

POLICY



Date adopted: 19/03/2019
File no: 1041572-1
Minute number: 81/2019

Policy title: ADMINISTRATIVE ACCESS
Directorate: ORGANISATIONAL SERVICES
Branch: CORPORATE GOVERNANCE
Policy objective: To provide a process for the administrative release of information to the public.

Policy scope:

Council's Administrative Access Policy supports the proactive disclosure of information, allowing people to be given access to certain types of information, without the need for a formal application under the *Right to information Act 2009* and *Information Privacy Act 2009*.

Definitions:

Not applicable.

Policy statement:

1. Council's policy 'Management of Confidential and Sensitive Information' acknowledges:
 - (a) that Council can release information administratively, where it can lawfully do so; and
 - (b) that there may be public interest considerations for non-release.
2. Where possible, Council will release information under its administrative access scheme. Anyone can apply for information to be released, but there is no guarantee that access will be given. In most cases, the administrative access scheme will be used by people who require access to their own personal information.
3. Examples of information that may be released under the administrative access scheme include:
 - (a) a person requests a copy of their own correspondence sent to or received from Council. As long as Council can ensure that it has verified the relevant person's identification (e.g. cited driver's licence or a certified copy), Council could release the information administratively, subject to cost recovery outlined below;
 - (b) open data, where de-identified data sets of Council held information are released to the public via federal, state or local government websites;
 - (c) where other legislation authorises the release of the information to the person requesting the information;
 - (d) information published on Council's website such as the publication scheme and disclosure log; or
 - (e) a court order authorises the release of the information requested.

4. Information that will not be released under the administrative access scheme includes:
 - (a) information that is prohibited from release under law;
 - (b) information that is exempt under the *Right to Information Act 2009* or the *Information Privacy Act 2009*;
 - (c) information in draft form; or
 - (d) information that is no longer readily available as it has been archived or is difficult to access for similar reasons.
5. There is no application fee associated with making a request for administrative access to information. However Council reserves the right to impose fees to provide access to the information. Where the costs of providing the requested information exceeds \$100, the costs of providing the information would be calculated on a reasonable cost basis, with a quote sent to the applicant for acceptance before Council commences the work.
6. Administrative release can be authorised by the relevant Manager (or their nominated delegate), relevant Director or the Chief Executive Officer.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
6461516	Policy	Privacy Policy
6098139	Policy	Management of Confidential and Sensitive Information
11055651	Administrative	Administrative Access Procedure
	Legislation	<i>Right to Information Act 2009</i>
	Legislation	<i>Information Privacy Act 2009</i>