

# INFORMATION GUIDE 2019

**WOLLONDILLY SHIRE COUNCIL**

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## **INTRODUCTION**

Wollondilly Shire Council provides a service under the *Government Information (Public Access) Act 2009*, (GIPAA) which requires us to provide greater access to government information Council holds. A requirement of GI(PA)A 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 Council;
- ways in which the community can participate in our decision-making processes;
- types of documents and information we hold;
- how the public can access documents and information we hold.

## **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 currently divided into three wards comprising of three (3) Councillors in each ward:

- 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

The Mayor and Deputy Mayor are currently 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 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 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 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 Directors and one 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



## **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 our website.

We always welcome feedback from our customers and suggestions on how we can improve our service standards. Feedback can be made by contacting us at [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au).

## **ORGANISATION STRUCTURE**

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

## **WOLLONDILLY SHIRE COUNCIL FUNCTIONS**

### **BUILDING SERVICES**

- Assess 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.
- Provide certification services for new building works.
- Educate the community in regards to pool safety, monitors compliance with Swimming Pool Legislation and where necessary undertakes enforcement action.
- Provide certification services for the issue of Certificates of Compliance and Buildings.
- Provide a duty officer service for customer enquiries.
- Ensure 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 childcare services by fully qualified and experienced child care workers – including Occasional Care, Before and After School Care and Vacation Care.

### **COMMUNICATION AND ENGAGEMENT**

- Provide 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 maximise 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**

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

- Ensure that areas of potential or actual nuisance are monitored and if necessary that enforcement action is undertaken.
- Ensure that sewage management facilities are operating well and that they do not have a negative impact on water quality or neighbours.
- Provide 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 Pile Burn applications
- Provide an opportunity for customers to re-home suitable dogs and cats
- Investigate complaints regarding dangerous & menacing dogs and undertakes appropriate regulatory action
- Work as part of the Illawarra, Shoalhaven Joint Organisation (ISJO) to reduce illegal dumping with the assistance of a dedicated RID Officer
- Conduct routine inspection of school parking, free parking and time parking zones and takes appropriate regulatory action.

#### **CUSTOMER SERVICES**

- An Agent for Centrelink.
- Provide 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**

- Ensure that development within the Shire is properly assessed and consistent with legislation and Council's Planning Policies.
- Facilitate public participation in development assessment applications.
- Provide a building certification and inspection services.
- Provide a duty officer service for customer enquiries (including a heritage advisory service)
- Provide a pre-lodgement service for development proposals.
- Provide 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**

- Provide domestic waste removal, recycling and disposal services to the community.
- Operate the landfill and recycling centre at Bargo.
- Provide waste avoidance and minimisation education to the community.
- Provide direction, coordination and leadership on environmental management to the community through resources, projects and planning.



- Support sustainability initiatives by the community and Council.
- Operate a Community Nursery and Seed Bank, producing native plant material for community and council projects and to the commercial market.
- Provide weed management services for us and the community such as advice, fact sheets, education and control programs.
- Provide Biosecurity Act 2015 enforcement including inspections, programs and compliance.
- Provide technical advice, conduct referrals and recommend conditions relating to vegetation on development applications and our projects.
- Facilitate and supports Land Care and Bush Care Groups in the Shire.
- Operate a Community Environmental Resource Centre offering meeting and training facilities for the community and other stakeholders in the Shires' environment.
- Provide education material to the community on environmental topics.
- Coordinate our response to mining and extraction industry activities.
- Provide technical advice, conduct referrals and recommends conditions relating to water health on development applications and our projects.
- Represent the Shire in Regional environmental activities and programs.
- Coordinate bushfire hazard reduction activities.
- Coordinate public and private Tree Management.
- Maintain 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.
- Remove illegally dumped material.
- Provide kerbside clean-ups.
- Manage Street Sweeping program.
- Undertake public space management maintenance preservation.
- Maintain street tree assets.
- Manage the Picton Botanic Gardens.

#### **FINANCIAL SERVICES**

- Levying and collection of rates.
- Provision of rating information, including the issuing of s603 certificates.
- Raises debtor invoices and issue statements.
- Monitor outstanding accounts and undertake debt recovery actions.
- Coordinate 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**

- Maintain effective, transparent and accountable government at the local level within the requirements of state legislation.
- Support 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 our policy and protocol registers.
- Information access (GI(PA)A)
- Public Interest Disclosure management
- Implementation of our Internal Audit function.
- Manages and assesses our property assets to yield an economically viable portfolio.
- Provision of Geospatial Information Services to staff.

#### **INFORMATION TECHNOLOGY**

- Manage the information and communication technology infrastructure of council.
- Support of Corporate Information Systems of council.
- Manage networks and telecommunications for council.
- Manage council's information management.
- Deliver and maintain council's records keeping services.

#### **INFRASTRUCTURE PLANNING**

- Manage traffic and parking within the Shire to improve traffic safety, reduce congestion and ensure a sufficient range of parking controls to support businesses 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.
- Lobby for improvements on the state road, rail and public transport networks.
- Manage the two (2) Aquatic centres and Antill Park Golf Course.
- Manage 186 Buildings of which 15 are available for hire and approximately 20 are stand-alone public conveniences.
- Manage and support Section 355 Management Committees who undertake management and maintenance of our facilities under delegated authority, including management training.
- Manage 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.

#### **TOURISM AND BUSINESS INVESTMENT**

- Facilitate the development, delivery and management of Tourism, Business Investment (Economic Development) and Smart Shire Strategy, Projects and Initiatives.
- The key activation areas of the Wollondilly Destination Management Plan (DMP) are:
  - Product & Infrastructure Development – to diversify Wollondilly's product base and develop/enhance infrastructure to support the visitor economy.
  - Destination Awareness & Visitor Services – to grow awareness of Wollondilly as a visitor destination and to actively showcase what is on offer.
  - Events Development – to actively target niche events which Wollondilly has strengths in and to support the development of new events.
  - Governance & Support – to ensure there is a united approach to growing Wollondilly's visitor economy.
- The key strategic directions for Business Investment (Economic Development) are:
  - Planning for the future
  - Supporting existing businesses
  - Marketing, promotion and branding
  - Investment attraction
  - Advocacy
- The 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
- Provide visitor information through digital platforms and promotional material.
- Facilitate the Economic Development Community Advisory Committee and Tourism Community Advisory Committee.

#### **LIBRARY & INFORMATION SERVICES**

- Provide a library collection and access to other local and remote resources through centre based and mobile outreach library services.
- Facilitate services and resources that help promote lifelong learning and literacy in the community.
- Provide free public access to computers and information technology resources.
- Facilitate connections between individuals, groups and government.
- Provide 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 our operations, in accordance with good governance principles.
- Manage our plant and fleet vehicles to support the delivery of our services
- Responsible for Local Emergency Management and Emergency Services (RFS and SES).
- Construct new parks, playgrounds, sporting and community facilities.

- Maintain 186 Buildings of which 15 are available for hire and approximately 20 are stand-alone public conveniences.

### **HOW OUR ACTIVITIES AFFECT RESIDENTS**

Our activities 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 include:

- Service
- Regulatory
- Ancillary
- Revenue
- Governance
- Enforcement
- Community planning and development.

The Works section 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 manage traffic, parking and road safety issues, the traffic impacts of community events, and requests for infrastructure improvements.

Our 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.

Planning legislation and guidelines for development control determines 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 our role. Waste services such as household garbage, recycling, and street cleaning are also provided.

A range of community services, such as libraries and children's services are administered by us. 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 our 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 us through the year include Seniors Week, International Day of People with a Disability, NAIDOC Youth Week and Australia Day to name a few.

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.

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

**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, and:

- 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 our 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 US****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.

**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 regularly makes 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 our 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 us 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 our 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 us and our 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. Our 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 Management Act 2016
- 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
- Native Title (New South Wales) Act 1991
- 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
- RMS 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 OUR POLICY DEVELOPMENT AND EXERCISE OF OUR FUNCTIONS?**

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

#### **REPRESENTATION**

In New South Wales, local government elections are held every four years. The next elections are to be held in September 2020. At this election, voters will elect nine Councillors for a four year term, including 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 our functions are through attendance at meetings of Council Advisory Committees which comprise of or include members of the public, Community Forums, Public Exhibitions, calls for Submissions, Information Kiosks and via social media. We are 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
- 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 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

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 us to become more effective, efficient and equitable by encouraging better citizen involvement and an understanding of our 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 our 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. Council Meetings are also live webcasted via [our website](#).

### **PUBLIC EXHIBITIONS & CALLS FOR SUBMISSIONS**

We regularly deal with matters that benefit from community input. Community input is sought to meet statutory requirements (e.g. development proposals) and/or to ensure the community voice is represented in the decision making process. We use a range of methods for public exhibitions to ensure the community has ample opportunity to participate in the decision making process. All submissions received during a public exhibitions process are considered to help inform the final decision being made.

### **SPECIAL COMMUNITY FORUMS / INFORMATION FORUMS / KIOSKS**

From time to time we 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 to ensure the community is given ample notice to participate.

### **ANNUAL REPORTS**

In accordance with the Local Government Act, we publish our 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 our website.

### **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 US**

We are committed to being open, accountable, fair and effective in the exercise of our functions and are committed to the proactive release of government information we hold. In doing so we recognize that we must take into account:

- Privacy of others,
- Legal professional privilege, and
- Commercially sensitive information.

We hold a wide range of government information in both hard copy and electronic format in respect of functions undertaken by us. This information will primarily be available on our 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 (OPIAD) of the information in accordance with the provisions of GI(PA) Act) if not. The four ways that you can access information, unless there is an OPIAD, include:

- Mandatory release of information (Open Access)
- Proactive release of information
- Informal release of information (in response to an informal request)
- Formal release in response to a formal request for access – (Access Application)

**MANDATORY RELEASE (OPEN ACCESS)**

The GI(PA) Regulation 2018 requires that certain documents held by us are to be made publicly available for inspection, free of charge. You can view these documents either on our website or at the Council administration centre during ordinary office hours. The following mandatory release (or open access) information is available on our website:

- Register of contracts
- Policy documents
- Councils information guide
- Disclosure log
- A record of open access information that we do not make publicly available on the basis of an OPIAD

**ADDITIONAL OPEN ACCESS INFORMATION:****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
- Equal Employment Opportunity 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

## 2. PLANS AND POLICIES

- 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 created after 1 July 2010 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 made 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
- Applications for approvals under any other Act and any associated documents received
- 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

### PROACTIVE RELEASE

In addition to mandatory release of information, we will proactively release as much other information as possible. Such other information might include frequently requested information or information of public interest that has been released as a result of other requests. The information will be available on the website, free of charge. By proactively releasing information we hope to:

- Improve service delivery
- Increase community participation in governance processes and decision making
- Better inform the community
- Reduce costs and resourcing needs by decreasing the number of access applications

### INFORMAL RELEASE

We will release other information in response to an informal request, subject to any reasonable conditions. Our Information Management Team are responsible for processing the majority of Informal GIPAA requests for information and assists other staff to respond to Informal GI(PA)A requests.

### FORMAL RELEASE

We may release information in response to a formal access application. This would only be if the information is not available in any other way. We will generally disclose information in response to a valid formal access application for information that is held by us and not otherwise available to you,

the applicant. We can refuse a formal request for information if there is an OPIAD or if searching for the requested information would require unreasonable and substantial diversion of our resources

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

#### **RIGHT TO INFORMATION OFFICER**

Our Governance Manager is the Public Officer, who 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 contactable on:

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

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

#### **PRIVACY PROTECTION**

Our Privacy Management Plan (PMP) has been developed to ensure compliance with the *Privacy and Personal Information Protection Act 1998* (PPIPA). The main objectives of the PMP is to inform the community and educate staff on access to personal information. The PMP can be found under [Core Business Documents](#) on our website.

The Chief Executive Officer 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.

#### **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

# 2017 Organisational Structure

