

## OFFICIAL INFORMATION POLICY

<b>Section</b>	Risk Management
<b>Contact</b>	Risk Manager
<b>Last Review</b>	October 2013
<b>Next Review</b>	October 2016
<b>Approval</b>	Council C13/146
<b>Effective Date</b>	1 January 2014

### Introduction:

The Official Information Act 1982 provides that official information held by a body such as the University should be made available, unless good reason exists for withholding such information.

### 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.

See Appendix A for a list of further publicly available information held by the University.

**Evaluative material** means evaluative or opinion material compiled solely—

- For the purpose of determining the suitability, eligibility, or qualifications of the person to whom the material relates
  - For employment or for appointment to office
  - For promotion in employment or office or for continuation in employment or office
  - For removal from employment or office
  - For the awarding of contracts, awards, scholarships, honours, or other benefits;
  - For the purpose of determining whether any contract, award, scholarship, honour, or benefit should be continued, modified, or cancelled; or
  - For the purpose of deciding whether to insure any person or property or to continue or renew the insurance of any person or property

### Policy:

Massey University has determined that it will comply with its obligations in respect of official information under the Official Information Act 1982 and the Local Government Official Information and Meetings Act

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1987 (“LGOIMA”). Under these Acts requests to access official information held by the University can be made to:

- access any specified official information;
- access internal rules affecting decisions;
- access a written statement containing reasons behind a decision affecting an individual by that individual;
- access agendas, reports and minutes of meetings of public bodies, including those where the public was excluded (LGOIMA). Note any member of the public may inspect any agenda and associated reports at least 2 working days prior to a meeting of the Council and the minutes of any meeting at the University Registrar’s Office, Massey University, Palmerston North except any meeting or part thereof to which the public is excluded.

**Relevant legislation:**

Official Information Act 1982

**Related procedures / documents:**

Legislative Resource Library including Privacy Act 1993

[Procedure for dealing with requests for information under the Official Information Act 1982](#)

Appendices:

- Appendix A: [University Publications](#)

**Document Management Control:**

Prepared by: Risk Manager

Owned by: AVC Operations, International and University Registrar

Authorised by: Council

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## Appendix A

### University Publications

Further publicly available information held by the University includes:

- the University Calendar
- Massey News
- Massey, magazine for alumni and friends, which is published by the Alumni Office
- Massey University marketing/promotional materials
- University Charter (included in the Calendar);
- Investment Plan Annual Report;
- Massey University Teaching, and
- Massey University Research Repository
- Faculty and departmental degree and course information