



Kyogle Council Annual Report 2010/2011



KYOGLE COUNCIL



2010/2011 ANNUAL REPORT

Kyogle Council
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Summary of Achievements

Achievements

Some of the achievements over the past year are detailed below:

Community Services

Council was successful in obtaining funding through the Safer Suburbs Program. This funding will be used to make improvements to the Youth Centre and the Memorial Park area in Kyogle.

Maintenance and upgrading of local roads and bridges.

\$3.2 million was spent on maintenance of urban and rural local roads during the year, including \$1.5 million on flood damage restoration from floods in May 2009 and December / January 2010. In addition gravel resheeting of \$154,000 and bitumen resealing of \$100,000 was undertaken.

The Kyogle Main Street Redevelopment project continued throughout the year with expenditure of \$579,000 from funding provided through the Federal Governments Stimulus Package Strategic Projects Program. This project will be completed in the 2011/12 financial year

\$94,000 was spent on rehabilitation of urban streets in Bonalbo and Woodenbong during the year.

Roads to Recovery funding of \$568,000 spent during the year funded rehabilitation of 2.15 km and initial sealing of 0.9km of rural road, replacement of two timber bridges with concrete culverts and replacement of one timber bridge with a new concrete bridge.

A total of 5 timber bridges were replaced during the year, including those funded under the Roads to Recovery program, and two replacements were commenced, with total expenditure on bridge replacements being \$729,000. In addition, \$620,000 was spent on maintenance of timber and concrete bridges and a program of rehabilitation of major stormwater culverts was commenced, with \$195,000 spent on this program in the year.

Regional Roads Upgrading

Replacement of two timber bridges on the Clarence Way was completed and replacement of a third bridge commenced during the year. This will be the final works under the Timber Bridge Partnership with the State government which has seen 12 bridges replaced on Regional roads in the life of the program.

Water Supplies

The Kyogle Integrated Water Cycle Management Strategy continues to be the guiding strategy for the Kyogle Water Supply and Sewerage Services, as well as the financial planning for the water supplies, sewerage services, and stormwater and flood mitigation for each of the serviced villages.

Major activities during the course of the 2010/11 financial year include;

- o Completion of the Bonalbo Water Treatment Plant.
- o Completion of the treatment plant at Urbenville for the joint water supply of Urbenville, Muli Muli and Woodenbong.
- o Continued upgrading of the Kyogle Water Treatment Plant and planning and design of the proposed off-stream storage.

Sewerage Systems

No major upgrading works were carried out on the sewerage schemes during 2010/11. However Council has received a number of awards for its implementation of its Integrated Water Cycle Management Strategy. This facility incorporates a hydroponic wetland for reuse of effluent from the Kyogle treatment plant.

Stormwater Network

Investigation of stormwater issues in Kyogle and all other villages as part of the strategic planning process for the stormwater network has continued during the year. The flooding in December 2010 and January 2011 has again enabled drainage problems to be identified and remedial works to be planned for implementation as funds become available.

The major drainage project completed in the year has been the first stage of clearing and straightening of the main open watercourse in Bonalbo.

Investigation works relating to the proposed Kyogle flood levee identified in the Kyogle Floodplain Risk Management Study investigations have continued during the year.

Asset Services

Council has continued to upgrade the quality of the information recorded in our systems to enable comprehensive strategic planning to be undertaken and preparation of comprehensive asset management plans commenced, to be completed in 2011/12.

Financial Result

A full copy of Councils General and Special Purpose Financial Statements and the associated audit report are included in this document as Appendix 1.

Council's deficit from all activities for the year ended 30th June 2011 totalled \$663,000. This compares to a surplus in 2009 of \$3,564,000. The 2011 result can be summarized as follows:-

	2011 \$'000	2010 \$'000
Revenues from continuing operations	22,083	19,719
Expenses from continuing operations	(16,599)	(15,165)
Result from continuing operations	5,484	4,554
Less Depreciation	(7,579)	(4,341)
Results from continuing operations before capital amounts	(2,095)	213
Capital grants and contributions	1,802	4,065
Gain/(loss) on disposal of assets	(370)	(714)
Surplus/(Deficit) from all activities	(663)	3,564

Kyogle Council Profile

Kyogle Council services an area of 3,589 square kilometres and adjoins the Scenic Rim Council in Queensland and the Northern Rivers Shires of Tweed, Lismore, Richmond Valley, Clarence Valley and Tenterfield in New South Wales.

Kyogle Council comprises a large and diverse region with spectacular natural (including the renowned Border Ranges National Park and other world heritage listed areas) and cultural attributes, within two hours drive from Brisbane and one hour from the Gold Coast and NSW coastal communities of Byron Bay, Ballina and Tweed Heads. This, combined with a superb climate and a close proximity to all services, education and recreation, makes the Kyogle area an ideal place to live and work.

The district boasts a wide range of natural assets, including the World Heritage listed Border Ranges, Toonumbar National Park and no fewer than 12 state forests, all within easy reach of the towns and villages.

An abundance of well-maintained facilities, picnic spots, camping sites, lookouts and walking trails will ensure that you enjoy all Kyogle has to offer.

Vision, Mission, & Values

COMMUNITY VISION

Working together to balance Environment, Lifestyle, and Opportunity.

OUR MISSION

To meet the challenges of our unique and diverse region

OUR VALUES

- Respect and respond to community needs
- Improve the quality of our services
- Be open and accessible
- Act with honesty and integrity
- Value people's contribution
- Support the culture of teamwork, cooperation and safety

Elected Representatives

Nine Councillors represent three wards of the council area and are responsible for the direction and control of Councils affairs in accordance with the Local Government Act and associated legislation. Our current Councillors were elected on September 13, 2008 and will hold office until September 2012.

A Ward	B Ward	C Ward
<p>Ross Brown Mayor From Sept 2011 Ph: 66321349</p> 	<p>Robert Dwyer Ph: 6632 3352</p> 	<p>Ernie Bennett Mayor Sept 2010- 2011 Ph: 6664 7291</p> 
<p>Robert Leadbeatter Ph: 66321353</p> 	<p>Lynette Zito Deputy Mayor (Sept 09-10) Ph: 0429 922 169</p> 	<p>Tom Cooper Ph: 66651286</p> 
<p>Janet Wilson Deputy Mayor from 2010 Ph: 0419600848</p> 	<p>John O'Reilly Ph: 0419155101</p> 	<p>Lindsay Passfield Ph: 6635 1429</p> 

Attendance at Council Meetings

Total Ordinary Meetings 11

Total Extraordinary Meetings 4

Total Workshops 5

Councillor Name	Ordinary Meetings attended 11 held	Extraordinary Meetings attended 4 held	Workshops attended 5 held
Clr Bennett	11	3	5
Clr Brown	11	4	3
Clr Cooper	10	2	4
Clr Dwyer	11	4	3
Clr Leadbeatter	10	2	4
Clr O'Reilly	8	4	2
Clr Passfield	11	4	4
Clr Wilson	10	3	4
Clr Zito	11	3	4

Organisational Structure

GENERAL MANAGER (Arthur Piggott)

Managing Council Relationships	Organisation and Operations Management	Tourism And Promotion	Economic Affairs	Governance	Risk Management and OH & S	Human Resources Management	Public Relations Management
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DEPARTMENT OF TECHNICAL SERVICES (Director: Frank Winter)

Project Services	Asset and Design Services	Water and Sewerage Services	Quarries	Maintenance and Construction Services	Emergency Services Coordination Rural Fire Services
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DEPARTMENT OF PLANNING & ENVIRONMENTAL SERVICES (Director: John Hession)

Planning Services	Environmental, Health and Building Services	Crown Reserves	Parks and Gardens	Facilities Maintenance Services
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DEPARTMENT OF CORPORATE & COMMUNITY SERVICES (Director: Carol O'Neill)

Financial and Audit Services	Information Technology Services	Human Resource Services	Plant and Purchasing Services	Community And Cultural Services	Administration and Customer Services
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The Organisational structure was last revised and presented to Council in November, 2008.

Principal Activities

FUNCTION	ACTIVITY
WASTE & WATER	Commercial Waste Management Domestic Waste Management Stormwater & Flood Management Water Fund Sewer Fund
VILLAGE LIFE	Community & Youth Services Swimming Pools Public Libraries Community Buildings Public Cemeteries Art Galleries Pre Schools
CUSTOMER SERVICE	Governance Administration Human Resources Finance
ENVIRONMENT & PASTORAL	Parks & Gardens Crown Reserves Town Planning Environmental Health Building Control Fire Protection Animal Control
ECONOMIC DEVELOPMENT	Economic Development Tourism
ROADS & INFRASTRUCTURE	Regional Roads Urban Local Roads Rural Local Roads Engineering Works & Administration Bridges State Highways Quarries Plant & Depots

Key Strategic Priority Areas

o **Water and Waste**

Waste and water are key business functions of any local Council and Kyogle Council is no exception. This was underlined by the first community survey that identified improving water and sewer infrastructure as the third priority after improving roads and promoting local employment,

In recent years concern for the natural environment has driven many changes in the way water resource and waste products are managed with public concern over issues relating to climate change and dwindling non renewable resources. This important trend will continue and will influence Councils decisions relating to flood plain management, water supply and sewerage augmentations recycling and the management of landfills.

o **Village Life (town and village development)**

The village life within Kyogle Local Government Area is one of the things that make that area unique. Council aims to improve the "village life" experienced by its residents through controlled development of its towns and villages and promotion of the physical, social, cultural and general well being of the Community.

o **Customer Service**

The highest priority of any public organisation is its ability to provide service to its constituents. Kyogle Local Government Area residents have a right to expect the highest level of service from their Council. In order to provide a high level of customer service Kyogle Council must be well managed, must communicate openly and must be responsive to the needs of the community.

o **Environmental and pastoral**

Throughout the community strategic planning process, the process indicated a strong desire to protect the unique character of towns and villages in the Local Government Area and to strike a balance between this preservation and growth and development strategies. It is therefore a high priority for the Environmental and Pastoral aspects of this overall plan to be maintained to a high level in order to achieve this fine balance

- **Roads and Infrastructure**

Roads and associated infrastructure has by far the highest impact on the community as a whole and recent community surveys consistently rate this area as the one needing most attention by council and the areas of operations in which respondents are least satisfied.

- **Economic Development**

Throughout the process of establishing the strategic plan economic development has been identified as important – both in terms of building Kyogle Council's reputation as a place where business can thrive and ensuring growth is supported by adequate services levels. With strong foundations in place, economic development, tourism and job-creating investments should flourish.

Audited Financial Reports

Section 428(2)(a)

A complete set of Kyogle Councils 2010/11 Financial Statements and the audit report from Thomas Noble and Russell are attached to this document as Appendix 1. The complete set of financial statements also appears on Kyogle Councils website at www.kyogle.nsw.gov.au

Compliance with Special Variation Approval Conditions

There was no above pegging rate increase in the 2010/11 Financial year

Performance of Principal Activities

Section 428(2)(b)

Shown below is the June Quarter Management Plan Review as presented to Council

1 Waste Management

Aims:

- Manage solid wastes stream to maximise recycling and minimise the quantities of waste being returned to landfill.
- Maximise lifespan of current landfill site.

INITIATIVES	STRATEGIES	INDICATORS
Minimise waste being returned to landfill.	Maximise recycling opportunities	Total waste collected : 3975.23 Tons Total waste to landfill : 3101.63 Tons Total waste recycled : 873.6 Tons
Maximise lifespan of current landfill sites	Ongoing enhancement of current capacity in refuse cells and the monitoring of recycling activities.	Construction of new waste trenches as required
Collection Services	Contract collection services are supervised and reviewed under terms of contract, including consideration of new contract needs.	Tender documentation has been prepared for advertising for the commencement of a new Contract for Waste Collection.
Management of Landfill sites	Managed and operated in accordance with relevant environmental standards guidelines and reporting provisions.	License conditions/reporting obligations are complied with, as Council allocated resources permit.
Management of transfer station sites	Installation of a Kyogle Waste Transfer Station Facility and staging of rehabilitation	Facilities maintained in an acceptable condition and waste transferred in a timely manner

2 Stormwater and Flood Management

Aims:

Provide an effective stormwater drainage system capable of protecting public and private property from inundation and to manage and minimise the impact of flooding.

INITIATIVES	STRATEGIES	INDICATORS
Provide infrastructure (subject to available resources) which meets the community's environmental, economic and social needs.	Implement Floodplain Management Plan initiatives.	Pre construction works for Kyogle flood levee in progress.
Maintain and update the Stormwater Management Plan for the Kyogle town area.	Identify changes required to the plan as objectives are refined.	Priority program developed for capital works projects.
Identify stormwater drainage needs in the villages.	Site inspections and discussion with local residents.	Priority works for Bonalbo, Tabulam Mallanganee, Old Bonalbo and Woodenbong identified.
Develop systematic maintenance programs for urban drainage	Assess the condition and effectiveness of the existing drainage networks	Performance of drainage network observed during high flows and maintenance program of open drains implemented.
Pursue community awareness programs on stormwater management issues	Participate in stormwater education initiatives jointly with adjacent councils, DWE or other organisations	Training and education undertaken as appropriate.

3 Water Supplies

Aims:

- Implement integrated water cycle management principles
- Pursue water conservation

INITIATIVES	STRATEGIES	INDICATORS
Ensure the principles of Integrated Water Cycle Management are used in strategic planning.	Prepare and Integrated Water Cycle Management Strategy for water supply, sewerage and storm water systems as required by the best practice guidelines prepared by the DWE.	Kyogle off stream storage as identified in IWCM strategy included in forward budget and pre-construction activities underway.
Develop and implement Demand Management initiatives.	Strategies are developed for each water supply to identify demand management measures to achieve cost and energy savings, protect the environment and reduce wastewater flows.	Council are working with the Northern Rivers Water Managers Group on a regional approach to demand management.
Drinking water quality meeting the Australian Drinking Water Guidelines	Maintain and operate Councils water supplies in accordance with the multi barrier approach outlined in the Australian Drinking Water Guidelines.	Council are working with the Northern Rivers Water Managers Group on preparing a regional drinking water quality management plan.
Regular Performance Reporting is undertaken	Collection of data and completion of reports as required by the DWE and NSW Health, and other agencies.	Annual returns are completed as required within the timeframe specified by the agency.
Maintain high standard of response to customer requests	Maintain Council's Customer Action Request system and document inspection and response procedures to ensure prompt, efficient response to requests.	09/10 prelim statistics: Water quality complaints per1000 properties 3 Av duration of unplanned interruption 120min No of water main breaks per 100km of main 14

4 Sewerage Services

Aims:

Implement integrated water cycle management principles

INITIATIVES	STRATEGIES	INDICATORS
Ensure the principles of Integrated Water Cycle Management are used in strategic planning.	Prepare and Integrated Water Cycle Management Strategy for water supply, sewerage and storm water systems as required by the best practice guidelines prepared by the DWE	IWCMS major projects completed for Sewerage, ongoing renewals program to address inflow and infiltration issues.
Develop and implement Demand Management initiatives.	Strategies are developed to identify demand management measures to achieve cost and energy savings, protect the environment and reduce wastewater flows.	Council are working with the Northern Rivers Water Managers Group on a regional approach to demand management.
Regular Performance Reporting is undertaken	Collection of data and completion of reports as required by the DWE and NSW Health, and other agencies.	Annual returns are completed as required in the timeframe specified by the agency.
To meet the requirements of Councils Environmental Protection Licenses administered by DECC	Specific license requirements are met for each Sewerage System License.	License annual returns completed as required by the EPA.
To maintain acceptable Levels of Service.	Service interruption response times are set out in Councils Strategic Business Plan.	09/10 prelim statistics: Odour complaints per 1000 properties 2.4 Service complaints per 1000 properties 17 Average sewerage interruption time 60 minutes.

Village Life

5 Community Services

Aims:

- Address the decline in services in the villages.
- Help create and develop a strong sense of community.
- Coordinate and support services and facilities and employment opportunities for young, elderly, disabled and indigenous community members.

INITIATIVES	STRATEGIES	INDICATORS
Provide services to villages	Identify potential sites for the establishment of Services	Level of assistance in the promotion of Villages to Service Providers. Community Development Officer (CDO) has conducted visits and met with individuals.
Develop a strong sense of community	Provide a teamwork approach and cooperation	Number of community meetings Community meetings held in relation to changes in waste system and LEP.
Implement Social Plan	Address action items within Social Plan wherever possible.	Report on achievements to be included in annual report.
To co-ordinate and support services and facilities and employment opportunities for youth, elderly, disabled and indigenous community members.	Promote more understanding and awareness of issues. Fund and construct facilities	CDO has been actively participating in Interagency Meetings and work groups. Report on achievements to be included in annual report.
Review current services & facilities that cater for people with disabilities, including suitable transport options & accessible public toilets.	To ensure the needs of people with disabilities are catered for in Kyogle LGA.	CDO involved in Transport Working Group.
Continue to update Council's website & distribute newsletters to all ratepayers.	To keep the community informed.	Regularly checked for currency Website updates. Format of newsletter updated. Website improved.

6 Pre Schools

Aims:

To co-ordinate and support services and facilities, which cater for, needs in the areas of childcare.

INITIATIVES	STRATEGIES	INDICATORS
To co-ordinate and support services and facilities, which cater for, needs in the areas of childcare.	Continue the autonomy of Council owned preschools.	Lease arrangements for Preschools in place. All lease arrangements current.
Review need for more childcare and pre-school facilities for children under 3.	To ensure the needs of under 3's are catered for in Kyogle LGA.	Review current list of facilities & needs of parents. Annual maintenance allowance provided. Request from Management Committees considered in developing 2011/12 budget.
Continue to promote current services & facilities for children aged 0-11.	To inform parents of available services & facilities.	Online Community Directory updated. Directory/pamphlets available in community locations. Maintained by CTC
Investigate more funding sources for pre-schools & raise awareness of funding opportunities.	To assist local service providers to access grants to maintain pre-school facilities	List of funding opportunities updated and posted on website. Information provided to pre schools by CDO. Visits organized to Council owned preschools conducted by CDO.

7 Public Cemeteries

Aims:

Ensure local cemeteries are maintained and improved including expansion needs.

INITIATIVES	STRATEGIES	INDICATORS
To preserve an essential community facility and to cater for future community needs.	Cemetery income to support essential maintenance and works activities to seek a stand-alone capacity.	Cemeteries maintained within available budget.
To provide an efficient, compassionate community service.	To ensure staff are suitably trained to compassionately deal with burial arrangements and enquiries.	1 complaint received from dissatisfied persons.

8 Public Libraries

Aims:

To provide accessible reference reading and recreational reading for the community and associated services associated with Regional Library Management

INITIATIVES	STRATEGIES	INDICATORS
Monitor Performance of the Richmond Upper-Clarence Regional Library.	Liaison with regional library regarding community needs.	Ongoing evaluation of Regional Library. Borrowing statistics - Loans 12,142 - Internet Bookings 772 - New members 72 Mobile Library (Approximately 50/50 split between Kyogle & Richmond Valley Council). Loans 4,189
To maintain the community asset.	Inclusion of the asset within Council's facilities maintenance program.	Minor maintenance works undertaken.

9 Community Buildings

Aims:

Provide safe, accessible and secure community facilities.

INITIATIVES	STRATEGIES	INDICATORS
Structures are maintained to prolong physical life of the asset as well as reducing long-term maintenance costs.	Maintenance scheduled within facilities maintenance program.	Maintenance works within budget limits.
To provide appropriate facilities for community needs.	Facilities cater for specific needs of community groups, facility hirers and visitors to the area.	Periodic consultation with community groups and reference to PAMP
Provide safe, accessible and secure community facilities.	Safety, access and security issues addressed with improvements implemented where necessary.	Regularly monitor and review safety access and security needs.

10 Swimming Pools

Aims:

To provide safe and enjoyable swimming facilities for recreational and competitive needs.

INITIATIVES	STRATEGIES	INDICATORS
Safety issues addressed with improvements implemented where necessary.	Regularly monitoring and review of safety issues and contract management.	Safety and Capital works carried out within budgetary allocations.
Structures are maintained to prolong physical life of the asset as well as reducing annual maintenance budget in the long term.	Maintenance works scheduled within facilities maintenance program.	Pools ready for opening at commencement of swimming season Patronage statistics

11 Parks & Gardens

Aims:

To provide a safe and pleasant atmosphere in Council's parks, gardens and recreation areas and to pursue their steady improvement.

INITIATIVES	STRATEGIES	INDICATORS
Minimise the potential for liability claims.	Undertake regular risk audits	Ongoing Risk Assessment carried out and documented.
Pursue means to reduce costs of recreation facility maintenance	Encourage community and sporting body participation in maintenance	Receive community input into the maintenance and development of parks and gardens
Ensure parks, gardens and recreation areas are safe	Ensure rectification of identified hazards is given high priority in the routine maintenance program.	Upgrade park equipment in disrepair or at the end of its functionality Number of complaints - Nil

12 Crown Reserves

Aims:

To provide a safe and pleasant atmosphere in Council's crown reserves and to pursue their steady improvement.

INITIATIVES	STRATEGIES	INDICATORS
Efficient running of reserves	Continue actions in relation to preparation of Crown reserves Strategic Plan.	Strategic Plan implementation commenced.
Pursue means to reduce costs of recreation facility maintenance	Encourage community and sporting body participation in maintenance	Receive community input into the maintenance and development of crown reserves
Ensure crown reserves are safe	Undertake regular risk audits, ensure rectification of identified hazards is given high priority in the routine maintenance program.	Ongoing Risk Assessment carried out and documented. Number of claims/complaints - Nil
Ensure community lands plans of management are in accordance with current legislative requirements	Conduct a review to ensure community lands plans of management are in accordance with current legislative requirements	Review conducted by January of each year.

13 Arts & Cultural Services

Aims:

Support, promote and initiate cultural activities within the Kyogle area.

INITIATIVES	STRATEGIES	INDICATORS
Adopt and Implement Cultural Policy	Implement Action Plans included in policy wherever possible.	Report on implementation progress. Strategies being developed by Roxy Gallery Coordinator. Budget allocation made. Report to be included in the annual Reprot
Liaise with DEC (National Parks and Wildlife Service) to collaborate on the development of an Aboriginal Archaeological Study to objectively and professionally document and identify the Aboriginal heritage of the local government area.	Develop a Heritage Map for the Council area as the basis for determining whether development will diminish the cultural significance, archaeological integrity or historic value of any identified site, object or feature.	Identified Aboriginal heritage is included in a Heritage Map and Schedule 5 of an endorsed LEP in an appropriately sensitive manner
To ensure that known places of heritage and cultural significance are preserved, enhanced or revealed.	That the comprehensive Local Environmental Plan for the Council area include the items of environmental heritage identified in the Kyogle Heritage study 1996.	That the endorsed LEP include items of environmental heritage.
Council liaise with the NSW Heritage Council to explore funding to establish a heritage advisory service.	Identify the possibilities for funding including the viability of engaging a Heritage Advisor on a part time basis under the NSW Heritage Assistance Program	That all avenues of funding to provide professional advice on heritage related issues are explored.

Customer Service

14 Governance

Aims:

- Better manage community expectations.
- Understand and meet the needs of the community.
- Set the example in Local Government through efficient and effective management practices and provide an environment that fosters trust, encourages and rewards excellence in performance and which supports the implementation of Council's goals and policies.

INITIATIVES	STRATEGIES	INDICATORS
Report community opinions	Conduct a community survey Review strategic plan	Conduct review of the Community Strategic Plan. Reviewed document adopted by Council August 2010
Engage the community in Council processes	Conduct public meetings and engage in appropriate consultation	Number of meetings and satisfaction levels Public meetings held throughout the quarter relating to Waste collection changes and LEP
Organisation structure reviewed annually	Organisation Structure review to be carried out in consultation with the General Manager, Council and staff	Structure to be reviewed annually and reported to Council
All policies reviewed annually	Review all policies annually to ensure that they are not contrary to Council's stated objectives	Review to be completed by 30 June, each year. Report to Council regarding status of review Reviews ongoing
Management Plan reviewed quarterly	Undertake quarterly reviews of Management Plan, identifying any areas of concern and adjusting targets as necessary.	Reviews to be completed by August, November, February and May and presented to Council Presented as required
Minimise number of customer complaints	Provide prompt response to phone calls, correspondence and customer complaints	Report on number and type of customer service complaints as part of quarterly management plan review Report on level of unanswered correspondence. 1250 items of correspondence registered for quarter. 10.64% outstanding. 360 customer requests received for the quarter.

15 Administration

Aims:

Efficient and effective management of customer services (both internal and external)

INITIATIVES	STRATEGIES	INDICATORS
Ensure information technology is effectively utilised as a means of enhancing the effectiveness of work groups and the efficiency of the organisation.	Subject to availability of funds, all information technology needs are met.	Information Technology Strategy Plan is current. Document developed
Provide efficient management of Council records	Effective registration, storage and follow ups for all documents and e-mail.	Ensure ready access to centralised system of current and archival information by all staff Records system function well.
Ensure public is aware of services, relevant events, meetings etc.	Full public knowledge of services, events, meetings etc.	Co-ordinate, produce and distribute monthly newsletters. Newsletter distributed
Maintain relevant and current web site	Manage in line with Council and Community requirements	Implement message board Number of Complaints/suggestions received via web site
Compile and prepare Business papers for distribution to Councillors, staff, press and public	Business papers prepared accurately and distributed within sufficient time to allow review prior to meetings.	Compliance with distribution requirements All requirements met
Minimise exposure to insurance risk	Ensure adequate insurance coverage and regularly inspect all facilities in accordance with developed risk management program	4 public liability claims received.

16 Personnel

Aims:

- Employ recruitment and selection procedures to attract the best possible applicants
- Ensure all staff, contractors and volunteers are aware of policies, safety issues and conditions of engagement.
- Ensure all staff training needs are addressed and training budget spent effectively
- Monitor progress and performance of staff

INITIATIVES	STRATEGIES	INDICATORS
High quality staff employed.	Positions to be filled according to recruitment procedures and policies	Staff turnover rates and complaints statistics 2 staff left Councils employment throughout the quarter
Policies, safety procedures and conditions of engagement fully known and applied.	Induct staff, contractors and volunteers prior to their commencing duties.	Number of inductions carried out 1 induction carried out throughout the quarter, all casual staff.
All necessary training completed within budget.	Training plan to be developed for all staff	Structured training plan prepared by 31 March each year Carried out by OH + S Officer
All staff reviewed at least once a year.	Conduct regular reviews and reward positive achievement	Percentage of staff reviews completed. All outstanding reviews being monitored
Minimise workers compensation claims/costs	Provide OH&S training for all employees, Interview all employees making accident claims and review work practices	10 incidents/accidents reported for the quarter by staff and members of the public.

17 Finance

Aims:

Manage the finances of Council and ensure processes and procedures are in place for the efficient processing and reporting of financial data.

INITIATIVES	STRATEGIES	INDICATORS
Minimise debt service costs	Evaluate the use of loan funding for capital works projects as required	Debt service ratio reported in annual report.
Ensure budgeted results/objectives are obtained	Oversee budgets to ensure budget objectives are attained.	Report on percentage variances from budget provided as part of review.
Ensure taxation requirements are met	Taxation minimised. Nil fines or penalties.	All returns lodged on time no fines received.
Minimise level of outstanding debts.	Enforce debt collection methods to reduce levels of outstanding debt	Report on levels of outstanding rates and debtors provided to Council meetings.
Manage cashflows to maximise investments	Investment return forecast in adopted budget.	Monthly investment reports provided to Council meetings.
Ensure internal controls are in place to minimise risk of error and opportunity for fraud	Document systems, train staff and implement auditors recommendations	Management letter received from Thomas, Noble & Russell all points raised addressed.

Environment and Pastoral

18 Environmental Health

Aims:

- Protect and promote the health and well being of the public of the Kyogle Council area Community by developing and applying environmental health and public safety measures
- Encourage responsible land management on privately owned lands.
- Continue to enforce and police air pollution legislation.

INITIATIVES	STRATEGIES	INDICATORS
Promote existing health & support services	To raise community awareness about health issues & medical services available in Kyogle LGA.	Information available on Council website & in community locations.
To ensure public health standards are maintained in accordance with statutory obligations.	Response to complaints and the procedures for issue of Orders is monitored and regularly reviewed.	Complaints are responded to within 21 days or less depending on health issues concerned.
Carry out periodic surveillance of food preparation, handling and sale procedures.	Inspection of food handling premises and food handling methods, including development of upgrading programs for individual premises.	Annual inspection of all food premises - 87 inspections.
Monitor and inspect skin penetration activities and equipment, which has the potential to harbour legionella bacteria.	Registration and periodic inspection of premises conducting skin penetration activities or containing water-cooled air conditioning units.	Annual Inspections of all premises.
Continue to enforce and police air pollution legislation	Air pollution incidents are investigated and appropriate education and or regulatory action is implemented.	Incident investigation. Incident response
To provide community education on health and environmental issues.	Develop and maintain reference material.	Number of education programs conducted Topical and current material stocked and displayed.
Monitor weed control activities of Far North Coast County Council (Far North Coast Weeds) within Council area.	Staff are conversant with functions of the County Weeds	FNCW statistics on time spent in area, levels of infestation Number of education programs conducted

19 Town Planning

Aims:

- Achieve acceptable planning and development standards to protect the environment in accordance with community expectations.
- As part of the preparation of the draft Local Environmental Plan, consider the identification of environmentally sensitive lands and provide protection through appropriate environmental protection zoning and provisions.

INITIATIVES	STRATEGIES	INDICATORS
To ensure a high level of assessment is carried out in respect of all development in accordance with the requirements of Section 79C, Council's policies and Council's objectives for the development of the area.	All development applications are assessed in accordance with the provisions of the Environmental Planning and Assessment Act, Council Policies and codes.	Mean turn around time in working days for determination of development applications to be less than 40 days. 38 @ av. 21.8 days Number of appeals/reviews
To enforce Council's planning statutes as required.	All identified non-compliance activities are satisfactorily dealt with, resulting in the cessation or legalisation of the use.	Number of illegal activities controlled as a percentage of illegal activities identified.
To process Section 149 Certificates efficiently	Section 149 Certificates processed on a PC based system.	To ensure the processing time of Section 149 Certificates be less than 5 working days. 66 @ av. 4.7 days
As part of the preparation of the draft Local Environmental Plan , consider the identification of environmentally sensitive lands and provide protection through appropriate environmental protection zonings and provisions	Assign land use zones through a consideration of parks, reserves and private land in context with state policy, the regional strategy and local strategic planning documents (including the NPWS key habitats and corridors database)	Identified environmentally sensitive lands are protected in the LEP under the Environmental Protection, RU6, R5 and RE1 zones as appropriate.

20 Building Control

Aims:

Achieve acceptable building standards in accordance with community expectations.

INITIATIVES	STRATEGIES	INDICATORS
Building appraisal procedures are performed in accordance with relevant legislation and statutory time frames.	Application appraisal procedures are regularly reviewed.	Building certificates processed within statutory timeframes.
Policies developed and reviewed to provide relevant criteria for building activities, as Council allocated resources permit.	The majority of the work is undertaken "in house".	Policies referred to Council and community as necessary.
Ensure building related enquiries are dealt with efficiently and professionally.	Inspections carried out in a timely and professional manner, as Council allocated resources permit.	Level of customer satisfaction/complaint monitored through complaints register.

21 Ranger Services

Aims:

- Monitor incidence of straying dogs and stock.
- Reduce the risk of vehicle accidents due to straying animals.

INITIATIVES	STRATEGIES	INDICATORS
Animal control	Carry out regular patrols of public streets and roads	Patrols carried out on a regular and systematic basis. Number of infringements 6
Educate community on responsible animal ownership	Formulation and review of policies and supply of information to the community	Public consultation, education and meetings for Companion Animals Management Plan.
Provide prompt response to community needs regarding animal control.	Enquiries and complaints are actioned promptly.	Complaints and enquiries acted on within 7 days.

22 Emergency Services

Aims:

To protect life and minimize damage to property and environment

INITIATIVES	STRATEGIES	INDICATORS
Rural Fire Service Level Agreements	Implement the Service Level Agreement between Council and the NSW RFS	Service Level Agreement extended to July 2011 pending finalization of new zoning agreement
SES support	Support the activities of the local State Emergency Services brigades	Statutory contributions made to State Emergency Services
Emergency Management	Facilitate and support LEMC Support District and regional emergency management initiatives.	LEMC Meetings held August, November 2010 and February 2011. DEMC meetings attended.

23 State Highways

Aims:

Maintain to an acceptable standard the network of 113km of State Roads.

INITIATIVES	STRATEGIES	INDICATORS
Liaise with RTA in the development of five year capital works and maintenance programs for State Roads	Participate in annual inspections of State Roads with RTA to determine needs.	Inspections completed for 2010-11
Continually monitor defects to identify areas where additional works to routine maintenance are required.	Advice submitted to RTA on identified needs for rehabilitation or reconstruction	Ongoing liaison continued with contract surveillance officers
Pursue a commitment for a heavy vehicle alternative route for the Summerland Way through Kyogle and Wiangaree.	Liaise with the RTA and other government departments.	Continue to pursue through Summerland Way Promotional Committee.
Pursue further investigation of the East of Mount Lindsay deviation for the Summerland Way	Liaise with the RTA and other government departments	Continue to pursue through Summerland Way Promotional Committee.
Maintain State Roads to the requirements of the Single Invitation Contract	Negotiate realistic prices related to standards specified	Agreement reached on prices applicable for the current year as per terms of the RMCC
	Comply with quality, safety and environmental management plans	Involvement in ongoing RTA Audit program and constant improvement principles.
Construct capital projects on State Roads to RTA requirements	Submit competitive tenders for works	No RTA works put to tender to date.

24 Regional Roads

Aims:

Maintain to an acceptable standard its network of 127km of regional roads.

INITIATIVES	STRATEGIES	INDICATORS
Develop forward capital works and maintenance programs for Regional Roads.	Regular assessment of road condition by visual inspection and analysis of maintenance expenditure. Scope and submit projects to RTA for inclusion in funding programs	Five projects approved for 2011 - 2014 REPAIR program. Total value \$1.76 million. To be 50% funded by RTA.
Regional road network appropriate for current and anticipated transport needs.	Negotiate with RTA for appropriate changes e.g. inclusion of Gradys Ck Rd in the network.	No changes in Regional Road network approved by the RTA.
Lobby for action on MR 622 specifically between the Qld State border and the Summerland Way Intersection.	Support the Summerland Way Promotional Committee and (SWPC) and Downs to Rivers Action Committee (DTRAC)>	Ongoing through Summerland Way and Downs to Rivers Committees.
Replace timber bridges on the Regional roads	Prepared and submit funding proposals to RTA for consideration	Boomi Creek Bridge replacement contract awarded, to be completed 2011/12
	Pursue funding assistance	Current Timber Bridge partnership ends in 2010/11. Future funding options for remaining timber bridge replacements being considered by RTA.

25 Urban Local Roads

Aims:

To identify and address the needs for the improvement or the expansion of the Urban Local road network and to improve the level of service to residents in the village area.

INITIATIVES	STRATEGIES	INDICATORS
Construct and maintain all roads to standard outlined in the Road Network Management Plan	Review the gap between actual funding and funds required for the various maintenance activities	Urban Local Road expenditure maintained at similar level to previous years.
Review the classification hierarchy for Urban Local Roads	Review the urban road classifications to ensure they are appropriate for current development and usage.	No changes warranted at present.
Develop construction and maintenance standards for urban local roads	Review appropriate standards for local conditions	Standards documented in the Northern Rivers Local Government Development & Design and Construction Specifications, generally incorporated into Councils Road network management system
Develop a forward rehabilitation and upgrading Program to address the backlog of works required.	Regular assessment of road condition by visual inspection and analysis of maintenance expenditure	Forward program developed and annual requirement included in Management Plan.
Eliminate all unsealed urban streets and lanes	Review the program to achieve this objective in five years	Annual Program included in management plan proposals

Reduce risk exposure due to trips and falls in the urban areas.	Implement programs for reconstruction or repair to footpaths, kerb and gutter and street tree management where hazards have been identified.	PAMP program continued with allocation of \$50,000. Other works completed in Kyogle, Bonalbo and Tabulam, and funds available for additional replacements and extensions.
Pursue systematic maintenance programs for urban streets	Identify maintenance needs by regular inspections and reference to complaints received.	Inspection records maintained and reviewed on a monthly basis. Works prioritized in accordance with Network Management System and budget.
Maintain high standard of response to customer requests	Maintain Council's Customer Action Request system and document inspection and response procedures to ensure prompt, efficient response to requests.	Response times to action requests monitored.

26 Rural Local Roads

Aims:

- Maintain to an acceptable standard its network of 1,082km of local roads.
- Work towards increased funding base and ensure responsible asset management including continual review of construction and maintenance activities.
- Ensure a balance is maintained between the most economical use of available funds and community expectations.

INITIATIVES	STRATEGIES	INDICATORS
Develop a forward programs for Rural Local Roads	Carry out condition surveys and traffic projections for RLR to identify priorities	Lengths of road rehabilitated and resealed.
Review the Road Network Classification annually	Review traffic usage and development trends to identify any changes in classifications warranted	No change made to road classifications to date.
Develop construction and maintenance standards for each classification of road	Review appropriate standards for local traffic conditions and topography	Standards documented in the Northern Rivers Local Government Development & Design and Construction Specifications, generally incorporated into Councils Road network management system
Maintain high standard of response to customer requests	Maintain Council's Customer Action Request system and document inspection and response procedures to ensure prompt, efficient response to requests.	Response times to action requests monitored.
Responsible management of the roadside environment	Implement Roadside Vegetation Management plan	Protection and enhancement of roadside environment incorporated into works program.
Promote road safety	Pursue funding for specific road safety projects as appropriate	Proposals submitted for Black Spot funding.

27 Bridges

Aims:

- To identify and address the needs for the improvement of the Kyogle Council Bridge Network.
- To work towards the upgrading of bridges to provide a higher level of service to the public and lower annual maintenance costs

INITIATIVES	STRATEGIES	INDICATORS
Develop annual bridge maintenance/replacement program.	Prioritise bridges and determine appropriate structure	Five timber bridges replacement in 2010/11, additional three underway, also two major culverts replaced.
Implement the adopted Bridge System Improvement Strategy	Continue systematic inspection and testing program	Approx 5% of bridges in the network re-assessed each year.
Update the bridge asset register	Record data from ongoing bridge survey and add details of new works as they occur.	Bridge register updated on a continuous basis
Develop construction and maintenance standards for bridge network	Review appropriate standards for local conditions Review new and existing technologies to replace bridges with economical low cost structures	Ongoing replacement of timber bridges with culverts when appropriate. Continued use of steel and concrete replacement components in timber bridges where cost effective.
Maintain serviceability of existing bridges	Undertake regular appropriate preventative maintenance as identified in bridge inspections.	Maintenance needs continue to increase as existing timber bridges get older.
Signage	Upgrade warning signage on bridges and approaches.	Install signage as each bridge undergoes maintenance works
Termite Control	Continue termite control program	Reduction in evidence of recurring termite damage to bridges

28 Engineering & Works Administration

Aims:

To control private structures on roads and road openings and to ensure that all works are carried out to adopted standards.

INITIATIVES	STRATEGIES	INDICATORS
Ensure compliance with Council's adopted grid policy.	Carry out an inspection of all grids and update records of owners and serve the required notices when grids need upgrading	Procedures for registration and approval in place, some remaining unregistered or unmaintained structures being followed up with adjacent land owners.
Ensure compliance with Council's adopted Property access and Addressing Policy and Management Plan	Inspect existing property accesses and advise owners of the requirements as adopted. Approvals for new property accesses to be in compliance with the policy and management plan.	All property accesses and rural addresses to comply with the required standard.
Ensure compliance with Council's adopted Road Reserve Policy and Management Plan	Monitor road openings, subdivisional roadworks and other private works within road reserves	All works to Council standards.

29 Quarries

Aims:

To provide economical quarry products and to operate within all relevant legislation.

INITIATIVES	STRATEGIES	INDICATORS
Investigate new raw material sites.	Identify potential sources and carry out preliminary investigations to determine quantity and quality of material available.	Ongoing investigations, no viable sites identified to date.
Develop a quarry business plan.	Review the draft plan and adapt it to current operations and future proposals.	Quarry Business Plan to be developed.
Develop quarry operations plans	Carry out site surveys of quarries. Prepare operations plans to comply with relevant legislation	Quarry operations plans completed.
Maintain and update Quarry Safety Management Plan to DPI requirements	Provide relevant staff training and conduct safety meetings and site inspections in accordance with the Plan.	No adverse reports from DPI Mines Inspections.

30 Plant and Depots

Aims:

- Plant fleet is adequate to meet needs.
- Ensure plant has high levels of utilisation

INITIATIVES	STRATEGIES	INDICATORS
Replace/acquire plant as and when necessary.	Regular review of plant conditions and use.	Consistent within budget - all purchases within budget. This information is presented to Council monthly.
Ensure Plant hire rates are appropriate	Compare rates with neighbouring Councils and contractors	Report on hire rates comparisons. Rates reviewed and adjusted annually.
Rationalise under utilised plant.	Review works program and plant income reports regularly.	Plant utilisation rates. Plant income above budget for the quarter. This information is presented to Council monthly.

31 Economic Development

Aims:

- Assist and coordinate the ongoing development of Kyogle Council area and enhance and market its capacity as a location for residential opportunities, primary production, industry, commerce, government services and tourism.
- To foster the development of the tourism industry, within the Council area in order to promote economic growth and improved facilities.

STRATEGIC INITIATIVES	SPECIFIC TARGETS	ACTIONS
Range of alternative funding/revenue sources identified	Applications submitted	Report on funding obtained
To assist intending developers to identify sites and lodge applications for appropriate commercial, industrial and other employment generating activities and to appropriately determine such applications.	All activities in this category are to be undertaken "in house" utilising existing staff and resources as available. Outside agencies may be called on to assist as required.	Number of new commercial and industrial developments approved.
Continue the strategic planning process with Council and key community stakeholders	Consult broadly on the actions and content of the plan	Minutes of the Community Cultural and Economic Committee presented to Council. Minutes presented.
Actively pursue opportunities for the development of Value Adding industries for forest plantation products	Liaise with government and industry groups	Report to Council on progress
Adopt and implement Economic Development Strategic Plan.	Liaise with Council, the community, Kyogle businesses and Government Departments.	Report on progress Economic Development Policy Adopted.
Foster the development of the tourism industry, within the Council area.	Council has an adopted tourism strategy, which sets out the strategic direction for tourism within the Council area, including resource requirements.	Number of tourist development applications received. Report on number of visitations to the Visitor Information Centre. 1689 visitors to centre for the period April - June 2011. Seeking feedback from tourism operators on level of assistance provided by Council.
Promote local tourism by working with National Parks and Wildlife Service (NPWS), the Tourist Information Centre, tourism board and RTA.	To increase local tourism & visitors to the area.	Annual Implementation of a combined tourism brochures with other organisations Improved road & directional signage. Feedback obtained from Tourist Information Centre. Meetings held with NPWS to identify promotional opportunities. Web-based information kit for new residents prepared.

State of Environment Report

Section 428(2)l, cl 217(2), cl 218-226

All Councils are required under the Local Government Act and the Local Government (General) Regulation to produce a comprehensive State of the Environment (SoE) reports every four (4) years. This document effectively provides a report card on the condition of our environment and natural resources. Kyogle Council developed a comprehensive report in 2009. Council is also required to produce annual supplementary reports between comprehensive reports. The supplementary report will be presented to the November 2011 Ordinary meeting

A copy of the 2009 comprehensive State of the Environment Report is available on the Kyogle Council website or from Council's Administrative Office.

The Comprehensive State of the Kyogle Council State of the Environment annual supplementary report for 2011 is included in this report as Appendix 2.

Condition of Public Works

Section 428(2)(d)

The information contained in this Schedule comprises accounting estimates formulated in accordance with the NSW Local Government Code of Accounting Practice and Financial Reporting. Nothing contained within this Schedule may be taken to be an admission of any liability to any person under any circumstance

Council recognises that the standard that it considers to be "satisfactory" may be different from that adopted by other Councils.

BUILDINGS and other MAJOR FACILITIES

Council manages and/or maintains 86 public buildings and facilities within the Kyogle Council Area. Assets included in this section include Council offices, works depots, tourism promotion facilities, cemeteries, swimming pool facilities, buildings in recreational areas, waste disposal facilities, public halls/community centres, properties owned and let commercially, libraries, museums and public toilets.

All building assets were indexed during 2010/2011. Maintenance programs are developed to reflect the condition of the facilities.

Estimate of cost (at current values) to bring these buildings/major facilities up to a satisfactory standard.

A review of the total range of facilities has been carried out and an assessment of necessary maintenance required to achieve a satisfactory standard identified and costed. A condition code has been applied to each facility and then a representative rating applied to each class of facility. These codes are included in the financial statements. The total estimated cost to bring these facilities to a satisfactory condition is \$2,091,000.

Estimate of cost (at current value) to maintain the building / major facilities at a satisfactory standard.

If all the facilities were at a satisfactory standard it is estimated to cost \$122,000 each year to maintain that condition.

Current value of the annual building / major facility maintenance program.

The current value of the annual building/major facility maintenance program is \$118,000 .

ROADS and ASSOCIATED STRUCTURES (Bridges, Kerb & Gutter, Footpath)

Council maintains a total road length of 1,200 km of local and regional roads, which include a total of 230 timber bridges and 130 concrete bridges.

Estimate of cost (at current values) to bring these roads/structures up to a satisfactory standard.

Roads

An assessment has been made of the condition of the road network using Council's Asset Management database, based on ongoing inspection information. For a road to be considered to be in a satisfactory condition the following requirements should be satisfied:

- The road is trafficable in both wet and dry weather conditions and provides a safe environment for vehicles.
- Indicators of road pavement condition (seal cracking, surface rutting and the extent of surface defects) are less than 5% of the pavement area
- Bitumen seals on sealed roads have been in place for less than 10 years since resealing
- Depth of gravel on unsealed roads is greater than 200mm (for sub-arterial roads), 150mm (for collector roads) and 100mm (for other local roads).

To estimate the cost to bring the road network to a satisfactory standard the condition of those roads that do not achieve the above requirements was identified. The type of repair that would be appropriate for these various roads was determined, and the unit rate cost applied to carry out those repairs. The treatment techniques ranged from resealing to full pavement rehabilitation and addition of gravel to unsealed roads. The total amount to carry out the appropriate treatments across the entire road network is the figure reported as follows:

- Sealed roads(urban/rural/regional) – Cost to bring to satisfactory condition of \$15,880,000.
- Unsealed roads(rural/regional) - Cost to bring to satisfactory standard of \$5,400,000.

Bridges

The condition of bridges is based on routine inspections conducted using the VicRoads model. Timber bridges are inspected every two years and concrete bridges at three year intervals. Information from these inspections is entered into Councils bridge management software, BridgeAssyst. To be assessed as satisfactory the structure is structurally sound without the requirement for replacement of major components. The cost to bring these assets to a satisfactory condition is the amount required to carry out major maintenance on each structure, based on information from the most recent inspections.

The total estimated cost to bring these facilities to a satisfactory condition is \$4,550,000.

Footpaths & Carparks

Footpaths are required to be trafficable and safe, with trip hazards being the primary indicator of safety. In addition to regular visual inspections, detailed footpath surveys are undertaken every three to five years to identify and quantify all existing defects. Different treatment techniques have been proposed (with corresponding unit cost rates) to determine the cost to bring those defective areas to a satisfactory standard. These techniques ranged from step grinding to full replacement.

Estimate of cost (at current value) to maintain the roads, bridges & footpaths at a satisfactory standard.

If the roads and associated infrastructure were at a satisfactory standard it is estimated that it would require \$4,709,000 annually to maintain that standard.

Current value of the annual roads, bridges and footpaths maintenance program.

The amount provided for maintenance of roads and associated infrastructure is made up of Council funds, Commonwealth Financial Assistance Grant funds and Roads to Recovery program funds, and the Regional Roads Block Grant. The total amount available was \$4,409,000.

STORMWATER DRAINAGE

Details of the extent of Council's urban stormwater drainage network are kept in Council's assets database. The total length of the network is 86 km of drains, and 29km of kerb and guttering.

Estimate of cost (at current values) to bring these drainage facilities up to a satisfactory standard.

The estimated cost to bring drainage to a satisfactory standard is \$2,195,000

Estimate of cost (at current value) to maintain the drainage facilities at a satisfactory standard.

If the drainage facilities were upgraded and were functioning satisfactorily it is estimated to cost a total of \$61,000 per year to maintain that condition.

Current value of the annual drainage maintenance program.

The current program to maintain and upgrade urban drainage facilities is \$40,000.

WATER & SEWERAGE

Council operates water and sewerage schemes in the villages of Kyogle, Bonalbo and Woodenbong.

Estimate of cost (at current values) to bring these water & sewerage facilities up to a satisfactory standard.

The total cost to bring the water and sewerage facilities to a satisfactory condition is \$9,705,000.

Estimate of cost (at current value) to maintain the water & sewerage facilities at a satisfactory standard.

If the water & sewerage facilities were upgraded and were functioning satisfactorily it is estimated to cost a total of \$215,000 per year to maintain that condition.

Current value of the annual water & sewerage maintenance program.

The current program to maintain and operate the water and sewerage systems is \$121,000.

Cost of Legal Proceedings

Section 428(2)(e)

Legal Costs - Outstanding rates and charges/seeking legal opinions legal action
Council conducted the recovery of overdue rates and outstanding debts. In 2010/2011 These costs are added to the outstanding balance and recovered.

Legal expenses were incurred for the purposes of representing Council in legal proceedings and in seeking legal opinions on various issues coming before council, advice on contracts, property transfers, road realignments and investigation of illegal structures and Animal control.

The total cost of the above legal proceedings is \$62,471.45

Summary of Legal Proceedings

Council is involved in legal activity relating to stormwater issues and a Land and Environment Court Challenge, these matters are both ongoing

Legal Assistance – Other Councils

Nil during the 2010/2011 year

Mayoral & Councillor Fees, Expenses & Facilities/ Senior Staff Contracts /Overseas Travel

Section 428(2)(f) (g), cl 217(1)

Fees and Expenses relating to the Mayor and Councillors

Under the Local Government Act 1993, Councillors are to be paid an annual fee, payable monthly in arrears. The Mayor is entitled to receive a fee in addition to the Councillor annual fee for the responsibilities of that office.

Expense/Allowance	2010/2011
Mayoral Allowance	22,631
Councillors fees	86,183
Travel allowance	19,808
Provision of office equipment	369
Telephone expenses	1,298
Conference and Seminar expenses	8,184
Councillor sustenance	2,128
Interstate visits	2,476
Expenses of spouses	Nil
Overseas visits	Nil
Childcare expenses	Nil
TOTAL	143,077

Councillor Expenses and Facilities

Council has developed a Policy for the payment of expenses and provision of facilities for Councillors which is reviewed at least annually. This Policy addresses the provision of expenses to be paid in relation to approved travel outside the Kyogle Council area, travel involving the use of private vehicle, reimbursement of the cost of Council related telephone calls. The Policy covers the provision, where appropriate of Secretarial support, access to meeting rooms, leased vehicle, computer, facsimile machine, mobile telephone, identification badges, and business cards.

The Policy is written to ensure that the philosophy "no loss: no gain" to Councillors is maintained at all times. A copy of the Policy can be read and downloaded from the Council website at www.kyogle.nsw.gov.au .

Senior Staff Contracts

There was one senior staff member as designated in the Local Government Act during the financial year ended June 30, 2011. The General Manager is employed under a four-year performance based contract (2009-2013). Total Remuneration package for the General Manager was \$160,391.81 (includes salary, superannuation, and reportable fringe benefits tax).

There was no overseas travel undertaken by any Councillors or senior staff representing Council during the 2010/2011 financial year.

Major Contracts Awarded

Section 428(2)(h)

Contracts Greater than \$150,000.

Council calls tenders annually for the supply of various facilities, including the supply of bitumen, cement stabilisation of roadworks, truck hire, and plant hire. Other purchases may be tendered as necessary throughout the year.

For the 2010/2011 year, Council awarded five (5) formal contracts in excess of \$150,000 (other than employment contracts) as shown in the following table.

Contractor	Details of Contract	Value \$ ex GST
Hitachi Construction Equipment	Motor Grader	350,800
Ozwide Formwork Pty Ltd	Construction of bridge	543,620
Solo Resources	Domestic Waste Collection Service	1,498,000
Kembla Watertech Pty Ltd	Relining Gravity Sewerage Mains	254,645
EK Sanderson	Construction of Bridge	622,595

The following organisations have provided Council with goods and/or services during the financial year with an accumulated value for goods or services exceeding \$150,000.

Contractor	Details of Contract	Value \$
Bromelton Quarry	Quarry Product	333,605
Caltex Energy	Supply of Fuel	537,029
City Toyota	Supply vehicles and service	193,260
Civil team Engineering	Bridge construction – contract 07/08	316,773
Clark Asphalt P/L	Bitumen Sealing – Annual tender	216,922
Clovass Quarry	Quarry product	308,316
Country Energy	Electricity supply	411,549
Downer EDI Works P/L	Pavement stabilisation – Annual tender	426,933
Enviroscope P/L	Gabions plant and labour	238,700
Greg Santin Earthmoving	Purchase quarry product	152,556
Grelie Waste	Waste collection service	169,504
Humes Ltd	Concrete products	208,052
Jardines	Insurance	184,905
MJ Smith Ground Preparation	Plant hire and quarry product	509,402
Ongmac Trading	Plant purchase and service	155,607
Redistaff	Contract labour hire	469,424
RPQ Pty Ltd	Bitumen sealing as per annual tender	853,934

Smith Plant(Lismore) P/L	Plant hire and quarry product	374,923
Stabilised Pavements	Cement stabilisation work	233,673
Terragon Mobile Crushers	Crushing quarry product	240,172
Water Systems Australia P/L	Bonalbo Water Treatment Plant	350,953

Bushfire Hazard Reduction Programs

Section 428(2)(I1)

Bushfire Hazard Reduction

The review of the Bushfire Risk Management Plan following the combination of Bushfire Management Districts of Kyogle, Richmond Valley and Lismore into the Northern Rivers Bushfire District was completed in May, with the plan to be displayed for public comment and adopted before the end of 2010.

The Bushfire Risk Management Plan identifies the different land tenure, vegetation types and land management practices and provides objectives and strategies for these areas.

All agencies are required to submit hazard reduction plans prior to the fire season, have them reviewed by the Committee and report back to the Committee after the season, usually in March, on the success or failure of the plans.

While all agencies carried out some form of hazard reduction programs/works these works are not required to be reported in the Annual Report.

During 2010/2011 hazard reduction carried out by Kyogle Council was confined to roadside slashing operations throughout the road network.

Bushfire Management Strategies Implementation by Council

Council where necessary continues, through its Development Assessment process, to control and in some cases restrict development of housing in areas where adequate fire protection zones cannot be established.

All new development in the Council area must conform to the Planning for Bushfire Protection Guidelines 2001.

Council supports and encourages the development of evacuation and emergency plans and during the year, through its Local Emergency Management Committee, considered possible locations of Neighbourhood Safer Places, or places of last resort for specific communities during a major bushfire emergency and made recommendations to the Rural Fire service on suggested locations for further consideration.

Council has maintained and in some cases upgraded its public roads, which form the only Strategic Fire Advantage Zones in the Council area.

Multicultural Services

Section 428(2)(j)

In the 2006 census, 5.8% of the Kyogle Council population was identified as being of Indigenous origin. The Council area has few ethnic groups of any significant numbers. Its main ethnic groups are set out in the table below. The non-English speaking population is negligible.

Birthplace		
Place of birth	Number	Proportion of total population
Australia	7,998	86.4%
United Kingdom	259	2.8%
New Zealand	128	1.4%
Germany	75	0.8%
Unites States of America	36	0.4%

Language spoken at home		
Language	Number	Proportion of total population
English	8,726	94.3%
German	56	0.6%
Italian	26	0.3%
Bundjalung	11	0.1%
French	11	0.1%
Swedish	10	0.1%

No special services were offered to cater for people with diverse cultural or linguistic backgrounds.

Council Subsidised Private Works

Section 428(2)(k)

All private works undertaken by Council were carried out in accordance with the approved fees and charges and also the works estimating and costing procedures as fixed by Council in conjunction with the adoption of the Management Plan.

The scope of other private works carried out by Council included subdivision works, plant hire, supply and delivery of road materials, minor contract works, sewer, drainage and water jobs and other general works. Private Works jobs are documented by way of an "Private Works and Services Request" which details job description, location, application name, estimated cost, payment details and other relevant job information.

Financial Assistance Provided

Section 428(2)(I)

Grants Provided by Council under Section 356 on the Local Government Act 1993 during the 2010/2011 Year, total \$76,569

The policy for the Financial Assistance to Organisations and Individuals was last reviewed and presented to the March 2008 Ordinary meeting. This policy can be viewed on Councils website on www.kyogle.nsw.gov.au

Appropriate advertisements are placed in Councils Newsletter and local media seeking applications from local groups and individuals.

Council granted the following donations during the 2010/11 year:

ORGANISATION	VALUE
Quarterly Determinations- determined by Council under Financial Assistance Policy	13,468
Futures funding – determined by Council under Futures funding program	32,539
Australia Day Committee (East)	3,800
Australia Day Committee (West)	3,800
Various Halls	5,416
Life Education Van/Pools	10,855
North Coast Academy of Sport	1,022
Bonalbo Show Society	358
Woodenbong Show	358
Kyogle Show Society	1,195
Kyogle Citizens Band	900
Kyogle NAIDOC celebrations	358
Kyogle Youth Ventures	2,500
TOTAL	76,569

Human Resource Activities

Section 428(2)(m)

Organisational Structure

Council last formally reviewed its organisational structure in November 2008.

Training and Development

throughout the year Council has continued the process of collating all identified training (from performance reviews, OH&S Audit, management Plan requirements and individual staff survey) to form a Corporate Training Plan. Work is being undertaken to formalize and document an individual training plan for each staff member that lists identified training and a priority has been placed against each training item e.g. essential, high, medium & low.

Consultative Committee Activities

The Consultative Committee has met twice during the reporting period issues attended to during the year include:

- Ongoing update on status of positions vacant/filled.
- Review of position descriptions as required.
- Provided input into the review of the Vehicle Policy
- Analysis of issues identified in staff survey

Occupational Health & Safety

Training and induction has been provided to many staff members throughout the year. Documenting and recording these activities has improved the Corporate Occupational Health & Safety Management System. The Occupational Health and Safety Committee has met regularly and recommended improvements to Management.

Risk Management

During the reporting period, property, public liability, insurance premiums have increased.

Council jointly tendered with all NOROC Councils for the motor vehicle and other insurances and through this process achieved a reduction in the cost of insurance premiums.

Activities to Implement Equal Employment Opportunity Management Plan

Section 428(2)(n)

Equal Employment Opportunity at Kyogle Council is about:

- Fair practices in the workplace
- Management decisions made without bias
- Recognition and respect for the social and cultural backgrounds of all staff and customers
- Employment practices which produce staff satisfaction, commitment to the job and delivery of quality services to ratepayers and residents
- Improved productivity by guaranteeing:
 - The person with the most merit is recruited or promoted
 - Skilled staff are retained
 - Training and development are linked to employee and Council needs
- An efficient workplace free of discrimination and harassment
- Reduced staff turnover and stress

The Equal Employment Opportunity Management Policy and Management Plan is a combined document with a policy area and a Management Plan with objectives, actions, target and performance indicators. The document also makes reference to the National Framework for Women in Local Government and aims to achieve the objectives of this document.

The provisions of the Equal Employment Opportunity Management Plan are reflected in the following activities:

- Communication and raising awareness
- Recruitment
- Appointment, promotion and transfer
- Training and development procedures

A full copy of the policy is available on the website at www.kyogle.nsw.gov.au.

Organisations having Delegated Authority

Section 428(2)(o)

County Councils

During the year Kyogle Council was a constituent member of the Far North County Council that exercised functions in relation to noxious weeds control on its behalf.

Regional Library

Kyogle Council has delegated Richmond Valley Council as the administering Council for the Richmond Upper Clarence Regional Library.

Other Groups

Council has formal arrangements with several local management groups that have authority for care control and management of parks and reserves and for the organization of Australia Day events. These committees exist as section 355 Committees of Council. A list of these committees appears below.

Organisation	Comments
Bonalbo & District Development Association	Village Mowing and Maintenance
Kyogle Australia Day Committee	Organises Australia Day Activities
Woodenbong Australia Day Committee	Organises Australia Day Activities
Mallanganee & District Progress Association	Village Mowing and Maintenance
Old Bonalbo & District Progress Association	Village Mowing and Maintenance
West of Range Australia Day Committee	Organises Australia Day Activities
Wiangaree Progress Association	Village Mowing and Maintenance
Woodenbong Progress Association	Village Mowing and Maintenance

Controlling Interest in Companies & Joint Ventures

Section 428(2)(p)(q)

Companies in Which Council Has a Controlling Interest

Council did not have a controlling interest in any Companies during the reporting period.

Joint Ventures in Which Council Has an Interest

- ❑ Richmond/ Upper Clarence Regional Library - Kyogle Council is involved in a jointly funded arrangement with Richmond Valley Council to provide library services through the management of the Richmond/ Upper Clarence Regional Library.
- ❑ North-East Weight of Loads Group (NEWLOG) - Council is also a member of the North-East Weight of Loads Group. The constitution of the group specifies the Council as having a one tenth "ownership" of the groups net assets. The stated objectives of the group include to generally promote the aims of reducing damage to Council and classified roads by policing vehicle weight limits.
- ❑ Statewide Mutual - pooling arrangement with various NSW local government authorities to acquire insurance coverage and best practice systems for risk management.

Rates and Charges Written Off

Clause 132

During 2010-2011, Council wrote off the following rates and charges.

Pension Write Offs- includes one quarter water + sewer (55% recovered from State Government)	355,879
Properties becoming exempt, terminated leases and licenses, valuation objections, re-ascertainments	9,071
Changes in Category	157
Write off associated with sale of property for unpaid rates	7,092
TOTAL	372,199

Activities for Children

CI 217(1) (c)

Council controls three buildings that are used as pre schools within the Council area. These buildings are included in Council's maintenance schedule, and have funding allocated to them on an annual basis for maintenance and upgrading.

During the reporting period the Community Development Officer (CDO) has surveyed the needs of parents of children in these facilities

Seven playgrounds and four sports fields are also maintained or managed by Council, some with the assistance of community groups. The playground areas in Anzac, Cenotaph and Apex Parks, Kyogle have been the subject of upgrading resulting in substantial use by the children of the area. New playground equipment has been installed at Harrison Park Geneva. Further equipment has been purchased for installation at Mallanganee and Highfield Park Kyogle.

A program for updating playground equipment has been established, with items being purchased as finances permit. A shade structure has been erected at the skate park in Kyogle and six portable structures have been purchased for community use. The portable shade shelters have been well used and are available free of charge to community and sporting groups.

Funding received under the Safer Suburbs Program will be used to improve the Kyogle Youth Centre and the Memorial Park.

Access and Equity Activities

CI 217(1)(d)(i)

Kyogle Council is committed to meeting the needs of its community. To assist in providing or advocating for appropriate and accessible services and facilities for its community, Council has adopted the Kyogle Council Social Plan 2009-2014, the Kyogle Council Access Policy and Action Plan 2000 and Access Audit 2005. Council also facilitates the Kyogle Public Transport Working Group.

An access and equity activity is defined as one that assists Council to:

- Promote fairness in the distribution of resources, particularly for those most in need
- Recognise and promote people's rights and improve the accountability of decision makers
- Ensure that people have fairer access to the economic resources and services essential to meeting their basic needs and improving their quality of life
- Give people better opportunities for genuine participation and consultation about decisions affecting their lives.

Children

Council has undertaken a number of activities to improve services to children. These include:

- Identifying funding opportunities and providing data to assist with applications for children's services provided through the Community Development Officer
- Providing for improved ramp access in the main street upgrade
- Adopted a Pedestrian Access and Mobility Plan and undertaken some of the work identified in the plan.
- Conducting monthly safety audits of Children's play areas and equipment
- Providing donations for Preschools and playgroups, after school care, learn to swim and Life Education
- Promoting services available to children through sponsoring the Community Directory and posting on the council website
- Planning and organising events that promote safe communities for children
- Obtained funding for the installation of playground equipment.

Youth

Council has undertaken a number of activities to improve services to youth. These include:

- Working with in Bonalbo community to identify community projects for young people
- Providing funding for youth week activities
- Providing donations for youth projects

- Providing donations for young people to develop skills in their areas of expertise
- Assisting the community develop youth activities and assisting with funding applications
- Convened meetings of transport working group project to facilitate affordable transport for young people
- Partnered with training agency to provide environmental training programs in local government area
- Sponsorship of two youth events for Youth Week
- Liaison, information sharing and supporting youth workers in the LGA
- Promoting services available to young people through sponsoring the Community Directory and posting on the council website
- Participation in Kyogle Youth Forum.
- Signed an Memorandum of Understanding with the TAFE to promote additional classes for youth in both Kyogle and surrounding villages.
- Reconnect program provides a case manager to outreach at youth centre, providing education on, harm minimisation strategies, resources, counselling, referral
- CDO has assisted Kyogle, Woodenbong, Bonalbo High Schools with the running of the Love Bites program and will be running Rock & Water program to address bullying in schools

Older People

Activities undertaken to improve services to aged people include:

- Provision of a new Seniors Centre for use by seniors organisations and the community
- Undertaken a Pedestrian Access and Mobility Plan
- Encouraging the provision of affordable transport of through facilitation of public transport working group
- Promoting services available to older people through sponsoring the Community Directory and posting on the council website
- Liaison, information sharing and supporting aged care workers in the LGA
- CDO involved with Care Connections who have outreach service to address the needs of remote and rural older people. Currently compiling a vulnerable persons list.
- Open day being coordinated by CDO. This event will invite services to attend open day for community awareness of all services available in the Kyogle LGA

People with Disabilities

Activities undertaken to improve services for people with disabilities include:

- Implementation of a number of improvements identified in Mobility Access Management Audit and Implementation Plan
- Undertaken a Pedestrian Access and Mobility Plan
- Provided for improved parking for people with disability in conjunction with mainstreet upgrade. Pedestrian access projects undertaken in villages.
- Promoting accessible public facilities through facilitation of Access of Kyogle Committee
- Encouraging the provision of affordable transport of through facilitation of public transport working group

Women

Activities undertaken to improve services for women include:

- Provision of funding and coordination of International Women's Day event. This event which was a theatre production in Kyogle by the Village Hall Players was very well received. Council subsequently funded the production to tour other areas.
- Participation at regular meetings of the Kyogle Interagency Against Domestic Violence
- Planning and organising events that promote safe communities for women

Community

Council has undertaken a number of activities to improve services to the community. These include:

- Distribution of a monthly newsletter to inform the public about council activities and community news
- Regularly updating Kyogle Council website to inform residents of Council news and promote Kyogle Local Government Area to people outside the shire
- Provision of a Community Projects Officer to undertake projects identified in Social and Community Plans
- Facilitation of community and industry forums to inform council decision making and planning
- Develop and implement a program of upgrades for local roads and footpaths
- Promotion of recycling and waste management services through monthly newsletter
- Establishment of a community fund to assist individuals and families facing extreme hardship brought about by unforeseen disaster
- Facilitation of cultural activities through provision of an art gallery and director that promote the work of local artists
- Providing timely information and community organisations with funding enquiries
- Convening a Public Transport Working Group to assist with the provision of public transport for transport disadvantaged people
- Cultural Strategy finalized with the assistance of Arts Northern Rivers and a community working party.
- Funding writing seminars held to assist with applications through the Community Builders Fund.

National Competition Policy

CI 217(1)(d)

Council has declared that the following are business activities:

Category 1 Business Activities

- Transport

Category 2 Business Activities

- Water
- Sewer
- Quarries
- Domestic Waste

Expenses, Revenues and Assets for Category 1 Business Activities

Competitive neutrality principles have been applied to Council's Business Activities through the development of a corporatised model. These principles include the factoring in of applicable commercial entity employee on-costs; taxation equivalent payments and removal of costs not imposed in the commercial sector.

Applying the full impact of competitive neutrality principles noted above, the revenues, expenses and assets at 30 June 2011 for the Category 1 business activity is:

Revenue	(\$,000)	5,175
Expenses	(\$,000)	4,143
Assets	(\$,000)	2,500

Implementation of Competitive Neutrality Principles

Summary of progress to implement principles of Competitive Neutrality:

- Council has established a complaints handling system for competitive neutrality issues.
- Separate internal reporting has been established for each business activity
- Introduced implementation of full cost attribution
- Introduced system to make subsidies to business activities an explicit transaction
- Council complies with the same regulations as the public sector

Competitive Neutrality Pricing Requirements in Relation to Category 1 Business Activities

Category 1 business has full cost attribution to satisfy competitive neutrality requirements.

Complaints Handling Mechanism for Competitive Neutrality Complaints

Council has adopted a Complaint Handling Policy in February 2006. This policy covers all formal complaints including Competitive Neutrality Complaints. Council's Electronic Complaints System records, tracks and reports on all verbal and written requests and complaints. No such complaints were received during 2010/11.

Council has placed an article in the monthly newsletter which is distributed to all residents advising of the procedures that should be used to lodge a complaint.

Actual vs. Projected Performance for Category 1 Activities

Council has maintained a break-even budget for its Category 1 Activity.

Stormwater Management Services

CI 217(1)(e)

Council has continued to implement strategies identified in the Urban Stormwater Strategy for Kyogle and has incorporated these into the Kyogle Integrated Water Cycle Management Strategy study. Council has also commenced the implementation of the Kyogle Floodplain Risk Management Plan.

During 2010/11 the following progress was made on the issues identified:

1. Completion of capital works projects in Kyogle involving improvements to the stormwater drainage system in the main street as part of the Kyogle Main Street Redevelopment project.
2. Completion of flood damage restoration works associated with the May 2009 natural disaster event.
3. Commencement of the pre-construction activities associated with the flood modification works (levee bank and flood breakout channel) in Kyogle including completion of the geotechnical investigation and concept design, as well as significant progress on land matters associated with the project.
4. Successful application for natural disaster restoration funding for damage to stormwater assets during the December 2010/January 2011 natural disaster event.

Council collected revenue of \$45,000 from the Stormwater Management Charge.

Privacy and Personal Information Protection Act 1998

Council adopted its Privacy Management Plan in June, 2000. This Plan was reviewed and a reviewed plan adopted by Council in March 2008. A copy of the adopted Privacy Management Plan is available from Council's office or on Council's website at www.kyogle.nsw.gov.au.

Council has completed the following statistical Reviews:

Internal Review applications lodged during the year – Nil

Internal Review applications finalised during the year – Nil

Matters proceeded to the ADT during the year – Nil

Results of any ADT matters finalised (determined or settled) during the year – Nil

Code of Conduct Complaints

Under clause 12.33 of the Kyogle Council Code of Conduct the General Manager must report annually to council on code of conduct complaints

There was no Code of Conduct complaint was received during the reporting period.

Government Information (Public Access) Act 2009

Review of Release of Government Information Under s.7 (3) of GIPA

Kyogle Council has reviewed the type of information held by Council that should be made publicly available and is satisfied that all such information is currently available to the public. During the year no formal access applications have been received by Council. This appears to indicate that the public has access to all the information held by Council that is in the public interest to be made available.

Number of Applications Received During 2010/11

No formal access applications were received during the 2010/11 reporting period nor were there any withdrawn applications.

Number of Applications Received During 2010/11 and Refused

As no formal access applications were received, none were refused during the 2010/11 reporting period, either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act.

Completed Annual Report Tables for the 2010/11 Reporting Period

TABLE A: Number of Applications by Type of Applicant and Outcome								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm / deny whether information is held	Application withdrawn
Media	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Members of Parliament	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Private sector business	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Not for profit organisations or community groups	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Members of the public (application by legal representative)	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Members of the public (other)	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

TABLE B: Number of Applications by Type of Applicant and Outcome								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm / deny whether information is held	Application withdrawn
Personal information applications	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Access applications (other than personal information applications)	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Access applications that are partly personal information & partly other	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
TABLE C: Invalid applications								
Reason for invalidity								No of applications

Application does not comply with formal requirements (section 41 of the Act)	Nil
Application is for excluded information of the agency (section 43 of the Act)	Nil
Application contravenes restraint order (section 110 of the Act)	Nil
Total number of invalid applications received	Nil
Invalid applications that subsequently became valid applications	Nil

TABLE D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act	
	Number of times consideration used
Overriding secrecy laws	Nil
Cabinet information	Nil
Executive Council information	Nil
Contempt	Nil
Legal professional privilege	Nil
Excluded information	Nil
Documents affecting law enforcement and public safety	Nil
Transport safety	Nil
Adoption	Nil
Care and protection of children	Nil
Ministerial code of conduct	Nil
Aboriginal and environmental heritage	Nil

TABLE E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act	
	Number of occasions when application not successful
Responsible and effective government	Nil
Law enforcement and security	Nil
Individual rights, judicial process and natural justice	Nil
Business interests of agencies and other persons	Nil
Environment, culture, economy and general matters	Nil

Secrecy provisions	Nil
Exempt documents under interstate Freedom of Information legislation	Nil

TABLE F: Timelines	
	Number of applications
Decided within the statutory timeframe (20 days plus any extension)	Nil
Decided after 35 days (by agreement with applicant)	Nil
Not decided within time (deemed refusal)	Nil
Total	Nil

TABLE G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)			
	Decision varied	Decision upheld	Total
Internal review	Nil	Nil	Nil
Review by Information Commissioner	Nil	Nil	Nil
Internal review following recommendations under section 93 of Act	Nil	Nil	Nil
Review by ADT	Nil	Nil	Nil
Total	Nil	Nil	Nil

TABLE H: Applications for review under Part 5 of the Act (by type of applicant)	
	Number of applications for review
Applications by access applicants	Nil
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	Nil

Environmental Planning and Assessment Act

Kyogle Council has not entered into any planning agreements during the 2010/2011 year.

Enforcement & Compliance with Companion Animals Act

Reg cl217(1)(f) & Companion Animals Act 1998

Lodgement of pound collection data with the Department of Local Government

Summary of Pound Data for 2010/2011	Cats	Dogs	Total
Seized & transferred to Council's Facility	0	35	35
Returned to Owner	0	6	6
Dumped	0	23	23
Surrendered by Owners	0	0	0
Released to Owners	0	7	7
Euthanased	0	5	5
Sold	0	2	2
Released for rehoming	0	21	21
Died at Council's Facility	0	1	0
Stolen or Escaped from Council's facility	0	0	0

Lodgement of data relating to dog attacks with the DLG

Council has a procedure in place to notify the Department when council officers have investigated complaints of dog attacks.

Statistics relating to dog complaints appear below:

Complaints received

Dogs barking	Dogs aggressive	Dogs - General	Warning Notices issued
			21

Animal management/activities expenditure

Expenditure for animal management for the 2010/11 financial year was \$109,087

Companion animals community educations programs

Council is a member of a regional companion animal compliance committee, and in conjunction with this committee has released an educational DVD and brochures.

Council produces a monthly newsletter which is distributed to all residents. This newsletter regularly contains articles relating to the provision of care for dogs and cats.

Strategies to promote and assist with desexing of dogs and cats.

Kyogle Council does not currently have any strategies in place to promote and assist with desexing of dogs and cats.

Strategies to seek alternatives to euthanasia for unclaimed animals

Kyogle Council does currently have a strategy in place to seek alternatives to euthanasia for unclaimed animals.

Off leash areas provided in the Council area.

Council acknowledges the importance of providing areas where dogs can walk/run without being on a leash and as such provides the following designated areas within the Council area:

Bonalbo - Recreation Oval
Tabulam - Recreation Oval
Woodenbong - Recreation Oval
Mallanganee - Old Caravan Park
Wiangaree - Rodeo Ground
Kyogle - Recreation Reserve - Fawcetts Creek

Use of the Companion Animals Fund money

Council received \$15,574 from the Companion Animals Fund for the 2010/11 year which was used towards the wages of a full-time Ranger and general companion animal compliance.

Appendix 1

Kyogle Council Financial Statements

Adopted copy attached

Appendix 2

Kyogle Council State of the Environment Report

Adopted copy attached