

KYOGLE COUNCIL



2019/2020 ANNUAL REPORT

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Year at a glance

279

Kilometres of road
graded

49,797

Potholes patched

13

Timber bridges
replaced

25,556

Visits to Kyogle library

16,412

Pool attendances

34.5

Kilometres of roads
resealed/reconstructed

2,883

Visitor information
centre visitors

1,951,861

Drink containers
recycled

58

Days to process a
development
application

\$15.2M

Value of development
approved throughout
the LGA

3,742

Visitors to the Roxy
Gallery

55.7

Kilometres of gravel
roads re-sheeted

Summary of Achievements

This year Council rolled out another record capital works program, totalling \$20.8 million. Council has now delivered more than \$96 million in capital works since the adoption of its Long-Term Financial Plan in 2015.

Council successfully secured State and Federal grant funding of \$19.7 million allowing us to deliver even more road upgrades, bridge replacements and a raft of other improvements across our Local Government Area (LGA).

While we had many achievements, it was a challenging year on many fronts, with an extended period of severe drought, months of large-scale bush fires, heavy rains and flash flooding, and the global COVID-19 pandemic.

This period of overlapping natural disasters and adverse events has shown the strength of our combat agencies and overall emergency response, as well as the resilience of our local communities. There was a concerted effort by a dedicated team of public servants, community groups and volunteers to respond to each event and provide for the recovery needs of our communities during these difficult times. However, their efforts were often hampered by an outdated, complex series of arrangements across multiple tiers of government and various support agencies, which are now undergoing a major overhaul in the wake of a series of post event inquiries and commissions.

This year has shown that natural disasters and adverse events will no longer be unusual or rare occurrences. This is the new normal. In order to adapt and ensure the long-term sustainability of our rural and regional communities, there needs to be a focus on improved resilience to reduce the impact of future events.

The second half of the year produced challenges resulting from the COVID-19, however, we managed to keep our doors open and deliver essential services to our community without disruption. The Kyogle LGA remains COVID-19 free up to the time this document was prepared.

The main impacts of the pandemic on the Kyogle LGA were restrictions and controls put in place by the NSW and Queensland Governments, including the closure of the NSW/QLD border, aimed at limiting the spread of the virus.

Kyogle Council adopted a package of relief measures to support businesses and ratepayers affected by the pandemic. The package included rent relief for Council's commercial tenants, suspension of debt recovery measures until the end of the year, and waiving interest payable on outstanding rates and charges from 1 April until December 2020.

Council also agreed at its April 2020 meeting to provide local businesses with free training in digital marketing to boost online sales and retailing, and to waive fees and charges associated with routine inspections of food premises.

The day-to-day lives of residents and local businesses had been severely affected by emergency measures to contain the virus. The Kyogle LGA, like the rest of country, felt the social and economic impacts of these necessary restrictions. Council is all too aware of the challenges the community is facing and will continue to face in the coming months. The suite of measures was intended to go some way to support the local economy and protect jobs until life returns to normal.

Other achievements during 2019/2020 include:

- 20.64km of sealed roads rehabilitated, and 13.83km of reseals
- Initial sealing of 14km of Clarence Way south of the Bruxner Highway, and sections of Lynches Creek Road
- 279km of unsealed roads graded and 55.7km of gravel re-sheets completed
- 13 timber bridges replaced including;
 - Completion of the \$1.8 million bridge to replace Hootons Bridge at Tabulam funded with assistance through the Australian Government's Bridge Renewal Program
 - Completion of the \$1 million bridge to replace Needhams Bridge at Tooloom with funding through the Australian Government's Bridge Renewal Program and the NSW Government's Fixing Country Roads Program
 - Completion of the \$1.8 million bridge to replace Findon Bridge at Grevillia with funding through the Australian Government's Community Development Grants
- More than 49,797 potholes patched
- Pool attendances down from 31,000 to 16,412 across our three pools due to COVID-19 forced shutdowns
- Community financial assistance funding of \$30,901
- More than \$770,000 of Bushfire Recovery Funding distributed directly to affected businesses and community groups
- Two new accessible cabins installed, and house renovations carried out, at Kyogle Gardens Caravan Park to provide new visitor accommodation
- Participated in NSW Healthy Towns Challenge – distributing \$15,000 to support community-led health and wellbeing activities
- Re-established the Kyogle Youth Advisory Committee as 'Swoopin' Season'
- Collaborated on and supported the development, launch and promotion of the new Northern Rivers NSW regional brand
- Adoption of the Kyogle Local Strategic Planning Statement, providing a framework for growth and development across the local government area
- In partnership with Kyogle and District Chamber of Commerce, Council delivered Small Business Month and International Women's Day activities
- Successfully secured \$1.4m from the NSW State Government's Stronger Country Communities Fund Round 2, focussing on projects identified in the Visions of Village Life Master Plans and other community priorities
- 100m of new urban stormwater pipes laid
- Installation of new floating pontoon deck and boat ramp at Bells Bay
- Installation of footpaths at Old Bonalbo to provide connectivity to the local shop and improve the existing footpath from the hall to the school
- Drilled new bores at Tabulam and Bonalbo as part of emergency drought works and to help improve the long-term security of the water supply
- Refurbished the water reservoir in Bonalbo
- Complete internal fit out and new deck for Kyogle library
- Invest Kyogle website launched
- Further development of the Community Led Evacuation Centre project



Financial Result

Once again, one of the most significant achievements of 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 is due to an increase in external grant funding.

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 2020 totalled \$10,580,000. This compares to a surplus in 2019 of \$7,865,000. The 2020 result can be summarized as follows:-

	2019 \$'000	2020 \$'000
Result from continuing operations	9,780	11,282
Less Depreciation	(7,463)	(7,877)
Results from continuing operations before capital amounts	2,317	3,405
Capital grants and contributions	8,475	9,704
Gain/(loss) on disposal of assets	(2,927)	(2,529)
Surplus/(Deficit) from all activities	7,865	10,580



Kyogle Council Profile

Kyogle Council is a small rural council (pop. 9,550) that covers a large geographical area (3,584km²) with a complex road and bridge network (1,216km roads and 340 bridges) and a high proportion of the Local Government Area (LGA) is dedicated for National Parks and State Forests (approx. 30%).

Kyogle Council 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 environmental and cultural attributes. The LGA is 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 2016-2021 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 2019 to 30 June 2020 is summarized in the table below:

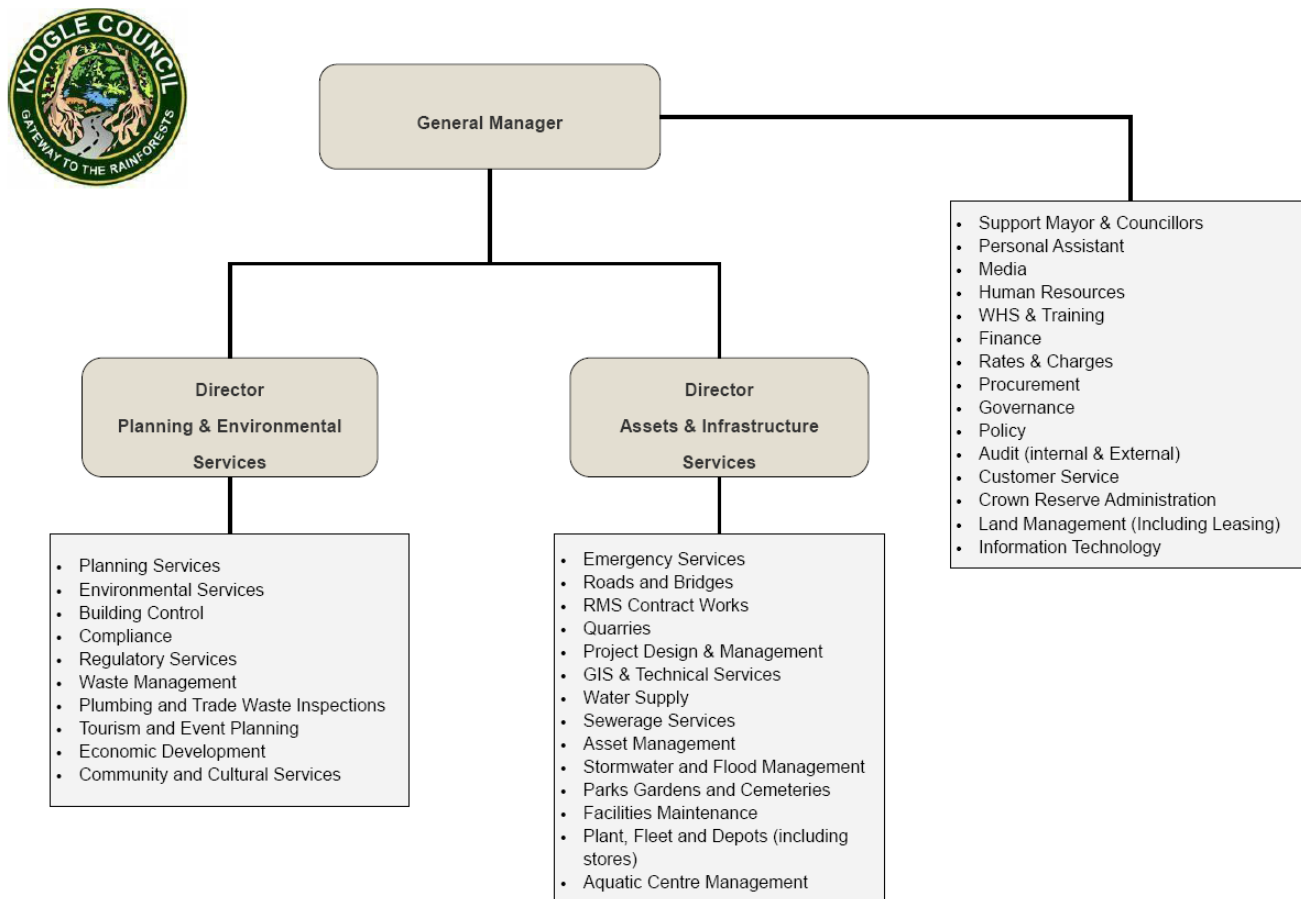
Councillor Name	Ordinary Meetings attended (11 held)	Extraordinary Meetings attended (1 held)
Cr Hayden Doolan	9	1
Cr John Burley	10	1
Cr Maggie May	10	1
Cr Robert Dwyer	10	1
Cr Danielle Mulholland	10	1
Cr Lindsay Passfield	10	1
Cr Kylie Thomas	10	0
Cr Earle Grundy	11	1
Cr Janet Wilson	10	1



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.

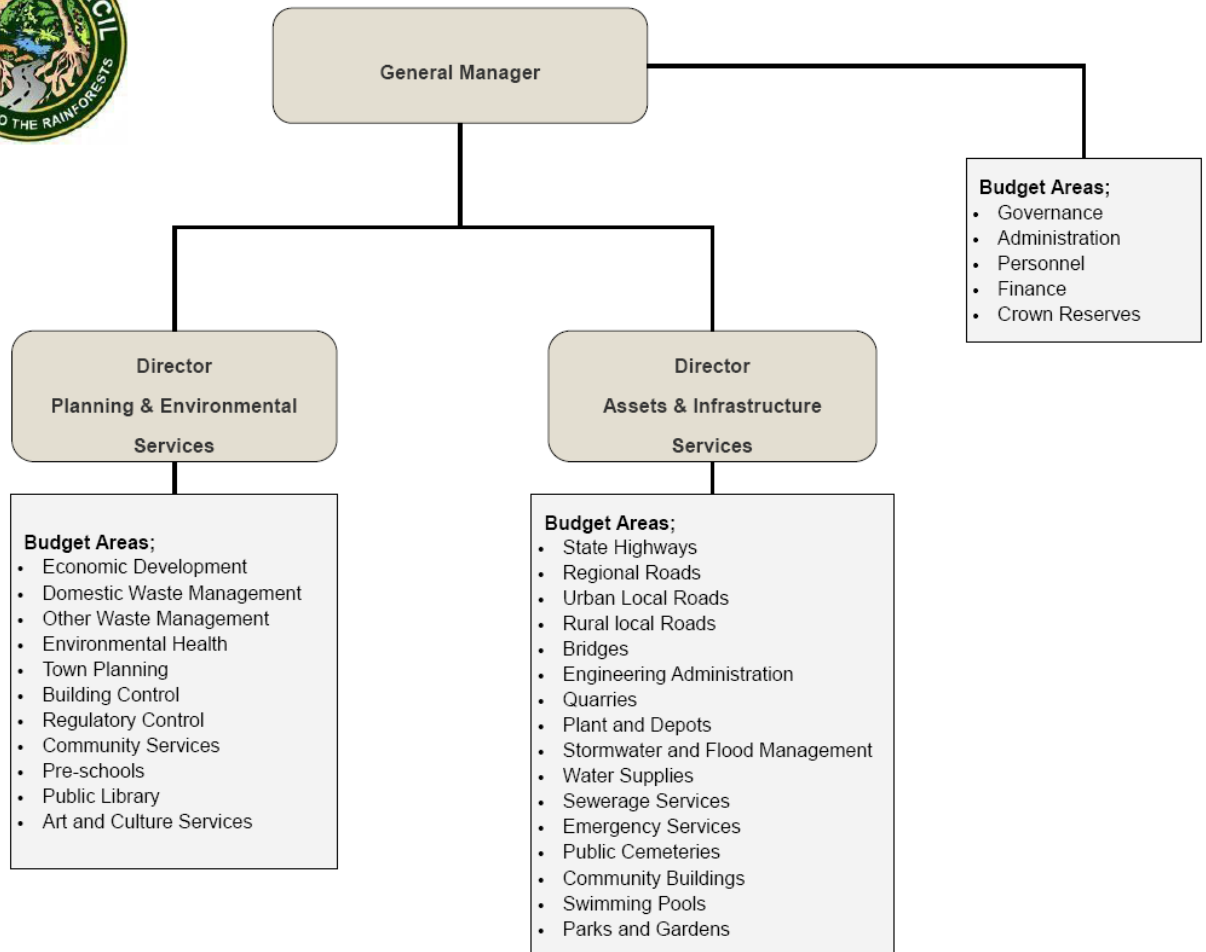
Organisational Structure as Adopted by Council



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



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 2019/20 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 2015/2016. Income for expenditure items from the Special Variation for 2019/2020 was \$1,231,000, with actual expenditure on those items totalling \$17,102,000.

Expenditure items	Income from Special variation	Actual Expense 2019/2020	Comment
Regional Roads	90,000	7,103,000	Expenditure focused on renewals across the regional road network.
Urban Streets	100,000	793,000	Expenditure focused on renewals through rehabilitations, reseals and footpath replacements for improved mobility access.
Rural Roads	500,000	3,932,000	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	5,005,000	Expenditure focused on replacement of timber structures and improvements to causeways.
Stormwater and Flooding	41,000	269,000	Expenditure focused on improvements to drainage structures in Dalmorton Street Woodenbong.
Total Expenditure	1,231,000	17,102,000	

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 2019/20 financial year was \$23.49M, which is up from the 2018/19 figure of \$11.65M



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 \$500,000, up from \$490,000 in 2018/2019.

Required Annual Maintenance.

The required annual maintenance for these buildings and other structures is \$219,000, with the 2019/2020 expenditure \$314,000.



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 \$10,045,000 up from \$1,253,000 in 2018/2019
- Unsealed roads \$3,154,000 up from \$1,576,000 in 2018/2019
- Bridges \$7,293,000 up from \$6,690,000 in 2018/2019
- Footpaths \$104,000 up from \$28,000 in 2018/2019
- **Total \$20,596,000 up from \$9,547,000 in 2018/2019**

Required Annual Maintenance.

The required annual maintenance for the road assets is \$4,176,000, with the 2019/2020 expenditure \$3,811,000.



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 \$1,190,000, which is up from \$423,000 in 2018/2019

Required Annual Maintenance.

The required annual maintenance for these drainage systems is \$46,000, with the 2019/2020 expenditure \$43,000.

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 \$18,000 down from \$37,000 in 2018/2019
- Sewer \$1,185,000 up from \$1,148,000 in 2018/2019
- **Total \$1,203,000 up from \$1,185,000 in 2018/2019**

Required Annual Maintenance.

The required annual maintenance for these systems is \$486,000 with the 2019/2020 expenditure \$837,000.



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 \$61,000 with the 2019/2020 expenditure \$109,000.



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 2019/2020. These costs are added to the outstanding balance and recovered. The amount expended on this activity was \$35,920.73.

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 amount expended on this activity was \$25,668.75.

The total cost of the above legal proceedings was \$61,589.48.



Mayoral & Councillor Fees, Expenses & Facilities/ Senior Staff Contracts /Overseas Travel/Training and Professional Development

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	2019/2020
Mayoral Allowance	26,530.00
Councillors fees	109,440.00
Travel allowance	16,099.58
Provision of office equipment & supplies	0.00
Telephone expenses	5,142.23
Conference and Seminar expenses	6,019.92
Sundries and IT expenses	3,364.31
Councillor sustenance	4,381.19
Expenses of spouses	Nil
Overseas visits	Nil
Childcare expenses	Nil
TOTAL	170,977.23



Councillor Expenses and Facilities

Council has developed a Policy for the Payment of Expenses and Provision of Facilities for Councillors. 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. A copy of the policy can be read and downloaded from the Council website at www.kyogle.nsw.gov.au.

Councillor Training and Professional Development

Councillor	Attendance at Training/Development Councillor Workshops/Briefings (9 held)
Cr Mulholland	6
Cr Burley	8
Cr Wilson	7
Cr Passfield	7
Cr Dwyer	4
Cr Grundy	8
Cr Thomas	2
Cr May	5
Cr Doolan	1

Senior Staff Contracts

There were three senior staff members as designated in the Local Government Act during the financial year ended 30 June 2020. The General Manager is employed under a performance-based contract. Total remuneration package for the General Manager was \$249,232.24 (includes salary, superannuation, and fringe benefits tax).

There was no overseas travel undertaken by any Councillors or senior staff representing Council during the 2019/2020 financial year.

Major Contracts Awarded

Section cl 217(1)(a2)

Contracts Greater than \$250,000.

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 \$250,000 that are subject to formal tendering provisions are shown in the following table.

Supplier	Details of Goods and/Services	Annual Expenditure (incl GST)
MJ Smith Ground Preparation	Annual Tender for Plant and Equipment Hire (Contract 2018/19-007), Sale of Quarry Products (Contract 2017/18), Annual Tender for Tipping Truck Hire (Contract 2018/19-008)	\$1,142,589.
NSW Spray Seal	NOROC Road Surfacing (Contract VP76504)	\$2,111,212.
Maslen Contractors Pty Ltd	Annual Tender for Tipping Truck Hire (Contract 2018/19-008); Annual Tender for Plant and Equipment Hire (Contract 2018/19-007)	\$1,693,032
NORTEC Employment & Training	Contract Labour Hire (Contract LGP808-3)	\$1,184,615,
Grahams Quarry Cedar Point Pty Ltd	Supply of Quarry Products (Contract 2017/18-011)	\$659,895
Grahams Concrete	Supply and Delivery of ready-mix concrete (Contract RFO 2017-085)	\$385,787
Richmond Valley Council	Includes Contributions to Regional Library and RFS	\$763,985
RPQ PTY LTD	NOROC Road Surfacing (Contract VP76504)	\$707,747
Interflow Pty Limited	NOROC Sewer Main Replacement Panel - Pipe Relining Works (T2015/33)	\$326,391
North Coast Petroleum - Wholesale	Supply and delivery of fuels	\$379,878
Ellis Stabilising Pty Ltd	Pavement Stabilisation (LGP Contract LGP213-2)	\$717,195
Northern Rivers Isuzu	Supply of vehicles	\$546,188
HXR Pty Ltd	Supply of Quarry Products (Contract 2017/18-011)	\$463,529
Fenwick Drilling Pty Ltd	Annual Tender Piling Installation (Contract 2017/18-006)	\$333,341
Origin Energy	Electricity Supply	\$378,727
Solo	Kerbside waste and recycling collection (2010/11-003)	\$532,476
Humes Ltd	Pre-cast Concrete Products (Contract LGP908-3)	\$453,469
Ozwide Bridge Rail & Civil Pty Ltd	Concrete works (Contract 2016/17-004); Replacement of Robotham Bridge (Contract 2017/18-009) final payment.	\$1,009,743

Supplier	Details of Goods and/Services	Annual Expenditure (incl GST)
Bromelton Quarry Pty Ltd	Supply of Quarry Products (Contract 2017/18-011)	\$364,468
Hgt Australia Ltd	Contract Labour Hire (Contract LGP808-3)	\$546,466
Northern Rivers Isuzu	Purchase of trucks and vehicles (utilities) (LGP Contractor No 6500-0004)	\$314,130
All Pavement Solutions PTY LTD	Road Surfacing (LGP Contract LGP213-2)	\$431,437
BCQ Pty Ltd	Supply of Quarry Products (Contract 2017/18-011)	\$319,812
Hitachi Construction Machinery	Supply a wheel loader 13-17T (Contract 2018/19-004); IT Wheel Loader (Contract 2018/19-001)	\$297,835
Quayside Motors	Purchase of vehicles (Local Government contract pricing)	\$343,073
Dept of Environment, Climate Change	Landfill Waste Levy Fees	\$297,222
Workforce International PTY LTD	Traffic Management Services (LGP Contract LGP113-2)	\$256,881
Conplant Hire	Annual Tender for Plant and Equipment Hire (Contract 2017/18-012)	\$499,473



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 2019/2020 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%
Philippines	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.



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. 37 private works jobs were undertaken to a value of \$38,685.17.

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 2019/2020 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 2019/2020 year:

ORGANISATION	VALUE
Quarterly Determinations- (Various small grants determined by Council under Financial Assistance Policy)	\$18,591
Kyogle Historical Society	\$5,228
Australia Day Committee (Kyogle)	\$3,812
Australia Day Committee (Woodenbong)	\$3,812
Australia Day Committee (West)	\$3,812
Various Halls	\$7,690
Learn to Swim	\$10,331
North Coast Academy of Sport	\$1,269
Kyogle Citizens Band	\$1,096
Kyogle NAIDOC celebrations	\$1,450
Kyogle Youth Ventures	\$2,653
Bonalbo Show	\$1,681
Woodenbong Show	\$1,681
Kyogle Show	\$1,681
Tabulam Preschool	\$1,568
Fairymount Preschool	\$1,568
Cawongla Preschool	\$1,568
Bundgeam Preschool	\$1,568
TOTAL	\$71,059



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 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 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.

Council's Workforce Management Plan has been developed and is being utilised to help with monitoring the aging workforce and succession planning for relevant roles

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.

A council-wide training plan has been developed and endorsed by the Consultative Committee and includes trainees, apprentices and volunteers where relevant

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 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 organisation of Australia Day events in 2018/19. A list appears below.

Organisation	Comments
Bonalbo Hall Committee	Village Mowing and Maintenance
Kyogle Lions Club	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
Balund-a Work Crew	Tabulam Cemetery 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 2019-2020, Council wrote off the following rates and charges.

Pension Write Offs (55% recovered from State Government \$206,237.82)	\$ 374,977.87
Properties becoming exempt, terminated leases and licenses, valuation objections, re-ascertainment, changes in category and by council resolution.	\$ 21,656.21
TOTAL	\$ 396,634.08

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.

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”.

The Roxy Gallery has a dedicated display space for emerging artists. The “Steppin’ Up” Gallery (located in the glass display area in the foyer on ground level) is offered to young and emerging artists and has attracted young artists living with a disability.

Council has reviewed the operation of the Kyogle Youth Advisory Committee (KYAC) in consultation with young people and other key stakeholders, and the

Committee is now run by Kyogle Together under a Service Level Agreement. Council supports KYAC with funding to \$6,000 per annum. This enhanced level of support has enabled young people to participate in a greater range of activities.

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



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:

- 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 children- specific programs through the Kyogle Library

Youth

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

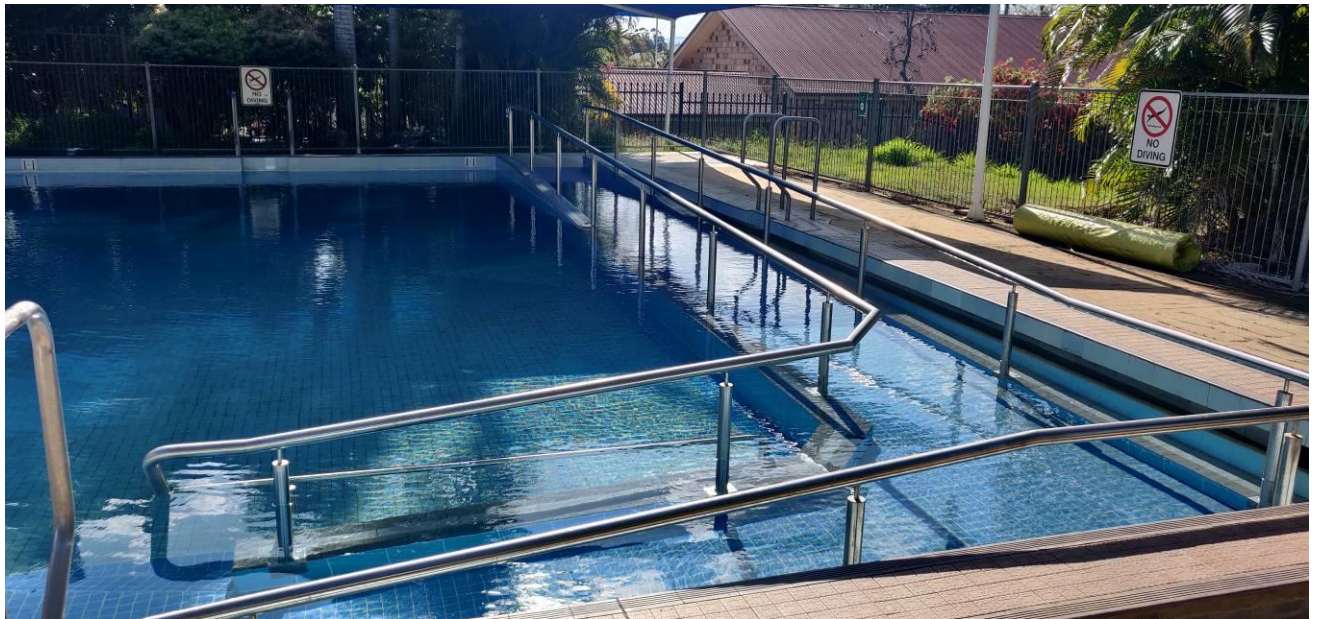
- Providing funding for Youth Week activities
- Providing donations for young people to develop skills in their areas of expertise through the Financial Assistance Policy
- Awarded a large project under the Stronger country communities Round 3 program for "Swoopin' Season" which includes training, mentoring and work place readiness programs for young people.
- 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
- On-going funding to Kyogle Youth Ventures
- Re-designing the implementation of the Kyogle Youth Advisory Committee in partnership with Kyogle Together / Kyogle Youth Action.
- Supported the on-line participation of young people in the NSW Youth Forum in Sydney
- Kyogle Council administers the Facebook page – Kyogle and Villages Future Food Producers – and promotes and shares ongoing opportunities through this medium.



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 participation in the public transport working group
- 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.
- Roxy Gallery partnered with the Lismore Over 50's Learning Centre to present "Art for Life" exhibition.
- Council's adopted Local Strategic Planning Statement (LSPS) includes actions to support the growth of the local housing market and to identify options to extend choice in the market. The LSPS includes a commitment to commission a Housing Needs Assessment that will also consider access to support services for older people and those living with a disability.
- To enable Kyogle to be an older person friendly location to live, there have been two unit-style developments in Kyogle CBD vicinity where construction has been completed, one with construction commenced, and one where approval has been given and construction is ready to commence subject to issue of a Construction Certificate.



People with Disabilities

Activities undertaken to improve services for people with disabilities include:

- Implementation of a number of improvements identified in Pedestrian Access Management Audit and Implementation Plan
- Encouraging the provision of affordable transport through participation in the public transport working group
- Kyogle and Villages Transport Guide was updated
<https://www.goingplaces.org.au/regions/kyogle/kyogle/>
- Delivery of projects with a focus on accessibility such as the Kyogle outdoor gym project, amphitheatre stage, Kyogle Museum and KMI Hall upgrade (including a lift to the first floor art gallery space)
- Exhibitions by young artists living with disabilities in the “Steppin Up” Gallery.
- As part of the LSPS, Council has identified an LEP Amendment to allow certain categories of residential development in the Kyogle town centre, that would be attractive to older people and people living with disability. This amendment has now been submitted to the Department of Planning for a Gateway Determination.
- Staff attendance at the Disability Group held in Bonalbo facilitated by Ability Links.
- Launched accessible shops project in partnership with Ability Links
- Cabins at Kyogle Gardens Caravan Park are accessible.
- Kyogle Pool redevelopment includes disability access to the medium pool



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
- Partnered with DPI Rural Resilience Program to deliver women working on the land program in October / November 2019
- Hosting an International Womens' Day breakfast in partnership with the Kyogle District Chamber of Commerce



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
- Co-hosting business forums in partnership with the Kyogle and District Chamber of Commerce and NSW Business Chamber,
- Regular attendance at community meetings
- 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
- Participation in the Public Transport Working Group to assist with the provision of public transport for transport disadvantaged people
- Continued support of Kyogle Together, Kyogle Family Support Services and Social Futures with activities and programs.
- Direct financial assistance for community groups and individuals and the provision of support for community funding applications
- Provision of traffic control and event establishment
- Placement of the Visions Of Village Life Plans for the villages of Wiangaree, Woodenbong, Old Bonalbo, Bonalbo, Tabulam and Mallanganee on Councils' website
- Sale of works by local artists from the Roxy Gallery and Visitor Information Centre
- Events calendar live on the Kyogle Council Website that community can fill in
- Ongoing community support to apply for funding to implement actions noted in the Visions of the Villages reports and other community priorities as they emerge.
- 4 x Facebook options for distribution of information – Kyogle Council; Council's Roxy Gallery; Visitor Information Centre; Kyogle and Villages Future Food Producers
- Kyogle LGA events regularly promoted in Council's community newsletter and 102 events promoted on the event calendar on Council's website.
- Links to Kyogle and District Chamber of Commerce and local progress associations and directories included in Council platforms.
- Ongoing promotion to businesses and community groups of supports available for drought, bushfire, flood and COVID recovery.
- Ongoing promotion and support for bushfire affected families and businesses in partnership with external agencies
- Ongoing participation in weekly bushfire / COVID Resilience Network online meetings to advocate community and business needs

- Staff attend Kyogle and District Chamber of Commerce, Tidy Towns, Tabulam Progress Association, Bonalbo Progress, Mallanganee Progress & Woodenbong Progress meetings as required
- DV group meets quarterly and has a large representation from the services provided in Kyogle LGA. Collaborations include 16 Days of activism against domestic violence, “Dirty Laundry” and the reading of a DV play “It all begins with love”.
- Kyogle Transport Working Group meets quarterly and has representation from transport providers and services developing transport options for targeted groups in the community ie. Youth, aged, workers, students. This has resulted in a range of projects funded by Transport for NSW.
- Kyogle Aboriginal Advisory Group has met during the reporting period and will be an ongoing forum to implement collaborative projects.
- Council received two Community Recycling Stations to encourage correct disposal of problem household items such as batteries, light bulbs, printer cartridges, glasses and mobile phones. The CRS are located in the Kyogle Library and Bonalbo Community Hall.
- Council sponsors a range of events that have an economic impact through the Economic Development operating budget.
- Council has adopted its Local Strategic Planning Statement, which signposts a number of LEP revisions that will support business growth and economic development.



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 2020 for the Category 1 business activity is:

Revenue	(\$,000)	5,238
Expenses	(\$,000)	4,838
Assets	(\$,000)	1,406

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 2019/20 the following progress was made on the issues identified:

- Upgrades to stormwater in Curtois Street, Saville St, Power Lane and May Street

Council collected revenue of \$179,668.58 from the Stormwater Special Rate in 2019/20.



Public Interest Disclosure Act 1994

Council adopted an Internal Reporting Policy – Protected Disclosures, on 11 September 2017.

The General Manager ensures all staff are aware of their responsibilities under the PID act via;

- New staff induction
- Staff training

There were no public interest disclosures made during 2019-2020.



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 2019/20

One hundred and ninety-six formal access applications were received during the 2019/20 reporting period.

Number of Applications Received During 2019/20 and Refused

One application was refused.



Completed Annual Report Tables for the 2019/20 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)	104	Nil	Nil	18	Nil	Nil	Nil	3
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	31	Nil	1	5	Nil	Nil	Nil	Nil
Access applications (other than personal information applications)	61	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Access applications that are partly personal information & partly other	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
TABLE C: Invalid applications								
Reason for invalidity								No of applications
Application does not comply with formal requirements (section 41 of the Act)								Nil
Application is for excluded information of the agency (section 43 of the Act)								Nil
Application contravenes restraint order (section 110 of the Act)								Nil
Total number of invalid applications received								Nil
Invalid applications that subsequently became valid applications								Nil



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

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

TABLE F: Timelines	
	Number of applications
Decided within the statutory timeframe (20 days plus any extension)	196
Decided after 35 days (by agreement with applicant)	Nil
Not decided within time (deemed refusal)	Nil
Total	196



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 2019/2020 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 2019/2020	Cats	Dogs	Total
Seized & transferred to Council's Facility	1	8	9
Returned to Owner	0	7	7
Dumped	0	0	0
Surrendered by Owners	0	0	0
Released to Owners	0	0	0
Euthanized	0	2	2
Sold	1	0	1
Released for rehoming	0	0	0
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
34	12	6	8

Animal management/activities expenditure

Expenditure for animal management for the 2019/2020 financial year was \$115,501.00

Companion animal's community educations programs

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

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

Council does have a current 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 \$4,466 from the Companion Animals Fund for the 2019/2020 year which was used towards the wages of a full-time Compliance Officer and general companion animal compliance.



Kyogle Council

Disability Inclusion Action Plan

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.

i. Building positive attitudes	
1	Utilising the '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	As position descriptions are updated, identification of physical, cognitive and interpersonal requirements inherent to each position are considered
5	Included representative imagery of people with disability in Council's publications
6	Recognised and incorporated disability inclusion requirements as part of Council's contractor procurement processes through distribution of "The tradies guide to good access"
7	Developed public messages and campaigns highlighting disability inclusion requirements and benefits to the community through the outdoor gym project and pool upgrades
8	Actively involved people living with disability in Council's communication campaigns around specific projects including housing, physical activity and access to transport and employment
9	Consistent with social equity principles, planned for the inclusion of people with disability service needs in guiding community development

ii. 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 Attended meetings of established working group of people with disabilities facilitated by AbilityLinks and then when defunded, Social Futures. Engaged with Real Art Works to support young artists with disabilities to exhibit in the Stepping Up Gallery.
- 3
- 4 Investigated options for short and long term incentives to accelerate housing accommodation development for older people and people with disability through Developer Contributions discounts
- 5
- 6 Developed social inclusion programs in partnership with third parties (such as Abilitylinks; Social Futures and Real Art Works) to ensure older people and people with disability needs continue to participate as valued community members
- 7 Continued to support the local Transport Working Group for local community transport planning purposes
- 8 In partnership with the Transport Working Group developed and promoted a transport information resource kit for community distribution within Kyogle Council area via links to the "Going Places" website
- 9 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
- 10 Advocated improved access to key buildings and businesses within the LGA through launching the Accessible Shops project with local businesses and Abilitylinks.
- 11 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
- 12 Ensured disability inclusion remained a key part of Council's village planning and projects

iii. Supporting access to meaningful employment
<ol style="list-style-type: none"> 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 existing qualification, professional registration or Australian Standards requirements. During COVID working from home was instigated to support employees and reduce their risk of becoming ill. 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 advertisements (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 sought a diverse range 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 advertisements (see #5)
iv. Accessible systems, information or processes
<ol style="list-style-type: none"> 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 Provision of 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 5 Providing accessibility options information for builders and developers interested in developing within the LGA by distributing "The tradies guide to good access"

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/2020/11/Kyogle-Council-Financial-Statements-2019-20.pdf>

