

ADMINISTRATION POLICY

POLICY NO	A.16
POLICY SUBJECT	FREEDOM OF INFORMATION
FILE NUMBER	FOI1
ADOPTION DATE	18 APRIL 2013
LAST REVIEW:	

STATEMENT OF INTENT

This policy is designed to provide guidelines for staff regarding Freedom of Information Requests.

OBJECTIVES

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

POLICY STATEMENT

The Shire of Toodyay 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.

GUIDELINES

- 1) The Shire of Toodyay's Chief Executive Officer delegates the role of "FOI Coordinator" for the Shire to staff member(s) who are to be suitably trained with respect to FOI Coordinator responsibilities. The staff member(s) are hereby given delegated authority to perform that function within the requirements of the Act.
- 2) The Shire of Toodyay's Chief Executive Officer assumes the role of "Decision Maker" and is hereby authorised to make decisions regarding access to information.
- 3) The Chief Executive Officer is appointed to review 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 prepared by the Office of the Information Commissioner, Perth.

ADOPTED ON 18 APRIL 2013