



Wyong Shire Council  
Annual Report  
2009-2010

# Welcome to the Wyong Shire Council Annual Report for 2009-10.

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This report has been produced to comply with the Local Government Act 1993 and provides a snapshot of our achievements during 1 July 2009 and 30 June 2010. It includes our various statutory reports, documents our objectives and performance targets as set out in our Management Plan, and contains important information about our financial performances.

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## Message from the Mayor

Council has continued to work hard at delivering services to the community and securing the Shire's future over the past 12 months.

From major projects, including the Mardi to Mangrove Link and Estuary Management Program, to roadworks, lifeguard patrols, construction of cycleways and our library services, Council has been active in all areas.

A quick snapshot across some areas of Council shows just how productive staff have been. In 2009-10, Council has:

- Completed 19 kilometres of road re-seals and four kilometres of pavement rehabilitation.
- Total loans from the library, including the loan of public computers, totalled 1,031,370.
- Our lifeguards completed 1300 beach patrol hours at the six Shire beaches in Lakes, Soldiers, The Entrance North, The Entrance, Toowoan Bay and Shelly Beach. Again, they completed their patrols with distinction, with no lives lost.
- We have extended our cycleway/footpath network a further 5.9 kilometres.
- We collected 33,282 tonnes of waste (red bins), 17,229 tonnes of recyclables (yellow bin), 20,138 tonnes of vegetation (green bins) and 4,867 tonnes of bulk kerbside material.
- The average annual water consumption for 2009-10 of 153 kilolitres per residential property is among the lowest in NSW and reflects Council's continuing strong emphasis on water conservation.

These statistics highlight the tremendous work Council staff are undertaking in our community and I look forward to working with them over the next 12 months to continue improving our community.

One of the major achievements of this Council was the recent endorsement of the \$24 million Central Coast Arts and Conference Centre. The new Centre will be constructed on the Wyong Memorial Hall site and will be open to all in the community, theatre and arts. Design plans for the building are now being finalised and a Development Application is expected soon. However, we need State and Federal Government contributions to make the centre a reality. We will also seek community funding, courtesy of a Trust, which will be established in January 2011. Donations will be tax deductible. When fully completed, the centre will include a 500 seat theatre, studio, café, dressing rooms, gallery, meeting room and permanent administration.

We want this to become an industry leading building and this quality centre will provide new benefits for business as a conference venue, tourism, education and career opportunities for those who wish to work in the creative sector.

**Cr Doug Eaton**  
**Mayor**



## Message from the General Manager

**It gives me great pleasure to submit this report on the efforts and achievements of Council and staff over the past 12 months.**

Council has achieved a lot in terms of planning for the future, and we still face many challenges as more and more people move into our wonderful community where we are truly blessed to live in an area with such a diverse and unique environment.

Council is committed to providing a better future for residents, which is why we have recently undertaken a Service Delivery Review which will see total financial savings of \$7.6 million dollars, which includes \$2.6 million in savings annually, plus an increase of \$1 million dollars annually in revenue and \$4 million annually in service improvements.

The Review is a result of a comprehensive study of how effectively Council delivers services to a growing community and how it can effectively provide those services to best reflect Council's priorities, objectives and to meet the long-term needs of the community in a sustainable manner.

This is a vision that has been developed by all staff and Councillors and it's about delivering the best value service to the Community and facilitating investment in the Shire to create jobs and opportunities for our residents.

The focus of staff and Councillors is on improved service delivery while better positioning Council to face the challenges ahead.

Council has always been committed, and will continue, to provide service to the community at a high standard for many years to come.

That's why we will continue working hard to complete more than \$150 million in works to secure our water future, including the Mardi to Mangrove Link and extensive work at Mardi Dam.

We will push on with our Estuary Management Plan to enhance the quality of Tuggerah Lakes and we will continue to work hard and engage in fruitful discussion with the State Government to deliver the Warnervale Town Centre.

I also want to thank the many sporting groups, community groups and volunteers in the Shire who provide countless hours, at no cost, to make Wyong Shire a quality place to work, live and play.

There is a lot of work to be done, and the staff and Councillors are very motivated to get on with the job of delivering for their community.

**Michael Whittaker**  
**General Manager**

# Council structure

Wyong Shire Community

Elected Council

General Manager

Community  
& Recreation  
Services

Infrastructure  
Management

Environment  
& Planning  
Services

Corporate  
Services



*Elected councillors 2008 - 2012*



*From left: Director Shire Services Paul Wise, General Manager, Michael Whittaker, Director Shire Planning Gina Vereker and Director Corporate Services David Jack,*



Great place. Great people.  
Making a positive difference!



## Council's Audited Financial Reports 428(2)(a)

*A copy of the council's audited financial reports*

Wyong Shire Council's General Purpose Financial Reports for the period 1 July 2009 to 30 June 2010 are enclosed with this report as Enclosures 1 and 2.

## Council's Performance during the year in relation to the Management Plan 428(2)(b)

*A comparison of the Council's actual performance of its principal activities during that year (measured in accordance with the criteria set out in the relevant management plan) with the council's projected performance of those activities (as contained in the relevant management plan), together with a statement of the reasons for any difference between them.*

### **Performance of Principal Activities Identified in the 2009-10 Management Plan**

The 2009-10 Management Plan identified 57 strategic targets (or actions) to achieve Council's five Principal Activities. Progress against these strategic targets was reported quarterly to Council.

At the end of 2009-10 six of the 57 actions were not achieved due to factors outside of Council's control and, of the remaining 51 actions, 45 (or 88%) were completed.

### **2009-10 Management Plan – Summary of Strategic Targets by Principal Activity.**

	A More Sustainable Community	A More Sustainable Economy	A More Sustainable Environment	Infrastructure	Organisation	Totals
<b>Completed</b>	20	4	8	8	5	45
<b>Not achieved</b> Matter outside Council Control	4	0	2	0	0	6
<b>Not achieved</b> Matter within Council Control	1	0	0	1	4	6
<b>Total</b>	25	4	10	9	9	57

Attached below is a link to the 2009-10 Management Plans Volumes 1 and 2.  
<http://www.wyong.nsw.gov.au/about-council/annual-plan/>

## Council's State of the Shire 428(2)(c)

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*A report as to the state of the shire in the area, and in particular in relation to the following environmental sectors:*

- (i) land,*
- (ii) air,*
- (iii) water,*
- (iv) biodiversity,*
- (v) waste,*
- (vi) noise,*
- (vii) Aboriginal heritage,*
- (viii) non-Aboriginal heritage, with particular reference, with regard to each such environmental sector, to:*
  - (ix) management plans relating to the environment,*
  - (x) special council projects relating to the environment,*
  - (xi) the environmental impact of council activities.*

### State of the Shire Report

Wyong Shire Council's State of the Environment Report is now incorporated into Council's State of the Shire Report which is enclosed as enclosure 3:







## Council's Public Works 428(2)(d)

*A report on the condition of the public works (including public buildings, public roads and water, sewerage and drainage works) under the control of the council as at the end of that year, together with:*

- (i) an estimate (at current values) of the amount of money required to bring the works up to a satisfactory standard; and*
- (ii) an estimate (at current values) of the annual expense of maintaining the works at that standard; and*
- (iii) the council's program of maintenance for that year in respect of the works.*

### Buildings

Council is responsible for the maintenance of 576 building structures. The financial responsibility to maintain these buildings is spread between Council (directly), care, control and management groups to Council (355 Committees) and direct leases.

- The estimated cost to bring Council's buildings to a satisfactory (good) standard is \$5.712m (For more detailed information see Special Schedule 7)
- An estimated (at current values) of the annual cost of maintaining the buildings at a satisfactory standard is \$3.189m. The amount is based on 1.61% of capital replacement value. The average industry standard for building maintenance is 1% to 2.5% of capital replacement value.
- The 2009-2010 funding for building maintenance was \$2.190m

### Roads

Council is responsible for 1071km of rural and urban roads. (The network includes Sealed Roads Surface, Sealed Roads Pavement, Unsealed Roads and Kerb & Gutter).

The estimate cost to bring the road network to a satisfactory standard is \$335m

The estimated annual cost of maintaining the road network is \$7.2m

The 2009-10 expenditure on road maintenance was \$4.4m

Note: See Council's financial statements (Special Schedule 7 for definitions related to the condition of the road network and explanatory notes on WSC's application of the definitions).

### Stormwater Drainage

Council is responsible for approx. 450km of pipeline, 18,449 pits & headwalls, 25 wetlands and 152 GPT's.

The estimate cost to bring the stormwater drainage network to a satisfactory standard is \$17.6m

The estimated annual cost of maintaining the stormwater drainage network is \$2.3m

The 2009-10 expenditure on stormwater drainage maintenance was \$1.3m

Note: See Council's financial statements (Special Schedule 7 for definitions related to the condition of the stormwater drainage network and explanatory notes on WSC's application of the definitions).

### Bridges

Council is responsible for 71 timber and concrete bridges.

The estimate cost to bring the bridges to a satisfactory standard is \$8m.

The estimated annual cost of maintaining the bridges is \$0.7m

The 2009-10 expenditure on bridge maintenance was \$0.7m

Note: See Council's financial statements (Special Schedule 7 for definitions related to the condition of the bridges and explanatory notes on WSC's application of the definitions).

### Foot paving

Council is responsible for 154km of footpaths.

The estimate cost to bring footpaths to a satisfactory standard is \$6.1m

The estimated annual cost of maintaining footpaths is \$0.3m

The 2009-10 expenditure on footpath maintenance was \$0.3m

Note: See Council's financial statements (Special Schedule 7 for definitions related to the condition of foot paving and explanatory notes on WSC's application of the definitions).

## Water Supply Assets

Council is responsible for 1,147 km of water distribution system, one water treatment plant, 19 water pump stations, 21 water reservoirs and bore holes. (The water distribution system includes trunk mains, distribution mains, raw water reticulation, reclaimed water distribution system and service mains to industrial and commercial developments).

The average condition of the assets is satisfactory or better.

The estimated cost to bring the water supply system to an average standard is \$7.9m.

The required annual maintenance expenditure for 2009-2010 is \$11.9m

The 2009 - 2010 expenditure on maintenance for water supply system was \$4.6m.

Note: Refer to Council's financial statements (Special Schedule 7 for definitions related to the condition of the water supply system and explanatory notes on WSC's application of the definitions).

## Sewerage System

Council is responsible for 1,202 km of sewer mains, six sewage treatment plants and 144 sewerage pump stations. (The sewer infrastructure includes gravity trunk mains, effluent disposal mains, distribution mains and rising mains).

The average condition of the assets is satisfactory or better.

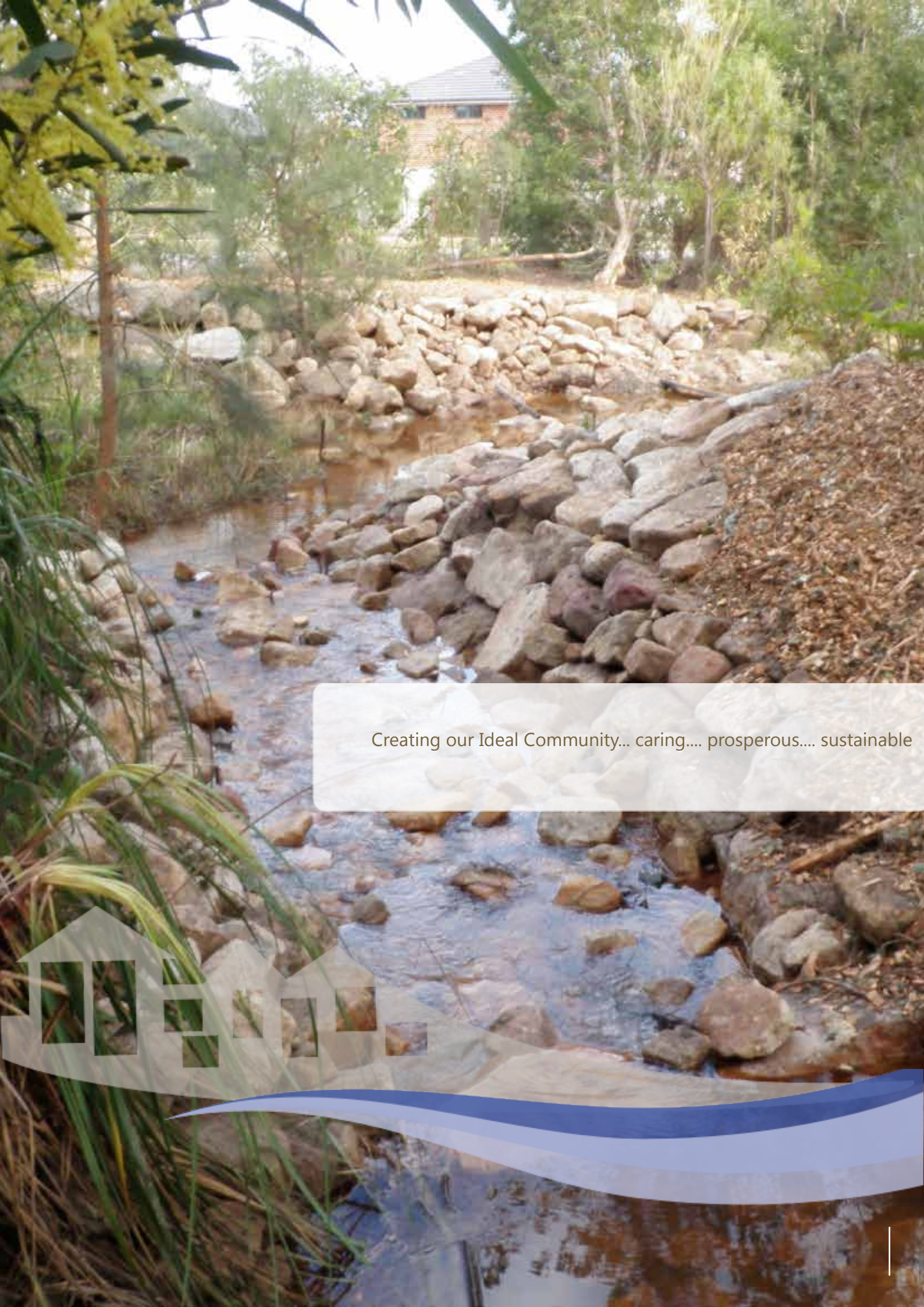
The estimated cost to bring the sewerage system to an average standard is \$17.4m.

The required annual maintenance expenditure for 2009-2010 is \$10.3m

The 2009-2010 expenditure on sewerage system was \$5.5m.

Note: Refer to Council's financial statements (Special Schedule 7 for definitions related to the condition of the sewerage system and explanatory notes on WSC's application of the definitions).





Creating our Ideal Community... caring.... prosperous.... sustainable



## Summary of Legal Costs incurred by Council 428(2)(e)

*A summary of the amounts incurred by the council during that year in relation to legal proceedings taken by or against the council (including amounts, costs and expenses paid or received by way of out of court settlements, other than those the terms of which are not to be disclosed) and a summary of the state of progress of each legal proceeding and (if it has been finalised) the result.*

### Legal Services & Legal Costs

	\$
Shire Planning Legal Advices	79,041
Shire Planning Court Cases	342,256
Shire Services Legal Advices	10,429
Shire Services Court Cases (billed to individual projects)	1,143,148
Corporate Services Legal Advices	43,882
General Manager Legal Advices	28,150
Risk Management	149,045
<b>TOTAL</b>	<b>1,796,951</b>

### Fines and Costs Recovered

	\$
Fines and Professional Costs	312,306
Debt Recovery	415,943
<b>TOTAL</b>	<b>\$728,249</b>

Of the total costs incurred of \$1,796,951 an amount of \$728,249 has been recovered by Council, leaving direct legal costs to Council of \$1,068,702 for legal activities in 2009 - 2010.

## Legal Proceedings for the Year 2009-10 Supreme Court

OTHER PARTY	DISPUTE	STATUS	COST
BMP Manufacturing P/L Supreme Court	Connection of drain to existing drainage system	Continued negotiation to acquire land	\$23,855
Cabbage Tree Harbour	Erosion of the cliff	Works undertaken on residents properties	\$59,091
Centre Developments Class 1	Residential flat building be approved subject to conditions of consent	Appeal dismissed	\$26,318
Richard Clark	Appeal against order 12 to remove garden & topsoil	Notice of discontinuance served	\$4,736
Darkinjung	Subdivision for Aboriginal land claim over Lot 183 Brava Avenue, San Remo	Acquisition of land Brava Avenue, San Remo	\$4,571
Wendy Gooden	Appeal against deemed refusal of BC/76/2008	Sec 34 agreement by both parties -Appeal upheld	\$8,170
Jarar Investments Pty Ltd	Deemed refusal for DA/08/2008 S82a review	Council is acquiring the land at Lot 5 Brush Rd Fountaindale – Court case discontinued	\$4,437
New Pacific Pty Ltd (Fisherman's Wharf)	Appeal against condition 26 of DA/1090/2008	Dismissed	\$8,919
King and Walker Warnervale Medical Centre Class 4	DA/602/2009 consent is void and of no effect	Appeal withdrawn	\$3,473
Sentros Pty Ltd	Refusal of DA/351/2009	Ongoing	\$6,170
Wayne Sales Cini (1)	That approval of DA/1733/2008 is invalid, void and of no effect	Withdrawn	\$5,661
Wayne Sales Cini (2)	That approval of DA/59/2007 is invalid, void and of no effect	Withdrawn	\$2,924
UPO Pty Ltd (Hannan)	Deemed refusal of DA/1243/2008 erection and operation of hydroponics farm	Agreement and Deed of Variation and Release signed	\$67,886
UPO Pty Ltd (Hannan)	Deemed refusal of DA/597/2009 recreational facility – Dairy site	Awaiting judge to make consent orders	\$14,183
UPO Pty Ltd (Hannan)	Deemed refusal of DA/647/2009 – Café – Dairy site	As above	\$3,174
UPO Pty Ltd (Hannan)	Deemed refusal of DA/982/2009 – produce stalls – Dairy site	As above	\$9,195
UPO Pty Ltd (Hannan)	Refusal of DA/647/2009 civil and flood mitigation works – Lucca Rd	VPA signed by both parties	\$38,020
Van Stappen	Bond related to construction of road works	Deed of Agreement has been signed – Notice of discontinuance received	\$10,066
Valhalla	Appeal against refusal of DA/2338/2005	Appeal was allowed in part, with modified conditions	\$41,407
<b>TOTAL</b>			<b>\$342,256</b>

## Legal Proceedings, Progress & Costs

NIL

## Risk, Legal Proceedings, Progress and Costs

### Risk Management

CLAIM NUMBER	DETAILS OF CLAIM	CURRENT STATUS	COSTS INCURRED BY COUNCIL IN 2009/2010
F2008/02648	Statement of Claim received indicating a claim for injuries and out-of-pocket expenses in relation to injuries to lower back and both legs due to a trip and fall on a concrete manhole on a grassed nature strip outside 29 Peel Street, Toukley on 13/2/06 allegedly due to the grass obscuring the raised manhole.	This matter has been finalised with terms of settlement not to be disclosed.	\$37,014.65
F2009/00502	Statement of Claim received indicating a claim for out-of-pocket expenses in relation to injuries received to various parts of the body due to a trip and fall on Canton Beach Road, Toukley on 8/3/06 allegedly due to a raised section of concrete from repair work.	This matter has been referred to Council's solicitors Moray & Agnew to defend on Council's behalf.	\$23,728.24
F2007/01179	Statement of Claim received indicating a claim for out-of-pocket expenses in relation to injuries received due to a trip and fall in Yakalla Street, Shelly Beach on 27/6/06 allegedly due to a hole near a concrete lid.	This matter has been finalised with terms of settlement not to be disclosed.	\$27,365.29
F2007/00086	Statement of Claim received indicating a claim for out-of-pocket expenses in relation to injuries received to ankle and foot due to a fall on The Entrance Road, The Entrance on 28/8/06 allegedly due to a hole next to the footpath.	This matter has been finalised with terms of settlement not to be disclosed.	\$40,452.09
F2007/00419	Statement of Claim received indicating a claim for out-of-pocket expenses in relation to injuries received to various parts of the body due to a fall near Tuggerah Parade, The Entrance on 28/8/06 allegedly due to planks missing on footbridge.	This matter has been referred to Council's solicitors DLA Phillips Fox to defend on Council's behalf.	\$8,293.72
F2009/02525	Statement of Claim received indicating a claim for out-of-pocket expenses in relation to injuries received to upper arm due to a fall at Wyong Memorial Hall on 18/6/07 allegedly due to damaged deck and stairway.	This matter has been referred to Council's solicitors DLA Phillips Fox to defend on Council's behalf.	\$8,980.75
F2009/02456	Statement of Claim received indicating a claim for out-of-pocket expenses in relation to injuries received to fractured legs and wrist due to motorcycle accident at Chelmsford Road Reserve on 26/5/07 allegedly due to long grass obscuring sewer pit lid.	This matter has been referred to Council's solicitors DLA Phillips Fox to defend on Council's behalf.	\$3,211.00

## Councillors Fees, Expenses

### 428(2)(f)

*The total amount of money expended during the year on mayoral fees and councillor fees, the council's policy on the provision of facilities for use by councillors and the payment of councillors' expenses, together with a statement of the total amount of money expended during that year on the provision of such facilities and the payment of such expenses.*

## Councillor Expenditure

In 2009 - 2010 Wyong Shire Council expended \$247,912 on fees for elected representatives.

The Mayoral allowance was fixed at \$52,420 in accordance with the determination of the Local Government Remuneration Tribunal and reduced by:

- \$7,485 and payable to the Deputy Mayor in accordance with Clause 7.2 of Council's Facilities and Expenses Policy for Councillors.
- \$1,798 for use of the Mayoral Motor Vehicle in accordance with Clause 6.3 of Council's Facilities and Expenses Policy for Councillors.

Annual payments of \$19,729 were set for each Councillor under the provision of Section 248 of the Local Government Act 1993 and in line with the determination of the Local Government Remuneration Tribunal.

Councillors' other expenses totalled \$124,769 which includes items in Council's Facilities and Expenses Policy for Councillors. Council's Facilities and Expenses Policy for Councillors is enclosed as Enclosure 4.

## Senior Staff

### 428(2)(g)

*A statement of the number of senior staff employed by the council during that year, together with a statement of the total amount of money payable in respect of the employment of senior staff, including money payable for salary, for the provision of fringe benefits and for all other on-costs connected with their employment;*

## Total remuneration for senior staff

During 2009 - 2010 senior staff positions held were General Manager, Director Shire Services, Director Corporate Services, Director Shire Planning (four in total) on separate performance based fixed term contracts in accordance with the Local Government Act 1993. The total amount of money payable in respect to the employment of senior staff was \$1,038,118.

## Contracts Awarded by Council 428(2)(h)

Details of each contract awarded by the council during that year (whether as a result of tender or otherwise) other than:

- (i) employment contracts (that is, contracts of service but not contracts for services); and
- (ii) contracts for less than \$100,000 or such other amount as may be prescribed by the regulations,

including the name of the contractor, the nature of the goods or services supplied by the contractor and the total amount payable to the contractor under the contract.

Name of Contractor	Description of Contract	Value of Contract \$ (ex GST)
John Holland Pty Ltd	Construction of the Mardi to Mangrove Link Project	64,156,933.09
Robson Civil Projects Pty Ltd	Construction of Northern Section of Link Road – Sparks Road	7,919,245.88
Scape Constructions Pty Ltd	Construction of Hamlyn Terrace Community Centre & Sporting Facility	6,360,811.82
Robson Civil Projects Pty Ltd	Excavation & Lining of Cell 4.2B – Buttonderry Waste Management Facility	4,198,468.64
Stabilised Pavements of Australia Pty Ltd	In-Situ Stabilisation Works for an Initial Two Year Period with a One Year Extension Option	2,155,215.00 p.a. (est. based on tendered rates)
Process Engineering Technologies Pty Ltd	Toukley Sewage Treatment Plant Inlet Works Augmentation	1,640,427.00
Eire Contractors Pty Ltd	Construction of Mannering Park Sewage Treatment Plant Inlet Works	1,191,000.00
Seventeen contractors appointed to a panel.		
<ul style="list-style-type: none"> <li>• Hall Group Enterprises Pty Ltd</li> <li>• R W Leete Pty Ltd</li> <li>• Australian Grader Hire Pty Ltd</li> <li>• MAAS group Pty Ltd</li> <li>• Complete Excavations Pty Ltd</li> <li>• Mozaf Pty Ltd</li> <li>• Bowers Family Trust</li> <li>• T &amp; M Campbell Pty Ltd</li> <li>• R L Equipment Pty Ltd</li> <li>• TCX Pty Ltd</li> <li>• R K Talbot Enterprises Pty Ltd</li> <li>• Underground Water Solutions Pty Ltd</li> <li>• John E Hogan Pty Ltd</li> <li>• Duncan Excavations Pty Ltd</li> <li>• Schembri's Earthmoving Pty Ltd</li> <li>• Wyong Shire Council</li> <li>• Scape Constructions Pty Ltd</li> </ul>	Hire of Plant & Trucks - Buttonderry Waste Management Facility for a 12 Month Period	1,188,000.00 (est. of cumulative spend based on tendered rates)
Opal Developments	Contract & Procurement Administration	979,985.00
Green Horticultural Group Pty Ltd	Supply, Deliver & Install Growing Medium – Bateau Bay Sports Complex	919,400.00
Master Electrical Contractors Pty Ltd	Upgrading of Floodlights at Various Ovals – Northern Region of Shire	736,577.50
Court Craft (Aust) Pty Ltd	Construction of Netball Courts – Baker Park	598,761.64
Tracey Brunstrom & Hammond Pty Ltd	Contract & Procurement Administration	569,981.00
Good Gear Pty Ltd	Supply Corporate Uniform for a Period of Three Years	553,000.00 (est. for full 3 year period)
Strategic Management Centre Pty Ltd	Contract & Procurement Administration	515,324.00



<p>Eight contractors appointed to a panel:</p> <ul style="list-style-type: none"> <li>• Labourco Council Services Pty Ltd.</li> <li>• Manpower Services Pty Ltd</li> <li>• IPA Personnel Pty Ltd</li> <li>• Adecco Pty Ltd</li> <li>• Labourpower Recruitment Services Pty Ltd</li> <li>• Advanatge Recruiting Pty Ltd</li> <li>• Complete Staff Solutions Pty Ltd</li> <li>• Drake Australia Pty Ltd</li> </ul>	Hire of Casual Labour for a One Year Period With Two Optional Extensions of One Year Each	500,000.00 p.a. (est. of cumulative spend based on tendered rates)
Environmental Land Contracting Pty Ltd	Stormwater Treatment Works – Parkside Drive	475,034.50
Wright Pools Pty Ltd	Swimming Pool – Toowoan Bay Holiday Park	474,220.91
Eire Contractors Pty Ltd	300mm Diameter Gravity Sewer Main – Gavenlock Road *	470,000.00
Hays Recruitments Pty Ltd	Contract & Procurement Administration	468,505.00
Telstra	Telephony Services	466,500.00 (est. based on contract rates)
Smada Electrical Services Pty Ltd	Upgrading of Floodlights at Various Ovals – Southern Region of Shire	431,505.00
Orica Australia Pty Ltd	Manufacture Supply & Deliver Bulk Liquid Chlorine for a Three Year Period	396,000.00 (est. for full 3 year period)
GWH Constructions (NSW) Pty Ltd	Construction of Ourimbah Rural Fire Station	378,000.00
Bixli Pty Ltd (t/as P&H Constructions)	Upgrade of Existing Boat Ramp, Seawall & Roadworks – Picnic Point	280,306.36
Workforce Road Services Pty Ltd	Pavement Markings & Associated Works for a Period of Two Years with a One Year Extension Option	272,090.00 p.a. (est. based on tendered rates)
The Green Horticultural Group Pty Ltd	Installation of Subsoil Drainage – Halekulani, Killarney & Kurraba Playing Fields	286,442.60
Environmental Land Contracting Pty Ltd	Construction of Stormwater Treatment Works – Colongra Bay Drive	271,039.50
M E Barry Consulting Pty Ltd	Land Access / Property Management Services	249,026.00
Ellis Karm Pty Ltd	Contract & Procurement Administration Services	222,120.00
Arup Pty Ltd	Development of a Commercial Strategy for Buttonderry Waste Management Facility	202,200.00
Scape Constructions Pty Ltd	Construction of Stormwater Treatment Works – Loxley Close	203,350.00
Erimus Financial Services Pty Ltd	Project Accounting Services	190,375.00
Engineering & Management Solutions Pty Ltd	Contract & Procurement Administration	188,850.00
The Short Trust	Contract & Procurement Administration	183,780.00
Waste Processing Solutions Pty Ltd	Sludge Dewatering at Gwandalan & Charmhaven Sewage Treatment Plants	179,110.00
Catherine Devine	Psychological Assessments	160,897.00
Brideson Hill & Associates Pty Ltd	Contract & Procurement Administration	157,560.00

## Council's Bush Fire Hazard Reducation Activities 428(2)(i1)

*A report on the bush fire hazard reduction activities of the council during that year, including activities carried out under a bush fire management plan approved under the Rural Fires Act 1997.*

### Fire Mitigation Works Funding

Each year in accordance with the Bush Fire Coordinating Committees Policy No 2/01, Bush Fire Management Committees are given the opportunity to claim for Fire Mitigation Works Funding. In 2009 - 2010 Council, in consultation with the Wyong Bushfire Management Committee (BFMC), received two grants totalling \$137,000.

- Local Government Fire mitigation programme- \$105,000
- Fire mitigation Works fund - \$32,000

Council completed the schedule of works in accordance with the grant allocation and claimed for the said amount. In addition, Council contributed a further \$49,803.52 bringing the total spent on bushfire mitigation during this report period to \$186,803.52

### Hazard Reduction Activities

Managing the bushfire hazard across the Shire requires the coordination of many stakeholders including; the Local Aboriginal Land Council, Environmental Groups, private land holders, fire fighting agencies and authorities and many government departments responsible for land management. The Rural Fire Service (RFS) generally facilitates the process through the Wyong Bushfire Management Committee.

In regards to bushfire hazard reduction activities on land under the care and control of Council, we can report as follows:

Council manages an estimated 2500 hectares of bushland. The 2500ha is composed of 50 parcels greater than 10ha in size considered to be of high conservation value. This figure does not include a significant amount of smaller fragmented natural areas that also represent a fire hazard. This includes a total of 53.5 km of boundary at the urban bushland interface.

Council's Hazard Reduction Schedule of works is prepared in accordance with the Bushfire Risk Management Plan and the Four Year Urban Interface Plan. Council's Fire Hazard Reduction Works are submitted as proposals for approval by the BFMC annually and implemented thereafter. All of the Asset Protection Zones (APZ) maintained by Council have been mapped within Council's Geographical Information System and registered through the RFS Bushfire Risk Information Management System (BRIMS). Council utilises BRIMS to record all completed bushfire mitigation activities on land under their care and control.

During 2009-10 Council in conjunction with the Rural Fire Service inspected all of its 142 identified APZs and conducted a site specific field risk analysis to determine whether the location, width and length of the APZs were adequate. The risk analysis considered the various factors that influence fire behaviour, adjacent land use and the response and ability of fire fighting personnel to control any wild fires. The inspections also ranked the APZs Bushfire Priority Risk rating from low to extreme to guide the 2010-11 works program.

182 Hazard Reduction Certificates were applied for by members of the public and processed by the Rural Fire Service.

## Permits

Fire safety permits are required inside the declared bush fire danger period which extends from 1 October through to 31 March. By applying limitations and prescribed requirements for lighting fires inside this defined period the chance of fire escape is mitigated and ultimately fire crews will have a better chance fire suppression if early detection and notification is given. Fines up to \$5,500 and prison sentences may apply if a permit is not obtained or the conditions within a fire permit are not complied with. Fire permits are issued free of charge by approved RFS officers.

## Mechanical

In 2009-10 Council developed work schedules for the maintenance of 107 APZs totalling 36.69km. Approximately 31km of APZ was maintained four times per year by mechanical means using a tractor slasher. A further 16km of APZ located in areas inaccessible to machinery was slashed at least three times per year using Council's Bushfire Mitigation Team by manual means. Council maintains a register of APZs with detailed quantitative information such as specific location, length, width and number of assets protected. Qualitative information captured includes a bushfire hazard priority risk rating, service completion dates and time taken to complete.

Council's Bushfire Fuel Management program involves a dedicated Fire Mitigation Team consisting of one full time supervisor and up to three Corrective Service Order Workers provided by the Department of Corrective Services. This is a successful collaboration between the Department of Corrective Services and Council and has proven to be a cost effective way of undertaken fire hazard reduction works in some situations. The fire

mitigation team are responsible for maintaining approximately 16km of APZ by manual means using hand tools and minor plant. These areas are generally inaccessible to machinery due to steep terrain, but mostly due to the presence of wetlands running right up to the rear of private property fences. Council also utilises its four tractor slashers to maintain APZ by mechanical means in accordance with works schedules prepared for each precinct tractor slasher operator.

## Fire Trails and Access

The Rural Fire Service in conjunction with a Bush Fire Management Committee Working Group is maintaining a database to capture the quality of identified fire trails within the Local Government Area. An inspection regime is identified within the database and a print out of fire trails to be inspected can be produced. Furthermore, a register of all gates and slip rails is maintained, identifying location, lock type, inspection date etc. It is envisaged that Council, with the RFS, will be undertaking a survey of the fire trail network on Council managed land during the 2010-11 reporting period. The survey will include a strategic look at the fire trail network with a view to rationalise, classify and up date the current mapping system.

## Fire Hazard Complaints

In total 78 hazard complaints have been received by the NSW Rural Fire Service.

## Early Detection

On days of extreme fire weather State Forest Officers have staffed the Warralong Tower, located to the north west of Wyong local government area. This service has proved beneficial to our District with early detection allowing a quick response to outbreaks.

Upon notification of Total Fire Bans or extreme fire weather, brigades are paged with a request to provide availability of crew for immediate response. The Bush Fire Management Committee Fire Classification Group will also liaise on these predicted very high fire danger days to ensure adequate fire fighting coverage for the LGA.

## Fire Investigating

Where a significant bush fire or a pattern of fires occurs, an Officer from the Fire Control Centre shall request an Authorised Fire Investigator to attend and conduct cause and origin identification. Throughout 2009-10, Wyong has used Fire Investigators and the NSW Police Service to investigate a number of possible arson attacks.

## Community Safety General

The Bush Fire Environmental Assessment Code is a tool used by NSW Rural Fire Service (RFS) staff to streamline regulations that apply to hazard reduction clearing and burning. The Bushfire Environmental Assessment Code has a number of supporting documents:

- Before you light that fire brochure
- Standards for Asset Protection Zones
- Standards for Low Intensity Bush Fire Hazard Reduction Burning (for private landholders)
- Standards for Pile Burner
- Standards for Windrow Burns

The Code streamlines the numerous environmental regulations that control activities such as clearing and burning vegetation, making it easier to plan hazard reduction work. The document aims to allow a greater amount of hazard reduction work to be facilitated through the streamlined environmental process by increasing the land area it can be applied to.

The code covers land immediately adjacent to certain assets, that is asset protection zones (eg the immediate surrounds of a home) and strategic fire advantage zones (eg the urban interface area) along with land management zones.

The code also allows for greater asset protection works for public assembly buildings (schools, hospitals and churches) and other major buildings and protection works in and around plantations.

The assessment methods for issuing Hazard Reduction Certificates include standards for the prevention of soil erosion, protection of riparian buffers and construction of control lines.

Hazard Reduction Certificate issued using the Code means all legal approvals have been obtained. Where sensitive environmental issues mean that a Certificate cannot be issued, the landowner will need to obtain approvals through other methods.

## Development Control

Due to legislative requirements, the Rural Fire Services under Section 79BA of the Environmental Planning and Assessment Act are responsible to assist Councils where Development Applications identified in Bush Fire Prone Land do not conform to Planning for Bushfire Protection requirements. This referral process incorporates a comprehensive audit of bush fire assessment produced by proponents. Predominantly referrals are dwellings being constructed to Flame zone conditions, which are outside the scope of AS3959 "Construction of Buildings in Bushfire Prone Area" and will identify whether strategies that are performance based or deemed to satisfy conditions should apply. Team Community Safety Officer can also assist Rural Fire Service Development Control Staff at Headquarters with 100B Developments; provide site specific information, photos, determine vegetation types, etc.

## Community Education Activities

Community Education is aimed at developing and/or improving the knowledge, attitudes, skills and behaviours of the community in regard to the prevention, control, suppression and mitigation of bush and other fires. The desired outcome is a community that is well aware of the hazards of fire and is well prepared for its threat.

The Wyong Community Education Advisory Committee develops, reviews and implements various Community Engagement initiatives which are delivered to the broader community by the Rural Fire Brigades of Wyong District.

Resources are produced to assist in the delivery of the education programs. The service produces a range of publications for teachers, adults, children and the general community. Resources include brochures, activity books, stickers, magnets and show bags etc.

This year Council in cooperation with the NSW Fire Brigade and the RFS

continued to distribute the Wyong Shire Council - Bushland Reserves - Managing the Risks of Bushfire brochure at every appropriate opportunity including: hand delivery at the urban bushland interface, Council branch offices, field days and fairs. The purpose of the brochure is to briefly outline what each control agency is responsible for and provide advice on property preparedness for fire protection.

## Programs and Functions

**Community Education Advisory Committee** – the aim of this Committee is to engage in examining the broad spectrum of fire safety, educational issues and programs within the Rural Fire Service. Most brigades have trained Community Safety Assistants who attend these meetings held at the fire control centre bi-monthly.

**Community Firewise Groups** – Community Firewise is a co-ordinated program through which residents become involved with fire safety in their community. Trained facilitators help to set up and maintain Community Firewise Groups.

**Crime Stoppers** – The RFS and Crime Stoppers have a project underway to reduce the incidence of arson. The public is encouraged to report firefighters on the Crime Stoppers number (1800 333 000). All fire fighting vehicles should display the crime stoppers sticker as part of the RFS policy on vehicle markings.

**Community Safety Assistant (CSA) Courses** – The District Community Safety Staff deliver an annual CSA course encouraging Brigade participation. Last period 12 volunteers reached competency

in this qualification. This additional training enables experienced fire fighters to undertake fire safety audits to give specific advice to individuals who live in bush fire prone areas.

**Fireguard for Kids** – The Fireguard for Kids program is a volunteer fire fighter delivered program targeting kindergarten to Year 6 children. Fire fighters visit schools to teach children fire safety lessons in fire prevention and personal safety. This program comes with specially designed resources that are only available to schools through fire fighter visits.

**FireWise** – “FireWise” is the overriding header for fire education programs and the term is promoted in such a way that the community will automatically think of fire safety when they see or hear it. Variations of “FireWise” include “Bush FireWise”, “Farm FireWise” and “House FireWise”.

**Mobile Education Trailers** – The Team is currently using two large education trailers, their primary function is to support brigades attending fetes, festivals and community education events.

**Static Water Supply (SWS) Program** – The SWS marking system is an initiative whereby properties or lands with useable water supplies are identified with a specially designed State Water Supply (SWS) marker. This enables fire fighters to utilise that water to protect life and property during fires. Static Water Supplies include water tanks, swimming pools, dams and creeks. Brigades have commenced pre-incident planning and the erection of signage.

## Community Education Strategies

### 1. Firewise groups, Firewise Forums and Street Meetings

- Promote community education, specifically the use of firewise street meetings and the forming of firewise groups to brigades using the Community Safety Newsletter and yearly memorandums.
- Identify within brigades members capable of facilitating education activities and provide appropriate training. Provide each member with appropriate dress to ensure professional appearance.
- Annual visit to brigades to workshop community education programs to suit their locality. Members of the Community Education committee to assist with the facilitation of this process.
- Conduct a firewise information event annually to the south. Preferred location for event is Mingara Recreation Club, Mingara Dr, Tumbi Umbi. These facilities are located on the extremities of the extreme risk area, The Ridgeway.
- Hold a minimum of five street meetings as identified by brigades annually within the Operational Areas of Wyong. These locations to be determined by Bush Fire Risk Management Plan – Extreme and Major areas initially.

### 2. School and Youth Programs

The NSW Rural Fire Service has in its area of responsibility a total of 16 Primary and Secondary schools. The School and Youth program coordinator has established contact with all of these schools and advised them of the capabilities of the RFS and the programs we provide students.

- Provide on demand Firewise for Kids presentations to youth groups such as Scouts, Cubs, and PCYC. A presentation may incorporate an inspection of the fire control facilities or alternatively RFS will attend the location of groups.
- Contact all schools and request the opportunity to attend Fetes.
- Offer to schools a visitation program to the fire control centre

### 3. Public Awareness and Community Events

#### Objective:

To increase the community's awareness of the Roles and Responsibilities of the NSW Rural Fire Service.

#### Strategies:

- Meet with Local Radio stations prior to the commencement of the Bush Fire Danger period. Provide radio stations with the RFS 30 second tips for bush fire preparation and request air time through this period.
- Provide static displays at community events.
- Provide roadside signage in strategic locations. In the form of fixed signage to be changed to suit seasonal message, along with removable banners.
- Contact local service groups/clubs and offer our attendance at meetings to promote Rural Fire Service role within the community.
- Promote the annual NSW RFS State Wide Open day to the community and encourage full brigade participation.

### 4. Farm Firewise

#### Objective:

To provide support to the farming community on bush fire preparation.

#### Strategy:

- Provide an inspection upon request for farms using the farm firewise checklist.
- Provide Farm fire safety illustrations and post on walls in rural shops and produce suppliers.

### 5. General

#### Strategies:

- Continue the Static Water Supply program, letterbox drop the SWS flyer in areas to assist with campaign.
- Continue with volunteer participation in the Community Education Conference both State and Regional level.
- Establish and maintain a residential inspection service whereby Community members can arrange for individual inspections of their properties by Officers of the NSW Rural Fire Service
- Conduct letterbox drop of firewise materials in strategic locations.
- Establish a minimum of one Community Safety Assistant in each Rural Fire Brigade located in Wyong Local Government Area.
- Conduct a minimum of one Community Safety Assistant workshop per Strategy period.

#### BRIMS (Bushfire Risk Information Management System)

All activities will be entered into BRIMS upon receipt, all completed works should be finalised on system within a 10 working day period.

#### Review of strategies

A bi-monthly review of strategies should take place at Community Education Committee meetings.

## Council Promoting Cultural Diversity 428(2)(j)

*Details of programs undertaken by the council during that year to promote services and access to services for people with diverse cultural and linguistic backgrounds in a manner that is consistent with the principles of multiculturalism.*

Wyong Shire Council partnered with organisations across the Region to participate in the Central Coast Multicultural Expo

Wyong Shire Council provides access to an interpreting service for people from CALD backgrounds to conduct business with Council.

Wyong Shire Council celebrated International Women's Day 2009 with an event that brought together more than a dozen planned displays depicting the individual stories of women from a range of cultural and linguistic backgrounds.

Wyong Shire Council participates in and acts as a distributor of information for the Central Coast Multicultural Interagency.

Wyong Shire Council is a participating member of the Community Relations Council Regional Advisory Committee.

Details of programs undertaken by the Council during that year to promote services and access to services for people with diverse cultural and linguistic backgrounds in a manner that is consistent with the principles of multiculturalism

### Multicultural Actions & Activities of Wyong Council

#### Ethnic Affairs Priority Statement - Reviews

Wyong Shire Council has an existing Ethnic Affairs Priority Statement (EAPS). Over the next six months Community Development are reviewing Council's draft EAPS to incorporate changes made recently to the NSW Multicultural Policies and Services Plan (MPSP).

#### Translations

Community Development has undertaken research on how to present written information to non-English speak communities within Wyong Shire. The first stage looked at the most popular Non-English Speaking Background (NESB) communities according to the latest ABS statistics followed by, the fastest growing communities according to the multicultural agencies operating in the LGA. From there

It was established that the most used languages were:

- Greek;
- Tagalog (Filipino);
- Italian;
- Spanish;
- Thai;
- Chinese (simplified)
- Korean.

The translation organisation group NAATI were contacted by Council and information was selected from Councils "New Residents Kit – Summer 2009 Edition" and translated into the above languages. This information is available to Wyong shire residents.

#### Community Relations Commission - Hornsby Central Coast Regional Advisory Council

Wyong Shire Council is a member of the Hornsby/Central Coast Regional Advisory Council (RAC) of the Community Relations Commission

(CRC). RAC meets every three months and has been established for a number of years to look at regional issues that may affect the CALD (Culturally and Linguistically Diverse) communities of the Central Coast.

#### Interpreter's Day

The Central Coast Interpreters Day is an initiative of the RAC. A working party has been formed to develop a day when government and non-government groups may come together to better understand and utilise interpreter services. Wyong Shire Council Chambers will host the inaugural Interpreters Day on 9 November 2010.

#### Central Coast Multicultural Interagency

CCMI meets every two months and is the premier collective of government and non-government agencies working with the CALD communities on the Central Coast. Wyong Shire Council has been an active member of CCMI for many years. Wyong Shire Council holds the central data base and is the main distribution point of social and community information for the Central Coast multicultural agencies.

#### Harmony Day

Wyong Shire Council is normally a partner or promotes the various events held on Harmony Day – 21 March - or throughout Harmony Week. This year, Council was a partner in the Literacy Loop Harmony Week Celebration held at Blue Haven Community Centre where Council staff assisted government and non-government groups to promote early reading development and cultural awareness. Council was also the lead agency in setting up and promoting the World in Wyong.



### [World in Wyong \(WinW\)](#)

World in Wyong held its inaugural Non-English Speaking Background community profile promotion in Harmony Week 2010. WinW was designed to focus multiculturalism on the Central Coast by holding radio interviews with selected Wyong residents from CALD backgrounds. Twelve people from different ethnic backgrounds were invited to "tell their story" and what they liked about Wyong through ABC 92.5 Central Coast radio interviews which were then aired across Harmony Week.

On the Friday of Harmony Week, Wyong Shire Council sponsored an afternoon tea of international cuisine (including a halal meat bbq and ethnic pastries and desserts) for the selected interviewees and families.

### [Drum fest](#)

The inaugural Drum fest was held at the Gravity Centre Lake Haven on 15 May 2010 as a celebration of world music as expressed through drumming. It consisted of a music day of 10 bands and acts from 10 different international communities plus a junior (9 – 18yr old) drummer 'drum-off' competition. Its amazing success will ensure Drum fest to be continued annually.

### [Central Coast Multicultural Expo](#)

This will be the fifth year the Multicultural Interagency will hold the CC Multicultural Expo on 23 September 2010 at Erina Community Centre, Erina Fair. Wyong Shire Council was a founding member of the Multicultural Expo and continues to be involved in focussing the services of government and non-government agencies to both the established CALD communities and the recently arrived immigrants of the Central Coast.

### [Stay Safe at the Beach](#)

Stay Safe at the Beach is a newly founded beach safety community awareness program arising from the Multicultural Expo 2009. The first Stay Safe presentation was held at Shelly Beach in 2010. The second will be at Avoca Beach as a safety campaign for CALD community members and tourists on safe practices and potentially dangers at ocean beaches of the Central Coast. This year Stay Safe will be held on both 10 and 12 December and will focus on local primary school children; TAFE 'English as Second Language' students and rock fisherman.

### [Multicultural Centre Based Day Care](#)

Wyong Shire Council currently has a staff representative on a regional working party to assess the feasibility of developing centre based day respite for the CALD community.





## Works Carried out on Private Land 428(2) (k)

*Details or a summary (as required by section 67 (3)) of resolutions made during that year under section 67 concerning work carried out on private land and details or a summary of such work if the cost of the work has been fully or partly subsidised by the council, together with a statement of the total amount by which the council has subsidised any such work during that year.*

### Estuary Management

The works detailed in this report were undertaken on private property following approval by Council at its meeting held on 25 November 2009. This report provides details of the work undertaken in accordance with the requirements under Section 67 of the Local Government Act. These works were funded by the Tuggerah Lakes Estuary Management Plan.

Section 67 of the Local Government Act (LGA) relates to Council undertaking works on private property. Under this Section examples of such work that are relevant to works being undertaken under the Tuggerah Lakes Estuary Management Plan include fencing, tree planting and tree maintenance, excavation, land clearing and tree felling.

Where Council is carrying out this type of works on private property and does not have an approved fee, or is charging less than an approved fee, Council must approve the works before they are carried out by resolution at an open meeting. The priority is given to works on public land but

there are circumstances where high public benefit is achieved by works on private land. The public benefit from improved waterways, improved water quality and ultimately an overall enhancement of the Tuggerah Lakes for the benefit of the whole community.

At the Ordinary Meeting of 25 November 2009 Council resolved on the motion of Councillor GRAHAM and seconded by Councillor WEBSTER:

"That Council approve the works detailed in Table A to be carried out on the following properties under the Tuggerah Lakes Estuary Management Plan at no cost to the property owner:

- Lot 102 DP 793943 Kangy Angy
- Lot 1 DP 112609 Mardi

### Open Space & Recreation

No works have been undertaken on private land by the Open Space and Recreation section during 2009-10.

### Roads and Drainage

No works have been undertaken on private land by the Roads and Drainage section during 2009-10.

### Water and Sewerage

#### Mardi-Mangrove Link Project

Works are being carried out for the Mardi-Mangrove Link Project on approximately 60 private properties. Land owners of private land in which works associated with the Mardi-Mangrove Link Project have been undertaken have received compensation in accordance with the Water Management Act 2000 and the Land Acquisition (Just Terms Compensation) Act 1991. Landholders of private property impacted by the Project are not receiving any direct or indirect benefits of the Project.



## Summary of Grants Under Section 356 428(2)(l)

*The total amount contributed or otherwise granted under section 356.*

### Funds Granted Under Section 356

	\$
Councillors' Community Improvement Grants	123,675
Community Development Grants	116,497
Sporting Equipment Grants	46,038
Rents Community Groups	49,770
Tipping Fees - Community Groups	95,617
Surf Club Subsidies	61,000
Business Central Coast/Central Coast Small Business Mentor Service	295,929
Sport & Cultural Sponsorships	111,105
VRA	20,000
Mardi Gras Festival Committee	5,000
Cultural Grants	28,025
University Scholarships	7,500
Central Coast Kids Day Out	5,000
Wyong Shire Garden Competition	5,500
Central Coast Festival of Golf	15,000
Community Environment Network	18,182
Sundry Donations	1,500
<b>TOTAL</b>	<b>1,005,338</b>



## Human Resources Activities 428(2)(m)

*A statement of the human resource activities (such as training programs) undertaken by the council during that year.*

### Human Resources (HR)

Council continued to provide a range of activities relating to human resources through its Human Resources Unit. These activities include:

- Human resource management advice and support
- Implementation of a HR Partnership Model with Council Departments
- Recruitment and selection of staff
- Staff training and development
- Workforce and leadership development
- Management of workers' compensation claims
- Rehabilitation of employees injured in the workplace
- Management and coordination of an Employee Wellbeing Program
- Employee welfare
- Co-ordinating the provision of an Employee Assistance Program
- Promotion of Occupational Health and Safety
- Safety administration and management
- Industrial relations advice and advocacy
- Regular liaison with unions and other employee representatives to achieve local resolution of most industrial issues.
- Remuneration and salary administration
- Job evaluation to determine appropriate salaries for positions
- Administrative activities associated with Council's performance appraisal process
- Market research to maintain competitiveness in attracting and retaining staff
- Promotion of Equal Employment Opportunity principles and obligations.

### HR Process Review

Process reviews will continue in 2010 - 2011 with the focus being on the Performance Management, Remuneration and Recruitment systems and processes.

### Occupational Health and Safety

During 2009 - 2010 the OHS Section, along with assistance from managers and other areas of Council, continued with the promotion of the Injury Reduction Program (IRP) as the main tool for the reduction of workplace injuries. The Serious Occurrence Investigation Team continues to provide in depth investigations into the root causes of serious or lost time injuries.

The OHS Section has worked closely with WorkCover over the previous year to bring satisfactory closure to issues raised by the Regulator or employees. The section has also taken part in various reference groups and attended several external meetings to benchmark and keep abreast of what other like bodies are doing.

During the year the major OHS focus areas have been:

- Review and re-write of the OHS Management System
- Preparation for a System Audit by an external body
- Updating forms to reflect the input and needs of employees
- Incident investigations by the Serious Occurrence Team
- Review and update of the Injury Reduction Program
- Delivering OHS training

Other continuous improvement activities have been undertaken including:

- Worksite inspections
- Compliance audits
- System Audits
- Statistical analysis
- Development and review of training courses as required
- OHS induction for all new starters
- Review and update of Safe Work Method Statements
- Support to both OHS Committees

During 2009-10 there were no prosecutions under the Occupational Health and Safety Act 2000.

The number of Lost Time Injuries and the Lost Time Injury Frequency Rate for 2009-10 are as follows:

- Lost Time Injuries – 54
- Lost Time Injury Frequency Rate – 30.37

The Lost Time Injury Frequency Rate (LTIFR) is a ratio that allows different sized organisations to accurately compare figures. It is the number of lost time injuries multiplied by 1,000,000 then divided by the total number of man hours worked.

### Training and Development

For the 2009-10 period Training and Development Services Section scheduled the following classes:

- Internal 677 events with 5,590 participants attending (represented 1,218 individual participants)

Note: Some employees attend more than one session per person

- External 331 events with 458 participants attending (represented 307 individual participants)

Total training represented 30,019.69 hours

The types of training provided included:

#### Corporate:

- Induction, Computer Systems Induction, Microsoft Office Suite, Eview, Council Online, Electronic Business Papers, Local Preference Policy, Working by WSC Values, Leading by WSC Values and Business Continuity

#### Legislative:

- Code of Conduct, Bullying and Harassment, Performance Appraisal for Employees and Supervisors, Security of Payments Act

#### Compliance:

- Regulatory: Planning, Regulatory Services, Building Regulations, Environment Climate and Estuary management
- OH&S: Alcohol and Other Drugs Awareness, Asbestos Removal, Chemical Application, Confined Spaces, Construction Induction, Design and Inspect Traffic Control Plans, Electrical Safety Awareness, Environment, Climate, Erosion and Sedimentation Control, Estuary Management, Sustainability, First Aid, Needle Stick Injury, Accident/Incident Occurrence Investigation and Reporting, Committee Member Consultation, General Safety, Hazard Identification and Analysis, Manual Handling, Risk Management – Hazard Management, Control of Hazardous Substances, Risk Assessment, Select/Modify Traffic Control Plans, Traffic Controller, Trenching and Excavation, Working Near Overhead Powerlines.

#### Leadership Development:

- Diploma of Government and Management, Frontline Management, Supervisor Training Program

#### Personal Development:

- Business Writing, Communication Media, Conflict Resolution, Finance for Non Finance Managers, Mentoring in the Workplace, Negotiation and Influencing Skills, Presentation and Facilitation skills, Public Speaking, Self Protection, Time Management and Verbal Judo.

#### Plant and Equipment

- Brushcutter, Bomford Reach Mower Attachment to Tractor, Chainsaw, Dogging, Excavator, Forklift, Minor Plant, Mower, Nail Gun, Quad Bike, Sweeper, Two-way Radio, Medium Rigid Licence and Four Wheel Drive Training.

#### Seminars and Conferences:

##### Specific to Professional Development requirements

#### Trainee and Apprentice Program:

Training and Development Section continues to coordinate the Trainee and Apprentice Program and currently hosts 28 apprenticeships through Central Coast Group Training and employs 16 trainees in the areas of: Land Use Planning, Development Assessment, Open Space and Recreation, Design, Information Technology, Future Planning and Rangers. During the year seven trainees progressed into supernumerary roles as they had achieved a minimum of two years service with the organisation and 50% completion of chosen studies.



### Scholarship Program:

The program is in its third year of implementation. During 2009 - 10 Council employed seven students of Finance, Engineering, Planning, Care and Education and Human Resources. Four of the seven students completed in February 2010, two of the seven commenced in the areas of Human Resources and Engineering. A great success story is the first student who commenced the program in 2008 continued through 2009 and was successfully appointed to a temporary Student Engineering in 2010.

The program provides an opportunity for new entrant university students residing in Wyong Shire undertaking casual paid employment during semester breaks.

Training and Development attended the Central Coast Career Expo at Niagara Park and Indigenous Expo at Mingara, promoting Local Government as an Employer of Choice and providing advice on career opportunities that exist within Local Government. Both Expos also provided an opportunity to promote the Council Traineeship and Scholarship Programs.

Work Experience: Council hosted 11 work experience placements in the areas of Library, Corporate Information, Natural Resources, Environmental Health, Planning and Engineering.

### Worker's Compensation

WorkCover has granted Council a self-insurer licence under Section 211 of the Workers Compensation Act 1987. As a result Council performs injury and claims management functions within the Human Resources Unit of Council. During 2009-10 Council experienced 103 work related injuries and 26 work related illnesses.

## Equal Employment Opportunities 428(2)(n)

*A statement of the activities undertaken by the council during that year to implement its equal employment opportunity management plan.*

### Equal Employment Opportunity (EEO) Management Plan

In accordance with Section 345 of the Local Government Act (NSW) 1993, Council is obligated to develop, implement and maintain an Equal Employment Opportunity (EEO) Management Plan. Council's current EEO Management Plan was reviewed in July 2010 and is due for review in July 2011. Council continued to monitor and evaluate strategies that have been implemented to ensure that the EEO Management Plan remains effective. Specific EEO activities undertaken during this period include:

#### a) Review of Equal Employment Opportunity Policy

The Equal Employment Opportunity policy was updated in 2010 to reflect HR structure changes and the responsibilities of the EEO Coordinator as well as employees in relation to EEO principles.

#### b) Review of the Employee Assistance Program

Council's Employee Assistance Program (EAP) is a confidential counselling service independent of Wyong Shire Council, to assist staff and their families who may be experiencing personal difficulties. Council has reviewed and renewed its contract with Hunter Employee Assistance Services (HEAS).



## EEO Management Plan

### Strategy 1 Communication and Awareness Raising

Ensure that all staff understand the principles of EEO, and their responsibilities to implementing Council's EEO Management Plan

Proactive advice and guidance provided by HR whenever necessary.

### Strategy 2 Consultation

Ensure EEO developments are widely publicised and invite comment from employees and relevant unions as required.

EEO Developments are discussed on an ongoing basis through Consultative Committee and Supervisor meetings.

### Strategy 3 Promotion and Transfer

Ensure there is adherence to recruitment and selection policies at all times.

Recruitment and Selection Policies are monitored on a regular basis to ensure that all staff involved in the Recruitment and Selection process adheres to Council's procedures and practices.

Data is collated by HR for all recruited positions and reviewed regularly by Council's EEO Coordinator.

Review appointment, promotion and transfer policies to ensure they conform with EEO principles.

All appointments, promotions and transfers are processed taking into account EEO and diversity principles.

Provide a training program for supervisors on recruitment and selection techniques.

Ad hoc training sessions conducted as required.

### Strategy 4 Training and Development

Review training and development policies and practices to ensure they conform to EEO principles

Council's Training and Development Team scheduled Bullying and Harassment training for all Managers and Supervisors.

A handbook is provided to all new staff which provides them with information about Council and in particular a summary of Human Resource policies and procedures, including No Smoking, Drug and Alcohol Free Workplace and Harassment and Workplace Bullying.

### Strategy 5 Harassment & Grievance Procedures

Promote and implement an accessible and effective grievance policy and procedure.

Council's has a formal grievance policy and procedure that aligns with our obligations under the Local Government (State) Award 2007.

Prevent discrimination and harassment of employees.

Council aims to prevent discrimination and harassment by ensuring that all staff are made aware of their EEO obligations and responsibilities. As indicated in other actions, awareness training has continued via staff induction and regular supervisor training.

Council's EEO Coordinator and HR Unit Manager provide regular advice to Supervisors on grievance handling procedures and should a grievance arise, staff are fully supported and assisted throughout the process.

Exit interviews are offered to all staff leaving the employment of Council. Interviews are monitored to determine if discrimination/harassment has contributed to employee resignations.



**Strategy 6 Implementation & Evaluation**

Ensure successful implementation of the EEO Management Plan by the allocation of clear responsibilities and adequate resources.

Revise and amend the EEO Management Plan.

Ensure Council's Personnel Records System complies with EEO principles.

Collect appropriate statistical data to allow ongoing monitoring of Council's personnel profile.

Staff are reminded on a regular basis of their responsibilities in regards to EEO. EEO responsibilities are also included in the employee position descriptions for those staff that have direct subordinates.

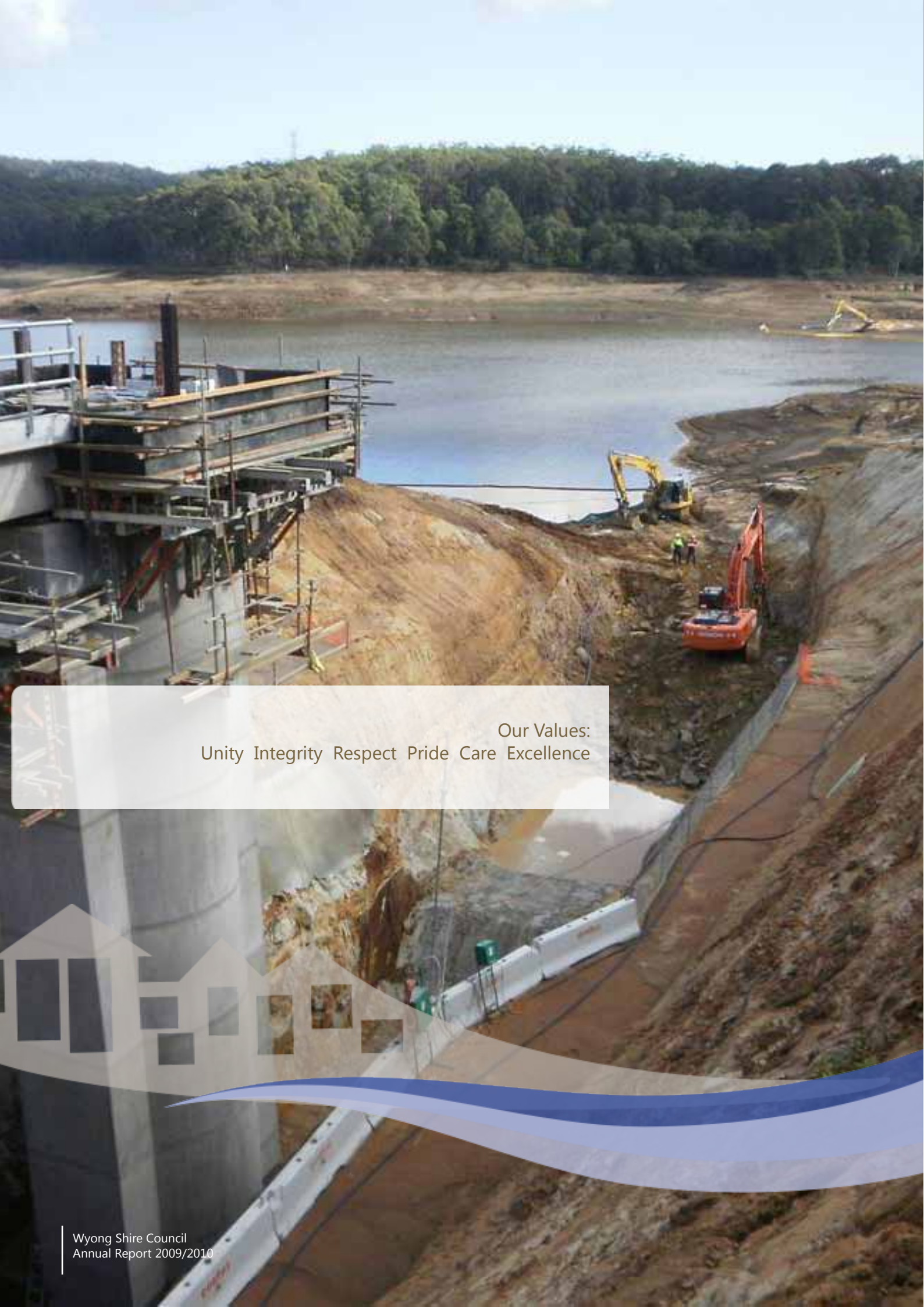
The EEO Management Plan was reviewed and updated in 2010 and new objectives and strategies developed.

Council's Personnel Records System is constantly reviewed, to ensure that confidentiality is maintained and that EEO principles are upheld.

EEO statistical data is collated by HR for all recruited positions and reviewed regularly by Council's EEO Coordinator.

Exit interviews data is collated and reviewed to determine if EEO issues contributed to employee resignations.





Our Values:  
Unity Integrity Respect Pride Care Excellence



## Functions 428(2)(o)

*A statement of all external bodies (such as county councils) that during that year exercised functions delegated by the council.*

### External bodies Exercising Council Functions

NAME	FUNCTION
Bateau Bay Community Hall	Community Hall
Banksia Community Centre	Community Centre
The Berkeley Community Centre	Community Centre
Berkeley Road Sports Complex	Community Hall and Sportsground
Berkeley Vale Old School	Community Centre
Budgewoi Scout Hall	Scout and Community Hall
Chain Valley Bay Community Hall	Community Hall
Charmhaven Reserve Administration (Tennis Courts)	Tennis Courts
Chittaway Point Hall	Community Hall
Cynthia Street Community Centre	Community Centre
Gwandalan Community Hall	Community Hall
Kanwal Community Hall	Community Hall
Kulnura Pioneer Memorial Hall	Community Hall
Lakelands Community Centre	Community Centre
Lake Munmorah and District Senior Citizens Centre	Senior Citizens Centre
Mannering Park Community Hall	Community Hall
Mannering Park Sport and Community Centre	Tennis Courts and Club House
Myrtle Brush Park Community Hall	Community Hall
Ourimbah Neighbourhood Cottages	Community Cottage for Sporting Groups and Playgroups
Rose Cottage Northern Women's Health Centre	Baby Health and Community Centre
San Remo Neighbourhood Centre	Neighbourhood Centre
Sohier Park Community Hall	Community Hall
St Barnabas' Church	Heritage Church
Summerland Point Community Hall	Community Hall
Toukley District Art & Tourist Information Centre	Community Arts and Craft Centre
Toukley Neighbourhood Centre	Neighbourhood Centre and Community Hall
Tuggerah Community Hall	Community Hall
Tunkuwallin Park Hall	Community Hall
Tuggerawong Retirement Village	Retirement Village
Wadalba Community Centre	Community Centre
Woodbury Park Community Centre	Community Centre
Wyong Community Centre	Community Centre Rooms
Wyong District Youth and Community Hall	Community Hall

## State of Companies Council has a controlling interest

### 428(2) (p)

*A statement of all companies in which the council (whether alone or in conjunction with other councils) held a controlling interest during that year.*

Nil.

## Partnerships and Joint Ventures

### 428(2)(q)

*A statement of all partnerships, co-operatives or other joint ventures (including public-private partnerships) to which the council was a party during that year.*

## Gosford Wyong Council's Water Authority

Joint provision of water supply to the Gosford and Wyong Local Government areas.

## Other Information and Regulations

### 428(2)(r)

Such other information as the regulations may require.

Nil

## Local Government (General) Regulation 2005

### CLAUSE 217(1)(a)

*Details (including the purpose) of overseas visits undertaken during the year by councillors, council staff or other persons while representing the council (including visits sponsored by other organisations).*

## Overseas Visits by Staff

Nil

## Overseas Visits by Councillors

Nil



## Local Government (General) Regulation 2005 CLAUSE 217(1) (a1)

*Details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:*

- (i) the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),*
- (ii) telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,*
- (iii) the attendance of councillors at conferences and seminars,*
- (iv) the training of councillors and the provision of skill development for councillors,*
- (v) interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
- (vi) overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
- (vii) the expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW prepared by the Director-General from time to time,*
- (viii) expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions.*

### Total cost of Councillors

The total cost of Councillors for payment of expenses and provision of facilities was \$124,769.

#### Councillors' Office Equipment

The total cost of office equipment was \$22,475.

#### Telephone

The total telephone and facsimile costs was \$21,421.

#### Conferences and Seminars

The total cost of conferences and seminars was \$18,612.

#### Training

The total cost of training was \$2,655.

#### Interstate Visits

The total cost of interstate visits was \$3,306.

#### Overseas Visits

No payments were made in regard to this item.

#### Expenses of any Spouse, partner or other person

No payments were made in regard to this item.

#### Expenses for Provision of Care of others

Childcare costs totalled \$769.

#### Other Costs

The total of other costs made was \$55,531.





Building a better tomorrow

## Local Government (General) Regulation 2005 CLAUSE 217(1)(b)

A statement of the total remuneration comprised in the remuneration package of each senior staff member employed during the year that is to include, for each such member, the total of the following:

- (i) the total value of the salary component of the package,
- (ii) the total amount of any bonus payments, performance payments or other payments made to the member that do not form part of the salary component of the member's package,
- (iii) the total value of any non-cash benefits for which the member may elect under the package, and
- (iv) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.

### Total remuneration for senior staff

During 2009-10 senior staff positions held were, General Manager, Director Shire Services, Director Corporate Services, Director Shire Planning (four in total) on separate performance based fixed term contracts in accordance with the Local Government Act 1993. The total amount of money payable in respect of the employment of senior staff was \$1,038,118. Refer to the below table for details as requested above.

Salary Component (i)	Bonuses Etc. (ii)	Non-cash benefits (iv)	Fringe Benefits Tax Paid by Council (v)	Total Remuneration
<b>General Manager</b> \$296,787	\$ -	\$ 29,888	\$ -	\$326,675
<b>Director Shire Services</b> \$229,560	\$ -	\$ 17,486	\$ -	\$247,046
<b>Director Shire Planning</b> \$216,754	\$ 6,500	\$ 17,538	\$ -	\$240,792
<b>Director Community Services</b> \$203,218	\$ -	\$ 17,434	\$ 2,953	\$223,605
<b>Total</b>				<b>\$1,038,118</b>



## Local Government (General) Regulation 2005

### CLAUSE 217(1) (c)

#### Information Required by other Acts to be reported to the Minister of Local Government

*Details of the activities undertaken by the council during the year to develop and promote services and programs that provide for the needs of children.*

### Children's Services

Planned Access & Equity Activity/ Strategy	Objectives	Performance Targets	Performance Objectives	30 June 2010
To provide a range of high quality, affordable children's services that care, educate and enhance the potential of children.	To meet the needs of families and children throughout the Shire.	Utilisation of Council's care & education services.	Meet optimum utilisations at each centre.	Achieved
To provide a range of high quality, affordable children's services that care, educate and enhance the potential of children.	To meet the needs of families and children throughout the Shire.	Cost neutral	Achieve at least break even operation.	Achieved
To provide a range of high quality, affordable children's services that care, educate and enhance the potential of children.	To meet the needs of Education families and children throughout the Shire.	Education	Targeted educational programs are implemented at all Centres.	Achieved

## Local Government (General) Regulation 2005 CLAUSE 217(1) (d)(i)

*A report (in the form required by the Department) on the council's performance in relation to access and equity activities to meet residents' needs outlined in the council's management plan relating to the year and undertaken by the council during the year.*

### Target Group: People with disabilities

Planned Access & Equity Activity/Strategy	Objectives	Performance Targets	Performance Objectives	June 2010
Work with Gosford City Council to host International Day of People with a Disability: Recognition of Excellence Awards.	To raise awareness of the abilities of people with a disability in our community.	People with disabilities, their families and friends and service providers.	To promote a sense of pride and achievement in the accomplishments of people with disabilities within our community.	Completed
Consultation held with the community and peak disability groups to develop the principles underpinning Canton Beach Playground design.	Inclusive facilities for the Shire.	People who are visually impaired have access to this playground.	Canton Beach playground is a facility that is used by all community members because disability access obstacles are reduced.	Completed

## Local Government (General) Regulation 2005

### CLAUSE 217(1) (d)(ii)

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*A list of the Category 1 business activities of the council.*

- 1 Water Supplies
- 2 Sewerage Services
- 3 Waste Management Services
- 4 Children's Services
- 5 Holiday Parks

### CLAUSE 217(1) (d) (iii)

*A list of the Category 2 business activities of the council.*

Nil

### CLAUSE 217(1) (d)(iv)

*A statement of expenses, revenues and assets in relation to each category 1 business activity,*

The statement of expenses, revenues and assets in relation to each Category 1 business activity is contained in Council's General Purpose Financial Reports 2009-10 – Special Purpose Financial Reports and is enclosed with this report as Enclosures 1 and 2.

### CLAUSE 217(1) (d)(v)

*A summary of the progress of council implementing the principals of competitive neutrality.*

Separate internal reporting systems are in place for each activity and a Competitive Neutrality Complaint Handling System is in place. As from 1 July 1998, full cost attribution was applied, including tax equivalent payments, debt guarantee fees and return on capital. Any subsidies paid to the business were identified and reported to Council.

### CLAUSE 217(1) (d)(vi)

*A statement as to whether the competitive neutrality pricing requirements have or have not been applied to each category 1 business activity.*

Refer to (1) (d) (v) above.

### CLAUSE 217(1) (d)(vii)

*A statement regarding the establishment of a complaints handling mechanism for competitive neutrality complaints, and as to the manner in which the council publicises and makes the mechanism known to the public.*

Council adopted its Customer Response Policy on 18 December 1998 which contains complaint handling mechanisms for competitive neutrality complaints. This policy was advertised in the Shire's local press during the draft stage and received coverage in Council's Annual Report to the public. The Policy is available under the provisions of the *Government Information (Public Access) Act 2009* for viewing and / or copying by the public.



## Local Government (General) Regulation 2005 CLAUSE 217(1) (d)(viii)

*A comparison of the actual performance of each category 1 business activity of the council (measured in accordance with the criteria set out in the relevant management plan) with its projected performance (outlined in the management plan relating to the year concerned), together with a statement of the reasons for any difference between them.*

### Holiday Parks

Strategy	Action	Actual Performance
Operate Council's Holiday Parks to provide a financial return to invest in other Crown Reserves in the Shire.	Continue to implement Business Strategy which includes upgrade works for all parks.	Achieved.
	Achieve the profit as forecast in the Business Strategy to fund the work identified for Crown Reserves and the Estuary Management Plan.	Achieved.

### Children's Services

Strategy	Action	Actual Performance
To provide a range of high quality, affordable children's services that care, educate and enhance the potential of children.	Operate Children's Services on a cost-neutral basis	Achieved The Centres achieved higher than predicted utilisations, with an annual average utilisation of 93.6%.
	Provide educational programs for children that reflect current trends and educational standards and meet the quality principles of Accreditation.	Achieved Portfolios provided for all children document their learning, milestones and interests and form the basis for the educational direction of the programs provided to the children. The centre's implemented the Early Years Learning Framework for Australian children outcomes into the Centre's programs.  Staff attended professional development and training to help support them in implementing educational programs, including language, literacy and transition.

## Water and Sewerage

### Performance Measures

### Actual Performance

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Proportion of properties with a minimum of 15 metres water pressure at the point of meter connection.

99.9% (Target > 98%)

## Waste Management

Performance Indicator	Achievements
Undertake detailed design works for Gwandalan, Shelley Beach and Tumbi closed landfills	<p><b>Gwandalan closed landfill</b> - Preliminary and detailed investigations have been completed and the final reports reviewed by Department of Environment, Climate Change and Water (DECCW) accredited site auditor. Documentation for tenders for development of the Remedial Action Plant (RAP) and concept design are in progress.</p> <p><b>Tumbi closed landfill</b> - Preliminary and detailed investigations have been completed. The draft detailed report was reviewed by the DECCW accredited site auditor with final report pending.</p> <p><b>Shelly Beach Landfill</b> - Preliminary and detailed investigations have been completed.</p>
Finalise installation of the methane extraction system at Buttonderry Waste Management Facility	Installation of gas wells is completed and construction of the power plant is in progress. It is anticipated that the power plant will generate electricity from methane gas extracted from the landfill by October 2010. Wet weather has significantly delayed the project. Initially the power plant will generate sufficient electricity to power about 1000 houses.
Commence construction of Cell 4.2B at Buttonderry Waste Management Facility	Construction of landfill cell 4.2B is completed and will provide capacity to dispose of waste for approximately three years. The construction required the excavation of 250,000 cubic metre of soil and the placement of a sophisticated liner and leachate collection system to prevent ground water contamination.
Conduct biannual chemical collections	Two household chemical collections were conducted, one in August 2009 and one in March 2010. A total of 56 tonnes of household chemicals were collected and appropriately disposed of.
Conduct annual waste and recycling audits	A Waste and recycling audit was undertaken in August 2009 to determine contamination levels and to determine the quantity of potentially recyclable materials placed in the waste bin. This information is used to develop specific education campaign in an effort to maximised recycling and the diversion of waste from landfill.

## Local Government (General) Regulation 2005

## CLAUSE 217(1) (d)(ix)

*A summary of competitive neutrality complaints that have been made against the council during the year (including details of the number of complaints received and the subject matter or nature of the complaints) and a statement as to the outcome of those complaints (including details as to the number of complaints disposed of during the year and the number still outstanding at the end of the year).*

### Business Unit

Nil



## Local Government (General) Regulation 2005

### CLAUSE 217(1) (e)

*If the council has levied an annual charge for stormwater management services – a comparison of the actual stormwater management services made available by the council during the year (measured in accordance with the criteria set out in the relevant management plan) with the projected stormwater management services that were proposed to be made available (outlined in the management plan relating to the year concerned), together with a statement of the reasons for any difference between them.*

### Stormwater Management Services

In 2006-07 Council introduced a Stormwater Levy Charge to provide funds towards the implementation of the Tuggerah Lakes Estuary Management Plan, as well as complete works on the Shire's other waterways. The stormwater management works were developed with reference to the objectives of the Hunter Central Rivers Catchment Management Authority's Draft Catchment Action Plan.

Council, in partnership with the State Government has been studying and planning ways to maintain, improve and protect our lakes and waterways. The Shire's waterways are an integral part of our community's lifestyle and are the focus of many recreational activities including fishing, boating, cycling, walking and picnicking.

Council levied the Stormwater Management Service Charge in 2009-10 generating \$1.7m, and combined these funds with budgets carried forward from 2008-09 and matching Federal Grants to complete stormwater management works across the Shire. As at the end of June the remaining balance of unspent monies (\$1.2 m) is being carried over to fund continuing stormwater works.

The following table summarises the actual services delivered for Stormwater Management against the work program adopted in the 2009-10 Management Plan.

## Local Government (General) Regulation 2005

### CLAUSE 217(1) (e)

<b>Stormwater Management</b>	<b>Original Budget 2009/10</b>	<b>Actual Expenditure 2009/10</b>
<b>Project Management</b>	<b>50,500</b>	<b>146,858</b>
<i>Waterways Environmental Levy - Tuggerah Lakes:</i>		
Stormwater Improvement Plan		22,962
Stormwater Treatment Works Wombat St Berkely Vale		26,172
Stormwater Treatment Works Bundilla Pde to Myrtle Brush park		5,478
Stormwater Treatment Works Watanobbi		37,267
Stormwater Treatment Works Loxley Cl Berkeley Vale		212,745
Stormwater Treatment Works Kurraba Oval Berkeley Vale		16,155
Stormwater Works Lake Munmorah Reserve	250,000	46,221
Stormwater Treatment Works Aston Wilde Wetlands to end of Sovereign Crescent		12,629
Stormwater Treatment Works Parkside Drive Charmhaven	540,000	347,642
Stormwater Treatment Works Jetty Avenue Charmhaven	145,900	112,993
Stormwater Treatment Works Saltwater Creek Reach 1		41,764
Stormwater Treatment Works Saltwater Creek Reach 4		91,227
Stormwater Treatment Works Saltwater Creek Reach 9		41,490
Stormwater Treatment Works Saltwater Creek Reach 10		25,777
Stormwater Treatment Works Saltwater Creek Reach 11		110,580
Stormwater Treatment Sunrise Avenue Budgewoi		596
Stormwater Treatment Wendle Close Tumby Umbi		300,388
Stormwater Treatment Works Lowana Avenue Charmhaven	376,600	406,692
Provenance Plant Stock	50,000	24,028
Spring Creek Rehabilitation Reach 7		69,063
Hiawatha Road Woongarah		3,935
Stormwater Project P5 - Catalina Rd		54,869
Stormwater Project - Gascoigne		30,081
New Stormwater Designs	90,000	
Stormwater General		182,856
<b>Waterways Environmental Levy - Tuggerah Lakes</b>	<b>1,452,500</b>	<b>2,223,610</b>
<b>Waterways Environmental Levy - Lake Macquarie</b>	<b>149,000</b>	<b>78,571</b>
<b>Waterways Environmental Levy - Ocean</b>	<b>61,000</b>	<b>13</b>
<b>Total Stormwater Management Services</b>	<b>1,713,000</b>	<b>2,449,052</b>

Actual expenditure exceeded the original budget due to planned increases in works programs as funded by the monies carried forward from 2008-09.



## Local Government (General) Regulation 2005 CLAUSE 217(1) (f)

*A detailed statement, prepared in accordance with such guidelines as may be issued by the Director-General from time to time, of the council's activities during the year in relation to enforcing, and ensuring compliance with, the provisions of the Companion Animals Act 1998 and the regulations under that Act.*

1. Lodgement of pound data collection returns with the Department Forwarded to the Department of Local Government
2. Lodgement of data relating to dog attacks with the Department
3. On completion of investigation, the Department of Local Government is notified by Dog Attack Data Collection Forms. Part Way through the year this format changed and forms are completed on line via the Companion Animals Register.
4. The amount of funding spent relating to companion animal management and activities
5. Council's budget for the 2009-10 year was \$378,000 and expended on the following activities:
  - Animal Care Facility
  - Salaries of Staff at facility \$168,178
  - Materials \$22,309
  - Animal food, bedding, blankets, feed bowls, pharmaceuticals, euthanasia equipment, kennel cleaning chemicals
  - Vet fees \$98,089
  - Animal de sexing, injured animal care, consultation fees, blood testing and heartworm.
  - Free Micro chipping days x 3 = \$3,266 consisting of purchasing of micro chips, staff salaries, advertising.
  - Enforcement of Companion Animals Act \$86,158 consisting of: Staff salaries, advertising, community education, inspections and restricted breeds.
6. Companion animal community education programs carried out and strategies the council has in place to promote and assist the de sexing of dogs and cats:
  - Council sponsored de-sexing for all dogs listed for dog of the week
  - Promotion of national de-sexing program
  - Three free micro-chip days
  - Promoting responsible dog ownership at the annual dog expo operated by community volunteer dog training association
  - Promoting responsible dog ownership at the annual spring time Flora Festival.
  - Promotion and participation in "Paws and Claws" walk of The Entrance.

7. The strategies council has in place to comply with the requirement under section 64 of the Act to seek alternatives to euthanasia for unclaimed animals

- Rangers first priority when seizing an animal is to return the animal to its owner in the field
- Dogs for sale advertised on photo gallery on Council's website.
- Maximising trading times to enable public to seek a pet through the animal care facility – operating six days a week 10:00am – 4:40pm
- List of dogs suitable for re-homing, emailed to RSPCA, Hunter Animal Rescue, PAWS and Cat Care and other re homing organisations prior to any animal being euthanized.
- Procedure to ensure full compliance with minimum holding times is observed, by referring all intentions to euthanize to the Chief Ranger for prior approval.
- "Dog of the week" program, fully funded by Council which includes free micro chip, registration, vaccinations, worming and de sexing.
- Council promotes stories through both the print and television media to encourage responsible dog ownership particularly with regard to micro chipping to enable the quick identification and return of seized or impounded animals.
- Community Service Work Order volunteers dog exercise program for animals held within the animal facility.

8. Off leash areas provided in the council area Parks

- Bateau Bay Reserve bounded by Avignon Avenue, Sabrina Avenue and Fishermans Bend
- Reserve off Moola Road, Buff Point (excluding the sports oval)
- Charmhaven Reserve, Lowana Avenue, Charmhaven
- Drainage easement, James Watt Drive, Chittaway Bay
- Lees Reserve, Wyong Road, Chittaway Bay
- Helen Reserve, Gascoigne Road, Gorokan
- Craigie Reserve, Donald Avenue, Kanwal
- Reserve adjacent to Colongra Bay Hall, Colongra Bay Road, Lake Munmorah
- Reserve, Tallowood Crescent, Ourimbah
- Council Reserve, Peppercorn Avenue and Ivory Crescent, Woongarrah
- Mataram Ridge Park (southern section), Woongarrah

9. Beaches

- Lakes Beach from 500m north of Surf Club to Ocean Street
- North Shelly Beach, from the northern beach access walkway off Shelly Beach Road (adjacent to the golf course) to the beach access stairs opposite Swadling Reserve
- North Entrance Beach from Wyuna Avenue to Stewart Street.



## Local Government (General) Regulation 2005

### CLAUSE 217(2)

*An annual report of a council is to include the matter required by Subdivision 2 (State of the Shire reports).*

Wyong Shire Council's State of the Environment Report is incorporated into Council's State of the Shire Report which is enclosed as enclosure 3.

## Local Government (General) Regulation 2005

### CLAUSE 217(3)

*In this clause:*

*"competitive neutrality pricing requirements" means the requirements, outlined in the Pricing and Costing Guidelines, that a council's business activities:*

- (a) if the council has provided or intends to provide loan funds to the business activity, include the payment of debt guarantee fees to the council, and*
- (b) factor into costs an appropriate return on capital invested, and*
- (c) include taxation equivalent regime payments to the council.*

Council has not provided nor intends to provide loan funds to any of Council's business activities.





## Information required by other acts to be reported to the Minister for Local Government

- *Freedom of Information Act 1989*
- *Local Government (Rates and Charges) Regulation 2005*
- *Independent Pricing And Regulatory Act 1989*
- *Privacy and Personal Information Protection Act 1998*

### Freedom of Information Act 1989 68(1) Access to Information

The following table indicates the extent of applications received under the *Freedom of Information Act 1989* (FOI Act) during 2009 - 2010.

#### Section A: New FOI Act Applications

How many applications were received, discontinued or completed?	NUMBER OF APPLICATIONS					
	PERSONAL		OTHER		TOTAL	
	(previous year)	(current year)	(previous year)	(current year)	(previous year)	(current year)
A1 New	16	2	20	43	36	45
A2 Brought forward	5		1	7	6	7
<b>A3 Total to be processed</b>	<b>21</b>	<b>2</b>	<b>21</b>	<b>50</b>	<b>42</b>	<b>52</b>
A4 Completed	19	2	15	44	34	46
A5 Discontinued			2	5	2	5
<b>A6 Total Processed</b>	<b>19</b>	<b>2</b>	<b>17</b>	<b>49</b>	<b>36</b>	<b>51</b>
A7 Unfinished (carried forward)	2	0	4	1	6	1

#### Section B: Discontinued Applications

Why were applications discontinued?	NUMBER OF DISCONTINUED APPLICATIONS					
	PERSONAL		OTHER		TOTAL	
	(previous year)	(current year)	(previous year)	(current year)	(previous year)	(current year)
B1 Request transferred out to other agency (s20)						
B2 Applicant withdrew request			2	3	2	3
B3 Applicant failed to pay advance deposit (s22)				1		1
B4 Applicant failed to amend a request that would have been an unreasonable diversion of resources to complete (s25(1)(a1))				1		1
<b>B5 Total discontinued</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>5</b>



## Section C: Completed Applications

What happened to completed applications?	NUMBER OF COMPLETED APPLICATIONS					
	PERSONAL		OTHER		TOTAL	
	(previous year)	(current year)	(previous year)	(current year)	(previous year)	(current year)
C1 Granted or otherwise available in full	12		9	15	21	15
C2 Granted or otherwise available in part	7	2	3	26	10	28
C3 Refused			3		3	
C4 No documents held				3		3
<b>C5 Total Completed</b>	<b>19</b>	<b>2</b>	<b>15</b>	<b>44</b>	<b>34</b>	<b>46</b>

## Section D: Applications granted or otherwise available in full

How were the documents made available to the applicant?	NUMBER OF APPLICATIONS (GRANTED OR OTHERWISE AVAILABLE IN FULL)					
	PERSONAL		OTHER		TOTAL	
	(previous year)	(current year)	(previous year)	(current year)	(previous year)	(current year)
<b>All documents requested were:</b>						
D1 Provided to the applicant	12		6	15	18	15
D2 Provided to the applicant's medical practitioner						
D3 Available for inspection						
D4 Available for purchase						
D5 Library material						
D6 Subject to deferred access						
D7 Available by a combination of any of the reasons listed in D1-D6 above			3		3	
<b>D8 Total granted or otherwise available in full</b>	<b>12</b>	<b>-</b>	<b>9</b>	<b>15</b>	<b>21</b>	<b>15</b>

## Section E: Applications granted or otherwise available in part

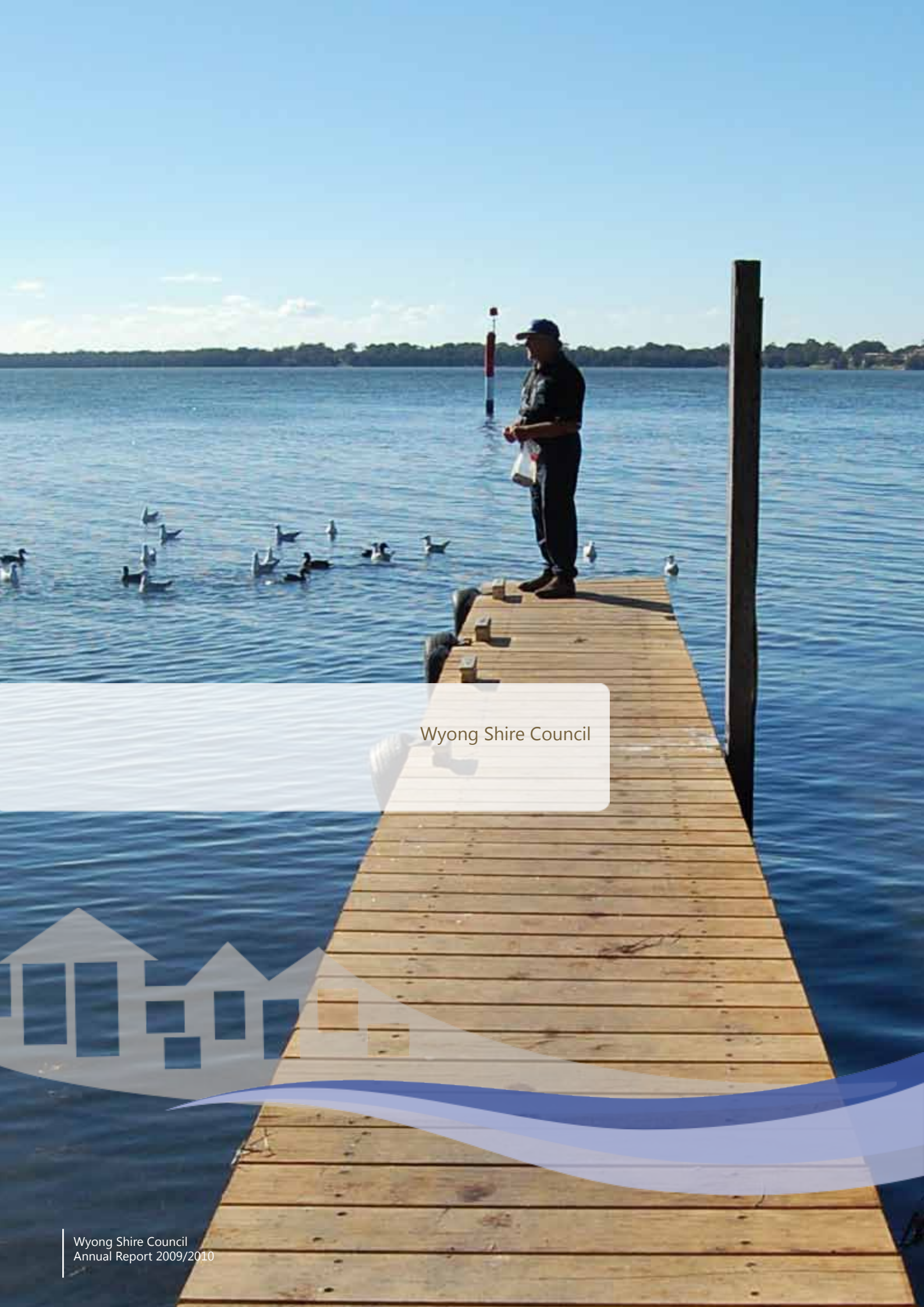
How were the documents made available to the applicant?	NUMBER OF APPLICATIONS (GRANTED OR OTHERWISE AVAILABLE IN PART)					
	PERSONAL		OTHER		TOTAL	
	(previous year)	(current year)	(previous year)	(current year)	(previous year)	(current year)
<b>Documents made available were:</b>						
E1 Provided to the applicant	7	2		26	7	28
E2 Provided to the applicant's medical practitioner						
E3 Available for inspection						
E4 Available for purchase						
E5 Library material						
E6 Subject to deferred access						
E7 Available by a combination of any of the reasons listed in E1-E6 above			3		3	
<b>E8 Total granted or otherwise available in full</b>	<b>7</b>	<b>2</b>	<b>3</b>	<b>26</b>	<b>10</b>	<b>28</b>

## Section F: Refused FOI applications

Why was access to the documents refused?	NUMBER OF REFUSED APPLICATIONS					
	PERSONAL		OTHER		TOTAL	
	(previous year)	(current year)	(previous year)	(current year)	(previous year)	(current year)
F1 Exempt			1		1	
F2 Deemed refused						
F3 Incomplete application			1		1	
F4 No documents held			1		1	
<b>F5 Total refused</b>	-	-	<b>3</b>		<b>3</b>	-

## Section G: Exempt Documents

(identify one reason only)	NUMBER OF APPLICATIONS (REFUSED OR ACCESS GRANTED OR OTHERWISE AVAILABLE IN PART ONLY)					
	PERSONAL		OTHER		TOTAL	
	(previous year)	(current year)	(previous year)	(current year)	(previous year)	(current year)
<b>Restricted documents:</b>						
G1 Cabinet documents (Clause 1)						
G2 Executive Council documents (Clause 2)						
G3 Documents affecting law enforcement and public safety (Clause 4)	1	-	-	3	1	3
G4 Documents affecting counter terrorism measures (Clause 4A)						
<b>Documents requiring consultation:</b>						
G5 Documents affecting intergovernmental relations (Clause 5)						
G6 Documents affecting personal affairs (Clause 6)	3	1	3	12	6	13
G7 Documents affecting business affairs (Clause 7)	1	-	-	2	1	2
G8 Documents affecting the conduct of research (Clause 8)						
<b>Documents otherwise exempt:</b>						
G9 Schedule 2 exempt agency						
G10 Documents containing information confidential to Olympic Committees (Clause 22)						



Wyong Shire Council

## Section G: Exempt Documents (contd)

Why were the documents classified as exempt? (identify one reason only)	NUMBER OF APPLICATIONS (REFUSED OR ACCESS GRANTED OR OTHERWISE AVAILABLE IN PART ONLY)					
	PERSONAL		OTHER		TOTAL	
G11 Documents relating to threatened species, Aboriginal objects or Aboriginal places (Clause 23)						
G12 Documents relating to threatened species conservation (Clause 24)						
G13 Plans of management containing information of Aboriginal significance (Clause 25)						
G14 Private documents in public library collections (Clause 19)						
G15 Documents relating to judicial functions (Clause 11)						
G16 Documents subject to contempt (Clause 17)						
G17 Documents arising out of companies and securities legislation (Clause 18)						
G18 Exempt documents under interstate FOI legislation (Clause 21)						
G19 Documents subject to legal professional privilege (Clause 10)	-	1	-	4	-	5
G20 Documents containing confidential material (Clause 13)						
G21 Documents subject to secrecy provisions (Clause 12)	-	-	-	2	-	2
G22 Documents affecting the economy of the State (Clause 14)						
G23 Documents affecting financial or property interests of the State or an agency (Clause 15)						
G24 Documents concerning operations of agencies (Clause 16)						
G25 Internal working documents (Clause 9)	-	-	-	3	-	3
G26 Other exemptions (e.g. Clauses 20, 22A and 26)						
<b>G27 Total applications including exempt documents</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>26</b>	<b>8</b>	<b>28</b>



## Section H: Ministerial Certificates (s.59)

How many Ministerial Certificates were issued?	NUMBER	
	(previous year)	(current year)
H1 Minister Certificates issued		NIL

## Section I: Formal Consultations

How many formal consultations were conducted?	NUMBER	
	(previous year)	(current year)
I1 Number of applications requiring formal consultation	14	26
I2 Number of persons formally consulted	28	161

## Section J: Amendment of Personal Records

How many applications for amendment of personal records were agreed or refused?	NUMBER	
	(previous year)	(current year)
J1 Agreed in full		
J2 Agreed in part		
J3 Refused		NIL
<b>J4 Total</b>		

## Section K: Notation of personal records

How many applications for notations of personal records were made (s46)?	NUMBER	
	(previous year)	(current year)
K1 Applications for notation		NIL

## Section L: Fees and Costs

What fees were assessed and received for FOI applications processed (excluding applications transferred out)?	ASSESSED COSTS		FEES RECEIVED	
	(previous year)	(current year)	(previous year)	(current year)
L1 All completed applications	<b>\$960.00</b>	<b>\$1350.00</b>	<b>\$960.00</b>	<b>\$1350.00</b>

## Section M: Fee Discounts

How many fee waivers or discounts were allowed and why?	NUMBER OF APPLICATIONS (WHERE FEES WERE WAIVED OR DISCOUNTED)					
	PERSONAL		OTHER		TOTAL	
	(previous year)	(current year)	(previous year)	(current year)	(previous year)	(current year)
M1 Processing fees waived in full	19	2	15	44	34	46
M2 Public interest discounts						
M3 Financial hardship discounts – pensioner or child	1	-	1	-	2	-
M4 Financial hardship discounts – non profit organisations						
<b>M5 Total</b>	<b>20</b>	<b>2</b>	<b>16</b>	<b>44</b>	<b>36</b>	<b>46</b>

## Section N: Fee Refunds

How many fee refunds were granted as a result of significant correction of personal records?	NUMBER	
	(previous year)	(current year)
N1 Number of fee refunds granted as a result of significant correction of personal records		NIL

## Section O: Days taken to complete request

How long did it take to process completed applications? (Note: calendar days)	NUMBER OF COMPLETED APPLICATIONS					
	PERSONAL		OTHER		TOTAL	
	(previous year)	(current year)	(previous year)	(current year)	(previous year)	(current year)
O1 0-21 days – statutory determination period	6	-	6	7	12	7
O2 22-35 days – extended statutory determination period for consultation or retrieval of archived records (s. 59B)	3	-	1	6	4	6
O3 Over 21 days – deemed refusal where no extended determination period applies	3	-	6	13	9	13
O4 Over 35 days – deemed refusal where extended determination period applies	7	1	2	19	9	20
<b>O5 Total</b>	<b>19</b>	<b>1</b>	<b>15</b>	<b>45</b>	<b>34</b>	<b>46</b>

## Section P: Processing Time: Hours

How long did it take to process completed applications?	NUMBER OF COMPLETED APPLICATIONS					
	PERSONAL		OTHER		TOTAL	
	(previous year)	(current year)	(previous year)	(current year)	(previous year)	(current year)
P1 0-10 hours	6	0	3	31	9	31
P2 11-20 hours	11	0	7	10	18	10
P3 21-40 hours	2	2	5	3	7	5
P4 Over 40 hours	-	-	-	-	-	-
<b>P5 Total</b>	<b>19</b>	<b>2</b>	<b>15</b>	<b>44</b>	<b>34</b>	<b>46</b>

## Section Q: Number of reviews

How many reviews were finalised?	NUMBER	
	(previous year)	(current year)
Q1 Internal reviews	-	-
Q2 Ombudsman reviews	-	-
Q3 ADT reviews	-	-

## Section R: Results of internal reviews

Grounds on which the internal review was requested?	NUMBER OF INTERNAL REVIEWS					
	PERSONAL		OTHER		TOTAL	
	(previous year)	(current year)	(previous year)	(current year)	(previous year)	(current year)
R1 Access refused						
R2 Access deferred						
R3 Exempt matter deleted from documents						
R4 Unreasonable charges						
R5 Failure to consult with third parties						
R6 Third party views disregarded						
R7 Amendment of personal records refused						
<b>R8 Total</b>	-	-	-	-	-	-

The number of applications under the FOI Act received by Council has been steadily declining over the last few years. This year however, the number of new applications received increased marginally from last year from 36 to 45.

Council received approximately 45 LGA applications during the reporting period. The majority of these applications were development related. Most were granted, with the exception being access to documents that might have otherwise breached the *Privacy & Personal Information Protection Act 1998* or were the subject of legal professional privilege.

The *Government Information (Public Access) Act 2009* (GIPA Act) commenced on 1 July 2010. The GIPA Act replaced the FOI Act; and section 12 of the LGA; and established an entirely new regime for access to information in NSW.

The GIPA Act goes some way to addressing the issues faced by local councils; and the public in managing and understanding the multiple access to information regimes that existed prior to the Act's commencement. The new regime is structured in the following way:

1. Mandatory Proactive Release of 'open access information'. This information is required to be made available on Council's website and includes for example Council's business papers; and minutes, information about development applications; and local approvals and orders.
2. Authorised Proactive Release; being an authorisation to Council to release information on a proactive basis that it does not consider to be contrary to the public interest to disclose.
3. Informal Release; enabling members of the public to apply informally to Council for information; and Council to provide such information subject to reasonable conditions.
4. Access Applications; being formal applications subject to review by the Information Commissioner; and the Administrative Decisions Tribunal.

Although applications under the GIPA Act are outside of the reporting timeframe; it is useful to note that at the time of writing this report, Council had received 12 formal access applications; and approximately 25 open access or informal access applications.



Information required by other acts to be reported to the Minister for Local Government

### *Local Government (Rates and Charges) Regulation 2005*

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*The council's annual report must include the amount of rates and charges written off during the year.*

Details of rates and charges written off:

#### Pensioner Claims Rebates 2009-10 (abandonments)

Ordinary Rates	\$ 2,376,551.11
Waste Charges	\$ 1,129,570.08
Sewer Service Charges	\$ 1,190,246.92
Water Service Charges	\$ 813,294.60
Water Consumption Charges	\$ 404,762.79
Total	<b>\$ 5,914,425.50</b>

#### Postponed Rates

Ordinary Rate and Interest	\$ 8123.63
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#### Small Balances

Debits (to maximum \$0.50)	\$ 1,781.44
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## Information required by other acts to be reported to the Minister for Local Government

### *Independent Pricing And Regulatory Act 1989 18(4)*

*A government agency which is the subject of a determination or recommendation of the Tribunal is required to include in its annual report:*

- (a) particulars of how any such determination has been implemented, and*
- (b) a statement of whether any such recommendation has been implemented and, if not, the reasons why it has not been implemented.*

As Wyong Shire Council's water, sewerage and stormwater drainage services and a number of its associated ancillary services are declared monopoly services under Section 4 of the Independent Pricing and Regulatory Act, Council's prices must be set in accordance with any IPART determined methodologies and/or maximum prices. As well, Wyong Shire Council cannot charge less without prior approval of the relevant Minister.

Under the Energy and Utilities Administration Act 1987 (NSW), Wyong Council is required to make an annual contribution to the Climate Change Fund. IPART specifies that Council calculate the contribution per property connected to the Water Supply System and increase the water service charges as set out in the determination for 2009-10 by this amount. This will enable Council to recover in 2009-10, the Climate Change Fund contribution required for 2009-10.

Wyong Shire Council's implementation for 2009-10 of IPART's pricing determination May 2009 is shown in the following table.

2009-10	Tribunal maximum price determined	Wyong Shire Council price set
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## 1. Service charges per year

### (a) Residential properties

#### Water

Metered (20mm meter size)	101.68	117.46 <sup>a</sup>
	429.11	429.11

#### Sewerage

### (b) Non-residential properties

#### Water

Meter size (mm):<sup>b</sup>

20	101.68	117.46 <sup>a</sup>
25	158.87	174.65 <sup>a</sup>
40	406.71	422.49 <sup>a</sup>
50	635.48	651.26 <sup>a</sup>
80	1,626.82	1,642.60 <sup>a</sup>
100	2,541.91	2,557.69 <sup>a</sup>
150	5,719.31	5,735.09 <sup>a</sup>
200	10,167.65	10,183.43 <sup>a</sup>
250	15,887.50	15,903.28 <sup>a</sup>

#### Sewerage

Meter size (mm):<sup>cd</sup>

20	154.59 x df%	154.59 x df%
25	241.55 x df%	241.55 x df%
40	618.37 x df%	618.37 x df%
50	966.20 x df%	966.20 x df%
80	2,473.47 x df%	2,473.47 x df%
100	3,864.79 x df%	3,864.79 x df%
150	8,695.78 x df%	8,695.78 x df%
200	15,459.17 x df%	15,459.17 x df%
250	24,154.68 x df%	24,154.68 x df%

## 2. Usage charges per Kilotitre

### (a) Residential properties

Water	1.78	1.78
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### (b) Non-residential properties

Water	1.78	1.78
Sewerage	0.77	0.77

<sup>a</sup> Water Service Charges incorporate Climate Change Fund contribution of \$15.78 per property.

<sup>b</sup> Charges for meter sizes not specified above are calculated using the formula: (meter size)<sup>2</sup> x \$101.68 / 400 + \$15.78.

<sup>c</sup> Charges for meter sizes not specified above are calculated using the formula: (meter size)<sup>2</sup> x \$154.59 / 400.

<sup>d</sup> A discharge factor is applied to the charge based on the volume of water discharged into Council's sewerage system.

<sup>e</sup> The usage charge is based on the estimated volume of metered water usage discharged into Council's sewerage system. Metered water usage is multiplied by a discharge factor to estimate the volume of water discharged.

## Information required by other acts to be reported to the Minister for Local Government

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### *Privacy and Personal Information Protection Act 1998* *33(3)*

*Council must include in its annual report a statement of the action taken by council in complying with the requirements of the act, and any statistical details of any reviews conducted under Part 5 of the Act.*

Council's Privacy Management Plan currently meets the requirements of the *Privacy & Personal Information Protection Act 1998 (Act)*. The Plan however at the time of this report is currently being reviewed to incorporate reference to the *Government Information (Public Access) Act 2009 (GIPA Act)* which commenced on 1 July 2010.

One amendment required for example, concerns the requirement by the GIPA Act to place a certain category of information titled 'open access information' on Council's website. This information includes personal information. The Privacy Management Plan needs to be updated to reflect Council's handling of personal information in this regard.

The *Privacy & Government Information Legislation Amendment Bill 2010* was assented to on 28 September 2010. This Bill merges the Office of the Information Commissioner (OIC) and Privacy NSW into one agency. The Bill basically provides mechanisms for ensuring that access to information principles; and privacy principles are considered jointly, for example in the issuing of guidelines on the interpretation of the GIPA Act by the OIC.

Council has not conducted any reviews under Part 5 of the Act. Council has however received two privacy complaints during the reporting period. One privacy complaint related to inappropriate use of personal information (section 17 of the Act); and the other related to the inappropriate disclosure of personal information (section 18 of the Act). Both complainants did not submit formal requests for reviews of Council's conduct under Part 5 of the Act. No investigation or findings from a privacy perspective were accordingly carried out.



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