

Freedom of Information Act, 1989
Section 14 (1) (a) and (2)

INTRODUCTION

This document is the Statement of Affairs for the Council of the AlburyCity, and is available for inspection by members of the public in accordance with Section 15 (1) of the Freedom of Information Act, 1989.

The information contained in this Statement of Affairs is prescribed by Section 14 (2)(a)(f) of the Freedom of Information Act, 1989 and includes;

- A description of the structure and functions of the Council.
- A description of the ways in which the functions of Council affect members of the public.
- A description of any arrangements that exist to enable members of the public to participate in the formulation of Council's policy and the exercise of the Council's functions.
- A description of the various types of documents usually held by the Council.
- A description of the arrangements existing to enable a member of the public to obtain access to the Council's documents and to seek amendment of Council's records concerning his or her personal affairs.
- A description of the procedures of Council in relation to the giving of access to Council's documents and the amendment of Council's records concerning the personal affairs of a member of the public.

Dated at Albury fifteenth of June 2008.

Les Tomich
General Manager

1. STRUCTURE AND FUNCTIONS

A copy of Council's Organisation Structure is attached marked Annexure "1" which identifies the functions of Council discharged by each Department. The General Manager is generally responsible for the efficient and effective operation of Council and for ensuring the implementation, without undue delay, of decisions of Council.

The General Manager has the following particular functions:

- the day-to-day management of the Council;
- to exercise such functions of the Council as are delegated by Council to the General Manager;
- to appoint staff in accordance with the organisation structure and resources approved by Council;
- to direct and dismiss staff;
- to implement the Council's Equal Employment Opportunity Management Plan.

The General Manager is assisted in the discharge of the above mentioned particular functions together with the functions identified in the organisation structure by the following senior staff;

- Director Corporate Services, Director Community & Recreation, Director Engineering, Director Planning & Economic Development.

2. EFFECT OF COUNCIL'S FUNCTIONS ON MEMBERS OF THE PUBLIC

The Council of the AlburyCity discharges the following functions under the Local Government Act 1993:

- Ancillary functions which aid in the carrying out of the Council's service and regulatory functions and involve such powers as the acquisition of land either by agreement or by compulsory process and the entry onto private land for inspection and investigation.
- Regulatory functions involving approvals and orders whereby a person may carry out a specified activity with the prior approval of Council; and the Council may order a person to do or to refrain from doing a specified thing.
- Revenue functions involving the raising of revenue to finance the provision of goods, services and facilities appropriate to the current and future needs of the community of Albury and the wider public.

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- Administrative functions involving administrative infrastructure to support the effective and efficient operation of the Council.
- Enforcement functions involving the power to enforce compliance with the provisions of the Local Government Act, 1993.

The discharge of Council's functions will undoubtedly have a significant effect on members of the public. So as to mitigate any adverse effect, Council actively encourages the involvement of members of the public and users of Council facilities and services, in the development, improvement and co-ordination of Local Government within AlburyCity.

3. PUBLIC PARTICIPATION IN POLICY FORMULATION

The press and public are entitled to attend Ordinary and Extraordinary Meetings of the Council and Meetings of Standing Committees, except where such meetings are closed to the press and public because the matter(s) under consideration are confidential in nature. On the Monday of the first week of each month the Council holds a Community Forum. Topics/issues that are of interest or may affect the Community are presented. Agendas for these meetings are advertised in the local press, inviting interested members of the public to attend and contribute to the discussion/questions. Council contacts individuals or groups that are known to have an interest in a particular issue to invite them to be present at the relevant meeting.

This forum also allows members of the community to raise issues that could be included on a future agenda.

The dates and times of Council and Committee Meetings are publicised in the local press and members of the public are encouraged to attend. However, at the formal Monthly Council Meeting members of the public do not have the option of input into discussion.

Statutory provisions exist under the Local Government Act, 1993, which make it mandatory for Council to consult with the public. Every endeavour is made to ensure wide public exhibition of the subject matter and thereafter, the due consideration of any submissions or comments made prior to adoption of the matter under consideration by Council.

Councillors receive a mail delivery twice weekly. Mail includes items received from members of the public, agendas for Council Meetings, Committees/Working Parties, briefing notes and newsletters.

4. DOCUMENTS HELD BY COUNCIL

The following is a list of the documents held by the Council and which are available for perusal by members of the public at Council's Customer Service Centre:

- Adjoining Owners Notifications
- Agendas for Council & Committee Meetings
- Annual Report
- Auditors Report
- Building Approval Records
- Building Certificate Records
- Council Plan (see Management Plan)
- Delegations of Authority
- Development Applications/Consent Records
- Emergency Management Plan
- Investment Register
- Land Register
- Minutes of Open Council and Committee Meetings
- Pecuniary Interest Returns of Councillors and Designated Persons
- Policy Registers (includes the following policies):
 - Part A – Public Policies
 - Access to the Built Environment
 - ACPAC – Subsidised use of
 - Audit Committee Charter
 - Banners for Display Policy
 - Camping on Lake Hume Foreshore
 - Child Protection Policy
 - Code of Conduct for Councillors, Staff & Delegates
 - Code of Meeting Practice
 - Community & Social Planning Policy
 - Complaints Management Policy
 - Councillors – Payment of Expenses and Provision of Facilities for
 - Cultural Plan 2004/05 – 2008/09
 - Customer Service Charter
 - Debt Recovery Policy
 - Equal Employment Opportunity Policy (EEO)
 - Fees & Charges Policy (Sports Grounds)
 - Financial Assistance Policy
 - Footpaths Policy
 - Foxer Display Policy – Council Admin Building
 - General:
 - Albury Lawn & Monumental Cemeteries & Crematorium
 - Sewer Mains – Construction of Buildings adjacent to or over mains
 - Tree Preservation Order

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- Investment Policy
- Local Environment Plan 2000 – Albury (DCP & LEP Policies Index)
- Media Liaison Policy
- No Smoking Policy
- OH&S & Rehabilitation Policy Statement
- Pigeon Policy (Keeping of Pigeons)
- Privacy Management Plan – Appendix One : Public Registers & Purpose. Appendix Two : Information Protection Principals
- Public Notification Policy
- Purchasing and Tendering Policy
- Recruitment and Selection Policy
- Revenue Policy
- Risk Management Policy
- Sheds in the Residential (Low Density) Zone and the Residential Areas of the Township Zone
- Signs as Remote Supervision Policy
- Street and Outdoor Activities Policy (*incorporating Street Advertising Policy*)
- Street Parades, Marches, Rallies and other Public Assemblies Policy & Guidelines
- Trade Waste Policy
- Unsealed Roads in the Rural (living) Zone Policy
- Volunteer Policy
- Waiving of Fees for Development Applications/Construction Certificates
- Water supply in the living zone – local Policy
- Youth Policy

Part B – Internal Policies

- Absentee Policy
- Annual Leave in Non-Peak Periods Policy
- Appeals Policy
- Banked Rostered Days Off Policy
- Carparking – AlburyCity Administration Building
- Corporate Credit Card Policy
- Corporate Sponsorship Donations Policy
- Corporate Uniform Policy
- Disciplinary Policy
- Electronic (E-mail) Policy
- Emergency Service and Defence Force Reserve Leave
- Fleet Safe Policy
- Flexible Work Arrangements
- Foyer Display Policy
- Fraud Recognition & Control
- Gathering Information Policy
- Grievance and Dispute Policy
- Higher Duties Policy
- Internal Reporting Policy

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- Internet Access Policy
- Investment Policy
- Leasing Council Property Procedure
- Loss of License Policy
- Motor Vehicle Policy
- Obtaining Access to Legal Advice
- Performance Management Action Plan Policy
- Problem Solving/Grievance/Dispute Procedures
- Purchasing and Tendering Policy
- Records Management
- Return to Work Program
- Salary Packaging Policy
- Salary System Policy
- Staff Recognition Policy
- Staff Exit Policy
- Telephone Etiquette
- Plans of Management for Community Land
- Register of Committees & Working Parties
- Section 64 and 94 Contribution Plans
- State of the Environment Report

5. ACCESS TO DOCUMENTS AND AMENDMENT OF PERSONAL AFFAIRS

Any member of the public may submit an application to Council under Section 17 of the Freedom of Information Act, 1989 for access to documents concerning the person's personal affairs. The details for doing so are outlined below.

6. PROCEDURE FOR GIVING ACCESS TO DOCUMENTS OR RECORDS

Applications under Section 17 of the Freedom of Information Act, 1989, must be made in writing. Application forms suitable for making such requests are available upon request from the Council's office. All applications must be accompanied by a \$30.00 application fee.

Inquiries should be made to:

**FOI Co-ordinator
Albury City Council
553 Kiewa Street
ALBURY NSW 2640**

**TELEPHONE: (02) 6023 8111
FAX: (02) 6023 8727**

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(See Work Groups on the following page)





WORK GROUPS

GENERAL MANAGER	
<p>COMMUNICATIONS</p> <ul style="list-style-type: none"> • Communications • Website Management • Public Relations • Marketing 	<p>HUMAN RESOURCES</p> <ul style="list-style-type: none"> • Human Resources • EEO • Industrial Relations <p>EXECUTIVE SUPPORT Executive Support</p>

DIRECTOR CORPORATE SERVICES	
<p>ADMINISTRATION</p> <p>FINANCIAL SERVICES</p> <ul style="list-style-type: none"> - Payroll - Creditors - Rates - Sundry Debtors - Management Reporting - Treasury <p>INFORMATION TECHNOLOGY</p> <ul style="list-style-type: none"> - Communications - Hardware/Software/Network - Office Equipment <p>RECORDS</p>	<p>CUSTOMER SERVICE CENTRE OPERATIONS</p> <ul style="list-style-type: none"> - Customer request system management & reporting - Switchboard - Receipting - Building/Planning - General enquiries - After Hours Call Centre <p>RISK MANAGEMENT</p> <ul style="list-style-type: none"> - Risk Strategy - Insurance - OHS Systems - Injury Management <p>GRANTS</p>

DIRECTOR – COMMUNITY & RECREATION

CULTURAL SERVICES

- ACPAC
- Albury Library Museum
- Lavington Library
- Regional Art Gallery
- Cultural Development

COMMUNITY SERVICES

- Immunisation
- Family Support
- Children's Services
 - Additional Needs
 - Banjora Long Day Care
 - Family Day Care
 - OOSH Services

COMMUNITY DEVELOPMENT

- Community Safety
- Aboriginal Liaison
- Mirambeena Community Centre
- Neighbourhood Liaison
- Special Projects
- Thurgoona Community Complex
- Youth Services and Youth Café
- Aged and Disability Support

PARKS AND RECREATION

- Albury Sports Stadium
- Aquatic Facilities
 - Albury Swim Centre
 - Albury North/Lavington Swim Centre
- Asset Management
 - Parks & Gardens
 - Sporting Areas
 - Playgrounds
- Botanic Gardens
- Natural Areas Management
- Tree Management

EVENTS

- Community Events
- Events Support

DIRECTOR - ENGINEERING

SERVICES

- Council Buildings
- Depots & Stores Management
- Purchasing
- Fleet Management
- Kerbs & Gutters
- Landscape Services
- Road & Traffic Construction
- Workshop/Plant Management
- Building Services

WATER

- Environmental Programs
 - Phosphorus Campaign
 - Salinity Program
 - Water Conservation
- Natural Resource Management
- Trade Waste Management
- Wastewater Collection
- Wastewater Treatment
- Water Supply
- Water Treatment
- Wonga Wetlands

ENGINEERING

- Asset Management
- Asset Design & Development
- Environmental Management
- Heritage Planning
- Mapping & GIS Services
- Rezoning
- Road Safety
- Strategic Town Planning
- Traffic & Parking Strategies

PROJECTS AND BUSINESSES

- Landfill
- Airport
- Cemetery/Crematorium
- Major Infrastructure Projects

DIRECTOR – PLANNING AND ECONOMIC DEVELOPMENT

COMPLIANCE

- Plumbing and Drainage – including Backflow Prevention
- Onsite Sewer Management
- Erosion Control
- Animal Control
- Parking Inspection
- Development Compliance
- Environmental Health

BUILDING SURVEYING

- Building Approvals
- Plumbing Drainage Approvals
- Fire Service Assessments
- Inspections Services

ECONOMIC DEVELOPMENT

- Investment Attraction
- Land Sales
- Fast Track Development Facilitation

TOWN PLANNING

- Pre Application Consultation
- Development Assessment
- Dispute Resolution

ADMINISTRATION