

## Publicly available information work sheet

### Important note

This summary work sheet will help you to decide whether there is a proper basis for refusing a request for official information under section 18(d) of the OIA / 17(d) of the LGOIMA, because the requested information is or will soon be publicly available. Detailed guidance on this refusal ground is found in our guide: [Publicly available information](#).

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| <b>1. Identify the information requested</b>                         | <ul style="list-style-type: none"> <li>• Read the request and consult the requester if necessary.</li> <li>• Note the form in which the information is sought. Just because information is publicly available in one form does not mean a request for that information in a different form can be refused.</li> </ul>  |
| <b>2. Is this specific information publicly available?</b>           | <ul style="list-style-type: none"> <li>• Information will be publicly available if:             <ul style="list-style-type: none"> <li>- it is freely available on a website;</li> <li>- it is available for purchase;</li> <li>- it is available in a public library; or</li> <li>- it is available for public inspection.</li> </ul> </li> </ul>   |
| <b>3. Will this specific information be publicly available soon?</b> | <ul style="list-style-type: none"> <li>• You must be reasonably certain that the information will be published in the near future. If the planned publication date is more than 8 weeks after the refusal, this is unlikely to be considered ‘soon’.</li> </ul>  |
| <b>4. Is it reasonable to refuse the request?</b>                    | <ul style="list-style-type: none"> <li>• Consider whether there are any circumstances that would make it unreasonable to rely on section 18(d) OIA / 17(d) LGOIMA to refuse the request.</li> <li>• If the information is publicly available, is it also reasonably accessible to the requester? Would it be administratively burdensome for the agency to have to supply it to the requester?</li> <li>• If the information will be publicly available soon, is there a legitimate reason why the requester needs it sooner? Is there any difficulty in releasing the information sooner, or is there still work that needs to be done to prepare for publication?</li> </ul> |
| <b>5. Refuse the request</b>   | <ul style="list-style-type: none"> <li>• If the information is publicly available, tell the requester where and how the information can be obtained—use our <a href="#">template letter 12</a>.</li> </ul>   |

- If the information will be publicly available soon, provide the precise or approximate date by which it will be published—use our [template letter 13](#).
- Consider letting the requester know when the information has been published, and where they can access it—use our [template letter 14](#).
- If there is an unanticipated delay in publication contact the requester and explain the reason for the delay and the revised publication date—use our [template letter 15](#).