
CGP011 – Freedom of Information

1. 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 Council is accurate, complete, up to date and not misleading;
- Requiring certain documents concerning Council's operations to be made available; and
- Developing and maintaining guidelines to ensure operation and compliance with legislation.

2. Scope

This policy applies throughout the district.

3. 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* (Act) and the guidelines in this policy.

4. Objectives

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

5. Guidelines

1. Council's Chief Executive Officer assumes the role of "Freedom of Information Coordinator" for the Shire and is granted authority to perform that function within the requirements of the *Freedom of Information Act 1992*.
2. Council's Corporate Planning & Governance Officer and Manager Works & Waste Services assume the role of the 'Decision Maker' and are authorised to make decisions regarding access to information.
3. The Chief Executive Officer is appointed to perform an internal review of an application should the applicant be dissatisfied with the results of their application.
4. 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.
5. The Shire will apply fees and charges applicable under the *Freedom of Information Act 1992* 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).

6. Legislative and Strategic Context

The *Freedom of Information Act 1992* provides the broad framework within which this policy operates.

7. Review

This policy is to be reviewed triennially.

8. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP011				
Contact Officer	Corporate Planning & Governance Officer				
Related Legislation	Freedom of Information Act 1992				
Related Shire Documents	Application for Access to Documents (Under <i>Freedom of Information Act 1992</i> , s.12) form				
Risk Rating	Medium	Review Frequency	Triennially	Next Review	July 2027
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
23/07/2024	Updated position titles and review frequency.	OCM24/07/108
Previous Policies		
CORP009 – Freedom of Information 1.17 – Freedom of Information		