

CM13.9. Revised AlburyCity Information Guide 2021

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CONFIDENTIAL	No		
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Purpose of Report

To present to Council the revised AlburyCity Information Guide 2021.

Background

Under Part 3, Section 20 of the *Government Information (Public Access) Act 2009* (NSW), AlburyCity must implement an Agency Information Guide that:

- describes the structure and functions of Council;
- describes the way in which functions affect members of the public (in particular decision-making functions);
- specifies any arrangements that exist for members of the public to participate in formulation of Council's policies and exercise of Council functions;
- identifies the various kinds of information held by Council;
- identifies information that Council makes (or will make) publicly available;
- specifies the manner in which Council makes information publicly available; and
- identifies the kind of information that will be made publicly available free of charge and information for which a charge will be imposed.

Issues

Agency Information Guides should be updated and adopted at intervals of no more than 12 months; however, they may be updated and amended at any time. Council must notify the Information Commissioner before adopting or amending an Agency Information Guide and (if requested to do so by the Information Commissioner) consult with the Information Commissioner on the proposed Agency Information Guide for amendment.

The AlburyCity Information Guide 2018–2019 was scheduled for review in July 2019. However, a decision was made at that time to postpone the review pending:

- Implementation of the new organisational structure;
- Implementation of the new service model;
- Appointment of the Service Leader People & Culture; and
- Implementation of the new AlburyCity website.

Information Guides prescribed by the GIPA Act must include detailed and accurate information regarding Council's organisational structure, services provided, and location of information on Council's website. As such, complete, accurate and up to date information for the purposes of the review was not wholly available until late October 2019 for the purposes of that review. The revised AlburyCity Information Guide was subsequently considered and adopted by Council in February 2020.

A review was recently undertaken of the AlburyCity Information Guide and minor updates were made, resulting in a revised version of the AlburyCity Information Guide for 2021 (Attachment 1).

The revised AlburyCity Information Guide for 2021 was presented to, and endorsed by, the Executive Leadership Team on 6 April 2021.

This version was then provided to the Information Commissioner for review and assessment on 9 April 2021, in accordance with the GIPA Act. The Information Commissioner's assessment of the revised AlburyCity Information Guide was received on 18 May 2021, and no changes to the amended version were required by the Information Commissioner. The Information Commissioner's assessment is provided as Attachment 2. Accordingly, the revised AlburyCity Information Guide is now presented to Council for adoption.

A further review of the AlburyCity Information Guide – *to improve readability, layout and presentation* – is planned for the new Council term and will be undertaken in conjunction with the Engagement and Communications team. It is considered that the new council term is an appropriate point in time at which to extensively review and refresh the AlburyCity Information Guide for 2022.

Risk

- **Business Risk** – The revision of the AlburyCity Information Guide is mandatory to ensure compliance with the GIPA Act.
- **Corporate Risk** – It is important to ensure that our community and stakeholders can access information, including open access information, relating to and held by AlburyCity, as this is in accordance with the principles underlying the GIPA Act.
- **WHS and Public Risk** – No risks identified.
- **Environmental Risk** – No risks identified.
- **Delivery Program Risk** – No risks identified.

Engagement

The revised AlburyCity Information Guide 2021 was provided to the Service Leaders of Engagement and City Development for their consideration and feedback, as it was considered that these areas of Council's operations are most relevant to the types of information included in the Information Guide.

The revised AlburyCity Information Guide for 2021 was also presented to, and endorsed by, the Executive Leadership Team on 6 April 2021.

Options

1. Council can endorse the revised AlburyCity Information Guide 2021 as presented. **Recommended;** or
2. Council can endorse the revised AlburyCity Information Guide 2021 with further amendments following further review. **Not recommended.**

Conclusion

AlburyCity's Information Guide is required to be reviewed annually under the GIPA Act.

Recommendation

That Council adopts the revised AlburyCity Information Guide 2021 as presented.

Attachments

1. Revised AlburyCity Information Guide 2021 (DOC21/67500).
2. Letter and assessment report from the NSW Information Commissioner received 18 May 2021 (DOC21/113854).