the recommendations had been made to the Council in September, an annual review should occur. February was suggested as the time to meet.

7   NEXT MEETING

Tuesday 10 June at 3.00pm.

8   MEETING CLOSURE

At 4.30pm the Chairperson declared the meeting closed.

CONFIRMED

PRESIDING MEMBER _____ DATE _____