AGENCY INFORMATION GUIDE

BROKEN HILL
CITY COUNCIL

AUSTRALIA'S FIRST HERITAGE LISTED CITY

QUALITY CONTROL

KEY THEME	4. Our Leadership		
OBJECTIVE	4.1 Openness and Transparency in Decision Making		
STRATEGY	4.1.5 Support the organisation to operate within its legal framework		
FUNCTION	Corporate Support		
FILE REFERENCE No	11/118	EDRMS No	D16/1194
RESPONSIBLE OFFICER	Public Officer		
REVIEW DATE	November 2023		

DATE	ACTION	MINUTE No
27 November 2019	Endorsed for release to Information Commissioner	46130
26 February 2020	Adopted	46181
November 2020	Document reviewed and amended	N/A
27 November 2020	Endorsed for release to Information Commissioner	46413
24 February 2021	Adopted	46442
November 2021	Document reviewed and amended	N/A
24 November 2021	Endorsed for release to Information Commissioner	
23 February 2022	Adopted	46750
30 November 2022	Document reviewed and amended	N/A
21 December 2022	Endorsed for release to Information Commissioner	47075
29 March 2023	Adopted	47153
20 December 2023	Endorsed for release to Information Commissioner	47425
31 January 2024	Adopted	47447

NOTES	Front cover image: Council Chamber
ASSOCIATED DOCUMENTS	Community Strategic Plan Your Broken Hill 2040 Long Term Financial Plan 2024-2032 Delivery Program 2022-2026 incorporating Operational Plan 2023/2024 Schedule of Fees and Charges 2023/2024 Privacy Management Plan Records Management Policy

TABLE OF CONTENTS

1. INTRODUCTION

1.1   What is an Agency Information Guide?

An Agency Information Guide is a guide developed in accordance with Section 20 of the *Government Information (Public Access) Act 2009* (GIPA Act).

The section of the Act clearly outlines what information must be included in an Agency Information Guide.

1.2   Why does Council need to have an Agency Information Guide?

In accordance with Section 20 of the Act, Council must have an Agency Information Guide.

Council has a strong commitment to assisting those who wish to view or obtain information under GIPA Act and encourages people who request information to contact the Public Officer.

1.3   What does the Agency Information Guide include?

In accordance with Section 20 of the Act, Council (referred to as the agency in the Act) must have an Agency Information Guide that:

a)   describes the structure and functions of the agency; and

b)   describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public; and

c)   specifies 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; and

d)   identifies the various kinds of government information held by the agency; and

e)   identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available; and

f)   specifies the manner in which the agency makes (or will make) government information publicly available; and

g)   identifies 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.

2. ABOUT THE CITY

"When you think of regional Australia, when you think of mining, when you think of the ethos of Australia, you think of Broken Hill"

The City of Broken Hill is the largest regional centre in the western half of New South Wales. It lies in the centre of the sparsely settled New South Wales Outback, close to the South Australian border and midway between the Queensland and Victorian borders.

POPULATION	
2022	**17,569
2016	*18,114
Female population	*51.3%
Male population	*48.7%

** 2022 ABS Estimated Resident Population

* 2016 ABS Estimated Resident Population

WORKFORCE	
Local Jobs	*7,548
Local Businesses	*968
Gross Regional Product (GRP)	$0.98 billion

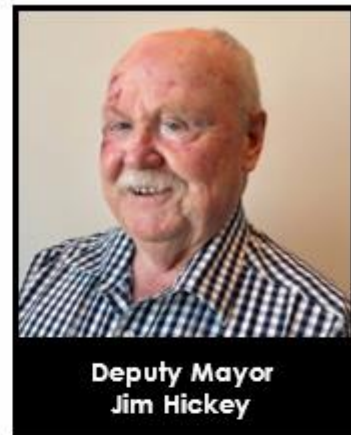* National Institute of Economic and Industry Research (NIEIR) 2022

INDUSTRY	$(M)	JOBS
Mining, Construction, Manufacturing	$258.2	1,807
Household Services*	$228.4	3,208
Public Administration and Safety	$46.1	462
Retail Trade	$38.7	750
Tourism	$106.11	524

*Household Services refers to Accommodation and Food Services, Education and Training, Health Care and Social Assistance, Arts and Recreation Services and Other Services

Source: www.profile.id.com.au

3. ABOUT COUNCIL

The Mayor and Councillors of Broken Hill have many responsibilities to the Council and the community. All Councillors, in accordance with the *Local Government Act 1993*, must "represent the collective interests of residents, ratepayers and the local community"; "facilitate communication between the local community and the governing body"; and "is accountable to the local community for the performance of the council".

Mayor
Tom Kennedy

Deputy Mayor
Jim Hickey

Councillor
Bob Algate

Councillor
Michael Boland

Councillor
Marion Browne

Councillor
Allan Chandler

Councillor
David Gallagher

Councillor
Hayley Jewitt

Councillor
Ron Page

Councillor
Darriea Turley AM

4. COUNCIL ORGANISATION STRUCTURE

The Executive Leadership Team (ELT) provides clear and consistent leadership and decision making, which supports the delivery of the strategic priorities and direction of the operational business for the City. This team is led by the General Manager and includes Director Finance and Commercial, Director Corporate and Community, Director Infrastructure and Environment, Executive Manager Place Activation, Executive Manager People and Culture and Manager Communications and Marketing.
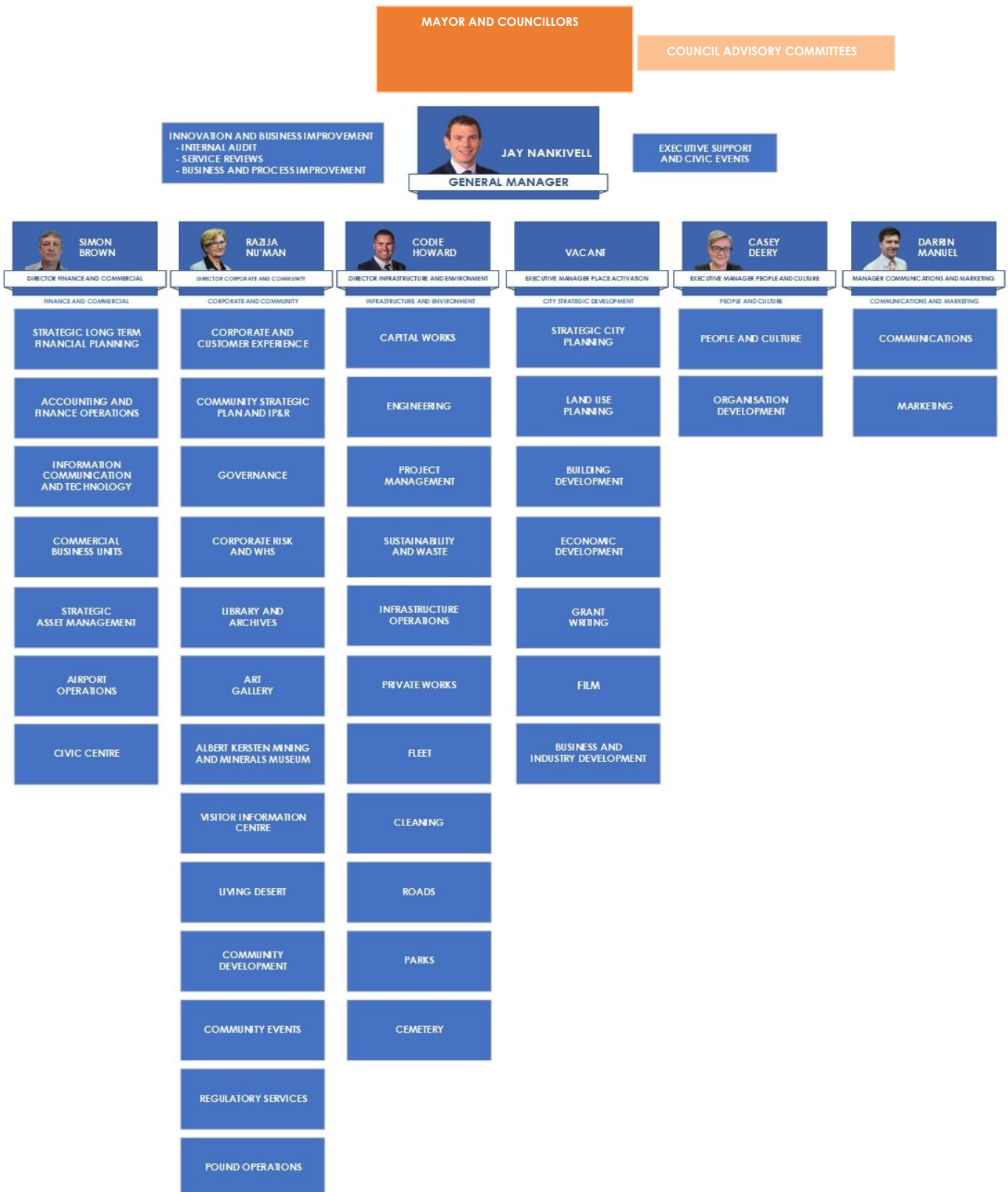
4.1 Roles and Responsibilities of Council in Decision Making

Council is made up of a body of ten Councillors whose role is to ensure Council's vision is articulated and fulfilled, to govern the Broken Hill local government area and to:

- Set the direction of the affairs of the Council in accordance with the *Local Government Act 1993*

- Play a key role in the creation and review of Council's policies, objectives and plans relating to the exercise of Council's regulatory functions

- Participate in the optimum allocation of Council's resources for the benefit of the City

- Represent the interest of the residents and ratepayers and facilitate communication between the community and the Council

- Review organisational performance.

The General Manager's role is to:

- Ensure the effective and efficient operation of the Council's organisation

- Ensure the implementation without undue delay, of decisions of the Council

- Provide the day-to-day management of the Council

- Appoint staff in an organisational structure and resources approved by the Council

- Implement the Council's Equal Opportunity Management Plan

- Carry out other functions as may be conferred or imposed by the *Local Government Act 1993*.

5. FUNCTIONS OF COUNCIL

KEY THEME 1 – OUR COMMUNITY

Arts & Culture
Charles Rasp Memorial Library
Broken Hill Regional Art Gallery
Albert Kersten Mining & Minerals Museum
Broken Hill Archives

Community Development
Community Assistance

Community Facilities
Cemetery
Broken Hill Regional Aquatic Centre
Halls and Community Centres
Public Amenities

Local Transport
Bus Shelters
Footpaths and Bike Tracks
Road Furniture
Local Roads
Car Parks
Traffic Control

Open Spaces
Parks and Reserves
Sportsgrounds

Public Health
Health Administration and Inspections

Public Order
Sustainabilty and Environmental Management
Parking and Other Ranger Services
Animal Control

Public Safety
Street Lighting
Emergency Services

KEY THEME 2 – OUR ECONOMY

Economic Development
Economic Development
Civic Centre
Area Promotion and Events

Property Development
Land Development and Sales

Strategic Transport
Regional Roads
State Roads
Airport

Tourism Development
Tourism

Film
Film Promotion
Film Activities

KEY THEME 3 – OUR ENVIRONMENT

Waste Management
Waste Management Operations
Garbage Collection
Street Cleaning

Sustainability After Mining
Willyama Common
Regeneration Area

Natural Environment
Noxious Weeds
Living Desert

Environmental Footprint
Water
Energy

Built Environment
Historic Buildings Preservation
Town Planning

Stormwater Management
Stormwater Drainage
Kerb and Gutter

KEY THEME 4 – OUR LEADERSHIP

Leadership & Governance
Elected Members
General Manager

Financial Management
Corporate Services Management
Financial Control
Revenue
Payroll
Procurement and Payables

Corporate Support
Risk Management and Insurance
Information Technology Services
Records Management
Human Resources
Governance
Organisation Culture

Customer Relations
Media and Communications
Customer Relations

Asset Management
Infrastructure Engineering Management
Infrastructure Administration
Asset Management and Technical Services

Operations Management
Mechanics Workshop
Plant and Vehicle Maintenance
Warnock Street Works Depot
Private Works
Billable Works

Buildings & Property
Buildings - Structures Maintenance and Operations
Buildings - Property Commercial

6. HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

All Council's functions effect the community, whether directly or indirectly. Council is conscious of accountability to the public for its actions and strives for open communication and community consultation to ensure maximum customer satisfaction.

Council's functions, as depicted on the previous pages, affect the public as follows:

6.1 Service Functions

The provision and maintenance of library services, community health, waste removal and disposal, recreational facilities, environmental protection, industry and tourism and development assistance.

6.2 Regulatory Functions

Approval of all building and development in the City and ensuring that all approvals and certificates are issued in accordance with the relevant Acts. Developments are made in the best interest of the public and are made in accordance with all Council's ecologically sustainable development codes and policies.

6.3 Ancillary Functions

These functions affect only a minority of Council's residents and involve matters such as the resumption of land, powers of entry and inspection over land, all of which is dealt with in the best interest of Council's residents.

6.4 Revenue Functions

Revenue functions affect the community directly as it is a function which affects the financing of services and facilities provided to residents. Revenue is obtained from rates, charges, fees, borrowings, and investments.

6.5 Administrative Functions

The administrative functions of the Council do not directly affect residents. However, functions such as employment of staff and compliance with Council's statutory obligations including management plans, financial reporting and annual reporting all have an impact on the community.

6.6 Enforcement Functions

Under the *Local Government Act 1993* and other related legislation Council has a statutory responsibility to enforce local by-laws such as alcohol-free zones and regulations delegated by other levels of government, eg food safety inspections. These are applied in the best interest of the community.

7. PUBLIC PARTICIPATION

Council wants to understand and consider community concerns about the impact of services and decisions.

In a changing local government environment, councils must ensure that services are in keeping with future opportunities and the existing needs and expectations of its community.

To achieve this aim, to increase accountability and transparency of operations, Council is committed to keeping the community informed and engaged through ongoing and quality communication.

7.1   Particpation at Council Meetings

Council welcomes the public to attend Council meetings which are held on the last Wednesday of each month, commencing at 6.30pm. At this meeting, Reports of the General Manager, Mayoral Minutes, Planning Matters, Public Access and Matters Referred from Previous Council Meetings, Notices of Motions and Matters for Information are presented. Council may also consider confidential matters in Closed Session with the resolutions from these meetings announced in public prior to the close of the meeting.

Members of the public attending Council meetings have an opportunity to address Council at the meeting. For information on how to register to speak, contact Council or refer to current procedures on Council's website.

7.2   Written Submissions to Council and Councillors

Residents and ratepayers are encouraged to make written submissions, or personal representations through their elected local representative.

Written submissions to Council or to individual local Councillors may be made in writing and addressed to:

> Broken Hill City Council
> PO Box 448
> Broken Hill NSW 2880

7.3   Council Business Papers

Council agendas are made publicly available and are usually uploaded on to Council's website the Friday prior to the Ordinary Monthly Council meeting.

Agendas can also be viewed at the Charles Rasp Memorial Library or at Council's Administrative Centre.

Minutes from previous Council meetings are also made publicly available on Council's website as soon as possible after they have been endorsed.

7.4   Community Consultation – Having Your Say

Council invites the community to have their say on the formation of Council's policy and service delivery. Council communicates with the community and encourages communication and feedback through various channels such as Council's website, Council's official Social Media channels, surveys, advertising in the local newspaper, radio stations and media releases.

7.5   Documents on Public Display

All significant plans, strategies and policies of 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 on Council's website, at the Charles Rasp Memorial Library or at Council's Administrative Centre and submissions should be addressed to the General Manager.

7.6   Section 355 Committees

Council also co-ordinates a range of Section 355 Asset and Advisory Committees.

A Section 355 Committee is a committee established under Section 355 of the *Local Government Act 1993*, to assist Council with the operation and maintenance of various Council facilities and services.

Managing community assets is an essential part of Council activities and the community of Broken Hill has strong representation on a number of Council committees to help manage the City's interests and public assets.

There are eight Asset Committees and three Advisory Committees. They include:

Asset Committees

1. Alma Oval Community Committee

2. BIU Band Hall Community Committee

3. ET Lamb Memorial Oval Community Committee

4. Friends of the Flora and Fauna of the Barrier Ranges Community Committee

5. Memorial Oval Community Committee

6. Norm Fox Sporting Complex Community Committee

7. Picton Sportsground Community Committee

8. Riddiford Arboretum Community Committee

Advisory Committees

1. Ageing Well Advisory Committee

2. Broken Hill Heritage Committee

3. Broken Hill Regional Art Gallery Advisory Committee

4. Community Strategic Plan Round Table Committee

5. Youth Advisory Committee

Members of the public are encouraged to nominate for a position on Section 355 Committees.

8. INFORMATION HELD AT COUNCIL AND HOW TO ACCESS

Council holds information in various formats in respect of the wide range of functions undertaken by it as well as information which is pertinent to different issues relating to the Broken Hill City Council Local Government Area.

There are 4 main ways in which Council provides access to information:

1. **Mandatory Proactive Release**

2. **Authorised Proactive Release**

3. **Informal Release**

4. **Formal Access Applications**

Under the *Government Information (Public Access) Act 2009, (GIPA Act)*, there is a right of access to certain information held by Council, unless there is an overriding public interest against its disclosure. Any applications made under the *GIPA Act* will be processed in accordance with the requirements of the *GIPA Act*.

8.1 Mandatory Proactive Release - Open Access Information

Under Schedule 1 of the Government Information (Public Access) Regulation 2018, Council must make the following information, classified as 'open access information', publicly available unless there is an overriding public interest against disclosure.

Where possible, open access information will be made available on Council's website (www.brokenhill.nsw.gov.au). Where open access information is not made available on Council's website, it will be made available for viewing at Council's Administrative Building during normal business hours.

Fees: A fee may apply for the release of information. Fees are detailed in Council's Schedule of Fees and Charges, updated each financial year and available on Council's website. An example of when a fee may be applied includes staff searches of building/development records, copy of building plans, a bound copy of the Local Environmental Plan, or Local Environmental Plan maps.

8.1.1 Information about Council		
Document/Record Type	**Description**	**How to Access**
Agency Information Guide	This document sets out the functions of Broken Hill City Council and the type of information held by Council and how it an be accessed.	Council's website www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3ivY6Ju
Council Policies	Documents used to exercise Council functions.	Council's website www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3qt8R19
Register of Government Contracts.	A register of contracts awarded by Broken Hill City Council valued at $150,000 or more.	Council's website www.brokenhill.nsw.gov.au – or alternatively click here https://bit.ly/3qw8YsW

8.1.1 Information about Council		
Document/Record Type	**Description**	**How to Access**
Disclosure Log of Formal (Access) Applications for Information	The *GIPA Act* requires Council to publish a Disclosure Log that records details of formal requests for information (access applications) where Council considers that the information requested may be of interest to other members of the public.	Council's website www.brokenhill.nsw.gov.au – or alternatively click here https://bit.ly/3wC7uON
The Model Code of Conduct prescribed under Section 440(1) of the *Local Government Act 1993*	Outlines the conduct obligations of Council officials.	Council's website www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3qrDSCB
Code of Meeting Practice	Summarises the procedures for all Council and Council Committee Meetings.	Council's website www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3qrDSCB
Annual Report inclusive of Annual Financial Statements	Outlines Council's performance and achievements against its key strategies and objectives.	Council's website www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3n7cGHa
Auditor's Reports	Outlines the financial position of Council and is included in the Annual Financial Statements.	Auditor's Reports – see Financial Statements or alternatively click here https://bit.ly/3gVNFyn
Equal Employment Opportunity Management Plan	Policy that outlines the equal employment opportunities wthin Council.	Informal request for information https://bit.ly/3OW1p8R
Policy concerning the Payment of Expenses incurred by and the Provision of Facilities to Councillors	A policy to ensure that Councillors receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties.	Council's website www.brokenhill.nsw.gov.au – Councillor Support Policy, alternatively click here https://bit.ly/2YF6jl5
Annual Reports of bodies Exercising Functions Delegated by Council	S355 Community Committees provide Annual Reports and are reported to Council and the community.	Council's website www.brokenhill.nsw.gov.au – Council Meeting Business Papers – click here https://bit.ly/3qsPW6r
Any Codes referred to in the *Local Government Act 1993*	The codes are referenced in Council's Code of Conduct Policy and Code of Meeting Practice Policy	Council's website www.brokenhill.nsw.gov.au – Policies or alternatively click here https://bit.ly/2YDzgh8

8.1.1 Information about Council		
Document/Record Type	**Description**	**How to Access**
Returns of Interests of Councillors, Designated Persons and Delegates	Returns of interest are reported to Council each September.	Council's website www.brokenhill.nsw.gov.au – Access to Information – click here https://bit.ly/30qKlNX Council Meeting Business Papers – click here https://bit.ly/3qsPW6r
Agendas and Business papers fro any meeting of Council or any Committee of Council	Monthly reports to Council Ordinary Meeting including Extraordinary Meetings.	Council's website www.brokenhill.nsw.gov.au – Meetings – click here https://bit.ly/3qsPW6r
Minutes of any meeting of Council or any Committee of Council	Minutes recording the records of any meeting of Council or any Committee of Council, inclusive of adopted recommendations by Council.	Council's website www.brokenhill.nsw.gov.au – Meetings – click here https://bit.ly/3qsPW6r
Land Register	A register of all lands vested in Council, or under its control.	Informal request for information https://bit.ly/3OW1p8R
Register of Investments	A written report setting out details of all monies that have been invested under Section 625 (2) of the *Local Government Act 1993,* and reported to Council monthly.	Council's website www.brokenhill.nsw.gov.au Council - "Meetings", "Minutes and Agendas". Click here https://bit.ly/3qsPW6r
Register of Delegations	A register of the functions delegated to the Mayor, General Manager, and to Council staff, which is adotped each term of Council.	Council's website www.brokenhill.nsw.gov.au Access to Information – Click here https://bit.ly/30qKlNX
Register of Graffitit Removal Works	A register containing records of graffiti removal works that are maintained in a database.	Informal request for information https://bit.ly/3OW1p8R
Register of current Declarations of Disclosures of Political Donations	A register containing information regarding disclosures of political donations.	Informal request for information https://bit.ly/3OW1p8R
Register of Voting on Planning Matters	Documents containing information of voting on planning matters availabe for viewing by members of the public – Council Business Paper (Resolution of Council) or NSW Regional Planning Panel.	Council's website www.brokenhill.nsw.gov.au or alternatively Council Business Paper https://bit.ly/3qsPW6r Or NSW planning portal www.planningportal.nsw.gov.au

8.1.2 Plans and Policies		
Document/Record Type	**Description**	**How to Access**
Local Policies adopted by Council concerning approvals and orders	Provide guidance for those particpating in the local approvals process and specify criteria which Council will take into consideration in determining applications for approval under the *Local Government Act 1993.* Criteria to be considered before issuing certain order under section 124 of the *Local Government Act.*	Council's website www.brokenhill.nsw.gov.au Policies - Local Approvals Policy and Local Orders Policy – Click here https://bit.ly/3F7afdR
Plans of Management for Community Land	Outlines the plans in the management of Broken Hill City Council.	Informal request for information https://bit.ly/3OW1p8R
Environmental Planning Instruments, Development Control Plans and Contribution Plans	The principal legal documents for controlling all development within Broken Hill City Council.	Council's website www.brokenhill.nsw.gov.au or click here https://bit.ly/3ol6CKr

8.1.3 Information about Development Applications		
Document/Record Type	**Description**	**How to Access**
Register of Development Applications Lodged and Determined	A register listing the full details of Development Applications lodged and determined.	Informal request for information – Development Applications after 1 July 2010 https://bit.ly/3OW1p8R Formal request for information – Development Applications prior to 1 July 2010 https://bit.ly/3ixFrNv Or Council's website www.brokenhill.nsw.gov.au - DA Tracker – Click here https://bit.ly/3F8exBF
Environmental Planning Instruments, Development Control Plans and Contribution Plans	The legal documents and frameworks for controlling all development within Broken Hill City Council municipality.	Council's website www.brokenhill.nsw.gov.au – Click here https://bit.ly/3D4ujgl

8.1.3 Information about Development Applications		
Document/Record Type	**Description**	**How to Access**
Development Applications and associated documents including, but not limited to: Application Form, Determination and Conditions, Officer's Delegated Authority report, Statement of Environmental Effects, Plans (excluding floor plans), Construction and Occupation Certificates, Home Warranty Insurance documents, Acoustic Consultants' reports, Structural Certification documents, Heritage Consultants' reports, Land Contamination reports, Tree Inspection Consultants' reports	Development and Construction application files and associated documents.	Informal request for information – Development Applications after 1 July 2010 https://bit.ly/3OW1p8R Formal request for information – Development Applications prior to 1 July 2010 https://bit.ly/3ixFrNv Or Council's website: DA Tracker - Click here https://bit.ly/3F8exBF
Submissions received on Development Applications	Responses by individuals providng their comments in relation to the Development Application.	Informal request for information – Development Applications after 1 July 2010 https://bit.ly/3OW1p8R Formal request for information – Development Applications prior to 1 July 2010 https://bit.ly/3ixFrNv Council's website: www.brokenhill.nsw.gov.au - DA Tracker - Click here https://bit.ly/3F8exBF Note: Council considers the balance test for public interest in protecting the personal information of submitters.
Records of decisions on Development Applications including decisions on appeals	A record of all development applictions received and determined by Council.	Informal request for information – Development Applications after 1 July 2010 https://bit.ly/3OW1p8R Formal request for information – Development Applications prior to 1 July 2010 https://bit.ly/3ixFrNv Council's website: www.brokenhill.nsw.gov.au - DA Tracker - Click here https://bit.ly/3F8exBF

8.1.4 Approvals, Orders and Other Documents		
Document/Record Type	**Description**	**How to Access**
Applications for approvals under section 68 of the LG Act	Applications and associated documents received for approval under Section 68 of the *Local Government Act*.	Informal request for information https://bit.ly/3OW1p8R
Applications for approvals under any other Act and any associated document	Application regarding approval other than Development Application.	Informal request for information https://bit.ly/3OW1p8R
Records of approvals granted or refused, any variation from Council Policies reasons for the variation and decisions made on appeals concerning approvals	A record of approvals granted or refused for specific approvals other than development applications.	Informal request for information https://bit.ly/3OW1p8R
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*	Order issued and complied with under section 124 of the *Local Government Act*.	Informal request for information https://bit.ly/3OW1p8R
Orders given under the Authority of any other Act	Order issued and complied with under the authority of other Acts.	Informal request for information https://bit.ly/3OW1p8R
Records of Building Information Certificates (Building Certificates) under the *Environmental Planning and Assessment Act 1979*	Record of Building Information Certificates (Building Certificates) issued under the *Environmental Planing & Assessment Act 1979*.	Informal request for information https://bit.ly/3OW1p8R Copies of Building Certificates are subject to a fee as per Council's Schedule of Fees and Charges
Plans of land proposed to be compulsorily acquired by Council	A plan on authority that is excercised by Council in Compulsory acquiring land.	Informal request for information https://bit.ly/3OW1p8R
Compulsory Acquisition Notices	A notice relating to a specific site which is to be compulsorily acquired.	Informal request for information https://bit.ly/3OW1p8R
Leases and Licenses for use of Public Land classified as Community Land.	Leases and Licenses for use of Public Land classified as Community Land.	Informal request for information https://bit.ly/3OW1p8R

8.2 Authorised Proactive Release Information

The *GIPA Act* encourages Council to go beyond the minimum mandatory disclosure requirement, unless there is an overriding public interest against disclosure. This is a discretionary power to release information in any manner considered appropriate, free of charge or at the lowest reasonable cost.

Council will make the following information of public interest available on the website where possible, as part of authorised proactive release.

8.2.1 Administration and Governance		
Document/Record Type	**Description**	**How to Access**
Community Strategic Plan (CSP)	Plan outlines the community's aspirations and main priorities for the future.	Council's website: www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3H99Fy9
Delivery Program inclusive of Opertional Plan	Details the principal activities to be undertaken by Council to implment the stragtegies in the Community Strategic Plan.	Council's website: www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3Dd58Zc
Progress reports on Delivery Program	Reports on progress of the activities and actions detailed in the Delivery Program.	Council's website: www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3F70uMK
Long Term Financial Plan	Inclusion in Resourcing Straegy for the provision of resources required to implement the CSP.	Council's website: www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3DljAhu
Workforce Management Plan	Inclusion in Resourcing Straegy for the provision of resources required to implement the CSP.	Council's website: www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3n9EFGm
Approved Council strategies an plans	Plans/documents used in connection with the functions.	Council's website: www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3wRMvYt
Disability Inclusion Action Plan (DIAP)	Outlines Council's commitment to improving opportunities for people with a disability of all ages to access the full range of services and activities available in the community.	Council's website: www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3oswAfo
Progress report on Disability Inclusion Action Plan	Reports on progress of the activities and actions detailed in the Disability Inclusion Action Plan.	Council's website: www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3oswAfo

8.2.1 Administration and Governance		
Document/Record Type	**Description**	**How to Access**
State of the Environment Reports (SOE)	Report on envrionmental activities and indicators undertaken to enhance and protect the local environment.	Council's website: www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3oogH9G
End of Term Report	Report on Council's achievements in implementing the CSP over the term of the Council (4 years).	Council's website: www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3CcrDfg
Community Management Committees	Delegated authority to manage some of Council facilities and functions.	Council's website: www.brokenhill.nsw.gov.au – Section 355 Community Committees – or alternatively click here https://bit.ly/3F71kJo
Schedule of Fees and Charges	Pricing policy – fees and charges for the current finanical year.	Council's website: www.brokenhill.nsw.gov.au or alternatively click here https://bit.ly/3op1OUq

8.3 Informal Release

Access to information that is not available as mandatory or authorised proactive release may be provided through discretionary release.

Council is authorised to release information unless there is an overriding public interest against disclosure. Informal release can enable the release of as much information as possible, however Council is also authorised to redact content from information released, if its inclusion would otherwise result in an overriding public interest against disclosure.

Applications can be made to Council by submitting an Informal Request for Information. The *GIPA Act* does not set a limit for the processing of informal requests for information, therefore these requests are balanced against the other duties for which the Governance team is responsible and can take up to 20 working days to finalise.

8.4 Formal Access Applications

A formal access application is required to be submitted if the information being sought:

- Is not available via proactive or informal release;

- Is of a sensitive nature that requires careful weighing of the considerations in favour of, and against, disclosure;

- Contains personal or confidential information about a third party that may require consultation; or

- Would involve an unreasonable amount of time and resources to produce.

Applications must be made to Council by:

- Submitting the Formal Request for Information Form, together with the application fee ($30). Additional processing charges may be applicable at a rate of $30 per hour;

- Specify clearly that it is made under the *GIPA Act;*

- Provide sufficient detail to enable Council to identify the information requested; and

- Include an Australian postal address

Note: An application will be invalid if it seeks access to excluded information of Council or does not meet the formal requirements for an access application.

Council will advise the applicant within 20 working days of receipt of the request of its decision to provide information and in cases where the applicant is aggrieved by Council's determination, an appeal may be lodged. Information on how this may be done will be included with Council's determination notice.

8.5   Proactive Release Program

Council will undertake an annual Proactive Release Program to ensure that it complies with Mandatory and Authorised Proactive Release obligations under the *Government Information (Public Access) Act 2009.*

Proactive release involves an agency making information or documents it holds or collects publicly available, on its own accord without someone making an information access request, to promote open and transparent government.

The benefits of proactive release include:

- Improved service delivery

- Increased community participation in government processes and decision-making

- Better informed community

- Reduced costs and resourcing needs by decreasing the number of access applications

The Corporate Governance and Compliance Team will manage and coordinate the annual proactive release review in consultation with relevant business units:

DATE	STAGE	ACTION
June	Preliminary	Engage with business units regarding: • the process and timeline • guidance in identifying information for proactive release • communicating the roles and responsibilities
July	Identify	Business units to identify information in their area that: • can be considered for proactive release • has been proactively released within the previous 12 months Business unit owners to submit an annual review summary report to Corporate Governance and Compliance Team.

DATE	STAGE	ACTION
August	Assess	The Corporate Governance and Compliance Team will assess information identified for proactive release, by applying the public interest test.
		The data will be collated in an annual review report, detailing whether information should be released.
		Legal services may be consulted where deemed necessary.
September	Consult	The Corporate Governance and Compliance Team will provide a draft annual review report to Council's Public Officer and business owners for endorsement, for the referral to Council's Executive Leadership Team (ELT) to seek approval.
October	Approve	The Corporate Governance and Compliance Team will submit an annual review report for the proactive release of government information to ELT.
		The ELT will have the final authority to determine whether the information identified in the review report is published or not.
		ELT may consult with business unit owners before making a final decision.
November		The Corporate Governance and Compliance Team will update the organisations' Agency Information Guide in accordance with any approved actions, and present to Council for endorsement to submit to the IPC for annual review.

9. OTHER GOVERNMENT OPEN DATA

In Australia, there are many other open data initiatives. Open data are large datasets available to anyone with an interent connection.

The **federal government** open data portal can be accessed via data.gov.au

Data.gov.au is a centralised source of Australian open government data. In addition to government data, publicly funded research data and datasets from private institutions that are of public interest can also be found here.

The **NSW government** portal can be accessed via data.nsw.gov.au

Data. NSW aims to increase the safe use of data across NSW government, to support better customer service, policy development, responsiveness, and innovation.

10. HOW DO I CONTACT COUNCIL

HOW?	CONTACT DETAILS
IN PERSON	Council Administrative Centre 240 Blende Street Broken Hill NSW 2880
POST	Broken Hill City Council PO Box 448 Broken Hill NSW 2880
PHONE	08 8080 3300
FAX	08 8088 3424
EMAIL	council@brokenhill.nsw.gov.au
OPENING HOURS	9.00 am to 4pm Monday to Friday

10.1 Contact

For specific information or enquiries regarding access to information at Broken Hill City Council, please contact:

The Public Officer
PO Box 448
Broken Hill NSW 2880
Phone: 08 8080 3300
Email: council@brokenhill.nsw.gov.au

If you wish to learn more about your right to information, please contact the Information and Privacy Commission at www.ipc.nsw.gov.au