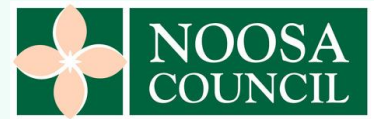


# Administrative Access Scheme



The Administrative Access Scheme (Scheme) allows public access to certain information held by Noosa Council (Council) through an efficient process. Where appropriate, Council will release information under its Scheme.

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## Information which may be accessed

- Certain types of non-personal information, for example de-identified statistics or Registers.
- Details about your personal information (as defined in the *Information Privacy Act 2009*). Note – this does not include the personal information of another individual, unless consent has been provided or is authorised under law.

In some cases, Council may redact (blank out) some information before providing it to you, to protect people's privacy or confidential information.

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## Exempt information

Information that is exempt under this Scheme includes, but not limited to:

- Information that is prohibited from release under the law
  - Information relating to a current investigation or prosecution (not closed) or other law enforcement activity
  - Information that is subject to legal professional privilege
  - Information that would be a breach of the privacy principles and the *Information Privacy Act 2009*
  - Information that would constitute a breach of statutory provisions
  - Information that would constitute a breach of contractual terms
  - Information that is exempt under the *Right to Information Act 2009* and the *Information Privacy Act 2009*
  - Information that would be a breach of copyright laws or intellectual property rights
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## How to request information

Anyone can request information. Requests can be made in writing, in person or over the phone. Requests must include the applicant's full name, contact details and provide enough detail about the information that is being requested. Requests can be sent to the Governance Branch via [governance@noosa.qld.gov.au](mailto:governance@noosa.qld.gov.au) or (07) 5329 6500.

Council is committed to protecting an individual's privacy and only releases information where it is authorised to do so. To ensure that only authorised people receive information, Council will ask you a series of questions to verify your identity and authorisation for the request.

Council may refuse to deal with your request under the Scheme that does not meet these requirements or is unreasonable (for example, very large amounts of information are requested or you ask for information already provided). Alternatively, Council may refer you to complete a formal Right to Information (RTI) or Information Privacy (IP) application to access the information.

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## Fees and charges

There is no application fee associated with making a request, however Council reserves the right to impose fees/charges to reproduce or provide access to the information, if required.

## Other ways to access information

- Council's [Publication Scheme](#)
- Council's [Disclosure Log](#)
- Making a [formal application](#) under the *Right to Information Act 2009* or the *Information Privacy Act 2009*.
- Specific searches and legislation, for example, the Register of Land Titles established under the *Land Act 1994* (QLD).