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# Access to Information

## Access to information - Government Information (Public Access) Act 2009

Council publishes a range of information under the Government Information (Public Access) Act 2009 (GIPA) with a commitment to providing as much information as possible, for free or at the lowest possible cost. It is our intent to make information easily accessible to the public.

### Open Access Information

Mandatory release information ('Open Access Information') is published on Council website unless to do so would impose an unreasonable additional cost on Council and/or there is an overriding public interest against doing so.

### Available Online

Pursuant to Section 18 of the GIPA Act (Mandatory or Proactive Release), Council has the following government information available free of charge:

- [Disclosure Log](#) with information about information requests that raise matters of general public interest
- [Agency Information Guide](#) on Council's structure and functions, and the types of information publicly available.
- [Council's Plans and Policies](#)
- [Council Publications](#) including Council meeting Agendas and Council Plans
- [Annual Reports](#)
- [Council's adopted Code of Conduct](#)
- [Council's Code of Meeting Practice](#)
- [Payment of Expenses and the provision of facilities to Councillors policy.](#)
- [Investments Policy](#)
- [Delegations Register](#)
- [Register of Disclosures of Political Donations](#)
- [Register of Contracts](#) worth more than \$150,000 that Council has with private sector bodies
- [Land Register](#)
- [Investments Register](#) located in the Corporate Services Report section of each

Council Business Paper.

- [Agendas, business papers and minutes of meetings.](#)
- [Plans](#) and [Policies](#)

### **Available by Request**

The following information is not readily available online, but can be requested by email or in person.

- Register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008
- Register of voting on planning matters kept in accordance with section 375A of the LGA
- Gift Register
- Pecuniary Interest Register
- Disclosures of Interest by Councillors & Designated Persons Return
- Information concerning approvals, orders and other documents.

### **Information About Development Applications**

To access development applications and associated documents (for applications and decisions made on or after 1 July 2010) complete a [Request to Access Development Application Information Form](#).

### **Obtaining Property Owner Information**

We only release property owner details if they are a business or corporation. In compliance with privacy laws, we do not release individual ownership details. You can apply for individual property ownership information from NSW Land Registry Services.

### **Dividing Fences**

A dividing fence is a structure that separates neighbouring properties (usually on the common boundary between the two properties). If you want to build, fix or replace a dividing fence, you will need to talk to the owner of the property. Because of the Privacy Act, Council is not at liberty to disclose neighboring property owner details without their consent. To contact a neighbor about a dividing fence Council can forward a letter to them on your behalf. To request Council to forward a letter in relation to a dividing fence matter complete an Informal Access Request Form (see section 4 of form).

For further information about Dividing Fences see Council's [Dividing Fence Fact](#)

[Sheet](#) and/or visit the [LawAccess NSW website](#)

## **Proactive Release of Information**

Council proactively releases information in accordance to Section 7 of the GIPA Act. We aim to provide as much information as possible on our website (lest there is an overriding public interest against disclosure) as a means to improve service delivery, increase community participation and raise community awareness of our strategic intentions.

## **Formal Release of Information**

The release of information that is not made available by either mandatory (open access), proactive or informal release may be made available by way of a Formal Access Application.

A standard application fee of \$30 applies. Council may impose a processing charge of \$30 per hour plus photocopying charges for dealing with your application.

Applications will generally be dealt with within 20 working days. Applications requiring third party consultations may take an additional 14 days to finalise.

If you are dissatisfied with the decision you can request a review by lodging a Review of Decision Form within 20 working days after the decision was given to you.

## **Access Information Forms**

[Request to Access Development Application Information Form \(PDF 110.2KB\)](#)

[Formal Access Request for Information Form \(PDF 311.3KB\)](#)

[Informal Access Request for Information Form \(PDF 235.6KB\)](#)

[Review of Decision Application \(PDF 291.2KB\)](#)

Complete one of the above forms available depending on the nature of your request and send to:

General Manager

Blayney Shire Council

PO Box 62

BLAYNEY NSW 2799

Further enquiries may be directed to:

Phone: (02) 6368 2104

e-mail: [council@blayney.nsw.gov.au](mailto:council@blayney.nsw.gov.au)

To Contact the IPC:

Go to the website at <http://www.ipc.nsw.gov.au>

Email an enquiry to [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

Mail an enquiry: GPO Box 7011, Sydney NSW 2001

Call 1800 472 679 between 9am to 5pm, Monday to Friday (excluding public holidays)

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