



# Draft Kyogle Council Agency Information Guide 2023/24

Adopted by Council  
(Resolution No:)

Pursuant to Part 3 Division 2, Section 20 of the Government Information  
(Public Access) Act 2009 – Last reviewed October 2023

# Structure and Functions of Kyogle Council

Kyogle Council is a constituted under the Local Government Act 1993

## Elected Representatives

Nine Councillors represent three wards of the council area and are responsible for the direction and control of Council's affairs in accordance with the Local Government Act and associated legislation. Current Councillors are:

### A Ward

Cr Hayden Doolan

Cr Kylie Thomas

Cr Janet Wilson

### B Ward

Cr John Burley

Clr Maggie May

Clr Robert Cullen

### C Ward

Cr Danielle Mulholland

Cr Tom Cooper

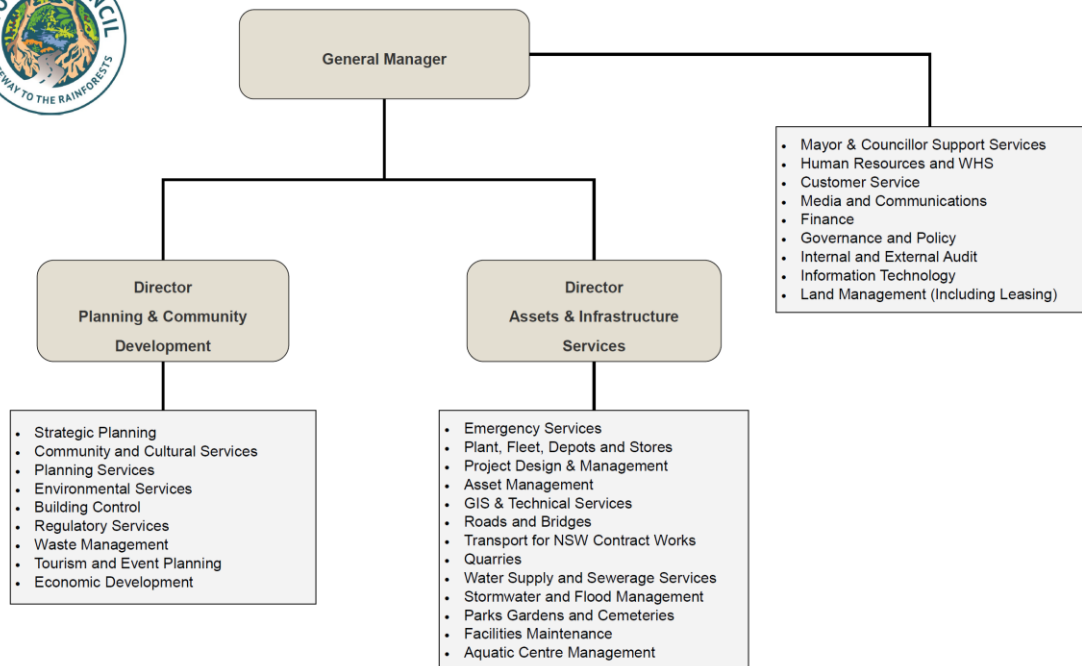
Cr James Murray



# Organisational Structure

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

## Kyogle Council Organisational Structure



# Functions

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

# Effects on the Community

Council's decisions are made in line with the following vision, mission and values.

## COMMUNITY VISION

Working together to balance Environment, Lifestyle, and Opportunity.

## OUR MISSION

To meet the challenges of our unique and diverse region

## OUR VALUES

- Respect and respond to community needs
- Improve the quality of our services
- Be open and accessible
- Act with honesty and integrity
- Value people's contribution
- Support the culture of teamwork, cooperation and safety

# Key Strategic Documents and Reports

**Strategic Documents and Reports are available from Council or via the website - <https://www.kyogle.nsw.gov.au/>**

A ten-year Community Strategic Plan was adopted by Council in 2022 as part of the Integrated Planning and Reporting Framework, which also includes;

- Long Term Financial Plan
- Asset Management Strategy
- Core Infrastructure Risk Management Plan
- Delivery Program and Operational Plan
- Guide to Fees and Charges

<https://www.kyogle.nsw.gov.au/council-engagement/integrated-planning-and-reporting/>

Other available Council documents include;

- Annual Reports <https://www.kyogle.nsw.gov.au/council-engagement/compliance-policies-reporting/annual-reports/>

- Annual Financial Statements and Auditors Reports  
<https://www.kyogle.nsw.gov.au/council-engagement/compliance-policies-reporting/annual-financial-statements/>
- Agendas, Minutes and Business Papers of Ordinary and Extraordinary Meetings from 2008 onwards <https://www.kyogle.nsw.gov.au/minute-index/>
- Council Policies <https://www.kyogle.nsw.gov.au/council-engagement/compliance-policies-reporting/council-policies/>
- Disclosure Log – Government Information (Public Access)
- Returns of Interests for Councillors and Designated Persons and Delegates
- Leases and licenses

## Public Participation

Decisions of Council affect members of the public, from service delivery through to fees and charges. Member of the public are encouraged to engage with Council and have their views heard.

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

### Council Meetings

Ordinary meetings of Council are held on the second Monday of each month at Council's Administrative Centre, 1 Stratheden Street Kyogle, with the exception of January where no meeting is held. Council meetings are recorded and later posted to Council's website where they can be accessed for free.

You have the opportunity to participate in Council meetings by attending in person, and in in the following ways.

#### 1. Policies, strategies and plans on Public Display in accordance with the NSW Local Government Act 1993

Council will often place draft documents on public display for the purpose of providing the opportunity for submissions from members of the public.

#### 2. Public Forums

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

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

To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by midday two working days before the date on which the meeting

is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

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

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

## **Government Information Held**

Council is committed to making information available to the public in an open, transparent, and cost-effective way.

Open Access Information includes but is not limited to;

- Code of Conduct.
- Procedures for the Administration of the Code of Conduct.
- Code of Meeting Practice.
- Agenda/Minutes of Council Meetings.
- Annual Report.
- Annual Financial Statements (including Independent Audit Reports).
- Integrated Planning and Reporting – Documentation, including Community Strategic Plan,
- Delivery Program and Operational Plan.
- Policies.
- Returns of the Interests of Councillors, Designated Persons and Delegates
- Development Applications

### **Informal Access Requests**

Open access information that is not available through Council's website may be accessed by contacting Council on 6632 1611.

Council releases information unless there is a public interest against disclosure. To enable the release of as much information as possible, Council may redact content if the inclusion of the redacted information would otherwise result in an overriding public interest against disclosure.

## **Formal Access Application**

Other Council information may require a Formal Access Request being lodged. Should Council require a Formal Access to Information Application to be submitted, it must be made in the prescribed form and accompanied by a \$30.00 fee, additional \$30 hourly processing charges may be applicable. A Formal Access Application form can be located at; <https://www.kyogle.nsw.gov.au/council-engagement/compliance-policies-reporting/access-to-information/>

## **Availability of Business Papers**

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

- Kyogle Library
- Cawongla Store
- Old Bonalbo Post Office
- Wadeville Store
- Bonalbo Post Office
- Woodenbong Post Office
- Wangaree Post Office

## **Community Information**

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

## **Contact Details for Access to Information Enquiries**

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

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

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

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

Contact Details are:



**Public Officer**  
Kyogle Council  
P O Box 11  
KYOGLÉ 2474

Telephone: 02 66321611  
Email: [council@kyogle.nsw.gov.au](mailto:council@kyogle.nsw.gov.au)  
Website: [www.kyogle.nsw.gov.au](http://www.kyogle.nsw.gov.au)

**The Information and Privacy Commission (IPC)** is an independent body that administers the GIPA Act.

The IPC can be contacted at;

**Email** | [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

**Phone** | 1800 472 679

**Address** | Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000

**Postal** | GPO Box 7011, Sydney NSW 2001