

## Policy Details

<b>Directorate:</b>	Organisational Services
<b>Branch:</b>	Corporate Governance
<b>Responsible Manager:</b>	Corporate Governance Manager
<b>Date adopted:</b>	04/12/2019 (minute number 188/2019)
<b>Date for review:</b>	2 years from the date of adoption or date of last review
<b>Legislative basis:</b>	<i>Right to Information Act 2009</i> <i>Information Privacy Act 2009</i>
<b>Related Documents - forms and procedures</b>	Administrative Access to Information Procedure (DM: 13315087) Information Privacy Policy (DM: 13315298) Information Privacy Procedure (DM: 13315310)

### 1. Policy Purpose

The purpose of this policy is to set out Council's position in relation to managing the administrative release of information to the public.

### 2. Scope

This policy applies to all Councillors, employees and contractors working for Council regardless of whether they are permanent, temporary, full-time, part-time or casual. For the purposes of this policy, the term contractor includes on-hired temporary labour services (agency staff) and sub-contractors.

### 3. Policy Statement

#### Principles

Logan City Council is committed to supporting 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*.

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.

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. sighted 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,

- (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.

Examples of 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.

Administrative release of information can be authorised by the relevant Branch Manager (or their nominated delegate), relevant Director or the Chief Executive Officer.

**Administrative Access to Information Procedure**

All requests for access to information under the administrative access scheme must be managed in accordance with the Administrative Access to Information Procedure (DM: 13315087).

## 4. Definitions

The following definitions apply to this Policy and to the Administrative Access to Information Procedure:

TERM	DEFINITION
Administrative access scheme	Includes Council’s Administrative Access to Information Policy and Administrative Access to Information Procedure.
Councillor	All elected representatives including the Mayor.
Employee	Any person employed directly by Logan City Council regardless of their employment status, and contractors undertaking duties on behalf of Council.

Document Control

<b>File:</b>	1041572-1	<b>Document Id:</b>	13315028
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Amendment History

Version Number	Description of Change	Author / Branch	Date
1.0	Creation	Corporate Governance	4 December 2019