

	Department of Infrastructure, Energy and Resources	Version Number: 1
Implementation Date: 2 August 2010	DIER Policy for Routine Disclosure of Information	Date of last Revision: 2 August 2010

As the custodian of information for the benefit of the people of Tasmania, DIER will publish information it holds which it considers to be of both significant value and general public interest.

What is Routine Disclosure

The *Right to Information Act 2009* (RTI Act) defines routine disclosure as the disclosure of information by a public authority which it decides *may be of interest to the public*, where the disclosure is not one of the other three types of disclosure (Required, Active or Assessed).

Information that is being released by way of routine disclosure will, as a general policy, be available online (through DIER's website) and at no cost. Where people cannot access the information online, the department will provide an alternative means of access at the lowest cost to DIER, which satisfies the person's right to access the information. If a person chooses a more costly method of accessing the information, they may be required to pay for accessing the information by that method.

Members of the public may seek information which is not routinely published. Unless there is good reason not to publish all or some of the information DIER will make the information available – see **Policy on Active Disclosure**

How will DIER determine what to routinely disclose?

DIER aims to routinely publish information that it *considers to be of interest to the public*, which is:

- significant – major projects, key initiatives and policy documents
- appropriate – having regard to existing legislation, privacy principles and security issues
- accurate – all efforts should be made to ensure that information is up-to-date and accurate
- not otherwise exempt

Decisions to routinely publish information will take into account the cost and time element involved in producing the information.

DIER has developed a **publication scheme** and **routine disclosure register**. Our publication scheme identifies major classes of information where the department routinely makes information available that it considers to be of interest to the public. DIER aims to give the community greater access to information and promote the principles of the *Right to Information Act 2009* (RTI Act) in delivering its services to the community.

Who will decide what to routinely publish?

General Managers will decide what information will be routinely published by their Divisions and the frequency of those publications.

Members of the public may seek information which is not routinely published. Unless there is good reason not to publish all or some of the information DIER will make the information available – see **Policy for Active Disclosure**.

A handwritten signature in black ink, appearing to read 'N. McIlpatrick', with a large circular flourish at the end.

Norm McIlpatrick

SECRETARY

2 August 2010