Release of Survey and Research Data

Head of Power

Local Government Act 2009
Corporate Plan
Code of Conduct

Objective

The object of this policy is to ensure that data collected by Council from individual respondents and identifiable groups in Council’s community surveys and research work remains confidential, and that data obtained is not used inappropriately.

Definitions/Application

Definition
“Research data” – information gathered by Council from surveys, consultation programs, community feedback mechanisms and other means.

Application
This policy applies to all data collected by Council in community surveys and other research work.

Policy Statement

Council undertakes a process of community survey and research as part of its overall communication and consultation program. This information is used to inform Council in relation to its community and to assist with community and corporate planning and customer service processes, which in turn flows on to the administration of all Council activities and service delivery.

The strength and accuracy of the survey and research findings, and their usefulness to Council will be prejudiced if the survey and related processes are used in inappropriate ways. It is Council’s intention that those members of the community and staff that take part in the process, have a high level of confidence in the integrity of the process and the privacy of the voluntary participants. To achieve this aim, it is Council’s policy that the raw data collected in any survey or research, and the details of any selection process and participants, shall remain confidential.

Requests for the release of any results of community or staff surveys or research undertaken by or for Council and all related matters, shall be made to, and determined by, the Chief Executive Officer. The Chief Executive Officer may publish information from time to time (eg a summary report after any particular survey process) and that published information may be used in any lawful manner by any person without prior referral to the Chief Executive Officer. Otherwise, as a general rule, the material gained by Council is to remain confidential. However, in some instances some further information may be released if it is appropriate, in the public interest, and is done in a manner that complies with the objective of this Policy. Councillors, officers and other persons and organisations requesting more specific information shall advise the Chief Executive Officer of the purpose of their enquiry.

It is the Chief Executive Officer’s sole discretion to agree to any particular information request. The Chief Executive Officer may attach appropriate conditions on the release, having regard to the intent of this Policy.
Review Triggers

This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

(1) The related documents are amended.
(2) The related documents are replaced by new documents.
(3) Amendments which affect the allowable scope and effect of a Policy of this nature are made to the head of power.
(4) Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this Policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

Responsibility

This Policy is to be:

(1) implemented by all Councillors and Officers; and
(2) reviewed and amended in accordance with the “Review Triggers” by the Co-ordinator Executive Services.

Version Control

| Council Resolution number | MP 09/3648 | Date       | 01-12-2009 |

Related Links: