

HUNTER'S HILL COUNCIL

**AGENCY
INFORMATION
GUIDE**

Government Information
(Public Access) Act 2009



ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges the Wallumedegal of the Eora Nation as the traditional custodians of all land and water of the Hunters Hill local government area.

Council pays respect to Elders past, present and future and extends this respect to all Aboriginal and Torres Strait Islander people living or visiting the Hunters Hill Municipality.



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INTRODUCTION

ABOUT HUNTER'S HILL COUNCIL

The Municipality of Hunters Hill was established in 1861 and is located in the lower north shore and northern suburbs of Sydney, New South Wales. Hunter's Hill Council has an area of 5.75 square kilometres and includes the suburbs of Hunters Hill, Woolwich, Huntleys Point, Huntleys Cove, Henley and part of Gladesville. Hunter's Hill Council is the smallest local government area in New South Wales and its boundaries remain mostly unaltered since its establishment in 1861.



PURPOSE

The Agency Information Guide has been developed in accordance with Section 20 of the *Government Information (Public Access) Act 2009*.

The purpose of this guide is to provide the community, Council staff, and members of the public with information concerning:

- the structure and functions of Hunter's Hill Council
- the way in which the functions of Council affect members of the public
- the avenues available to the public to participate in policy development and the exercise of Council's functions
- the type of information we hold and
- how this information is made available.

This Agency Information Guide is available on Council's [website](#) and is reviewed annually.

STRUCTURE AND FUNCTIONS OF COUNCIL

BASIS OF CONSTITUTION

Hunter's Hill Council is constituted under the *Local Government Act 1993*.

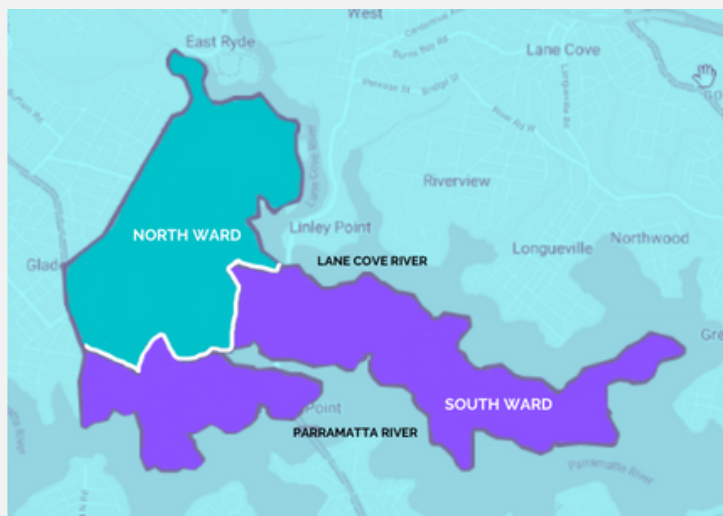
The guiding principles for councils are set out at section 8A of the *Local Government Act 1993* and states that the following general principles apply to the exercise of functions of councils:

- Councils should provide strong and effective representation, leadership, planning and decision-making.
- Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
- Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
- Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- Councils should work with others to secure appropriate services for local community needs.
- Councils should act fairly, ethically and without bias in the interests of the local community.
- Councils should be responsible employers and provide a consultative and supportive working environment for staff.



ORGANISATIONAL STRUCTURE AND RESOURCES

The Hunters Hill local government area consists of two electoral areas, known as Wards: North and South. Three Councillors are elected to each Ward, with a total of 6 elected Councillors representing the Hunters Hill Community for a four-year term. The Mayor is elected by the community and serves a four-year term. A Deputy Mayor is elected by the Councillors and currently serves for a two year term.



ROLE OF A COUNCILLOR

The role of Councillors collectively is to:

- direct and control the affairs of the Council in accordance with the *Local Government Act 1993* and other applicable legislation
- participate in the optimum allocation of the Council's resources for the benefit of the area
- play a key role in the creation and review of the Council's policies, objectives and criteria relating to the exercise of the Council's regulatory functions
- review the performance of the Council and its delivery of services, management plans and revenue policies of the Council.

The role of a Councillor as an elected person, is to:

- be an active and contributing member of the governing body of Council
- make considered and well informed decisions as a member of the governing body
- participate in the development of the integrated planning and reporting framework
- represent the collective interests of residents, ratepayers and the local community
- facilitate communication between the local community and the governing body
- uphold and represent accurately the policies and decisions of the governing body
- make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.

MAYOR OF HUNTERS HILL

Councillor Zac Miles



NORTH WARD

SOUTH WARD



Councillor Carla Kassab



**DEPUTY MAYOR
Councillor Julia Prieston**



Councillor Carol Tannous-Sleiman



Councillor Marc Lane



Councillor Ross Williams



Councillor Tatyana Virgara

ROLE OF THE MAYOR

A popularly-elected Mayor, Councillor Zac Miles, was elected by the community at the 2021 local government elections and re-elected in 2024.

He previously served two terms as a Councillor in Hunters Hill.

The role of the Mayor is to:

- be the leader of Council and a leader in the local community
- advance community cohesion and promote civic awareness
- be the principal member and spokesperson of the governing body, including representing the views of Council as to its local priorities
- exercise, in cases of necessity, the policy-making functions of the governing body of Council between meetings of Council
- preside at meetings of Council
- ensure that meetings of Council are conducted efficiently, effectively and in accordance with the *Local Government Act 1993*
- ensure the timely development and adoption of the strategic plans, programs and policies of Council
- promote the effective and consistent implementation of the strategic plans, programs and policies of Council
- promote partnerships between Council and key stakeholders
- advise, consult with and provide strategic direction to the Hunter's Hill Council General Manager in relation to the implementation of the strategic plans and policies of Council
- in conjunction with the General Manager, to ensure adequate opportunities and mechanisms for engagement between Council and the local community
- carry out the civic and ceremonial functions of the mayoral office
- represent Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level
- in consultation with the Councillors, to lead performance appraisals of the General Manager;
- exercise any other functions of Council that Council determines.



Mayor Zac Miles

ROLE OF THE GENERAL MANAGER

The Principal Officer of Council is the General Manager.

The General Manager has the following functions:

- to conduct the day-to-day management of Council in accordance with the strategic plans, programs, strategies and policies of Council
- to implement, without undue delay, lawful decisions of Council
- to advise the Mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of Council
- to advise the Mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of Council and other matters related to Council
- to prepare, in consultation with the Mayor and the governing body, Council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report
- to ensure that the Mayor and Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions
- to exercise any of the functions of Council that are delegated by Council to the General Manager
- to appoint staff in accordance with the organisation structure and the resources approved by Council
- to direct and dismiss staff
- to implement Council's workforce management strategy
- any other functions that are conferred or imposed on the General Manager by or under the *Local Government Act 1993* or any other Act.



General Manager, Mitchell Murphy

ORGANISATIONAL STRUCTURE

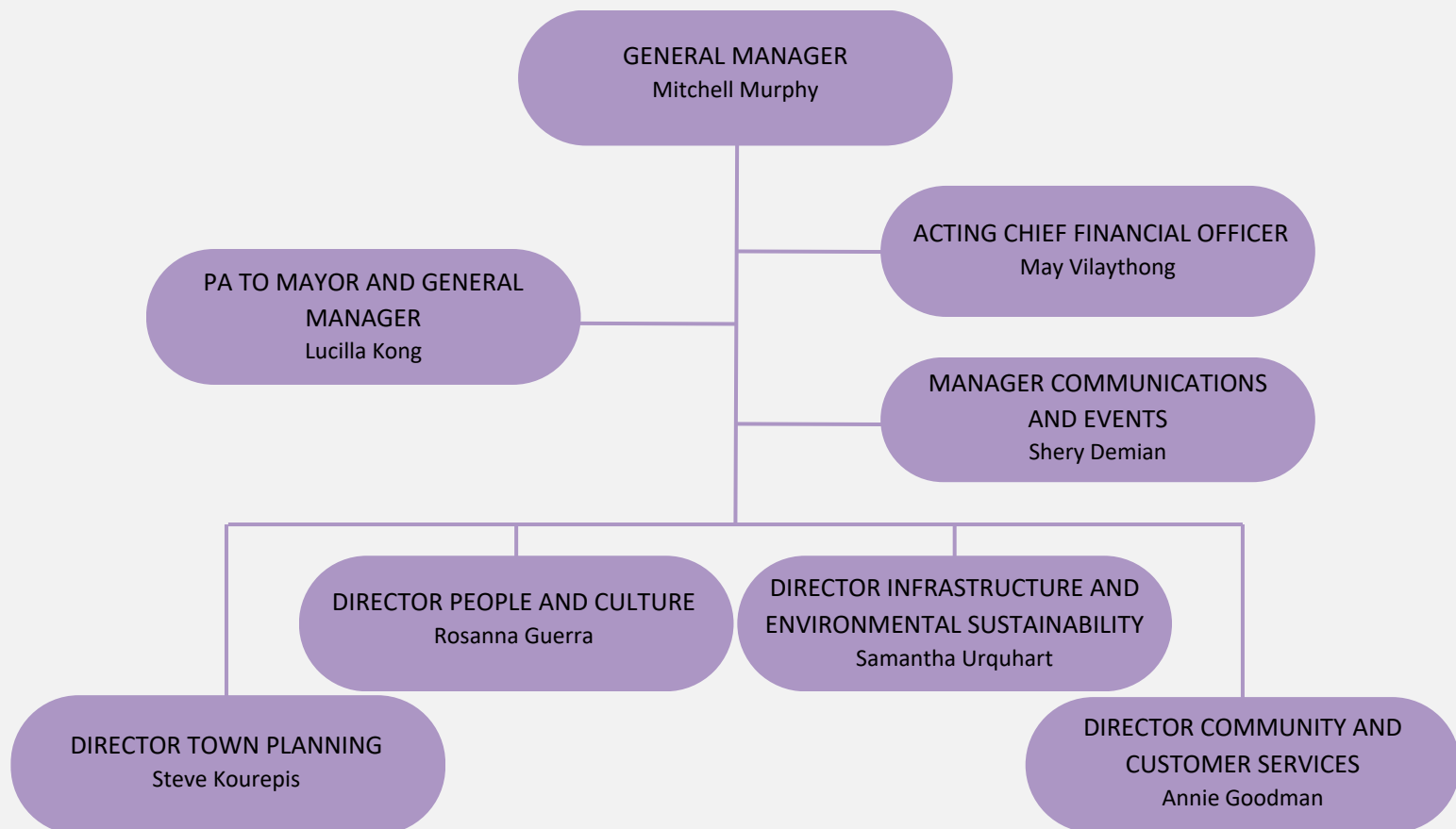
Council is led by the General Manager who is responsible for the efficient operation of the organisation and ensuring Council decisions are carried out.

To assist the General Manager in the exercise of Council functions, there are five divisions of Council.

These divisions are:

- General Manager's Unit
- Town Planning
- People and Culture
- Infrastructure and Environmental Sustainability
- Community and Customer Service.

Council's Organisational Structure is set out below.



GENERAL MANAGERS UNIT

The General Manager's Unit is fundamental for the efficient operation of Council, covering various functions such as finance, communications and events, property and leasing, Mayor and Councillor support, and overall governance.

Financial management includes a wide range of services such as financial services and accounting, procurement, rates, coordination of audits, and payroll. These functions help maintain financial integrity, ensure compliance, and support the Council's financial responsibilities.

The General Manager's Unit plays a key role in effective communication and event management, managing Council property leases and licenses, providing essential support to the Mayor and Councillors, and ensuring transparency and accountability in Council operations.

KEY RESPONSIBILITIES

- Governance
- Financial Management
- Mayor and Councillor support
- Property and leasing
- Communications and events

Key legislation:

- *Local Government Act 1993*
- *Crown Land Management Act 2016*
- *Environmental Planning and Assessment Act 1979*
- *Privacy and Personal Information Protection Act 1998*
- *Unclaimed Money Act 1995*
- *Strata Schemes Management Act 2015*



General Manager, Mitchell Murphy

TOWN PLANNING

Town Planning plays a crucial role in shaping the built environment and maintaining the unique heritage and character of the Municipality.

Responsibilities of the Town Planning team cover a variety of functions including planning and building, managing regulatory and enforcement duties such as those performed by Council rangers, and ensuring compliance with building standards.

They are responsible for managing Development Applications and upholding the integrity of strategic planning documents such as Council's Development Control Plan, Local Environmental Plan, and Local Strategic Planning Statement.

KEY RESPONSIBILITIES

- Town Planning
- Compliance
- Health and Building
- Heritage
- Strategic Planning

Key legislation:

- *Environmental Planning and Assessment Act 1979*
- *Local Government Act 1993*
- *Heritage Act 1977*
- *Companion Animals Act 1998*
- *Food Act 2003*
- *Public Spaces (Unattended Property) Act 2021*
- *Public Health Act 2010*
- *Swimming Pools Act 1992*



**Director Town Planning,
Steve Kourepis**

PEOPLE AND CULTURE

People and Culture is integral to the effective functioning of Council, overseeing human resources, work health and safety and risk management. This directorate is responsible for ensuring staff health and wellbeing, facilitating learning and development opportunities, managing recruitment processes and addressing industrial relations matters.

Tasks include implementing and complying with key legislation to ensure a safe, fair, and supportive working environment for all staff members.

People and Culture are also responsible for developing Council's [Reconciliation Action Plan](#), and supporting Council staff in implementation of the actions.

KEY RESPONSIBILITIES

- Human Resources
- Learning and Development
- Work Health and Safety
- Risk Management
- Insurance
- Equal Employment Opportunity

The People and Culture division are responsible for compliance with the following legislation:

- *Work Health and Safety Act 2011*
- *Fair Work Act 2009*
- *Anti-Discrimination Act 1977*
- *Sex Discrimination Act 1984*
- *Disability Discrimination Act 1992*
- *Age Discrimination Act 2004*
- *Racial Discrimination Act 1975*
- *Australian Human Rights Commission Act 1986*
- *Civil Liability Act 2002*
- *Public Interests Disclosures Act 1994*
- *Workplace Injury Management and Workers Compensation Act 1998*



**Director People and Culture,
Rosanna Guerra**

INFRASTRUCTURE AND ENVIRONMENTAL SUSTAINABILITY

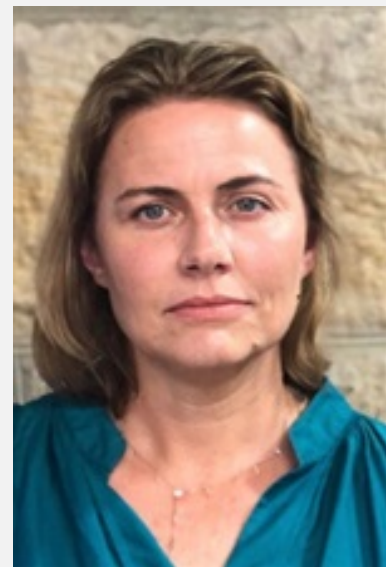
Infrastructure and Environmental Sustainability is essential in managing and delivering a wide range of services and initiatives aimed at maintaining and enhancing the council's infrastructure and environmental sustainability.

This directorate oversees works and services, engineering, asset and design, traffic management, environmental sustainability, and waste service. Their responsibilities include the management of Council's Capital Works Program, which encompasses roads and drainage, traffic, parks and recreation, waste, buildings and facilities.

Additionally, they focus on environmental sustainability efforts, road maintenance, and the issuance of road permits. Through these functions, the department ensures the efficient and sustainable use of resources, aiming to provide a safe, functional, and environmentally friendly community infrastructure.

KEY RESPONSIBILITIES

- Works and Services
- Roads, Footpaths, Cycleways
- Buildings and Facilities
- Engineering
- Traffic Management
- Asset and Design
- Environmental Sustainability
- Waste
- Open Space
- Parks, Reserves and Recreation



**Director Infrastructure and
Environmental Sustainability,
Samantha Urquhart**

Key legislative frameworks guiding the operations of the Infrastructure and Environmental Sustainability division include:

- *Roads Act 1993*
- *Local Government Act 1993*
- *Protection of the Environment Operations Act 1997*
- *Waste Avoidance and Resource Recovery Act 2001*
- *Transport Administration Act 1988*
- *Environmental Planning and Assessment Act 1979*

COMMUNITY AND CUSTOMER SERVICE

Community and Customer Service are dedicated to delivering exceptional customer service and comprehensive community services.

This department manages a broad range of responsibilities including library services, bushcare initiatives, and plans of management.

They are also responsible for ensuring access to information, overseeing information technology with an emphasis on cyber security, protecting privacy, managing records, and facilitating integrated planning and reporting.

By providing overall support to council staff and the community, this department plays a crucial role in fostering a well-informed, secure, and connected community.

KEY RESPONSIBILITIES

- Customer Service
- Community Services
- Community Engagement
- Library Services
- Information Technology
- Bushcare
- Records Management
- Integrated Planning and Reporting
- Access to Information
- Privacy



**Director Community and
Customer Service,
Annie Goodman**

The team operates under key legislative frameworks including:

- *Biodiversity Conservation Act 2016*
- *Biosecurity Act 2015*
- *Crown Land Management Act 2016*
- *Government Information (Public Access) Act 2009*
- *Privacy and Personal Information Protection Act 1998*
- *Local Government Act 1993*
- *State Records Act 1998*
- *Library Act 1939*
- *National Parks and Wildlife Act 1974*

SHARED SERVICES AND PARTNERSHIPS

In accordance with Section 355 of the *Local Government Act 1993*, Council can exercise functions by joining other council's, or joint organisations. By sharing services, Council can collaborate to deliver services more efficiently and effectively. This can include sharing resources, staff, technology, and infrastructure to streamline operations and reduce costs.

LANE COVE SHARED SERVICES

Since June 2019, Council has a shared services agreement in place with Lane Cove Council. There are four main functions of Council that are managed as part of the Shared Service Agreement. They are library services, rates, road safety and waste services.

For further information about Lane Cove Council or to view their Agency Information Guide visit their website www.lanecove.nsw.gov.au

CIVIC RISK MUTUAL

Council is a member of Civic Risk Mutual, a member owned organisation that provides risk management services and solutions to Councils. For information about Civic Risk Mutual and the programs and services they provide to Council visit www.civicriskmutual.com.au

PARRAMATTA RIVER CATCHMENT GROUP (PRCG)

The PRCG is a collaborative alliance of local and state government agencies, and community groups dedicated to improving the water quality and ecological health of the Parramatta River. To learn more about their projects and initiatives visit www.ourlivingriver.com.au

NORTHERN SYDNEY REGIONAL ORGANISATION OF COUNCILS (NSROC)

NSROC is comprised of eight councils from the northern Sydney area, including Hunters Hill. NSROC brings councils together to work on projects, address shared priorities, and create regional solutions and plans. NSROC reports and strategies are available on their website www.nsroc.com.au

HUNTERS HILL, RYDE, LANE COVE, PARRAMATTA BUSHFIRE MANAGEMENT COMMITTEE

The Hunters Hill, Ryde, Lane Cove, Parramatta Bushfire Management Committee is a dedicated group of representatives from councils, emergency services and other agencies. Their primary role is to develop and implement strategies to mitigate bushfire risks within the region. To view current Bush Fire Risk Management Plans visit www.rfs.nsw.gov.au/plan-and-prepare/managing-bush-fire-risk/bush-fire-management-committees/hh-lc-parramatta-ryde

SYDNEY COMMUNITY SERVICES

Sydney Community Services provides community services such as seniors, disability and care services to the residents on Hunters Hill on behalf of Council. For more information visit www.sydneycs.org

FUNCTIONS OF COUNCIL AND IMPACT ON THE PUBLIC

As a service organisation, most of the Council's activities have an impact on the public.

Below is an outline of how the broad functions of Council can affect the public. Under the *Local Government Act 1993*, Council's functions can be grouped into the following categories:

SERVICE FUNCTIONS

Service functions affect the public as Council provides services and facilities to the public. These include provision of human services and support of community programs, community gardens, bush and harbour care, road safety services, libraries, halls and community centres, recreation facilities, infrastructure and the removal of garbage.

It also includes services related to the following:

- Provision of community health, recreation, education and information services
- Environmental protection / bushland and biodiversity / waterways
- Heritage protection
- Sustainability
- Waste removal and disposal
- Land and property, industry and tourism development and assistance
- Civil infrastructure and planning



REGULATORY FUNCTIONS

Hunter's Hill Council regulates developments and buildings to ensure they meet certain requirements affecting community amenity and safety.

Regulatory functions place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.



To ensure developments and buildings meet certain requirements affecting community, amenity and safety, Council issues:

- approvals for development and construction or demolition
- orders
- building certificates

ANCILLARY FUNCTIONS

Ancillary functions affect only some members of the public. These functions include, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.

REVENUE FUNCTIONS

Revenue functions affect the public directly. Revenue from rates and other charges paid by the public helps fund services and facilities Hunters Hill provides for the community. These functions include:

- levying Rates
- charges
- fees
- borrowings
- investments

ADMINISTRATIVE FUNCTIONS

Administrative functions do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided. Our administrative functions include:

- employment of staff
- developing management plans
- financial and performance reporting



ENFORCEMENT FUNCTIONS

Enforcement functions only affect those members of the public who are in breach of certain legislation. Enforcement functions include matters such as the non-payment of rates and charges, environmental planning or companion animal offences, construction outside of hours and parking offences. Council may issue penalty notices or initiate legal proceedings for breaches. Council may initiate:

- proceedings for breaches of the *Local Government Act 1993*, *Environmental Planning and Assessment Act 1979* and other legislation
- prosecution of offences
- recovery of rates and charges

COMMUNITY PLANNING AND DEVELOPMENT FUNCTIONS

Community planning and development functions affect areas such as cultural development, social planning and community profile and involves:

- advocating and planning for the needs of our community. This includes initiating partnerships; participating on regional, State or Commonwealth working parties; and preparation and implementation of the Community Plan
- providing support to community and sporting organisations through provision of grants, training and information.

Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as Seniors Week and Youth Week, as well as promoting events of others. These include community festivals and art exhibitions, music recitals, farmers markets and library programs and events.

LEGISLATIVE POWERS OF COUNCIL

As well as the *Local Government Act 1993*, Council has powers under a number of other Acts.

Section 21 of the *Local Government Act 1993* confers or imposes the following functions on Council:

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

In addition, Council has functions conferred or imposed on it by or under other Acts, which include:

- *Biodiversity Conservation Act 2016*
- *Biosecurity Act 2015*
- *Civil Liability Act 2002*
- *Community Land Development Act 2021* – planning functions as consent authority
- *Companion Animals Act 1998* – companion animal registration and control
- *Contaminated Land Management Act 1997* – managing contaminated lands
- *Conveyancing Act 1919* – placing covenants on Council land
- *Crown Land Management Act 2016*
- *Dividing Fences Act 1991*
- *Environmental Planning and Assessment Act 1979* - environmental planning
- *Firearms Act 1996*
- *Fire and Rescue NSW Act 1989* - payment of contributions to fire brigade costs and furnishing of returns
- *Fluoridation of Public Water Supplies Act 1957*
- *Food Act 2003* – inspection of food and food premises
- *Government Information (Public Access) Act 2009* – publication of certain information and granting of access to other information by Council
- *Heritage Act 1977* – rating based on heritage valuation
- *Public Spaces (Unattended Property) Act 2021*
- *Library Act 1939* – library services
- *National Parks and Wildlife Act 1974* – protection of native wildlife

- *Pesticides Act 1999* – use of pesticides
- *Plumbing and Drainage Act 2011*
- *Privacy and Personal Information Protection Act 1998* – standards and requirements with regard to the collection and processing of personal information
- *Protection of the Environment Operations Act 1997* – pollution control
- *Public Health Act 2010* – inspection of systems for purposes of microbial control
- *Public Interest Disclosures Act 1994* – protected complaints or disclosures about maladministration, corruption, substantial waste or failure to fulfil functions under *Government Information (Public Access) Act 2009*
- *Recreation Vehicles Act 1983* – restricting use of recreation vehicles
- *Road Transport Act 2013*
- *Roads Act 1993* – Roads
- *Smoke Free Environment Act 2000*
- *State Emergency Rescue Management Act 1989* – Council is required to prepare for emergencies
- *State Emergency Service Act 1989* – recommending appointment of local controller
- *State Records Act 1998* – imposes requirements for record keeping and access to Council records
- *Strata Schemes (Development) Act 2015* - approval of strata schemes
- *Strata Schemes Management Act 2015*
- *Swimming Pools Act 1992* – ensuring restriction of access to swimming pools
- *Transport Administration Act 1988*
- *Unclaimed Money Act 1995* - unclaimed money to be paid to the Chief Commissioner of Unclaimed Money
- *Waste Avoidance and Resource Recovery Act 2001*
- *Water Management Act 2000*
- *Work Health and Safety Act 2011* – requirements for healthy and safe practices in the work place
- *Workplace Injury Management and Workers Compensation Act 1998* – requirements for managing injury and return to work.



PUBLIC PARTICIPATION IN LOCAL GOVERNMENT

Hunter's Hill Council supports the principles of an open, transparent government and encourages community involvement in policy development and general activities of Council.

Ratepayers, residents and business are encouraged to have a say in what Council does. Community participation in Council is a major focus of the *Local Government Act 1993*. The Act encourages councils to be open and accountable to the community. This is achieved by people having appropriate access to information, voting in polls and referendums, making submissions to Council and by council meetings being open to the public.

Section 8 (A) of the Act outlines the need for all councils to consider the following social justice principles when making decisions.

EQUITY

Ensuring that our community have fairness when providing their thoughts and opinions.

ACCESS

Improving access to services, resources, programs, partnerships and opportunities without prejudice.

PARTICIPATION

Ensuring that Council provides the opportunity for the community to participate in decisions that affect them.

RIGHTS

Recognising that our community have rights and providing a mechanism to listen to opinions.

Council's commitment to promoting participation is outlined in the Community Engagement Strategy and Community Participation Plan.

Providing avenues for community members to feel included and listened to no matter their background is paramount to shaping Council projects, policies and plans in a transparent and representative manner.

PERSONAL PARTICIPATION

There are many ways that individuals can personally participate in the local government policy process. Residents are encouraged to provide input on items that Council is considering, read the community newsletters and monitor Council's website and social media platforms to stay informed.

COMMUNITY SURVEYS

Council conducts community surveys to gather feedback across the local government area. These surveys may be conducted online, by mail or telephone.

DEVELOPMENT APPLICATION NOTIFICATION

The community can participate in the planning process by making a submission to a DA or planning proposal. Documents are available on Council's DA tracker and submissions can be submitted via email or post.

PUBLIC NOTICE/EXHIBITION

All significant plans, strategies and policies of Hunter's Hill Council are placed on exhibition in draft form so that interested members of the public may view them and make comments should they wish to.

Exhibition documents are available on Council's website and engagement site and at Council's customer service counter upon request. Submissions can be made online, by post or via email to info@huntershill.nsw.gov.au

To access current and past exhibitions visit connect.huntershill.nsw.gov.au

PUBLIC MEETINGS

For some matters and in accordance with relevant Acts, Council holds community consultation meetings which are an excellent opportunity for residents to meet and talk with Councillors and Council staff.

FEEDBACK AND QUESTIONS

Council encourages members of the public to provide comments on the products and services it provides as well as its performance. This could be as a complaint, compliment or simply a suggestion on what Council could do differently.

Council has a Complaints Handling Policy that can be accessed on Council's [website](#).

COUNCIL COMMITTEES, ADVISORY GROUPS AND INDEPENDENT PLANNING PANEL

There are also avenues for members of the public to personally participate in the policy development and the functions of the Council. Several Council Committees, Advisory Groups and Working Parties comprise or include members of the public. Some of these special committees or bodies are:

1. Committees:

- Audit and Risk Improvement Committee
- Hunters Hill Local Traffic Committee

2. Advisory Groups:

- Arts Advisory Committee
- Bushland Management Advisory Committee
- Conservation Advisory Panel
- Cultural and Events Advisory Committee
- School Principals Liaison Committee
- Sport and Recreation Advisory Committee
- Sustainability Advisory Committee

3. Independent Planning Panels

- Local Planning Panel
- Sydney North Planning Panel



COUNCILLOR REPRESENTATION

REPRESENTATIVE DEMOCRACY

Local Government in Australia is based on the principle of representative democracy. This means that the people elect representatives to their local council to make decisions on their behalf. In New South Wales, local government elections are held every four years. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote, but must register their intention to vote on the non-residential roll. Voting is compulsory.

At the 1999 Council elections, Council conducted a referendum asking residents of the Hunters Hill Municipality if they would like the opportunity to vote for the office of Mayor and if they wished to reduce the number of elected Councillors.

Both questions were answered in the affirmative and became operative from the next quadrennial elections scheduled for September 2003. The State Government subsequently postponed these elections until March 2004, to allow a structural reform program for local councils to be implemented.

The 2004 Local Government Elections held 27 March 2004 saw the first popularly elected Mayor in Hunters Hill, changing the previously Councillor elected Mayor who stood for a 1 year term, to a Mayor chosen by the people for a 4 ½ year term.

This election also signified the changing of wards. Previously, 3 wards existed within the municipality – East, Central and West Wards. The ward boundaries were changed to North and South Wards only. In response to the results of the referendum, the previous number of nine (9) Councillors was reduced to six (6) Councillors plus the Mayor and divided between the wards. Elections scheduled for September 2020 were subsequently postponed to September 2021 and then December 2021, due to the COVID-19 pandemic.

The current Council, elected at the 14 September 2024 poll, consists of a popularly elected Mayor and six (6) Councillors.



MAKING REPRESENTATIONS TO COUNCILLORS

Residents are able to raise issues with, and make representations to, the elected Councillors. The Councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf thus allowing members of the public to influence the development of policy.

The contact details of the current elected members are:

MAYOR OF HUNTERS HILL

Councillor Zac Miles

mayor@huntershill.nsw.gov.au

Phone: 0409 737 895

DEPUTY MAYOR

Councillor Julia Prieston

juliaprieston@huntershill.nsw.gov.au

Councillor Marc Lane

marclane@huntershill.nsw.gov.au

Councillor Carla Kassab

carlakassab@huntershill.nsw.gov.au

Phone: 0439 731 018

Councillor Carol Tannous-Sleiman

caroltannous-

sleiman@huntershill.nsw.gov.au

Phone: 0400 905 934

Councillor Ross Williams

rosswilliams@huntershill.nsw.gov.au

Phone: 0417 490 646

Councillor Tatyana Virgara

tatyanavirgara@huntershill.nsw.gov.au

COUNCIL MEETINGS

Council meetings are held in the Council Chambers, Hunters Hill Town Hall, 22 Alexandra Street, Hunters Hill NSW 2110.

Members of the public are able to attend Council meetings or watch the live stream via Council's YouTube channel. The minutes and agendas of all meetings, along with previous recordings are available online.

MEETING SCHEDULE

Council meetings are held on the fourth Monday of each month at 6pm. The meeting schedule as well as details of any variations or Extraordinary meetings are advertised on Council's website before the meeting takes place.

ADDRESSING COUNCIL

A member of the public may be granted leave to address a meeting of the Council or Committee where the General Manager receives a request no later than 12 noon on the nominated day of the meeting. This provision is subject to the guidelines as outlined on Council's website on the [Guidelines for Public Participation at Council Meetings](#) page.

Any person seeking to address a meeting under this clause will need to complete and lodge the [Request to Address Council form](#) before 12 noon on the day of the meeting. The form clearly establishes the conditions and qualifications under which permission is granted to address a meeting, and requires a person to accept those requirements.



ACCESS TO GOVERNMENT INFORMATION

Under the provisions of the *Government Information (Public Access) Act 2009* (GIPA Act), there is a right of access to most information held by Council, unless there is an overriding public interest against disclosure of the information.

Council is committed to the principle of open and transparent government. To facilitate public access to Council information, Council has adopted an Access to Information Policy. The object of this policy is to describe public and Councillor access to information and to facilitate the processing of requests for such access under the GIPA Act.

Council holds information in various formats for a wide range of functions and issues related to the Hunter's Hill Council area.

Until 2012 Council maintained a hardcopy records system. Since then, records are generally stored electronically. Most remaining physical files include general subject files, development and building files, property files, and street and park files. These files are archived and digitised on demand.

Council is continuing to make "Open Access Information" available electronically and on Council's website, unless there is an overriding public interest against disclosure of the information as outlined in Section 14 of the GIPA Act.

There are four main ways in which Council may provide access to information:

1. Open access information (mandatory release)
2. Authorised proactive release
3. Informal release of information
4. Access application (also known as a formal application) for release of information

Council undertakes a continuous improvement approach to ensure that any applications made under the GIPA Act will be processed in accordance with the requirements of the Act.

OPEN ACCESS INFORMATION (MANDATORY RELEASE)

Under the law, agencies such as Council, need to publicly release certain information unless there is an overriding public interest against doing so. Generally, open access information must be available on Council's website.

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

- Council’s Agency Information Guide
- Information about Council contained in any document tabled in Parliament by or on behalf of Council, other than any document tabled by order of either House of Parliament
- Council’s policy documents
- Council’s Disclosure Log of Formal Access Applications
- Council’s Register of Government Contracts
- Council’s record of the open access information (if any) that it does not make publicly available on the basis of an overriding public interest against disclosure; and
- Such other government information as may be prescribed by the GIPA regulations as open access information.

Schedule 1 of the *Government Information (Public Access) Regulation 2018* also stipulates that the following additional documents are to be provided as open access information by Council:

- The model code prescribed under Section 440 (1) of the *Local Government Act 1993*
- Code of Conduct and Procedures for the Administration of the Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Report
- Auditor's Report
- EEO Management Plan
- Community Strategic Plan
- Delivery/Operational Plan
- Payment of Expenses and the Provision of Facilities to Councillors’ Policy
- Annual reports of bodies exercising functions delegated by Council
- Any codes referred to in the *Local Government Act 1993*
- Returns of the interests of Councillors, designated persons and delegates
- Agendas and Business Papers for Council and Committee Meetings as required by the Office of Local Government

- Minutes of Council and Committee Meetings as required by the Office of Local Government
- Reports from the Office of Local Government presented in accordance with section 433 of the *Local Government Act 1993*
- Council's Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti removal works
- Register of current Declarations of Disclosures of Political Donations
- Register of Voting on Planning Matters in accordance with section 375A of the *Local Government Act 1993*.

PLANS AND POLICIES

- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans

INFORMATION ABOUT DEVELOPMENT APPLICATIONS

Development Applications (DAs) and any associated documents received in relation to a proposed development including the following:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on DAs
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on DAs including decisions on appeals (excluding residential floor plans or decisions made prior to 1 July 2010)

Open Access Information does not include internal floor plans of residential buildings, applications decided prior to 1 July 2010 or any commercial information, that would likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

COPYRIGHT

Nothing in the GIPA Act or regulations requires or permits Council to make open access information available in any way that would constitute an infringement of copyright (Section 6.6 GIPA Act).

If the information you wish to access is copyright protected. Council may:

- make the information available for viewing purposes only
- contact the copyright owner seeking permission for release of the documents
- provide you with the copyright owners contact details.

For further information regarding access to information refer to Council's [Access to Information Policy](#).

APPROVALS, ORDERS AND OTHER DOCUMENTS

- Applications for approvals under Part 1 Chapter 7 of the Local Government Act 1993
- Applications for approvals under any other Act and any associated documents received
- Records of approvals granted or refused, any variation from Council Policies with reasons for the variation, and decision made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the Local Government Act 1993 and any reasons given under section 136 of the Local Government Act 1993
- Orders given under the Authority of any other Act
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land. Performance improvement orders issued to Council under Part 6 of Chapter 13 of the Local Government Act 1993

PROACTIVE RELEASE

Council is encouraged to make as much other information as reasonably possible, publicly available free of charge or at the lowest possible price. The information to be proactively released is decided at Council's discretion.

Such information may include information frequently requested or information of public interest that has been released as a result of other requests.

Examples of proactive release include:

- Information about Major Projects
- Plans and Strategies
- Integrated Planning and Reporting Documents
- Fees and Charges
- Council news updates and media releases
- Events Information
- Community Directories
- Historical or environmental studies.

INFORMAL RELEASE OF INFORMATION

Access to information which is not available as Mandatory Public Release (open access) or Proactive Release may be provided through Informal Release. Council generally releases other information in response to an informal request subject to any reasonable conditions as Council thinks fit to impose.

As per proactive release methods, Council is authorised to release information unless there is a public interest against disclosure. To enable the release of as much information as possible, Council is also authorised to redact content from a copy of information to be released, if the inclusion of the redacted information would otherwise result in an overriding public interest against disclosure.

Applications should be made to Council by submitting an Informal Request for [Access to Information form](#), available on Council's website.

Under informal release, Council has the right to decide by what means information is to be released. This could be in hardcopy, electronically or as read-only.

ACCESS APPLICATION FOR RELEASE OF INFORMATION (FORMAL APPLICATION)

If the information cannot be accessed as open, proactive or informal release you can make a formal access application.

Council encourages a person seeking information to lodge an informal application in the first instance or to contact Customer Service if they are unsure of which application to use. If you have made an informal request but have been refused as the information isn't 'open access', then you can make an access application.

Generally, an access application is required if:

- the request involves a large volume of information, requires extensive research and accordingly will involve an unreasonable amount of time and resources to produce
- the information contains personal or confidential information about a third party which may require consultation
- information is of a sensitive nature that requires careful weighing of the consideration for and against disclosure.

An application is only valid if it meets the following criteria:

- it must be in writing (or using [Council's online form](#))
- state that you are seeking the information under the GIPA Act
- include your name
- include your postal or email address for a response
- be clear and specific about the information you seek, so Council can identify it
- the \$30 application fee has been paid.

FEES AND CHARGES

The Government Information (Public Access) Regulation 2009 requires that Open Access information held by Council, is to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents on Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website) and at the offices of the Council during ordinary office hours or at any other place as determined by the Council.

Fees for copying, and for the retrieval and digitisation of files that are not considered 'open access' are set out in Council's Schedule of Fees and Charges.

Formal Applications require payment of \$30.00 application fee and \$30.00 hourly processing charges may apply.

ACCESS AND AMENDMENT TO COUNCIL DOCUMENTS

Council has a vast range of documents that can be accessed in varying ways. If you wish to access information that is not available on Council's website, you can contact Customer Service and they will arrange for the document to be published to Council's website or for an electronic copy to be sent to you. In some circumstances, they may arrange an appointment for you to inspect the document at Council's Administration office between the hours of 8:30 am and 4:00 pm, Monday to Friday (except public holidays). If you experience any difficulty in obtaining documents or information, you should contact the Public Officer.

PUBLIC OFFICER AND RIGHT TO INFORMATION OFFICER

The Director Community and Customer Service, Annie Goodman, has been appointed as the Public Officer. Amongst other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council.

Council's Manager Digital and Customer Information has been appointed as Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records. Council takes privacy matters seriously and are committed to protecting personal information. Council has in place a Privacy Management Plan for dealing with private or personal information.

If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. Also, if you would like to amend a document of Council which you feel is incorrect it is necessary for you to make written application to the Public Officer in the first instance. Enquiries should be addressed as follows:

Ms Annie Goodman, Public Officer
Hunter's Hill Council
22 Alexandra Street
Hunters Hill NSW 2110

Or by email: info@huntershill.nsw.gov.au

AGENCY INFORMATION GUIDE AUTHORITY

Council must notify the Information Commissioner before adopting or amending this Agency Information Guide. If requested, Council must also consult with the Information Commissioner on the proposed AIG or amendments.

For information about other open data initiatives visit www.data.nsw.gov.au

For more information about Information and Privacy Commission NSW, visit:
www.ipc.nsw.gov.au

The Agency Information Guide Authority is the General Manager.

VERSION CONTROL TABLE

DATE	REVISION	KEY CHANGES	AUTHOR
October 2020	1	First publication	General Manager's office
July 2023	2	Content update	General Manager's office
January 2025	3	General update, added information about shared services and directorates.	Manager Digital and Customer Information



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