

RIGHT TO INFORMATION / INFORMATION PRIVACY

ACCESS APPLICATIONS

| Date | Custodian |
|---------------|------------------------------------|
| August 2011 | General Manager Corporate Services |
| August 2014 | General Manager Corporate Services |
| November 2015 | General Manager Corporate Services |

1. PURPOSE

To establish and maintain a procedure to process Right to Information and Information Privacy access applications to meet requirements of the Right to Information Act 2009 (RTI), and the Information Privacy Act 2009 (IP).

2. BACKGROUND

The RTI Act promotes the right of the public to access information and records held by Government Owned Corporations (GOC). Ports North is subject to the RTI Act and accordingly acknowledges the right of the public to seek access to documents held by Ports North, unless the disclosure of information would on balance, be contrary to the public interest.

The IP Act provides individuals with a right to amend personal information held by GOCs, if that information is believed to be inaccurate, incomplete, or out of date or misleading.

3. DEFINITIONS

Documents – are any form of recorded information, both created and received, that provides evidence of the decisions and actions of the corporation while undertaking its business activities. The RTI Act does not apply to documents received or brought into existence by a GOC in the course of its commercial activities prior to 1 July 2009.

Disclosure Log – A list of the documents released in response to an RTI application.

Publication Scheme – Sets out information made publically available by the Corporation and the terms under which the information is available.

Personal Information – is an opinion or information, whether true or false, that identifies an individual. It does not have to be written and can be spoken or contained in a database or a computer screen or photograph or visual or audio recording.

4. FORMAL APPLICATION

In order for a request for information to be processed, a valid application must be submitted. There is one form for both RTI and IP access applications and a form for IP amendment applications. Refer Attachment 1 for information on the application process and relevant forms.

A valid application must:

1. Be on an approved form (available from: www.rti.qld.gov.au)
2. Provide sufficient information to identify the document(s)
3. State a mailing address
4. Be accompanied by a fee of \$48.00 (RTI applications only)
5. Evidence is required for access to personal information within 10 business days after making the application (must be certified copy if forwarded by post). Evidence of identity includes:
 - Current driver's licence
 - Identifying page of current passport
 - Birth Certificate

- Identity Card
- Statutory Declaration of an individual who has known the applicant for at least one year

5. COST OF APPLICATION

Personal information

No application fee. Access fees may apply (for example, photocopying and postage).

Non personal information

\$48.00 application fee must be paid. Other charges as determined in the Act apply to applications that require more than five hours of processing. Access charges may also apply. These charges may be waived as determined by Ports North or if the applicant can demonstrate financial hardship

6. PROCESSING OF APPLICATION

The processing period for RTI and IP applications is a period of twenty-five (25) business working days or thirty-five (35) days if consultation with a third party is required.

The processing period may also be extended if:

- the application is transferred to another Government Agency (period extended by no more than 10 business days);
- the applicant is given a charges estimate notice (period commencing from when notice issued to the day applicant confirms or agrees to narrow the application);
- Upon request of Ports North to the applicant
- Notice given to applicant because work involved in dealing with application would unreasonably divert resources or substantially interfere the performance of Ports North's functions (period extended by prescribed consultation period outlined in notice).

7. NON-DISCLOSURE OF INFORMATION

Access to information is based on the presumption that information held by Ports North is open and accessible and the release of information would, on balance, not be contrary to public interest. Factors favouring non-disclosure in the public interest are defined in the RTI and IP Acts. Some common non-disclosure factors would be documents subject to:

- ongoing deliberative process;
- legal professional privilege;
- information disclosure of which would found an action for breach of confidence; and
- prejudice an individual's right to privacy and personal information including personal information of a deceased person

8. GIVING ACCESS

The applicant is to be notified in writing of the decision to grant access. Copies of documents may accompany the notification which should be mailed to the applicant via registered mail. An applicant is entitled to access the information within forty (40) days after the date of the decision to grant access.

9. REVIEW RIGHTS

Two options are available to an individual who is not satisfied with the granting of access decision -

The individual may apply for an internal review:

- Under section 80 of the RTI Act an application for internal review must be made in writing to Ports North within twenty (20) business days after the day on which the decision is received. No specific form of application is required. The application can be lodged:
 - In person
 - By post
 - Via facsimile
 - Via email to the RTI Officer

The internal review is to be undertaken by an officer more senior to the original decision maker.

The individual may apply for an external review:

- The application should be lodged in writing within twenty (20) business days after the date of the decision letter. The application should be lodged with the Information Commissioner in one of the following ways:
 - In person: Level 4, 300 Adelaide Street, Brisbane
 - Post: Office of the Information Commissioner
PO Box 10143, Adelaide Street
Brisbane QLD 4000
 - Fax: 07 3005 7150
 - Email: administration@oic.qld.gov.au
 - Online: www.oic.qld.gov.au/application-external-review

An applicant does not have to have an internal review prior to applying for an external review.

10. DISCLOSURE LOGS

Upon a decision made by Ports North to give access to documents that do not contain personal information, Ports North is required to provide details of the disclosed documents in a disclosure log available on its website.

Attachment 1

Right to Information/Information Privacy flow sheet

