

AGENCY INFORMATION GUIDE. MAY 2017

This Agency Information Guide tells you in general terms:

- The structure and functions of the Barangaroo Delivery Authority (the Authority)
- Ways in which the Authority's functions affect members of the public
- Arrangements for public participation in policy formulation and the exercise of the Authority's functions
- An overview of government information held by the Authority
- Government information that can be made available to the public
- How that information will be made available
- Fees and charges related to requests for access to specific kinds of information.

STRUCTURE AND FUNCTION

The Barangaroo Delivery Authority (the Authority) is responsible for the procurement, management and development of the Barangaroo site to:

- encourage the development of an active, vibrant and sustainable community and a location for national and global business
- create a high quality mixed use precinct connected to and supporting the economic development of Sydney
- facilitate Barangaroo Reserve and the Barangaroo public domain
- deliver balanced social, economic and environmental outcomes, and orderly and sustainable development
- deliver an opportunity for design excellence outcomes in architecture and public domain design.

ACTS AND REGULATIONS

The Authority was formed on 30 March 2009 under *The Barangaroo Delivery Authority Act 2009*. The Barangaroo site was previously managed by the Sydney Harbour Foreshore Authority.

ORGANISATIONAL STRUCTURE

The Authority is subject to the control and direction of the NSW Premier to whom the Barangaroo Delivery Authority Act is allocated. It is managed by a Board comprised of the Chief Executive Officer, and a maximum of five members appointed by the Minister, one of whom is appointed as the Chairperson. The Board holds scheduled meetings every second month and at other times as required. The current Board members are: Terry Moran AC (Chairman), Craig van der Laan (Chief Executive Officer), Peter Young, Christine Covington and John Fitzgerald.

ORGANISATIONAL STRUCTURE

Barangaroo Delivery Authority



WAYS IN WHICH THE AUTHORITY’S FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

Barangaroo will be developed as a mixed use precinct which includes commercial, residential and public domain.

Barangaroo Reserve has been developed for the use and enjoyment of the public.

Further details about the Barangaroo Delivery Authority are available at www.barangaroo.com.

PUBLIC PARTICIPATION IN POLICY FORMULATION/EXERCISE OF THE AUTHORITY’S FUNCTIONS

The Authority employs public participation mechanisms including:

- Surveys, interviews and research in response to specific issues
- Community meetings
- Newsletters and updates
- Consultation with interested parties and stakeholders, peak industry bodies and individual businesses as appropriate.

GOVERNMENT INFORMATION HELD BY THE AGENCY

Information is contained in the following range of documents. These include records (files), budget papers, contracts and agreements, policy and procedures manuals and publications by the Authority (including annual reports, newsletters, information sheets, brochures, plans and website).

Authority files contain a variety of types of documents, including submissions, briefing notes, memoranda, correspondence and agendas and minutes of meetings.

Each file contains documents relating to a particular subject matter. The following is indicative of the type of content areas in which the Authority holds files:

- Administration, finance, policy and staff
- Property management
- Project delivery
- Communications
- Activities on the site

The Authority's policies which cover a wide range of matters are on the Authority's website and as other policies are developed they will be placed on the website.

GOVERNMENT INFORMATION AVAILABLE TO THE PUBLIC

The Authority makes available, free of charge on its website, the following "open access information" as and when they become available:

- The Authority's Annual Reports
- All other documents that are tabled in Parliament concerning the Authority
- Current policy documents
- Details of significant government contracts and tenders
- The Authority's disclosure log.

OTHER PRO-ACTIVELY RELEASED INFORMATION

In addition, the Authority pro-actively makes available, free of charge on its website, a large range of additional information including the following:

- Reports of research likely to be of interest to the public
- The progress of environmental planning applications
- Details of events and activities on the site
- The development of design proposals for sections of the site
- Other reports and publications likely to be of interest to the public

INFORMATION AVAILABLE ON INFORMAL REQUEST

A request may be made at anytime for other information held by the Authority. While the Authority reserves the right to require a formal access application to be made, the Authority will generally provide the following types of information in response to an informal request, without the need to make a formal access application:

- Copies of correspondence, where the person requesting the correspondence was the person who sent it to the Authority
- Documents that contain only personal information about a particular individual, and that is the person who is requesting the information
- Documents that have already been made public in some other way
- Other reasonable requests for information the release of which would not raise any potential concern in them of public interests considerations against disclosure

The Authority reserves the right to impose conditions in the use or disclosure of information that is released in response to an informal request.

INFORMATION AVAILABLE IN RESPONSE TO A FORMAL ACCESS APPLICATION

An access application may be made for all other information held by the Authority (other than certain “excluded information”, set out below)

Access Applications are subject to application fees and processing charges in accordance with the Government Information (Public Access) Act 2009 (GIPA) which are further explained below.

INFORMATION THAT IS NOT AVAILABLE IN RESPONSE TO AN ACCESS APPLICATION

The Authority will not release information if there is an overriding public interest against disclosure of the information.

Some of the particular information that the Authority cannot release in response to an access application includes:

- Cabinet information (as defined in item 2 of Schedule 1 to the GIPA Act)
- Documents that are subject to Parliamentary privilege , such as draft answers to Questions on Notice (item 4 of Schedule 1 to the GIPA Act)
- Information that would be privileged from production in legal proceedings.

FORMAL ACCESS APPLICATIONS

A formal request for access to documents may be made by:

1. completing an Access Application. The form is available online, or a copy may be requested by contacting the Right to Information officer below or
2. you may also apply in writing supplying all the details required under section 41 of the GIPA Act. Section 41 provides for the application to:
 - be in writing
 - state that it is made under the Government Information (Public Access) Act 2009 (NSW)
 - have a postal address for return correspondence
 - provide enough details to help the agency identify the information you want
 - enclose the application fee of \$30.

The written request or form may be lodged at the Barangaroo Delivery Authority, or sent by post, together with the appropriate fee, if required, to:

Right to Information Officer
Barangaroo Delivery Authority
Level 21 201 Kent Street
Sydney

Note: A request for information may be refused if there is an overriding public interest against disclosure or if searching for the requested information would require unreasonable and substantial diversion of the Barangaroo Delivery Authority's resources.

Any decision to withhold or release the documents can be appealed against by either the applicant or third parties (ie other parties involved in the documents).

FEES AND CHARGES

Basic fees and charges under the GIPA Act 2009 are:

Nature of Application	Application Fee	Processing Charge
Access to information /records – other requests	\$30*	\$30 / hour after first hour
Internal review of reviewable decision	\$40	nil

* 50% reduction in processing fees may apply if the applicant suffers financial hardship or if there is deemed to be a special public benefit to the public generally. There is no 50% reduction in the application fee, but the applicant receives an extra hours processing before processing fees start.

FURTHER INFORMATION

Right to Information Officer
Barangaroo Delivery Authority
Level 21 201 Kent Street
Sydney
Telephone +61 2 9255 1700
Email right.to.information.officer@barangaroo.nsw.gov.au