

Council Policy

Proactive Release of Information Policy

Relevant Legislation

Local Government Official Information and Meetings Act 1987 (LGOIMA)
Privacy Act 2020

1. Policy objective

- 1.1 The purpose of this policy is to demonstrate how Council will make available, official information that is of high public interest. This includes responses to Local Government Official Information and Meetings Act (LGOIMA) requests, in whole or in part.
- 1.2 Proactive release of information promotes good government, openness and transparency and fosters public trust and confidence in agencies. It also encourages good decision making by increasing the availability of information to the public.
- 1.3 Access to the information, may help reduce the administrative burden on individuals to make requests for information, as well as Council staff responding to requests.

2. General approach

- 2.1 We will consider the publication of information that we have provided in response to a request under the LGOIMA in accordance with the criteria and conditions below.

3. Policy criteria and conditions

Before Information is proactively released our considerations will include:

- 3.1 The decision to proactively release information, remains that of the Council. 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.

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3.2 Council 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.

3.3 Requestors of official information will be notified 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.

4. Policy procedures

4.1 Consideration of the publication of official information request responses will be based on the decision criteria set out below:

- The level of public interest in the official information
- Where there has been more than one request for the information under the LGOIMA
- Requirements of the Privacy Act 2020 in relation to individuals and other entities
- LGOIMA requirements regarding the reasons for withholding official information
- Any legal risk to Council in releasing the official information.

Group	Strategy & Community	Contact (3rd Tier Manager)	Greer Golding
Supersedes			
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