



Addendum 1 - COVID 19

ACCESS TO INFORMATION AT COUNCIL

PURPOSE

To provide an Addendum to Council's Access to Information and Access to Information Held by Council (Corp S.21) adopted by Council on 15 June 2010 which address access restrictions resulting from the COVID-19 pandemic and the Council Town Hall refurbishment.

Given the unprecedented restrictions on public gatherings and safety precautions in place due to the COVID-19 pandemic, Council has taken the opportunity to accelerate its Town Hall refurbishment.

The purpose of this addendum is provide a modified policy for safe access to information at Council premises during COVID-19 restrictions and the refurbishment works. It is designed to protect members of the public accessing information and Council Staff.

This addendum may be amended as necessary if the current restrictions and guidelines change, or if Hunters Hill Council determines that public access to Council offices is no longer permitted.

SCOPE

This addendum applies to situations when Council offices are closed and members of the public seek information from Council or council documents to be viewed on site at Council's Town Hall premises at 22 Alexandra Street.

This policy ensures that Council continues to observe the following legislation when releasing information to the public:

- Government Information (Public Access) Act 2009 (GIPA)
- Privacy and Personal Information Protection Act 1998 (PPIPA)
- Health Records and Information Privacy Act 2002
- State Records Act 1998
- Local Government Act 1993
- Environmental Planning and Assessment (EPA) Act 1979
- Companion Animals Act 1998

This policy ensures that Council is also aligned with the COVID-19 public gathering Orders and other regulations in place from time to time for the foreseeable future during the COVID-19 pandemic.

This policy applies to council staff, Councillors and members of the public.



DEFINITIONS

Access Applicant	member of the public requesting access to government information
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POLICY STATEMENT

Hunters Hill Council records and information is stored in a number of mediums. Development related material has only recently been stored electronically and measures are now in place for electronic lodgement of development applications.

A small team of Hunters Hill Council staff are operating from the 22 Alexandra Street offices at this time, which is subject to change pending COVID-19 developments. Council's Town Hall is also undergoing a refurbishment, and many Council staff are now operating remotely, which may have an impact on staff ability to access to physical documents stored on or off site.

Where possible and depending on Council resources availability, Access Applicants will be encouraged to reduce the scope of information required and specifically identify information.

Public inspection of documentation at Hunters Hill Council:

By Appointment Only	A single Access Applicant may view Council documentation at Council Offices by appointment made with Council Customer Service by calling (02) 9879 9400 or emailing customerservice@huntershill.nsw.gov.au
Access Times	Inspections will be limited between the hours of 12pm and 3pm.
Inspection Area	An area will be made available by Council Staff for Access Applicants to view Council documents. There will be at least 1.5m between the Access Applicant and Council Staff.
Handling procedure	Council Staff and Access Applicants are advised to sanitise their hands prior to and after handling Council documentation required for inspection.
Photography	For protection of persons and information no photographs of documents is permitted.

HUNTER'S HILL COUNCIL POLICY REGISTER



	Council staff may request an Access Applicant store his/her personal belongings, including mobile phone, in a safe and secure location for the inspection duration.
Personal Information	Certain information copied or disclosed to an Access Applicant will require redacting, eg personal information (see PPIPA).
Copyright	Certain information retained by Council may be subject to Copyright restrictions and may not be permitted to copy or publish.

Council Staff Availability

In accordance with relevant regulations and in alignment with Council Policies, Council will endeavour to continue to provide information pursuant to its Access to Information and Access to Information Held by Council Policy.

During COVID-19 restrictions, Council is requesting that Access Applicants limit the requirement for a physical inspection at Council Offices.

There may be times where Council resources are unavailable to respond to information access request as required as a result of :

- COVID-19 restrictions; and
- Internal works carried out at Council limiting the availability of a dedicated and safe inspection area.

Although undesired, it may be necessary for Council to reject requests of information requiring physical inspection at Council's premises.

POLICY OWNER

Governance

AUTHORISATION AND REVIEW

The Policy Authority is the General Manager

Version Control Table

Date	Version	Res. No.	Key Changes	Author
6 April 2020	Addendum 1	113/20	Access to Council Town Hall restrictions	Christina Pass Governance