

OFFICIAL

# Proactive Release Strategy

V.1.1 – January 2024

## Contents

1. Objectives .....	2
2. Principles.....	2
3. How can information be released under the GIPA Act?.....	3
4. What is Mandatory Proactive Release? .....	3
5. What is Authorised Proactive Release? .....	4
6. What information will not be released .....	5
7. Where will information be published? .....	5
8. Annual review of Proactive Release Program.....	6
9. Version Control and Document History .....	7
10. Appendix 1 – Summary Report .....	7

## 1. Objectives

icare is committed to maintaining and advancing a system of responsible and representative democratic government that is open, accountable, fair and effective by providing access to government information.

As part of this commitment, icare maintains a Proactive Release Program to ensure that we are complying with our Mandatory and Authorised Proactive Release obligations under the *Government Information (Public Access) Act 2009* (GIPA Act) and the *Government Information (Public Access) Regulation 2018* (GIPA Reg).

## 2. Principles

icare creates and promotes an open and accessible information culture by:

1. Adopting and facilitating an 'open by default' approach to information. Icare endeavours to make information available to the public unless it has been assessed as contrary to the public interest to release the information.
2. Continuously improving access to icare's performance, service delivery, and other information via our website.
3. Conducting an annual review of icare's Proactive Release Program to identify and facilitate information that should be disclosed in the public interest.
4. Promoting staff awareness of our information access responsibilities through targeted campaigns, training, and intranet resources.

### 3. How can information be released under the GIPA Act?

The premise of the GIPA Act is that disclosure of government information is in the public interest. Information should only be withheld from the public if there is an overriding public interest against disclosure (section 5 of the GIPA Act).

There are four pathways for providing information under the GIPA Act:

1. Mandatory proactive release – icare is required to make certain information publicly available.
2. Authorised proactive release – icare is required to proactively identify and publish information that is of interest to the public.
3. Informal release – information that is requested by the public that icare usually releases free of charge.
4. Formal access application – a formal request for access to information.

icare's Proactive Release Strategy ensures that we comply with our Mandatory and Authorised Proactive Release obligations.

### 4. What is Mandatory Proactive Release?

Section 6 of the GIPA Act requires icare to make the following information publicly available on our website unless there is an overriding public interest against disclosure (OPIAD).

Type of information	Description
<b>Section 18 of the GIPA Act</b>	
<b>Agency Information Guide</b>	icare is required to publish an agency information guide (AIG), describing our structure, functions, how those functions affect the public, the type of information held, and how it is made publicly available.  The AIG is required to be reviewed annually.
<b>Documents tabled in Parliament</b>	icare is required to publish documents tabled in Parliament by or on behalf of icare.  This does not include documents tabled by Order of either House, so would not include documents tabled under Standing Order 52.
<b>Policy Documents</b>	This includes documents containing information about how icare carries out its functions that are likely to affect members of the public.  Policy documents can include rules, guidelines, statements of how administered schemes will operate and procedures

	to investigate contraventions (but are not legislative instruments).
<b>Disclosure Log of Access Applications</b>	A disclosure log of information released under formal access applications that may be of general public interest.
<b>Register of Government Contracts</b>	A register of contracts an agency has with private sector entities for \$150,000 (inclusive of GST) or more.
<b>Register of Open Access Information that icare does not make publicly available</b>	A record of the open access information that is not made publicly available due to an overriding public interest against disclosure
<b>Clause 6(4) of the GIPA Reg</b>	
<b>Land disposal</b>	The total number and total value of properties the statutory body disposed of during the previous financial year
<b>Guarantee of service (if any)</b>	Icare's commitment to businesses, people, and communities.

## 5. What is Authorised Proactive Release?

Section 7 of the GIPA Act requires icare to proactively identify and publish information that may be of interest to the public.

The benefits of proactively releasing information are:

- An increase in accountability by icare and its scheme agents; and
- An increase in public confidence and trust in icare and our schemes; and
- A reduction in individual information requests.

Examples of the types of information we may release proactively include:

- Statistics and data
- Strategies, plans and reports
- Details of research partnerships
- Research and discussion papers
- The outcomes of reviews and enquiries
- Evaluation reports
- Project information (informing the public of progress)
- Bulletins and fact sheets

- Newsletters and media articles

## 6. What information will not be released

### Public interest considerations against disclosure

The public interest considerations set out in the GIPA Act include:

- Responsible and effective government
- Law enforcement and security
- Individual rights, judicial processes and natural justice
- Business interests of agencies and other persons
- Environment, culture, economy, and general matters

### Excluded information

icare is not required to publish any information that is defined as “excluded information” under the GIPA Act.

Some information of the Workers Compensation Nominal Insurer is excluded and is not required to be published. This includes information about:

- The premiums of individual employers
- The handling of specific claims
- How icare manages Nominal Insurer funds and assets

### Register of information that we do not release

icare is required to maintain and publish a register of any Mandatory Proactive Release information that we decide not to make publicly available based on an OPIAD. The register will include the following information:

- Type of document
- Name of document
- General description of the document
- Reason for non-disclosure
- Business area responsible for the document

## 7. Where will information be published?

Proactive Release information will be published on the icare website on its Access to Information page and updated at a minimum annually to ensure that it remains current.

## 8. Annual review of Proactive Release Program

The Information Access Regulatory Compliance (IARC) team will coordinate an annual review of icare's Proactive Release Program in line with this strategy.

The purpose of the review is to:

1. Ensure that icare is complying with its Proactive Release obligations; and
2. Assist business areas to identify information that we should publish proactively.

### Review timeline

Phase	Dates	Action
Preliminary	February	<p>The IARC team will engage with relevant business units and subject matter experts regarding:</p> <ul style="list-style-type: none"> <li>• The review process and timeline</li> <li>• Guidance on how to identify and assess information for proactive release</li> <li>• Roles and responsibilities</li> <li>• Information that has been proactively released in the previous 12 months</li> </ul>
Assess	March	<p>The IARC team will assess the information identified for release by applying the public interest test and make a recommendation on whether the information should be released. Other key stakeholders including Legal, Privacy, Media and Communication will be consulted where required.</p>
Consult	May	<p>The IARC team will provide a copy of their recommendations back to the relevant business owners for endorsement.</p>
Approve	May – June	<p>The IARC Manager will approve the final draft of the strategy and upload to the website.</p> <p>The IARC Manager will submit the Summary Report to the General Manager, Strategic Delivery &amp; Operations.</p>

## 9. Version Control and Document History

Document Name and Version	
Document owner	Information Access Regulatory Compliance
Approving Authority	Information Access Regulatory Compliance Manager
Last Approval Date	10 January 2024
Review Frequency	Annual

Version	Author	Change Summary	Date
1.0	Head of Compliance Operations	Initial document	3 September 2021
1.1	Information Access Regulatory Compliance Manager	Key changes include updates to: <ul style="list-style-type: none"> <li>Timeline</li> <li>Preliminary processes</li> </ul>	10 January 2024

## 10. Appendix 1 – Summary Report

Identified information	Source	Business owner	IARC Manager recommendation	Recommendation endorsed by business owner (with comments if no)
icare Travel Policy	Enterprise Compliance – Risk & Governance	Jovana Ilijevska / Jennifer Davidson	Do not publish – clause 1 (e) of the Table to section 14 of the GIPA Act	Yes