



# INFORMATION GUIDE 2021

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WHO WE ARE AND WHAT WE DO



**“TO MAKE WOLLONDILLY AN EVEN BETTER PLACE, TOGETHER”**



# Acknowledgement\*

Wollondilly Shire Council acknowledges the traditional custodians of the land in Wollondilly, the Dharawal and Gundungurra peoples.

We acknowledge the living culture and spiritual connections to the land for the Dharawal and Gundungurra people and that Wollondilly is remarkably placed as the intersection of these two tribal lands.

We recognise the traditional Custodians have occupied and cared for this Country over countless generations and celebrate their continuing contribution to the Shire.

We also acknowledge and remember the Dharawal and Gundungurra peoples who were killed in the Appin Massacre on 17 April 1816.

*\*We acknowledge our collaboration with the Tharawal Local Aboriginal Land 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 up to date changes to Council's operations.*

# INTRODUCTION

FROM THE

## Chief Executive Officer

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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:

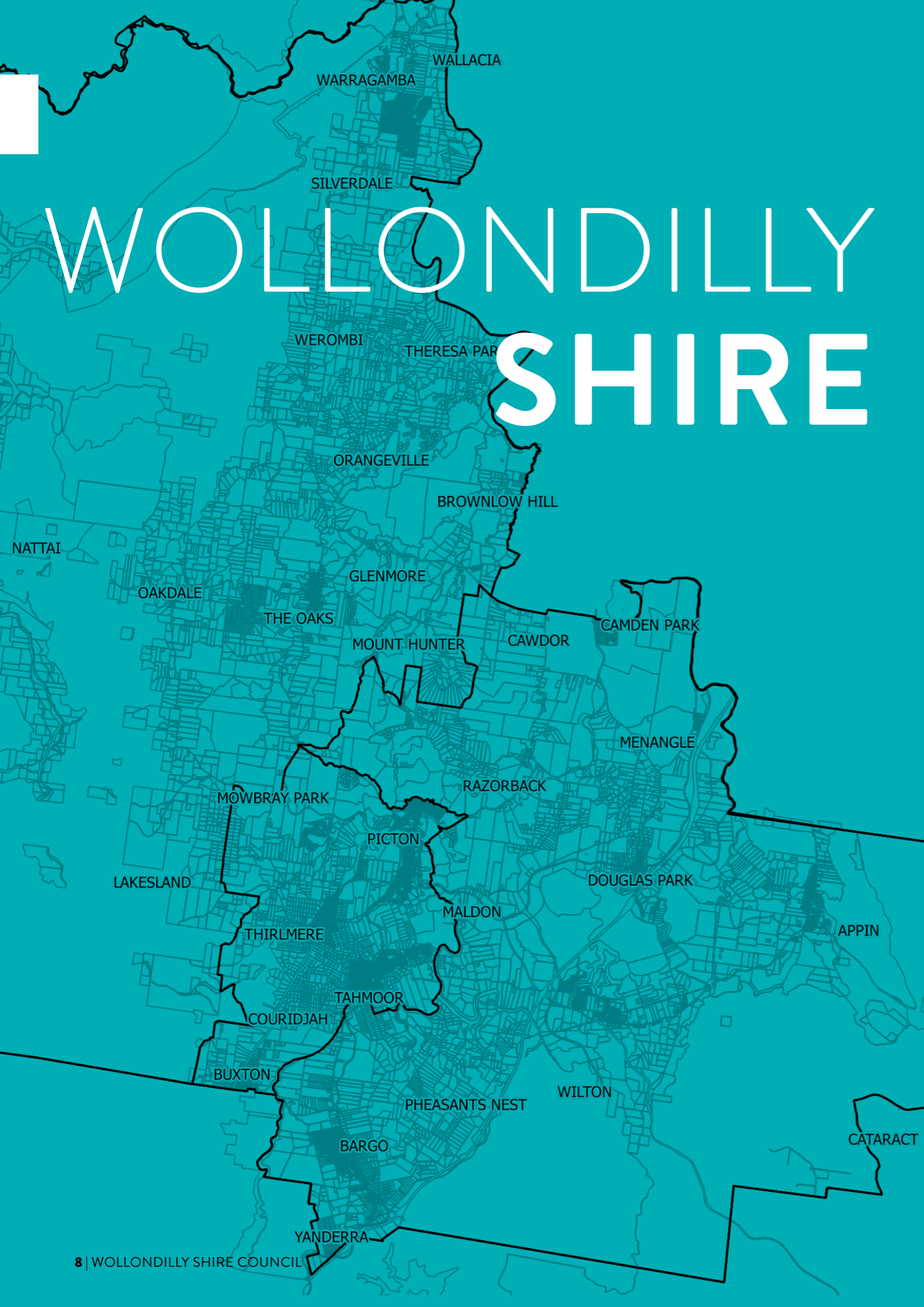
- The organisational structure and functions of the Council;
- Ways in which the community can participate in Council's decision-making processes;
- Types of documents and information Council holds;
- How the public can access Council documents and information.

**Ben Taylor**  
Chief Executive Officer

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# WOLLONDILLY SHIRE



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

## Current Wards

Wollondilly Shire Council is currently divided into three wards. There are currently 8 Councillors and The Mayor who is elected by the Councillors every 2 years. At the next Local Government election in September Council will move to 2 wards, with a popularly elected Mayor. The new wards can be seen on the next page

N

### NORTH

Wallacia | Warragamba | Silverdale | Werombi | Theresa Park  
Orangeville | Brownlow Hill | Glenmore | Mount Hunter  
The Oaks | Belimbla Park | Oakdale | Nattai | Mowbray Park  
Lakesland | Yerranderie

C

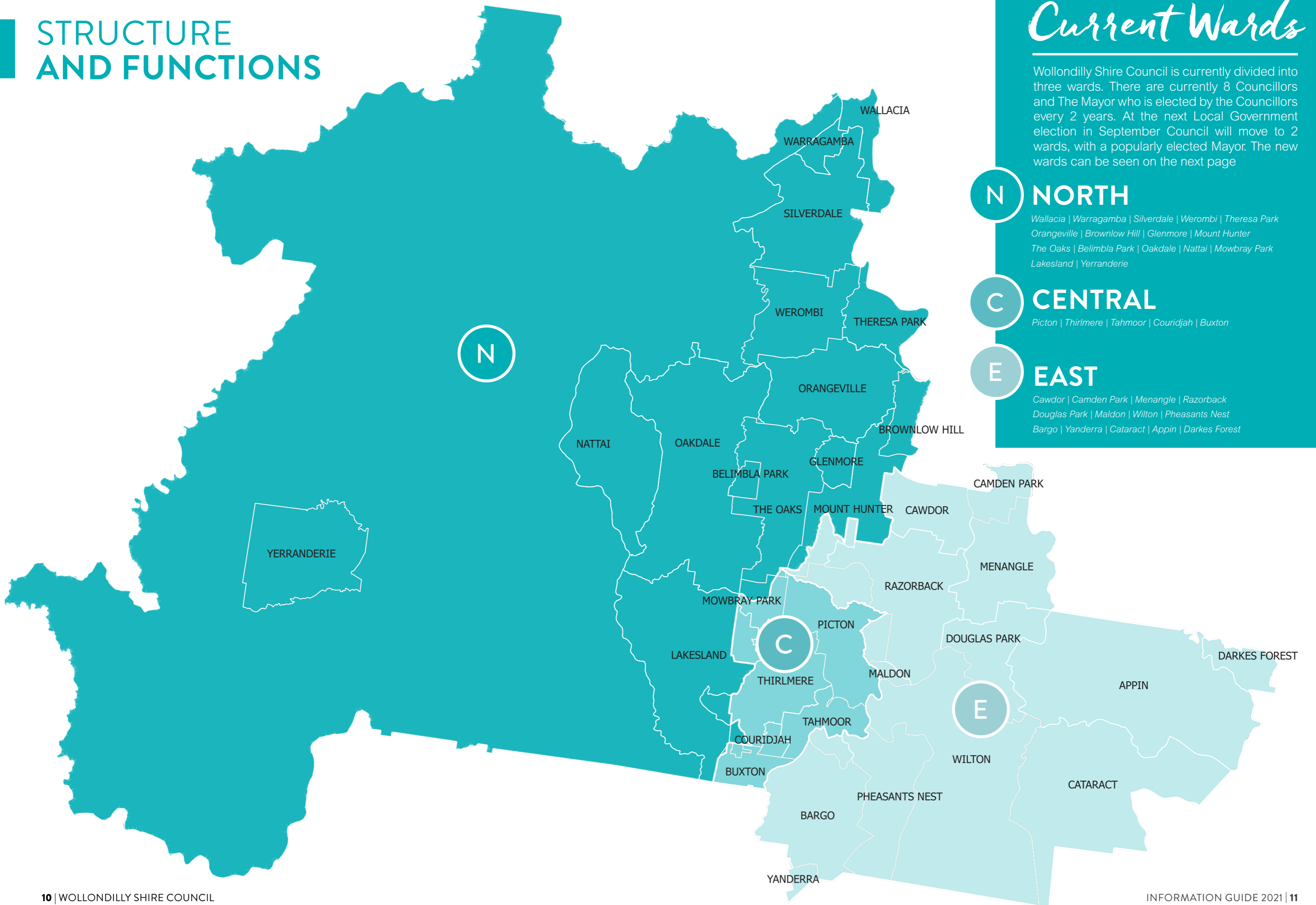
### CENTRAL

Picton | Thirlmere | Tahmoor | Couridjah | Buxton

E

### EAST

Cawdor | Camden Park | Menangle | Razorback  
Douglas Park | Maldon | Wilton | Pheasants Nest  
Bargo | Yanderra | Cataract | Appin | Darkes Forest



# STRUCTURE AND FUNCTIONS

## Future Wards

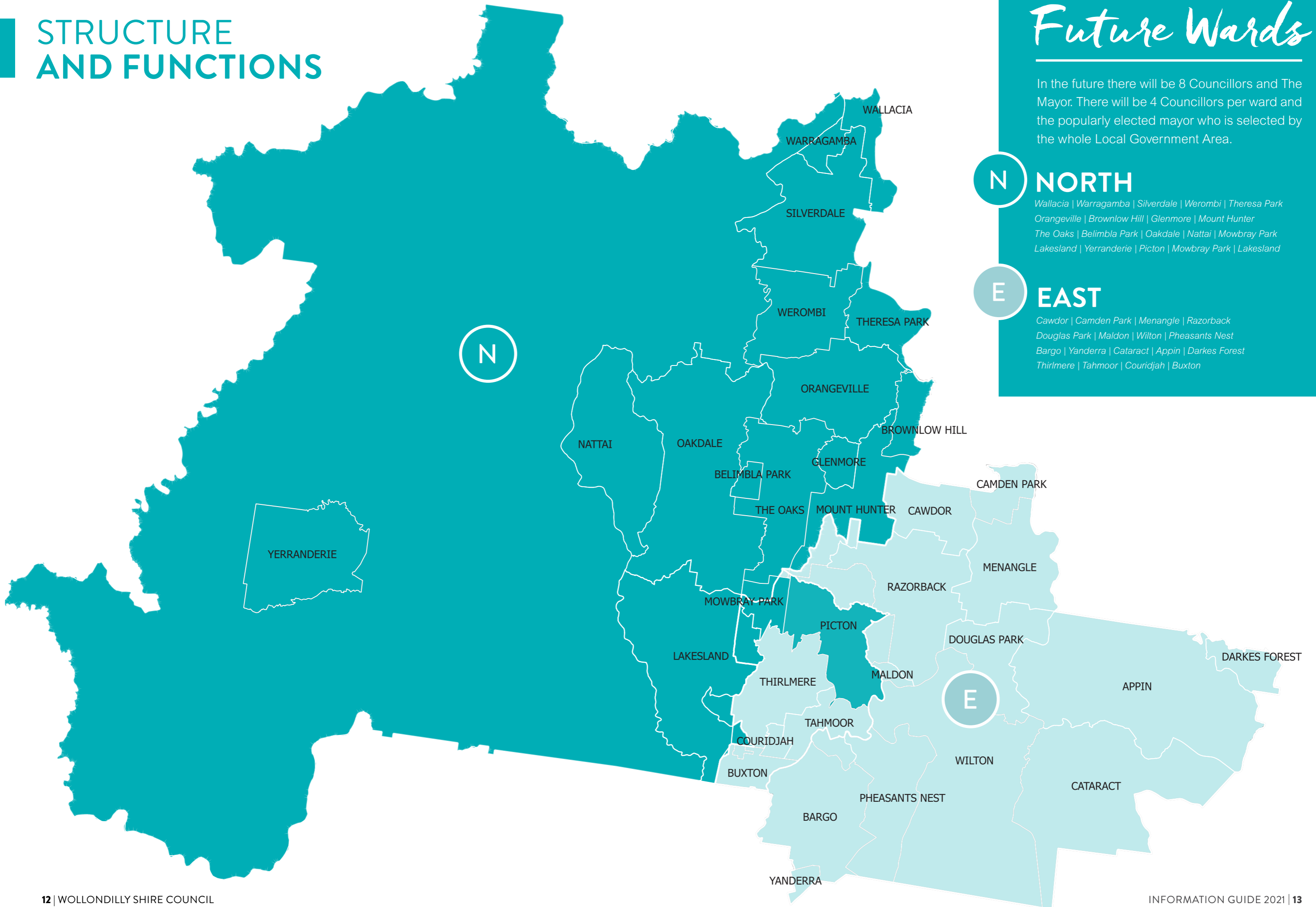
In the future there will be 8 Councillors and The Mayor. There will be 4 Councillors per ward and the popularly elected mayor who is selected by the whole Local Government Area.

### N NORTH

Wallacia | Warragamba | Silverdale | Werombi | Theresa Park  
Orangeville | Brownlow Hill | Glenmore | Mount Hunter  
The Oaks | Belimbla Park | Oakdale | Nattai | Mowbray Park  
Lakesland | Yerranderie | Picton | Mowbray Park | Lakesland

### E EAST

Cawdor | Camden Park | Menangle | Razorback  
Douglas Park | Maldon | Wilton | Pheasants Nest  
Bargo | Yanderra | Cataract | Appin | Darkes Forest  
Thirlmere | Tahmoor | Couridjah | Buxton



# STRUCTURE AND FUNCTIONS

The Local Government election was scheduled for September 2020 but will now be held on 4th September 2021. The role of Councillors, as members of the governing body include the following:

- to direct and control the affairs of the council in accordance with the Local Government Act,
- to provide effective civic leadership to the local community,
- to ensure as far as possible the financial sustainability of the council,
- to ensure as far as possible that the council acts in accordance with the principles set out in Chapter 3 (LGA) and the plans, programs, strategies and policies of the council,
- to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council,
- to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the strategic plans (including the community strategic plan) of the council and for the benefit of the local area,
- to keep under review the performance of the council, including service delivery,
- to make decisions necessary for the proper exercise of the council's regulatory functions,
- to determine the process for appointment of the Chief Executive Officer by the Council and to monitor the Chief Executive Officer's performance,
- to determine senior staff positions within the organisation structure of the council,
- to consult regularly with community organisation and other key stakeholders and keep them informed of the council's decisions and activities,
- To be responsible for ensuring that the council acts honestly, efficiently and appropriately.

The governing body is to consult with the Chief Executive Officer in directing and controlling the affairs of the Council.

## THE ROLE OF A COUNCILLOR IS AS FOLLOWS:

- to be an active and contributing member of the governing body,
- to make considered and well informed decisions as a member of the governing body,
- to participate in the development of the integrated planning and reporting framework,
- to represent the collective interests of residents, ratepayers and the local community,
- to facilitate communication between the local community and the governing body,
- to uphold and represent accurately the policies and decisions of the governing body,

- To make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.

A Councillor is accountable to the local community for the performance of the council.

## THE ROLE OF THE MAYOR IS AS FOLLOWS:

- to be the leader of the council and a leader in the local community,
- to advance community cohesion and promote civic awareness,
- to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,
- to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,
- to preside at meetings of the council,
- to ensure that meetings of the council are conducted efficiently, effectively and in accordance with the Local Government Act,
- to ensure the timely development and adoption of the strategic plans, programs and policies of the council,
- to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,
- to promote partnerships between the council and key stakeholders
- to advise, consult with and provide strategic direction to the Chief Executive Officer in relation to the implementation of the strategic plans and policies of the council,
- in conjunction with the Chief Executive Officer, to ensure adequate opportunities and mechanisms for engagement between the council and the local community
- to carry out the civic and ceremonial functions of the Mayoral office
- to represent the council on regional organisation and at inter-governmental forums at regional, State and Commonwealth level,
- in consultation with the Councillors, to lead performance appraisals of the Chief Executive Officer,
- To exercise any other functions of the council that the council determines. The Principal Officer of the Council is the Chief Executive Officer. The Chief Executive Officer is responsible for the efficient operation of the Council's organisation and for ensuring the implementation of Council decisions. The Chief Executive Officer 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 Workforce Management Strategy.

To assist the Chief Executive Officer in the exercise of these functions, there are three (3) Directors and one (1) Assistant Director.



# ORGANISATIONAL VISION & CORPORATE VALUES

THE VISION FOR OUR ORGANISATION IS:

**TO MAKE  
WOLLONDILLY  
AN EVEN  
BETTER PLACE,**

*together*

The vision has been set to overcome identified organisational challenges and to create a workforce that delivers the best services for our community. We want to be an organisation that provides a resilient, safe and supported workplace. We want to provide respectful, efficient services for our customers now and for future generations.

Achieving this vision is fundamentally important to our workforce and where we want to be as an organisation.

This vision works in unison with our newly refreshed corporate values. These corporate values underpin how we make decisions and how we will behave when overcoming with the challenges ahead.

This vision works in unison with our newly refreshed corporate values. These corporate values underpin how we make decisions and how we will behave when overcoming with the challenges ahead.

OUR CORPORATE VALUES ARE:



**I**ntegrity

We act with honesty, always doing the right thing

**C**ollaboration

We openly share and partner with others to deliver results

**A**ccountability

We own our work and take responsibility for our actions and results

**R**espect

We show mutual consideration for others and acknowledge our differences

**E**mbrace Innovation

We encourage new ideas, welcome change and continuously improve

## CUSTOMER SERVICE STANDARDS

Wollondilly Shire Council values its customers. Council's primary function is to serve the community and we have developed a set of minimum requirements to meet the service needs of our customers. Council's Customer Service Charter is available on Council's [website](#).

Council always welcomes feedback from our customers and suggestions on how we can improve our service standards. Feedback can be made by contacting Council.

# Organisational STRUCTURE

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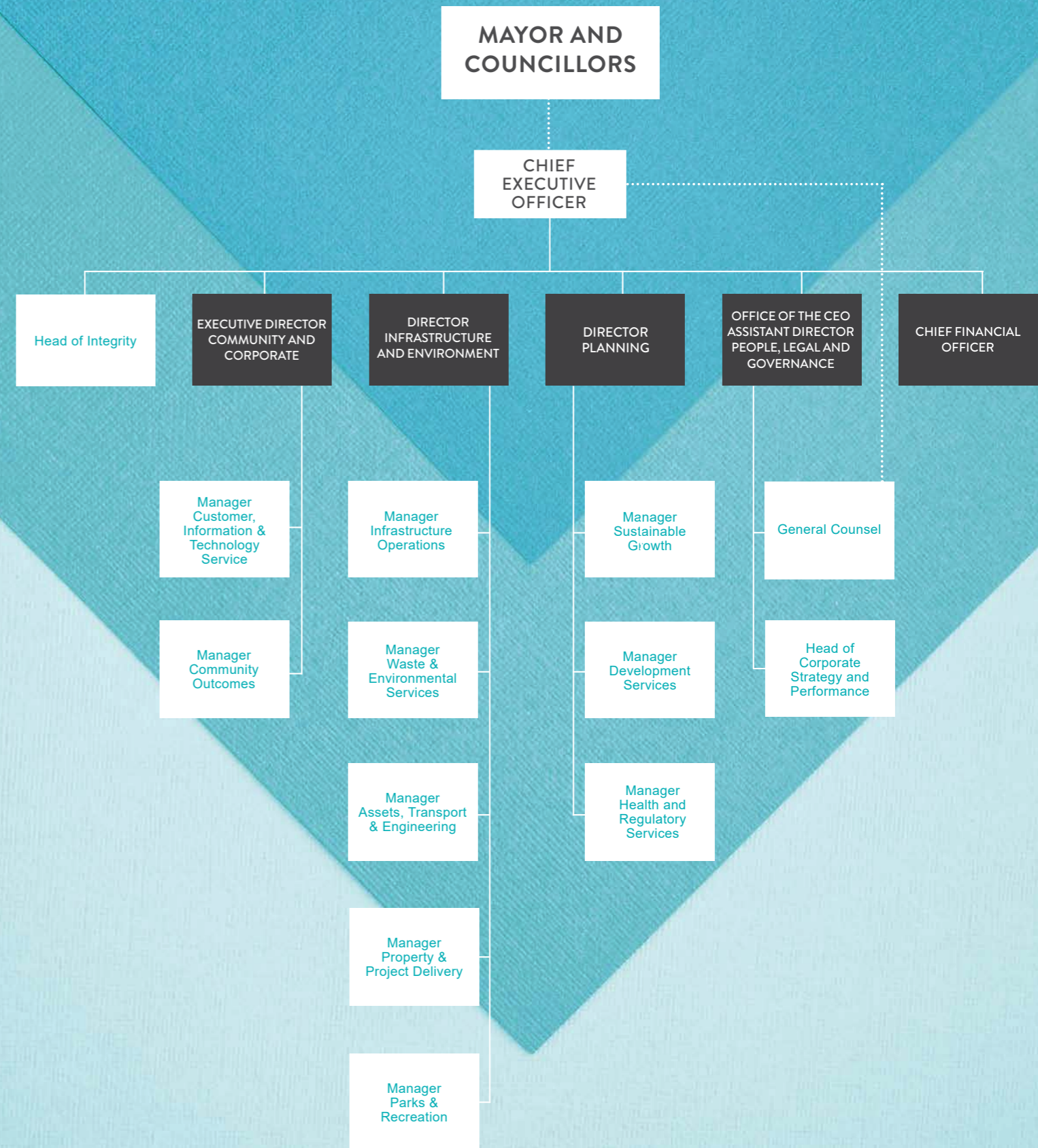
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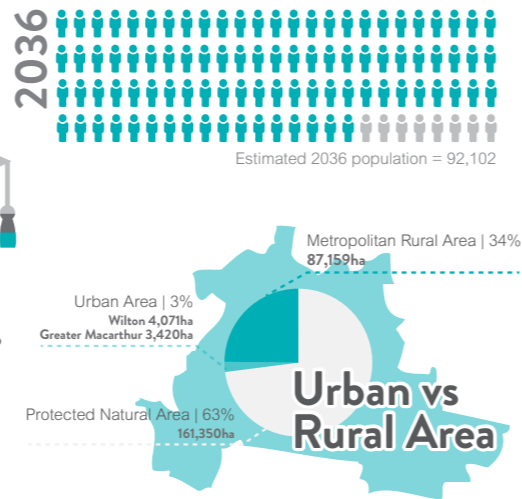
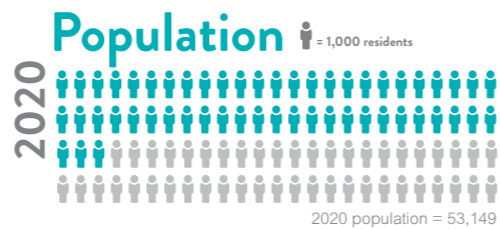
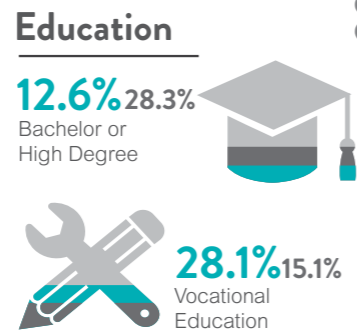
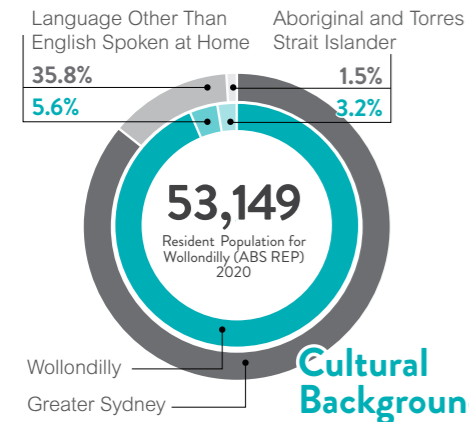
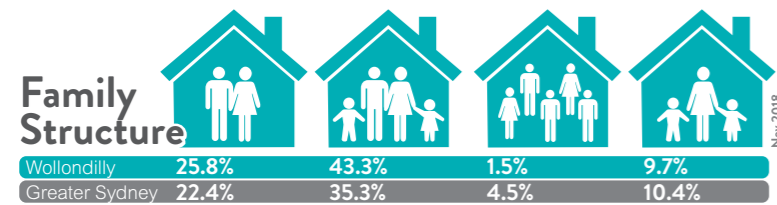
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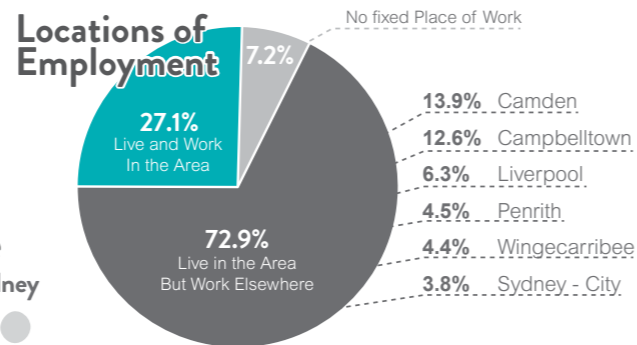
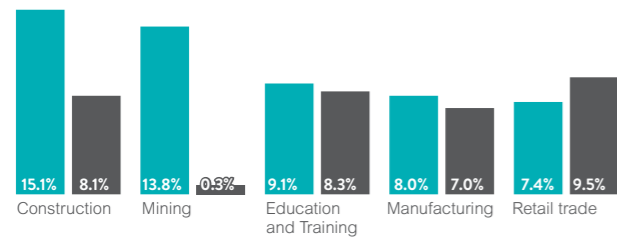
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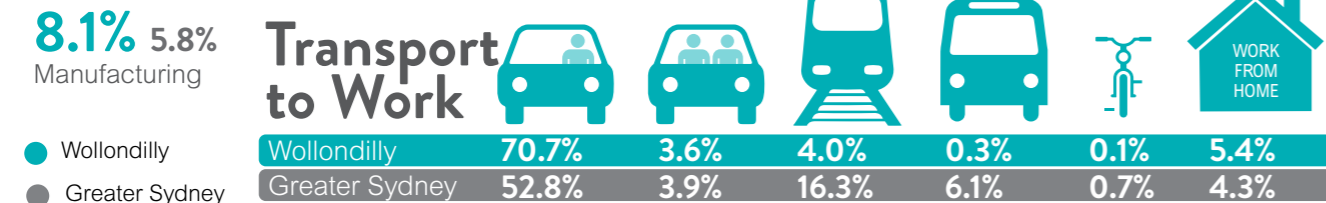
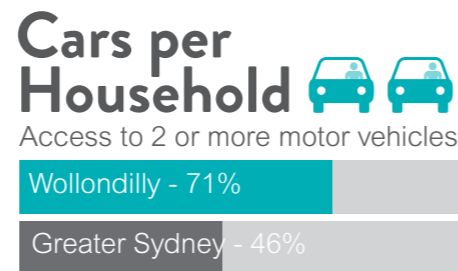
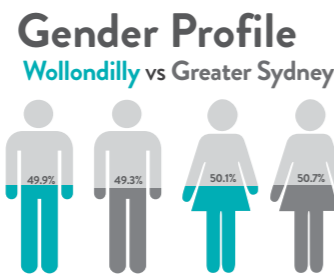
# WHO WE ARE - Our Shire



## Top 5 Industries in the Shire

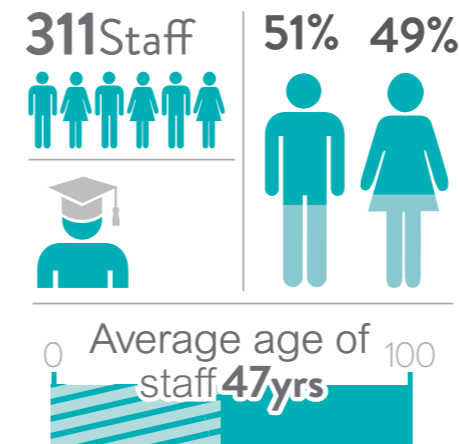


## Top 5 Industries We Work in

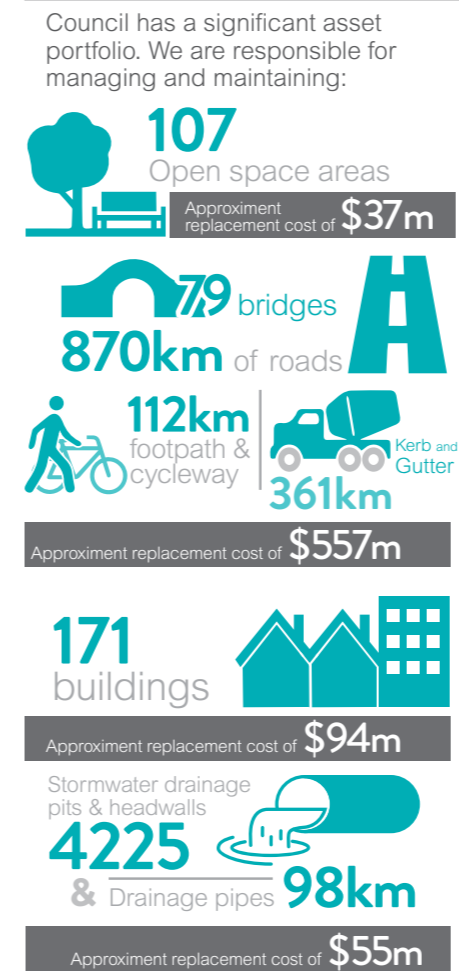


# OUR COMMUNITY profile

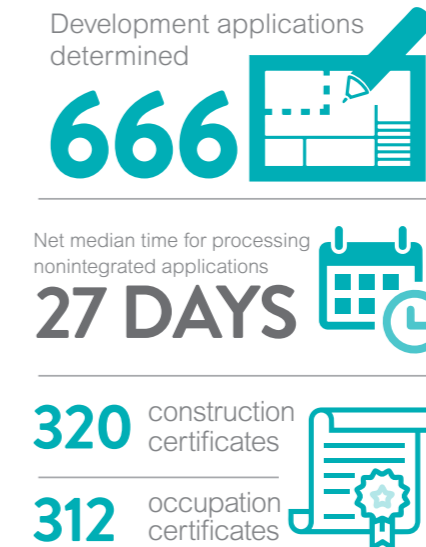
## Staff



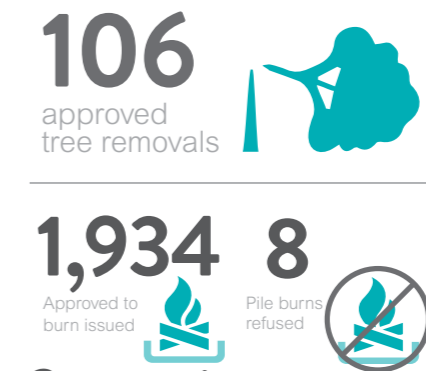
## Asset Management



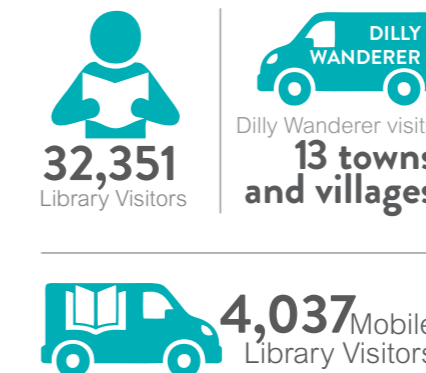
## Developments



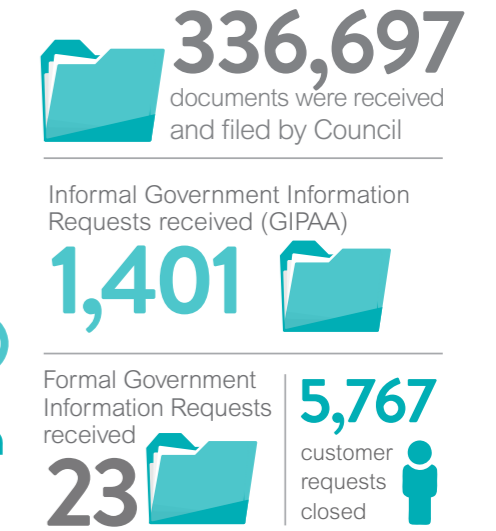
## Environment



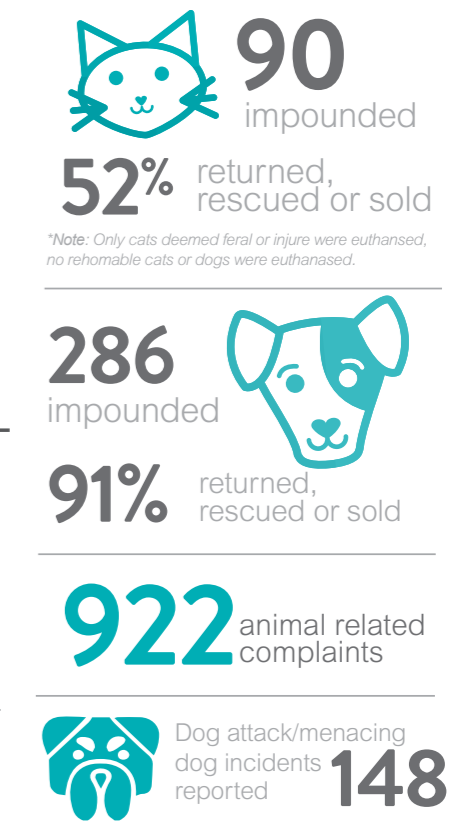
## Community



## Admin and correspondence



## Animals



# WOLLONDILLY SHIRE COUNCIL'S FUNCTIONS

## BUILDING APPROVAL AND CERTIFICATION SERVICES

- Provides certification services for all types of new building work. This includes both approved works under Construction Certificates and CDC approved building works that require periodic inspections during construction. Council performs this role as the Principal Certifier
- Assesses development applications for proposed development within the Shire, inclusive of assessing compliance with both Council's LEP & DCP.
- Analyse development proposals for compliance with other statutory bodies requirements such as bushfire safeguard compliance or need for upgrading, Subsidence Advisory requirements etc
- Assessment of applications for a Building Information Certificate for existing buildings on properties
- Approval of Plumbing and drainage applications as well as periodic inspections during construction
- Assess existing buildings to ensure there is fire safety compliance, the need for any upgrading works as well as proper maintenance of installed fire systems
- Duty officer service for customer enquiries relating to proposed development and building related matters

## CHILDREN'S SERVICES

- Provision of in-home care - Family Day Care – for children 0-13years of age in the home of registered Educators who are monitored through the Wollondilly Family Day Care Service.
- Provision of Centre based child care services by qualified and experienced child care educators – including Before and After School Care and School Holiday Care.

## COMMUNICATION AND ENGAGEMENT

- Acts as the key interface between Council and the community by communicating and engaging directly with the public, promoting initiatives and activities through a range of methods and providing opportunities for the community to participate in the decision making process.
- Development and implementation of communication and engagement strategies that promote full and equal participation for all community members.

## COMMUNITY PROJECTS AND EVENTS

- 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.
- Provision of information, advocacy and advice on a wide range of social issues.
- Provision of Financial Assistance ("Community Grants") Schemes.
- Providing and supporting a range of community events
- Access & Inclusion
- Community & Recovery resilience building

## HEALTH AND REGULATORY SERVICE

- Ensures that areas that pose a potential risk to human health and safety are properly controlled e.g. skin penetration, Food shops and other public health premises
- Ensures that areas of potential or actual nuisance are monitored and if necessary that enforcement action is undertaken e.g. noise, odour or contamination complaints.
- 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.
- Investigates complaints regarding illegal use development and non-compliance with conditions of consent.
- Manage applications for Pile Burn application
- Provides an opportunity for customers to re-home suitable dogs and cats
- Investigates complaints regarding dangerous & menacing dogs and undertake appropriate regulatory action
- Works as part of the Illawarra, Shoalhaven Joint organisation (ISJO) to reduce illegal dumping with the assistance of a dedicated RID Officer
- Conducts routine inspection of school parking, free parking and time parking zones and takes appropriate regulatory action.
- Process abandoned vehicles.
- Carries out an Swimming Pool Audit program and educates the community in regards to pool safety, monitors compliance with Swimming Pool Legislation and where necessary undertakes enforcement action

## 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.
- Customer Experience & Customer Portal



# WOLLONDILLY SHIRE COUNCIL'S FUNCTIONS

## 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 SERVICES

- Ensures that development within the Shire is properly assessed and consistent with legislation and Council's Planning Policies.
- Facilitates public participation in DA's and related applications.
- Provides a building certification and inspection services.
- Provides a duty officer service for customer enquiries
- Provides a pre-lodgement service for development proposals.
- Provides a Planning Certificate (s.10.7) Service.

## EMPLOYEE RELATIONS

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

## WASTE AND 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.
- Provides Biosecurity Act 2015 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 the water health on development applications and Council projects.
- Represents the Shire in Regional environmental activities and programs.
- Coordinates bushfire hazard reduction activities.
- Removes illegally dumped material.
- Provides kerbside clean-ups.
- Manages Street Sweeping program.



# WOLLONDILLY SHIRE COUNCIL'S FUNCTIONS

## FINANCE

- 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 Protocol and Procedures.
- Managing Council's GST and FBT requirements.
- Provision of financial advice to other sections of Council.
- Ensuring appropriate internal financial controls.

## CHIEF EXECUTIVE OFFICE

- 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

- Councillor advice and support
- Council meeting coordination
- Delegations of authority
- Maintenance of Council's Policy and Procedure Registers.
- Information access (GIPAA)
- Implementation of Council's Internal Audit function.
- Provision of governance advice
- Provision of insurance advise
- Management of Council's insurance portfolio
- Insurance claims management
- Enterprise Risk Management
- Audit Risk and Improvement Committee coordination

## PARKS AND RECREATION

- Council maintains sports fields
- Council maintains parks and reserves across the shire
- Maintaining approximately 500 hectares of publicly owned land, which is used for open space and recreation. Including in this are 14 Playing Fields, 42 Netball Courts and 10 Tennis Facilities.
- Public litter management
- Shire wide mowing
- Roadside vegetation management
- Maintains street tree assets
- Provides technical advice, conducts referrals and recommends conditions relating to vegetation on development applications and Council projects.
- Coordinates public and private Tree Management
- Undertake public space management maintenance preservation.
- Manages the Picton Botanic Gardens
- 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.
- Manages 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.

## STRATEGIC PLANNING & GROWTH MANAGEMENT

- Contribute to Regional and District Planning activities of the Greater Sydney Commission.
- Undertake studies into strategic planning issues such as housing affordability, peri-urban resilience, rural land use and employment lands
- Manage the funding 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 for the Wilton Priority Growth Area and the potential Greater Macarthur Priority Growth Area
- 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.
- Facilitate public participation in the preparation of planning policies, assessment of planning proposals and on broad strategic objectives.
- Advocate and lobby for positive strategic outcomes for the Shire.



# WOLLONDILLY SHIRE COUNCIL'S FUNCTIONS

## DATA MANAGEMENT

- Manages the information and communication technology infrastructure of Council.
- Support of Corporate Information Systems of Council.
- Manages networks and telecommunications for Council.
- Manages the Council's information management.
- Delivers and maintains Council's records keeping services.
- Geographical Information Services
- Future Innovation & Smart Shire Initiatives
- The six goals of the Smart Shire Strategy include:
  - Better Local Services
  - Improving Community, Opportunity and Liveability
  - Being More Sustainable
  - Having a Strong Digital Economy
  - Being Recognised as a Smart Shire
  - Being a Modern Council

## TOURISM AND BUSINESS INVESTMENT

- Facilitates the development, delivery and management of Tourism, Business Investment (Economic Development) and Smart Shire Strategy, Projects and Initiatives.
- The five key strategic directions for Tourism and Business Investment are:
  - Planning for the Future
  - Supporting Existing Businesses
  - Marketing, Promotion and Branding
  - Investment Attraction
  - Advocacy
- Facilitates the Economic Development Community Advisory Committee and Tourism Community Advisory Committee.

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

## ASSETS, TRANSPORT & ENGINEERING

- 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 & 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.

## INFRASTRUCTURE OPERATIONS

- 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 & fleet vehicles to support the delivery of Council's services
- Responsible for Local Emergency Management and Emergency Services (RFS & 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.

## OFFICE OF INTEGRITY

- Code of Conduct
- Complaints Advice & Support
- Escalated Complaints
- Complaints/Compliments and Suggestions Framework
- Primary Liaison with ICAC, NSW Ombudsman, Office of Local Government
- Internal Reporting (Public Interest Disclosure)
- Fraud and Corruption Control
- Unreasonable Complainants





## 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 Infrastructure Operations 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 and Employee Relations functions do not necessarily affect the public directly but have an indirect impact on the community through provision of Governance and Employee Relations 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, out of school hours care and vacation activity programs provide for the diverse needs of young families.

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) “Create Wollondilly 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, Growth, Environment, Infrastructure and Council.
- 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 Draft District Plan 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,

“Create Wollondilly” 2033 was adopted at the 18 June 2017 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.

## NATIONAL CONSTRUCTION CODE OF AUSTRALIA

This document details the construction requirements of buildings throughout Australia

## 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 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. 7.11) and Voluntary Planning Agreements (VPA’s).

This Act also outlines some of the powers of the NSW Department of Planning, Industry and Environment and regulates all development in New South Wales, including the treatment of development applications submitted to approval bodies and regulatory action that may be undertaken and enforced.

The government is regularly 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 Wollondilly Development Control Plan 2016 which 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
- Australian Road Rules
- AUSTRROADS road design standards and guidelines
- Building and Construction Industry Long Service Payments Act 1986
- Biosecurity Act 2015
- Biodiversity Conservation Act 2016
- Carers (Recognition) Act 2010
- Charitable Fundraising Act 1991
- Children and Young Persons (Care and Protection) Act 1998.
- Commission for Children and Young People Act 1998
- Code of Conduct 2018
- Community Land Development Act 1989
- Community Welfare Act 1987
- Companion Animals Act 1998
- Conveyancing Act 1919
- Copyright Act 1968 [Commonwealth] Crimes Act 1900
- Crown Lands Act 1989
- Crown Lands Management Act 2016
- Design and Building Practitioners Act 2020
- Disability Services Act 1993
- Dividing Fences Act 1991
- Electoral Act 2017
- Environmental Planning and Assessment Act 1979 Essential Services Act 1988
- Fair Work Act 2009 [Commonwealth]
- Fines Act 1996
- Food Act 2003
- Fringe Benefits Assessment Act 1986
- Goods and Services Tax Act 1999
- Government Information (Public Access) Act 2009
- Health Records and Information Privacy Act 2002
- Impounding Act 1993
- Independent Commission against Corruption Act 1988
- Industrial Relations Act 1996
- Interpretation Act 1987
- Land Acquisition (Just Terms Compensation) Act 1991 Land & Environment Court Act 1979
- Landlord and Tenant Act 1899
- Land Tax Management Act 1956 Library Act 1939
- Local Government Amendment (Governance and Planning) Act 2016
- Local Government Act 1993
- Long Service Leave Act 1955
- Motor Accidents Act 1988
- Ombudsman Act 1974
- Plumbing & Drainage Act 2011
- 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
- Road Rules
- TFNSW 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
- Telecommunications (Interception and Access) (New South Wales) Act 1987
- 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
- Water Act 1912
- 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.

## REPRESENTATION

In New South Wales, local government elections are held every four (4) years. The next election was due to be held in September 2020 and is now being held on 4 September 2021. Voters will elect nine Councillors for a four year term, and this will include a Popularly Elected Mayor.

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, Risk and Improvement Committee
- Local Traffic Committee
- Picton Flood Plain Risk Management Committee
- Strategic Resource Allocation Committee

## EXTERNAL COMMITTEES / ADVISORY GROUPS

- 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.
- Illawarra Coal Community Consultative Committee
- Lachlan Regional Transport Committee
- Local Emergency Management Committee
- MG My Gateway
- Queen Victoria Support Group
- Southern Tablelands Regional Arts Advisory Group
- South West Regional Weeds Committee
- South West Sydney Academy of Sport Advisory Group
- Sydney Peri-Urban Network
- Sydney South West Planning Panel
- Tahmoor Colliery Community Consultative Committee
- Water NSW Local Government Reference Panel
- Western Sydney City Deals
- Wollondilly District Liaison Committee
- Wollondilly/Wingecarribee – Bush Fire Management Committee
- Yerranderie Management Committee

## COMMUNITY ADVISORY COMMITTEES

- Australia Day Awards Committee
- Companion Animals Advisory Committee
- Disability Access Advisory Committee
- Economic Development Community Advisory Committee
- Heritage Advisory Committee
- Mineral and Energy Resources, Environment and Waste Advisory Committee
- Road Safety Volunteers Group
- Rural Industry Community Advisory Committee
- Tourism Advisory Committee
- Transport Advisory Committee Youth Advisory Committee

## 355 MANAGEMENT COMMITTEES

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

At present those management committees are:

- 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 Council's website for contact details for these committees or contact Council on 4677 1100.

## COMMUNITY FORUMS

Community Forums are held on the second Tuesday 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 Council Chamber and are webcast live. The public are encouraged to attend or view on Council's website.

## COUNCIL MEETINGS

Council meetings are held on the third Tuesday 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.

## 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.

## LOCAL PLANNING PANEL

Local Planning Panels were established in March 2018 by the NSW State Government. The Panel consists of three experts and one community representative, who assess and determine referred development applications and rezoning proposals.

Meetings commence in a public forum allowing interested persons or groups the opportunity to hear and make submissions about development proposals. The meeting then closes for deliberation. Decisions are made public within five business days. Local Planning Panel meetings occur monthly on a Thursday in Council's Administration Building at 3.30pm. Local Planning Panel meetings are currently run via Zoom and can be viewed on Council's website.

# 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;
- 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 at 62-64 Menangle Street, Picton during business hours.

## 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

## 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 Head of Integrity is Council's 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 Privacy Resource Officers in key areas of Council.

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

## 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 Head of Integrity 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:

### Head of Integrity

Wollondilly Shire Council  
62 – 64 Menangle Street  
PICTON, NSW, 2571  
Ph: 4677 9521

## ACCESS TO INFORMATION OFFICER

Council's Right to Information Officer has appointed an Access to Information Officer who is responsible for the determination of Formal Access Applications and the conduct of internal reviews:

### Senior Corporate Governance and Risk Officer

Wollondilly Shire Council  
62 – 64 Menangle Street,  
PICTON, NSW, 2571

Council's Right to Information Officer has also appointed the Senior Corporate Governance Officer and Corporate Governance Officer responsible for the determination of Formal Access Applications.

Council's Information Management Team are responsible for processing 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](http://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 NSW 2000.

