

Uralla

URALLA SHIRE COUNCIL



Agency Information Guide 2020

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1 Preface

This Information Guide has been produced by Uralla Shire Council in accordance with Section 20 of the *Government Information (Public Access) Act 2009* (GIPA Act).

Council's Information Guide is prescribed under section 20 of the GIPA Act. It must:

- Describe the structure and functions of the agency;
- Describe the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- Specify any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions;
- Identify the various kinds of government information held by the agency;
- Identify the kinds of government information held by the agency that the agency makes (or will make) publicly available;
- Specify the manner in which the agency makes (or will make) government information publicly available; and
- Identify the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

The Information Guide is available for inspection by the public at Council's Customer Service Centre at its Administration Offices at 32 Salisbury Street, Uralla during business hours or on Council's website at www.uralla.nsw.gov.au.



Uralla Shire Council Administration Centre
32 Salisbury Street, Uralla, NSW 2358

2 Local Government Principles

Section 8 of the *NSW Local Government Act 1993* comprises a series of principles that provide guidance to councils in carrying out their functions in a way that facilitates local communities that are strong, healthy and prosperous.

Guiding Principles for Exercise of Functions

The following general principles apply to the exercise of functions by councils:

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

Guiding Principles for Decision-Making

The following principles apply to decision-making by councils (subject to any other applicable law):

- a) Councils should recognise diverse local community needs and interests.
- b) Councils should consider social justice principles.
- c) Councils should consider the long term and cumulative effects of actions on future generations.
- d) Councils should consider the principles of ecologically sustainable development.
- e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

Guiding Principles for Community Participation

Councils should actively engage with their local communities, through the use of the Integrated Planning and Reporting Framework and other measures.

Principles of Sound Financial Management

The following principles of sound financial management apply to Councils:

- a) Council spending should be responsible and sustainable, aligning general revenue and expenses.
- b) Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.
- c) Councils should have effective financial and asset management, including sound policies and processes for the following:
 - (i) performance management and reporting,
 - (ii) asset maintenance and enhancement,
 - (iii) funding decisions,
 - (iv) risk management practices.
- d) Councils should have regard to achieving intergenerational equity, including ensuring the following:
 - (i) policy decisions are made after considering their financial effects on future generations,
 - (ii) the current generation funds the cost of its services.

Integrated Planning and Reporting Principles that apply to Councils

The following principles for strategic planning apply to the development of the integrated planning and reporting framework by councils:

- a) Councils should identify and prioritise key local community needs and aspirations and consider regional priorities.
- b) Councils should identify strategic goals to meet those needs and aspirations.
- c) Councils should develop activities, and prioritise actions, to work towards the strategic goals.
- d) Councils should ensure that the strategic goals and activities to work towards them may be achieved within council resources.
- e) Councils should regularly review and evaluate progress towards achieving strategic goals.
- f) Councils should maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.
- g) Councils should collaborate with others to maximise achievement of strategic goals.
- h) Councils should manage risks to the local community or area or to the council effectively and proactively.
- i) Councils should make appropriate evidence-based adaptations to meet changing needs and circumstances.

3 About Uralla Shire Council

Uralla Shire Council is constituted under the *NSW Local Government Act 1993* and was proclaimed on 5 December 1947, coming into effect on 1 January 1948.

Uralla Shire Council is a large and diverse organisation employing over 180 staff and is responsible for assets in excess of \$300 million, 32 different service areas and an annual budget of approximately \$20 million.

The Uralla Shire local government area covers an area approximately 3,230 square kilometres and is home to a permanent resident population of around 6,048 people (2016 census). The main township of Uralla is located 22 kilometres south of Armidale and 89 kilometres north of Tamworth on the New England Highway.

Other localities in the Uralla Shire local government area include Abington, Arding, Bakers Creek, Balala, Boorolong, Briarbrook, Bundarra, Camerons Creek, Dangarsleigh, Dumaresq, Enmore, Gostwyck, Invergowrie, Kentucky, Kentucky South, Kingstown, Mihi, Rocky River, Salisbury Plains, Saumarez, Saumarez Ponds, Torryburn, Wollun and Yarrowyck.

3.2 Vision, Mission and Values

Our Vision, Mission and Values are contained in our Community Strategic Plan 2017-2027.

Our Vision

In 2027, the Uralla Shire will continue to be an active, prosperous, welcoming and environmentally aware community.

Our Mission

The Uralla Shire Council is committed to creating a unique environment which offers an excellent quality of life and economic opportunities for its people.

Our Values

The Uralla Shire community strives to:

- Enjoy a high quality of life;
- Have thriving business centres;
- Have educational and job opportunities available for people with a wide range of skills and aptitudes;
- Have an innovative, adaptive and diverse economy;
- Have access to good public services and relevant infrastructure;
- Have a continuing improvement in its socio-economic status;
- Treasure its natural and built heritage and continue to be progressive;
- Ensure sustainability;
- Provide security and safety for its residents;
- Have a growing population and a sound demographic structure; and
- Retain its independent community-based local government authority.

3.3 Map of the Uralla Shire Local Government Area



4 Structure of Council

Uralla Shire Council is governed by eight elected Councillors and a popularly elected Mayor. Councillors were elected at the 2016 Local Government Elections. Following the resignation of a Councillor in October 2018, Council held a By-election to fill the casual vacancy in February 2019.

Together, the Mayor and Councillors comprise the governing body of Uralla Shire Council. Section 223 of the *NSW Local Government Act 1993* prescribes the collective role of Council's governing body as follows:

- To direct and control the affairs of the Council in accordance with the Act;
- To provide effective civic leadership to the local community;
- To ensure as far as possible the financial sustainability of the Council;
- To ensure as far as possible that the Council acts in accordance with the principles for local government (as described above) and the plans, programs, strategies and policies of the Council;
- To develop and endorse the Community Strategic Plan, Delivery Program and other strategic plans, programs, strategies and policies of the Council;
- To determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the Council's resources to implement the strategic plans (including the Community Strategic Plan) of the Council and for the benefit of the local area;
- To keep under review the performance of the Council, including service delivery.
- To make decisions necessary for the proper exercise of the Council's regulatory functions;
- To determine the process for appointment of the general manager by the council and to monitor the General Manager's performance;
- To determine the senior staff positions within the organisation structure of the Council;
- To consult regularly with community organisations and other key stakeholders and keep them informed of the Council's decisions and activities, and
- To be responsible for ensuring that the Council acts honestly, efficiently and appropriately.



Back Row: Cr Mark Dusting, Cr Tom O'Connor, Cr Tara Toomey, Cr Robert Bell, Cr Natasha Ledger, Cr Levi Sampson
Front Row: Cr Isabel Strutt, Mayor Michael Pearce, Deputy Mayor Cr Robert Crouch.

4.1 Role of the Councillors

Section 232 of the *NSW Local Government Act 1993* prescribes the role of individual Councillors as follows:

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

4.2 Role of the Mayor

Section 226 of the *NSW Local Government Act 1993* confers the following additional responsibilities upon the Mayor:

- Be the leader of the Council and a leader in the local community;
- Advance community cohesion and promote civic awareness;
- Be the principal member and spokesperson of the governing body, including representing the views of the Council as to its local priorities;
- Exercise, in cases of necessity, the policymaking functions of the governing body of the council between meetings of the Council;
- Preside at meetings of the Council;
- Ensure that meetings of the Council are conducted efficiently, effectively and in accordance with the *NSW Local Government Act 1993*;
- Ensure the timely development and adoption of the strategic plans, programs and policies of the Council;
- Promote the effective and consistent implementation of the strategic plans, programs and policies of the Council;
- Promote partnerships between the Council and key stakeholders;
- Advise, consult with and provide strategic direction to the General Manager in relation to the implementation of the strategic plans and policies of the Council;
- In conjunction with the General Manager, ensure adequate opportunities and mechanisms for engagement between the Council and the local community;
- Carry out the civic and ceremonial functions of the mayoral office;
- Represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level;
- In consultation with the Councillors, to lead performance appraisals of the General Manager; and
- Exercise any other functions of the Council that the Council determines.

4.3 Role of the General Manager

The General Manager is responsible for the efficient and effective operation of Uralla Shire Council and for ensuring the implementing, without undue delay, of decisions of the Council.

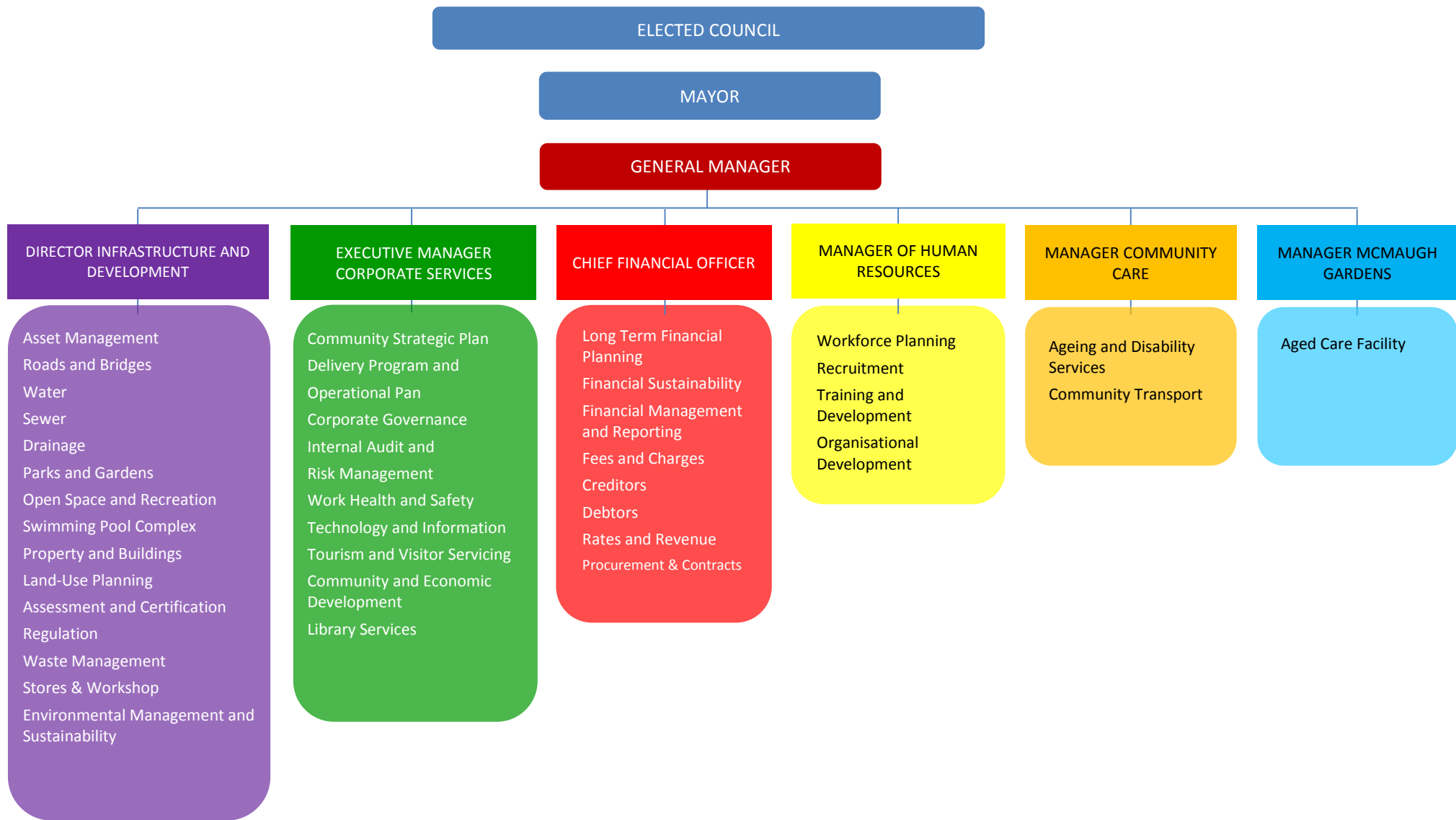
As the most senior employee of Council, the General Manager is the only member of staff selected and appointed by Councillors and is appointed on a renewable, fixed-term, performance-based contract for a maximum period of five years.

Section 335 of the *NSW Local Government Act 1993* confers the following functions on the General Manager:

- To conduct the day-to-day management of the Council in accordance with the strategic plans, programs, strategies and policies of the Council;
- To implement, without undue delay, lawful decisions of the Council;
- To advise the Mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the Council;
- To advise the Mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the Council and other matters related to the Council;
- To prepare, in consultation with the Mayor and the governing body, the Council's Community Strategic Plan, Community Engagement Strategy, Resourcing Strategy, Delivery Program, Operational Plan and Annual Report;
- To ensure that the Mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions;
- To exercise any of the functions of the Council that are delegated by the Council to the General Manager;
- To appoint staff in accordance with the organisation structure determined and the resources approved by the Council;
- To direct and dismiss staff;
- To implement the Council's Workforce Management Strategy; and
- Any other functions that are conferred or imposed on the General Manager by or under the *NSW Local Government Act 1993* or any other Act.

4.4 Organisational Structure

To ensure the efficient and effective operation of Uralla Shire Council and assist the General Manager in exercising his functions under the *NSW Local Government Act 1993*, Council's organisation structure consists of two departments: Corporate Services, led by an Executive Manager, and Infrastructure and Development, led by a Director. The General Manager is also supported by a Chief Financial Officer and Manager Human Resources. Council's Aged Care and Community Care Services operate under the supervision of two Managers.



5 Functions of Council

Under the *NSW Local Government Act 1993*, Council's functions can be grouped into the following categories:

Service Functions	<p>Including:</p> <ul style="list-style-type: none"> • Providing community health, recreation, education and information services • Environmental protection • Waste removal and disposal • Land and property, industry and tourism development assistance • Civil infrastructure planning • Civil infrastructure maintenance and construction
Regulatory Functions	<p>Including:</p> <ul style="list-style-type: none"> • Approvals • Orders • Building certificates
Ancillary Functions	<p>Including:</p> <ul style="list-style-type: none"> • Resumption of land • Powers of entry and inspection
Revenue Functions	<p>Including:</p> <ul style="list-style-type: none"> • Rates • Fees and Charges • Borrowings • Investments
Administrative Functions	<p>Including:</p> <ul style="list-style-type: none"> • Employment of staff • Management plans • Financial reporting • Annual reports
Enforcement Functions	<p>Including:</p> <ul style="list-style-type: none"> • Proceedings for breaches of the <i>NSW Local Government Act 1993</i> and <i>Local Government (General) Regulation 2005</i> and other Acts and Regulations • Prosecution of offences • Recovery of rates and charges

While Council's functions are prescribed primarily by the *NSW Local Government Act 1993*, Council also has responsibilities under other legislation, including:

- *Aged Care Act 1997*;
- *Aged Care (Transitional Provisions) Act 1997*;
- *Aged Care (Accommodation Payment Security) Act 2006*;
- *Aged Care (Accommodation Payment Security) Levy Act 2006*;
- *Australian Aged Care Quality Agency Act 2013*;
- *Australian Aged Care Quality Agency (Transitional Provisions) Act 2013*;
- *Anti-Discrimination Act 1977*;

- *Biodiversity Conservation Act 2016;*
- *Biosecurity Act 2015;*
- *Building Professionals Act 2005;*
- *Cemeteries and Crematoria Act 2013;*
- *Children and Young Persons (Care and Protection) Act 1998;*
- *Children (Education and Care Services National Law Application) Act 2010;*
- *Community Land Development Act 1989;*
- *Community Land Management Act 1989;*
- *Community Services (Complaints, Review & Monitoring) Act 1993;*
- *Companion Animals Act 1998;*
- *Contaminated Land Management Act 1997;*
- *Conveyancing Act 1919;*
- *Crown Land Management Act 2016;*
- *Disability Services Act 1993;*
- *Environmental Planning & Assessment Act 1979 and Environmental Planning and Assessment Regulation 2000;*
- *Fines Act 1996;*
- *Fire and Rescue NSW Act 1989;*
- *Fluoridation of Public Water Supplies Act 1957;*
- *Food Act 2003;*
- *Government Information (Public Access) Act 2009;*
- *Graffiti Control Act 2008;*
- *Health Records and Information Privacy Act 2002;*
- *Heavy Vehicle National Law (NSW);*
- *Heritage Act 1977;*
- *Home Care Services Act 1988;*
- *Impounding Act 1993;*
- *Land Acquisition (Just Terms Compensation) Act 1991;*
- *Land and Environment Court Act 1979;*
- *Library Act 1939;*
- *Liquor Act 2007;*
- *Native Title (NSW) Act 1994;*
- *Noxious Weeds Act 1993;*
- *Plumbing and Drainage Act 2011;*
- *Police (Special Provisions) Act 1901;*
- *Protection of the Environment Operations Act 1997;*
- *Privacy and Personal Information Protection Act 1998;*
- *Public Health Act 2010;*
- *Public Interest Disclosures Act;*
- *Public Works and Procurement Act 1912;*
- *Radiocommunications Act 1992;*

- *Real Property Act 1900;*
- *Recreation Vehicles Act 1983;*
- *Roads Act 2013 and Road Transport (General) Regulation 2013;*
- *Rural Fires Act 1997;*
- *State Emergency and Rescue Management Act 1989;*
- *State Emergency Service Act 1989;*
- *State Records Act 1998;*
- *Strata Schemes Development Act 2015 and Strata Schemes Development Regulation 2016;*
- *Swimming Pools Act 1992 and Swimming Pools Regulation 2018;*
- *Unclaimed Money Act 1995;*
- *Waste Avoidance and Resource Recovery Act 2001;*
- *Water Management Act 2000;*
- *Work Health and Safety Act 2011;*
- *Workers Compensation Act 1987; and*
- *Workplace Injury Management and Workers Compensation Act 1998.*

Council also has certain reporting responsibilities to the Office of Local Government. The Office of Local Government has the role of monitoring all councils' compliance with various legislative requirements and industry best practice.

5.1 How Council's Functions affect the Public

As a service organisation, the majority of Uralla Shire Council's activities have an impact on the community. The following is an outline of how the broad functions of Council can affect the public:

- **Service functions** affect the community as Council provides services and facilities to the community. These include library services, customer and visitor services, halls and community centres, recreation facilities, infrastructure and waste management facilities, as well as the provision of community care services by Tablelands Community Services and aged care services by McMaugh Gardens Aged Care Centre.
- **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 community. 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 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 necessarily 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 parking offences.

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

- Advocating and planning for the needs of our community. This includes initiating partnerships; participating on regional, State or Commonwealth working parties; and preparation and implementation of the Community Strategic Plan;
- Providing support to community and sporting organisations through provision of grants, training, information and access to facilities; and
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as Australia Day celebrations, NAIDOC Week, Youth Week, Seniors Week, art and cultural activities, as well as promoting events of others.

5.2 How the Public can participate in Council's Policy Development and the Exercising of Functions

Uralla Shire Council offers a number of methods for members of the public to participate in the formulation of Council's policies and the implementation of its functions.

Council Meetings

Ordinary Council Meetings are held at 12:30pm on the fourth Tuesday of each month from February to November, on the third Tuesday of the month in December, and no meeting is held during the month of January. Meetings are held at the Uralla Shire Council Chambers, located at 32 Salisbury Street, Uralla. Extraordinary Council Meetings are held as and when required and the public is notified via Council's website. Members of the public may attend all Council meetings and meetings of its Committees.

Members of the public may also, at the discretion of the Council in each case, be permitted to address a Council Meeting on a particular issue which is listed on the Business Paper for that meeting. Anyone wishing to address a Council or Committee Meeting must make a request in writing to the General Manager (email, letter or fax) four days prior to the scheduled Council or Committee Meeting. Requests received not within the four days will be approved at the discretion of the General Manager.

Business papers are made available to the public four working days preceding the Council Meeting and can be accessed online from Council's website at www.uralla.nsw.gov.au or in person from Council's Administration Centre at 32 Salisbury Street, Uralla.

Following each Council meeting, an audio recording of the meeting as well as the unconfirmed minutes are published to Council's website at www.uralla.nsw.gov.au.

Council Committees

Council operates a range of specific purpose committees, including those constituted under Section 355 of the *NSW Local Government Act 1993* and delegated functions of Council pursuant to Section 377 of that Act.

Council's Budget Review and Finance Committee is a committee of the whole tasked with examining Council's financial position and undertaking a detailed review of Council's budget and expenditure. Committee meetings are open to the public and follow a schedule determined by Council in June of each year with additional meetings held as required.

The Budget Review and Finance Committee Business papers are made available to the public four working days preceding the Committee Meeting and can be accessed online from Council's website at www.uralla.nsw.gov.au or in person from Council's Administration Centre at 32 Salisbury Street, Uralla. Following the Committee meeting, audio recordings and the unconfirmed minutes are also made available on Council's website at www.uralla.nsw.gov.au.

Council's Audit, Risk and Improvement Committee is a committee made up of three independent (external) members and two councillors. The objective of the Audit, Risk and Improvement Committee is to provide professional independent advice and assistance to Council to improve its operations and functions, to ensure compliance to legislation, and be accountable for its external responsibilities. Minutes of the committee meetings are presented to Council at Ordinary Council Meetings and included in the Council business paper.

There are also avenues for members of the public to personally participate in Council's policy development and exercising of functions through serving on a s355 Committee of Council. Council currently operates two s355 Committees of Council, being the Uralla Township and Environs Committee and the Bundarra School of Arts Hall Committee.

Vacancies on these s355 Committees of Council are publicised on Council's website at www.uralla.nsw.gov.au and listed in Council's monthly newsletter when they arise.

Community Consultations

When developing a project, policy or plan, Uralla Shire Council may undertake community consultation to gather community input and seek feedback from members of the public. In carrying out community consultations, Council may employ a variety of consultation tools, such as public forums, stakeholder workshops, community surveys and community engagement activities with targeted sectors of the community. Community consultations are promoted on Council's website at www.uralla.nsw.gov.au and through Council's monthly newsletter.

Public Submissions

Prior to adoption, all strategic plans, strategies, and policies of Uralla Shire Council are placed on public exhibition in draft form so that interested members of the public may view them and make comments should they wish to.

Documents on public exhibition are made available online from Council's website at www.uralla.nsw.gov.au and can be inspected in person at Council's Administration Centre at 32 Salisbury Street, Uralla.

Submissions must be made in writing, addressed to the General Manager, and returned to Council by the closing date specified.

Representation

Local government in Australia is based on the principle of representative democracy, meaning that citizens elect representatives to their local council to make decisions on their behalf. In New South Wales, elections are held every four years. The next Local Government Elections are scheduled to be held in September 2020.

At each election, voters elect one popularly elected Mayor and eight Councillors. The Uralla Shire local government area comprises two wards with each ward returning four Councillors. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the Uralla Shire local government area and rate-paying lessees can also vote, but must register their intention to vote on the non-residential roll.

Residents are able to raise issues with and make representations to the elected Councillors. Councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf. Councillors' contact details are available online from Council's website at www.uralla.nsw.gov.au and can be obtained from Council's Administration Centre at 32 Salisbury Street, Uralla.

6 Council Information

Uralla Shire Council holds information, contained in both hard copy and electronic document form, which relates to a number of issues concerning the Uralla Shire local government area. These documents are grouped into four categories:

- a) Electronic Documents;
- b) Physical Files;
- c) Policy Documents; and
- d) General Documents.

Electronic Documents

Council implemented the TRIM electronic document system in 2005. Following its introduction, hard copy, physical files were largely dispensed with, except for development/building/construction applications.

Physical Files

Prior to 2005, the main type of physical files held by Council included general subject files, development and building files, property files, and street and park files.

Policy Documents

Council policies are available for inspection on Council's website at www.uralla.nsw.gov.au or in person at Council's Administration Centre at 32 Salisbury Street, Uralla.

General Documents

The following list of general documents held by Council has been divided into four sections as outlined in Clause 3 and Schedule 1 of the GIPA Act:

- a) Information about Council;
- b) Plans and Policies;
- c) Information about Development Applications; and
- d) Approvals, Orders and Other Documents.

Under the GIPA Act, these documents are considered Open Access Information. In accordance with Council's legislative responsibilities, these documents held by Council are made publicly available for inspection in person at Council's Administration Centre at 32 Salisbury Street, Uralla. As much as possible these documents are also made available on Council's website at www.uralla.nsw.gov.au. Open Access Information documents may be inspected by the public free of charge.

Statutory responsibilities and legal obligations may restrict the inspection of, or prevent Council from providing copies of certain documents, files, and/or information. Copies of documents can be supplied where copyright provisions do not apply, for reasonable photocopying charges in accordance with Council's adopted schedule of Fees and Charges. The table below identifies various types of information and documents held by Council which are available as Open Access and the manner in which they are made available to the public.

Type of Information ¹	Open Access Information	Publicly Available Free of Charge ²	Manner in Which Information can be Accessed by the Public
Annual Reports	Yes	Yes	Council Website
Annual Financial Reports and Auditor's Reports	Yes	Yes	Council Website
Approvals and Orders	Yes	Yes	Available at Council's Administration Centre
Council Business Papers and Minutes	Yes	Yes	Council Website and Council's Administration Centre
Council Registers	Yes	Yes	Available at Council's Administration Centre. Additionally, some registers are made available on Council's website
Development Applications	Yes	Yes	Available at Council's Administration Centre
Development Control Plans	Yes	Yes	Council Website
Disclosure Log	Yes	Yes	Council Website
Integrated Planning and Reporting Documents (including Plans and Strategies)	Yes	Yes	Council Website
Pecuniary Interest Disclosures	Yes	Yes	Redacted copies on Council Website and available for inspection at Council's Administration Centre
Policy Documents	Yes	Yes	Council Website

¹ The information listed in this table is provided only as an example of the information made available by Council and the methods in which it is supplied. For a complete list of Open Access Information refer to section 6.1 below.

² If physical copies of information are requested, a photocopying fee as set out in Council's current schedule of Fees and Charges will apply.

6.1 Open Access Information

Under the GIPA Act, the following list of documents or categories of documents are available for public access, free of charge:

Information about Council

- Annual Reports;
- Annual financial reports;
- Auditor's report;
- Council Code of Conduct;
- Community Strategic Plan;
- Council's Land Register;
- Customer requests for service and complaints;
- Committee Terms of Reference, Reports, Agendas and Minutes;
- Community Directories;
- Equal Employment Opportunity (EEO) management plan;
- Financial Management Records;
- Register of investments;
- Register of delegations;
- Register of graffiti removal work (in accordance with s13 of the *Graffiti Control Act 2008*);
- Register of Councillor voting on planning matters (in accordance with s375A of the *NSW Local Government Act 1993*); and
- Rates Management Information.

Plans and Policies

- Council Policies;
- Plans of Management for Community Land; and
- Environmental Planning Instruments, Development Control Plans and Contribution Plans.

Information about Development Applications

Development Applications and any associated documents received in relation to a proposed development:

- Home Warranty Insurance documents;
- Construction Certificates;
- Occupation Certificates;
- Structural Certification documents;
- Town Planner Reports;
- Submissions received on Development Applications;
- Heritage Consultant reports;
- Tree Inspections Consultant reports;
- Acoustic Consultant reports;

- Land Contamination Consultant reports;
- Records of decisions on Development Applications including decisions on appeals; and
- Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations of residential buildings and commercially sensitive information.

Approvals, Orders and Other Documents

- Applications for approvals under part 7 of the *NSW Local Government Act 1993*;
- Applications for approvals under any other Act and any associated documents received;
- Records of approvals granted or refused, variation from Council Policies with reasons for variation, and decisions made on appeals concerning approvals;
- Orders given under Part 2 of Chapter 7 of the *NSW Local Government Act 1993*, and any reasons given under section 136 of the *NSW Local Government Act 1993*;
- Orders given under the authority of any other Act;
- Records of Building Certificates under the *Environmental Planning and Assessment Act 1979*; and
- Compulsory Acquisition notices.

6.2 Authorised Proactive Release

In addition, Council will make as much other information as possible publicly available in an appropriate manner, including on its website. The information will be available free of charge or at the lowest recoverable cost. It includes frequently requested information or information of public interest that has been released as a result of other requests.

6.3 Informal Release

Access to information which is not available as Mandatory Release or Authorised Proactive Release information may be provided through Informal Release. In this regard, applications should be made to Council by submitting the appropriate 'Informal Access to Information' application form. Council will endeavour to release information in response to such a request, subject to any reasonable conditions as Council deems fit to impose.

Any requests for information which are not classified as Open Access Information will be determined in accordance with the public interest test on a case by case basis.

Note: Copyright law applies to most plans and reports. Council cannot reproduce copies of these documents without written permission of the person or company that created them (section 36 *Commonwealth Copyright Act 1969*). If possible, Council will attempt to supply details of copyright owners of plans and reports to assist an applicant to obtain the necessary copyright permission. Council will continue to allow "view only" access for the purposes of the GIPA Act (unless the copyright owner has authorised other uses).

6.4 Formal Access Applications

Notwithstanding the lodgement of an informal application, Council may require a formal access application to be submitted where the information sought:

- Is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure; or
- Contains personal or confidential information about a third party that requires consultation; or
- Would involve an unreasonable amount of time and resources to produce.

To make a formal request for access to information a 'Formal Access Information' application form should be completed. In accordance with the GIPA Act, an application fee of \$30.00 is payable, and additional processing charges may be applicable. An acknowledgement of such application will be provided by Council within five working days.

6.5 Other Matters

Any fees for photocopies of documents provided under the GIPA Act are listed in Council's adopted Schedule of Fees and Charges.

Copies of documents provided are given for information purposes only and are provided by Council to meet its requirements under relevant legislation. Copyright laws still apply to each document. The copyright owner's consent is required if any part of a copyright document is used for any other purpose.

Where information is released to an applicant under a formal access application and Council considers that it will be of interest to other members of the public, Council will provide details of the information in its disclosure log for inspection by the public.

7 Personal Information

Uralla Shire Council collects, stores and uses a broad range of information. A significant part of that information is personal information. Council is required to comply with the Information Privacy Principles (IPPS) in the *Privacy and Personal Information Protection Act 1998* (PPIP Act), which regulate the collection, storage, use and disclosure of personal information held by Council.

Any personal information you provide to us will be used for Uralla Shire Council purposes, or a directly related purpose, unless you consent to another use or disclosure, in emergencies or as otherwise required or authorised by law.

The provision of information to Uralla Shire Council is voluntary; no law requires you to provide any personal information to Uralla Shire Council, however, failure to provide certain personal information to Uralla Shire Council may inhibit our ability to provide you with the services you require.

Under the PPIP Act, you have the right to access your personal information held by Uralla Shire Council, without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances (e.g. if it is inaccurate). Should you wish to access or correct your personal information, please make a written request to the Privacy Contact Officer by:

- **Post:** PO Box 106, Uralla NSW 2358
- **Email:** council@uralla.nsw.gov.au

Government Information (Public Access) Act 2009 ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on 02 6778 6300.

1. APPLICANT'S DETAILS

Company Name.....

Surname..... Given Names

Postal address..... Postcode:

Telephone..... Mobile.....

Fax Number.....

Email.....

I agree to receive correspondence at the above email address.

2. GOVERNMENT INFORMATION

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, the agency may refuse to process your application.

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Are you seeking personal information? **Yes** **No**

Form of access

How do you wish to access the information?

Inspect the document(s) A copy of the document(s)
 Access in another way (please specify)

3. APPLICATION FEE

I attach payment of the **\$30 application fee** by cash cheque money order

(Note: please do NOT send cash by post)

4. DISCLOSURE LOG

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? **Yes** **No**

DISCOUNT IN PROCESSING CHARGES

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).

AND / OR

Special benefit to the public – please specify why below:

.....
.....

Applicant's signature:

Date:

Please post this form or lodge it at:

Uralla Shire Council
32 Salisbury Street
PO Box 106
URALLA NSW 2358

Or send via email to: council@uralla.nsw.gov.au

General information about the GIPA Act is available by calling the Office of the Information and Privacy Commission (IPC) on Freecall 1800 472 679 or at the website: www.ipc.nsw.gov.au/gipa-act

Office use only

Date application received:

File reference: