

Corporate Policy Administrative Access

Policy Statement

The Department of the Premier and Cabinet (DPC) is committed to enabling members of the public to have quick, informal and flexible access to information held by DPC.

Principles

DPC is committed to the principles of accountability and transparency in government and to being more proactive in the release of DPC's information, by enabling greater disclosure of information outside the *Right to Information Act 2009* (RTI Act).

Applicant responsibilities & nature of applications

Administrative access applications must be in writing to DPC, clearly identify the applicant, their contact details and provide as much detail as necessary to identify the information sought. Proof of identification may be required for access to personal information.

Administrative access applications will usually concern, but are not limited to, the individual's contact or interactions with DPC. For example, an applicant's own correspondence with DPC; documents relating to an individual's employment; recruitment and selection processes; or information pertaining to an individual's property or business.

Delegate responsibilities

Administrative access applications will be processed by the Manager, Right to Information and Privacy (the decision-maker) as follows:

- applications are acknowledged by the decision-maker as soon as practicable upon receipt;
- relevant information is sought from the relevant business unit and provided to the decision-maker within 10 business days, along with advice of any concerns about release;
- consultation is undertaken with the relevant business unit and a preliminary decision on access is made, based on the exemptions and public interest considerations of the RTI Act and whether it is appropriate for administrative release to occur;
- the applicant is advised as soon as possible of the access decision, but at least within 20 business days of receipt of the application;
- if a decision is made to refuse administrative access, the applicant is notified as soon as possible, but at least within 20 business days of receipt of the application, and advised that an application under the RTI Act can be made instead;
- there is no charge for processing administrative access applications, however;
 - applicants are entitled to inspect released information free of charge ; and
 - photocopying charges (in line with the RTI Act) may be applied if applicants require hard copies of information to which access is granted.

Approval

Approved by Deputy Director-General, Corporate and Government Services, DPC on 18/2/2017.