



Upper Lachlan Shire Council – Open Access Information

Open Access Information	How to be made available e.g. website, counter
(a) Council's current Agency Information Guide	Website
(b) information about the agency contained in any document tabled in Parliament by or on behalf of the Council, other than any document tabled by order of either House of Parliament,	Website if applicable
(c) Council's policy documents	Website
(d) the agency's Disclosure Log of Access Applications (see Division 4),	Website
(e) the Council's register of government contracts (see Division 5),	Website and at Counter
(f) the Council's record (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,	See Council's Agency Information Guide
(g) such other government information as may be prescribed by the regulations as open access information (See below)	See below
1. Information about local authority	
(1) Information contained in the current version and the most recent previous version of the following records is prescribed as open access information	See GIPA Annual Report on website
(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	Website
(b) code of meeting practice,	Website
(c) annual report,	Website
(d) annual financial reports,	Website
(e) auditor's report,	Website

(g) EEO management plan,	Website
(h) policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors,	Website
(i) annual reports of bodies exercising functions delegated by the Council [List],	Website - Minutes of Section 355 Committees of Council contained in Business Paper. Also see Council Annual Report
(2) Information contained in the following records (whenever created) is prescribed as open access information:	
(a) returns of the interests of councillors, designated persons and delegates,	Counter Request – can be viewed in register
(b) agendas and business papers for any meeting of the local authority or any committee of the local authority (but not including business papers for matters considered when part of a meeting is closed to the public),	Website
(c) minutes of any meeting of the local authority or any committee of the local authority, 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	Website
(d) Departmental representative reports presented at a meeting of the local authority in accordance with section 433 of the LGA	Website if/when applicable
(3) Information contained in the current version of the following records is prescribed as open access information:	
(a) land register,	Website for page. Land titles and further information may be viewed by written request to Right to Information Officer
(b) register of investments,	Website
(c) register of delegations,	Counter - information may be viewed by written request to the Right to Information Officer
(d) register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008,	Counter - information may be viewed by written request to the Right to Information Officer

(e) register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA,	Counter - information may be viewed by written request to the Right to Information Officer
(f) the register of voting on planning matters kept in accordance with section 375A of the LGA.[List]	Website

2 Plans and Policies	
Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:	
(a) local policies adopted by Council concerning approvals and orders	Website and Counter
(b) plans of management for community land	Website and Counter
(c) Environmental planning instruments, development control plans and contributions plans made under the Environmental Planning and Assessment Act 1979 applying to land within the local authority's area.	Website and Counter
3. Information about development applications	
(1) Information contained in the following records (whenever created) is prescribed as open access information:	
(a) development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and any associated documents received in relation to a proposed development including the following:	Counter - if the building was built over 7 years ago, you will need proof ownership or a letter of consent from the owner and information may be viewed by written request to the Right to Information Officer
(1) Information contained in the following records (whenever created) is prescribed as open access information:	
(i) Home warranty insurance documents,	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's permission will be required
(ii) Construction certificates,	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's permission will be required
(iii) Occupation certificates,	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's

	permission will be required
(iv) structural certification documents,	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's permission will be required
(v) town planner reports,	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's permission will be required
(vi) submissions received on development applications,	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's permission will be required
(vii) heritage consultant reports,	Counter - information may be viewed by written request to the Right to Information Officer.
(viii) tree inspection consultant reports,	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's permission will be required
(ix) acoustics consultant reports,	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's permission will be required
(x) land contamination consultant reports,	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's permission will be required
(b) records of decisions on development applications (including decisions made on appeal),	Counter - information may be viewed by written request to the Right to Information Officer
(c) A record that describes the general nature of the documents that the local authority decides is excluded from the operation of this clause by subclause (2).	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's permission will be required
(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	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's permission will be required
(b) Commercial information, if the information would be likely to prejudice the commercial position of the person who	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's

supplied it or to reveal a trade secret.	permission will be required
(3) A local authority must keep the record referred to in subclause (1) (c).	
4 Approvals, orders and other documents	
Information contained in the following records (whenever created) is prescribed as open access information:	
(a) applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's permission will be required
(b) applications for approvals under any other Act and any associated documents received in relation to such an application,	Counter - information may be viewed by written request to the Right to Information Officer. In certain circumstance the owner's permission will be required
(c) records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals	Counter - information may be viewed by written request to the Right to Information Officer
(d) orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA,	Counter - information may be viewed by written request to the Right to Information Officer
(e) orders given under the authority of any other Act,	Counter - information may be viewed by written request to the Right to Information Officer
(f) records of building certificates under the Environmental Planning and Assessment Act 1979, ,	Counter - information may be viewed by written request to the Right to Information Officer
(g) plans of land proposed to be compulsorily acquired by the local authority	No plans at present time
(h) compulsory acquisition notices,	No plans at present time
(i) Leases and licences for use of public land classified as community land.	Information may be viewed by written request to the Right to Information Officer
(j) Leases and licences for use of public land classified as community land.	Information may be viewed by written request to the Right to Information Officer