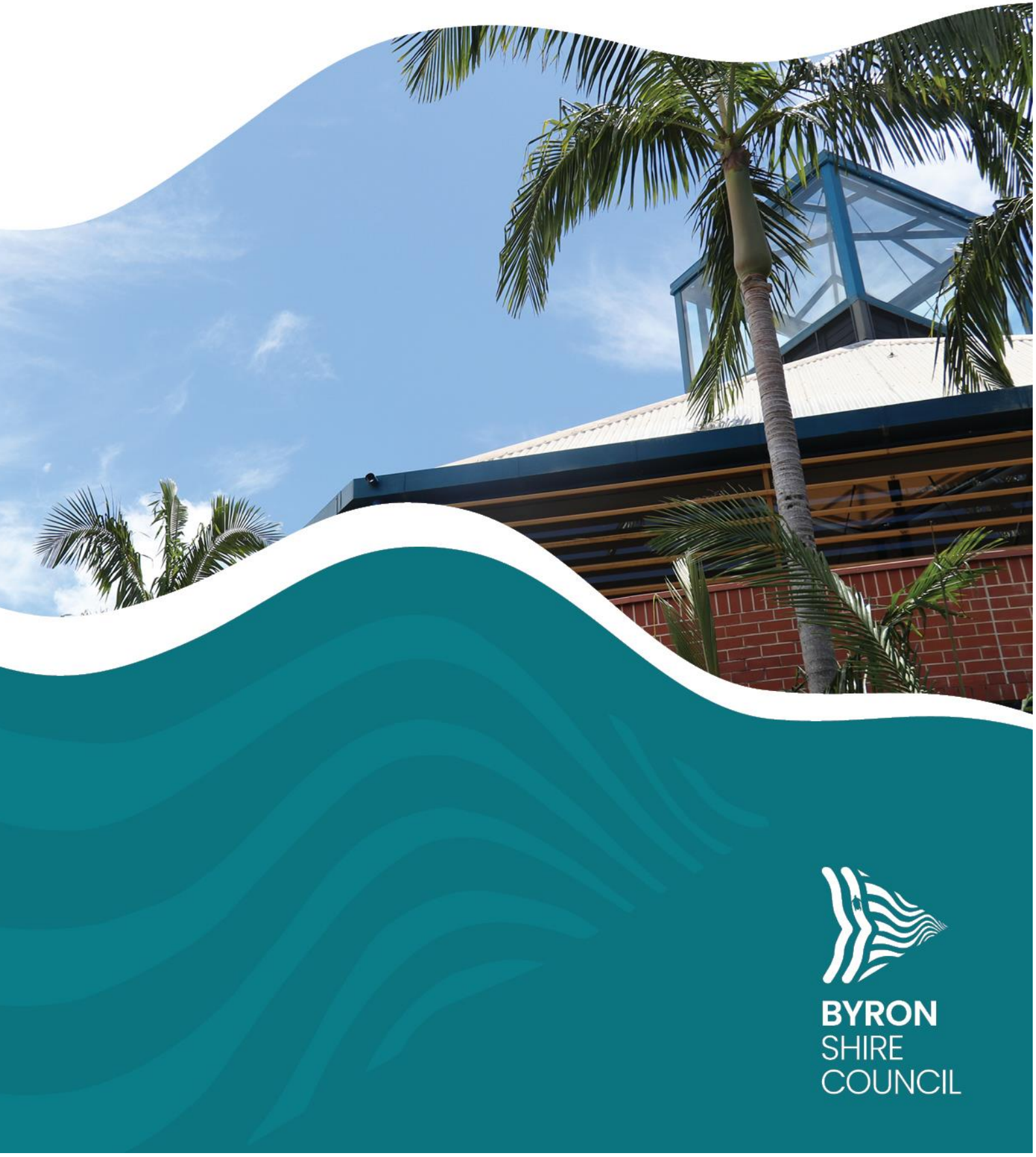
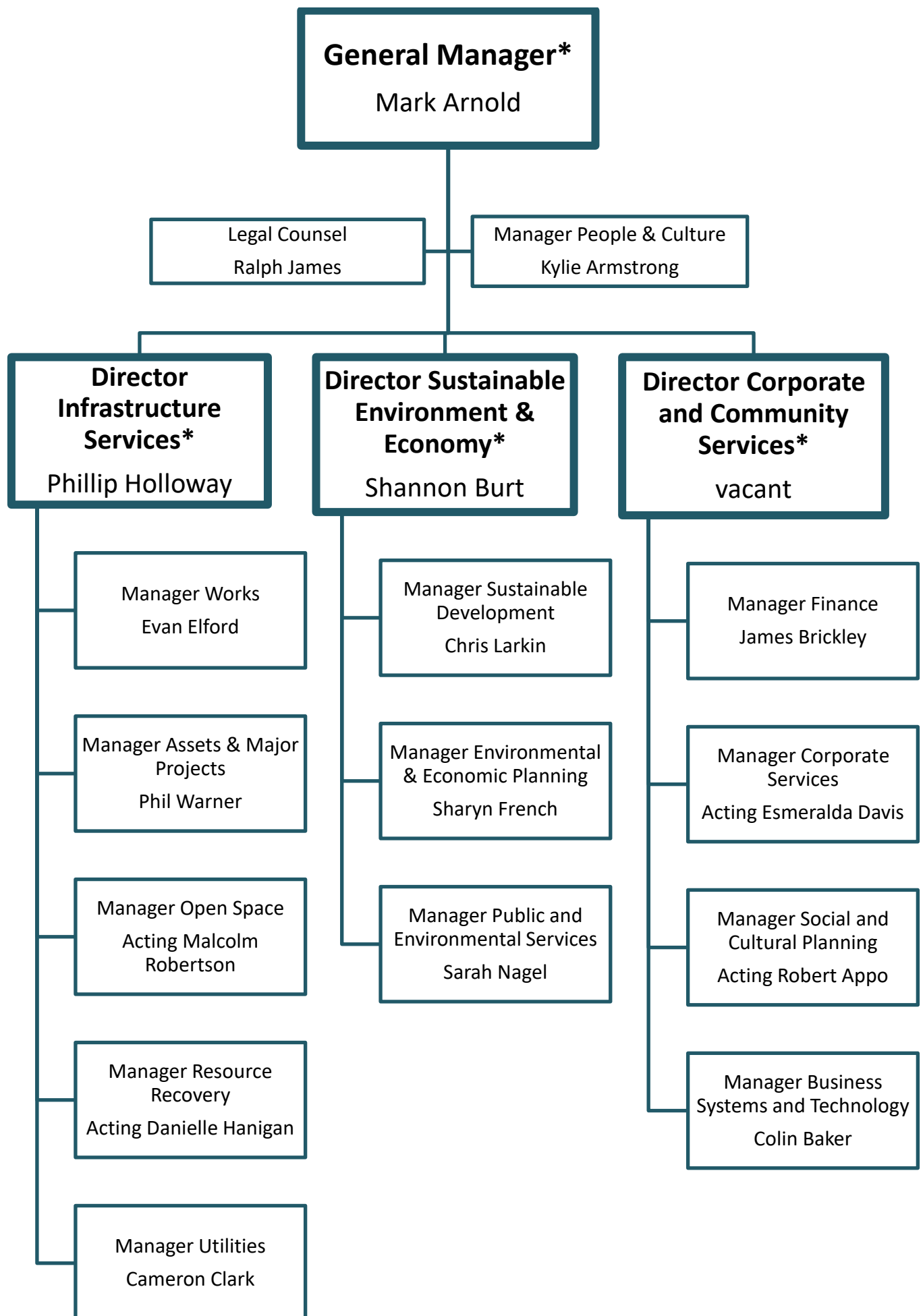


# Organisation Structure



**BYRON**  
SHIRE  
COUNCIL

## Senior Staff Positions\* roles and reporting lines



# General Manager

## Mark Arnold

The General Manager is the most senior employee of Council. The General Manager is selected and appointed by the Council, on a renewable fixed term, performance-based contract for a maximum of five years.

Under the Act, the General Manager's responsibilities include:

- efficient and effective operation of the Council organisation and day-to-day management. This includes ensuring Council decisions and policies are implemented;
- appointing, directing and dismissing staff in accordance with an organisation structure and resources approved by the Council;
- implementing the Council's equal employment opportunity Management Plan; and
- exercising other functions as delegated by the Council.

The General Manager may, in turn, delegate functions to other staff.



## Services Provided:

Legal services	People and Culture	Cross-organisation
<ul style="list-style-type: none"><li>• Legal Services</li><li>• Leasing and Licensing Services</li><li>• Code of Conduct and Public Interest Disclosures</li></ul>	<ul style="list-style-type: none"><li>• Injury Management</li><li>• Workforce Planning</li><li>• Payroll</li><li>• Employee relations</li></ul>	<ul style="list-style-type: none"><li>• Media and Communications</li><li>• Performance Management</li><li>• Critical projects</li></ul>

## 2021/22 Budget:

Total Budget:	Operating Revenue	Capital Revenue <sup>1</sup>	Operating Expenditure	Capital Expenditure <sup>2</sup>
	\$0	\$0	\$237,500	\$0

Please note that the following unit overviews were prepared in late 2021 for the induction program so the information in them is at that point in time and would not reflect for example the recently resolved new committee structure or financial updates from the last two quarterly budget reviews.

# Unit Overview

## People and Culture

Manager	Kylie Armstrong	Directorate	GM
Overview	The People and Culture team are responsible for providing a professional level of the full spectrum of human resources (HR) management and organisational culture services.		
Key responsibilities	<ul style="list-style-type: none"><li>Plan and implement a range of strategic HR management initiatives designed to build organisational capability and foster a culture of performance and accountability (eg organisational design, workforce planning, change management, policy development, employee engagement and leadership development).</li><li>Recruitment, on-boarding programs, training, performance development, employee relations management, industrial relations management, organisational health and wellbeing and the provision of HR advice to Managers.</li><li>Workers compensation insurance and injury management</li><li>Payroll service, management of entitlements, legal compliance, risk management and dispute resolution.</li><li>Develop and manage Council's organisational development programs and activities.</li><li>Provide</li></ul>		
\$ Annual Budget	\$878,500		
👤 Staff (# FTE)	7.5		
Legislative responsibilities	Legislation	<ul style="list-style-type: none"><li><a href="#">Local Government Act 1993 (NSW)</a></li><li><a href="#">Local Government (State) Award 2020</a></li><li><a href="#">Fair Work Act 2009 (Cth)</a></li><li><a href="#">Industrial Relations Act 1996 (NSW)</a></li><li><a href="#">Anti-Discrimination Act 1977 (NSW)</a></li><li><a href="#">Work Health Safety Act 2011 (NSW)</a></li></ul>	
	Policies	N/a	
	Strategies and plans	<ul style="list-style-type: none"><li>Workforce Plan</li></ul>	
Committees	N/a		

# Unit Overview

## Legal Services Team

<b>Manager</b>	Ralph James	<b>Directorate</b>	GM
<b>Overview</b>	<p>The Legal Services team sits within the General Manager's directorate. Its chief role is managing Council's legal interests. The team primarily does this by:</p> <ul style="list-style-type: none"> <li>• Providing or facilitating timely, accurate and clear legal advice to staff Council-wide; and</li> <li>• liaising with external legal firms during litigation involving Council.</li> </ul>		
<b>Key responsibilities</b>	<p>In addition to the above, the team also has the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Advise on and appear in Local Court matters;</li> <li>• Manage Council's Code of Conduct as Code of Conduct Complaints Co-Ordinator (Legal Counsel);</li> <li>• Manage Public Interest disclosures as Public Interest Disclosure Co-Ordinator (Legal Counsel);</li> <li>• Attend Council meetings to advise on legal matters and matters of meeting procedure;</li> <li>• Determine applications for review of penalty notices;</li> <li>• Manage NSW Police requests for footage from Council's CCTV network; and</li> <li>• Manage the administration of a transparent framework for the leasing and licensing of Council owned and managed facilities and lands.</li> </ul>		
<b>\$ Annual Budget</b>	\$693,200		
<b>👤 Staff (# FTE)</b>	4		
<b>Legislative responsibilities</b>	<p><b>Legislation (reference to legislation includes a reference to the regulations)</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Local Government Act 1993</a></li> <li>• <a href="#">Environmental Planning and Assessment Act 1979</a></li> <li>• <a href="#">Protection of the Environment Operations Act 1997</a></li> <li>• <a href="#">Companion Animals Act 1998</a></li> <li>• <a href="#">Local Court Act 2007</a></li> <li>• <a href="#">Civil Procedure Act 2005</a></li> <li>• <a href="#">Crown Lands Management Act 2016</a></li> <li>• <a href="#">Criminal Procedure Act 1986</a></li> <li>• <a href="#">Roads Act 1993</a></li> <li>• <a href="#">Road Rules 2014</a></li> </ul>	

		<ul style="list-style-type: none"> <li>• <a href="#">Food Act 2003</a></li> <li>• <a href="#">Residential (Land Lease) Communities Act 2013</a></li> <li>• <a href="#">Retail Leases Act 1994</a></li> <li>• <a href="#">Real Property Act 1900</a></li> <li>• <a href="#">Conveyancing Act 1919</a></li> <li>• <a href="#">Coastal Management Act 2016</a></li> <li>• <a href="#">Civil Liability Act 2002</a></li> </ul>
	<b>Policies</b>	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Code of Meeting Practice</li> <li>• Commercial Activities on Coastal and Riparian Crown Reserves</li> <li>• Complaint handling</li> <li>• Fraud and Corruption control</li> <li>• Land acquisition and disposal</li> <li>• Legal costs – assistance to Council officials</li> <li>• Road airspace</li> <li>• Sustainable Community Markets</li> <li>• Telecommunications facilities on Council owned land</li> <li>• Enforcement</li> <li>• Unreasonable customer conduct</li> <li>• Leasing &amp; Licensing</li> </ul>
	<b>Strategies and plans</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Committees</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	



# Unit Overview

## General Manager's Office

Manager	N/a	Directorate	GM
Overview	In addition to the Legal Services and People and Culture teams, the General Manager's Office includes a small group of staff who coordinate and provide the below functions.		
Key responsibilities	<ul style="list-style-type: none"><li>Media and Communications team is responsible for Council's media and social media presence and the website, as well as providing advice on helping staff with community engagement for projects, promoting the work the organisation does, and Mayoral administrative support.</li><li>Place planning and project delivery for Byron Bay, providing oversight and coordination of Byron Bay projects led by the principles and vision reflected in the Byron Bay Town Centre Masterplan.</li><li>Performance measurement providing industry and community benchmarking</li><li>Specific project coordination eg indigenous and crown land management matters.</li></ul>		
\$ Annual Budget	\$106,100		
👤 Staff (# FTE)	6.2		
Legislative responsibilities	Legislation	<ul style="list-style-type: none"><li><a href="#">Web Content Accessibility Guidelines</a> (WCAG)</li><li><a href="#">Native Title Act (Cth)</a></li><li><a href="#">Aboriginal Land Rights Act (NSW)</a></li><li><a href="#">Crown Lands Management Act</a></li></ul>	
	Policies	<ul style="list-style-type: none"><li><a href="#">Communications and Social Media Policy</a></li><li><a href="#">Community Engagement Policy</a></li></ul>	
	Strategies and plans	<ul style="list-style-type: none"><li><a href="#">Byron Bay Town Centre Masterplan</a></li></ul>	
Committees	<ul style="list-style-type: none"><li>Communications Panel</li><li>Byron Masterplan Guidance Group</li></ul>		

# INFRASTRUCTURE SERVICES

**Director** Phillip Holloway



The Director Infrastructure Services is responsible for making a strategic contribution to the operations of the Executive Team, as well as ensuring the technical and service expertise required in their areas of responsibility outlined in the organisation structure. The primary objective of the position is to plan, resource, strategically manage and review the effective provision of infrastructure works and services in accordance with Council's strategic asset management plans.

## Services Provided:

<b>Works:</b>	<b>Utilities</b>	<b>Assets and Major Projects</b>	<b>Open Space and Resource Recovery</b>
<ul style="list-style-type: none"> <li>• Roads/Drainage Operations</li> <li>• RMS Program Delivery</li> <li>• Bridges/Culverts</li> <li>• Civil Design and Survey</li> <li>• Workshop / Fleet / Store</li> <li>• Emergency Management Response (LEMO)</li> <li>• Quarry Operations</li> </ul>	<ul style="list-style-type: none"> <li>• Water and Sewer Operations</li> <li>• Public Amenities and Public Space Lighting</li> <li>• Emergency Management Response (backup)</li> <li>• Section 64 Management</li> <li>• Trade Waste</li> <li>• Water and Sewer Strategic Planning</li> <li>• System Planning</li> <li>• Building and Facilities Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Asset Management</li> <li>• Major Projects Delivery</li> <li>• Property Development</li> <li>• Integrated Planning and Reporting S94 in accordance with Council's strategic asset management plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Parks Operations/Sports field Maintenance</li> <li>• Council Reserves Maintenance</li> <li>• Vegetation and Bushfire Management</li> <li>• Cemeteries</li> <li>• Resource Recovery and Cleansing Operations</li> <li>• Resource Recovery Education</li> <li>• Cavanbah Centre</li> <li>• Bush Regeneration/ Dune Care</li> <li>• Emergency Management Response (backup)</li> <li>• Crown Reserves Maintenance</li> <li>• Caravan Park Management</li> <li>• Tyagarah Airfield Operations</li> </ul>

## 2021/22 Budget

<b>Total Budget:</b>	<b>Operating Revenue</b>	<b>Capital Revenue<sup>1</sup></b>	<b>Operating Expenditure</b>	<b>Capital Expenditure<sup>2</sup></b>
	\$54,882,900	\$38,768,700	\$75,526,500	\$65,559,600



# Unit Overview

## Works

<b>Manager</b>	Evan Elford	<b>Directorate</b>	IS
<b>Overview</b>	IS Works delivers Council's capital projects and operational programs for road and stormwater drainage infrastructure and manages Council's pay parking scheme, depot, fleet and stores operations.		
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Infrastructure Planning</li> <li>• Traffic and Transport</li> <li>• Pay parking</li> <li>• Depot and Stores operations</li> <li>• Fleet operations</li> <li>• Disaster dashboard, IMS and emergency management and works</li> <li>• Natural Disaster Funding Arrangements management</li> <li>• Flooding and Drainage</li> <li>• Road network – Capital works projects and maintenance programs for: <ul style="list-style-type: none"> <li>Sealed roads – urban and rural</li> <li>Unsealed roads that are BSC responsibility</li> <li>carparks</li> <li>Linemarking and signage</li> <li>Kerb and Gutter</li> <li>Footpaths</li> <li>Cycleways</li> <li>Stormwater pits and pipes</li> </ul> </li> <li>• Bridges, causeways and culverts</li> <li>• Quarries</li> <li>• Road Closures and acquisitions</li> <li>• Surveying</li> <li>• TfNSW funded roads maintenance programs</li> <li>• Grant funded infrastructure projects delivery</li> <li>• Customer Service</li> </ul>		
<b>\$ Annual Budget</b>	\$ 52 million		
<b>👤 Staff (# FTE)</b>	77		
<b>Legislative responsibilities</b>	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• <a href="#">Roads Act 1993</a></li> <li>• <a href="#">Environmental Planning and Assessment Act 1979</a></li> <li>• <a href="#">Land Acquisition (Just Terms Compensation) Act 1991</a></li> <li>• <a href="#">Work Health and Safety Act 2011</a></li> </ul>	

	<b>Policies</b>	<ul style="list-style-type: none"> <li>• <a href="#">Light Motor Vehicle Fleet Policy 2010</a></li> <li>• <a href="#">Maximum speed Limits on Rural Roads Policy 2020</a></li> <li>• <a href="#">Planting and Landscaping on Footpath Zones and Nature Strips within Road Reserves and Drainage Easements Policy 2020</a></li> <li>• <a href="#">Public Gates and Cattle Grids on Council Roads Policy 2021</a></li> <li>• <a href="#">Register of Roads maintained by Council Policy 2021</a></li> <li>• <a href="#">Tourist, Street Name, Community Facility and Service Signs Policy 2021</a></li> <li>• <a href="#">Water Sensitive Urban Design Policy (and Strategy) 2020</a></li> </ul>
	<b>Strategies and plans</b>	<ul style="list-style-type: none"> <li>• Asset Management Plans</li> <li>• Workforce Plan 2017-2021</li> <li>• Water sensitive Urban Design Policy (and Strategy) 2020</li> </ul>
<b>Committees</b>	<ul style="list-style-type: none"> <li>• Local traffic Committee</li> <li>• Floodplain Risk Management Committee</li> <li>• Transport and Infrastructure Advisory Committee</li> </ul>	

# Unit Overview

## Assets & Major Projects

Manager	Phil Warner	Directorate	IS
Overview	The Assets & Major Projects unit delivers asset management services, development charging plans, business case/ infrastructure analysis and major projects.		
Key responsibilities	<ul style="list-style-type: none"><li>• Asset Management services in accordance with policy to support council services and community decision making</li><li>• Business case analysis in support of grant applications and project development</li><li>• Development charging plans and infrastructure analysis.</li><li>• Delivery of major projects in accordance with the resolution of council</li></ul>		
\$ Annual Budget	Operating Expenditure \$1.1 million Capital Expenditure \$9.7 million		
👤 Staff (# FTE)	10.2		
Legislative responsibilities	Legislation	<ul style="list-style-type: none"><li>• <a href="https://legislation.nsw.gov.au">https://legislation.nsw.gov.au</a></li></ul>	
	Policies	<ul style="list-style-type: none"><li>• <a href="https://www.byron.nsw.gov.au/Council/About-Byron-Shire-Council/Policies">https://www.byron.nsw.gov.au/Council/About-Byron-Shire-Council/Policies</a></li></ul>	
	Strategies and plans	<ul style="list-style-type: none"><li>• <a href="https://www.byron.nsw.gov.au/Council/Plans-reports-and-strategies">https://www.byron.nsw.gov.au/Council/Plans-reports-and-strategies</a></li></ul>	
Committees	<ul style="list-style-type: none"><li>• Transport &amp; infrastructure advisory committee (jointly)</li></ul>		

# Unit Overview

## Open Space

<b>Manager</b>	Acting – Malcolm Robertson	<b>Directorate</b>	IS
<b>Overview</b>	<p>Asset managers of parks, reserves and streetscapes across the shire including sport and recreation facilities, public amenities and open space assets.</p> <p>Management of commercial operations at holiday parks and Tyagarah airfield. Management of cemeteries.</p>		
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintenance of parks, reserves and sports fields and all assets contained within including 8 viewing platforms, 126 shelters, 24 public BBQs, 252 bench seats, 216 picnic tables 39 Bike stands, 17 Bubblers, 24 monuments, 2 sets of outdoor exercise equipment, and 117 taps.</li> <li>• Sports fields users management and maintenance of Council owned sporting infrastructure including Cavanbah Centre regional sports facility, public swimming pools at Byron and Mullumbimby, 6 outdoor basketball facilities, 4 netball facilities, 11 tennis facilities, 9 cricket wickets, 8 skate parks, athletics facilities, 3 sets of outdoor exercise equipment, a pump track and a petanque court.</li> <li>• Bush Regeneration and management across 629 Hectares (143 sites) of bushland reserves and associated bushfire management programs</li> <li>• Maintenance and upkeep of public artworks including 3 mosaics, 9 Murals, 4 totem poles, 26 sculptures and 4 artwork seat installations.</li> <li>• Maintaining 34 playgrounds containing 36 playcentres, 12 climbing frames, 2 flying foxes, 3 playhouses, 34 rockers, 8 seesaws, 12 spinners and 32 sets of swings.</li> <li>• Urban greenspace management including roadside tree maintenance, streetscape maintenance within Towns and Villages, and maintenance of 267 streetscape garden beds. Chemical-free steam weeding and cleaning programs used where applicable.</li> <li>• Management and operations of Tyagarah Airfield and First Sun and Suffolk Park Holiday Parks .</li> <li>• Cemeteries operations and management at Byron, Bangalow, Mullumbimby, and Clunes.</li> <li>• Shire wide public amenities management with programmed cleaning of 32 blocks of public toilets</li> </ul>		

	<ul style="list-style-type: none"> <li>• Maintaining safe beaches through provision of Surf Life Saving services and maintenance of 66 Beach Access pathways.</li> <li>• Service provision to Crown Lands assets such as beach foreshore reserves, Torakina, Banner Park, Terrace park Brunswick Heads.</li> <li>• Management of volunteer Landcare and Dunecare groups.</li> </ul>	
<b>\$ Annual Budget</b>	<b>Operational Revenue \$6,003,400</b> <b>Operational Expenditure \$7,471,700</b>	
<b>👤 Staff (# FTE)</b>	42	
<b>Legislative responsibilities</b>	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• Crown Lands Management Act</li> </ul>
	<b>Policies</b>	<ul style="list-style-type: none"> <li>• Memorials and Plaques in Open Spaces</li> <li>• Commercial Activities on Coastal and Riparian Crown Reserves</li> <li>• Commercial Activities on Public Land and Roads</li> <li>• Burials on Private Property</li> <li>• Naming of Public Places and Community Facilities</li> <li>• Wet weather Sporting Ground Closures</li> <li>• </li> </ul>
	<b>Strategies and plans</b>	<ul style="list-style-type: none"> <li>• Recreation needs assessment and action plan</li> <li>• Byron Shire Integrated Pest Management Strategy 2019-2029</li> <li>• Plans of Management for Council owned and managed lands</li> </ul>

# Unit Overview

## Resource Recovery

<b>Manager</b>	Acting Danielle Hanigan	<b>Directorate</b>	IS
<b>Overview</b>	The Resource Recovery Department is taking on the challenge of reducing the impact that waste has on our environment and our community. We are striving to change thinking and behaviour and move our organisation and community to a circular economy model where waste is seen as a resource, and a culture of avoidance and reuse replaces single use and throwaway consumerism.		
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Kerbside waste, recycling and organics collection in urban ( 3 bin) , rural ( 2 bin – waste and recycling) and commercial ( 2 bin – waste and recycling) collections.</li> <li>• Customer service for all bin repairs, new services and general enquiries</li> <li>• Manage disposal / processing Contracts for recycling, organics and residual waste</li> <li>• Public place waste and recycling bins and collections, servicing cigarette butt recycling receptacles and dog poo bag dispensers</li> <li>• Byron Resource Recovery Centre (BRRC) 115 The Manse Rd Myocum: Operation and environmental management of the Centre which operates under two Environmental Protection Licences. EPL 6057 (Landfill) and EPL 13127 (Resource Recovery)</li> <li>• The Centre operates primarily as a transfer station, with waste and materials brought into the centre, sorted and transferred to various locations for processing or landfilling. All residual waste is taken to the Ti-Tree Bioenergy Facility at Willowbank (SE QLD) whereby renewable energy is generated from the methane produced within the landfill cell.</li> <li>• The BRRC also houses a Second Hand Shop, Composting facility, Community Recycling Centre for collection of problem wastes and polystyrene processing machine</li> <li>• Community education and engagement in resource recovery, avoidance, reuse, recycling, circular economy, litter and illegal dumping.</li> <li>• Implementation of the <i>Towards Zero Byron Shire's Integrated Waste Management and Resource recovery Strategy 2019-2029</i> which focusses on 4 key objectives –</li> </ul>		



	<ol style="list-style-type: none"> <li>1. Empower the community to increase avoidance, reuse and recycling activities</li> <li>2. Maintain and enhance solutions to recover / treat / dispose of residual waste</li> <li>3. Work with the business and tourism sector to reduce waste to landfill</li> <li>4. Support and lobby for NSW and Federal Government action to help reduce overall waste generation and disposal.</li> </ol>	
<b>\$ Annual Budget</b>	\$14 million	
<b>👤 Staff (# FTE)</b>	15	
<b>Legislative responsibilities</b>	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• <a href="#">Protection of the Environment Operations (Waste) Regulation 2014 - NSW Legislation</a></li> </ul>
	<b>Policies</b>	<ul style="list-style-type: none"> <li>• <a href="#">Waste Disposal Fees for Not-for-Profit Groups Policy - Byron Shire Council (nsw.gov.au)</a></li> <li>• <a href="#">Waste Disposal after a Natural Disaster/Significant Storm Event Policy - Byron Shire Council (nsw.gov.au)</a></li> </ul>
	<b>Strategies and plans</b>	<ul style="list-style-type: none"> <li>• <a href="#">Towards Zero Integrated Waste Strategy 2019 to 2029 - Byron Shire Council (nsw.gov.au)</a></li> <li>• <a href="#">NSW Waste and Sustainable Materials Strategy 2041</a></li> </ul>
<b>Committees</b>	Water Waste and Sewer Advisory Committee	

# Unit Overview

## Utilities

<b>Manager</b>	Cameron Clark	<b>Directorate</b>	IS
<b>Overview</b>	<p>Byron Shire Council Utilities Department are responsible for delivering integrated water and sewerage services that provides best value for money based on social, environmental, and economic considerations. This includes strategic planning, capital works, operations, and maintenance. This encourages less reliance on limited natural water sources with less production of pollutant loads to the receiving environment from sewerage operations.</p> <p>General assets for water and sewer as follows;</p> <p><b>Water</b></p> <ul style="list-style-type: none"> <li>- 1 x water treatment plant</li> <li>- 20 x reservoirs</li> <li>- 250km of water mains</li> <li>- 2459 of water hydrants</li> <li>- 9 x water pump stations</li> </ul> <p><b>Sewer</b></p> <ul style="list-style-type: none"> <li>- 4 x sewer treatment plants</li> <li>- 87 sewer pump stations</li> <li>- 195km of sewer gravity mains</li> <li>- 72km sewer rising mains</li> <li>- 10km of pressure sewer mains</li> <li>- 7km of Vacuum sewer mains</li> </ul> <p><b>Water supply 14% Mullum and 86% Rous</b></p>		
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Water &amp; Sewer Systems Planning</li> <li>• Section 64 (Development Plan for Water Supply &amp; Sewerage)</li> <li>• 307 Certificates</li> <li>• Delivery of potable water</li> <li>• Mullumbimby Water Treatment Plant</li> <li>• Water &amp; Sewer Network Asset Maintenance</li> <li>• Sewerage Treatment Plant Operations</li> <li>• Liquid Trade Waste</li> <li>• Recycled Water Operations</li> <li>• Utilities on-call after hours</li> <li>• Emergency Management Response (back up)</li> </ul>		
<b>\$ Annual Budget</b>	<ul style="list-style-type: none"> <li>• Sewer Capital = <b>\$12,348,000</b></li> </ul>		

	<ul style="list-style-type: none"> <li>• Sewer Operations = <b>\$13,866,300</b></li> <li>• Water Capital = <b>\$5,523,100</b></li> <li>• Water Operations = <b>\$10,595,700</b></li> </ul>	
 <b>Staff (# FTE)</b>	46	
	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• <a href="#">Water Act 2007</a></li> <li>• <a href="#">NSW Water Management Act 2000 No 92</a></li> <li>• <a href="#">Environment Protection and Biodiversity Conservation Act 1999</a></li> </ul>
	<b>Policies</b>	<ul style="list-style-type: none"> <li>• <a href="#">Backflow Prevention 2020</a></li> <li>• <a href="#">Access to bulk water from Council water mains 2019</a></li> <li>• <a href="#">Building in the Vicinity of Underground Infrastructure 2020</a></li> <li>• <a href="#">Liquid Trade Waste 2019</a></li> <li>• <a href="#">Pressure Sewerage 2020</a></li> <li>• <a href="#">Private sewer pump station 2020</a></li> <li>• <a href="#">Reticulated Town Drinking Water Quality 2020</a></li> <li>• <a href="#">Urban Recycled Water Connections 2019</a></li> <li>• <a href="#">Water and Sewer Equivalent Tenements Policy 2018</a></li> <li>• <a href="#">Water Conservation 2019</a></li> <li>• DRAFT Dual Water Reticulation Supply Policy</li> </ul>
	<b>Strategies and plans</b>	<ul style="list-style-type: none"> <li>• <a href="#">Strategic Business Plan for Water Supply and Sewerage Services 2016</a></li> <li>• <a href="#">Byron Shire Council Development Servicing Plan for Water Supply and Sewerage Revision 1 Adopted Plan 07 September 2016</a></li> <li>• <a href="#">Byron Shire Council Development Servicing Plan for Water Supply and Sewerage - Background Documents - Revision 1 Adopted Plan 07 September 2016</a></li> </ul>

		<ul style="list-style-type: none"> <li>• <a href="#">Byron Shire Council Drinking Water Management System (DWMS) - FINAL AUG 2021</a></li> <li>• <a href="#">InfoCouncil Draft Mullumbimby Future Water Supply Strategy - Progress Update</a></li> <li>• Digital <a href="#">Byron Shire Recycled Water Management Strategy Rev 3 2017-2027</a></li> <li>• <a href="#">Integrated Water Cycle Management Plan - Water Supply and Sewerage Strategic Plan - Review September 2017 FINAL</a></li> <li>• <a href="#">Mullumbimby Drought Management Plan - Final Version July 2014</a></li> <li>• <a href="#">Regional Water Supply Drought Management Plan adopted 17 August 2016</a></li> <li>• Northern Rivers Regional Bulk Water Supply Strategy</li> <li>• Draft Digital Asset Management Plan (Water, Sewer &amp; Reuse Water)</li> <li>• Operations Environmental Management Plan</li> <li>• Operational Environmental Management Plan (OEMP) for BBIWMR</li> <li>• BSC Wastewater Management System</li> </ul>
<b>Committees</b>	<ul style="list-style-type: none"> <li>• WWSAC Water Waste Sewer Advisory Committee</li> </ul>	

# Unit Overview

## Environmental and Economic Planning

Manager	Sharyn French	Directorate	SEE
Overview	<p>This unit prepares and implements strategies, plans and policies for the housing, employment, visitation, events, environmental management, coastal, sustainability, and biodiversity needs of our current and future population, our towns and villages and our natural environment that meet state, regional and Council policies and relevant legislation.</p> <p>The unit also provides services including events, wedding and filming licences and approvals, 10.7 certificates and rural road numbering.</p>		
Key responsibilities	<p><u>Land Use Planning</u></p> <ul style="list-style-type: none"> <li>• Local Growth Management Strategies eg. <a href="#">Rural Land Use Strategy</a>, <a href="#">Residential Strategy</a>, <a href="#">Business and Employment Lands</a></li> <li>• <a href="#">Local Strategic Planning Statement</a></li> <li>• <a href="#">Community Participation Plan</a></li> <li>• <a href="#">Local Environmental Plan (LEP)</a> <ul style="list-style-type: none"> <li>- <a href="#">Conservation 'C' Zones</a> (previously Environmental 'E' Zones)</li> <li>- <a href="#">Planning Proposals (PP) to amend the LEP both applicant initiated and council amendments</a></li> <li>- <a href="#">Lot 22, Mullumbimby PP</a></li> <li>- <a href="#">Short Term Rental Accommodation PP</a></li> <li>- Affordable Housing Contributions PP</li> </ul> </li> <li>• <a href="#">Development Control Plan (DCP)</a></li> <li>• 10.7 Certificates</li> <li>• House / Rural Road numbering</li> <li>• Drainage / Sewer / Diagrams</li> <li>• Create / maintain new GIS subdivisions</li> <li>• Create / maintain GIS planning layers</li> <li>• Maintain and update land information</li> </ul> <p><u>Place Planning</u></p> <ul style="list-style-type: none"> <li>• Develop and deliver place plans in collaboration with community and through empowered communities</li> <li>• <a href="#">Place Planning Collective</a></li> <li>• <a href="#">Our Mullumbimby Masterplan</a></li> <li>• <a href="#">Bangalow Village Plan</a></li> </ul>		

- [Byron Arts & Industry Estate](#)
- [Federal Village Masterplan](#)
- [Lot 12 Bayshore Drive mixed use innovative precinct](#)
- [Mullumbimby Hospital & Byron Central Hospital precinct plans](#)
- [Centennial Circuit One-way traffic trial](#)
- [Pocket Park Bayshore Drive](#)
- [Talking Streets Trial, Mullumbimby](#)

#### Coastal

- Coastal Management Programs
  - [Northern Coastline](#) (Cape Byron to Sth Golden Beach)
  - [Southern Coastline](#) (Cape Byron to Broken Head, including Tallow and Belongil Creek Catchments)
  - [Richmond River](#) (partner)
- [Main Beach Shoreline Project](#)
- [New Brighton Beach Scraping](#)
- [Belongil Creek Entrance Opening Strategy Review](#)
- [Main Beach dune stabilisation project](#)
- [Coastal Hazards Emergency Action Subplan](#)
- [Monitor coastal processes](#)
- Co-host the [29th NSW Coastal Conference \(May 2022\)](#)

#### Biodiversity

- [Biodiversity Conservation Strategy](#)
- [Flying Fox Camp Management Plan](#)
- [Pest Animal Management Plan](#)
  - Indian myna control program
  - Wild dog trapping program
  - Feral Cat trapping program – BSC and LLS partnership
- [Koala Plan of Management](#)
  - Koala Activity Surveys
  - Koala Habitat Planting projects
  - Partner with key stakeholders on koala research and management projects, including NE Hinterland Koala Conservation Project, Northern Rivers Regional Koala Strategy
  - Support Friends of the Koala, Bangalow Koalas and Wires through the Regional Koala Communications Group
- Wildlife corridor mapping
- Maintain and update flora and fauna lists – [native](#) and [pest](#).
- Wildlife road strike mitigation
- [Leash-Up Pilot Communication Project – won the LGNSW Excellence in the Environment award](#) in the Communication, Engagement and Empowerment stream



- [Clay Heath](#) ecological burns
- [Keeping Cats Safe at Home Project](#) - RSPCA NSW
- [Mapping habitat areas for Mitchell's Rainforest Snail](#)
- [Bringing Back the Bruns](#)
  - Mullumbimby bank restoration
  - Fish Habitat Restoration Program restoration site on Brunswick River
- MOU with Brunswick Valley Landcare to support BVL to deliver the [Land for Wildlife Program](#), Local Landcare Groups and respond to biodiversity enquiries
- Participate in [Northern Rivers Fire and Biodiversity Consortium](#), [North Region Joint Organisation](#) Natural Resource Management working group

#### Sustainable Agriculture

- Agricultural Action Plan
- Smart Farms grant
  - Workshops including soils and land planning
  - Mentoring including farm fields days and group farmer sessions with leading local experts
  - Feral animal control and weed control including 'Grazing for weed control program' which involves a 2 day land planning workshop and funding for farm infrastructure to implement regenerative grazing program that will substantially reduce weeds, as well as sequester carbon and increase carrying capacity on farm
- General farm and agriculture enquiries
- Guides for farmers: 'Starting out' and 'Farmers farm and cows DO moo'
- Byron Shire Farmers Network & E-newsletter
- Networking with primary industry groups including Australian Macadamia Association and organisations including Southern Cross University, Northern Rivers Foods, BVL and Young Farmers Connect, Local Land services, Wollongbar DPI, North Coast Community College and Regenerative Agriculture alliance
- Farm Visits providing advice on farm production and ways to incorporate more sustainable regenerative practices
- Farm site assessments include identifying farm goals and main struggles/issues to getting there, offer advice, connections to other farmers, organisations and resources and a post visit report
- Regenerative Ag Mentorship 3mth program commencing January 2022 in collaboration with Southern Cross University for 6 local farmers

#### Sustainability

	<ul style="list-style-type: none"> <li>• <a href="#">Net Zero Emissions Strategy &amp; Action Plan</a></li> <li>• <a href="#">Climate Change Adaptation Plan</a></li> <li>• <a href="#">Community Gardens</a></li> <li>• Electric vehicle strategy</li> <li>• <a href="#">Annual reporting on emissions targets</a></li> <li>• <a href="#">Implementing actions to achieve zero emissions by 2025</a></li> <li>• Solar on Council assets (e.g. Mullum carpark)</li> <li>• <a href="#">Biennial Byron Shire Council Sustainability Awards.</a></li> <li>• Carbon offset policy and strategy for Council, in accordance with Climate Active certification</li> <li>• Energy efficiency audit and upgrade of assets eg. Mullumbimby Administration Building, utilities</li> <li>• <a href="#">Partner with Cities Power Partnership, ICLEI, Global Covenant of Mayors</a></li> <li>• <a href="#">Climate Clever</a> trial for schools and households</li> <li>• <a href="#">Ethical &amp; sustainable catering</a></li> <li>• Revolving energy fund</li> <li>• Liaise with community groups eg. ZEB, COREM</li> <li>• <a href="#">Share cars (Pop Cars)</a></li> <li>• Participate in Sustain Northern Rivers, North Coast Energy Forum, Renew Fest</li> </ul> <p><u>Events</u></p> <ul style="list-style-type: none"> <li>• Events, wedding &amp; filming enquiries and licences</li> <li>• <a href="#">Byron Shire Events Guide</a></li> <li>• Participate in state government review of filming protocol</li> <li>• Events and festivals sponsorship fund</li> </ul> <p><u>Economic Development</u></p> <ul style="list-style-type: none"> <li>• <a href="#">Business and visitor economy strategy</a></li> <li>• <a href="#">COVID business support</a></li> <li>• Byron Shire economic profile and statistics <a href="#">dashboard</a></li> <li>• Liaise and partner with Destination NSW, Destination Byron, Chambers of Commerce</li> <li>• MOU with Sourdough Business Pathways</li> <li>• Business networking initiatives</li> <li>• Get Ready Business Resilience workshops</li> </ul> <p><u>All teams</u></p> <ul style="list-style-type: none"> <li>• Apply for and manage grant funding to deliver projects</li> <li>• Engage and manage consultants to support delivery of work</li> <li>• Respond to state government draft policies and legislative reforms</li> <li>• Liaise with, collaborate and empower the community in the delivery of projects</li> </ul>
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	<ul style="list-style-type: none"> <li>• Liaise and collaborate with neighbouring councils, government, non-government groups and education institutions</li> <li>• Respond to internal and external enquiries</li> </ul>	
<b>\$ Annual Budget</b>	\$2,612,400	
<b>👤 Staff (# FTE)</b>	23	
<b>Legislative responsibilities</b>	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• Environmental Planning and Assessment <a href="#">Act</a> and Regulation</li> <li>• <a href="#">Coastal Management Act</a></li> <li>• <a href="#">Biodiversity Conservation Act</a></li> </ul>
	<b>Policies</b>	<ul style="list-style-type: none"> <li>• <a href="#">Byron Shire Community Gardens Policy 2020</a></li> <li>• <a href="#">Car Share Policy 2019</a></li> <li>• <a href="#">Environmental Levy Implementation Policy 2021</a></li> <li>• <a href="#">Design Excellence Panel Policy 2021</a></li> <li>• <a href="#">Sustainable Catering Policy</a></li> <li>• <a href="#">Filming on Council owned and controlled Land Policy</a></li> </ul>
	<b>Strategies and plans</b>	<ul style="list-style-type: none"> <li>• Refer above</li> </ul>
<b>Committees</b>	<ul style="list-style-type: none"> <li>• Biodiversity Advisory Committee</li> <li>• Sustainability and Emissions Reduction Advisory Committee</li> <li>• Place Planning Collective</li> <li>• Agricultural Cluster Group</li> <li>• Flying Fox Project Reference Group</li> </ul>	

# SUSTAINABLE ENVIRONMENT AND ECONOMY

**Director** Shannon Burt



The Director Sustainable Environment and Economy is responsible for making a strategic contribution to the operations of the Executive Team, as well as ensuring the technical and service expertise required in their areas of responsibility outlined in the organisation structure. The primary objective of the position is to plan for and promote a sustainable environment and economy through the delivery of appropriate strategic land use and natural resource planning and regulatory services.

## Services Provided:

<b>Sustainable Development</b>	<b>Environmental and Economic Planning</b>	<b>Public &amp; Environmental Services</b>
<ul style="list-style-type: none"> <li>• Development Assessment and Certification</li> <li>• Town Planning and Development Related Advice</li> <li>• Building, Plumbing and Driveway Inspections</li> <li>• Subdivision Inspections and Approvals</li> <li>• Footpath Dining and other Approvals.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic land use planning including rural, urban and business and industrial land strategies, Development Control Plans and Local Environmental Plans</li> <li>• 10.7 Certificates</li> <li>• Coastal and estuary policy, planning and management</li> <li>• Natural environment and biodiversity policy and planning</li> <li>• Koala conservation</li> <li>• Feral animal control</li> <li>• Flying Fox camp management</li> <li>• Sustainable agriculture including regenerative farming and productivity support</li> <li>• Sustainability including emissions reduction, energy efficiency, renewable energy, climate change mitigation and adaptation and community gardens</li> <li>• Events, wedding and filming approvals and licensing</li> <li>• Economic Development including supporting businesses and tourism industry</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory controls and enforcement</li> <li>• Parking management and patrols of town and village centres</li> <li>• Proactive camping patrols of streets and public places</li> <li>• Companion animal program and management services</li> <li>• Companion animal education</li> <li>• Respond to livestock on public roads</li> <li>• Waste compliance</li> <li>• Monitor, investigate and respond to unauthorised land use, development, environment, environmental health and alcohol free zone complaints</li> <li>• Respond to people experiencing homelessness and rough sleeping through engagement and referrals to appropriate support and housing services</li> <li>• Maintain public health and safety programs</li> </ul>

## 2021/22 Budget

<b>Total Budget:</b>	<b>Operating Revenue</b>	<b>Capital Revenue<sup>1</sup></b>	<b>Operating Expenditure</b>	<b>Capital Expenditure<sup>2</sup></b>
	\$4,801,300	\$969,100	\$11,803,900	\$0

# Unit Overview

## Sustainable Development

<b>Manager</b>	Chris Larkin	<b>Directorate</b>	SEE
<b>Overview</b>	<p>This unit includes the processing of development applications and construction certificates in accordance with state, regional and local planning policies. It seeks to guide and facilitate development to achieve sustainable outcomes having regard for social, economic, and environmental factors.</p> <p>The unit undertakes assessment and determination of development applications, construction certificates, complying development, building and subdivision certificates. It includes pre lodgement information; registration of Annual Fire Safety Statements and upgrading fire safety where required in existing buildings; building compliance inspections; audits on completed buildings; providing expert evidence in Land and Environment Court Appeals; and advice to Council and stakeholders in all aspects of the development assessment process.</p> <p>The unit also manages functions relating to the heritage advisory service including pre-lodgment advice, onsite inspections, and assessment of heritage related applications.</p>		
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Development Assessment</li> <li>• Building Certification</li> <li>• Development Engineering and Subdivision Certification</li> <li>• Customer Service – Development Support Officers/ Administration</li> <li>• Heritage Advice</li> <li>• Support accessible web-based electronic development application system</li> </ul>		
<b>\$ Annual Budget</b>	Operating Revenue \$2,157,000 Operating Expenditure \$4,716,300		
<b>👤 Staff (# FTE)</b>	26		
<b>Legislative responsibilities</b>	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• <a href="#">Environmental Planning and Assessment Act 1979</a></li> <li>• <a href="#">Local Government Act 1993</a></li> <li>• <a href="#">Roads Act 1993</a></li> </ul>	

		<ul style="list-style-type: none"> <li>Other related State and Federal Acts and Regulations (Fire/Biodiversity/ Coastal/ Water) <a href="#">Home - NSW legislation</a></li> </ul>
	<b>Policies</b>	<ul style="list-style-type: none"> <li><a href="#">State Environmental Planning Policies (SEPPs)</a> (Thirty different SEPPs may apply depending on development type and land location)</li> </ul>
	<b>Strategies and plans</b>	<ul style="list-style-type: none"> <li><a href="#">Byron Local Environmental Plan 2014</a></li> <li><a href="#">Byron Local Environmental Plan 1988</a></li> <li><a href="#">Byron Development Control Plan 2014</a></li> <li><a href="#">Byron Development Control Plan 2010</a></li> </ul>
<b>Committees</b>	<ul style="list-style-type: none"> <li>Heritage Committee</li> <li>Planning Review Committee</li> <li>Northern Region Planning Panel</li> </ul>	



# Unit Overview

## Public & Environmental Services

Manager	Sarah Nagel	Directorate	SEE
Overview	<p>This unit involves the monitoring, investigation and enforcement of non-compliance relating to development, environment (such as air, water and noise pollution and abandoned motor vehicles), public safety (footpath/roadway obstructions), animal control and parking enforcement.</p> <p>This unit also conducts and manages the registration, inspection, and monitoring of food premises, public swimming pools and On-site Sewage Management systems.</p> <p>It also provides environmental and public health related assessment and referrals as part of the development assessment process. It also develops environmental and public health policies and community awareness raising and education programs and customer information.</p> <p>The unit is also concerned with homelessness and public space. Public space liaison officers work with rough sleepers, our organisation, homelessness service providers, government agencies such as Transport for NSW, the police as well as local residents and businesses. They help broker responses that both address the issues and respond to the needs of vulnerable individuals at the same time.</p>		
Key responsibilities	<ul style="list-style-type: none"> <li>• Community Enforcement</li> <li>• Animal Enforcement</li> <li>• Parking Enforcement</li> <li>• Environmental Health (including food)</li> <li>• Homelessness and public space</li> </ul>		
\$ Annual Budget	Operating Revenue \$2,396,900 Operating Expenditure \$3,165,500		
👤 Staff (# FTE)	28		
Legislative responsibilities	Legislation	<ul style="list-style-type: none"> <li>• <a href="#">Local Government Act 1993 No 30 - NSW Legislation</a></li> <li>• <a href="#">Swimming Pools Act 1992 No 49 - NSW Legislation</a></li> <li>• <a href="#">Impounding Act 1993 No 31 - NSW Legislation</a></li> </ul>	

		<ul style="list-style-type: none"> <li>• <a href="#">Roads Act 1993 No 33 - NSW Legislation</a></li> <li>• <a href="#">Companion Animals Act 1998 No 87 - NSW Legislation</a></li> <li>• <a href="#">Environmental Planning and Assessment Act 1979 No 203 - NSW Legislation</a></li> <li>• <a href="#">Protection of the Environment Operations Act 1997 No 156 - NSW Legislation</a></li> <li>• <a href="#">Food Act 2003 No 43 - NSW Legislation</a></li> <li>• <a href="#">Public Health Act 2010 No 127 - NSW Legislation</a></li> <li>• <a href="#">Government Information (Public Access) Act 2009 No 52 - NSW Legislation</a></li> </ul>
	<b>Policies</b>	<ul style="list-style-type: none"> <li>• <a href="#">Burials on Private Property Policy 2021</a></li> <li>• <a href="#">Burning of Garden Waste Matter in Urban and Rural Areas Policy 2021</a></li> <li>• <a href="#">Busking Policy 2012</a></li> <li>• <a href="#">Commercial and Other Activities on Public Land and Roads Policy 1994</a></li> <li>• <a href="#">Commercial Use of Road Reserves Policy 2018</a></li> <li>• <a href="#">Companion Animal Exercise Areas Policy 2019</a></li> <li>• <a href="#">Enforcement Policy 2020</a></li> <li>• <a href="#">Fund Raising - Community Organisations Policy 1994</a></li> <li>• <a href="#">Local Orders for the Keeping of Animals Policy 2021</a></li> <li>• <a href="#">Management of Contaminated Lands Policy 2008</a></li> <li>• <a href="#">Motor Vehicles on Beaches Policy 2021</a></li> <li>• <a href="#">On-site Sewage Management Systems in Reticulated Sewer Areas Policy 2014</a></li> </ul>

	<b>Strategies and plans</b>	<ul style="list-style-type: none"> <li>• Review of on-site sewage management systems in reticulated sewer areas</li> <li>• Dogs In Public Spaces Strategy</li> </ul>
<b>Committees</b>	<ul style="list-style-type: none"> <li>• Dogs in Public Spaces Community Working Group</li> </ul>	

## CORPORATE AND COMMUNITY SERVICES

### Director – Vanessa Adams



The Director Corporate and Community Services is responsible for making a strategic contribution to the operations of the Executive Team, as well as ensuring the technical and service expertise required in their areas of responsibility outlined in the organisation structure. The primary objective of the position is to plan, manage and review the delivery of Council's corporate and community services in accordance with the Community Strategic Plan and integrated planning and reporting principles.

### Services Provided:

<b>Finance</b>	<b>Corporate Services</b>	<b>Social and Cultural Planning</b>	<b>Business Systems and Technology</b>
<ul style="list-style-type: none"> <li>• Financial and Management Accounting</li> <li>• Statutory Financial Reporting</li> <li>• Accounts Payable</li> <li>• Revenue/Debt Recovery</li> <li>• Taxation Compliance</li> <li>• Long Term Financial Planning</li> <li>• Asset Revaluations</li> <li>• Grant Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate planning</li> <li>• Council secretariat</li> <li>• Councillor support services</li> <li>• Governance</li> <li>• Internal Audit</li> <li>• Strategic risk management and Insurance</li> <li>• Strategic grants coordination</li> <li>• Strategic Procurement</li> <li>• Customer Service</li> </ul>	<ul style="list-style-type: none"> <li>• Youth/Positive Ageing /Disability</li> <li>• Indigenous Projects</li> <li>• Children's Services</li> <li>• Library Services</li> <li>• Recreation Planning/Public Art</li> <li>• Community Safety /Volunteer Facilitation</li> <li>• s355 Committee Coordination</li> <li>• Community Projects and Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Information Technology</li> <li>• Records Management</li> <li>• Business Systems</li> <li>• IT Infrastructure</li> <li>• Service Support</li> <li>• Information Management</li> <li>• Communication Technology</li> </ul>

### 2021/22 Budget:

<b>Total Budget:</b>	<b>Operating Revenue</b>	<b>Capital Revenue<sup>1</sup></b>	<b>Operating Expenditure</b>	<b>Capital Expenditure<sup>2</sup></b>
	\$33,811,100	\$0	\$6,555,800	\$0

# Unit Overview

## Finance

<b>Manager</b>	James Brickley	<b>Directorate</b>	CCS
<b>Overview</b>	Finance provides oversight of and support to Council in the management of its Finances ranging from rating/revenue, supplier payment, financial reporting, strategy, treasury and relevant legislative compliance.		
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Co-ordination of the Council Budget and Revenue Policy.</li> <li>• Quarterly Review of the Council Budget.</li> <li>• Statutory Financial Reporting including external audit.</li> <li>• Support the organisation in the consideration of proposals impacting finances.</li> <li>• Provision of financial reporting tools and financial reports as required.</li> <li>• Levy and collection of all rates, annual charges and water sewer charges.</li> <li>• Completion of statutory returns to Office of Local Government, Australian Bureau of Statistics and NSW Local Government Grants Commission.</li> <li>• Issue S603 Certificates for related property sales.</li> <li>• Billing and recovery for the use of Council services.</li> <li>• Investment of Council funds.</li> <li>• Management of Council's debt position – loans.</li> <li>• Payment of all suppliers.</li> <li>• Management of Council tax obligations (GST, FBT and Payroll Tax).</li> <li>• Maintenance of internal financial controls.</li> <li>• Management of the Council's bank account and cash flow.</li> <li>• Management of Council's banking facilities ie credit/purchase cards, payment gateways.</li> </ul>		
<b>\$ Annual Budget</b>	Operating Revenue \$126,400 Operating Expenditure \$1,296,400		
<b>👤 Staff (# FTE)</b>	11.8		
<b>Legislative responsibilities</b>	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• Local Government Act 1993</li> <li>• Local Government (General) Regulation 2021</li> <li>• <a href="#">Local Government Code of Accounting Practice and Financial Reporting</a></li> </ul>	
	<b>Policies</b>	<ul style="list-style-type: none"> <li>• <a href="#">Debt Management and Financial Assistance Policy</a></li> <li>• <a href="#">Investments Policy</a></li> </ul>	

		<ul style="list-style-type: none"> <li>• <a href="#">Loan Borrowings Policy</a></li> <li>• <a href="#">Rates and Charges – Pensioner Concessions Policy</a></li> <li>• <a href="#">Related Party Disclosure Policy</a></li> <li>• <a href="#">Section 356 Donations – Rates and Charges</a></li> </ul>
	<b>Strategies and plans</b>	<ul style="list-style-type: none"> <li>• Resourcing Strategy (Long Term Financial Plan)</li> </ul>
<b>Committees</b>	<ul style="list-style-type: none"> <li>• Finance Advisory Committee</li> </ul>	



# Unit Overview

## Corporate Services

Manager	Esmeralda Davis	Directorate	CCS
Overview	The Corporate Services unit is responsible for governance, grants and a range of corporate functions, including cross-organisation initiatives to embed a customer-centric culture.		
Key responsibilities	<ul style="list-style-type: none"><li>• Business Continuity</li><li>• Councillor Support (including Committee Coordination)</li><li>• Customer Service</li><li>• Governance (including legislative compliance and delegations)</li><li>• Grants Coordination</li><li>• Integrated Planning &amp; Reporting</li><li>• Internal Audit</li><li>• Risk and Insurance Management</li><li>• Strategic Procurement</li></ul>		
\$ Annual Budget	\$1,408,200.		
👤 Staff (# FTE)	14.2 FTE		
Legislative responsibilities	Legislation	<ul style="list-style-type: none"><li>• <a href="#">Local Government Act 1993</a></li><li>• <a href="#">Local Government (General) Regulation 2021</a></li></ul>	
	Policies	<ul style="list-style-type: none"><li>• <a href="#">Complaint Handling Policy 2021</a></li><li>• <a href="#">Councillor Expenses and Facilities Policy 2019</a></li><li>• <a href="#">Disposal of Assets Policy 2019</a></li><li>• <a href="#">Managing Unreasonable Customer Conduct Policy 2020</a></li><li>• <a href="#">Procurement and Purchasing Policy 2020</a></li><li>• <a href="#">Risk Management Policy 2019</a></li><li>• <a href="#">Customer Service Standards</a></li><li>• <a href="#">Sponsorship Received by Council Policy 2021</a></li><li>• <a href="#">Supporting Partnerships Policy 2019</a></li></ul>	
	Strategies and plans	Custodian of IP&R documents: <ul style="list-style-type: none"><li>• Community Strategic Plan</li><li>• Delivery Program</li><li>• Operational Plan</li></ul>	
Committees	<ul style="list-style-type: none"><li>• Audit Risk and Improvement Committee</li></ul>		

# Unit Overview

## Social and Cultural Planning

<b>Manager</b>	Acting Robert Appo		<b>Directorate</b>	CCS
<b>Overview</b>	The Social and Cultural Planning team is committed to improving community wellbeing. Our projects build and strengthen collaborations and assist community members and organisations to deliver positive social impact. Our work is grounded in principles of empowerment, human rights, inclusion, social justice, self-determination, and collective action. We recognise that creating social change requires collaboration, knowledge sharing, creativity, innovation, and local solutions.			
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Aboriginal projects and engagement</li> <li>• Access and inclusion</li> <li>• Advocacy and support</li> <li>• Arts and culture</li> <li>• Community capacity building</li> <li>• Community safety</li> <li>• Community facilities and halls</li> <li>• Community donations</li> <li>• Homelessness</li> <li>• Lone Goat Gallery</li> <li>• Multicultural communities</li> <li>• Public art</li> <li>• Resilience and recovery</li> <li>• Social impact</li> <li>• Social procurement</li> <li>• Volunteers</li> <li>• Youth</li> </ul>			
<b>\$ Annual Budget</b>	\$2,440,300			
<b>👤 Staff (# FTE)</b>	Eight (8)			
<b>Legislative responsibilities</b>	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• <a href="#">Aboriginal Land Rights Act 1983</a></li> <li>• <a href="#">Disability Inclusion Act 2014</a></li> <li>• <a href="#">Local Government Act 1993 – Section 355</a></li> <li>• <a href="#">Local Government Act 1993 – Section 356</a></li> <li>• <a href="#">Native Title Act 1993</a></li> </ul>		
	<b>Policies</b>	<ul style="list-style-type: none"> <li>• <a href="#">Arts and Culture Policy</a></li> <li>• <a href="#">Community Initiatives Policy</a></li> <li>• <a href="#">Homelessness Policy</a></li> <li>• <a href="#">Public Art Policy</a></li> <li>• <a href="#">Volunteering with Council Policy</a></li> </ul>		

	<b>Strategies and plans</b>	<ul style="list-style-type: none"> <li>• Arakwal MOU</li> <li>• <a href="#">Disability Inclusion Action Plan</a></li> </ul>
<b>Committees</b>	<ul style="list-style-type: none"> <li>• Access Consultative Working Group</li> <li>• Arakwal MOU Committee</li> <li>• Public Art Panel</li> <li>• Section 355 Committees (Community Halls)</li> </ul>	

# Unit Overview

## Business Systems & Technology

Manager	Colin Baker	Directorate	CCS
Overview	The delivery and management of information technology solutions, services and communications.		
Key responsibilities	<ul style="list-style-type: none"><li>• Information security (cyber security)</li><li>• Information management (records)</li><li>• Technology (hardware, communications &amp; cloud services)</li><li>• Corporate business applications</li></ul>		
\$ Annual Budget	\$3.3m		
👤 Staff (# FTE)	14		
Legislative responsibilities	Legislation	<ul style="list-style-type: none"><li>• <u><a href="#">Government Information (Public Access) Act 2009</a></u></li><li>• <u><a href="#">Privacy &amp; Personal Information Protection Act 1998</a></u></li><li>• <u><a href="#">Health Records and Information Privacy Act 2002</a></u></li><li>• <u><a href="#">Data Sharing (Government Sector) Act 2015</a></u></li></ul>	
	Policies	<ul style="list-style-type: none"><li>• <u><a href="#">Access to Information Guide - GIPA Act 2009</a></u></li><li>• <u><a href="#">Overarching IT Security Standard</a></u></li></ul>	
	Strategies and plans		
Committees	N/a		

