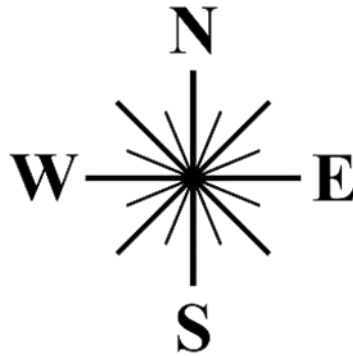


CENTRAL DARLING



SHIRE COUNCIL

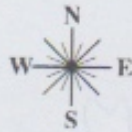
ORDINARY COUNCIL MEETING

ATTACHMENTS

WEDNESDAY, 28 SEPTEMBER 2022

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CENTRAL DARLING SHIRE COUNCIL
Constituted 1 May 1959

COMMUNITY GRANTS APPLICATION

APPLICANT'S DETAILS

Applicant: ANGLICAN PARISH OF BROKEN HILL AND
THE FAR WEST.
 Address: P.O. Box 185,
BROKEN HILL, 2880
 Telephone: 0429 874402 or 0406 824990
 Email: bhfwanglicans@yahoo.com.au
 ABN: 88794375326
 Bank Account Name: ANZ Broken Hill
 BSB: 012551
 Account Number: _____

PROJECT/ACTIVITY DETAILS

Name of Project/Activity: St Mary's Church, White Cliffs
 Amount of Funding Requested: The annual water rates
 Brief Description of Project/Activity:

We have recently received an account for water rates for our church at White Cliffs.

This church is used at most, once a year for a church service, as needed.

There is a community group who meet at the Church occasionally and who look after the building. Participants are non-church members but who have the historical perspective at hand.

We humbly request the waiving of the water rates.

AUTHORISATION OF APPLICANT

Name: Revd Helen Ferguson PSM,
 Position: Rector
 Signature: [Handwritten Signature]
 Date: 25/7/2022

PRIVACY STATEMENT

Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.

The purpose for collecting your personal information is to obtain and record details to assess your application. The intended recipients of the personal information collected includes Council officers, delegates or other agents contracted by Council. If necessary for reporting purposes, your name will be made publicly available on Council's website. Your contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.

The supply of your personal information is voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.

You may make an application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer by email council@centraldarwin.nsw.gov.au or addressed to Central Darling Shire Council, PO Box 165, Wilcannia NSW 2836.

Your information will be collected and stored by Central Darling Shire Council, 21 Reid Street, Wilcannia NSW 2836.

Grant Title	Column1	Total Approved Grant Funds	Grants Received 2019	Grants Received 2020	Grants Received 2021	Grants Received 2022	Grants Received 2023	Grant Funding Received Prior to Current Financial Year	Grant Funding Received YTD 2023	Total Grant Funding Received	Grant Funding to be Received	Expended 18-19	Expended 19-20	Expended 20-21	Expended 21-22	Total Expended Prior to Current Financial Year	Expended 22-23	Total Expended	Total Unexpended Balance	Grant Completion Date	Oncost Applicable	GST	
Stronger Country Communities Fund Rounding	CAPITAL	\$ 1,395,084.00	\$ 460,377.00		\$ 460,377.00			\$ 920,754.00	\$ -	\$ 920,754.00	\$ 474,330.00	\$ 235,325.39	\$ 341,100.29	\$ 759,771.64	\$ 28,008.69	\$ 1,364,206.01	\$ 30,336.59	\$ 1,394,542.60	\$ 30,877.99	30/06/2021	N	N	
Stronger Country Communities Fund Rounding	CAPITAL	\$ 760,340.00			\$ 304,136.00			\$ 304,136.00	\$ -	\$ 304,136.00	\$ 456,204.00			\$ 154,605.40	\$ 370,242.74	\$ 524,848.14		\$ 524,848.14	\$ 235,491.86	30/06/2022	N	N	
Maaka Cultural Centre	CAPITAL	\$ 3,500,000.00						\$ -	\$ -	\$ -	\$ 3,500,000.00					\$ -		\$ -	\$ 3,500,000.00	30/06/2024	N	N	
Upgrade of Pooncarrie Road	CAPITAL	\$ 37,500,000.00		\$ 500,000.00	\$ 8,000,000.00	\$ 8,500,000.00		\$ 8,500,000.00	\$ -	\$ 8,500,000.00	\$ 29,000,000.00		\$ 874,516.78	\$ 2,914,047.78	\$ 17,444,711.93	\$ 21,233,276.49	\$ 4,295,745.95	\$ 25,529,022.44	\$ 16,266,723.51		Y	N	
Local Roads and Community Infrastructure Program	CAPITAL	\$ 3,721,674.00			\$ 856,098.82	\$ 358,110.00		\$ 856,098.82	\$ -	\$ 856,098.82	\$ 2,865,575.18			\$ 593,090.38	\$ 792,153.01	\$ 1,385,243.39	\$ 154,603.48	\$ 1,539,846.87	\$ 2,336,430.61	30/06/2022	N	N	
ISP Council Capacity and Capability Building	CAPITAL	\$ 150,000.00		\$ 37,500.00				\$ 37,500.00	\$ -	\$ 37,500.00	\$ 112,500.00			\$ 167,385.43	\$ 30,680.78	\$ 198,066.21		\$ 198,066.21	\$ -	30/06/2022	N	N	
ISP Infrastructure / Employment Generation / Community Projects	CAPITAL	\$ 1,430,000.00		\$ 557,500.00				\$ 557,500.00	\$ -	\$ 557,500.00	\$ 872,500.00			\$ 753,915.02	\$ 217,598.50	\$ 971,513.52	\$ 8,944.16	\$ 980,457.68	\$ 458,486.48	30/06/2022	N	N	
BRF Ivanhoe Multi Service Outlet Project	CAPITAL	\$ 450,000.00						\$ -	\$ 282,331.00	\$ 282,331.00	\$ 167,669.00			\$ 87,770.08	\$ 520,407.75	\$ 608,177.83	\$ 60,395.55	\$ 668,573.38	\$ -	30/12/2022	N	N	
WIO Toilet Facility Upgrades	CAPITAL	\$ 230,000.00		\$ 10,000.00	\$ 220,000.00			\$ 230,000.00	\$ -	\$ 230,000.00	\$ -		\$ 7,626.36	\$ 85,857.01	\$ 162,157.63	\$ 255,641.00		\$ 255,641.00	\$ -	30/06/2023	N	N	
WIO Tourism Infrastructure Enhancement	CAPITAL	\$ 550,000.00		\$ 50,000.00	\$ 350,000.00			\$ 400,000.00	\$ -	\$ 400,000.00	\$ 150,000.00			\$ 85,857.01	\$ 147,676.11	\$ 233,533.12	\$ 8,452.09	\$ 241,985.21	\$ 316,466.88	30/06/2023	N	N	
WIO Tourism Technology	CAPITAL	\$ 220,000.00			\$ 145,000.00			\$ 145,000.00	\$ -	\$ 145,000.00	\$ 75,000.00			\$ 12,345.59	\$ 10,315.29	\$ 22,660.88		\$ 22,660.88	\$ -	30/06/2023	N	N	
4DBEDP Victory Caravan Park Amenity Block Upgrade	CAPITAL	\$ 489,665.00				\$ 440,700.00		\$ -	\$ -	\$ -	\$ 489,665.00				\$ 25,861.00	\$ 25,861.00	\$ 15,983.25	\$ 41,844.25	\$ 463,804.00	30/04/2022	N	N	
Down Reserve Improvement Fund - Tilpa Community Hall	CAPITAL	\$ 103,714.00				\$ 103,714.00		\$ -	\$ -	\$ -	\$ 103,714.00					\$ -		\$ -	\$ 103,714.00	30/04/2022	N	N	
Down Reserve Improvement Fund - Victory Park Electrical Upgrades	CAPITAL	\$ 130,000.00				\$ 130,000.00		\$ -	\$ -	\$ -	\$ 130,000.00					\$ -		\$ -	\$ 130,000.00	30/04/2022	N	N	
Stronger Country Communities Fund Round 4																							
Central Darling Pump Tracks Project	CAPITAL	\$ 752,409.00						\$ -	\$ -	\$ -	\$ 752,409.00					\$ -		\$ -	\$ 752,409.00	02/09/2022			
Cultural Tourism Accelerator	CAPITAL	\$ 10,000.00						\$ -	\$ -	\$ -	\$ 10,000.00					\$ -		\$ -	\$ 10,000.00				
Active Transport Plan	CAPITAL	\$ 85,600.00						\$ -	\$ -	\$ -	\$ 85,600.00					\$ -		\$ -	\$ 85,600.00				
Remote Airstrip Upgrade Program Rd 9	CAPITAL	\$ 72,750.00						\$ -	\$ -	\$ -	\$ 72,750.00					\$ -		\$ -	\$ 72,750.00				
Management Plan for Crown Land	OPERATING	\$ 100,000.00						\$ -	\$ -	\$ -	\$ 100,000.00	\$ 21,824.26	\$ 78,440.77	\$ 5,301.00	\$ -	\$ 105,566.03		\$ 105,566.03	\$ -	5,566.03	30/06/2021	N	N
Maaka Curatorial Co-ordination Project	OPERATING	\$ 15,000.00						\$ -	\$ -	\$ -	\$ 15,000.00					\$ -		\$ -	\$ 15,000.00	N/A	N	N	
ISP Council Strategic Planning	OPERATING	\$ 220,000.00		\$ 55,000.00				\$ 55,000.00	\$ -	\$ 55,000.00	\$ 165,000.00			\$ 12,723.58	\$ 47,306.64	\$ 60,030.22		\$ 60,030.22	\$ 159,969.78	30/06/2022	N	N	
Penindee Rural Drought Emergency Funding																							
Water Carting	OPERATING	\$ 80,000.00		\$ 80,000.00				\$ 80,000.00	\$ -	\$ 80,000.00	\$ -		\$ 36,355.00	\$ 22,275.00	\$ -	\$ 58,630.00		\$ 58,630.00	\$ 21,370.00	30/06/2021	N	N	
Financial Assistant Grant Entitlement 2022/2023 - Local Roads	OPERATING	\$ 1,710,939.00		\$ 853,288.00	\$ 441,392.00			\$ 1,294,680.00	\$ -	\$ 1,294,680.00	\$ 416,259.00					\$ -		\$ -	\$ 1,710,939.00	30/06/2022	N	N	
Financial Assistant Grant Entitlement 2022/2023 Non Roads	OPERATING	\$ 4,689,329.00		\$ 2,267,835.00	\$ 1,247,096.00			\$ 3,514,931.00	\$ -	\$ 3,514,931.00	\$ 1,174,398.00					\$ -		\$ -	\$ 4,689,329.00	30/06/2022	N	N	
AAKA Curation/Co-ordination Project	OPERATING	\$ 90,000.00						\$ -	\$ -	\$ -	\$ 90,000.00					\$ -		\$ -	\$ 90,000.00	N/A	N	N	
Maaka Corporation Establishment - Legal Cost	OPERATING	\$ 25,000.00			\$ 10,043.65			\$ 10,043.65	\$ -	\$ 10,043.65	\$ 14,956.35			\$ 10,043.65	\$ 1,211.00	\$ 11,254.65		\$ 11,254.65	\$ 13,745.35	N/A	N	N	
Repairing Australia Program - Darling River Flood Mapping	OPERATING	\$ 100,000.00			\$ 90,000.00			\$ 90,000.00	\$ -	\$ 90,000.00	\$ 10,000.00				\$ 170.55	\$ 170.55		\$ 170.55	\$ 99,829.45	31/03/2024	N	N	
Wilcannia Town Clean Up	OPERATING	\$ 330,000.00						\$ -	\$ 132,000.00	\$ 132,000.00	\$ 198,000.00					\$ -		\$ -	\$ 330,000.00	30/06/2023	N	N	
Holiday Break Program - White Cliffs Gymkhana	OPERATING	\$ 10,000.00			\$ 10,000.00			\$ 10,000.00	\$ -	\$ -	\$ -			\$ 10,000.00		\$ 10,000.00		\$ 10,000.00	\$ -				
Office of Sport - Active Fest Events	OPERATING	\$ 27,040.00			\$ 27,040.00			\$ 27,040.00	\$ -	\$ -	\$ -					\$ -		\$ -	\$ 27,040.00	30/06/2022	n	y	
ISW Planning Portal API	OPERATING	\$ 80,000.00					\$ 80,000.00	\$ -	\$ 80,000.00	\$ 80,000.00						\$ -		\$ -	\$ 80,000.00	30/06/2023	N	N	
Community Events Program (NSW)	OPERATING	\$ 119,826.00						\$ -	\$ -	\$ -	\$ 119,826.00					\$ -		\$ -	\$ -				
		\$ 59,148,370.00	\$ 460,377.00	\$ 1,290,000.00	\$ 13,466,778.47	\$ 11,348,052.00	\$ 80,000.00	\$ 17,032,683.47	\$ 494,331.00	\$ 17,409,974.47	\$ 41,671,442.83	\$ 257,149.65	#####	\$ 5,664,988.57	\$ 19,808,501.62	\$ 27,068,679.04	\$ 4,574,461.07	\$ 31,643,140.11	\$ 31,959,864.96				

MORRIS & PIPER

ADVISORY

Central Darling Shire Council - Monthly Report - August 2022

Introduction

This monthly report is prepared for the Central Darling Shire Council (CDSC) under the current 2022-23 Service Agreement. The report captures work completed in August 2022 and sets out a proposed detailed work schedule for the month of September 2022. The report will also look forward to potential activities to be undertaken into the remaining months of 2022.

August 2022 Update

- Finalised and submitted the following applications:
 - Community Events Program (NSW) – 3 events. Submitted 1 August 2022 - \$119,826 (ex GST).
 - Business Case & Strategic Development – Wilcannia Visitor Accommodation – submitted 24 August 2022 - \$156,356 (ex GST).
- Notified that the following grant applications were successful:
 - Remote Airstrip Upgrade Program Rd 9 - Emmdale Airstrip Grading and Water Supply Upgrade \$72,750.
 - Get NSW Active Grant – Active Transport Plan \$85,600 (ex GST)
 - Community Events Program (NSW) \$119,826 (ex GST)
- Drafting the following applications:
 - Stronger Country Communities Fund Rd 5.
- CDSC grant programs support including tracking, reporting and acquittal of all CDSC grant funding, with the following grants acquitted:
 - Finalised NIAA variations for Rehab and Exercise Parks.
 - BBRF Round 4 –milestones 1 and 2 reports submitted and approved. Payments received (Total of \$282,331).
 - LRCI Phase 2 variation submitted.
 - SCCF Rd 4 – Landowner consent form required from the Department, as well as 'status of DAs for each pump track location' (Refer email 23 August attached). Grant funding agreement still to be executed.
 - Drought Community Extension Project – Finalised and final payment of \$100,000 received.
 - SCCF Round 2 variations finalised and approved by the Department. Milestone reports submitted.
- Provided general grant and project management advice, including:
 - Working with Public Works NSW to support the Darling River Flood Mappin Project (Preparing Australia Program).
 - Developed a draft Grants Process Checklist for CDSC.
 - Country Passenger Transport Infrastructure Grants Scheme (NSW) – Council decided not to proceed due to funding on offer not covering costs of delivery.
- Andrew Morris visited Wilcannia on 8-10 August 2022 and meet with CDSC staff and other stakeholders.

Proposed September 2022 Work Schedule

- Preparing and finalising applications for the following projects:
 - Fixing Local Roads - Round 4 (NSW) due 9 September 2022.
 - Stronger Country Communities Rd 5 (NSW) Four Council and Community applications due 23 September 2022.
 - EV destination charging grants (NSW) – White Cliffs due 23 September 2022.
 - Fixing Country Roads (NSW) – Wool Track project in conjunction with Cobar Shire Council due 14 October 2022
- Continue CDSC grant programs support including tracking, reporting and acquittal of CDSC grant funding. Finalisation of a Grant Project Management checklist to compliment the Grants Process Flow Chart.
- Continue to explore and research grant funding opportunities to meet Council priorities.

Proposed first half 2022-23 Schedule

- Continue to work on and submit new grant applications due October to December 2022, including matching CDSC project priorities with grant opportunities as they become available with a focus on funding for:
 - Streetscapes and review of the EMPlan.
 - Roads
 - Disability Access to public buildings (e.g., Post Offices and public amenities)
 - Airstrips
 - Heritage Trail App
 - Menindee Street Art
- Support and advice for:
 - Indigenous training and employment initiatives with CDSC
 - Baaka Culture Centre development (as required)
- Continued grants administration advice and support (including reporting and acquittals).

Summary of days worked

Total Days under Service Agreement (to end June 2023)	Rolling Total Days Used	August 2022	Days Remaining at 31 August 2022
84	7.5	8.5	68

Please contact me if there are anything you would like to discuss regarding the above report.

Prepared by:



Andrew Morris
Director
5 September 2022
 Email: andrew@morrispiper.com
 Mobile: 0427 015 580



The Hon. Paul Toole MP
Deputy Premier
Minister for Regional New South Wales
Minister for Police

OFFICIAL

22/38#43

Mr Greg Hill
General Manager
Central Darling Shire Council
PO Box 165
WILCANNIA NSW 2836

council@centraldarling.nsw.gov.au

Dear Mr Hill,

Stronger Country Communities Fund – Round Five

I am pleased to confirm the NSW Government's commitment to a new \$160 million Round Five of the Stronger Country Communities Fund (SCCF) as part of \$3.3 billion Regional Growth Fund.

The Stronger Country Communities Fund was introduced by the NSW Government in 2017. To date, the Fund has invested \$500 million into over 2,000 projects across every corner of regional NSW. These projects have boosted the wellbeing of the towns we call home and this new investment will support grassroots projects to reinvigorate rural communities.

Round Five will provide an additional \$160 million for community projects in regional NSW, including up to \$50 million for projects delivered by community organisations. This brings the total funding for the SCCF to \$660 million.

The funding available for projects in the Central Darling Shire Local Government Area (LGA) is \$1,239,285. Of this \$852,008 is available to Council as the applicant with the balance of the allocation open only to eligible community organisations. Council is encouraged to partner with community groups as the lead applicant where the project involves council-owned infrastructure.

Round Five is open to regional councils and Joint Organisations, eligible community organisations and Local Aboriginal Land Councils.

I encourage Council to start consulting with the community and preparing applications for Round Five as early as possible.

Round Five of the SCCF will open on 5 August 2022

Round Five of the SCCF will open to all eligible applicants on 5 August 2022. Applications for councils will close at 5pm AEST on 23 September 2022.

How to apply

Visit <https://regionaldevelopment.smartygrants.com.au/SCCF5> to submit an application to the Stronger Country Communities Fund Round Five. Only one application is required for up to 10 projects.

OFFICIAL

GPO Box 5341 Sydney NSW 2001 ▪ P: (02) 8574 7000 ▪ W: nsw.gov.au/deputypremier

Assistance to prepare applications

The Program Guidelines and other resources will be available on the SCCF website at nsw.gov.au/sc CFR5 from 5 August. A webinar will be held during the application period to assist in application development.

Council is encouraged to work with the Department of Regional NSW to put forward eligible projects and/or programs that align with the program's objectives to boost the wellbeing of communities in regional NSW.

Your local Business Development Manager is Stephen Guihot who can be contacted on stephen.guihot@regional.nsw.gov.au or 0429 959 120 to provide information on the program and to assist you to develop applications.

Thank you for your continued support of the Stronger Country Communities Fund and I look forward to seeing your community's Round Five project applications.

Yours sincerely,



The Hon. Paul Toole MP
Deputy Premier
Minister for Regional New South Wales
Minister for Police



Anti-Discrimination & Equal Employment Opportunity

Policy

Policy Purpose Statement

Central Darling Shire Council ('the Council') aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, **harassment, vilification and bullying.**

Policy No:	XXX	Version:	2
Service Unit:	Human Resources		
Responsible Officer:	Manager Human Resources		
Responsible Director:	Director Business Services		
Authorisation Date:	XXX	Review Date:	09/2026
Minute No:	XXX		

Printing Disclaimer

If you are viewing a printed copy of this document it may not be current. Printed copies of this document are not controlled. Before utilising a printed copy of this document, verify that it is the most current version by referencing Council's intranet.

Anti-Discrimination & Equal Employment
Opportunity Policy

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Anti-Discrimination & Equal Employment Opportunity Policy

1 Background

1.1 Title of the Policy and Commencement Date

The Anti-Discrimination and Equal Employment Opportunity Policy takes effect from [XXX].

1.2 Purpose of the Policy

Central Darling Shire Council ('the Council') aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, vilification and bullying.

2 Objective

2.1 Objectives and Coverage of the Policy

The Council aims to ensure that when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. The Council also aims to create a work environment which promotes good working relationships.

Under Equal Employment Opportunity laws, discrimination, vilification, sexual harassment, bullying and victimisation are unlawful and strictly prohibited.

3 Application

3.1 Application of this Policy

This policy applies to all employees of Central Darling Shire Council (whether full time, part time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Council (for example contractors, subcontractors, agents, consultants, and temporary staff).

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions. Equal Employment Opportunity (EEO) laws apply to all areas of employment, as well as the provision of goods and services.

This Policy does not form part of any Council employee's contract of employment. Nor does it form part of any other Council employees' contract for service.

4 Definitions

For the purposes of this policy:

Term	Meaning
Workers	all employees of Central Darling Shire Council (whether full time, part time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Council

Anti-Discrimination & Equal Employment Opportunity Policy

<p>Direct Discrimination</p>	<p>when a person is treated less favourably than another in their employment because of a reason or ground which is prohibited by law. The prohibited grounds of discrimination are set out in the Federal, State and Territory laws and include sex, race, age etc. A full list of the grounds of discrimination which operate federally and in NSW will be relevant, and are set out below:</p> <ul style="list-style-type: none"> • Race (including colour, nationality, descent, ethnic, ethno-religious or national origin, immigrant status) • Sex • Pregnancy (including potential pregnancy) • Carers' responsibilities, family responsibilities, carer or parental status, being childless • Breastfeeding • Industrial/trade union membership, non-membership or activity • Employer association membership, non-membership or activity • Temporary absence from work because of illness or injury • HIV/AIDS • Spent convictions • Religious belief or activity • Marital status, relationship status • Homosexuality, transexuality, sexuality, sexual orientation, lawful sexual activity, gender identity, transgender, • Intersex status • Disability, including physical, mental and intellectual disability • Age (including compulsory retirement) • Political belief or activity • Criminal record • Medical record • Defence service • Association (i.e. association with a person who has one or more of the attributes for which discrimination is prohibited)
<p>Indirect Discrimination</p>	<p>when an employer imposes a policy, requirement or condition which applies to everyone equally but it in fact operates to disadvantage a particular group because of a characteristic of that group, such as their sex, age, race (ie - a prohibited ground of discrimination).</p>

Anti-Discrimination & Equal Employment Opportunity Policy

	<p><u>Example:</u> A Council imposes a height restriction on all applicants for the position of 'Parking Officer', that is, an applicant must be over 185cm (6 feet) tall in order to be successfully considered for the position. This requirement at first glance appears fair because it applies to all applicants irrespective of gender. However, in practice this requirement will disadvantage women as a group because statistically, women are naturally shorter than men. So, the effect is to disadvantage women because of their sex.</p>
Vilification	<p>a public act which incites hatred, severe contempt or severe ridicule of a person or group, because of race, homosexuality, transgender, transexuality or HIV/AIDS. Vilification is a particularly serious breach of EEO laws and will be dealt with accordingly.</p>
Sexual Harassment	<p>unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated. Conduct can amount to sexual harassment even if the person did not intend to offend, humiliate or intimidate the other person. However, conduct will not be sexual harassment if a reasonable person, having regard to all the circumstances, would not have anticipated that the conduct would offend, humiliate or intimidate the other person. Sexual harassment does not have to be directed at a particular individual to be unlawful. Behaviour which creates a hostile working environment for other workers can also be unlawful.</p> <p>Examples of sexual harassment include, but are not limited to:</p> <ul style="list-style-type: none"> • physical contact such as pinching, touching, grabbing, kissing or hugging • staring or leering at a person or at parts of their body • sexual jokes or comments • requests for sexual favours • persistent requests to go out, where they are refused • sexually explicit conversations • displays of offensive material such as posters, screen savers, Internet material etc • accessing or downloading sexually explicit material from the Internet • suggestive comments about a person's body or appearance • sending rude or offensive emails, attachments or text messages.
Bullying	<p>repeated, unreasonable behaviour directed towards an individual or group that creates a risk to health and safety. Unreasonable behaviour means behaviour that a</p>

Anti-Discrimination & Equal Employment Opportunity Policy

	<p>reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten. Single incidents of unreasonable behaviour can also create a risk to health and safety and may escalate into bullying. There is no requirement that bullying be intentional.</p> <p>It is not bullying for a manager or supervisor to counsel a worker about their performance. Performance counselling is a necessary part of ensuring that workers meet the Council's standards of work and behaviour. Also, other reasonable managerial actions such as disciplinary action, work directions and orders, and allocation of work in compliance with business needs and systems do not constitute bullying.</p>
Victimisation	<p>a person is retaliated against or subjected to a detriment because they have lodged a complaint, they intend to lodge a complaint or they are involved in a complaint of unlawful conduct. Workers must not retaliate against a person who raises a complaint or subject them to any detriment.</p>

5 Principles/Body

5.1 Procedural Statement

Rights and Responsibilities

All workers must:

- understand and comply with this Policy;
- comply with the Council's Code of Conduct;
- ensure they do not engage in any unlawful conduct towards other workers, customers/clients or others with whom they come into contact through work;
- ensure they do not aid, abet or encourage other persons to engage in unlawful conduct;
- follow the complaint procedure in this Policy if they experience any unlawful conduct;
- report any unlawful conduct they see occurring to others in the workplace in accordance with the complaint procedure in this Policy; and
- maintain confidentiality if they are involved in the complaint procedure.

Workers should be aware that they can be held legally responsible for their unlawful conduct. Workers, who aid, abet or encourage other persons to engage in unlawful conduct, can also be legally liable.

Complaint Handling Procedure

If a worker feels that they have been subjected to any form of unlawful conduct contrary to EEO laws this Policy or the Council's Code of Conduct, they should not ignore it. This should be reported immediately to the Council's Director Business Services.

Anti-Discrimination & Equal Employment
Opportunity Policy

Examples of the ways in which a complaint about discrimination can be dealt with:

Confront the Issue

If a worker feels comfortable doing so, they should address the issue with the person concerned. A worker should identify the offensive behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stop. It may be that the person was not aware that their behaviour was unwelcome or caused offence.

This is not a compulsory step. If a worker does not feel comfortable confronting the person, or the worker confronts the person and the behaviour continues, the worker should inform the Director Business Services.

The Director Business Services is available to provide support and guidance to affected workers.

Report the Issue

A worker should report the issue to the Director Business Services who will aim to deal with the worker's complaint in accordance with this Policy. There are two complaint procedures that can be used: informal and formal (detailed further below). The type of complaint procedure used will be determined by the nature of the complaint that is made.

Informal Complaint Procedure

Under the informal complaint procedure there is a broad range of options for addressing the complaint. The procedure used to address the issue will depend on the individual circumstances of the case. Possible options include, but are not limited to:

- the Director Business Services discussing the issue with the person against whom the complaint is made; and/or
- the Director Business Services facilitating a meeting between the parties in an attempt to resolve the issue and move forward.

The informal complaint procedure is more suited to less serious allegations that if founded, would not warrant disciplinary action being taken.

Formal Complaint Procedure

The formal complaint procedure involves a formal investigation of the complaint. Formal investigations may be conducted by the Director Business Services or a person from outside the Council, appointed by the Council.

An investigation generally involves, collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the Director Business Services or the external investigator will make recommendations about resolving the complaint.

If the Council considers it appropriate for the safe and efficient conduct of an investigation, workers may be required not to report for work during the period of an investigation. The Council may also provide alternative duties or work during the investigation period. Generally, workers will be paid their normal pay during any such period.

Confidentiality

The Director Business Services will endeavour to maintain confidentiality as far as possible. However, it may be necessary to speak with other workers in order to determine what happened, to afford fairness to those against whom the complaint has

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been made and to resolve the complaint. If a complaint is raised and it appears that unlawful conduct has potentially occurred, the Council will endeavour to take appropriate action in relation to the complaint.

All workers involved in the complaint must also maintain confidentiality, including the worker who lodges the complaint.

Spreading rumours or gossip may expose workers to a defamation claim. Workers may discuss the complaint with a designated support person or representative (who is not a worker employed or engaged by the Council). However, the support person or representative must also maintain confidentiality.

Possible Outcomes

The possible outcomes will depend on the nature of the complaint and the procedure followed to address the complaint. Where an investigation results in a finding that a person has engaged in unlawful conduct, breach of this Policy or breach of the Code of Conduct that person may be disciplined. The type and severity of disciplinary action will depend on the nature of the complaint and other relevant factors. Where the investigation results in finding that the person complained against has engaged in serious misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected worker and the Council.

Agents and contractors (including temporary contractors) who are found to have engaged in unlawful conduct and/or breached this Policy or the Council's Code of Conduct, may have their contracts with the Council terminated or not renewed. For other workers, a breach of this Policy or the Council's Code of Conduct could result in loss of position.

The Council may take a range of other non-disciplinary outcomes to resolve a complaint, depending on the particular circumstances. Examples include, but are not limited to:

- training to assist in addressing the problems underpinning the complaint;
- monitoring to ensure that there are no further problems;
- implementing a new policy;
- requiring an apology or an undertaking that certain behaviour stop; and/or
- changing work arrangements.

Questions

If a worker is unsure about any matter covered by this Policy, they should seek the assistance of the Manager Human Resources.

6 Relevant Legislation

Age Discrimination Act 2004 (Cth).

Australian Human Rights Commission Act 1986 (Cth).

Disability Discrimination Act 1992 (Cth).

Local Government Act 1993 (NSW).

Local Government General Regulation 2021 (NSW).

NSW Local Government (State) Award.

Racial Discrimination Act 1975 (Cth).

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Workplace Relations Act 1996 (Cth).

7 Document Information

Related documents and reference information in this section provides a single reference point to develop and maintain site compliance information.

7.1 Related Documents

Related documents, listed in **Table 7-1** below, are internal documents directly related to or referenced from this document.

Number	Title
XXX	Workplace Bullying Policy
XXX	Code of Conduct

Table 7-1 – Related documents

8 Responsible Officer / Policy Owner

Ownership of this policy rests with the Manager Human Resources.

9 Approval

As per cover sheet.

10 Monitoring

This policy will be monitored by the Manager Human Resources and Governance Officer to ensure compliance.

11 Review Date

This policy, once adopted, is to remain in force until it is reviewed by Council. This policy is to be reviewed approximately every four (4) years to ensure that it meets legislative requirements.

12 Last Review Date

September 2022.

13 Record Keeping, Confidentiality and Privacy

This policy is to be made available for public viewing as required under the *Government Information (Public Access) 2009, NSW*.

Anti-Discrimination & Equal Employment
Opportunity Policy

14 Breaches and Sanctions

Any breaches of this Policy will be referred to the General Manager for appropriate action. All workers are required to comply with this Policy at all times. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated or not renewed. For other workers a breach of this Policy could result in loss of position.

If a person makes an unfounded complaint or a false complaint in bad faith (eg - making up a complaint to get someone else in trouble or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

15 Document History

The below table provides a summary of changes and amendments to this document.

Version.	Date Amended	Author	Comments (e.g. reasons for review)
2	09/2022	Governance Officer	<ul style="list-style-type: none"> Legislative Updates Updated Policy template introduced



ACCESS TO INFORMATION POLICY

Policy | Governance

Policy Purpose Statement

To establish the principles that apply and Council's approach to, disclosure of information and rights of public access to documents.

Policy No:	GD19/17250	Version:	2
Service Unit:	Corporate Services		
Responsible Officer:	Governance Officer		
Responsible Director:	General Manager		
Authorisation Date:	XXX	Review Date:	09/2026
Minute No:	XXX		

Printing Disclaimer

If you are viewing a printed copy of this document it may not be current. Printed copies of this document are not controlled.

Before utilising a printed copy of this document, verify that it is the most current version by referencing Council's intranet.

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1 Background

1.1 Title of the Policy and Commencement Date

The Access to Information Policy takes effect from [XXX].

1.2 Purpose of the Policy

To establish the principles that apply and Council's approach to, disclosure of information and rights of public access to documents.

Council is subject to NSW legislation regarding disclosure of information, in particular the Local Government Act (LGA), the Government Information (Public Access) Act 2009 (GIPA Act) and the Environmental Planning and Assessment Act (EP&A Act). It also is subject to the NSW Privacy and Personal Information Protection Act (PPIPA) and Health Records Information Privacy Act (HRIPA) that establish standards for information handling practices for personal and health information.

The Commonwealth Copyright Act may apply in some circumstances to limit the copying of certain documents held by the Council.

2 Objective

2.1 Objectives and Coverage of the Policy

This policy prescribes the documents and types of information available to members of the public on a proactive basis, and those that will not generally be available.

This policy is intended to encourage and achieve compliance with the *Government Information (Public Access) Act 2009* (NSW).

3 Application

3.1 Application of this Policy

The Access to Information Policy applies to all public officials and any members of the public or elected representatives who wish to make an application to Council for the provision of information.

4 Definitions

For the purposes of this policy:

Term	Meaning
GIPA	<i>Government Information (Public Access) Act 2009 (NSW)</i>
Information	Any information sought by members of the public or elected representatives involving an application to Council.

5 Principles/Body

5.1 Procedural Statement

Council will promote disclosure and dissemination of information about operations, plans and decisions, and information that promotes community advancement on its website wherever practicable, and will facilitate public access through this and other appropriate mediums.

Documents required by law to be available for public inspection will be posted on the website, unless internet access poses an unacceptable risk of interference with privacy through potential data gathering and matching techniques or unless to do so would impose unreasonable additional costs on Council.

Any person is entitled to have information about their place of residence suppressed from documents available for inspection where disclosure would endanger personal safety, or removed from any register available for public inspection in accordance with the PPIPA.

Other Council documents not posted on the website will be available for inspection unless disclosure on balance is contrary to the public interest.

Copying of some documents may be restricted where the Copyright Act imposes limitations.

Council's Guidelines on Access to Information (attached) list the types of documents available including public registers available for inspection.

The Guidelines also list the categories of documents not available because of legislative restrictions or because disclosure is likely to be contrary to the public interest. Documents of this kind include those that contain information about the personal affairs of other ratepayers, commercially sensitive information, or information which if disclosed would have an adverse effect on Council's law enforcement or other functions, such as the identifying particulars of complainants.

Inspection of Council documents which are specified as Open Access Information as outlined in Clause 18 of the GIPA Act, is free of charge, or on payment of reasonable copying charges. Fees for Formal Applications are outlined in the attached Guidelines.

Broad requests for access to a large number of unspecified documents which, if processed, would divert substantial Council resources from dealing with other requests, or from performing other Council functions may be refused on



the grounds that such a diversion of resources is contrary to the public interest (Clause 60 GIPA Act).

Any member of the public may also lodge a formal application under the GIPA Act, which will be dealt with in accordance with the Act’s provisions. Formal applications will not be required where documents are otherwise available in accordance with this policy and associated guidelines.

Any individual also has a right to know what personal or health information Council holds about him or her, to access that information in accordance with the provisions of the PPIPA and the HRIPA, and to amend that information in certain circumstances.

6 Relevant Legislation

Copyright Act 1968 (Cth).

Environment Planning & Assessment Act 1979 (NSW).

Government Information (Public Access) 2009 (NSW).

Government Information (Public Access) Regulation 2009 (NSW).

Health Records and Information Privacy Act 2002 (NSW).

Local Government Act 1993 (NSW).

Privacy and Personal Information Protection Act 1998 (NSW).

7 Document Information

This policy is to be read in conjunction with Central Darling Shire Council Guidelines on Information Access.

7.1 Related Documents

Related documents, listed in **Table 7-1** below, are internal documents directly related to or referenced from this document.

Number	Title
XXX	Councillors Access to Information and Interaction with Staff Policy
XXX	Privacy Management Plan

Table 7-1 – Related documents

8 Responsible Officer / Policy Owner

Ownership of this policy rests with the General Manager and Governance Officer.

9 Approval

As per cover sheet.

10 Monitoring

This policy will be monitored by the Governance Officer to ensure compliance.

11 Review Date

This policy, once adopted, is to remain in force until it is reviewed by Council. This policy is to be reviewed approximately every four (4) years to ensure that it meets legislative requirements.

12 Last Review Date

September 2022.

13 Record Keeping, Confidentiality and Privacy

This policy is to be made available for public viewing as required under the *Government Information (Public Access) 2009, NSW*.

14 Breaches and Sanctions

Any breaches of this Policy will be referred to the General Manager for appropriate action.

15 Document History

The below table provides a summary of changes and amendments to this document.

Version.	Date Amended	Author	Comments (e.g. reasons for review)
2	September 2022	Governance Officer	<ul style="list-style-type: none"> Legislation update Updated policy template introduced



Appendix A - Guidelines

CENTRAL DARLING SHIRE COUNCIL GUIDELINES ON INFORMATION ACCESS

(To be read in conjunction with Council's Access to Information Policy)

Introduction

These guidelines set out the documents and types of information that are available to members of the public on a proactive basis, and those that will not generally be available for inspection and copying. These guidelines relate not only to written information, or information held within another format, such as within a computer system but also any information given out face to face, or via a telephone or email.

Council is committed to proactive dissemination of information about the conduct of its public functions and information that will assist community advancement.

Documents required to be available for public inspection as open access information will, where practicable, be made available on Council's website, unless to do so would impose unreasonable additional costs on Council.

Council will deal with informal requests to inspect other documents in accordance with the GIPA Act free of charge but charges may apply for photocopies, and for any additional services which go beyond the provision of access to identified documents.

The rights of access under the GIPA Act are the specified documents listed in Schedule 5 Government Information (Public Access) Regulation 2009 and to other documents held by the Council unless disclosure is, on balance, contrary to the public interest.

While any application will be considered on its merits Council may refuse access where:

- a) dealing with the application would require an unreasonable and substantial diversion of the Council's resources,
- b) the Council has already decided a previous application for the information concerned (or information that is substantially the same as that information) made by the applicant and there are no reasonable grounds for believing that the Council would make a different decision on the application, (clause 60)

Any applications will be processed in accordance with the Act's requirements and a decision made to provide access to the documents, or not to provide access based on public interest considerations of the GIPA Act. Charges for formal GIPA applications are set out in Council's Schedule of Fees and Charges.

An individual also has rights to access and amend the personal and health information held by Council about him or her under the PPIPA and the HRIPA. Where information about an individual is held in documents, files or systems that include information about other persons, any request should be made under the GIPA Act which provides for consultation with any other affected parties prior to the possible provision of access to information concerning their personal or business affairs.

Privacy Legislation and Access to Council Information and Documents

The privacy acts referred to above also apply to the collection, storage, use and disclosure of personal and health information by Council. The acts set out principles for the handling of this type of information.

Full details of the acts and Council's obligations are set out in the Privacy Management Plan.

It is not a breach of the privacy principles to disclose personal or health information where this is in accordance with the acts, (eg where disclosure is consistent with the purpose for which the information was collected, or where the person was aware that particular information is usually disclosed) or where another act or law requires, permits or contemplates disclosure.

Disclosure of documents required to be made available for public inspection by the GIPA Act, LGA, the EP&A Act or any other act, of disclosure under the GIPA Act is not contrary to privacy legislation.

Where access to other documents is requested and a judgment needs to be made about whether disclosure, on balance, is contrary to the public interest, privacy may be a consideration if personal information about another person is involved. Relevant factors include the nature of the information, and the degree to which disclosure involves significant privacy issues, and any public interest that would be advanced by disclosure. Council may need to be able to explain considerations taken into account in deciding to disclose personal information to someone other than the person concerned.

Council Documents Available for Inspection

The following documents are available for inspection as required by Schedule 1 Government Information (Public Access) Regulation 2009 and can be accessed via Council's website or by contacting either Council's Right to Information Officer or Council's Customer Service Section on (08) 8083 8900.

1 Information about Council

- (1) Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:
 - (a) the model code prescribed under section 440 (1) of the LGA and the code of conduct adopted under section 440 (3) of the LGA,
 - (b) code of meeting practice,
 - (c) annual report,
 - (d) annual financial reports,
 - (e) auditor's report,
 - (f) management plan,
 - (g) EEO management plan,
 - (h) policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors,
 - (i) annual reports of bodies exercising functions delegated by Council,
 - (j) any codes referred to in the LGA

- (2) Information contained in the following records:
 - (a) returns of the interests of councillors, designated persons and delegates,
 - (b) agendas and business papers for any meeting of Council or any committee of Council (but not including business papers for matters considered when part of a meeting is closed to the public),
 - (c) minutes of any meeting of Council or any committee of Council, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting,
 - (d) Departmental representative reports presented at a meeting of the local authority in accordance with section 433 of the LGA.

- (3) Information contained in the current version of the following records:
 - (a) land register,
 - (b) register of investments,
 - (c) register of delegations,
 - (d) register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008,
 - (e) register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA,
 - (f) the register of voting on planning matters kept in accordance with section 375A of the LGA.

2 Plans and policies

Information contained in the current version and the most recent previous version of the following:

- (a) policies adopted by Council concerning approvals and orders,
- (b) plans of management for community land,
- (c) environmental planning instruments, development control plans and contributions plans made under the EP&A Act applying to land within the local authority's area.

3 Information about development applications

- (1) Information contained in the following records (whenever created):
 - (a) development applications (within the meaning of the EP&A Act) and any associated documents received in relation to a proposed development including the following:



- (i) home warranty insurance documents,
- (ii) construction certificates,
- (iii) occupation certificates,
- (iv) structural certification documents,
- (v) town planner reports,
- (vi) submissions received on development applications,
- (vii) heritage consultant reports,
- (viii) tree inspection consultant reports,
- (ix) acoustics consultant reports,
- (x) land contamination consultant reports,
- (b) records of decisions on development applications (including decisions made on appeal),
- (c) a record that describes the general nature of the documents that the council decides are excluded from the operation of this clause by subclause (2).

- (2) This clause does not apply to so much of the information referred to in subclause (1) (a) as consists of:
- (a) the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
 - (b) commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.
- (3) A council must keep the record referred to in subclause (1)(c).

4 Approvals, orders and other documents

Information contained in the following records (whenever created):

- (a) applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application,
- (b) applications for approvals under any other Act and any associated documents received in relation to such an application,
- (c) records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals,
- (d) orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA,
- (e) orders given under the authority of any other Act,
- (f) records of building certificates under the EP&A Act,
- (g) plans of land proposed to be compulsorily acquired by the local authority,
- (h) compulsory acquisition notices,
- (i) leases and licences for use of public land classified as community land;
- (j) performance improvement orders issued to a council under Part 6 of Chapter 13 of the LGA.

Public Registers

In addition to registers mentioned above, Council maintains other registers which are required by law to be available for public inspection.

Where the public register contains personal or health information, Council is required to ensure that access by a member of the public is for a purpose consistent with the purpose for which the register exists. The Local Government Code of Practice issued under the PPIPA permits Council to provide access to such registers by way of inspection on Council premises and for the copying of an entry or page in the register without regard to the purpose of the person who seeks access.

Council reserves the right to seek to satisfy itself about the purpose of access and to require a statutory declaration from the person seeking access that personal information will only be used for a specified lawful purpose.

In relation to the returns of interests of councillors, designated persons and delegates Council will maintain a record of the names of persons who access these documents.

Council maintains some registers which are not available for public inspection. Particular entries in these registers, for example from Council's Rates Record and the Register of Impounded Items required by the Impounding Act, are available to any person. In the case of an application for a certificate of an entry in the Rates Record under Section 603 of the LGA, a charge is payable.

Access to Other Documents Held by the Council

Other Council documents are available for inspection under the GIPA Act unless disclosure is, on balance, contrary to the public interest. Any application must be received in writing and will be processed promptly and within the agreed timeframe.

The request should specify the documents sought, with a reference to any time or date limitations. Any application will be considered on its merits and considered in the light of the obligation to make documents available unless public interest considerations favour the withholding of the document(s).

Information and Documents Not Usually Available

Information about the name of a property owner is in the public domain through internet access to the register maintained by the NSW Land and Property Information Service.

Council holds information about property ownership for the purpose of carrying out its functions. Council policy is not to make available information about the name of a property owner except in emergency circumstances or where the enquirer can establish a clear need to know. Council will not supply bulk property data to third parties for the purposes of direct marketing.

Documents listed below will not usually be available because they are excluded from the right to access by an express provision in the LGA, or Council has concluded that disclosure of such documents, or documents containing information of the kind indicated would, in the usual case, be contrary to the public interest.

Documents Not Available Because of Provisions in LGA

The following information will not be available:

- Papers submitted to Council for consideration in a closed session.
- Documents containing information about personnel matters concerning particular individuals, the personal hardship of any resident or rate payer, trade secrets or other sensitive commercial information, or where disclosure would found an action for breach of confidence.
- Documents that contain information, the release of which would constitute an offence against an Act.

Other Documents Not Available

- Documents or parts of documents which would reveal the identifying particulars of persons who provide information to Council in connection with its law enforcement and regulatory responsibilities, or who otherwise contact Council about matters of interest or concern, including complaints about other persons conduct or activities, and matters that require investigation by Council.
- Documents which reveal confidential communications between the Council and its legal advisers, or documents which have been prepared by Council officers or others for the dominant purpose of use in proposed or anticipated legal proceedings.
- Documents, the release of which are likely to endanger the life or safety of any person, or the security of any building or structure, or which would prejudice the conduct of a lawful investigation by Council or another authority.
- Documents concerning Council functions or operations where disclosure would have a prejudicial effect on Council's property or financial interests, or would otherwise have an adverse effect on its regulatory functions, or its capacity to operate in an efficient and effective manner.
- Council working documents prepared or received in connection with its decision making functions, prior to the making of a decision by Council, a committee of Council, or an officer exercising delegated authority.

It should be noted that access through verbal advice as to the content of documents listed above is also not available.

Large General Requests for Access to Documents

Broad, general requests for a large number of documents, for example all documents of a certain kind, or documents held on a number of different Council files, or which otherwise require a substantial



allocation of Council resources, may be refused after consideration of the public interest factors involved by Council's Public Officer/ Right to Information Officer. The Officer may, in the light of an assessment of the work involved in identifying, locating, collating and assessing a large number of Council documents, conclude that access should be refused on the grounds that the substantial diversion of Council resources necessary to deal with the application would, on balance, be contrary to the public interest. The Public Officer/Right to Information Officer shall, in reaching such a decision take into account the following:

- an assessment of the work and time involved in responding to the application.
- the extent to which the work involved in dealing with the request would result in Council resources being diverted from dealing with other access requests, or from other important functions.
- the nature of the documents requested and any public interests to be advanced by disclosure generally, or disclosure to the particular applicant. Council acknowledges there is a public interest in disclosure of documents about Council operations and the exercise of its functions, and in a particular applicant gaining access to documents where there is a strong and justifiable right to know.

However the right to access documents free of charge to an individual also requires consideration of the effect the processing of such an application may have on the rights of others, and on the efficient and effective use of Council resources in the interests of all ratepayers.

Refusal of Access

Where access to documents is refused under the GIPA Act, Council will advise the applicant in writing of the reasons for the decision. In the case of refusal on grounds that dealing with the request would involve the substantial diversion of Council resources, the Public Officer/Right to Information Officer will provide details to the applicant in writing, including an estimate of the time involved in responding to the application and consideration of the other factors mentioned in these guidelines however before doing so will give the applicant a reasonable opportunity to amend the application

Any applicant dissatisfied with Council's handling of a request for documents under GIPA Act may seek a review in accordance with Sections 82 - 88 of the GIPA Act and may also seek a review of reviewable decisions through either the Information Commissioner or the NSW Civil and Administrative Tribunal.

Copyright

Copyright issues may arise when requests are made for copies of documents held by the Council. The Commonwealth Copyright Act takes precedence over State legislation. Therefore the right to copy documents under the GIPA Act does not override the Copyright Act.

If Council commissions a report etc from a consultant it will be under the terms of the contract whether it can be copied.

Access to Information by Councillors and Administrators

The process for access to information by Councillors and Administrators is outlined in Part 7 of Council's Code of Conduct.

GIPA Act

Access to the GIPA Act is available from the website of the Office of the Information Commissioner of NSW at the following link:

http://www.informationcommissioner.nsw.gov.au/lawlink/oic/ll_oic.nsf/pages/information_commissioner_legislation

• Access Application

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* ("GIPA Act"). Please forward to Right to Information Officer, Central Darling Shire Council PO Box 166 (or 21 Reid Street) Wilcannia NSW 2836. If you need help in filling out this form, please contact the Right to Information Officer on (08) 8083 8900 or visit our website at www.centraldarling.nsw.gov.au

Your details

Surname: **Title:** Mr / Ms

Other names:

Postal address:

Postcode:

Day-time telephone: **Facsimile:**

Email:

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: **Main language spoken:**

.....

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application:

.....

.....

.....

.....

I agree to receive correspondence at the above email address.

Government information

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

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

.....

.....

.....

.....



.....

Are you seeking personal information? **Yes / No** (circle one)

Form of access

How do you wish to access the information?

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

Application Fee

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

(Note: please do NOT send cash by post)

Disclosure log

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

Do you object to this? **Yes / No** (circle one)

Discount in processing charges

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

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

AND / OR

Special benefit to the public – please specify why below:

.....

Applicant's signature:

Date:

Meeting Date	Item Number	Item Header	Resolution Number	Resolution	Responsible Officer	Action Items	Resolution Status
25/05/2022	10.2	REVIEW OF SURPLUS LAND	16-05-22	Receive and note the reportThe General Manager actively pursue the option of disposal of suitable land for social housing and a further report be presented	Greg Hill;#57	The General Manager actively pursue the option of disposal of suitable land for social housing and a further report be presented	IN PROGRESS