



**Wentworth**  
Shire Council

# PUBLICATION GUIDE

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## About Council

Wentworth Shire Council is constituted under the Local Government Act 1993. Council carries out its functions according to the Principles stated in Section 8 (1) of the Local Government Act.

## Vision and Strategic Direction Council's

### Vision:

‘A caring community with a friendly safe country lifestyle with opportunities for growth and development.’

Council's Mission reflects what we will do to achieve the vision:

‘To represent and assist the community and the stakeholders of the Wentworth Shire in meeting their needs at an affordable cost’

## Council Values

- Honest and integrity
- Accountability and Transparency
- Respect
- Quality
- Commitment

## Wentworth Shire Profile

Wentworth Shire covers an area of 2,616,926 hectares (26,000 sq km) and has a population of approximately 8,000 people. The southern boundary (along the Murray River) has the greatest population density in the townships of Wentworth, Dareton, Buronga and Gol Gol.

Wentworth is situated 1,075 km from Sydney, 585 km from Melbourne and 420 km from Adelaide and is located within New South Wales, on the border with Victoria.

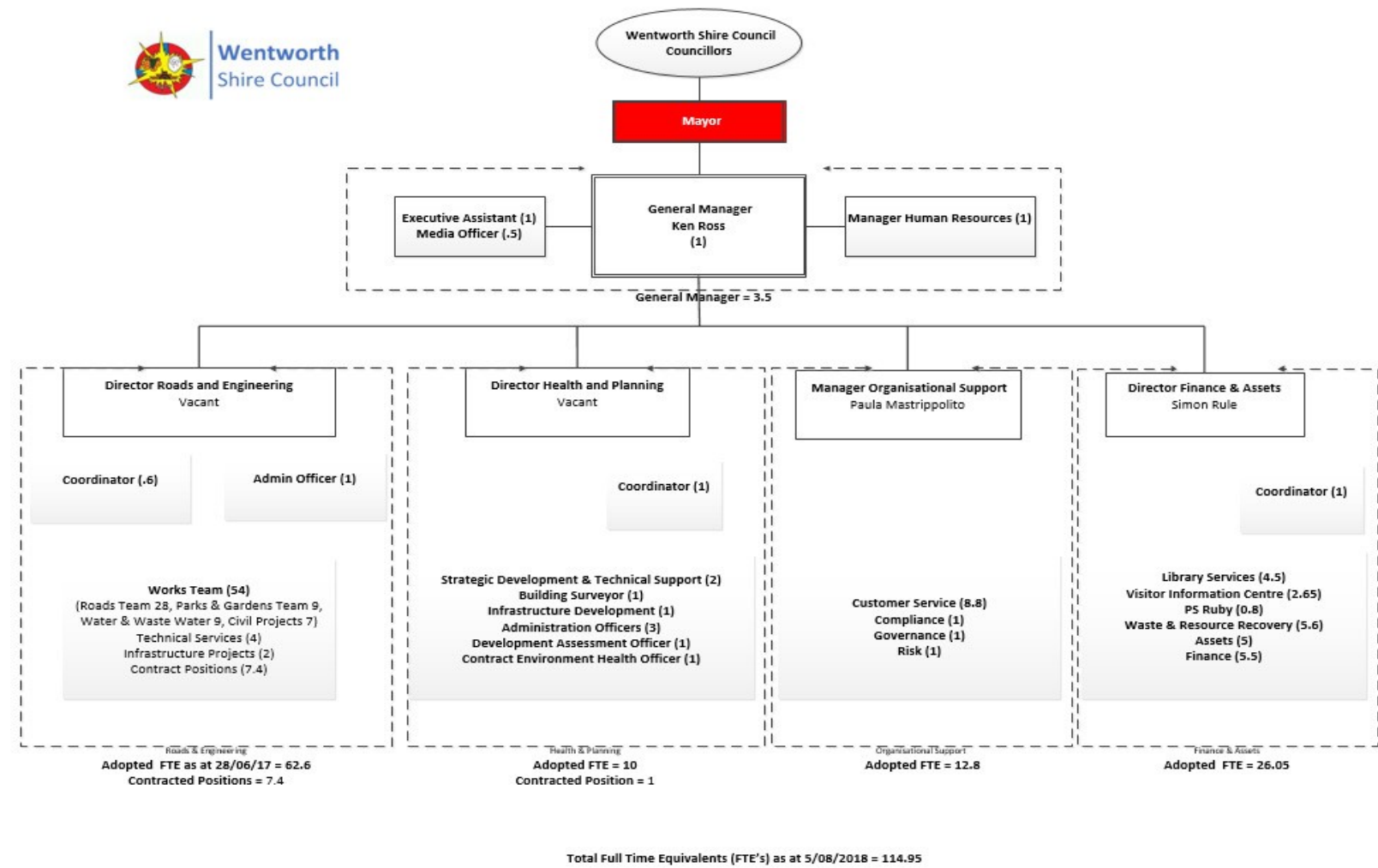
Wentworth Shire is predominantly a horticulture and dryland farming community, which is supported by unique tourism attractions including Mungo National Park and the junction of the Murray and Darling Rivers.

Wentworth Shire Council is headed by a publicly elected Council comprising of nine councillors who are elected by the residents and ratepayers every four years to represent the community. The Mayor is elected by the councillors.

Operational aspects of the Council are run by the General Manager with a structure of three directorates, each with its own director.



Organisational Chart



## Integrated Planning and Reporting Framework

The Integrated Planning and Reporting (IPR) Framework recognises that most communities share similar aspirations; a safe, healthy and pleasant place to live, a sustainable environment, opportunities for employment and reliable infrastructure. The difference lies in how each community responds to these needs. It also recognises that Council plans and policies should not exist in isolation and that they in fact are connected. The IPR Framework allows NSW councils to draw their various plans together, understand how they interact and get the maximum leverage from their efforts by planning holistically for the future.

## Community Strategic Plan

Extensive community consultation during 2017 led to the development of the 2017-2027 ten year Community Strategic Plan (CSP) for Wentworth Shire. The CSP was written using the 2016 Australian Bureau of Statistics Census Data.

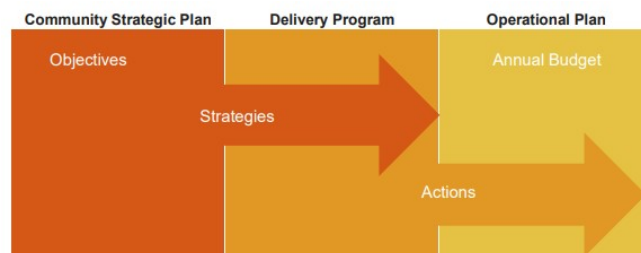
[Community Strategic Plan](#)

## Resource Strategy

There are three components to the Resourcing Strategy, each of which requires review prior to the Council adopting its Delivery Program. [Resource-Strategy](#)

## Delivery Program & Operational Plan

The Delivery Program details the Council's statement of commitment to the community outlining how, during its term of office, the Council can assist the community to achieve its goals. All of Council's activities must be aligned to the CSP. The Operational Plan is a subset of the Delivery Program which sets out the tasks that Council will undertake during the financial year towards the attainment of the Delivery Program. [Delivery Program & Operational Plan](#)



### How Council Functions Affect Members of the Public

The majority of the activities and functions of Council have an impact on the public either directly or indirectly. These including maintaining and building local infrastructure, overseeing and supporting local services, working with State and Federal Governments, organisations, businesses and community groups. Additionally Council raises funds for local purposes by the fair imposition of rates, charges and fees and managing, developing and protecting the environment of the area for which it is responsible.

Council encourages and provides its community with the opportunity to comment and supply input into the decision-making process to ensure maximum customer satisfaction.

### How the Public can Participate in Council's Policy Development

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

Local government in Australia is based on the principles of representative democracy. This means that people elect representatives to their local Council to make decision of their behalf. The next elections are to be held in September 2020.

Members of the public may be involved in Council Committees. Council has a number of User Group Committees comprising stakeholders and staff from respective areas. Members of the public who are interested are welcome to attend Council Meetings held on the first and third Wednesday of each month.

Council holds Public Community Consultative meetings on various issues throughout each year as well as putting reports and recommendations in public places such as libraries across the Shire and on the Council's website where residents are invited to give feedback.

### Council User Groups comprising of Councillors and/or Council Officers:

- James King Park User Group
- George Gordon Oval user Group
- Carramar Drive Sporting Complex User Group
- Wentworth Showgrounds User Group
- Wentworth Sporting Precinct User Group
- Council's Section 355 Committee – PS Ruby Committee of Management

### What Information is Publicly Available

The following information is available and may be accessed (includes but is not limited to):

- *Model Code Prescribed Under Section 440 (1) Of the Local Government Act 1993*
- *Code of Conduct and Procedures for the Administration of the Code of Conduct*
- *Code of Meeting Practice*

- *Annual Report*
- *Annual Financial Report*
- *Auditor's Report*
- *Management Plan*
- *Disability Inclusion Plan*
- *EEO Management Plan*
- *Community Strategic Plan*
- *Delivery / Operational Plan*
- *Payment of Expenses and Provision of Facilities to Councillors' Policy*
- *Annual Reports of Bodies Exercising Functions Delegated By the Local Authority*
- *Any Codes Referred to in the Local Government Act 1993*
- *Returns of the Interests of Councillors, Designated Persons and Delegates*
- *Business Papers for Council and Committee Meetings*
- *Departmental representative reports presented at a meeting of the Council in accordance with section 433 of the LGA*
- *Wentworth Shire Council's Land Register*
- *Register of Investments*
- *Register of Delegations*
- *Register of Graffiti Removal*
- *Register of Current Declarations of Disclosures of Political Donations*
- *Register of Voting on Planning Matters*

#### **Plans and Policies**

- *Local Policies Adopted by Council Concerning Approvals and Orders*
- *Plans of Management for Community Land*
- *Environment Planning Instruments, Development Control Plans*

#### **Information about Development Applications**

- *Home Warranty Insurance Documents*
- *Construction Certificates*
- *Occupation Certificates*
- *Structural Certification Documents*
- *Town Planner Reports*
- *Submissions Received on Development Applications*
- *Heritage Consultant Reports*
- *Tree Inspection Consultant Reports*
- *Acoustics Consultants Reports*
- *Land Contamination Consultant Reports*
- *Records of Decision on Development Applications*
- *Records Describing the General Nature of Excluded Documents (Documents Council decides to exclude from public view including internal specifications and configurations and commercially sensitive information. This clause does not apply so much of the information referred to as consists of:*
  - a) the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected; or*



*b)commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret*

### **Approvals, Orders and other Documents**

- *Applications for approvals under Part 1, Chapter 7 of the Local Government Act 1993*
- *Applications for approvals under any other Act and any associated documents received*
- *Records of approvals granted or refused, any variation from Council policies with reasons for the variation and decision made on appeals concerning approvals*
- *Orders given under Part 2 of Chapter 7 of the Local Government Act 1993 and any reasons given under section 136 of the Local Government Act 1993*
- *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 Council*
- *Compulsory Acquisition Notices*
- *Leases and Licenses for use of Public Land classified as Community Land*

### **How to Access our Information**

Under Section 18 of the GIPA Act, the following documents are defined as “Open Access Information” and will be released without the need for a Formal Access Application:

- [Council’s Publication Guide](#)
- Information about Council contained in any document tabled in Parliament by or on behalf of Council, other than any document tabled by order of either House of Parliament
- Wentworth Shire Council Policy Documents  
The GIPA Act defines ‘policy documents’ as documents used by Council in connection with the exercise of those functions of Council that affect or are likely to affect rights, privileges or other benefits or obligations, penalties or other detriments, to which members of the public are or may become entitled, eligible, liable or subject. A full list of the most recent Wentworth Shire Council policies are found at this link:  
<http://www.wentworth.nsw.gov.au/f.ashx/%24504352%24Combined-files-forwebsite.pdf>
- Council’s Disclosure Log of Formal Access Applications  
A copy of Council’s disclosure log is available on Council’s website at the following link:  
[Disclosure-log](#)
- Council’s Register of Government Contracts  
From the commencement of GIPA, a register of contracts over \$150,000 where a contractor undertakes a specific project, the contractor agrees to provide specific goods or services or

which involves the transfer or lease of real property, is available on Council's website at this link: [Contracts-Register](#)

- Council's Record of any Open Access Information that has not been Disclosed Because of an Overriding Public Interest: [Access-to-info-Nondisclosure-log](#)

#### Mandatory Release

State and local government agencies are required to publish specific open access information on their website, free of charge. For example these could include a register of government contracts, policies, media releases and annual reports.

#### Proactive Release

Council seeks to make as much other information as possible publicly available in appropriate manner, including on the internet. The information is usually available free of charge or at the lowest reasonable cost eg. Council may charge photocopying fees for hardcopy (paper) documents. Frequently requested information or information of public interest may be made readily available.

#### Informal Release

Council is authorised to release other information in response to an informal request, subject to any reasonable conditions Council imposes. For example, such information could include requests for personal information by the individual concerned. In some instance an Access to Council Information – [Informal Release Request](#) may be required and will need to be submitted. In other instances the information will simply be handed over or be made available for viewing or be provided electronically or by way of a paper copy. Access to photocopying may be made available at the requestor's expense.

#### Formal Release

Council may release information in response to a formal access application. This is the last resort, if the information is not available in any other way. A Government [Information \(Public Access\) Act 2009 Access Application](#) will need to be submitted an accompanying fee.

#### Documents about Council that have been Tabled in Parliament

No documents have yet been tabled in Parliament by or on behalf of the Wentworth Shire Council. Should this occur, Council will publish links to these documents on its website.

#### Further information

Copies of the most recent or previous versions of documents can also be obtained by contacting Council's Public Officer.

Mr Simon Rule – Public Officer

: (03) 5027 5027

: [council@wentworth.nsw.gov.au](mailto:council@wentworth.nsw.gov.au)

Fax: (03) 5027 5000

: PO Box 81, Wentworth NSW 2648

Further information is available on the Information and Privacy Commission NSW website [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au) or by contacting the IPC on freecall: 1800 472 679.