

## Open Access Information Checklist

Open Access Information	Document Location	Comment
(a) Council's current publication guide	<a href="http://www.hornsby.nsw.gov.au/about-council/access-to-information/publication-guide">http://www.hornsby.nsw.gov.au/about-council/access-to-information/publication-guide</a>	
(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,		None yet identified.
(c) Council's policy documents	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/user/policy/default.aspx?page=found&amp;2=&amp;4=32&amp;4a=ALLPC&amp;5=&amp;6=">http://hsconline.hornsby.nsw.gov.au/appenquiry/user/policy/default.aspx?page=found&amp;2=&amp;4=32&amp;4a=ALLPC&amp;5=&amp;6=</a>	
(d) the agency's disclosure log of access applications (see Division 4),	<a href="http://www.hornsby.nsw.gov.au/about-council/access-to-information/disclosure-log">http://www.hornsby.nsw.gov.au/about-council/access-to-information/disclosure-log</a>	
(e) the Council's register of government contracts (see Division 5),	<a href="http://www.hornsby.nsw.gov.au/about-council/tenders,-rfqs-and-eois">http://www.hornsby.nsw.gov.au/about-council/tenders,-rfqs-and-eois</a>	
(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,		None yet identified.
(g) such other government information as may be prescribed by the regulations as open access information (See below)		
<b>1 Information about local authority</b>		
(1) Information contained in the current version and the most recent previous version of the following records is prescribed as open access information		

## Open Access Information Checklist

<p>(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</p>	<p><a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/DocumentMaster/ViewDocument1.aspx?key=G%2f0%2fES3WzZY%3d&amp;size=258026">http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/DocumentMaster/ViewDocument1.aspx?key=G%2f0%2fES3WzZY%3d&amp;size=258026</a></p> <p><a href="http://www.hornsby.nsw.gov.au/about-council/policies,-codes,-regulations-and-standards">http://www.hornsby.nsw.gov.au/about-council/policies,-codes,-regulations-and-standards</a></p>	<p>Council's Code of Conduct</p> <p>DLG Model Code of Conduct</p>
<p>(b) code of meeting practice,</p>	<p><a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/user/policy/default.aspx?page=found&amp;2=code%20of%20meeting%20practice&amp;4=32&amp;4a=ALLPC&amp;5=&amp;6=">http://hsconline.hornsby.nsw.gov.au/appenquiry/user/policy/default.aspx?page=found&amp;2=code%20of%20meeting%20practice&amp;4=32&amp;4a=ALLPC&amp;5=&amp;6=</a></p>	
<p>(c) annual report,</p>	<p><a href="http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/annual-report">http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/annual-report</a></p>	
<p>(d) annual financial reports,</p>	<p><a href="http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/financial-statements">http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/financial-statements</a></p>	
<p>(e) auditor's report,</p>	<p><a href="http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications">http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications</a></p>	
<p>(f) management plan,</p>	<p><a href="http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications">http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications</a></p> <p><a href="http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/community-plan">http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/community-plan</a></p> <p><a href="http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/fees-and-charges">http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/fees-and-charges</a></p>	<p>Adopted annually by Council in June</p> <p>Hornsby Shire Community Plan 2010 - 2020 Delivery Program, including Operational Plan</p> <p>Fees and Charges</p>

## Open Access Information Checklist

(g) EEO management plan,	<a href="http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications">http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications</a>	
(h) policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors,	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/user/policy/default.aspx?page=found&amp;2=facilitie&amp;4=32&amp;4a=ALLPC&amp;5=&amp;6=">http://hsconline.hornsby.nsw.gov.au/appenquiry/user/policy/default.aspx?page=found&amp;2=facilitie&amp;4=32&amp;4a=ALLPC&amp;5=&amp;6=</a>	
(i) annual reports of bodies exercising functions delegated by the Council	<a href="http://www.hornsby.nsw.gov.au/about-council/meetings">http://www.hornsby.nsw.gov.au/about-council/meetings</a>  <a href="http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/state-of-the-environment-reports">http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/state-of-the-environment-reports</a>	<p>377 Management Committees are reported quarterly to Council's Ordinary Meetings ie; March, June, September, December. Refer to the Business Papers, Report "Community Centres &amp; Halls Section 377 Management Committees"</p> <p>State of the Environment Report</p>
(j) any codes referred to in the LGA	<a href="http://www.hornsby.nsw.gov.au/planning-and-building/lodging-an-application">http://www.hornsby.nsw.gov.au/planning-and-building/lodging-an-application</a>  <a href="http://www.hornsby.nsw.gov.au/planning-and-building/planning-controls-and-studies">http://www.hornsby.nsw.gov.au/planning-and-building/planning-controls-and-studies</a>  <a href="http://www.hornsby.nsw.gov.au/planning-and-building/planning-controls-and-studies/codes-and-regulations">http://www.hornsby.nsw.gov.au/planning-and-building/planning-controls-and-studies/codes-and-regulations</a>	<p>Application Services</p> <p>Planning Controls/Studies</p> <p>Codes &amp; Regulations</p> <ul style="list-style-type: none"> <li>* Keeping of Animals</li> <li>* Facilitation and Mediation of Development Disputes</li> <li>* Landscape Code</li> </ul>
(2) Information contained in the following records (whenever created) is prescribed as open access information:		

## Open Access Information Checklist

(a) returns of the interests of councillors, designated persons and delegates,	Returns are available for inspection at Council's Administration Services Branch during usual business hours	
(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),	<a href="http://www.hornsby.nsw.gov.au/about-council/meetings/business-papers">http://www.hornsby.nsw.gov.au/about-council/meetings/business-papers</a>	Business papers webpage – select relevant year, meeting etc.
(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	<a href="http://www.hornsby.nsw.gov.au/about-council/meetings/business-papers">http://www.hornsby.nsw.gov.au/about-council/meetings/business-papers</a>	Business papers webpage – select relevant year, meeting etc.
(d) Departmental representative reports presented at a meeting of the local authority in accordance with section 433 of the LGA –	<a href="http://www.hornsby.nsw.gov.au/about-council/meetings/business-papers">http://www.hornsby.nsw.gov.au/about-council/meetings/business-papers</a>	
(3) Information contained in the current version of the following records is prescribed as open access information:		
(a) land register,	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/user/s53landregister/">http://hsconline.hornsby.nsw.gov.au/appenquiry/user/s53landregister/</a>	
(b) register of investments,	<a href="http://www.hornsby.nsw.gov.au/about-council/meetings/business-papers">http://www.hornsby.nsw.gov.au/about-council/meetings/business-papers</a>	The current version of Council's investments is attached to the Investment & Borrowing Report which is considered on a monthly basis at Council's Ordinary Meetings. Please see Council's business papers for detail.
(c) register of delegations,	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/user/delegations/">http://hsconline.hornsby.nsw.gov.au/appenquiry/user/delegations/</a>	Register of staff Delegations of Authority

## Open Access Information Checklist

(d) register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008,	<a href="http://www.hornsby.nsw.gov.au/services/graffiti">http://www.hornsby.nsw.gov.au/services/graffiti</a>	
(e) register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA,	<a href="http://www.hornsby.nsw.gov.au/about-council/councillors">http://www.hornsby.nsw.gov.au/about-council/councillors</a>	Link to Election Funding Authority <a href="http://www.efa.nsw.gov.au">www.efa.nsw.gov.au</a>
(f) the register of voting on planning matters kept in accordance with section 375A of the LGA.[List]	<a href="http://www.hornsby.nsw.gov.au/about-council/meetings/business-papers">http://www.hornsby.nsw.gov.au/about-council/meetings/business-papers</a>	Link to business papers – then select Planning Decisions Register [year]
<b>2 Plans and policies</b>		
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	Council does not have a local Notice and Orders Policy	
(b) plans of management for community land,	<a href="http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/plans-of-management">http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/plans-of-management</a>	
(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.	<a href="http://www.hornsby.nsw.gov.au/planning-and-building/planning-controls-and-studies">http://www.hornsby.nsw.gov.au/planning-and-building/planning-controls-and-studies</a>	
<b>3 Information about development applications</b>		
(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:	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer">http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer</a>	
(i) home warranty insurance documents,		

## Open Access Information Checklist

(ii) construction certificates,	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer">http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer</a>	
(iii) occupation certificates,	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer">http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer</a>	
(iv) structural certification documents,	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer">http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer</a>	
(v) town planner reports,	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer">http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer</a>	
(vi) submissions received on development applications,	Currently available for viewing at the Planning Customer Service counter.	
(vii) heritage consultant reports,	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer">http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer</a>	
(viii) tree inspection consultant reports,	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer">http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer</a>	
(ix) acoustics consultant reports,	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer">http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer</a>	
(x) land contamination consultant reports,	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer">http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer</a>	
List of names and addresses and copy of letters to residents who have been informed of DAs in their area	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer">http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer</a>	
(b) records of decisions on development applications (including decisions made on appeal),	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer">http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer</a>  <a href="http://www.hornsby.nsw.gov.au/planning-and-building/application-enquiries">http://www.hornsby.nsw.gov.au/planning-and-building/application-enquiries</a>	

## Open Access Information Checklist

(c) a record that describes the general nature of the documents that the local authority decides are excluded from the operation of this clause by subclause (2).		See 2(a) and 2(b) below.
(2) This clause does not apply to so much of the information referred to in subclause (1) (a) as consists of:	N/A	
(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 relation to the site on which it is proposed to be erected, or	N/A	
(b) commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.	N/A	
(3) A local authority must keep the record referred to in subclause (1) (c).		
<b>4 Approvals, orders and other documents</b>		
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	Applications for approvals of structures or places of public entertainment are available for viewing at the Planning Customer Service counter. Applications for approvals of hoardings over road reserve and road openings are available for viewing at the Works Customer Service counter. Applications for approvals of skip bins and cargo containers, and crane permits are available for viewing by contacting the Traffic & Road Safety Branch on 9847-6639.	
(b) applications for approvals under any other Act and any associated documents received in relation to such an application,	Currently available for viewing at the Planning Customer Service counter.	

## Open Access Information Checklist

(c) records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals	<a href="http://www.hornsby.nsw.gov.au/planning-and-building/sepp1-returns">http://www.hornsby.nsw.gov.au/planning-and-building/sepp1-returns</a>  <a href="http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/annual-report">http://www.hornsby.nsw.gov.au/about-council/strategies,-reports-and-publications/annual-report</a>	Link to Litigation Summary contained within Annual Report regarding appeals concerning approvals
(d) orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA,	Currently available for viewing at the Planning Customer Service counter.	
(e) orders given under the authority of any other Act,	Currently available for viewing at the Planning Customer Service counter.	
(f) records of building certificates under the Environmental Planning and Assessment Act 1979 ,	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer">http://hsconline.hornsby.nsw.gov.au/appenquiry/modules/applicationmaster/default.aspx?page=disclaimer</a>	
(g) plans of land proposed to be compulsorily acquired by the local authority	Contact Manager Property Development – 9847-6669	
(h) compulsory acquisition notices,	Contact Manager Property Development – 9847-6669	
(i) leases and licences for use of public land classified as community land.	<a href="http://hsconline.hornsby.nsw.gov.au/appenquiry/user/s53landregister/">http://hsconline.hornsby.nsw.gov.au/appenquiry/user/s53landregister/</a>	

<http://hsconline.hornsby.nsw.gov.au/appenquiry/user/s53landregister/default.aspx?page=home>