



Agency Information Guide

North Sydney Council

August 2020

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Government Information (Public Access Act 2009 – Section 20
Information Guides)

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1. Introduction

North Sydney Council is committed to providing the community with as much access as possible to information held by Council, consistent with the following principles:

- Open and transparent government
- Consideration of the overriding public interest in relation to access requests
- Proactive disclosure and dissemination of information
- Respect for the privacy of individuals

The purpose of this document is to provide members of the public and council's staff with information concerning:

- The structure and function of Council
- The way in which the functions of Council affect the public
- The avenues available to the public to participate in policy development
- The kinds of information available from Council and how this information can be obtained
- How members of the public and staff may access and seek amendment to records relating to their personal affairs if incomplete, incorrect, out of date or misleading

Publication of this guide is in accordance with Section 20 of the *Government Information (Public Access) Act 2009* (GIPA Act).

2. Ways to Access Information

The *Government Information (Public Access) Act 2009* specifies four ways that are available to members of the public to access Council information. These are:

2.1. Mandatory disclosure of open access information

Council is required to publish information that has been defined by the Act as “Open access information”. Open access information is to be made publicly available free of charge on Council’s website, unless to do so would impose unreasonable additional costs on the Council. In which case it must be made available by other means.

Council publishes most open access information on our website, free of charge. However, some information is only available by inspection at Council offices. This guide provides information as to what appears on our website and the information that may be accessed via an inspection.

All information classified as “open access” will be available for inspection free of charge, however an Informal Access to Information Application needs to be filled out prior to release. Copying charges may apply in accordance with Council’s Schedule of Fees and Charges.

2.2. Pro-active release of Council information

The Act encourages government agencies to proactively release as much information as possible to the public, unless there is an overriding public interest against disclosure of the information.

North Sydney Council will regularly review information that it holds and determine the kind of information it will pro-actively release. The information guide will be amended on an annual basis to reflect information that has been pro-actively released.

2.3. Informal release of Council information

The Council is authorised to release other information that is held by it in response to an informal request. Members of the public may access information via this method

Informal access applications should be made in writing. There is no fee payable, however charges may apply to cover reproduction costs.

Informal access application forms are available on Council’s website, www.northsydney.nsw.au

2.4. Formal Access application

Under schedule 1, 3(2)(c) of the GIPA Regulation 2018, formal access to information applications are required for Development Applications and associated documents made before 1 July 2010.

In limited circumstances, access to information will require a formal access application. Members of the public have a right to access information in this way unless the GIPA Act provides a reason to withhold the information.

Formal access applications must be made in writing, accompanied by a \$30.00 fee. Other charges may also apply to cover processing costs. Formal access application forms are available on Council’s website, www.northsydney.nsw.au.

The decision whether to release information via a formal access application is delegated by Council to Document Management Services staff. Such decisions are reviewable where the applicant is aggrieved by the Council's decision. The applicant may lodge a request for an Internal Review by the Council, to the Information and Privacy Commission NSW (IPC) or to the NSW Civil and Administrative Tribunal (NCAT). A \$40.00 fee applies to an Internal Review.

3. Structure and Functions of Council

3.1. Description

The North Sydney local government area is located in Sydney's inner northern suburbs, about 3 km from the Sydney GPO and covers ten square kilometres. It is both urban and green in character, comprising two Central Business Districts (CBDs), smaller suburban centres, residential areas, parks and open spaces.

The North Sydney local government area includes the suburbs of Cammeray, Cremorne, Cremorne Point, Crows Nest, Kirribilli, Kurraba Point, Lavender Bay, McMahon's Point, Milsons Point, Neutral Bay, North Sydney, St Leonards (part), Waverton and Wollstonecraft. North Sydney is bounded by Willoughby, Mosman and Lane Cove local government areas and Port Jackson on Sydney Harbour.

3.2. Basis of Constitution

North Sydney Council is constituted under the Local Government Act 1993.

3.3. Organisation Structure and Resources

The elected Council is comprised of a popularly elected Mayor and nine Councillors, who represent three wards. The Mayor and Councillors are elected for a four year period. The next election is scheduled for 2020.

Council is divided into three Wards –Tunks, Wollstonecraft and Victoria. Each Ward is represented by three Councillors.

The role of elected Councillors is to ensure that Council's vision is articulated and realised, and to:

- Provide civic leadership in guiding the implementation of the North Sydney Community Strategic Plan 2018-2028
- set the direction of the affairs of Council in accordance with the Local Government Act 1993
- review and monitor the performance of the Council and its delivery of services, delivery program and resourcing strategies
- play a key role in the creation and review of Council's policies, objectives and criteria relating to the exercise of Council's regulatory functions
- participate in the optimum and equitable allocation of Council's resources for the benefit of the area
- represent the interests of the residents and ratepayers and facilitate communication between the community and Council

3.4. The Mayor's role, in addition to the above, is to:

- preside at meetings of the Council
- carry out the civic and ceremonial functions of the office
- exercise, in cases of necessity, the decision making functions of the Council, between its meetings
- perform any other functions that the Council determines

The General Manager's role is to:

- ensure the effective and efficient operation of the Council's organisation
- ensure the implementation, without undue delay, of decisions of the Council

- direct the implementation of the North Sydney Community Strategic Plan 2018-2028
- direct the management of the Council
- exercise delegated functions of the Council
- appoint staff in an organisational structure
- direct and dismiss staff
- implement the Council’s Equal Opportunity Management Plan
- carry out other functions as may be conferred or imposed by the 1993 Local Government Act

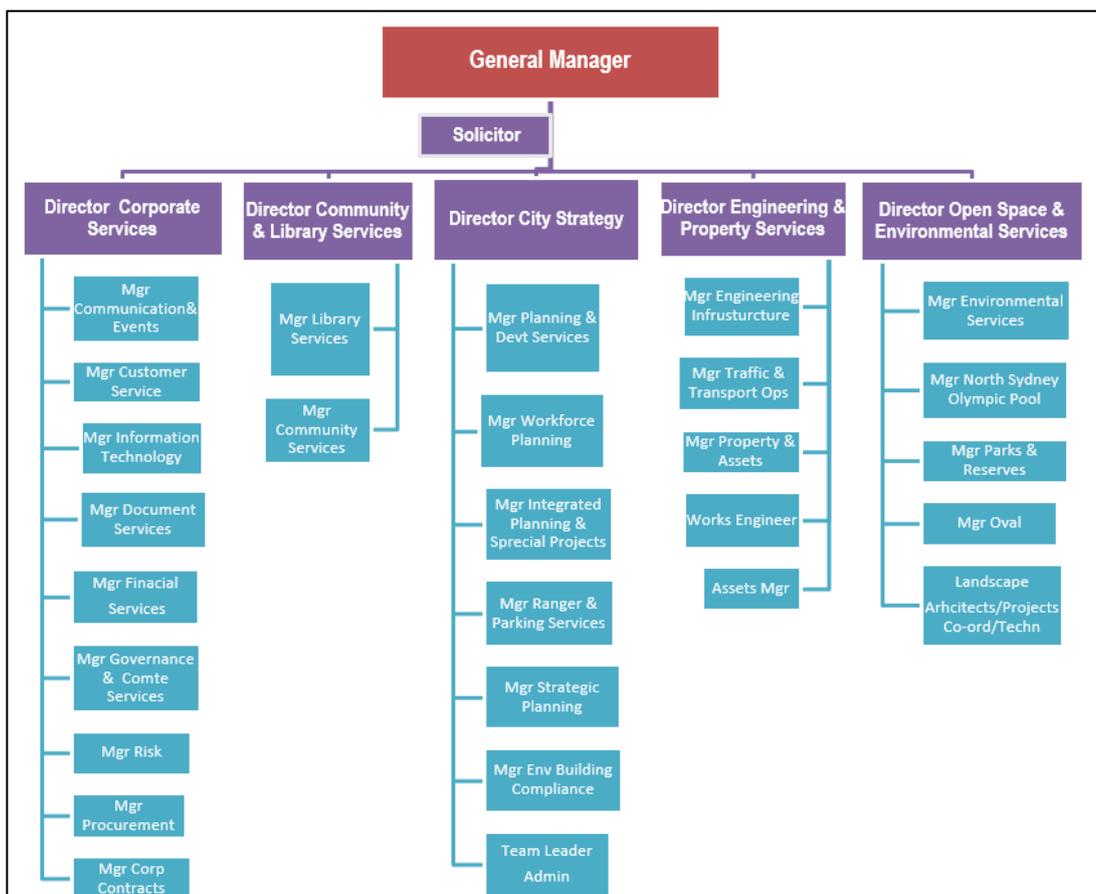
To assist the General Manager in the exercise of these functions, there are five (5) Divisions of Council. These Divisions are:

- Community & Library Services
- Corporate Services
- Engineering and Property Services
- Open Space and Environmental Services and
- City Strategy

Each Division is headed by a Director.

The following sets out the Divisions and Departments reporting to each Director.

North Sydney Council Organisational Chart



3.5. Functions of North Sydney Council

Under the *Local Government Act, 1993*, Council’s functions can be grouped into the following categories:

Service Functions	<p>Including:</p> <ul style="list-style-type: none"> • Provision of community health, recreation, education & information services • Community planning & development • Environmental protection • Waste collection and recycling • Civic functions • Infrastructure Planning Maintenance & Construction • Land & property & industry development & assistance. • Community engagement (incl Precincts)
Regulatory Functions	<p>Including:</p> <ul style="list-style-type: none"> • Approvals • Orders • Building Certificates • Parking • Companion animals
Ancillary Functions	<p>Including:</p> <ul style="list-style-type: none"> • Powers of entry • Resumption of land • Inspection of land
Revenue Functions	<p>Including:</p> <ul style="list-style-type: none"> • Rates • Fees and charges • Borrowings • Investments
Admin. Functions	<p>Including:</p> <ul style="list-style-type: none"> • Strategic & corporate planning • Human Resources • Management plans • Financial reporting • Statutory reporting
Enforcement Functions	<p>Including:</p> <ul style="list-style-type: none"> • Proceedings for breaches of Local Government Act & Regulations and other Acts & Regulations • Prosecution of offences • Recovery of rates and charges

While the main functions of Council fall under the *Local Government Act, 1993 (LGA)*, Council has powers and obligations under a number of other Acts. These include but may not be limited to:

- Administrative Decisions Review Act 1997
- Anti Discrimination Act 1977
- Building and Construction Industry Long Service Payments Act 1986
- Building Services Corporation Act 1989
- Bush Fires Act 1949
- Charitable Fundraising Act 1991
- Children (Care and Protection) Act 1987
- Civil and Administrative Tribunal Act 2013
- Civil Liability Act 2002
- Civil Procedure Act 2005
- Clean Air Act 1961
- Coastal Protection Act 1979
- Commons Management Act 1989
- Community Land Development Act 1989
- Community Land Management Act 1989
- Companion Animals Act 1998
- Construction Safety Act 1912
- Contaminated Land Management Act 1997

- Conversion of Cemeteries Act 1974
- Conveyancing Act 1919
- Copyright Act 1968 (Commonwealth)
- Crimes (Sentencing Procedure) Act 1999
- Crimes Act 1900
- Crown Land Management Act 2016
- Crown Lands Act 1989
- Dangerous Goods Act 1975
- Disability Discrimination Act 1992 (Commonwealth)
- Disorderly House Amendment Act 1995
- Dividing Fences Act 1991
- Election Funding Act 2018
- Electricity Safety Act 1945
- Electricity Supply Act 1995
- Environmental Offences and Penalties Act 1989
- Environmental Planning & Assessment Act 1979
- Environmental Protection Act
- Environmentally Hazardous Chemicals Act 1985
- Essential Services Act 1988
- Evidence Act 1995
- Financial Institutions (New South Wales) Act 1992
- Fines Act 1996
- Fire Brigades Act 1989
- Fluoridation of Public Water Supplies Act 1957
- Food Act 2003
- Fringe Benefits Tax Act 1986
- Geographical Names Act 1966
- Government Information (Public Access) Act 2009
- Health Records and Information Privacy Act 2002
- Heritage Act 1977
- Home and Community Care Act 1985 (Commonwealth)
- Home Building Act 1989
- Human Rights and Equal Opportunity Act 1992 (Commonwealth)
- Impounding (Penalty Notice Offences) Regulation 1993
- Impounding Act 1993
- Income Tax Act (various) (Commonwealth)
- Independent Commission Against Corruption Act 1988
- Industrial Relations Act 1996
- Interpretation Act 1987
- Justices (amendment) Act 1985
- Justices Regulation 1993
- Land Acquisition (Just Terms) Compensation Act 1991
- Land and Environment Court Act 1979
- Library Act 1939
- Liquor Act 1982
- Native Title (NSW) Act 1994
- Native Vegetation Act 2003
- Noise Control Act 1975
- Noxious Weeds Act 1993
- Occupational Health and Safety Act 1983
- Ombudsman Act 1974
- Pollution Control Act 1970
- Privacy & Personal Information Protection Act 1998
- Protected Disclosures Act 1994
- Protection of the Environment Operations Act 1997
- Public Health Act 1991
- Public Works Act 1912
- Real Property Act 1993
- Recreational Vehicles Act 1983
- Residential Tenancies Act 2010
- Road Rules 2008
- Road Transport (Safety and Traffic) Act 1999
- Roads (General) Regulation 2005
- Roads (Transport (Safety and Traffic Management) Regulation 1009
- Roads Act 1993
- Roads Regulation 2008
- Roads Transport (General) Act 2005
- Rural Fires Act 1997
- Sales Tax (Exemptions and Classifications) Act 1992 (Commonwealth)
- State Authorities Superannuation Act 1987
- State Emergency and Rescue Management Act 1989
- State Emergency Services Act 1989
- Strata Schemes (Freehold Development) Act 1973
- Strata Schemes Development Act 2015
- Strata Schemes Management Act 2015
- Strata Titles Act 1973
- Swimming Pools Act 1992
- Swimming Pools Regulation (no.2) 1992
- Sydney Water Act 1994
- Threatened Species Conservation Act 1995
- Traffic Act 1909
- Unhealthy Building Land Act 1990
- Valuation of Land Act 1916
- Valuation of Land Act 1916
- Waste Recycling and Processing Service Act 1970
- Water Management Act 2000
- Work Health and Safety Act 2011
- WorkCover Administration Act 1989
- Workplace Surveillance Act 2005

4. Impact of Council Functions on the Public

As a service organisation, the majority of the activities of North Sydney Council have an impact on the public. The following is an outline of how the broad functions of Council affect the public.

4.1. Service Functions

Service functions affect the public as Council provides services and facilities to the public. These include provision of human services such as Meals on Wheels, childcare services and libraries, halls and community centres, recreation facilities, infrastructure and the removal of garbage.

4.2. Regulatory Functions

Regulatory functions place restrictions on developments and building to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.

4.3. Ancillary Functions

Ancillary functions affect only some members of the public. These functions include, for example the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.

4.4. Revenue Functions

Revenue functions affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.

4.5. Administrative Functions

Administrative functions do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

4.6. Enforcement Functions

Enforcement functions only affect those members of the public who are in breach of certain legislation. This includes matters such as the non-payment of rates and charges, unregistered dogs and parking offences.

4.7. Community Planning and Development Functions

Community planning and development functions affect areas such as cultural development, social planning and community profile and involves:

- Advocating and planning for the needs of our community. This includes initiating partnerships; participating on regional, State or Commonwealth working parties; and preparation and implementation of the Community Plan.
- Providing support to community and sporting organisation through provision of grants, training and information.
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events.

5. Public Participation in Formulation of Council Policy and Exercise of Functions

North Sydney Council has had an open government policy for many years. Opportunities for participation in policy development, and indeed the general activities of Council, include voting at Local Government elections; becoming a precinct member; attending Council meetings; joining Council Reference Groups; participating in consultation activities for major projects and issues confronting the community, and making submissions relating to Council planning, strategy, and policy documents. Information about opportunities for public participation in policy and decision making are on Council's website.

5.1. Representation

Local Government in Australia is based on the principle of representative democracy. This means that people elect representatives to their local Council to make decisions on their behalf. In New South Wales, local government elections are held every four years. The next election is to be held in September 2021.

At this coming election, voters elect 10 Councillors for a four-year term. Voting is compulsory for all residents who are 18 years of age or older. Property owners who live outside of the area and rate paying lessees can also vote but must register their intention to vote on the Non-Residential Roll.

The optional council poll process is perhaps the best known of North Sydney Council's many initiatives aimed at encouraging public participation in the decision-making process. Any North Sydney resident or ratepayer can nominate an optional council poll question, that is, a question requiring a Yes or No response from voters, for inclusion at a Council election. These poll questions allow the community to express its opinions on a whole range of issues - particularly issues which have been contentious during the term of the previous Council.

The Council contacts Precinct Committees several months before the election and asks them to suggest questions. Residents can forward suggestions to their local Precinct Committee or Ward Councillor(s). Members of the public may also raise issues and make representations to Councillors. Contact details of Councillors are available by contacting Council's Customer Service Centre on 9936 8100 or visiting Council's website.

5.2. Participation and Engagement

5.2.1. Open Council Meetings

North Sydney Council meets at 7:30pm on the fourth Monday of the month in the Council Chambers. A Public forum is held prior to the meeting at 6:30pm to allow residents to address items on the agenda. Committee Meetings are held at various times. Details of meeting times and locations, minutes, agendas and reports are available on Council's website or by contacting Council on 9936 8100.

Members of the public are welcome to attend these meetings and address the Council. Those wishing to speak at a meeting are advised to contact Council beforehand on 9936 8100.

5.2.2. Council Committees are:

- Legal and Planning Committee
- Governance and Finance Committee

In addition, members of the public can attend the North Sydney Traffic Committee which is a committee of the Roads & Maritime Services (RMS)

5.2.3. Reference Groups

There are citizen members on all Council reference groups which act in an advisory capacity to Council. Reference Groups meet to discuss issues, make recommendations to Council, and plan for the particular area of interest. As places for citizens arise on Reference Groups, invitations to make an expression of interest are advertised in the local newspapers, after which the Council appoints its selection.

Current Reference Groups are:

- Environmental Services Reference Group
- Sport and Recreation Reference Group
- Sustainable Transport Reference Group

5.2.4. Public Submissions on Plans, Strategies and Relevant Policies

All significant plans, strategies, and policies of North Sydney Council are placed on exhibition so that interested members of the public may view them and make a submission. Submissions in writing should be addressed to:

The General Manager
North Sydney Council
PO Box 12
NORTH SYDNEY NSW 2059
Or via email to council@northsydney.nsw.gov.au

Alternatively you are able to make submissions online at ‘DA You’re your Say’:

https://www.northsydney.nsw.gov.au/Building_Development/Current_DAs/DA_Comments/DA_Have_Your_Say

5.2.5. Consultation on Major Projects and Issues

Council undertakes community consultation on all major projects and issues confronting Council and its community. Council endeavours to improve consultation methods on an ongoing basis, so that decision making is as engaging and representative as possible.

5.2.6. Making Submissions on Development Applications

Council seeks comments on Development Applications proposed in the local government area from interested people. Council notifies adjoining owners and occupiers and advertises in the local newspaper seeking comments. Submissions can be made online or by mail/email. These may be made publicly available in accordance with the GIPA Act.

Members of the public can access information on the progress of any Development Application by using the DA Tracking system available on Council’s website.

5.2.7. Channels of Engagement

Community members can stay up to date on new and media by accessing the following websites and social media account utilised by Council:

- www.northsydney.nsw.gov.au
- www.twitter.com/NthSydCouncil
- www.facebook.com/NthSydCouncil
- www.instagram.com/north.sydney

5.2.8. Precincts

Precinct Committees are made up of residents, property and business owners, workers and students of the local area. Precinct Committees are supported by North Sydney Council, but are independent in their activities and decision making. Council regards the Precincts as representative bodies for local areas and values their ideas and feedback.

There are up to 21 precincts in the North Sydney Council area, not all of which may be currently active. Each has a committee that convenes meetings on a regular basis. Precincts receive annual funding from Council to resource their activities.

Precinct meetings discuss matters referred by Council for community consultation, and matters of local importance and interest to the community, including development applications, planning controls, traffic and parking matters, landscaping etc. As well as providing advice to Council, many Precincts run events and projects that encourage a sense of neighbourhood and belonging.

Precinct consultation is an important element of Council assessment of community need, in its endeavour to meet obligations as a service and governance organisation.

For more information on Precincts, please contact Council's Community Engagement Coordinator on 9936 8100 or visit Council's website.

5.2.9. Ward Forums

A forum is held in each of the Wards to provide interested members of the public an overview of key projects underway. They also inform residents of changes in their local area, provide an opportunity for residents to meet the Mayor and Councillors, General Manager and senior staff.

Information on Ward forums is available on Council's website and notices are published in the local newspaper.

6. Access to Information

Under the Government Information (Public Access) Act 2009, there are four ways to access information held by government agencies:

- Mandatory disclosure of open access information
- Pro-active release of Council information
- Informal release of council information
- Formal access application

A more detailed explanation on this has previously been outlined in section 2.1 to 2.4 of this Information Guide.

6.1. Information held by Council

Council holds information that relates to a number of different issues concerning the North Sydney Council area. Much of this information can be made available by lodgement of an informal access application. The various types of information held are available in a range of formats:

1. Electronic Documents – 2001 to present
2. Hard Copy files – pre 2001
3. Microfiche – 1986 to 2001
4. Microfilm – pre 1994
5. Aperture Cards – plans from 1940-1988

Council implemented an Electronic Document Management System (EDMS) in 2001. From this point forward all information is computerised and, by appointment, can be made available for viewing on a dedicated public access PC by submitting an access to information application.

Information prior to 2001 is available on either hard copy file, microfiche, or microfilm, and can also be made available by Document Management Services Officers for viewing by submitting an access to information application.

Plans relating to property development applications are available either electronically, on microfilm, on aperture cards, and in some instances in hard copy format. This information can also be made available by Document Management Services Officers for viewing by submitting an access to information application.

Information detailed in this Information Guide may be made available to the public on request unless there is an overriding public interest not to do so. Some information may require a formal access application in accordance with the Government Information (Public Access) Act 2009.

6.2. Explanation

Schedule 1 of the Government Information (Public Access) Regulations 2018 requires that certain documents held by Council, are to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents on Council's website www.northsydney.nsw.gov.au (unless there is an unreasonable additional cost to Council to publish these documents on the website section (6)2, there is an overriding public interest against the disclosure of the document section (6)4 and 5 or making the information available would constitute an infringement of copyright section (6)6) or at Council's Customer Service Centre, 200 Miller Street North Sydney. Documents of this type may be inspected by the public free of charge, by submitting an Informal access to information application.

Copies can be supplied for reasonable copying charges.

6.3. Information about Council

The following documents are classified as “open access” or have been proactively released by Council. They appear on Council’s website, unless otherwise stated.

This information can be located at:

https://www.northsydney.nsw.gov.au/Council_Meetings/Our_Organisation/Access_Council_Information

- The model code prescribed under section 440 (1) of the *Local Government Act 1993* (LGA)
- Council’s adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor’s Reports
- Management Plan – superseded by Council’s Delivery Plan; Operational Plan and Resourcing Strategy (Long Term Financial Plan, Asset Management Plan and Workforce Strategy)
- EEO Management Plan
- Council’s policy concerning the payment of expenses, and the provisions of facilities to Councillors
- Annual reports of bodies exercising functions delegated by the local authority
- Any codes referred to in the LGA
- Schedule of Fees and Charges
- North Sydney Community Strategic Plan 2018-2028
- Council’s Land Register – via completing the online form ‘Peruse a Public Register’
- Register of Investments
- Register of Delegations
- Returns of the interest of Councillors, designated persons and delegates - available for inspection by appointment at Council’s Customer Service Centre
- Register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA - Online link to the Election Funding Authority website
- Agendas and business papers for any meetings of the Council or any Committee, Reference Group (excluding business papers for matters considered when part of a meeting closed to the public)
- Minutes of any meeting of the Council or any Committee or Reference Group.
- Departmental representative reports presented at a meeting of the Council in accordance with section 433 of the LGA
- Register of voting on planning matters

6.4. Plans and Policies

- Local policies adopted by the Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Plans made under Section 94 of the Environmental Planning and Assessment Act, 1979 applying to land within the Council’s area

6.5. Information about development applications is available as follows:

- Development applications (within the meaning of the Environmental Planning and Assessment Act 1979) lodgement documentation and determination is made available online using DA Tracking system on Council’s website. Associated documents received in relation to a proposed development, can be made available by lodgement of an informal access application, and includes but may not be limited to the following:
 - Home warranty insurance documents
 - Construction certificates
 - Occupation certificates
 - Structural certification documents
 - Town planner reports
 - Submissions received on development applications
 - Heritage consultant reports
 - Tree inspection consultant reports
 - Acoustics consultant reports
 - Land contamination consultant reports
- This does not apply to Development Applications made before 1 July 2010 and any associated documents received in relation to that DA.

6.6. Information relating to approvals, orders and other documents

These can be made available by lodgement of an informal access application. Should there be sufficient public demand to publish the information, Council will review making some of the following available online:

- Applications for approvals under part 7 of the LGA
- Applications for approvals under any other Act and any associated documents received
- Records of approvals granted or refused, any variation from Council Policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders under Part 2 of Chapter 7 of the LGA and any reasons given under section 136 of the LGA
- Orders given under the Authority of any other Act
- Records of Building Certificates under the *Environment Planning & Assessment Act 1979*
- Plans of Land proposed to be compulsorily acquired by the Council
- Compulsory Acquisition Notices
- Leases and licenses for use of Public Land classified as Community Land

In addition, Council has many information brochures about its services and activities available free of charge and in several community languages from its offices, local community centres, Stanton Library and on Council’s website.

6.7. Information not made Publicly

Council must make the information deemed as *open access information* publicly available unless there is an overriding public interest against disclosure.

Documents may not be made available on Council’s Website due to the following reasons:

- Commercial in confidence
- Legal Privilege
- Copy Right
- Staff and Employment Information
- Personal information including signatures, addresses and contact information
- Other Public Interest Considerations against disclosure identified in the Table associated with section 14 of the GIPA Act is applied prior to the release of information onto Council’s website.

7. How members of the public may access and amend Council documents

Council is committed to openness and has had for many years addressed open government and access to Council documents.

As previously mentioned, open access information will generally be available on Council's website and/or for inspection at Council's offices during business hours Monday to Friday.

Perusal of documents is subject to removal of information that may not be in the public interest, confidential legal advice, commercial in confidence matters, staff matters or personal information relating to a third party identified as such by the Privacy & Personal Information Protection Act 1998.

Council's Right to Information Officer is responsible for providing access to Council-held information. Since 2001 all incoming and outgoing information and internal documents are recorded in a computer database.

To view documents or plans an access to information application must be completed. Application forms can be obtained on Council's website for both formal and informal applications.

Council's Right to Information Officer will process requests then consult with customers to confirm details and to coordinate the most appropriate means of making the information available.

There is no restriction on making notes from information provided. Copies of non-third-party documents are permissible, on review by Council's Right to Information Officer, however a copying charge may apply in accordance with Council's Schedule of Fees and Charges.

8. Amendment to Details on Council Records

Persons seeking to alter information on Council records, whether personal information or on behalf of another, should make written application to Council's Public Officer, North Sydney Council, PO Box 12, North Sydney NSW 2059.

9. Contacting Council

North Sydney Council
200 Miller Street
NORTH SYDNEY NSW 2060

Office Hours: 9.00am to 5.00pm, Monday to Friday

PO Box 12
NORTH SYDNEY NSW 2059

Telephone: (02) 9936 8100

Email: council@northsydney.nsw.gov.au

Website: www.northsydney.nsw.gov.au

10. Information and Privacy Commission NSW (IPC)

Members of the public may wish to contact the IPC to obtain more details about access to government information.

11. Contact Details:

Office of the Information Commissioner
Level 17, 201 Elizabeth Street
SYDNEY NSW 2000

GPO Box 7011
SYDNEY NSW 2000

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

Email: ipcinfo@ipc.nsw.gov.au

Website: <https://www.ipc.nsw.gov.au>