



**Independent Planning  
Commission**

# ACCESS TO INFORMATION

The Independent Planning Commission of NSW was established by the NSW Government on 1 March 2018 as an independent statutory body operating separately to the Department of Planning and Environment.

The Commission plays an important role in strengthening transparency and independence in the decision-making processes for major development and land use planning in NSW. The key functions of the Commission include to:

- Determine State significant development applications
- Conduct public hearings for development applications and other matters
- Provide independent expert advice on any other planning and development matter, when requested by the Minister for Planning or Planning Secretary

The Commission is an independent consent authority for State significant development applications and provides an additional level of scrutiny where there are:

- More than 25 public objections
- Reportable political donations
- Objections by the relevant local council

For more information on our functions, please visit the *Function and Delegation* section on our website: [www.ipcn.nsw.gov.au](http://www.ipcn.nsw.gov.au).

## WHAT INFORMATION DO WE HOLD?

Our Commission holds the following information:

- Correspondence
- External stakeholder meeting records
- Community member meeting records
- Internal administrative information
- Development applications and associated documents
- Development assessment reports and associated documents
- Submissions and representations
- Commission reports
- Decision-related information
- Commission member meeting minutes
- Contracts and related information
- Hard copy
- Web-based publications
- Audio records and written transcripts of public meetings and hearings

## WHAT INFORMATION DO WE MAKE PUBLIC?

We make much of the above information publicly available on our website. Additional examples include our:

- Annual report
- Code of Conduct
- Procedural guidelines
- Media releases
- Ministerial directions
- Public hearing and meeting notes and transcripts
- Submissions and representations
- Commission reports  
*Including advice, public hearing and determination*

Similar information not listed on the website may be made available upon request, either free of charge, at the lowest reasonable cost, or at the published cost.

## WHERE CAN INFORMATION BE ACCESSED?

### On Our Website

Most of the information made available on our website informs the public of Commission activities, and assists their understanding of our roles, functions and decisions. Our website also holds information which legislation requires us to make public. All this information is free to download.

### At Our Office

The IPCN office provides information on the Commission's functions and procedures. Our reports and declaration of interest register are also available for inspection as hard copies, at Level 3, 201 Elizabeth Street, Sydney.

We're open between 9am and 5pm, Monday to Friday. You can call our office on (02) 9383 2100 during business hours, fax us on (02) 9383 2133, or email [ipcn@ipcn.nsw.gov.au](mailto:ipcn@ipcn.nsw.gov.au).

## INFORMATION DISCLOSURE UNDER THE GIPA ACT

### Proactive Disclosure

IPCN may release information proactively under the *Government Information (Public Access) Act (GIPA Act, 2009)* if we believe doing so would serve an identified public interest.

## Informal Disclosure

You can make an informal request for access to information held by our Commission at any time. This request can be made by email or letter, and is free of charge.

The Commission generally views informal disclosure positively, when the following applies:

1. There is minimal work involved in searching, retrieving, compiling or deciding to release information
2. It does not contain information that might impact third parties
3. The information:
  - Is not in draft form
  - Is not in pending final form
  - Does not contain confidential information *Including commercial information, defamatory material, internal staff matters, and matters concerning legal proceedings*

As an example, information that would not raise potential public interest concerns may be disclosed informally under the *GIPA Act*. Depending on the nature and extent of information requested, we reserve the right to require a formal access application.

## Formal Disclosure

Information like draft Commission reports, internal administrative documents, documents concerning third parties, material given and received in confidence, and information that is difficult to find may require a formal application for disclosure.

Formal applications must be in writing, and should provide enough detail for the information subject to be identified. Please note, a \$30 application fee applies.

Please direct formal applications to:

Director, Commission Secretariat  
Independent Planning Commission NSW  
Level 3, 201 Elizabeth Street  
Sydney, NSW 2000

Phone (02) 9383 2100 | Fax (02) 9383 2133

Our 'Request for Access to Information' form can be downloaded from our website [www.ipcn.nsw.gov.au](http://www.ipcn.nsw.gov.au), or obtained by calling our office.

## Processing a Formal Request for Access to Information

The Director of the Commission Secretariat will acknowledge the request within five working days. Decisions concerning access are normally made within twenty working days.

If the processing time is extended or suspended, the Commission Secretariat will advise the applicant appropriately. Sometimes an applicant will be asked to clarify the request, or be referred to another agency if the request relates more to their functions.

Access to information can be refused if there is an overriding public interest against disclosure. The Commission Secretariat will explain the refusal in a notice of decision. If a request for access is refused, the applicant has the right to an internal review, a review by the Office of the Information Commissioner (OIC), and review by the Administrative Decisions Tribunal (ADT).

Office of the Information Commissioner  
[www.oic.nsw.gov.au/oic\\_home.html](http://www.oic.nsw.gov.au/oic_home.html)

Administrative Decisions Tribunal  
[www.lawlink.nsw.gov.au/adt](http://www.lawlink.nsw.gov.au/adt)

## More on Accessing Information

If you'd like to learn more about accessing information, please contact the Office of the Information Commissioner on 1800 463 626 (1800 INFOCOM), email [oinfo@oic.nsw.gov.au](mailto:oinfo@oic.nsw.gov.au), or visit the OIC website.

## Access Charges

The following table lists the formal *GIPA* application charges. A fifty percent discount applies to charges if the applicant can provide evidence he/she:

1. Holds a Commonwealth Pensioner Concession Card
2. Is a full-time student
3. Represents a non-profit organisation, and can provide evidence the organisation is non-profit

A fifty percent discount also applies if it is demonstrated that information requested will be of special benefit to the public.

We also have the discretion to waive fees and charges, and do so in appropriate circumstances.

NATURE OF APPLICATION	APPLICATION FEE	PROCESSING
Access to information on personal affairs <i>First 20 hours</i>	\$30	\$30 per hour, after 20 hours
All other requests	\$30	\$30 per hour
Internal review	\$40	Nil

Last updated: 1 March 2018

Due for review: 1 March 2019