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AGENCY INFORMATION GUIDE (GIPA)

DOCUMENT CONTROL

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OPEN ACCESS INFORMATION

AGENCY INFORMATION GUIDE – CENTRAL TABLELANDS WATER

ABOUT COUNCIL

Central Tablelands County Council (Trading as Central Tablelands Water), a water supply authority constituted under the Local Government Act 1993, was first proclaimed in 1944. The council area includes the Shires of Blayney, Cabonne and Weddin. Bulk water is also supplied to Cowra Shire Council to service the villages of Woodstock and Gooloogong. Council also provides reticulated water to the township of Quandialla.

COUNCIL STRUCTURE & OBJECTIVES

Central Tablelands Water is a constituency of three local government areas, namely Blayney Shire, Cabonne Shire and Weddin Shire. The Council comprises two delegates each elected by their constituent council for a four-year term. The Chairman and Deputy Chairman are elected every two years by the Councillor's.

Operational aspects of the Council are run by the General Manager with a structure of 3 departments, each with its own Executive Managers . Refer to Council's Organisation Structure at Appendix 2 for a listing of functions within each department.

Council's Vision, Mission and corresponding strategic directions and outcomes are listed in Council's [Strategic Business Plan](#), [Delivery Program](#), Asset Management Plan and [Operational Plan](#).

RESPONSIBILITIES

Customer Service	Receiving applications, answering incoming informal enquiries, releasing information held by Council through authorised proactive release
Right To Information Officer	Responsible for processing of informal requests, formal access applications, making decisions regarding the release of information within the timeframes stipulated in the Act, providing assistance to the applicants with invalid applications, searching for information held by Council, maintaining and updating of publication guide and disclosure log.
Governance & Executive Support Officer	Maintaining contracts register
All Council Officers	Responsible for ensuring the security of all Council records and refusing to directly provide ad-hoc information to any person without forwarding it to the appropriate Council officer for processing, unless the document is otherwise available e.g. on Council's website.

EFFECT THAT COUNCIL FUNCTIONS HAVE ON THE PUBLIC

The Council's functions are directed towards meeting the needs and expectations of the public, which it serves, and to fulfil legislative and regulatory requirements. In fulfilling these requirements, Council makes decisions that impact the public. These include determining:

- Council's role and responsibilities within the CTW Strategic Business Plan;
- Fees and charges levied by Council; and,

Policies and procedures in the provision of services.

DECISION MAKING– PUBLIC PARTICIPATION

Council comprises its councillor's who as elected representatives of the community provide strategic and policy guidance to benefit the community. Council meets regularly (six times per year) to determine recommendations from Council staff in relation to its functions. Meetings of the Council are open to the members of the public and all are welcome to attend (except those sessions closed to the public as stated by the Local Government Act). The opportunity is also offered to members of the public to address Council on matters that are within its jurisdiction. Prior arrangements should be made with the General Manager.

Council also holds Community Consultation meetings; receives input from the Community and can be approached directly. All Council and Community Consultation meetings are advertised on Council's website and local newspapers prior to the meetings being held.

WHAT INFORMATION IS HELD BY COUNCIL?

Council holds information relating to its various functions. The information covers a wide range including files, policy documents, general documents and legal documents.

WHAT INFORMATION IS PUBLICLY AVAILABLE?

The type of information that is available and may be accessed includes but is not limited to:

- Integrated Planning & Reporting (IP&R) Documents (Strategic Business Plan, Operational Plan; Delivery Plan, Long Term Financial Plan, Workforce Management Plan, Asset Management Plan)
- Council's Business Papers
- Annual Reports
- Financial Reports
- Drought Management Plan
- Development Servicing Plan
- Demand Management Plan
- Council Policies.
- Disclosure Log of Formal Access Applications
- Register of Contracts
- State of the Region
- Modern Slavery Risk Assessment Management Plan

HOW IS COUNCIL INFORMATION ACCESSED?

Under the Government Information (Public Access) Act 2009 (the GIPA Act) there are four ways that Council held information may be accessed:

1. *Mandatory release*

State and local government agencies are required to publish specific open access information on their website, free of charge. For example, these could include a register of government contracts, policies, media releases and annual reports. Please refer to Appendix 1 for a list of open access information available to the public. This list is progressively being added to Council's website; however, it can be requested from Council's Right to Information Officer at any time.

2. *Proactive release*

Council seeks to make as much other information as possible publicly available in an appropriate manner, including on the internet. The information is usually available free of charge or at the lowest reasonable cost e.g. Council may charge photocopying fees for hardcopy (paper) documents. Frequently requested information or information of public interest may be made readily available. Council's proactive release procedure will be reviewed as required.

3. *Informal release*

Council is authorised to release other information in response to an informal request, subject to any reasonable conditions Council imposes. For example, such information could include requests for personal information by the individual concerned. In some instances, an Access to Council Information – Informal Release Request may be required and will need to be submitted. In other instances, the information will simply be handed over or be made available for viewing or be provided electronically or by way of a paper copy. Access to photocopying may be made available at the requestor's expense.

4. *Formal release*

Council may release information in response to a formal access application. This is the last resort, if the information is not available in any other way. A Government Information (Public Access) Act 2009 Access Application will need to be submitted with an accompanying fee.

The current application fee for formal release is \$30.00. A further fee of \$30.00 per hour may be required as a processing charge depending upon the resources required to review the application.

DOCUMENTS ABOUT COUNCIL THAT HAVE BEEN TABLED IN PARLIAMENT

No documents have yet been tabled in Parliament by or on behalf of Central Tablelands Water. Should this occur Council will publish links to these documents here.

COUNCIL'S POLICY DOCUMENTS

Council's policies are available on Council's website: www.ctw.nsw.gov.au

For enquiries, please contact Council's Right to Information Officer:

Phone: 02 6391 7200

E-mail: water@ctw.nsw.gov.au

Mail: PO Box 61, Blayney NSW 2799

The GIPA Act defines "policy documents" as documents used by Council in connection with the exercise of those functions of Council that affect or are likely to affect rights, privilege or other benefits, or obligations, penalties or other detriments, to which members of the public are or may become entitled, eligible, liable or subject.

COUNCIL'S DISCLOSURE LOG OF FORMAL ACCESS APPLICATIONS

Council's Disclosure Log of Formal Access Applications is available on the website

www.ctw.nsw.gov.au.

COUNCIL REGISTER OF INTEREST DETAILS

Council is required to provide open access to disclosure of interest forms lodged by Councillors and Designated persons (those being the Council's General Manager and Executive Managers) on its website. Council can, pursuant to section 6 (4) of the GIPA Act, redact information where there is an overriding public interest against disclosure. Matters that Council will redact include signatures, property addresses and items where disclosure is considered detrimental to the privacy and security of the person making the disclosure.

COUNCIL'S REGISTER OF GOVERNMENT CONTRACTS

Under the GIPA Act 2009 Council is required to provide a register for all contracts over \$250,000 where the contractor undertakes a specific project, the contractor agrees to provide specific goods or services, or which involves the transfer or lease of real property.

Council's Register of Contracts is available on Council's website at www.ctw.nsw.gov.au.

PUBLIC OFFICER – RIGHT TO INFORMATION OFFICER

The Executive Manager Corporate Services (EMCS) is the appointed as the Public Officer. Amongst other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council. The EMCS is also Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records. If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. Also, if you would like to amend a document of Council which you feel is incorrect it is necessary for you to make written application to the Public Officer (Right to Information Officer) in the first instance.

ENQUIRIES

Enquiries should be addressed to:

General Manager
Central Tablelands Water
PO Box 61
BLAYNEY NSW 2799

CONTACT INFORMATION –INFORMATION & PRIVACY COMMISSION NSW

If you require any other advice or assistance about access to information you may contact the Information and Privacy Commission New South Wales by the following methods:

2-24 Rawson Place, Haymarket NSW 2000
GPO Box 7011, Sydney NSW 2001
Free call: **1800 IPC NSW** (1800 472 679)
Website: www.ipc.nsw.gov.au
Email: ipcinfo@ipc.nsw.gov.au

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CTW ORGANISATION CHART

Council's organisation structure includes three executive managers being Executive Manager Corporate Services, Executive Management Accountant, and Executive Manager Operations and Technical Services.

CTW ORGANISATIONAL CHART

