

KYOGLE COUNCIL



2017/2018 ANNUAL REPORT

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Year at a glance

454

Kilometres of road
graded

87,204

Potholes patched

24

Timber bridges
replaced

45,485

Library resources
borrowed

15,314

Pool attendances

1,383

Kilometres of
roadside slashing

56,560

Visitor information
centre visitors

3,963

Tonnes of waste
received – 1,613
tonnes recycled

17.3

Days average time to
process Development
Application

17.4

Kilometres of sealed
roads reconstructed

4,850

Visitors to the Roxy
Gallery

9.5 million

Value of Development
Applications received by
Council

Summary of Achievements

This year saw Council bounce back and rebuild after cyclone Debbie left us with a restoration bill of almost \$10 million. Our Long Term Financial Plan saw an increase in capital works expenditure of \$16 million over the four year forward estimates period, increasing to \$58 million and we continued our success in securing grant funding for projects across our Local Government Area.

Other achievements during 2017/2018 include:

- 24 timber bridges replaced
- 454 kilometres of road graded
- More than 87,000 potholes patched
- Doubling of Visitor Information Centre visitors
- Extended pool hours seeing attendances increase to over 15,000 across our 3 pools
- Community financial assistance grant funding increased to \$30,000 per year
- 17.4 kilometres of sealed roads reconstructed
- 2.74 kilometres of initial sealing of gravel roads
- More than a 170% increase in library resources borrowed, inclusion of new laptop dispenser units at the Kyogle Library and a \$100,000 State Government grant to refurbish Kyogle Library
- Completion of the new Kyogle Rural Fire Services Headquarters
- A new water station at Woodenbong
- Fencing the playground at Anzac Park Kyogle
- Construction of the Kyogle Museum building in partnership with the Kyogle and District Historical Society
- Painting of murals at Kyogle Recreation Reserve and Kyogle main street power poles in partnership with local artists and schools
- Shimla Curry House welcomed to the Kyogle VIC café premises
- 65 artists showcased through the Roxy Gallery
- Commenced work on the \$5 million upgrade of Culmaran Creek Road
- Community satisfaction survey completed
- Completed the \$9.4 million dollar Kyogle Water Supply Augmentation Project with the opening of the upgraded water treatment plant
- Suspension of developer fees on most developments to help stimulate growth in the local economy
- \$864k in grant funding for projects in Kyogle and \$100k in Woodenbong through the State Government's Stronger Country Communities Fund Round 1
- Container Deposit Scheme collection point opened at Kyogle waste facility
- Visions of Village Life master plans completed for Wiangaree, Woodenbong, Old Bonalbo, Bonalbo, Tabulam and Mallanganee
- Relining and repairs to 3.75km of sewer mains and 600m of stormwater drains
- Construction of 458m of water mains
- Construction of new amenities at Bells Bay camping grounds near Toonumbar Dam
- Kyogle weir fishway wins 3 environmental and engineering awards and is included in World Fish Migration Day events
- Council awarded the large employer of the year at the Novaskill Northern Rivers Apprentice and Trainee Awards in November 2017

Financial Result

One of the most significant achievements during the year was the improvement in Council's financial position, and the focus on achieving the benchmarks set by the NSW Government as part of its Fit For The Future Reforms and as projected in Council's Long Term Financial Plan. Council was issued with a clean audit opinion from the NSW Audit Office, and achieved five out of the six financial benchmarks, with only the Own Source Revenue Ratio below target, which was attributed to an increase in external grant funding and is not cause for concern.

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 2018 totalled \$7,437,000. This compares to a surplus in 2017 of \$6,384,000. The 2018 result can be summarized as follows:-

	2017 \$'000	2018 \$'000
Result from continuing operations	11,628	8,164
Less Depreciation	(6,934)	(6,768)
Results from continuing operations before capital amounts	4,694	1,396
Capital grants and contributions	5,684	8,229
Gain/(loss) on disposal of assets	(3,994)	(2,188)
Surplus/(Deficit) from all activities	6,384	7,437

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 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 (Deputy Mayor)
Cr Robert Dwyer
Cr Maggie May

C Ward

Cr Danielle Mulholland (Mayor)
Cr Earle Grundy
Cr Lindsay Passfield

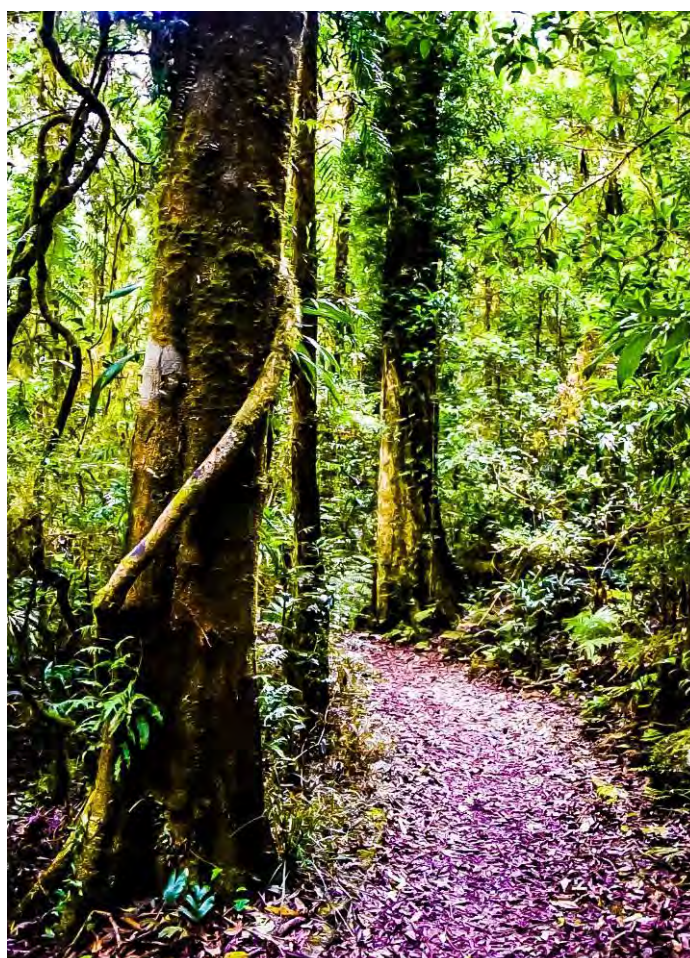


Attendance at Council Meetings

During the year the following meetings were conducted.

The attendance from Councillors 1 July 2017 to 30 June 2018 is summarized in the table below:

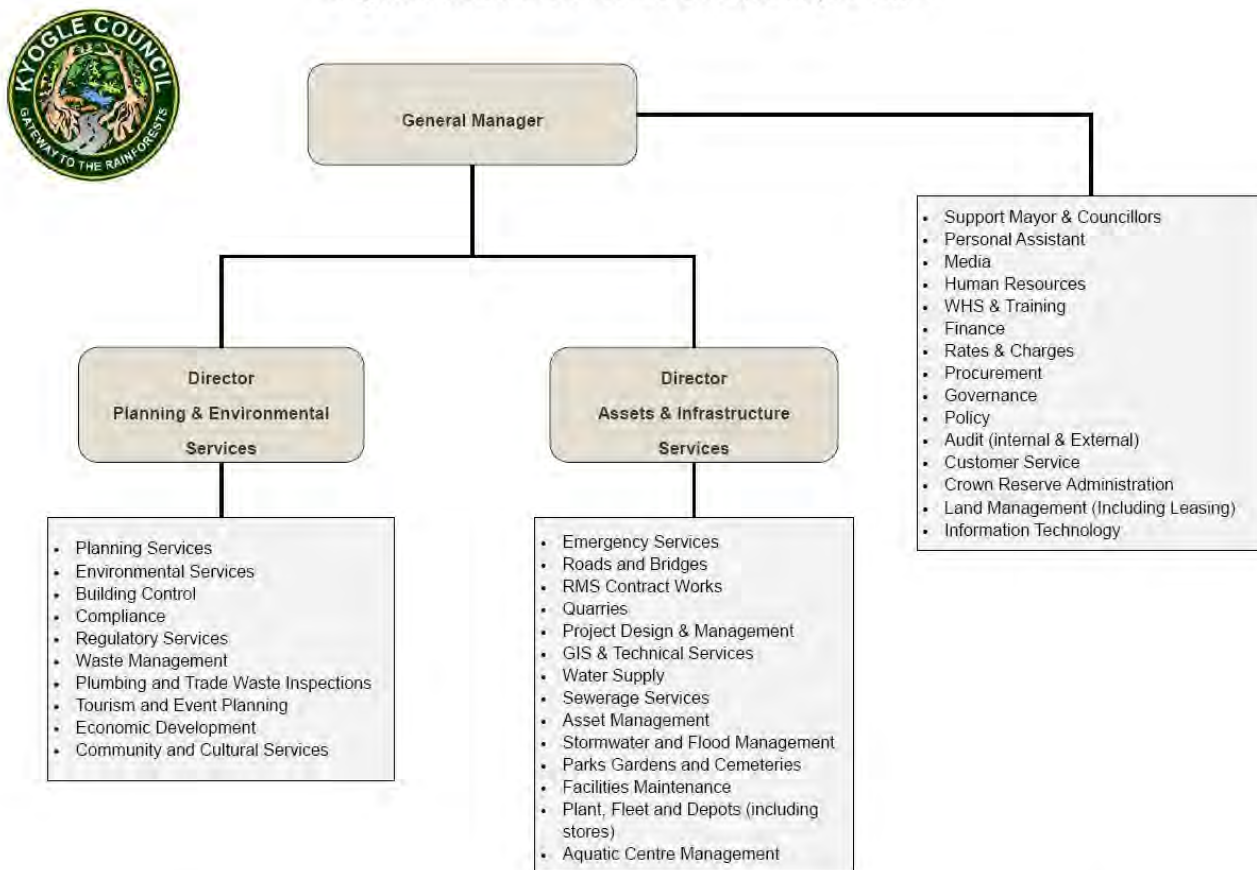
Councillor Name	Ordinary Meetings attended (11 held)	Extraordinary Meetings attended (1 held)
Cr Hayden Doolan	11	1
Cr John Burley	10	-
Cr Maggie May	11	1
Cr Robert Dwyer	11	1
Cr Danielle Mulholland	11	1
Cr Lindsay Passfield	10	1
Cr Kylie Thomas	9	1
Cr Earle Grundy	11	1
Cr Janet Wilson	11	-



Organisational Structure

The Organisational Structure shown below was first adopted by Council on 30 June 2016, and was subsequently re-adopted in September 2016 within the first year of the newly elected Council.

Organisational Structure as Adopted by Council



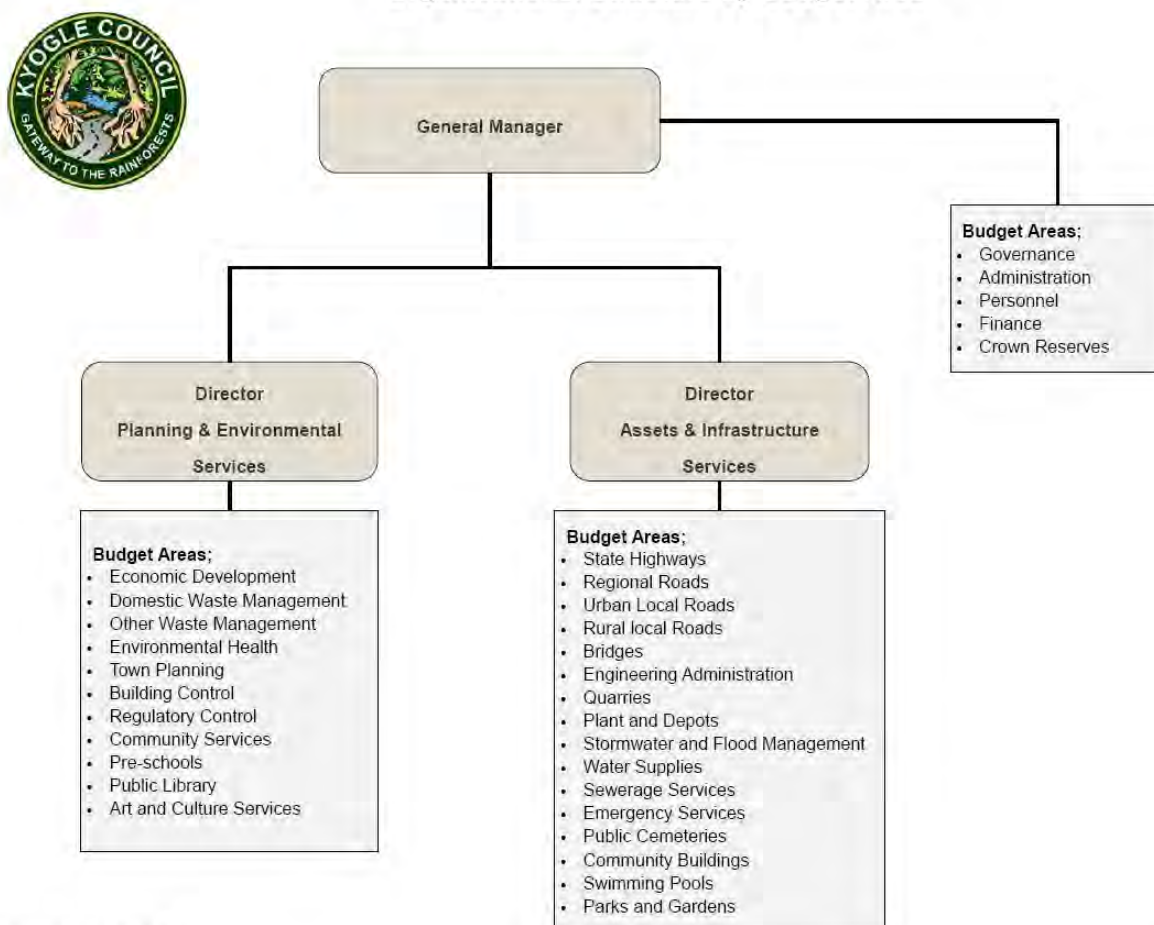
Kyogle Council organisational Structure

Adopted Sept 2017

Principal Activities

The principal activities and their respective budget areas identified in the Integrated Planning and Reporting Framework are outlined below;

Organisational Structure by Budget Area



Kyogle Council organisational Structure

Oct 2017

Key Strategic Priority Areas

The following key strategic areas are identified in Council's Community Strategic Plan

Governance and Community;

- Kyogle Council recognised as innovative, pro-active and a leader in the field of local government
- The vision of Kyogle Council is being articulated, achieved and recognised on time and within budget
- A range of community services and cultural activities are developed and supported across the Local Government Area

Agriculture;

- A range of economically, environmentally and socially sustainable initiatives to enhance agricultural opportunities across the Kyogle LGA and further strengthen the region
- Effective integration of agriculture with other complimentary activities that may leverage improved social and economic advantage for the community and act as a driver for improved prosperity

Aging in Place, Disability Services and Respite Care;

- Financially sustainable, appropriate and accessible range of options of services and facilities for the maturing population, people with disabilities and their carers.
- Creation of locally based jobs and businesses to support the associated activities
- The Kyogle Council area is known as an age-friendly environment

Village Life;

- A series of well-connected villages that provide a range of services, activities and events while promoting a strong sense of community and inclusion
- Preservation of the natural and built environments which allow the lifestyle that makes the villages and surrounding areas the place where people come for a day and want to stay for a lifetime

Visitor Attraction;

- The Kyogle Council area is renowned as a great place to visit
- A series of well-coordinated events that attract a range of visitors and community members
- Access to expansive areas of world class natural beauty and heritage areas, national parks, visitor facilities and services
- A range of recreational and cultural activities, heritage areas and other places of interest



Audited Financial Reports

Section 428(4)(a)

A complete set of Kyogle Council's 2017/18 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

Compliance with Special Variation Approval Conditions

A special rate variation was approved by the Independent Pricing and Review Tribunal (IPART).

The Independent Pricing and Regulatory Tribunal (IPART) approved Council's application for a Special Rate Variation for general income over five years commencing in 2017/2018. Income for expenditure items from the Special Variation for 2017/2018 was \$847,000, with actual expenditure on those items totalling \$18,671,000.

Expenditure items	Income from Special variation	Actual Expense 2017/2018	Comment
Regional Roads	Nil	1,524,000	Expenditure focused on renewals across the regional road network.
Urban Streets	100,000	1,369,000	Expenditure focused on renewals through rehabilitations, reseals and footpath replacements for improved mobility access.
Rural Roads	217,000	5,745,000	Expenditure focused on renewals through rehabilitations, reseals, gravel re-sheets and drainage improvements as well as initial sealing of highly trafficked priority roads.
Bridges	500,000	9,737,000	Expenditure focused on replacement of timber structures and improvements to causeways.
Stormwater and Flooding	30,000	296,000	Expenditure focused on improvements to drainage structures in Dalmorton Street Woodenbong.
Total Expenditure	847,000	18,671,000	

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 to not be 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 2017/18 financial year was \$15.75M, which is down from the 2016/17 figure of \$35.93M

BUILDINGS and OTHER STRUCTURES

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 \$471,000, down from \$1,171,000 in 2016/2017.

Required Annual Maintenance.

The required annual maintenance for these buildings and other structures is \$212,000, with the 2017/2018 expenditure \$238,000.

ROADS

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 \$2,793,000 down from \$5,915,000 in 2016/2017
- Unsealed roads \$3,158,000 down from \$9,168,000 in 2016/2017
- Bridges \$6,807,000 down from \$17,808,000 in 2016/2017
- Footpaths \$26,000 up from \$25,000 in 2016/2017
- **Total \$12,784,000 down from \$32,916,000 in 2016/2017**

Note that these figures include the adjustment for the assets damaged during the March 2017 Natural Disaster event

Required Annual Maintenance.

The required annual maintenance for the road assets is \$4,251,000, with the 2017/2018 expenditure \$3,688,000.

STORMWATER DRAINAGE

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 \$414,000, which is up from \$44,000 in 2016/2017

Required Annual Maintenance.

The required annual maintenance for these drainage systems is \$45,000, with the 2017/2018 expenditure \$52,000.

WATER & 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 \$36,000 down from \$134,000 in 2016/2017
- Sewer \$2,040,000 up from \$1,660,000 in 2016/2017
- **Total \$2,076,000 up from \$1,796,000 in 2016/2017**

Required Annual Maintenance.

The required annual maintenance for these systems is \$472,000 with the 2017/2018 expenditure \$782,000.

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 \$59,000 with the 2017/2018 expenditure \$68,000.

Cost of Legal Proceedings

CI 217(1)(a3)

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

Summary of Legal Proceedings

Council conducted the recovery of overdue rates and outstanding debts in 2017/2018. These costs are added to the outstanding balance and recovered. The amount expended on this activity was \$43,070.38.

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 \$14,295.44.

Mayoral & Councillor Fees, Expenses & 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 Councillor annual fee for the responsibilities of that office.

Expense/Allowance	2017/2018
Mayoral Allowance	25,250.00
Councillors fees	104,130.00
Travel allowance	17,264.62
Provision of office equipment & supplies	301.06
Telephone expenses	5,999.44
Conference and Seminar expenses	0.00
Sundries and IT expenses	2,142.18
Councillor sustenance	5,293.19
Expenses of spouses	Nil
Overseas visits	Nil
Childcare expenses	Nil
TOTAL	160,380.49

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 were three senior staff members as designated in the Local Government Act during the financial year ended 30 June 2018. The General Manager is employed under a performance-based contract.

Total remuneration package for the General Manager was \$234,944.76 (includes salary, superannuation, and fringe benefits tax).

There was no overseas travel undertaken by any Councillors or senior staff representing Council during the 2017/2018 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 that are subject to formal tendering provisions are shown in the following table.

Supplier	Details of Goods and/or Services	Annual Expenditure (Incl GST)
MJ Smith Ground Preparation	Annual Tender for Plant and Equipment Hire (Contract 2017/18-012), Annual Tender for Tipping Truck Hire (Contract 2017/18-013) and Design and construction of Woodenbong Waste Transfer Station (Contract 2017/18-007)	2,621,167
Ozwide Formwork	Concrete works (Contract 2016/17-004) and Replacement of Two Bridges in Kyogle LGA (Contract 2017/18-005)	1,371,288
CNF & Associates Pty Ltd	Kyogle Water Supply Augmentation (Contract RFT 1400438)	1,266,079
Boral Construction Materials	NOROC Road Surfacing (Contract VP76504)	1,078,155
Nviroscope Pty Ltd	Design and Supply of Rock Filled Gabions and Mattresses (Contract 2014/15-003)	1,045,751
NORTEC Employment & Training	Contract Labour Hire (Contract LGP808-3)	944,973
TnW Construction Pty Ltd	Construction of New Kyogle Museum and Associated Works (Contract RFT 10008061), Kyogle Memorial Institute Hall Refurbishment (Contract 2017/18-010) and Concrete works (Contract 2016/17-004)	870,949
Brown and Hurley-Kyogle	Purchase DAF Trucks (Contract 2017/18-003 and 2017/18-004)	814,541
WAGSTAFF PILING PTY LTD	Annual Tender Piling Installation (Contract 2017/18-006)	772,321
Grahams Concrete	Supply and Delivery of ready mix concrete (Contract RFO 2017-085)	710,395
Ellis Stabilising Pty Ltd	Pavement Stabilisation (Contract RVC/KC323.16)	704,897
Kyogle Earthworx	Annual Tender for Plant and Equipment Hire (Contract 2017/18-012) and Annual Tender for Tipping Truck Hire (Contract 2017/18-013)	696,136
Fenwick Drilling Pty Ltd	Annual Tender Piling Installation (Contract 2017/18-006)	652,079
Grahams Quarry Cedar Point Pty Ltd	Supply of Quarry Products (Contract 2017/18-011)	649,597
Richmond Valley Council	Includes Contributions to Regional Library and RFS	602,851

Supplier	Details of Goods and/or Services	Annual Expenditure (Incl GST)
North Coast Petroleum - Wholesale	Fuel	517,510
NSW Spray Seal	NOROC Road Surfacing (Contract VP76504)	427,107
Wagners CFT Manufacturing Pty Ltd	Supply of Bridge Components (Contract LGP308-3)	416,722
Solo	Kerbside waste and recycling collection (2010/11-003)	416,600
Origin Energy	Electricity Supply	407,215
Clovass Quarry	Supply of Quarry Products (Contract 2017/18-011)	368,286
AGS Commercial Pty Ltd	Kyogle Rural Fire Service HQ Station (Contract 2017/18-001)	367,915
ITS Pipe Tech Pty Ltd	NOROC Sewer Main Replacement Panel - Pipe Relining Works (Contract T2015/33)- Sewer Mains Relining	359,915
Hitachi Construction Machinery	One hydraulic Excavator (Contract 2017/18-002)	329,370
Statewide Mutual	Insurance (RFT EX00085)	328,647
O & H Holden Pty Ltd	Purchase of Vehicles (6020/0047 NSW State Government Contract Pricing)	318,509
Bromelton Quarry Pty Ltd	Supply of Quarry Products (Contract 2017/18-011)	313,721
Humes Ltd	Pre-cast Concrete Products (Contract LGP908-3)	306,769
Fulton Hogan Industries Pty Ltd	NOROC Road Surfacing (Contract VP76504)	287,014
ABFI Steel Group Pty Ltd	Supply steel products - pile liners	283,356
Eden Creek Constructions Pty Ltd	Concrete works (Contract 2016/17-004)	281,223
Hgt Australia Ltd	Contract Labour Hire	269,061
MJ & AP Brown Earthmoving Contractors	Supply of Quarry Products (Contract 2017/18-011)	259,814
Dept of Environment, Climate Change	Landfill Waste Levy Fees	253,217
Watson Automotive	Purchase of Vehicles (6020/0047 NSW State Government Contract Pricing)	251,263
H.J. (Murphy) Standfield Pty Ltd	Annual Tender for Plant and Equipment Hire (Contract 2017/18-012) and Annual Tender for Tipping Truck Hire (Contract 2017/18-013)	237,000
Rodney Davis Bobcat Hire	Annual Tender for Plant and Equipment Hire (Contract 2017/18-012) and Annual Tender for Tipping Truck Hire (Contract 2017/18-013)	226,589
Abergeldie Watertech Pty Ltd	NOROC Sewer Main Replacement Panel - Pipe Relining Works (Contract T2015/33)- Sewer Mains Relining	223,375
Maslen Contractors Pty Ltd	Annual Tender for Plant and Equipment Hire (Contract 2017/18-012) and Annual Tender for Tipping Truck Hire (Contract 2017/18-013)	205,799
State Cover Mutual Limited	Insurance	199,005

Supplier	Details of Goods and/or Services	Annual Expenditure (Incl GST)
Farragher & Whitehead	Annual Tender for Plant and Equipment Hire (Contract 2017/18-012) and Annual Tender for Tipping Truck Hire (Contract 2017/18-013)	193,760
Neumann Steel Pty Ltd	Supply steel products	189,854
Onesteel Metaland	Supply steel products	183,971
Workforce International Pty Ltd	Traffic Management Services (Contract LGP113-2)	172,086



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 2017/2018 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's ethnic groups, and languages spoken as per the 2016 Census are set out in the tables below.

Birthplace

Place of birth	Number	Proportion of total population
Australia	7,144	80.2%
England	256	2.9%
New Zealand	136	1.5%
Germany	55	0.6%
Scotland	33	0.4%
Phillipines	29	0.3%

Language spoken at home

Language	Number	Proportion of total population
English	7,878	88.1%
German	39	0.4%
Italian	15	0.2%
Japanese	15	0.2%
Telugu	14	0.2%

The Roxy Gallery supports local emerging artists from culturally diverse backgrounds of all ages and abilities. The 65 artists showcased this year included Aboriginal people, new citizens and existing long standing members of the local arts community including Karma Phuntsok, a Tibetan painter who fled Tibet with his family after the uprising against the Chinese in 1959. Karma studied with a master of traditional Tibetan Thangka painting in Nepal and settled in Kyogle after migrating to Australia in 1981.

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. Forty private works jobs were undertaken to a value of \$76,465.

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 2017/2018 Year are shown below.

Appropriate advertisements are placed in Council's Newsletter and local media seeking applications from local groups and individuals.

Council granted the following donations during the 2017/2018 year:

ORGANISATION	VALUE
Quarterly Determinations- (Various small grants determined by Council under Financial Assistance Policy)	\$29,206
Australia Day Committee (Kyogle)	\$3,700
Australia Day Committee (Woodenbong)	\$3,700
Australia Day Committee (West)	\$3,700
Various Halls	\$7,356
North Coast Academy of Sport	\$1,232
Kyogle NAIDOC celebrations	\$515
Kyogle Youth Ventures	\$2,576
Bonalbo Show	\$1,632
Woodenbong Show	\$1,632
Kyogle Show	\$1,632
Kyogle Historical Society	\$5,075
Tabulam Preschool	\$1,522
Kyogle Preschool	\$1,522
Cawongla Preschool	\$1,522
Bundgeam Preschool	\$1,522
TOTAL	\$68,044

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:

1. Demonstrate to staff and the community the commitment by management and the Council to Equal Employment Opportunity (EEO);
2. 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.
3. To ensure that the policies, procedures and practices of Kyogle Council promote the principles of Equal Employment Opportunity.
4. 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.
5. Implement practices that ensure staff selections must be accurate, fair, accountable, systematic and based solely on merit.
6. Make staff aware that they are obliged to follow non-discriminatory practice and maintain a workplace free from discrimination.
7. 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 principals.

Recruitment Process

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

- Ensuring all positions vacant advertisements include a statement of inclusion and EEO principals
- 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 Councils 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 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 employee's 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 the injured worker's 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 employees 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.

Organisations Having Delegated Authority

CI 217(1)(a6)

County Councils

Kyogle Council was previously a member of the Far North Coast County Council that exercised functions in relation to noxious weeds control on its behalf. This County Council has now been merged into the ROUS County Council and Kyogle Council has a Service Level Agreement with ROUS for the delivery of noxious weed control services. Kyogle Council is no longer formally a member of any County Council.

Regional Library

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

Other Groups

Council had 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 in 2017/18. A list 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
Woodenbong Progress Association	Village Mowing and Maintenance
Jubullum Local Aboriginal Land Council Inc.	Village Mowing and Maintenance
Bonalbo RSL sub-branch	Village Mowing and Maintenance

Controlling Interest in Companies & 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 generally promoting 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 2017-2018, Council wrote off the following rates and charges.

Pension Write Offs- Includes one quarter water + sewer (55% recovered from State Government \$205,617.69)	\$ 373,850.35
Properties becoming exempt, terminated leases and licenses, valuation objections, re-ascertainments and changes in category.	\$ 17,452.63
Write offs due to Council Resolution 140817/15 Unrecoverable Rates & Charges	\$89,990.64
Write offs due to Council Resolution 110917/23 Sale of land for unpaid Rates and Charges	\$31,829.67
TOTAL	\$ 513,123.29

Activities 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) had 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. New outdoor gym equipment has been installed in Anzac Park.

A program for updating playground equipment has been established, with items being purchased as finances permit. 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.

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”.

Kyogle Youth Action has upgraded the building with an industrial kitchen which is being used for programs around meal preparation, cooking and nutrition classes, hospitality and health promotion.

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.

Council has provided financial support to the Koori Kids Award as part of NAIDOC activities. Support was also given to reconciliation celebrations in Kyogle.

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 Disability Action and Inclusion Plan 2017, Community Strategic Plan, Council also participates in the Kyogle Public Transport Working Group which is convened by Social Futures.

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
- Delivery of 167 children- specific programs through the Kyogle Library

Youth

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

- 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 develop youth activities and assisting with funding applications
- Convened meetings of transport working group project to facilitate affordable transport for young people
- 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 & Water program to address bullying in schools

- On-going funding to Kyogle Youth Ventures

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 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
- Supported Seniors Week activities.
- Provided assistance through the Financial Assistance Policy for programs relating to older residents.

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
- 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
- Delivery of projects with a focus on accessibility such as the Kyogle outdoor gym project, Kyogle Museum and KMI Hall upgrade (in progress)

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 including the 16 days of activism against violence project
- Implementation of the Foundation for Rural and Regional Renewal funding to conduct seminars for women 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 Local Government Area to people outside the area
- Facilitation of community and industry forums to inform council decision making and planning
- Promotion of recycling and waste management services
- 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 activities and programs.
- Administration of the Emergency Disaster Relief Fund
- Financial assistance for community groups and individuals
- Provision of traffic control and event establishment



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 2018 for the Category 1 business activity is:

Revenue	(\$,000)	3,902
Expenses	(\$,000)	3,674
Assets	(\$,000)	1,815

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. Council's 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 2017/18 the following progress was made on the issues identified:

- Undertook CCTV inspection and relined a failing DN900 Pipe under the pool at Kyogle
- Extended various stormwater pipes within Kyogle

Council collected revenue of \$168,845.17 from the Stormwater Special Rate in 2017/18.

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 2017-2018.

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 where reasonable to do so.

Number of Applications Received During 2017/18

Twenty one formal access applications were received during the 2017/18 reporting period.

Number of Applications Received During 2017/18 and Refused

One application was refused.

Completed Annual Report Tables for the 2017/18 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)	7	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Members of the public (other)	14	Nil	1	Nil	3	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	18	Nil	1	Nil	Nil	Nil	Nil	Nil
Access applications (other than personal information applications)	3	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	2
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	1
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	1
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)	21
Decided after 35 days (by agreement with applicant)	Nil
Not decided within time (deemed refusal)	Nil
Total	21

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	
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 2017/2018 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 & 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 2017/2018	Cats	Dogs	Total
Seized & transferred to Council's Facility	2	12	14
Returned to Owner	0	6	6
Dumped	0	0	0
Surrendered by Owners	0	0	0
Released to Owners	0	4	4
Euthanized	1	0	1
Sold	0	1	1
Released for rehoming	1	1	2
Died at Council's Facility	0	0	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
8	12	37	25

Animal management/activities expenditure

Expenditure for animal management for the 2017/2018 financial year was \$105,170

Companion animal's community education 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 de-sexing of dogs and cats

Kyogle Council does not currently have any strategies in place to promote and assist with de-sexing 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 \$9,458 from the Companion Animals Fund for the 2017/2018 year which was used towards the wages of a full-time Ranger and general companion animal compliance.

Disability Inclusion Action Plan Reporting

Council is required to provide a brief report on the implementation of council's Disability Inclusion Action Plan (DIAP). The following tables provide information on the actions and progress in the implementation of Council's DIAP.

Building Positive Attitudes

- 1 Prepared an 'Inclusiveness Module' for Induction Training of Council staff
- 2 Ensured all disability inclusion actions have an awareness and account for Aboriginal cultural sensitivities that may affect opportunity for interaction or participation
- 3 Delivered Inclusiveness Training during all Council Inductions for new employees
- 4 Included representative imagery of people with disability in Council's publications
- 5 Recognised and incorporated disability inclusion requirements as part of Council's contractor procurement processes through distribution of "The tradies guide to good access"
- 6 Developed public messages and campaigns highlighting disability inclusion requirements and benefits to the community through the outdoor gym project

- 7 Actively involved people living with disability in Council's communication campaigns around specific projects
- 8 Consistent with social equity principles, planned for the inclusion of people with disability service needs in guiding community development

Creating liveable communities

- 1 Identified indicative housing options that may be suited to people living with a disability or for older people by reviewing LEP provisions; Developer contributions and working with the Village communities through the Visions of the Villages Master Planning process
- 2 Market tested housing options best suited to the needs of people living with disability in conjunction with service providers and the development industry
- 3 Investigated options for short and long term incentives to accelerate housing accommodation development for older people and people with disability through Developer Contributions discounts
- 4 Investigated aged and disability housing options for Woodenbong as a case study by working in partnership with the Woodenbong Progress Association and broader community
- 5 Developed social inclusion programs in partnership with third parties (such as Abilitylinks) to ensure older people and people with disability needs continue to participate as valued community members
- 6 Continued to support the local Transport Working Group for local community transport planning purposes
- 7 In partnership with the Transport Working Group developed a transport information resource kit for community distribution within Kyogle Council area
- 8 In partnership with the Transport Working Group identified options and implemented strategies to improve bus transport services within Kyogle Council area such as putting in new bus shelters in locations identified by the local community
- 9 Advocated improved access to key buildings and businesses within the LGA through partnership with local businesses and Abilitylinks
- 10 Planning for the review of the Council's *Pedestrian Access and Mobility Plan* (PAMP) with an extended focus on disability inclusion and mobility issues as identified through the Visions of the Village planning process in 2019-2020
- 11 Ensured disability inclusion remained a key part of Council's village planning and projects

Supporting access to meaningful employment

- 1 Promoted the benefits of a diverse workforce, including people living with a disability, to Council's organisation as a whole
- 2 Reduced procedural barriers to recruiting people from diverse backgrounds, including those living with a disability, without compromising any exist qualification, professional registration or Australian Standards requirements
- 3 Facilitated succession planning, where practicable, for older employees or those that may develop a disability during their work life with Council by implementing phased retirement plans. Employees looking to retire take on trainees and apprentices to ensure the transfer of skills and corporate knowledge whilst enabling the employee to reduce hours of work over time.
- 4 Encouraging people with a disability to apply for Council positions through statement on job adds (see #5)
- 5 Providing an explicit diversity commitment, including people with a disability, in job advertisements by including the words "Council is an equal opportunity employer and encourages applications from people with diverse backgrounds, people living with disabilities and indigenous Australians".
- 6 Pro-actively request the inclusion of a diverse pool of applicants, including appropriately qualified/experienced people with disability for employment shortlists by encouraging people with a disability to apply for Council positions through statement on job adds (see #5)

Accessible systems, information or processes

- 1 Council news and information is provided in a variety of accessible formats, including distribution of free hard copies throughout the local government area and electronic forms are available on Council's website
- 2 Hearing Loop facilities are provided during formal Council Meetings
- 3 Delivery of Customer Service preferred outcomes and targets for the distribution by providing information through accessible platforms such as the web, Facebook, Twitter and Council's Newsletter
- 4 Continuing to implement e-Business initiatives to enable electronic access to development application and other Council processes such as payments; emailing DA applications
- 5 Providing accessibility options information for builders and developers interested in developing within the LGA by distributing "The tradies guide to good access"

Council is meeting the needs of people with disability through continued participation and engagement with third parties like Abilitylinks; Care Connections (now Hammond group); and Transport working Group members (HART Services; Social futures; Ability Links; bus companies; taxi service) which ensures that Kyogle Council is able to develop and enhance partnership opportunities.

Council has prepared and adopted a DIAP as a standalone plan as it had already finalised and adopted its *Community Strategic Plan* (CSP) in late 2016 and it was not practicable to include the DIAP within the CSP. While demonstrating a commitment to disability inclusion action planning through many of its objectives, strategies and actions, and forming another in principle acceptable vehicle for the Council's disability action planning, Council was of the view that the CSP does not fully meet the requirements of the Guidelines and that a standalone plan would provide much greater clarity and compliance with the NSW Government requirements.

The DIAP is consistent with and complements the Council's CSP. It is expected that the DIAP may be fully integrated into the CSP subject to the review and monitoring of its performance and any subsequent Council resolutions to review its CSP as is required under the *Local Government Act 1993*.

Appendix 1 - Kyogle Council Financial Statements

The adopted Financial Statements and long form audit report separately distributed to Councillors and available on Council's website at

<https://www.kyogle.nsw.gov.au/wp-content/uploads/2018/10/Kyogle-Council-2017-2018-Financial-Statements.pdf>