



POLICY CORP009 – FREEDOM OF INFORMATION

Related Management Practice

Yes

Relevant Delegation

No

POLICY INTENTION:

To ensure compliance with the Freedom of Information Act (1992) by:

- Creating a general right of access to the Council's documents;
- Providing means to ensure that personal information held by the Council is accurate, complete, up to date and not misleading;
- Requiring certain documents concerning the Council's operations to be made available;
- Develop and maintain guidelines to ensure operation and compliance with legislation.

POLICY / INFORMATION STATEMENT:

The Shire of Waroona will provide a general right of access to documents and records of the Shire, in accordance with the provisions of the Freedom of Information Act, 1992, and the Guidelines in this Policy.

Objectives:

- a. To assist the public to obtain access to documents and records held by the Shire.
- b. To allow documents to be obtained promptly (and at the lowest reasonable cost) unless they are exempt" within the provisions of the Act.

Guidelines:

- a. Council's Chief Executive Officer assumes the role of "FOI Coordinator" for the Shire and is hereby given delegated authority to perform that function within the requirements of the Act.
- b. Council's Deputy Chief Executive Officer and Manager Works & Services assume the role of the "Decision Maker" and are hereby authorised to make decisions regarding access to information.
- c. The Chief Executive Officer is appointed to review an application should the Applicant be dissatisfied with the results of his/her application.
- d. Procedures for determining access, exemptions, personal information, review, and the preparation of information statements shall be in accordance with the Freedom of Information Implementation Guidelines.
- e. The Shire will apply fees and charges applicable under the Act and shall be as published in the Government Gazette from time to time. (Initially as per Government Gazette dated 22nd October, 1993, and repeated in FOI Bulletin Issue 3, October, 1993).

Policy Administration

Division:	Corporate & Governance
Contact Officer Position:	Chief Executive Officer
Parent Legislation:	Freedom of Information Act 1992
Other Relevant Documents:	Freedom of Information Guidelines & Forms
Date Adopted:	18 December 2018
Reviews/Amendments:	