

KYOGLE COUNCIL



2015/2016 ANNUAL REPORT

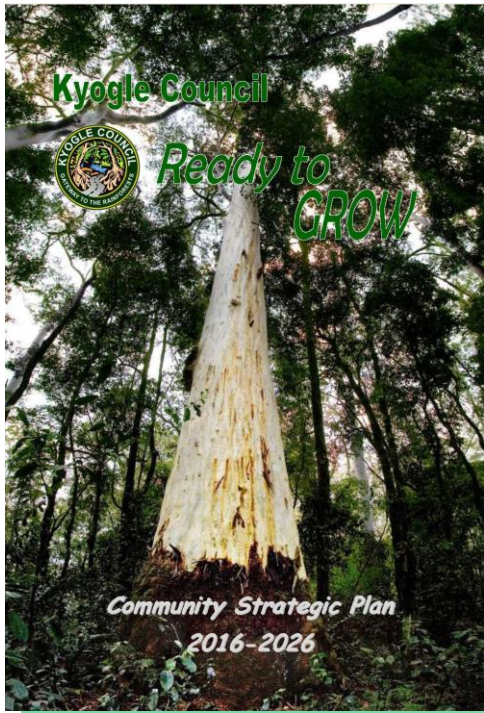
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Summary of Achievements

The last few years have been quite challenging for NSW Local Governments with the Fit for the Future process and subsequent amalgamations. Kyogle Council, however, has demonstrated that it has a clear way forward, with a long term vision and Long Term Financial Plan (LTFP). The LTFP enabled Council to meet the financial sustainability criteria under Fit for the Future, which was integral to remaining a stand-alone, independent Council.



The most significant achievement during the 2015/2016 financial year was the adoption of the Kyogle Council Community Strategic Plan 2016-2026 in May 2016. This plan is a practical response to the State's growth management needs for the region while simultaneously addressing key community social needs and ensuring the environment, culture and character of the area are preserved and enhanced. This plan is intended to help recognise Kyogle for its opportunities as an established agricultural and lifestyle locale, ready and capable of offering value investment and growth opportunities as well as being a great place to come for a day, or stay for a lifetime.

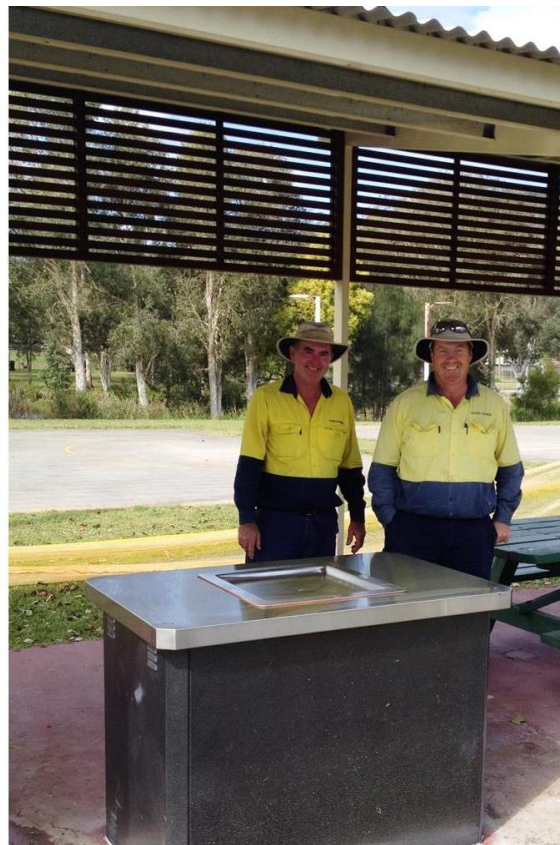
The plan addresses priority themes to enhance the liveability and sustainability of the area, identified through community consultation and developed with input from community focus groups. It is a contemporary plan that looks to future growth and emerging opportunities in other regions.

Other achievements during 2015/2016 include;

- Reconstruction of sealed roads on Kyogle Road, Clarence Way, Mount Lindesay Road, Wiangaree Back Road, Gradys Creek Road, Lions Road, Ettrick Road, Peacock Creek Road, Horseshoe Creek Road, Green Pigeon Road and Anzac Drive.
- Replacement of three timber bridges
- Reconstruction of unsealed roads on Hootens Road, Culmaran Creek Road, Creegans Road, Dyraaba Road.
- Black Spot projects on the Clarence Way at Hootens Road and Bonalbo
- Reseals on Kyogle Road, Bentley Road, Deep Creek Road, Cawongla Road, Peacock Creek Road, Lions Road, and various streets in the villages
- Footpath replacements and improvements in Kunghur Street, Highfield Road, and Summerland Way and Kyogle Road pram ramps.



- Rehabilitation works completed at Chadburns Quarry, and ongoing rehabilitation at Millers Quarry
- Speed zone implementation on Kyogle Road
- Drainage improvements on various rural roads
- Replacement of two concrete causeways
- Widening of major culvert on Ettrick Road
- Completion of the construction of the new off-stream storage dam and associated destratification system and inlet and outlet pipe lines as part of the Kyogle water supply augmentation
- Completion of the diversion of the Kyogle water treatment plant waste water to the sewerage system



- Completion of the Kyogle flood modification works levee and flood break out channel
- Installation of accessible outdoor gym equipment and pathways at Anzac Park, Kyogle in partnership with Ability Links and the Northern Rivers Social Development Council and the NSW Government through disability inclusion grant funding
- Installation of electric barbecue and shelter at Anzac Park, Kyogle
- Construction of a BMX track at Anzac Park, Kyogle by volunteers and in-kind contributions from local contractors
- Installation of grid-connected solar PV power generation systems at the Kyogle, Bonalbo and Woodenbong pool complexes, the Council Chambers and library
- Installation of variable speed drive on the filtration system pump at the Kyogle pool complex to reduce energy consumption at the site
- Drainage system upgrades in Chauvel Street adjoining Don Gully Oval in Kyogle
- Replacement of the roofs on the amenities and club house buildings at the Woodenbong and Bonalbo pools
- Significant improvements and initiatives for the Kyogle landfill facility have included commencement of Landfill Master Plan to guide future capital works and operational requirements, commissioning of new weighbridge facilities, and the opening of the Community Recycling Centre
- Streamlining waste management operations and improving customer service and safety through more effective use of hooklift bins at the Council's facilities
- Provision of readily available waste bin facilities for public events, including subsidised support for some community events
- Preparation of waste management and recycling awareness material
- Collaboration with North East Waste to promote regional awareness and service delivery improvements



Financial Result

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

Council's surplus from all activities for the year ended 30 June 2016 totalled \$4,903,000. This compares to a deficit in 2015 of \$655,000. The 2016 result can be summarized as follows:-

	2016 \$'000	2015 \$'000
Result from continuing operations	7,685	6,141
Less depreciation	(6,928)	(7,758)
Results from continuing operations before capital amounts	757	(1,617)
Capital grants and contributions	6,786	2,567
Gain/(loss) on disposal of assets	(2,640)	(1,605)
Surplus/(Deficit) from all activities	4,903	(655)

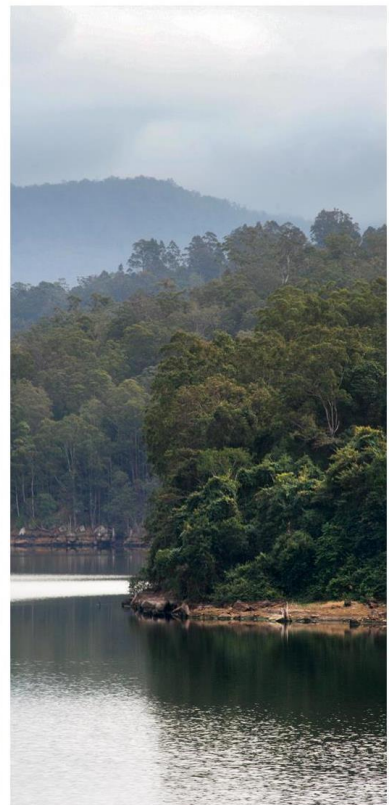
Kyogle Council Profile

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

Kyogle Council comprises a large and diverse region with spectacular natural and cultural attributes, within two hours' drive from Brisbane and one hour from the Gold Coast and NSW coastal centres 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 and Toonumbar national parks 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 and 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 Council's affairs in accordance with the Local Government Act and associated legislation.

Councillors for the 2012-2016 term are:

A Ward

Cr Ross Brown
Cr Chris Simpson
Cr Janet Wilson

B Ward

Cr John Burley (Deputy Mayor)
Cr Maggie Creedy
Cr Robert Dwyer

C Ward

Cr Danielle Mulholland (Mayor)
Cr Lindsay Passfield
Cr Michael Reardon



Attendance at Council Meetings

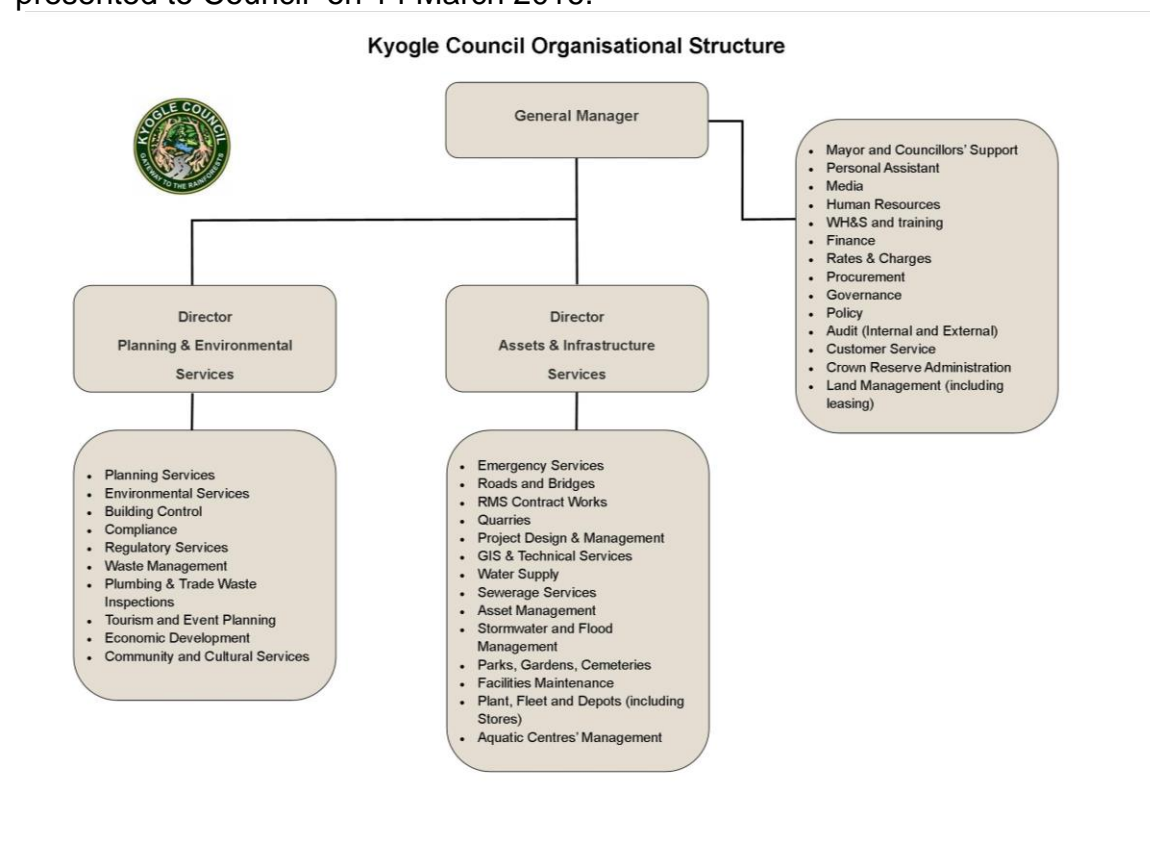
During the year the following meetings/workshops were conducted.

The attendance of Councillors from 1 July 2015 to 30 June 2016 is summarised in the table below:

Councillor Name	Ordinary Meetings attended 11 held	Extraordinary Meetings attended 3 held
Cr Brown	11	3
Cr Burley	10	3
Cr Creedy	11	3
Cr Dwyer	11	2
Cr Mulholland	11	3
Cr Passfield	11	3
Cr Reardon	11	3
Cr Simpson	9	3
Cr Wilson	8	2

Organisational Structure

The Organisational structure as at 30 June 2016. It was last revised and presented to Council on 14 March 2016.



Principal Activities

The principal activities identified in the Community Strategic Plan are:

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

Key Strategic Priority Areas

○ **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 resources and waste products are managed as public concern grows over issues relating to climate change and dwindling non-renewable resources.

This important trend will continue and will influence Council's decisions relating to flood plain management, water supply and sewerage augmentations recycling and the management of landfills.



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

The village life within Kyogle Local Government Area (LGA) is one of the factors that make this 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 wellbeing of the community.

- **Customer Service**

The highest priority of any public organisation is its ability to provide service to its constituents. Kyogle LGA 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.

- **Environmental and pastoral**

The community strategic planning process identified a strong desire to protect the unique character of towns and villages in the Kyogle LGA 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 have the highest impact by far on the community as a whole and recent community surveys consistently rate this area as the one needing most attention by Council. The surveys also show that respondents are least satisfied with this area of Council's operations.



○ **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(4)(a)

A complete set of Kyogle Council's 2015/16 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 Council's website at www.kyogle.nsw.gov.au.

The outcomes achieved as a result of the actual program of expenditure include;

- Infrastructure renewals ratio target met for 2015/16
- Infrastructure backlog ration decreased in 2015/16
- Asset maintenance ratio target met for 2015/16

Compliance with Special Variation Approval Conditions

The Independent Pricing and Regulatory Tribunal (IPART) approved Council's application for a Special Rate Variation for general income over five years commencing in 2015/2016. Income for expenditure items from the Special Variation for 2015/2016 was \$518,000, with actual expenditure on those items totaling \$7,871,000.

Expenditure items	Income from Special variation	Actual Expense 2015/2016	Comment
Regional Roads	Nil	2,947,000	Expenditure focussed on renewals, including the replacement of two timber bridges with concrete and steel structures, and two separate black spot projects and improvements to the Mount Lindesay Road.
Urban Streets	100,000	505,000	Expenditure focused on renewals through rehabilitations, reseals and footpath replacements for improved mobility access.
Rural Roads	389,000	1,701,000	Expenditure focused on renewals through rehabilitations, reseals, gravel re-sheets and drainage improvements.
Bridges	Nil	667,000	Expenditure focused on replacement of timber structures and improvements to causeways. Expenditure levels expected to significantly increase over the next two years.
Stormwater and Flooding	29,000	2,051,000	There was a significant investment in new infrastructure associated with this expenditure with the completion of the Kyogle Flood Modification measures and the piping of open drains near Don Gulley Oval in Kyogle.
Total Expenditure	518,000	7,871,000	

Condition of Public Works

Section 428(2)(d)

The information contained in Special Schedule No. 7 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.

Assets within all asset classes are reported by condition (1-5) as part of the annual asset accounting process. The condition numbers are defined as follows;

1. Excellent: Only planned maintenance is required
2. Good: Minor maintenance required plus planned maintenance
3. Average: Significant maintenance required
4. Poor: Significant renewal/upgrade required
5. Very Poor: Unserviceable

All assets with condition scores of less than 4 are deemed to be in a satisfactory standard. This leaves all assets in conditions 4 and 5 deemed as being not in a satisfactory standard.

The estimated cost to bring these assets to a satisfactory standard is also known as the “infrastructure backlog”. This is calculated as the accumulated depreciation of all assets deemed not to be in a satisfactory standard, ie conditions 4 and 5.

The total infrastructure backlog calculated at the end of the 2015/16 financial year was \$37.98M, which is down from the 2014/15 figure of \$39.66M.



BUILDINGS and OTHER STRUCTURES

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.

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

The total estimated cost to bring these facilities to a satisfactory condition is \$936,000, down from \$1,453,000 in 2014/15.

Required Annual Maintenance.

The required annual maintenance for these buildings and other structures is \$90,000, with the 2015/16 expenditure \$103,000.



ROADS

Council maintains a total road length of 1,216km of local and regional roads, which includes 187 bridges primarily constructed from timber and 123 bridges primarily constructed of concrete, and 23 major culverts.

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

The total cost to bring these asset types to a satisfactory standard is;

- Sealed roads \$4,163,000 down from \$5,560,000 in 2014/15
- Unsealed roads \$7,800,000 down from \$9,813,000 in 2014/15
- Bridges \$20,957 up from \$18,888,000 in 2014/15
- Footpaths \$29,000 up from \$28,000 in 2014/15
- **Total \$32,949,000 down from \$34,289,000 in 2014/15**

Required Annual Maintenance.

The required annual maintenance for the road assets is \$4,022,000, with the 2015/16 expenditure \$3,978,000.

STORMWATER DRAINAGE

Council's urban stormwater drainage network covers the areas of Wiangaree, Kyogle, Old Grevillia, Woodenbong, Old Bonalbo, Bonalbo, Tabulam, and Mallanganee. The network consists of 55km of open drains, 20km of piped drains, 1,021 pits and headwalls, and 41km 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 zero, which is down from \$46,000 in 2014/15.

Required Annual Maintenance.

The required annual maintenance for these drainage systems is \$42,000, with the 2015/15 expenditure \$41,000.

WATER and SEWERAGE

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

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

The total cost to bring these asset types to a satisfactory standard is;

- Water \$3,232,000 up from \$3,188,000 in 2014/15
- Sewer \$713,000 up from \$688,000 in 2014/15
- **Total \$3,944,000 up from \$3,876,000 in 2014/15**

Required Annual Maintenance.

The required annual maintenance for these systems is \$446,000 with the 2015/16 expenditure \$659,000.



SWIMMING POOLS

Council operates swimming pools in Kyogle, Bonalbo and Woodenbong.

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

The total cost to bring these asset types to a satisfactory standard was zero, as all existing assets were deemed to be of a satisfactory standard.

Required Annual Maintenance.

The required annual maintenance for these swimming pools is \$56,000 with the 2015/16 expenditure \$65,000.



Cost of Legal Proceedings

CI 217(1)(a3)

Legal Costs - Outstanding rates and charges/seeking legal opinions legal action

Council conducted the recovery of overdue rates and outstanding debts. In 2015/2016 These costs are added to the outstanding balance and recovered. The amount expended on this activity was \$24,231.98

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 was \$14,364.82

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

Section 428(4)(b), cl 217(1)(a), cl 217(1)(a1), cl217(1)(b)

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 annual Councillor fee for the responsibilities of that office.

Expense/Allowance	2015/2016
Mayoral Allowance	24,030
Councillors fees	99,090
Travel allowance	11,140.30
Provision of office equipment and supplies	713.18
Telephone expenses	7,194.06
Conference and Seminar expenses	7,176.96
Councillor sustenance	4,526.15
Interstate visits	2808.14
Expenses of spouses	nil
Overseas visits	nil
Childcare expenses	nil

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 30 June 2016. The General Manager is employed under a performance-based contract. The General Manager commenced in October 2015 and total Remuneration for the reporting period was \$140,508.17 (includes salary, untaken leave paid at termination, superannuation, and fringe benefits tax).

There was no overseas travel undertaken by any Councillors or senior staff representing Council during the 2015/2016 financial year.

Major Contracts Awarded

Section cl 217(1)(a2))

Contracts greater than \$150,000.

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

Purchases greater than \$150,000 are subject to formal tendering provisions and are shown in the following table.

Contractor	Details of Contract	Value \$ ex GST
Solo Waste	Contract for Waste Collection	379,673
Smith Plant	Annual Tender Plant Hire	358,044
Civil Team Engineering	Contract No 1400437 Kyogle Water Supply Augmentation and Flood Modification Works	3,766,498
Boral Construction Materials	Annual Tender Bitumen Surfacing	1,442,594
Ellis Stabilising	Annual Tender Pavement Stabilisation	1,016,266
Stabilised Pavements	Annual Tender Pavement Stabilisation	523,536
Santin Earthmoving	Subcontractor Novation Contract No 1400437, Annual Tender Plant Hire, Annual Tender Tipping Truck Hire 2014/15-002	288,613
MJ Smith Ground Preparation	Subcontractor Novation Contract No 1400437, Annual Tender Plant Hire, Annual Tender Tipping Truck Hire	237,042
AGS Commercial	Subcontractor Novation Contract No 1400437	191,828

Clark Asphalt	Subcontractor Novation Contract No 1400437, Annual Tender Bitumen Surfacing	190,239
Col Moore & Sons	Subcontractor Novation Contract No 1400437	182,389
N J Constructions	Contract 1400725 Kyogle Water Supply Augmentation Supply Side Electrical Upgrades	175,952
State Cover Mutual Limited	Workers Compensation Insurance	212,975
Northern Rivers Isuzu	Vehicles (State Contract Pricing)	331,979
Bromelton Quarry	Quarry Product Supply and Delivery	263,774
H J Murphy Standfield	Subcontractor Novation Contract No 1400437, Annual Tender Plant Hire, Annual Tender Tipping Truck Hire	215,751
Hermes Capital Australia	Subcontractor Novation Contract No 1400437, Annual Tender Plant Hire, Annual Tender Tipping Truck Hire	536,168
Statewide Mutual	Insurances	556,954
O&H Holden	Vehicles (State Contract Pricing)	183,067
Origin Energy	Electricity Supply	333,142
Rodney Davis Bobcat Hire	Annual Tender Plant Hire	172,525
Hitachi Construction Machinery	Annual Tender Plant Hire, Annual Tender Tipping Truck Hire	628,075
O&H Holden	Vehicles (State Contract Pricing)	183,067

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 \$
Richmond Valley Council	Incl. Regional Library, RFS	803,012
Origin Energy	Electricity Supply	333,142
North Coast Petroleum	Fuel (quotations for each purchase)	403,287
Graham's Concrete	Concrete Products	153,404
Roadverge P/L	Guardrail Repairs and Replacement	202,004
Clovass Quarry	Quarry Product Supply and Delivery	192,921

Bushfire Hazard Reduction Programs

Section 428(2)(I1)

Bushfire Hazard Reduction

The Bushfire Risk Management Plan, prepared by the regional Bush fire Risk Management Committee, identifies the different land tenure, vegetation types and

land management practices and provides objectives and strategies for addressing bush fire risks in 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 2015/2016 hazard reduction carried out by Kyogle Council was confined to roadside slashing operations throughout the road network.

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.

Through its Local Emergency Management Committee, Council continues to support and encourage the development of evacuation and emergency plans. 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)

The Council area has few ethnic groups of any significant numbers. Its main ethnic groups, as per the 2011 census, are set out in the table below. The non-English speaking population is negligible.

Birthplace

Place of birth	Number	Proportion of total population
Australia	7,840	85%
United Kingdom	276	3%
New Zealand	154	1.7%
Germany	67	0.7%
Unites States of America	43	0.5%
Netherlands	33	0.4%

Language spoken at home

Language	Number	Proportion of total population
English	8,575	92.9%
German	47	0.5%
Italian	19	0.2%
French	18	0.2%
Swedish	18	0.2%
Telgu	13	0.1%

No special services are provided by Council to cater for people with diverse cultural or linguistic backgrounds.

Council Subsidised Private Works

Section 67(3), cl 217(1)(a4)

All private works undertaken by Council were carried out in accordance with the approved fees and charges and the works estimating and costing procedures as fixed by Council.

The scope of other private works carried out by Council included plant hire, supply and delivery of road materials, and minor 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

CI 217(1)(a5)



Grants provided by Council under Section 356 on the Local Government Act 1993 during the 2015/2016 Year are shown below. The policy for the Financial Assistance to organisations and individuals was last reviewed and presented to the July 2015 Ordinary meeting. This policy can be viewed on Council's website on www.kyogle.nsw.gov.au. Appropriate advertisements are placed in Council's Newsletter and local media seeking applications from local groups and individuals. Applications are considered by the Community Funding Committee, which includes community members, and makes recommendations to Council.

Council granted the following donations during the 2015/16 year:

ORGANISATION	VALUE
One-off Donations	20,000
Special Events	10,000
Kyogle Youth Ventures	2,500
Australia Day Committees	10,876
Kyogle Reconciliation Group – NAIDOC Week	500
Public Halls	6,524
Learn to Swim/Life Education	12,505
North Coast Academy of Sport	1,196
Citizens Band	1,033
NSW Cancer Council	1,260
Kyogle Show Society	1,584
Bonalbo Show Society	1,584
Woodenbong Show Society	1,584
TOTAL	\$71,146

Activities to Implement Equal Employment Opportunity Management Plan

CI 217(1)(a9)

Kyogle Council is wholly committed to the principles of Equal Employment Opportunity and providing a workplace in which people are treated with fairness, dignity and respect. During the year the EEO Policy has been reviewed in consultation with the Consultative Committee and adopted by Council.

Council's Equal Employment Opportunity Management Plan establishes objectives, actions, targets and performance indicators which are focussed on eliminating and ensuring the absence of discrimination in employment on the grounds of age, race, sex, marital status, parenthood, carers' responsibilities, physical or mental impairment, and, religious or political affiliation, while promoting equal employment for women, members of racial minorities and physically handicapped persons.

The aim of Council's Equal Employment Opportunity Management Plan is to:

- (i) Demonstrate to staff and the community the commitment by management and the Council to Equal Employment Opportunity (EEO);
- (ii) To ensure there is an understanding of Equal Employment Opportunity principles and to keep all staff informed of issues relating to the Equal Employment Opportunity Management Plan.
- (iii) To ensure that the policies, procedures and practices of Kyogle Council promote the principles of Equal Employment Opportunity.
- (iv) To ensure that all people have a right to be considered for a job, training opportunity, or other benefit for which a person is skilled or qualified.
- (v) Implement practices that ensure staff selections must be accurate, fair, accountable, systematic and based solely on merit.
- (vi) Make staff aware that they are obliged to follow non-discriminatory practice and maintain a workplace free from discrimination.
- (vii) Establish that Kyogle Council is a responsible employer, which is legally accountable for discrimination in employment matters.

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

- Communication and awareness of EEO principles.
- Ensure recruitment processes are in accordance with EEO principles.
- Appointment, Promotion and Transfer Processes are in accordance with EEO principles.

- Training and Development Procedures are in accordance with EEO principles.

Communication and Awareness

Council ensures that all employees are aware of:

- EEO principles.
- Their responsibilities in relation to EEO principles.
- The existence of the EEO Management Plan and where it is located.
- Council's intolerance of harassment in the workplace.

This has been achieved through communicating Council's commitment to achieving EEO as part of Council's induction program; and, ensuring EEO awareness is a performance standard contained in all position descriptions which require all employees to observe and implement the principles and intent of EEO. There is a performance measure in all staff reviews relating to awareness of EEO and compliance with EEO principles.

Recruitment Process

Council ensures that the principles and intent of the Equal Employment Opportunity Management Plan are supported throughout the recruitment process by:

- Ensuring that those who convene interview panels are aware of and implement EEO principles throughout the recruitment process.
- Ensuring that those who convene interview panels comply with Council's recruitment and selection procedures.
- Include knowledge and understanding of EEO principles as criteria for appointment to a supervisory position.

This has been achieved through ensuring EEO principles are included in interview skill training; ensuring interviews for management and supervisory positions include questions relating to EEO responsibilities; developing a competency assessment on EEO principles; and, including knowledge and understanding of EEO principles as an essential criterion for virtually all positions with Council.

Appointment, Promotion and Transfer Processes

In the appointment, promotion and transfer of employees, Council's Equal Employment Opportunity Management Plan ensures that:

- All appointments and transfers are based on merit and/or position related criteria.
- All employees who are injured at work and unable to return to their pre-injury duties are assessed fairly for suitable duties in accordance with their abilities.

This has been achieved through monitoring appointments, promotions and transfers to ensure they are based solely on merit and demonstration of the employees' ability to meet the criteria; when opportunities to act in higher positions are available they are assigned in accordance with EEO principles and Council's Higher Grade Duties procedure which establishes the process for selecting employees for relieving opportunities; and ensuring that suitable duties are offered based on injured workers' functional capabilities in addition to worksite assessments where required.

Training and Development Procedures

Council ensures that training is arranged according to the needs of Council and individuals and complies with EEO principles.

This is achieved through organising training according to the needs of Council and individual employee's career development considerations; organising where practical group training so that employees are given equal opportunity to participate at the same time; continuous examination of in-house and external training courses and materials to ensure they are non-discriminatory and consistent with Council's EEO principles.



Implementation of Council's Equal Employment Opportunity Management Plan is an ongoing commitment by Council to continue to review its policies and procedures on recruitment, selection, appointment, promotion, training and development, grievance and harassment functions to ensure the principles and intent of Equal Employment Opportunity are continually achieved.

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

Organisations Having Delegated Authority

CI 217(1)(a6)

County Councils

During the year Kyogle Council was a 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. Committees are also established for the organisation of Australia Day events. These committees exist as section 355 Committees of Council. A list of these organisations appears below.

Organisation	Comments
Bonalbo & District Development Association	Village Mowing and Maintenance Bonalbo
Kyogle Australia Day Committee	Organises Australia Day Activities
Woodenbong Australia Day Committee	Organises Australia Day Activities
Mallanganee & District Progress Association	Village Mowing and Maintenance Mallanganee
Old Bonalbo & District Progress Association	Village Mowing and Maintenance Old Bonalbo
West of Range Australia Day Committee	Organises Australia Day Activities
Wiangaree Progress Association	Village Mowing and Maintenance Wiangaree
Woodenbong Progress Association	Village Mowing and Maintenance Woodenbong
Jubullum Local Aboriginal Land Council Inc.	Village Mowing and Maintenance Tabulam
Bonalbo RSL Sub-branch	Village Mowing and Maintenance Bonalbo Patrick McNamee Park



Controlling Interest in Companies and Joint Ventures

CI 217(1)(a7), CI 217(1)(a8)

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 group's 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 2015-2016, Council wrote off the following rates and charges.

Pension write offs- includes one quarter water + sewer (55% recovered from State Government (\$202,695.39)	368,537.07
Properties becoming exempt, terminated leases and licenses, valuation objections, re-ascertainments and changes in category.	6,501.40
TOTAL	375,038.47

Activites for Young People

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. Council also provides assistance to other pre-schools run within the Council area in privately owned/licenced facilities.

During the reporting period, the Community Development Officer (CDO) has been in regular contact with the organisations and provided support.

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 in Kyogle have been the subject of upgrading resulting in substantial use by the children of the area. New outdoor gym equipment has been installed in Woodenbong and a BMX track constructed in Kyogle.



A program for updating playground equipment has been established, with items being purchased as finances permit. A new shade structure has been erected at Anzac Park in Kyogle. The portable shade shelters continue to be well used and are available free of charge to community and sporting groups.

Council supported Youth Week activities that were held in Kyogle for the LGA and co-ordinated by Kyogle Youth Action. This event is funded on a dollar-for-dollar basis in conjunction with the State Government.

Two skate park events were held during the year, one in Kyogle and one in Woodenbong.

Council worked in partnership with Kyogle Youth Action to conduct four graffiti workshops and then participated in the painting of a mural at the Kyogle Skate Park.

Council provides a building free of charge and supports the activities of the Kyogle Youth Centre. Financial support is provided to Kyogle Youth Ventures which provides mentoring for young people identified “at risk”.

A Youth Advisory Committee has continued to meet and provides youth an avenue to inform Council about the needs of young people. Members for this committee were recruited from the Kyogle, Tabulam, Woodenbong and Bonalbo areas. There are 12 committee members in the LGA who bring advocacy, consultation, governance and leadership skills.

Council has provided financial support to the Koori Kids Award as part of NAIDOC activities. Support was also given to reconciliation celebrations in Kyogle and a multi-cultural day run by Bonalbo Central School.



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 (now incorporated in the Community Strategic Plan), the Kyogle Council Access

Policy and Action Plan 2000, Access Audit 2005, and Pedestrian Access and Mobility Plan 2009. 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
- Continuing to implement work and projects identified in the Pedestrian Access and Mobility Plan.
- Conducting safety audits of children's play areas and equipment
- Providing donations for pre-schools 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

Youth

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

- Construction of a skate park in Woodenbong
- Working with the Bonalbo community to identify community projects for young people
- Providing funding for youth week activities
- Providing donations for young people to develop skills in their areas of expertise through the Financial Assistance Policy
- Assisting the community to develop youth activities and assisting with funding applications
- Convened meetings of Transport Working Group project to facilitate affordable transport for young people
- New bus shelters were installed at Wiangaree and Woodenbong
- Sponsorship of events for Youth Week
- Liaison, information sharing and supporting youth workers in the LGA

- CDO has assisted Kyogle, Woodenbong, Bonalbo High Schools with the running of the Love Bites program and the Rock and Water program to address bullying in schools

Older People

Activities undertaken to improve services to aged people include:

- Continued support of the Seniors Centre for use by seniors organisations and the community
- Encouraging the provision of affordable transport through facilitation of Public Transport Working Group
- Provided updated Community Transport Guide
- 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.
- Supported Seniors Week activities.
- Provided assistance through the Financial Assistance Policy for programs relating to older residents.
- Successful in obtaining funding for the Community Transport program.

People with Disabilities

Activities undertaken to improve services for people with disabilities include:

- Construction of the all access outdoor gym facilities at Anzac Park, Kyogle
- Implementation of a number of improvements identified in Mobility Access Management Audit and Implementation Plan
- Promoting accessible public facilities through participation by the CDO in Casino/Kyogle Disability Access Committee.
- Encouraging the provision of affordable transport of through facilitation of public transport working group
- CDO involved in planning workshops regarding Accessible Access for buildings and public spaces
- A disability audit of Kyogle's main street was carried out
- Participating in the development of the Disability Inclusion Action Plan which is a joint regional project involving CDO's from all NOROC Councils plus Clarence Valley.



Women

Activities undertaken to improve services for women include:

- Participation at regular meetings of the Kyogle Interagency Against Domestic Violence
- Planning and organising events that promote safe communities for women
- Established a Women in Leadership Group which meets monthly and which promotes empowerment of women in the community.
- Annual 16 Days of Activism event
- Successful in obtaining Foundation for Rural and Regional Renewal funding to conduct seminars to promote leadership.



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 and Facebook page to inform residents of Council news and promote Kyogle LG to people outside the area
- Provision of a Community Development 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
- 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
- Continued support of Kyogle Family Support Services and Abilitylinks with the activities and programs carried out from Grove House.



National Competition Policy

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 2016 for the Category 1 business activity is:

Revenue	(\$,000)	3,882
Expenses	(\$,000)	3,678
Assets	(\$,000)	2,441

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 adopted a Complaint Handling Policy in February 2006. This policy covers all formal complaints including Competitive Neutrality Complaints. Councils Electronic Complaints System records, tracks and reports on all verbal and written requests and complaints.

Actual vs. Projected Performance for Category 1 Activities

Council has maintained a breakeven 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, the Kyogle Integrated Water Cycle Management Strategy and the Kyogle Floodplain Risk Management Plan.



During 2015/16 the following progress was made on the issues identified:

- Completion of the Kyogle flood modification works levee and flood break out channel
- Drainage system upgrades in Chauvel Street adjoining Don Gully Oval in Kyogle

Council collected revenue of \$158,565 from the new Stormwater Special Rate in 2015/16.

Privacy and Personal Information Protection Act 1998 and Public Interest Disclosure Act 1994

Council adopted its Privacy Management Plan in June, 2000. This Plan was reviewed and a reviewed plan adopted by Council in March 2013. 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

Council also has in place an Internal Reporting Policy – Protected Disclosures. There were no public interest disclosures made during 2015-2016.

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 were no formal Code of Conduct complaints 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, three formal access applications have been received by Council. This appears to indicate that, in most instances, 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 2015/16

Four formal access applications were received during the 2015/16 reporting period.

Number of Applications Received During 2015/16 and Refused

There were no applications refused.

Completed Annual Report Tables for the 2015/16 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 where the 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)	4	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)	4	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Access applications that are partly personal information and 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)			4
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	N	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/has not entered into any planning agreements during the 2015/2016 year.

Carers Recognition Act 2010

S8(2)

Kyogle Council does not provide services directed at carers and/or people being cared for by carers.

Enforcement and 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 2015/2016	Cats	Dogs	Total
Seized and transferred to Council's Facility	2	21	23
Returned to Owner		8	8
Dumped	2		2
Surrendered by Owners			
Released to Owners		2	2
Euthanased		4	4
Sold			
Released for rehoming	2	7	9
Died at Council's Facility			
Stolen or Escaped from Council's facility			

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
			28

Animal management/activities expenditure

Expenditure for animal management for the **2015/2016** financial year was \$112,627

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 strategiesⁱ 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 \$14,709 from the Companion Animals Fund for the 2015/2016 year which was used towards the wages of a full-time ranger and general companion animal compliance.

Appendix 1 - Kyogle Council Financial Statements

https://www.kyoglensw.gov.au/cp_content/resources/2015%202016%20Financial%20Statements.pdf

Appendix 2 - End of Term Report

https://www.kyoglensw.gov.au/gp_content/resources/End%20of%20Term%20Report%20final.pdf

Appendix 3 - State of the Environment Report

[K:\Management Documents\2016 2017 Integrated Planning and Reporting Documents\Regional State of the Environment 2016 - FINAL.pdf](#)
