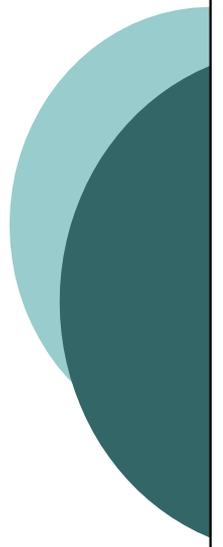




## INFORMATION GUIDE 2018

**WHO WE ARE AND  
WHAT WE DO**



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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**

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.

Luke Johnson  
**Chief Executive Officer**

## **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 every 2 years by the Councillors from among their numbers.

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 organisations 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:

- 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 this 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 organisations 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 AND CORPORATE VALUES**

The vision for our organisation is to provide a resilient, safe and supported workplace that provides respectful, efficient services for our customers now and for future generations.

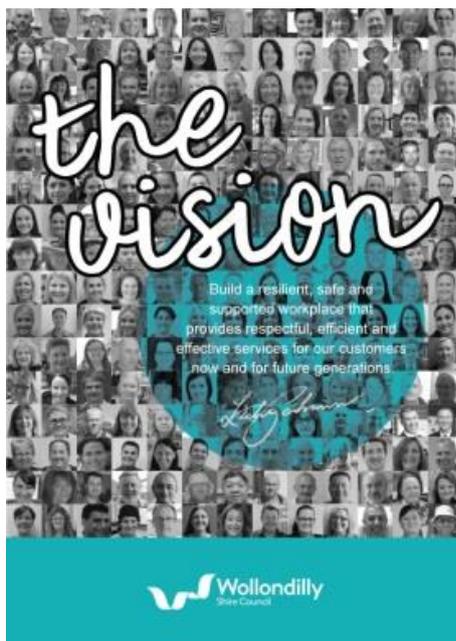
The vision has been set to overcome identified organisational challenges and to create a workforce that delivers the best services for our community. We want to be an organisation that provides a resilient, safe and supported workplace. We want to provide respectful, efficient services for our customers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

Our corporate values are:

- Integrity
- Collaboration
- Accountability
- Respect
- Embrace Innovation



Our values are an agreed understanding of what's important to our organisation. They guide our behaviour and help us make decisions on a daily basis.

<b>Integrity</b>	We act with honesty, transparency and integrity.
<b>Collaboration</b>	We openly share and partner with others to deliver results.
<b>Accountability</b>	We own our work and take responsibility for our actions and results.
<b>Respect</b>	We show mutual consideration for others and acknowledge our differences.
<b>Embrace Innovation</b>	We encourage new ideas, embrace 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.

## **ORGANISATION STRUCTURE**

The functional structure of the organisation is set out on [Council's Website](#).

## **WOLLONDILLY SHIRE COUNCIL'S FUNCTIONS**

### **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.
- Ensures buildings comply with fire safety requirements

### **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.

### **COMMUNICATION AND ENGAGEMENT**

- Provides the interface between Council and the community by communicating and engaging directly with the public as well as promoting initiatives and activities through publications, events, the website, social media and traditional media.
- Development and implementation of community engagement strategies that promote full and equal participation of 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.

### **COMPLIANCE AND ADMINISTRATION SERVICES**

- Ensures that areas that pose a potential risk to human health and safety are properly controlled e.g. skin penetration and other public health premises
- 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.
- 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 undertakes 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.

### **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 SERVICES**

- 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 building certification and inspection services.
- 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.10.7) Service.

### **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.
- 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 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.
- 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.
- Undertake public space management maintenance preservation.
- Maintains street tree assets.
- Manages the Picton Botanic Gardens.

#### **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 Protocol and Procedures.
- 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**

- Councillor advice and support
- Council meeting coordination
- Code of Conduct administration
- Delegations of authority
- Maintenance of Council's Policy and Procedure Registers.
- Information access (GIPAA)
- Public Interest Disclosure Management
- Manages and assesses Council property assets to yield an economically viable portfolio.
- Implementation of Council's Internal Audit function.
- Provision of Geospatial Information Services to Council.

## **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.

## **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 Council's information management.
- Delivers and maintains Council's records keeping services.

## **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
- The six goals of the Smart Shire Strategy include:
  - Better Local Services
  - Improving Community, Opportunity and Livability
  - Being More Sustainable
  - Having a Strong Digital Economy
  - Being Recognised as a Smart Shire
  - Being a Modern Council
- Manages and operates the Visitor Information Centre in Picton.
- Facilitates the Economic Development Community Advisory Committee and Tourism & Heritage Community Advisory Committee.

## **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.
- 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.

## **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. 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 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, occasional 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.

#### **BUILDING 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 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  
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 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  
Environmental Planning and Assessment Act 1979  
Essential Services Act 1988  
Fair Work Act 2009 [Commonwealth]  
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  
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  
Land Tax Management Act 1956  
Library Act 1939  
Local Government Amendment (Governance and Planning) Act 2016  
Long Service Leave Act 1955  
Motor Accidents Act 1988  
Noxious Weeds Act 1993  
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  
RTA Technical directions & regulations  
Rural Fires Act 1997  
State Authorities Superannuation Act 1987  
State Emergency Service Act 1989  
State Records Act 1998  
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.

#### **REPRESENTATION**

In New South Wales, local government elections are held every four (4) years. The next elections are to be held in September 2020. 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, Risk and Improvement Committee  
Local Traffic Committee  
Picton Flood Plain Risk Management 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.  
Greater Sydney Local Land Services Local Government Advisory Group  
Illawarra Coal Community Consultative Committee  
Lachlan Regional Transport Committee  
Local Emergency Management Committee  
Macarthur Regional Organisation of Councils (MACROC)  
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  
Wollondilly District Liaison Committee  
Wollondilly/Wingecarribee – Bush Fire Management Committee  
Yerranderie Management Committee

### **COMMUNITY ADVISORY COMMITTEES**

Australia Day Awards Committee  
Companion Animals Advisory Committee  
Cubbitch Barta Reserve Steering Committee  
Disability Access Advisory Committee  
Economic Development Community Advisory Committee  
Mineral and Energy Resources, Environment and Waste Advisory Committee  
Road Safety Volunteers Group  
Rural Industry Community Advisory Committee  
Tourism & Heritage Community 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 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.

### **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.

### **LOCAL PLANNING PANEL**

Local Planning Panels were established in March 2018 by the NSW 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 5.30pm.

### **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 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

## **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 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 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 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:

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

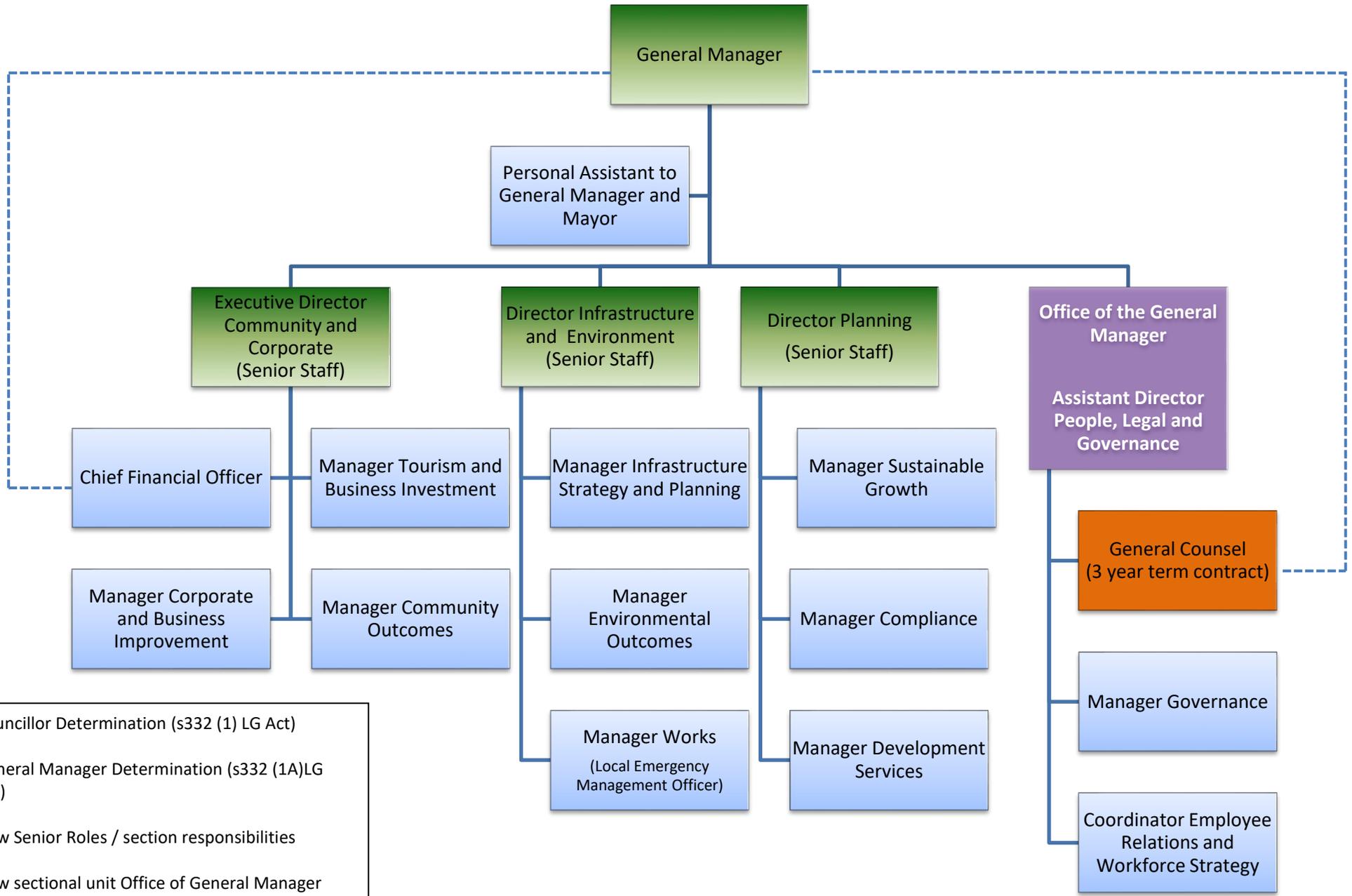
Council's Right to Information Officer has also appointed the Corporate Governance Officer responsible for the determination of Formal Access Applications.

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 2000.

# 2018 Organisational Structure



	Councillor Determination (s332 (1) LG Act)
	General Manager Determination (s332 (1A) LG Act)
	New Senior Roles / section responsibilities
	New sectional unit Office of General Manager
	Strategic Reporting Relationship

Adopted by Council on 17 July 2017