



Carrathool Shire Council

'Promoting our future through diversity'

Information Guide

(Government Information (Public Access) Act 2009 – Section 20)

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Contents

1. Structure and Functions of Council.....	3
1.1 Description.....	3
1.2 Basis of Constitution.....	3
1.3 Organisation Structure	3
1.4 Council Functions.....	5
2. Effect of Council Functions on Members of the Public.....	6
3. How the Public can Participate in Council’s Policy Development and the Exercising of Functions.....	7
3.1 Representation.....	7
3.2 Personal Participation	7
4. Council Information	8
4.1 Documents Held by Council	8
4.2 Files	8
4.3 Policy Documents.....	8
4.4 General Documents	8
5. Methods of Access to Information	10
5.1 Mandatory Disclosure of Open Access Information	10
5.2 Proactive Release	11
5.3 Informal Release	11
5.4 Formal Access Application	11
5.5 The Public Interest Test and Consultation	11
6. How Members of the Public May Access and Amend Personal Information	11
6.1 Determining a Valid Application.....	12
6.2 Actioning a Valid Application	12
6.3 Granting Access.....	13
6.4 What fees & charges apply.....	13
6.5 Public Officer – Right to Information Officer.....	14
6.6 Information and Privacy Commission	14
Revision Table.....	19

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1. Structure and Functions of Council

1.1 Description

Carrathool Shire Council was proclaimed as Willandra Shire Council on 3 March 1906, and renamed the Carrathool Shire Council on 13 February 1907. Carrathool Shire is a large rural shire having an area of approximately 19,000 square kilometres in the Western Riverina of New South Wales. It has a population of 2,866 (2021 census) and includes the township of Hillston and villages of Carrathool, Goolgowi, Merriwagga and Rankins Springs.

1.2 Basis of Constitution

The Carrathool Shire Council is a statutory body incorporated under the *Local Government Act 1993* and its legal identity is defined under section 220 of the Act, as follows:

- (1) *A council is a body politic of the State with perpetual succession and the legal capacity and powers of an individual, both in and outside the State.*
- (2) *A council is not a body corporate (including a corporation).*
- (3) *A council does not have the status, privileges and immunities of the Crown (including the State and the Government of the State).*
- (4) *A law of the State applies to and in respect of a council in the same way as it applies to and in respect of a body corporate (including a corporation).*

1.3 Organisation Structure

The Carrathool Shire Council is divided into two wards and is governed by the body of ten councillors. Five councillors are elected from each of the two wards by the residents and ratepayers every four years to represent the community.

The Councillors, as members of the body corporate, have the following responsibilities:

- to direct and control the affairs of the Council in accordance with the *Local Government Act 1993* and other applicable legislation;
- to participate in the optimum allocation of the Council's resources for the benefit of the area;
- to 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;
- to review the performance of the Council and its delivery of services, management plans and revenue policies of the Council.

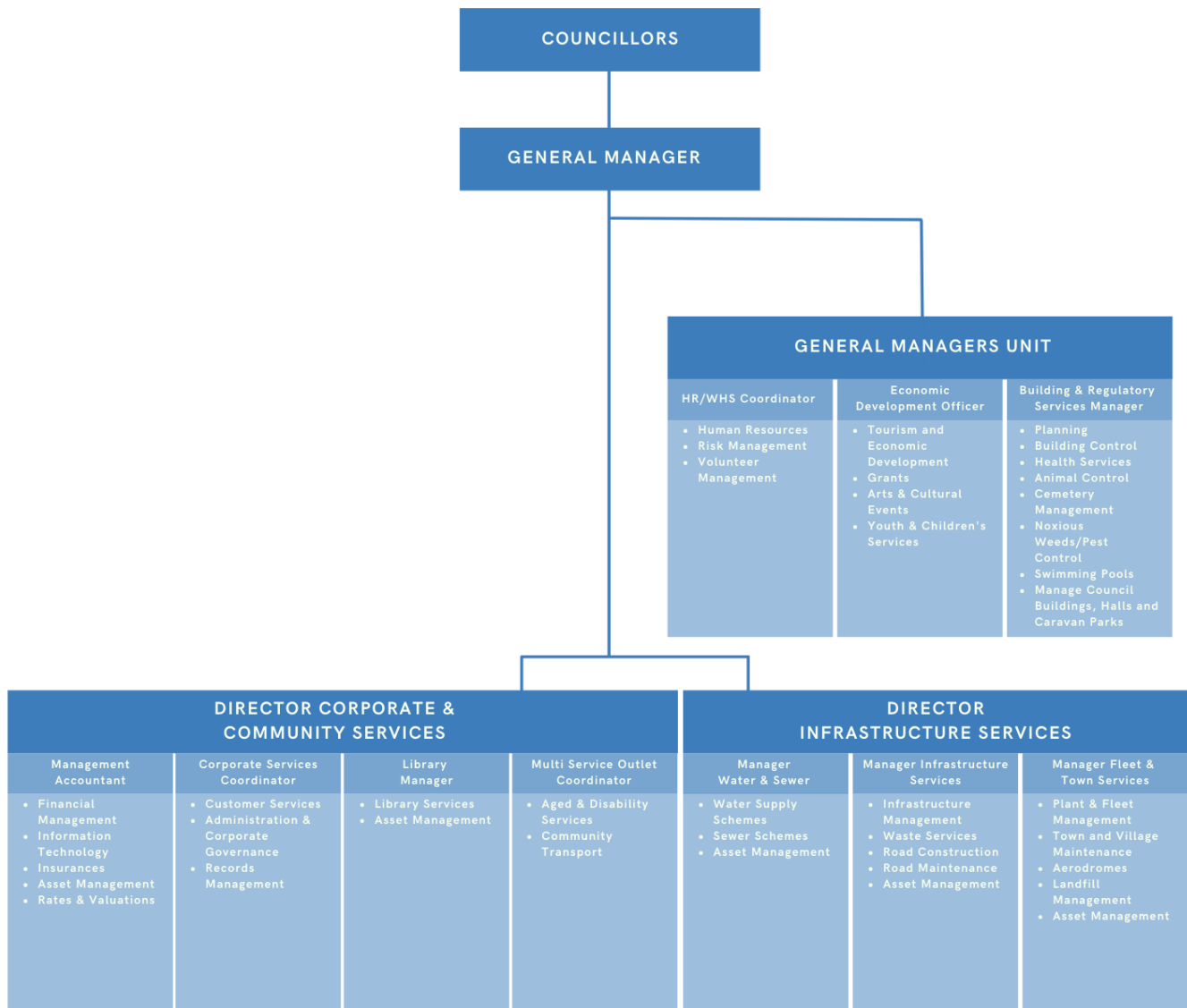
The role of a Councillor, as an elected member is:

- to represent the interests of the residents and ratepayers;
- to provide leadership and guidance to the community
- to facilitate communication between the community and the Council.

Council is headed by the Mayor who is elected each year by the Councillors from among their numbers. The Mayor acts as the Chairperson of Council meetings, carries out the civic and ceremonial functions of the office, exercises in cases of necessity the decision making functions of the Council between meetings and performs any other functions that the Council determines.

The principal officer of the Council is the General Manager. The General Manager is responsible for the efficient operation of the Council’s organisation and for ensuring the implementation of Council decisions. The General Manager is also responsible for the day to day management of the council, the exercise of any functions delegated by the Council, the appointment, direction and where necessary, the dismissal of staff, and implementation of Council’s Equal Employment Opportunity Management Plan.

The General Manager leads Council’s Executive Management team (Manex) comprising the Director Corporate & Community Services, Director Infrastructure Services, Manager Infrastructure Services, Manager Fleet & Town Services, Manager Water & Sewer, Manager Building and Regulatory Services, Economic Development Officer, HR/WHS Coordinator, Management Accountant and Corporate Services Coordinator. Council’s Organisation Structure is as follows:



ROLES
SERVICES

1.4 Council Functions

Council has functions conferred or imposed on it by the *Local Government Act 1993*. These functions are:

Service Functions	Regulatory Functions	Ancillary Functions	Revenue Functions	Administrative Functions	Enforcement Functions
Including: <ul style="list-style-type: none"> • Provision of community health, recreation, education & information services • Environmental protection • Waste removal & disposal • Land, property, industry & tourism development & assistance • Civil infrastructure planning • Civil infrastructure maintenance & construction 	Including: <ul style="list-style-type: none"> • Building & Development Control • Orders • Building Certificates • Development Codes & Policies • Land Management 	Including: <ul style="list-style-type: none"> • Resumption of land • Powers of entry and inspection • Power to sell land for overdue rates • Power to order the demolition of unsafe or unapproved structures 	Including: <ul style="list-style-type: none"> • Levying of Rates • Levying of Fees & Charges • Investments • Borrowings 	Including: <ul style="list-style-type: none"> • Employment of staff • Integrated planning reporting plans • Financial reporting • Annual reports • Policy preparation 	Including: <ul style="list-style-type: none"> • Proceedings for breaches of the <i>Local Government Act & Regulations</i> • Prosecution offences • Recovery of rates & charges

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

Act	Function
Community Land Development Act 1989	planning functions as consent authority
Companion Animals Act 1998	companion animal registration and control
Contaminated Land Management Act 1997	management of contaminated land
Conveyancing Act 1919	placing covenants on council land
Environmental Planning and Assessment Act 1979	environmental planning
Fire Brigades Act 1989	payment of contributions to fire brigade costs and furnishing of returns
Food Act 2003	inspection of food and food premises
Impounding Act 1993	impounding of animals and articles
Land Acquisitions Just Terms Compensation Act, 1991	Process for compulsory acquisition of land
Library Act 1939	library services
Protection of the Environment Operations Act 1997	pollution control
Noise Control Act, 1975	Regulation of noise nuisances
Noxious Weeds Act 1993	Inspection and management of noxious weeds
Public Health Act 1991	inspection of systems for purposes of microbial control
Recreation Vehicles Act 1983	restricting use of recreation vehicles
Roads Act 1993	roads
Rural Fires Act 1997	provision of facilities, hazard reduction, contribution, participation in Bush Fire Management requiring the furnishing of information to the Rural Fire Service Advisory Council and its Co-ordinating Committee
State Emergency Services Act 1989	recommending appointment of local controller, provision of equipment and contributions
Strata Schemes (Freehold Development) Act 1973	approval of strata plans
Strata Schemes (Leasehold Development) Act 1986	approval of leasehold strata plans
Swimming Pools Act 1992	registration and ensuring restriction of access to swimming pools
Threatened Species and Conservation Act 1995	Protection, conservation or management of threatened species

Valuation of Land Act, 1916	use of valuations for rating purposes
Waste Avoidance & Resource Recovery At 2001	waste management and resource conservation

The exercise by a council of its functions under this Act may also be modified by the provisions of another Act. Some of those Acts and some of the modifications they affect include:

Government Information (Public Access) Act 2009	council required to publish certain information and to grant access to certain documents
Heritage Act 1977	rating based on heritage valuation
Privacy and Personal Information Protection Act 1998	council required to amend certain records that are shown to be incomplete, incorrect, out of date or misleading
State Emergency and Rescue Management Act 1989	council required to prepare for emergencies
Unclaimed Money Act 1995	unclaimed money to be paid to the Chief Commissioner of Unclaimed Money

2. Effect of Council Functions on Members of the Public

The majority of the activities and functions of Council have an impact on the public, either directly or indirectly. These include maintaining and building local infrastructure, overseeing and supporting local services, working with State and Federal Governments, organisations, businesses and community groups, raising funds for local purposes by the fair imposition of rates, charges and fees, managing, developing and protecting the environment of the area for which it is responsible.

Service functions affect the public as Council provides services and facilities to the public. These include provision of human services such as community aged care packages, home and community care, meals on wheels, respite, community transport, library and mobile library, halls and community centres, recreation facilities, infrastructure and the removal of garbage.

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.

Ancillary functions affect only some members of the public. These functions include, for example, 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 or resident would be affected.

Revenue functions affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.

Administrative functions do not necessary affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

Enforcement functions only affect those members of the public who are in breach of certain legislation. This includes matters such as the non payment of rates and charges, unregistered dogs and illegal dumping of waste.

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 in regional, State or Commonwealth working parties; and preparation and implementation of the Community Strategic Plan.
- Providing support to community and sporting organizations through the 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 Youth Week, Senior Citizens Week, Australia Day, as well as promoting the events of others.

3. How the Public can Participate in Council's Policy Development and the Exercising of Functions

There are two main ways in which members of the public may participate in the policy development and the general activities of the Council. These are through representation and personal participation.

3.1 Representation

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. The next election is to be held in September 2024.

At each election, voters elect five councillors from each of the two wards for a four year term. All residents of the shire who are on the electoral roll are eligible to vote. Property owners who live outside of the shire and ratepaying lessees may apply to be included on the non-residential roll and ratepaying lessees roll if they wish to vote. Voting is compulsory.

Residents are able to raise issues with, and make representations to, the elected Councillors. Further information regarding elected Councillors can be found on Councils website at: www.carrathool.nsw.gov.au/about-council/councillors-and-elections 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.

3.2 Personal Participation

Members of the public may be involved in Council Committees. The following committees comprise or include members of the public: Goolgowi Hall Management Committee, Rankins Springs War Memorial Hall Committee, Merriwagga Public Hall Management Committee, Rankins Springs Recreation Ground Management Committee, Wallanthy Community Hall Management Committee, Traffic Committee, Local Emergency Management Committee, Hillston Floodplain Committee and Audit, Risk and Improvement Committee.

Members of the public are also able to attend Council meetings which are generally held on the third Tuesday of the month commencing 10.00 am, in the Council Chambers, 9-11 Cobram Street, Goolgowi or at 139-145 High Street Hillston. Residents and interested parties wishing to address Council are required to apply to the General Manager ten working days prior to the meeting to enable the matter to be included in the agenda. Members of the public are invited to make submissions on a number of draft policies, strategies and plans that are placed on public exhibition, complete community surveys, and attend community forums.

Council has developed its Community Engagement Strategy as part of the Integrated Planning and Reporting requirements of the *Local Government Act*. Implementation of this strategy will enhance community involvement in the planning of Council services and programs and ensure better cross section representation.

Residents can write to Council on any matter. If it is outside the delegations or policies by which staff or the General Manager are able to make a decision, the matter will be referred to the next available relevant Committee or Council Meeting. You may write to Council at the following address:

The General Manager
Carrathool Shire Council
PO Box 12
GOOLGOWI NSW 2652

You may also email Council at: council@carrathool.nsw.gov.au.

4. Council Information

4.1 Documents Held by Council

The Government Information (Public Access) Act provides for the public to have right of access to government (Council) information, that is information contained in a record. A record is the Council's, for the purposes of the Act, if it is a document:

- to which the Council has an immediate right of access
- that is in the possession, or under the control of a person in that person's capacity as an officer of the Council
- was created by an officer of the Council in the normal course of that person's duties for the purposes of the Council, or for the purposes of the person as an officer of the Council.

Council holds records (hard copy and/or electronic form) that relate to a number of different issues concerning Carrathool Shire Council. The information is contained within:

- Files – either physical or electronic
- Policy documents
- General documents.

4.2 Files

Prior to 1998, Council maintained a "hard copy" filing system, with material being held in physical files. Since then, Council files have been maintained in electronic format, except for development / building / construction applications.

Information contained in Council files is not available on Council's website but may be made available either by informal release or through an access application in accordance with sections 7-9 of the *Government Information (Public Access) Act*, unless there is an overriding public interest against disclosure. Members of the public who require an informal release or an access application can do so by contacting Council.

4.3 Policy Documents

Council's policies are maintained in a policy register. All Council adopted policies are available for viewing on Council's website www.carrathool.nsw.gov.au/about-council/publications/policies-plans-manuals-and-charters, copies can also be obtained by contacting Council on (02) 6965 1900 or council@carrathool.nsw.gov.au.

4.4 General Documents

The following list of general documents held by Council has been divided into four sections as outlined by Schedule 1 of the *Government Information (Public Access) Regulation*. Members of the public are entitled to inspect these documents either on Council's website or at Council's Administration Centre during ordinary office hours. However, advanced notice may be required in some circumstances.

Copies will be available on request but a reasonable fee may be charged for photocopying as per Council's schedule of fees and charges.

Certain documents may only be made available on request due to the unreasonable additional cost to Council of publishing and maintaining them on the website. A list of documents and how Council will make them available is attached as Appendix 1.

1. Information about Council – most current version only, unless otherwise stated

- Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Community Engagement Strategy
- Operational Plan (previous version available)
- Delivery Plan (previous version available)
- Resourcing Plan
- EEO Management Plan
- Policy – Payment of Expenses & Provision of Facilities to Councillors
- Annual Reports of Bodies Exercising Functions Delegated by Council (not available on website)
- Any Codes referred to in the *Local Government Act 1993*
- Disclosures by Councillors and Designated Persons Returns
- Agendas and Business Papers for any Council or Council Meeting (except Closed Council)
- Minutes for any Council or Council Committee meeting (previous versions available)
- Departmental Representative Reports presented at a Council meeting (see Business Papers)
- Land Register (updated annually)
- Register of Investments (not available on website – contact Council)
- Register of Delegations (not yet available on website – contact Council)
- Current Declarations of Disclosures of Political Donations
- Register of Voting on Planning Matters (previous versions available).
- Gifts Register (not available on website)

2. Plans and Policies – most current version only

- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Lands (not yet on website – contact Council)
- Environmental Planning Instruments, Development Control Plans and Contribution Plans (not yet on website – contact Council)
- Local Emergency Management Plan

3. Information about Development Applications

- Development applications (within the meaning of the *Environmental Planning and Assessment Act 1979*) and associated documents.
- Record of decisions on Development Applications including decisions on appeal.

Note: some information may be excluded from open access such as plans and specifications for any residential areas of a proposed building, internal specifications and configurations, copyrighted material, and commercial in-confidence information.

4. Approvals, Orders and Other Documents

- Applications for approvals under Part 1 of Chapter 7 of the *Local Government Act*
- 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 decisions made on appeals concerning approvals.
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA.
- Orders given under the Authority of any other Act.
- Records of Building Certificates under the *Environmental Planning & 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.
- *A performance improvement order, should one be issued to Council under part 6 chapter 13 of LGA.*

5. Methods of Access to Information

Carrathool Shire Council holds information in relation to the functions it undertakes and issues affecting the shire. Under the GIPA Act, there is a right of access to certain information held by Council unless there is an overriding public interest against disclosure of the information.

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

1. Mandatory proactive release
2. Authorised proactive release
3. Informal release
4. Formal access application.

Any applications under the GIPA Act will be processed by the Corporate Services Team in accordance with the Act's requirements and a determination made to release the information or refuse access on the basis of the relevant considerations of the Act. Council will assess requests for access to information having regard to:

- *Government Information (Public Access) Act 2009*
- *Privacy and Personal Information Protection Act 1998*
- *Health Records and Information Privacy Act 2002*
- *State Records Act 1998*
- *Local Government Act 1993*
- *Environmental Planning and Assessment Act 1979*
- *Companion Animals Act 1998*

and other relevant legislation and guidelines.

5.1 Mandatory Disclosure of Open Access Information

Under Section 6 of the GIPA Act, Council must make its "open access information" publicly available unless there is an overriding public interest against disclosure of the information. Open access information is required to be published on Council's website unless to do so would impose an unreasonable additional cost on Council. As Council does not have sufficient resources to currently display much of its information on the website, this guide explains how such information can be obtained (see appendix 1).

Open access information is defined in section 18 of the GIPA Act and includes: Council policy documents; publication guide; disclosure log of formal access applications which includes release of

information that Council believes may be of interest to other members of the public; Contracts Register listing contracts Council has with private sector bodies worth more than \$150,000; record of information not provided by open access on the basis that there is an overriding public interest against disclosure; and such other information that may be prescribed by the GIPA Regulation as open access information.

5.2 Proactive Release

In addition, Council will make as much other information as possible publicly available in an appropriate manner. The information will be available free of charge (or at the lowest reasonable cost).

5.3 Informal Release

Access to information which is not available as Mandatory Release or authorized proactive release information may be provided through informal release. Council will endeavour to release information in response to such a request, subject to any reasonable conditions that Council deems appropriate to impose.

5.4 Formal Access Application

Council will require a formal access application to be submitted where the information sought:

- is of a sensitive nature that requires careful weighting of the considerations in favour of and against disclosure, or
- contains personal or confidential information about a third part that requires consultation, or
- would involve a significant amount of time and resources to produce.

To make a formal request for access to information an "Access Application" form should be completed (available on Council's website or by request to Council's offices). An application fee is payable in accordance with the GIPA Act.

5.5 The Public Interest Test and Consultation

When considering whether or not to provide information, Council will apply the public interest test against disclosure in accordance with the criteria specified in section 14 of the GIPA Act. In applying the public interest test, the Council must not take into account that disclosing the information may cause embarrassment to, or loss of confidence in the Council, or that the information may be misinterpreted or misunderstood by members of the public. Council must also consider factors in favour of disclosure. If the factors against disclosure outweigh the factors for disclosure (ie there is an overriding public interest against disclosure), the information will not be released.

In accordance with section 54, Council must consult with a person before providing information where the information requested concerns:

- personal information
- concerns a person's business, commercial, professional or financial interests
- research that has been carried out or intended to be carried out by or on behalf of a person,
- the affairs of the State or Commonwealth Government.

6. How Members of the Public May Access and Amend Personal Information

As far as practicable, Council documents will be accessible by members of the public during office hours at Council's Administration office between the hours of 8.30 am and 4.15 pm, Monday to Friday, excluding public holidays. Public access documents will be progressively added to Council's website.

Information can be obtained by an informal request or a formal access application (unless there is an overriding public interest against disclosure of the information in accordance with the provisions of GIPAA). Council is not required to disclose information pursuant to an informal request and there is no right of appeal if refused.

A request must be completed on a Formal Access Application form with specified information and include payment of the \$30 fee. The advantage of lodging a formal application is that time limits and appeal rights apply. The application must be actioned within 20 working days. Details of procedures and fees are set out in the GIPA Act, on Council's website or may be obtained from Council's Administration Office.

An application for amendment to personal information held by Council must be made in accordance with *the Privacy and Personal Information Protection Act 1998* (PPIPA). A request for amendment must be made by way of a statutory declaration and must be accompanied by appropriate evidence as to the correctness of the requested amendment.

Persons interested in obtaining access to documents or who wish to seek an amendment to Council's records concerning their personal affairs, should contact a Customer Service Officer. If you experience any difficulty in obtaining documents or information you should contact the Public Officer.

6.1 Determining a Valid Application

For an access application to be valid, the following must be included as outlined by section 41 of the GIPA Act:

- The request for access must be in writing and sent to or lodged at the Council
- It must expressly state that the application is made under the GIPA Act
- It must include the prescribed fee of \$30
- It must include an Australian postal address for correspondence
- It must include information to assist the Public Officer in identifying the government information applied for.

6.2 Actioning a Valid Application

Once it is determined that a valid application has been received, the follow action will be taken:

- The Public Officer must send a letter to the applicant acknowledging receipt of the valid application within five days
- The letter is to state the date by which the application is to be decided;
- That the application is deemed to have been refused if it is not decided by this date;
- State if the application is of a nature that it should be included in the disclosure log and that the applicant may object to this;
- Include details about the rights to review;
- A decision regarding the application must be made and the applicant notified within the 20 working days decision period;
- If the Public Officer decides that the information should also be released to the wider public, a record of the access application will be made on the disclosure log.
- The applicant must be notified of any decision to refuse access. Such notification must include the reasons for the decision.

Note: The disclosure log is a record of formal access applications made to Council which will include the following details: the date the application was decided, a description of the information to which access was provided in response to the application, as statement as to whether any of

the information is not available from the agency to other members of the public and if it is available, how it can be accessed.

6.3 Granting Access

Access to Council information will be provided in the following ways in accordance with section 72 of the GIPA Act:

- Opportunity to inspect the document, record etc
- Providing a copy of the record or information;
- Providing access to a record with facilities to read, view or listen;
- Providing a written transcript if applicable.

If access is granted, a \$30 per hour processing fee may apply to cover the time needed to process the application. However, if the information sought by the applicant is personal information, the first 20 hours of processing is free.

Formal access is not provided as outlined above if:

- It would unreasonably interfere with Council operations;
- Would negatively impact on the preservation of the record;
- Will involve infringing copyright; and or
- Would give rise to an overriding public interest against disclosure.

The applicant must be notified of any decision to refuse access. Such notification must include the reasons for the decision.

6.4 What fees & charges apply

Informal Access to Information Request – there is no application fee for a request for access to information, however Council may charge a fee for copying as per Council's adopted Fees and Charges.

Formal Access Application – an application fee of \$30.00 is payable in accordance with Council's adopted Fees and Charges. The application is invalid until the fee is paid. This charge covers the first hour of processing for an application.

Processing Charges - Council may impose a charge for processing an application, where processing hours have exceeded 1 hour, at the rate of \$30.00 an hour, in accordance with Council's Fees and Charges .

Under certain circumstances an applicant may be entitled to a 50% reduction in the processing charge (not the application fee). A 50% reduction in the processing charge imposed will apply if Council is satisfied that the applicant is suffering financial hardship or is satisfied that the information applied for is of special benefit to the public generally.

If an Access Application is made for personal information about the applicant (the applicant being an individual), the fee of \$30.00 for the first 20 hours of processing time will be waived.

Information made available on Council's website is available for viewing free of charge at Council's administration office. If hard copies are required, a copying charge will be levied in accordance with Council's adopted Fees and Charges.

For further information, please refer to the Information and Privacy Commission's fact sheet, which can be obtained from the IPC website <http://www.ipc.nsw.gov.au/information-access>.

6.5 Public Officer – Right to Information Officer

The Director Corporate and Community Services 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. The Director Corporate and Community Services is also Council's Right to Information Officer and is responsible for determining applications for access to documents or for the amendment of records.

Requests for amendment of a document of the Council which contains your personal information which is incorrect will require you to make written application to the Public Officer in the first instance. Enquiries should be addressed as follows:

Public Officer
Carrathool Shire Council
PO Box 12
GOOLGOWI NSW 2652

Phone (02) 6965-1900 Fax: (02) 6965-1379
Email: council@carrathool.nsw.gov.au
9-11 Cobram Street, GOOLGOWI NSW 2652

6.6 Information and Privacy Commission

Further information regarding the functions of the Information and Privacy Commission and your rights to accessing government information can be obtained by visiting the IPC website at www.ipc.nsw.gov.au or call 1800 INFOCOM (1800 472 679) between 9.00 am to 5.00 pm Monday to Friday (excluding public holidays).

7. Rights of Review

There are rights to review a decision made by the Public Officer. A full list of reviewable decisions is set out in section 80 of the GIPA Act.

Internal Review

If an access application has been refused, there is a general right to seek an internal review of the decision. An internal review must be applied for within 20 working days of the original decision and is subject to a fee. Internal review involves a senior person in the agency reviewing the decision to refuse the access to information application.

Role of the Information Commissioner

The Information Commissioner can review all decisions outlined in s80 of the GIPA Act and is not restricted to only reviewing a decision that refuses access. The Information Commissioner's ability to deal with a complaint is governed by the Government Information (Information Commissioner) Act 2019 (GIIC Act).

External Review (Administrative Decisions Tribunal)

Applicants also have formal avenues via the New South Wales Civil and Administrative Tribunal (NCAT) to review the decision to refuse access. This application must be made within eight weeks of the original decision or four weeks after a review undertaken by the Information Commissioner.

For further information, please refer to the Information and Privacy Commission's fact sheet, which can be obtained from the IPC website: http://www.ipc.nsw.gov.au/sites/default/files/file_manager/FS-Your-review-rights-GIPA-July14-ACC.pdf

Appendix 1

Access to Information Table

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Copy available, subject to photocopy charges	Available for inspection at Council's office free of charge
General Information					
Information Guide	Yes	No	Full access	Yes	Yes
Disclosure Log	Yes	No	Full access	Yes	Yes
Register of Contracts	Yes	No	Full access	Yes	Yes
Council Information					
Model Code of Conduct	Yes	No	Full access	Yes	Yes
Code of Conduct	Yes	No	Full access	Yes	Yes
Code of Meeting Practice	Yes	No	Full access	Yes	Yes
Annual Report	Yes	No	Full access	Yes	Yes
Annual Financial Statements incorporating Auditors Report	Yes	No	Full access	Yes	Yes
Operational Plan	Yes	No	Full access	Yes	Yes
Delivery Plan	Yes	No	Full access	Yes	Yes
Resourcing Plan	Yes	No	Full access	Yes	Yes
Community Strategic Plan	Yes	No	Full access	Yes	Yes
EEO Management Plan	Yes	No	Full access	Yes	Yes
Payment of Expenses & Provision of Facilities to Councillors Policy	Yes	No	Full access	Yes	Yes
Annual Reports of bodies exercising functions delegated by Council	Yes	Yes – document available on request	Full access	Yes	Yes
Disclosure of Interests Register	No	Yes – document available on request	Full access subject to any request from Councillors & designated persons to remove personal information prior to release	Yes	Yes
Agendas, business papers and minutes of any meeting of Council	Yes	No	Full access except for information considered in Closed Council	Yes, no copy charge	Yes
Agendas, business papers and minutes of any committee of Council	Yes	Yes – document available on request	Full access except for information considered in Closed Committee	Yes, no copy charge	Yes
Departmental representative reports presented at a Council meeting (s.433 LGA)	Yes, included in business papers	No	Full access except for information considered in Closed Council	Yes, no copy charge	Yes
Land Register – Council owned property	Yes	No	Full access	Yes	Yes
Register of Investments	Not Currently	No	Full access	Yes	Yes
Register of Delegations	No	No	Full access	Yes	Yes
Register of Current Declarations of Disclosures of Political Donations	Not Currently	No	Full access	Yes	Yes

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Copy available, subject to photocopy charges	Available for inspection at Council's office free of charge
Register of Voting on Planning Matters	Yes	No	Full access	Yes	Yes
Council Policies	Yes	Yes – document available on request	Full access	Yes	Yes
Fees and Charges	Yes	No	Full access	Yes	Yes
Emergency Management Plan	Yes	No	Full access	Yes	Yes
Personal Information					
Complainant details	No	Yes – formal application required	Only released under following conditions: 1. Where complainant has no objection to the disclosure of the document 2. Where the complaint has been made in good faith. However a copy of the complaint may be provided where information identifying the complainant can be omitted	Yes, subject to agreement of the complainant or omission of identifying details	No
Personal Information about Yourself	No	Yes – formal application required	No fee for the first 20 hrs of processing time for each application	Yes	No
Personal Information about Others	No	Yes – formal application required	Some information may be restricted for privacy reasons & require agreement for release from 3 rd party	Subject to restrictions	No
Sensitive Information from Community Services	No	Yes – formal application required	Some information may be restricted for privacy reasons or require agreement for release from 3 rd party	Subject to restrictions	
Environmental & Development Plans & Policies					
Adopted policies concerning approvals and orders	Yes	No	Full access	Yes	Yes
Plans of Management for Community Land	Not currently	Yes – document available on request	Full access	Yes	Yes

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Copy available, subject to photocopy charges	Available for inspection at Council's office free of charge
Environmental planning instruments	Yes-Link to NSW Legislation	No	Full access	Yes	Yes
Contribution Plan	Yes	No	Full access	Yes	Yes
Development Applications, Approvals and Orders					
Development Application files and documents whilst application is under consideration by Council	No	Yes, information available on request	Documents not available for public inspection are: 1. notice to adjoining owners, mail merge list 2. internal layout or design plans of residential building 3. Commercial in confidence information	Yes for information purposes only. Owners consent must be obtained for any copyrighted information	Yes
Development Application files and documents after application has been determined by Council	No	Yes, information available on request	Documents not available for public inspection are: 1. notice to adjoining owners, mail merge list 2. internal layout or design plans of residential building 3. Commercial in confidence information	Yes for information purposes only. Owners consent must be obtained for any copyrighted information	Yes
Applications for Approval – section 68 LGA including sewer, onsite sewer management, rural address etc	No	Yes, information available on request	Full access	Yes	Yes
Applications for approvals - other Acts	No	Yes, available on request	Full access	Yes	Yes
Orders given under any Act (eg weeds, vegetation, water, building)	No	Yes, information available on request	Full access	Yes	Yes
Records of building certificates under the EPA Act	No	Yes, information available on request	Full access	Yes	Yes
Plans of land proposed to be compulsorily acquired	No	Yes, information available on request	Full access	Yes	Yes
Compulsory Acquisition Notices	No	Yes, available on request	Full access	Yes	Yes
Leases/ licences for use of public land classified as community land	No	Yes, information available on request	Full access	Yes	Yes

Revision Table

Minute/Date	Amendment Summary	Reason or Reference
0871 / 21.12.2010	New Publications Guide	To meet statutory obligations under the Government Information (Public Access) Act.
1048 / 28.06.2011	Review Publications Guide	Statutory review – Section 5, 6.1, 6.2, 6.3 & 7 new
1388 / 26.06.2012	Review Publications Guide	Statutory review – Section 1.3, 4.4, 5.4, 5.5, 6, 6.2, 6.4 new & 7.
0300 / 25.06.2013	Review Information Guide	Statutory review - Organisation Structure
0747 / 15.07.2014	Review Information Guide	Statutory review - Organisation Structure
1042 / 23.06.2015	Review information Guide	Statutory review – proposed reduction wards and constitutional referendum section 3.1
1380 / 28.06.2016	Review information Guide	Statutory review – Organisation Structure and constitutional referendum change section 3.1
0246/ 27.06.2017	Review information Guide	Statutory review – constitutional referendum and ward changes section 3.1 Organisation structure
0601/26.06.2018	Review Information Guide	Statutory review – Section 1.3 Organisation Structure and Section 3.2 Personal Participation
0998/25.06.2019	Review Information Guide	Statutory review – Section 3.2 Personal Participation and Section 5 Methods of Access to Information
1339/23.06.2020	Review Information Guide - Nil Changes	Statutory review
1708/22.06.2021	Review Information Guide	Statutory review – Section 6.3 Granting Access amended. Minor wording changes across the document
0197/21.06.2022	Review Information Guide	Statutory Review – minor wording changes, update of organisation structure
	Review Information Guide	Statutory Review – minor wording changes, changes to fees and charges,