



Access to Information Policy

Adoption Date:	3 October 2012 by approval of the General Manager
Review Date:	5 July 2019
Version:	2
Division/Department:	Corporate Services/Governance
Responsible Officer:	Manager - Governance
HPE CM Record Number:	18/106053

1 Policy Statement

Council will provide access to all information it holds unless there is an overriding public interest against disclosure of the information.

Council information will be made available in four ways:

- As open access information;
- Through proactive release of the information;
- Following an informal request;
- As a last resort, through a formal access application.

In assessing public interest, Council will refer to:

- The public interest considerations against disclosure in section 14 of the Government Information (Public Access) Act 2009; and
- The information for which there is conclusive presumption of overriding public interest against disclosure in Schedule 1 of the Government Information (Public Access) Act 2009.

2 Application

The objective of this policy is to describe Council's principles regarding public access to information and to facilitate the publication of information and the processing of requests for information not openly published by Council. This policy is to be read in conjunction with Council's Access to Information Procedures (listed below).

3 Relevant Legislation

Council will assess requests for access to information with reference to the Government Information (Public Access) Act 2009 ('GIPA Act') and the Government Information (Public Access) Regulation 2009 together with the following legislation, where applicable:

- Companion Animals Act 1998
- Copyright Act 1968 (Clth)
- Environmental Planning and Assessment Act 1979
- Health Records and Information Privacy Act 2002
- Independent Commission Against Corruption Act 1988
- Local Government Act 1993
- Local Government Regulations 2005
- Ombudsman Act 1974
- Privacy and Personal Information Protection Act 1998
- State Records Act 1998
- Any other relevant legislation and guidelines.

4 Definitions

Government Information	Information contained in a record held by an agency (GIPA Act, Section 4)
Record	<p>(1) Any document or other source of information compiled, recorded or stored in written form or by electronic process, or in any other manner or by any other means.</p> <p>(2) A reference to a record includes a reference to a copy of the record.</p> <p>(3) The knowledge of a person is not a record.</p> <p>(GIPA Act, Schedule 4, Clause 10)</p>

5 Community Strategic Plan, Delivery Program and Operation Plan

This Policy relates to Themes, Goals and Strategies outlined in Council's Community Strategic Plan Woollahra 2025 and Priorities outlined in Council's Delivery Program and Operational Plan, specifically:

Theme: Community Leadership and Participation

Goal: Goal 11 – Well managed Council

Strategy: Facilitate community lead decision making that is open, honest and ethical and benefits the broad community (11.1).
 Develop and maintain effective reporting systems that enable Council to measure and report on performance (11.2).
 Maintain community access and effective participation in Council committees (11.3).
 Deliver high quality services that meet customer expectations (11.5).

6 Related Policies and Procedures

	HPECM
Access to Information - Open Access Information	18/106399
Access to Information – Approval Register	18/22784
Access to Information – Building Certificates	18/23268
Access to Information – Companion Animal Information	18/23776
Access to Information – Complaints About Other People's Actions	18/23797
Access to Information – Development Applications and Construction Certificates	18/24313
Access to Information – Property Files	18/106686
Access to Information – Public Register of Licences	18/106758
Access to Information – Rates Register	18/110693
Access to Information – Record of Impounded Items	18/110729
Access to Information – Register of BAs and IDAs	18/110761
Access to Information – Register of Consents and Certificates	18/110788
Access to Information – Register of Notices Issued Under PEO Act	18/110799
Code of Meeting Practice	17/165011
Councillors' Access to Information & Their Interaction with Staff Policy	18/114710
Information Guide	18/72382

This Policy will be reviewed every year or as required in the event of legislative changes. Any amendment to this Policy must be by way of the approval of the General Manager.

Policy Amendments

Date	Responsible Officer	Description