

## OFFICIAL INFORMATION POLICY

<b>Category</b>	Governance
<b>Policy Owner</b>	General Counsel
<b>Last review</b>	13 November 2024
<b>Next review</b>	13 November 2029
<b>Approved by</b>	Vice Chancellor
<b>Effective date</b>	13 November 2024

### 1. PURPOSE

To ensure the University meets its obligations under the Official Information Act 1982 (OIA).

### 2. POLICY

The University will comply with the Official Information Act 1982 and the Local Government Official Information and Meetings Act 1987 (*LGOIMA*). Requests for Official Information can be made to access any specified Official Information, access decisions, access a written statement containing reasons behind a decision affecting an individual by that individual and to access agendas, reports and minutes of meetings of public bodies, including those where the public was excluded. Employees who receive requests for Official Information are to forward the request to the Assistant Vice Chancellor Corporate - General Counsel who will consider, approve and communicate with the requester.

### 3. DEFINITIONS

**Official Information** means any information held by the University by way of public record, and includes, Minutes and records of public meetings of the Council, Statistical information; and General files concerning the conduct of the University's affairs.

### 4. SCOPE

This policy applies to all University activities.

### 5. LEGISLATION AND COMPLIANCE

[Official Information Act 1982](#)

[Local Government Official Information and Meetings Act 1987](#)

[Public Records Act 2005](#)

### 7. RELATED PROCEDURES / DOCUMENTS

Privacy Policy

Personal Information Procedures

### 8. RESPONSIBILITY

All employees are responsible for forwarding any requests for Official Information to the Assistant Vice Chancellor Corporate - General Counsel.

### 9. DOCUMENT MANAGEMENT AND CONTROL

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