



Privacy and Responsible Information Sharing (PRIS)

Governance & Compliance Framework

Adopted 15 April 2026

Council Resolution: 110426

Privacy and Responsible Information Sharing (PRIS) Governance & Compliance Framework

1. PURPOSE

This framework establishes how the Shire of Chittering (the Shire) meets its obligations under the Privacy and Responsible Information Sharing (PRIS) provisions contained in Part 5A of the *Children and Community Services Act 2004 (WA)*.

Part 5A of the *Children and Community Services Act 2004 (WA)* establishes a legislative framework for lawful and responsible information sharing by public sector organisations, including local governments, in defined circumstances where information sharing is necessary to promote the wellbeing or safety of individuals or the community, while ensuring information is handled appropriately, proportionately and transparently.

For local government, PRIS may apply across a range of regulatory, community, health, safety and governance functions.

This framework:

- Establishes governance oversight, accountability and internal controls for PRIS decision-making; and
- Supports consistent, defensible and lawful information-sharing practices across the organisation.

This framework does not replace or override existing obligations under privacy, records management, freedom of information or other applicable legislation.

2. LEGISLATIVE CONTEXT

This framework supports compliance with the following legislation and guidance:

- *Children and Community Services Act 2004 (WA)* – Part 5A (Privacy and Responsible Information Sharing)
- *Freedom of Information Act 1992 (WA)*
- *State Records Act 2000 (WA)*
- *Local Government Act 1995 (WA)*
- Applicable regulations and guidance issued by the Information Commissioner or relevant State authorities.

PRIS permits information sharing in defined circumstances; it does not mandate information sharing in all cases. Each decision must be assessed on its individual merits.

3. SCOPE

This framework applies to:

- All Shire employees;
- Contractors and authorised agents acting on behalf of the Shire; and
- All business units where information collection, use or sharing may arise.

PRIS may be relevant across multiple local government service areas, including but not limited to:

- Community Development and Community Services

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- Ranger Services and Community Safety
- Environmental Health
- Building and Planning
- Emergency Management
- Governance and Corporate Services

4. PRIS PRINCIPLES

All decisions made under PRIS must be:

- **Lawful** – permitted under relevant legislation
- **Necessary** – required to achieve a legitimate wellbeing or safety purpose
- **Proportionate** – limited to information reasonably required for that purpose
- **Responsible** – considers potential harm, impact or unintended consequences
- **Accountable** – properly documented and capable of internal or external review

These principles provide high-level direction and must be applied consistently across all PRIS-related decisions.

5. ROLES AND RESPONSIBILITIES

Council

- Sets overall governance and policy expectations.
- Has no role in individual PRIS decision-making or operational information sharing.

Chief Executive Officer

- Holds ultimate accountability for organisational compliance with PRIS legislation.
- Ensures appropriate governance, resourcing and oversight arrangements are in place.
- Supports a culture of lawful, responsible and transparent information handling and sharing.

PRIS Champion – Deputy CEO

The Deputy CEO is appointed as the PRIS Champion for the Shire of Chittering.

The PRIS Champion:

- Provides executive leadership and organisational oversight of PRIS compliance,
- Ensures PRIS obligations are embedded within governance, risk and compliance frameworks,
- Supports consistent application of PRIS across service areas,
- Escalates systemic, complex or high-risk PRIS matters to the CEO where required, and
- Champions staff awareness and accountability for responsible information sharing.

PRIS Point of Contact – Records Officer

The Records Officer is appointed as the PRIS Point of Contact for the Shire.

The PRIS Point of Contact:

- Acts as the first point of contact for staff seeking guidance on PRIS matters,
- Provides advice on recordkeeping, documentation and lawful information sharing,
- Supports correct recording of PRIS decisions in accordance with the Recordkeeping Plan,
- Assists with training, awareness and internal guidance materials, and
- Supports audits, reviews and compliance monitoring activities as required.

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Authorised Officers / Managers

- Make PRIS decisions within their delegated authority.
- Ensure PRIS thresholds (lawful, necessary, proportionate and responsible) are met.
- Assess and manage risk associated with information sharing.
- Escalate complex, sensitive or high-risk matters to the PRIS Champion or CEO.

All Employees

- Must seek advice before sharing information under PRIS if unsure.
- Must comply with this framework, procedures and legislative requirements.
- Must ensure PRIS decisions are properly documented and recorded.
- Must complete required PRIS awareness or training activities.

6. DECISION-MAKING CONTROLS

Information may only be shared under PRIS where:

- the sharing is permitted by legislation,
- the purpose relates to wellbeing or safety,
- the information is relevant and limited to what is necessary, and
- risks have been appropriately considered.

Information must not be shared where:

- it is not necessary for a lawful purpose,
- it would cause unreasonable harm, or
- it conflicts with other legislative obligations without lawful authority.

7. RECORDKEEPING AND ACCOUNTABILITY

All PRIS decisions must be:

- documented at the time the decision is made,
- captured within the Shire's records management system, and
- retained in accordance with the Shire's Recordkeeping Plan and the *State Records Act 2000 (WA)*.

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

8. IMPLEMENTATION AND REVIEW

This framework is supported by:

- operational procedures,
- staff training and awareness, and
- ongoing monitoring.

The framework will be reviewed periodically or in response to legislative or operational change.