**Sydney Olympic Park Authority Policy**

<table>
<thead>
<tr>
<th>Version</th>
<th>Review</th>
<th>Date</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction of GIPA Legislation</td>
<td>January 2012</td>
<td>CEO</td>
</tr>
<tr>
<td>2</td>
<td>Amendments to GIPA Legislation</td>
<td>May 2012</td>
<td>CEO</td>
</tr>
<tr>
<td>2.1</td>
<td>Reviewed by Privacy Coord</td>
<td>November 2012</td>
<td>GM, Commercial &amp; Corporate</td>
</tr>
<tr>
<td>2.2</td>
<td>Reviewed by Privacy Coord</td>
<td>February 2014</td>
<td>GM, Commercial &amp; Corporate</td>
</tr>
<tr>
<td>2.3</td>
<td>Reviewed by Privacy Coord</td>
<td>February 2015</td>
<td>GM, Commercial &amp; Corporate</td>
</tr>
<tr>
<td>2.4</td>
<td>Reviewed by Privacy and Right to Information Coordinator</td>
<td>January 2016</td>
<td>GM, Commercial &amp; Corporate</td>
</tr>
<tr>
<td>2.5</td>
<td>Reviewed by Privacy and Right to Information Coordinator</td>
<td>February 2017</td>
<td>ED Commercial</td>
</tr>
<tr>
<td>2.6</td>
<td>Reviewed by Privacy and Right to Information Officer</td>
<td>June 2018</td>
<td>ED Business Support</td>
</tr>
<tr>
<td>3.0</td>
<td>Ammended by Right to Information Coordinator</td>
<td>August 2019</td>
<td></td>
</tr>
</tbody>
</table>
1 Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARIC</td>
<td>Assistant Right to Information Coordinator (ARIC)</td>
</tr>
<tr>
<td>GIPA</td>
<td>Government Information (Public Access) Act 2009</td>
</tr>
<tr>
<td>Principal Officer</td>
<td>SOPA Chief Executive Officer (CEO)</td>
</tr>
<tr>
<td>RIC</td>
<td>Right to Information Coordinator (RIC)</td>
</tr>
<tr>
<td>RIO</td>
<td>Right to Information Officer (RIO)</td>
</tr>
<tr>
<td>SOPA</td>
<td>Sydney Olympic Park Authority (SOPA)</td>
</tr>
</tbody>
</table>

2 Summary
This document is SOPA’s policy with respect to Government Information (Public Access) Act 2009 No 52 and assignment of internal responsibilities under GIPA. This document incorporates approvals granted to date in relation to GIPA processes and delegations.

3 Purpose and Scope
This policy applies to all information held by SOPA and details the manner in which SOPA discharges its obligations under GIPA.

4 Legislative Requirements
SOPA is deemed to be a public authority for the purposes of GIPA and is therefore subject to its provisions.

5 Replacement of Existing Policy
This policy supersedes SOPA’s Freedom of Information (FOI) Policy.

6 Delegated Authorisation
The Government Information (Public Access) Act 2009 No 52 states;

Section 7 (5) & Section 8 (6) - “The functions of an agency under this section may only be exercised by or with the authority (given either generally or in a particular case) of the Principal Officer of the Agency.”

Section 9 (3) – “The function of making a reviewable decision in connection with an access application made to an agency may only be exercised by or with the authority (given either generally or in a particular case) of the Principal Officer of the agency.

SOPA’s Principal Officer is the Chief Executive Officer.

SOPA’s Principal Officer has assigned the delegations below to act on SOPA’s behalf;

6.1 Right to Information Officer
The Right to Information Officer (RIO) is the Director, Legal & Risk.

6.2 Right to Information Coordinator
The Right to Information Coordinator (RIC) is the Risk, Compliance & Corporate Governance Coordinator

6.3 Assistant Right to Information Coordinator
The Assistant Right to Information Coordinator (ARIC) is the Legal Officer
6.4 Internal reviews
The Right to Information Officer will identify possible candidates from the Executive to conduct an internal review of an application when required.

This candidate;
- Must not have been involved in the original decision or
- Must not be have been involved with the information that has been requested by the applicant.

6.5 Succession Plan
The below details back-filling of roles in the absence of one or more appointment under GIPA

a) In the absence of the RIO the RIC is authorised to fill the role of RIO.
b) In the absence of the RIC the ARIC is authorised to fill the role of RIC
c) Where the RIC and ARIC are absent from the office the RIO may delegate an acting RIC.

7 SOPA's Open Access Information
Section 18 of the Act states the requirement for Agencies to have certain information made available to the public and that the public are to be given the opportunity to contribute to policies that impact on the public. All information required under Section 18 is made publicly available via SOPA’s Corporate Website.


8 SOPA's Register of Certain Contracts
The Tender Secretary is responsible for ensuring compliance with SOPA’s obligations to post all SOPA’s tenders and contracts, on the government’s e-tendering website.

9 Protections
Section 113 of GIPA provides protections for officers disclosing government information. These protections equally apply to formal and informal Access Requests / Applications. Protections under Section 113, apply to all decisions / determinations made in good faith.

10 Informal Applications
Informal GIPA access applications do not need to be lodged with a specific form. They can be submitted by email to gipa.privacy@sopa.nsw.gov.au. These applications do not require any payment of fees or charged however, they are decided on case by case basis by the RIC or ARIC.

If it is determined a formal application is required the applicant will be advised in writing, be it via letter or email.

11 Formal Applications
Formal GIPA access applications incur fees and charges and are to be lodged using the application form available on SOPA’s website. Fees can be charged, consultation is required for all third party information and information cannot be
removed unless there is an overriding public interest against disclosure details of these are outlined within Section 14 of the Act

12 CCTV footage – Requests from Law Enforcement and Emergency Services
Requests for CCTV footage made by members of NSW Police and other law enforcement bodies are to be managed in accordance with SOPA’s CCTV Protocol by SOPA’s Manager, Precinct Operations and/or their delegated officers.

13 CCTV footage – Requests from Public
All requests for CCTV footage made by members of the public are to be lodged as formal applications due to potential third party rights.

14 Student Requests
Student and research enquiries may be dealt with by the relevant manager within SOPA where such requests do not fall within the categories listed at paragraphs 10 and 11. Information provided in response to such requests should be limited to information that is easily accessible. Information provided will not contain confidential, copyrighted or personal information.

15 Fees and Charges
Fees and charges shall be levied by SOPA pursuant to GIPA and any directions of the Information Commissioner NSW.

16 Offences under GIPA
Section 116 through to Section 120 of the Act lists penalties that apply to unlawful actions concerning release or non-release of information including coercion of, or influencing the outcome of an access application.

17 Related References
- Government Information (Public Access) Act 2009 No 52 PRO16/1 - Government Information (Public Access) (GIPA) - Processing Informal Applications
- PRO16/2 - Government Information (Public Access) (GIPA) - Formal Application Processing Procedure
- PRO16/3 - Government Information (Public Access) (GIPA) - Agency Proactive Release Information Review Procedure

18 Contact Officer
All enquiries are to be referred to the RIO on (02) 9714 7300 or gipa.privacy@sopa.nsw.gov.au