



SHIRE OF EAST PILBARA

MINUTES

ORDINARY COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that an Ordinary Meeting of the **PLANT COMMITTEE** will be held, in Council Chambers, Newman, 8:30AM, Friday, 22 May, 2020.

Jeremy Edwards
CHIEF EXECUTIVE OFFICER



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of East Pilbara for any act, omission or statement or intimation occurring during Council or Committee Meetings. The Shire of East Pilbara disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that person's or legal entity's own risk.

In particular and without derogating any planning application or application of a licence, any statement or intimation of approval made by any member or Officer of the Shire of East Pilbara during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of East Pilbara.

The Shire of East Pilbara warns that anyone who has any application lodged with the Shire of East Pilbara must obtain and should only rely on

WRITTEN CONFIRMATION

of the outcome of the application and any conditions attaching to the decision made by the Shire of East Pilbara in respect of the application.

Signed: _____
Jeremy Edwards
Chief Executive Officer

PLANT COMMITTEE
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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chief Executive Officer (CE) declared the meeting open at 8:32am. The nominated Chairperson, Cr Langtree Coppin OAM, was unavailable to attend the meeting and the CEO called for nominations for the position of Chairperson.

Councillor Anthony Middleton nominated for the position of Chairperson. The CEO then called for further nominations.

No further nominations being received, the CEO declared Councillor Anthony Middleton elected as the Chairperson for this meeting.

2 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

2.1 ATTENDANCES

Councillors

Cr Lynette Craigie OAM	Shire President
Cr Anthony Middleton	Councillor
Cr Holly Pleming	Councillor
Cr Karen Lockyer	Councillor

Officers

Mr Jeremy Edwards	Chief Executive Officer
Mr Raees Rasool	Executive Manager Infrastructure Services
Mr Ben Lewis	Executive Manager Commercial Services
Mr Oliver Schaer	Manager Technical Services - Rural
Mrs Kylie Bergmann	Coordinator Governance

Observer

Cr Gerry Parsons	Councillor
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2.2 APOLOGIES

Councillor Apologies

Cr Langtree Coppin OAM	Councillor
Cr Dean Hatwell	Councillor

Officer Apologies

2.3 LEAVE OF ABSENCE

3 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

3.1 22 NOVEMBER 2019

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Lynette Craigie OAM, SECONDED: Cr Anthony Middleton

THAT the Minutes of the Plant Committee held at Newman on the 22nd November 2019, be confirmed as a true and correct record of proceedings.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

4 OFFICER'S REPORTS

4.1 STRATEGIC DIRECTION FOR 2020/21 PLANT REPLACEMENT PROGRAM

Attachments:	Appendix 1 – Terms of Reference Appendix 2 – Plant Replacement Policy Appendix 3 – Draft 2020/21 Plant replacement
Responsible Officer:	Mr Raees Rasool Executive Manager Infrastructure Services
Author:	Mr Oliver Schaer Manager Technical Services - Rural
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For the Plant Committee to consider and provide strategic direction to staff on the 2020/21 plant replacement program.

BACKGROUND

At the ordinary Council Meeting held on Friday the 25th January 2019, Council resolved to establish a Plant Committee to provide Council with input into the Shire's plant replacement program.

Fleet underpins Council's operations and plays a vital role in the provision of a range of services for the Shire's communities. To ensure that plant and vehicles are replaced at optimum timing, purchased items are suitable for use, are durable and able to tolerate weather extremes/conditions, it was deemed imperative that Councillors are involved in the formulation and decision making process of the annual plant replacement program.

At the Committee meeting held, 24th May 2019, the Committee adopted the Institute of Public Works Engineers Australia's (IPWEA) Plant and Vehicle Management Manual optimum plant replacement timings as the basis of the plant replacement program. This was subsequently adopted by council and the policy was updated.

As a result, Council's 10 year plant replacement program has been prepared in line with the guidelines provided in the International Infrastructure Management Manual (2011) and the IPWEA Plant & Vehicle Management Manual (2012). Both documents are recognised as best practice manuals in local government in Australia and are referenced within Council's Plant Replacement Policy and Light Vehicle Policy.

The proposed FY 20/21 Plant Replacement program is presented for consideration, comment and input from the Committee, with the finalised program to be presented to Council for adoption with the FY 20/21 budget.

COMMENTS/OPTIONS/DISCUSSIONS

As a direct result of the current COVID-19 epidemic and the severe financial impact this will have on Council's resources/cash flow the FY 20/21 Plant Replacement Program has been adjusted in order to minimise cost to Council at this time. This reduction will have a direct flow on effect on future plant replacement programs by either increasing future programs or by pushing fleet purchases out over longer periods of time. This may increase the age of Councils fleet which will have a direct long term implication on future trade/disposal values and may also result in increased maintenance costs.

The optimum replacement timing, triggered by the adopted aforementioned standards as well as COVID-19 implications, has produced an adjusted plant replacement program as summarised in the detailed tables below. In total the estimated new purchase cost of the FY 2020/21 replacement program is \$918,000.

The total disposal value (trade value), depending on current market trends and market demand, is estimated at \$233,000, leading to a total changeover cost of \$685,000.

Light Vehicles

Plant No	Current Item	Department	Purchase/ Build Year	Allocation	Location	Current km reading	Age	Estimated Trade Value	2020-2021
2807	Holden Colorado LS C/C T/D A/T	Infrastructure Services	2015	Parks & Gardens	Newman	80,830	5	\$ 9,000	\$ 38,000
2810	Holden Colorado LS C/C T/D A/T	Infrastructure Services	2015	Parks & Gardens	Newman	75,186	5	\$ 9,000	\$ 38,000
2812	Toyota Hilux SR 4x4 Dual Cab	Infrastructure Services	2015	WS P&G - Conrad	Newman	48,059	5	\$ 27,000	\$ 55,000
41229	Holden Colorado Space Cab TD AT Ex Gibb	Infrastructure Services	2014	Coordinator Building Maintenance	Newman	73,400	6	\$ 17,000	\$ 55,000
51112	Toyota Hilux SR D/C C/C A/T 4WD Pod	Customer & Community Services	2015	CRES - Leigh	Newman	68,526	5	\$ 25,000	\$ 65,000
101401	Toyota Hilux SR Extra Cab Ex Airport	Infrastructure Services	2012	Grad Waste	Newman	63,507	8	\$ 15,000	\$ 55,000
111675	Toyota Hilux SR D/C C/C A/T 4WD	Customer & Community Services	2015	Recreation Vehicle	Newman	63,497	5	\$ 25,000	\$ 55,000
								\$ 127,000	
					TOTALS				\$ 361,000

Medium Trucks

Plant No	Current Item	Purchase/ Build Year	Allocation	Location	Current km reading	Age Years	Estimated Trade Value	2020-2021
2704	Fuso Canter 815 Tipper with Kevrek	2013	Nullagine Crew	Nullagine	26,029	7	\$ 27,000	\$ 98,000
2727	Fuso Canter 815 Tipper with Kevrek	2014	Town Crew	Marble Bar	72,649	6	\$ 27,000	\$ 98,000
2825	Fuso Canter 815 Tipper	2014	Parks & Gardens	Newman	64,934	6	\$ 27,000	\$ 98,000
				Totals			\$ 81,000	\$ 294,000

Heavy Plant

Plant No	Current Item	Purchase/ Build Year	Allocation	Location	Estimated Trade Value	Current km/hrs	Age	2020-2021
2751	Case 580 SM 4WD Sideshift Backhoe	2002	Town Crew	Marble Bar	\$ 25,000	5,599	18	\$ 190,000
				Totals	\$ 25,000			\$ 190,000

Small/Light Plant

Plant No	Plant Type	Current Item	Purchase/ Build Year	Allocation	Location	2020-2021
	Small Ride On Mowers	Marble Bar/Nullagine		Parks & Gardens		\$ 20,000
	Push Mowers	Push Mowers/Attachments		Parks & Gardens	All	\$ 10,000
	Brush Cutters	Brush Cutters		Parks & Gardens	All	\$ 8,000
	Blowers	Blowers		Parks & Gardens	All	\$ 4,000
	Tools	Miscellaneous Workshop Tools		Depot	All	\$ 10,000
	Signs	Miscellaneous Traffic Management Signs		Depot	All	\$ 10,000
	Water Tanks	Drinking Water Storage Tanks		Crews	All	\$ 6,000
	Pumps	Transfere Pumps, Pressure Pumps etc		Crews	All	\$ 5,000
					Total	\$ 73,000

Totals

Light Vehicles **\$361,000**

Medium Trucks **\$294,000**

Heavy Plant **\$190,000**

Trailers & Accommodation **Nil**

General Plant & Equipment **\$73,000**

Combined Total **\$918,000**

Less Sale Proceeds **-\$233,000**

Total Changeover **\$685,000**

STATUTORY IMPLICATIONS/REQUIREMENTS

Part 5 - Administration (Division 2 - Council meetings, committees and their meetings and electors' meetings) (Subdivision 3 - Matters affecting council and committee meetings) 5.20. Decisions of councils and committees (pg 140)

Part 5 - Administration (Division 2 - Council meetings, committees and their meetings and electors' meetings) (Subdivision 3 - Matters affecting council and committee meetings) 5.21. Voting (pg 140)

Part 5 - Administration (Division 2 - Council meetings, committees and their meetings and electors' meetings) (Subdivision 3 - Matters affecting council and committee meetings) 5.22. Minutes of council and committee meetings (pg 141)

Part 5 - Administration (Division 5 - Annual reports and planning) 5.56. Planning for the future (pg 160)

POLICY IMPLICATIONS

3.2 ASSET MANAGEMENT

3.3 BUDGET PREPARATION

10.6 LIGHT VEHICLE POLICY

10.8 PLANT REPLACEMENT POLICY

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

- G1 Provide efficient, accountable and ethical governance.
-
- G1.1 *Enhance governance capability to deliver sustainable outcomes, roads and buildings*

RISK MANAGEMENT CONSIDERATIONS

In the event that the Plant Committee does not approve or reduces the recommended minimum funding amount towards plant replacement, this would require operating and retaining plant beyond the optimum service life. The consequences of which would result in higher maintenance/running costs, increased downtime and ultimately reduced levels of service.

FINANCIAL IMPLICATIONS

There are no current resources allocated as this will need to be considered as part of next budgetary process.

VOTING REQUIREMENTS

Absolute.

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Holly Fleming, SECONDED: Cr Karen Lockyer

That the Plant Committee:

1. **Endorses the 2020/21 plant replacement program as presented in this report.**
2. **Endorses the budget allocation of \$918,000 for the new purchase cost as detailed in this report.**

CARRIED UNANIMOUSLY

To be actioned by Mr Oliver Schaer, Manager Technical Services - Rural

Appendix 1

Terms of Reference

SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING MINUTES

25 JANUARY, 2019



**PLANT COMMITTEE
TERMS OF REFERENCE 2019**

Name	Plant Committee
Role/Purpose	To provide input and advice to Council with respect to the Shire of East Pilbara's plant replacement program.
Aims & Functions	To assist Council in obtaining the most appropriate and cost effective plant to undertake projects and provide services within the Shire of East Pilbara.
Membership	<ol style="list-style-type: none">1. The Committee shall consist of the following representation:<ul style="list-style-type: none">• Four Councillors2. The Chief Executive Officer, Executive Manager Commercial Services, Executive Manager Infrastructure Services, Manager Technical Services - Newman and Manager Technical Services – Rural will attend all meetings of the Committee to provide technical advice and guidance only.3. A nominated deputy member may attend in place of the endorsed representative member.4. Membership shall be for a period of up to two years, terminating on the day of the next ordinary Council elections, with retiring members eligible to re-nominate.5. Committee membership shall be appointed or removed by the Council.6. Members must comply with the Shire's Code of Conduct.7. The Committee has authority to second individuals from outside of the Committee, on a voluntary basis, for their expert advice.
Operating Procedures	<ol style="list-style-type: none">1. Presiding Member:<ol style="list-style-type: none">a. The members of a Committee are to elect a presiding member and deputy presiding member from amongst themselves at the first meeting of the Committee and in accordance with the <i>Local Government Act 1995</i>, Schedule 2.3, Division 1.b. The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.

SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING MINUTES

25 JANUARY, 2019

	<p>c. The Presiding Member will preside at all meetings.</p> <p>d. In the absence of the Presiding Member, the Deputy Presiding Member will assume the chair, and in his/her absence, a person is to be elected by the Committee members present to assume the Chair.</p> <p>e. The Presiding Member is responsible for the proper conduct of the Committee.</p> <p>2. Meetings:</p> <p>a. The Committee shall meet as required, but must hold a minimum of two meetings in any one calendar year.</p> <p>b. Additional meetings can be scheduled by decision of the Council or the Committee, or at the discretion of the Committee's Presiding Member.</p> <p>c. A Notice of Meeting, including an agenda, will be circulated to the Committee members (including deputy members) at least 72 hours prior to each meeting where possible.</p> <p>d. The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall provide the Committee members (including deputy members) with a copy of such minutes.</p> <p>e. All Committee meetings will be conducted in accordance with the Shire of East Pilbara Standing Orders Local Law 2010.</p> <p>3. Quorum:</p> <p>The quorum for a meeting shall be at least 50% of the number of endorsed members.</p> <p>4. Reporting:</p> <p>a. The Minutes of every Committee meeting will be circulated for the information of all Councillors.</p> <p>b. Any Committee resolution requiring action on the part of the Council or requiring a Council commitment will be listed as a separate report on the Agenda for the next ordinary Council meeting.</p>
Appointing Legislation	The Committee is established under section 5.8 of the <i>Local Government Act 1995</i> .
Delegated Authority	The Committee has no delegated power and has no authority to implement its recommendations without approval of Council.

Appendix 2

Plant Replacement Policy



10.8 Plant Replacement Policy

Responsible Directorate	Infrastructure Services
Responsible Officer	Executive Manager Infrastructure Services
File Number	TCH 2-7

Objective

To outline Council's policy for the management of the minor and major plant and equipment, and the fleet of light, medium and heavy vehicles.

Policy

The categories of plant and vehicles are established to recognise the different operational and replacement requirements of the items.

The purpose of a replacement policy is to ensure that the items of plant and vehicles utilised by Shire staff:

1. meets safe operational needs
2. minimizes the cost of maintenance and repairs
3. is replaced at the appropriate time to minimize net changeover costs.

The operation of plant and vehicles within the North-West of Western Australia incurs reduced service life when compared with the cooler and less harsh operating environment of the southern areas of the State.

The following table sets out the preferred replacement period of the various categories of plant and vehicles:

Group/Type	National Annual Benchmark Utilisation Engine Hrs/Km Travelled	Optimum Replacement Timing	
		Years	KM/Hrs
Grader	1,000 Hrs	10	8,000 Hrs
Backhoe Loader	800 Hrs	7	5,000 Hrs
Loader	800 Hrs	8	8,000 Hrs



Skid Steer	700 Hrs	5	5,000 Hrs
Excavator (15tonne)	1,000 Hrs	10	8,000 Hrs
Excavator (8tonne)	800 Hrs	10	8,000 Hrs
Excavator (3.5tonne)	700 Hrs	8	5,000 Hrs
Heavy duty Truck (HR & HC)	35,000 Kms	8	500,000 Kms
Medium duty Truck (MR)	20,000 Kms	8	200,000 Kms
Light duty Truck (LR)	10,000 Kms	6	150,000 Kms
Rubber Tyred Roller	500 Hrs	10	5,000 Hrs
Vibrating Drum Roller	500 Hrs	8	5,000 Hrs
Mower Front Deck	500 Hrs	5	2,000 Hrs
Slasher Mower	500 Hrs	7	5,000 Hrs
Tractor (PTO Hrs)	800 Hrs	7	5,000 Hrs
Rear Lift Compactor	1,000Hrs	10	8,000 Hrs
Side Lift Compactor	25,000 Kms/1,700 Hrs	8	8,000 Hrs
Landfill compactor	1,000Hrs	10	8,000 Hrs
Landfill Wheel Loader	1,000Hrs	10	8,000 Hrs
Road Sweeper	*1,700 Hrs	8	8,000 Hrs
Car Park/Footpath Sweeper	*1,000 Hrs	8	5,000 Hrs
Wood chipper	800 Hrs	8	5,000 Hrs
Bus Mini	20,000 Kms	8	150,000 Kms



Cars & Utilities	20,000 Kms	5	120,000 Kms
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A review of the rolling 5-year replacement program will be prepared and considered as part of the annual Budget.

References			
Related Procedures	Nil		
Date Adopted by Council	27 June 2003	Item No	9.1.3
Review/Amendment Date	5 May 2006	Item No	
Review/Amendment Date	22 November 2019	Item No.	9.4.1
Next Review			

**Appendix 3
Draft 2020/2021 Plant Replacement**

**SHIRE OF EAST PILBARA
PLANT COMMITTEE AGENDA**

22 MAY, 2020

Light Vehicles

Plant No	Current Item	Department	Purchase/ Build Year	Allocation	Location	Current km reading	Age	Estimated Trade Value	2020-2021
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Medium Trucks

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Heavy Plant

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				Totals	\$ 25,000			\$ 190,000

Trailers & Accommodation

Nil

General Plant & Equipment

**SHIRE OF EAST PILBARA
PLANT COMMITTEE AGENDA**

22 MAY, 2020

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	Signs	Miscellaneous Traffic Management Signs		Depot	All	\$ 10,000
	Water Tanks	Drinking Water Storage Tanks		Crews	All	\$ 6,000
	Pumps	Transfere Pumps, Pressure Pumps etc		Crews	All	\$ 5,000
					Total	\$ 73,000

Totals

Light Vehicles	\$361,000
Medium Trucks	\$294,000
Heavy Plant	\$190,000
Trailers & Accommodation	Nil
General Plant & Equipment	\$73,000

<u>Combined Total</u>	\$918,000
<u>Less Sale Proceeds</u>	-\$233,000
Total Changeover	\$685,000

5 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

6 GENERAL BUSINESS

7 DATE OF NEXT MEETING

TBA

8 CLOSURE

8:41AM