

SHIRE POLICY 1.13

Privacy and Responsible Information Sharing (PRIS)

Responsible Department:	Office of the CEO
Responsible Business Unit:	Governance
Date of Review:	15 April 2026
Council Resolution:	110426

1. OBJECTIVE

The objective of this Policy is to establish the Shire of Chittering's position on lawful and responsible information sharing decisions under Part 5A (Privacy and Responsible Information Sharing) of the *Children and Community Services Act 2004 (WA)*.

The policy ensures that:

- information is shared only where lawful and appropriate,
- decisions are accountable and transparent, and
- community trust is maintained through strong governance.

2. SCOPE

This Policy applies to:

- all Shire employees;
- contractors and authorised agents; and
- all service areas where information sharing may occur.

3. DEFINITIONS

Authorised Officer means an employee who has delegated authority to make decisions on behalf of the Shire in accordance with legislation, policy and internal delegations.

Information means any information created, received, stored or managed by the Shire in the course of its functions, including personal, sensitive, confidential, restricted and operational information, in physical or electronic form.

Personal Information means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether recorded in material form or not.

Sensitive Information means personal information that is particularly sensitive in nature, including information relating to a person's health, safety, wellbeing, personal circumstances or other matters that could cause harm if misused or inappropriately disclosed.

Information Sharing means the disclosure or exchange of information by the Shire to another person, organisation or agency, whether verbally, in writing or electronically.

Record means information created or received by the Shire in the course of its business that is required to be kept as evidence of a transaction or decision, in accordance with the State Records Act 2000 (WA).

Privacy and Responsible Information Sharing (PRIS)

PRIS means Privacy and Responsible Information Sharing provisions under Part 5A of the Children and Community Services Act 2004 (WA) that permit information sharing in defined circumstances to promote the wellbeing or safety of individuals or the community.

Wellbeing or Safety Purpose means a lawful purpose relating to the protection, prevention or mitigation of harm to an individual or the broader community, including physical, emotional, environmental or community safety considerations.

PRIS Decision means a decision made by an Authorised Officer to share or not share information under the PRIS legislative provisions, based on an assessment of lawfulness, necessity, proportionality and risk.

PRIS Thresholds means the criteria that must be satisfied before information can be shared under PRIS, being that the sharing is lawful, necessary, proportionate, responsible and accountable.

PRIS Champion means the senior executive officer appointed by the Chief Executive Officer to provide organisational oversight, guidance and escalation for PRIS compliance and information-sharing risks.

Delegated Authority means authority formally assigned to a position or officer to make PRIS decisions in accordance with the Shire's delegations and governance framework.

4. POLICY STATEMENT

The Shire of Chittering supports responsible information sharing where it is lawfully permitted, necessary, and proportionate to promote the wellbeing or safety of individuals and the community.

PRIS:

- Does not mandate information sharing,
- Does not override privacy, FOI or records legislation, and
- must be applied carefully and consistently.

Principles:

- Lawful – permitted under legislation
- Necessary – required to achieve a lawful purpose
- Proportionate – limited to what is reasonably required
- Responsible – considers potential harm, misuse or impact
- Accountable – properly documented and capable of review

All PRIS decisions must be:

- documented at the time the decision is made,
- captured in the Shire's records management system, and
- retained in accordance with the Recordkeeping Plan.

Failure to document PRIS decisions may expose the Shire to legal, reputational and governance risk.

This Policy applies specifically to decisions about whether information may be shared under PRIS and does not address general information handling, security or breach response.

Privacy and Responsible Information Sharing (PRIS)

5. ROLES AND RESPONSIBILITIES

Council

- Provides governance oversight and adopts policy.
- Has no role in individual PRIS decisions.

Chief Executive Officer

- Holds ultimate accountability for organisational compliance with PRIS legislation.

PRIS Champion – Deputy CEO

- Provides executive oversight of PRIS compliance.
- Ensures PRIS is embedded within governance, risk and compliance frameworks.
- Escalates systemic or high-risk PRIS matters where required.

PRIS Point of Contact – Records Officer

- Acts as the first point of contact for PRIS guidance.
- Provides advice on documentation and recordkeeping.
- Supports training, awareness and compliance monitoring.

Managers and Authorised Officers

- Make PRIS decisions within delegated authority.
- Ensure legislative thresholds are met.
- Escalate complex or high-risk matters where required

All Employees

- Must comply with this Policy.
- Must seek advice if unsure.
- Must ensure PRIS decisions are documented.

6. COMPLIANCE

Legislation	<i>Children and Community Services Act 2004 (WA) – Part 5A (PRIS)</i> <i>Freedom of Information Act 1992 (WA)</i> <i>State Records Act 2000 (WA)</i> <i>Local Government Act 1995 (WA)</i>
Industry	
Organisational Documents	PRIS Governance & Compliance Framework Information Handling and Data Breach Policy Recordkeeping Plan
Strategic Alignment	

Privacy and Responsible Information Sharing (PRIS)

7. ADMINISTRATION

Review Cycle	Every 3 years	Next Review Due	December 2028
Policy Owner	Governance		
Version	Decision Ref	Date	Change
1.0	110426	15/04/2026	Initial adoption