



PROACTIVE RELEASE OF INFORMATION POLICY

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<i>Also Refer to:</i>	<i>Local Government Official Information and Meetings Act 1987 Privacy Act 1993</i>		

1. Purpose

This policy outlines how Council will continue to promote good governance and encourage transparency in decision making by increasing the availability of official information to the community. This includes responses to Local Government Official Information and Meetings Act (LGOIMA) Requests, in whole or in part, which comply with the guidelines below.

2. Proactive Release of Information

2.1 Proactive release of information not subject to a request:

We will publish information that informs the public about how we undertake our functions as a Council. We will consider for publication our corporate information, reports and advice to elected members and project information.

2.2 Proactive release of LGOIMA responses:

We will consider the publication of information that we have provided in response to a request under the Local Government Official Information and Meetings Act 1987 (LGOIMA) in accordance with the principles below.

3. Principles for the Release of LGOIMA Responses

3.1 Considerations:

Before Information is proactively released our considerations will include:

- (i) Requirements of the Privacy Act 1993 in relation to individuals and other entities
- (ii) LGOIMA requirements regarding the reasons for withholding official information
- (iii) Legal risks to Council including risk of litigation regarding defamation, breach of contract or negligence.

3.2 Decision to proactively release information:

Council reserves the right to determine whether and when to publish information including responses made under the LGOIMA.

3.3 Further redactions:

We may choose to make redactions to proactively published information to ensure

compliance with legislation/regulations and other obligations. For example this may include the redaction and contact details of staff where it is not considered in the public interest. Where appropriate these redactions will be identified with the related sections of the LGOIMA.

If redactions have been made to documents which have been proactively released and it is determined at a later date that more information can be made available, we will revise and update our published responses.

3.4 Consultation with stakeholders:

We will consult with relevant stakeholders as appropriate in advance of any publishing of information. This may include entities such as contractors, other local authorities and organisations or individuals referred to in a LGOIMA response. It may also include Council staff.

3.5 Notification of requestors:

We will advise requestors of official information that our response to them and the information we provide may be published on our website. Before publication all personal and/or identifiable details will be removed to protect the privacy of the requestor.

3.6 Charges:

Where the costs involved in responding to a request for information allow Council to affix a charge under the LGOIMA, we will notify the requestor that payment of the costs incurred does not give the requestor sole rights to the information and the Council maintains the right to publish the information.

4. Publishing

The frequency of publishing information which is approved for proactive release under these guidelines is at the discretion of Council. Such information will be uploaded to our website.