

Efficient and Effective Council
Report to the Ordinary Meeting of Council held on Monday 16 July 2018

EC3 – Information Guide Review – 2018

EC3

Information Guide Review – 2018

283597

TRIM 6346

EXECUTIVE SUMMARY

- The Annual Review of Council's Information Guide has been undertaken in line with the requirements of the *Government Information (Public Access) Act 2009*.
- Minor amendments to reflect the current structure and functions within Council have been made.
- It is recommended that Council adopt the Draft Wollondilly Shire Council - Information Guide 2018.

REPORT

The *Government Information (Public Access) Act 2009* (GIPAA) requires the Council to have an Information Guide, which will undergo a review annually.

The guide describes the structure and functions of Council and ways those functions affect members of the public.

The guide also shows how members of the public can participate in the forming of Council's policy; how they may access information; and what information is available free of charge or for a fee.

Once adopted, the Information Guide will be placed on Council's website.

CONSULTATION

Consultation was undertaken with the Management Group of Council.

FINANCIAL IMPLICATIONS

This matter has no financial impact on Council's adopted budget or forward estimates.

ATTACHMENTS INCLUDED IN A SEPARATE BOOKLET

1. Summary of Changes - Draft Wollondilly Shire Council - Information Guide 2018.
2. Draft Wollondilly Shire Council - Information Guide 2018.

RECOMMENDATION

That the Draft Wollondilly Shire Council Information Guide 2018 be adopted.