



KYOGLÉ COUNCIL

ADMINISTRATION & COMMUNITY COMMITTEE MEETING

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

ON 25 MARCH 2013

Commencing at 2.30 p.m.

For Members:

Corporate & Community Services - Councillors Ross Brown, Danielle Mulholland, Janet Wilson, Robert Dwyer, Chris Simpson.

GENERAL MANAGER: ARTHUR PIGGOTT

Dear Councillor,

In accordance with the provisions of the Local Government (Meetings) Regulation 1993, you are hereby notified of the following Corporate & Community Services Meeting to be held at the Kyogle Council Chambers, on Monday 25 March 2013 at > 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 | Reports from General Manager |



ARTHUR PIGGOTT
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 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.



ARTHUR FIGGOTT
GENERAL MANAGER.

ITEM 5 REPORTS

5.1 PLANT BUDGET REPORT - FEBRUARY 2013.

Summary/Purpose

This report presents information relating to plant costs and performance as at February 28, 2013 for Council's information.

Community Strategic Plan Item(s)

- Roads and Infrastructure

Report

The following reports appear below:

Plant and Depot Operations Budget
Plant Replacement Schedule
Plant Budget Report (by plant item).

In relation to the Plant Budget Report, there are now two columns, one showing total income and one showing plant income earned on RTA jobs.

Recommendation

That the Plant Budget Report be received and noted.

5.2 DRAFT EVENT MANAGEMENT POLICY

Summary/Purpose

This report presents a Draft Event Management Policy for the Committee for comment, discussion and possible amendment

Community Strategic Plan Item(s)

- Governance and Community Service
- Economic Development

Previous Council Consideration

Council has previously considered a Notice of Motion from Councillor Wilson that called for the development of “a sustainable events policy and plan which is inclusive of good environmental practice”

Report

The Draft Economic Development Policy has been developed by the Economic Development Officer.

The Policy is designed to deliver robust, responsible management while assisting to grow recreation, leisure, sporting, culture, arts and entertainment events within Kyogle Council Local Government Area. Kyogle Council actively supports and encourages the hosting of events within the Council area. Council recognises that festivals and events bring a range of social, economic and cultural benefits to the community and help to market/promote the Council area on a local, regional, national and international scale.

The purpose of this policy is to outline Council’s position on events and set out Council’s approach to support the development of events within Kyogle Council Local Government Area.

Recommendation

That the Administration and Community Committee refer the Draft Event Management Policy to council for adoption and placement on public display.

Attachments

1. Draft Event Management Policy (Separate attachment)

5.3 COMMUNITY FUNDING SUPPORT COMMITTEE

Summary/Purpose

This report provides information to Council regarding the establishment of a Community Funding Support Committee

Community Strategic Plan Item(s)

- Governance and Community Service

Previous Council Consideration

At the February 2013 Council meeting when adopting the Community Funding Support Policy, Council also resolved to establish a Community Funding Support Committee to improve transparency in assessing funding applications and foster partnerships with the community to determine priorities and best practice.

Report

The role of the funding committee will be to assess applications and make recommendations. The Committee is also to include the Community Development Officer as suggested in the submission made by Growing Kyogle.

It is proposed that the committee be made of five members including three Councillors.

A draft Charter has been developed (attached) that details the functions of the Committee. The committee will have a role of assessing applications and making recommendations to Council in consultation with staff.

Budget & Financial Aspects

Nil

Recommendation

1. That the Community Funding Support Charter be adopted.
2. That Councillors,, and be recommended to form part of the Community Funding Committee

Attachments

1. Draft Community Funding Support Committee Charter (attached)

KYOGLE COUNCIL



ATTACHMENTS

ADMINISTRATION & COMMUNITY COMMITTEE MEETING

ON 25 MARCH 2013

5.1 PLANT BUDGET REPORT - FEBRUARY 2013.

1. Plant Acquisitions/Sales 2012/2013

PLANT ACQUISITIONS/SALES 2012/2013

1-Mar-13

to be replaced	Estimated Cost			Actual Cost		
	Purchase	Trade	Net	Purchase	Trade	Net
Light Vehicles						
4wd wagon	215,000	95,000	120,000	64,115	15,489	48,626
4wd Utility	80,000	45,000	35,000	0	36,067	-36,067
Utility/Van/D-cab tipper	65,000	27,500	37,500	91,569	12,869	78,700
Sedan	25,000	37,500	-12,500	0	10,368	-10,368
Revote: Hiace Van	32,000	25,000	7,000	25,719	21,459	4,260
	417,000	230,000	187,000	181,403	96,252	85,151
Quantities						
4wd Wagon	5	3	2	2	1	1
4wd Utility	2	2	0	0	1	-1
Utility/Van/D-cab tipper	2	2	0	2	1	0
Sedan	1	3	(2)	0	1	0
Van	1	1	1	1	1	1
Heavy Plant						
Grader - (Trade Plant 4)	400,000	150,000	250,000	352,500	170,000	182,500
Isuzu NPR 250 Service Truck (Trade Utility 576)	75,000	15,000	60,000	60,536	13,693	46,843
Isuzu NPR 400 Service Truck (Trade Truck 137)	65,000	15,000	50,000	57,918	11,383	46,535
Isuzu NPR 400 Service Truck (Trade Truck 140)	65,000	15,000	50,000	59,255	0	59,255
Isuzu NPR 400 Service Truck (Trade Truck 144)	65,000	15,000	50,000	59,255	16,838	42,417
Budget Review: Jetpatcher	400,000	0	400,000			
Revote: Tractor	170,000	0	170,000	160,091	0	160,091
	1,240,000	210,000	1,030,000	749,555	211,914	537,641
Small Plant						
Misc.	53,000		53,000	25,246	5,791	19,455
PA Ride on mowers	16,000	4,000	12,000	11,400	4,964	6,436
	69,000	4,000	65,000	36,646	10,755	25,891
	1,726,000	444,000	1,282,000	967,604	318,921	648,683

2. Plant and Depot Operations

	Budget	Budget YTD	20.03.13	Comments
PLANT & DEPOT OPERATIONS				
OPERATING				
<u>PLANT INCOME</u>	2,782,258	2,000,000	3,048,604	
<u>PLANT EXPENDITURE</u>				
FRINGE BENEFIT TAX	16,974	18,963	18,963	
PLANT M & R	1,492,890	900,000	1,001,552	
DEPRECIATION EXP VEHICLE FLEET	910,123	606,748	606,748	
	<u>2,419,987</u>	<u>1,525,711</u>	<u>1,627,263</u>	
NET SURPLUS/(LOSS)	<u>362,271</u>	<u>474,289</u>	<u>1,421,341</u>	
<u>PROFIT ON SALE OF PLANT</u>				
PROCEEDS ON SALE OF PLANT & EQUIPMENT	524,270	340,000	318,921	
BOOK VALUE OF SOLD PLANT & EQUIPMENT	393,203	0	0	
	<u>131,067</u>	<u>340,000</u>	<u>318,921</u>	
<u>OTHER INCOME</u>				
PRIVATE USAGE CONTRIBUTIONS STAFF VEHICLES	44,144	27,500	28,367	
OTHER INCOME	0	0	0	
	<u>44,144</u>	<u>27,500</u>	<u>28,367</u>	
<u>DEPOT EXPENSES</u>				
KYOGLE DEPOT	91,640	55,000	53,398	
BONALBO DEPOT	25,129	12,000	7,177	
WOODENBONG DEPOT	7,726	7,000	7,924	
	<u>124,495</u>	<u>74,000</u>	<u>68,499</u>	
TOTAL OPERATING	<u>412,987</u>	<u>767,789</u>	<u>1,700,130</u>	
CAPITAL				
<u>NON CURRENT ASSETS</u>				
DEPOT IMPROVEMENTS	84,872	45,000	29,520	
PLANT PURCHASES	1,326,000	1,000,000	967,604	
BOOK VALUE SOLD ASSETS	(393,203)	0	0	
ACCUMULATED DEP'N - VEHICLE FLEET	(910,123)	(606,748)	(606,748)	
	<u>107,546</u>	<u>438,252</u>	<u>390,376</u>	
TOTAL CAPITAL	<u>107,546</u>	<u>438,252</u>	<u>390,376</u>	
NET SURPLUS/(COST) OF ACTIVITY	<u>305,441</u>	<u>329,537</u>	<u>1,309,754</u>	

3. Plant Budget Report (by plant item)

PLANT INCOME as at 01.03.2013

Plant No	Plant Description	Total Income	RTA Income	Expenses	Net Profit
4	CAT 140H GRADER	57,098		16,229	40,869
5	JOHN DEERE 770D GRADER	93,035	805	34,936	58,099
6	JOHN DEERE 770G GRADER	81,363	2,933	28,514	52,849
7	JOHN DEERE 770G GRADER	93,208	460	24,404	68,804
24	DINGO K94 MINI DIGGER	1,383	1,255	1,163	220
26	AMERICAN-LINCOLN SWEEPER SC7740	7,020	0	4,818	2,202
27	CLARK BOBCAT S205	13,200	2,063	2,219	10,981
28	CAT 938G LOADER *	23,608	0	40,931	-17,323
29	KUBOTA U55-4 EXCAVATOR	43,753	12,293	6,254	37,499
32	CAT 324DL EXCAVATOR	98,038	31,798	31,462	66,576
33	CATERPILLAR EXCAVATOR 324DL	59,915	4,025	19,646	40,269
34	CATERPILLAR IT28G LOADER	1,988	0	482	1,506
35	CATERPILLAR 966H LOADER	60,663	12,650	14,962	45,701
36	CATERPILLAR 816F COMPACTOR	41,003	0	15,903	25,100
37	HYUNDAI 740TM-9 IT WHEEL LOADER	46,402	1,840	12,487	33,915
40	FRANNA AT14 MOBILE CRANE	55,413	6,898	8,175	47,238
41	FORKLIFT - CAT DP35N	1,620	315	2,426	-806
51	HYSTER DRAWN GRID ROLLER	10,725	0	5,044	5,681
52	GRID ROLLER-COATES	20,163	0	3,481	16,682
62	JOHN DEERE 315SG BACKHOE	7,950	600	1,488	6,462
63	CAT 432D BACKHOE	13,425	563	7,278	6,147
64	KOMATSU WB97S-5EO BACKHOE	40,240	2,320	9,243	30,997
71	CASE MX90C TRACTOR	23,130	7,650	8,443	14,687
72	CASE MX200 TRACTOR	34,840	0	9,747	25,093
73	CASE MX210 TRACTOR	65,640	0	22,904	42,736
78	McCORMICK MC105	45,728	15,750	10,490	35,238
79	McCORMICK MC 115 TRACTOR	53,900	23,625	6,692	47,208
80	JOHN DEERE 5085M TRACTOR	16,940	0	3,252	13,688
81	JOHN DEERE 3520	12,040	0	3,839	8,201
88	McCONNEL PA5600M REACH MOWER	11,750	0	1,412	10,338
135	ISUZU JETMASTER 2000	77,435	24,395	41,385	36,050
137	ISUZU NPR 400 TIPPER MAXILIFT 015 CF	17,415	0	1,837	15,578
140	ISUZU NPR 400L CRANE/TIPPER	33,480	9,180	4,191	29,289
141	ISUZU FVZ 1400 TRUCK WATER TANK F1	41,963	1,125	7,039	34,924
143	ISUZU FVZ 1400L	113,438	4,425	13,351	100,087
144	ISUZU NPR400L TIPPER/CRANE	32,805	16,740	4,737	28,068
145	ISUZU NPR 400L TIPPER AND CRANE	40,275	1,980	7,246	33,029
146	ISUZU FVZ1400 TIPPER	53,480	595	13,969	39,511
147	ISUZU FR525 TIPPER	38,565	6,390	12,357	26,208
148	ISUZU FVZ1400 TIPPER	41,545	2,520	11,045	30,500
149	KENWORTH T401 PRIME MOVER	93,219	11,471	45,456	47,763
150	KENWORTH T350 TIPPER	70,350	8,213	35,858	34,492
151	KENWORTH T350 TIPPER	66,900	10,275	34,418	32,482
152	ISUZU FXZ 1500 TIPPER	53,900	945	9,823	44,077
153	ISUZU FSR 850	56,425	15,050	13,918	42,507
154	ISUZU NPR 300	55,198	0	6,788	48,410
155	ISUZU NPR 200	29,025	14,190	4,782	24,243
156	ISUZU 400 LONG TIPPER	65,768	5,513	5,193	60,575
157	WORKSHOP SERVICE TRUCK	2,925	68	6,482	-3,557
158	ISUZU NPR 300 D/CAB TIPPER	18,090	0	7,021	11,069
159	ISUZU NPR400MEDIUM	16,920	203	2,280	14,640
161	ISUZU NPR 400 TIPPER	12,488	1,913	2,607	9,881

* Major Repair



DRAFT

Community Funding Support (CFS) Committee

1. INTRODUCTION

1.1 The Kyogle Council CFS Committee is an advisory committee to Council.

2. TERMS OF REFERENCE

2.1 General

(2.1.1) The CFS Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The CFS Committee does not have any management functions.

(2.1.2) The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Charter in order to facilitate decision-making by Council in relation to allocating funding.

(2.1.3) Scope and Purpose

The CFS Committee's scope and purpose includes reviewing the following applications for funding under;

- Futures Program
- Community Assistance Program
- Emergency Relief Program
- Other funding applications as required

(2.1.4) Objectives

CFS Committee objectives are to:

- Review the credibility and objectivity of all applications
- Assist the Council in discharging its responsibilities for accountability and financial management under the Local Government Act 1993
- Recommend outcomes
- Review and assess applications against Council policy
- Monitor ethical and statutory compliance

(2.1.5) External Reporting

The CFS Committee will make recommendations to Council.

3.0 MEMBERSHIP

- (3.1) The CFS Committee shall comprise of five members (three of whom shall be Councillors, the Executive Manager Administration & Community and the Community Development Officer).
- (3.2) Councillors shall be appointed by Council initially and then thereafter as part of the annual Councillor appointments.
- (3.3) As the CFS Committee members are formally appointed by Council, any changes in membership will be subject to Council's Approval.
- (3.4) The CFS Committee shall appoint a Chairperson. In the absence of the appointed Chairperson from a meeting, the meeting will appoint an acting Chairperson from the members present.

4.0 AUTHORITY

The Council has authorised the CFS Committee, within the scope of its responsibilities to:

- Seek information it needs from Council staff and external parties
- Arrange attendance of appropriate staff with required expertise and experience.

5.0 MEETINGS

- (5.1) The Committee should meet as required.
- (5.2) The Committee shall observe the requirements of the Kyogle Council's Code of Meeting Practice.
- (5.3) A quorum shall consist of three members, at least 2 being Councillors.
- (5.4) Other members of Council or Council staff may be invited to attend at the discretion of the Committee to advice and provide information when required.
- (5.5) Management shall provide secretarial and administrative support to the Committee

6.0 REPORTING

- (6.1) The CFS Committee minutes shall be dealt with at the next ordinary meeting of the Council.