



# **KYOGLÉ COUNCIL**

## **CORPORATE & COMMUNITY SERVICES AGENDA**

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

ON MONDAY 14 NOVEMBER 2011

Commencing at 2.30 p.m.

**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 14 November 2011 at 3.30 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

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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

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### 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 PIGGOTT  
GENERAL MANAGER.



# **CORPORATE & COMMUNITY SERVICES AGENDA**

**Monday 14 November 2011**

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**ITEM 1 APOLOGIES**

**ITEM 2 OPENING PRAYER**

**ITEM 3 TRADITIONAL LANDS ACKNOWLEDGEMENT**

**ITEM 4 DECLARATION OF INTERESTS**

Nil.

**ITEM 5 REPORTS**

**Item-5.1 DRAFT FINANCIAL MANAGEMENT POLICY**

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### **Summary/Purpose**

This report presents a Draft Financial Management Policy to the Committee for consideration

### **Community Strategic Plan Item(s)**

- Governance and Community Service

### **Previous Council Consideration**

At the August 2011 Ordinary Council meeting, when considering the minutes of the Governance Committee the following was resolved:

That council staff prepare a Financial Management Policy to be reported to the above Committee.

### **Report**

A draft policy has now been prepared for the consideration of the committee.

Reserves are established to set aside funds for Council to allocate to specific projects as required.

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This policy defines parameters in relation to current reserves which set out the purpose of the reserve, the basis of calculating transfers to and from the reserve and target balance for the reserve. The policy aims to establish a framework for the establishment and ongoing management of Cash Reserves.

The reserve levels as at June 30, 2011 are shown below

<b>Reserve Type</b>	<b>\$</b>
Employee Leave Entitlements	730,000
Buildings and Other Structures	562,000
Plant Replacement	3,827,000
Carryover Works (Revotes)	3,814,000
Quarries	602,000
Transport Operations	370,000
Information Technology	80,000
Roads and Bridges	1,890,000
Emergency Works	100,000
Stormwater Management	nil
Commercial Waste	150,000

### **Recommendation**

1. That the Draft Financial Management Policy be recommended to Council
2. That the Draft Financial Management Policy be placed on public exhibition for a period of 28 days

### **Attachments**

1. Draft Financial Management Policy (separate attachment)

## **Item-5.2 UPDATE REPORT - HEALTH CARE SERVICES BONALBO**

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### **Summary/Purpose**

This report presents to the Committee information regarding the provision of health care services at Bonalbo.

### **Community Strategic Plan Item(s)**

- Governance and Community Service
- Village Life

### **Previous Council Consideration**

At the September 2011 Ordinary Meeting the following was resolved:

1. That Council contacts the Bonalbo Hospital Executive Officer/Director of Nursing to discuss how the hospital and Council can collaborate to develop a community action plan for future primary health care services in Bonalbo.
2. That Council discuss the opportunities for a role in the development of the community action plan with the Active Kyogle Program.
3. That a report about the outcomes of those discussions be provided to the October Ordinary meeting of Council with recommendations about the best way to proceed.

### **Report**

The Community Development Officer has been actively involved in meetings and discussions surrounding the recruitment of a new health care provider in Bonalbo

An update report will be provided at the Committee Meeting on November 14, 2011.

### **Recommendation**

That the Update Report on the Provision of Health Care Services at Bonalbo be received and noted.

**Item-5.3 PLANT BUDGET REPORT - OCTOBER 2011**

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**Summary/Purpose**

This report presents information relating to plant costs and performance as at October 31, 2011 for Council's information.

**Community Strategic Plan Item(s)**

- Roads and Infrastructure

**Report**

Copies of the following reports appear below:

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

## 1. Plant Acquisitions/Sales 2011/2012

PLANT ACQUISITIONS/SALES 2011/2012						
as at 31 October, 2011						
to be replaced	Estimated Cost			Actual Cost		
	Purchase	Trade	Net	Purchase	Trade	Net
<b>Light Vehicles</b>						
4wd wagon	130,000	105,000	25,000	52,178	0	52,178 *
4wd Utility	195,000	125,000	70,000	34,111	0	34,111 *
Utility/Van	107,000	70,000	37,000	24,631	0	24,631 *
	<b>432,000</b>	<b>300,000</b>	<b>132,000</b>	<b>110,920</b>	<b>0</b>	<b>110,920</b>
<b>Quantities</b>						
4wd Wagon	3	4	(1)	1	0	1
4wd Utility	10	9	1	1	0	1
Utility	7	7	0	1	0	1
<b>Heavy Plant - (Trade)</b>						
Grader	375,000	130,000	245,000			
Truck - 10m Tipper	200,000	50,000	150,000			
W/Shop Truck	65,000	10,000	55,000			
Truck-Tipper 4 Tonn	60,000	15,000	45,000			
2011-2011 Revotes						
Mini Excavator	120,000	30,000	90,000			
Loader	250,000	138,270	111,730			
	<b>1,070,000</b>	<b>373,270</b>	<b>696,730</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Small Plant</b>						
Misc.	45,000		45,000	3,796	7,141	-3,345
PA Ride on mowers	16,000	4,000	12,000	11,818	0	11,818
	<b>61,000</b>	<b>4,000</b>	<b>57,000</b>	<b>15,614</b>	<b>7,141</b>	<b>8,473</b>
	<b>1,563,000</b>	<b>677,270</b>	<b>885,730</b>	<b>126,534</b>	<b>7,141</b>	<b>119,393</b>
* Trade not yet sold						

## 2. Plant Budget Report (by plant item)

As at 31 October, 2011				
	PLANT ITEM	INCOME	EXPENDITURE	PROFIT/LOSS
3	CAT 12H GRADER	25,095	7,556	17,539
4	CAT 140H GRADER	37,070	9,330	27,740
5	JOHN DEERE 770D GRADER	50,050	11,822	38,228
6	JOHN DEERE 770 G GRADER	34,045	7,689	26,356
24	DINGO K94 MINI DIGGER	3,366	1,423	1,943
25	MINI EXCAVATOR	24,592	2,411	22,181
26	STREET SWEEPER	6,032	1,514	4,518
27	CLARK BOBCAT	4,584	1,035	3,549
28	CAT 938G LOADER	8,145	5,230	2,915
32	CAT 324DL EXCAVATOR	37,015	11,445	25,570
33	CAT 324DL EXCAVATOR	22,110	6,692	15,418
34	CATERPILLAR IT28G LOADER	19,087	8,036	11,051
35	CATERPILLAR 966H LOADER	17,985	6,692	11,293
36	CATERPILLA 816F COMPACTOR	12,880	3,429	9,451
40	FRANNA MOBILE CRANE	22,350	1,989	20,361
41	CAT FORKLIFT	1,677	720	957
51	HYSTER DRAWN GRID ROLLER	6,095	339	5,756
52	GRID ROLLER-COATES	6,543	4,036	2,507
62	JOHN DEERE 315SG BACKHOE	5,530	1,951	3,579
63	CAT 432D BACKHOE	5,040	2,584	2,456
64	KOMATSU WB97S BACKHOE	15,525	4,170	11,355
71	CASE MX90C TRACTOR	1,073	1,093	-20 *
72	CASE MX200 TRACTOR	20,175	9,673	10,502
73	CASE MX210 TRACTOR	21,337	18,684	2,653
78	MCCORMICK MC105	10,107	3,678	6,429
79	MCCORMICK MC115	11,115	2,820	8,295
80	JOHN DEERE 2085 TRACTOR	1,775	595	1,180
88	MCCONNEL REACH MOWER	4,056	12,022	-7,966 **
101	ISUZU NPR250 CAB CHASSIS	1,333	1,024	309
135	ISUZU JETMASTER 2000	38,720	11,217	27,503
137	ISUZU NPR 400 TIPPER MAXIL	13,222	1,616	11,606
139	ISUZU GIGA 385CXY TIPPER	26,705	8,449	18,256
140	ISUZU NPR 400L CRANE/TIPPE	17,200	4,302	12,898
141	ISUZU FVZ1400M TRUCK/WATER	15,645	4,716	10,929
142	ISUZU NPR400L TIPPER	27,412	3,360	24,052
143	ISUZU FVZ1400L CRANE TRUCK	39,760	4,705	35,055
144	ISUZU NPR400L TIPPER	19,844	3,320	16,524
145	ISUZU NPR400L TIPPER	25,026	5,566	19,460
146	ISUZU NPR400L TIPPER	10,562	3,646	6,916
147	ISUZU FRR525 TIPPER	12,427	3,248	9,179
148	ISUZU FVZ1400 TIPPING TRUCK	16,965	2,464	14,501
149	KENWORTH T401 PRIME MOVER	38,385	16,152	22,233
150	KENWORTH T350 TIPPER	31,710	14,982	16,728
151	KENWORTH T350 TIPPER	31,675	14,809	16,866
152	ISUZU FXZ 1500 TIPPER	26,162	4,668	21,494
	Notes			
	* Low usage due to operator inavailability			
	**Refitted hydraulic pump and motor			

The figures appearing in this table are less than those reported last month. That is because the report to the October meeting incorrectly reported on life to date figures. The report should have been for year to date figures for the 2011/2012 financial year. The figures shown above correctly report on the income and expenditure for the current financial year to date.

### 3. Plant and Depot Operations

	Budget	Budget YTD	31.10.11	COMMENTS
<b>PLANT &amp; DEPOT OPERATIONS</b>				
<b>OPERATING</b>				
<u>PLANT INCOME</u>	2,701,221	850,200	1,183,278	
<u>PLANT EXPENDITURE</u>				
FRINGE BENEFIT TAX	16,974	9,200	8,606	
PLANT M & R	1,471,738	490,580	423,497	
DEPRECIATION EXP VEHICLE FLEET	874,333	291,444	291,444	
	2,363,045	791,224	723,547	
<b>NET SURPLUS/(LOSS)</b>	<b>338,176</b>	<b>58,976</b>	<b>459,731</b>	
<u>PROFIT ON SALE OF PLANT</u>				
PROCEEDS ON SALE OF PLANT & EQUIPMENT	509,000	0	7,140	
BOOK VALUE OF SOLD PLANT & EQUIPMENT	301,661	0	0	
	207,339	0	7,140	
<u>OTHER INCOME</u>				
PRIVATE USAGE CONTRIBUTIONS STAFF VEHICLES	42,858	14,286	15,481	
OTHER INCOME	0	0	55	
	42,858	14,286		
<u>DEPOT EXPENSES</u>				
KYOGLE DEPOT	66,641	38,000	23,220	
BONALBO DEPOT	24,397	6,000	5,233	
WOODENBONG DEPOT	7,501	2,500	2,402	
	98,539	46,500	30,855	
<b>TOTAL OPERATING</b>	<b>489,834</b>	<b>26,762</b>	<b>436,016</b>	
<b>CAPITAL</b>				
<u>NON CURRENT ASSETS</u>				
DEPOT IMPROVEMENTS	157,963	55,000	42,748	
PLANT PURCHASES	1,394,730	0	126,535	
BOOK VALUE SOLD ASSETS	(126,535)	0	0	
ACCUMULATED DEP'N - VEHICLE FLEET	(874,333)	(291,444)	(291,444)	
	<b>551,825</b>	<b>(236,444)</b>	<b>(122,161)</b>	
<b>TOTAL CAPITAL</b>	<b>551,825</b>	<b>(236,444)</b>	<b>(122,161)</b>	
<b>NET SURPLUS/(COST) OF ACTIVITY</b>	<b>(61,991)</b>	<b>263,206</b>	<b>558,177</b>	

### Recommendation

That the Plant Budget Report be received and noted.

## **Item-5.4 UPDATE REPORT TRANSPORT WORKING GROUP**

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### **Summary/Purpose**

This report provides the Committee with an update report on the recommendation made at the last Corporate and Community Services Committee meeting regarding the Transport Working Group.

### **Community Strategic Plan Item(s)**

- Governance and Community Service

### **Previous Council Consideration**

At the Ordinary meeting of Council held October 24, 2011 the following was resolved:

1. That the Transport Working Group review the terms of reference for this group to;
  - Examine the relationship with the Regional Transport plans and initiatives,
  - Examine the role of the group in developing policy and planning advice for Council in relation to transport issues.

### **Report**

At the October meeting of the Transport Working this recommendation was discussed. The Working Group decided to research the history of the Committee and the types of agenda items that had been discussed.

The Working Group welcomed the idea of establishing a clear terms of reference that clearly defined the areas of responsibility and stated responsibilities.

At the next meeting of the Transport Working Group work is to commence on the development of the Terms of Reference.

### **Recommendation**

That the Update Report on the Transport Working Group be received and noted.

## **Item-5.5 UPDATE REPORT CULTURAL PLANNING COMMITTEE**

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### **Summary/Purpose**

This report presents information to the committee regarding the resolution to reconvene the Cultural Precinct Planning and Development Committee.

### **Community Strategic Plan Item(s)**

- Governance and Community Service

### **Previous Council Consideration**

At the September 2011 Ordinary meeting the following was resolved:

1. That Council reconvene the Cultural precinct Planning and Development Committee, to include the Arts Council, the Kyogle Gallery, the Museum, Library, Reconciliation, Youth services and appropriate staff, with a view to examining reasons why the application for a grant to build a hub for creative industries and heritage was not successful and compiling an amended application for round 2, November 2011, which includes consideration of the following matters;
  - How Project planning, management procedures and protocols to support roles and responsibilities between council and the community based organisations involved in the project can be achieved by making best use of expertise within the Arts/heritage programs which council currently manages.
  - Recommendations on the future management plan for the creative industries and heritage precinct.
  - Recommendations on how the KMI Hall should be incorporated into the overall management plan for the creative industries and heritage precinct.
2. Provide a further report to Council at the November cycle of meetings with recommendations related to the above matters to be considered for inclusion in the revised application.

### **Report**

An advertisement was placed in the Council Newsletter asking for interested people to join the working group.

The following residents have responded and are to be included on the Committee

Max Cowgill  
Wendy McGain  
Tom Fitzgerald

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Elaine McLean  
Vivienne Sigley

It is also proposed to invite Ruth Haig, a representative from the Kyogle Library, the Roxy Gallery Coordinator and the Community Development Officer to attend. the first meeting.

The first meeting is schedules to occur on November 21, 2011 with the agenda currently being finalised for distribution prior to Friday November 11, 2011

**Recommendation**

That the Update Report on the Cultural Planning Committee be received and noted.



# KYOGLE COUNCIL



# ATTACHMENTS

## CORPORATE & COMMUNITY SERVICES MEETING

ON 14 NOVEMBER 2011

