

AGENCY INFORMATION GUIDE

Government Information
(Public Access Act) 2009



HUNTER'S HILL COUNCIL



This Information Guide has been produced by Hunter's Hill Council in accordance with Section 20 of the Government Information (Public Access) Act 2009, and is reviewed regularly.

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

- The structure and functions of Hunter's Hill Council.
- The way in which the functions of Hunter's Hill Council affect members of the public.
- The avenues available to the public to participate in policy development and the exercise of Hunter's Hill Council's functions.
- The type of information available from Hunter's Hill Council and how this information is made available. The Information Guide is available on Council's website (www.huntershill.nsw.gov.au).



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STRUCTURE AND FUNCTIONS OF COUNCIL

About Hunter's Hill Council

Hunter's Hill Council was established in 1861 and is located in the lower north shore and northern suburbs of Sydney in the state of New South Wales. The Municipality has an area of 5.75 square kilometres and includes the suburbs of Hunters Hill, Woolwich, Huntleys Point, Huntleys Cove, Henley and part of Gladesville.



Basis of Constitution

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

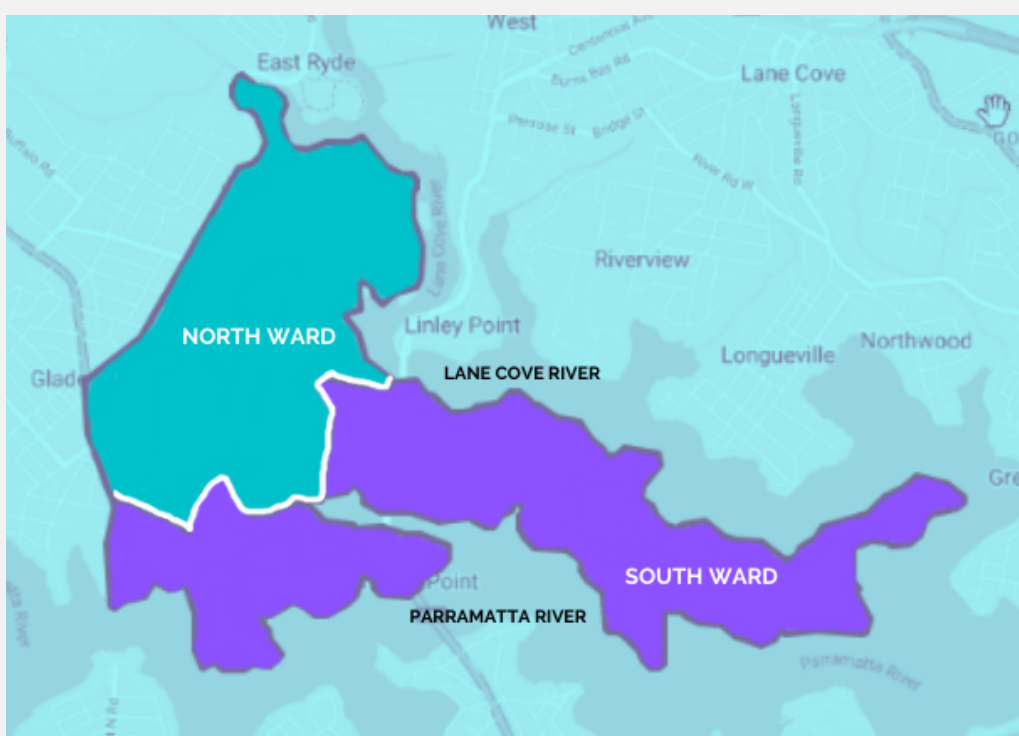
The Guiding principles for Councils are set out at section 8A of the Local Government Act 1993 and states that the following general principles apply to the exercise of functions of councils:

- Councils should provide strong and effective representation, leadership, planning and decision-making.
- Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
- Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.

- Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- Councils should work with others to secure appropriate services for local community needs.
- Councils should act fairly, ethically and without bias in the interests of the local community.
- Councils should be responsible employers and provide a consultative and supportive working environment for staff.

Organisational Structure and Resources

Hunter's Hill Council is divided into two wards (North and South) and is governed by the body of Councillors who are elected by the residents and ratepayers of the Hunters Hill municipality.



The role of Councillors collectively is to:

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

MAYOR OF HUNTERS HILL

Councillor Zac Miles



NORTH WARD

SOUTH WARD



Councillor Julia Prieston



Councillor Tatyana Virgara



Councillor Ross Williams



Councillor Richard Quinn



DEPUTY MAYOR
Councillor Elizabeth Krassoi



Councillor Jim Sanderson

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

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

A popularly-elected mayor, Councillor Zac Miles, was elected by the community at the 2021 local government elections.

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

The next local government elections are scheduled for September 2024 and will include a mayoral poll for the Hunters Hill local government area and the election of Councillors to represent the community on Hunter's Hill Council.



The role of the Mayor is to:

- be the leader of Council and a leader in the local community;
- advance community cohesion and promote civic awareness;
- be the principal member and spokesperson of the governing body, including representing the views of Council as to its local priorities;
- exercise, in cases of necessity, the policy-making functions of the governing body of Council between meetings of Council;
- preside at meetings of Council;
- ensure that meetings of Council are conducted efficiently, effectively and in accordance with the Local Government Act;
- ensure the timely development and adoption of the strategic plans, programs and policies of Council;
- promote the effective and consistent implementation of the strategic plans, programs and policies of Council;
- promote partnerships between Council and key stakeholders;
- advise, consult with and provide strategic direction to the Hunter's Hill Council General Manager in relation to the implementation of the strategic plans and policies of Council;

- in conjunction with the General Manager, to ensure adequate opportunities and mechanisms for engagement between Council and the local community;
- carry out the civic and ceremonial functions of the mayoral office;
- represent Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level;
- in consultation with the councillors, to lead performance appraisals of the General Manager;
- exercise any other functions of Council that Council determines.

The Principal Officer of the Council is the General Manager.

The General Manager has the following functions:

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



General Manager Mitchell Murphy

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

These divisions are:

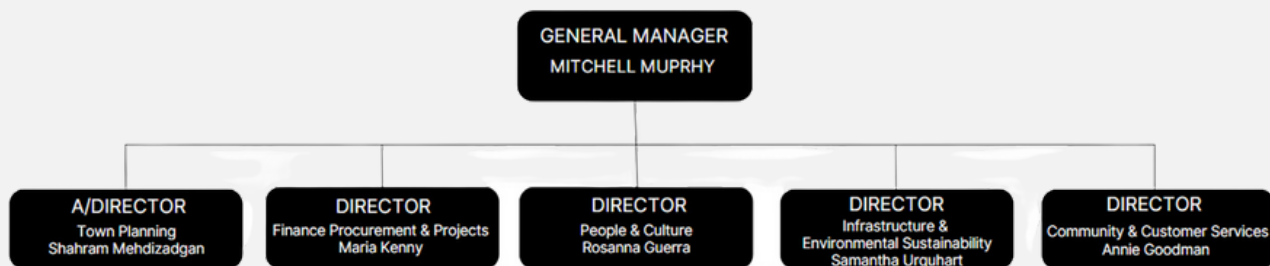
- General Manager's Unit
- Town Planning
- Finance, Procurement & Projects
- People & Culture
- Infrastructure and Environmental Sustainability
- Community Engagement & Customer Services

Council's Organisational Structure is set out below.

Organisational Overview

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

Organisation Chart: General Manager's Unit:



FUNCTIONS OF COUNCIL AND IMPACT ON THE PUBLIC

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

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

SERVICE FUNCTIONS

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

It also includes services related to the following:

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

REGULATORY FUNCTIONS

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

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

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

- Approvals for development and construction or demolition
- Orders
- Building Certificates

ANCILLARY FUNCTIONS

Ancillary functions affect only some members of the public. These functions include, 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

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

- Levying Rates
- Charges
- Fees
- Borrowings
- Investments

ADMINISTRATIVE FUNCTIONS

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

- Employment of staff
- Developing management plans
- Financial and performance reporting



ENFORCEMENT FUNCTIONS

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

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



COMMUNITY PLANNING AND DEVELOPMENT FUNCTIONS

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

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

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

LEGISLATIVE POWERS OF COUNCIL

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

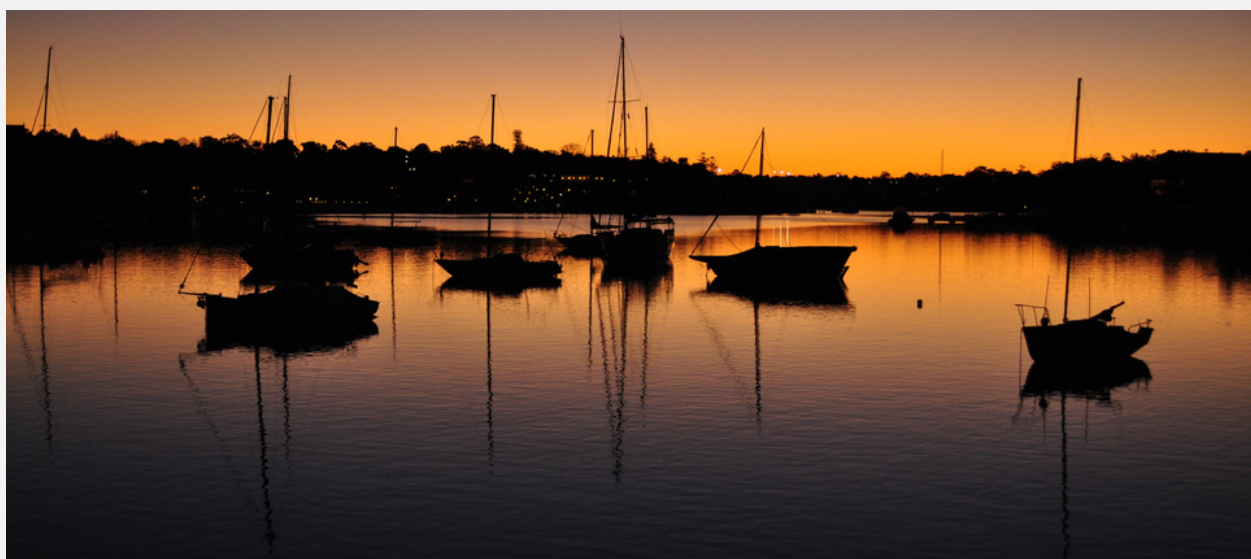
Section 21 of the Local Government Act 1993 confers or imposes the following functions on Council:

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

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

- Biodiversity Conservation Act 2016
- Biosecurity Act 2015
- Civil Liability Act 2002
- Community Land Development Act 2021 – planning functions as consent authority
- Companion Animals Act 1998 – companion animal registration and control
- Contaminated Land Management Act 1997 – managing contaminated lands
- Conveyancing Act 1919 – placing covenants on Council land
- Crown Land Management Act 2016
- Dividing Fences Act 1991
- Environmental Planning and Assessment Act 1979 - environmental planning
- Firearms Act 1996
- Fire and Rescue NSW Act 1989 - payment of contributions to fire brigade costs and furnishing of returns
- Fluoridation of Public Water Supplies Act 1957
- Food Act 2003 – inspection of food and food premises
- Government Information (Public Access) Act 2009 – publication of certain information and granting of access to other information by Council
- Heritage Act 1977 – rating based on heritage valuation
- Impounding Act 1993 – impounding of animals and articles
- Library Act 1939 – library services
- National Parks and Wildlife Act 1974 – protection of native wildlife

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



PUBLIC PARTICIPATION IN LOCAL GOVERNMENT

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

There are many ways you can participate in the local government policy process and you are encouraged to provide input on issues that Council is considering and read our community newsletters to stay informed.

Council holds consultation meetings about issues of concern across the local area, which are an excellent opportunity to meet and talk with Councillors and Council staff.

Council seeks community input by way of:

- Public consultation meetings
- Have your say surveys
- Online development applications, visit Council's [online DA tracker portal](#).



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. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote, but must register their intention to vote on the non-residential roll. Voting is compulsory.

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

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

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

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

The current Council, elected at the 4 December 2021 poll, consists of a popularly elected Mayor and six (6) Councillors.



MAKING REPRESENTATIONS TO COUNCILLORS

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

The contact details of the current elected members are:

MAYOR OF HUNTERS HILL

Councillor Zac Miles

mayor@huntershill.nsw.gov.au

Phone: 0435 785 168

DEPUTY MAYOR

Councillor Elizabeth Krassoi

elizabethkrassoi@huntershill.nsw.gov.au

Councillor Jim Sanderson

jimsanderson@huntershill.nsw.gov.au

Phone: 0403 669 940

Councillor Ross Williams

rosswilliams@huntershill.nsw.gov.au

Phone: 0417 490 646

Councillor Tatyana Virgara

tatyanavirgara@huntershill.nsw.gov.au

Councillor Julia Prieston

juliaprieston@huntershill.nsw.gov.au

Councillor Richard Quinn

richardquinn@huntershill.nsw.gov.au

PERSONAL PARTICIPATION

Ratepayers, residents and business are encouraged to have a say in what Council does.

Community participation in Council is a major focus of the Local Government Act 1993. The Act encourages councils to be open and accountable to the community. This is achieved by people having appropriate access to information, voting in polls and referendums, making submissions to Council and by Council meetings being open to the public. Council's website at www.huntershill.nsw.gov.au is regularly updated with notifications and information on Council's activities, meeting agendas and business papers. The website also publishes notices and exhibitions, tenders, news items, events and many Council documents and reports. The website is reviewed and updated on a regular basis to ensure information is accurate and timely. Council also provides information on Council activities, decisions and programs in the local newspaper.

COUNCIL MEETINGS

Members of the public are also able to attend Council meetings. Council meetings are held in the Council Chambers, Hunters Hill Town Hall, 22 Alexandra Street, Hunters Hill NSW 2110.

Council meetings are also live streamed via Council's YouTube channel, which can be accessed by following the link from Council's website.

The 2023 Schedule of meetings is set out below and may change from time to time and will be updated on the Hunter's Hill Council website:

DAY	DATE	TIME	
	January		No meeting - School Holidays
Monday	27 February	6pm	
Monday	27 March	6pm	
Monday	24 April	6pm	
Monday	22 May	6pm	
Monday	19 June	5.30pm	Extraordinary meeting
Monday	26 June	6pm	
Monday	24 July	6pm	
Monday	28 August	6pm	
Monday	18 September	6pm	Meeting held on 3rd week due to school holidays
Monday	23 October	6pm	
Monday	27 November	6pm	
Monday	18 December	6pm	Meeting held on 3rd week due to school holidays

ADDRESSING COUNCIL

A member of the public may be granted leave to address a meeting of the Council or Committee where the General Manager receives a request no later than 12 noon on the nominated day of the meeting. This provision is subject to the guidelines as outlined on Council's website on the [Guidelines for Public Participation at Council Meetings](#) page. Any person seeking to address a meeting under this clause will need to complete and lodge the Request to Address Council form before 12 noon on the day of the meeting. The form clearly establishes the conditions and qualifications under which permission is granted to address a meeting, and requires a person to accept those requirements.



COUNCIL COMMITTEES, ADVISORY GROUPS AND INDEPENDENT PLANNING PANE PL

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

1. Committees:

Audit and Risk Improvement Committee

Hunters Hill Local Traffic Committee

2. Advisory Groups:

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

3. Independent Planning Panels

Local Planning Panel
Sydney North Planning Panel

PUBLIC SUBMISSIONS

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

Exhibition documents are available at Council's customer service counter and on Council's website. Submissions should be addressed to:

The General Manager, Hunter's Hill Council, 22 Alexandra Street, HUNTERS HILL NSW 2110

Or via email to customerservice@huntershill.nsw.gov.au

ACCESS TO GOVERNMENT INFORMATION

Hunter's Hill Council is committed to the principle of open and transparent government. To facilitate public access to Council information, Council has adopted an Access to Information Policy. The object of this policy is to describe public and Councillor access to information and to facilitate the processing of requests for such access under the Government Information (Public Access) Act 2009 ("GIPA" Act).

Under the provisions of the GIPA Act, there is a right of access to certain information held by Council, unless there is an overriding public interest against its disclosure.

Hunter's Hill Council holds information in various formats in respect of a wide range of functions undertaken by it and information which is pertinent to different issues relating to the Hunter's Hill Council area.

Council implemented an electronic document and records management system in 2012, prior to this Council maintained a hardcopy records system. "Physical" development application files were created until 2020, when all development application files were closed. Development applications that were lodged in 2010 onwards, have been digitised and are retained in electronic format only.

The main types of "physical" files held by Council includes general subject files, development and building files, property files as well as street and park files. Hardcopy files are archived offsite, and are retrieved and digitised on demand. Council is continuing to make "Open Access Information" (as defined below) available electronically and on Council's, unless there is an overriding public interest against disclosure of the information as outlined in Section 14 of the GIPA Act.

This information may be made available either by informal release or via an access application in accordance with Section 7-9 of the GIPA Act.

Members of the public who require an information release can do so by contacting Council on (02) 9879 9400, or via Council's website.

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

1. Mandatory Proactive Release
2. Proactive Release
3. Informal Release
4. Formal Access Application

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

MANDATORY PROACTIVE RELEASE - OPEN ACCESS INFORMATION

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

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



Schedule 1 of the GIPA Act also stipulates that the following additional documents are to be provided as open access information by Council:

INFORMATION ABOUT COUNCIL

- The model code prescribed under Section 440 (1) of the Local Government Act 1993
- Code of Conduct and Procedures for the Administration of the Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Report
- Auditor's Report
- EEO Management Plan
- Community Strategic Plan
- Delivery/Operational Plan
- Payment of Expenses and the Provision of Facilities to Councillors' Policy
- Annual reports of bodies exercising functions delegated by Council
- Any codes referred to in the Local Government Act 1993
- Returns of the interests of Councillors, Designated persons and Delegates
- Agendas and Business Papers for Council and Committee Meetings as required by the Office of Local Government
- Minutes of Council and Committee Meetings as required by the Office of Local Government
- Departmental Representative Reports presented at a meeting of Council
- Council's Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti removal works
- Register of current Declarations of Disclosures of Political Donations
- Register of Voting on Planning Matters 5.1.2 Plans and Policies

PLANS AND POLICIES

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

INFORMATION ABOUT DEVELOPMENT APPLICATIONS

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

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports

- Submissions received on 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
- Records describing general nature of documents that Council decides to exclude from public view including internal specification and configurations, and commercially sensitive information.

While the above Development Application information is deemed open access information in accordance with the GIPA Act, the GIPA Act does not require or permit an agency to make open access information available in any way that would constitute an infringement of copyright.

Accordingly, some open access information may still be subject to copyright legislation, which will prevent Council's ability to publish or release that protected information without a licence from the owner of the copyright protected information.

Open Access Information does not apply to so much of the information referred to above as consists of:

- The plans and specifications for any residential part of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
- Commercial information, if the information would likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.



APPROVALS, ORDERS AND OTHER DOCUMENTS

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

PROACTIVE RELEASE

In addition to open access information, Council will make as much other information as reasonably possible publicly available, unless there is an overriding public interest against disclosure. Such information may include information frequently requested or information of public interest that has been released as a result of other requests.

INFORMAL RELEASE

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

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

Applications should be made to Council by submitting an Access to Information application form, available on Council's website www.huntershill.nsw.gov.au or by contacting Council on (02) 9879 9400.

Under informal release, Council has the right to decide by what means information is to be released.

FORMAL RELEASE

Prior to lodging a Formal Access Application Form, a person seeking information from Council should check if the information being sought is already available on Council's website or could easily be made available through an informal request application.

If information:

- Is not available via Proactive or Informal Release; or
- Involves a large volume of information, requires extensive research and accordingly will involve an unreasonable amount of time and resources to produce; or
- Contains personal or confidential information about a third party which may require consultation; or
- Is of a sensitive nature that requires careful weighing of the consideration in favour of and against disclosure; then

Council requires a Formal Access to Information Application be submitted.

Applications should be made to Council in writing by submitting the Access to Information Application form and should be accompanied by the GIPA prescribed application fee of \$30.00.

Additional \$30.00 hourly processing charges may be applicable.

Please note, an application will be invalid if it seeks access to excluded information of Council or does not meet the requirements for a Formal Access application. An application must:

- Be in writing
- Specify it is made under the GIPA Act
- State an Australian Postal address
- Be accompanied by the \$30.00 fee
- Provide sufficient detail to enable Council to identify the information requested.

FEES AND CHARGES

The Government Information (Public Access) Regulation requires that Open Access information held by Council, is to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents on Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website) and at the offices of the Council during ordinary office hours or at any other place as determined by the Council. Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges as set out in Council's Schedule of Fees and Charges. As set out in Clause 4.4, Formal Access Applications require payment of \$30.00 application fee and \$30.00 hourly processing charges may apply.



COPYRIGHT

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

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

- Arrange an appointment for you to view the information;
- Contact the copyright owner seeking permission for release of the documents; or
- Provide you with the copyright owners contact details.



ACCESS AND AMENDMENT TO COUNCIL DOCUMENTS



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

PUBLIC OFFICER - RIGHT OF INFORMATION OFFICER

The Director Finance, Procurement and Projects, Maria Kenny, has been appointed as the Public Officer. Amongst other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council.

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

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

Ms Maria Kenny Public Officer
Hunter's Hill Council
22 Alexandra Street
Hunters Hill NSW 2110

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

AGENCY INFORMATION GUIDE AUTHORITY

The Agency Information Guide Authority is the General Manager.

VERSION CONTROL TABLE

DATE	REVISION	KEY CHANGES	AUTHOR
October 2020	1	First publication	General Manager's office
July 2023	2	Content update	General Manager's office

