

WESTERN PARKLAND  
CITY AUTHORITY

# Agency Information Guide

July 2021



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# 1 INTRODUCTION

## 1.1 The Western Parkland City Authority

The Western Parkland City Authority (**Authority**) is tasked by the State and Federal Governments to design and deliver a new CBD, creating a dynamic new place for people to live, work and learn. This includes implementing existing Government strategies and policies, delivering City Deal Commitments and achieving a 200,000 new jobs target.

The Authority is a statutory body established under the *Western Parkland City Authority Act 2018 (Act)* to facilitate the design and delivery of the Western Sydney Aerotropolis and support the growth of the Western Parkland City.

## 1.2 What is the Government Information (Public Access) Act?

The *Government Information (Public Access) Act 2009 (GIPA Act)* provides members of the public with a right of access to government information. Under the GIPA Act, each NSW Government department and agency is required to publish an Agency Information Guide which sets out in general terms:

- our structure and functions;
- how our functions affect members of the public and how the public can participate with us;
- what kind of government information we hold;
- what kind of government information we make available to the public;
- how that information will be made available; and
- if there is a charge for accessing information.

# 2 OUR STRUCTURE AND FUNCTION

## 2.1 Structure

The Authority is a statutory corporation established by section 6 of the Act. It is a NSW Government Agency with a Chief Executive Officer and a Board constituted by the Act. The Minister responsible for the administration of the Act is the Minister for Jobs, Investment, Tourism and Western Sydney, The Hon Stuart Ayres MP.

## 2.2 Function

The Authority's functions are set out in section 13 of the Act as set out below.

- (a) to prepare master plans for development within precincts, including identifying priorities relating to the design and location of that development,
- (b) to carry out development on its own behalf or on behalf of other persons or bodies,
- (c) to participate in the planning, funding, prioritisation and co-ordination of public infrastructure that is provided in association with the carrying out of development within precincts,
- (d) to co-ordinate, secure and attract investment,
- (e) to develop and, if directed by the Minister, implement schemes for funding the provision of public infrastructure, facilities, places and services,
- (f) to promote, organise, manage, provide and conduct cultural, educational, commercial, transport, tourist and recreational activities and facilities,

- (g) to provide consultancy and other services relating to the carrying out of development,
- (h) to enter into joint ventures, project delivery agreements and other arrangements with landowners, developers, State and Commonwealth government agencies and local councils in the Western City,
- (i) to liaise and work collaboratively with State and Commonwealth government agencies and with local councils in the Western City in exercising its functions.

The main effect of the exercise of the Authority's functions on members of the public is to achieve the statutory objects of the Authority, set out in section 3 of the Act, which is to encourage the economic growth and development of the Western Sydney Aerotropolis and the rest of the Western City, in particular:

- (a) by creating active, vibrant and sustainable communities and locations that—
  - (i) support national and global business, and
  - (ii) support, and benefit from, the development of the Western Sydney Airport, and
- (b) by supporting the creation of precincts that are focused on job intensive land uses and which include knowledge, industrial, educational, commercial, retail and mixed-use precincts, and
- (c) by promoting investment, and
- (d) by promoting development that accords with best practice environmental and planning standards, is environmentally sustainable and applies innovative environmental building and public domain design, and
- (e) by facilitating the sharing of financial value arising from, or associated with, the development of the operational area so as to offset the provision of public infrastructure, facilities, places and services, and
- (f) by promoting the attainment of value for money and efficiency in the delivery of infrastructure, and
- (g) by achieving optimal outcomes from the Authority working collaboratively with the Commonwealth and State governments and with local councils in the Western City.

Members of the public can make suggestions, leave feedback and otherwise engage with the Authority by:

email at [hello@wpca.sydney](mailto:hello@wpca.sydney);  
 telephone on 1800 312 999; or  
 letter to PO Box W162, Parramatta Westfield NSW 2150.

For projects being undertaken by the Authority, dedicated lines of communication with the public and external stakeholders are established on a case by case basis.

## 3 GOVERNMENT INFORMATION

### 3.1 Kinds of government information that the Authority holds

Under the GIPA Act 'government information' is information contained in a record, held by a government agency.

'Record' means any document or other source of information compiled, recorded or stored in written form or by electronic process, or by any other manner or means. Including:

- electronic documents stored on computers, including those in draft form;
- working notes;
- emails;
- hard copy or electronic copies of any documents or papers;
- records of meetings;
- presentations;

- databases;
- audio or visual recordings;
- photographs; or
- anything capable of being a recording.

The Authority holds information relating to the exercise of its functions and the administration of the Authority, including:

- internal policies and governance documents;
- strategic documents and other documents relating to the Authority's activities;
- documents prepared for submissions to or deliberation and decision by Cabinet and Cabinet Committees;
- Documents prepared for deliberation or decision of Cabinet and Cabinet Committees;
- Ministerial briefing papers;
- correspondence;
- documents relating to procurement and transactions;
- board and committee papers and minutes;
- agreements, contracts and related information.

It is important to note that the Authority will be deemed to hold information where that information is:

- contained in a record held by the Authority;
- held by a private sector entity and the Authority has an immediate right of access to it;
- held by the State Records Authority and Treasury has an immediate right of access to it;
- in the possession or under the control of person in their capacity as an officer of the Authority (including held at home or on a personal device).

### 3.2 Kinds of government information that the Authority will make publicly available

The GIPA Act requires various information (section 18) to be made available free of charge on the Authority's website [www.wpca.sydney](http://www.wpca.sydney), unless there is an overriding public interest against disclosure of the information.

The Agency will also provide other information as proactive information release on the Authority's website in accordance with our policy "Proactive release of government information under the Government Information (Public Access) Act 2009". Having regard to section 18, the Authority will make the following information available:

- this Agency Information Guide;
- the Authority's Strategy 'Delivering the Western Parkland City';
- the Authority's Code of Ethics and Conduct;
- any Disclosure Logs;
- the Authority's government contract register;
- list of major assets and disposals (if any);
- procedures of the Board of the Authority; and
- the Charter of the Authority and policy documents.

## 4 ACCESSING GOVERNMENT INFORMATION

### 4.1 Publicly available information

The GIPA Act statutorily mandates that certain government information must be publicly released and is declared as Mandatory open access information. This is called “open access information”. Open access information is to be made publicly available and free of charge at [www.wpca.sydney](http://www.wpca.sydney).

### 4.2 Proactive release

The GIPA Act also requires agencies to consider which information they hold that should be publicly released. We are obliged to consider what information we should hold and publicly and proactively release it unless there is overriding public interest against disclosure. The information should be available free of charge or at the lowest reasonable cost.

### 4.3 Informal request

A member of the public may seek access to information of the Authority by informally seeking access. This is the usual first course of enquiry where the information is not information that is mandatory open access information or information that is release by the Authority on a proactive basis. The Authority will consider the request for the information on a case by case basis to assess whether it is information that should be informally released against the criteria in the GIPA Act.

### 4.4 Formal request (access application)

If the information you seek is not available on our website and we cannot provide it to you as an informal request for information, you may access the information by lodging a formal access application providing there is no overriding public interest against disclosure. Please use the Formal Application Form, [Attachment A to this Agency Information Guide](#).

A formal access application for information should be a last-resort option for accessing government information. We will respond to your formal access application within 20 working days (subject to any extension allowed for under the Act). If an extension of time is required to deal with your application, we will let you know in writing.

A \$30 application fee applies to Formal Requests under the GIPA Act. The Authority has the discretion to waive or reduce the application fee. The Authority may also charge \$30 per hour after the first hour for its time in processing an application. The application fee counts towards the first hour of processing application. A 50 per cent reduction in processing fees may apply if you can provide evidence that you would suffer financial hardship or the information is of special benefit to the public generally. If applying for your own personal information, the Authority will not charge for the first 20 hours of processing.

If you have any questions or need advice about accessing the information held by the Authority, please contact the Authority on [hello@wpca.sydney](mailto:hello@wpca.sydney).

You can also get more details about your right to government information from the Office of the Information Commissioner by:


Calling: 1800 472 679

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

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

## 5 DOCUMENT CONTROL

### 5.1 Document Approval

Name & Position	Signature	Date
Lyndsay Brooker, Executive Director Governance		30/07/21

### 5.2 Document Version Control

Version	Status	Date	Prepared By	Comments
1.0	Draft	11/03/2020	Sarah Strang Principal Legal Officer	
2.0	Draft	30/07/2021	Sarah Strang Principal Legal Officer	Legislation update

This Framework will be reviewed periodically. It may be reviewed earlier in response to post-implementation feedback from Divisions.

## FORMAL ACCESS APPLICATION

### About this form

You may use this form to apply to the Western Parkland City Authority for formal access to government information under the *Government Information (Public Access) Act 2009*.

### How to complete this form

1. Ensure that all fields have been filled out correctly.
2. Once completed, please refer to the lodgement details section for further information.

#### 1. Applicant Details

Title:

Given Names:

Family Name:

Company/Organisation:

Postal Address:

Email Address:

Phone Number(s):

I agree to receive correspondence at the above email address

If you have special needs for assistance with this application, please specify below:



## 2. Proof of Identity

**Only required when an applicant is requesting information on their own behalf.**

When seeking access to personal information, an applicant must provide proof of identity in the form of a certified copy of any one of the following documents:

- Australian driver's licence (with photograph, signature and current address)
- Current Australian passport
- Other proof of signature and current address details

## 3. Government Information

Please describe the information you seek. Please note that if you do not give enough details about the information, we may not be able to process your application. You should also advise if the information is your personal information.

## 4. Form of Access

Please indicate how you wish to access the information.

Inspect the document(s)       A copy of the document(s)

Access another way (specify below):

## 5. Disclosure Log

If the information sought is released to you and would be of interest to other members of the public, the following details may be recorded in the Authority's Disclosure Log which will be published on our website:

- a) The date on which your application was decided.
- b) A brief description of the information that was released
- c) How that information can be accessed by members of the public
- d) Please indicate if you object to this  Yes  No

If yes, please provide further information in this space:

## 6. Fees and Discounted Processing Charges

You can pay the standard application fee of \$30 by cheque or money order accompanying your application. Please do not send cash by post.

There is a charge for processing the application (\$30 / hour) except when an application is for your personal information, in which case the first 20 hours of processing are free. You may be entitled to a 50% reduction in processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship – please attached supporting documentation (eg. pension card)
- Special benefit to the public – please specify why below and/or provide supporting documentation

## 7. Third Party Consultations

If the information you are seeking contains information about a third party we may need to consult with them to find out whether they would have concerns about the disclosure of the information. It can be helpful to third parties in deciding whether they have concerns if they know who the applicant is. We may tell the third party/ies who you are, but will not do so if you object here:

Do you object to the Department telling third party/ies who you are?

- I do **not** object
- I **do** object

## 8. Applicant Declaration

Applicant Name

Applicant Signature

Date

## 9. Lodgement Details

Post this form to:

Information and Public Access  
Western Parkland City Authority  
10 Valentine Avenue  
Parramatta NSW 2150

Or email to:

[hello@wpca.sydney](mailto:hello@wpca.sydney)