

# KYOGLE COUNCIL

---



## 2021/2022 ANNUAL REPORT

---

Kyogle Council  
P O Box 11  
Kyogle, NSW 2474  
Phone (02) 6632 1611 • Fax (02) 6632 2228  
Email: [council@kyogle.nsw.gov.au](mailto:council@kyogle.nsw.gov.au)  
Web Site: [www.kyogle.nsw.gov.au](http://www.kyogle.nsw.gov.au)

# Table of Contents

Summary of Achievements .....	4
Financial Result .....	7
Vision, Mission, & Values .....	9
Attendance at Council Meetings.....	11
Organisational Structure .....	12
Principal Activities .....	13
Audited Financial Reports .....	15
Condition of Public Works .....	15
Buildings and Other Structures.....	16
Mayoral & Councillor Fees, Expenses & Facilities/ Senior Staff Contracts /Overseas Travel/Training and Professional Development.....	20
Council Subsidised Private Works.....	27
Financial Assistance Provided.....	28
Controlling Interest in Companies & Joint Ventures .....	33
Activities for Young People .....	34
Access and Equity Activities .....	35
Code of Conduct Complaints.....	43
Government Information (Public Access) Act 2009.....	43
Environmental Planning and Assessment Act .....	46
Carers Recognition Act 2010.....	46
Appendix 1 - Kyogle Council Financial Statements.....	51

## 2021/2022 year at a glance

**87**

kilometres of road  
graded

**100,803**

potholes patched

**25,509**

pool attendances

**14,387**

visits to Kyogle library

**29**

timber bridges replaced

**16.5**

kilometres of gravel  
roads resheeted

**3813.1**

tonnes of waste  
landfilled

**723.24**

tonnes of materials  
recycled

**15.4**

days to process a  
development application  
(average)

**\$12.22M**

value of development  
approved throughout  
the LGA

**5,108**

visitors to the Roxy  
Gallery

**12**

kilometres of sealed  
roads rehabilitated

## Summary of Achievements

Last year we stated that 2020/21 would be remembered as one of the most challenging periods for our society, as the world was forced to change in order to deal with the impacts of the global COVID-19 pandemic. This year saw further challenges with a devastating flood hitting our region resulting in losses that will take years to recover from.

Over the last few years our region has ensured floods, drought, bushfires and COVID-19, but the character of the people of our region continues to shine through. We are grateful for the assistance we receive from State and Federal Governments, but we know more needs to be done and we continue to represent the interests of Kyogle Local Government Area (LGA), with the highest priority, at the highest levels.

Despite these challenges, Council continues to punch above its weight, delivering services and facilities to our community, an achievement we are extremely proud of.

Council adopted a new Community Strategic Plan and a \$190 million four-year budget to deliver quality services to our community that enhances prosperity, housing, liveability and sustainability.

We continued to invest in our villages, roads, preschools, parks, gardens, pools, library services and community.

We also continued to invest in young people by offering more apprenticeships and traineeship opportunities.

Achievements include:

- 29 timber bridges replaced as part of the Fixing Country Bridges program and Bridge Renewal Program;
- Construction of the \$2.62 million Cedar Point bridge renewal through the NSW Government's Fixing Country Roads program and in partnership with industry;
- 12km of sealed roads rehabilitated;
- 16.5km of roads re-sheeted, and 87km of unsealed roads graded, excluding the emergency works associated with the February 2022 floods and natural disaster;
- More than 100,000 potholes patched;



- 25,509 pool attendances;
- Continued funding of a Community Resilience Officer to work with our various communities across the LGA to help develop a community resilience strategy;
- Promotion of the Northern Rivers NSW regional brand;
- 500m of water mains replaced;
- Continued support of the Kyogle Writers Festival;
- Kyogle Rifle Range improvements - shade structures, amenities and accessibility improvements;
- Tabulam Hall improvements include interior painting, floor polishing, electrical and lighting upgrade and kitchen and storeroom upgrade;
- Mummulgum Hall amenities including installation of a new rainwater tank, refurb of existing toilets, new septic system and electrical works;
- Mallanganee Sports Ground - new lighting installed;
- Old Bonalbo tennis courts completed;
- Tabulam and Bonalbo memorial benches completed;
- Afterlee Road renewal completed through Fixing Local Roads funding;
- Lions Road rehab Border Loop to Queensland border completed;
- Lynches Creek Road and Daleys Road initial seals;
- Footpaths renewed - Kyogle Primary School and Wiangaree Street, section between viaduct and Apex Park gym equipment, showground entrance to viaduct, and Bonalbo Post Office;
- Bus bay construction at Clarence Street, Tabulam completed;
- Tabulam Water Supply - Options Development Report adopted;
- Sprinkler system installed at Kyogle labyrinth;
- Improvements complete at Tabulam Recreation Reserve including refurbished amenities block, shade over playground, accessible toilet facility and Light Horse Memorial
- Shade structures installed at ANZAC Park and Bonalbo playgrounds





- Successful in securing a \$500,000 grant from the NSW Environmental Protection Agency to assist Council to implement a new three-bin waste collection service for general waste, recyclables and food and organics waste;
- Completion of a masterplan for the Kyogle Civic Heart Precinct and development of a draft masterplan for the Kyogle Main Street and Woodenbong Main Street;
- Approval and implementation of a Planning Proposal to enable diversification of land uses in the Kyogle Central Business District;
- Development of a Planning Proposal to support agritourism submitted to the Department of Planning and Environment;
- 94 development applications approved with a total value of \$12.22 million;
- Completion of 1 hectare of bush regeneration work along Fawcett Creek under a grant from the Crown Reserves Improvement Fund and successful in securing further grant funding for weed control and habitat restoration;
- Partnering with Tweed Shire Council to progress the Northern Rivers Feral Deer Prevention Program;
- Partnering with the RSPCA to roll out the Keeping Cats Safe at Home Program;
- Preparation of the Draft Flying-fox Camp Management Plan;
- Preparation of the Draft Illegal Dumping and Litter Prevention Strategy;
- Roll-out of the 'Kyogle Up for It' campaign to promote tourism and visitors to the Kyogle local government area;
- Nine exhibitions held in the Roxy Gallery showcasing local artists and 10 exhibitions in the 'Steppin' Up Gallery' to support young, emerging artists and artists living with a disability.



*Council provided support for the Kyogle Writers Festival.*

## Financial Result

Council's surplus from all activities for the year ended 30 June 2022 totalled \$32,437,000. This compares to a surplus in 2021 of \$13,548,000. The 2022 result can be summarised as follows:-

	2021 \$'000	2022 \$'000
Result from continuing operations	9,548	14,778
Less Depreciation	(7,613)	(9,296)
Results from continuing operations before capital amounts	1,935	5,482
Capital grants and contributions	15,495	31,132
Gain/(loss) on disposal of assets	(3,882)	(4,177)
Surplus/(Deficit) from all activities	13,548	32,437



*What was left of the Risk Road Bridge after the March 2022 flood waters receded.*



# Kyogle Council Profile

Kyogle Council is a small rural council (pop. 9,359) that covers a large geographical area (3,584km<sup>2</sup>) with a complex road and bridge network (1,216km roads and 340 bridges) and a high proportion of the LGA dedicated for National Parks and State Forests (approx. 30%).

Kyogle Council adjoins the Scenic Rim Council in Queensland and the Northern Rivers LGAs 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 of Brisbane and is 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.



*An aerial view of Bonalbo.*



# 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 2021-2024 term are:

### A Ward

Cr Kylie Thomas (Mayor)  
Cr Hayden Doolan  
Cr Janet Wilson

### B Ward

Cr John Burley  
Cr Robert Cullen  
Cr Maggie May

### C Ward

Cr Tom Cooper (Deputy Mayor)  
Cr Danielle Mulholland  
Cr James Murray



**Kyogle Council 2021-2024:** Back from left, Councillors James Murray, Rob Cullen, Hayden Doolan; centre from left, Councillors Tom Cooper (Deputy Mayor), Maggie May, and John Burley; front from left, Councillors Kylie Thomas (Mayor), Janet Wilson, and Danielle Mulholland.



Kyogle Council 2016-2021, from left, Cr Hayden Doolan, Cr Kylie Thomas, Cr Earle Grundy (front), Cr Danielle Mulholland, Cr Janet Wilson, Cr John Burley (front), Cr Lindsay Passfield, Cr Maggie May, Cr Robert Dwyer.

## Attendance at Council Meetings

During the year the following meetings were conducted.

The attendance from Councillors 1 July 2021 to 30 June 2022 is summarized in the table below:

Councillor Name	Ordinary Meetings attended (11 held)	Extraordinary Meetings attended (3 held)
Cr Hayden Doolan	10	3
Cr John Burley	9	3
Cr Maggie May	11	2
Cr Robert Cullen	11	2
Cr Danielle Mulholland	10	2
Cr Tom Cooper	9	2
Cr Kylie Thomas	10	3
Cr James Murray	10	2
Cr Janet Wilson	9	3
Cr Robert Dwyer	4	-
Cr Earle Grundy	5	1
Cr Lindsay Passfield	5	1



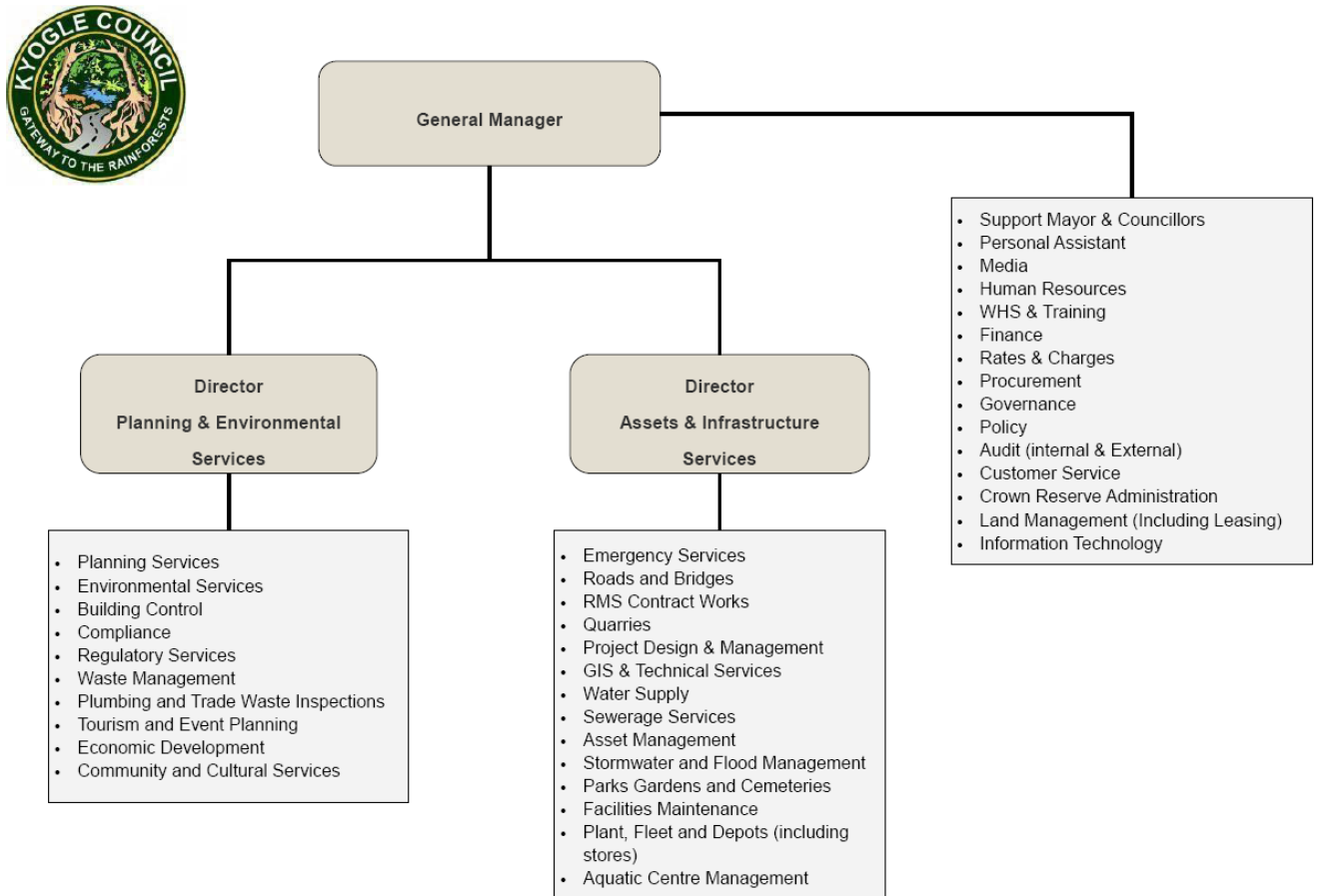
*2022 Kyogle Australia Day Award winners and nominees.*



# Organisational Structure

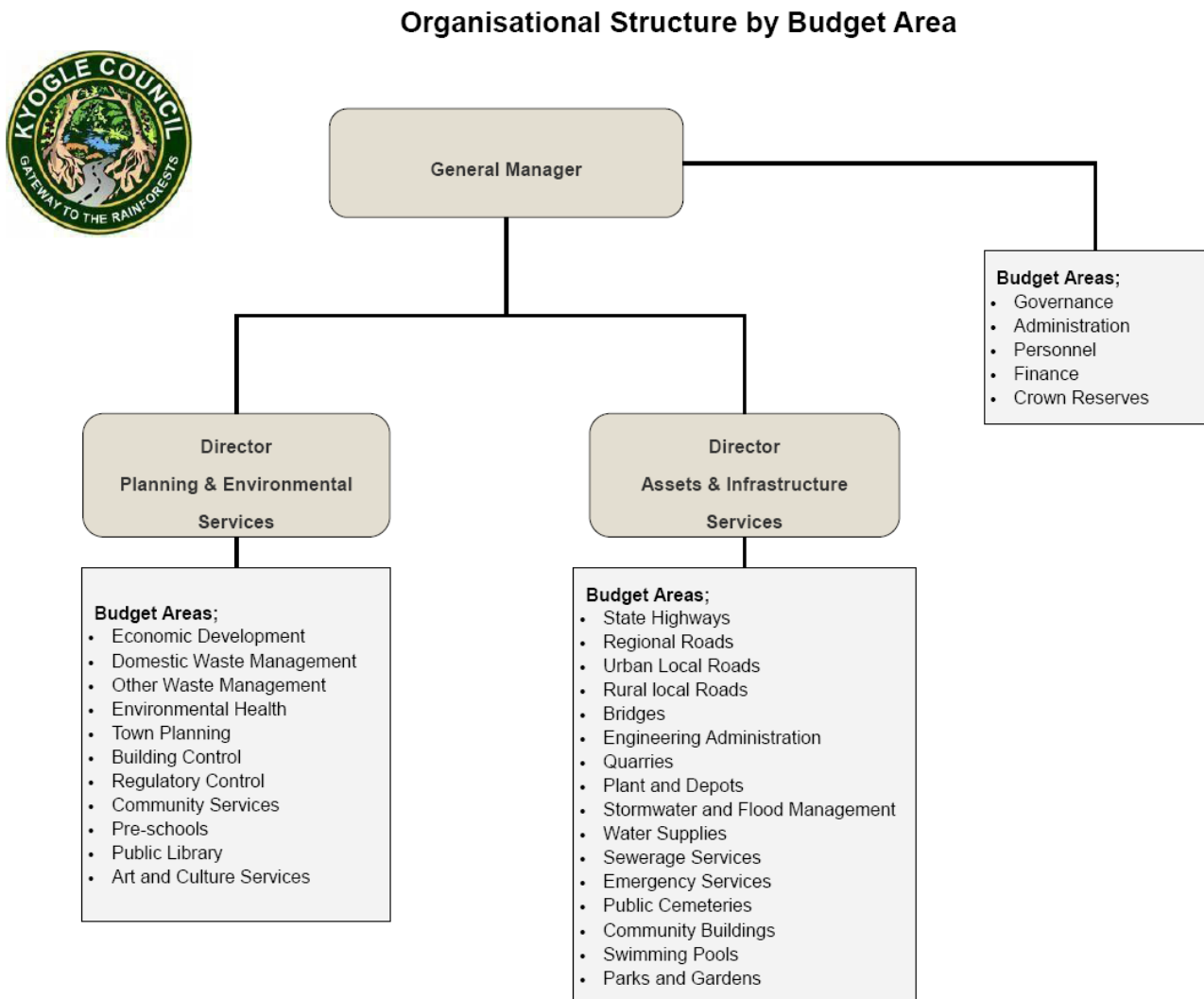
The Organisational Structure shown below was first adopted by Council on 30 June 2016, and was subsequently re-adopted in September 2016 within the first year of the newly elected Council.

**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;



# 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 2021/22 Financial Statements and the audit report from Thomas Noble and Russell will be attached to this document as Appendix 1, upon completion and will also appear on Kyogle Council's website at [www.kyogle.nsw.gov.au](http://www.kyogle.nsw.gov.au)

Due to the catastrophic flood emergency that devastated the Northern Rivers, Kyogle Council was given an extension to the end of December 2022 to complete and adopt the annual financial statements. Key figures have been inputted into this version of the report to be presented to Council at the November Ordinary meeting of Council, as is required under the Local Government Act 1993.

The figures appearing below should be taken as draft until the financial statements have been approved by the NSW Auditor General's office.

# 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 2021/22 financial year was \$52.18M, which is up from the 2020/21 figure of \$36.33M.

## 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 \$531,000, up from \$476,000 in 2020/2021.

Required Annual Maintenance.

The required annual maintenance for these buildings and other structures is \$226,000, with the 2021/2022 expenditure \$199,000.



*Kyogle Community Centre.*

## 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 \$25,683,000 up from \$10,102,000 in 2020/2021
- Unsealed roads \$11,813,000 up from \$7,366,000 in 2020/2021
- Bridges \$11,510,000 down from \$16,477,000 in 2020/2021
- Footpaths \$119,000 up from \$109,000 in 2020/2021
- **Total \$49,125,000 up from \$34,054,000 in 2020/2021**

Required Annual Maintenance.

The required annual maintenance for the road assets is \$4,243,000, with the 2021/2022 expenditure \$4,733,000.

## 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 \$1,246,000, which is up from \$1,179,000 in 2020/2021

Required Annual Maintenance.

The required annual maintenance for these drainage systems is \$48,000, with the 2021/2022 expenditure \$41,000.

## 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 \$20,000 up from \$18,000 in 2020/2021
- Sewer \$1,256,000 up from \$607,000 in 2020/2021
- **Total \$1,276,000 up from \$625,000 in 2020/2021**

Required Annual Maintenance.

The required annual maintenance for these systems is \$503,000 with the 2021/2022 expenditure \$707,000.





## 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 \$63,000 with the 2021/2022 expenditure \$82,000.



# Cost of Legal Proceedings

CI 217(1)(a3)

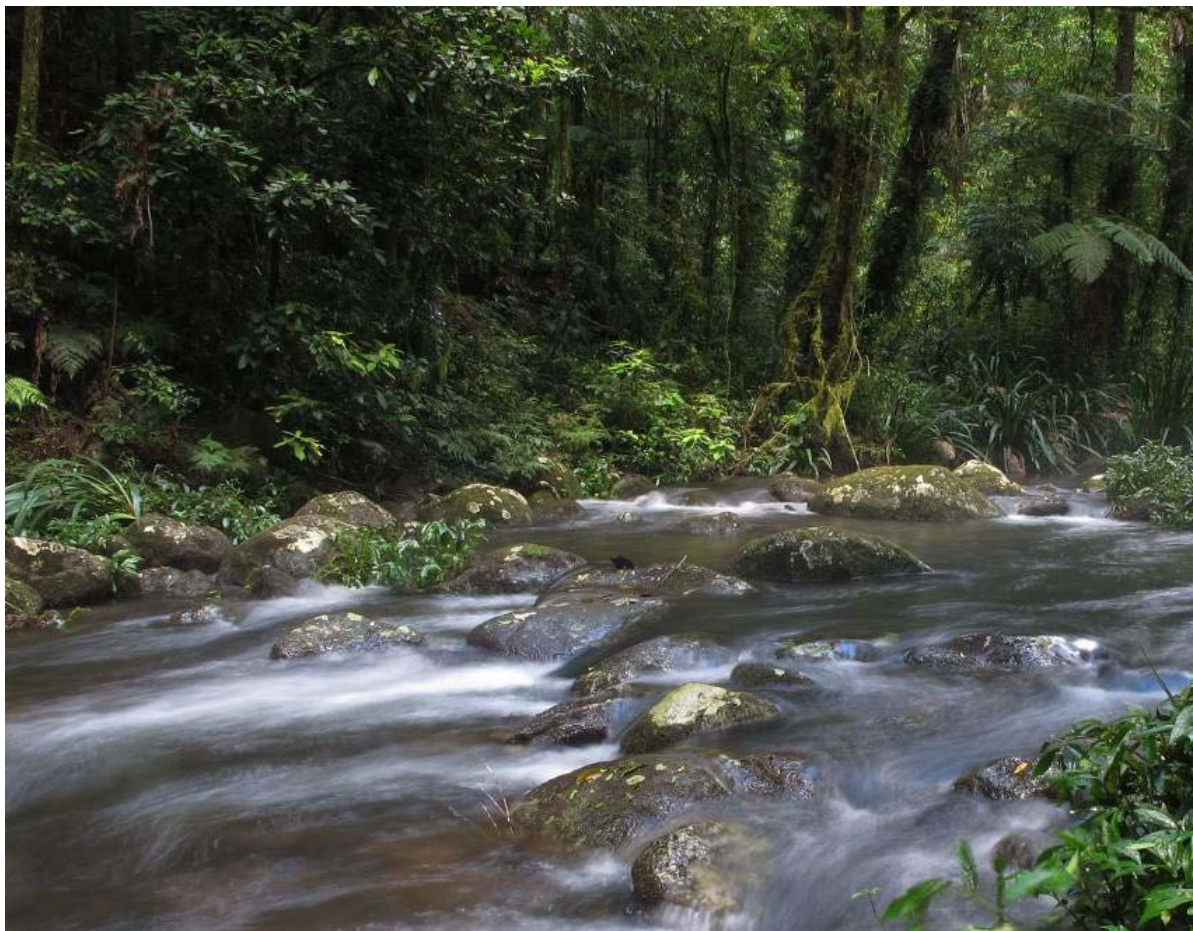
## Legal Costs - Outstanding rates and charges/seeking legal opinions legal action

### Summary of Legal Proceedings

Council conducted the recovery of overdue rates and outstanding debts in 2021/2022. These costs are added to the outstanding balance and recovered. The amount expended on this activity was \$22,642.03.

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 \$4,420.00

The total cost of the above legal proceedings was \$27,062.03.





# 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	2021/2022
Mayoral Allowance including Deputy Mayoral Allowance	25,171.55
Councillors fees	101,858.03
Travel allowance	11,902.12
Provision of office equipment & supplies	343.64
Telephone expenses	3,452.88
Conference and Seminar expenses	6,404.00
Sundries and IT expenses	3,656.00
Councillor sustenance	2,431.36
Expenses of spouses	Nil
Overseas visits	Nil
Childcare expenses	Nil
<b>TOTAL</b>	<b>155,219.58</b>



Member for Page Kevin Hogan was joined by Kyogle Council Mayor Cr Kylie Thomas, Deputy Mayor Cr Tom Cooper, Cr John Burley, Cr Rob Cullen, Cr James Murray and members of the community at the Clarence Way upgrade funding announcement in March 2022.



### 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](http://www.kyogle.nsw.gov.au).

### Councillor Training and Professional Development

Councillor	Attendance at Training/Development Councillor Workshops/Briefings (5 held)	Induction Training
Cr Mulholland	3	Refresher
Cr Burley	5	Refresher
Cr Wilson	5	Refresher
Cr Cooper	0	Induction
Cr Cullen	1	Induction
Cr Murray	2	Induction
Cr Thomas	2	Refresher
Cr May	3	Refresher
Cr Doolan	1	Refresher
Cr Passfield	3	
Cr Dwyer	1	
Cr Grundy	3	

### Senior Staff Contracts

There were three senior staff members as designated in the Local Government Act during the financial year ended 30 June 2022. The General Manager is employed under a performance-based contract. Total remuneration package for the General Manager was \$271,478 (includes salary, superannuation, and fringe benefits tax).

Total remuneration for senior staff other than the General Manager was \$421,012 (including salary, superannuation and vehicle costs).

Total number of persons who performed paid work on Wednesday 25 May 2022:

- persons employed by the council on a permanent full-time, permanent part-time or casual basis or under a fixed-term contract was 111;
- persons employed by the council as senior staff members was 3;
- persons engaged by the council, under a contract or other arrangement with the person's employer, wholly or principally for the labour of the person was 13;

- persons supplied to the council, under a contract or other arrangement with the person's employer, as an apprentice or trainee was 18.

There was no overseas travel undertaken by any Councillors or senior staff representing Council during the 2021/2022 financial year.

## Major Contracts Awarded

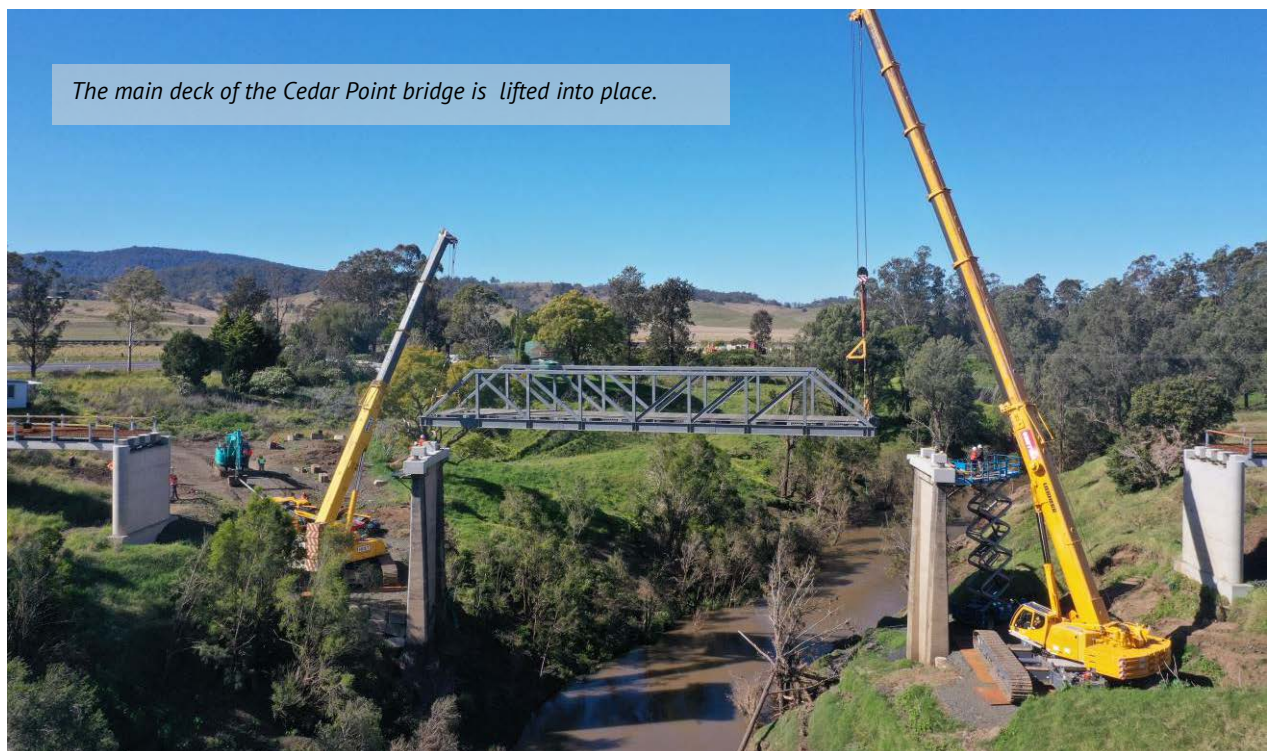
Section cl 217(1)(a2)

### 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	Annual Expenditure (incl GST)
Grahams Concrete	\$837,944.38
Richmond Valley Council	\$834,887.04
Farragher & Whitehead	\$766,066.40
Humes Ltd	\$710,387.44
TT Construction Pty Ltd	\$659,418.59
Piling & Concreting Australia (PCA) Pty Ltd	\$618,090.00
Kyogle Earth & Water	\$573,945.25
Ellis Stabilising Pty Ltd	\$570,008.66
Solo	\$549,304.38
Kyogle Earthworx	\$537,484.68
Rpq Pty Ltd	\$519,951.45
Fenwick Drilling Pty Ltd	\$518,223.20
WAGSTAFF PILING PTY LTD	\$486,349.60
Neumann Steel Pty Ltd	\$462,921.84
Rodney Davis Bobcat Hire	\$460,780.30
Statewide Mutual	\$455,674.93
Lack Group	\$446,180.05
Conplant Hire	\$420,024.05
Dept of Environment, Climate Ch	\$407,738.99
Southern Queensland Steel Pty Ltd	\$399,955.77
Versatile Earthworks	\$393,371.30
Country 2 Coast Concreting Pty Ltd	\$373,854.60
Public Works Advisory	\$366,263.66
All Pavement Solutions Pty Ltd	\$352,261.05
GRI Road Services Pty Ltd	\$338,154.08
Coffey Services Australia Pty Ltd	\$334,587.28

Supplier	Annual Expenditure (incl GST)
Kyogle Council	\$334,184.51
J & L Reilly	\$321,467.24
HXR Pty Ltd	\$297,987.36
State Cover Mutual Limited	\$292,543.11
Civil Consult	\$291,816.25
Origin Energy	\$270,432.74
Pan Civil	\$263,462.76
Altus Traffic Pty Ltd	\$255,930.47
National Australia Bank - Loans	\$244,804.88
Northern Rivers Isuzu	\$241,472.93
Johnos Tipper & Excavator Hire Pty Ltd	\$241,250.22
Boral Construction Materials	\$219,802.44
Allstate Linemarking Services Pty Ltd	\$184,068.42
Riordans Consulting Surveyors	\$183,240.22
Hunter Valley Training Company Pty Ltd	\$180,486.34
Mr J Miller	\$180,359.88
SMEC Australia Pty Ltd	\$179,404.50
The Control Group Pty Ltd	\$175,901.03
Smith Plant Hire (NSW) Pty Ltd	\$158,140.13
Shane Reeves Transport	\$156,422.75



## Modern Slavery Act 2018

Local governments have an important role to play in combating modern slavery, and local government entities are encouraged to voluntarily comply with the Modern Slavery Act, 2018 (the Act) where they have capacity to do so.

The Department of Home Affairs (the Department) advises that the Act explicitly excludes state and territory governments from the Reporting Requirement. Consistent with this approach, local government entities are not required to comply with the Reporting Requirement. This ensures that local government entities are treated in the same way as state and territory governments under the Act.

Although falling into the above category, Kyogle Council supports all endeavours to stamp out the serious exploitation of people in the manufacturing and supply of goods and services and strongly supports the following statement from the Department;

*Modern slavery can occur in every industry and sector and has severe consequences for victims. Modern slavery also distorts global markets, undercuts responsible business and can pose significant legal and reputational risks to entities.*

Kyogle Council's procurement practice is to support the local economy where possible and to;

*To deliver quality outcomes at competitive prices while recognizing the impact of procurement decisions on local industry and economic development*

*To ensure that all legislative and statutory requirements and guidelines are met in relation to tendering and procurement*

Council has adopted a Statement of Business Ethic and considers the business ethics of those we engage.

In May 2022 Council undertook a review of its investment partners' ethical and sustainable business practices, and was satisfied that all adhered to the Modern Slavery Act, 2018. A report on the review was presented to Council at the 14 June 2022 Ordinary meeting.



# Bushfire Hazard Reduction Programs

## Section 428(2)(11)

### 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 2021/2022 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.



*The Rural Fire Service Headquarters in Kyogle.*

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.

Some community led initiatives concerning cultural burning and indigenous land management being explored.

## Multicultural Services

### Section 428(2)(j)

The Council area's ethnic groups, and languages spoken as per the 2021 Census are set out in the tables below. Total population is 9,359

#### Birthplace

Place of birth	Number	Proportion of total population
Australia	7,453	79.6%
England	266	2.8%
New Zealand	148	1.6%
Germany	53	0.6%
Philippines	45	0.5%
South Africa	30	0.3%

#### Language spoken at home

Language	Number	Proportion of total population
English	8,140	87.0%
German	38	0.4%
Spanish	19	0.2%
French	17	0.2%
Italian	16	0.2%
Mandarin	13	0.1%
Japanese	11	0.1%

The Roxy Gallery supports local emerging artists from culturally diverse backgrounds of all ages and abilities.

Council continues to sponsor events that cater to a wide cross-section of the community through sports, cultural activities and business development.



## 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. Sixteen private works jobs were undertaken to a value of \$10,952.66.

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

Cl 217(1)(a5)

Grants provided by Council under Section 356 on the Local Government Act 1993 during the 2021/2022 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 2021/2022 year:

ORGANISATION	VALUE
Quarterly Determinations- (Various small grants determined by Council under Financial Assistance Policy)	\$32,547
Kyogle Historical Society	\$5,413
Australia Day Committee (Kyogle)	\$3,947
Australia Day Committee (Woodenbong)	\$3,947
Australia Day Committee (West)	\$3,947
Various Halls	\$7,944
Learn to Swim / Life Education	\$8,481
North Coast Academy of Sport	\$1,314
Kyogle Citizens Band	\$1,135
Disaster Relief Fund	\$21,744
Kyogle NAIDOC celebrations	\$3,150
Kyogle Youth Ventures	\$2,747
Bonalbo Show	\$1,740
Woodenbong Show	\$1,740
Kyogle Show	\$1,740
Tabulam Preschool	\$1,624
Fairymount Preschool	\$1,624
Cawongla Preschool	\$1,624
Bundgeam Preschool	\$1,624
<b>TOTAL</b>	<b>\$108,032</b>



Woodenbong Anzac Day 2022



# 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 principles.

### **Recruitment Process**

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

- Ensuring all positions vacant advertisements include a statement of inclusion and EEO principles
- 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 2021-2022, Council wrote off the following rates and charges.

Pension Write Offs (55% recovered from State Government \$197,003.96)	\$ 358,189.02
Rates, Charges and Interest	\$ 392.09
<b>TOTAL</b>	<b>\$ 358,581.11</b>

## 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 pump tracks were built in Tabulam, Woodenbong and Bonalbo, and shade has been installed over the playground in Anzac Park. The portable shade shelters continue to be well used and are available free of charge to community and sporting groups.



Council supported youth activities throughout the LGA in partnership with Kyogle Together, and with funding provided by the NSW Government for the Swoopin Season project through the NSW Stronger Country Communities Program.

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's dedicated display space for emerging artists. The “Steppin’ Up” Gallery (located in the glass display area in the foyer on ground level) offered an opportunity for young and emerging artists and has showcased young artists living with a disability. In addition, three major Roxy Gallery exhibitions displayed the works of local youth artists.

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
- 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 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.
- Kyogle Council administers the Facebook page – Kyogle and Villages Future Food Producers – and promotes and shares ongoing opportunities through this medium.
- Continued operation of the "Stepping Up Gallery" – a dedicated gallery space for young and emerging artists.

### 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
- Roxy Gallery exhibitions featuring local works by older community members
- Liaison, information sharing and supporting aged care workers in the LGA
- Provided assistance through the Financial Assistance Policy for programs relating to older residents.
- 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.



*Wendy McGain's artwork Falling Light featured in the December 2021 exhibition at Council's Roxy Gallery.*

### 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
- Review of the Disability Inclusion Access 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 and Roxy 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.
- Cabins at Kyogle Gardens Caravan Park are accessible.
- Kyogle Gardens Caravan Park amenities block upgraded to facilitate better access for guests living with disability
- 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 – Anti-violence Alliance Planning and organising events that promote safe communities for women including the 16 days of activism against violence project
- Hosting an International Women’s’ Day breakfast in partnership with the Kyogle District Chamber of Commerce



*Guests enjoy the 2022 International Women’s Day breakfast, which was organised by the Kyogle ad District Chamber of Commerce in partnership with Kyogle Council.*



## 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
- 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 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
- Commencement of Community Resilience Planning across the LGA in villages areas

- Ongoing participation in 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 resulted in the “Working it Out – transport disadvantaged workers program” 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 2022 for the Category 1 business activity is:

Revenue	(\$,000)	7,067
Expenses	(\$,000)	6,957
Assets	(\$,000)	(173)

## 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.

Council collected revenue of \$188,935 from the Stormwater Special Rate in 2021/22.

## **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 2021-2022.



## 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 2021/22**

199 formal access applications were received during the 2020/21 reporting period.

### **Number of Applications Received During 2021/22 and Refused**

Nil

### **Completed Annual Report Tables for the 2021/22 Reporting Period**

<b>TABLE A: Number of Applications by Type of Applicant and Outcome</b>								
	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	3	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)	139	Nil	Nil	13	Nil	Nil	Nil	Nil
Members of the public (other)	56	Nil	Nil	6	Nil	Nil	Nil	2

**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	22	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Access applications (other than personal information applications)	188	Nil	Nil	18	Nil	Nil	Nil	5
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

<b>TABLE D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act</b>	
Care and protection of children	Nil
Ministerial code of conduct	Nil
Aboriginal and environmental heritage	Nil

<b>TABLE E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act</b>	
	<b>Number of occasions when application not successful</b>
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

<b>TABLE F: Timelines</b>	
	<b>Number of applications</b>
Decided within the statutory timeframe (20 days plus any extension)	199
Decided after 35 days (by agreement with applicant)	Nil
Not decided within time (deemed refusal)	Nil
<b>Total</b>	<b>199</b>

<b>TABLE G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)</b>			
	<b>Decision varied</b>	<b>Decision upheld</b>	<b>Total</b>
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
<b>Total</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

<b>TABLE H: Applications for review under Part 5 of the Act (by type of applicant)</b>	
	<b>Number of applications for review</b>
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 2021/2022 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 2021/2022	Cats	Dogs	Total
Seized & transferred to Council's Facility	0	3	3
Returned to Owner	0	1	1
Abandoned or stray	0	0	0
Surrendered by Owners	0	0	0
Released to Owners	0	1	1
Euthanized	0	0	0
Sold	0	0	0
Released for rehoming	0	1	1
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

Nuisance Dogs	Aggressive Dogs	Warning Notices issued	Declarations made
18	4	18	6



**Animal management/activities expenditure**

Expenditure for animal management for the 2021/2022 financial year was \$189,243.

**Companion animal's community education 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
- Wangaree - Rodeo Ground
- Kyogle - Recreation Reserve - Fawcetts Creek

**Use of the Companion Animals Fund money**

Council received \$8,880 from the Companion Animals Fund for the 2021/2022 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 MoU with North Coast Community Housing which includes issues regarding housing accessibility and affordability.
- 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 Housing Affordability Study is being commissioned in 2021-2022
- 6 Developed social inclusion programs in partnership with third parties (including ; 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 ensuring funding applications for upgrades in include disability access considerations.
- 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 community infrastructure project delivery

iii. Supporting access to meaningful employment
<ol style="list-style-type: none"> <li>1 Promoted the benefits of a diverse workforce, including people living with a disability, to Council's organisation as a whole</li> <li>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.</li> <li>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.</li> <li>4 Encouraging people with a disability to apply for Council positions through statement on job advertisements (see #5)</li> <li>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".</li> <li>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)</li> </ol>
iv. Accessible systems, information or processes
<ol style="list-style-type: none"> <li>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</li> <li>2 Hearing facilities are provided during formal Council Meetings</li> <li>3 Provision of information through accessible platforms such as the web, Facebook, Twitter and Council's Newsletter</li> <li>4 Continuing to implement e-Business initiatives to enable electronic access to development application and other Council processes such as payments</li> <li>5 Providing accessibility options information for builders and developers interested in developing within the LGA by distributing "The tradies guide to good access"</li> <li>6 Mobile library services provide regular access to online and support services in our outlying villages</li> </ol>



## Appendix 1 - Kyogle Council Financial Statements

The Financial Statements and long form audit report will be available on Council's website in December 2022.

