



Kyogle Council Agency Information Guide 2018/19

Adopted by Council on 10 September 2018
(Resolution No: CO/0918/15)

Pursuant to Part 3 Division 2, Section 20 of the Government Information

Structure and Functions of Kyogle Council

Kyogle Council is a constituted under the Local Government Act 1993

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 2016-2020 term are:

A Ward

Cr Hayden Doolan
Cr Kylie Thomas
Cr Janet Wilson

B Ward

Cr John Burley
Clr Maggie May
Clr Robert Dwyer

C Ward

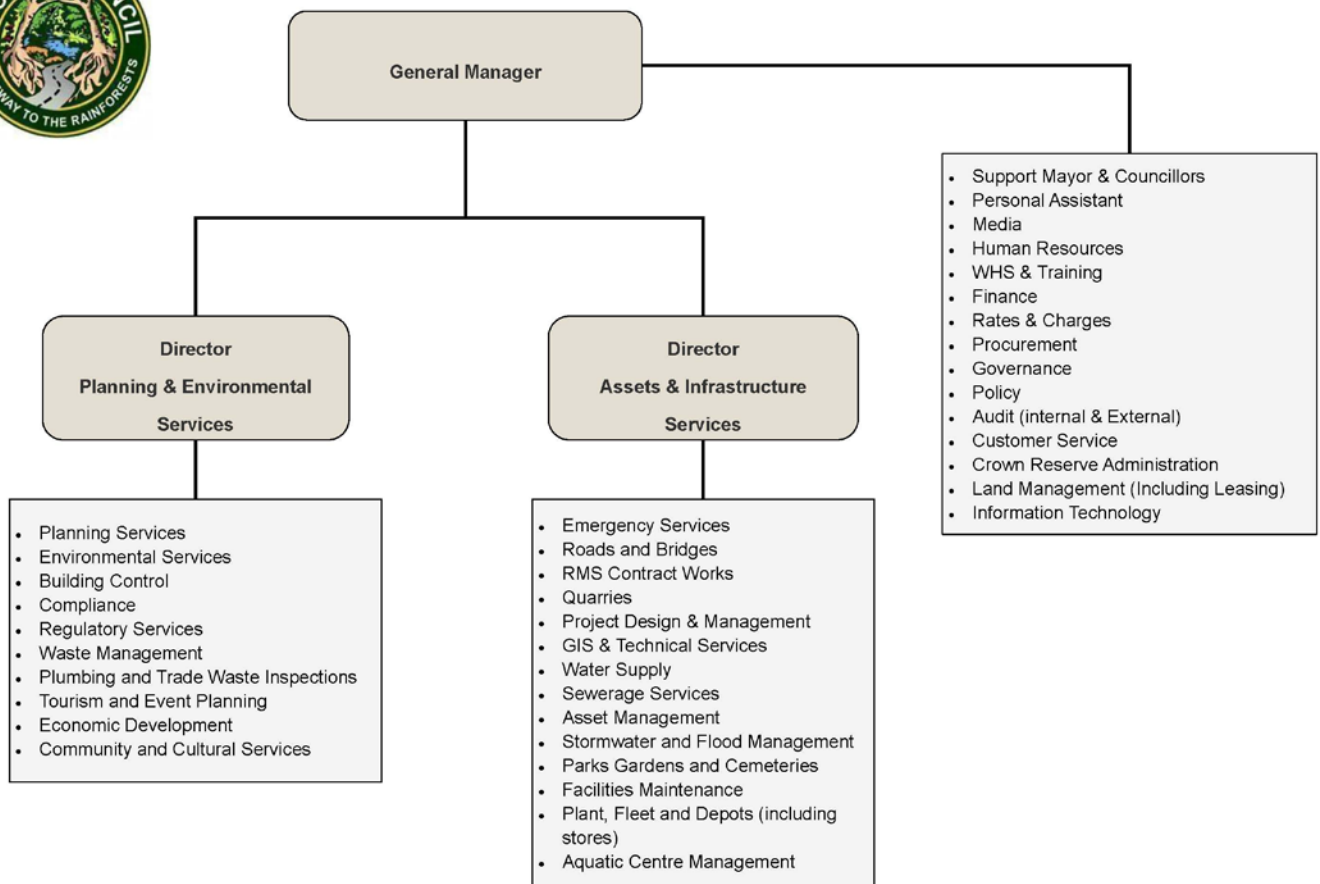
Cr Danielle Mulholland
Cr Lindsay Passfield
Cr Earle Grundy



Organisational Structure

Section 332 of the Local Government Act requires Council to determine its Organisational Structure. The approved structure is shown below.

Kyogle Council Organisational Structure



Functions

FUNCTION	ACTIVITY
ROADS & INFRASTRUCTURE	Regional Roads Urban Local Roads Rural Local Roads Engineering Administration Bridges State Highways Quarries Plant & Depots Emergency Services
WATER SERVICES	Stormwater & Flood Management Water Supplies Sewerage Services
VILLAGE LIFE	Swimming Pools Community Buildings Public Cemeteries Parks & Gardens Crown Reserves
CUSTOMER SERVICE	Governance Administration Human Resources Finance
ECONOMIC DEVELOPMENT	Economic Development Tourism
COMMUNITY SERVICES	Community & Youth Services Public Libraries Art and Cultural Services Pre Schools
ENVIRONMENT & PASTORAL	Town Planning Environmental Health Building Control Regulatory Control Domestic Waste Management Other Waste Management

Effects on the Community

Council's decisions are made in line with the following 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

Key Strategic Documents and Reports

Strategic Documents and Reports are available from Council or via the website -

Resulting from comprehensive community consultation and focus group work a ten year Community Strategic Plan was adopted by Council in 2016.

Other available Council documents include;

- Long Term Financial Plan
- Asset Management Strategy
- Core Infrastructure Risk Management Plan
- Delivery Program and Operational Plan
- Guide to Fees and Charges
- Annual Reports
- Annual Financial Reports
- Auditor's Reports

- Agendas, Minutes and Business Papers of Ordinary and Extraordinary Meetings from 2008 onwards
- Council Policies
- Disclosure Log – Government Information (Public Access)
- Returns of Interests for Councillors and Designated Persons and Delegates
- Leases and licenses

Public Participation

There are a number of mechanisms in place that enable residents to participate in the decision making of Council.

Council Meetings

Ordinary meetings of Council are held on the second Monday of each month at Council's Administrative Centre, 1 Stratheden Street Kyogle, with the exception of January where no meeting is held.

You have the opportunity to participate in Council meetings in the following ways.

Question Time (Council Policy)

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

Each speaker has a maximum allowable time of 5 minutes.

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

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

Public Access (Council Policy)

Public Access is scheduled for all Ordinary Meetings of Council.

Residents may apply for public access by registering an interest to raise a specific matter with the General Manager, by phone or in writing by close of business on the working day preceding the meeting.

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

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

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

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

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

Availability of Business Papers

Business papers are available on the Wednesday preceding the Council meeting on Council's website www.kyogle.nsw.gov.au or at one of the following locations:

- Kyogle Library
- Tabulam Post Office
- Cawongla Store
- Old Bonalbo Post Office
- Wadeville Store
- Bonalbo Post Office
- Woodenbong Post Office
- Wiangaree Post Office

Community Information

A community newsletter is distributed to all residents on a monthly basis.

Contact Details for Access to Information Enquiries

Requests for access to information are dealt with in accordance with Government Information (Public Access) Act 2009 (GIPA) and Council's Privacy Management Plan. In addition, the Privacy and Personal Information Protection Act sets requirements in relation to disclosure of personal information.

The Manager Corporate Services is Council's Public Officer and is available to assist the public with access to information.

Wherever possible, informal access will be arranged. Photocopying charges will apply if copies are required. Where informal access is not possible, formal GIPA procedures and associated fees will apply.

Formal applications for information under GIPA Act should be accompanied by a \$30 application fee. In addition to the application fee, a \$30 per hour processing fee may be charged for all requests for access to documents that are not personal information (about the applicant) and cannot be obtained under other legislation. Processing fees may be waived or discounted in certain circumstances.

Contact Details are:

Public Officer
Kyogle Council
P O Box 11
KYOGLLE 2474

Telephone: 02 66321611
Facsimile: 02 66322228
Email: council@kyogle.nsw.gov.au
Website: www.kyogle.nsw.gov.au

The Office of the Information Commissioner (OIC) is an independent body that was established to promote public awareness and understanding of the GIPA Act.

Information about the GIPA Act and access to government information can be obtained from the website at www.oic.nsw.gov.au, or by contacting the OIC as follows:

- Free call number 1800 INFOCOM (1800 463 626)
- Email oinfo@oic.nsw.gov.au
- Postal address: GPO Box 7011 Sydney 2001