



**FREEDOM OF INFORMATION ACT 1989
Section 14(1) and 14(2)**

**KEMPSEY SHIRE COUNCIL
(FOI Agency No. 2156)**

STATEMENT OF AFFAIRS, JUNE 2007

The Agency

The Agency in terms of the Freedom of Information Act 1989 is the Kempsey Shire Council, a duly constituted council in the State of New South Wales under the terms of the Local Government Act 1993.

The Structure

An Organisation Structure has been developed to facilitate the function of Council and that structure as it currently exists is attached and marked "**Appendix A**".

Council's operational policy is determined by the elected Council which comprises nine (9) persons elected each four years. The next Council election is due in September 2008. The Council is presided over by the Mayor who occupies the Chair at meetings and who is elected to the position each year in September by the full Council.

Council's policy and the day to day function of its affairs are effected through the General Manager and three (3) Executive Directors covering the areas of General Management, Corporate and Community Services, Shire Services and Sustainable Development Services.

Council currently employees approximately 320 staff across the organisation, has total assets of \$413 million and has operating income of \$40 million and operating expenditure of \$37 million as per Council's latest audited financial report.

The Functions

The functions of council are defined in the Local Government Act 1993. The act states in part: -

"A Council shall: -

- *provide goods, services, and facilities and carry out activities, appropriate to the current and future needs of local communities and of the wider public;*
- *have the responsibility of administering some regulatory systems under the Act*
- *have a role in the management, improvement and development of the resources of their areas."*

Council's functions can be summarised under six (6) major categories, these are called Council's Principal Activities. Principal activities are the service streams that are provided by Council

1. Infrastructure Services
2. Social Culture and community
3. Sustainability
4. Sustainable Economic Growth
5. Effectiveness Efficiency and Accountability

6. Relationship With Others

The more detailed functions of each of the three (3) Departments of Council are as set out in the Organisation Structure attached.

Council's Human Resource section, reports directly to the General Manager and operates as a resource to all departments for staff matters, training and development, policy and procedures, restructuring and redesign.

The Council and the Community

Council, is a service organisation to its community, and as such its functions directly affect the members of its community. Council's commitment is to the community it serves.

Council's adopted corporate logo depicts the interlocking of two components - the Council and the Community - conformed into a solid unit of strength and purpose. The background lineals represent community services, activities and aims and a paralleling of aspirations and ideals with service delivery.

Community Strategic Plan

Council's Corporate Strategic Plan has been in operation since February 2001 and needed to be reviewed. Following the holding of workshops on the long term Strategic Plan the community nominated representatives to serve on a Focus Group to assist Council to develop a new plan. These representatives worked with Council representatives, both elected and staff, to develop a new plan for the next twenty (20) years which was adopted by Council on 17 April 2007.

The Plan is a Community Strategic Plan with a new "Vision", " Achieving Our Vision" and "Goals".

The Community Strategic Plan is to have a duration of 20 years to be reviewed every four (4) years to coincide with Local Government elections.

Name of Plan: *"Kempsey Shire – Our 20 Year Vision"*

Vision: *"The value of our natural environment and lifestyle is preserved and enhanced by the community and council"*

Achieving our Vision: *"Council provides high quality services and facilities through strong leadership and considers the needs of our community, the environment and future generations."*

- Goals:
- 1 To Facilitate Ecological and Economical Sustainable Development in the Shire.
 - 2 To Foster and Enhance Effective Social, Cultural and Community Relations, Building Respect and Civic Pride.
 - 3 To Plan and fund the Shire's Infrastructure and Service Needs.
 - 4 To Pursue Beneficial Relationships with Regional Neighbours and other levels of Government.
 - 5 To Ensure Leadership and Effective Efficient, Accountable Management.

The Council's Organisational Values

In 2004 Council adopted a set of organisation values which were developed by the staff and management to form the basis of Council's dealing with our customers and align organisational values and individual values.

The values are: -

Trust	We earn trust by being honest, respecting differences and by encouraging open communication.
Co-operation	We achieve the best for our community through effective teamwork.
Service	We value our community by providing quality professional service to all.
Innovation	We encourage creative and visionary thinking to achieve sustainable outcomes.
Pride	We take pride in Kempsey Shire Council's contribution to our community.

Community Participation in Council's Functions

The Council meetings are held monthly on the second Tuesday of the month commencing at 9.00am and the general public are welcome and encouraged to attend these meetings.

Council meetings include a Public Forum session where, subject to approval of the Mayor, any person may address Council on any matter listed on the meeting agenda.

Council also involves itself with the community through its various council committees and delegations given to community committees and encourages public participation in the formulation of its policies through advertising for comment and the invitation of submissions on major issues. Council has also encouraged community participation on a number of focus groups.

Documents Available to the Community

The Local Government Act 1993 requires that Council must have copies of certain documents available to members of the public for:

1. inspection free of charge at Council's offices, and
2. taking away, either free of charge or on payment of "reasonable copying charges" as determined by Council.

The following Council documents are available in accordance with the above:

1. Council's code of conduct
2. Council's code of meeting practice
3. Annual report
4. Annual financial reports
5. Auditor's report
6. Management Plan
7. EEO Management Plan
8. Council's policy concerning the payment of expenses incurred by, and the provision of facilities to the Mayor and Councillors
9. Council's land register
10. Register of investments
11. Returns of the interests of councillors, designated persons and delegates
12. Returns as to candidates campaign donations
13. Business papers for Council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)

14. Minutes of Council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
15. Any codes referred to in this Act
16. Register of delegations
17. Annual reports of bodies exercising delegated Council functions
18. Local policies adopted by the Council concerning approvals and orders
19. Records of approvals granted and decisions made on appeals concerning approvals
20. Records of building certificates
21. Plans of land proposed to be compulsorily acquired by the Council
22. Leases and licences for use of public land classified as community land
23. Plans of Management for community land
24. Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area
25. The Statement of Affairs, the Summary of affairs and the register of policy documents required under the Freedom of Information Act 1989.

Council must make copies of Business Papers for Council meetings available to the public free of charge for taking away. A fee of \$8.00 applies to cover postage and handling where business papers are requested to be sent through the post rather than collected. A fee of 60c cents per sheet as a reasonable copying charge for the production of the other above documents is to apply.

Arrangements for Access and Point of Contact

Applications for access to information or to seek amendment of personal records, under the Freedom of Information Act must be made on a form available from Council's offices and accompanied by a fee of \$30.00.

Applications for access may be made to:

The Public Officer
 Kempsey Shire Council
 Civic Centre
 22 Tozer Street
 West Kempsey

Telephone (02) 65 663200
 Facsimile (02) 65 663205
 E-Mail ksc@kempsey.nsw.gov.au
 Internet <http://www.kempsey.nsw.gov.au>

Date Issued:	26 June 2007
Date for Review:	26 June 2008
Review Period (Yrs):	1
Author's Title:	Manager Administration
Department:	Corporate & Community Services.