



# Draft Kyogle Council Agency Information Guide 2020/21

Pursuant to Part 3 Division 2, Section 20 of the Government Information  
(Public Access) Act 2009

# 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

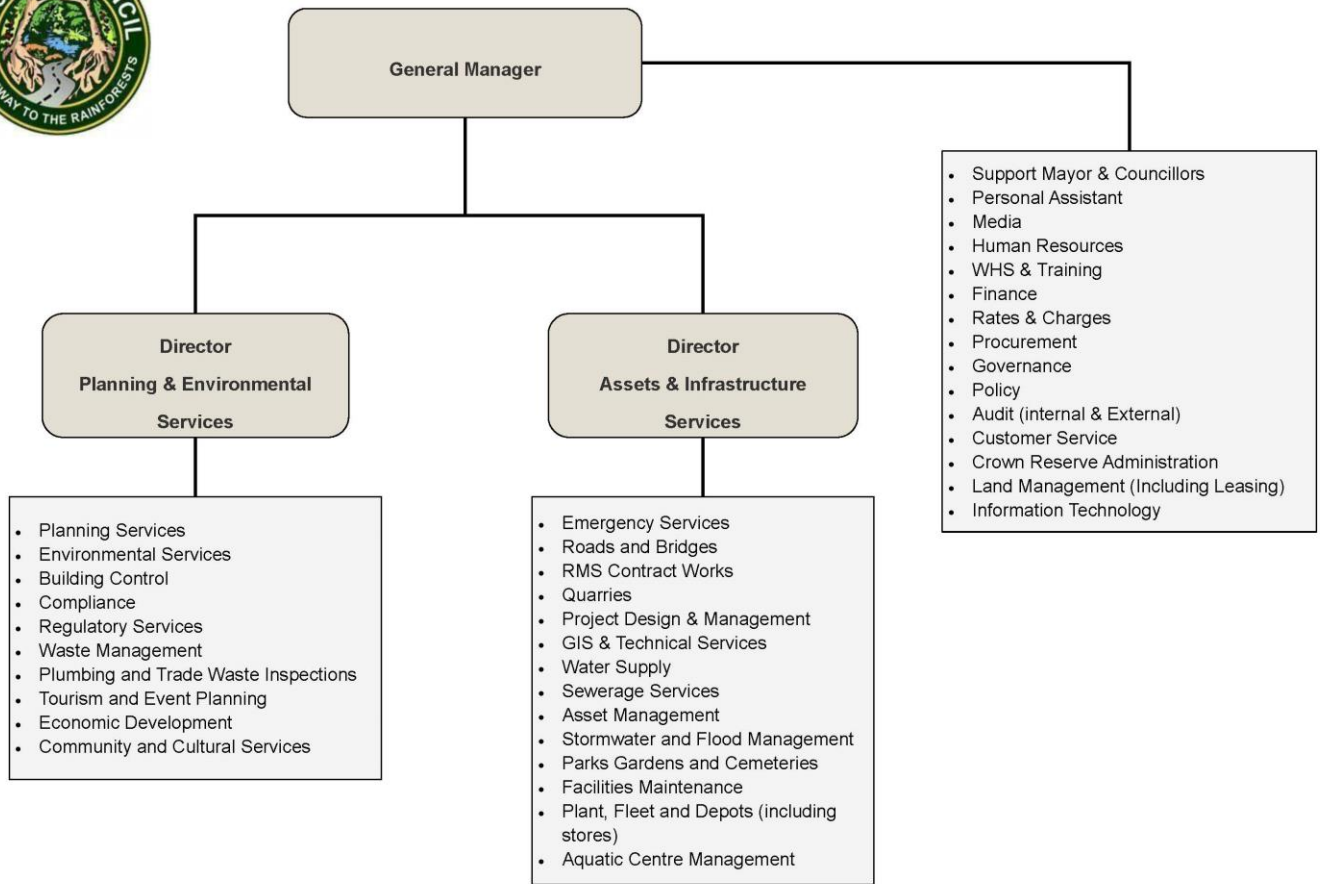
Cr Danielle Mulholland  
Cr Lindsay Passfield  
Cr Earle Grundy



# 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.

## **Public Forums**

The council may hold a public forum as part of the ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.

Public forums are part of the meeting and must be conducted in accordance with the other requirements of the Code of Meeting Practice, relating to the conduct of council and committee meetings.

To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by midday two working days before the date on which the meeting is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

A person may apply to speak on no more than two items of business on the agenda of the council meeting.

The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

## **Availability of Business Papers**

Business papers are available on the Wednesday preceding the Council meeting on Council's website [www.kyogle.nsw.gov.au](http://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  
KYOGL 2474

Telephone: 02 66321611  
Facsimile: 02 66322228  
Email: [council@kyogle.nsw.gov.au](mailto:council@kyogle.nsw.gov.au)  
Website: [www.kyogle.nsw.gov.au](http://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](http://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](mailto:oinfo@oic.nsw.gov.au)
- Postal address: GPO Box 7011 Sydney 2001