



KYOGLÉ COUNCIL

COUNCIL MEETING AGENDA

**TO BE HELD AT KYOGLE COUNCIL CHAMBERS, STRATHEDEN
STREET, KYOGLE**

ON MONDAY, 8 SEPTEMBER, 2014

Commencing at 5.00pm.

ACTING GENERAL MANAGER: GREG MEYERS

Dear Councillor,

In accordance with the provisions of the Local Government (General) Regulation 2005, you are hereby notified of the following Ordinary Meeting to be held at the Kyogle Council Chambers, on Monday, 8 September, 2014, at 5.00 p.m.

DECLARATION OF PECUNIARY INTEREST

Councillors and Senior Staff are reminded to consider whether a Pecuniary Interest exists in any matter on the Agenda for this Meeting or raised during the course of the Meeting. The term "Pecuniary Interest" should be extended to include possible "conflicts of interest" and immediately declared prior to discussion of the Agenda item. Where a direct or indirect pecuniary interest exists, the member must refrain from commenting on or voting on the subject matter and must leave the Chamber.

BUSINESS

- Item 1 Apologies
- Item 2 Opening Prayer
- Item 3 Traditional Lands Acknowledgement
- Item 4 Declaration of Interests
- Item 5 Annual Appointments
- Item 6 Question Time
- Item 7 Public Access
- Item 8 Confirmation of Minutes
- Item 9 Mayoral Minute
- Item 10 Notices of Motion
- Item 11 Questions with Notice from Councillors
- Item 12 Reports from Delegates
- Item 13 Information Reports
- Item 14 Reports from General Manager
 - A Technical Services Section
 - B Planning Services Section
 - C Environmental Services Section
 - D Corporate Services Section
 - E Community Services Section
 - F General Manager's Section
- Item 15 Urgent Business Without Notice
- Item 16 Questions for Next Ordinary Meeting
- Item 17 Confidential Business Paper

GREG MEYERS
ACTING GENERAL MANAGER

COUNCIL PRAYER

"Almighty God, Ruler of all the Nations, we ask for your blessing upon this Meeting of Council.

Give us your wisdom to work in harmony and direct and prosper all that we do to the advancement of your glory and the true welfare of the People of the Council Area.

AMEN

Adopted by Council on October 21, 1991.
Resolution 91 /G 1159

Note: Council Policy is for the Mayor or Chairperson to lead the Council Meeting in the Prayer at the start of the first Meeting of the day.

Council acknowledges that this meeting is being held on the Traditional Lands of the Bundjalung people and we acknowledge elders, both past and present.

Adopted by Council on 11 December 2006.
Resolution 111206/21

DISCLAIMER

The advice or information contained within the Minutes enclosed with this Business Paper is given by the Council without liability or responsibility for its accuracy. Reliance cannot be placed on this advice or information until the Minutes have been duly accepted as an accurate record and confirmed by Resolution of Council.

GREG MEYERS
ACTING GENERAL MANAGER.

5.7 Question Time (Council Policy)

A public Question Time session is scheduled following the Declaration of Interests as part of the Ordinary Meeting. This session allows residents to ask questions of Councillors or Management on any issue without prior notice.

Each speaker has a maximum allowable time of 5 minutes.

If a response to a question is not able to be provided during question time, the speaker should be requested to put their question in writing and a written response will be provided in due course and tabled at the next available Council meeting.

The Chair has the right to refuse any question, to refuse to take any further questions from an individual or to cut short the session.

Speakers are not to debate answers.

Speakers are not to make any insulting or defamatory statements, and to take care when discussing other people's personal information (without their consent).

The maximum duration of this session is 30 minutes.

5.8 Public Access (Council Policy)

That Public Access be scheduled for all Ordinary Meetings of Council.

A maximum of 30 minutes is allowed for the Public Access segment.

Individual residents concerned about a particular issue may make application for public access and are required to register with the General Manager by phone or in writing by the close of business on the working day preceding the meeting day; and include the subject matter of the matter proposed for discussion.

The General Manager, in consultation with the Mayor will consider each application for public access on its merit.

Residents will not be granted more than one public access request each calendar year (except where the subsequent request(s) directly relate to an item on the agenda for the meeting at which public access is requested).

No more than two speakers for a subject will be permitted at any meeting.

If granted Public Access by the General Manager, the individual resident will be allowed five (5) minutes to address Council with an extension of five (5) minutes for Councillors to direct questions to the speaker.

Applicants who submit an application outside the above times will generally be refused, however, where unusual circumstances exist, the Mayor may at his/her discretion, advise the Council that a public access application has been received and Council has the option to grant public access.

COUNCIL MEETING AGENDA

Monday 8 September 2014

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- ITEM 1 APOLOGIES**
- ITEM 2 OPENING PRAYER**
- ITEM 3 TRADITIONAL LANDS ACKNOWLEDGEMENT**
- ITEM 4 DECLARATION OF INTERESTS**

ITEM 5 ANNUAL APPOINTMENTS

5.1 ELECTION OF MAYOR

REPORT BY: GENERAL MANAGER'S OFFICE
CONTACT: GENERAL MANAGER ARTHUR PIGGOTT

Summary/Purpose

In accordance with Section 227 of the Local Government Act, 1993, the election of Mayor is to be by the Councillors from among their numbers.

Community Strategic Plan Item(s)

- Governance and Community Service

Background Information

Election Procedure

The Election procedure is to be in accordance with Schedule 7 of the Local Government (General) Regulation 2005.

Returning Officer

The General Manager (or a person appointed by the General Manager) is the Returning Officer.

Nomination

1. A Councillor may be nominated without notice for election as Mayor (or Deputy Mayor).
2. The nomination is to be made in writing by 2 or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
3. The nomination is to be delivered or sent to the Returning Officer.
4. The Returning Officer is to announce the names of the nominees at the Council Meeting at which the election is to be held.

Election

1. If only one Councillor is nominated, that Councillor is elected.
-

2. If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
3. The election is to be held at the Council Meeting at which the Council resolves on the method of voting.
4. In this Clause:
5. "ballot" has its normal meaning of secret ballot;
6. "open voting" means voting by a show of hands or similar means.

Ordinary Ballot or Open Voting

Application of Part:

This Part applies if the election proceeds by Ordinary Ballot or by Open Voting.

1. Marking of Ballot Papers
2. If the election proceeds by ordinary ballot, the Returning Officer is to decide the manner in which votes are to be marked on the ballot papers.
3. The formality of a ballot paper under this Part must be determined in accordance with Clause 345(1)(b) and (c) and (5) of this Regulation as if it were a ballot paper referred to in that clause.
4. An informal ballot paper must be rejected at the count.

Count – 2 Candidates

1. If there are only 2 candidates, the candidate with the higher number of votes is elected.
2. If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

Count – 3 or more Candidates:

1. If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
2. If 3 or more Candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
3. If, after that, 3 or more candidates still remain, the procedure set out in Subclause (2) is to be repeated until only 2 Candidates remain.
4. Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
5. If at any stage during a count under Subclause (1) or (2), 2 or more Candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Preferential Ballot

Application of Part:

This Part applies if the election proceeds by Preferential Ballot.

Ballot Papers and Voting:

1. The ballot papers are to contain the names of all the candidates. The Councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for the Candidates.
2. The formality of a ballot paper under this Part is to be determined in accordance with Clause 345 (1)(b) and (c) and (5) of this Regulation as if it were a ballot paper referred to in that Clause.

Count

1. If a Candidate has an absolute majority of first preference votes, that Candidate is elected.
2. If not, the Candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot papers counted to him or her are transferred to the candidates with second preferences on those ballot papers.
3. A Candidate who then has an absolute majority of votes is elected, but, if no Candidate then has an absolute majority of votes, the process of excluding the Candidate who has the lowest number of votes and counting each of his or her unexhausted ballot papers to the Candidates remaining in the election next in order of the voter's preference is repeated until one Candidate has received an absolute majority of votes. The latter is elected.
4. In this Clause "absolute majority" in relation to votes means a number which is more than one-half of the number of formal unexhausted ballot papers.

Tied Candidates

If, on any count of votes, the numbers of votes cast for 2 Candidates are equal and:

- (a) those Candidates are only Candidates whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected; or
- (b) those Candidates are the ones with the lowest number of votes on the count of the votes – the Candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

If, on any count of votes, the number of votes cast for 3 or more Candidates are equal and the lowest number of votes on the count of the votes – the Candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Choosing by Lot

To choose a Candidate by lot, the names of the Candidates who have equal numbers of votes are written on similar slips of paper by the Returning Officer, the slips are folded by the Returning Officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the Returning Officer and the Candidate whose name is on the drawn slip is chosen.

Result

The result of the election (including the name of the Candidate elected as Mayor) is:

- (a) to be declared to the Councillors at the Council meeting at which the election is held by the Returning Officer; and
- (b) to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Association of NSW.

(Note: Council has previously utilised the ordinary ballot system)

Recommendation

That the Returning Officer (being the General Manager) conduct the election of the Mayor in accordance with Schedule 7 of the Local Government (General) Regulation 2005 and that the election be by ordinary ballot.

Notes:

Council is to determine the method of voting to be preferential ballot, ordinary ballot or open voting. Council has previously utilised the ordinary ballot system.

5.2 ELECTION OF DEPUTY MAYOR

REPORT BY: GENERAL MANAGER'S OFFICE

CONTACT: GENERAL MANAGER ARTHUR PIGGOTT

Summary/Purpose

Council needs to determine if it requires a Deputy Mayor and if so, must conduct an election in the same manner as that of the Mayor.

Community Strategic Plan Item(s)

- Governance and Community Service

Background Information

As noted with the election of the Mayor, in accordance with Section 227 of the Local Government Act, 1993, the election of Mayor is to be by the Councillors from among their numbers. Section 231 provides for the Deputy Mayor to be elected similarly if Council so determines that a Deputy Mayor is required.

Recommendation

1. That a Deputy Mayor be elected by the Councillors from among their numbers.
2. That the Returning Officer (being the General Manager) conduct the election of the Deputy Mayor in accordance with Schedule 7 of the Local Government (General) Regulation 2005 and that the election be by ordinary ballot.

Notes:

Council is to determine the method of voting to be preferential ballot, ordinary ballot or open voting. Council has previously utilised the ordinary ballot system.

5.3 COUNCIL COMMITTEES

REPORT BY: GENERAL MANAGER'S OFFICE

CONTACT: GENERAL MANAGER ARTHUR PIGGOTT

Summary/Purpose

The purpose of this report is to identify Council Committees and their membership for the upcoming twelve months.

Community Strategic Plan Item(s)

- Governance and Community Service

Report

A summary of the current Committees and Councillor membership appears below:

Committee	Councillor Member(s)
General Manager's Review Committee	Mayor, Deputy Mayor and one Councillor. (The General Manager has the option of nominating another Councillor).
Local Emergency Management Committee	Mayor
Traffic Committee	One Councillor.
Internal Audit Committee	Two Councillors.
LGA Cultural Committee	One Councillor.
Community Funding Support Committee	Two Councillors.

Council needs to establish the membership of the Committees for the 2014/2015 year.

Recommendation

1. That the Council Committees report be received and noted;
2. That following Committee List and Councillor memberships be adopted:

Committee	Councillor Member(s)
General Manager's Review Committee	Mayor Deputy Mayor Councillor
Local Emergency Management Committee	Mayor
Traffic Committee	Councillor
Internal Audit Committee	Councillor
LGA Cultural Committee	Councillor
Community Funding Support Committee	Councillor Councillor

5.4 COUNCIL DELEGATES

REPORT BY: GENERAL MANAGER'S OFFICE

CONTACT: GENERAL MANAGER ARTHUR PIGGOTT

Summary/Purpose

The purpose of this report is to identify Council Delegates and their membership for the upcoming twelve months.

Community Strategic Plan Item(s)

- Governance and Community Service

Report

A summary of the Organisations to which Council has Councillor delegates appears below;

Organisation	Delegate(s)
Australia Day Committee – Kyogle	Councillor Janet Wilson
Australia Day Committee –Woodenbong	Councillor Lindsay Passfield
Australia Day Committee – West of the Range	Councillor Michael Reardon
Kyogle Chamber of Commerce	Councillor Robert Dwyer
NSW Rural Fire Service “Service Level Agreement”	Mayor
NOROC (Northern Rivers Regional Organisation of Councils)	Mayor
Downs to Rivers Action Committee	Councillor Lindsay Passfield Councillor Danielle Mulholland
Kyogle Bushfire Management Committee	Councillor Chris Simpson
Far North Coast Weeds County Council Note: This is a remunerated position.	Mayor Alternate: Councillor John Burley
Shires Association of New South Wales “A” Division	Mayor
National Timber Councils Taskforce	Councillor Lindsay Passfield Councillor Robert Dwyer
Police Accountability Community Team (PACT)	Mayor
Area Health Board Community Engagement Committee	Councillor Danielle Mulholland
Kyogle Tidy Towns	Councillor Robert Dwyer
Joint Regional Planning Panel	Mayor Deputy Mayor

Recommendation

1. That the current Delegates list and memberships be received and noted;
2. That Council adopts the following Delegates List and memberships:

Organisation	Delegate(s)
Australia Day Committee – Kyogle	Councillor
Australia Day Committee –Woodenbong	Councillor
Australia Day Committee – West of the Range	Councillor
Kyogle Chamber of Commerce	Councillor
NSW Rural Fire Service “Service Level Agreement”	Mayor
NOROC (Northern Rivers Regional Organisation of Councils)	Mayor
Downs to Rivers Action Committee	Councillor Councillor
Kyogle Bushfire Management Committee	Councillor
Far North Coast Weeds	Councillor Alternate Councillor
Shires Association of New South Wales “A” Division	Mayor
National Timber Councils Taskforce	Councillor Councillor
Police Accountability Community Team (PACT)	Mayor
Area Health Board Community Engagement Committee	Councillor
Kyogle Tidy Towns	Councillor
Joint Regional Planning Panel	Mayor Deputy Mayor

5.5 ORDINARY MEETINGS CYCLE 2014-15

REPORT BY: GENERAL MANAGER'S OFFICE

CONTACT: GENERAL MANAGER ARTHUR PIGGOTT

Summary/Purpose

The purpose of this report is to identify Council Meeting dates and times for the upcoming twelve month period.

Background Information

Under the Local Government Act 1993, Council is required to hold at least 10 monthly Ordinary meetings per year.

Report

Currently, Ordinary Meetings are being held on the second Monday of each month commencing at 5:00 pm with the exception of January where no Ordinary Meeting is held due to the Christmas/New Year holiday period. Accordingly, Council has eleven Ordinary Meetings each year.

Recommendation

1. That Council amend clause 2.2 of its Code of Meeting Practice to read as follows:
2. At a Council Meeting held in September each year, Council decides on the dates and times for meetings of Council and Committees for the ensuing twelve month period.
3. That Council is of the opinion that this amendment is not substantial and in accordance with section 362(2) of the Local Government Act 1993, the Code of Meeting Practice be amended without public exhibition.
4. That Council adopt the following Ordinary Council meeting dates and times:

Ordinary Meetings
Monday, 13 October 2014, 5:00 p.m.
Monday, 10 November 2014, 5:00 p.m.
Monday, 8 December 2014, 5:00 p.m.
Monday, 9 February 2015, 5:00 p.m.
Monday, 9 March 2015, 5:00 p.m.

Monday, 13 April 2015, 5:00 p.m.
Monday, 11 May 2015, 5:00 p.m.
Tuesday, 9 June 2015, 5:00 p.m. (8 June – Queen's Birthday Holiday)
Monday, 13 July 2015, 5:00 p.m.
Monday, 10 August 2015, 5:00 p.m.
Monday, 14 September 2015, 5:00 p.m.

ITEM 6 QUESTION TIME

ITEM 7 PUBLIC ACCESS

ITEM 8 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF THE MINUTES OF THE 11 AUGUST 2014 ORDINARY MEETING

REPORT BY: GENERAL MANAGER'S OFFICE
CONTACT: GENERAL MANAGER ARTHUR PIGGOTT

Summary/Purpose

A copy of the Minutes for the Ordinary Meeting held on 11 August, 2014 is included in the attachments to the business paper.

Community Strategic Plan Item(s)

- Governance and Community Service

Recommendation

That the Minutes of the Ordinary Meeting held on 11 August, 2014 be adopted.

Attachments

1. Minutes of the Ordinary meeting held on 11 August, 2014 (separately attached).

ITEM 9 MAYORAL MINUTE

Nil.

ITEM 10 NOTICES OF MOTION

10.1 NOTICE OF MOTION -- COUNCILLOR MICHAEL REARDON; VEHICLE POLICY

REPORT BY: COUNCILLOR MICHAEL REARDON

CONTACT: COUNCILLOR MICHAEL REARDON

Summary/Purpose

This item presents to Council a Notice of Motion received from Councillor Michael Reardon for the Ordinary meeting to be held on 8 September, 2014.

Community Strategic Plan Item(s)

- Governance and Community Service

Report

A copy of the Notice of Motion follows;



NOTICE OF MOTION

KYOGLE COUNCIL RECEIVED
1 SEP 2014
Doc. No. 444087

I, Councillor Michael Reardon, hereby give notice that at the next Ordinary Meeting of Council I will move;

1. That the vehicle policy be immediately reviewed, amended and updated.
2. Put an embargo on the purchase of any new vehicles until the vehicle policy review has been completed.
3. That Council owned vehicles either be put to tender after five years or 200,000kms, whichever comes first or alternatively, more appropriate method of disposal.

Signed:

..... *M.H. Reardon*

Date:

..... 31-8-2014

Councillor comments:

The current vehicle practice turns vehicles over just before their three year warranty expires or once they reach 100,000kms, whichever comes first.

These vehicles are then sent to tender at which we get a nominal value for the vehicle. For example, a \$28k dual cab ute is sold for an expected \$10k whereby research has demonstrated that this does not reflect the true value of the vehicle. For example, disposal after five years achieves the same result (as after three years), if not more. Obviously, there are savings to be made. <http://www.carsguide.com.au>

Tender processes also need to be reviewed as they have proven to be an inefficient method of disposal. A process whereby Council achieves at least market value for the vehicles is highly desirable, particularly given the efficiencies we are trying to achieve. For example, Litchfield Council disposes of their vehicles by quotation. Under s10.1.6 All vehicles will be replaced at such times as may be determined by the General Manager so as to maximise the return to Council. Council has an obligation to use "best practice" and the turnover of vehicles at five years will achieve greater savings and longer vehicle usage for Council than at three years.

5 year warranties may be negotiated with dealerships. The "must sell before 3 year warranty expiration" approach to Council vehicles is not supported by the evidence.

Staff Comment

To ensure that any change to the *Vehicle Policy* (reviewed January 2013), is accurate and reflects the intent of the Notice of Motion, it is recommended that a detailed analysis be undertaken to ensure that any move away from the current requirement for the *General Manager to maximise the return to Council* on vehicle changeover is altered, a further report be submitted to Council for consideration.

The further report would investigate extended warranties, sale prices achieved at 5yrs/200,000kms, expected costs for major scheduled mechanical replacements after 100,000kms and estimate of staff costs to run different vehicle disposal options.

Council may also consider re-establishing the Working Group it established in October 2012 to assist with the suggested analysis. The former working party consisted of 4 Councillors, the General Manager and 4 staff.

Generally, Council purchases its small fleet through local motor vehicle dealerships in accordance with its *Local Purchasing Policy*. This restricts the makes and models it purchases and possibly impacts on the best possible outcome for Council. If Council is to review its *Vehicle Policy* it may wish to investigate the *Local Purchasing Policy* and whether there are better options with other models of vehicles.

Council, unlike private enterprise does not benefit from taxation savings and relies on the heavily discounted Government contract prices. Similarly, Council has not to date, been able to secure additional/extended warranty above the standard factory warranties due to the discounted purchase price. Running vehicles beyond warranty periods would come with a certain level of risk and cost, possibly with no real financial advantage. Estimates would need to be obtained from both current dealers for extended warranties and weighed up against the scheduled maintenance programs beyond 100,000kms.

The disposal of vehicles is one area which should also be carefully considered due to the overhead costs associated with staff running and managing the disposal process. With community perceptions, the most transparent method is currently undertaken through the sale of vehicles through registered auction houses in Brisbane.

Consideration will need to be given to any Award/Employment entitlements, agreements and understanding before any unilateral changes may apply to existing staff.

Currently, staff contribute financially through either contract value, weekly lease back or commuter use charges in accordance with the Policy. The contributions are applied in accordance with the ATO and for Kyogle Council it applies the Vehicle Threshold Value calculation as this requires the least administrative requirement thereby minimising overhead costs to manage the FBT liability.

In accordance with the adopted 2014/15 Budget, 15 new fleet vehicles have now been ordered forming a binding contract with pricing and dealers. Any embargo would relate only to scheduled fleet purchases in the future.

The sale of vehicles at the current 3 years/100,000kms has provided optimum results. In the past 2 financial years the lowest price was for a Ford Ranger Space Cab 4X4 at \$16,900 with an initial purchase price of \$29,600.

Recommendation

Not required. Outlined in Notice of Motion.

ITEM 11 QUESTIONS WITH NOTICE FROM COUNCILLORS

11.1 QUESTIONS FROM THE LAST COUNCIL MEETING

REPORT BY: GENERAL MANAGER'S OFFICE

CONTACT: GENERAL MANAGER ARTHUR PIGGOTT

Summary/Purpose

This report presents responses to questions raised by Councillors at the last Council Meeting.

Community Strategic Plan Item(s)

- Governance and Community Service
- Roads and Infrastructure
- Village Life
- Economic Development

Report

Following are questions raised at the last Council Meeting along with responses:

Councillor Robert Dwyer

- Could Council be provided with a report on the current status of Grove House and what is likely to happen with Grove House in the future.

Response

Grove House is currently occupied by Kyogle Family Support Services. They pay a weekly rental of \$175.00. At this stage there have been no long term plans made for the building.

Councillor John Burley:

- Can Council make it a matter of priority to begin looking at how the Council area can benefit from the 2018 Commonwealth Games particularly in terms of being used as a training base for visiting teams?

Response

Kyogle Council Tourism Economic Development Officer attended a meeting put on by the Department of Premier and Cabinet in Coffs Harbour earlier this year to discuss opportunities in this matter.

The core sports of Athletics, Aquatics (Swimming and Diving), Badminton, Boxing, Hockey, Lawn Bowls, Netball, Squash, Rugby Sevens and Weightlifting will be complemented by another seven sports chosen from the Commonwealth Games Federation, optional sports list. This will include: Basketball, Shooting (Clay, Target, Full Bore, Pistol, Small Bore), Table Tennis, Cycling (Road, Track, Mountain Bike), Gymnastics, Wrestling and Triathlon.

The Gold Coast 2018 Commonwealth Games Para-Sports program is integrated into the event and includes Athletics, Aquatics (Swimming), Lawn Bowls and Powerlifting.

From this list of sports above taken from the Games website, it is believed Kyogle Council area could potentially host Lawn Bowls and Mountain Biking. Investment would be needed into facility improvements but Kyogle, Bonalbo and Urbenville could potentially host Lawn Bowls.

Toonumbar Dam was identified as the most suitable location to host a visiting International team for pre games training for Mountain Biking.

Council has just secured the services of Blair Cochran undertaking his Internship with Southern Cross University to further advance our opportunities in the Mountain Biking market. High priority areas will be in and around Kyogle and villages, Toonumbar dam and the Northern Richmond Range group of National Parks and State Forests.

Planning for the 2018 Commonwealth Games will be a priority as State Forests are ready to proceed as long as matching funding can be found to advance the development of tracks.

Attached is the joint effort prospectus prepared by Ballina and Lismore Councils to encourage teams to their facilities. Kyogle and villages are at a disadvantage at present, but with adequate progress being made are in with a chance.

Kyogle Council's best chance is believed to be via sponsoring a lesser profiled nation to assist their preparation, have the communities follow their progress and welcome their families, friends and supporters after the games. Kyogle and villages should place a lot of media marketing on this possibility.

Post Games marketing

Kyogle Council is participating in a joint marketing effort to encourage post games visitation by International and domestic visitors to the region for the games.

Kyogle Council is on the steering committee for Australia's Green Cauldron National Landscape project, the Rainforest Way project and working closely with NSW Trade and Investment and the Northern Rivers Tourism Managers Group to gain as much exposure as possible at the 2018 Gold Coast Commonwealth Games.

There is a meeting scheduled for Monday 1 September with the Small Business Commissioner regarding the 2018 Commonwealth Games where Kyogle will lobby for a seat at the table.

Response from Ann Lewis, Executive Officer, NOROC

"The region is interested in promoting itself as a destination for teams/spectators to visit and this type of promotion will most likely be done via the North Coast Destination Network, which involves local governments in the Northern Rivers.

NOROC is also represented on a group headed by NSW Trade and Investment which is looking at/discussing ways NSW (particularly northern NSW) may be able to benefit from the games. This includes promoting the region as a training venue for sporting teams. Some Councils (Clarence) have engaged Rick Sleeman from Australian Sports Marketing to work on their behalf to attract teams. This is an expensive undertaking.

It should be noted that Queensland has put a lot of resources into securing the games and it therefore wants teams to train/spend and promote the state of Queensland. There has not been much appetite from Queensland to send teams south of the border so far.

The next meeting of this group is via teleconference on 1 September 2014. Ballina and Lismore are working on a few ideas as is Tweed. More will be known after the teleconference."

Response from Craig Jenkins NSW Trade and Investment:

"NSW Trade & Investment's Regional Director Northern has convened meetings of key stakeholders (NSW Trade & Investment; Department of Premier and Cabinet; Executive Officer – Northern Rivers Regional Organisation of Councils; CEOs of Northern Rivers and Mid North Coast RDAs; Clarence Valley Council; North Coast Tourism; the NSW Cross Border Commissioner; Destination NSW; Sports Marketing Australia) on 26 August 2013, 21 October 2013 and 27 March 2014 to discuss potential opportunities arising from the Games.

NSW T&I undertook an audit of Northern Rivers sporting infrastructure facilities of which Kyogle provided input. The committee was of the opinion that there may be opportunities for pre-training. However, subsequent discussions with relevant games organisers and sports marketing consultants has identified the enormity of the task given that the Queensland Government is trying to accommodate all teams in this regard. That said, it was recommended that individual councils may wish to pursue discussions with team representatives or their own accord.

In June, The NSW Trade & Investment Regional Director & myself attended the Gold Coast 2018 Commonwealth Games Procurement Supplier Information Sessions. There are clear opportunities for Northern Rivers-based businesses in this regard.

In addition to this, with cross border initiatives such as Green Cauldron, NSW T&I views the tourism opportunities also as providing clear benefits to the region

With this in mind NSW T&I sees the most benefit in pursuing procurement and tourism activities."

Councillor Chris Simpson:

- Is there a process that will come to Councillors between now and next meeting in regard to promoting Minneys Bridge up the priority list and how Council get the new bridge built?

Response

The General Manager advised that Councillors would be provided with the list of bridge replacement priorities and information on how the list was determined.

He advised that any change to the priority listing would require a Council resolution either via a Notice of Motion or during a quarterly management plan review.

Bridge priority, top 30, appears below. Prioritisation is broadly dependent upon bridge condition, traffic volumes, load limits, industry/agriculture, etc, school bus routes and affordability. The priority list has been put together by the Executive Manager Infrastructure Works, Works Engineer and Bridge Overseer based on condition reports, traffic counts and knowledge of the road use, however, the order of bridge replacement may change depending upon funding. Funding has been sought for 7 bridges this year, only one of which is accounted for in the Operational Plan. An option, if Council directs, is to replace Boyles Bridge on Gradys Creek, which is in the Operational Plan, with Minneys Bridge, however construction cannot commence until funding is announced in February 2015.

Priority	Road No, Bridge No, Road name			Bridge name	Material		Span	Width	Span no.
1	59	5156	Gradys Creek Road	Boyles Bridge	Timber	Bridge	38.3	4.2	4
2	59	10535	Gradys Creek Road	Murrays Bridge	Timber	Bridge	28.6	4.2	3
3	179	586	Lions Road	Timber 23.3m Long	Timber	Bridge	23.3	4.2	2
4	361	156102	Clarence Way-361	Salty Creek	Timber	Bridge	8.2	6.85	1
5	38	19702	Sextonville Road	Campbells Bridge	Timber	Bridge	37.1	5.1	6
6	138	12837	Duck Creek Road	Allens No.1 Bridge	Timber	Bridge	9.4	4	1
7	138	10920	Duck Creek Road	McKees Bridge	Timber	Bridge	9	4.4	1
8	124	4457	Terrace Road	Timber 8m Long	Timber	Bridge	8	3.9	1
9		712	Hillyards Road	Missingham Bridge	Concrete and/or Steel	Bridge	12.5	5	1
10	7	4636	Baraimal Lane	Timber 7m Long	Timber	Bridge	7	3.5	1
11	150	107386	Clarence Way-150	Minneys Bridge	Timber	Bridge	31.4	5.3	3
12	59	6565	Gradys Creek Road	Davis Bridge	Timber	Bridge	29.4	4.8	3
13	58	4875	Green Pigeon Road	Mathews Bridge	Timber	Bridge	34.1	4.3	4
14	79	8529	Lynches Creek Road	J.Campbells No.1 Bridge	Timber	Bridge	46.6	4.2	5
15	2	15651	Afterlee Road	Christensens Bridge	Timber	Bridge	26.4	5.4	3

16	27	16640	Collins Creek Road	Collins Creek Bridge	Timber	Bridge	20	4	2
17	138	5626	Duck Creek Road	Curtis Dip Bridge	Timber	Bridge	21	3.6	2
18	138	9785	Duck Creek Road	White's Bridge	Timber	Bridge	19.2	4.2	2
19	20	12723	Tabulam Road	Dalys Bridge	Timber	Bridge	19.4	5	2
20	138	16506	Duck Creek Road	Tierneys N0.2 Bridge	Timber	Bridge	11.4	4.4	1
21	138	14117	Duck Creek Road	Allens No.2 Bridge	Timber	Bridge	12	4.5	1
22	32	2265	Connells Road	Bagshaws Bridge	Timber	Bridge	12	4.2	1
23	19	4652	Bingeebeebra Road	Bridge Sized Culvert	Precast Concrete	Pipe Culvert	6	9.6	4
24	120	20	Sawpit Creek Road	Hogans No.1 Bridge	Timber	Bridge	19.5	4.2	2
25	163	38	Hayes Road	Timber 12.7m Long	Timber	Bridge	12.7	3.7	1
26	2	20386	Afterlee Road	(Clarkes Or O'Neils) Bridge	Timber	Bridge	6.4	4.2	1
27	59	5604	Gradys Creek Road	Heards Bridge	Timber	Bridge	24.3	4.2	2
28	544	27986	Bentley Road	Alcocks Bridge	Timber	Bridge	7	8.44	1
29	79	9414	Lynches Creek Road	J.Campbells No.2 Bridge	Timber	Bridge	38	4	4
30	50	220	Needhams Road	Mulcahys Bridge	Timber	Bridge	33	3.6	3

Councillor Lindsay Passfield:

- Is Council aware that since the bridge replacement priority list was produced, the State Government has introduced a new \$37.5 million funding program to address road and bridge problems that relate to restrictions of trade and that this has potential to change the bridge replacement priorities?

Response

Yes, expressions of interest have been lodged for Mt Lindesay Road, Alcocks Bridge and Culmaran Road. The assessment of this program is heavily biased towards last mile transport routes which is difficult to satisfy in Kyogle Council's circumstance.

Councillor Michael Reardon:

- Can Councillors be provided with a report on who owns the Kyogle Youth Centre, what Council charges the current tenants in rent and costs, and can the information on how much the building is costing Council be highlighted in the interests of transparency?

Response

The Kyogle Youth Centre Building is owned by Kyogle Council. The Youth Centre occupies the building free of charge. This arrangement has existed since 1997. Council pays for the rates and insurance annually and has provided minimal maintenance works during this time. \$50,000 worth of improvements were made to the building and surrounding park in 2012 which was Federally funded through the Safer Suburbs Program.

Recommendation

That Council receives and notes the report Questions From The Last Council Meeting

Attachments

1. The prospectus that Ballina and Lismore Councils developed to attract Commonwealth Games teams to their facilities.

ITEM 12 DELEGATES REPORTS

12.1 DELEGATES REPORT -- FAR NORTH COAST WEEDS

REPORT BY: COUNCILLOR DANIELLE MULHOLLAND
CONTACT: COUNCILLOR DANIELLE MULHOLLAND

Summary/Purpose

The following delegate's report in respect of Far North Coast Weeds has been provided by Councillor Danielle Mulholland for the information of Councillors.

Community Strategic Plan Item(s)

- Governance and Community Service
- Environmental and Planning

Report

The Far North Coast Weeds (FNCW) meeting was held on Monday, 25 August, at the Rous Water Administration Centre, Lismore.

The 2013/14 Financial Reports and Auditor's draft report were presented to the meeting and showed that FNCW remains reliant on grant funding and is looking at a structural deficit. ie it would be facing a deficit if it only had access to its operating budget and no grant funding.

The final result includes \$62,000 in unexpended grant funds.

The meeting was told that FNCW:

- Had funding totalling \$41,000 for the control of priority weeds on identified parcels of Crown Land;
- Had obtained a further \$40,000 through the Department of Primary Industries to continue a project to control Tropical Soda Apple;
- Was developing a management plan for Giant Devil's Fig.
- Wanted Councils undertaking roadside maintenance to look at implementing guidelines aimed at preventing weeds from spreading.

The meeting resolved to revoke FNCW's Smoking in the Workplace policy and to place the Payment of Expenses and Provision of Facilities for Chairperson and Councillors Policy on display for public comment.

The meeting received an Investment Report -- June and July 2014 which showed that as at 31 July, 2014, FNCW investments totalled \$347,594 for an average estimated rate of return of 3%.

The meeting was told that Rous Water had unanimously resolved to support lodging an application for the merger of the three county councils -- Far North Coast Weeds, Richmond River County Council and Rous Water -- with the Minister.

The proposal has been lodged with the Minister in conjunction with briefing notes in regard to legislature changes required for the merger to progress. If it proceeds it is proposed that the three organisations would be disbanded and their services added to Rous Water's responsibilities.

Kyogle would no longer have a representative on that merged entity. Councils would be serviced in relation to weeds by way of a service level agreement. Costs would not go up.

Once the Minister makes a determination in relation to the application, it is anticipated that a consultation process will be undertaken.

Recommendation

That Council receives and notes the delegates report provided by Councillor Danielle Mulholland in respect of Far North Coast Weeds.

12.2 DELEGATES REPORT -- COUNCILLOR LINDSAY PASSFIELD; COUNTRY BRIDGE SOLUTION WORKSHOP

REPORT BY: COUNCILLOR LINDSAY PASSFIELD
CONTACT: COUNCILLOR LINDSAY PASSFIELD

The following delegate's report in respect of the Country Bridge Solution workshop held at Grafton on Wednesday, 27 August, 2014, has been provided by Councillor Lindsay Passfield for the information of Councillors.

Community Strategic Plan Item(s)

- Roads and Infrastructure
- Economic Development

Report

On Wednesday 27 August, 2014, Councillor Lindsay Passfield and Mr Ian Walker, a Kyogle Council bridge carpenter, attended a Roads and Maritime Services (RMS) workshop at Grafton titled "Country Bridge Solution". Delegates attended from Councils in the Hunter Region to the Queensland border and from the Coast to western NSW. Most of the 40 attendees were engineers along with a couple of bridge construction company representatives.

This forum was the second of two (the first at Wagga) initiated by the Roads Minister Duncan Gay through the RMS to assist Councils to address the large and growing infrastructure backlog in respect of bridges and local roads. Mr Peter Mahar is heading this RMS project with the aim of presenting an appropriate bridge design by January 2015.

RMS design engineer Mr Lindsay Brown gave a power point presentation on his draft bridge design which was then considered by each of five break-out groups. A number of short comings were highlighted by this process including:

1. The design was excessive to service levels required;
2. Very costly to build;
3. Very difficult to transport component parts (heavy);
4. Need for a pile driver;
5. Need for approximately 200 tonne crane on site;
6. Safety concerns for concreting fill-in strips and fitting bearing pads.

During this process Cr Passfield outlined Kyogle Council's bridge situation, ie about 369 bridges 212 timber bridges 70 of which are over 50 years old and 32 have load limits or are closed. He then explained the function of the Woodenbong Bridge Management Facility which was established with Federal funding assistance. Ian Walker then showed the RMS officers photographs of the Woodenbong facility and a bridge at various stages of construction. Mr Peter Mahar was impressed by Kyogle Council's solution and is now making arrangements with Council's Executive Manager Infrastructure Works to visit Kyogle Council for an on-site inspection and further discussions.

Additionally, one of the commercial bridge manufacturing representatives expressed interest in retailing the Kyogle Council product.

During discussions on how any future State Government funding should be divided amongst Councils, a number of delegates stated their view that because Kyogle Council has about 10 per cent of the State's timber bridges it should get 10 per cent of any available funding. Whilst welcoming this supporting sentiment, Cr Passfield indicated that a formula for funding should be developed which recognises the following:

1. Number of bridges
2. Relative importance of the bridge (ie school bus, milk tanker etc)
3. Service levels required (single or dual lane)
4. Council's rates income as a ratio of total revenue
5. Council's capacity for co-funding of replacement bridges (ie from reserves or borrowings)

At the end of the workshop, Councillor Passfield thanked the organisers and expressed appreciation that the Minister and RMS have recognised the country bridge problem and are providing support in seeking a solution.

Recommendation

That Council receives and notes the delegates report provided by Councillor Lindsay Passfield in respect of the Country Bridge Solution workshop.

ITEM 13 INFORMATION PAPERS

13.1 COUNCIL RESOLUTIONS REQUIRING ACTION

REPORT BY: GENERAL MANAGER

CONTACT: GENERAL MANAGER ARTHUR PIGGOTT

Summary/Purpose

This report presents to Council a list of Council resolutions requiring action as at 31 August, 2014.

Community Strategic Plan Item(s)

- Governance and Community Service.

Report

Attached to this report is a table detailing resolutions requiring action and their current status.

Recommendation

That Council receives and notes the report Council Resolutions Requiring Action.

Attachments

1. Council resolutions requiring action as at 31 August, 2014 (separately attached).

13.2 FINANCIAL REPORT -- AUGUST 2014

REPORT BY: ADMINISTRATION AND COMMUNITY

**CONTACT: EXECUTIVE MANAGER ADMINISTRATION AND COMMUNITY
CAROL O'NEILL**

Summary/Purpose

This report presents financial reports to Council for information.

Community Strategic Plan Item(s)

- Governance and Community Service

Background Information

Legislative Requirements

Clause 212 of the Local Government (General) Regulation 2005 states that:

- (1) The responsible accounting officer of a council:
 - (a) must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:
 - (i) if only one ordinary meeting of the council is held in a month, at that meeting, or
 - (ii) if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and
 - (b) must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.
- (2) The report must be made up to the last day of the month immediately preceding the meeting.

Report

The following information is presented for information only.

(A) Finance Reports

Summary reports outlining Council's financial position as at 31 August, 2014. The reports presented include:

Rates Statement and Graph
Statement of Bank Balances
Summary of Investments

It should be noted that these reports do not include accounting adjustments to be brought to account on an annual basis. The reports also remain unaudited as at the date of presentation to Council.

2. (B) Councillors Travel Expenses Report

Included as an attachment to this report is a schedule showing payments to Councillors for travel claims made during the month. As stated in the notes, some Councillors may have outstanding claims that cover more than one period.

Recommendation

That Council receives and notes the information contained in the Monthly Financial Report – August 2014.

Attachments

1. Councillors Travel
2. Financial reports

ITEM 14 GENERAL MANAGER'S REPORT

ITEM 14A TECHNICAL SERVICES REPORT

14A.1 BRIDGE REPLACEMENT CONTRACT

REPORT BY: INFRASTRUCTURE WORKS

CONTACT: EXECUTIVE MANAGER INFRASTRUCTURE WORKS JEFF BREEN

Summary/Purpose

At the Ordinary Meeting of Council on 10 June 2014, Council resolved, inter alia:

“3. Delegates to the General Manager the responsibility to negotiate a contract for the purchase of ADF surplus steel bridge components from Sell and Parker up to the value of \$1.27 million ex GST and bring the contract back to Council prior to execution.”

This report is provided to satisfy Council’s resolution.

Community Strategic Plan Item(s)

- Roads and Infrastructure

Background Information

A report was provided to at the Ordinary Meeting of Council on 10 June 2014 regarding the proposed purchase of thirteen steel, modular bridges. Council approved the purchase subject to the contract coming back to Council prior to its execution.

Report

A contract has been provided by the vendor of the steel modular bridges, Sell and Parker, for the purchase, storage, transport and provision of initial onsite advice and continuing off site advice.

The initial contract was reviewed by Council’s solicitor and the provision of a bank guarantee to ensure completion of the contract or refund and a total bridge component list has also been added as an appendix to the contract.

Payment will be made following all required components being allotted and stored on a per bridge basis and approved by an officer of Kyogle Council.

The contract was reviewed by Council’s solicitor (see attached file) and the main issues raised include;

SOLICITOR'S COMMENT	RESPONSE
No going back once contract is signed	Normal contractual condition
Risk immediately transfers to Council	Goods will be sighted prior to payment. They are not easily damaged
Storage is at Council's risk	Insurance will be investigated however goods are not easily damaged
Storage is for 36 months only; after that at Council's cost	Goods will be transported to Council's Kyogle depot
Upfront payment required	Upfront payment provides free transport. Bank guarantee assures delivery or refund. This is a common practice.

The contract documentation consists of three parts;

- The terms of sale
- The particulars of sale
- Schedule 1 Quantities

These are attached as confidential documents.

Budget & Financial Aspects

Projected savings over 4 years is \$3,000,000 with planned budget expenditure within expenditure parameters of recent years.

Bridge reserve is to be reimbursed as the bridges are constructed.

Recommendation

That Council;

1. Receive and note the Bridge Replacement – Contract report.
2. Approves the purchase of the bridges consistent with the terms of the attached contract documents
3. Approves of the General Manager and Mayor signing the contract on behalf of council and authorizes the affixing of the Kyogle Council seal if required.

Attachments

1. Solicitor's advice
2. Contract Documents

ITEM 14B PLANNING SERVICES REPORT

14B.1 DEVELOPMENT APPLICATIONS RECEIVED, DETERMINED AND OUTSTANDING FOR THE PERIOD 1 AUGUST, 2014 TO 31 AUGUST, 2014

**REPORT BY PLANNING AND ENVIRONMENT
CONTACT EXECUTIVE MANAGER PLANNING AND ENVIRONMENT GREG MEYERS**

Summary/Purpose

This item presents to Council the Development Applications received, determined and outstanding for the period 1 August, 2014 to 31 August, 2014.

Report

Listings attached.

Recommendation

1. That, with the exception of the following items in which Councillors and have declared an interest,
 - Cr..... 14B.1 Development Applications Received, Determined and Outstanding DA../... - Reason for Declaration -
 - Cr.....14B.1 Development Applications Received, Determined and Outstanding DA../... - Reason for Declaration -

The information contained in the report Development Applications Received, Determined and Outstanding for the period 1 August, 2014 to 31 August, 2014 be received and noted.

2. That the information contained in the report Development Applications Received, Determined and Outstanding for the period 1 August, 2014 to 31 August, 2014 only in relation to DA../... and DA../.... In which Councillors have declared an interest be received and noted.

Attachments

1. Development applications received August 2014
2. Development applications determined August 2014
3. Development applications outstanding August 2014

ITEM 14C ENVIRONMENT SERVICES REPORT

Nil.

ITEM 14D CORPORATE SERVICES REPORT

14D.1 MINUTES INTERNAL AUDIT COMMITTEE

REPORT BY: EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES
CONTACT: CAROL O'NEILL

Summary/Purpose

This report presents the minutes of the Internal Audit Committee Meeting held August 18, 2014.

Report

The minutes of the meeting appear below:

Unconfirmed Minutes of the Internal Audit Committee Meeting held in the Kyogle Council Chambers, Stratheden Street, Kyogle, on 18 August, 2014 at 4.00pm.

PRESENT

Mr Andrew Stevens, Mr John Watkins, Cr Maggie Creedy.

IN ATTENDANCE

Mr Graham Kennett, Executive Manager Urban & Assets

ITEM 1 APOLOGIES

Cr Chris Simpson.

ITEM 2 OPENING PRAYER

The Chairperson read the opening prayer.

ITEM 3 TRADITIONAL LANDS ACKNOWLEDGEMENT

The Chairperson read the traditional lands acknowledgement.

ITEM 4 DECLARATION OF INTERESTS

Nil.

ITEM 5 REPORTS

5.1 MINUTES OF THE 23 JUNE 2014 MEETING

RESOLVED

Moved by Councillor Maggie Creedy, seconded by Andrew Stevens:
That the Minutes of the 23 June 2014 Internal Audit Committee meeting be confirmed.

CARRIED

FOR VOTE - Unanimous

5.2 RISK MANAGEMENT POLICY

The report requested at the June 2014 meeting has not yet been completed and will be presented to the next meeting.

RESOLVED

Moved by Andrew Stevens, seconded by Councillor Maggie Creedy:

That the report requested from the General Manager on a review of the Risk Management Policy be considered at the next meeting, and that a copy of the latest Insurance Risk Management Audit be included in the Agenda for the October 2014 meeting.

CARRIED

FOR VOTE - Unanimous

5.3 INTEGRATION OF ASSET REGISTER INTO CORPORATE SOFTWARE

Mr Graham Kennett gave a verbal report on the draft Asset Accounting Policy and Procedures. The Audit Committee Chairman had also contacted Council's external Auditor, Mr Geoff Dwyer, regarding the draft Policy and received some positive feedback on the content and direction of the Policy.

RESOLVED

Moved by Councillor Maggie Creedy, seconded by Andrew Stevens:
That the reports be received.

CARRIED

FOR VOTE - Unanimous

5.4 THOMAS NOBLE AND RUSSELL MANAGEMENT LETTER

RESOLVED

Moved by Andrew Stevens, seconded by Councillor Maggie Creedy:
That the Audit Management letters be received.

CARRIED

FOR VOTE – Unanimous

5.5 ANNUAL INTERNAL AUDIT PROGRAM

RESOLVED

Moved by Councillor Maggie Creedy, seconded by John Watkins:

That the Internal Audit Committee defer consideration of the Annual Internal Audit program with a view to developing and adopting a Program for the 2014/2015 financial year at the October 2014 meeting.

CARRIED

FOR VOTE – Unanimous

5.6 COUNCIL RESOLUTIONS REQUIRING ACTIONS

RESOLVED

Moved by Andrew Stevens, seconded by Councillor Maggie Creedy:

That the Committee receive and note the Council Resolutions Requiring Actions.

CARRIED

FOR VOTE – Unanimous

5.7 DRAFT ASSET ACCOUNTING POLICY AND PROCEDURES

RESOLVED

Moved by Councillor Maggie Creedy, seconded by Andrew Stevens:
That the Draft Asset Accounting Policy and Procedures be received.

CARRIED

FOR VOTE – Unanimous

5.6 NEXT MEETING DATE

Monday, 27th October 2014 at 4.00pm.

MEETING CLOSURE

There being no further business the Chairperson declared the meeting closed at 5.30 pm.

Recommendation

1. That Council receives and notes the Minutes of the Internal Audit Committee meeting 18 August, 2014.

ITEM 14E COMMUNITY SERVICES REPORT

14E.1 MINUTES OF THE KYOGLE COUNCIL CULTURAL PLANNING COMMITTEE

REPORT BY: EXECUTIVE MANAGER ADMINISTRATION AND COMMUNITY

CONTACT: EXECUTIVE MANAGER ADMINISTRATION AND COMMUNITY
CAROL O'NEILL

Summary/Purpose

This report presents the minutes of the Kyogle LGA Community Cultural Committee.

Community Strategic Plan Item(s)

- Governance and Community Service

Report

The meeting of the Kyogle LGA Community Cultural Committee was held on July 8, 2014. The minutes of the meeting are shown below:

Draft Minutes for Kyogle Council Cultural Planning Committee

Date: Tuesday 8th July. 2014

Time; 1.30pm

Place: Kyogle Council Chambers

Present: Ruth Tsimbinis, Janet Wilson, Ross Wallace, Wendy McGain, Nicola Mercer, Graham Kennett, Ruth Haig, Lynne Randall, Michael Brook, Lynette Zito, Malcolm Wallis

Apologies: Elaine Mclean, Carol O'Neill, Max Cowgill

1. Minutes from the previous meeting

Minutes adopted with no changes.

2. Other matters to be listed on the agenda

(Matter not listed here will not be considered until the next meeting unless urgent)

No other matters were listed.

3. Matters Arising from the previous Minutes

- A keeping place for Aboriginal heritage, art and culture (clarification about process and how we do this required)

Action: Keep on the agenda

- A memorial for Elder Aunty Patsy Negus.(verbal report to be provided)

Action: Reconciliation group have met with members of Patsy's family. The following has been decided:

- ✓ Decision to go ahead with Kyogle Reconciliation Group.
 - ✓ Interested in a memorial at the Lagoon with a rock and plaque with the plaque being a butterfly.
 - ✓ Discussion with Graham Kennett regarding information board. Gathering likely to happen.
- Michael Davis (council worker and Gugin Gudduba committee) will be organising redoing artwork on the pedestrian underpass by local indigenous artists., reconstruct Patsy's original works and to develop some new work to replace degraded work .

4. Matters to be followed up from the previous meeting.

A. KMI refurbishment: update on user group discussions. The Business planning group establishment. Information was provided as follows:

A.1. Overview on Minutes from the stakeholders group of the KMI, Master plan for building being developed. The first workshop was an open forum to highlight issues and uses of the KMI. Plans presented at the meeting relating to structure and administration of the Hall. Administration issues will be separate from the master plan so they can be addressed clearly. Issues covered at meeting were the current use of hall, facilities not available, things you would like changed or added to the building. Sustainability/ renewable energy use of building not mentioned at the meeting but have now been picked up. This user group will be used as a tool in the initial planning, options to be presented to the community for feedback. Business plan and master plan to be ready at same time as both needed for attracting funding.

B. KMI handbook and user manual Lynette and Carol.

Lynette Zito had meeting with the Director of Administration and Community services and provided:

- ✓ examples of hire for halls by other Council,
- ✓ Information that Council has already on Hall use.
- ✓ Sound and lighting user guides,
- ✓ Contact details of Council workers.

Council needs to write the user guide for the Hall.

Action: Manager of Urban Assets will work with Lynette Zito on the Hall Users Guide.

Central log in for hall bookings needed in Council administration so changes can be made by any council staff.

Action: Manager of Urban Assets/ Acting GM will follow this matter up to see what can be done to fix this problem.

Action: A working group to begin business planning to achieve improved utilisation and a vision for the cultural precinct idea as a first step. A Proforma template for this is available. The working group will be Lynette Zito, Janet Wilson, Arts Northern Rivers CEO Peter Wood and Ross Wallace. Contact will be made with Lois Randall about her inclusion or ideas as well.

Action: Meeting of the working group will occur Thursday 17th July at 1.30. Meet at the Gallery.

5. Encounters project:

Verbal report on work to date

Australian Museum have been to town and done filming of people and objects. Aiming on exhibition at the Roxy Gallery in November 2015 to coincide with the Australian Museum's Encounter Exhibition. The Kyogle group will focus on the Mary Bundock collection. Artists looking at the ideas, skills and knowledge of the past and how this is brought into the future. Our focus is Wiangaree and the objects from there.

Lynne Randall advised that she is a descendent of the Kings (Cedar Cutters) so will do some research. The group is particularly interested in diaries and photographs.

This group is working with Arts Northern Rivers and the Land Council on this project. The working name of the exhibition at this time is "Living Dreamtime" and please note that this name is the property of the CEO of the Land council. He has provided the name for the project.

6. Community Engagement Matters.

- **Community Halls update: matters arising from the contact with an external group.**

Ruth Haig to follow up.

Action: Move to next agenda

- **Use of local content and artists for council work.**

Council has a policy in place and it has been agreed that the matter will now be removed from the agenda.

- **Arts Northern Rivers Pop Up Shop plan for November.**

Ruth Tsitimbini to inform group on the progress of the meeting with Arts Northern Rivers. To date there have been a number of ideas explored and no final decisions made. There will be a further report at the next meeting.

- **Bazaar**

The matter of reintroducing the Bazaar has been consistently mooted and recently, due to shop closures on the main street this matter has received increased attention. The Bazaar was a process to deal with shop closures and to keep activity on the street. The systems and structures are in place for reactivation.

Third level stage of thinking around the Bazaar was about the idea of limited concessions where individual stall holders can book a space in front of empty shops at any time. All Stall holders have moved on the Lismore Car boot market and the re-engagement of these people is highly unlikely because they have lost faith in Kyogle being able to support their needs. The Economic/Tourism Officer may wish to talk to Chamber around this.

The Acting G.M. asked whether empty shop owners may be interested in engaging stall holders in the empty shop area for short period of time.

Action: The Economic/Tourism Officer to follow up if he wishes to. The Facebook page is still available and is still used quite widely even though the administrator is not working on it.

7. Other Business

- Lynette to Email the 'Perform Kyogle' Village Hall Players information for committee members to distribute to their networks.
- NAIDOC event was not held outside of the schools

- Expressions of Interest to be part of one of Council's focus groups as part of the Community Engagement Strategy will soon be open.

8. Matters to be listed for the next meeting

- KMI first business planning session
- Perform Kyogle update
- Community Halls
- Encounters Project update
- Pop Up shop progress
- KMI user group handbook

Meeting Finished at 3.10 pm

Next Meeting 9th September 2014.

Recommendation

1. That the Minutes of the Cultural Planning Committee be received and noted.

ITEM 14F GENERAL MANAGER'S REPORT

14F.1 OUTCOMES OF EXPRESSIONS OF INTEREST FOR KEY FOCUS GROUP

REPORT BY: ACTING GENERAL MANAGER

CONTACT: ACTING GENERAL MANAGER GREG MEYERS

Summary/Purpose

Through this report it is intended to provide Council with an overview of the outcome of Expressions of Interest from community members for appointment to Council's Key Focus Groups:

- *Governance and Community Services*
- *Ageing in Place, Disability Services and Respite Care*
- *Agriculture*
- *Village Life*
- *Visitor Attraction*

Previous Council Consideration

Council resolved at its 14 July 2014 Ordinary meeting when dealing with the revised Community Engagement Strategy as follows:

Resolution No: 140714/27

- 2. That Council call for expressions of interest for community members to take part in the five established Focus Groups*

Community Strategic Plan Item(s)

- Governance and Community Service
- Roads and Infrastructure
- Economic Development
- Waste and Water
- Village Life
- Environmental and Planning

Report/Assessment

One of the actions identified during the workshops held in January this year as Council commenced the review of its Community Strategic Plan (CSP), was the identification of 5 Key Focus Areas (KFA's) that it wished to direct its efforts as these were considered the "building blocks" for the future, continuing with the work that had already been undertaken through the current CSP.

The 5 KFA's are as follows:

- *Governance and Community Services*
 - *Ageing in Place, Disability Services and Respite Care*
-

- *Agriculture*
- *Visitor Attraction*
- *Village Life*

For each of the KFA's it was agreed that Focus Groups utilising Councillors, Staff and community members would be established to assist with the review of existing strategies and identifying areas that required realignment, embellishment or possibly replacing actions and strategies to meet the current needs.

Following the 14 July 2014 Ordinary council meeting, advertisements were placed in the Richmond River Express Examiner (RREE), Council's Web page, Council's Facebook page and through the community newsletter closing on Tuesday 5 August 2014.

Towards the end of the closing period the Mayor and General Manager discussed the low number (8 in total) of responses and agreed that an extension be provided up to Friday 8/8/14 which was further extended to Monday 18/8/14.

The extension was advertised through Council's Website and Facebook page. The Mayor also promoted the extension on social media and through her public functions and attendances.

The extension of EOI period provided further constraint on the already very tight time frames for Council to achieve its preparation, consideration, exhibition and endorsement of the LTFP and Community Strategic Plan by the 8 December 2014 Council meeting to achieve IPART's formal resolution date which is normally the end of the second week in December 2014.

At the MANEX meeting on Thursday 14 August 2014 the impact of the extended period on engaging the public members to the Focus Groups and providing sufficient time to have meaningful input into the review and preparation of the CSP was discussed. At that time there were 11 EOI's and on the basis of the applications it was considered that they all should be appointed.

In light of the tight timeframes and the knowledge that Council could still second or add additional people to any Focus Group if it considered there was a short fall of stakeholders or specific skills, those people who lodged EOI's were acknowledged and their appointment to their requested Focus Group was confirmed.

A combined workshop for all Focus Group members was held on Thursday 28 August 2014 at the Kyogle Memorial Institute which was attended by 10 of the community members, plus Councillors and staff.

Following the Workshop, one community member (Sheryl Graham) after reading the Terms of Reference for her nominated group has requested she move from the Governance and Community Service Focus Group to the Village Life Focus Group as she considers that this best meets the area of interest that she has.

With the above change the following identifies the current members in each Focus Group:

Governance and Community Service

- **Simon Dejoux**, former State Government professional
- **Muranda Goodsell**, a Kyogle-based youth worker
- **Dean Draper**, who has experience in community engagement and communication

Ageing In Place, Disability Services and Respite Care

- **Paulene Rorich** on behalf of Northern Rivers Care Connections
- **Casey Stringfellow** of Integrated Living Australia
- **Nancy Martin**, EO/DON Multi Purpose Service Network, Kyogle, Nimbin and Urbenville

Agriculture

- **Trevor Wilson**, director of North Coast Local Land Services
- **Les O'Reilly**, former stock and station agent and past president of Kyogle Show Society.

Visitor Attractions

- **Mary-Anne Godfrey**, Kyogle resident of 27 years.
- **Jason McKee**, Kyogle High School teacher
- **Benedicta Radic**, resident of Wiangaree and co-ordinators of the Summerland Pumpkin Competition, member of the Kyogle Historical Society, Gugin Gudduba LAC, and Kyogle SES, currently working in conjunction with the Australian Museum on the Encounters Project.

Village Life

- **Lynette Zito**, founding member of Village Hall Players and former Councillor
- **Debbie Rein**, who comes from a mixed business background including the building trade, high end sales, financial planning and entertainment.
- **Sheryl Graham**, family worker/project officer with Kyogle Family Support Services

In discussion with the Mayor and some Councillors, it was identified that Council may need to invite additional member/s onto the Ageing in Place, Disability Services and Respite Care and the Agriculture Focus Groups due to the broad areas of consideration.

Council may need to consider the operation of some of its Committees as there may be some duplication through the Focus Group and some of the specific function Committees. In particular, the Cultural Committee could very well become an advisory working group for the Village Life Key Focus Group.

During the Workshop on 28 August 2014 it was agreed that a circular be distributed to all focus group members to ascertain the best time/day for the meetings noting that the 4th Monday has been identified for all Focus Groups in their adopted Terms of Reference. It is intended that the 3rd and 4th Monday of each month be the preferred days to enable recommendations to be presented to the following month's Council meeting.

Budget and Financial Aspects

All costs associated with the co-ordination and management of the Focus Groups will be covered by Council within current budget allocations.

Recommendation

1. That Council receive and note the report on the Outcome of Expressions of Interest for the Key Focus Groups.
2. That Council authorise the Mayor and General Manager after consultation with the relevant Councillor Chair of each Focus Group to invite additional members as considered appropriate to embellish the skills or to ensure targeted user/service provider stakeholder groups are represented on the respective Focus Groups.
3. That Council's Roxy Gallery coordinator Ms Ruth Tsimbinis be seconded to the Village Life Focus Group due to her extensive involvement with the Cultural Committee.

Attachments

Nil

ITEM 15 URGENT BUSINESS WITHOUT NOTICE

ITEM 16 QUESTIONS FOR NEXT ORDINARY MEETING

ITEM 17 CONFIDENTIAL BUSINESS PAPER

Nil.

APPENDIX / ATTACHMENTS

KYOGLE COUNCIL



ATTACHMENTS

ORDINARY COUNCIL MEETING

ON MONDAY, 8 SEPTEMBER, 2014

