

Upper Lachlan Shire Council - Proactive Release of Information Program

Section 7 (1) of the GIPA Act states that an agency is authorised to make any information held by an agency publicly available either proactively or in response to an informal request unless there is an overriding public interest against disclosure.

Section 7(2) of the GIPA Act states that an agency may decide how proactively released information is made available (either free of charge or at the lowest reasonable cost).

Section 7(3) of the GIPA Act requires proactive release programs to be reviewed at least once every 12 months.

Section 7(5) of the GIPA Act provides that these discretions are to be exercised by the principal officer of the agency or an officer with delegated authority.

Council Director of Finance and Administration in conjunction with Council's Right to Information Officer will implement the following procedure:-

1. Conduct a review in June each year to identify information held by Council that may be proactively released and uploaded to Council's website, this incorporates search of TRIM electronic document management system and other media releases.
2. Where it is not possible for Council to publish proactively released information on its website, Council will use the website to indicate what information is available, how it can be accessed and who the public can contact to organise access; i.e. documents may be made available by enquiry at the three Administration Offices of Council.
3. Review of all Council Meeting and Committee of Council Meeting business papers and extract all relevant policies, guidelines, Approvals and information considered to be of public interest to the local community.
4. Review the GIPA disclosure log to see the main types of information being requested.
5. Review websites of other Councils to see the type of information they release proactively.
6. The General Manager is to endorse the list of proactively released information each year.
7. Maintain a record of all information proactively released and include this information in the GIPA Annual Report.