Policy and Procedure Register updates – Summary of changes to:

Administrative access to Information procedure

1. **Reason for new/updated policy or procedure** *(select all that apply)*		
☒ Change of policy/procedure requirements	☒ Audit/review recommendation	
☐ Change to legislation/delegations	☒ Due for review	☐ Other

Administrative access to information procedure will replace the Access to records held in schools procedure to support the department's proactive release of information under the *Right to Information Act (2009)*.

It provides a clear end to end process for schools, region and central offices with supporting documentation to assist staff in evaluating whether a request for information can be released administratively. It clarifies roles and responsibilities and includes the support by the Information access officers network.

2. Summary of changes

The new procedure will be supported by an expanded *Documents held in schools – access and requests guideline*, which includes information available from OneSchool.

The current published Notification letter and Special matters – court orders, verification etc are not required in the new procedure and will no longer be available.

The Administrative access form, which has had minor updates to align to the procedure, will remain available on PPR.

An End-to-end process map and a Decision-making process map have been developed to support staff and will be available on OnePortal.

3. **Impacts to roles and responsibilities**		
Does the new/updated content change staff roles/responsibilities *in any way*?	☒ Yes	☐ No
If yes, select the type of change: *(select all that apply)*		
☒ Revised responsibilities ☒ New/additional responsibilities ☐ Removed responsibilities		

Position title	Summary of change	Page #
Principals	Responsibilities have been further clarified providing principals with the required processes to enable them to make an informed decision to disclose or not to disclose information through an administrative access process.	2
Directors and above	Responsibility has been defined for decision-making about disclosing information where the information is collected and retained by a regional office or business unit.	2
Information access officers	A new role has been introduced to assist principals in managing the administrative access process.	2

4. Communication and support for implementation

Department wide communication of the procedure and supporting documents will be released and mandatory training will be updated in line with the procedure.

For further assistance, please contact:

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