



LACHLAN SHIRE COUNCIL

AGENCY INFORMATION GUIDE

Agency Information Guide						Page 1 of 12
Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au						
Version:	Adopted:	Resolution:	Commencement Date:	Last Review Date:	Next Review Date:	Content Manager Ref:
1	27/11/2024	2024/276	November 2024	N/A	November 2028	D24/19196

Table of Contents

1.	Structure and functions of Council	3
2.	Impact of Council functions on the public	5
3.	Participating in Local Government	6
4.	The kinds of Government Information held by Council	8
5.	The Government Information that Council makes (or will make) Publicly Available	9
6.	How Council makes (or will make) Government Information Publicly Available.....	10
7.	The kinds of Government Information that Council make available free of charge and for a fee	10
8.	The Information and Privacy Commission	11
9.	Further information	11
10.	Related documents.....	11
11.	Right to vary or terminate	12

Agency Information Guide						Page 2 of 12
Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au						
Version:	Adopted:	Resolution:	Commencement Date:	Last Review Date:	Next Review Date:	Content Manager Ref:
1	27/11/2024	2024/276	November 2024	N/A	November 2028	D24/19196

1. STRUCTURE AND FUNCTIONS OF COUNCIL

Lachlan Shire Council is a duly constituted body under the *Australian Constitution Act 1902*, the *Local Government Act 1993* and associated acts. This legislation provides the legal framework for an effective, efficient, environmentally responsible and open system of local government.

Lachlan Shire is located in the Central West of New South Wales; 200km west of Orange, 100km west of Parkes, 220km south west of Dubbo and 228km north east of Griffith. Lachlan Shire has an area of 14,973 square kilometres and a population of around 6,200. The Shire comprised of the towns of Condobolin, Lake Cargelligo and Tottenham, and villages of Albert, Burcher, Tullibigeal, Fifield and Derriwong.

Council's vision for the future is to be a resilient community providing economic and social growth, through evolving agricultural, business and mineral activities.

Council's *2022/23-2031/32 Community Strategic Plan* outlines the shared vision and aspirations for the future of the Shire, and is a key driver for all Council activities.

Councillors

The Lachlan Shire Local Government Area is divided into five Wards, represented by ten elected councillors including the Mayor, being two from each Ward. The elected Council is responsible for the direction and control of Council's affairs in accordance with the NSW Local Government Act and associated legislation.

Councillors represent the interests of our residents and ratepayers. They serve the community by listening to people and then representing those views on Council. They work together to make decisions in the best interests of the community as a whole.

Councillors have a strategic role and do not get involved in operational levels of the Council. Day to day operations are under the remit of the General Manager.

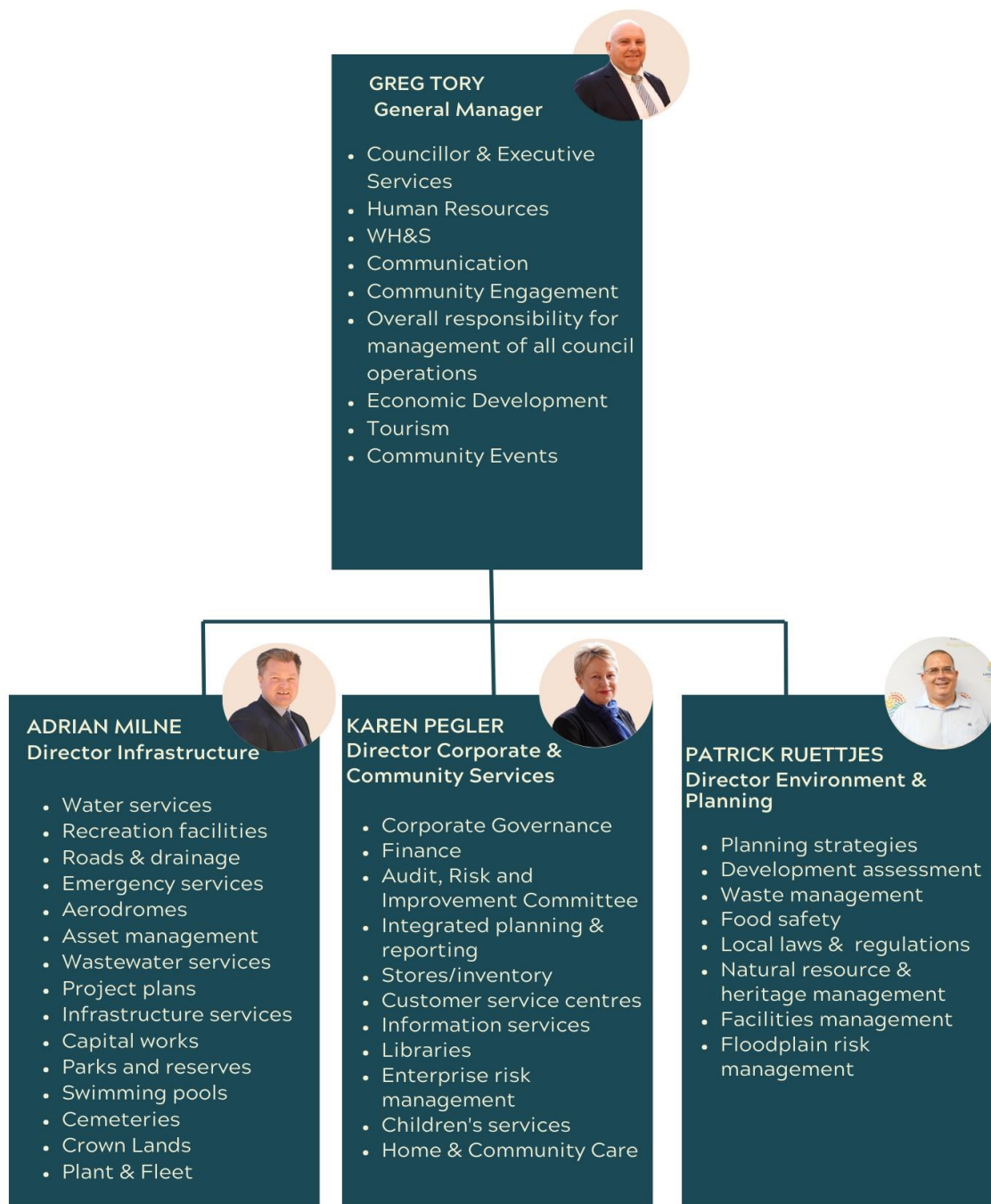
Organisational Overview

Council is led by the General Manager who is responsible for the efficient operation of the organisation and for ensuring Council decisions are carried out. Council has three departments, each headed by a Director, to assist the General Manager to carry out the functions detailed in section 355 of the *Local Government Act 1993*.

Agency Information Guide						Page 3 of 12
Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au						
Version:	Adopted:	Resolution:	Commencement Date:	Last Review Date:	Next Review Date:	Content Manager Ref:
1	27/11/2024	2024/276	November 2024	N/A	November 2028	D24/19196

Organisational Structure

Council's senior organisational structure as at 1 July 2024 is shown as follows:



More detail about the Council's organisational structure can be found in the *Annual Report*.

Agency Information Guide							Page 4 of 12
Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au							
Version:	Adopted:	Resolution:	Commencement Date:	Last Review Date:	Next Review Date:	Content Manager Ref:	
1	27/11/2024	2024/276	November 2024	N/A	November 2028	D24/19196	

Functions of Council

The functions of Council in accordance with section 21 of the *Local Government Act 1993* include:

- Non-regulatory or service functions (Chapter 6)
- Regulatory functions (Chapter 7)
- Ancillary functions (Chapter 8)
- Revenue functions (Chapter 15)
- Administrative functions (Chapters 11, 12, 13)
- Enforcement functions (Chapters 16, 17)

In addition, Council has delegated functions conferred or imposed on it by or under numerous other Acts and associated Regulations.

Council's role and responsibilities include a broad range of commercial, residential, community and cultural services. Corporate and strategic plans detail Council's priorities and proposed actions to achieve them.

2. IMPACT OF COUNCIL FUNCTIONS ON THE PUBLIC

As a service organisation, most of Council's activities have an impact on the public. Below is an outline of how the broad functions of Council can affect the public.

Service functions

Council provides services and facilities to the public. These include customer service, recreation, libraries and support for community events. We also provide services related to environmental protection, home and community care services, childcare, waste removal and disposal, land and property, industry and tourism development, civil infrastructure, maintenance and construction.

Regulatory functions

Council regulates developments and buildings to ensure they meet certain requirements affecting community amenity and safety. This includes issuing development and construction or demolition approvals, orders and building certificates.

Revenue functions

Revenue functions affect the public directly. Revenue from rates and other charges paid by the public helps fund services and facilities that Council provides for the community. These functions include levying rates, charges and fees as well as borrowings and investments.

Administrative functions

Administrative functions have an impact on the community through the efficiency and effectiveness of the services provided. Our administrative functions include employing staff, developing management plans, financial management, governance, and performance reporting.

Agency Information Guide						Page 5 of 12
Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au						
Version:	Adopted:	Resolution:	Commencement Date:	Last Review Date:	Next Review Date:	Content Manager Ref:
1	27/11/2024	2024/276	November 2024	N/A	November 2028	D24/19196

Enforcement functions

Enforcement functions only affect those members of the public who are in breach of certain legislation relating to purposes such as building and planning, public health, swimming pool compliance, onsite sewage management, trade waste, non-payment of rates and charges, environmental planning or companion animal offences, construction outside of hours, and parking offences. Council may issue penalty notices or initiate legal proceedings for breaches.

Community planning and Development functions

Community planning and development functions affect areas such as cultural development, social planning and community profile. This may involve advocating and planning for the needs of our community, providing donations to local community groups, facilitating opportunities for people to participate in the life of the community.

3. PARTICIPATING IN LOCAL GOVERNMENT

There are a number of ways in which the community can get involved in Council's decision making, such as attendance at Council meetings, representations to councillors, by nominating for election to Council, and by providing input on issues that Council is considering.

Council Meetings

Council's Ordinary meeting is currently held on the fourth Wednesday of the month commencing at 2.00pm at Council's administration centre 58-64 Molong Street, Condobolin NSW 2877. There is no meeting held in January. Extraordinary meetings are called if and when necessary.

Residents of the Lachlan Shire and the general public are welcome to attend these meetings, and have the opportunity to participate by viewing the meeting, and (subject to prior notice to the General Manager) may address Council on an agenda item and/or ask questions about an agenda item during the Public Forum section of the meeting. The public is not permitted to attend the closed section of the council meeting. The process for speaking at a meeting is outlined <https://www.lachlan.nsw.gov.au/Council/Council-Information/Council-Meetings/Speak-at-a-Council-Meeting>

Council meeting business papers are available on Council's website at [www.lachlan.nsw.gov.au/Council/Council Information/Council meetings/Minutes and Agendas](http://www.lachlan.nsw.gov.au/Council/Council%20Information/Council%20meetings/Minutes%20and%20Agendas), three (3) days prior to the Council meeting.

Public Consultation

Council is committed to open, accountable and transparent decision making, which is informed by effective communication and consultation between Council and the community. By engaging in public consultation Council is offering you the opportunity to share ideas, and discuss important topics and issues, that shape and impact your community. By participating you can actively contribute to and inform Council's decision making.

Agency Information Guide						Page 6 of 12
Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au						
Version:	Adopted:	Resolution:	Commencement Date:	Last Review Date:	Next Review Date:	Content Manager Ref:
1	27/11/2024	2024/276	November 2024	N/A	November 2028	D24/19196

Public consultation processes aim to:

- inform citizens, groups and organisations about specific decisions likely to affect them
- ensure all views are considered in planning and decision making
- create joint visions that speak to multiple interests and concerns
- initiate action to resolve issues and problems
- seek out and facilitate the involvement of those potentially affected
- provide participants with the information they need to participate in a meaningful way
- increase public confidence in local government and its management of local resources

Council regularly seeks community views on a range of projects and plans via online consultations, surveys, workshops, focus groups and advisory committees. Check Council's website and follow our Facebook page to hear about the latest projects and consultations.

Council places important draft policies, documents and development proposals on public exhibition, in accordance with legislative requirements and resolutions of Council. This is to provide members of the public with information regarding these matters, and to allow members of the public to provide feedback before final decisions are made by Council.

Exhibition documents are available on Council's website and at Council designated locations.

Submissions should be addressed to:

The General Manager, Lachlan Shire Council, PO Box 216 Condobolin NSW 2877, or
Email: council@lachlan.nsw.gov.au.

Committees

Lachlan Shire Council encourages community participation in a number of its functions. One way in which citizens can become involved is by becoming a member or volunteer of a community committee.

The *Local Government Act 1993*, section 355, allows Council to delegate some of its functions to a Committee of Council. Council has created Section 355 Committees in every town or village in the Lachlan Shire Council area to assist with the management of community facilities or make recommendations to Council. Section 355 Committees are made up of seven (7) community volunteers plus two members who are nominated by Council.

Current Section 355 Committees include:

- Bena Cemetery Management Committee
- Burcher Development Management Committee
- Condobolin Senior Citizens Hall Management Committee
- Fifield Development Management Committee
- Kiacatoo Hall and Recreation Ground Committee
- Lake Cargelligo Cemetery Management Committee
- Lake Cargelligo Memorial Hall Management Committee
- Lake Cargelligo Sail and Power Boat Club Management Committee
- Lake Cargelligo Showground Management Committee
- Lake Cargelligo Tennis Club
- Lake Cargelligo Tourism Management Committee
- Tottenham Memorial Hall Management Committee

Agency Information Guide						Page 7 of 12
Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au						
Version:	Adopted:	Resolution:	Commencement Date:	Last Review Date:	Next Review Date:	Content Manager Ref:
1	27/11/2024	2024/276	November 2024	N/A	November 2028	D24/19196

- Tottenham Racecourse Management Committee
- Tottenham Recreation Ground Management Committee
- Tottenham Tourism Management Committee
- Tottenham and Albert Cemetery Management Committee
- Tullibigeal Cemetery Management Committee
- Vermont Hill Hall and Recreation Ground Management Committee

Members of the public are encouraged to nominate for membership to a Section 355 Committee. Whilst committee membership is limited to seven (7) members per committee, you can still participate in working bees and other committee activities as a volunteer. Council will advertise for nominations as vacancies become available.

4. THE KINDS OF GOVERNMENT INFORMATION HELD BY COUNCIL

Council holds information about the wide range of functions it undertakes and the issues it manages in relation to the Lachlan Shire Local Government area. Council has a commitment to openness and transparency, and to providing easy access to the information that it holds, where this information is permitted to be released. To support this commitment as much information as possible is available via council’s website at www.lachlan.nsw.gov.au

The information available on the website is regularly updated, having regard to current issues and topics of public interest.

The various kinds of government information held by Council are described here by category and function.

Broad Information categories include:

- Council Policies
- Plans
- State of the Environment reports
- Strategic Plans
- Registers – including Assets, Cemetery, Contracts, Donations, Land, Roads, Disclosure Log of GIPA Access Applications
- Integrated Planning and Reporting documents
- Planning and Development Applications and associated information
- Planning documents
- Plans of Management
- Council and Committee meeting Agendas, Minutes, Reports
- Public external communications
- Visual Information including photos, videos, maps
- Audio
- Tenders and contracts and associated documents

Agency Information Guide						Page 8 of 12
Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au						
Version:	Adopted:	Resolution:	Commencement Date:	Last Review Date:	Next Review Date:	Content Manager Ref:
1	27/11/2024	2024/276	November 2024	N/A	November 2028	D24/19196

5. THE GOVERNMENT INFORMATION THAT COUNCIL MAKES (OR WILL MAKE) PUBLICLY AVAILABLE

The government information that Council makes (or will make) publicly available is:

- mandatory open access information provided there is not an overriding public interest against its disclosure
- proactively disclosed information
- informally released information
- formally accessed information.

PRIVACY MANAGEMENT

The *Privacy Management Plan* has been adopted to meet legislative requirements under the Privacy and Personal Information Protection Act (PPIPA). This is to confirm Council's commitment to privacy protection, and to outline Council's practice for dealing with privacy and personal information in accordance with the information protection principles contained within the Act. The *Privacy Management Plan* is available on Council's website

ACCESSING INFORMATION

The *Government Information (Public Access) Act 2009* (GIPA Act) encourages greater accessibility to information and transparency of council decision making for members of the public. Information that is not published on the council's website may be requested via an informal request, or via a formal access application in accordance with section 9 of the GIPA Act. Forms are available via Council's website or administration offices for *Informal Access to Information Request*, and *Formal Access Application*.

Open Access (Mandatory Disclosure) Information

In accordance with the GIPA Act, Council makes open access information available on its website and/or on request. Open Access Information is available free of charge, however administrative fees may apply such as photocopying/scanning in accordance with Council adopted *Fees and Charges*.

Proactive Release of Information

Lachlan Shire Council has a corporate culture of transparency and accountability. Information of interest to the public generally is routinely and proactively published to our website.

Informal and Formal Access

Wherever possible and appropriate, requests for information are managed informally. We encourage you to search our website – there is a lot of current and historical information already published or available upon request. If the information is not available, request it informally – send an email to council@lachlan.nsw.gov.au Not all applications can be treated informally, but many can be.

It may be necessary to submit a formal access application if the information you are seeking is of a sensitive nature, contains personal, confidential or commercially sensitive information about a third party, or involves a complex or considerable amount of time and resources to assemble. Where a formal application under the GIPA Act is made, application, processing and advanced deposit charges

Agency Information Guide						Page 9 of 12
Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au						
Version:	Adopted:	Resolution:	Commencement Date:	Last Review Date:	Next Review Date:	Content Manager Ref:
1	27/11/2024	2024/276	November 2024	N/A	November 2028	D24/19196

as specified in the Act will apply. Formal applications require an application fee of \$30, and \$30 per hour processing fee. These fees are not determined by council but are legislated.

For further information or to arrange access to information please contact Council:

- Phone (02) 6895 1900;
- Email: council@lachlan.nsw.gov.au
- Website: www.lachlan.nsw.gov.au

6. HOW COUNCIL MAKES (OR WILL MAKE) GOVERNMENT INFORMATION PUBLICLY AVAILABLE

The manner in which Council makes (or will make) government information publicly available is on our websites, through social media, in hard copy publications or in response to requests, which are met by provision of digital copies or by inspection on Council premises.

Council Website: <https://www.lachlan.nsw.gov.au>

Social Media: www.facebook.com/LachlanShireCouncil

7. THE KINDS OF GOVERNMENT INFORMATION THAT COUNCIL MAKE AVAILABLE FREE OF CHARGE AND FOR A FEE

Information available free of charge

The kinds of information that Council makes available free of charge are:

- information made available proactively on the Council's websites or reached via the websites
- mandatory open access information
- information provided as a result of information access (informal) requests, either by digital copy or by inspection on Council premises

Information provided for a fee

Council charges for the digitisation of hard copy files, and charges an application fee and an hourly rate for the processing of section 41 access (formal) applications other than applications for the personal information of the applicant. Charges are made in accordance with Council's adopted Fees and Charges. Council charges for information provided in particular formats, such as certificates, as part of its regulatory functions. The fees for providing the information are set by legislation or Ministerial decree and include:

- certificates (and copies) under s.10.7(2) and (5) - *Environmental Planning & Assessment Act 1979*
- certificates under s.88G – *Conveyancing Act 1919*
- certificates under former s121zp– *Environmental Planning & Assessment Act 1979/s735a – Local Government Act 1993*
- certificates under s.603 – *Local Government Act 1993*
- copies of existing Building Information Certificate

Agency Information Guide						Page 10 of 12
Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au						
Version:	Adopted:	Resolution:	Commencement Date:	Last Review Date:	Next Review Date:	Content Manager Ref:
1	27/11/2024	2024/276	November 2024	N/A	November 2028	D24/19196

8. THE INFORMATION AND PRIVACY COMMISSION

The Information and Privacy Commission NSW (IPC) is an independent statutory authority that administers legislation dealing with privacy and access to government held information in New South Wales, and oversees the Government Information (Public Access) Act (GIPA) and Privacy and Personal Information Protection (PPIP) Act.

Resources and information relating to the GIPA and PPIP Act can be obtained from the IPC website at ipc.nsw.gov.au or by contacting the IPC. The commission provides information about the right to access information and can be contacted as follows:

Information and Privacy Commission

Address: Level 15, McKell Building
2-24 Rawson Place
Haymarket NSW 2000
Postal Address: GPO Box 7011 Sydney NSW 2001
Phone: 1800 472 679 (1800 INFOCOM) free call
Email: ipcinfo@ipc.nsw.gov.au
Website: www.ipc.nsw.gov.au

9. FURTHER INFORMATION

Further information about this Agency Information Guide can be obtained by:

- contacting Council's Governance and Risk Officer
- contacting the Information Services Manager as Privacy Officer
- contacting the Director Corporate and Community Services as Council's Public Officer. If you have difficulty in obtaining access to Council information, you may wish to refer your enquiry to the Public Officer
- Council contact details:
 - Address: 58-64 Molong Street, Condobolin NSW 2877
 - Phone (02) 6895 1900;
 - Email: council@lachlan.nsw.gov.au
 - Website: www.lachlan.nsw.gov.au
 - Social Media: www.facebook.com/LachlanShireCouncil
- contacting the Information and Privacy Commission (see contact details Section 8)

10. RELATED DOCUMENTS

Related LSC documents include:

- Privacy Management Plan
- 2022/23-2031/32 Community Strategic Plan
- Annual Report

Agency Information Guide						Page 11 of 12
Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au						
Version:	Adopted:	Resolution:	Commencement Date:	Last Review Date:	Next Review Date:	Content Manager Ref:
1	27/11/2024	2024/276	November 2024	N/A	November 2028	D24/19196

Related Legislation includes:

- Local Government Act (NSW) 1993
- Local Government (General) Regulation 2021
- Government Information (Public Access) Act 2009 (GIPA Act)
- Privacy & Personal Information Protection Act 1998 (PIIP Act)
- IPC Information Access Guidelines

Related Data Information sources for NSW Government include:

- NSW Government – <https://data.nsw.gov.au/>
 - Data.NSW aims to increase the safe use of data across NSW government in order to support data-driven decision-making and deliver better outcomes for the people of NSW.
 - Data.NSW provides a single search environment for NSW data assets

Nothing in this policy limits any applicable legislation.

11. RIGHT TO VARY OR TERMINATE

Council reserves the right to vary this policy at any time.

Greg Tory

GENERAL MANAGER

Agency Information Guide						Page 12 of 12
Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au						
Version:	Adopted:	Resolution:	Commencement Date:	Last Review Date:	Next Review Date:	Content Manager Ref:
1	27/11/2024	2024/276	November 2024	N/A	November 2028	D24/19196