



Edward  
River  
COUNCIL

# INFORMATION GUIDE 2019-2020

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**Government Information (Public Access Act) 2009**



**INFORMATION ABOUT THIS DOCUMENT**

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<b>Related Procedures, Protocols, Statements, documents</b>	Information and Privacy Commission NSW Guideline 6: Agency Information Guides

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## 1. PREFACE

This Information Guide has been produced by Edward River 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 on Council's website at [www.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au) or from Council's Administration Office at 180 Cressy Street, Deniliquin during business hours.

## 2. LOCAL GOVERNMENT PRINCIPLES

Section 8 of the *Local Government Act 1993* (Local Government Act) 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 EDWARD RIVER COUNCIL

Edward River Council was proclaimed on 12 May 2016, following the amalgamation of the former Conargo Shire Council and Deniliquin Council into one strong, cohesive and dynamic organisation.

Edward River Council provides services and support to a community of approximately 9,000 permanent residents across a region covering 8,881 square kilometres, including the town of Deniliquin and the six rural villages of Blighty, Booorooban, Conargo, Mayrung, Pretty Pine and Wanganella.

Between May 2016 and September 2017, Council was led by a NSW Government-appointed Administrator, Ashley Hall, who was responsible for overseeing the implementation of the new Edward River Council.

This administration period formally ended on Thursday, 21 September 2017 after the Councillors elected at the Saturday, 9 September 2017 poll were sworn in. At this post-election meeting, Cr Norm Brennan and Cr Pat Fogarty were elected Mayor and Deputy Mayor, respectively.

#### 3.1 Vision and Values

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Our Vision and Values are contained in our Community Strategic Plan 2018-2030 which is available on Council's website: [www.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au)

##### Our Vision

Through consultation with government, community, business and industry, Edward River Council has developed a clear vision as to what we want the region to look like in 2030.

During this consultation, we developed a vision for the Edward River to strive toward:

*We are the centre of the Southern Riverina. Home to a connected and engaged community, driven by a diverse economy. We work together to lead our community, achieve our potential and embrace our future.*

This vision is designed to encourage commitment to our future and engender a sense of common purpose and responsibility in all stakeholders responsible for delivering Edward River 2030.

In 2030 our community wants the Edward River region to be:

- A great place to live
- A prosperous and vibrant economy
- A valued and enhanced natural environment
- A region with quality and sustainable infrastructure
- A community working together to achieve its potential

## Our Values

Values form the basis of our culture; they add meaning to work and provide a basis for consistent planning and decision-making across our organisation. Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

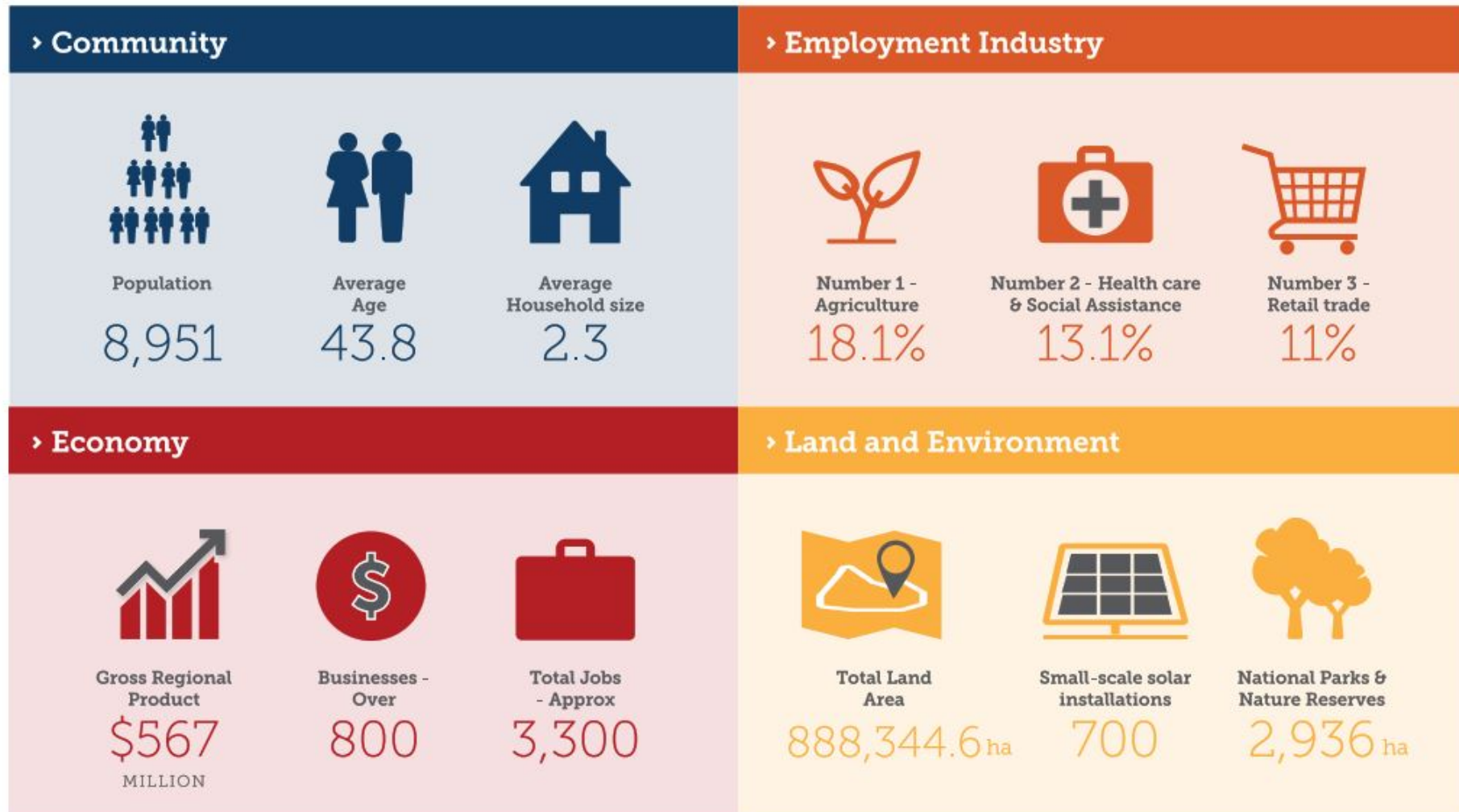
<b>L</b>	<b>Leadership</b> We seek to provide strong leadership for our community and customer. We lead with empathy and integrity.
<b>E</b>	<b>Excellence</b> We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
<b>A</b>	<b>Accountability</b> We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
<b>D</b>	<b>Delivery</b> We are committed to delivering results for our community and outstanding service to our customers.



### 3.2 Map of the Edward River Council Local Government Area



### 3.3 What and Who Make Up Edward River Council



## 4. STRUCTURE OF COUNCIL

Edward River Council's governing body comprises nine Councillors, all of whom were elected at the inaugural elections held on 9 September 2017. Councillors are elected to represent the entire region, rather than individual wards, with the Mayor and Deputy Mayor being elected by the Councillors.

Councillors are responsible for making decisions and developing policies that guide the activities of the Council. This role is performed at Council and Committee meetings, where the decision-making takes place. Our Councillors also provide leadership and guidance to the General Manager and facilitate communications between the Council as a governing body and the community.

Section 223 of the Local Government Act prescribes the collective role of Council's governing body as follows:

- To direct and control the affairs of the Council in accordance with the Local Government 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.

## 4.1 Role of the Councillors

Section 232 of the Local Government Act 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.



Cr Norm Brennan  
Mayor



Cr Pat Fogarty  
Deputy Mayor



Cr Peta Betts



Cr Marg Bull



Cr Ashley Hall



Cr Norm McAllister



Cr Peter McCrabb



Cr Nick Metcalfe



Cr Mac Wallace

## 4.2 Role of the Mayor

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Section 226 of the Local Government Act 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 Local Government Act;
- 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

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The General Manager is responsible for the efficient and effective operation of Edward River 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 Local Government Act 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 Local Government Act or any other Act.

### 4.4 Organisational Structure

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Following the departure of one of Edward River Council's three directors, the organizational structure now comprises of two Directorates and the Office of the General Manager. Together, the General Manager and two Directors comprise the organisations Executive Management Team and are responsible for providing the organisation with strong and effective leadership in delivering a diverse range of Council services to the community. The structure is represented in the graph on the following page.

## Edward River Council Organisational Structure



## 5. FUNCTIONS OF COUNCIL

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

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

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

- *Anti-Discrimination Act 1977;*
- *Community Land Development Act 1989;*
- *Community Services (Complaints, Review & Monitoring) Act 1993;*
- *Companion Animals Act 1998;*
- *Disability Services Act 1993;*
- *Environmental Planning & Assessment Act 1979;*
- *Fines Act 1996;*



- *Food Act 2003*;
- *Government Information (Public Access) Act 2009*;
- *Heritage Act 1977*;
- *Home Care Services Act 1988*;
- *Impounding Act 1993*;
- *Library Act 1939*;
- *Noxious Weeds Act 1993*;
- *Police (Special Provisions) Act 1901*;
- *Protection of the Environment Operations Act 1997*;
- *Privacy and Personal Information Protection Act 1998*;
- *Public Health Act 1991*;
- *Recreation Vehicles Act 1983*;
- *Roads Act 1993 & Road General Regulation 2000*;
- *State Emergency and Rescue Management Act 1989*;
- *State Emergency Service Act 1989*;
- *Strata Schemes (Freehold Development) Act 1973*;
- *Swimming Pools Act 1992*; and
- *Unclaimed Money Act 1995*.

Council also has certain reporting responsibilities to the Office of Local Government (OLG). The OLG 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

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As a service organisation, the majority of Edward River 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.
  - **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.
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- **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 Festival, 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

Edward River 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 9.00am on the third Thursday of each month from February to December at the Edward River Council Chambers, located at 180 Cressy Street, Deniliquin. 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) before 2.00pm on the day prior to the scheduled Council or Committee Meeting.

Business Papers are made available to the public on the Friday preceding the Council or Committee Meeting and can be accessed online from Council's website at [www.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au) or in person from Council's Administration Office at 180 Cressy Street, Deniliquin.

### Council Committees

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 Council Committee. Council operates committees, including those constituted under Section 355 of the Local Government Act and delegated functions of Council pursuant to Section 377 of that Act. Vacancies on Council Committees are publicised on Council's website at [www.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au) when they arise.

## Community Consultations

When developing a project, policy or plan, Edward River Council may undertake a 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.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au) and through Council's community newsletter.

## Public Submissions

Prior to adoption; all significant plans, strategies and policies of Edward River 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.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au) and can be inspected in person at Council's Administration Office at 180 Cressy Street, Deniliquin.

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 nine Councillors. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the Edward River Council 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. The 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.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au) and can be obtained from Council's Administration Office at 180 Cressy Street, Deniliquin.

## 6. COUNCIL INFORMATION

Edward River Council holds information, contained in both hard copy and electronic document form, which relates to a number of issues concerning the Edward River Council 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 Technology One ECM electronic document system in 2016. Following its introduction, hard copy, physical files were largely dispensed with, except for development/building/construction applications.

### Physical Files

Prior to 2016, 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 maintains a Policy Register, which is available for inspection on Council's website at [www.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au) or in person at Council's Administration Office at 180 Cressy Street, Deniliquin.

### 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 on Council's website at [www.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au) or in person at Council's Administration Office at 180 Cressy Street, Deniliquin. Any current or previous documents of this type may be inspected by the public free of charge.

Copies can be supplied, where copyright provisions do not apply, for reasonable copying charges, in accordance with Council's adopted Fees and Charges.

## 6.1 Open Access Information

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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;
- 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 Local Government Act); 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 Local Government Act;
- 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 Local Government Act, and any reasons given under section 136 of the Local Government Act;
- 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

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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 reasonable 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

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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.

**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

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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

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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 a disclosure log for inspection by the public.

## 7. PERSONAL INFORMATION

Edward River 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 and disclosure for Edward River 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 Edward River Council is voluntary; no law requires you to provide any personal information to Edward River Council, however, failure to provide certain personal information to Edward River 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 Edward River 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 Edward River Council by:

- **Post:** PO Box 270, Deniliquin NSW 2710
- **Email:** [council@edwardriver.nsw.gov.au](mailto:council@edwardriver.nsw.gov.au)