



PUBLICATION GUIDE

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Preface

This Publication Guide has been produced by Auburn City Council in accordance with Section 20 of the Government Information (Public Access) Act 2009.

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

- the structure and functions of Auburn City Council
- the way in which the functions of Auburn City Council affect the public
- the avenues available to the public to participate in policy development and the exercise of Auburn City Council's functions
- the kinds of information available from Auburn City Council and how this information is made available
- how members of the public and staff may access and seek amendment to records relating to their personal affairs if they are incomplete, incorrect, out of date or misleading.

The Publication Guide is available on Council's website www.auburn.nsw.gov.au or from Council's Administration Centre during business hours.

JOHN BURGESS
General Manager
July 12, 2011

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1. About Auburn City Council

1.1 Background

The Auburn Local Government Area is situated in inner western Sydney and comprises the suburbs of Auburn, Berala, Lidcombe, Newington, Regents Park, Rookwood, Silverwater, Sydney Olympic Park and Wentworth Point.

The history of Auburn commenced with the Aboriginal people, who lived in the area until European settlement in the late 1700s. Auburn City Council recognises that for thousands of years prior to European settlement the Wangal Aboriginal people lived along the Parramatta River and Duck Creek which are within the Auburn area.

The area was settled in the 1790s as a farming district and was known as Liberty Plains. It was proclaimed a Borough (or Municipality as it later became known) on February 19, 1892 with Silverwater being added to the Borough in 1906. Lidcombe Council was abolished and amalgamated with Auburn Municipal Council on January 1, 1949.

The Local Government Act 1993 which commenced on July 1, 1993 resulted in the word “Municipal” being dropped from Councils’ titles (i.e. the title changed from “Auburn Municipal Council” to “Auburn Council”).

In April 2006, Council began the process to have the Auburn Local Government Area proclaimed a city. At the September 2008 Local Government Elections, 72.4% of voters voted in favour of the name change to “Auburn City Council”. Subsequently, after further submissions to the Department of Local Government, the Government Gazette No.105 of July 17th, 2009 gave notice of the proclamation dated June 24th, 2009 by Professor Marie Bashir AC, CVO Governor of the State of New South Wales constituting the area of Auburn as the City of Auburn.

The region has grown significantly over the last century with the development of the surrounding suburbs. In more recent times, Council has become recognised as one of the most culturally diverse communities in the Sydney metropolitan area.

1.2 Council's Charter

Section 8 of the Local Government Act 1993 provides a charter for Councils which has been adopted as the principles and guidelines for Auburn City Council as follows:-

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
- to exercise community leadership
- to exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism
- to promote and to provide and plan for the needs for children
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
- to have regard to the long term and cumulative effects of its decisions
- to bear in mind that it is the custodian and trustee of public assets and to effectively account for and manage the assets for which it is responsible
- to facilitate the involvement of Councillors, members of the public, users of facilities and services and Council staff in the development, improvement and co-ordination of local government
- to raise funds for local purposes by the fair imposition of rates, charges and fees by income earned from investments and when appropriate, by borrowings and grants
- to keep the local community and the state government (and through it the wider community) informed about its activities
- to ensure that in the exercise of its regulatory functions, it acts consistently and without bias particularly where an activity of the Council is affected to be a responsible employer

1.3 Council's vision, mission & values

Auburn City Community Strategic Plan 2011-2021 is Auburn City Council's key planning document that is based on its community aspirations for the future of Auburn City. It also includes a shared vision of what the community expect Auburn to become in a little over two decades into the future.

Those documents underpin Council's belief in **'Many Cultures – One Community'** and acknowledge the contribution made by many people from all walks of life, young and old, who helped develop the vision.

The Auburn City Community Strategic Plan 2011-2021 establishes a framework on which to build a plan of action to manage future challenges including for example:

- increases in population and a high percentage of aged people
- further urbanisation
- the constant need to protect and enhance green space, and
- the need to consistently build a sustainable community based on the principles of harmony, respect, and a strong robust interactive community

In 2009, the total estimated population of the Auburn City Council area was 76,047. Since the 2006 Census, the LGA experienced significant growth with the population increasing by 11.5% (7,817 residents), the highest percentage growth rate in Western Sydney. As an older, well-established area Auburn has seen its" population increase due to substantial development in the suburbs of Newington and Wentworth Point as well as the redevelopment of areas such as Auburn and Lidcombe with increasing residential densities.

Accommodating this growth will challenge Council and our community. Our geographic location in Western Sydney, in close proximity to Parramatta and well connected to the major road and rail network, is a contributing factor to our rate of growth. There will be impacts on the urban form and environment to accommodate increased dwellings and employment. Additionally, it will be a challenge for Council and its partners to meet the community's diverse needs for facilities and services.

The population mix is part of Auburn's strength; and people have shown that they expect, with integration, a new and vibrant Auburn will emerge.

The cultural diversity and languages of the new Auburn add fresh dimensions to the community's potential to market to a global population, and stimulate its business and tourism potential.

1.4 Our Motto

Many Cultures, One Community

1.5 Our Vision:

- Auburn City is a community with a sense of pride.
- A place which celebrates cultural diversity.
- An inclusive, harmonious and welcoming community.
- A place of learning and leadership.
- A vibrant centre of economic growth.
- A sustainable city.

1.6 Our Commitments:

- A commitment to good governance, transparent and accountable practices
- A commitment to economic, environmental and social sustainability
- A commitment to excellence, respect, integrity and to making a difference

1.7 Our Themes:

1. OUR COMMUNITY – Diverse and Inclusive
2. OUR PLACES – Attractive and Liveable
3. OUR ENVIRONMENT – Healthy and Green
4. OUR LEADERSHIP – Visionary and Responsible

2. Structure and Functions of Auburn City Council

Council's Role

Representatives

Council comprises 10 Councillors who are elected by the community of the Auburn Local Government Area every four years.

On July 4, 2006, Council received approval from the Minister for Local Government to reduce the number of Councillors from twelve to ten, pursuant to Section 224A of the Local Government Act 1993. This reduction took effect at the next Local Government elections in September 2008.

Elected Representatives' Responsibilities

Sections 226 and 232 of the Local Government Act 1993 outline the responsibilities of the elected representatives (Councillors) as members of the governing body of the council, which (among other things) requires the Mayor to:

- Exercise, in case of necessity, the policy making functions of the governing body of council between meetings of council.
- To exercise such other functions as council determines.
- To preside at meetings of the council.
- To carry out civic ceremonial functions of the mayoral office.

All elected representatives are required, as members of the governing body of the council to:

- Direct and control the affairs of council in accordance with the Local Government Act 1993.
- Participate in the optimum allocation of council's resources for the benefit of the local government area.
- Play a key role in the creation and review of council's policies, objectives and criteria relating to the exercise of Council's regulatory functions.
- Review the performance of the council and its delivery of service, management plans and revenue policies of the council.

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

- Represent the interests of residents and ratepayers.
- Provide leadership and guidance to the community.
- Facilitate communication between the community and council.

Election of Mayor

Councillors elect one of their number in September each year to be the Mayor for the next 12 months.

Council Meetings

Council meets on the third Wednesday of each month, in the Council Chambers, Civic Precinct, 1 Susan Street, Auburn, to consider matters requiring a decision by the Council.

Council Meetings are open to the public, except on occasions when there is discussion of confidential items such as sensitive legal or commercial matters.

Business Papers are available on the second Monday before each Council meeting at:

Auburn City Council Website (www.auburn.nsw.gov.au)

Council's Customer Service Centre
Civic Precinct
1 Susan Street
Auburn

Auburn Central Library
Civic Precinct, Auburn

Participation in Decisions

Residents may be provided with the opportunity to address the Council at each of its meetings on any matter listed for consideration at the meeting.

Prior notification of a desire to address Council is required in writing addressed to the General Manager. The granting of approval to address Council is at the discretion of Council in each case.

Council's decisions are implemented by Council's staff under the leadership of the General Manager.

Monitoring Organisational Performance

Auburn City Council's performance is monitored through quarterly reviews of the Operational Plan and a review of the Delivery Program every six months. The quarterly reviews include Progress Reports on:-

- Achievement of actions, comprising both services and projects, set out in the Operational Plan.
- Completion of programs in the Delivery Program.
- Achievement of key performance indicators in the Operational Plan and Performance Measures in the Delivery Program.
- Financial results compared to budget projections.

General Manager’s Role

Section 334 of the Local Government Act 1993 prescribes that a council must appoint a person to be its general manager.

Section 335 of the Local Government Act 1993 sets out the functions of the general manager of a council:

- The general manager is generally responsible for the efficient and effective operation of the council’s organisation and for ensuring the implementation, without undue delay of the decisions of the council.

The general manager has the following particular functions –

- the day-to-day management of the council;
- to exercise such of the functions of the council as are delegated by the council to the general manager;
- to appoint staff in accordance with an organisation structure and resources approved by the council;
- to direct and dismiss staff
- to implement council’s EEO Management Plan

Auburn City Council’s structure is made up of the following departments:-

- General Manager’s Department
- Planning & Environment Department
- Works & Services Department
- Business & Finance Department
- People & Places Department

Auburn City Council’s organisational structure and the major functions of each department are outlined below –

Planning & Environment Department	Works & Services Department	Business & Finance Department	General Manager’s Department	People & Places Department
<p><i>Functions:</i></p> <ul style="list-style-type: none"> • Environmental and Land Use Planning • Development Assessments and Building Certification • Regulatory Control, including Environmental Protection (noise, air water pollution). • Animal Control. • Public Health (food handling, Legionella, fire safety, etc. • Strategic Planning 	<p><i>Functions:</i></p> <ul style="list-style-type: none"> • Roads & Footpaths • Drainage • Land & Buildings • Parks and Recreation Management • Traffic • Waste Management • Asset Management • Property Management 	<p><i>Functions:</i></p> <ul style="list-style-type: none"> • Finance (including Planning, setting of Fees, and Rates) • Purchasing • Administration • Corporate Information Technology • Customer Services • Support services for the Mayor and Councillors • Co-ordination of Council and Committee meetings • Access to Council Documents 	<p><i>Functions:</i></p> <ul style="list-style-type: none"> • Organisation leadership • Major issues • Policy development • Economic development • Public Relations • Human Resources • Internal Audit • Internal Ombudsman 	<p><i>Functions:</i></p> <ul style="list-style-type: none"> • Library Services • Child Care • Community Services (including Social planning)

3 How Council functions affect members of the public

The Auburn City Community Strategic Plan 2021 reflects aspirations of Auburn community through four (4) strategic themes:

- Our Community - *Diverse and Inclusive*
- Our Places - *Attractive and Liveable*
- Our Environment - *Healthy and Green* and
- Our Leadership - *Visionary and Responsible*.

The “outcomes” are the end result of what the Council will do to achieve each of the themes in the next 10 years. These outcomes and ‘what the Council will do’ directly affect the members of the public. These are:

Theme One: Our Community - *Diverse and Inclusive*

Outcomes	What the Council Will Do
A well-informed community	Communicate strategies, policies and plans to the Auburn Community <ul style="list-style-type: none"> • Investigate and respond to customer requests and complaints • Provide accessible information on a range of areas and services • Provide a responsive customer service system
Promotion of Community Pride and well being	<ul style="list-style-type: none"> • Prepare/implement programs that enhance community pride and well being • Continue representing Auburn Council and community • Prepare/implement a range of public education initiatives to address Council and community identified issues • Plan and support service provision in response to community needs • Develop and coordinate a range of lifelong learning activities and programs • Provide and support opportunities for employment generation • Provide access and facilitate increased participation to a range of leisure and recreational opportunities
A community that embraces cultural expression and social inclusion	<ul style="list-style-type: none"> • Prepare/implement strategies that achieve cultural integration and promote cultural expression
A community that feels safe	<ul style="list-style-type: none"> • Prepare/implement Community Safety initiatives

Our Places - *Attractive and Liveable*

High quality Urban development	<ul style="list-style-type: none"> • Promote better design • Prepare strategic land use plans and policies that improve the urban environment
Inviting and well used public spaces	<ul style="list-style-type: none"> • Manage and maintain public open space • Provide safe and updated play equipment
Attractive public spaces and town centres	<ul style="list-style-type: none"> • Deliver Public Domain Improvement Programs • Undertake street cleaning program • Regulate commercial activities in public spaces • Facilitate local investment, business growth, local jobs and employment opportunity
Good transport and traffic management	<ul style="list-style-type: none"> • Advocate for better transport services • Commission and manage traffic and transport studies and works
Movement of people that is safe, accessible and efficient	<ul style="list-style-type: none"> • Manage car parking to maximise economic development and public safety • Design and Implement traffic controlling devices • Prepare/implement Traffic Management Schemes • Prepare/implement the Pedestrian Access and Mobility Plan • Prepare/implement Bicycle Plan • Manage roads, footpaths and car parks for safety, accessibility and efficiency
Community assets managed for current and future generations	<ul style="list-style-type: none"> • Plan for new assets and manage existing infrastructure in response to demographic trends • Prepare/implement Capital Works Program • Prepare facility management plans for Council's car parks • Maximise return on investments for Council properties • Continue to maintain and update parks/playgrounds, sporting and library facilities
A place that celebrates cultural identity and heritage	<ul style="list-style-type: none"> • Manage our natural and cultural heritage

Our Environment - *Healthy and Green*

A sustainable natural environment	<ul style="list-style-type: none"> • Prepare/implement Biodiversity Study • Collaborate with regional partners to protect and maintain our rivers and waterways • Manage Auburn City Golf course in a sustainable way • Monitor and manage stormwater • Monitor and manage Floodplain Risk • Maintain safe and attractive park and street trees • Monitor building sites for sediment erosion • Provide recycling and waste collection services
Minimise our ecological footprint	<ul style="list-style-type: none"> • Prepare/implement Energy Savings Action Plan • Prepare/implement Water Savings Action Plan • Implement sustainable practice in Council operations • Implement strategies to achieve better recycling practices • Deliver programs to improve bushland corridor
An environmentally aware and active community	<ul style="list-style-type: none"> • Provide environmental education • Prepare and enforce strategy to address illegal waste dumping • Prepare State of Environment Report
Compliance with public and Environmental health standards	<ul style="list-style-type: none"> • Regulate and enforce environmental and public health regulations • Undertake animal control to ensure public safety

Our Leadership - *Visionary and Responsible.*

Effective and accountable governance	<p>Represent council at state, agency workshops, information sessions and forums</p> <ul style="list-style-type: none"> • Provide highest standards of Customer Service • Prepare/implement Communication Plan • Prepare/implement processes to enhance Governance • Provide support to civic leadership • Comply with all statutory reporting requirements • Ensure all operations across the council comply with the integrated planning and reporting framework
Financially sustainable Council	<ul style="list-style-type: none"> • Implement Auburn City Council's financial management and operations • Continue to develop sound financial management policies and practices that help • ensure Council's long term financial sustainability • Effectively manage Council's commercial properties
Successful partnerships	<ul style="list-style-type: none"> • Develop, facilitate and support productive partnerships with community, business and • all tiers of government

Our Leadership - *Visionary and Responsible.* (Cont'd)

<p>Attract and retain quality workforce</p>	<ul style="list-style-type: none"> • Review and implement Workforce Management Plan • Investigate and acquire a Human Resources Management System • Promote health and implement staff well being programs • Improve and maintain Council's existing Traineeship Program • Council becomes employer of choice
<p>Continuous improvements and innovations</p>	<ul style="list-style-type: none"> • Update and upgrade technology to provide additional functionality and improvements • Investigate e-business opportunities • Conduct audit of Council's operations and services for improvements and effectiveness • Monitor and manage cost and efficiency of plant and fleet equipment
<p>Performance is awarded and recognised</p>	<ul style="list-style-type: none"> • Showcase Council projects for conferences and awards programs • Host a range of awards programs within Auburn City

All the functions listed above are subject to Council's decisions, either by direct resolution of Council, by a process adopted under a Council Policy, by action under Delegations of Authority by specific personnel or groups, or under specific legislation all of which provides a legal basis for that function, decision or determination. The decision making process therefore has a direct effect upon the provision of the functions and services to the Auburn community.

Council's determination of development applications under the Environmental Planning & Assessment Act 1979 has legal force in the control of development and building work in the Council area. Council's Integrated Planning and Reporting Framework documents set out how ratepayers' funds will be utilised in areas such as road and footpath maintenance and construction, parks and other recreational facilities, and health control measures including garbage collection, etc.

Council's functions are prescribed primarily by the Local Government Act, 1993. Council also has responsibilities under certain other Acts, such as:

Anti-Discrimination Act 1977	Police (Special Provisions) Act 1901
Community Land Development Act 1989	Protection of the Environment Operations Act 1997
Community Services (Complaints, Review & Monitoring) Act 1993	Privacy and Personal Information Protection Act 1998
Companion Animals Act 1998	Public Health Act 1991
Disability Services Act 1993	Recreation Vehicles Act 1983
Environmental Planning & Assessment Act 1979	Roads Act 1993 & Road General Regulation 2000
Fines Act 1996	State Emergency and Rescue Management Act 1989
Food Act 2003	State Emergency Service Act 1989
Government Information (Public Access) Act 2009	Strata Schemes (Freehold Development) Act 1973
Heritage Act 1977	Swimming Pools Act 1992
Home Care Services Act 1988	Unclaimed Money Act 1995
Impounding Act 1993	
Library Act 1939	
Noxious Weeds Act 1993	

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

4 How the public can participate in Council's policy development and the exercising of functions

Auburn City Council offers a number of methods to members of the public wishing to participate in Council's Policy formulation and the implementation of Council's functions.

The Council ordinarily meets on the third Wednesday of each month at 6.30pm (save for December or January in each year as may be determined by the Council). Members of the public may attend all Council meetings and meetings of its Committees. Members of the public may also participate in the following community forums which are designed specifically to provide the public with the opportunity to review and make suggestions to Council on the respective issues put before them -

- Public Exhibition of plans (including the annual management plan), draft policies and other proposals
- Community Survey
- Council Consultation with Community Groups
- Direct Communication with Residents
- Public Meetings

Council Meetings, Items on Public Exhibition and Public Meetings are advertised in the local newspaper, the 'Auburn Review' prior to their occurrence. Documents such as those related to public exhibitions and the Council Meeting Business Paper (detailing items for Council's consideration at the Meetings) are made available on the Council's website www.auburn.nsw.gov.au or upon request.

In accordance with the Local Government Act, 1993, Council is required to advertise certain draft policy documents for public comment before formal adoption. Members of the public are thereby able to make comment which are then referred to Council for its consideration.

A full agenda/Business Paper is available for viewing on the Council Website – www.auburn.nsw.gov.au. or at the Council's Civic Precinct and at Auburn Library from the second Monday before each regular meeting. Copies of Council and Committee Meeting Business Papers are available free of charge to the public.

Council provides a subscription service for the supply of its meeting agendas and minutes via post or email at a fee determined by Council annually. The fee relates to the cost of providing the service, not a charge for the actual Business Paper or Minutes.

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 on a matter must make a request in writing (email, fax or letter) before 4pm on the day of the meeting.

Residents are also able to participate directly in Council's affairs by joining one of the community committees that manage and provide advice on various Council services and facilities. These committees are either given delegated powers by the Council to undertake various community orientated tasks or are advisory committees to Council. Information on community committees can be obtained from the General Manager's Department.

Council from time to time calls public meetings for the purpose of consulting with the community on issues that are significant, or are likely to affect a large part of the community. Public meetings when called, are advertised to the community by way of a letter to the residents directly affected or by advertisement in a local newspaper and on Council's Website. Members of the public may attend the public meetings and make comment on the proposal at hand or provide written submissions for consideration by Council.

5 Documents

a. Documents held by Council

Council holds documents (hard copy and/or electronic form) that relate to a number of different issues concerning the Auburn local government area. These documents are grouped into 4 types:

1. Electronic documents
2. "Physical files"
3. Policy documents
4. General documents

Council implemented the TRIM electronic document management system in January 2001 and after that date hard copy, physical files were dispensed with, except for development/building/construction applications.

Prior to 2001, the main type of "physical" files held by Council included general subject files, development and building files, property files, and street and park files.

b. Policy documents

Council has a register of policy documents which is available on Council's website at www.auburn.nsw.gov.au

c. General documents (Refer to listings below)

Access to Council documents

Information prior to 2001 will not be made available on Council's website. This information may however be made available either by informal release or via a formal access application in accordance with Sections 7 to 9 of the Government Information (Public Access) Act, 2009 (GIPA Act), unless there is an overriding public interest against disclosure of the information as outlined in Section 14 of the GIPA Act. Members of the public who require an informal release or an access application can do so by completing the relevant application forms located on Council's website at www.auburn.nsw.gov.au or by contacting Council on 9735 1222.

Open Access Information

The following list of documents or categories of documents are available for free public access under the Government Information (Public Access) Act 2009 (GIPA Act).

The GIPA Act and Regulations require that these documents, be made publicly available for inspection, free of charge. The public is entitled to inspect these documents on Council's website www.auburn.nsw.gov.au (unless there is an unreasonable additional cost to Council to publish these documents on the website) or by personally visiting the offices of Council during ordinary office hours.

These documents are:

1. *Information about Council, Plans and Policies*

- Publication Guide
- Policy documents
- Disclosure Log for access applications
- Register of Council Contracts
- Records (kept under section 6) of the open access information (if any) that it does not make publicly available on the basis of an overriding public interest against disclosure
- information as may be prescribed by the regulations as open access information
- The model code prescribed under section 440 (1) of the LGA
- Council's adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Statements
- Auditor's Report
- Auburn City Community Strategic Plan 2021
- Delivery Program
- Operational Plan
- EEO Management Plan
- Privacy Management Plan
- State of the Environment Report
- Manual of Standard Procedures
- Policy concerning the Payment of Expenses Incurred by, and the Provision of Facilities to, Councillors
- Annual Reports of Bodies Exercising Functions Delegated by Council
- Returns of the Interests of Councillors, Designated Persons and Delegates
- Agendas and Business Papers for any meeting of Council or any Committee of Council open to the public
- Minutes of Council and Committee Meetings open to the public
- Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti removal works
- Register of Voting on Planning Decisions
- Register of Donations and Expenditure Declarations
- Register of Disclosure Statements re Planning Applications and Submissions
- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans

2. *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
- Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations, and commercially sensitive information

3. *Approvals, Orders and Other Documents*

- Applications for approvals under part 7 of the LGA
- Applications for approvals under any other Act and any associated documents received
- Records of approvals granted or refused, and 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 LGA, and any reasons given under section 136 of the LGA
- Orders given under the Authority of any other Act
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land

Where any of the above open access information is not available on Council's website, it will be made available for viewing at Council's Civic Precinct during normal business hours. Copies of the documents will also be available for a reasonable copying charge.

Authorised Proactive Release

In addition, Council will make as much other information as possible publicly available in an appropriate manner, including on its website. The information will be available free of charge or at the lowest reasonable cost. Such other information includes frequently requested information 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 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.

Formal Access Applications

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

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

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

Other Matters

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

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

For further information about accessing Council information, including exemptions, time limits and rights of review, please refer to Council's Access to Information Policy.

Copies of Council documents placed on public exhibition are also generally available in all Libraries throughout the exhibition period. For enquiries about specific documents please telephone Council on 9735 1222, and speak to the appropriate Council Officer.

6 How members of the public may access and amend Council documents concerning their personal affairs

Members of the public can access their personal information held by Council in the following ways:

- under the *Government Information (Public Access) Act 2009 (NSW)* by making informal request for your information, or
- applying for access under the *Privacy and Personal Information Protection Act*, under Information Protection Principle 7, or
- applying for access to any health information under the *Health Records Information and Privacy Act*.

Members of the public can amend their personal information held by Council in the following ways:

If you think that your personal or health information held by Council is incorrect, you can ask the Right to Information Officer to amend it under:

- Information Protection Principle 8 in the *Privacy and Personal Information Protection Act*
- Part 6A of the *Privacy and Personal Information Protection Act* or
- Health Privacy Principle 8 under the *Health Records Information and Privacy Act* (if you wish to correct your health information).

7 Right to Information Officer

Council has appointed two Right to Information Officers who are responsible for determining applications for access to documents or for the amendment of records. If however you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Manager Administration. Enquiries should be addressed as follows:

Manager Administration
Auburn City Council
PO Box 118
AUBURN NSW 1835

Email: auburncouncil@auburn.nsw.gov.au

For further details on the Government Information (Public Access) Act 2009 or changes to the Right to Information, please visit the Officer of the Information Commissioner website www.oic.nsw.gov.au, or contact the Office as follows -

Free call telephone: 1800 INFOCOM (1800 463 626)
Email: oiinfo@oic.nsw.gov.au
Postal address: GPO Box 7011 Sydney NSW 2001
Or visit the office at Level 11, 1 Castlereagh Street, Sydney
Between 9am and 5pm Monday to Friday (excl. Public Holidays)