



# Cobar Water Board Publication Guide

## **Government Information (Public Access) Act 2009**

Mr Peter Vlatko | Secretary  
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## Preface

The *Government Information (Public Access) Act 2009 (NSW)* (GIPA Act) replaced the *Freedom of Information Act 1989 (NSW)*, and introduced a new right to information system. The new system is focused on making government information more readily available.

Section 6 of the *GIPA Act* makes it mandatory for agencies to disclose some information proactively and free of charge, unless there is an overriding public interest against disclosure. Section 20 of the *GIPA Act* requires agencies to develop and adopt a publication guide as part of their mandatory open access information.

Cobar Water Board's publication guide is a summary of what we do, how we do it and the type of information we hold and generate through the exercise of our functions, with a particular focus on how those functions affect members of the public. Cobar Water Board will review its publication guide at least once every 12 months.

## Version Control Table

Date Reviewed	Responsible Officer	Date Adopted	Version
1 June 2015	Secretary	11 June 2015	1.0
31 May 2016	Secretary		2.0
8 June 2017	Secretary	9 June 2017	3.0
12 June 2018	Secretary	28 June 2018	4.0
4 June 2019	Secretary	13 June 2019	5.0
15 June 2020	Secretary	25 June 2020	6.0

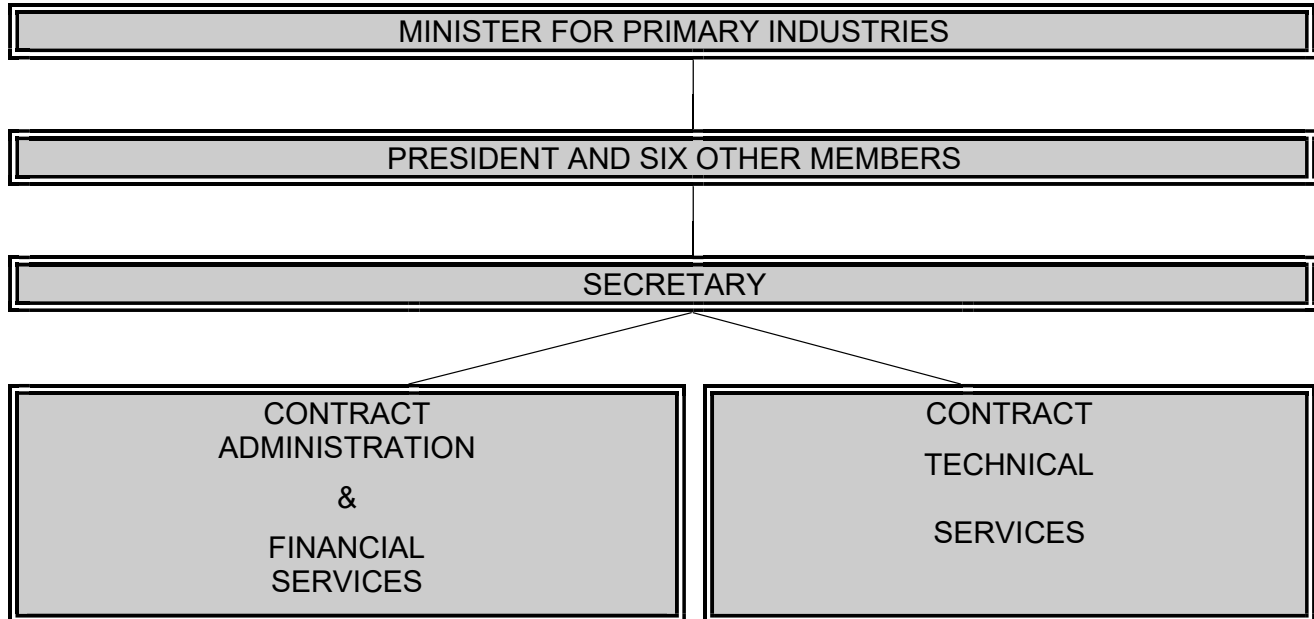
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## Structure and Functions

### Structure

Board membership is defined under the Water Management Act 2000. The Act states that the Board is to consist of seven (7) part-time members appointed by the Governor. Three of the members are to be nominated by Cobar Shire Council, three are to be selected by the Minister for Primary Industries from persons nominated by the mining companies and the President of the Board is appointed by the Governor based on nominations provided to the Minister.



### How Cobar Water Board Works

The Cobar Water Board is a statutory authority established in 1963 under an Act of the NSW Parliament. The Board was established with the purpose of supplying bulk water to Cobar Shire Council (for subsequent treatment and distribution by that body to the town of Cobar) and the local mining companies.

### Functions

The Cobar Water Board is administered under the Water Management Act 2000. In accordance with this legislation, the Board is empowered to:

- Construct, maintain and operate works;
- Provide raw water by metered bulk supply to Cobar Shire Council, mining companies and other consumers approved by the Board;
- Carry out any activities for enabling the objects of the Act to be obtained, which include to provide for the integrated and sustainable use of water sources for the benefit of present and future generations; and
- Undertake any other activities or functions as are conferred and imposed upon it by the Act.

When exercising its functions the Board must have regard to the following:

- The efficient use of water resources;
- The principles of ecologically sustainable development (ESD);
- Public interest and present and future community needs;
- Environmental protection, pollution control and prevention;
- Best practice in the planning, management and operation of assets; and
- The efficient and effective management and use of natural, human and financial resources.

## Information held by Cobar Water Board

### Information Categories

Cobar Water Board holds information (hard copy and/or electronic form) that relate to a number of different issues concerning the Cobar Water Board. This information is grouped into three categories.

1. Electronic Documents;
2. "Physical Files";
3. Policy and General Documents.

### Electronic Documents and Physical Files

Cobar Water Board has a form of 'Electronic Document Management System' that is a mirror image of its 'Physical Files' for information that has been created electronically by Cobar Water Board.

- General
- Albert Priest Channel
- Annual Report
- Annual Statements
- Assets
- Audit
- Banking
  - Interest Bearing Deposits
- Circulars/Memorandums
  - Industrial Relations Employment Training & Further Education Department (DIRETFE)
  - Premiers Department
  - Treasury Department

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- Computers
- Drought Issues
- Electricity Supply                      -Energy Management
- Estimates
- Freedom of Information/GIPA
- Independent Commission  
Against Corruption (ICAC)
- Insurance                                      -General  
    -Workers Compensation
- Land & Water Conservation  
Department (Formerly Water  
Resources)
- Licences
- Loans
- Major Consumers
- Manual    -Operations & Maintenance Manual Vol 1 Jan 2004
- Meeting Notices & Minutes
- Members & Allowances
- Minor Consumers
- Motor Vehicles
- Office Equipment
- Operations Agreement
- Overshot Weir
- Policies    -Protected Disclosures  
    -Disability Action Plan  
    -Purchasing  
    -Healthy Workforce Policy  
    -Investment

- Pumping Equipment
  - Records Management
  - Reservoirs
  - Seal Register
  - Statistical Returns
  - Strategic Business Plan
  - Surplus Payments for Water Consumption
  - Taxation
  - Telecommunication Services
  - Telephone Listings
  - Telemetry System
  - Tenders
  - Treasury Department
  - Water Consumption
  - Water Purchase
  - Water Supply Augmentation Investigation
  - Water Supply
  - Y2K Issues
- Records Management  
-Related Party Disclosures
- Swan Dam/Storages
- Fringe Benefits Tax  
-Goods & Services Tax
- General  
-Estimates  
-Financial Statements  
-Subsidy
- CobarLink Interconnector  
(Narromine - Nyngan Pipeline)  
-Canbelego

## Government Information (Public Access) Act 2009

These Electronic Documents and Physical Files are not available on the website however this information may be available either by informal release or via an access application in accordance with Sections 7-9 of the *Government Information (Public Access) Act 2009*, unless there is an overriding public interest against disclosure of the information as outlined in Section 14 of the *Government Information (Public Access) Act 2009*. Members of the public who require an informal release or an access application can do so by contacting the Cobar Water Board's Secretary on 02 6836 5888 or at [mail@cobar.nsw.gov.au](mailto:mail@cobar.nsw.gov.au).

## Policy and General Documents

### Codes, Plans, Policies and Reports

- Administrative Memoranda
- Annual Estimates
- Annual Financial Statements
- Annual Report
- Auditors Reports
- Business Papers for Board Meetings
- Correspondence
- Investment Policy
- Minutes of Board Meetings
- Operations Manual
- Purchasing Policy
- Records Management Policy
- Strategic Business Plan
- Working Papers

### Agendas, Business Papers and Minutes

- Agendas and business papers for Board Meetings, not including business papers for matters considered when part of a meeting is closed to the public.

## How is Cobar Water Board Information Made Available

There are four ways Cobar Water Board Information will be made available;

### 1. Mandatory Release

This generally includes information found on the Cobar Water Board section on Cobar Shire Council's website such as policy and general documents, the current Publication Guide and Disclosures Log.



## 2. Proactive Release

These are additional documents that are made available to the public on the Cobar Water Board section on Cobar Shire Council's website and at the Administration Centre C/- Cobar Shire Council Offices.

## 3. Informal Request

This is for specific information. Under the *Government Information (Public Access) Act 2009* Cobar Water Board can choose to release this information without the need for a formal access application. Access via this path may be subject to reasonable conditions such as photocopying charges. Requests for information should be emailed to Cobar Water Board at [mail@cobar.nsw.gov.au](mailto:mail@cobar.nsw.gov.au) or contacting the Cobar Water Board Secretary on 02 6836 5888.

## 4. Formal Access Application

If you have not been able to obtain the information you need through any other form of access you can lodge a Formal Access Application. Unlike the Informal Request you have a legally enforceable right to be provided with access unless there is an overriding public interest against disclosure of the information. An application fee and processing charge may apply. A formal *Government Information (Public Access) Act 2009* Application Form (downloadable from the Cobar Water Board section on Council's website) will need to be completed and submitted to Cobar Water Board with the application fee.

## How Members of the Public May Access and Amend Cobar Water Board Information

Access to Cobar Water Board information may be obtained from the Cobar Water Board section on Cobar Shire Council's website at [www.cobar.nsw.gov.au](http://www.cobar.nsw.gov.au) or by contacting the Cobar Water Board's Secretary at the Administration Office C/- Cobar Shire Council Offices between 8am and 4:30pm Monday to Friday.

If the information you require is not available on the website please email the Cobar Water Board at [mail@cobar.nsw.gov.au](mailto:mail@cobar.nsw.gov.au) or contact the Cobar Water Board's Secretary on (02) 6836 5888.

If you ask for information and you are not able to obtain it, you may apply for them under the *Government Information (Public Access) Act 2009 (NSW)* by:

- Completing a GIPA Application Form downloadable from Council's website. If you cannot download this form you may obtain a copy from Cobar Water Board's Administration Office C/- Cobar Shire Council Offices.
- Present the form and the appropriate fee to Cobar Water Board's Administration Office C/- Cobar Shire Council Offices, 36 Linsley Street, Cobar.

## Government Information (Public Access) Act 2009

Details of procedures and fees are detailed in the *Government Information (Public Access) Act 2009 (NSW)* or may be obtained from the Cobar Water Board's Secretary at the Administration Office C/- Cobar Shire Council Offices.

Arrangement can be made for amendments to information concerning personal information of members of the public by contacting the Cobar Water Board's Secretary. Enquiries should be addressed as follows:

Secretary  
Cobar Water Board  
PO Box 8  
COBAR NSW 2835  
Email: [mail@cobar.nsw.gov.au](mailto:mail@cobar.nsw.gov.au)

## Further Information

If you require further information regarding the *Government Information (Public Access) Act 2009*, members of the public can review the website of the Office of the Information Commissioner (OIC) at:

[www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

The Information Commissioner can also be contacted as follows;

Free Call Telephone: 1800 472 679

Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

Address: GPO Box 7011  
SYDNEY NSW 2001

Office Address: Level 17  
201 Elizabeth Street  
SYDNEY NSW 2000