

GO4 – Information Guide Review

GO4 Information Guide Review

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TRIM 6346

EXECUTIVE SUMMARY

- The Annual review of Council's Information Guide has been undertaken in line with the requirements of the Government Information (Public Access) Act 2009.
- Minor amendments to reflect the current structure and functions within Council have been made.
- It is recommended that Council adopt the draft Wollondilly Shire Council - Information Guide 2016.

REPORT

The Government Information (Public Access) Act 2009 (GIPAA) requires every Agency to have an Information Guide that:

- a) describes the structure and functions of the agency, and
- b) describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and
- c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and
- d) identifies the various kinds of government information held by the agency, and
- e) identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and
- f) specifies the manner in which the agency makes (or will make) government information publicly available, and
- g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

Under Section 21 of the GIPAA, Council must review and re-adopt our Information Guide annually to ensure the information is accurate and up-to-date, reflecting the current structure and functions of Council and listing the types of information that Council holds.

GIPAA also requires Council to publish the Information Guide on the website.

As required under Section 22(1) of GIPAA the Information Commissioner has been notified of proposed amendments to our Information Guide prior to re-adoption. No requests to consult with the Information Commissioner have been received.

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CONSULTATION

Consultation was undertaken with the Management Group of Wollondilly Shire Council.

FINANCIAL IMPLICATIONS

This matter has no financial impact on Council's adopted budget or forward estimates.

ATTACHMENTS

1. Summary of Changes – Draft Wollondilly Shire Council – Information Guide 2016.
2. Draft Wollondilly Shire Council - Information Guide 2016.

RECOMMENDATION

That the Wollondilly Shire Council Information Guide 2016 be adopted.

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SUMMARY OF CHANGES – WOLLONDILLY SHIRE COUNCIL INFORMATION GUIDE 2016

Location	Previous Wording	New Wording	Reasoning
Front page	Information Guide 2015	Information Guide 2016 'Who we are and what we do'	Clarity on what Information Guide is.
Contents Page	New Activities added and change to Information Technology	Added 'Projects & Events' and 'Privacy Protection' and changed Information Technology to Technology Information	Council is required to have all functions outlined in Information Guide. Proper name
Building Services page 6	Nil	Added dot point Provides a duty officer service for customer enquiries.	Function of Development not previously mentioned
Development Assessment page 7	Facilitates public participation in assessment of planning proposals and development applications	Facilitates public participation in assessment of development applications. Added dot points <ul style="list-style-type: none"> • Provides a duty officer service for customer enquiries (including a heritage advisory service). • Provides a pre-lodgement service for development proposals. • Provides a Planning Certificate (S.149) Service. 	Clarification of Council functions
Employee Relations page 7	<ul style="list-style-type: none"> ▪ Recruitment and Selection ▪ Develops and trains competent staff ▪ Manages relationships between staff and Council management ▪ Reviews WHS issues within Council ▪ Helps maintain a customer-oriented 	<ul style="list-style-type: none"> ▪ Recruitment and Selection. ▪ Workforce Planning and Strategy. ▪ Industrial Relations. ▪ Work Experience. ▪ Apprenticeships and Traineeships. ▪ Salary Administration. ▪ Work Health and Safety. ▪ Workers Compensation. 	Clarification on Council functions

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	<p>culture and assists in achieving the strategic goals of Council</p> <ul style="list-style-type: none"> ▪ Industrial Relations ▪ Payroll ▪ Performance Management 	<ul style="list-style-type: none"> ▪ Public Liability ▪ Organisational Learning and Development. 	
General Management page 8	Maintains effective, transparent and accountable government at the local level within the requirements of State Legislation, including effective communications with the community.	Maintains effective, transparent and accountable government at the local level within the requirements of State Legislation.	Reworded for plain English purposes.
Governance Services page 8	Ensure the smooth running of Council Meetings and Community Forums so that the community is provided with an effective public forum.	Ensure the smooth running of Council Meetings and Community Forums.	Reworded for plain English purposes.
Projects & Events page 8	Nil	Facilitation of community, civic and corporate events with and for the community and Council's corporate division.	Clarification on Council functions
Technology Information page 9	Manages and implements the Corporate Planning and reporting requirements of Council	Nil	No longer applies in this section
Infrastructure Planning page 9	Nil	<p>Added dot points</p> <ul style="list-style-type: none"> ▪ Manages 186 Buildings of which 15 are available for hire and approximately 20 are stand-alone Public conveniences. ▪ Manages and supports Section 355 Management Committees who undertake management and maintenance of Council facilities under delegated authority, including management training. 	Outlines specific functions of Council

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<p>Relevant legislation and regulations page 12-13</p>	<p>A New Tax System (Goods and Services Tax) Act 1999 [Commonwealth] Annual Holidays Act 1944 Anti-Discrimination Act 1977 Australian Road Rules AUSTRROADS road design standards and guidelines Building and Construction Industry Long Service Payments Act 1986 Charitable Fundraising Act 1991 Children and Young Persons (Care and Protection) Act 1998. Commission for Children and Young People Act 1998 Community Welfare Act 1987 Companion Animals Act 1998 Conveyancing Act 1919 Copyright Act 1879 Copyright Act 1968 [Commonwealth] Crimes Act 1900 Crown Lands Act 1989 Essential Services Act 1988 Fines Act 1996 Fringe Benefits Tax Assessment Act 1986 [Commonwealth] Government Information (Public Access) Act 2009 Health Records and Information Privacy Act 2002 Independent Commission Against Corruption Act 1988 Land Acquisition (Just Terms Compensation) Act 1991 Land & Environment Court Act 1979 Land Tax Management Act 1956 Library Act 1939 Long Service Leave Act 1955 Motor Accidents Act 1988</p>	<p>A New Tax System (Goods and Services Tax) Act 1999 [Commonwealth] Annual Holidays Act 1944 Anti-Discrimination Act 1977 Building and Construction Industry Long Service Payments Act 1986 Carers (Recognition) Act 2010 Charitable Fundraising Act 1991 Children and Young Persons (Care and Protection) Act 1998. Community Welfare Act 1987 Community Land Development Act 1989 Companion Animals Act 1998 Conveyancing Act 1919 Copyright Act 1968 [Commonwealth] Crimes Act 1900 Crown Lands Act 1989 Environmental Planning and Assessment Act 1979 Essential Services Act 1988 Fair Work Act 2009 Fines Act 1996 Food Act 2003 Fringe Benefits Tax Assessment Act 1986 [Commonwealth] Government Information (Public Access) Act 2009 Health Records and Information Privacy Act 2002 Independent Commission Against Corruption Act 1988 Interpretation Act 1987 Land Acquisition (Just Terms Compensation) Act 1991 Land & Environment Court Act 1979 Land Tax Management Act</p>	<p>Legislation no longer applied to Council and was updated with current legislation that was not previously outlined.</p>
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<p>Noxious Weeds Act 1993 Work Health and Safety Act 2011 Ombudsman Act 1974 Privacy & Personal Information Protection Act 1998 Public Interest Disclosures Act 1994 Protection of the Environment Operations Act 1997 Real Property Act 1900 Regional Environmental Plans Road Transport (General) Act 2005 RTA Technical directions & regulations Retail Trading Act 2008 State Authorities Superannuation Act 1987 State Records Act 1998 Strata Schemes (Freehold Development) Act 1973 Threatened Species Conservation Act 1995 Trade Practices Act 1974 - 1975[Commonwealth] Transport Administration Act 1988 Valuation of Land Act 1916 Waste Avoidance and Resource Recovery Act 2001 Workers Compensation Act 1987</p>	<p>1956 Library Act 1939 Local Planning Amendment (Planning and Reporting) Act 2009 Long Service Leave Act 1955 Motor Accidents Act 1988 Noxious Weeds Act 1993 Ombudsman Act 1974 Privacy & Personal Information Protection Act 1998 Public Interest Disclosures Act 1994 Protection of the Environment Operations Act 1997 Real Property Act 1900 Recreation Vehicles Act 1983 Regional Environmental Plans Retail Trading Act 2008 Road Transport Act 2013 Roads Act 1993 RTA Technical directions & regulations Rural Fires Act 1997 State Authorities Superannuation Act 1987 State Emergency Service Act 1989 State Records Act 1998 Strata Schemes (Freehold Development) Act 1973 Strata Schemes (Leasehold Development) Act 1986 Swimming Pools Act 1992 Threatened Species Conservation Act 1995 Trade Practices Act 1975[Commonwealth] Transport Administration Act 1988 Valuation of Land Act 1916 Waste Avoidance and Resource Recovery Act 2001 Work Health and Safety Act</p>
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		2011 Workers Compensation Act 1987	
Committees of Council page 14	Australia Day Committee Companion Animals Reference Committee Disability Access Advisory Committee (DAAC) Economic Development Advisory Group Audit Committee Rural Industry Liaison Committee Picton Floodplain Risk Management Committee Community Leisure Centre Users Advisory Group Road Safety Group Transport Advisory Committee Youth Advisory Committee Local Traffic Committee Environment and Heritage Committee Minerals and Energy Resources Committee	Audit Committee Local Traffic Committee Picton Flood Plain Risk Management Committee	To outline internal and external Committees Council interact with.
		Added External Committees / Advisory Groups AGL Community Consultative Committee Association of Mining Related Councils Combined Councils Southern Mining Liaison Committee Boral Cement / Maldon Plant Community Liaison Committee Campbelltown Arts Centre Cultural Precinct Advisory Group Country Public Libraries Association (South Eastern Zone) Georges River Combined Council Committee Inc.	

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		Greater Sydney Local Land Services Local Government Advisory Group Hawkesbury Nepean Local Government Advisory Group Illawarra Coal Community Consultative Committee Joint Regional Planning Panel Lachlan Regional Transport Committee Local Emergency Management Committee Macarthur Regional Organisation of Councils (MACROC) Maldon Dombarton Rail Link Feasibility Study – Project Reference Group MG My Gateway Queen Victoria Support Group South East Australian Transport Strategy Inc. (SEATS) Southern Tablelands Regional Arts Advisory Group South West Regional Weeds Committee South West Sydney Academy of Sport Advisory Group Sydney Catchment Authority Local Government Reference Panel Sydney Peri-Urban Network Tahmoor Colliery Community Consultative Committee Wollondilly District Liaison Committee Wollondilly/Wingecarribee – Bush Fire Management Committee Yerranderie Management Committee	
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		<p>Added Advisory Committees Australia Day Committee Community Leisure Centre Users Advisory Group Companion Animals Reference Committee Disability Access Advisory Committee Economic Development Advisory Group Environment and Heritage Committee Mineral and Energy Resources Committee Road Safety Group Rural Industry Liaison Committee Transport Advisory Committee Youth Advisory Committee</p>	
355 Management Committees page 15	These committees meet regularly to effectively manage these facilities at a local level. Contact with any of these groups can be arranged through Council's Customer Services.	These committees meet regularly to effectively manage these facilities at a local level. Please refer to Councils website for contact details for these committees or contact Council on 4677 1100.	Clarity on how to contact Council for further information.
Privacy protection Page 19	Nil	In order to ensure compliance with the <i>Privacy and Personal Information Protection Act 1998</i> (PPIPA) the General Manager has appointed a Privacy Contact Officer. The Privacy Contact Officer advises council staff on the management of the collection of personal information; including rates notices; application forms; reviewing contracts and agreements with consultants and other contractors and other written requests. The	Provide information in relation to who manages Privacy within Council

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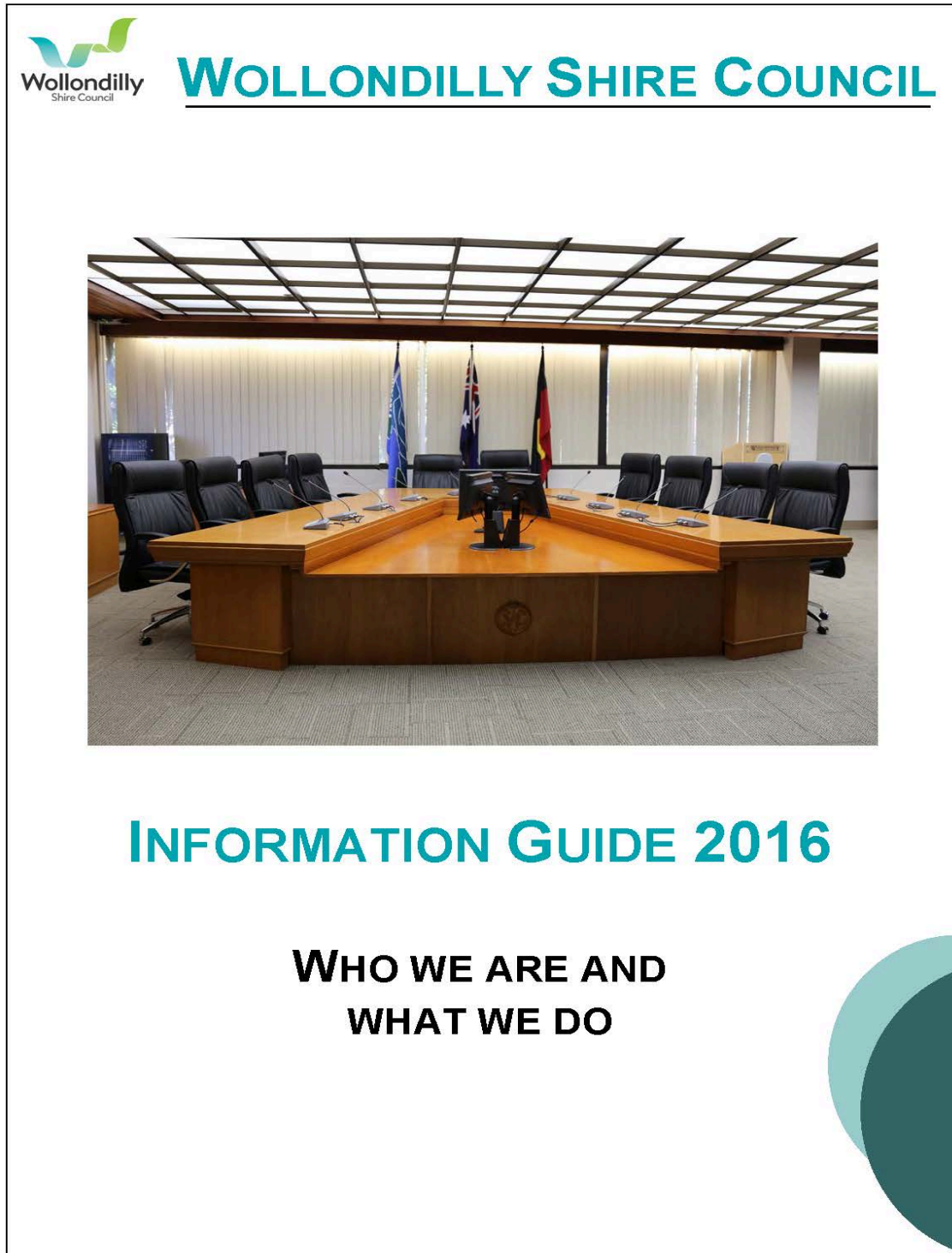
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		<p>Privacy Contact Officer also carries out investigation of reports of breaches of privacy.</p> <p>The Privacy Contact Officer has assigned delegated Privacy Resource Officers in key areas of Council including:</p> <ol style="list-style-type: none"> 1) Governance; 2) Customer Services; 3) Employee Relations; 4) Financial Services; 5) Children's Services; 6) Development and Strategic Services; 7) Works, and 8) Communications. <p>The Privacy Resource Officers will liaise with the Privacy Contact Officer on all matters affecting the protection of privacy within their business units</p>	
Access to Information Officers page 20	There is also a group of key staff placed throughout the organisation who are responsible for the release of information following Informal Access Applications (where that information is not immediately available on the Council website). Details of these staff are available by calling Council on 4677 1100.	Council has employed a GIPAA Admin Officer who processes the majority of Informal GIPAA requests for information and assists other staff to respond to Informal GIPAA requests.	Identifies that Council has a point of contact for informal requests.
Organisational structure page 22			Organisational Structure was updated to reflect current structure within Council.

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This Information Guide is true and correct at the time of publishing. Any changes or alterations will be reviewed and updated annually.

Please consult our website for any changes to major operations.

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INTRODUCTION

Wollondilly Shire Council provides a service under the *Government Information (Public Access) Act 2009*, (GIPAA) which requires Council to provide greater access to government information Council holds. A requirement of GIPAA is that an Information Guide be produced as a reference to Councils functions, responsibilities and information.

Wollondilly Shire Council's Information Guide details:

- the structure and functions of the Council
- ways in which the community can participate in Council's decision-making processes
- types of documents Council holds
- how the public can gain access to Council documents

Luke Johnson
GENERAL MANAGER

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HOW WOLLONDILLY SHIRE COUNCIL WAS CONSTITUTED

In 1895 the people of the town of Picton petitioned the New South Wales Governor for the creation of a municipality. That petition was granted and the Municipality of Picton was formed and covered only the area around the town itself.

In 1906 the government created shires in the remaining area of New South Wales not already covered by town Councils. The Shire of Wollondilly was one of these, covering the rest of what we now know as Wollondilly, except Picton. It was based at The Oaks.

In 1940 the two Councils were merged and all administration was centralised in Picton. The name of Wollondilly was retained for the combined area.

STRUCTURE AND FUNCTIONS

Wollondilly Shire Council is divided into three wards which comprise of:

North - Warragamba/Silverdale, Werombi, Theresa Park, Orangeville, Nattai, Oakdale, The Oaks, Mowbray Park, Yerranderie, Belimbla Park, Glenmore, Brownlow Hill

Central - Picton, Tahmoor, Thirlmere, Lakesland, Couridjah, Buxton, Maldon

East - Mt Hunter, Cawdor, Camden Park, Menangle, Douglas Park, Appin, Wilton, Bargo, Yanderra, Pheasants Nest, Razorback, Maldon, Darkes Forest

with three (3) Councillors for each Ward. The Mayor is elected each year by the Councillors from among their numbers.

The role of the Councillors, as members of the body corporate is:

- to direct and control the affairs of the Council in accordance with the Local Government Act and other applicable legislation
- to participate in the optimum allocation of the Council's resources for the benefit of the area
- to play a key role in the creation and review of the Council's policies, objectives and criteria relating to the exercise of the Council's regulatory functions
- to review the performance of the Council and its delivery of services, management plans and revenue policies of the Council

The role of a Councillor is, as an elected person:

- to represent the interests of the residents and ratepayers
- to provide leadership and guidance to the community
- to facilitate communication between the community and the Council

The role of the Mayor is:

- to preside at meetings of the Council
- to carry out the civic and ceremonial functions of the office
- to exercise, in cases of necessity the decision making functions of the body corporate, between its meetings
- to perform any other functions that the Council determines

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The Principal Officer of the Council is the General Manager. The General Manager is responsible for the efficient operation of the Council's organisation and for ensuring the implementation of Council decisions. The General Manager is also responsible for the day to day management of the Council, the exercise of any functions delegated by the Council, the appointment, direction and where necessary, the dismissal of staff, as well as the implementation of Council's Equal Employment Opportunity Management Plan.

To assist the General Manager in the exercise of these functions, there are three (3) Directors.

ORGANISATION STRUCTURE

The functional structure of the organisation is set out in [Appendix 1](#).

WOLLONDILLY SHIRE COUNCIL'S MAJOR ACTIVITIES

BUILDING SERVICES

- Assesses building and construction works within the Shire for compliance with the relevant Australian Standards and the Building Code of Australia, providing safe and durable constructions.
- Provides certification services for new building works.
- Educates the community in regards to pool safety, monitors compliance with Swimming Pool Legislation and where necessary undertakes enforcement action.
- Provides certification Services for the issue of Certificates of Compliance and Buildings.
- Provides a duty officer service for customer enquiries.

CHILDREN'S SERVICES

- Provision of in-home Family Day Care – care for children 0-12 years of age in the home of registered carers who are monitored through the Family Day Care Scheme.
- Provision of Centre based child care services by fully qualified and experienced child care workers – including Occasional Care, Before and After School Care and Vacation Care.

COMMUNICATIONS UNIT

- Provides the interface between Council and the community by communicating directly with the public and council staff as well as promoting initiatives and activities through publications, events, the website and the media.

COMMUNITY SERVICES

- Facilitation of partnerships with community service providers and other levels of government to establish, maintain and develop appropriate community services that meet the needs of the community.
- Implementation of projects and development programs that maximize local resources, strengthen local ties, develop the non-profit sector and improve community well-being.
- Development and implementation of community engagement strategies that promote full and equal participation of all community members.
- Provision of information, advocacy and advice on a wide range of social issues.
- Provision of Financial Assistance ("Community Grants") Schemes.

COMPLIANCE AND ADMINISTRATION SERVICES

- Ensures that areas that pose a potential risk to human health and safety are properly controlled.
- Ensures that areas of potential or actual nuisance are monitored and if necessary that enforcement action is undertaken.
- Ensures that sewage management facilities are operating in a manner such that they do not have a negative impact on water quality or neighbours.
- Provides facilities for the holding of impounded animals in a safe and humane manner.

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CUSTOMER SERVICES

- An Agent for Centrelink.
- Provides support to all areas of Council through customer interactions.
- Manages the customer service provision for Council including front counter services and online customer service technologies.

CORPORATE STRATEGY

- Develop and implement Council's integrated planning and reporting framework.
- Manage business improvement initiatives and projects.
- Implement organisational change and staff transformation initiatives .

DEVELOPMENT ASSESSMENT

- Ensures that development within the Shire is properly assessed and consistent with legislation and Council's Planning Policies.
- Facilitates public participation in assessment development applications.
- Provides a duty officer service for customer enquiries (including a heritage advisory service)
- Provides a pre-lodgement service for development proposals.
- Provides a Planning Certificate (S.149) Service.

ECONOMIC DEVELOPMENT & TOURISM

- Facilitates both Economic Development and Tourism.
- The five key strategic directions for Economic Development and Tourism are:
 - Planning for the Future
 - Supporting Existing Businesses
 - Marketing Promotion and Branding
 - Investment Attraction
 - Advocacy
- Manages and operates the Visitor Information Centre in Picton.
- Facilitates the Economic Development Advisory Group and Rural Industry Liaison Committee.

EMPLOYEE RELATIONS

- Recruitment and Selection.
- Workforce Planning and Strategy.
- Industrial Relations.
- Work Experience.
- Apprenticeships and Traineeships.
- Salary Administration.
- Work Health and Safety.
- Workers Compensation.
- Public Liability.
- Organisational Learning and Development.

ENVIRONMENTAL SERVICES

- Provides domestic waste removal, recycling and disposal services to the community.
- Operates the landfill and recycling centre at Bargo.
- Provides waste avoidance and minimisation education to the community.
- Provides direction, coordination and leadership on environmental management to the community through resources, projects and planning.
- Supports sustainability initiatives by the community and Council.
- Operates a Community Nursery and Seed Bank, producing native plant material for community and Council projects and to the commercial market.
- Provides weed management services to the Council and community such as advice, fact sheets, education and control programs.

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- Provides Noxious Weed Act enforcement including inspections, programs and compliance.
- Provides technical advice, conducts referrals and recommends conditions relating to vegetation on development applications and Council projects.
- Facilitates and supports Land Care and Bush Care Groups in the Shire.
- Operates a Community Environmental Resource Centre offering meeting and training facilities for the community and other stakeholders in the Shires' environment.
- Provides education material to the community on environmental topics.
- Coordinates Councils response to mining and extraction industry activities.
- Provides technical advice, conducts referrals and recommends conditions relating to the water health on development applications and Council projects.
- Represents the Shire in Regional environmental activities and programs.
- Coordinates bushfire hazard reduction activities.
- Coordinates public and private Tree Management.
- Manages and maintains approximately 500 hectares of publicly owned land, which is used for open space and recreation. Included in this are 13 Playing Fields, 30 Netball Courts & 10 Tennis Facilities.
- Removes illegally dumped material.
- Provides kerbside clean-ups.
- Manages Street Sweeping program.

FINANCIAL SERVICES

- Levying and collection of rates.
- Provision of rating information, including the issuing of s603 certificates.
- Raising debtor invoices and issuing statements.
- Monitoring outstanding accounts and undertaking debt recovery actions.
- Coordinating the development of Council's budget and quarterly reviews.
- Preparation of internal financial management reports.
- Development and revision of Council's Long Term Financial Plan.
- Management of Council's investment portfolio.
- Maintenance of the general ledger.
- Preparation of Daily Bank Reconciliations.
- Preparation of Annual Financial Statements and other statutory financial reports.
- Provision of an Accounts Payable function.
- Monitoring compliance with Council's Purchasing Policy.
- Managing Council's GST and FBT requirements.
- Provision of financial advice to other sections of Council.
- Ensuring appropriate internal financial controls.

GENERAL MANAGEMENT

- Maintains effective, transparent and accountable government at the local level within the requirements of State Legislation.
- Supports the Council by ensuring that the organisation is efficiently and effectively executing Council's Direction and Policies

GOVERNANCE SERVICES

- Ensure the smooth running of Council Meetings and Community Forums.
- Maintenance of Council's Policy and Procedure Registers.
- Oversees Council's Governance compliance.
- Manages and assesses Council property assets to yield an economically viable portfolio.
- Implementation of Council's Internal Audit function.

PROJECTS & EVENTS

- Facilitation of community, civic and corporate events with and for the community and Council's corporate division.

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STRATEGIC PLANNING & GROWTH CENTRES MANAGEMENT

- Manage the funding and delivery of new infrastructure caused by new developments, through Developer Contributions Plans and Voluntary Planning Agreements.
- Develop strategic approaches to the future development of the Shire and contribute to state led planning processes like Distinct Planning and the Greater Macarthur Land Release Investigation.
- Assess proposed amendments to Wollondilly Local Environmental, 2011.
- Develop Policy documents (such as local environmental plans (LEP's), development control plans (DCP's) and other strategy documents) to guide the future development of the Shire.
- Facilitates public participation in the preparation of planning policies, assessment of planning proposals and on broad strategic objectives.
- Advocates and lobbies for positive strategic outcomes for the Shire.

TECHNOLOGY INFORMATION

- Manages the information and communication technology infrastructure of Council.
- Support of Corporate Information Systems of Council.
- Manages networks and telecommunications for Council.
- Manages the Councils information management.
- Delivers and maintains Council's records keeping services.

INFRASTRUCTURE PLANNING

- Manage traffic and parking within the Shire to improve traffic safety, reduce congestion and ensure a sufficient range of parking controls to support business and the community.
- Deliver road safety education programs to improve traffic safety.
- Provide input into the development application and assessment process to ensure well planned and constructed towns, and supervise the construction of new public infrastructure.
- Manage the funding and delivery of new infrastructure caused by new developments, through Developer Contributions Plans and Voluntary Planning Agreements.
- Advocate for increased funding (from a range of sources) to provide a road network that is well managed, well maintained and safe.
- Develop programs of road and storm water related works, including road rehabilitation, footpaths and cycle ways, kerb and gutter, unsealed roads and drainage works, as dictated by community needs, infrastructure condition and anticipated future requirements.
- Develop and manage asset systems to support the organisation in maintaining all infrastructure assets to meet the needs of the community.
- Manage the street lighting network to provide appropriate lighting levels, with the lowest energy cost.
- Manage floodplain risks affecting the safety of the community.
- Lobbying for improvements on the state road, rail and public transport networks.
- Manage the 2 Aquatic Centres and Antill Golf course.
- Manages 186 Buildings of which 15 are available for hire and approximately 20 are stand-alone Public conveniences.
- Manages and supports Section 355 Management Committees who undertake management and maintenance of Council facilities under delegated authority, including management training.

LIBRARY & INFORMATION SERVICES

- Provision of a Library collection and access to other local and remote resources through centre based and mobile outreach library services.
- Facilitation of services and resources that help promote lifelong learning and literacy in the community.
- Provision of free public access to computers and information technology resources.

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- Facilitation of connections between individuals, groups and government.
- Provision of activities and events that facilitate community participation and engagement in literacy and lifelong learning.

WORKS

- Deliver various road and building related programs of works as adopted by Council.
- Maintain the existing road network within the currently available funds.
- Manage infrastructure related customer requests to ensure the rapid resolution of requests.
- Manage the procurement of goods and services to support Council's operations, in accordance with good governance principles.
- Manage Council's plant and fleet vehicles to support the delivery of Council's services
- Responsible for Local Emergency Management and Emergency Services (RFS and SES).
- Construct new parks, playgrounds, sporting and community facilities.
- Maintains 186 Buildings of which 15 are available for hire and approximately 20 are stand-alone Public conveniences.

HOW COUNCIL'S ACTIVITIES AFFECT RESIDENTS

The activities of Council affect residents every day, from servicing issues such as roads and waste, libraries and children's services; to planning and regulation. These activities are typified as "functions" and are *Service functions, Regulatory functions, Ancillary functions, Revenue functions, Governance functions, Enforcement functions and Community Planning and Development functions.*

The Works section of Council is responsible for the construction and maintenance of roads, footpaths and drainage throughout the Shire. The Infrastructure Planning section manages the identification of the current and future needs for improvements for all infrastructure, such as community buildings, open space, roads, drainage and traffic facilities, and also manages traffic, parking and road safety issues, the traffic impacts of community events, and requests for infrastructure improvements.

Council's Environment Section, as well as managing the natural environment of the shire, is responsible for the operation and administration of the Shires Community Buildings and Public Halls, Cemeteries, and other recreation spaces.

The Rural Fire Service in conjunction with Council seeks to protect the lives and property of residents.

Planning legislation and guidelines for development control; what people can build and how they can use their land. Council's building certifiers check buildings for compliance with development consent conditions and the Building Code of Australia. Public health and environmental management ensure safe and sustainable lifestyles for residents while control of animals and noxious plants is also a role of Council. Waste services such as household garbage, recycling, and street cleaning are also provided.

Governance functions do not necessarily affect the public directly but have an indirect impact on the community through provision of Governance services to the organisation.

A range of community services, such as libraries and children's services are administered by Council. A branch library in Picton and a substantial mobile library servicing the rest of the Shire stock a wide variety of materials for residents to use, while the Council's family day care, occasional care, out of school hours care and vacation activity programs provide for the diverse needs of young families.

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A continuing program of community development activities assists community groups and events organised by the Council through the year including Seniors Week, International Day of People with a Disability, NAIDOC Youth Week and Australia Day to name a few.

WOLLONDILLY COMMUNITY STRATEGIC PLAN 2033

Long term community strategic planning for our Community is essential to address future population increases and identify community values and expectations about the way our Shire should respond to change and develop a sustainable future.

The Wollondilly Community Strategic Plan (CSP) 2033 is a core operating document that identifies and expresses the aspirations held by the community of the Wollondilly Shire. The CSP 2033:

- Highlights the way forward for the Wollondilly Shire through five (5) key focus areas of: Community, Economy, Environment, Infrastructure and Governance,
- Has been developed in line with the Integrated Planning and Reporting Framework for NSW Local Government,
- Draws on Council's Previous CSP document, feedback from the community and numerous other strategic planning documents (including State Government Plans),
- Is governed by current State and Federal legislation and regulations, and will be implemented in line with the objects of these Acts,
- Links with the State Plan and Regional Planning documents that direct Community actions for regional and local outcomes,
- Considers issues broader than those normally associated with local government's responsibilities, in ways that foster sustainability and resilience,
- Focuses on building community strengths and sustaining the environment,
- Recognises the ongoing need for efficient delivery of services in partnership with the community, and importantly,
 - Documents the "Local Knowledge" of our community.

Wollondilly CSP 2033 was adopted at the 17 June 2013 Ordinary Council Meeting.

LEGISLATION & REGULATIONS THAT EMPOWER COUNCIL

LOCAL GOVERNMENT ACT 1993 AND REGULATIONS

Local Government in New South Wales is administered through the rules and regulations of the Local Government Act established by the NSW Parliament. Changes to the Act can only be made by the NSW Parliament.

The Act stipulates the powers, authorities, duties and functions of Local Government. The Local Government Act is currently under review, as well as other related Acts such as the Roads Act.

BUILDING CODE OF AUSTRALIA

This document details the construction requirements of buildings throughout Australia.

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ROADS ACT 1993

This Act provides for the opening, closing, management of activities, and the regulation of certain roads and related matters.

ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979 & REGULATIONS

This Act outlines the powers of the NSW Planning and Infrastructure and regulates all development in New South Wales, including the treatment of development applications submitted to approval bodies.

This Act also governs how Local Environmental Plans and Development Control Plans are prepared, made and amended and the types of matters they cover. It further details the rules surrounding development contributions (S. 94) and Voluntary Planning Agreements (VPA's).

The government is currently considering making changes to the legislative provisions incorporated into the Environmental Planning and Assessment Act, 1979 and accompanying Regulations.

PLANNING CONTROLS

The long term strategic directions for the Shire's growth are outlined in Council's Growth Management Strategy (GMS) which was adopted in February 2011 and is currently under review. The GMS is not a legally binding document but rather a broad policy document to assist Council in making decisions about where growth should occur.

Land use in the Shire is controlled by the Wollondilly Local Environmental Plan (LEP) 2011. The LEP sets the framework under which Council's planning objectives are achieved when considering the future development of the Shire. This strategic planning control is supported by Development Control Plans (DCP) which in turn assists Council and its community to understand the overall objectives of planning requirements.

HERITAGE ACT 1977

The Heritage Act is concerned with all aspects of conservation. Its powers range from protection against damage and demolition to restoration and promotion, of buildings, constructions, relics, places or land.

FOOD ACT 2003 & REGULATIONS 2005

This Act relates to the healthy and safe preparation of food for sale, which must meet strict hygiene requirements. High and Medium risk premises require annual inspections. The results of these inspections are reported to the NSW Food Authority. Council's Environmental Health Officer enforces the Act and Regulations.

PUBLIC HEALTH ACT 2012 & REGULATIONS

This Act relates to the maintenance of proper health standards for the public, including issues such as Legionnaires disease and the hygiene of public swimming pools.

Some other legislation and regulations that enable Council to meet its obligations include:

- A New Tax System (Goods and Services Tax) Act 1999 [Commonwealth]
- Annual Holidays Act 1944
- Anti-Discrimination Act 1977
- Building and Construction Industry Long Service Payments Act 1986
- Carers (Recognition) Act 2010
- Charitable Fundraising Act 1991
- Children and Young Persons (Care and Protection) Act 1998.
- Community Welfare Act 1987
- Community Land Development Act 1989
- Companion Animals Act 1998

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Conveyancing Act 1919
Copyright Act 1968 [Commonwealth]
Crimes Act 1900
Crown Lands Act 1989
Environmental Planning and Assessment Act 1979
Essential Services Act 1988
Fair Work Act 2009
Fines Act 1996
Food Act 2003
Fringe Benefits Tax Assessment Act 1986 [Commonwealth]
Government Information (Public Access) Act 2009
Health Records and Information Privacy Act 2002
Independent Commission Against Corruption Act 1988
Interpretation Act 1987
Land Acquisition (Just Terms Compensation) Act 1991
Land & Environment Court Act 1979
Land Tax Management Act 1956
Library Act 1939
Local Planning Amendment (Planning and Reporting) Act 2009
Long Service Leave Act 1955
Motor Accidents Act 1988
Noxious Weeds Act 1993
Ombudsman Act 1974
Privacy & Personal Information Protection Act 1998
Public Interest Disclosures Act 1994
Protection of the Environment Operations Act 1997
Real Property Act 1900
Recreation Vehicles Act 1983
Regional Environmental Plans
Retail Trading Act 2008
Road Transport Act 2013
Roads Act 1993
RTA Technical directions & regulations
Rural Fires Act 1997
State Authorities Superannuation Act 1987
State Emergency Service Act 1989
State Records Act 1998
Strata Schemes (Freehold Development) Act 1973
Strata Schemes (Leasehold Development) Act 1986
Swimming Pools Act 1992
Threatened Species Conservation Act 1995
Trade Practices Act 1975[Commonwealth]
Transport Administration Act 1988
Valuation of Land Act 1916
Waste Avoidance and Resource Recovery Act 2001
Work Health and Safety Act 2011
Workers Compensation Act 1987

HOW YOU CAN BECOME INVOLVED IN COUNCIL'S POLICY DEVELOPMENT AND EXERCISE OF COUNCIL'S FUNCTIONS?

There are two broad ways in which the public may participate in the policy development and indeed the general activities of the Council. These are through representation and personal participation.

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REPRESENTATION

In New South Wales, local government elections are held every four (4) years. The next elections are to be held in September 2016. At this election, voters will elect nine Councillors for a four (4) year term.

All residents of Wollondilly Shire who are on the electoral role are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote, but must register their intention to vote on the non-residential role. Voting is compulsory.

Members of the community are able to raise issues with and make representations to the elected Councillors. The Councillors, if they agree with the issue or representation, may pursue the matter on behalf of the community member thus allowing members of the public to influence the development of policy.

PERSONAL PARTICIPATION

Other avenues for community involvement in policy development and the functions of Council are through attendance at meetings of Council Committees which comprise or include members of the public, Community Forums, Public Exhibitions, calls for Submissions Information Kiosks and via social media. Council is also proposing to establish an online resident panel to complement existing committees and advisory groups.

COMMITTEES OF COUNCIL

Audit Committee
Local Traffic Committee
Picton Flood Plain Risk Management Committee

EXTERNAL COMMITTEES / ADVISORY GROUPS

AGL Community Consultative Committee
Association of Mining Related Councils Combined Councils Southern Mining Liaison Committee
Boral Cement / Maldon Plant Community Liaison Committee
Campbelltown Arts Centre Cultural Precinct Advisory Group
Country Public Libraries Association (South Eastern Zone)
Georges River Combined Council Committee Inc.
Greater Sydney Local Land Services Local Government Advisory Group
Hawkesbury Nepean Local Government Advisory Group
Illawarra Coal Community Consultative Committee
Joint Regional Planning Panel
Lachlan Regional Transport Committee
Local Emergency Management Committee
Macarthur Regional Organisation of Councils (MACROC)
Maldon Dombarton Rail Link Feasibility Study – Project Reference Group
MG My Gateway
Queen Victoria Support Group
South East Australian Transport Strategy Inc. (SEATS)
Southern Tablelands Regional Arts Advisory Group
South West Regional Weeds Committee
South West Sydney Academy of Sport Advisory Group
Sydney Catchment Authority Local Government Reference Panel
Sydney Peri-Urban Network
Tahmoor Colliery Community Consultative Committee
Wollondilly District Liaison Committee
Wollondilly/Wingecarribee – Bush Fire Management Committee
Yerranderie Management Committee

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ADVISORY COMMITTEES

Australia Day Committee
Community Leisure Centre Users Advisory Group
Companion Animals Reference Committee
Disability Access Advisory Committee
Economic Development Advisory Group
Environment and Heritage Committee
Mineral and Energy Resources Committee
Road Safety Group
Rural Industry Liaison Committee
Transport Advisory Committee
Youth Advisory Committee

355 MANAGEMENT COMMITTEES

Council delegates the authority for the care, control and management of six public facilities to committees comprising of members of the community.

At present those management committees are:

Bargo Sportsground and Community Centre
Douglas Park Sportsground and Community Centre
Tahmoor Sportsground
Thirlmere Sportsground
Victoria Park Sportsground
Wilton Sportsground and Community Centre

These committees meet regularly to effectively manage these facilities at a local level. Please refer to Councils website for contact details for these committees or contact Council on 4677 1100.

COMMUNITY FORUMS

Community Forums are held on the second Monday evening of each month at 6.30pm. Community Forums provide an opportunity for people to discuss and present a variety of matters relevant to their community on an informal face to face basis. Community Forums are to assist Council to become more effective, efficient and equitable by encouraging better citizen involvement and an understanding of Council's activities and our community's needs. The main difference between Council meetings and Community Forums is that people speak to a suggested matter not a motion. In this way, people are not automatically divided into supporting or opposing a given statement. Community Forums are not run according to formal meeting procedures with motions introduced then speakers taking the floor to talk for or against the motion.

There are no resolutions, recommendations or motions passed in Community Forums. These meetings are held in the Customer Service Foyer at Menangle Street, Picton and the public are encouraged to attend.

COUNCIL MEETINGS

Council meetings are held on the third Monday evening of each month at 6.30pm. It is at these meetings that major decisions affecting Council's functions, policies and budget are made. These meetings are held in Council's Chambers at Menangle Street, Picton and the public are welcome to attend.

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PUBLIC EXHIBITIONS & CALLS FOR SUBMISSIONS

The Council regularly deals with matters that benefit from community input. Community input is sought to meet statutory requirements (e.g. development proposals) and the belief that consultation is appropriate. These exhibitions are generally held at the Council office in Picton and at both the branch and mobile libraries. Occasionally special exhibitions are held at other locations. Exhibitions are advertised in the press. Submissions received from interested parties are considered by Council as part of its decision making process.

SPECIAL COMMUNITY FORUMS / INFORMATION FORUMS / KIOSKS

From time to time Council may hold Special Community Forums or conduct information Forums and Kiosks in locations throughout the Shire to enable residents to meet with Councillors and senior staff in an informal manner. Some of these forums are specific to a particular issue and others are general in nature. These forums are publicised widely and may include notices being letterbox drops in the town where the forum will be held.

ANNUAL REPORTS

In accordance with the Local Government Act, the Council publishes its Annual Report each year. Due to the legislative requirements it is a lengthy document that is impractical to provide to every household. A copy of the Annual Report is published on Council's website.

THE "BUSH TELEGRAPH"

The "Bush Telegraph" is a weekly page within the Wollondilly Advertiser newspaper and is distributed throughout the Shire. It contains news about Council's activities.

GOVERNMENT INFORMATION HELD BY COUNCIL

In keeping with the intent of the GIPA Act to maintain and advance a system of responsible and representative democratic Government that is open, accountable, fair and effective, Council is committed to the proactive release of government information it holds, to the public.

Council holds a wide range of government information in both hard copy and electronic format in respect of functions undertaken by Council.

This information is categorised as:

- **Electronic Documents**
- **Physical Documents**
- **Policy Documents**
- **General Documents**

This information will primarily be available on Council's website where possible, however, information may be made available either by informal release or via an access application, (unless there is an overriding public interest against disclosure of the information in accordance with the provisions of GIPA Act) if not.

A page has been created on Council's website to assist with navigation to these documents. You can access this page by clicking on the following link [Access to Information](#)

The following documents are defined as open access information by Section 18 of GIPAA and will be released without the need for a formal application under this Act:

- the agency's information guide;

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- information about the agency contained in any document tabled in Parliament by or on behalf of the agency, other than any document tabled by order of either House of Parliament,
- the agency's policy documents;
- the agency's disclosure log of access applications;
- the agency's register of government contracts;
- the agency's record of the open access information (if any) that it does not make publicly available on the basis of an overriding public interest against disclosure; and
- such other government information as may be prescribed by the regulations as open access information.

ELECTRONIC AND PHYSICAL DOCUMENTS

Prior to 2005 Council files were kept in "hard copy" filing compactus systems. Following the implementation of Council's Electronic Document/Record Management System (EDRMS) Council files have been maintained in electronic format, with the exception of development/building/construction applications which are maintained in both hard copy and electronic format.

POLICY DOCUMENTS

Council's policy documents are maintained in a register. Copies of Council policies are available on the website.

GENERAL DOCUMENTS

The Government Information (Public Access) Regulation 2009 divides the following additional open access general documents into 4 sections. These sections are:

1. Information about Council
2. Plans and Policies
3. Information about Development Applications
4. Approvals, Orders and other Documents

The GIPA Regulation 2009 requires that these documents held by Council, are to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents on Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website) and at the offices of the Council during ordinary office hours or at any other place as determined by the Council. Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges.

In respect of some information, there may be an overriding public interest against publishing it on the website. Where this is the case, the information will be available for inspection at Council offices only.

Council is obligated by the State Records Act 1998 (NSW) legislation to keep different types of records for defined periods before a record may be destroyed.

In some instances "Hard Copy", Physical or Electronic records will be unavailable owing to Council not having the information.

Under the Copyright Act 1968 Council reserves its right to not release records subject to the GIPA Act (2009) without the express or implied consent of the copyright owner. These documents may be "viewed" at Council's Administration Building 62-64 Menangle Street, Picton during business hours.

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DOCUMENTS AVAILABLE FOR INSPECTION AS REQUIRED BY LEGISLATION:

1. INFORMATION ABOUT COUNCIL

- The model code prescribed under section 440 (1) of the LGA
- Council's adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- EEO Management Plan
- Policy concerning the Payment of Expenses incurred by, and the Provision of Facilities to, Councillors
- Annual Reports of Bodies Exercising Functions Delegated by Council
- any Codes referred to in the LGA
- Returns of the Interests of Councillors, Designated Persons and Delegates
- Agendas and Business Papers for any meeting of Council or any Committee of the Council
- Minutes for meetings of Council or any Committee meeting of Council
- Departmental Representative Reports presented at a meeting of Council
- Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti removal work
- Register of current Declarations of Disclosures of Political Donations
- Register of Voting on Planning Matters
- Agency Information Guide

2. PLANS AND POLICIES

- Long Term Financial Plan
- Work Force Management Plan
- Asset Management Strategy and associated Asset Management Plans
- Operational Plan (Annual)
- Delivery Program (4 Years)
- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contributions Plans

3. INFORMATION ABOUT DEVELOPMENT APPLICATIONS

Development applications and any associated documents received in relation to a proposed development including the following:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustics Consultant Reports
- Land contamination consultant reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing general nature of documents that Council decides to exclude from public view including residential floor plans and commercially sensitive information

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4. APPROVALS, ORDERS AND OTHER DOCUMENTS

- Applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application
- Applications for approvals under any other Act and any associated documents received in relation to such an application
- Records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA and any reasons given under section 136 of the LGA
- Orders given under the Authority of any other Act
- Records of building certificates under the *Environmental Planning and Assessment Act 1979*
- Plans of land proposed to be compulsorily acquired by the Council
- Compulsory Acquisition Notices
- Leases and licenses for use of public land classified as community land

DOCUMENTS AVAILABLE FOR PURCHASE

- Annual tender documents
- Engineering design manual
- Engineering construction specifications
- Assorted maps
- Copies of Rate Notices
- Assorted certificates
- Assorted planning documents and local Environmental Plans, such as:
 - (i) Wollondilly Local Environmental Plan 2011
 - (ii) Various Development Control Plans relating to different areas and/or different issues
 - (iii) Wollondilly Development Contributions Plan 2005
 - (iv) Various Strategies and Studies such as the Economic Development Strategy

PRIVACY PROTECTION

In order to ensure compliance with the *Privacy and Personal Information Protection Act 1998* (PPIPA) the General Manager has appointed a Privacy Contact Officer. The Privacy Contact Officer advises council staff on the management of the collection of personal information; including rates notices; application forms; reviewing contracts and agreements with consultants and other contractors and other written requests. The Privacy Contact Officer also carries out investigation of reports of breaches of privacy.

The Privacy Contact Officer has assigned delegated Privacy Resource Officers in key areas of Council including:

- 1) Governance;
- 2) Customer Services;
- 3) Employee Relations;
- 4) Financial Services;
- 5) Children's Services;
- 6) Development and Strategic Services,
- 7) Works, and
- 8) Communications.

The Privacy Resource Officers will liaise with the Privacy Contact Officer on all matters affecting the protection of privacy within their business units

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APPLICATIONS FOR AMENDMENT OF RECORDS

An application for amendment to personal information held by Council must be made in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIPA) and Information Protection Principal 8 of Council's Privacy Management Plan.

A request for amendment to personal information Council holds must be made by way of statutory declaration and be accompanied by appropriate evidence as to the cogency of the making of the amendment.

Council's Privacy Contact officer will be able to assist with enquiries.

RIGHT TO INFORMATION OFFICER

Council's Governance Manager is its Public Officer. The Public Officer has also been appointed as the Right to Information Officer. The Right to Information Officer is responsible for compliance with the GIPA Act. The Right to Information Officer is:

Manager Governance
Wollondilly Shire Council
62 – 64 Menangle Street
PICTON NSW 2571
Ph: 4677 9561

ACCESS TO INFORMATION OFFICERS

Council's Right to Information Officer has appointed two (2) Access to Information Officers who are responsible for the determination of Formal Access Applications and the conduct of internal reviews.

Principal Governance Officer
62 – 64 Menangle Street,
PICTON NSW 2571

Administration Team Leader
62 – 64 Menangle Street
PICTON NSW 2571

Council's Right to Information Officer has also appointed a Senior Administration Officer who is responsible for the determination of Formal Access Applications.

Council has employed a GIPAA Admin Officer who processes the majority of Informal GIPAA requests for information and assists other staff to respond to Informal GIPAA requests.

INFORMATION AND PRIVACY COMMISSION

For further information regarding the functions of the Information and Privacy Commission and your rights to access government information visit the IPC website at www.ipc.nsw.gov.au or call 1800 472 679 between 9am and 5pm Monday to Friday (excluding public holidays). They may also be contacted by post at GPO Box 7011, Sydney NSW 2001 or in person at Level 17, 201 Elizabeth Street, Sydney 2000.

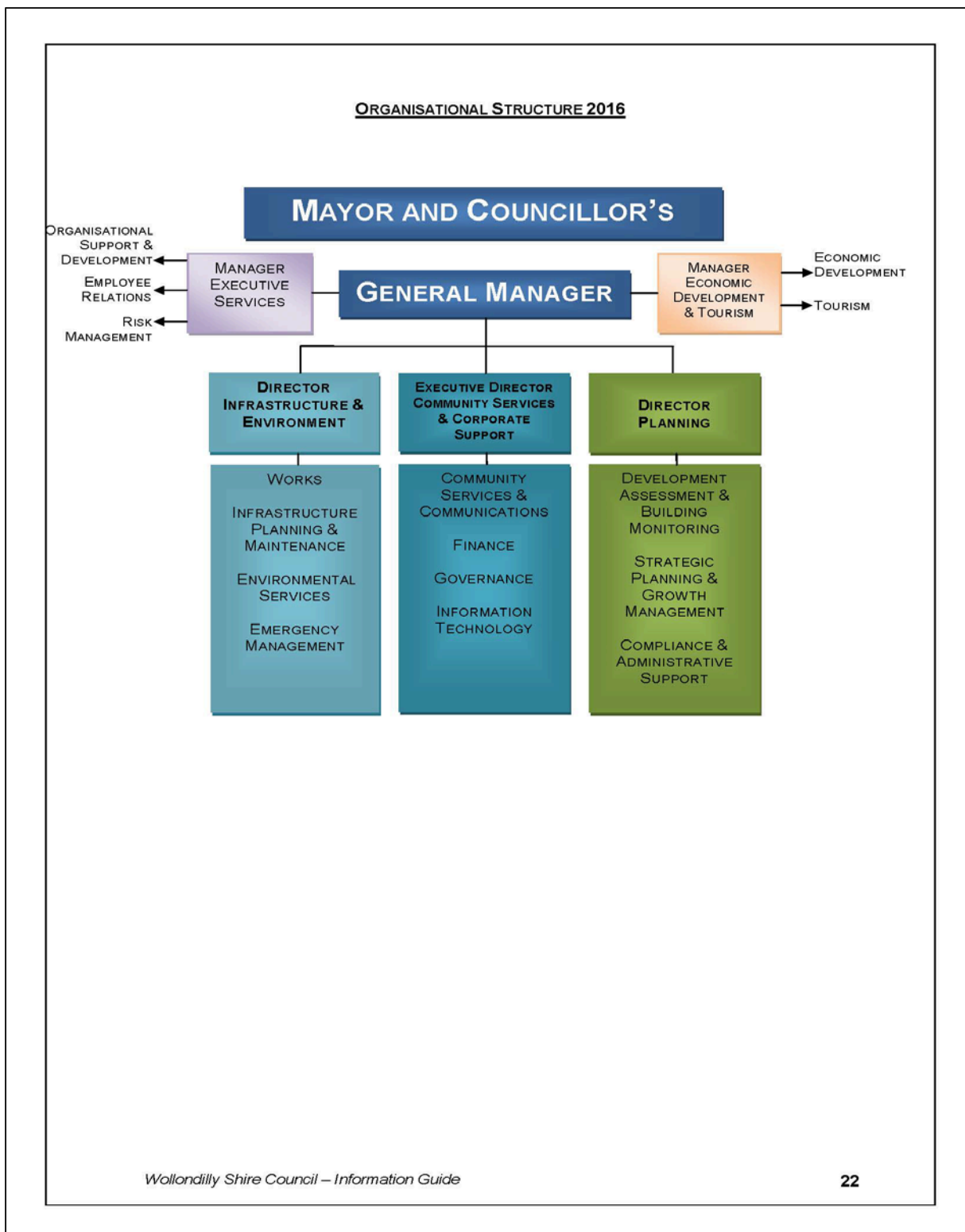
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Governance