



# Administrative Access Policy

3.1 September 2021

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# Document Control

## Document Information

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## Document Review

Role	Name	Signature	Date
Manager RTI/IP	Joan Middleton		September 2021

## Document Approval

Role	Name	Signature	Date
A/Director Legal Services	Emily Plucknett		September 2021

# 1 Policy Statement

The QBCC Administrative Access Policy supports the proactive disclosure of information allowing the Queensland Building and Construction Commission (QBCC) to give access to certain types of information as a matter of course, without the need for a formal application under legislative schemes such as the *Right to Information Act 2009* (RTI Act) and *Information Privacy Act 2009* (IP Act).

The Administrative Access Policy is generally discretionary, and applicants do not have the rights of review that are available under formal statutory access schemes. However, where it is decided that information cannot be released administratively, the person requesting it should be advised that they can apply for access under the RTI Act or IP Act. The Policy framework meets the requirements set out in the Information Privacy Principles and RTI Act.

## 1.1 Purpose

To provide QBCC employees with information on the QBCC's Administrative Access Policy and their role and responsibility in ensuring adherence to the policy.

## 1.2 Scope

The policy applies to all QBCC employees, including casual, temporary and contract staff in accordance with the requirements of the RTI Act, the IP Act and the QBCC Administrative Access Policy Guidelines.

# 2 Guiding Principles for users

The QBCC has established guidelines for external and internal customers, and an internal checklist for staff releasing specific commonly requested information. However, it is at the QBCC's discretion whether information is released under this policy. The QBCC Commissioner may use discretion to approve the release of a specific document in a particular matter.

The Administrative Access Policy, Guidelines and Administrative Access application form are available on the external website to assist the public to understand how the QBCC Administrative Access Scheme work and to apply for a copy of documents that meets the requirements of the AA policy.

### 3 Advantages of QBCC's Administrative Access Policy

- Releases information into the community faster and at lower cost;
- Supports a proactive scheme for circulating information, to reduce agency time and resources spent processing individual information requests;
- Demonstrates a commitment to openness, accountability and transparency, which in turn may increase confidence in the QBCC;
- Assists QBCC staff to understand their roles and responsibilities in relation to the proactive release of information creating confidence in agency staff to release information;
- Ensures that mechanisms are in place to take all reasonable steps to comply with the RTI and IP Act;
- Ensures consistency in process for document release.

### 4 Related documents

Document and legislation of relevance and related to this Policy include:

- Administrative Access Guidelines;
- Administrative Access Application Form;
- Internal checklist (see your operational Manager/Team Leader);
- Right to Information and Information Privacy Procedure Manual;
- Right to Information and Information Privacy Policy;
- *Right to Information Act 2009*;
- *Information Privacy Act 2009*.